



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (METRO)  
BOARD OF DIRECTORS AGENDA  
REGULAR MEETING  
MARCH 22, 2019 – 9:00 AM  
METRO ADMIN OFFICES  
110 VERNON STREET, SANTA CRUZ, CA**

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

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

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

**BOARD ROSTER**

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

Alex Clifford  
Julie Sherman

METRO CEO/General Manager  
METRO General Counsel

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

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

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

### **AMERICANS WITH DISABILITIES ACT**

The Board of Directors meets in an accessible facility. Any person who requires an accommodation or an auxiliary aid or service to participate in the meeting, or to access the agenda and the agenda packet (including a Spanish language copy of the agenda packet), should contact the Executive Assistant, at 831-426-6080 as soon as possible in advance of the Board of Directors meeting. Hearing impaired individuals should call 711 for assistance in contacting Santa Cruz METRO regarding special requirements to participate in the Board meeting. For information regarding this agenda or interpretation services, please call Santa Cruz METRO at 831-426-6080.

## **SECTION I: OPEN SESSION**

NOTE: THE BOARD CHAIR MAY TAKE ITEMS OUT OF ORDER

- 1 CALL TO ORDER**
- 2 SWEAR IN NEW DIRECTOR(S): COUNTY REPLACEMENT FOR DIRECTOR HAGEN & STEPHEN PRESTON, UCSC EX-OFFICIO DIRECTOR**
- 3 ROLL CALL**
- 4 RECESS TO SCCIC MEETING**
- 5 RECONVENE TO BOARD OF DIRECTORS MEETING**
- 6 ANNOUNCEMENTS**
  - 6-1. Carlos Landaverry to introduce his Spanish language interpretation services, which will be available during "Oral Communications" and for any other agenda item for which these services are needed.
  - 6-2. Today's meeting is being broadcast by Community Television of Santa Cruz County.
- 7 BOARD OF DIRECTORS COMMENTS**
- 8 ORAL AND WRITTEN COMMUNICATIONS TO THE BOARD OF DIRECTORS**

This time is set aside for Directors and members of the general public to address any item not on the Agenda which is within the subject matter jurisdiction of the Board. No action or discussion shall be taken on any item presented except that any Director may respond to statements made or questions asked, or may ask questions for clarification. All matters of an administrative nature will be referred to staff. All matters relating to Santa Cruz METRO will be noted in the minutes and may be scheduled for discussion at a future meeting or referred to staff for clarification and report. Any Director may place matters brought up under Communications to the Board of Directors on a future agenda. In accordance with District Resolution 612-2-1, speakers appearing at a Board meeting shall be limited to three minutes in his or her presentation. Any person addressing the Board may submit written statements, petitions or other documents to complement his or her presentation. When addressing the Board, the individual may, but is not required to, provide his/her name and address in an audible tone for the record.

- 9 WRITTEN COMMUNICATIONS FROM MAC (if applicable)**
- 10 LABOR ORGANIZATION COMMUNICATIONS**
- 11 ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS**

### **CONSENT AGENDA**

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

#### **12-01 RECOMMENDED ACTION ON TORT CLAIMS**

Alex Clifford, CEO/General Manager

#### **12-02 ACCEPT AND FILE: PRELIMINARY APPROVED CHECK JOURNAL DETAIL FOR THE MONTH OF FEBRUARY 2019**

Angela Aitken, CFO

#### **12-03 ACCEPT AND FILE: MINUTES FROM THE FEBRUARY 22, 2019 BOARD OF DIRECTORS MEETING**

Alex Clifford, CEO/General Manager

#### **12-04 ACCEPT AND FILE: QUARTERLY PROCUREMENT REPORT FOR 4<sup>TH</sup> QUARTER OF FY19**

Erron Alvey, Purchasing and Special Projects Director

#### **12-05 ACCEPT AND FILE: THE YEAR TO DATE MONTHLY FINANCIAL REPORT AS OF DECEMBER 31, 2018**

Angela Aitken, CFO

#### **12-06 APPROVE: CONSIDER A REVISED RESOLUTION DESIGNATING THE CEO/GENERAL MANAGER AS THE AUTHORIZED AGENT TO SUBMIT A GRANT APPLICATION AND EXECUTE ACTIONS NECESSARY TO RECEIVE FORMULA FUNDS FROM THE FY19 LOW CARBON TRANSIT OPERATIONS PROGRAM**

Barrow Emerson, Planning and Development Director

#### **12-07 APPROVE: CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A 4<sup>TH</sup> AMENDMENT EXTENDING THE CONTRACT WITH NORTH BAY FORD FOR VEHICLE REPAIR AND MAINTENANCE SERVICES, INCREASING THE CONTRACT TOTAL BY \$11,000**

Eddie Benson, Maintenance Manager

#### **12-08 APPROVE: CONSIDERATION OF AWARD AUTHORITY OF CONTRACT FOR TRANSIT BUS REFURBISHMENT PROJECT NOT TO EXCEED \$1,016,605**

Eddie Benson, Maintenance Manager

**12-09 CONSIDERATION OF APPROVING THE AMENDED DRUG AND ALCOHOL TESTING POLICY AND APPROVAL OF THE RESOLUTION REGARDING THIS ACTION**

Dawn Crummié, Interim Director of Human Resources

**12-10 ACCEPT THE CORRECTION TO THE EXECUTIVE ASSISTANT JOB DESCRIPTION**

Dawn Crummié, Interim Director of Human Resources

**REGULAR AGENDA**

**13 PRESENTATION OF EMPLOYEE LONGEVITY AWARDS FOR ISAAC HOLLY AND ELMER TORRES, (20 YEARS)**

Ed Bottorff, Board Chair

**14 SANTA CRUZ COUNTY OPERATIONAL PLAN PROGRESS UPDATE**

Matt Machado, Deputy County Administrative Officer, Director of Public Works

**15 CEO ORAL REPORT**

Alex Clifford, CEO/General Manager

**16 APPROVAL OF FY20 AND FY21 PRELIMINARY OPERATING BUDGETS AND FY20 CAPITAL BUDGET FOR REVIEW AND TDA/STA CLAIMS PURPOSES**

Angela Aitken, CFO

**17 AUTHORIZATION OF A PROVISIONAL ADMINISTRATIVE SPECIALIST POSITION IN THE PURCHASING DEPARTMENT**

Erron Alvey, Purchasing and Special Projects Director

**18 CONSIDERATION OF AUTHORIZING THE CEO/GENERAL MANAGER TO ENTER INTO AN AGREEMENT WITH COASTAL LANDSCAPING INC. FOR REPAIRS AND LANDSCAPING IMPROVEMENTS TO THE CAVALLARO TRANSIT CENTER AND THE VERNON ADMINISTRATIVE OFFICE SITE FOR A NOT TO EXCEED AMOUNT OF \$88,028**

Ciro Aguirre, COO

**19 CONSIDERATION OF DECLARATION OF AN EMERGENCY AND AUTHORIZATION OF SERVICES IN AN AMOUNT NOT TO EXCEED \$15,000 TO SERVPRO OF SANTA CRUZ/SANTA CLARA FOR REMEDIATION SERVICES AT PACIFIC STATION TRANSIT CENTER**

Ciro Aguirre, COO

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

Alex Clifford, CEO/General Manager

**21 ANNOUNCEMENT OF NEXT MEETING: FRIDAY, APRIL 26, 2019 AT 9:00 AM, AT SCOTTS VALLEY CITY COUNCIL CHAMBERS, ONE CIVIC CENTER DRIVE, SCOTTS VALLEY, CA**

Ed Bottorff, Board Chair



**22 RECESS TO CLOSED SESSION**

**SECTION II: CLOSED SESSION**

**23 CONFERENCE WITH LABOR NEGOTIATORS (GOVERNMENT CODE SECTION 54957.6)**

**Agency Negotiators:**

**Alex Clifford, CEO/General Manager  
Julie Sherman, General Counsel**

**Employee Organizations:**

**SMART, Local 23  
SMART, Local 23 – ParaCruz Operations  
SEIU, Local 521**

**SECTION III: RECONVENE TO OPEN SESSION**

**24 REPORT OF CLOSED SESSION ITEMS**

Julie Sherman, General Counsel

**25 ADJOURNMENT**

Ed Bottorff, Board Chair

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

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**DATE:** March 22, 2019  
**TO:** Board of Directors  
**FROM:** Alex Clifford, CEO/General Manager  
**SUBJECT: RECOMMENDED ACTION ON TORT CLAIMS**

**I. RECOMMENDED ACTION**

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

**II. SUMMARY**

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

**III. DISCUSSION/BACKGROUND**

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

**IV. FINANCIAL CONSIDERATIONS/IMPACT**

None

**V. ALTERNATIVES CONSIDERED**

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

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

**VI. DESCRIPTION OF CLAIMS**

Claimant	Claim #	Description	Recommended Action
Alvarado, Luis	19-0002	Claimant alleges that a METRO Bus hit his car while traveling in the adjacent lane. Amount of claim: \$3,509.72	Reject
Ellis, Marie	19-0003	Claimant alleges that a METRO SUV hit her car's rear bumper while changing lanes. Amount of claim: \$2,100.00	Reject
Dugdale, Wade	19-0004	Claimant alleges that a METRO Bus caused a pickup truck to hit his parked station wagon. Amount of Claim: \$2,564.59	Reject

Prepared by: Tom Szeszowicki, Safety Specialist

**VII. APPROVAL:**

Alex Clifford, CEO/General Manager



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**DATE:** March 22, 2019  
**TO:** Board of Directors  
**FROM:** Angela Aitken, Chief Financial Officer  
**SUBJECT: ACCEPT AND FILE PRELIMINARY APPROVED CHECK JOURNAL  
DETAIL FOR THE MONTH OF FEBRUARY 2019**

**I. RECOMMENDED ACTION**

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

**II. SUMMARY**

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

**III. DISCUSSION/BACKGROUND**

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

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

**IV. FINANCIAL CONSIDERATIONS/IMPACT**

None. The check journal is a presentation of invoices paid in February 2019 for purposes of Board review, agency disclosure, accountability and transparency.

**V. ALTERNATIVES CONSIDERED**

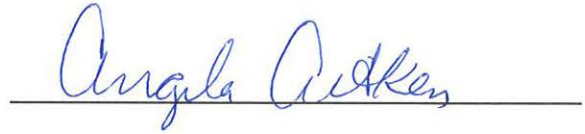
N/A

**VI. ATTACHMENTS**

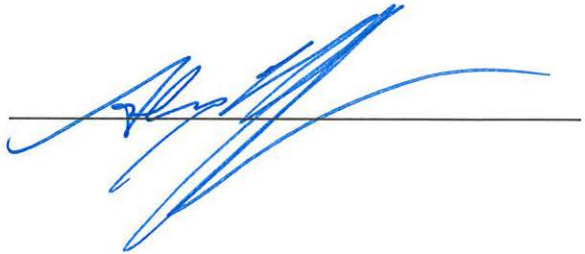
**Attachment A:** Check Journal Detail for the Month of February 2019  
Prepared by: Holly Alcorn, Accounting Specialist

**VII. APPROVALS:**

Angela Aitken, Chief Financial Officer



Alex Clifford, CEO/General Manager





# Attachment A

DATE 03/04/19 08:25

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

PAGE 1

DATE: 02/01/19 THRU 02/28/19

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
64434	02/04/19	3,956.00 382	AIRTEC SERVICE INC.		91323	DEC 18 MAINT ADMIN	814.00		
64435	02/04/19	1,736.28 E437	AITKEN, ANGELA		91324	AUG 18 PREV MAINT SV	242.00		
64436	02/04/19	47.31 002828	ALLIED ELECTRONICS		91325	NOV 18 PREV MAINT OP	2,900.00		
64437	02/04/19	15.34 002861	AMERICAN MESSAGING SVCS, LLC		91392	TRAVEL REIMBURSEMENT	1,736.28		
64438	02/04/19	225.00 003405	ANIMAL DAMAGE MANAGEMENT INC		91379	INVENTORY ORDER	47.31		
64439	02/04/19	6,600.09 001D	AT&T		91326	JAN 19 FAC PAGER	15.34		
					91321	BI-MONTHLY PEST VERN	225.00		
					91224	12/19-01/18 MAIN ACC	3,739.58		
					91235	12/10-01/09 INTERNET	891.27		
					91308	12/19-01/18 OPS ELEV	145.63		
					91361	12/13-01/12 PT TO PT	1,823.61		
					91337	INVENTORY BATTERIES	2,804.43		
					91338	INVENTORY BATTERIES	3,001.08		
					91332	DEC 18 SVCS VERN GEN	7,051.50		
					91394	NOV 18 GOLF FIRE EGR	5,212.50		
					91377	INVENTORY ORDER	2,521.81		
					91318	12/11-1/15 WTC WATER	54.35		
					91270	VTA BUS 4203 REPAIR	6,483.59		
					91214	DEC 18 MAINTENANCE	14,842.00		
					91335	INVENTORY ORDER	462.26		
					91347	TRAVEL REIMBURSEMENT	240.20		
					91237	CUSTODIAL SUPPLIES	101.70		
					91357	CREDIT MEMO	-261.16		
					91358	INVENTORY ORDER	1,343.62		
					91359	INVENTORY ORDER	109.25		
					91360	INVENTORY ORDER	913.44		
					91393	JAN 19 LANDSCAPING	2,890.00		
					91333	RPR VEH # PC1711	226.09		
					91376	RPR VEH # 1708	545.32		
					91284	INVENTORY ORDER	443.28		
					91316	INVENTORY ORDER	92.29		
					91346	INVENTORY ORDER	77.45		
					91244	TIRES	5,503.98		
					91245	TIRES	393.44		
					91246	TIRES	547.97		
					91310	TIRES	1,018.74		
					91317	12/7-6/7 FENCE RENT	450.00		
					91229	TEMP W/E 01/20/19	1,412.44		
					91271	TEMP W/E 01/20/19	589.28		
					91272	TEMP W/E 01/13/19	1,020.60		
					91273	TEMP W/E 01/06/19	437.40		
					91238	MAINTENANCE SUPPLIES	49.56		
					91322	11/12 ELEVATOR TEST	152.50		
					91250	01/01-01/15 FUEL	2,100.19		
					91334	01/01-01/15 FUEL PC	6,390.48		
					91373	209-025-0541-0613025	57.26		
64440	02/04/19	5,805.51 002802	BATTERY SYSTEMS CORP						
64441	02/04/19	12,264.00 002035	BOWMAN & WILLIAMS INC						
64442	02/04/19	2,521.81 001356	BRENCO OPERATING-TEXAS, LP						
64443	02/04/19	54.35 130	CITY OF WATSONVILLE UTILITIES						
64444	02/04/19	6,483.59 909	CLASSIC GRAPHICS						
64445	02/04/19	14,842.00 001124	CLEAN ENERGY						
64446	02/04/19	462.26 003102	CLEVER DEVICES LTD						
64447	02/04/19	240.20 E957	CLIFFORD, ALEX						
64448	02/04/19	2,206.85 075	COAST PAPER & SUPPLY INC.						
64449	02/04/19	2,890.00 003034	COASTAL LANDSCAPING INC. DBA						
64450	02/04/19	771.41 002814	CREATIVE BUS SALES, INC.						
64451	02/04/19	443.28 003430	CYNTHIA BRUECK						
64452	02/04/19	92.29 798	D&D COMPRESSOR, INC						
64453	02/04/19	77.45 003317	DENCO CONTROLS INC						
64454	02/04/19	7,464.13 003274	EAST BAY TIRE CO.						
64455	02/04/19	450.00 003324	EXPRESS FENCE LLP						
64456	02/04/19	3,459.72 432	EXPRESS SERVICES INC.						
64457	02/04/19	49.56 001172	FERGUSON ENTERPRISES INC. #795						
64458	02/04/19	152.50 003431	FIRST ALARM						
64459	02/04/19	8,490.67 002952	FLYERS ENERGY LLC						
64460	02/04/19	57.26 003279	FRONTIER COMMUNICATIONS - 3025						

# Attachment A

DATE 03/04/19 08:25

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

PAGE 2

DATE: 02/01/19 THRU 02/28/19

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
64461	02/04/19	2,068.36	117	GILLIG LLC		91283	INVENTORY ORDER	12.82	
						91307	VTA GILLIG BUS PARTS	42.13	
						91375	INVENTORY ORDER	2,013.41	
64462	02/04/19	3,285.37	282	GRAINGER		91239	MAINTENANCE SUPPLIES	193.94	VOIDED
						91247	BIN BOXES	24.85	
						91248	NON-INVENTORY ORDER	86.80	
						91294	SMALL TOOLS	429.16	
						91295	NON-INVENTORY ORDER	19.76	
						91296	INVENTORY ORDER	159.81	
						91299	MAINTENANCE SM TOOLS	21.26	
						91300	INVENTORY ORDER	770.74	
						91302	MAINTENANCE SUPPLIES	108.51	
						91306	SHOP TOOLS/SUPPLIES	1,206.77	
						91314	MAINTENANCE SUPPLIES	144.62	
						91315	CUSTODIAL SUPPLIES	30.00	
						91343	MAINTENANCE SUPPLIES	77.87	
						91345	MAINTENANCE SUPPLIES	11.28	
						91239	MAINTENANCE SUPPLIES	-193.94	**VOID
64462	02/04/19	-3,285.37	282	GRAINGER		91247	BIN BOXES	-24.85	
						91248	NON-INVENTORY ORDER	-86.80	
						91294	SMALL TOOLS	-429.16	
						91295	NON-INVENTORY ORDER	-19.76	
						91296	INVENTORY ORDER	-159.81	
						91299	MAINTENANCE SM TOOLS	-21.26	
						91300	INVENTORY ORDER	-770.74	
						91302	MAINTENANCE SUPPLIES	-108.51	
						91306	SHOP TOOLS/SUPPLIES	-1,206.77	
						91314	MAINTENANCE SUPPLIES	-144.62	
						91315	CUSTODIAL SUPPLIES	-30.00	
						91343	MAINTENANCE SUPPLIES	-77.87	
						91345	MAINTENANCE SUPPLIES	-11.28	
64463	02/04/19	251.70	166	HOSE SHOP, THE INC		91328	RPR SHOP AIR HOSE	43.00	
						91330	RPR VEH # 2310/INV	208.70	
64464	02/04/19	22,223.65	003223	JASPER WELLER LLC		91278	RPR VEH # 1206	8,854.55	
						91380	CORE CREDIT	-4,340.00	
						91381	INVENTORY ORDER	8,854.55	
						91382	INVENTORY ORDER	8,854.55	
64465	02/04/19	613.59	1117	KELLEY'S SERVICE INC.		91260	CREDIT MEMO	-13.77	
						91261	RPR VEH # 501	16.56	
						91262	INVENTORY ORDER	218.68	
						91263	INVENTORY ORDER	13.39	
						91264	NON-INVENTORY ORDER	34.00	
						91265	INVENTORY ORDER	40.91	
						91266	INVENTORY ORDER	228.22	
						91341	INVENTORY ORDER	75.60	
64466	02/04/19	23.82	001233	KIMBALL MIDWEST		91254	NON-INVENTORY ORDER	-23.82	

# Attachment A

DATE 03/04/19 08:25

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
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PAGE 3

DATE: 02/01/19 THRU 02/28/19

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
64467	02/04/19	172.81 003432		MALLORY SAFETY & SUPPLY, LLC		91218	SAFETY RAIN BOOTS	109.37	
64468	02/04/19	16,193.53 003017		MANSFIELD OIL CO OF GAINSVILLE		91219	SAFETY RAIN BOOTS	63.44	
64469	02/04/19	317.50 003249		MAXIMUM OIL SERVICE LLC		91336	01/08/19 DIESEL	16,193.53	
64470	02/04/19	4,920.34 001052		MID VALLEY SUPPLY INC.		91351	NON RCRA HAZ WASTE	317.50	
						91319	INVENTORY ORDER	96.14	
						91354	CREDIT MEMO	-703.24	
						91355	INVENTORY ORDER	3,300.27	
						91356	INVENTORY ORDER	2,227.17	
						91225	CUSTODIAL SUPPLIES	10.50	
						91230	LAUNDRY SERVICE	36.00	
						91231	LAUNDRY SERVICE	36.00	
						91236	CUSTODIAL SUPPLIES	30.00	
						91255	LAUNDRY SERVICE	22.00	
						91256	CUSTODIAL SUPPLIES	50.00	
						91257	LAUNDRY SERVICE	207.86	
						91258	CUSTODIAL SUPPLIES	50.00	
						91259	LAUNDRY SERVICE	207.86	
						91293	CUSTODIAL SUPPLIES	10.50	
						91297	CUSTODIAL SUPPLIES	50.00	
						91298	LAUNDRY SERVICE	207.86	
						91301	CUSTODIAL SUPPLIES	10.50	
						91303	CUSTODIAL SUPPLIES	30.00	
						91304	LAUNDRY SERVICE	36.00	
						91339	LAUNDRY SERVICE	243.07	
						91340	CUSTODIAL SUPPLIES	50.00	
						91342	CUSTODIAL SUPPLIES	10.50	
						91274	BOARD MBR PLAQUES	622.74	
						91277	BUS OPERATOR BADGES	130.28	
						91251	INVENTORY ORDER	25.87	
						91329	RPR VEH # PC1120	1,041.73	
						91233	TEMP W/E 01/04/19	1,322.25	
						91234	TEMP W/E 01/11/19	1,656.40	
						91344	BAY DOOR REPAIR	1,485.00	
						91215	11/29-12/28 SMC	2,170.91	
						91216	11/29-12/28 OFS	4,109.83	
						91217	12/04-01/03 SVT TVM	59.80	
						91223	12/07-01/07 PARACRUZ	909.81	
						91281	INVENTORY ORDER	784.94	
						91227	OFFICE SUPPLIES	509.71	
						91275	OFFICE SUPPLIES	100.95	
						91276	OFFICE SUPPLIES	179.07	
						91279	OFFICE SUPPLIES	79.36	
						91280	OFFICE SUPPLIES	132.47	
						91320	OFFICE SUPPLIES	12.27	
						91282	RPR VEH # 9826 RADIA	691.94	
						91240	MAINTENANCE SUPPLIES	89.50	
64473	02/04/19	753.02 003326		NIDAL HALABI & NADA ALGHARIB					
64474	02/04/19	1,067.60 004		NORTH BAY FORD LINC-MERCURY					
64475	02/04/19	2,978.65 003115		OFFICE TEAM					
64476	02/04/19	1,485.00 364		OVERHEAD DOOR CO. OF SALINAS					
64477	02/04/19	7,250.35 009		PACIFIC GAS & ELECTRIC					
64478	02/04/19	784.94 023		PACIFIC TRUCK PARTS, INC.					
64479	02/04/19	1,013.83 043		PALACE ART & OFFICE SUPPLY					
64480	02/04/19	691.94 187		POLAR RADIATOR SERVICE INC					
64481	02/04/19	351.62 107A		PROBUILD COMPANY LLC					

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64481	02/04/19	66.66 003024		RICOH USA, INC CA		91241	MAINTENANCE SUPPLIES	8.53	
64482	02/04/19	267.66 215		RICOH USA, INC. TX		91242	MAINTENANCE SUPPLIES	34.34	
64483	02/04/19	240.86 536		RIVERSIDE LIGHTING & ELECTRIC		91243	MAINTENANCE SUPPLIES	12.17	
						91311	MAINTENANCE SUPPLIES	115.29	
						91312	MAINTENANCE SUPPLIES	10.94	
						91313	MAINTENANCE SUPPLIES	20.75	
						91348	MAINTENANCE SUPPLIES	29.36	
						91349	MAINTENANCE SUPPLIES	16.69	
						91350	MAINTENANCE SUPPLIES	14.05	
						91226	01/14-02/13 MAINT PC	66.66	
						91228	02/03-03/02 LEASE	267.66	
						91220	MAINTENANCE SUPPLIES	144.28	
						91221	MAINTENANCE SUPPLIES	33.61	
						91222	MAINTENANCE SUPPLIES	57.51	
						91362	MAINTENANCE SUPPLIES	5.46	
64484	02/04/19	3,851.07 003154		ROMAINE ELECTRIC CORP		91291	INVENTORY ORDER	540.79	
						91292	INVENTORY ORDER	1,726.15	
64485	02/04/19	345.29 135		SANTA CRUZ AUTO PARTS, INC.		91378	INVENTORY ORDER	1,584.13	
						91249	INVENTORY ORDER	77.26	
						91252	INVENTORY ORDER	192.10	
						91253	INVENTORY ORDER	75.93	
64486	02/04/19	1,649.00 002700		SANTA CRUZ COUNTY ENVIROMENTAL		91327	HEALTH PERMIT GOLF	1,649.00	
64487	02/04/19	10,319.67 079		SANTA CRUZ MUNICIPAL UTILITIES		91363	12/6-1/4 1200 RIVER	246.89	
						91364	12/6-1/4 VERNON IRR	12.40	
						91365	12/6-1/4 VERNON	501.67	
						91366	12/6-1/4 GOLF CLUB	1,342.57	
						91367	12/6-1/4 1200B RIVER	3,042.74	
						91368	12/6-1/4 OCEAN/WATER	1,050.60	
						91369	12/6-1/4 SMC	4,044.89	
						91370	12/6-1/4 SMC ISLAND	55.30	
						91371	12/6-1/4 GOLF IRRIG	11.25	
						91372	12/6-1/4 1200 RIV IR	11.36	
64488	02/04/19	3,131.52 001976		SPORTWORKS NORTHWEST, INC.		91331	VTA GILLIG AD PANELS	3,131.52	
64489	02/04/19	1,400.00 001857		SWRCB FEES		91232	2019 OPS SBF PERMIT	1,400.00	
64490	02/04/19	5,702.02 003285		THE AFTERMARKET PARTS CO LLC		91286	INVENTORY ORDER	95.42	
						91287	INVENTORY ORDER	1,218.30	
						91288	RPR VEH # 1206	1,947.14	
						91289	INVENTORY ORDER	861.31	
						91290	INVENTORY ORDER	365.54	
						91309	RPR VEH # 1205	865.46	
						91374	INVENTORY ORDER	348.85	
64491	02/04/19	249.71 003415		TRANSFOR CORPORATION		91305	ADA WHEELCHAIR LOOPS	249.71	
64492	02/04/19	1,297.74 003037		TYCO FIRE & SECURITY MGMT INC		91352	2/1-4/30 ALARM GOLF	501.35	
						91353	2/1-4/30 ALARM OPS	796.39	
64493	02/04/19	56.57 007		UNITED PARCEL SERVICE		91391	SHIPPING SERVICES	56.57	
64494	02/04/19	2,714.26 002829		VALLEY POWER SYSTEMS, INC.		91384	INVENTORY ORDER	3,420.28	

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64495	02/04/19	912.24 434		VERIZON WIRELESS	0	91385	CORE CREDIT	-146.12	
64496	02/04/19	1,190.00 001353		VISION COMMUNICATIONS		91386	CORE CREDIT	-87.40	
64497	02/04/19	200.00 003237		WAREHOUSE DIRECT INTERIORS INC		91387	CORE CREDIT	-87.40	
64498	02/04/19	1,031.98 001506		WESTERN STATES OIL CO.		91388	CORE CREDIT	-170.70	
64499	02/04/19	3,255.37 282		GRAINGER		91389	CORE CREDIT	-170.70	
						91390	CORE CREDIT	-43.70	
						91383	12/13-1/12 BUS WIFI	912.24	
						91268	VTA BUS 2318 RADIO	595.00	
						91269	VTA BUS 2316 RADIO	595.00	
						91213	CARPET - SMC	200.00	
						91285	INVENTORY ORDER	1,031.98	
						91395	MAINTENANCE SUPPLIES	193.94	
						91396	BIN BOXES	24.85	
						91397	NON-INVENTORY ORDER	86.80	
						91398	NON-INVENTORY ORDER	429.16	
						91399	NON-INVENTORY ORDER	19.76	
						91400	INVENTORY ORDER	159.81	
						91401	MAINTENANCE SM TOOLS	21.26	
						91402	INVENTORY ORDER	770.74	
						91403	MAINTENANCE SUPPLIES	108.51	
						91404	SHOP TOOLS/SUPPLIES	108.51	
						91405	MAINTENANCE SUPPLIES	1,206.77	
						91406	MAINTENANCE SUPPLIES	144.62	
						91407	MAINTENANCE SUPPLIES	77.87	
						91408	MAINTENANCE SUPPLIES	11.28	
						91471	CUSTODIAL SUPPLIES	30.00	
64500	02/04/19	30.00 041		MISSION UNIFORM		91471	INVENTORY ORDER	220.82	
64501	02/11/19	1,851.33 003151		ABC BUS INC		91530	CREDIT MEMO	-10.49	
						91531	INVENTORY ORDER	330.37	
						91532	INVENTORY ORDER	422.01	
						91533	INVENTORY ORDER	888.62	
64502	02/11/19	576.25 003089		ACTION AUTO GLASS DBA FOR		91431	RPR VEH # PC1706	576.25	
64503	02/11/19	61.78 E662		ALVEY, ERRON		91528	REIMBURSEMENT	61.78	
64504	02/11/19	15.34 002861		AMERICAN MESSAGING SVCS, LLC		91424	2/1-2/28 FAC PAGER	15.34	
64505	02/11/19	445.17 001D		AT&T		91458	12/19-01/18 OCEAN-LG	280.69	
64506	02/11/19	4,927.41 001348		ATHENS INSURANCE SERVICE, INC.		91459	12/19-1/18 DAVENPORT	164.48	
64507	02/11/19	396.00 003271		AUTO CARE TOWING		91501	FEB 19 TPA FEE	4,927.41	
						91429	TOWING VEH # 503	108.00	
						91430	TOWING VEH 2801	288.00	
64508	02/11/19	3,001.08 002802		BATTERY SYSTEMS CORP		91426	BATTERIES	3,001.08	
64509	02/11/19	7,197.50 002035		BOWMAN & WILLIAMS INC		91514	DEC 18 EV CHARGING	7,197.50	
64510	02/11/19	1,886.24 001356		BRENCO OPERATING-TEXAS, LP		91465	INVENTORY ORDER	1,886.24	
64511	02/11/19	15,750.00 001324		CAPITALEDDGE ADVOCACY, INC.		91517	DEC 18 LEGISLATE SVC	5,250.00	
						91518	JAN 19 LEGISLATE SVC	5,250.00	
						91519	FEB 19 LEGISLATE SVC	5,250.00	
64512	02/11/19	7,933.48 001230		CAPITOL CLUTCH & BRAKE, INC.		91412	VTA GILLIG INVENTORY	4,648.42	
						91420	INVENTORY ORDER	3,285.06	

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64513	02/11/19	275.00 003188		CAREERS IN GOVERNMENT INC		91502	MARCOM JOB AD	275.00	
64514	02/11/19	403.31 002034		CARLON'S FIRE EXTINGUISHER		91543	FIRE EXT SERVICE	403.31	
64515	02/11/19	2,587.04 001159		CATTO'S GRAPHICS, INC.		91541	SIGNS - LAMINATED	2,403.50	
						91542	SIGNS - DO NOT ENTER	183.54	
64516	02/11/19	1,598.92 130		CITY OF WATSONVILLE UTILITIES		91486	01/24/19 WASTE WTC	936.30	
						91487	12/17-1/23 WATER WTC	517.68	
						91488	12/17-1/22 WATER WTC	90.25	
						91489	12/17-1/23 WATER WTC	54.69	
64517	02/11/19	12,427.70 909		CLASSIC GRAPHICS		91436	GRAB HANDLES	566.90	
64518	02/11/19	10,364.76 001124		CLEAN ENERGY		91516	VTA REPAINT BUS 2322	11,860.80	
64519	02/11/19	150.77 075		COAST PAPER & SUPPLY INC.		91534	01/02 LNG	4,690.62	
64520	02/11/19	9,900.00 003034		COASTAL LANDSCAPING INC. DBA		91535	01/04 LNG	5,674.14	
64521	02/11/19	552.00 700		CPS - HR CONSULTING		91417	INVENTORY ORDER	121.27	
						91477	MAINTENANCE SUPPLIES	29.50	
64522	02/11/19	15,993.97 003116		CUMMINS PACIFIC LLP		91490	SVT TREE REMOVAL	9,900.00	
64524	02/11/19	2,322.50 916		DOCTORS ON DUTY MEDICAL CLINIC		91491	EE RELATIONS TRAININ	184.00	
						91492	EE RELATIONS TRAININ	184.00	
						91493	EE RELATIONS TRAININ	184.00	
						91433	VEH 1204 PISTON UPGR	15,993.97	
						91548	DOT EXAM/VACCINES	93.00	
						91549	DMV PHYS/DRUG TEST	152.50	
						91550	DOT EXAM/DRUG TEST	32.50	
						91551	DOT EXAM/DRUG TEST	32.50	
						91552	DOT PHYSICAL	120.00	
						91553	DOT DRUG/ALC TEST	75.00	
						91554	DOT DRUG/ALC TEST	75.00	
						91555	DOT EXAM/DRUG TEST	32.50	
						91556	DOT EXAM/DRUG TEST	32.50	
						91557	DOT EXAM/DRUG TEST	32.50	
						91558	DOT EXAM/VACCINES	93.00	
						91559	DOT DRUG/ALC TEST	75.00	
						91560	DOT DRUG TEST/OBSERV	52.50	
						91561	DOT PHYS/DRUG TEST	152.50	
						91562	DOT EXAM/DRUG TEST	32.50	
						91563	DOT EXAM/VACCINES	93.00	
						91564	DOT EXAM/DRUG TEST	32.50	
						91565	DOT DRUG/ALC TEST	75.00	
						91566	DOT EXAM/DRUG TEST	32.50	
						91567	DOT EXAM/VACCINES	93.00	
						91568	DOT DRUG/ALC TEST	75.00	
						91569	DOT EXAM/DRUG TEST	32.50	
						91570	DOT EXAM/DRUG TEST	32.50	
						91571	DOT DRUG TEST/OBSERV	52.50	
						91572	DOT PHYS/DRUG TEST	152.50	
						91573	DOT EXAM/DRUG TEST	32.50	
						91574	DOT EXAM/DRUG TEST	32.50	

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64525	02/11/19	003274	4,860.89	EAST BAY TIRE CO.		91575	DOT PHYSICAL	120.00	
						91576	DOT EXAM/DRUG TEST	32.50	
						91577	DOT DRUG/ALC TEST	75.00	
						91578	DOT EXAM/VACCINES	93.00	
						91579	DOT EXAM/DRUG TEST	75.00	
						91580	DOT DRUG/ALC TEST	75.00	
						91581	DOT EXAM/DRUG TEST	32.50	
						91440	TIRES	928.68	
						91441	TIRES	509.37	
						91442	TIRES	517.91	
						91443	INVENTORY ORDER	395.62	
						91444	TIRES	1,528.11	
						91450	TIRES	981.20	
						91446	SCORING TEST SVCS	25.00	
64526	02/11/19	298	25.00	ERGOMETRICS & APPLIED PERSONNEL		91409	TEMP W/E 01/27/19	512.00	
64527	02/11/19	432	11,392.00	EXPRESS SERVICES INC.		91506	TEMP W/E 11/18	1,600.00	
						91507	TEMP W/E 11/25	960.00	
						91508	TEMP W/E 12/02/18	1,600.00	
						91509	TEMP W/E 12/09/18	1,600.00	
						91510	TEMP W/E 12/23/18	1,600.00	
						91511	TEMP W/E 12/30/18	640.00	
						91545	TEMP W/E 01/20/19	1,600.00	
						91546	TEMP W/E 01/27/19	1,280.00	
64528	02/11/19	001172	123.09	FERGUSON ENTERPRISES INC. #795		91494	PLUMBING PARTS	118.28	
						91495	PLUMBING PARTS	4.81	
64529	02/11/19	647	2,375.26	GENFARE A DIV OF SPX CORP		91461	PARTS/SUPPLIES	200.12	
						91462	INVENTORY ORDER	1,620.19	
						91463	INVENTORY ORDER	143.50	
						91464	INVENTORY ORDER	411.45	
64530	02/11/19	117	1,493.32	GILLIG LLC		91419	INVENTORY ORDER	210.09	
						91515	VTA GILLIG INVENTORY	1,283.23	
64531	02/11/19	282	1,549.33	GRAINGER		91410	INVENTORY ORDER	572.64	
						91425	MAINTENANCE SUPPLIES	115.99	
						91434	SAFETY SUPPLIES	61.32	
						91435	INVENTORY ORDER	222.36	
						91478	INVENTORY ORDER	429.43	
						91481	PORTABLE HOSE CART	147.59	
64532	02/11/19	001745	14,809.19	HARTFORD LIFE AND ACCIDENT INS		91524	FEB 19 LIFE INS	4,114.86	
						91525	FEB 19 DISABILITY IN	10,694.33	
64533	02/11/19	166	218.45	HOSE SHOP, THE INC		91445	CREDIT MEMO	-90.09	
						91447	NON-INVENTORY ORDER	158.79	
						91448	NON-INVENTORY ORDER	149.75	
64534	02/11/19	133	440.00	JOBS AVAILABLE		91504	MARCOM JOB AD	440.00	
64535	02/11/19	117	238.63	KELLEY'S SERVICE INC.		91427	INVENTORY ORDER	238.63	
64536	02/11/19	003195	1,050.00	LANDAVERRY, CARLOS G.		91505	BI-LINGUAL TEST ADM	1,050.00	
64537	02/11/19	852	1,587.76	LAW OFFICES OF MARIE F. SANG		91500	CL# 16001136, 160026	1,298.76	

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64538	02/11/19	157.62 003059	MAILFINANCE INC	91521	CL# 2010226708			289.00	
64539	02/11/19	65.71 003432	MALLORY SAFETY & SUPPLY, LLC	91496	1/28-2/27 LEASE			157.62	
64540	02/11/19	3,509.42 003361	MILLER MAXFIELD INC	91460	SAFETY - RAINBOOTS			65.71	
64541	02/11/19	342.36 041	MISSION UNIFORM	91512	DEC 18 SERVICES			3,509.42	
64542	02/11/19	600.00 003061	NEOFUNDS BY NEOPOST DBA	91483	CUSTODIAL SUPPLIES			30.00	
64543	02/11/19	206.50 009	PACIFIC GAS & ELECTRIC	91526	CUSTODIAL SUPPLIES			10.50	
64544	02/11/19	628.76 023	PACIFIC TRUCK PARTS, INC.	91538	LAUNDRY SERVICE			44.00	
64545	02/11/19	4.06 043	PALACE ART & OFFICE SUPPLY	91539	CUSTODIAL SUPPLIES			50.00	
64546	02/11/19	240.00 481	PIED PIPER EXTERMINATORS, INC.	91540	LAUNDRY SERVICE			207.86	
64547	02/11/19	35,240.40 002939	PREFERRED BENEFIT	91520	###-###-###-1598			600.00	
64548	02/11/19	97.98 107A	PROBUILD COMPANY LLC	91484	12/25-1/24 1122 RIV			206.50	
64549	02/11/19	1,371.02 003154	ROMAINE ELECTRIC CORP	91472	INVENTORY ORDER			440.69	
64550	02/11/19	91.53 045	ROYAL WHOLESALE ELECTRIC	91513	OFFICE SUPPLIES			4.06	
64551	02/11/19	1,000.00 E1013	RUDDICK, SHONOA	91498	JAN 19 PEST OPS CRK			105.00	
64552	02/11/19	35.60 135	SANTA CRUZ AUTO PARTS, INC.	91499	JAN 19 PEST GOLF CL			67.50	
64553	02/11/19	303.75 848	SANTA CRUZ ELECTRONICS, INC.	91529	SEPT 18 PEST GOLF CL			67.50	
64554	02/11/19	230.15 079	SANTA CRUZ MUNICIPAL UTILITIES	91522	FEB 19 DENTAL INS			35,240.40	
64555	02/11/19	182.19 122	SCMTD PETTY CASH - OPS	91411	MAINTENANCE SUPPLIES			68.83	
64556	02/11/19	1,000.00 003261	SCRTPC SOUTHERN CA REGIONAL	91537	FLEX SEAL SPRAY			25.54	
64557	02/11/19	1,920.00 002067	SOIL CONTROL LAB	91544	MAINTENANCE SUPPLIES			3.61	
64558	02/11/19	1,226.83 001976	SPORTWORKS NORTHWEST, INC.	91476	INVENTORY ORDER			1,371.02	
64559	02/11/19	7,070.54 003285	THE AFTERMARKET PARTS CO LLC	91482	BATTERY PACK			91.53	
				91527	TRAVEL ADVANCE			1,000.00	
				91432	INVENTORY ORDER			23.28	
				91449	RPR VEH # 2316			12.32	
				91479	IT SUPPLIES			303.75	
				91485	12/12-1/10 WATER PC			230.15	
				91582	REPLENISHMENT			182.19	
				91547	7/1/18-7/1/19 MBRSHIP			1,000.00	
				91415	1200 RIV SOIL SAMPLE			960.00	
				91416	GOLF SOIL SAMPLE			960.00	
				91451	VTA ARTICS AD PANELS			1,226.83	
				91413	VTA GILLIG RETROFIT			66.86	
				91414	VTA GILLIG RETROFIT			66.86	
				91418	INVENTORY ORDER			3,834.51	
				91423	RPR VEH # 1306			117.75	
				91437	INVENTORY ORDER			588.80	
				91438	INVENTORY ORDER			102.39	
				91439	INVENTORY ORDER			66.93	
				91473	INVENTORY ORDER			1,947.14	
				91474	INVENTORY ORDER			214.71	
				91475	INVENTORY ORDER			64.59	
64560	02/11/19	325.00 001190	TRANSIT TALENT.COM LLC	91503	MARCOM/FIN ANALYS AD			325.00	
64561	02/11/19	65.78 007	UNITED PARCEL SERVICE	91536	SHIPPING SERVICE			65.78	
64562	02/11/19	4,689.85 002829	VALLEY POWER SYSTEMS, INC.	91422	INVENTORY ORDER			4,017.16	





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64585	02/18/19	58.72 104	58.72	EDWARD J. PARRAS	0	916177	TIRES	123.52	
64586	02/18/19	9,358.04 432	9,358.04	EXPRESS SERVICES INC.		91618	MAINTENANCE SUPPLIES	196.72	
						91662	TEMP W/E 01/27/19	58.72	
						91678	TEMP W/E 10/28/18	1,166.40	
						91679	TEMP W/E 11/25/18	721.44	
						91680	TEMP W/E 12/02/18	661.32	
						91681	TEMP W/E 12/09/18	721.44	
						91682	TEMP W/E 12/16/18	721.44	
						91683	TEMP W/E 01/06/19	541.08	
						91684	TEMP W/E 01/13/19	901.80	
						91685	TEMP W/E 01/20/19	901.80	
						91686	TEMP W/E 01/27/19	901.80	
						91687	TEMP W/E 12/16/18	908.48	
						91688	TEMP W/E 11/18/18	489.60	
64587	02/18/19	800.00 002295	800.00	FIRST ALARM SECURITY & PATROL		91597	1/16-1/31 FUEL	2,796.81	
64588	02/18/19	2,968.03 002952	2,968.03	FLYERS ENERGY LLC		91634	BREAKAWAY PARTS	171.22	
64589	02/18/19	9,391.26 001302	9,391.26	GARDA CL WEST, INC.		91583	FEB 19 VAULT SERVICE	9,093.26	
64590	02/18/19	350.00 003428	350.00	GOVERNMENT JOBS.COM, INC.		91590	FEB 19 SERVICES	298.00	
64591	02/18/19	2,297.92 282	2,297.92	GRAINGER		91721	JOB AD MARKETING DIR	175.00	
						91722	JOB AD FIN ANALYST	175.00	
						91593	FLUORESCENT LAMPS	619.45	
						91594	INVENTORY ORDER	261.75	
						91616	PLUMBING SUPPLIES	146.45	
						91619	MAINTENANCE SUPPLIES	159.25	
						91664	ANTI-FATIGUE MATS	63.31	
						91670	VTA SECONDARY CONTAI	1,047.71	
64592	02/18/19	141.69 166	141.69	HOSE SHOP, THE INC		91651	HOSE - FUEL STATION	141.69	
64593	02/18/19	149.00 002173	149.00	IPMA		91723	4/1/19-3/31/20 MBRSH	149.00	
64594	02/18/19	13,543.65 003223	13,543.65	JASPER WELLER LLC		91705	INVENTORY ORDER	8,854.55	
						91706	CORE CREDIT	-4,340.00	
						91707	RPR VEH # 1202	8,854.55	
						91709	RPR VEH 1203	8,854.55	
						91710	CORE CREDIT	-4,340.00	
						91719	CORE CREDIT	-4,340.00	
						91598	RPR VEH # 103	28.84	
64595	02/18/19	1,858.61 1117	1,858.61	KELLEY'S SERVICE INC.		91599	INVENTORY ORDER	182.23	
						91600	CREDIT MEMO	-182.23	
						91601	INVENTORY ORDER	182.23	
						91602	INVENTORY ORDER	91.11	
						91603	RPR VEH # PC2404	179.21	
						91604	INVENTORY ORDER	249.03	
						91605	INVENTORY ORDER	8.72	
						91606	INVENTORY ORDER	406.28	
						91643	INVENTORY ORDER	412.26	

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64596	02/18/19	782.00 852		LAW OFFICES OF MARIE F. SANG	7		INVENTORY ORDER	81.02	
64597	02/18/19	17,539.64 003017		MANSFIELD OIL CO OF GAINSVILLE			INVENTORY ORDER	300.93	
64598	02/18/19	2,333.63 003273		MGP XI REIT LLC			CREDIT MEMO	-81.02	
64599	02/18/19	36.00 041		MISSION UNIFORM			CL# 19000436	782.00	
64600	02/18/19	109.98 002721		NEXTEL COMMUNICATIONS/SPRINT			01/25 DIESEL DEL	17,539.64	
64601	02/18/19	20,052.89 009		PACIFIC GAS & ELECTRIC			MAR 19 RENT	2,155.21	
64602	02/18/19	200.58 043		PALACE ART & OFFICE SUPPLY			2019 CPI ADJ JAN/FEB	178.42	
64603	02/18/19	62.50 481		PIED PIPER EXTERMINATORS, INC.			LAUNDRY SERVICE	36.00	
64604	02/18/19	459.52 107A		PROBUILD COMPANY LLC			12/26-1/25 TVM WIREL	109.98	
64605	02/18/19	380.41 882		RANDY WEST	7		12/24-1/23 VERNON	5,144.90	
64606	02/18/19	37.69 019		RAYNE OF SANTA CRUZ, INC.			12/25-1/24 GOLF CL	7,646.97	
64607	02/18/19	98.06 003266		REFLECTIVE APPAREL FACTORY INC			12/24-1/23 1122 RIVE	2,046.39	
64608	02/18/19	593.25 001153		REPUBLIC ELEVATOR COMPANY INC			12/4-1/3 SVT/WTC/PS	2,621.03	
64609	02/18/19	696.47 003154		ROMAINE ELECTRIC CORP			12/28-01/28 SMC	2,593.60	
64610	02/18/19	442.88 135		SANTA CRUZ AUTO PARTS, INC.			OFFICE SUPPLIES	200.58	
64611	02/18/19	23,407.60 002917		SANTA CRUZ METRO TRANSIT W/C			FEB 19 PRST RIVER	62.50	
64612	02/18/19	320.00 001292		SANTA CRUZ RECORDS MNGMT INC			MAINTENANCE SUPPLIES	40.64	
64613	02/18/19	39.92 002459		SCOTTS VALLEY WATER DISTRICT			MAINTENANCE SUPPLIES	304.72	
64614	02/18/19	2,500.00 002267		SHAW / YODER / ANTIWIH, INC.			MAINTENANCE SUPPLIES	20.81	
64615	02/18/19	15,000.00 003365		SHUTTLE BUS LEASING CORP			MAINTENANCE SUPPLIES	83.73	
64616	02/18/19	1,800.00 001277		SUB GLOBALNET, INC.			SHOP OIL DISPENSER	9.62	
64617	02/18/19	15,604.25 001075		SOQUEL III ASSOCIATES			PRINTING	380.41	
64618	02/18/19	7,917.11 003285		THE AFTERMARKET PARTS CO LLC			SALT - BUS WASHERS	37.69	
							SUPERVISOR SFTY GEAR	37.69	
							FEB 19 ELEV MAINT	98.06	
							INVENTORY ORDER	593.25	
							INVENTORY ORDER	696.47	
							INVENTORY ORDER	120.69	
							INVENTORY ORDER	68.74	
							RPR VEH # 2318	37.01	
							INVENTORY ORDER	131.71	
							INVENTORY ORDER	36.38	
							CREDIT MEMO	-54.23	
							INVENTORY ORDER	34.54	
							INVENTORY ORDER	34.54	
							INVENTORY ORDER	33.50	
							JAN 19 WC REPLENISH	23,407.60	
							SHREDDING SERVICE	320.00	
							1/1-1/31 IRR SVT	39.92	
							FEB 19 LEGISLATIVE	2,500.00	
							2/22-3/21 ARTIC LEAS	15,000.00	
							FEB 19 IT SUPPORT	1,800.00	
							MAR 19 RENT	15,604.25	
							INVENTORY ORDER	5,216.71	
							RPR VEH # 1202, 1203	136.26	
							INVENTORY ORDER	49.15	
							RPR VEH # 1202, 1203	104.07	

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64619	02/18/19	382.38 003242		THE JANEK CORPORATION		91646	RPR VEH # 1202, 1203	2,174.23	
64620	02/18/19	41.69 007		UNITED PARCEL SERVICE		91647	INVENTORY ORDER	52.04	
64621	02/18/19	4,313.02 002829		VALLEY POWER SYSTEMS, INC.		91648	INVENTORY ORDER	50.33	
						91649	RPR VEH # 1209	0.90	
						91702	INVENTORY ORDER	32.76	
						91703	RPR VEH # 1202, 1203	100.66	
						91713	INVENTORY ORDER	382.38	
						91653	SHIPPING SERVICE	41.69	
						91654	INVENTORY ORDER	151.04	
						91655	INVENTORY ORDER	41.68	
						91655	CORE CREDIT	-170.70	
						91656	CORE CREDIT	-170.70	
						91657	INVENTORY ORDER	4,461.70	
64622	02/18/19	375.00 001165		VU, THANH DR. MD	7	91596	DMV RENEWAL	75.00	
						91636	DMV RENEWAL	75.00	
						91637	DMV RENEWAL	75.00	
						91638	DMV RENEWAL	75.00	
						91714	DMV RENEWAL	75.00	
64623	02/18/19	275.00 003316		WATER TECH SPECIALTIES INC		91628	JAN 19 CHEMICAL TEST	275.00	
64624	02/18/19	145.00 186		WILSON, GEORGE H., INC.		91615	RPR LEAKING BACKFLOW	145.00	
64625	02/18/19	312.25 915		WORKIN.COM, INC.		91725	JOB AD MECHANIC I/II	312.25	
64626	02/25/19	143.20 003151		ABC BUS INC		91791	INVENTORY ORDER	58.03	
						91792	INVENTORY ORDER	85.17	
64627	02/25/19	242.00 382		AIRTEC SERVICE INC.		91893	NOV 18 MAINT SVT	242.00	
64628	02/25/19	66.59 E437		AITKEN, ANGELA		91892	REIMBURSEMENT	66.59	
64629	02/25/19	162.85 003295		AJAX WIRE SPECIALTY CO INC		91860	INVENTORY ORDER	162.85	
64630	02/25/19	375.00 001016		ALLARD'S SEPTIC SERVICE	7	91762	GREASE PUMPOUT SMC	375.00	
64631	02/25/19	545.00 605		AMERICAN LEAK DETECTION		91888	LEAK INSPECTION SMC	545.00	
64632	02/25/19	573.33 001D		AT&T		91744	1/1-1/31 PT 2 PT WTC	573.33	
64633	02/25/19	1,425.00 002035		BOWMAN & WILLIAMS INC		91819	JAN 19 SVCS PAC STAT	1,425.00	
64634	02/25/19	2,522.63 001356		BRENCO OPERATING-TEXAS, LP		91794	INVENTORY ORDER	2,522.63	
64635	02/25/19	230.00 080		CALIFORNIA DEPARTMENT OF TAX		91894	2018 HAZ WASTE FEE	230.00	
64636	02/25/19	907.32 001159		CATTO'S GRAPHICS, INC.		91889	BUS STOP STICKERS	907.32	
64637	02/25/19	12,967.18 909		CLASSIC GRAPHICS		91825	VTA BUS 4205 REPAINT	6,483.59	
						91826	VTA BUS 4208 REPAINT	6,483.59	
64638	02/25/19	30,753.80 001124		CLEAN ENERGY		91829	01/28 LNG	8,554.19	
						91830	01/16 LNG	7,145.11	
						91831	01/14 LNG	8,855.09	
						91832	01/10 LNG	6,199.41	
64639	02/25/19	42.61 075		COAST PAPER & SUPPLY INC.		91821	CUSTODIAL SUPPLIES	42.61	
64640	02/25/19	26,118.93 003116		CUMMINS PACIFIC LLP		91795	INVENTORY ORDER	2,281.30	
						91796	RPR VEH # 1211	19,144.33	
						91816	CREDIT MEMO	-1,121.21	
						91817	CREDIT MEMO	-273.13	
						91818	INVENTORY ORDER	193.27	
						91868	TENSTONER CAMPAIGN	3,096.23	

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64641	02/25/19	3,697.74	003274	EAST BAY TIRE CO.		91869	INVENTORY ORDER	2,798.14	
						91870	TIRES	1,018.74	
						91871	TIRES	490.60	
						91872	TIRES	149.00	
						91873	TIRES	1,962.40	
						91874	TIRES	77.00	
64642	02/25/19	4,997.00	003153	ENVIRONMENTAL LOGISTICS INC		91763	NON-HAZARDOUS WASTE	1,846.25	
						91764	NON HAZARDOUS WASTE	3,150.75	
64643	02/25/19	23,893.37	432	EXPRESS SERVICES INC.		91788	TEMP W/E 02/10/19	1,366.88	
						91789	TEMP W/E 02/03/19	1,148.18	
						91823	TEMP W/E 2/10/19	753.30	
						91824	TEMP W/E 02/03/19	820.13	
						91833	TEMP W/E 02/10/19	1,460.00	
						91834	TEMP W/E 02/03/19	1,600.00	
						91844	TEMP W/E 02/10/19	1,059.84	
						91845	TEMP W/E 02/03/19	1,192.32	
						91846	TEMP W/E 01/27/19	1,324.80	
						91847	TEMP W/E 01/20/19	1,324.80	
						91848	TEMP W/E 01/13/19	1,324.80	
						91849	TEMP W/E 01/06/19	1,084.68	
						91850	TEMP W/E 12/16/18	1,324.80	
						91851	TEMP W/E 12/09/18	1,324.80	
						91852	TEMP W/E 12/02/18	1,101.24	
						91853	TEMP W/E 11/18/18	1,324.80	
						91854	TEMP W/E 02/10/19	901.80	
						91855	TEMP W/E 02/03/19	901.80	
						91856	TEMP W/E 02/10/19	1,149.20	
						91857	TEMP W/E 02/03/19	1,149.20	
						91886	TEMP W/E 02/03/19	256.00	
64644	02/25/19	314.63	001172	FERGUSON ENTERPRISES INC. #795		91733	MAINTENANCE SUPPLIES	33.58	
						91743	MAINTENANCE SUPPLIES	167.93	
						91765	MAINTENANCE SUPPLIES	113.12	
64645	02/25/19	40,897.21	002295	FIRST ALARM SECURITY & PATROL		91828	JAN 19 SECURITY PAT	40,897.21	
64646	02/25/19	8,098.56	002952	FLYERS ENERGY LLC		91858	1/15-1/31 FUEL	8,098.56	
64647	02/25/19	218.10	001189	GARY KENVILLE LOCKSMITH	7	91766	REMOTE DOOR LOCK PTS	218.10	
64648	02/25/19	3,761.36	117	GILLIG LLC		91734	INVENTORY ORDER	165.51	
						91735	INVENTORY ORDER	119.32	
						91736	INVENTORY ORDER	690.90	
						91746	VTA GILLIG BUS PARTS	1,198.45	
						91747	VTA GILLIG BUS PARTS	1,179.90	
						91750	CREDIT MEMO - VTA	-57.82	
						91863	TEST STRAP EXTENSION	4.33	
						91864	INVENTORY ORDER	460.77	
64649	02/25/19	44.45	282	GRAINGER		91738	NON-INVENTORY ORDER	44.45	
64650	02/25/19	1,184.34	001097	GREENWASTE RECOVERY, INC.		91767	JAN 19 WASTE MT HERM	21.72	
						91768	JAN 19 WASTE SVT	278.49	

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64651	02/25/19	40,471.65 003109		HANSON BRIDGETT LLP		91769	JAN 19 WASTE BIG BAS	58.36	
						91770	JAN 19 WASTE PARACRU	358.89	
						91771	JAN 19 WASTE LOMOND	58.36	
						91772	JAN 19 WASTE BDR CRK	175.08	
						91773	JAN 19 WASTE AIR/FRE	58.36	
						91774	JAN 19 WASTE GRN VAL	58.36	
						91775	JAN 19 WASTE FREEDOM	58.36	
						91776	JAN 19 WASTE FRE/BOW	58.36	
						91754	JAN 19 RETAINER	24,000.00	
						91755	M# 032117.006001	3,789.50	
						91756	M# 032117.006003	1,348.20	
						91757	M# 032117.006006	186.00	
						91758	M# 032117.006010	1,107.95	
						91759	M# 032117.006011	124.00	
						91760	M# 032117.006012	9,685.00	
						91761	M# 032117.008002	231.00	
						91878	CREDIT MEMO	-17.36	
						91879	INVENTORY ORDER	205.90	
						91880	CREDIT MEMO	-174.80	
						91730	FEB 19 LEASE	23,627.38	
						91790	1/8-2/11 EMP/SUP TRN	3,000.00	
						91777	CUSTODIAL SUPPLIES	918.31	
						91741	CUSTODIAL SUPPLIES	50.00	
						91742	LAUNDRY SERVICE	207.86	
						91745	CUSTODIAL SUPPLIES	30.00	
						91835	LAUNDRY SERVICE	36.00	
						91890	CUSTODIAL SUPPLIES	30.00	
						91780	12/29-1/29 OPS	5,241.89	
						91781	1/4-2/3 SVT TVM	58.73	
						91822	1/4-2/3 SVT/WTC/PS	2,965.56	
						91862	INVENTORY ORDER	643.02	
						91748	OFFICE SUPPLIES	39.75	
						91749	OFFICE SUPPLIES	295.83	
						91778	OFFICE SUPPLIES	460.48	
						91779	OFFICE SUPPLIES	39.75	
						91787	OFFICE SUPPLIES	56.07	
						91875	OFFICE SUPPLIES	337.83	
						91882	OFFICE SUPPLIES	480.42	
						91891	OFFICE SUPPLIES	154.89	
						91841	FEB 19 PEST WTC	77.50	
						91842	FEB 19 PEST OPS CRK	105.00	
						91887	FEB 19 PEST BETTY'S	60.00	
						91811	2/19-2/2020 TANK LEA	1,280.00	
						91751	MAINTENANCE SUPPLIES	64.87	
						91752	MAINTENANCE SUPPLIES	61.92	
						91753	SMALL TOOLS	20.33	
64657	02/25/19	8,266.18 009		PACIFIC GAS & ELECTRIC					
64658	02/25/19	643.02 023		PACIFIC TRUCK PARTS, INC.					
64659	02/25/19	1,865.02 043		PALACE ART & OFFICE SUPPLY					
64660	02/25/19	242.50 481		PIED PIPER EXTERMINATORS, INC.					
64661	02/25/19	1,280.00 002927		PRAXAIR DISTRIBUTION, INC.					
64662	02/25/19	851.40 107A		PROBULD COMPANY LLC					

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64663	02/25/19	183.12 882		RANDY WEST	7		SMALL TOOLS	6.87	
64664	02/25/19	307.71 003024		RICOH USA, INC CA			MAINTENANCE SUPPLIES	348.40	
64665	02/25/19	2,612.17 003154		ROMAINE ELECTRIC CORP			MAINTENANCE SUPPLIES	166.46	
64666	02/25/19	139.47 045		ROYAL WHOLESale ELECTRIC			MAINTENANCE SUPPLIES	56.09	
64667	02/25/19	221.78 135		SANTA CRUZ AUTO PARTS, INC.			MAINTENANCE SUPPLIES	54.74	
64668	02/25/19	11.88 848		SANTA CRUZ ELECTRONICS, INC.			MAINTENANCE SUPPLIES	71.72	
64669	02/25/19	40.00 001292		SANTA CRUZ RECORDS MNGMT INC			PRINTING - BUS CARDS	183.12	
64670	02/25/19	397.00 003314		SOUTHWEST COMMERCIAL PROD INC.			2/1-2/28 COPY MAINT	110.17	
64671	02/25/19	9,425.69 003285		THE AFTERMARKET PARTS CO LLC			11/1-1/31 COPY MAINT	197.54	
							INVENTORY ORDER	2,071.38	
							INVENTORY ORDER	540.79	
							REMOTE DOOR LOCK PTS	139.47	
							INVENTORY ORDER	92.40	
							RPR VEH # 1212	52.40	
							INVENTORY ORDER	76.98	
							REMOTE DOOR LOCK PTS	11.88	
							SHREDDING SERVICE	40.00	
							INVENTORY ORDER	397.00	
							INVENTORY ORDER	11.80	
							INVENTORY ORDER	199.36	
							INVENTORY ORDER	19.17	
							CREDIT MEMO	-225.14	
							INVENTORY ORDER	351.39	
							CREDIT MEMO	-458.62	
							RPR VEH # 1211	1,947.14	
							RPR VEH # 1209	0.22	
							INVENTORY ORDER	356.87	
							INVENTORY ORDER	11.80	
							INVENTORY ORDER	15.73	
							INVENTORY ORDER	4,708.23	
							RPR VEH # 2813	211.52	
							INVENTORY ORDER	1,793.99	
							CREDIT MEMO	-63.95	
							INVENTORY ORDER	55.48	
							CREDIT MEMO	-60.99	
							INVENTORY ORDER	61.19	
							INVENTORY ORDER	490.50	
							3/1-5/31 ALARM OPS	694.46	
							###-###-###-5056	14,533.85	
							PARTS SUPPLIES	65.97	
							SHIPPING SERVICE	23.22	
							CORE CREDIT	-170.70	
							RPR VEH # 9823	79.61	
							RPR VEH # 9823	535.83	
							1/2-2/1 POINT2POINT	221.84	
							01/13-02/12 BUS WIFE	912.24	
64677	02/25/19	1,134.08 434		VERIZON WIRELESS	0				

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64678	02/25/19	001353	286.74	VISION COMMUNICATIONS		91877	RPR VEH # 1401	286.74	
64679	02/25/19	147	239.37	ZEE MEDICAL SERVICE CO.		91731	FIRST AID SUPPLIES	111.88	
						91732	FIRST AID SUPPLIES	127.49	
64680	02/22/19	154	462.00	DEPARTMENT OF MOTOR VEHICLES		91896	REG VEH # 2333	462.00	
64681	02/22/19	154	369.00	DEPARTMENT OF MOTOR VEHICLES		91897	REG VEH # 4209	369.00	
64682	02/22/19	E094	48.54	BYTHEWAY, LIZ		91899	REIMBURSEMENT - MED	48.54	
64683	02/22/19	154	391.00	DEPARTMENT OF MOTOR VEHICLES		91898	REG VEH # 4210	391.00	
64684M02	02/25/19	616	2,500.00	BROWN ARMSTRONG ACCOUNTANCY		91961	2018 NTD AUP REPORT	2,500.00	MANUAL
				2018 NTD AUP REPORT					

TOTAL 909,161.78 ACCOUNTS PAYABLE 251 TOTAL CHECKS 909,161.78





**DATE:** March 22, 2019  
**TO:** Board of Directors  
**FROM:** Alex Clifford, CEO/General Manager  
**SUBJECT: ACCEPT AND FILE MINUTES FROM THE FEBRUARY 22, 2019  
BOARD OF DIRECTORS MEETING**

**I. RECOMMENDED ACTION**

**That the Board of Directors Accept and File the Minutes of the February 22, 2019 Board of Directors Meeting**

**II. SUMMARY**

- Staff is providing minutes from the Santa Cruz Metropolitan Transit District (METRO) Board of Directors Regular Meeting of February 22, 2019.
- Each meeting staff will provide minutes from the previous METRO Board and Committee meetings.

**III. DISCUSSION/BACKGROUND**

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

**IV. FINANCIAL CONSIDERATIONS/IMPACT**

None.

**V. ALTERNATIVES CONSIDERED**

None.

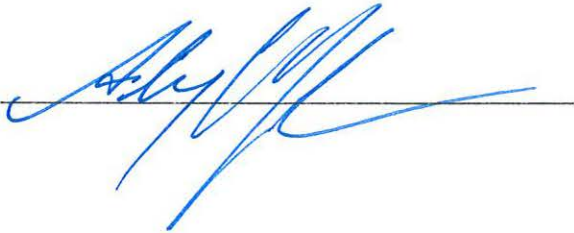
**VI. ATTACHMENTS**

**Attachment A:** Draft minutes for the Board of Directors Regular Meeting of February 22, 2019

Prepared by: Gina Pye, Executive Assistant

**VII. APPROVALS**

Alex Clifford, CEO/General Manager



# Attachment A



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (METRO)  
BOARD OF DIRECTORS AGENDA MEETING MINUTES\*  
FEBRUARY 22, 2019 – 9:00 AM  
CAPITOLA CITY COUNCIL CHAMBERS  
420 CAPITOLA AVENUE, CAPITOLA, CA**

A regular meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District (METRO) was convened on Friday, February 22, 2019 at the Capitola City Council Chambers, 420 Capitola Avenue, Capitola, 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.

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

## **SECTION I: OPEN SESSION**

**CALL TO ORDER** at 9:01 AM by Chair McPherson.

**SWEAR IN NEW DIRECTORS:** Julie Sherman, General Counsel, swore in Director Lind.

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

<b>Director Ed Bottorff</b>	<b>City of Capitola</b>
<b>Director Trina Coffman-Gomez</b>	<b>City of Watsonville</b>
<b>Director Aurelio Gonzalez</b>	<b>City of Watsonville</b>
<b>Director John Leopold</b>	<b>County of Santa Cruz</b>
<b>Director Donna Lind</b>	<b>City of Scotts Valley</b>
<b>Director Cynthia Mathews</b>	<b>City of Santa Cruz</b> AR 9:07AM
<b>Director Donna Meyers</b>	<b>City of Santa Cruz</b>
<b>Director Bruce McPherson</b>	<b>County of Santa Cruz</b>
Director Dan Rothwell	County of Santa Cruz
<b>Director Mike Rotkin</b>	<b>County of Santa Cruz</b>
Vacant Director	County of Santa Cruz
<b>Ex-Officio Director Alta Northcutt</b>	<b>Cabrillo College</b>
Vacant Ex-Officio Director	UCSC

Director Rothwell was absent.

### **STAFF PRESENT:**

Alex Clifford  
Julie Sherman

METRO CEO/General Manager  
METRO General Counsel

# Attachment A

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

Joan Jeffries, SEIU  
Debbie Kinslow, SCMTD  
Paul Hierling AMBAG

Shonoa Ruddick, SCMTD  
Daniel Zaragoza, SCMTD

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

Bruce McPherson, Board Chair, introduced the agenda topic and drew the assembly's attention to his revised proposed slate within the board packet.

There was some discussion among the Board members regarding the anticipated County decision on March 12th to fill seat five, formerly held by Director Hagen.

General Counsel Sherman reminded the Board that they were only voting on the standing committee members, as the Chair makes the ad hoc committee appointments. The ad hoc committee roster was provided for informational purposes.

See the attached roster, which reflects the final results.

**ACTION: MOTION TO ACCEPT THE SLATE PROPOSED BY DIRECTOR McPHERSON**

**MOTION: DIRECTOR ROTKIN**

**SECOND: DIRECTOR LEOPOLD**

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

Public Comment:

TrailNow representative, Brian Peoples, expressed opposition to the placement of Director Rotkin as a METRO representative to the Santa Cruz County Regional Transportation Commission (RTC).

## **BOARD OF DIRECTORS COMMENTS**

Newly elected Chair Bottorff thanked Director McPherson for his support and efforts moving METRO in a positive direction over the past year.

Director Coffman-Gomez spoke of her recent discussions with the Transportation Agency for Monterey County (TAMC) personnel and the transit connectivity between Monterey and Santa Cruz Counties.

## **ANNOUNCEMENTS**

Chair Bottorff made the following announcements:

- Carlos Landaverry is available for Spanish translation; and,
- Today's meeting is being televised by Community TV with Lynn Dunton as the onsite technician.

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

Mr. Peoples encouraged the assembly to understand how technology is changing transportation and referenced some historical "game changers" (e.g., United Launch Alliance). He recognizes that policy in Santa Cruz contributes to what he referred to as our transportation crisis. He would prefer to see money invested locally rather than on high speed rail.

# Attachment A

## **WRITTEN COMMUNICATIONS FROM MAC**

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

## **LABOR ORGANIZATION COMMUNICATIONS**

James Sandoval, SMART Chairperson, requested that UTU be referred to as SMART Local 23 on Board agendas going forward. He also offered to speak or meet with board members as desired.

Michael Rios, SEIU representative, noted there have been several delays with the anticipated SEIU class and comp completion date.

Joan Jeffries added the classification piece has been completed; they are still working on the compensation piece and anticipate several weeks' work remain.

## **ADDITIONAL DOCUMENTATION**

News Clips have been posted to the website and are available at the back of the room.

## **CONSENT AGENDA**

- 11-01 RECOMMENDED ACTION ON TORT CLAIMS**
- 11-02 ACCEPT AND FILE: PRELIMINARY APPROVED CHECK JOURNAL DETAIL FOR THE MONTH OF JANUARY 2019**
- 11-03 ACCEPT AND FILE: MINUTES FROM THE JANUARY 25, 2019 BOARD OF DIRECTORS AND FEBRUARY 8, 2019 CAPITAL PROJECTS COMMITTEE MEETINGS**
- 11-04 ACCEPT AND FILE: QUARTERLY STATUS REPORT OF GRANT APPLICATIONS, ACTIVE GRANTS, AND FUTURE OPPORTUNITIES OCTOBER – DECEMBER 2018**
- 11-05 ACCEPT AND FILE: THE METRO PARACRUZ OPERATIONS STATUS REPORT FOR OCTOBER, NOVEMBER AND DECEMBER 2018**
- 11-06 ACCEPT AND FILE: METRO SYSTEM RIDERSHIP REPORTS FOR THE SECOND QUARTER OF FY19**
- 11-07 APPROVE: 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 FY19 LOW CARBON TRANSIT OPERATIONS PROGRAM**
- 11-08 ACCEPT AND FILE: THE YEAR TO DATE MONTHLY FINANCIAL REPORTS AS OF NOVEMBER 30, 2018**
- 11-09 APPROVE: CONSIDERATION OF RESOLUTION APPROVING THE FY19 REVISED CAPITAL BUDGET REVISION**
- 11-10 APPROVE: CONSIDERATION OF DECLARING VEHICLES AND/OR EQUIPMENT AS EXCESS FOR PURPOSES OF DISPOSAL OR AUCTION**

# Attachment A

## **11-11 APPROVE: CONSIDERATION OF THE BOARD OF DIRECTORS TO FUND THE ASSISTANT SAFETY AND TRAINING COORDINATOR**

Director Leopold commented on Agenda Item 11-11, noting while it is an important position to fill, it results in less resources to pay for Operators. He encouraged the Board to consider increasing service that had been reduced during the structural deficit as we think about our budget.

There was no public comment.

**ACTION: MOTION TO ACCEPT THE CONSENT AGENDA AS PRESENTED, WITH THE EXCEPTION OF AGENDA ITEM 11-09 WHICH WAS PULLED AT THE REQUEST OF CEO CLIFFORD AND WILL RETURN TO THE BOARD IN APRIL.**

**MOTION: DIRECTOR ROTKIN**

**SECOND: DIRECTOR McPHERSON**

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

### **REGULAR AGENDA**

#### **12 PRESENTATION OF EMPLOYEE LONGEVITY AWARDS FOR JULIO CURREA (15 years) AND BONNIE MORR (30 years)**

Chair Bottorff announced and congratulated the employees in absentia.

#### **13 ORAL CEO UPDATE**

CEO Clifford spoke briefly on a variety of subjects:

- Agenda Item 11-05: Recent recruitment efforts have been successful and we anticipate four new Paratransit Operators to be in service on March 15<sup>th</sup>. Three new Operators are scheduled to begin training March 4<sup>th</sup>. This will aid in improving our on-time performance.
- Approved and anticipated federal and state funding/awards.
- High speed rail and the recent activity in the state and federal political arena.
- Challenges at our bus stops and facilities with homeless individuals. He anticipates that the recently adopted Code of Conduct will aid in this arena. Additional security and nightly patrols will be added to monitor and make contact with individuals at our bus shelters and facilities. Brochures will be developed and distributed to provide county/city resource information.
- City of Santa Cruz Eco-Pass: METRO is excited about the opportunity. Media format will be identified and a marketing program developed. Staff will return to the Board for final approval once the details are finalized.

CEO Clifford welcomed and thanked the recent New Hires and Promotions below:

New Hire Paratransit Operators: Sara Hewitt, Bonny McCall, Rodrigo Mojica Garcia and David Nabor

Promotions: Rina Solorio, from Purchasing Assistant to Admin Assistant Supervisor

Discussion among the Directors about the (one-year pilot project) City of Santa Cruz Eco-Pass program and the possible implementation of similar programs throughout the cities and County of Santa Cruz, recognizing that the overall effort is part of a broader transportation program to lower dependence on single occupant vehicles, etc. Director Leopold suggested METRO

# Attachment A

connect with the CAO office once the details are finalized and see if there are opportunities for a similar program for County employees.

Director Coffman-Gomez requested further information regarding the affected bus shelters so that she can integrate her resources to ensure safe passage, and take care of those in our community, ensuring they receive the needed resources.

There was no public comment.

**14 APPROVE: CONSIDERATION AND APPROVAL OF THE FINAL CPS HR CONSULTING MANAGEMENT TOTAL COMPENSATION STUDY RESULTS**

Angela Aitken, CFO, reminded the Board that a class and compensation study had never been performed for management and provided a brief history of the steps taken by the consultant, CPS, METRO Personnel/HR Committee and staff to reach today's request. She also explained differential internal equity and drew the assembly's attention to page 14B.1, where the different levels are represented by different colors. She added the resulting cost impact is less than staff had budgeted.

Ms. Aitken also provided a brief update on the SEIU process, noting the job descriptions will be evaluated at the journey level.

There was no public comment.

**ACTION: MOTION TO APPROVE THE FINAL CPS HR CONSULTING MANAGEMENT TOTAL COMPENSATION STUDY RESULTS AS PRESENTED**

**MOTION: DIRECTOR LEOPOLD**

**SECOND: DIRECTOR ROTKIN**

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

**15 APPROVE AUTHORIZATION OF A PROVISIONAL PLANNING AIDE POSITION**

Barrow Emerson, Planning and Development Director, explained the definition and role of a provisional position within METRO.

The Board discussed the importance of the position and the potential impact/assistance to various planning and development projects now and in the future.

There was no public comment.

**ACTION: MOTION TO AUTHORIZE THE PROVISIONAL PLANNING AIDE POSITION AS PRESENTED**

**MOTION: DIRECTOR LEOPOLD**

**SECOND: DIRECTOR COFFMAN-GOMEZ**

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

**16 CONSIDERATION OF ACCEPTING METRO'S MODIFIED TITLE VI PROGRAM REGULATION**

Julie Sherman, General Counsel, noted this agenda item is required to be updated and submitted to the FTA every three years. There were no substantive changes.(See 16B for the

# Attachment A

Board of Directors Meeting Minutes  
February 22, 2019  
Page 6 of 6

redline version.) She also assured the assembly that our program includes provisions prohibiting gender identity discrimination.

As referenced in the staff report, this will be shared with the MAC and E&D TAC. There is no requirement for a public hearing and, historically, no public feedback has been received.

There was no public comment.

## **ACTION: MOTION TO ACCEPT METRO'S MODIFIED TITLE VI PROGRAM REGULATION AS PRESENTED**

**MOTION: DIRECTOR ROTKIN**

**SECOND: DIRECTOR McPHERSON**

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

Chair Bottorff will incorporate Director Mathews' suggestion for a City of Santa Cruz/METRO Pacific Station reconfiguration working session into the next Capital Projects Standing Committee Meeting agenda with the intent to examine additional funding opportunities. Director Meyers suggested METRO look at Dientes' Live Oak Clinic as a partnership model.

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

Julie Sherman, General Counsel, announced no closed session would be necessary today. This item will remain on future agendas as the negotiations continue.

### **18 ANNOUNCEMENT OF NEXT MEETING: FRIDAY, MARCH 22, 2019 AT 9:00 AM, AT METRO ADMIN OFFICES, 110 VERNON STREET, SANTA CRUZ, CA**

Chair Bottorff announced the next meeting as above.

Chair Bottorff adjourned the meeting at 10:06AM

Respectfully submitted,

Gina Pye  
Executive Assistant

**12-03A.6**



Attachment A  
**BOARD CHAIR & VICE CHAIR,  
STANDING AND AD HOC  
COMMITTEE APPOINTMENTS**



**2019 Chair, Vice Chair and Standing Committees**

Chair  
ED BOTTORFF

Vice Chair  
MIKE ROTKIN

Capital Projects Standing Committee  
*Committee Established 8/26/16*  
ED BOTTORFF  
CYNTHIA MATHEWS  
BRUCE McPHERSON

Finance, Budget and Audit Standing Committee  
(4-5 Board Members, as a ground rule)  
*Committee Established 8/26/16*  
TRINA COFFMAN-GOMEZ  
DONNA LIND  
DONNA MEYERS  
MIKE ROTKIN

Personnel/Human Resources Standing Committee  
*Committee Established 8/26/16*  
ED BOTTORFF, Current Chair  
MIKE ROTKIN, Current Vice Chair  
BRUCE McPHERSON, Immediate Past Chair  
JOHN LEOPOLD

VACANT until County appoints new METRO representative

# Attachment A

## 2019 Ad Hoc Committees

### CEO Goals and Objectives Ad Hoc Committee

*Committee Established 5/19/17*

ED BOTTORFF  
BRUCE McPHERSON  
MIKE ROTKIN

### Legislative Ad Hoc Committee

*Committee Established 2/23/18*

ED BOTTORFF  
JOHN LEOPOLD  
CYNTHIA MATHEWS  
BRUCE McPHERSON  
MIKE ROTKIN

### MAC Ad Hoc Committee

*Committee Established 3/24/17*

ED BOTTORFF  
TRINA COFFMAN-GOMEZ  
BRUCE McPHERSON  
DONNA MEYERS

## 2019 Other Committees

### SCCIC Representatives

ED BOTTORFF  
TRINA COFFMAN-GOMEZ  
AURELIO GONZALEZ  
JOHN LEOPOLD  
BRUCE McPHERSON

### SCCRTC Representatives

ED BOTTORFF  
AURELIO GONZALEZ  
MIKE ROTKIN

### SCCRTC Alternates (in order)

DONNA LIND  
DONNA MEYERS  
DAN ROTHWELL

VACANT until County appoints new METRO representative



**DATE:** March 22, 2019  
**TO:** Board of Directors  
**FROM:** Erron Alvey, Purchasing & Special Projects Director  
**SUBJECT: ACCEPT AND FILE QUARTERLY PROCUREMENT REPORT FOR 4<sup>TH</sup>  
QUARTER OF FY19**

**I. RECOMMENDED ACTION**

**That the Board of Directors accept and file the Quarterly Procurement Report for the 4<sup>th</sup> quarter of FY19**

**II. SUMMARY**

- This staff report provides the Board with a Quarterly Procurement Report for the 4<sup>th</sup> quarter of FY19, 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, goods and materials valued at \$25,000 or more, and professional services valued at \$50,000 or more.

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

Attachment A details the regular formal procurements the Purchasing Department is planning on issuing during the 4<sup>th</sup> quarter of FY19 (April through June).

**IV. FINANCIAL CONSIDERATIONS/IMPACT**

See attached.

**V. ATTACHMENTS**

**Attachment A:** FY19: 4<sup>th</sup> Quarter Anticipated Procurement Listing

Prepared by: Joan Jeffries, Administrative Specialist  
Erron Alvey, Purchasing & Special Projects Director

**VI. APPROVALS:**

Erron Alvey, Purchasing & Special  
Projects Director



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



Alex Clifford, CEO/General Manager



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**Anticipated Procurement Listing**

**FY19: 4th Quarter**

Month Anticipated to be Issued	Description	Purpose	Department	Funding Source	Anticipated Value (life of contract)
<b>One-Off Contracts</b>					
April	Purchase and Installation of a Generator at METRO's Administration Building	To obtain an emergency backup generator capable of meeting power demands should there be an emergency with loss of power	Facilities	Cal OES Transit Security Grant	\$ 184,800

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**DATE:** March 22, 2019  
**TO:** Board of Directors  
**FROM:** Angela Aitken, Chief Financial Officer  
**SUBJECT: ACCEPT AND FILE THE YEAR TO DATE MONTHLY FINANCIAL  
REPORT AS OF DECEMBER 31, 2018**

**I. RECOMMENDED ACTION**

**That the Board of Directors accept and file the Year to Date Monthly  
Financial Report as of December 31, 2018**

**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 December 31, 2018."
- Staff recommends that the Board of Directors accept and file the attached report.

**III. DISCUSSION/BACKGROUND**

Below are the written explanations of the various charts and graphs in the attached Year to Date Monthly Financial Report as of December 31, 2018. The fiscal year has elapsed 50%.

Slide 1

(Cover) Year to Date Monthly Financial Report as of December 31, 2018

Slide 2

FY19 Operating Revenue and Expenses for the Month Ending December 31, 2018

- Operating Revenues for the month are unfavorable by \$67K
- Operating Expenses
  - Labor Regular - favorable by \$234K
  - Labor OT - unfavorable by \$127K
  - Fringe Benefits – favorable by \$22K

- Non-Personnel - favorable by \$103K
- Total Operating Expenses – favorable by \$188K
- Transfers – favorable by \$36K
- Operating Balance – favorable by \$84K

Slide 3

FY19 Operating Revenue and Expenses Year to Date as of December 31, 2018

- Operating Revenues Year to Date are favorable by \$1,203K
- Operating Expenses
  - Labor Regular - favorable by \$931K
  - Labor OT - unfavorable by \$695K
  - Fringe Benefits - favorable by \$485K
  - Non-Personnel - favorable by \$526K
- Total Operating Expenses – favorable by \$1,249K
- Transfers – favorable by \$170K
- Operating Balance – favorable by \$2,282K

Slide 4

FY19 Operating Revenue by Major Funding Source - Year to Date as of December 31, 2018

- Passenger Fares - actual is \$5,254K while budget is \$5,172K
- Sales Tax Revenue (including Measure D) - actual is \$13,344K while budget is \$12,608K
- Other Revenue - actual is \$425K while budget is \$267K
- Transp Dev Act (TDA) - actual is \$3,751K while budget is \$3,537K
- STA Op Assistance – actual is \$897K while budget is \$885K
- Federal Op Assistance - actual is \$175K while budget is \$174K.

Slide 5

Favorable/ (Unfavorable) Revenue Variance to Budget Year to Date as of December 30, 2018

- Passenger Fares variance to budget is favorable by \$83K primarily due to:
  - Special Transit Fares over budget (Contract payments from UCSC exceeding our budget projections).
- Sales Tax Revenue variance to budget is favorable by \$737K. Significant fluctuations in the variance to budget are expected in FY19 as the California Department of Tax and Fee Administration (CDT FA) changed the way funds

are disbursed, while the monthly budget allocations are based on last year's actual allocations.

- Other Revenue variance to budget is favorable by \$158K primarily due to Interest income.
- Transp Dev Act (TDA) variance to budget is favorable by \$213K due to revenues above prior year's estimates from RTC.
- STA Op Assistance variance to budget is favorable by \$12K due to revised estimates by the State Controller's office that increased the total amount of the FY2018 -2019 STA funding to Santa Cruz County.
- Federal Op Assistance variance to budget is favorable by \$1K due to Medicare Subsidy.

#### Slide 6

FY19 Operating Expenses by Major Expense Category Year to Date as of December 31, 2018

- Labor - Regular- actual is \$7,656K while budget is \$8,587K
- Labor – OT - actual is \$1,547K while budget is \$852K
- Fringe Benefits - actual is \$10,185K (*of which \$2,640K is the Retirement Expense YTD*) while budget is \$10,670K
- Services - actual is \$1,661K while budget is \$1,871K
- Mobile Materials & Supplies - actual is \$1,363K while budget is \$1,667K
- Other Expenses - actual is \$1,265K while budget is \$1,278K.

#### Slide 7

Favorable/ (Unfavorable) Expense Variance to Budget Year to Date as of December 31, 2018

- Labor – Regular variance to budget is favorable by \$931K primarily due to:
  - Vacant funded positions
  - Extended unpaid leaves of absence
- Labor – OT variance to budget is unfavorable by \$694K due to vacant positions and extended leaves of absence in various departments.
- Fringe Benefits variance to budget is favorable by \$486K primarily due to lower retirement and medical insurance costs.
- Services variance to budget is favorable by \$210K primarily due to Prof & Tech Fees under budget.
- Mobile Materials & Supplies variance to budget is favorable by \$304K due to Fuel/Lube Rev Veh and Rev Veh Parts.

- Other Expenses variance to budget is favorable by \$13K primarily due to Repairs – District Properties (unbudgeted line item for funds collected from outside parties for repairs to Santa Cruz METRO’s properties and vehicles).

Slide 8

FY19 Transfers Year to Date as of December 31, 2018

- Transfer to Capital Budget (2016 Net Sales Tax Measure D) - actual is \$1,100K while budget is \$930K.
- Transfer to Capital Budget (2016 Net Sales Tax Measure D) variance to budget is favorable by \$170K.

Slide 9

FY19 Capital Budget Spending Year to Date (by Funding Source) as of December 31, 2018

- Total Capital Spending year to date is \$1,680K; FY18 budget is \$22.0M
  - Cal-OES Prop 1B Transits Security Grant spending (CTSGP) is \$35K
  - Operating and Capital Reserve spending is \$52K
  - Federal Capital Grants (FTA) spending is \$1,000K
  - Measure D spending is \$502K
  - State Transit Assistance (STA –SB-1-FY18) spending is \$12K
  - State – PTMISEA (1B) spending is \$79K.

Slide10

FY19 Capital Budget Spending Year to Date as of December 31, 2018

- Total Capital Projects spending year to date is \$1,680K; FY18 budget is \$22.0M
  - Construction Related Projects spending is \$115K for the following projects:
    - Pacific Station/Metro Center – Conceptual Design
    - Metrobase Project – Judy K. Souza – Operations Bldg.
    - Transit Security Projects
  - Facilities Upgrades & Improvements spending is \$5K for the following project:
    - 138 Golf Club Fire Egress (FTA 5339a FY17)
  - Revenue Vehicle Purchases, Replacement & Campaigns spending is \$1,436K for the following projects:
    - Electric Bus (3), Infrastructure and Project Management (FTA 5339c FY16)
    - AVL/ITS (FY18 STIP, Measure D)

- VTA Bus Transfer - Decommission & Retrofit 10 Electric Hybrids, and 4 Diesel Artics
- ParaCruz Van Replacements (11) (FTA 5339a FY15/16)
- Capitalized Lease (3 New Flyer Buses) – Year 2
- Bus Repaint Campaigns (36) (FTA 5339a FY14)
- Paratransit Vehicle (1) (FTA 5310 FY13/14)
- Capitalized Lease – 3 New Flyer Buses – External Announcement System Programming Patch (Clever Devices)
- Non-Revenue Vehicle Replacements spending is \$55K for the following project:
  - Propane Fueled Tow Motor (FTA 5339a FY14)
- Office Equipment spending is \$9K for the following project:
  - 4 Vertical Fire King File Cabinets (Admin)
- Misc. spending is \$60K for the following project:
  - TVM Pin Pad Bezel 8 Upgrade (6)
  - C/S Call Center Furnishings (FTA 5339a FY18)

Slide 11

(Cover Sheet) - Additional Information

Slide 12

Economic Indicators & Ridership for the Month of December 2018

- Unemployment Rate % in Santa Cruz County is 5.3%
- \$ Gasoline per Gallon for the San Francisco-Oakland-San Jose area is \$3.67;  
\$ Diesel is \$3.86
- Ridership YTD as of December 2018 changed as follows, year-over-year (FY18 – FY19):
  - 0.9% decrease in Total ridership
  - 1.2% decrease in Highway 17 ridership
  - 0.9% decrease in Local ridership
  - 0.4% decrease in UCSC ridership
  - 11.2% increase in Cabrillo ridership
  - 3.4% decrease in Non-Student ridership.

Slide 13

FY19 Operating Revenue, Expenses, and Transfers Year to Date as of February 28, 2019: Preliminary

- Revenue – favorable by \$821K
- Operating Expenses:
  - Personnel Expenses - favorable by \$892K
  - Non-Personnel - favorable by \$1,142K
- Total Operating Expenses - favorable by \$2,034K
- Transfers –favorable by \$43K
- Operating Balance – favorable by \$2,812K

Slide 14

FY19 Operating Revenue, Expenses, and Transfers Year to Date as of June 30, 2019: Preliminary (reflects Actual Data for the 1<sup>st</sup> and 2<sup>nd</sup> FY19 Quarters and Projections for the 3<sup>rd</sup> and 4<sup>th</sup> FY19 Quarters)

- Revenue – favorable by \$1,946K
- Operating Expenses:
  - Personnel Expenses - favorable by \$398K
  - Non-Personnel - favorable by \$983K
- Total Operating Expenses - favorable by \$1,381K
- Transfers –favorable by \$3,327K
- Operating Balance – No variance to budget.

**IV. FINANCIAL CONSIDERATIONS/IMPACT**

Favorable budget variances in Operating Revenues and Expenses contributed to the favorable budget variance in Operating Balance, Year to Date as of December 31, 2018.

**V. ALTERNATIVES CONSIDERED**

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

**VI. ATTACHMENTS**


**Attachment A:** Year to Date Monthly Financial Report as of December 31, 2018 Presentation

**Attachment B:** FY19 Capital Budget Project Status Report as of December 31, 2018

Prepared by: Kristina Mihaylova, Sr. Financial Analyst

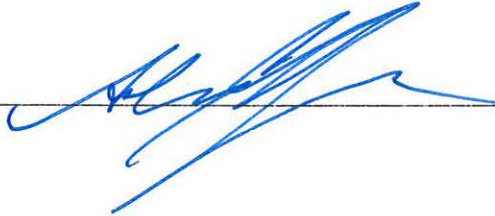
**VII. APPROVALS:**

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



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Alex Clifford, CEO/General Manager



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# **Year to Date Monthly Financial Report as of December 31, 2018**

Santa Cruz METRO Board of Directors

*March 22, 2019*

Angela Aitken, Chief Financial Officer

# FY19 Operating Revenue and Expenses

## For the Month Ending December 31, 2018

50% of Fiscal Year Elapsed

\$ In Thousands	Actual	Budget	Budget to Actual Favorable/ (Unfavorable)
<b>Operating Revenue:</b>	<b>\$6,046</b>	<b>\$6,113</b>	<b>(\$67)</b>
<b>Operating Expenses:</b>			
Labor - Regular	\$1,197	\$1,431	\$234
Labor - Overtime	\$269	\$142	(\$127)
Fringe Benefits	\$1,800	\$1,778	\$22
Non-Personnel Expenses	\$680	\$783	\$103
<b>Total Operating Expenses:</b>	<b>\$3,947</b>	<b>\$4,135</b>	<b>\$188</b>
<b>Transfers:</b>	<b>(\$191)</b>	<b>(\$155)</b>	<b>\$36</b>
<b>Operating Balance:</b>	<b>\$1,908</b>	<b>\$1,824</b>	<b>\$84</b>

12-05A.2



# FY19 Operating Revenue and Expenses Year to Date as of December 31, 2018

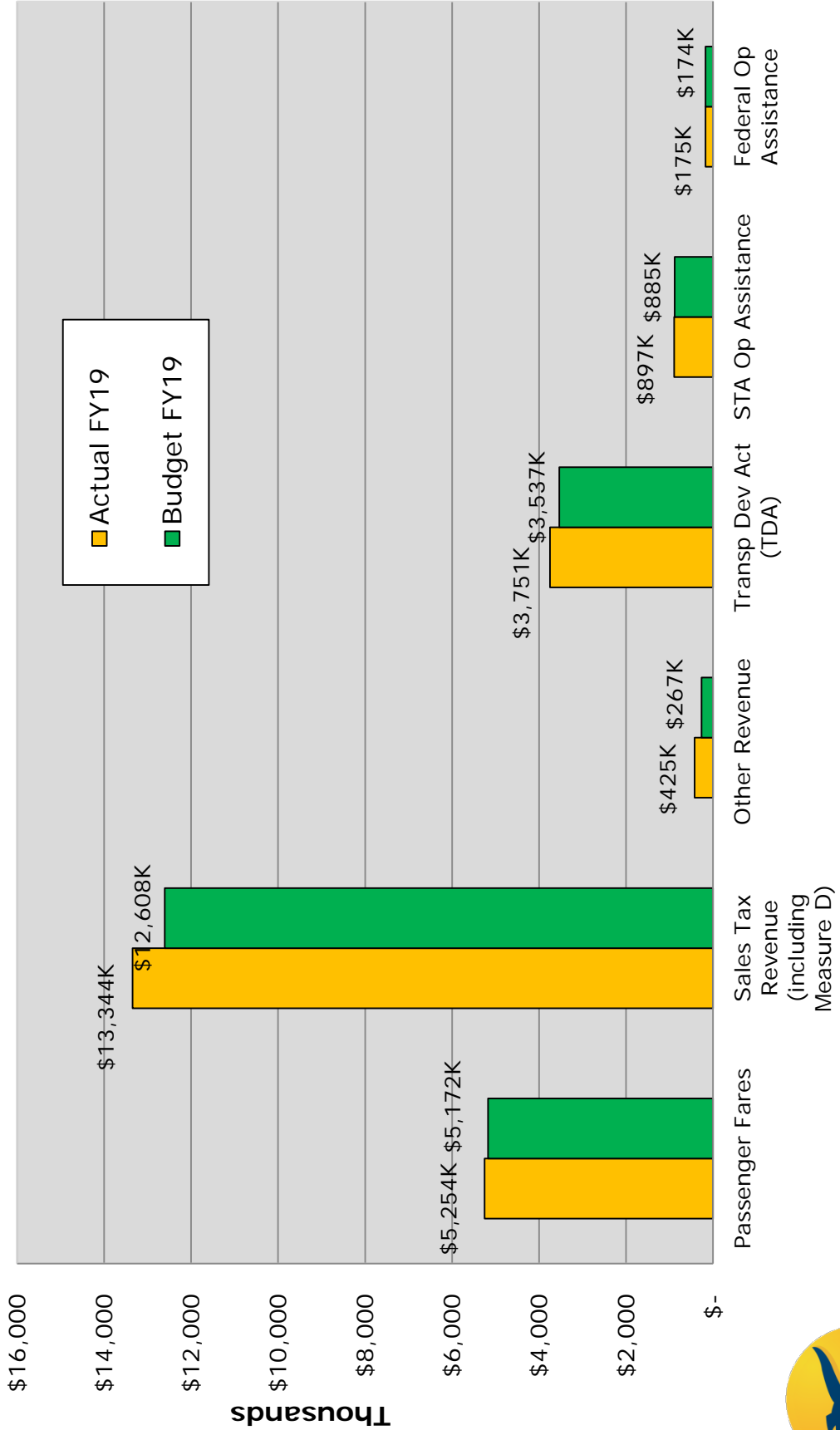
50% of Fiscal Year Elapsed

\$ In Thousands	Actual	Budget	Budget to Actual Favorable/ (Unfavorable)
<b>Operating Revenue:</b>	<b>\$23,847</b>	<b>\$22,644</b>	<b>\$1,203</b>
<b>Operating Expenses:</b>			
Labor - Regular	\$7,656	\$8,587	\$931
Labor - Overtime	\$1,547	\$852	(\$695)
Fringe Benefits	\$10,185	\$10,670	\$485
Non-Personnel Expenses	\$4,290	\$4,816	\$526
<b>Total Operating Expenses:</b>	<b>\$23,677</b>	<b>\$24,926</b>	<b>\$1,249</b>
<b>Transfers:</b>	<b>(\$1,100)</b>	<b>(\$930)</b>	<b>\$170</b>
<b>Operating Balance:</b>	<b>(\$931)</b>	<b>(\$3,213)</b>	<b>\$2,282</b>

12-05A.3

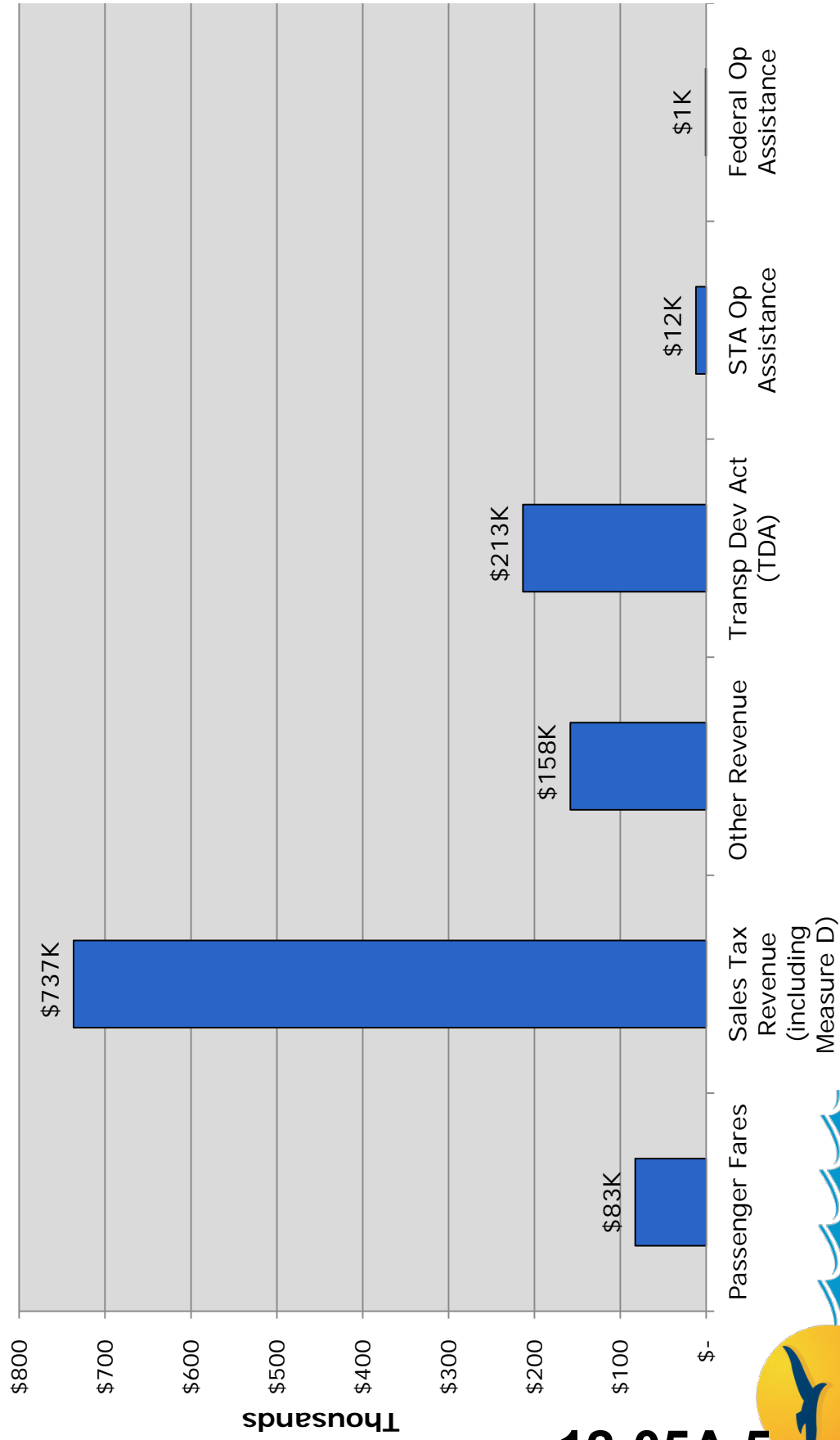


FY19 Operating Revenue by Major Funding Source  
Year to Date as of December 31, 2018  
 50% of Fiscal Year Elapsed



# Favorable/(Unfavorable) Revenue Variance to Budget Year to Date as of December 31, 2018

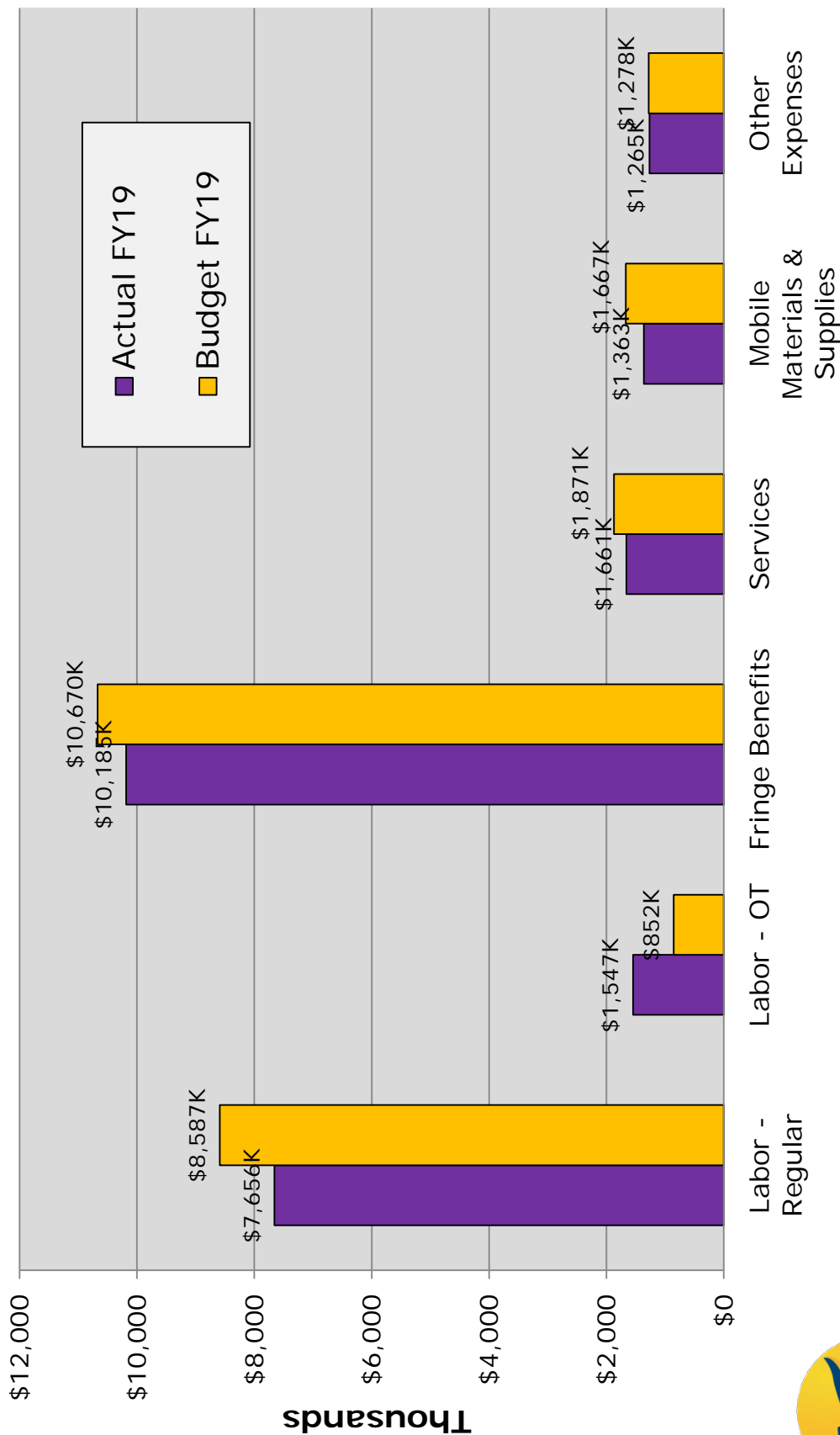
50% of Fiscal Year Elapsed



12-05A.5



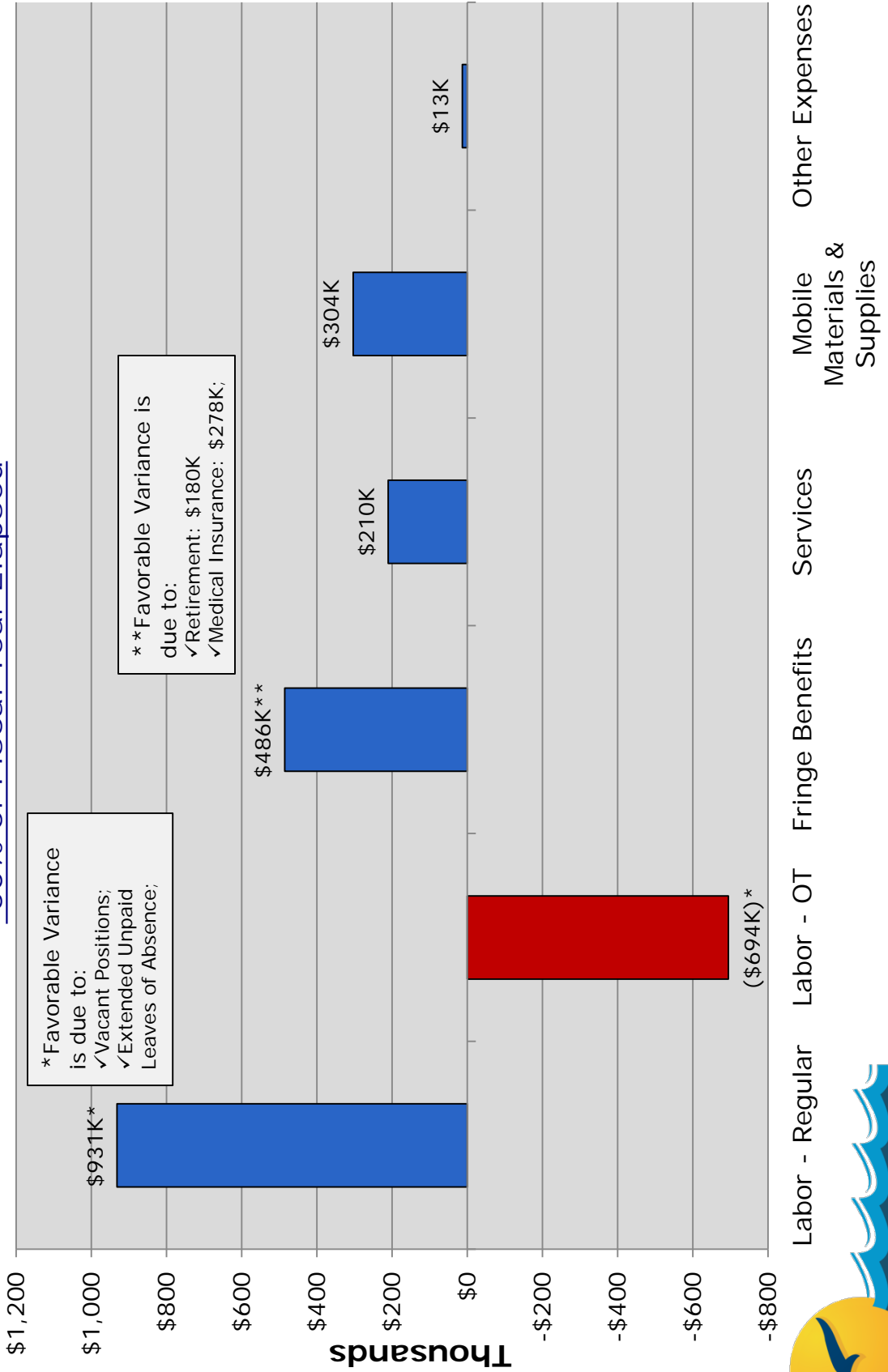
FY19 Operating Expenses by Major Expense Category  
Year to Date as of December 31, 2018  
50% of Fiscal Year Elapsed



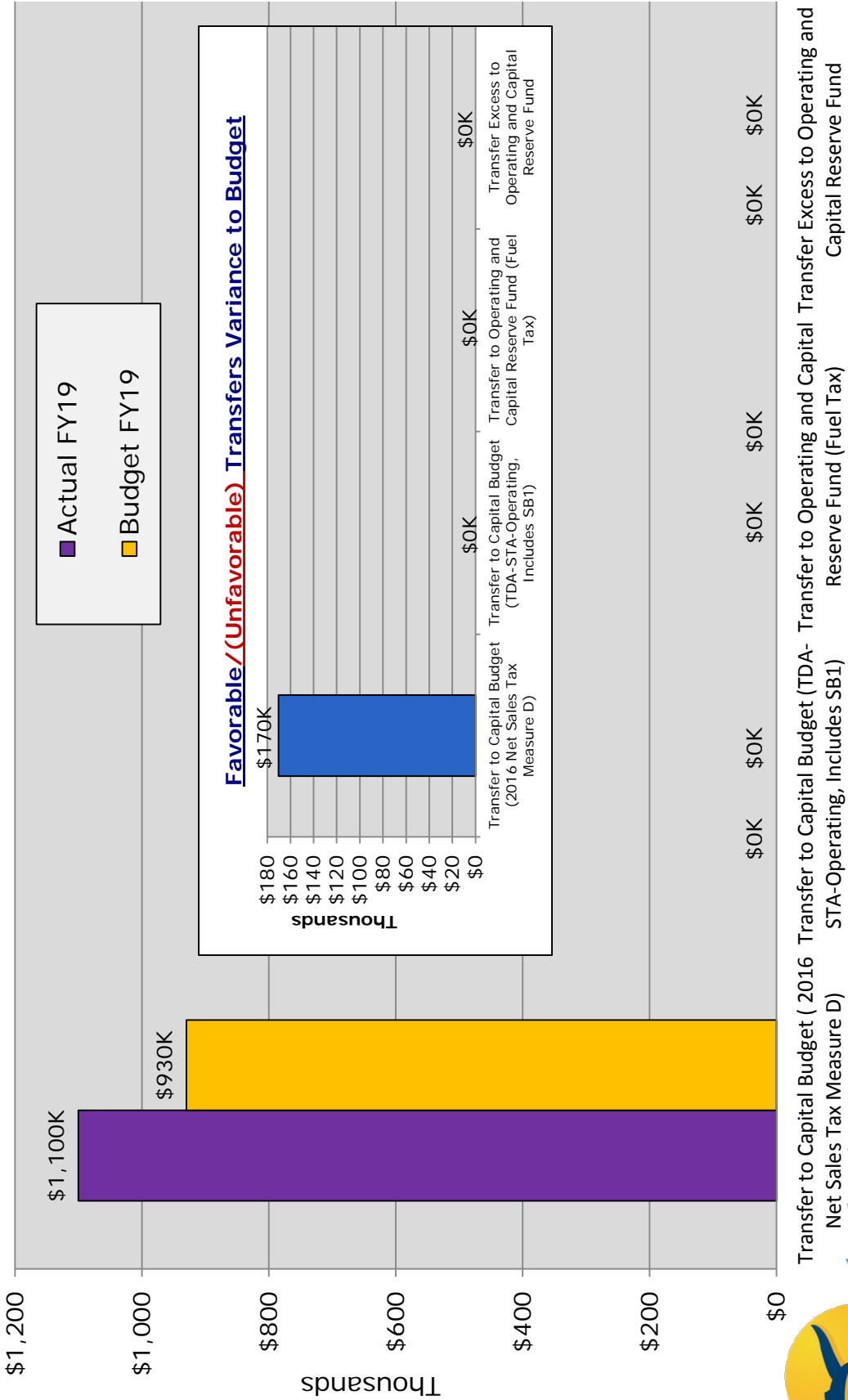
12-05A.6

# Favorable/(Unfavorable) Expense Variance to Budget Year to Date as of December 31, 2018

50% of Fiscal Year Elapsed



**FY19 Transfers**  
**Year to Date as of December 31, 2018**  
**50% of Fiscal Year Elapsed**

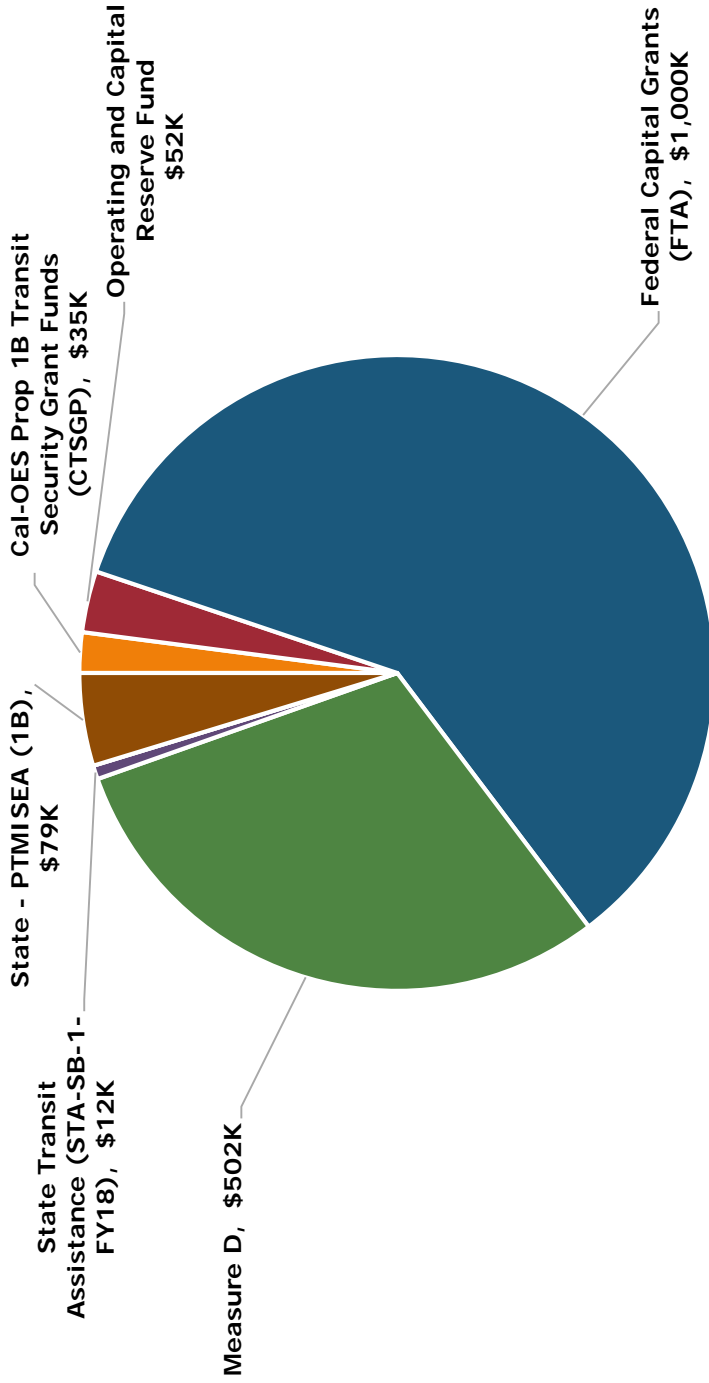




# FY19 Capital Budget:

Spending Year to Date (by Funding Source) as of December 31, 2018  
 50% of Fiscal Year Elapsed

	Actual YTD	Total FY19 Budget	% Spent YTD
<b>Total Capital Funding:</b>	<b>\$1,680,477</b>	<b>\$21,972,877</b>	<b>8%</b>



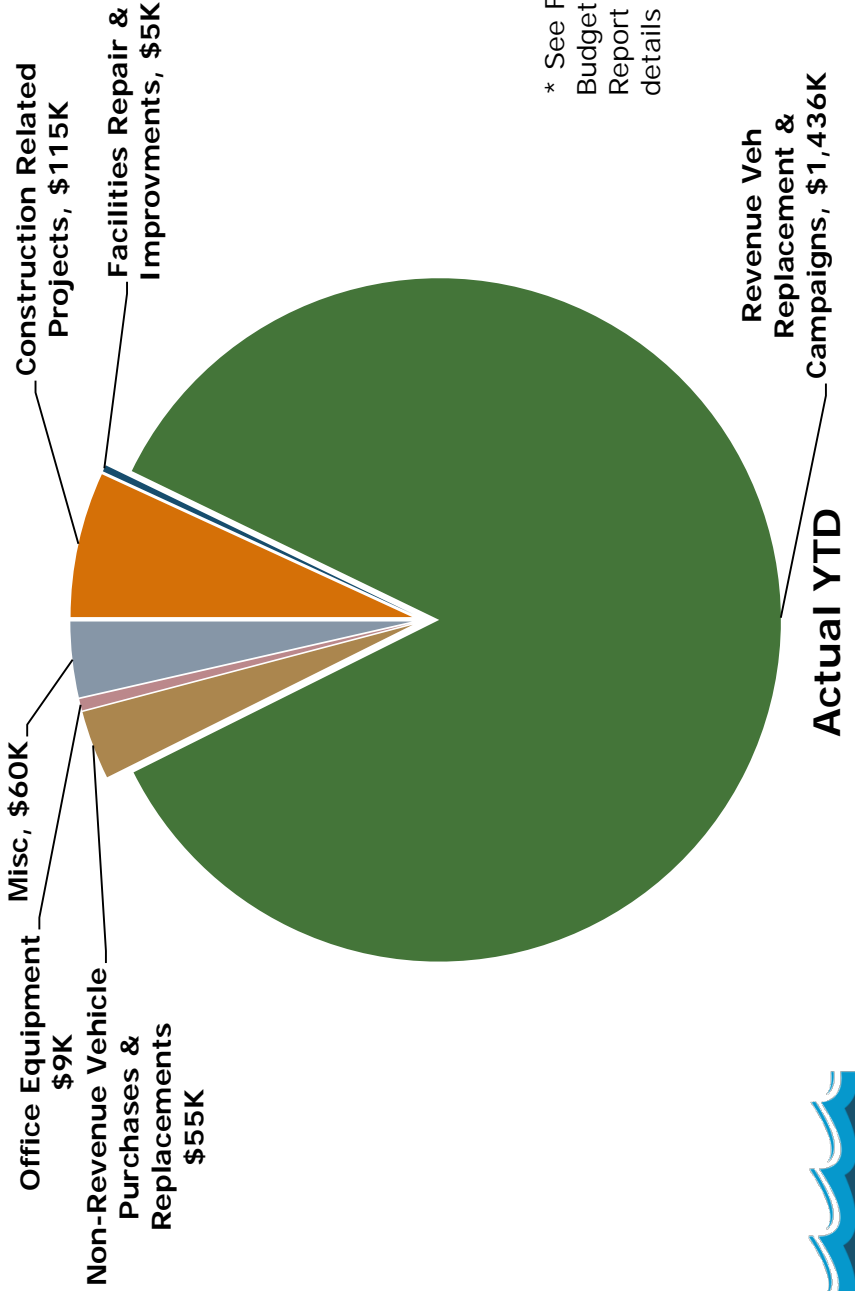
Actual YTD

# FY19 Capital Budget:

Spending Year to Date as of December 31, 2018

50% of Fiscal Year Elapsed

	Actual YTD	Total FY18 Budget	% Spent YTD
<b>Total Capital Projects:</b>	<b>\$1,680,477</b>	<b>\$21,972,877</b>	<b>8%</b>



\* See FY19 Capital Budget Project Status Report for additional details



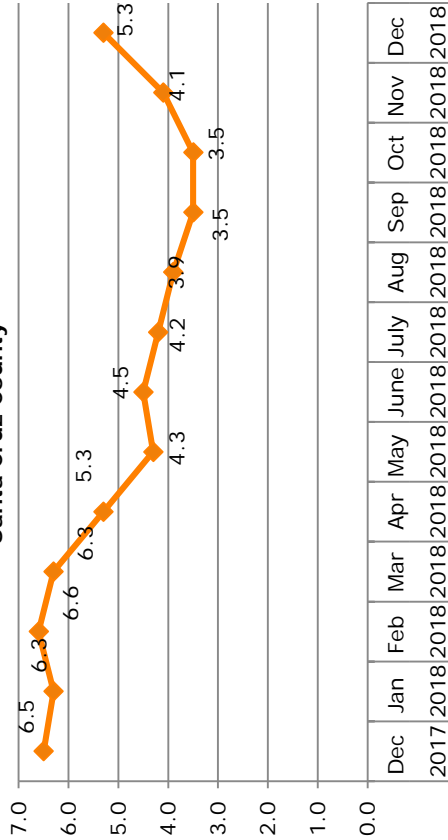
# Additional Information

12-05A.11

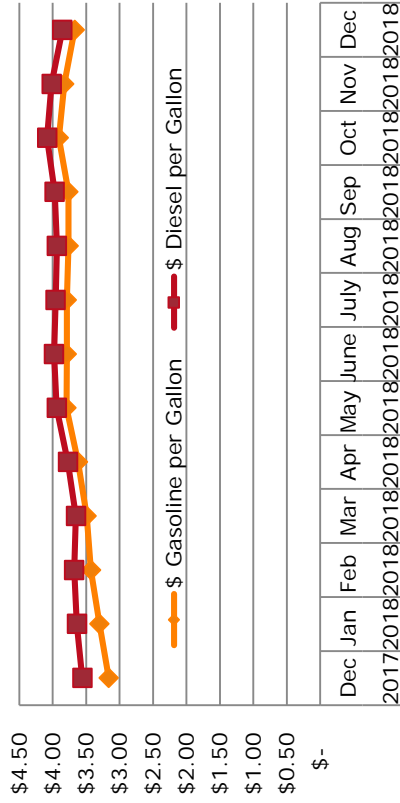


# Economic Indicators & Ridership:

Unemployment Rate %  
Santa Cruz County



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



FY18-19 Ridership: December YTD			
Ridership	Dec-FY18	Dec-FY19	% Change
<b>Total</b>	2,290,321	2,268,955	-0.9%
Hwy 17	143,795	142,075	-1.2%
Local	2,146,526	2,126,880	-0.9%
UCSC	1,059,127	1,054,928	-0.4%
Cabrillo	145,999	162,363	11.2%
Non-Student	941,400	909,589	-3.4%



**FY19 Operating Revenue, Expenses, and Transfers:**  
**Year to Date as of February 28, 2019: 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>\$29,770</b>	<b>\$28,949</b>	<b>\$821</b>
<b>Operating Expenses:</b>			
Personnel Expenses	\$25,921	\$26,813	\$892
Non-Personnel Expenses	\$5,240	\$6,382	\$1,142
<b>Total Operating Expenses:</b>	<b>\$31,161</b>	<b>\$33,195</b>	<b>\$2,034</b>
<b>Transfers:</b>			
Transfers to Capital Budget	\$1,283	\$1,240	\$43
Transfers to Operating and Capital Reserve Fund	\$0	\$0	\$0
<b>Total Transfers:</b>	<b>\$1,283</b>	<b>\$1,240</b>	<b>\$43</b>
<b>Operating Balance:</b>	<b>(\$2,675)</b>	<b>(\$5,486)</b>	<b>\$2,812</b>

# FY19 Operating Revenue, Expenses, and Transfers:

## Year to Date as of June 30, 2019: PRELIMINARY\*:

100% of Fiscal Year Elapsed

\$ In Thousands	Actual	Budget	Budget to Actual Favorable/ (Unfavorable)
<b>Revenue:</b>	<b>\$55,678</b>	<b>\$53,731</b>	<b>\$1,946</b>
<b>Operating Expenses:</b>			
Personnel Expenses	\$39,822	\$40,220	\$398
Non-Personnel Expenses	\$8,649	\$9,632	\$983
<b>Total Operating Expenses:</b>	<b>\$48,471</b>	<b>\$49,852</b>	<b>\$1,381</b>
<b>Transfers:</b>			
Transfers to Capital Budget	\$2,328	\$2,328	\$0
Transfers to Operating and Capital Reserve Fund	\$4,734	\$1,407	\$3,327
<b>Total Transfers:</b>	<b>\$7,062</b>	<b>\$3,736</b>	<b>\$3,327</b>
<b>Operating Balance:</b>	<b>\$143</b>	<b>\$143</b>	<b>\$0</b>

\*Reflects Actual Data for Qtrs. 1 & 2 of FY19 and Projections for Qtrs. 3 & 4.



# Questions

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT												
FY19 REVISED CAPITAL BUDGET												
For MARCH 22, 2019 Board Meeting												
Report Status - Spending as of December 31, 2018												
Updated: 3/4/2019												
	PM*	Total Fiscal Year Budget	Total Spent Fiscal Year to Date	% Project Complete (1)	Start Date	New - Estimated Start Date	Estimated End Date of:	New - Estimated End Date	Project Status (2)	Source of Funds	Grant Expiration Date	
19	FR, EB	\$ 9,548	\$ -						An ask for funds to be reallocated to purchase of Pressure Washer for Facilities			
20	FR, EB	\$ 8,910	\$ -	0%	1/9/2019				PM Working on specs for project	FTA	Award Pending	
21	FR, EB	\$ 8,000	\$ -						An ask for funds to be reallocated to purchase of Pressure Washer for Facilities			
		\$ 811,237	\$ 5,213									
<b>Revenue Vehicle Purchases, Replacements &amp; Campaigns</b>												
22	EA	\$ 4,919,542	\$ 17,442	5%	9/7/2016		6/30/2022		Bus purchase element to be put out to bid in 2019 instead of buying from BYD. Infrastructure moving ahead, working on PG&E Application for Fleet Ready Program. all other elements on hold	FTA, PTMISEA, MEAS D	Award 8/23/17, 5 years to obligate. PTMISEA 6/30/22	
23	EB	\$ 2,635,548		0%					Order placed. Waiting for build schedule from Gillig	FTA, STA-SGR, MEAS D		
24	EB, EA	\$ 1,656,000		0%					Waiting on Proterra on legal questions on contract System development has commenced. An on site kick-off took place 1/28/2019 and project is underway	STIP, LPP, HVIP (\$300K)		
25	IH	\$ 1,581,385	\$ 128,780	0%					Received Proterra's cost proposal 9/18/2018 order pending executed contract and issuance of purchase order. Deadline extension request still pending.	STIP, MEAS D	PTMISEA 6/30/22, LCTOP Award 6/2/16 3 years to obligate (6/1/19)	
26	EA	\$ 1,066,508	\$ -	50%	6/1/2016		6/30/2019		PM Working on specs for project	PTMISEA, LCTOP		
27	EB	\$ 1,016,605		0%					Eddie and Freddy are working on project	STIP, MEAS D		
28	EB	\$ 1,000,000	\$ 207,629	10%					Complete, all vehicles in service.	MEAS D	Award 8/14/17, 5 years to obligate	
29	EB, CA	\$ 863,232	\$ 826,899	100%	4/1/2018		4/15/2018	9/30/2018	Waiting on Proterra on legal questions on contract Metro has been given build schedule from Gillig, July start date of production	FTA, MEASURE D		
30	EB, EA	\$ 863,102							Waiting on Proterra on legal questions on contract Metro has been given build schedule from Gillig, July start date of production	LCTOP		
31	EB, EA,	\$ 658,887	\$ -	5%	9/1/2016		5/1/2019		Caitrans is not allowing piggybacking on this contract, PM regrouping on project	FTA, PTMISEA	6/1/19, 6/30/22	
32	EB, EA,	\$ 658,889	\$ -	1%		5/1/2018			Making monthly payments against the lease (15 of 72 payments as of 2/15/19)	FTA, MEASURE D	Award pending	
33	EB, CA	\$ 283,529	\$ 121,030	13%	12/1/2017		6/30/2018	11/30/2023	Completed	MEASURE D	N/A	
34	EB, CA	\$ 165,239	\$ -	100%			6/13/2018		Completed	FTA, MEASURE D		
35	EB, CA	\$ 160,000	\$ -	0%	9/1/2017		6/30/2018	4/30/2019	PM Working on specs for project	FTA	Award pending	
36	EB, CA	\$ 102,809	\$ 43,537	53%	2/15/2018		6/30/2019		Classic Graphic body and Paint -22 completed and 14 remain. Project on going.	FTA, MEASURE D	Award 8/14/17, 5 years to obligate	
37	EB, CA	\$ 68,367	\$ 65,131	100%	4/1/2017		6/30/2018	7/18/2018	Completed	FTA, MEASURE D	Award 3/1/16, 10 years to obligate	
38	EB, CA	\$ 28,500	\$ 25,665	85%			#####		Internal /External Announcements Paul Revere Buses- Internal announcement completed - External announcement solution on going by Clever Device.	FTA, MEASURE D	N/A	
39	EB, CA	\$ 13,802	\$ -	100%			6/30/2018		Project Close-Out complete 10/31/2018	FTA, MEASURE D	None per Tom	
		\$ 17,741,944	\$ 1,436,113									
<b>Non-Revenue Vehicle Purchases &amp; Replacements</b>												
40	EB, CA	\$ 60,000	\$ 54,687	100%	4/1/2017		6/30/2018	8/31/2018	Tow Motor final invoice paid, acceptance signed 8/29/18	FTA, STA, RES	Award 8/14/17, 5 years to obligate	
41	EB, CA	\$ 30,000	\$ -	10%	1/10/2019				PM submitted spec to Purchasing department for purchase	FTA	Award pending	
		\$ 90,000	\$ 54,687									



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**DATE:** March 22, 2019

**TO:** Board of Directors

**FROM:** Barrow Emerson, Planning and Development Director

**SUBJECT: CONSIDER A REVISED RESOLUTION DESIGNATING THE CEO/GENERAL MANAGER AS THE AUTHORIZED AGENT TO SUBMIT A GRANT APPLICATION AND EXECUTE ACTIONS NECESSARY TO RECEIVE FORMULA FUNDS FROM THE FY19 LOW CARBON TRANSIT OPERATIONS PROGRAM**

**I. RECOMMENDED ACTION**

**That the Board adopt the revised resolution designating the CEO/General Manager as the Authorized Agent to submit a grant application and execute all agreements and actions necessary to receive funds from the FY19 Low Carbon Transit Operations Program, including authorizing the CEO to request that the SCCRTC pass its allocation of FY19 LCTOP funds to METRO**

**II. SUMMARY**

- The Santa Cruz Metropolitan Transit District (METRO) partners with the Santa Cruz County Regional Transportation Commission (RTC) to help facilitate transportation needs throughout the county.
- On February 22, 2019, the METRO Board approved a request to the RTC to contribute its share of the Santa Cruz County FY19 LCTOP allocation of \$511,315 to METRO for a qualifying project.
- Following additional communication with RTC, METRO submitted a reduced request to RTC on February 25<sup>th</sup> (Attachment A) for \$437,174 to allow an allocation to Lift Line of \$74,141.
- Subsequent to the February 25<sup>th</sup> revised request to RTC, METRO established that it would not be able to expend the entire FY19 allocation within the next 12 months and submitted a further reduced request to RTC on March 6<sup>th</sup> (Attachment B) for \$218,710 to METRO, allowing for \$292,605 to Lift Line to meet its immediate need.
- Staff recommends that the Board adopt a revised resolution (Attachment C), which ratifies the reduced request to RTC as set forth above.

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

METRO partners with RTC in order to help facilitate transportation needs throughout the county. METRO has had a long-standing partnership with community partners.

The California State Controller's Office 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 FY2018-19 (FY19), the State Controller's Office allocated \$939,101 to Santa Cruz County, \$511,315 to the Santa Cruz County Regional Transportation Commission (RTC) and \$427,786 to the Santa Cruz Metropolitan Transit District (METRO) to implement an LCTOP project.

On February 22, 2019, the METRO Board approved a request to the RTC to contribute its share of the Santa Cruz County FY19 LCTOP allocation of \$511,315 to METRO for charging infrastructure and battery storage to allow METRO to avoid purchasing power from the grid at peak price times.

Following additional communication with RTC, METRO submitted a reduced request to RTC on February 25<sup>th</sup> (Attachment A) for \$437,174 to allow an allocation to Lift Line of \$74,141.

Subsequent to the February 25<sup>th</sup> revised request to RTC, METRO determined that it would not be able to expend the entire FY19 allocation within the next 12 months and submitted a further reduced request to RTC on March 6, 2019 for \$218,710 to METRO, allowing for \$292,605 to Lift Line to meet its immediate need. Lift Line agreed to waive any claims to RTC's share of LCTOP funding in next fiscal year's (FY2019-20) cycle to allow METRO to finish funding its Zero Emission Bus (ZEB) yard-charging infrastructure and other charging infrastructure needs in time for arrival of METRO's four new ZEBS, which will be on property in early 2020.

Staff recommends that the Board of Directors adopt the revised resolution (Attachment C), which ratifies the reduced request to RTC as set forth above.

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

METRO would receive a total of \$646,496 from the FY19 LCTOP allocation to Santa Cruz County, including \$218,710 of RTC's share. METRO will deposit these funds into a segregated, interest-bearing account until they are expended on charging infrastructure and battery storage for the Watsonville service area, as described in detail above.

## **V. ALTERNATIVES CONSIDERED**

- Maintain the original request for RTC's entire \$511,315 FY18/19 PUC 99313 share of LCTOP funds. Staff does not recommend this alternative because METRO will not be able to expend the entire allocation originally requested on ZEB charging infrastructure within the next 12 months and Lift Line has an immediate need.

## **VI. ATTACHMENTS**

**Attachment A:** February 25<sup>th</sup> letter to RTC requesting LCTOP funding.

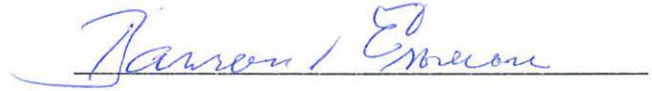
**Attachment B:** March 6<sup>th</sup> letter to RTC requesting a reduced amount of LCTOP funding its LCTOP transfer to METRO.

**Attachment C:** Revised resolution designating the CEO as the Authorized Agent and authorizing execution of Certifications and Assurances for the Low Carbon Transit Operating Program. (Redline and Clean versions)

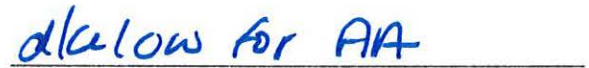
Prepared by: Wondimu Mengistu, Grants/Legislative Analyst

**VII. APPROVALS:**

Barrow Emerson, Planning  
And Development Director

  
\_\_\_\_\_

Approved as to fiscal impact:  
Angela Aitken, CFO

  
\_\_\_\_\_

Alex Clifford, CEO/General Manager

  
\_\_\_\_\_



# Attachment A

## *Santa Cruz Metropolitan Transit District*

February 25, 2019



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 FY2018-2019 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 FY2018–2019 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 has allocated FY2018-2019 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 \$511,315 and METRO will receive \$427,786 in FY2018-2019 LCTOP funds.

Per RTC's February 21<sup>st</sup> email request to allocate funding to the Lift Line electric vehicle program, METRO endorses an allocation of \$74,140.68, in keeping with the TDA percentage formula for allocation of funds (85.5% to METRO and 14.5% to other program recipients).

If the RTC concurs, METRO will submit an allocation request for the combined total of \$864,960.32 allocated to Santa Cruz County for FY2018-2019.

In terms of RTC's request for funding for a free fare program on fixed-route buses, it is recommended that this type of program be revisited in a future year, as it is critical that METRO commit the maximum funding available to electric charging infrastructure/battery storage in the near term. As you may or not be aware, METRO's first zero emission buses are due to arrive in early 2020.

METRO is committed to meeting LCTOP's core goals: reducing GHG emissions, increasing ridership, improving mobility, and providing meaningful benefits to disadvantaged communities. To this end, METRO used its previous four years' LCTOP allocations to purchase two battery-electric buses to benefit a disadvantaged community in the Watsonville service area. METRO needs to develop and implement charging infrastructure to support electric bus operations and battery storage to allow METRO to avoid purchasing power from the grid at peak price times. It will not be possible to deploy zero-emission buses until the required infrastructure is in place.

# Attachment A

Low Carbon Transit Operations Allocation Request

February 25, 2019

Page 2 of 2

The METRO Board of Directors adopted a resolution authorizing this project at their February 22, 2019 meeting. The application is due to Caltrans by March 28, 2019; therefore, I would request that the RTC consider authorizing the sponsored project at its March 7, 2019 meeting.

If the RTC authorizes sponsorship of METRO's FY2018-2019 LCTOP project, please provide a letter to METRO which specifies that the RTC is a contributing sponsor of \$437,174.32 in FY2018-2019 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.

Thank you for your consideration.



Alex Clifford  
CEO/General Manager

BE:gmp

**12-06A.2**

# Attachment B

## *Santa Cruz Metropolitan Transit District*



March 6, 2019

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

Revised: Request for SCCRTC to Sponsor METRO's FY2018-2019 Low Carbon Transit Operations  
Allocation Request

Dear Mr. Preston:

Following on from the METRO letter to Mr. Preston dated February 25, 2019 on the above subject, METRO requests a modified allocation of RTC's FY2018-19 LCTOP funding.

As METRO will not be able to expend the entire \$864,960.32 originally requested on Zero Emissions Bus (ZEB) charging infrastructure within the next 12 months and Lift Line has an immediate need, METRO asks that RTC allocate to Lift Line their original request of \$292,605 of RTC's \$511,315 share of the LCTOP allocation.

METRO requests that Lift Line and/or any other eligible recipient waive any claims to RTC's share of LCTOP funding in next fiscal year's (FY2019-20) cycle to allow METRO to finish funding its ZEB yard-charging infrastructure and other charging infrastructure needs in time for arrival of our four new ZEBS which will be on property in early 2020.

Lastly, METRO requests that in future years, starting with the FY2020-21 funding cycle, the TDA percentage formula for allocation of funds (85.5 % to METRO and 14.5 % to other program recipients) be applied to the RTC share of the LCTOP funding.

Finally, since the original letter was approved by the METRO board at their February 22, 2019 meeting, staff will request ratification of this revised request at the upcoming March 22, 2019 METRO board meeting.

Thank you for your consideration.



Alex Clifford  
CEO/General Manager

BE:gmp

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**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 FY2018 -  
2019 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**, METRO staff recommends that the Board of Directors approve a roll-over the FY2018 - 2019 LCTOP funds allocated by the State Controller’s Office until a subsequent LCTOP cycle once METRO has finalized plans for charging infrastructure and battery storage to serve Watsonville; 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 FY2018 – 2019 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 FY2018 - 2019 LCTOP funds:

*Project Name:* FY2018 - 2019 Charging infrastructure and battery storage for the Watsonville service area

*LCTOP Funds Requested:* FY2018 – 2019 Santa Cruz County allocation:  
\$646,496

*Short Description:* Rollover of FY2018 – 2019 LCTOP funds for up to four years in order to implement charging infrastructure and battery storage to benefit a Disadvantaged Community in Watsonville.

*Contributing Sponsor:* Santa Cruz County Regional Transportation, \$218,710

**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 rollover the FY2018 - 2019 LCTOP funds allocated by the State Controller’s Office until a subsequent LCTOP cycle when METRO can finalize plans for charging infrastructure and battery storage for the Watsonville service area.

**PASSED AND ADOPTED** by the Board of Directors of the Santa Cruz Metropolitan Transit District this 22<sup>nd</sup> Day of March 2019 by the following vote:

**AYES:** Directors -

**NOES:** Directors -

**ABSTAIN:** Directors -

**ABSENT:** Directors -

**APPROVED** \_\_\_\_\_  
Board Chair

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

**APPROVED AS TO FORM**

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

# 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:

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### 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 FY2018 - 2019 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**, METRO staff recommends that the Board of Directors approve a roll-over the FY2018 - 2019 LCTOP funds allocated by the State Controller's Office until a subsequent LCTOP cycle once METRO has finalized plans for charging ~~infrastructure~~infrastructure and battery storage ~~or a battery electric replacement bus~~ to serve Watsonville; 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 FY2018 – 2019 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 FY2018 - 2019 LCTOP funds:

*Project Name:* FY2018 - 2019 Charging ~~infrastructure~~and battery storage ~~or a~~  
~~battery electric replacement bus~~ for the Watsonville service area  
*LCTOP Funds Requested:* FY2018 – 2019 Santa Cruz County allocation:  
\$939,101,646.496

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# Attachment C

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

*Short Description:* Rollover of FY2018 – 2019 LCTOP funds for up to four years in order to implement charging infrastructure and battery storage ~~or purchase a battery electric bus~~ to benefit a Disadvantaged Community in Watsonville.

*Contributing Sponsor:* Santa Cruz County Regional Transportation, ~~\$541,345~~218,710

**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 rollover the FY2018 - 2019 LCTOP funds allocated by the State Controller's Office until a subsequent LCTOP cycle when METRO can finalize plans for charging infrastructure and battery storage ~~or a battery electric replacement bus~~ for the Watsonville service area.

**PASSED AND ADOPTED** by the Board of Directors of the Santa Cruz Metropolitan Transit District this 22<sup>nd</sup> Day of ~~February~~March 2019 by the following vote:

**AYES:** Directors -

**NOES:** Directors -

**ABSTAIN:** Directors -

**ABSENT:** Directors -

**APPROVED** \_\_\_\_\_  
Board Chair

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

**APPROVED AS TO FORM**

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

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**12-06C.REDLINE.4**





**DATE:** March 22, 2019

**TO:** Board of Directors

**FROM:** Eddie Benson, Maintenance Manager

**SUBJECT: CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A 4<sup>TH</sup> AMENDMENT EXTENDING THE CONTRACT WITH NORTH BAY FORD FOR VEHICLE REPAIR AND MAINTENANCE SERVICES, INCREASING THE CONTRACT TOTAL BY \$11,000**

## **I. RECOMMENDED ACTION**

**That the Board of Directors authorize the CEO to execute a 4<sup>th</sup> amendment extending the contract, exercising the 4<sup>th</sup> option with North Bay Ford for Vehicle Repair and Maintenance Services, increasing the contract total by \$11,000 for the additional one-year period, thereby increasing the total contract authority from \$130,000 to \$141,000**

## **II. SUMMARY**

- The Santa Cruz Metropolitan Transit District (METRO) has a contract with North Bay Ford for Vehicle Repair and Maintenance Services that will expire on April 14, 2019.
- North Bay Ford has requested no changes for the new contract period.
- North Bay Ford has performed its duties very well under this contract, and therefore a one-year contract extension is recommended.

## **III. DISCUSSION/BACKGROUND**

The Fleet Maintenance Department is responsible for all non-warranty maintenance and repairs for METRO's non-revenue/staff support and ParaCruz vehicles. METRO's maintenance shop is not large enough to accommodate the volume of these vehicles in addition to buses, which have a higher priority. In order to keep the maximum amount of mechanics working on buses, METRO contracts with outside vendors to perform these services.

A contract with North Bay Ford, one such vendor, was established on April 15, 2015 for Vehicle Repair and Maintenance Services for a one-year period, with four optional one-year extensions. The current contract is due to expire on April 14, 2019, with one renewal option remaining. Per Eddie Benson, Maintenance Manager, over the past year the quality of service provided by North Bay Ford has been very good. North Bay Ford has reviewed the contract and requested no changes.

Staff recommends that METRO exercise the fourth option for a one-year contract extension with North Bay Ford for an amount not to exceed \$11,000. Staff further recommends that the Board of Directors authorize the CEO to sign a one-year contract extension on behalf of METRO. Eddie Benson, Maintenance Manager, will continue to serve as the Contract Administrator and will ensure contract compliance.

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

This contract has a total not to exceed of \$130,000. Additional funds in an amount of \$11,000 are requested for approval at this time. The new contract total not to exceed would be \$141,000.

Funds to support this contract are included in the Fleet Maintenance FY19 & FY20 Out Repair - Revenue Vehicles (503353) and Out Repair - Other Vehicles (503354) Operating Budgets.

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

- Do not renew this contract. Staff does not recommend this option, as it is not feasible for METRO's in-house staff to perform this amount of work.

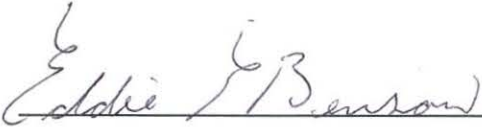
#### **VI. ATTACHMENTS**

**Attachment A:** Renewal letter from North Bay Ford

**Attachment B:** Fourth Amendment to the Contract with North Bay Ford

Prepared by: Joan Jeffries, Administrative Specialist

**VII. APPROVALS:**

Eddie Benson, Maintenance Manager 

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

Alex Clifford, CEO/General Manager 

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Attachment A



Santa Cruz Metro  
110 Vernon St.  
Santa Cruz, CA 95060

1/25/18

RE: Extension of contract 15-02

To whom it may concern,

Please let this letter serve as notice that North Bay Ford wishes to extend the above referenced contract for an additional year.

If you have any questions, please contact the undersigned at (831) 457-5858.

Thank you,

Mark Elward  
Sec., Treas.

**NEW & USED**

**CARS, TRUCKS**

**SALES & LEASING**  
831-457-5858

**SERVICE**  
831-458-6170

**COLLISION CENTER**  
831-458-6141

**PARTS**  
831-458-6160

**1-800-760-FORD**  
Fax: 831-425-0598  
1999 Soquel Avenue  
Santa Cruz  
California  
95062-1309

**RECREATIONAL VEHICLES**  
831-458-6166  
1911 Soquel Avenue  
Santa Cruz  
California  
95062-1309



**12-07A.1**

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# Attachment B

## **SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FOURTH AMENDMENT TO CONTRACT NO. 15-02 FOR VEHICLE REPAIR AND MAINTENANCE SERVICES**

This Fourth Amendment to Contract No. 15-02 for Vehicle Repair and Maintenance Services is made effective April 15, 2019 between the Santa Cruz Metropolitan Transit District (“Santa Cruz METRO”), a political subdivision of the State of California, and North Bay Ford (“Contractor”).

### **I. RECITALS**

- 1.1 Santa Cruz METRO and Contractor entered into a Contract for Vehicle Repair and Maintenance Services (“Contract”) on April 15, 2015.
- 1.2 The Contract allows for amendment upon mutual written consent.
- 1.3 Santa Cruz METRO and Contractor 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 Contractor amend the Contract as follows:

### **II. TERM**

- 2.1 Article 4.01 is replaced in its entirety by the following:

The term of this Contract shall be from April 15, 2015 to April 14, 2020.

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

### **III. COMPENSATION**

- 3.1 Article 5.01 is amended to include the following language:

Under the terms of the Fourth Amendment, the Contract total not-to-exceed amount is increased by \$11,000.

The new Contract total not-to-exceed amount is \$141,000. Contractor understands and agrees that if it exceeds the \$141,000 maximum amount payable under this Contract, it does so at its own risk.

### **IV. REMAINING TERMS AND CONDITIONS**

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

# Attachment B

## V. ACCEPTANCE OF ELECTRONIC SIGNATURES AND COUNTERPARTS

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

## VI. AUTHORITY

6.1 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 2/28/19

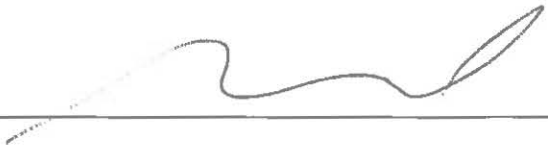
Santa Cruz METRO –  
SANTA CRUZ METROPOLITAN  
TRANSIT DISTRICT

Alex Clifford, CEO/General Manager

\_\_\_\_\_

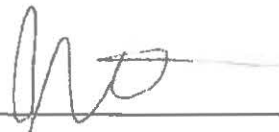
Contractor –  
NORTH BAY FORD

Mark Elward, Secretary/Treasurer

  
\_\_\_\_\_

Approved as to Form:

Julie Sherman, General Counsel

  
\_\_\_\_\_





**DATE:** March 22, 2019  
**TO:** Board of Directors  
**FROM:** Eddie Benson, Maintenance Manager  
**SUBJECT: CONSIDERATION OF AWARD AUTHORITY OF CONTRACT FOR  
TRANSIT BUS REFURBISHMENT PROJECT NOT TO EXCEED  
\$1,016,605**

## **I. RECOMMENDED ACTION**

**That the Board of Directors authorize the CEO to both award and execute a contract for a Transit Bus Refurbishment Project in an amount not to exceed \$1,016,605.**

## **II. SUMMARY**

- The Santa Cruz Metropolitan Transit District (METRO) has a need to refurbish existing buses as part of its Bus Replacement Plan.
- A formal request for proposals is underway to solicit proposals from qualified firms for a Transit Bus Refurbishment Project.
- A three-member evaluation team comprised of METRO staff will be reviewing and evaluating the proposals.
- The Project will be funded by a California Transportation Commission (CTC) State Transportation Improvement Program (STIP) grant, with a local match from Measure D funds.
- As these grant funds must be obligated by April 16, 2019, staff is requesting award authority for the CEO/General Manager, with the understanding that staff will recommend award of contract to the highest ranked firm and the CEO/General Manager will report the contract award specifics to the Board at its April Board meeting.

## **III. DISCUSSION/BACKGROUND**

As a part of METRO's Federal Transit Administration (FTA)-required bus replacement plan, METRO will be refurbishing existing buses to extend their useful life by four to six years.

In September 2018, the Board authorized staff to issue a Request for Proposals for a Transit Bus Refurbishment Project. On March 1, 2019, METRO legally advertised and distributed Request for Proposals (RFP) No. 19-09 to nine firms, posted notice on its website, and sent email notices to all GovDelivery subscribers. Proposals are due on March 29, 2019. A three-member evaluation

team comprised of METRO staff will be reviewing and evaluating all proposals received by the due date.

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

<b>Evaluation Criteria</b>	<b>Points</b>
Qualifications and Experience with Similar Projects	30
References	20
Warranty	15
Work Plan	10
Cost	25
<b>Total Points Possible</b>	<b>100</b>

Funds for this project are available through a California Transportation Commission (CTC) State Transportation Improvement Program (STIP) grant, with a local match coming from Measure D funds. As these funds are required to be obligated in a contract before April 16, 2019, which is before the next regular Board of Directors meeting, staff is recommending that the Board of Directors authorize the CEO/General Manager to both award a contract to the highest ranked firm and execute a contract with said firm for a Transit Bus Refurbishment Project on behalf of METRO in an amount not to exceed \$1,016,605.

The contractor selected will provide all services meeting all METRO's specifications and requirements of the contract. Eddie Benson, Maintenance Manager, will serve as the Contract Administrator and will ensure contract compliance. The CEO/General Manager will report the contract award specifics to the Board at its April Board meeting.

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

Grant funds in the amount of \$900,000 have been approved by the California Transportation Commission (CTC) State Transportation Improvement Program (STIP) for programming in FY19, with a local match coming from Measure D funds in the amount of \$116,605, for a total approved budget of \$1,016,605.

**V. ALTERNATIVES CONSIDERED**

- Do not approve award this contract for refurbishing existing buses – this is not recommend. If not approved METRO will lose the grant funds for this project.
- Do not approve refurbishing of existing buses – this is not recommended. Buses being refurbished have met their useful lifecycles of 12 years or 500,000 miles and should be refurbished to meet the state of good repair for extended life.

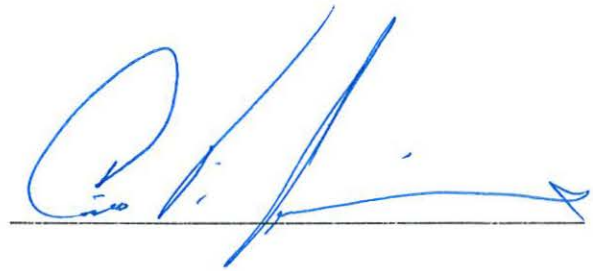
**VI. ATTACHMENTS**

None.

Prepared By:           Joan Jeffries, Administrative Specialist  
                                  Eddie Benson, Maintenance Manager

**VI. APPROVALS:**

Ciro Aguirre, Chief Operations Officer

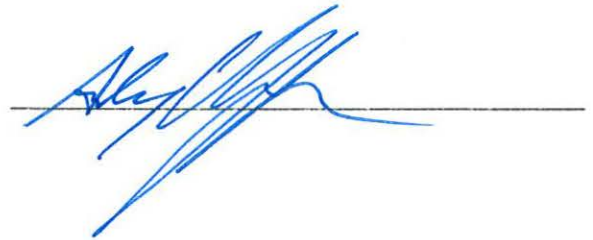


Approved as to fiscal impact:  
Angela Aitken,

*allow for AA*



Alex Clifford, CEO/General Manager





**DATE:** March 22, 2019  
**TO:** Board of Directors  
**FROM:** Dawn Crummié, Interim Director of Human Resources  
**SUBJECT: CONSIDERATION OF APPROVING THE AMENDED DRUG AND ALCOHOL TESTING POLICY AND APPROVAL OF THE RESOLUTION REGARDING THIS ACTION**

## **I. RECOMMENDED ACTION**

**That the Board of Directors Adopt Santa Cruz METRO's Amended Drug and Alcohol Testing Policy (AR-3013) and Approve the Resolution Adopting the Amended Policy**

## **II. SUMMARY**

- In accordance with federal law, Santa Cruz METRO's Drug and Alcohol Testing Policy (Policy) became effective on January 1, 1996. Since that time, several amendments have been made due to changes in the federal regulations.
- The Department of Transportation (DOT) recently amended *49 CFR Part 40*, relating to drug and alcohol testing procedures for the federally regulated transportation industry.
- From 12/12/18 to 12/14/18, the Federal Transit Administration (FTA) conducted an audit of METRO's Drug and Alcohol Testing Policy and related programs.
- METRO Staff has updated the Policy to comply with DOT regulations and the FTA's audit findings.
- The revised Policy was provided to the Service Employees International Union (SEIU), Local 521 and United Transportation Union (UTU), Local 23 on 2/28/19. To date, staff has received no objections from the unions.
- METRO Staff is recommending Board approval of the revised Policy.

## **III. DISCUSSION/BACKGROUND**

METRO's Policy (*Exhibit A*) was established to ensure the safe and efficient operation and maintenance of its transportation system for its passengers and to provide a safe work environment for all METRO employees. METRO is responsible for meeting all applicable requirements and procedures outlined in the Department of Transportation's (DOT's) federal regulations (*49 CFR Part 40, as amended*). Effective January 1, 2019, FTA increased the minimum rate of random drug testing

from 25 percent to 50 percent of covered employees for those employers subject to FTA's drug and alcohol regulations.

On 12/12/18 to 12/14/18, FTA conducted an audit of METRO's Drug and Alcohol Testing Program. Following the audit, FTA provided a Final Audit Report to METRO management on December 14, 2018. The Audit Report contained several findings requiring updates to the Policy. METRO has a 90-day period to correct the findings and report to FTA with the corrective actions that have been taken for each audit finding.

METRO Staff has been working closely with the FTA auditors to insure that the revised policy language is compliant with FTA regulations.

Representatives from Service Employees International Union (SEIU), Local 521 and the United Transportation Union (UTU), Local 23 have been given the opportunity to review and discuss the revised Policy and, to date, no objections have been raised to the proposed changes.

METRO Staff recommends that the Board of Directors approve the revised Policy (*Exhibit A*). Any language that has been added to the amended policy is in **BOLD** font.

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

There are no financial considerations at this time.

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

- None. This action derives from federal requirements. Failure on the part of METRO to fully resolve these issues within 90 days may result in a formal finding of non-compliance by the FTA.

#### **VI. ATTACHMENTS**

**Attachment A:** Resolution Adopting the Amended Drug and Alcohol Testing Policy (AR-3013)

**Exhibit A:** Drug and Alcohol Testing Policy (final and redlined versions)

Prepared by: Rickie-Ann Kegley, Paralegal

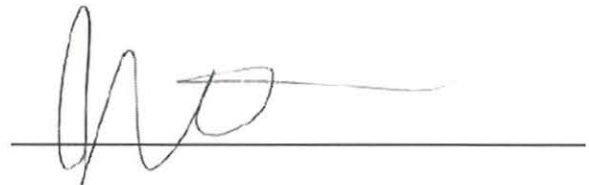
**VII. APPROVALS:**

Dawn Crummié  
Interim Director of Human Resources



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Approved as to form:  
Julie Sherman, General Counsel



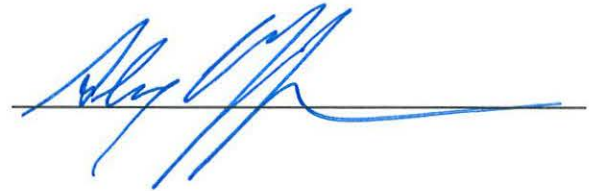
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Approved as to financial impact:  
Angela Aitken, Chief Financial Officer



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Alex Clifford, CEO/General Manager



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# Attachment A

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

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

### **ADOPTION OF SANTA CRUZ METROPOLITAN TRANSIT DISTRICT'S AMENDED DRUG AND ALCOHOL TESTING POLICY**

**WHEREAS**, *49 CFR Part 40* describes required procedures for conducting workplace drug and alcohol testing for the federally regulated transportation industry; and

**WHEREAS**, on January 1, 1996, the Santa Cruz Metropolitan Transit District (METRO) adopted its Drug and Alcohol Testing Policy, which was last amended on June 22, 2018; and

**WHEREAS**, the Department of Transportation (DOT) recently amended *49 CFR Part 40*; and

**WHEREAS**, the Federal Transit Administration (FTA) conducted an audit of the Policy and made several findings in need of correction; and

**WHEREAS**, METRO's General Counsel has reviewed the amended Drug and Alcohol Testing Policy and has determined that the policy changes are consistent with the recommendations presented in the Final Audit Report from FTA; and

**WHEREAS**, Staff recommends that the Board of Directors approve the amended Drug and Alcohol Testing Policy to comply with the DOT regulations and the FTA audit recommendations.

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

1. The Drug and Alcohol Testing Policy previously adopted on June 22, 2018, is hereby rescinded.
2. The amended Drug and Alcohol Testing Policy attached and labeled "Exhibit A", including "Appendix 1", List of Safety Sensitive Job Classifications by Title, is hereby adopted.

# Attachment A

3. The CEO/General Manager, or designee, is authorized to take such actions as may be necessary to give effect to this Resolution.

PASSED AND ADOPTED by the Board of Directors of the Santa Cruz Metropolitan Transit District on March 22, 2019, by the following vote:

AYES: DIRECTORS –

NOES: DIRECTORS –

ABSENT: DIRECTORS –

ABSTAIN: DIRECTORS –

---

ED BOTTORFF  
Chairperson

ATTEST:

---

ALEX CLIFFORD  
CEO/General Manager

APPROVED AS TO FORM:

---

JULIE A. SHERMAN  
General Counsel

# Attachment A

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

**DRUG AND ALCOHOL TESTING POLICY (AR-3013)**

(Attached)

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Ed Botorff / Board Chair

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CEO

## **Drug & Alcohol Testing Policy**

**Policy #:** AR-3013

**Origination Date:** 1/1/1996

**Revised Date:** 3/22/19

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### **I. PURPOSE**

- 1.01 It is the policy of the Santa Cruz Metropolitan Transit District (METRO) that its workplace is free from the effects of drug and alcohol abuse. This policy is enforced in order to insure the safe and efficient operation and maintenance of its transportation system for its passengers, and to provide a safe work environment for its employees. This policy is also to avoid the dangers arising from substance abuse in the work place. These dangers include death and injury to the employee, co-workers, and the public resulting from accidents, dereliction of duty, poor judgment and carelessness. Substance abuse also results in lost productivity, reduced efficiency, and increased absenteeism by the substance abuser and interferes with the job performance of employees who do not use illegal or unauthorized substances.
- 1.02 No METRO employee shall: (1) use, possess, or be under the influence of drugs or other mind-altering substances; or (2) use or possess a container of alcohol or be under the influence to any extent that would impede the employee's ability to perform his or her duties safely and effectively. Furthermore, employees shall not perform duties, which because of drugs or medication taken under a legal prescription or non-prescription, cannot be performed without posing a threat to the health or safety of the employee or others.
- 1.03 METRO is committed to providing safe, reliable, and efficient transportation services to the public, and a safe, healthy and productive work environment for its employees. In order to meet these goals, the Policy of METRO is to:
- a. Create a work environment free from the adverse effects of drug and alcohol misuse;



- 
- b. Encourage employees to seek professional assistance when personal problems, including alcohol or drug dependency adversely affect their ability to perform their duties in a safe, productive and courteous manner;
  - c. Ensure that employees do not report to work or work with alcohol or drugs in their systems;
  - d. Prohibit the illegal use, possession, manufacture, sale or distribution of controlled substances by its employees;
  - e. Ensure that the reputation of METRO and its employees is as responsible citizens worthy of public trust;
  - f. Provide guidelines and outline responsibilities for the testing of employees and employment candidates to determine drug abuse and alcohol misuse; and
  - g. Implement programs that are designed to help prevent accidents, injuries, and fatalities resulting from the misuse of alcohol and use of drugs by employees who perform safety sensitive functions.
- 1.04 METRO safety-sensitive employees will be subject to urine drug testing and breath alcohol testing in accordance with applicable federal law.
- 1.05 This Policy complies with the Federal Transit Administration (FTA) Regulations (*49 CFR Parts 40 and 655* with applicable amendments) that mandate urine drug testing and breath-alcohol testing for safety- sensitive employees and the U.S. Department of Transportation (DOT) standards for the collection and testing of urine and breath specimens. All drug and alcohol testing as required by this policy is mandated by the FTA Regulations. **A second drug test is required if the results of a first test are determined by the MRO to be a negative dilute drug test. The second test shall be conducted in accordance with all Federal and State laws and regulations, and Section 10.10 of this policy.**
- 1.06 Attachment 1 lists job classifications considered to be safety-sensitive.



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## II. APPLICABILITY

- 2.01 This policy applies to all full-time and part-time safety- sensitive employees.
- 2.02 Participation in the testing program as described in this policy is a condition of METRO employment for all safety-sensitive employees, but no employee-authorization is required.
- 2.03 An employee violating this policy is subject to disciplinary action up to and including discharge. See also Articles XI Employees' Responsibilities, and XII Actions After a Positive Test for specific disciplinary actions. Any disciplinary actions taken as a result of a violation of this policy is pursuant to METROs own authority.
- 2.04 Compliance with this policy does not relieve an employee of compliance with applicable Federal and State laws and regulations.

## III. CONTRACTOR APPLICABILITY

- 3.01 METROs contractors and subcontractors, as required, shall comply with *49 Code of Federal Regulations (CFR) Parts 40 and 655* to the extent required by Federal law.
- 3.02 The Human Resources **(HR) Director** shall insure that all applicable METROs contractors and subcontractors, who are required to comply with the FTA drug and alcohol testing requirements, are in actual compliance.

## IV. DEFINITIONS

- 4.01 Accident - Accident means an occurrence associated with the operation of a vehicle, including the operation of the lift or ramp, if as a result: 1) an individual dies; or 2) an individual suffers a bodily injury and immediately receives medical treatment away from the scene of the accident; or 3) one or more vehicles (including non-FTA funded vehicles) incurs disabling



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damage as the result of the occurrence and such vehicle or vehicles are transported away from the scene by a tow truck or other vehicle.

- 4.02 Breath Alcohol Technician (BAT) - Alcohol breath tests must be performed by a BAT who is trained in proficiency in the operation of the EBT he/she is using and in the alcohol procedures specified in the regulations.
- 4.03 Collection Site - A place designated by the employer where individuals present themselves for the purpose of providing a specimen of their urine to be analyzed for the presence of drugs.
- 4.04 Contractor – a person or organization that provides a safety-sensitive service for METRO consistent with a specific understanding or arrangement. The understanding can be a written contract or informal arrangement that reflects an ongoing relationship between the parties.
- 4.05 Controlled Substances - Any drugs that are classified by the Drug Enforcement Administration (DEA) into the five schedules or classes on the basis of their potential for abuse, accepted medical use and accepted safety for use under medical supervision. A drug in any of these schedules identifies that it is a controlled substance and determines the nature of supervisory control that must be exercised. Medications containing any controlled substances must be prescribed by a physician having a valid DEA license number.
- 4.06 DHHS - Department of Health and Human Services
- 4.07 Dilute specimen: A specimen with creatinine and specific gravity values that are lower than expected for human urine.
- 4.08 DOT - United States Department of Transportation.
- 4.09 Drug Abuse - Use of any illegal drug or controlled substance without a valid prescription, misuse of legally prescribed drugs, or use of illegally obtained prescription drugs. This includes use of prescription drugs legally prescribed to another individual other than one's self.
- 4.10 Employee - See Section 4.22 "Safety-Sensitive Employee".





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- 4.11 Evidential Breath Testing (EBT) Device - A device approved by the National Highway Traffic Safety Administration (NHTSA) for the evidential testing of breath at the .02 and .04 alcohol concentrations, and appears on ODAPC's Web page for "Approved Evidential Breath Measurement Devices" because it conforms with the model specifications available from NHTSA.
  - 4.12 Follow-Up Testing - Unannounced drug and alcohol testing given to employees who have returned to duty after evaluation by the SAP. This type of test may be done up to a total of five years from the date the employee returns to duty, and may be extended for any performance breaks in safety-sensitive duties. A minimum of six tests during the first twelve months is required.
  - 4.13 FTA - Federal Transit Administration, an agency of the U.S. Department of Transportation.
  - 4.14 Illegal Use - Use of any illegal drug, misuse of legally prescribed drugs and use of illegally obtained prescription drugs.
  - 4.15 Incident - A single event or occurrence, which triggers drug and alcohol tests, as defined in this policy.
  - 4.16 Public Transportation Vehicle - Bus, van or automobile.
  - 4.17 Medical Review Officer (MRO) - A METRO authorized licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory drug test results, who has knowledge of substance abuse disorders but who has been trained to interpret and evaluate laboratory test results in conjunction with an employee's medical history. A MRO verifies a positive test result by reviewing a laboratory report and an employee's unique medical history to determine whether the result was caused by the use of prohibited drugs or by an employee's medical condition. MROs are required to subscribe to ODAPC's list-serve.
  - 4.18 Metabolite - A modified form of a drug that has been chemically altered by the body's metabolic system.
  - 4.19 On-Call - See Section 4.24 "Subject to Duty".



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- 4.20 Positive Alcohol Test - The presence of alcohol in the body at a concentration of **0.04** or greater as measured by an Evidential Breath Testing (EBT) Device. Refusal to take a breath test without a valid medical explanation also constitutes a positive alcohol test.
- 4.21 Positive Drug Test - Any urine that is chemically tested (screened and confirmed), shows the presence of controlled substances and is verified by the MRO. Refusal to take a drug test without a valid medical explanation also constitutes a positive drug test. The District tests for all drugs listed in *49 CFR Part 40 (as amended)*, and complies with the initial and confirmatory cut-off levels listed in those regulations. See *49 CFR §§ 40.85 to 40.87*.
- 4.22 Safety-Sensitive Employee - An employee whose job functions are, or whose job description includes the performance of functions, related to the safe operation of public transportation service. Performing a safety sensitive function is defined as any time the employee is actually performing, ready to perform, or immediately available to perform such functions. Safety-sensitive means any of the following types of duties:
- a. operating a revenue service vehicle, including when not in revenue service;
  - b. operating a non-revenue service vehicle when required to be operated by a holder of a Commercial Driver's License (CDL);
  - c. maintaining (including repairs, overhauls and rebuilding) revenue service vehicles or equipment used in revenue service; and
  - d. controlling dispatch or movement of a revenue service vehicle or equipment used in revenue service.

Any supervisor who performs or whose job description includes the performance of any function listed above is considered a safety-sensitive employee.

- 4.23 Subject-to-Duty - The status of an employee who is scheduled to report for work at an assigned time and/or who has not been finally and completely released from the responsibility of performing further work that day. Subject-to-Duty also means any employee who is responsible for being available to perform work on an emergency basis when called to do so, i.e., in an on call status, if said employee is guaranteed extra compensation



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because of his/her status as being on call. An employee who is simply responsible for responding if available when said employee is not within either definition above is not considered to be subject-to-duty for the purpose of this Policy.

- 4.24 Substance Abuse Professional (SAP) - **To be permitted to act as an SAP in the DOT drug and alcohol testing program, an individual must have one of the following credentials: a licensed physician (M.D. or D.O.); or a licensed or certified social worker, psychologist, employee assistance professional; or a state-licensed or certified marriage and family therapist; or a drug and alcohol counselor certified by an organization listed at <https://www.transportation.gov/odapc.sap>.**
- 4.26 Vehicle - A bus, electric bus, van, automobile, rail car, trolley car, trolley bus or vessel. A public transportation vehicle is a vehicle used for public transportation.
- 4.27 Vehicle Disabling Damage - Damage, which precludes departure of the vehicle from the scene of the accident in its usual manner in daylight after simple repairs. It includes damage to vehicles that could have been operated but would have been further damaged if so operated.
- a. Inclusion: Damage to vehicles that could have been driven but would have been further damaged if so driven.
  - b. Exclusions:
    - i. Damage, which can be remedied temporarily at the scene of the accident without special tools or parts.
    - ii. Tire disablement without damage even if no spare tire is available.
    - iii. Headlamp or tail light damage.
    - iv. Damage to turn signals, horn, or windshield wipers, which make it inoperable.



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## V. RESPONSIBILITIES OF DESIGNATED EMPLOYER REPRESENTATIVE AND OTHERS

- 5.01 The **HR Director** (or in his/her absence, the Assistant **HR Director**) is designated as METROs Drug and Alcohol Testing Coordinator and Designated Employer Representative (DER), and shall ensure that the administration of all drug and/or alcohol tests comply with applicable laws. The **HR Director** shall be knowledgeable about the DOT and FTA regulations, and METROs policies and procedures for drug and alcohol testing. The **HR Director** shall be immediately accessible to collection site personnel, Breath Alcohol Technicians (BAT), and Medical Review Officers (MRO) and be prepared to address drug and alcohol testing issues, make decisions and provide direction in a timely manner. An employee seeking additional information about the program can contact his or her **Director** and/or the **HR Director**, 110 Vernon Street, Santa Cruz, CA, 95060, (831) 420-2540.
- 5.02 The **HR Director** shall post and distribute METROs Drug & Alcohol Testing Policy to each safety- sensitive employee and to representatives of employee organizations.
- 5.03 The **HR Director** shall maintain all records and reports pertaining to the drug and alcohol-testing program in a confidential manner.
- 5.04 Each safety-sensitive employee shall receive a copy of this Policy and is responsible for reading, understanding and adhering to this Policy.
- 5.05 Managers and supervisors will be held accountable for the consistent application and enforcement of this Policy. Any manager/supervisor who knowingly disregards the requirements of this Policy, or who is found to have deliberately misused the Policy in regard to subordinates shall be subject to disciplinary action, up to and including discharge.
- 5.06 Any employee who has actual knowledge that an employee has used alcohol within four hours of performing a safety-sensitive function or is under the influence of drugs while performing a safety sensitive function shall report such knowledge immediately to either his/her **Director** or the **HR Director**.



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- 5.07 A Manager or Supervisor having actual knowledge that an employee is using alcohol while performing safety-sensitive functions shall not permit the employee to perform or continue to perform safety-sensitive functions.
- 5.08 After obtaining an applicant or employee's written consent who is seeking employment or a transfer to a safety sensitive position, the **HR Director** shall request the following information from DOT-regulated employers who have employed the applicant/employee during any period during the two years before the date of the applicant/employee's application or transfer request:
- a. Alcohol tests with a result of 0.04 or higher alcohol concentration;
  - b. Verified positive drug tests;
  - c. Refusals to be tested, including verified or substituted drug test results;
  - d. Other violations of DOT agency drug and alcohol testing regulations;
  - e. With respect to any employee who violated a DOT drug and alcohol regulation, documentation of the employee's successful completion of DOT return-to-duty requirements, including follow-up tests. If no documentation is forthcoming, the **HR Director** shall seek to obtain the information from the applicant/employee.
- 5.09 If the applicant/employee refuses to provide written consent pursuant to Section 5.08 above, the applicant/employee shall not be permitted to perform safety-sensitive functions.

## VI. EDUCATION/TRAINING

- 6.01 The **HR Director** shall be responsible to establish and maintain an education and training program in order to promote the deterrence of the misuse of drugs and alcohol. The education component shall include display and distribution to every safety-sensitive employee informational material and a community service hot-line telephone number for employee assistance, if available. The **HR Director** shall maintain a copy of *49 CFR*



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*Part 40* in her/his office, which shall be made available to employees upon request.

- 6.02 Safety-sensitive employees shall be provided at least 60 minutes of training, which must cover the effects and consequences of prohibited drug use on personal health, safety and the work environment and include information on the signs and symptoms that indicate prohibited drug use.
- 6.03 Managers, Supervisors and/or other METRO officials who are authorized to make reasonable suspicion determinations shall undergo at least one hour of training on the physical, behavioral, and performance indicators of probable drug use and at least one hour of training on the physical, behavioral, speech and performance indicators of probable alcohol misuse.

## **VII. REHABILITATION**

- 7.01 Drug users and alcohol abusers are encouraged to make every effort to overcome the abuse and addiction that comes from use. Successful rehabilitation hinges upon users rehabilitating themselves with the assistance of outside professionals. METRO provides an Employee Assistance Program (EAP) to assist employees in dealing with drug and alcohol related problems. Employees of METRO who have a problem with drug or alcohol use are strongly encouraged to seek help voluntarily. In addition, all employees are encouraged to make use of other available resources for treatment for alcohol and substance abuse problems.
- 7.02 An employee may voluntarily seek help through a community based alcohol and/or drug rehabilitation program or through METRO's EAP which provides assessment and referral services. A supervisor/manager may refer an employee to EAP for any problem(s) impacting job performance with the exception of an employee testing positive for drugs/alcohol in which case the employee will be referred to a Substance Abuse Professional (SAP).



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- 7.03 An employee will be allowed up to a 30-day leave of absence for rehabilitation purposes. Employees may use their accumulated sick leave or annual leave for such purposes.

## VIII. TESTING

- 8.01 Employees shall submit to a urine test for the detection of drugs under the following circumstances:

- a. Pre-employment/Transfer to a safety sensitive position for the first time/Return to work;
- b. **Post-accident;**
- c. Reasonable suspicion;
- d. Random; and
- e. Return-to-duty/follow-up.

- 8.02 An employee shall be tested for the following drugs:

- a. Marijuana;<sup>1</sup>
- b. Cocaine;
- c. **Opioids;** (codeine, heroin, morphine, 6-AM, hydrocodone, hydromorphone, oxycodone, and oxymorphone)
- d. Amphetamines (MDMA, MDA, MDE); and
- e. Phencyclidine.

- 8.03 Employees are prohibited from consuming the drugs identified in Section 8.02 at all times.

- 8.04 Employees shall submit to a breath test for the detection of alcohol in the following circumstances:

- a. Transfer to a safety sensitive position for the first time/Return to work;
- b. **Post-accident;**

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<sup>1</sup> Note: While the use of marijuana has been legalized under state law, it remains an illegal drug under federal law. Marijuana use impacts the workplace and is prohibited by the District's policy.





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- c. Reasonable suspicion;
  - d. Random; and
  - e. Return-to-Duty/Follow-Up Testing.

8.05 An employee is prohibited from using alcohol while performing safety-sensitive functions.

## IX. TYPES OF TESTING

9.01 Pre-employment/Transfer to a **Safety-Sensitive Position**/ Return to work:

- a. Applicants for METROs employment in safety-sensitive positions and employees transferring into safety-sensitive positions shall undergo urine drug testing with a verified negative result prior to employment or transfer **into a safety-sensitive position**.
- b. No pre-employment drug tests shall be given to an applicant or employee **until a** contingent offer of employment or transfer subject to the applicant /employee passing the test has been made.
- c. **If a pre-employment drug test is canceled, the HR Department will require the covered employee or applicant to take another pre-employment drug test administered under 49CFR Part 40 with a verified negative result.**
- d. The **HR** Department shall inform an applicant and/or an employee seeking a safety sensitive position, prior to testing that drug tests including those for the detection of marijuana, cocaine, amphetamines, opioids, and phencyclidine will be administered. This notification shall be in writing and shall inform the applicant/employee that a positive test result shall be the basis for the decision to refuse to make the appointment, or transfer **the employee to a safety-sensitive position**, as the case may be.
- e. Failure of a drug test will disqualify an applicant for employment to a safety-sensitive position.





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- f. Employees attempting to transfer into **a** safety-sensitive position who fail a drug test shall not be permitted to transfer into the safety-sensitive position.
  - g. Employees or applicants who have previously failed or refused a pre-employment drug test administered under this part, must provide proof of having successfully completed a referral, evaluation and treatment plan as described in section XII.
  - h. When an employee has not performed a safety-sensitive function for 90 consecutive calendar days regardless of the reason, and the employee has not been in the random selection pool during that time, the employee shall take a pre-employment drug test with a verified negative result before performing safety-sensitive duties. An employee may, at the employee's discretion, take the test while he/she is still on leave as long as the applicable procedures are followed. Whether on leave or not, an employee testing positive shall be subjected to the procedures required by this policy following a positive test including disciplinary action.
  - i. An applicant for METRO employment for a safety sensitive positions and employees transferring into safety sensitive positions shall undergo an alcohol test before employment or transfer.
  - j. The alcohol test shall not be conducted until a contingent offer of employment or transfer subject to the applicant/employee passing the pre-employment alcohol test is made.
  - k. An applicant or an employee wishing to transfer into a safety-sensitive position shall not be allowed to begin performing safety-sensitive functions unless the result of the employee's test indicates an alcohol concentration of less than 0.02.

#### 9.02 Reasonable Suspicion Testing:

- a. An employee shall be subject to drug and alcohol tests when there is a reason to suspect that such employee has used a prohibited



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drug or has misused alcohol. A reasonable suspicion referral for testing will be made on the basis of specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the employee, by a manager/supervisor trained in detecting signs and symptoms of drug use and alcohol misuse.

- b. A supervisor/manager who has made the required observations may direct an employee to undergo reasonable suspicion testing for alcohol only while the employee is performing safety-sensitive functions; just before the employee is to perform safety-sensitive functions; or just after the employee has ceased performing such functions.
- c. **If the safety-sensitive employee is found to have an alcohol concentration of 0.02 to 0.039, he/she shall be immediately removed from performing safety-sensitive functions, until (1) the employee's alcohol concentration measures less than 0.02; or (2) the start of the employee's next regularly scheduled shift, but not less than eight (8) hours following administration of the test. In addition, METRO will refer such employee to a Substance Abuse Therapist.**
- d. **Under METRO's authority, employees who are referred to a Substance Abuse Therapist will be required to complete the Return-to-Duty and Follow-up testing, as set forth in this policy.**
- e. If an alcohol test required by this section is not administered within two hours following the determinations to test, the supervisor/manager who made the observations shall prepare a report stating the reasons the alcohol test was not promptly administered. If the alcohol test is not given within eight (8) hours, following the determination to test, efforts to administer the test shall cease and the supervisor/manager shall prepare a report stating the reasons for not administering the test. All reports required by this section shall be forwarded promptly to the HR



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**Director** for review and appropriate action. The **HR Director** shall maintain a file for such reports.

- f. Under no circumstances shall an employee suspected of drug and/or alcohol intoxication be permitted to drive a METRO vehicle. METRO personnel shall transport such employee to the collection test site and offer to transport him/her to his/her residence or other appropriate destination after the test.
- g. The supervisor/manager who determined that there was reasonable suspicion to require a drug and alcohol test shall complete a report on a form provided by the METRO setting forth the behavioral signs and symptoms observed in the employee suspected of being under the influence of drugs and/or alcohol. A copy of the report shall be marked confidential and forwarded to the **HR Director** within twenty-four (24) hours of the determination.

#### 9.03 Post Accident Testing:

- a. As soon as practicable following an accident involving the loss of human life, the METRO shall test for drugs and alcohol each surviving employee operating the public transportation vehicle (regardless of whether or not the vehicle is in revenue service) at the time of the accident. Any other employee whose performance could have contributed to the accident as determined by a manager/supervisor using the best information available at the time of the decision shall also be tested for drugs and alcohol.
- b. As soon as practicable following an accident (see “accident” definition) not involving the loss of human life, in which a public transportation vehicle is involved (regardless of whether or not the vehicle is in revenue service), each employee operating the public transportation vehicle at the time of the accident shall be tested for drugs and alcohol, unless a manager/supervisor determines using the best information available at the time of the decision that the employee’s performance can be



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completely discounted as a contributing factor to the accident. Such a decision must be documented in detail including the decision making process used to reach the decision not to test.

- c. Other employees whose performance could have contributed to the accident, as determined by a manager/supervisor using the best information available at the time of the decision shall also be tested for drugs and alcohol.
- d. Following an accident, the employee(s) shall be tested as soon as possible but not later than eight (8) hours for alcohol testing and 32 hours for drug testing. An employee involved in an accident must refrain from alcohol use for eight (8) hours following the accident or until (s)he undergoes a post-accident alcohol test, whichever comes first. Following an accident, an employee must remain readily available for testing. If an employee does not remain readily available, he/she may be deemed to have refused the tests and will be subject to employment discharge.
- e. **If the safety-sensitive employee is found to have an alcohol concentration of 0.02 to 0.039, he/she shall be immediately removed from performing safety-sensitive functions, until (1) the employee's alcohol concentration measures less than 0.02; or (2) the start of the employee's next regularly scheduled shift, but not less than eight (8) hours following administration of the test. In addition, METRO will refer such employee to a Substance Abuse Therapist.**
- f. **Under METRO's authority, employees who are referred to a Substance Abuse Therapist will be required to complete the Return-to-Duty and Follow-up testing, as set forth in this policy.**
- g. An employee who leaves the scene of the accident without appropriate authorization prior to submission to drug and



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alcohol testing may be deemed to have refused the tests and will be subject to employment discharge.

- h. Following an accident, field supervisory personnel at the scene shall do an immediate assessment of the condition of the employee to detect possible signs of the presence of drugs or alcohol.
- i. In compliance with FTA requirements alcohol testing shall be administered as soon as practicable after an accident. If the alcohol test is not administered within two (2) hours of the accident, the responsible Manager or Supervisor shall prepare a written report stating the reason why the test was not promptly administered. A copy of such report shall be forwarded to the **HR Director** and shall be available for inspection by the DOT or the FTA. All attempts to administer an alcohol test shall cease after eight (8) hours and all attempts to administer a drug test shall cease after 32 hours following the accident and shall be documented in the same manner with a written report to the **HR Director**.
- j. Following an accident based test, an employee shall not be allowed to perform safety-sensitive functions until the results of the test are known to METRO and the employee.
- k. Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident or to prohibit a safety-sensitive employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care.
- l. The results of a urine, or breath test for the use of prohibited drugs or alcohol misuse, conducted by Federal, State or local officials having independent authority for the test shall be considered to meet the requirements of this section provided such test conforms to the applicable Federal, State or local



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testing requirements and that the test results are obtained by METRO. Such test results shall be used only when METRO is unable to perform a post-accident test within the required period noted above.

#### 9.04 Random Testing:

- a. A safety-sensitive employee will be subject to random, unannounced testing for drugs and alcohol using a computer-based random number selection method at a minimum annual percentage of covered employees as required by the FTA. Each employee in the random pool will have an equal chance of being selected for testing and shall remain in the pool even after being tested.
- b. **The dates for administering random testing are spread reasonably throughout the calendar year.** Random testing will be **conducted at all times of the day/evening when safety-sensitive functions are performed.** Each employee shall be assigned a unique number, which shall be entered into a pool from which the selection **shall** be made.
- c. Once an employee is notified of his/her selection for a random test, he/she must be escorted immediately to the collection test site.
- d. **If the safety-sensitive employee is found to have an alcohol concentration of 0.02 to 0.039, he/she shall be immediately removed from performing safety-sensitive functions, until (1) the employee's alcohol concentration measures less than 0.02; or (2) the start of the employee's next regularly scheduled shift, but not less than eight (8) hours following administration of the test. In addition, METRO will refer such employee to a Substance Abuse Therapist.**
- e. **Under METRO's authority, employees who are referred to a Substance Abuse Therapist will be required to complete the Return-to-Duty and Follow-up testing, as set forth in this policy.**



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- f. A safety-sensitive employee shall be randomly tested for alcohol misuse while the employee is performing safety-sensitive functions; just before the employee is to perform safety-sensitive functions; or just after the employee has ceased performing such functions.
  - g. An employee may be randomly tested for prohibited drug use anytime while on duty.
  - h. Following a positive random drug test, the employee will be given one opportunity to receive treatment and take a return to duty test.
  - i. Following a positive alcohol test of 0.04 or higher the employee will be given the opportunity to receive treatment and take a return-to-duty test..
  - j. An employee who is not on duty because of sickness, vacation, jury duty, leave of absence, worker's compensation, family medical leave or any other purpose shall be removed from the random pool for purposes of random testing if the **HR Director** determines using the best information available at the time that such employee will be absent for at least 90 days.

9.05 Employee Retest:

- a. After notification by the Medical Review Officer or the **HR Director** of a confirmed verified positive drug test, an employee may, within 72 hours, request that an additional test be conducted at a different DHHS - certified laboratory specified by METRO. The request can only be made by the employee himself/herself but may be made orally. The test shall be conducted on the split sample that was provided at the same time as the original or primary sample.
- b. All costs for the employee requested testing, including the transportation of the split specimen to the second laboratory shall be paid by METRO pursuant to METRO's own authority.



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9.06 Return to Duty:

- a. Before any employee is allowed to return to duty to perform a safety-sensitive function following a verified positive random drug test result, an alcohol result of 0.04 or greater, or for any other reason as required by FTA regulations, that employee must first be evaluated by a Substance Abuse Professional (SAP) and pass a return to duty test. The SAP will recommend a course of action for the employee.
- b. The purpose of the return to duty test and the evaluation of an individual's return to duty status by the SAP is to provide assurance that the individual is presently free of alcohol and/or any prohibited drugs and is able to return to work without undue concern about continued substance abuse. An employee must follow the recommendations of the SAP.
- c. Before a return to duty test is performed, the employee must be evaluated by a SAP to determine whether the employee has **successfully complied with the prescribed education and/or treatment**, including participation in a rehabilitation program.
- d. **All employee return-to-duty tests** must have a verified negative drug test result or an alcohol test result of less than 0.02 **before resuming the performance of** safety-sensitive duties. If a drug test result is canceled, the employee shall be required to submit to and pass another drug test **before he/she is returned to performing safety-sensitive functions.**
- e. All employee return-to-duty drug test specimens will be collected under direct observation<sup>2</sup>.

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<sup>2</sup> Direct Observation collections will be made according to the DOT Urine Specimen Collection Guidelines.





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9.07 Follow-Up Testing:

- a. Once allowed to return to duty, an employee shall be subject to unannounced follow-up testing for at least 12 **months**, but not more than 60 months. **This time-frame may be extended for any performance breaks in safety-sensitive duties.** The frequency and duration of the follow-up testing will be recommended by the SAP as long as a minimum of six tests are performed during the first 12 months after the employee has returned to duty. All employee follow-up drug test specimens will be collected under direct observation<sup>1</sup>.
- b. Follow-up testing is separate from and in addition to the regular random testing program. Employees subject to follow-up testing must also remain in the standard random pool and must be tested whenever their names come up for random testing even if this means being tested twice in the same day, week or month.
- c. If the employee is subject to drug follow-up tests, the employee may also be required to take one or more follow-up alcohol tests. If the employee is subject to alcohol follow-up tests, the employee may be required to take one or more follow-up drug tests with a verified negative result.
- d. Any safety-sensitive employee with a confirmed positive follow-up drug and/or alcohol test will be terminated from employment with METRO..

**X. MEDICAL REVIEW OFFICER (MRO)**

10.01 All positive drug testing laboratory results will be reviewed by METROs MRO. The MRO shall verify and validate or invalidate test results.

10.02 The MRO shall conduct an administrative review of the **Custody and Control Form** to ensure its accuracy.



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- 10.03 The MRO shall review and interpret an employee's confirmed positive test by: (1) reviewing the individual's medical history including any medical records and biomedical information provided, (2) affording the individual an opportunity to discuss the test result, and (3) deciding whether there is a legitimate medical explanation for the result, including legally prescribed medication.
- 10.04 The MRO shall attempt to notify each employee who has a verified positive test that the employee has 72 hours in which to request a test of the split specimen. If the employee requests an analysis of the split specimen within 72 hours of having been informed of a verified positive test, the MRO shall direct, in writing, the laboratory to ship the split specimen to another DHHS-certified laboratory for analysis. If the retest is determined to be negative, then the first test shall be considered to have a negative result.
- 10.05 If the employee has not contacted the MRO within 72 hours of being notified of a verified positive drug test, the employee may present to the MRO information documenting that serious illness, injury, inability to contact the MRO, lack of actual notice of the verified positive test or other circumstances unavoidably prevented the employee from contacting the MRO in time.
- 10.06 If the MRO concludes that there is a legitimate explanation for the employee's failure to contact the MRO within 72 hours, the MRO shall direct that the analysis of the split specimen be performed.
- 10.07 If the MRO concludes that there is no legitimate explanation for the employee's failure to contact the MRO within 72 hours, then the MRO is not required to direct the analysis of the split specimen to be performed.
- 10.08 The MRO shall report each verified test result to the **Director**. Reporting of a verified positive result will not be delayed pending the split specimen analysis.



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- 10.09 If the MRO determines that a positive drug test was dilute, the MRO and METRO shall treat the test as a verified positive test. The employee will not be permitted to take another test based on the fact that the specimen was dilute.
- 10.10 If the MRO informs METRO that a negative test was dilute, the following action will be taken:
- a. If the MRO directs METRO to conduct a recollection under direct observation<sup>2</sup> (i.e. because the creatinine concentration of the specimen was equal to or greater than 2mg/dL, but less than or equal to 5 mg/dL), METRO will cause the recollection to take place under direct observation immediately.
  - b. Otherwise (i.e., if the creatinine concentration of the dilute specimen is greater than 5 mg/dL), the employee is required to take another test immediately pursuant to DOT Regulations. The collection of the specimen shall not be collected under direct observation unless there is another basis for such direct collection. The results of the second test, not that of the original test, will become the test of record on which the METRO will rely for purposes of this policy. If the second test is also negative and dilute, the employee will not be required to take a third test. If an employee is directed to take another test pursuant to this section and the employee declines to do so, the employee has refused the test for purposes of the **DOT** regulations and this policy and action will be taken in accordance with this policy.

## XI. EMPLOYEE RESPONSIBILITIES

11.01 As a condition of employment, an employee must:

- a. Submit immediately to alcohol and/or drug tests at a METRO authorized collection site when ordered by a District Manager, Supervisor or law enforcement personnel.



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- b. **Safety-sensitive employees shall only be randomly tested for alcohol misuse while the employee is performing safety-sensitive functions; just before the employee is to perform safety-sensitive functions; or just after the employee has ceased performing such functions.**
  - c. Refrain from alcohol consumption within four (4) hours of reporting to duty or during the hours that (s)he is subject to duty, and while on call.
  - d. **Employees are prohibited from performing or continuing to perform a safety-sensitive function** while having an alcohol concentration level of 0.02 or greater.
  - e. Refrain from alcohol use for eight (8) hours following an accident or until (s)he undergoes a post-accident alcohol test, whichever occurs first.
  - f. Refrain from the use of prohibited drugs.
  - g. Upon arrival at the designated collection test site, he/she shall follow all instructions given by collection site personnel and METRO supervisory personnel in providing a specimen for drug and/or alcohol detection tests.
  - h. Complete a drug and/or alcohol detection test, as applicable, in accordance with federal laws and regulations.
  - i. Comply with the interview examination and/or evaluation as directed by the MRO.
  - j. Comply with METRO requirements for treatment, after care, return to duty testing and follow-up testing.
- 11.02 a. An employee shall be considered to have refused a drug and/or alcohol **test under** the following circumstances:



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- i. Failure to appear for any test (excluding pre-employment) within a reasonable time, as determined by the employer, after being directed to do so by the employer;
  - ii. Failure to remain at the testing site until the testing process is complete;
  - iii. Failure to provide a urine or breath specimen for any drug or alcohol test required by *Part 40* of DOT agency regulations;
  - iv. In the case of a directly observed or monitored collection in a drug test, failure to permit the observation or monitoring of the provision of a specimen;
  - v. Failure to provide a sufficient amount of urine or breath when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure;
  - vi. Failure or refusal to take a second test the employer or collector has directed;
  - vii. Failure to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the DER as part of the “shy bladder” or “shy lung” procedures;
  - viii. Fails to cooperate with any part of the testing process (e.g., refuse to empty pockets when so directed by the collector, behave in a confrontational way that disrupts the collection process);
  - ix. If the MRO reports that there is verified adulterated or substituted test result;
  - x. Failure or refusal to sign Step 2 of the alcohol testing form;
  - xi. Failure to follow the observer’s instructions during an observed collection including instructions to raise clothing above the waist, lower clothing and underpants to mid-thigh, and to turn around to permit the observer to determine if there is present any type of prosthetic or other device that could be used to interfere with the collection process;
  - xii. Possession or wearing of a prosthetic or other device that could be used to interfere with the collection process;



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- xiii. Admitting to the collector or MRO that the specimen was adulterated or substituted.
- b. An employee who refuses to submit to a drug and/or alcohol test as described above shall be removed from duty and immediately, referred to a SAP, and under METRO's own authority, the employee shall be discharged from his/her employment with METRO.
  - c. In no event shall an employee who engages in any of the conduct set forth above be permitted to perform any safety-sensitive function.
  - d. An employee/applicant shall be denied transfer/appointment to a safety sensitive position under METRO's own authority.
- 11.03 Any employee/applicant who is being tested for a pre-employment test will not be considered to have refused the test if he/she engages in any of the behaviors set forth in Section 11.02 unless the applicant/employee has actually begun the collection process.
- 11.04 For an on-call employee the following procedure is established should he/she consume alcohol within 4 hours of performing a safety-sensitive function: 1) When notified that he/she must report for duty he/she must advise METRO if he/she has used alcohol, and 2) indicate whether he/she is able to perform his/her safety sensitive function.
- a. If the employee believes he/she is not capable of performing safety sensitive functions, the employee shall be excused from doing so.
  - b. If the employee believes he/she is capable of performing a safety-sensitive function, the employee shall be tested for alcohol and the employee shall be permitted to perform a safety-sensitive function if his/her alcohol concentration level measures less than 0.02. If the employee alcohol concentration level measures at 0.02 or greater, he/she shall not be permitted to work. The standards for disciplinary action set forth in Article XII shall be applicable.



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## XII. ACTIONS AFTER A POSITIVE TEST

The consequences for a covered employee who has a verified positive drug **test result** or a confirmed alcohol test result with an alcohol concentration of 0.04 or greater, , or **an employee** who refuses to submit to a test under this part, including the mandatory requirement that the covered employee be removed immediately from his or her safety-sensitive function and be evaluated by a substance abuse professional, (SAP) as required by *49 CFR Part 40*.

Where a covered employee refused to submit to a test, has a verified positive random drug test, and/or has a confirmed random alcohol test of 0.04 or greater, METRO, before returning the employee to perform safety-sensitive functions, shall follow the procedures outlined in *49 CFR Part 40*. **Employees who already have a positive alcohol test, and subsequently have an alcohol test result between 0.02 and 0.039 will be treated the same as a test result of 0.04 or greater, and will be referred to a Substance Abuse Therapist.**

12.01 In the performance of its duties and responsibilities, the SAP shall follow the requirements of federal law and regulations. Neither METRO nor the employee shall seek a second evaluation by a SAP in order to obtain another recommendation. METRO is prohibited from relying on a second SAP evaluation obtained by an employee. The employee shall also be informed by the **HR Director** of educational and rehabilitation programs and resources available to the employee in evaluating and resolving problems associated with prohibited drug and alcohol use. Referral to the SAP does not shield an employee from disciplinary action or guarantee employment or reinstatement with METRO. Within fifteen (15) working days of providing the employee with the list of SAPs, the employee shall provide the **HR Director** with evidence of participation in a SAP's evaluation and/or a SAP's referral. Failure to do so shall result in employment termination **from** METRO. METRO shall pay for all SAP costs resulting from a first positive test. All treatment costs associated with a first positive test shall be the responsibility of the employee who may use his/her medical insurance, if applicable. Any SAP and/or treatment costs for a second positive test are the sole responsibility of the employee.





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- 12.02 When an employee has a verified positive, adulterated, or substituted test result, or has otherwise violated a DOT agency drug & alcohol regulation, the employee will not be returned to the performance of safety-sensitive functions until or unless the employee successfully completes the return to duty process **and follow-up testing, as set forth in this policy.**
- 12.03 A positive test for drugs or alcohol shall result in disciplinary proceedings being initiated by **METRO.**
- 12.04 The following disciplinary standards shall apply for an employee who **has previously tested** positive for drugs or alcohol:
- a. **If the safety-sensitive employee is found to have an alcohol concentration of 0.02 to 0.039, he/she shall be immediately removed from performing safety-sensitive functions, until (1) the employee's alcohol concentration measures less than 0.02; or (2) the start of the employee's next regularly scheduled shift, but not less than eight (8) hours following administration of the test. In addition, METRO will refer such employee to a Substance Abuse Therapist.**
  - b. When a test (other than random) shows the presence of alcohol, at a concentration level of 0.04 or greater, or drugs the following disciplinary standards shall apply:
    - i. Illegal Drugs - The safety-sensitive employee will be discharged following a positive test result.
    - ii. Alcohol - The safety-sensitive employee will be discharged following a positive test result.
  - c. When a random test shows the presence of drugs or alcohol in a concentration level of 0.04 or greater the following disciplinary standards shall apply:
    - i. Such employee shall be allowed to return to duty after compliance with the Return-to-Duty and Follow-Up Testing procedures (*See Articles 9.06 and 9.07*).





- ii. An employee who tests positive on a second test for alcohol, at a concentration level of 0.02 or greater, or drugs shall be discharged from his/her employment.

12.05 Nothing contained herein shall prevent METRO from imposing a more severe disciplinary action should the specific facts and circumstances of the situation warrant such action.

12.06 Voluntary enrollment in the EAP or the SAP rehabilitation program does not excuse or exempt an employee from discipline if (s)he has alcohol or illegal drugs in his/her system while on duty.

12.07 Violations of this Policy shall be grounds for disciplinary action, up to and including discharge. Refusal to submit immediately to drug and alcohol tests at a METRO authorized collection site when ordered by a District Manager, Supervisor or law enforcement personnel shall subject employees to discharge proceedings for insubordination and gross misconduct. Such refusal shall be considered an admission of guilt.

12.08 When an employee has a verified positive drug test result, or has a confirmed alcohol test of 0.04 or greater, or refuses to submit to a drug or alcohol test required, the **HR Director** shall advise the employee of the resources available for evaluating and resolving problems associated with prohibited drug use and alcohol misuse, including the names, addresses and telephone number of SAPs and counseling and treatment programs.

### **XIII. RELEASE OF TESTING RESULTS**

13.01 METRO is not authorized by federal law to release any testing records to law enforcement.

13.02 METRO is allowed to release testing records in a criminal or civil action resulting from an employee's performance of safety-sensitive duties in which a court of competent jurisdiction determines that the drug or alcohol test information sought is relevant to the case and issues an order directing METRO to produce the information.



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- 13.03 METRO will provide drug/alcohol-testing information of an employee or former employee to other agencies/companies, or an identified person when authorized in writing by such employee(s).
  - 13.04 METRO will release information pertaining to an employee's drug or alcohol test including the results, without the employee's consent in certain legal proceedings including a lawsuit, grievance (e.g. An arbitration concerning disciplinary action taken by METRO against the employee) or administrative proceeding brought by, or on behalf of, the employee and resulting from a positive DOT drug or alcohol test or a refusal to test (including, but not limited to, adulterated or substituted test results).
  - 13.05 In addition to the foregoing, METRO will release drug or alcohol test information only as allowed by federal law or regulations.
  - 13.06 METRO will immediately notify the employee in writing of any information released pursuant to sections 13.02 and 13.04.
  - 13.07 METRO will comply with a request from DOT representatives as follows:
    - a. Access to the facilities used for drug/alcohol program functions;
    - b. Release of all written, printed and computer based drug/alcohol program record, reports, files, materials, data, documents, agreements, contracts, policies and statements that are required by federal laws and regulations relating to drug/alcohol testing.

**XIV. RETENTION OF RECORDS**

14.01 The **HR Director** shall maintain records of the anti-drug and alcohol misuse programs as required by federal laws and regulations. The records shall be maintained in a secure location with controlled access.

14.02 METRO shall keep the following records for the following periods of time:

Records of alcohol test results with alcohol concentration of 0.02 or greater	5 years
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Records of verified positive drug test results and refusals	5 years
Documentation of refusals to take required alcohol/drug tests (including substituted or adulterated drug test results)	5 years
Referrals to the SAP, SAP reports, Copies of annual MIS reports submitted to FTA	5 years
All follow-up tests and schedules for follow-up tests	5 years
Information obtained from previous employers concerning drug and alcohol test results of employees	3 years
Records of the inspection, maintenance, and calibration of EBTs, Records related to the collection process and employee training.	2 years
Records of negative drug test results and alcohol test results with a concentration of less than 0.02	1 year

**XV. ADMINISTRATION OF POLICY**

15.01 Each Department Manager is responsible for administering this policy and procedures within their department in accordance with this policy.

15.02 Santa Cruz METRO will integrate this policy and procedures into the agency’s policies and procedures.

**XVI. REVISION HISTORY**

Date	Action	Approved By
8/21/98	Footnotes added to Page 16	S.A.
10/22/04	Implementation of New Federal Law Requirements & other modifications	E.R.
8/25/08	Changes to Federal Regulations	J.B.
9/24/10	Changes to Federal Regulations	E.P.
1/22/16	Obsolete language removed per Regulation; Job Classifications added	D.B.
6/00/18	Changes to Federal Regulations, 49 CFR Part 40: Procedures for Transportation Workplace Drug and Alcohol Testing Programs	
3/22/19	<b>Changes to correct deficiencies found in the Drug &amp; Alcohol Program by FTA.</b>	



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**END OF POLICY**



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**ATTACHMENT 1**

***LIST OF SAFETY SENSITIVE JOB CLASSIFICATIONS BY TITLE***

Vehicle Service Worker I/II  
Vehicle Service Detailer  
Vehicle Service Technician  
Upholsterer  
Body Repair Mechanic  
Mechanic I/II/III  
Lead Mechanic  
Fleet Maintenance Supervisor  
Electronic Technician  
Maintenance Manager  
Assistant Maintenance Manager

Bus Operator  
Transit Supervisor  
Safety and Training Coordinator  
Operations Manager: Fixed Route  
Assistant Safety & Training Coordinator

Operations Manager: Paratransit  
Assistant Operations Manager: Paratransit  
Paratransit Reservation and Scheduling Coordinator  
Paratransit Safety & Road Response Coordinator  
Paratransit Dispatch / Scheduler  
Paratransit Dispatcher  
Paratransit Operator  
Paratransit Mechanic I and II  
Paratransit Supervisor

**NOTE:** List is subject to change as classifications are amended or added.

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# **Exhibit A**

**Redlined Document**



Ed Bottorff~~Bruce McPherson~~/ Board Chair

CEO

## Drug & Alcohol Testing Policy

**Policy #:** AR-3013

**Origination Date:** 1/1/1996

**Revised Date:** 3/22/19

### I. PURPOSE

- 1.01 It is the policy of the Santa Cruz Metropolitan Transit District (METRO) that its workplace is free from the effects of drug and alcohol abuse. This policy is enforced in order to insure the safe and efficient operation and maintenance of its transportation system for its passengers, and to provide a safe work environment for its employees. This policy is also to avoid the dangers arising from substance abuse in the work place. These dangers include death and injury to the employee, co-workers, and the public resulting from accidents, dereliction of duty, poor judgment and carelessness. Substance abuse also results in lost productivity, reduced efficiency, and increased absenteeism by the substance abuser and interferes with the job performance of employees who do not use illegal or unauthorized substances.
- 1.02 No METRO employee shall: (1) use, possess, or be under the influence of drugs or other mind-altering substances; or (2) use or possess a container of alcohol or be under the influence to any extent that would impede the employee's ability to perform his or her duties safely and effectively. Furthermore, employees shall not perform duties, which because of drugs or medication taken under a legal prescription or non-prescription, cannot be performed without posing a threat to the health or safety of the employee or others.
- 1.03 METRO is committed to providing safe, reliable, and efficient transportation services to the public, and a safe, healthy and productive work environment for its employees. In order to meet these goals, the Policy of METRO is to:
- a. Create a work environment free from the adverse effects of drug and alcohol misuse;





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- b. Encourage employees to seek professional assistance when personal problems, including alcohol or drug dependency adversely affect their ability to perform their duties in a safe, productive and courteous manner;
  - c. Ensure that employees do not report to work or work with alcohol or drugs in their systems;
  - d. Prohibit the illegal use, possession, manufacture, sale or distribution of controlled substances by its employees;
  - e. Ensure that the reputation of METRO and its employees is as responsible citizens worthy of public trust;
  - f. Provide guidelines and outline responsibilities for the testing of employees and employment candidates to determine drug abuse and alcohol misuse; and
  - g. Implement programs that are designed to help prevent accidents, injuries, and fatalities resulting from the misuse of alcohol and use of drugs by employees who perform safety sensitive functions.
- 1.04 METRO safety-sensitive employees will be subject to urine drug testing and breath alcohol testing in accordance with applicable federal law.
- 1.05 This Policy complies with the Federal Transit Administration (FTA) Regulations (*49 CFR Parts 40 and 655* with applicable amendments) that mandate urine drug testing and breath-alcohol testing for safety- sensitive employees and the U.S. Department of Transportation (DOT) standards for the collection and testing of urine and breath specimens. All drug and alcohol testing as required by this policy is mandated by the FTA Regulations, ~~except that a~~ **A** second drug test is required if the results of a first test are determined by the MRO to be a negative dilute drug test. **The second test shall be conducted in accordance with**, ~~which is pursuant to METRO's own authority (See Section 10.10) and shall be in compliance with all Federal and State laws and regulations,~~ **and Section 10.10 of this policy.**



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1.06 Attachment 1 lists job classifications considered to be safety-sensitive.

## II. APPLICABILITY

2.01 This policy applies to all full-time and part-time safety-sensitive employees.

2.02 Participation in the testing program as described in this policy is a condition of METRO employment for all safety-sensitive employees, but no employee-authorization is required.

2.03 An employee violating this policy is subject to disciplinary action up to and including discharge. See also Articles XI Employees' Responsibilities, and XII Actions After a Positive Test for specific disciplinary actions. Any disciplinary actions taken as a result of a violation of this policy is pursuant to METRO's own authority.

2.04 Compliance with this policy does not relieve an employee of compliance with applicable Federal and State laws and regulations.

## III. CONTRACTOR APPLICABILITY

3.01 METRO's contractors and subcontractors, as required, shall comply with *49 Code of Federal Regulations (CFR) Parts 40 and 655* to the extent required by Federal law.

3.02 The Human Resources **(HR) Manager/Director** shall insure that all applicable METRO's contractors and subcontractors, who are required to comply with the FTA drug and alcohol testing requirements, are in actual compliance.

## IV. DEFINITIONS

4.01 Accident - Accident means an occurrence associated with the operation of a vehicle, including the operation of the lift or ramp, if as a result: 1) an



individual dies; or 2) an individual suffers a bodily injury and immediately receives medical treatment away from the scene of the accident; or 3) one or more vehicles (including non-FTA funded vehicles) incurs disabling damage as the result of the occurrence and such vehicle or vehicles are transported away from the scene by a tow truck or other vehicle.

~~4.02— Alcohol Misuse—Occurs when an employee arrives at the work site with alcohol in his/her system; consumes a beverage containing alcohol while on duty, subject to duty, within four hours of reporting for duty, or during coffee and/or lunch breaks; or is late to work or absent from work due to the consumption of alcohol.~~

4.023 Breath Alcohol Technician (BAT) - Alcohol breath tests must be performed by a BAT who is trained in proficiency in the operation of the EBT he/she is using and in the alcohol procedures specified in the regulations.

4.034 Collection Site - A place designated by the employer where individuals present themselves for the purpose of providing a specimen of their urine to be analyzed for the presence of drugs.

4.045 Contractor – a person or organization that provides a safety-sensitive service for METRO consistent with a specific understanding or arrangement. The understanding can be a written contract or informal arrangement that reflects an ongoing relationship between the parties.  
~~Collection sites are certified by the Department of Health and Human Services (DHHS).~~

4.056 Controlled Substances - Any drugs that are classified by the Drug Enforcement Administration (DEA) into the five schedules or classes on the basis of their potential for abuse, accepted medical use and accepted safety for use under medical supervision. A drug in any of these schedules identifies that it is a controlled substance and determines the nature of supervisory control that must be exercised. Medications containing any controlled substances must be prescribed by a physician having a valid DEA license number.

4.067 DHHS - Department of Health and Human Services

4.078 Dilute specimen: A specimen with creatinine and specific gravity values that are lower than expected for human urine.



- 4.0~~89~~ DOT - United States Department of Transportation.
- 4.0~~940~~ Drug Abuse - Use of any illegal drug or controlled substance without a valid prescription, misuse of legally prescribed drugs, or use of illegally obtained prescription drugs. This includes use of prescription drugs legally prescribed to another individual other than one's self.
- 4.1~~044~~ Employee - See Section 4.2~~32~~ "Safety-Sensitive Employee".
- 4.1~~142~~ Evidential Breath Testing (EBT) Device - A device approved by the National Highway Traffic Safety Administration (NHTSA) for the evidential testing of breath at the .02 and .04 alcohol concentrations, and appears on ODAPC's Web page for "Approved Evidential Breath Measurement Devices" because it conforms with the model specifications available from NHTSA.
- 4.1~~23~~ Follow-Up Testing - Unannounced drug and alcohol testing given to employees who have returned to duty after evaluation by the SAP. This type of test may be done up to a total of five years from the date the employee returns to duty, and may be extended for any performance breaks in safety-sensitive duties. A minimum of six tests during the first twelve months is required.
- 4.1~~34~~ FTA - Federal Transit Administration, an agency of the U.S. Department of Transportation.
- 4.1~~45~~ Illegal Use - Use of any illegal drug, misuse of legally prescribed drugs and use of illegally obtained prescription drugs.
- 4.1~~56~~ Incident - A single event or occurrence, which triggers drug and alcohol tests, as defined in this policy.
- 4.1~~67~~ Public Transportation Vehicle - Bus, van or automobile.
- 4.1~~78~~ Medical Review Officer (MRO) - A METRO authorized licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory drug test results, who has knowledge of substance abuse disorders but who has been trained to interpret and evaluate laboratory test results in conjunction with an employee's medical history. A MRO verifies a positive test result by reviewing a laboratory report and an employee's



unique medical history to determine whether the result was caused by the use of prohibited drugs or by an employee's medical condition. MROs are required to subscribe to ODAPC's list-serve.

- 4.1~~89~~ Metabolite - A modified form of a drug that has been chemically altered by the body's metabolic system.
- 4.1~~920~~ On-Call - See Section 4.24 "Subject to Duty".
- 4.2~~01~~ Positive Alcohol Test - The presence of alcohol in the body at a concentration of ~~0.02~~**0.04** or greater as measured by an Evidential Breath Testing (EBT) Device. Refusal to take a breath test without a valid medical explanation also constitutes a positive alcohol test.
- 4.2~~12~~ Positive Drug Test - Any urine ~~or blood~~ that is chemically tested (screened and confirmed), shows the presence of controlled substances and is verified by the MRO. Refusal to take a drug test without a valid medical explanation also constitutes a positive drug test. The District tests for all drugs listed in *49 CFR Part 40 (as amended)*, and complies with the initial and confirmatory cut-off levels listed in those regulations. See *49 CFR §§ 40.85 to 40.87*.
- 4.2~~23~~ Safety-Sensitive Employee - An employee whose job functions are, or whose job description includes the performance of functions, related to the safe operation of public transportation service. Performing a safety sensitive function is defined as any time the employee is actually performing, ready to perform, or immediately available to perform such functions. Safety-sensitive means any of the following types of duties:
- operating a revenue service vehicle, including when not in revenue service;
  - operating a non-revenue service vehicle when required to be operated by a holder of a Commercial Driver's License (CDL);
  - maintaining (including repairs, overhauls and rebuilding) revenue service vehicles or equipment used in revenue service; and
  - controlling dispatch or movement of a revenue service vehicle or equipment used in revenue service.



Any supervisor who performs or whose job description includes the performance of any function listed above is considered a safety-sensitive employee.

- 4.2~~3~~4 Subject-to-Duty - The status of an employee who is scheduled to report for work at an assigned time and/or who has not been finally and completely released from the responsibility of performing further work that day. Subject-to-Duty also means any employee who is responsible for being available to perform work on an emergency basis when called to do so, i.e., in an on call status, if said employee is guaranteed extra compensation because of his/her status as being on call. An employee who is simply responsible for responding if available when said employee is not within either definition above is not considered to be subject-to-duty for the purpose of this Policy.
- 4.2~~4~~5 Substance Abuse Professional (SAP) - ~~A METRO authorized~~ **To be permitted to act as an SAP in the DOT drug and alcohol testing program, an individual must have one of the following credentials: a licensed physician (M.D. or D.O.); or a licensed or certified psychologist, social worker, psychologist, employee assistance professional; or a state-licensed or certified marriage and family therapist; or a drug and alcohol counselor certified by an organization listed** ~~addiction counselor with knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol related disorders. The SAP must be a drug and alcohol counselor certified by an organization listed at~~ <https://www.transportation.gov/odapc.sap>.
- ~~4.26 Use - The presence of any controlled substance in the body or the consumption of any beverage mixture or preparation, including any medication containing alcohol.~~
- 4.2~~6~~7 Vehicle - A bus, electric bus, van, automobile, rail car, trolley car, trolley bus or vessel. A public transportation vehicle is a vehicle used for public transportation.
- 4.2~~7~~8 Vehicle Disabling Damage - Damage, which precludes departure of the vehicle from the scene of the accident in its usual manner in daylight after simple repairs. It includes damage to vehicles that could have been operated but would have been further damaged if so operated.



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- a. Inclusion: Damage to vehicles that could have been driven but would have been further damaged if so driven.
  - b. Exclusions:
    - i. Damage, which can be remedied temporarily at the scene of the accident without special tools or parts.
    - ii. Tire disablement without damage even if no spare tire is available.
    - iii. Headlamp or tail light damage.
    - iv. Damage to turn signals, horn, or windshield wipers, which make it inoperable.

## V. RESPONSIBILITIES OF DESIGNATED EMPLOYER REPRESENTATIVE AND OTHERS

- 5.01 The ~~HR Human Resources Manager~~**Director** (or in his/her absence, the Assistant ~~HR Human Resources Manager~~**Director**) is designated as METROs Drug and Alcohol Testing Coordinator and Designated Employer Representative (DER), and shall ensure that the administration of all drug and/or alcohol tests comply with applicable laws. The ~~HR Human Resources Manager~~**Director** shall be knowledgeable about the DOT and FTA regulations, and METROs policies and procedures for drug and alcohol testing. The ~~Human Resources~~**HR Manager****Director** shall be immediately accessible to collection site personnel, Breath Alcohol Technicians (BAT), and Medical Review Officers (MRO) and be prepared to address drug and alcohol testing issues, make decisions and provide direction in a timely manner. An employee seeking additional information about the program can contact his or her ~~manager~~**Director** and/or the ~~Human Resources~~**HR Manager****Director**, 110 Vernon Street, Santa Cruz, CA, 95060, (831) 420-2540.
- 5.02 The ~~Human Resources~~**HR Manager****Director** shall post and distribute METROs Drug & Alcohol Testing Policy to each safety- sensitive employee and to representatives of employee organizations.





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- 5.03 The ~~Human Resources~~HR Manager~~Director~~ shall maintain all records and reports pertaining to the drug and alcohol-testing program in a confidential manner.
- 5.04 Each safety-sensitive employee shall receive a copy of this Policy and is responsible for reading, understanding and adhering to this Policy.
- 5.05 Managers and supervisors will be held accountable for the consistent application and enforcement of this Policy. Any manager/supervisor who knowingly disregards the requirements of this Policy, or who is found to have deliberately misused the Policy in regard to subordinates shall be subject to disciplinary action, up to and including discharge.
- 5.06 Any employee who has actual knowledge that an employee has used alcohol within four hours of performing a safety-sensitive function or is under the influence of drugs while performing a safety sensitive function shall report such knowledge immediately to either his/her ~~Manager~~Director or the ~~Human Resources~~HR Manager~~Director~~.
- 5.07 A Manager or Supervisor having actual knowledge that an employee is using alcohol while performing safety-sensitive functions shall not permit the employee to perform or continue to perform safety-sensitive functions.
- 5.08 After obtaining an applicant or employee's written consent who is seeking employment or a transfer to a safety sensitive position, the ~~Human Resources~~HR Manager~~Director~~ shall request the following information from DOT-regulated employers who have employed the applicant/employee during any period during the two years before the date of the applicant/employee's application or transfer request:
- a. Alcohol tests with a result of 0.04 or higher alcohol concentration;
  - b. Verified positive drug tests;
  - c. Refusals to be tested, including verified or substituted drug test results;
  - d. Other violations of DOT agency drug and alcohol testing regulations;





- e. With respect to any employee who violated a DOT drug and alcohol regulation, documentation of the employee's successful completion of DOT return-to-duty requirements, including follow-up tests. If no documentation is forthcoming, the ~~Human Resources~~HR Manager~~Director~~ shall seek to obtain the information from the applicant/employee.

- 5.09 If the applicant/employee refuses to provide written consent pursuant to Section 5.08 above, the applicant/employee shall not be permitted to perform safety-sensitive functions.

## VI. EDUCATION/TRAINING

- 6.01 The ~~Human Resources~~HR Manager~~Director~~ shall be responsible to establish and maintain an education and training program in order to promote the deterrence of the misuse of drugs and alcohol. The education component shall include display and distribution to every safety-sensitive employee informational material and a community service hot-line telephone number for employee assistance, if available. The ~~Human Resources~~HR Manager~~Director~~ shall maintain a copy of *49 CFR Part 40* in her/his office, which shall be made available to employees upon request.
- 6.02 Safety-sensitive employees shall be provided at least 60 minutes of training, which must cover the effects and consequences of prohibited drug use on personal health, safety and the work environment and include information on the signs and symptoms that indicate prohibited drug use.
- 6.03 Managers, Supervisors and/or other METRO officials who are authorized to make reasonable suspicion determinations shall undergo at least one hour of training on the physical, behavioral, and performance indicators of probable drug use and at least one hour of training on the physical, behavioral, speech and performance indicators of probable alcohol misuse.

## VII. REHABILITATION



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- 7.01 Drug users and alcohol abusers are encouraged to make every effort to overcome the abuse and addiction that comes from use. Successful rehabilitation hinges upon users rehabilitating themselves with the assistance of outside professionals. METRO provides an Employee Assistance Program (EAP) to assist employees in dealing with drug and alcohol related problems. Employees of METRO who have a problem with drug or alcohol use are strongly encouraged to seek help voluntarily. In addition, all employees are encouraged to make use of other available resources for treatment for alcohol and substance abuse problems.
- 7.02 An employee may voluntarily seek help through a community based alcohol and/or drug rehabilitation program or through METROs EAP which provides assessment and referral services. A supervisor/manager may refer an employee to EAP for any problem(s) impacting job performance with the exception of an employee testing positive for drugs/alcohol in which case the employee will be referred to a Substance Abuse Professional (SAP).
- 7.03 An employee will be allowed up to a 30-day leave of absence for rehabilitation purposes. Employees may use their accumulated sick leave or annual leave for such purposes.

## VIII. TESTING

- 8.01 Employees shall submit to a urine test for the detection of drugs under the following circumstances:
- a. Pre-employment/Transfer to a safety sensitive position for the first time/Return to work;
  - b. ~~Post-accident~~**Post-accident**;
  - c. Reasonable suspicion;
  - d. Random; and
  - e. Return-to-duty/follow-up.
- 8.02 An employee shall be tested for the following drugs:



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- a. Marijuana;<sup>1</sup>
  - b. Cocaine;
  - c. ~~Opioids~~**Opioids**; (codeine, heroin, morphine, 6-AM, hydrocodone, hydromorphone, oxycodone, and oxymorphone)
  - d. Amphetamines (MDMA, MDA, MDE); and
  - e. Phencyclidine.
- 8.03 Employees are prohibited from consuming the drugs identified in Section 8.02 at all times.
- 8.04 Employees shall submit to a breath test for the detection of alcohol in the following circumstances:
- a. Transfer to a safety sensitive position for the first time/Return to work;
  - b. ~~Post-accident~~**Post-accident**;
  - c. Reasonable suspicion;
  - d. Random; and
  - e. Return-to-Duty/Follow-Up Testing.
- 8.05 An employee is prohibited from using alcohol while performing safety-sensitive functions.

## IX. TYPES OF TESTING

- 9.01 Pre-employment/Transfer **to a Safety-Sensitive Position/** ~~Testing/~~Return to work:
- a. Applicants for METROs employment in safety-sensitive positions and employees transferring into safety-sensitive positions shall undergo urine drug testing with a verified negative result prior to employment or transfer **into a safety-sensitive position**.

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<sup>1</sup> Note: While the use of marijuana has been legalized under state law, it remains an illegal drug under federal law. Marijuana ~~use impacts~~**use impacts** the workplace and is prohibited by the District's policy.



- b. No pre-employment drug tests shall be given to an applicant or employee ~~unless a~~ **until a** contingent offer of employment or transfer subject to the applicant /employee passing the test has been made.
- c. If a pre-employment drug test is canceled, the HR Department will require the covered employee or applicant to take another pre-employment drug test administered under 49CFR Part 40 with a verified negative result.**
- ~~e.~~ **d.** The ~~HR Human Resources~~ Department shall inform an applicant and/or an employee seeking a safety sensitive position, prior to testing that drug tests including those for the detection of marijuana, cocaine, amphetamines, opioids, and phencyclidine will be administered. This notification shall be in writing and shall inform the applicant/employee that a positive test result shall be the basis for the decision to refuse to make the appointment, or transfer **the employee to a safety-sensitive position,** as the case may be.
- ~~d.~~ **e.** Failure of a drug test will disqualify an applicant for employment to a safety-sensitive position.
- ~~e.~~ **f.** Employees attempting to transfer into **a** safety-sensitive positions who fail a drug test shall not be permitted to transfer into the safety-sensitive position.
- ~~f.~~ **g.** Employees or applicants who have previously failed or refused a pre-employment drug test administered under this part, must provide proof of having successfully completed a referral, evaluation and treatment plan as described in section XII.
- ~~g.~~ **h.** When an employee has not performed a safety-sensitive function for 90 consecutive calendar days regardless of the reason, and the employee has not been in the random selection pool during that time, the employee shall take a pre-employment drug test with a verified negative result before performing safety-sensitive duties. An employee may, at the employee's discretion, take the test while



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he/she is still on leave as long as the applicable procedures are followed. Whether on leave or not, an employee testing positive shall be subjected to the procedures required by this policy following a positive test including disciplinary action.

~~h-i.~~ h-i. An applicant for METRO employment for a safety sensitive positions and employees transferring into safety sensitive positions shall undergo an alcohol test before employment or transfer.

~~i-j.~~ i-j. The alcohol test shall not be conducted until a contingent offer of employment or transfer subject to the applicant/employee passing the pre-employment alcohol test is made.

~~j-k.~~ j-k. An applicant or an employee wishing to transfer into a safety-sensitive position shall not be allowed to begin performing safety-sensitive functions unless the result of the employee's test indicates an alcohol concentration of less than 0.02.

#### 9.02 Reasonable Suspicion Testing:

- a. An employee shall be subject to drug and alcohol tests when there is a reason to suspect that such employee has used a prohibited drug or has misused alcohol. A reasonable suspicion referral for testing will be made on the basis of specific, contemporaneous, ~~articu~~articulable observations concerning the appearance, behavior, speech or body odors of the employee, by a manager/supervisor trained in detecting signs and symptoms of drug use and alcohol misuse.
- b. A supervisor/manager who has made the required observations may direct an employee to undergo reasonable suspicion testing for alcohol only while the employee is performing safety-sensitive functions; just before the employee is to perform safety-sensitive functions; or just after the employee has ceased performing such functions.



c. If the safety-sensitive employee is found to have an alcohol concentration of 0.02 to 0.039, he/she shall be immediately removed from performing safety-sensitive functions, until (1) the employee's alcohol concentration measures less than 0.02; or (2) the start of the employee's next regularly scheduled shift, but not less than eight (8) hours following administration of the test. In addition, METRO will refer such employee to a Substance Abuse Therapist.

d. Under METRO's authority, employees who are referred to a Substance Abuse Therapist will be required to complete the Return-to-Duty and Follow-up testing, as set forth in this policy.

~~e-e.~~ If an alcohol test required by this section is not administered within two hours following the determinations to test, the supervisor/manager who made the observations shall prepare a report stating the reasons the alcohol test was not promptly administered. If the alcohol test is not given within eight (8) hours, following the determination to test, efforts to administer the test shall cease and the supervisor/manager shall prepare a report stating the reasons for not administering the test. All reports required by this section shall be forwarded promptly to the ~~Human Resources~~ HR Manager ~~Director~~ for review and appropriate action. The ~~Human Resources~~ HR Manager ~~Director~~ shall maintain a file for such reports.

~~d-f.~~ Under no circumstances shall an employee suspected of drug and/or alcohol intoxication be permitted to drive a METRO vehicle. METRO personnel shall transport such employee to the collection test site and offer to transport him/her to his/her residence or other appropriate destination after the test.

~~e-g.~~ The supervisor/manager who determined that there was reasonable suspicion to require a drug and alcohol test shall complete a report on a form provided by the METRO setting forth the behavioral signs and symptoms observed in the employee



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suspected of being under the influence of drugs and/or alcohol. A copy of the report shall be marked confidential and forwarded to the ~~Human Resources~~HR Manager~~Director~~ within twenty-four (24) hours of the determination.

9.03 Post Accident Testing:

- a. As soon as practicable following an accident involving the loss of human life, the METRO shall test for drugs and alcohol each surviving employee operating the public transportation vehicle (regardless of whether or not the vehicle is in revenue service) at the time of the accident. Any other employee whose performance could have contributed to the accident as determined by a manager/supervisor using the best information available at the time of the decision shall also be tested for drugs and alcohol.
- b. As soon as practicable following an accident (see “accident” definition) not involving the loss of human life, in which a public transportation vehicle is involved (regardless of whether or not the vehicle is in revenue service), each employee operating the public transportation vehicle at the time of the accident shall be tested for drugs and alcohol, unless a manager/supervisor determines using the best information available at the time of the decision that the employee’s performance can be completely discounted as a contributing factor to the accident. Such a decision must be documented in detail including the decision making process used to reach the decision not to test.
- c. Other employees whose performance could have contributed to the accident, as determined by a manager/supervisor using the best information available at the time of the decision shall also be tested for drugs and alcohol.
- d. Following an accident, the employee(s) shall be tested as soon as possible but not later than eight (8) hours for alcohol testing and 32 hours for drug testing. An employee involved in an





accident must refrain from alcohol use for eight (8) hours following the accident or until (s)he undergoes a post-accident alcohol test, whichever comes first. Following an accident, an employee must remain readily available for testing. If an employee does not remain readily available, he/she may be deemed to have refused the tests and will be subject to employment discharge.

**e. If the safety-sensitive employee is found to have an alcohol concentration of 0.02 to 0.039, he/she shall be immediately removed from performing safety-sensitive functions, until (1) the employee's alcohol concentration measures less than 0.02; or (2) the start of the employee's next regularly scheduled shift, but not less than eight (8) hours following administration of the test. In addition, METRO will refer such employee to a Substance Abuse Therapist.**

**f. Under METRO's authority, employees who are referred to a Substance Abuse Therapist will be required to complete the Return-to-Duty and Follow-up testing, as set forth in this policy.**

**e.g.** An employee who leaves the scene of the accident without appropriate authorization prior to submission to drug and alcohol testing may be deemed to have refused the tests and will be subject to employment discharge.

**f-h.** Following an accident, field supervisory personnel at the scene shall do an immediate assessment of the condition of the employee to detect possible signs of the presence of drugs or alcohol.

**g-i.** In compliance with FTA requirements alcohol testing shall be administered as soon as practicable after an accident. If the alcohol test is not administered within two (2) hours of the accident, the responsible Manager or Supervisor shall prepare a written report stating the reason why the test was not promptly





administered. A copy of such report shall be forwarded to the ~~Human Resources~~HR Manager~~Director~~ and shall be available for inspection by the DOT or the FTA. All attempts to administer an alcohol test shall cease after eight (8) hours and all attempts to administer a drug test shall cease after 32 hours following the accident and shall be documented in the same manner with a written report to the ~~Human Resources~~HR Manager~~Director~~.

~~h-j.~~ i. Following an accident based test, an employee shall not be allowed to perform safety-sensitive functions until the results of the test are known to METRO and the employee.

~~i-k.~~ j. Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident or to prohibit a safety-sensitive employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care.

~~j-l.~~ k. The results of a ~~blood,~~ urine, or breath test for the use of prohibited drugs or alcohol misuse, conducted by Federal, State or local officials having independent authority for the test shall be considered to meet the requirements of this section provided such test conforms to the applicable Federal, State or local testing requirements and that the test results are obtained by METRO. Such test results shall be used only when METRO is unable to perform a post-accident test within the required period noted above.

#### 9.04 Random Testing:

- a. A safety-sensitive employee will be subject to random, unannounced testing for drugs and alcohol using a computer-~~based~~ random number selection method at a minimum annual percentage of covered employees as required by the FTA. Each employee in the random pool will have an equal chance of being



selected for testing and shall remain in the pool even after being tested.

- b. **The dates for administering random testing are spread reasonably throughout the calendar year.** Random testing will be ~~administered~~ **conducted** ~~at random times during the day (or shift) to avoid predictability~~ **all times of the day/evening when safety-sensitive functions are performed.** Each employee shall be assigned a unique number, which shall be entered into a pool from which the selection ~~should~~ **shall** be made. ~~The dates for administering unannounced testing of randomly selected employees shall be spread reasonably throughout the calendar year.~~
- c. Once an employee is notified of his/her selection for a random test, he/she must be escorted immediately to the collection test site.
- d. **If the safety-sensitive employee is found to have an alcohol concentration of 0.02 to 0.039, he/she shall be immediately removed from performing safety-sensitive functions, until (1) the employee's alcohol concentration measures less than 0.02; or (2) the start of the employee's next regularly scheduled shift, but not less than eight (8) hours following administration of the test. In addition, METRO will refer such employee to a Substance Abuse Therapist.**
- e. **Under METRO's authority, employees who are referred to a Substance Abuse Therapist will be required to complete the Return-to-Duty and Follow-up testing, as set forth in this policy.**
- f. A safety-sensitive employee shall be randomly tested for alcohol misuse while the employee is performing safety-sensitive functions; just before the employee is to perform safety-sensitive functions; or just after the employee has ceased performing such functions.



~~d.g.~~ g. An employee may be randomly tested for prohibited drug use anytime while on duty.

h. Following a positive random drug test, the employee will be given one opportunity to receive treatment and take a return to duty test.

~~e.i.~~ i. Following a positive alcohol test of 0.04 or higher the employee will be given the opportunity to receive treatment and take a return to duty test. ~~Alcohol test results between 0.02 and 0.039 will be treated the same as a positive DOT test result under METRO's own authority.~~

~~f.j.~~ j. An employee who is not on duty because of sickness, vacation, jury duty, leave of absence, worker's compensation, family medical leave or any other purpose shall be removed from the random pool for purposes of random testing if the ~~Manager of Human Resources~~ HR Director determines using the best information available at the time that such employee will be absent for at least 90 days.

#### 9.05 Employee Retest:

- a. After notification by the Medical Review Officer or the ~~Human Resources~~ HR Manager ~~Director~~ -of a confirmed verified positive drug test, an employee may, within 72 hours, request that an additional test be conducted at a different DHHS - certified laboratory specified by METRO. The request can only be made by the employee himself/herself but may be made orally. The test shall be conducted on the split sample that was provided at the same time as the original or primary sample.
- b. All costs for the employee requested testing, including the transportation of the split specimen to the second laboratory shall be paid by METRO pursuant to METRO's own authority.

#### 9.06 Return to Duty:



- a. Before any employee is allowed to return to duty to perform a safety-sensitive function following a verified positive random drug test result, an alcohol result of 0.04 or greater, or for any other reason as required by FTA regulations, that employee must first be evaluated by a Substance Abuse Professional (SAP) and pass a return to duty test. The SAP will recommend a course of action ~~to for~~ the employee. ~~Alcohol test results between 0.02 and 0.039 will be treated the same as a positive DOT test result under METRO's own authority and will be referred to a Substance Abuse Therapists (SAT).~~
- b. The purpose of the return to duty test and the evaluation of an individual's return to duty status by the SAP is to provide assurance that the individual is presently free of alcohol and/or any prohibited drugs and is able to return to work without undue concern about continued substance abuse. An employee must follow the recommendations of the SAP.
- c. Before a return to duty test is performed, the employee must be evaluated by a SAP to determine whether the employee has ~~followed the recommendations for action by the SAP~~ successfully complied with the prescribed education and/or treatment, including participation in a rehabilitation program.
- d. ~~The~~ All employee return-to-duty tests must have a verified negative drug test result or an alcohol test result of less than 0.02 ~~to return to a~~ before resuming the performance of safety-sensitive duties. If a drug test result is canceled, the employee shall be required to submit to and pass another drug test before he/she is returned to performing safety-sensitive functions.
- e. All employee return-to-duty drug test specimens will be collected under direct observation<sup>2</sup>.

#### 9.07 Follow-Up Testing:

<sup>2</sup> Direct Observation collections will be made according to the DOT Urine Specimen Collection Guidelines.



- a. Once allowed to return to duty, an employee shall be subject to unannounced follow-up testing for at least 12 months, -but not more than 60 months. This time-frame may be extended for any performance breaks in safety-sensitive duties. The frequency and duration of the follow-up testing will be recommended by the SAP as long as a minimum of six tests are performed during the first 12 months after the employee has returned to duty. All employee follow-up drug test specimens will be collected under direct observation<sup>1</sup>.
- b. Follow-up testing is separate from and in addition to the regular random testing program. Employees subject to follow-up testing must also remain in the standard random pool and must be tested whenever their names come up for random testing even if this means being tested twice in the same day, week or month.
- c. If the employee is subject to drug follow-up tests, the employee may also be required to take one or more follow-up alcohol tests. If the employee is subject to alcohol follow-up tests, the employee may be required to take one or more follow-up drug tests with a verified negative result.
- d. Any safety-sensitive employee with a confirmed positive follow-up drug and/or alcohol test will be terminated from employment with METRO. ~~Alcohol test results between 0.02 and 0.039 will be treated as a positive DOT test under METRO's own authority.~~

## X. MEDICAL REVIEW OFFICER (MRO)

- 10.01 All positive drug testing laboratory results will be reviewed by METROs MRO. The MRO shall verify and validate or invalidate test results.
- 10.02 The MRO shall conduct an administrative review of the Custody and Control ~~control and custody f~~Form to ensure its accuracy.



~~10.03~~ ~~The~~ 10.03 ~~The~~ MRO shall review and interpret an employee's confirmed positive test by: (1) reviewing the individual's medical history including any medical records and biomedical information provided, (2) affording the individual an opportunity to discuss the test result, and (3) deciding whether there is a legitimate medical explanation for the result, including legally prescribed medication.

~~10.04~~ ~~The~~ 10.04 ~~The~~ MRO shall attempt to notify each employee who has a verified positive test that the employee has 72 hours in which to request a test of the split specimen. If the employee requests an analysis of the split specimen within 72 hours of having been informed of a verified positive test, the MRO shall direct, in writing, the laboratory to ship the split specimen to another DHHS-certified laboratory for analysis. If the retest is determined to be negative, then the first test shall be considered to have a negative result.

~~10.05~~ ~~If~~ 10.05 ~~If~~ the employee has not contacted the MRO within 72 hours of being notified of a verified positive drug test, the employee may present to the MRO information documenting that serious illness, injury, inability to contact the MRO, lack of actual notice of the verified positive test or other circumstances unavoidably prevented the employee from contacting the MRO in time.

10.06 If the MRO concludes that there is a legitimate explanation for the employee's failure to contact the MRO within 72 hours, the MRO shall direct that the analysis of the split specimen be performed.

10.07 If the MRO concludes that there is no legitimate explanation for the employee's failure to contact the MRO within 72 hours, then the MRO is not required to direct the analysis of the split specimen to be performed.

10.08 The MRO shall report each verified test result to the ~~Human Resources Manager~~ Director. Reporting of a verified positive result will not be delayed pending the split specimen analysis.



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- 10.09 If the MRO determines that a positive drug test was dilute, the MRO and METRO shall treat the test as a verified positive test. The employee will not be permitted to take another test based on the fact that the specimen was dilute.
- 10.10 If the MRO informs METRO that a negative test was dilute, the following action will be taken:
- a. If the MRO directs METRO to conduct a recollection under direct observation<sup>2</sup> (i.e. because the creatinine concentration of the specimen was equal to or greater than 2mg/dL, but less than or equal to 5 mg/dL), METRO will cause the recollection to take place under direct observation immediately.
  - b. Otherwise (i.e., if the creatinine concentration of the dilute specimen is greater than 5 mg/dL), METRO will under its own authority direct the employee the employee is required to take another test immediately pursuant to METROs own to DOT Regulations. The collection of the specimen shall not be collected under direct observation unless there is another basis for such direct collection. The results of the second test, not that of the original test, will become the test of record on which the METRO will rely for purposes of this policy. If the second test is also negative and dilute, the employee will not be required to take a third test. If an employee is directed to take another test pursuant to this section and the employee declines to do so, the employee has refused the test for purposes of the DOT Department of Transportation regulations and this policy and action will be taken in accordance with this policy.

## XI. EMPLOYEE RESPONSIBILITIES

- 11.01 As a condition of employment, an employee must:





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- a. Submit immediately to alcohol and/or drug tests at a METRO authorized collection site when ordered by a District Manager, Supervisor or law enforcement personnel.
  - b. **Safety-sensitive employees shall only be randomly tested for alcohol misuse while the employee is performing safety-sensitive functions; just before the employee is to perform safety-sensitive functions; or just after the employee has ceased performing such functions.**
  - c. Refrain from alcohol consumption within four (4) hours of reporting to duty or during the hours that (s)he is subject to duty, and while on call.
  - d. **Employees are prohibited from** ~~Refrain from reporting for duty or remaining on duty~~ **performing or continuing to perform a safety-sensitive function** while having an alcohol concentration level of 0.02 or greater.
  - e. Refrain from alcohol use for eight (8) hours following an accident or until (s)he undergoes a post-accident alcohol test, whichever occurs first.
  - f. Refrain from the use of prohibited drugs.
  - g. Upon arrival at the designated collection test site, he/she shall follow all instructions given by collection site personnel and METRO supervisory personnel in providing a specimen for drug and/or alcohol detection tests.
  - h. Complete a drug and/or alcohol detection test, as applicable, in accordance with federal laws and regulations.
  - i. Comply with the interview examination and/or evaluation as directed by the MRO.





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- j. Comply with METRO requirements for treatment, after care, return to duty testing and follow-up testing.
- 11.02 a. An employee shall be considered to have refused a drug and/or alcohol ~~test~~ under test under the following circumstances:
- i. Failure to appear for any test (excluding pre-employment) within a reasonable time, as determined by the employer, after being directed to do so by the employer;
  - ii. Failure to remain at the testing site until the testing process is complete;
  - iii. Failure to provide a urine or breath specimen for any drug or alcohol test required by *Part 40* of DOT agency regulations;
  - iv. In the case of a directly observed or monitored collection in a drug test, failure to permit the observation or monitoring of the provision of a specimen;
  - v. Failure to provide a sufficient amount of urine or breath when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure;
  - vi. Failure or refusal to take a second test the employer or collector has directed;
  - vii. Failure to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the DER as part of the “shy bladder” or “shy lung” procedures;
  - viii. Fails to cooperate with any part of the testing process (e.g., refuse to empty pockets when so directed by the collector, behave in a confrontational way that disrupts the collection process);
  - ix. If the MRO reports that there is verified adulterated or substituted test result;
  - x. Failure or refusal to sign Step 2 of the alcohol testing form;
  - xi. Failure to follow the observer’s instructions during an observed collection including instructions to raise clothing above the waist, lower clothing and underpants to mid-thigh, and to turn around to permit the observer to determine if there is present



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- any type of prosthetic or other device that could be used to interfere with the collection process;
  - xii. Possession or wearing of a prosthetic or other device that could be used to interfere with the collection process;
  - xiii. Admitting to the collector or MRO that the specimen was adulterated or substituted.
- b. An employee who refuses to submit to a drug and/or alcohol test as described above shall be removed from duty and immediately, referred to a SAP, and under METRO's own authority, the employee shall be discharged from his/her employment with METRO.
  - c. In no event shall an employee who engages in any of the conduct set forth above be permitted to perform any safety-sensitive function.
  - d. An employee/applicant shall be denied transfer/appointment to a safety sensitive position under METRO's own authority.
- 11.03 Any employee/applicant who is being tested for a pre-employment test will not be considered to have refused the test if he/she engages in any of the behaviors set forth in Section 11.02 unless the applicant/employee has actually begun the collection process.
- 11.04 For an on-call employee the following procedure is established should he/she consume alcohol within 4 hours of performing a safety-sensitive function: 1) When notified that he/she must report for duty he/she must advise METRO if he/she has used alcohol, and 2) indicate whether he/she is able to perform his/her safety sensitive function.
- a. If the employee believes he/she is not capable of performing safety sensitive functions, the employee shall be excused from doing so.
  - b. If the employee believes he/she is capable of performing a safety-sensitive function, the employee shall be tested for alcohol and the employee shall be permitted to perform a safety-sensitive function if his/her alcohol concentration level measures less than 0.02. If the employee alcohol concentration level measures at 0.02 or greater,



he/she shall not be permitted to work. The standards for disciplinary action set forth in Article XII shall be applicable.

## XII. ACTIONS AFTER A POSITIVE TEST

The consequences for a covered employee who has a verified positive drug **test result** or a confirmed alcohol test result with an alcohol concentration of 0.04 or greater, ~~for tests other than a random~~, or **an employee** -who refuses to submit to a test under this part, including the mandatory requirement that the covered employee be removed immediately from his or her safety-sensitive function and be evaluated by a substance abuse professional, (SAP) as required by *49 CFR Part 40*.

~~Alcohol test results between 0.02 and 0.039 will be treated the same as a positive DOT test result under METRO's own authority. In this case an employee will be referred to a Substance Abuse Therapist (SAT) who will perform the same function as a SAP does for verified positive drug and/or alcohol tests.~~

Where a covered employee refused to submit to a test, has a verified positive random drug test, and/or has a confirmed -random alcohol test of 0.04 or greater, METRO, before returning the employee to ~~duty to~~ perform a safety-sensitive functions, shall follow the procedures outlined in *49 CFR Part 40*. **Employees who already have a positive alcohol test, and subsequently have an** ~~A~~alcohol test results between 0.02 and 0.039 will be treated the same as a test result of 0.04 of greater-, **and will be referred to a Substance Abuse Therapist.**

12.01 In the performance of its duties and responsibilities, the SAP shall follow the requirements of federal law and regulations. Neither METRO nor the employee shall seek a second evaluation by a SAP in order to obtain another recommendation. METRO is prohibited from relying on a second SAP evaluation obtained by an employee. The employee shall also be informed by the ~~Human Resources~~**HR Manager of Director of** educational and rehabilitation programs and resources available to the employee in evaluating and resolving problems associated with prohibited drug and alcohol use. Referral to the SAP does not shield an employee from disciplinary action or guarantee employment or reinstatement with



METRO. Within fifteen (15) working days of providing the employee with the list of SAPs, the employee shall provide the ~~Human Resources~~**HR Director Manager** with evidence of participation in a SAP's evaluation and/or a SAP's referral. Failure to do so shall result in employment termination ~~from pursuant to METRO's own authority~~. METRO shall pay for all SAP costs resulting from a first positive test. All treatment costs associated with a first positive test shall be the responsibility of the employee who may use his/her medical insurance, if applicable. Any SAP and/or treatment costs for a second positive test are the sole responsibility of the employee.

- 12.02 When an employee has a verified positive, adulterated, or substituted test result, or has otherwise violated a DOT agency drug & alcohol regulation, the employee will not be returned to the performance of safety-sensitive functions until or unless the employee successfully completes the return to duty process **and follow-up testing, as** set forth ~~herein in this policy~~.
- 12.03 A positive test for drugs or alcohol shall result in disciplinary proceedings being ~~initiated pursuant to METRO's own authority~~**initiated by METRO**.
- 12.04 The following disciplinary standards shall apply for an employee who **has previously** tested ~~eds~~ positive for drugs or alcohol:
- a. ~~If the breath sample tests at an alcohol concentration level of 0.02—0.039 (other than random), the employee shall be immediately removed from—referred to a SAP, and shall not be allowed to return to duty for at least eight hours. Such employee must follow the recommendations of the SAP. If an employee tests a second time at a concentration level of 0.02 or greater or tests at this level in a follow-up test, such employee shall be discharged. If the~~ **safety-sensitive employee is found to have an alcohol concentration of 0.02 to 0.039, he/she shall be immediately removed from performing safety-sensitive functions, until (1) the employee's alcohol concentration measures less than 0.02; or (2) the start of the employee's next regularly scheduled shift, but not less than eight (8) hours following**



**administration of the test. In addition, METRO will refer such employee to a Substance Abuse Therapist.**

- b. When a test (other than random) shows the presence of alcohol, at a concentration level of 0.04 or greater, or drugs the following disciplinary standards shall apply:
    - i. Illegal Drugs - The safety-sensitive employee will be discharged following a positive test result.
    - ii. Alcohol - The safety-sensitive employee will be discharged following a positive test result.
  
  - c. When a random test shows the presence of drugs or alcohol in a concentration level of 0.04 or greater the following disciplinary standards shall apply:
    - i. Such employee shall be allowed to return to duty after compliance with ~~the Articles~~ Return-to-Duty and -Follow-Up Testing procedures (See Articles 9.06 and 9.07). ~~Alcohol test results between 0.02 and 0.039 will be treated the same as a positive DOT test result under METRO's own authority.~~
    - ii. An employee who tests positive on a second test for alcohol, at a concentration level of 0.02 or greater, or drugs shall be discharged from his/her employment. ~~Alcohol test results between 0.02 and 0.039 will be treated the same as a positive DOT test result under METRO's own authority.~~
- 12.05 Nothing contained herein shall prevent METRO from imposing a more severe disciplinary action should the specific facts and circumstances of the situation warrant such action.
- 12.06 Voluntary enrollment in the EAP or the SAP rehabilitation program does not excuse or exempt an employee from discipline if (s)he has alcohol or illegal drugs in his/her system while on duty.



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- 12.07 Violations of this Policy shall be grounds for disciplinary action, up to and including discharge. Refusal to submit immediately to drug and alcohol tests at a METRO authorized collection site when ordered by a District Manager, Supervisor or law enforcement personnel shall subject employees to discharge proceedings for insubordination and gross misconduct. Such refusal shall be considered an admission of guilt.
- 12.08 When an employee has a verified positive drug test result, or has a confirmed alcohol test of 0.04 or greater, or refuses to submit to a drug or alcohol test required, the ~~Human Resources~~**HR Director Manager** shall advise the employee of the resources available for evaluating and resolving problems associated with prohibited drug use and alcohol misuse, including the names, addresses and telephone number of SAPs and counseling and treatment programs.

### **XIII. RELEASE OF TESTING RESULTS**

- 13.01 METRO is not authorized by federal law to release any testing records to law enforcement.
- 13.02 METRO is allowed to release testing records in a criminal or civil action resulting from an employee's performance of safety-sensitive duties in which a court of competent jurisdiction determines that the drug or alcohol test information sought is relevant to the case and issues an order directing METRO to produce the information.
- 13.03 METRO will provide drug/alcohol-testing information of an employee or former employee to other agencies/companies, or an identified person when authorized in writing by such employee(s).
- 13.04 METRO will release information pertaining to an employee's drug or alcohol test including the results, without the employee's consent in certain legal proceedings including a lawsuit, grievance (e.g. An arbitration concerning disciplinary action taken by METRO against the employee) or administrative proceeding brought by, or on behalf of, the employee and resulting from a positive DOT drug or alcohol test or a refusal to test (including, but not limited to, adulterated or substituted test results).



13.05 In addition to the foregoing, METRO will release drug or alcohol test information only as allowed by federal law or regulations.

13.06 METRO will immediately notify the employee in writing of any information released pursuant to sections 13.02 and 13.04.

13.07 METRO will comply with a request from DOT representatives as follows:

- a. Access to the facilities used for drug/alcohol program functions;
- b. Release of all written, printed and computer based drug/alcohol program record, reports, files, materials, data, documents, agreements, contracts, policies and statements that are required by federal laws and regulations relating to drug/alcohol testing.

**XIV. RETENTION OF RECORDS**

14.01 The ~~Human Resources~~HR Manager~~Director~~ shall maintain records of the anti-drug and alcohol misuse programs as required by federal laws and regulations. The records shall be maintained in a secure location with controlled access.

14.02 METRO shall keep the following records for the following periods of time:

Records of alcohol test results with alcohol concentration of 0.02 or greater	5 years
Records of verified positive drug test results and refusals	5 years
Documentation of refusals to take required alcohol/drug tests (including substituted or adulterated drug test results)	5 years
Referrals to the SAP, SAP reports, Copies of annual MIS reports submitted to FTA	5 years
All follow-up tests and schedules for follow-up tests	5 years
Information obtained from previous employers concerning drug and alcohol test results of employees	3 years





Records of the inspection, maintenance, and calibration of EBTs, Records related to the collection process and employee training.	2 years
Records of negative drug test results and alcohol test results with a concentration of less than 0.02	1 year

**XV. ADMINISTRATION OF POLICY**

15.01 Each Department Manager is responsible for administering this policy and procedures within their department in accordance with this policy.

15.02 Santa Cruz METRO will integrate this policy and procedures into the agency’s policies and procedures.

**XVI. REVISION HISTORY**

Date	Action	Approved By
8/21/98	Footnotes added to Page 16	S.A.
10/22/04	Implementation of New Federal Law Requirements & other modifications	E.R.
8/25/08	Changes to Federal Regulations	J.B.
9/24/10	Changes to Federal Regulations	E.P.
1/22/16	Obsolete language removed per Regulation; Job Classifications added	D.B.
6/00/18	Changes to Federal Regulations, 49 CFR Part 40: Procedures for Transportation Workplace Drug and Alcohol Testing Programs	
<u>3/22/19</u>	<u>Changes to correct deficiencies found in the Drug &amp; Alcohol Program by FTA.</u>	

**END OF POLICY**





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**ATTACHMENT 1**

***LIST OF SAFETY SENSITIVE JOB CLASSIFICATIONS BY TITLE***

Vehicle Service Worker I/II  
Vehicle Service Detailer  
Vehicle Service Technician  
Upholsterer  
Body Repair Mechanic  
Mechanic I/II/III  
Lead Mechanic  
Fleet Maintenance Supervisor  
~~Fleet Maintenance Manager~~  
Electronic Technician  
Maintenance Manager  
Assistant Maintenance Manager

Bus Operator  
Transit Supervisor  
Safety and Training Coordinator  
Operations Manager: Fixed Route  
Assistant Safety & Training Coordinator

Operations Manager: Paratransit  
Assistant Operations Manager: Paratransit  
Paratransit Reservation and Scheduling Coordinator  
Paratransit Safety & Road Response Coordinator  
Paratransit Dispatch / Scheduler  
Paratransit Dispatcher  
Paratransit Operator  
Paratransit Mechanic I and II  
Paratransit Supervisor

**NOTE:** List is subject to change as classifications are amended or added.

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**DATE:** March 22, 2019  
**TO:** Board of Directors  
**FROM:** Dawn Crummié, Interim HR Director  
**SUBJECT: ACCEPT THE CORRECTION TO THE EXECUTIVE ASSISTANT JOB DESCRIPTION**

**I. RECOMMENDED ACTION**

**That the Board of Directors accept the corrected Job Description for the Executive Assistant, as a Non-Exempt Position under the FLSA**

**II. SUMMARY**

- This action seeks authority to correct the Executive Assistant job description from “exempt” to “non-exempt” under the Fair Labor Standards Act (FLSA).
- The Board of Directors previously adopted this position as an “exempt” position, however the position has been historically classified as “non-exempt”, which is the recommended classification.
- Staff recommends that the Board of Directors accept the corrected job description for the Executive Assistant position.

**III. DISCUSSION/BACKGROUND**

Prior to the recent classification and compensation study conducted by CPS HR Consulting, the Executive Assistant position was classified as a “non-exempt” position under the Fair Labor Standards Act (FLSA). After the CPS HR study was complete, the Board of Directors adopted the Executive Assistant position as an “exempt” position under the Fair Labor Standards Act (FLSA). While most management positions are exempt from the minimum wage and overtime provisions of the FLSA, the Executive Assistant position was mistakenly classified as an exempt position.

**IV. FINANCIAL CONSIDERATIONS/IMPACT**

There are no financial considerations at this time.

**V. ALTERNATIVES CONSIDERED**

- The Board may choose to not accept the corrected job description. Staff does not recommend this option, as this position was historically classified as non-exempt.

**VI. ATTACHMENTS**

**Attachment A:** Executive Assistant Job Description - classified as a non-exempt position under the FLSA

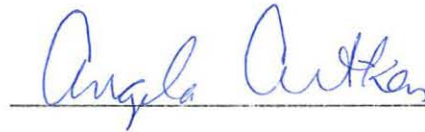
Prepared by: Rickie-Ann Kegley, Paralegal

**VII. APPROVALS:**

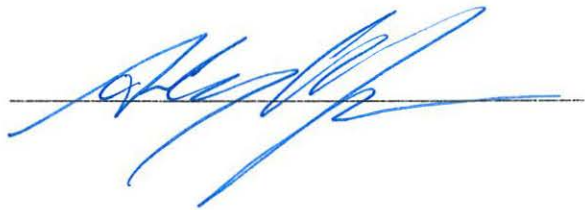
Dawn Crummié  
Interim Director of Human Resources

  
\_\_\_\_\_

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

  
\_\_\_\_\_

Alex Clifford, CEO/General Manager

  
\_\_\_\_\_

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# Attachment A

## HUMAN RESOURCES DEPARTMENT

### Santa Cruz METRO

*Class Code: 1100-AS65*  
*FLSA Status: Non-Exempt*

### **Executive Assistant**

#### **Bargaining Unit: Management**

#### **DEFINITION:**

Under minimal direction, an Executive Assistant performs a variety of administrative support functions related to overseeing the activities and operations of Santa Cruz METRO's Administrative Department; serves as recording secretary to the Board of Directors; communicates with governmental agencies, attorneys, community groups and others to exchange information, schedule meetings and coordinate activities; acts as a liaison between the CEO/GM and the Board, other employees, and outside agencies; acts as a representative for Santa Cruz METRO at various internal and public functions; supervises, assigns, monitors and evaluates the work of the departmental clerical staff; and performs related work as required.

#### **DISTINGUISHING CHARACTERISTICS:**

The Executive Assistant is distinguished from other administrative support classes by the higher degree of confidentiality, independent judgment required; a thorough knowledge of governmental, department, and public meeting/Boards procedures and policies; and the ability to choose among a number of alternatives in performing a variety of complex assignments without instruction and in scheduling and completing work. Incumbents routinely handle highly confidential and sensitive information; may serve as staff support on internal and external committees, may have budget preparation and administration responsibility; and may represent the organization as required.

Incumbents in this class are distinguished from other administrative support by the primary responsibility of administrative support to the CEO/General Manager and Board of Directors. Work involves the highest degree of confidentiality, independent judgment and knowledge of organizational-wide, governmental policies and procedures.

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

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

##### CEO/GM Administrative Assistance

- Functions as an executive administrator to the CEO/General Manager relieving him/her of administrative details.
- Maintains appointment calendar for the CEO/General Manager and members of the Senior Leadership Team (SLT), ensuring timeliness and responsiveness of matters requiring CEO/General Manager approval.
- Composes public and confidential business correspondence on behalf of the CEO/General Manager from minimal information or written drafts.
- Creates Power Point presentations on behalf of the CEO/General Manager and other members of the Senior Leadership Team.
- Ensures activities of the CEO/General Manager adhere to agency policies, procedures, and proper protocol. Implements programs, policies, systems and procedures in accordance with financial and operating plans.



# Attachment A

## HUMAN RESOURCES DEPARTMENT

### Santa Cruz METRO

- Represents the CEO/General Manager at various meetings as assigned with sensitivity to a politically socio-economic and culturally diverse community.
- Establishes and assists in maintaining contact and communications with individuals, groups and associations within the agency and the community.
- Administers agency's AB1234 Ethics Certificates, conflict of interest code and acts as agency's filing officer for Form 700 relating to submittals by agency employees and Board members/alternates to ensure compliance with the State Fair Political Practices Commission Requirements
- Ensures compliance with Brown Act
- Public records management and document control

#### Board of Director Assistance/Liaison

- Maintains meeting/appointment calendar for the Board of Directors and the Committees
- Takes minutes at regular and special Board meetings, Standing Committee and (as appropriate) Ad Hoc Committees, takes and transcribes notes from oral presentations, meetings and machine dictation.
- Prepares the monthly Board and committee meeting agendas in accordance with the CEO/General Manager and General Counsel's item review and selection.
- Oversees the administrative support of the METRO Advisory Committee (MAC)
- Coordinates the preparation and delivery of board packets
- Coordinates all aspects of the Board, agenda and Board reports process.
- Coordinates public and private business correspondence in support of the Board of Directors
- Creates Power Point presentations in support of the Board of Directors
- Monitors Board actions including the coordination for executing contracts, publishing resolutions and ordinances, advising management and staff of Board actions and carrying out legally required procedures, to ensure timely and appropriate responses.
- Coordinates and participates in the orientation of newly appointed city/county representatives to the Board and its committees as it relates to Board Operations and requirements
- Ensures Board members are properly reimbursed for participation in METRO-related meetings via the monthly compensation process
- Ensures METRO's website is updated with Board information.

#### Office Administration

- Schedules appointments and meetings and assists in the design of presentations for meetings.
- Proof reads and edits outgoing business correspondence.
- Supervises, trains, assigns and monitors the work of the departmental clerical staff and evaluates performance.
- Establishes procedures for departmental clerical staff including incoming and outgoing mail, screening calls and maintaining files and records.
- Coordinates and staffs various Santa Cruz METRO team meetings.





# Attachment A

## HUMAN RESOURCES DEPARTMENT

### Santa Cruz METRO

- Develops, maintains, and updates complex manual and automated recordkeeping systems.
- Prepares estimates of office supplies and equipment and assists in the preparation of the preliminary budgets for Administration, Safety and Legal Departments.
- Monitors the Administrative departmental budget.
- Assists in researching and recommending office equipment.
- Operates a variety of office and business machines including computer equipment.

#### Special Projects

- Independently researches and prepares reports and confidential documents and correspondence.
- Responsible for the coordination of research projects, data collection, and the development of reports on behalf of the CEO/General Manager, Board and agency.
- Coordinates all employee and Board business travel arrangements for Santa Cruz METRO.
- Distributes and advertises for legal notices and other legal advertising.
- Coordinates and executes special projects and assignments.
- Performs other duties as assigned.

#### EMPLOYMENT STANDARDS:

##### Knowledge of:

- Office procedures and practices including filing and preparation of business correspondence, forms and reports.
- Proper business English usage, spelling, grammar and punctuation.
- Principles and practices of supervision and training.
- In-depth knowledge of Microsoft Office Suite and other standard office software systems.

##### Ability to:

- Typing at a corrected rate of 55 words per minute.
- Operating standard audio visual and office equipment, including electronic typewriter, computer, photocopies, calculator and transcribing machine
- Develop and administer office procedures and practices
- Exercise extreme discretion when working with confidential and/or sensitive material and topics.
- Maintain composure in stressful situations, communicating with the public, Board members and staff in a calm, respectful manner.
- Prepare business correspondence, forms, and reports.
- Compose clear, concise reports and correspondence using proper formatting, English grammar, punctuation and spelling.
- Effectively communicate both orally and in writing.
- Develop and use effective methods for filing and retrieving documents.
- Take minutes and record discussion and actions at meetings and public hearings.
- Perform varied, difficult secretarial work requiring accuracy and speed.



# Attachment A

## HUMAN RESOURCES DEPARTMENT

### Santa Cruz METRO

- Establish and maintain effective working relationships with the public, Santa Cruz METRO employees, Santa Cruz METRO Board members and others.
- Work independently in the absence of specific instructions.
- Research, locate, compile and summarize data.
- Coordinate complex, administrative, and legally required functions with District Counsel.

#### **MINIMUM QUALIFICATIONS:**

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

Any combination of training and experience equivalent to five (5) years' responsible executive reporting level administrative experience. A four-year undergraduate degree preferred.

#### **AND**

Two (2) years of experience supervising administrative/clerical personnel.

Knowledge of basic office equipment and personal computers. Familiarity with software programs such as Microsoft Office Suite, to include Word, Excel, Access, PowerPoint etc. A working knowledge of software such as Adobe Acrobat, SmartSheet, Visio, and web-based publication software is beneficial.

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

A valid Class C driver license and safe driving record is required at the time of application. A valid Class C State driver license is required at the time of appointment and must be maintained throughout employment.

#### **SPECIAL REQUIREMENTS:**

- Must be able to work extended hours as needed, often outside regular business hours as required by the CEO and the demands of the job.
- Must maintain strictest confidentiality.
- Must participate in professional development activities.

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

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

##### **Physical Demands**

While performing the duties of this job, the employee is regularly required to sit, walk and stand; talk and hear; use hands to finger, manipulate, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is regularly required to bend and twist at the neck, reach with hands and arms. Occasional standing, walking, overhead reaching and lifting up to 10 pounds unaided is required. Specific visual abilities required for this job include close vision, distance vision, and the ability to adjust focus.

##### **Mental Demands**



# Attachment A

## HUMAN RESOURCES DEPARTMENT

### Santa Cruz METRO

While performing the duties of this job, an employee uses written and oral communication skills; reads and interprets data, information and documents; analyzes and solves problems; uses math and mathematical reasoning; performs highly detailed work; deals with multiple concurrent tasks; and interacts with others encountered in the course of work, including frequent contact with customers and/or the public and dissatisfied/abusive individuals.

#### **Work Environment:**

The employee works in an office environment where the noise level is usually quiet. May require availability to work a flexible schedule.

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

Must pass requisite background check.

- \*Adopted: November 2017
- \*BOD Approved: 01-26-18
- \*Revised: 00-00-00
- \*Job Family: Professional - Administration

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THE BOARD OF DIRECTORS PROUDLY PRESENTS THIS

# **CERTIFICATE OF APPRECIATION**

TO

**ISAAC HOLLY**  
**IT AND ITS DIRECTOR**

**FOR THE COMPLETION OF 20 YEARS OF SERVICE  
BETWEEN 1999 AND 2019**

**GIVEN THIS 22<sup>ND</sup> DAY OF MARCH 2019**

**CHAIR, BOARD OF DIRECTORS**

**CEO, GENERAL MANAGER**





THE BOARD OF DIRECTORS PROUDLY PRESENTS THIS

# CERTIFICATE OF APPRECIATION

TO

**ELMER TORRES**  
FACILITIES MAINTENANCE WORKER II

FOR THE COMPLETION OF 20 YEARS OF SERVICE  
BETWEEN 1999 AND 2019

GIVEN THIS 22<sup>ND</sup> DAY OF MARCH 2019

CHAIR, BOARD OF DIRECTORS

CEO/GENERAL MANAGER

# Santa Cruz County Operational Plan Progress Update

Matt Machado, Deputy County Administrative Officer, Director of Public Works



# Agenda

- Introductions
- Strategic Plan Overview
- Operational Plan Overview
- Strategy Framework and Development
- Next Steps





# Strategic Plan Overview

## Our Vision

Santa Cruz County is a healthy, safe and more affordable community that is culturally diverse, economically inclusive and environmentally vibrant.

## Our Mission

An open and responsive government, the County of Santa Cruz delivers quality, data-driven services that strengthen our community and enhance opportunity.

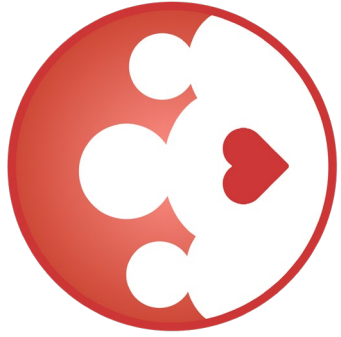
## Our Values

*The County provides services and supports partnerships built on:*  
Accountability, Collaboration, Compassion, Effectiveness, Innovation, Respect, Support, Transparency, Trust



# Strategic Plan Overview

## FOCUS AREAS



Comprehensive  
Health & Safety



Attainable  
Housing



Reliable  
Transportation



Sustainable  
Environment

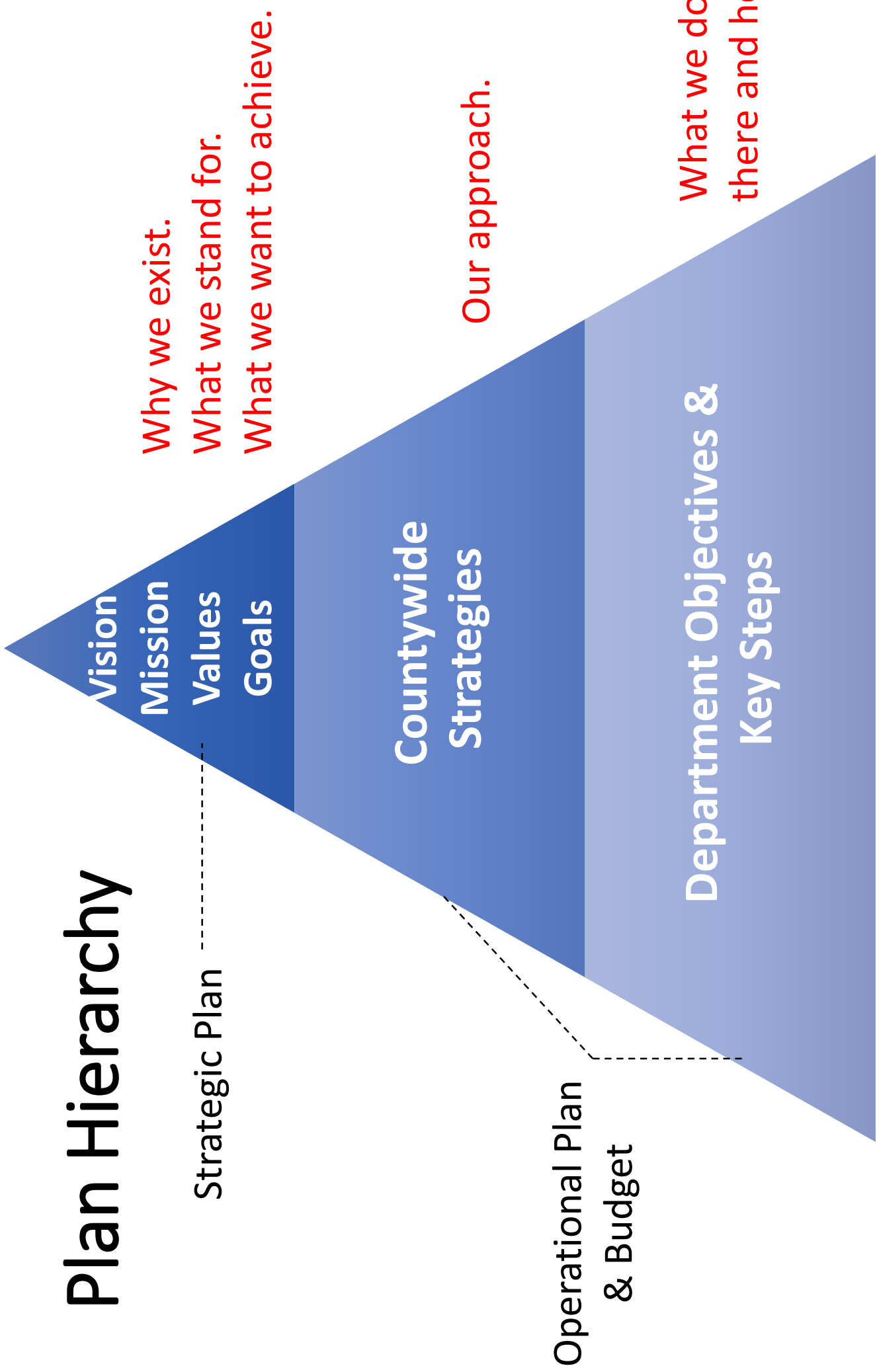


Dynamic  
Economy

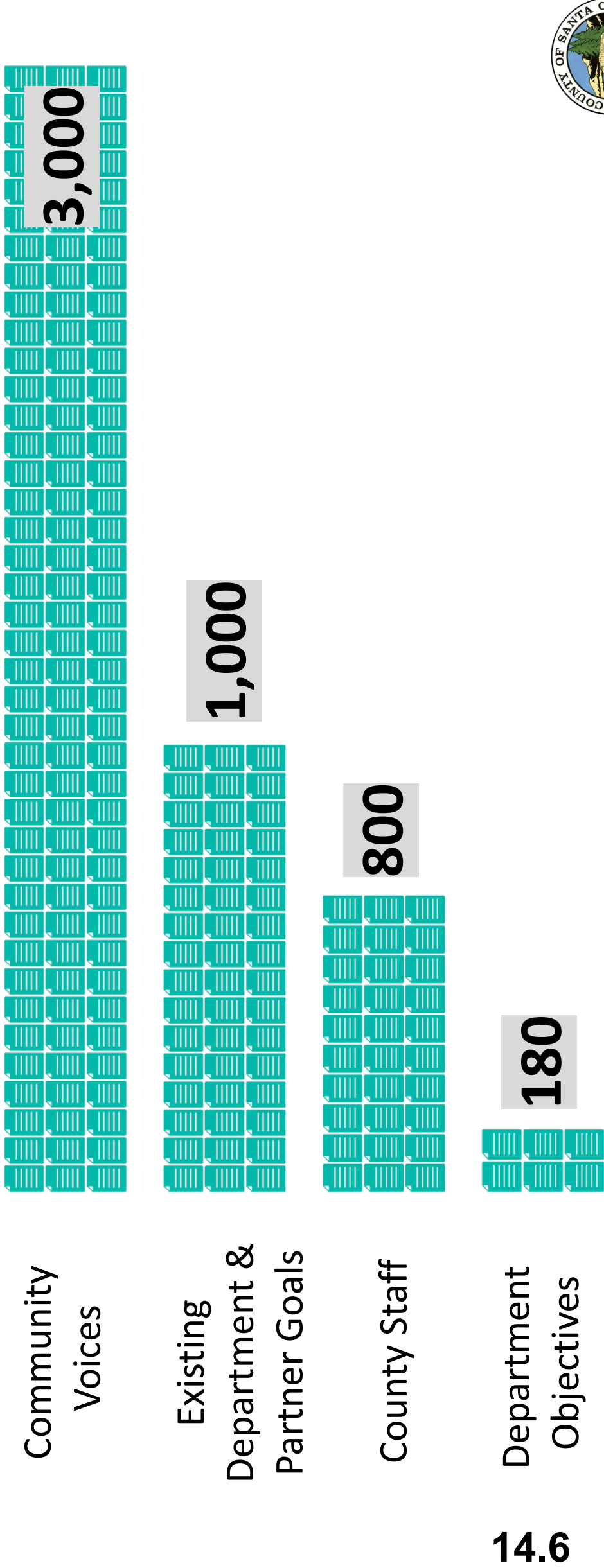


Operational  
Excellence

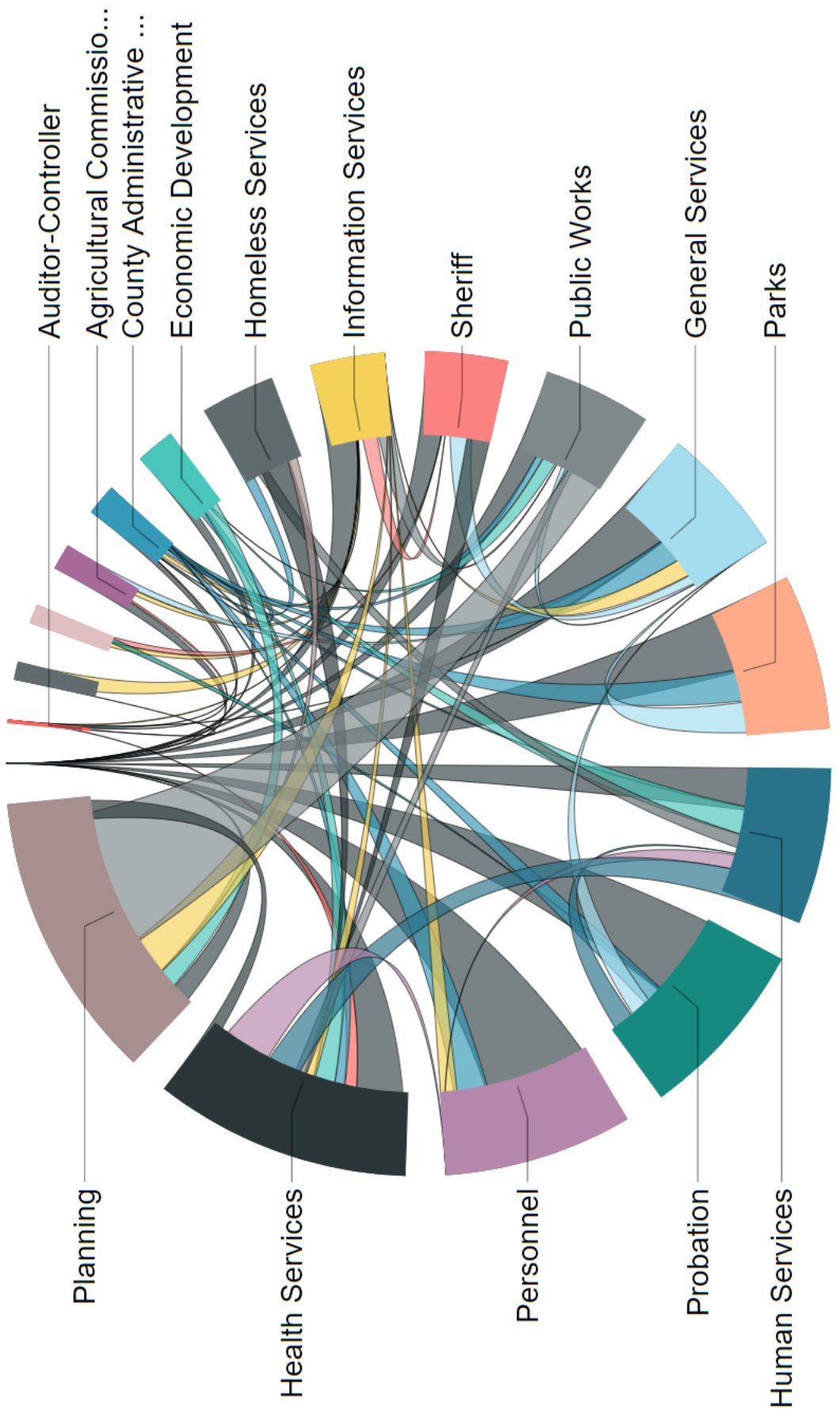
# Plan Hierarchy



# Operational Plan Inputs



# Department Collaboration



# Embedding County Values in Strategies

- **Guiding Principle** – Operational Plan development is guided by principle of equity.
- **County Values** – Strategies are linked to County values enumerated in the Strategic Plan and reflect guiding principle.

Accountability	Effectiveness	Support
Collaboration	Innovation	Transparency
Compassion	Respect	Trust



# Strategy Framework

	Act	Impact
<p>We will _____, (Act)</p> <p>That/To _____. (Impact)</p>	<p>We will <u>advance</u> <u>prevention and</u> <u>intervention services</u></p>	<p>that <u>promote</u> <u>community wellness.</u></p>





# Strategy Development

Reliable Transportation	
Goal	Strategy
<p><b>Public Transit</b></p> <p>D Work to enhance functionality and promote use of public transit.</p>	<p>We will work with local partners to prioritize transit oriented development and support increased transit use.</p>

Sample Projects/Initiatives
<p>Transportation Planning – Planning, Public Works                  Update Housing Element – Planning                  South County Satellite Office Study - Personnel</p>





# Next Steps

- **Today's Discussion**
  - ✓ Consider the Strategies
  - ✓ What's Useful/Important?
  - ✓ Any Gaps or Questions?
- **Community Engagement in March/April**
  - ✓ Key Informant Focus Groups
  - ✓ Community Open Houses
- **Proposed Operational Plan in May**



# Summary

- **County Strategic Plan:**
  - ✓ Vision, Mission, Values
  - ✓ 6 Focus Areas
  - ✓ 24 Goals
- **County Operational Plan:**
  - ✓ 54 Strategies – Approaches to Achieve County Goals
  - ✓ 180 Objectives – Specific, Measurable, Attainable, Relevant, Time-Bound
  - ✓ Emphasis on Department Collaboration, County Values
- **Email Comments To:** [vision@santacruzcounty.us](mailto:vision@santacruzcounty.us)



VERBAL PRESENTATION ONLY

CEO UPDATE

Alex Clifford

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**DATE:** March 22, 2019  
**TO:** Board of Directors  
**FROM:** Angela Aitken, Chief Financial Officer  
**SUBJECT: APPROVAL OF FY20 AND FY21 PRELIMINARY OPERATING BUDGETS AND FY20 CAPITAL BUDGET FOR REVIEW AND TDA/STA CLAIMS PURPOSES**

**I. RECOMMENDED ACTION**

**That the Board of Directors adopt the attached FY20 and FY21 preliminary line item Operating Budgets and FY20 Capital Budget, for review and TDA/STA claims purposes**

**II. SUMMARY**

- The Board of Directors must adopt a preliminary line item budget in order to allow submittal of Santa Cruz METRO's Transportation Development Act (TDA) and State Transit Assistance (STA) claims to the Santa Cruz County Regional Transportation Commission (SCCRTC) by the April 1<sup>st</sup> deadline.
- The proposed two-year FY20 and FY21 preliminary line item Operating Budgets – Attachment A total \$56,537,786 and \$58,007,609 respectively (inclusive of Transfers and Operating Balance). This is a “first-cut” budget. Over the next few months, staff will continue to refine revenue and expense projections, as updated information becomes available. An updated proposed two-year budget will be presented to the Board of Directors in May, which will reflect the latest data regarding revenues and expenses.
- The preliminary FY20 Capital Budget – Attachment B totals \$21,887,833.
- The Board adopted the FY19 and FY20 Final Operating Budgets on June 22, 2018. This budget revises the adopted FY20 Final Operating Budget and is a new FY21 Preliminary Operating Budget.
- At its February 8<sup>th</sup> and March 8<sup>th</sup> meetings the Finance, Budget and Audit Standing Committee received an overview of the FY20 and FY21 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 of Directors must adopt a preliminary line item budget in order to allow submittal of Santa Cruz METRO's Transportation Development Act (TDA) and State Transit Assistance (STA) claims to the Santa Cruz County Regional Transportation Commission (SCCRTC) by the April 1<sup>st</sup> deadline. This is a "first-cut" budget. An updated proposed two-year budget will be presented to the Board of Directors in May, which will reflect the latest data regarding projected revenues and expenses.

#### A. Operating Revenues

Operating Revenues total \$56,537,786 in FY20 and \$58,007,609 in FY21 (inclusive of Transfers). Major Operating Revenue assumptions in the preliminary FY20 budget over the FY19 Final budget, adopted in June 2018, include:

- Passenger Fares – increase of 0.6% or \$16K. The budget projection is based on an estimated FY19 passenger fares revenue of \$2.6M and an anticipated 2% decrease in FY20. The anticipated 2% decrease correlates to the national trend of decreasing public transit ridership. In addition, local ridership data from July 2018 to January 2019, suggest a decrease of 3.7% in non-student ridership.
- Special Transit Fares – increase of 4.0% or \$217K due to anticipated increase in student enrollment and ridership for fixed routes that serve UCSC. No Contract increase is anticipated and budgeted for Cabrillo in FY20.
- Highway 17 Fares – increase of 0.8% or \$12K. The budget projection is based on an estimated FY19 Highway 17 fares revenue of \$1.5M and an anticipated 3% decrease in FY20, reflecting the national trend of decreasing public transit ridership.
- Advertising Income – increase of 10.0% or \$25K reflecting recent trends.
- Interest Income – increase of 11.1% or \$10K due to higher interest rates for the last three years.
- 1979 Gross Sales Tax (1/2 cent) – increase of 4.0% or \$870K due to anticipated favorable FY19 budget variance for the year and the general economic outlook for 2019 and 2020.
- 2016 Net Sales Tax (Measure D) – increase of 4.0% or \$129K. The projected increase mirrors the anticipated increase in the 1979 Gross Sales Tax (1/2 cent).

- Transportation Development Act (TDA-LTF) - increase of 6.1% or \$432K, as per recent allocations, as well as CPI growth projections.
- FTA Sec 5307 – Operating Assistance - increase of 2.2% or \$97K, as per current budget projections from the Federal Transit Administration (FTA).
- AMBAG/Misc. Grant Funding – increase of 754.2% or \$181K due to an operating grant from Monterey Bay Air Resources District (MBARD) for operation of the Watsonville Circulator.
- STIC – increase of 13.5% or \$328K due to changes in the allocation formula.
- TDA – STA – Operating (includes SB1) – increase of 14.3% or \$506K, reflecting increased allocation estimates from SCO from August 2018, as well as 4% growth projections.
- Fuel Tax Credit – decrease of -10.8% or (\$38K) due to planned bus replacements resulting in decreased CNG usage.

Moderate increases in most Operating Revenue Sources are budgeted in FY21, such as:

- 1979 Gross Sales Tax (1/2 cent) – increase of 4.0%.
- 2016 Net Sales Tax (Measure D) – increase of 4.0%.
- Transportation Development Act (TDA) - increase of 3.0%.
- FTA Sec 5307 – Operating Assistance - increase of 5.0% (New Surface Transportation Act in 2020).
- STIC – increase of 5.0% (New Surface Transportation Act in 2020)  
TDA - STA – Operating (includes SB1) – decrease of -0.9% due to declining allocations of PUC 99313 funds to Santa Cruz METRO (80% in FY20) as per agreement with RTC at their 12/7/17 meeting.

## **B. Operating Expenses**

Operating Expenses total \$51,651,211 in FY20 and \$52,697,267 in FY21. Major Operating Expenses assumptions in the preliminary FY20 budget over the FY19 Final budget, adopted in June 2018, include:

- **Personnel Expenses** (Labor and Fringe Benefits) increased by 5.7% or \$2,281K.
- **Non-Personnel Expenses** decreased by -5.0% or (\$482K).

**Personnel Expenses:**

Personnel Expenses (Labor and Fringe Benefits) increase by 5.7% or \$2,281K primarily due to:

- Contractual obligations (step and longevity increases).
- Increase in CalPERS retirement employer contribution from 26.8% in FY19 to 30.2% in FY20, as per CalPERS actuarial information.
- Increased number of FTEs (Full Time Equivalents) depicted in the table below:

FTEs	Funded FY19 June 2018	Funded FY20 March 2019
Customer Service Representative (CSR)*	0.5	1
Customer Service Representative (CSR)*	0.5	1
Financial Analyst*	0.5	1
FM Mechanic II*	0.5	1
Bus Operator* (expansion)	0.5	0
Marketing Communications and Customer Service Manager*	0.5	1
Transportation Planning Aide (Provisional)	0	1
Bus Operator (Watsonville Circulator)	0	1
Assistant Safety & Training Coordinator	0	1
Assistant Operations Manager	0	1
Assistant (Paratransit) Operations Manager	1	0
Facilities Maintenance Manager	0	1
Assistant Maintenance Manager ( <i>remains Authorized</i> )	1	0
<i>Notes: * FTEs funded for 6 months in FY19</i>		

- Budgeted increase in the medical insurance premiums for 2020: 5% (based on the average increase in the two main HMO plans for the last 5 years).



**Non – Personnel Expenses:**

Non-Personnel Expenses decrease by -5.0% or (\$482K) primarily due to:

- Mobile Materials & Supplies – decrease of -20.2% or (\$674K) due to significant budget savings in the Fuel & Lubricants Rev Vehicle and Parts in the Fleet Maintenance Department.

The decrease is offset by budget increases in the following categories:

- Services – increase of 2.6% or \$97K. Major contributors are:
  - Admin/Bank Fees: 9.8% or \$37K (cost escalators)
  - Repair Equipment: 4.0% or \$27K due to anticipated increases in repairs in the Fleet and Facilities Maintenance Departments
  - Repair – Rev Vehicle: 24.8% or \$100K due to aging fleet.
- Casualty & Liability – increase of 7.3% or \$55K primarily due to 10% or \$51K estimated increase in Insurance PL/PD (increased insurance premiums). More information will be available in April 2019.

Major Operating Expense assumptions in the preliminary FY21 budget over the FY20 budget include:

- **Personnel Expenses** (Labor and Fringe Benefits) increase by 3.3%
  - Contractual items - step and longevity increases.
  - Projected increase in Retirement as per CalPERS Annual Valuation Reports.
  - Anticipated increase in Medical insurance premiums, effective in January 2021.
- **Non-Personnel Expenses** decrease by -3.7% primarily due to Services (Prof/Technical Fees).

**Transfers & Operating Balance**

Transfers total \$4,886,575 in FY20 and \$5,310,342 in FY21. Assumptions in the preliminary FY20 budget over the FY19 Final budget, adopted in June 2018, include:

- **Transfers to Capital Budget** increase by 2.1% or \$48K. 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** increase by 78.3% or \$1,102K primarily due to the transfer of excess operating funds to a newly established reserve fund dedicated to the funding of additional payments to Santa Cruz METRO's Unfunded CalPERS Liability (UAL) and Other Post-Employment Benefits (OPEB).

There are no significant changes in the budgeted Transfers & Operating Balance in FY21, with the exception of the Transfers to Operating and Capital Reserve Fund: 16.4% increase due to availability of funds resulting from operating efficiencies and budget savings in FY21.

### **C. Capital Budget**

The preliminary FY20 Capital Budget as shown in Attachment B totals \$21,887,833.

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

- The proposed two-year FY20 and FY21 preliminary line item Operating Budgets – Attachment A total \$56,537,786 and \$58,007,609, 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 FY20 Capital Budget – Attachment B totals \$21,887,833.

## **V. ALTERNATIVES CONSIDERED**

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

## **VI. ATTACHMENTS**

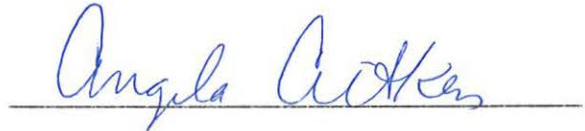
**Attachment A:** FY20 and FY21 Preliminary line item Operating Budgets

**Attachment B:** FY20 Preliminary Capital Budget

Prepared By: Kristina Mihaylova, Sr. Financial Analyst

VII. APPROVALS:

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



Alex Clifford, CEO/General Manager



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**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY20 & FY21 PRELIMINARY OPERATING BUDGET  
REVENUE SOURCES**

**Attachment A**

REVENUE SOURCE	Jun-18	Mar-19	% CHANGE	\$ CHANGE	% CHANGE	Mar-19	% CHANGE
	BUDGET FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDGET FY21	BUDG FY20 BUDG FY21
1 Passenger Fares	2,563,172	2,579,087	0.6%	15,915	0.6%	2,527,506	-2.0%
2 Special Transit Fares	5,381,772	5,598,914	4.0%	217,142	4.0%	5,714,004	2.1%
3 Paratransit Fares	291,566	291,566	0.0%	-	0.0%	291,566	0.0%
4 Highway 17 Fares	1,475,275	1,487,489	0.8%	12,214	0.8%	1,457,739	-2.0%
5 Highway 17 Payments	531,329	535,957	0.9%	4,628	0.9%	540,724	0.9%
6 Commissions	2,500	2,500	0.0%	-	0.0%	2,500	0.0%
7 Advertising Income	250,000	275,000	10.0%	25,000	10.0%	250,000	-9.1%
8 Rent Income	147,405	150,000	1.8%	2,595	1.8%	153,000	2.0%
9 Interest Income	90,000	100,000	11.1%	10,000	11.1%	100,000	0.0%
10 Other Non-Transp Revenue	20,000	30,000	50.0%	10,000	50.0%	30,000	0.0%
11 1979 Gross Sales Tax (1/2 cent)	21,747,344	22,617,238	4.0%	869,894	4.0%	23,521,927	4.0%
12 2016 Net Sales Tax (Measure D)	3,229,124	3,358,289	4.0%	129,165	4.0%	3,492,621	4.0%
13 Transp Dev Act (TDA - LTF) Funds	7,074,858	7,506,855	6.1%	431,997	6.1%	7,732,061	3.0%
14* FTA Sec 5307 - Op Assistance	4,412,091	4,508,716	2.2%	96,625	2.2%	4,734,152	5.0%
15 FTA Sec 5311 - Rural Op Asst	174,321	178,139	2.2%	3,818	2.2%	187,046	5.0%
16 AMBAG/Misc. Grant Funding	24,000	205,000	754.2%	181,000	754.2%	5,000	-97.6%
17 STIC	2,424,031	2,752,352	13.5%	328,321	13.5%	2,889,970	5.0%
18 TDA - STA - Operating (Includes SB1)	3,540,904	4,047,008	14.3%	506,104	14.3%	4,084,117	0.9%
19 Fuel Tax Credit	351,000	313,126	-10.8%	(37,874)	-10.8%	293,126	-6.4%
20 Medicare Subsidy	550	550	0.0%	-	0.0%	550	0.0%
<b>TOTAL REVENUE</b>	<b>53,731,242</b>	<b>56,537,786</b>	<b>5.2%</b>	<b>2,806,543</b>	<b>5.2%</b>	<b>58,007,609</b>	<b>2.6%</b>
<b>TRANSFERS</b>	<b>(3,735,883)</b>	<b>(4,886,575)</b>	<b>30.8%</b>	<b>(1,150,692)</b>	<b>30.8%</b>	<b>(5,310,342)</b>	<b>8.7%</b>
<b>TOTAL OPERATING REVENUE</b>	<b>49,995,359</b>	<b>51,651,211</b>	<b>3.3%</b>	<b>1,655,852</b>	<b>3.3%</b>	<b>52,697,267</b>	<b>2.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY20 & FY21 PRELIMINARY OPERATING BUDGET**  
Consolidated Expenses

ACCOUNT	Jun-18	Mar-19	% CHANGE	\$ CHANGE	Mar-19	% CHANGE
	BUDGET FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDGET FY21	BUDG FY20 BUDG FY21
<b>LABOR</b>						
501011 Bus Operator Pay	8,934,707	9,055,786	1.4%	121,079	9,160,017	1.2%
501013 Bus Operator OT	1,238,781	1,249,806	0.9%	11,025	1,265,717	1.3%
501021 Other Salaries	8,240,187	8,451,310	2.6%	211,123	8,608,930	1.9%
501023 Other OT	466,213	615,054	31.9%	148,841	628,506	2.2%
<b>Totals</b>	<b>18,879,888</b>	<b>19,371,956</b>	<b>2.6%</b>	<b>492,068</b>	<b>19,663,170</b>	<b>1.5%</b>
<b>FRINGE BENEFITS</b>						
502011 Medicare/Soc. Sec.	331,001	338,575	2.3%	7,574	343,705	1.5%
502021 Retirement	5,639,195	6,458,339	14.5%	819,144	6,986,630	8.2%
502031 Medical Ins	9,419,857	10,338,464	9.8%	918,607	10,793,923	4.4%
502041 Dental Ins	500,840	474,241	-5.3%	(26,599)	478,169	0.8%
502045 Vision Ins	125,302	124,417	-0.7%	(886)	127,739	2.7%
502051 Life Ins/AD&D	50,015	51,852	3.7%	1,837	53,187	2.6%
502060 State Disability Ins (SDI)	228,733	234,757	2.6%	6,024	245,658	4.6%
502061 Long Term Disability Ins	143,675	152,193	5.9%	8,518	148,977	-2.1%
502071 State Unemployment Ins (SUI)	58,581	55,682	-4.9%	(2,899)	59,255	6.4%
502081 Worker's Comp Ins	901,766	928,818	3.0%	27,052	956,683	3.0%
502101 Holiday Pay	645,068	656,692	1.8%	11,624	666,673	1.5%
502103 Floating Holiday	110,689	113,993	3.0%	3,304	115,916	1.7%
502109 Sick Leave	989,326	1,007,049	1.8%	17,723	1,022,277	1.5%
502111 Annual Leave	1,970,491	1,965,406	-0.3%	(5,084)	1,998,485	1.7%
502121 Other Paid Absence	151,188	153,912	1.8%	2,724	156,252	1.5%
502251 Phys. Exams	12,283	11,183	-9.0%	(1,100)	7,883	-29.5%
502253 Driver Lic Renewal	3,211	2,911	-9.3%	(300)	2,811	-3.4%
502999 Other Fringe Benefits	59,004	60,610	2.7%	1,606	60,791	0.3%
<b>Totals</b>	<b>21,340,225</b>	<b>23,129,094</b>	<b>8.4%</b>	<b>1,788,869</b>	<b>24,225,012</b>	<b>4.7%</b>

Consolidated

# Attachment A

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY20 & FY21 PRELIMINARY OPERATING BUDGET Consolidated Expenses

ACCOUNT	Jun-18		Mar-19		% CHANGE		\$ CHANGE		% CHANGE	
	BUDGET FY19	BUDGET FY20	BUDGET FY20	BUDGET FY21	BUDG FY19	BUDG FY20	BUDG FY19	BUDG FY20	BUDG FY20	BUDG FY21
<b>SERVICES</b>										
503011 Accting/Audit Fees	105,250	105,250			0.0%		-		106,750	1.4%
503012 Admin/Bank Fees	380,000	417,244			9.8%	37,244		430,243	3.1%	
503031 Prof/Technical Fees	970,968	884,004			-9.0%	(86,964)		479,667	-45.7%	
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	5,525	7,450			34.8%	1,925		7,450	0.0%	
503041 Temp Help	-	-			0.0%	-		-	0.0%	
503161 Custodial Services	8,300	9,500			14.5%	1,200		9,500	0.0%	
503162 Uniforms/Laundry	25,910	26,600			2.7%	690		26,600	0.0%	
503171 Security Services	525,700	539,002			2.5%	13,302		539,002	0.0%	
503221 Classified/Legal Ads	14,700	21,900			49.0%	7,200		21,900	0.0%	
503222 Legal Ads	-	-			0.0%	-		-	0.0%	
503225 Graphic Services	-	-			0.0%	-		-	0.0%	
503351 Repair - Bldg & Impr	50,000	53,000			6.0%	3,000		53,000	0.0%	
503352 Repair - Equipment	670,800	697,500			4.0%	26,700		690,410	-1.0%	
503353 Repair - Rev Vehicle	401,500	501,000			24.8%	99,500		501,000	0.0%	
503354 Repair - Non Rev Vehicle	33,000	25,000			-24.2%	(8,000)		25,000	0.0%	
503363 Haz Mat Disposal	48,400	50,000			3.3%	1,600		50,000	0.0%	
<b>Totals</b>	<b>3,741,053</b>	<b>3,838,450</b>			<b>2.6%</b>	<b>97,397</b>		<b>3,441,522</b>	<b>-10.3%</b>	
<b>MOBILE MATERIALS &amp; SUPPLIES</b>										
504011 Fuels & Lubricants - Non Rev Veh	60,000	71,000			18.3%	11,000		71,000	0.0%	
504012 Fuels & Lubricants - Rev Veh	1,873,500	1,500,000			-19.9%	(373,500)		1,500,000	0.0%	
504021 Tires & Tubes	200,000	188,500			-5.8%	(11,500)		188,500	0.0%	
504161 Other Mobile Supplies	-	-			0.0%	-		-	0.0%	
504191 Rev Vehicle Parts	1,200,500	900,500			-25.0%	(300,000)		900,720	0.0%	
<b>Totals</b>	<b>3,334,000</b>	<b>2,660,000</b>			<b>-20.2%</b>	<b>(674,000)</b>		<b>2,660,220</b>	<b>0.0%</b>	

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY20 & FY21 PRELIMINARY OPERATING BUDGET**  
Consolidated Expenses

ACCOUNT	Jun-18	Mar-19	% CHANGE		\$ CHANGE		Mar-19	% CHANGE	
	BUDGET FY19	BUDGET FY20	BUDG FY19	BUDG FY20	BUDG FY19	BUDG FY20	BUDGET FY21	BUDG FY20	BUDG FY21
<b>OTHER MATERIALS &amp; SUPPLIES</b>									
504205 Freight Out	7,500	8,000	6.7%		500		8,000		0.0%
504211 Postage & Mailing	10,600	10,360	-2.3%	(240)			10,360		0.0%
504214 Promotional Items	21,550	20,900	-3.0%	(650)			21,550		3.1%
504215 Printing	53,450	52,475	-1.8%	(975)			52,350		-0.2%
504217 Photo Supp/Process	3,400	2,000	-41.2%	(1,400)			2,000		0.0%
504311 Office Supplies	70,800	72,300	2.1%	1,500			72,300		0.0%
504315 Safety Supplies	16,120	26,620	65.1%	10,500			26,120		-1.9%
504317 Cleaning Supplies	44,600	52,100	16.8%	7,500			52,100		0.0%
504409 Repair/Maint Supplies	110,500	120,000	8.6%	9,500			120,000		0.0%
504417 Tenant Repairs	14,000	14,000	0.0%	-			14,000		0.0%
504421 Non-Inventory Parts	85,000	50,000	-41.2%	(35,000)			50,000		0.0%
504511 Small Tools	11,000	13,900	26.4%	2,900			12,500		-10.1%
504515 Employee Tool Replacement	3,000	3,000	0.0%	-			3,000		0.0%
<b>Totals</b>	<b>451,520</b>	<b>445,655</b>	<b>-1.3%</b>	<b>(5,865)</b>			<b>444,280</b>		<b>-0.3%</b>
<b>UTILITIES</b>									
505011 Gas & Electric	319,000	319,000	0.0%				319,000		0.0%
505021 Water & Garbage	158,400	186,400	17.7%	28,000			186,400		0.0%
505031 Telecommunications	153,500	138,000	-10.1%	(15,500)			138,000		0.0%
<b>Totals</b>	<b>630,900</b>	<b>643,400</b>	<b>2.0%</b>	<b>12,500</b>			<b>643,400</b>		<b>0.0%</b>
<b>CASUALTY &amp; LIABILITY</b>									
506011 Insurance - Property	60,808	64,329	5.8%	3,521			66,487		3.4%
506015 Insurance - PL/PD	508,887	559,776	10.0%	50,889			615,753		10.0%
506021 Insurance - Other	30,080	30,179	0.3%	99			31,084		3.0%
506123 Settlement Costs	150,000	150,000	0.0%	-			150,000		0.0%
506127 Repairs - District Prop	-	-	0.0%	-			-		0.0%
<b>Totals</b>	<b>749,775</b>	<b>804,284</b>	<b>7.3%</b>	<b>54,509</b>			<b>863,324</b>		<b>7.3%</b>



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY20 & FY21 PRELIMINARY OPERATING BUDGET**  
Consolidated Expenses

ACCOUNT	Jun-18 BUDGET FY19	Mar-19 BUDGET FY20	% CHANGE BUDG FY19 BUDG FY20	\$ CHANGE BUDG FY19 BUDG FY20	Mar-19 BUDGET FY21	% CHANGE BUDG FY20 BUDG FY21
<b>TAXES</b>						
507051 Fuel Tax	15,000	15,000	0.0%	-	15,000	0.0%
507201 Licenses & Permits	17,600	22,000	25.0%	4,400	22,000	0.0%
507999 Other Taxes	14,400	15,000	4.2%	600	15,000	0.0%
<b>Totals</b>	<b>47,000</b>	<b>52,000</b>	<b>10.6%</b>	<b>5,000</b>	<b>52,000</b>	<b>0.0%</b>
<b>MISC EXPENSE</b>						
509011 Dues/Subscriptions	89,200	89,942	0.8%	742	90,798	1.0%
509081 Advertising - District Promo	5,000	5,000	0.0%	-	5,000	0.0%
509101 Employee Incentive Program	13,900	19,200	38.1%	5,300	19,200	0.0%
509121 Employee Training	180,050	188,550	4.7%	8,500	188,240	-0.2%
509122 BOD Travel	11,000	15,000	36.4%	4,000	15,000	0.0%
509123 Travel	78,900	88,500	12.2%	9,600	88,500	0.0%
509125 Local Meeting Expense	7,650	11,150	45.8%	3,500	11,150	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%
<b>Totals</b>	<b>398,300</b>	<b>429,942</b>	<b>7.9%</b>	<b>31,642</b>	<b>430,488</b>	<b>0.1%</b>
<b>INTEREST EXPENSE</b>						
511102 Interest Expense	39,617	32,097	-19.0%	(7,520)	24,346	-24.1%
<b>Totals</b>	<b>39,617</b>	<b>32,097</b>	<b>-19.0%</b>	<b>(7,520)</b>	<b>24,346</b>	<b>-24.1%</b>
<b>LEASES &amp; RENTALS</b>						
512011 Facility Lease	225,800	232,533	3.0%	6,733	237,705	2.2%
512061 Equipment Rental	13,800	11,800	-14.5%	(2,000)	11,800	0.0%
<b>Totals</b>	<b>239,600</b>	<b>244,333</b>	<b>2.0%</b>	<b>4,733</b>	<b>249,505</b>	<b>2.1%</b>
<b>PERSONNEL TOTAL</b>						
	40,220,113	42,501,050	5.7%	2,280,937	43,888,182	3.3%
<b>NON-PERSONNEL TOTAL</b>						
	9,631,765	9,150,161	-5.0%	(481,604)	8,809,085	-3.7%
<b>TOTAL OPERATING EXPENSES</b>	<b>49,851,878</b>	<b>51,651,211</b>	<b>3.6%</b>	<b>1,799,333</b>	<b>52,697,267</b>	<b>2.0%</b>

Consolidated

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
 FY20 & FY21 PRELIMINARY OPERATING BUDGET  
 TRANSFERS & OPERATING BALANCE

	Jun-18 BUDGET FY19	Mar-19 BUDGET FY20	% CHANGE		\$ CHANGE		% CHANGE	
			BUDG FY19	BUDG FY20	BUDG FY19	BUDG FY20	BUDG FY19	BUDG FY20
<b>TRANSFERS</b>								
<b>Transfers to Capital Budget</b>								
1	1,860,148	1,852,386	-0.4%	(7,762)	1,943,303	4.9%		
2	468,773	524,872	12.0%	56,099	445,882	-15.0%		
<b>Totals</b>	<b>2,328,921</b>	<b>2,377,258</b>	<b>2.1%</b>	<b>48,337</b>	<b>2,389,185</b>	<b>0.5%</b>		
<b>Transfers to Operating and Capital Reserve Fund</b>								
3	351,000	313,126	-10.8%	(37,874)	293,126	-6.4%		
4	-	2,000,000	100.0%	2,000,000	2,000,000	0.0%		
5	1,055,962	196,191	-81.4%	(859,771)	628,031	220.1%		
<b>Totals</b>	<b>1,406,962</b>	<b>2,509,317</b>	<b>78.3%</b>	<b>1,102,355</b>	<b>2,921,157</b>	<b>16.4%</b>		
<b>TOTAL TRANSFERS</b>	<b>3,735,883</b>	<b>4,886,575</b>	<b>30.8%</b>	<b>1,150,692</b>	<b>5,310,342</b>	<b>8.7%</b>		
<b>TOTAL REVENUE</b>	<b>53,731,242</b>	<b>56,537,786</b>	<b>5.2%</b>	<b>2,806,543</b>	<b>58,007,609</b>	<b>2.6%</b>		
<b>TOTAL EXPENSES</b>	<b>49,851,878</b>	<b>51,651,211</b>	<b>3.6%</b>	<b>1,799,333</b>	<b>52,697,267</b>	<b>2.0%</b>		
<b>TOTAL TRANSFERS</b>	<b>(3,735,883)</b>	<b>(4,886,575)</b>	<b>30.8%</b>	<b>(1,150,692)</b>	<b>(5,310,342)</b>	<b>8.7%</b>		
<b>OPERATING BALANCE</b>	<b>143,481</b>	<b>-</b>	<b>-100.0%</b>	<b>(143,481)</b>	<b>-</b>	<b>0.0%</b>		

\*Subject to annual renewal of the tax extenders

# Attachment A

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY20 & FY21 PRELIMINARY OPERATING BUDGET

### Departmental Expenses

DEPARTMENT	Jun-18 BUDGET FY19	Mar-19 BUDGET FY20	% CHANGE BUDG FY19 BUDG FY20	\$ CHANGE BUDG FY19 BUDG FY20	Mar-19 BUDGET FY21	% CHANGE BUDG FY20 BUDG FY21
1100 Administration	1,387,101	1,207,379	-13.0%	(179,722)	1,238,221	2.6%
1200 Finance	2,406,024	2,579,647	7.2%	173,624	2,651,898	2.8%
1300 Customer Service	1,462,307	1,915,712	31.0%	453,405	1,962,834	2.5%
1400 Human Resources	1,033,070	1,046,301	1.3%	13,231	1,076,654	2.9%
1500 Information Technology	1,254,897	1,338,859	6.7%	83,962	1,355,131	1.2%
1600 Planning, Grants, Governmental Affairs	1,242,207	1,368,526	10.2%	126,320	1,064,622	-22.2%
1700 District Counsel	400,000	400,000	0.0%	-	400,000	0.0%
1800 Safety, Security , and Risk Management	440,167	1,019,984	131.7%	579,817	1,039,335	1.9%
1900 Purchasing	980,723	1,008,241	2.8%	27,519	996,106	-1.2%
2200 Facilities Maintenance	2,830,867	3,201,114	13.1%	370,246	3,277,626	2.4%
3100 Paratransit Program	4,482,307	4,437,334	-1.0%	(44,973)	4,605,578	3.8%
3200 Operations	2,763,474	2,580,294	-6.6%	(183,180)	2,685,061	4.1%
3300 Bus Operators	17,256,227	18,058,605	4.6%	802,378	18,525,917	2.6%
4100 Fleet Maintenance	8,829,303	8,180,285	-7.4%	(649,018)	8,347,964	2.0%
9001 Cobra Benefits	-	-	0.0%	-	-	0.0%
9005 Retired Employee Benefits	3,082,954	3,308,678	7.3%	225,724	3,470,069	4.9%
700 SCCIC	250	250	0.0%	-	250	0.0%
<b>TOTAL OPERATING EXPENSES</b>	<b>49,851,878</b>	<b>51,651,211</b>	<b>3.6%</b>	<b>1,799,333</b>	<b>52,697,267</b>	<b>2.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY20 & FY21 PRELIMINARY OPERATING BUDGET**

Administration - 1100

ACCOUNT	Jun-18	Mar-19	% CHANGE		\$ CHANGE		% CHANGE	
	BUDGET FY19	BUDGET FY20	BUDG FY19	BUDG FY20	BUDG FY19	BUDG FY20	BUDG FY19	BUDG FY20
<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	444,995	454,457	2.1%	9,462	466,334	466,334	2.6%	2.6%
501023 Other OT	6,500	4,545	-30.1%	(1,955)	4,663	4,663	2.6%	2.6%
<b>Totals</b>	<b>451,495</b>	<b>459,002</b>	<b>1.7%</b>	<b>7,507</b>	<b>470,997</b>	<b>470,997</b>	<b>2.6%</b>	<b>2.6%</b>
<b>FRINGE BENEFITS</b>								
502011 Medicare/Soc. Sec.	8,210	8,354	1.8%	144	8,572	8,572	2.6%	2.6%
502021 Retirement	127,702	142,436	11.5%	14,734	152,813	152,813	7.3%	7.3%
502031 Medical Ins	59,238	65,353	10.3%	6,116	69,787	69,787	6.8%	6.8%
502041 Dental Ins	4,151	4,102	-1.2%	(49)	4,163	4,163	1.5%	1.5%
502045 Vision Ins	1,229	1,266	3.0%	37	1,304	1,304	3.0%	3.0%
502051 Life Ins/AD&D	5,092	5,072	-0.4%	(20)	5,154	5,154	1.6%	1.6%
502060 State Disability Ins (SDI)	3,870	3,965	2.5%	96	4,193	4,193	5.7%	5.7%
502061 Long Term Disability Ins	2,942	3,053	3.8%	111	2,977	2,977	-2.5%	-2.5%
502071 State Unemployment Ins (SUI)	721	683	-5.2%	(38)	725	725	6.1%	6.1%
502081 Worker's Comp Ins	11,598	11,946	3.0%	348	12,305	12,305	3.0%	3.0%
502101 Holiday Pay	17,221	17,587	2.1%	366	18,047	18,047	2.6%	2.6%
502103 Floating Holiday	21,332	21,717	1.8%	385	22,225	22,225	2.3%	2.3%
502109 Sick Leave	25,832	26,380	2.1%	548	27,070	27,070	2.6%	2.6%
502111 Annual Leave	46,270	47,301	2.2%	1,031	48,613	48,613	2.8%	2.8%
502121 Other Paid Absence	4,036	4,122	2.1%	86	4,230	4,230	2.6%	2.6%
502251 Phys. Exams	-	-	0.0%	-	-	-	0.0%	0.0%
502253 Driver Lic Renewal	-	-	0.0%	-	-	-	0.0%	0.0%
502999 Other Fringe Benefits	11,961	11,965	0.0%	3	11,968	11,968	0.0%	0.0%
<b>Totals</b>	<b>351,406</b>	<b>375,301</b>	<b>6.8%</b>	<b>23,896</b>	<b>394,147</b>	<b>394,147</b>	<b>5.0%</b>	<b>5.0%</b>

# Attachment A

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY20 & FY21 PRELIMINARY OPERATING BUDGET

Administration - 1100

ACCOUNT	Jun-18	Mar-19	% CHANGE		\$ CHANGE		% CHANGE	
	BUDGET FY19	BUDGET FY20	BUDG FY19	BUDG FY20	BUDG FY19	BUDG FY20	BUDG FY19	BUDG FY20
<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	306,000	75,940	-75.2%	(230,060)	75,940	0.0%	0.0%	0.0%
503032 Legislative Services	101,000	101,000	0.0%	-	101,000	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	4,000	6,000	50.0%	2,000	6,000	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	4,000	4,200	5.0%	200	4,200	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>415,000</b>	<b>187,140</b>	<b>-54.9%</b>	<b>(227,860)</b>	<b>187,140</b>	<b>0.0%</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>-</b>	<b>-</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>

# Attachment A

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY20 & FY21 PRELIMINARY OPERATING BUDGET

Administration - 1100

ACCOUNT	Jun-18	Mar-19	% CHANGE	\$ CHANGE	% CHANGE	Mar-19	% CHANGE
	BUDGET FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDGET FY21	BUDG FY20 BUDG FY21
<b>OTHER MATERIALS &amp; SUPPLIES</b>							
504205 Freight Out	-	-	0.0%	-	0.0%	-	0.0%
504211 Postage & Mailing	4,500	4,500	0.0%	-	0.0%	4,500	0.0%
504214 Promotional Items	-	-	0.0%	-	0.0%	-	0.0%
504215 Printing	1,100	1,100	0.0%	-	0.0%	1,100	0.0%
504217 Photo Supp/Process	-	-	0.0%	-	0.0%	-	0.0%
504311 Office Supplies	18,000	22,000	22.2%	4,000	22.2%	22,000	0.0%
504315 Safety Supplies	-	-	0.0%	-	0.0%	-	0.0%
504317 Cleaning Supplies	-	-	0.0%	-	0.0%	-	0.0%
504409 Repair/Maint Supplies	-	-	0.0%	-	0.0%	-	0.0%
504417 Tenant Repairs	-	-	0.0%	-	0.0%	-	0.0%
504421 Non-Inventory Parts	-	-	0.0%	-	0.0%	-	0.0%
504511 Small Tools	-	-	0.0%	-	0.0%	-	0.0%
504515 Employee Tool Replacement	-	-	0.0%	-	0.0%	-	0.0%
<b>Totals</b>	<b>23,600</b>	<b>27,600</b>	<b>16.9%</b>	<b>4,000</b>	<b>16.9%</b>	<b>27,600</b>	<b>0.0%</b>
<b>UTILITIES</b>							
505011 Gas & Electric	-	-	0.0%	-	0.0%	-	0.0%
505021 Water & Garbage	-	-	0.0%	-	0.0%	-	0.0%
505031 Telecommunications	-	-	0.0%	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>CASUALTY &amp; LIABILITY</b>							
506011 Insurance - Property	-	-	0.0%	-	0.0%	-	0.0%
506015 Insurance - PL/PD	-	-	0.0%	-	0.0%	-	0.0%
506021 Insurance - Other	-	-	0.0%	-	0.0%	-	0.0%
506123 Settlement Costs	-	-	0.0%	-	0.0%	-	0.0%
506127 Repairs - District Prop	-	-	0.0%	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>TAXES</b>							
507051 Fuel Tax	-	-	0.0%	-	0.0%	-	0.0%
507201 Licenses & Permits	-	-	0.0%	-	0.0%	-	0.0%
507999 Other Taxes	-	-	0.0%	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>

# Attachment A

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY20 & FY21 PRELIMINARY OPERATING BUDGET

Administration - 1100

ACCOUNT	Jun-18	Mar-19	% CHANGE		\$ CHANGE		% CHANGE	
	BUDGET FY19	BUDGET FY20	BUDG FY19	BUDG FY20	BUDG FY19	BUDG FY20	BUDG FY19	BUDG FY20
<b>MISC EXPENSE</b>								
509011 Dues/Subscriptions	78,000	78,736	0.9%		736		78,736	0.0%
509081 Advertising - District Promo	-	-	0.0%		-		-	0.0%
509101 Employee Incentive Program	10,000	13,000	30.0%		3,000		13,000	0.0%
509121 Employee Training	2,000	2,000	0.0%		-		2,000	0.0%
509122 BOD Travel	11,000	15,000	36.4%		4,000		15,000	0.0%
509123 Travel	23,000	25,000	8.7%		2,000		25,000	0.0%
509125 Local Meeting Expense	7,000	10,000	42.9%		3,000		10,000	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%
<b>Totals</b>	<b>143,600</b>	<b>156,336</b>	<b>8.9%</b>		<b>12,736</b>		<b>156,336</b>	<b>0.0%</b>
<b>INTEREST EXPENSE</b>								
511102 Interest Expense	-	-	0.0%		-		-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>		<b>-</b>		<b>-</b>	<b>0.0%</b>
<b>LEASES &amp; RENTALS</b>								
512011 Facility Lease	-	-	0.0%		-		-	0.0%
512061 Equipment Rental	2,000	2,000	0.0%		-		2,000	0.0%
<b>Totals</b>	<b>2,000</b>	<b>2,000</b>	<b>0.0%</b>		<b>-</b>		<b>2,000</b>	<b>0.0%</b>
<b>PERSONNEL TOTAL</b>	<b>802,901</b>	<b>834,303</b>	<b>3.9%</b>		<b>31,402</b>		<b>865,145</b>	<b>3.7%</b>
<b>NON-PERSONNEL TOTAL</b>	<b>584,200</b>	<b>373,076</b>	<b>-36.1%</b>		<b>(211,124)</b>		<b>373,076</b>	<b>0.0%</b>
<b>DEPARTMENT TOTALS</b>	<b>1,387,101</b>	<b>1,207,379</b>	<b>-13.0%</b>		<b>(179,722)</b>		<b>1,238,221</b>	<b>2.6%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY20 & FY21 PRELIMINARY OPERATING BUDGET**

Finance - 1200

ACCOUNT	Jun-18	Mar-19	% CHANGE		\$ CHANGE		% CHANGE	
	BUDGET FY19	BUDGET FY20	BUDG FY19	BUDG FY20	BUDG FY19	BUDG FY20	BUDG FY19	BUDG FY20
<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	679,376	657,933	-3.2%	(21,443)	666,602	666,602	1.3%	1.3%
501023 Other OT	2,400	3,290	37.1%	890	3,333	3,333	1.3%	1.3%
<b>Totals</b>	<b>681,776</b>	<b>661,222</b>	<b>-3.0%</b>	<b>(20,553)</b>	<b>669,935</b>	<b>669,935</b>	<b>1.3%</b>	<b>1.3%</b>
<b>FRINGE BENEFITS</b>								
502011 Medicare/Soc. Sec.	12,398	12,026	-3.0%	(372)	12,181	12,181	1.3%	1.3%
502021 Retirement	228,531	249,473	9.2%	20,941	269,436	269,436	8.0%	8.0%
502031 Medical Ins	185,674	212,744	14.6%	27,070	222,752	222,752	4.7%	4.7%
502041 Dental Ins	11,125	11,901	7.0%	776	12,077	12,077	1.5%	1.5%
502045 Vision Ins	2,612	2,532	-3.1%	(80)	2,608	2,608	3.0%	3.0%
502051 Life Ins/AD&D	1,168	1,144	-2.0%	(24)	1,179	1,179	3.0%	3.0%
502060 State Disability Ins (SDI)	7,624	7,460	-2.1%	(164)	7,876	7,876	5.6%	5.6%
502061 Long Term Disability Ins	4,627	4,815	4.1%	188	4,680	4,680	-2.8%	-2.8%
502071 State Unemployment Ins (SUI)	1,622	1,366	-15.8%	(256)	1,450	1,450	6.1%	6.1%
502081 Worker's Comp Ins	20,297	20,906	3.0%	609	21,533	21,533	3.0%	3.0%
502101 Holiday Pay	25,835	25,021	-3.1%	(814)	25,350	25,350	1.3%	1.3%
502103 Floating Holiday	14,288	14,158	-0.9%	(129)	14,158	14,158	0.0%	0.0%
502109 Sick Leave	38,753	37,532	-3.1%	(1,221)	38,026	38,026	1.3%	1.3%
502111 Annual Leave	88,326	85,559	-3.1%	(2,767)	86,681	86,681	1.3%	1.3%
502121 Other Paid Absence	6,055	5,864	-3.1%	(191)	5,942	5,942	1.3%	1.3%
502251 Phys. Exams	-	-	0.0%	-	-	-	0.0%	0.0%
502253 Driver Lic Renewal	-	-	0.0%	-	-	-	0.0%	0.0%
502999 Other Fringe Benefits	4,136	4,129	-0.2%	(7)	4,136	4,136	0.2%	0.2%
<b>Totals</b>	<b>653,072</b>	<b>696,632</b>	<b>6.7%</b>	<b>43,560</b>	<b>730,065</b>	<b>730,065</b>	<b>4.8%</b>	<b>4.8%</b>



# Attachment A

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY20 & FY21 PRELIMINARY OPERATING BUDGET

Finance - 1200

ACCOUNT	Jun-18	Mar-19	% CHANGE		\$ CHANGE		% CHANGE	
	BUDGET FY19	BUDGET FY20	BUDG FY19	BUDG FY20	BUDG FY19	BUDG FY20	BUDG FY19	BUDG FY20
<b>SERVICES</b>								
503011 Accting/Audit Fees	105,000	105,000	0.0%	-	106,500	-	1.4%	
503012 Admin/Bank Fees	380,000	417,244	9.8%	37,244	430,243		3.1%	
503031 Prof/Technical Fees	36,600	41,005	12.0%	4,405	11,268		-72.5%	
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>521,600</b>	<b>563,249</b>	<b>8.0%</b>	<b>41,649</b>	<b>548,011</b>		<b>-2.7%</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>-</b>		<b>0.0%</b>	

# Attachment A

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY20 & FY21 PRELIMINARY OPERATING BUDGET

Finance - 1200

ACCOUNT	Jun-18	Mar-19	% CHANGE	\$ CHANGE	% CHANGE	Mar-19	% CHANGE
	BUDGET FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDGET FY21	BUDG FY20 BUDG FY21
<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	1,050	1,175	11.9%	125	1,050	1,050	-10.6%
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>1,050</b>	<b>1,175</b>	<b>11.9%</b>	<b>125</b>	<b>1,050</b>	<b>1,050</b>	<b>-10.6%</b>
<b>UTILITIES</b>							
505011 Gas & Electric	-	-	0.0%	-	-	-	0.0%
505021 Water & Garbage	-	-	0.0%	-	-	-	0.0%
505031 Telecommunications	-	-	0.0%	-	-	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>CASUALTY &amp; LIABILITY</b>							
506011 Insurance - Property	60,808	64,329	5.8%	3,521	66,487	66,487	3.4%
506015 Insurance - PL/PD	402,021	514,994	28.1%	112,973	566,493	566,493	10.0%
506021 Insurance - Other	30,080	30,179	0.3%	99	31,084	31,084	3.0%
506123 Settlement Costs	-	-	0.0%	-	-	-	0.0%
506127 Repairs - District Prop	-	-	0.0%	-	-	-	0.0%
<b>Totals</b>	<b>492,909</b>	<b>609,502</b>	<b>23.7%</b>	<b>116,593</b>	<b>664,064</b>	<b>664,064</b>	<b>9.0%</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>

# Attachment A

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY20 & FY21 PRELIMINARY OPERATING BUDGET

Finance - 1200

ACCOUNT	Jun-18	Mar-19	% CHANGE		\$ CHANGE		% CHANGE	
	BUDGET FY19	BUDGET FY20	BUDG FY19	BUDG FY20	BUDG FY19	BUDG FY20	BUDG FY19	BUDG FY20
<b>MISC EXPENSE</b>								
509011 Dues/Subscriptions	850	620	-27.1%	(230)	627	1.1%		
509081 Advertising - District Promo	-	-	0.0%	-	-	0.0%		
509101 Employee Incentive Program	-	-	0.0%	-	-	0.0%		
509121 Employee Training	3,150	3,150	0.0%	-	1,800	-42.9%		
509122 BOD Travel	-	-	0.0%	-	-	0.0%		
509123 Travel	12,000	12,000	0.0%	-	12,000	0.0%		
509125 Local Meeting Expense	-	-	0.0%	-	-	0.0%		
509127 Board Director Fees	-	-	0.0%	-	-	0.0%		
509150 Contributions	-	-	0.0%	-	-	0.0%		
509198 Cash Over/Short	-	-	0.0%	-	-	0.0%		
509999 Other Misc Expense	-	-	0.0%	-	-	0.0%		
<b>Totals</b>	<b>16,000</b>	<b>15,770</b>	<b>-1.4%</b>	<b>(230)</b>	<b>14,427</b>	<b>-8.5%</b>		
<b>INTEREST EXPENSE</b>								
511102 Interest Expense	39,617	32,097	-19.0%	(7,520)	24,346	-24.1%		
<b>Totals</b>	<b>39,617</b>	<b>32,097</b>	<b>-19.0%</b>	<b>(7,520)</b>	<b>24,346</b>	<b>-24.1%</b>		
<b>LEASES &amp; RENTALS</b>								
512011 Facility Lease	-	-	0.0%	-	-	0.0%		
512061 Equipment Rental	-	-	0.0%	-	-	0.0%		
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>		
<b>PERSONNEL TOTAL</b>	<b>1,334,848</b>	<b>1,357,854</b>	<b>1.7%</b>	<b>23,007</b>	<b>1,400,000</b>	<b>3.1%</b>		
<b>NON-PERSONNEL TOTAL</b>	<b>1,071,176</b>	<b>1,221,793</b>	<b>14.1%</b>	<b>150,617</b>	<b>1,251,898</b>	<b>2.5%</b>		
<b>DEPARTMENT TOTALS</b>	<b>2,406,024</b>	<b>2,579,647</b>	<b>7.2%</b>	<b>173,624</b>	<b>2,651,898</b>	<b>2.8%</b>		

# Attachment A

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY20 & FY21 PRELIMINARY OPERATING BUDGET

Marketing, Communications, & Customer Service - 1300

ACCOUNT	Jun-18	Mar-19	% CHANGE		\$ CHANGE		% CHANGE	
	BUDGET FY19	BUDGET FY20	BUDG FY19	BUDG FY20	BUDG FY19	BUDG FY20	BUDG FY19	BUDG FY20
<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	630,982	773,853	22.6%	142,871	794,272	794,272	2.6%	2.6%
501023 Other OT	21,000	18,000	-14.3%	(3,000)	18,475	18,475	2.6%	2.6%
<b>Totals</b>	<b>651,982</b>	<b>791,853</b>	<b>21.5%</b>	<b>139,871</b>	<b>812,747</b>	<b>812,747</b>	<b>2.6%</b>	<b>2.6%</b>
<b>FRINGE BENEFITS</b>								
502011 Medicare/Soc. Sec.	11,532	13,983	21.3%	2,451	14,346	14,346	2.6%	2.6%
502021 Retirement	207,541	285,794	37.7%	78,253	312,631	312,631	9.4%	9.4%
502031 Medical Ins	294,340	383,395	30.3%	89,054	399,565	399,565	4.2%	4.2%
502041 Dental Ins	19,277	22,012	14.2%	2,734	22,337	22,337	1.5%	1.5%
502045 Vision Ins	4,456	5,381	20.8%	925	5,543	5,543	3.0%	3.0%
502051 Life Ins/AD&D	1,650	1,992	20.8%	342	2,052	2,052	3.0%	3.0%
502060 State Disability Ins (SDI)	8,192	9,933	21.3%	1,741	10,496	10,496	5.7%	5.7%
502061 Long Term Disability Ins	4,751	7,456	56.9%	2,705	7,430	7,430	-0.3%	-0.3%
502071 State Unemployment Ins (SUI)	2,884	2,904	0.7%	20	3,081	3,081	6.1%	6.1%
502081 Worker's Comp Ins	37,694	38,825	3.0%	1,131	39,990	39,990	3.0%	3.0%
502101 Holiday Pay	23,441	28,686	22.4%	5,245	29,442	29,442	2.6%	2.6%
502103 Floating Holiday	2,283	4,794	110.0%	2,512	5,034	5,034	5.0%	5.0%
502109 Sick Leave	35,162	43,029	22.4%	7,867	44,163	44,163	2.6%	2.6%
502111 Annual Leave	76,960	89,252	16.0%	12,292	91,090	91,090	2.1%	2.1%
502121 Other Paid Absence	5,494	6,723	22.4%	1,229	6,900	6,900	2.6%	2.6%
502251 Phys. Exams	-	-	0.0%	-	-	-	0.0%	0.0%
502253 Driver Lic Renewal	-	-	0.0%	-	-	-	0.0%	0.0%
502999 Other Fringe Benefits	2,578	2,437	-5.5%	(141)	2,452	2,452	0.6%	0.6%
<b>Totals</b>	<b>738,235</b>	<b>946,595</b>	<b>28.2%</b>	<b>208,360</b>	<b>996,552</b>	<b>996,552</b>	<b>5.3%</b>	<b>5.3%</b>

# Attachment A

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY20 & FY21 PRELIMINARY OPERATING BUDGET Marketing, Communications, & Customer Service - 1300

ACCOUNT	Jun-18	Mar-19	% CHANGE		\$ CHANGE		% CHANGE	
	BUDGET FY19	BUDGET FY20	BUDG FY19	BUDG FY20	BUDG FY19	BUDG FY20	BUDG FY19	BUDG FY20
<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	9,980	110,864	1010.9%	100,884	86,264	-22.2%		
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	960	1,300	35.4%	340	1,300	0.0%		
503171 Security Services	-	-	0.0%	-	-	-	0.0%	0.0%
503221 Classified/Legal Ads	-	-	0.0%	-	-	-	0.0%	0.0%
503222 Legal Ads	-	-	0.0%	-	-	-	0.0%	0.0%
503225 Graphic Services	-	-	0.0%	-	-	-	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	0.0%		
503353 Repair - Rev Vehicle	-	-	0.0%	-	-	-	0.0%	0.0%
503354 Repair - Non Rev Vehicle	-	-	0.0%	-	-	-	0.0%	0.0%
503363 Haz Mat Disposal	-	-	0.0%	-	-	-	0.0%	0.0%
<b>Totals</b>	<b>12,940</b>	<b>114,164</b>	<b>782.3%</b>	<b>101,224</b>	<b>89,564</b>	<b>-21.5%</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	500	500	0.0%	-	720	44.0%		
<b>Totals</b>	<b>500</b>	<b>500</b>	<b>0.0%</b>	<b>-</b>	<b>720</b>	<b>44.0%</b>		

# Attachment A

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY20 & FY21 PRELIMINARY OPERATING BUDGET Marketing, Communications, & Customer Service - 1300

ACCOUNT	Jun-18		Mar-19		% CHANGE		\$ CHANGE		% CHANGE	
	BUDGET FY19	BUDGET FY20	BUDGET FY20	BUDGET FY21	BUDG FY19	BUDG FY20	BUDG FY19	BUDG FY20	BUDG FY20	BUDG FY21
<b>OTHER MATERIALS &amp; SUPPLIES</b>										
504205 Freight Out	-	-	-	-	0.0%	-	-	-	0.0%	-
504211 Postage & Mailing	3,000	3,500	3,500	3,500	16.7%	500	3,500	0.0%	3,500	
504214 Promotional Items	21,350	20,700	20,700	21,350	-3.0%	(650)	21,350	3.1%	21,350	
504215 Printing	800	800	800	800	0.0%	-	800	0.0%	800	
504217 Photo Supp/Process	3,400	2,000	2,000	2,000	-41.2%	(1,400)	2,000	0.0%	2,000	
504311 Office Supplies	6,500	4,500	4,500	4,500	-30.8%	(2,000)	4,500	0.0%	4,500	
504315 Safety Supplies	-	-	-	-	0.0%	-	-	0.0%	-	
504317 Cleaning Supplies	-	-	-	-	0.0%	-	-	0.0%	-	
504409 Repair/Maint Supplies	-	-	-	-	0.0%	-	-	0.0%	-	
504417 Tenant Repairs	-	-	-	-	0.0%	-	-	0.0%	-	
504421 Non-Inventory Parts	-	-	-	-	0.0%	-	-	0.0%	-	
504511 Small Tools	-	-	-	-	0.0%	-	-	0.0%	-	
504515 Employee Tool Replacement	-	-	-	-	0.0%	-	-	0.0%	-	
<b>Totals</b>	<b>35,050</b>	<b>31,500</b>	<b>31,500</b>	<b>32,150</b>	<b>-10.1%</b>	<b>(3,550)</b>	<b>32,150</b>	<b>2.1%</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>-</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%	-	
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>-</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%	-	
507201 Licenses & Permits	5,600	10,000	10,000	10,000	78.6%	4,400	10,000	0.0%	10,000	
507999 Other Taxes	-	-	-	-	0.0%	-	-	0.0%	-	
<b>Totals</b>	<b>5,600</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>78.6%</b>	<b>4,400</b>	<b>10,000</b>	<b>0.0%</b>	<b>CustService - 1300</b>	

# Attachment A

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY20 & FY21 PRELIMINARY OPERATING BUDGET Marketing, Communications, & Customer Service - 1300

ACCOUNT	Jun-18		Mar-19		% CHANGE		\$ CHANGE		% CHANGE	
	BUDGET FY19	BUDGET FY20	BUDGET FY20	BUDGET FY21	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDG FY20 BUDG FY21	BUDG FY20 BUDG FY21
<b>MISC EXPENSE</b>										
509011 Dues/Subscriptions	200	200		200	0.0%	-	200	0.0%		0.0%
509081 Advertising - District Promo	5,000	5,000		5,000	0.0%	-	5,000	0.0%		0.0%
509101 Employee Incentive Program	-	200		200	100.0%	200	200	0.0%		0.0%
509121 Employee Training	5,500	5,500		5,500	0.0%	-	5,500	0.0%		0.0%
509122 BOD Travel	-	-		-	0.0%	-	-	0.0%		0.0%
509123 Travel	3,000	6,000		6,000	100.0%	3,000	6,000	0.0%		0.0%
509125 Local Meeting Expense	-	200		200	100.0%	200	200	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>13,700</b>	<b>17,100</b>		<b>17,100</b>	<b>24.8%</b>	<b>3,400</b>	<b>17,100</b>	<b>0.0%</b>		<b>0.0%</b>
<b>INTEREST EXPENSE</b>										
511102 Interest Expense	-	-		-	0.0%	-	-	0.0%		0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>		<b>-</b>	<b>0.0%</b>	<b>-</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%
512061 Equipment Rental	4,300	4,000		4,000	-7.0%	(300)	4,000	0.0%		0.0%
<b>Totals</b>	<b>4,300</b>	<b>4,000</b>		<b>4,000</b>	<b>-7.0%</b>	<b>(300)</b>	<b>4,000</b>	<b>0.0%</b>		<b>0.0%</b>
<b>PERSONNEL TOTAL</b>	<b>1,390,217</b>	<b>1,738,448</b>		<b>1,809,300</b>	<b>25.0%</b>	<b>348,231</b>	<b>1,809,300</b>	<b>4.1%</b>		<b>4.1%</b>
<b>NON-PERSONNEL TOTAL</b>	<b>72,090</b>	<b>177,264</b>		<b>153,534</b>	<b>145.9%</b>	<b>105,174</b>	<b>153,534</b>	<b>-13.4%</b>		<b>-13.4%</b>
<b>DEPARTMENT TOTALS</b>	<b>1,462,307</b>	<b>1,915,712</b>		<b>1,962,834</b>	<b>31.0%</b>	<b>453,405</b>	<b>1,962,834</b>	<b>2.5%</b>		<b>2.5%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY20 & FY21 PRELIMINARY OPERATING BUDGET**

Human Resources - 1400

ACCOUNT	Jun-18	Mar-19	% CHANGE	\$ CHANGE	% CHANGE	Mar-19	% CHANGE
	BUDGET FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDGET FY21	BUDG FY20 BUDG FY21
<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	465,970	469,780	0.8%	3,810	0.8%	476,749	1.5%
501023 Other OT	7,200	4,678	-35.0%	(2,522)	-35.0%	4,747	1.5%
<b>Totals</b>	<b>473,170</b>	<b>474,458</b>	<b>0.3%</b>	<b>1,288</b>	<b>0.3%</b>	<b>481,496</b>	<b>1.5%</b>
<b>FRINGE BENEFITS</b>							
502011 Medicare/Soc. Sec.	8,344	8,366	0.3%	22	0.3%	8,490	1.5%
502021 Retirement	152,304	172,826	13.5%	20,522	13.5%	187,010	8.2%
502031 Medical Ins	81,111	109,087	34.5%	27,976	34.5%	113,732	4.3%
502041 Dental Ins	5,189	7,012	35.1%	1,823	35.1%	7,116	1.5%
502045 Vision Ins	1,844	1,899	3.0%	55	3.0%	1,956	3.0%
502051 Life Ins/AD&D	883	806	-8.7%	(77)	-8.7%	831	3.0%
502060 State Disability Ins (SDI)	5,341	5,424	1.6%	83	1.6%	5,717	5.4%
502061 Long Term Disability Ins	3,611	3,773	4.5%	162	4.5%	3,713	-1.6%
502071 State Unemployment Ins (SUI)	1,082	1,025	-5.2%	(57)	-5.2%	1,087	6.1%
502081 Worker's Comp Ins	14,498	14,933	3.0%	435	3.0%	15,381	3.0%
502101 Holiday Pay	17,423	17,548	0.7%	124	0.7%	17,809	1.5%
502103 Floating Holiday	11,677	12,146	4.0%	469	4.0%	12,392	2.0%
502109 Sick Leave	26,135	26,321	0.7%	186	0.7%	26,714	1.5%
502111 Annual Leave	42,947	42,363	-1.4%	(584)	-1.4%	42,940	1.4%
502121 Other Paid Absence	4,084	4,113	0.7%	29	0.7%	4,174	1.5%
502251 Phys. Exams	-	-	0.0%	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	0.0%	-	0.0%	-	0.0%
502999 Other Fringe Benefits	4,067	4,072	0.1%	5	0.1%	4,077	0.1%
<b>Totals</b>	<b>380,538</b>	<b>431,713</b>	<b>13.4%</b>	<b>51,174</b>	<b>13.4%</b>	<b>453,139</b>	<b>5.0%</b>



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY20 & FY21 PRELIMINARY OPERATING BUDGET**

Human Resources - 1400

ACCOUNT	Jun-18	Mar-19	% CHANGE	\$ CHANGE	% CHANGE	Mar-19	% CHANGE
	BUDGET FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDGET FY21	BUDG FY20 BUDG FY21
<b>SERVICES</b>							
503011 Acting/Audit Fees	-	-	0.0%	-	0.0%	-	0.0%
503012 Admin/Bank Fees	-	-	0.0%	-	0.0%	-	0.0%
503031 Prof/Technical Fees	131,988	81,595	-38.2%	(50,393)	81,595	81,595	0.0%
503032 Legislative Services	-	-	0.0%	-	-	-	0.0%
503033 Legal Services	-	-	0.0%	-	-	-	0.0%
503034 Pre-Employment Exams	5,525	7,450	34.8%	1,925	7,450	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	9,500	14,700	54.7%	5,200	14,700	14,700	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>147,013</b>	<b>103,745</b>	<b>-29.4%</b>	<b>(43,268)</b>	<b>103,745</b>	<b>103,745</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>

# Attachment A

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY20 & FY21 PRELIMINARY OPERATING BUDGET

Human Resources - 1400

ACCOUNT	Jun-18	Mar-19	% CHANGE	\$ CHANGE	% CHANGE	Mar-19	% CHANGE
	BUDGET FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDGET FY21	BUDG FY20 BUDG FY21
<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	2,000	2,000	0.0%	-	0.0%	2,000	0.0%
504217 Photo Supp/Process	-	-	0.0%	-	0.0%	-	0.0%
504311 Office Supplies	-	-	0.0%	-	0.0%	-	0.0%
504315 Safety Supplies	-	-	0.0%	-	0.0%	-	0.0%
504317 Cleaning Supplies	-	-	0.0%	-	0.0%	-	0.0%
504409 Repair/Maint Supplies	-	-	0.0%	-	0.0%	-	0.0%
504417 Tenant Repairs	-	-	0.0%	-	0.0%	-	0.0%
504421 Non-Inventory Parts	-	-	0.0%	-	0.0%	-	0.0%
504511 Small Tools	-	-	0.0%	-	0.0%	-	0.0%
504515 Employee Tool Replacement	-	-	0.0%	-	0.0%	-	0.0%
<b>Totals</b>	<b>2,000</b>	<b>2,000</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>	<b>2,000</b>	<b>0.0%</b>
<b>UTILITIES</b>							
505011 Gas & Electric	-	-	0.0%	-	0.0%	-	0.0%
505021 Water & Garbage	-	-	0.0%	-	0.0%	-	0.0%
505031 Telecommunications	-	-	0.0%	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>CASUALTY &amp; LIABILITY</b>							
506011 Insurance - Property	-	-	0.0%	-	0.0%	-	0.0%
506015 Insurance - PL/PD	-	-	0.0%	-	0.0%	-	0.0%
506021 Insurance - Other	-	-	0.0%	-	0.0%	-	0.0%
506123 Settlement Costs	-	-	0.0%	-	0.0%	-	0.0%
506127 Repairs - District Prop	-	-	0.0%	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>TAXES</b>							
507051 Fuel Tax	-	-	0.0%	-	0.0%	-	0.0%
507201 Licenses & Permits	-	-	0.0%	-	0.0%	-	0.0%
507999 Other Taxes	-	-	0.0%	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY20 & FY21 PRELIMINARY OPERATING BUDGET**

Human Resources - 1400

ACCOUNT	Jun-18	Mar-19	% CHANGE		\$ CHANGE		Mar-19	% CHANGE	
	BUDGET FY19	BUDGET FY20	BUDG FY19	BUDG FY20	BUDG FY19	BUDG FY20	BUDGET FY21	BUDG FY20	BUDG FY21
<b>MISC EXPENSE</b>									
509011 Dues/Subscriptions	2,350	2,586	10.0%		236		3,435		32.8%
509081 Advertising - District Promo	-	-	0.0%		-		-		0.0%
509101 Employee Incentive Program	-	-	0.0%		-		-		0.0%
509121 Employee Training	25,000	27,000	8.0%		2,000		28,040		3.9%
509122 BOD Travel	-	-	0.0%		-		-		0.0%
509123 Travel	2,500	4,000	60.0%		1,500		4,000		0.0%
509125 Local Meeting Expense	500	800	60.0%		300		800		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>30,350</b>	<b>34,386</b>	<b>13.3%</b>		<b>4,036</b>		<b>36,275</b>		<b>5.5%</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>-</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>-</b>		<b>0.0%</b>
<b>PERSONNEL TOTAL</b>	<b>853,708</b>	<b>906,171</b>	<b>6.1%</b>		<b>52,463</b>		<b>934,635</b>		<b>3.1%</b>
<b>NON-PERSONNEL TOTAL</b>	<b>179,363</b>	<b>140,131</b>	<b>-21.9%</b>		<b>(39,232)</b>		<b>142,020</b>		<b>1.3%</b>
<b>DEPARTMENT TOTALS</b>	<b>1,033,070</b>	<b>1,046,301</b>	<b>1.3%</b>		<b>13,230</b>		<b>1,076,654</b>		<b>2.9%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY20 & FY21 PRELIMINARY OPERATING BUDGET**  
 Information Technology - 1500

ACCOUNT	Jun-18	Mar-19	% CHANGE		\$ CHANGE		% CHANGE	
	BUDGET FY19	BUDGET FY20	BUDG FY19	BUDG FY20	BUDG FY19	BUDG FY20	BUDG FY19	BUDG FY20
<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	466,931	485,408	4.0%	18,477	488,727	18,477	4.0%	4.5%
501023 Other OT	1,600	2,427	51.7%	827	2,444	827	51.7%	0.7%
<b>Totals</b>	<b>468,531</b>	<b>487,835</b>	<b>4.1%</b>	<b>19,304</b>	<b>491,171</b>	<b>19,304</b>	<b>4.1%</b>	<b>0.7%</b>
<b>FRINGE BENEFITS</b>								
502011 Medicare/Soc. Sec.	8,499	8,830	3.9%	331	8,888	331	3.9%	0.7%
502021 Retirement	156,675	183,178	16.9%	26,503	196,595	26,503	16.9%	7.3%
502031 Medical Ins	104,656	112,246	7.3%	7,590	117,290	7,590	7.3%	4.5%
502041 Dental Ins	5,518	5,414	-1.9%	(104)	5,494	(104)	-1.9%	1.5%
502045 Vision Ins	1,537	1,583	3.0%	46	1,630	46	3.0%	3.0%
502051 Life Ins/AD&D	870	1,117	28.4%	247	1,150	247	28.4%	3.0%
502060 State Disability Ins (SDI)	4,951	5,292	6.9%	341	5,571	341	6.9%	5.3%
502061 Long Term Disability Ins	3,560	3,843	7.9%	283	3,731	283	7.9%	-2.9%
502071 State Unemployment Ins (SUI)	901	854	-5.2%	(47)	906	(47)	-5.2%	6.1%
502081 Worker's Comp Ins	14,498	14,933	3.0%	435	15,381	435	3.0%	3.0%
502101 Holiday Pay	17,986	18,663	3.8%	677	18,786	677	3.8%	0.7%
502103 Floating Holiday	18,525	19,297	4.2%	772	19,297	772	4.2%	0.0%
502109 Sick Leave	26,979	27,995	3.8%	1,016	28,179	1,016	3.8%	0.7%
502111 Annual Leave	49,907	50,813	1.8%	906	51,151	906	1.8%	0.7%
502121 Other Paid Absence	4,215	4,374	3.8%	159	4,403	159	3.8%	0.7%
502251 Phys. Exams	-	-	0.0%	-	-	-	0.0%	0.0%
502253 Driver Lic Renewal	-	-	0.0%	-	-	-	0.0%	0.0%
502999 Other Fringe Benefits	5,989	5,993	0.1%	4	5,998	4	0.1%	0.1%
<b>Totals</b>	<b>425,266</b>	<b>464,424</b>	<b>9.2%</b>	<b>39,158</b>	<b>484,450</b>	<b>39,158</b>	<b>9.2%</b>	<b>4.3%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY20 & FY21 PRELIMINARY OPERATING BUDGET**  
 Information Technology - 1500

ACCOUNT	Jun-18	Mar-19	% CHANGE	\$ CHANGE	% CHANGE	Mar-19	% CHANGE
	BUDGET FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDGET FY21	BUDG FY20 BUDG FY21
<b>SERVICES</b>							
503011 Acting/Audit Fees	-	-	0.0%	-	0.0%	-	0.0%
503012 Admin/Bank Fees	-	-	0.0%	-	0.0%	-	0.0%
503031 Prof/Technical Fees	16,400	6,400	-61.0%	(10,000)	6,400	6,400	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	310,800	346,300	11.4%	35,500	339,210	339,210	-2.0%
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>327,200</b>	<b>352,700</b>	<b>7.8%</b>	<b>25,500</b>	<b>345,610</b>	<b>345,610</b>	<b>-2.0%</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>

# Attachment A

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY20 & FY21 PRELIMINARY OPERATING BUDGET

Information Technology - 1500

ACCOUNT	Jun-18	Mar-19	% CHANGE		\$ CHANGE		% CHANGE	
	BUDGET FY19	BUDGET FY20	BUDG FY19	BUDG FY20	BUDG FY19	BUDG FY20	BUDG FY19	BUDG FY20
<b>OTHER MATERIALS &amp; SUPPLIES</b>								
504205 Freight Out	-	-	0.0%	-	-	-	0.0%	0.0%
504211 Postage & Mailing	-	-	0.0%	-	-	-	0.0%	0.0%
504214 Promotional Items	-	-	0.0%	-	-	-	0.0%	0.0%
504215 Printing	-	-	0.0%	-	-	-	0.0%	0.0%
504217 Photo Supp/Process	-	-	0.0%	-	-	-	0.0%	0.0%
504311 Office Supplies	30,800	30,800	0.0%	-	-	30,800	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>30,800</b>	<b>30,800</b>	<b>0.0%</b>	<b>-</b>	<b>-</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%
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>-</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>-</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>-</b>	<b>0.0%</b>	<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY20 & FY21 PRELIMINARY OPERATING BUDGET**  
Information Technology - 1500

ACCOUNT	Jun-18	Mar-19	% CHANGE	\$ CHANGE	% CHANGE	Mar-19	% CHANGE
	BUDGET FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDGET FY21	BUDG FY20 BUDG FY21
<b>MISC EXPENSE</b>							
509011 Dues/Subscriptions	-	-	0.0%	-	0.0%	-	0.0%
509081 Advertising - District Promo	-	-	0.0%	-	0.0%	-	0.0%
509101 Employee Incentive Program	-	-	0.0%	-	0.0%	-	0.0%
509121 Employee Training	1,100	1,100	0.0%	-	0.0%	1,100	0.0%
509122 BOD Travel	-	-	0.0%	-	0.0%	-	0.0%
509123 Travel	2,000	2,000	0.0%	-	0.0%	2,000	0.0%
509125 Local Meeting Expense	-	-	0.0%	-	0.0%	-	0.0%
509127 Board Director Fees	-	-	0.0%	-	0.0%	-	0.0%
509150 Contributions	-	-	0.0%	-	0.0%	-	0.0%
509198 Cash Over/Short	-	-	0.0%	-	0.0%	-	0.0%
509999 Other Misc Expense	-	-	0.0%	-	0.0%	-	0.0%
<b>Totals</b>	<b>3,100</b>	<b>3,100</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>	<b>3,100</b>	<b>0.0%</b>
<b>INTEREST EXPENSE</b>							
511102 Interest Expense	-	-	0.0%	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>LEASES &amp; RENTALS</b>							
512011 Facility Lease	-	-	0.0%	-	0.0%	-	0.0%
512061 Equipment Rental	-	-	0.0%	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>PERSONNEL TOTAL</b>	<b>893,797</b>	<b>952,259</b>	<b>6.5%</b>	<b>58,462</b>	<b>6.5%</b>	<b>975,621</b>	<b>2.5%</b>
<b>NON-PERSONNEL TOTAL</b>	<b>361,100</b>	<b>386,600</b>	<b>7.1%</b>	<b>25,500</b>	<b>7.1%</b>	<b>379,510</b>	<b>-1.8%</b>
<b>DEPARTMENT TOTALS</b>	<b>1,254,897</b>	<b>1,338,859</b>	<b>6.7%</b>	<b>83,962</b>	<b>6.7%</b>	<b>1,355,131</b>	<b>1.2%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY20 & FY21 PRELIMINARY OPERATING BUDGET**

Planning, Grants, Governmental Affairs - 1600

ACCOUNT	Jun-18	Mar-19	% CHANGE	\$ CHANGE	Mar-19	% CHANGE
	BUDGET FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDGET FY21	BUDG FY20 BUDG FY21
<b>LABOR</b>						
501011 Bus Operator Pay	-	-	0.0%	-	-	0.0%
501013 Bus Operator OT	-	-	0.0%	-	-	0.0%
501021 Other Salaries	420,333	424,331	1.0%	3,997	421,649	-0.6%
501023 Other OT	10,375	4,243	-59.1%	(6,132)	4,216	-0.6%
<b>Totals</b>	<b>430,708</b>	<b>428,574</b>	<b>-0.5%</b>	<b>(2,134)</b>	<b>425,866</b>	<b>-0.6%</b>
<b>FRINGE BENEFITS</b>						
502011 Medicare/Soc. Sec.	7,580	7,581	0.0%	1	7,537	-0.6%
502021 Retirement	137,331	156,613	14.0%	19,281	166,015	6.0%
502031 Medical Ins	104,970	103,917	-1.0%	(1,053)	108,629	4.5%
502041 Dental Ins	6,303	6,440	2.2%	137	6,275	-2.6%
502045 Vision Ins	1,537	1,912	24.4%	375	1,884	-1.4%
502051 Life Ins/AD&D	669	806	20.5%	137	801	-0.7%
502060 State Disability Ins (SDI)	4,772	5,029	5.4%	256	5,081	1.1%
502061 Long Term Disability Ins	2,808	3,291	17.2%	483	3,113	-5.4%
502071 State Unemployment Ins (SUI)	901	854	-5.2%	(47)	1,087	27.3%
502081 Worker's Comp Ins	14,498	14,933	3.0%	435	15,381	3.0%
502101 Holiday Pay	15,414	15,956	3.5%	543	15,864	-0.6%
502103 Floating Holiday	7,372	6,568	-10.9%	(803)	6,568	0.0%
502109 Sick Leave	23,121	23,935	3.5%	814	23,796	-0.6%
502111 Annual Leave	42,521	44,056	3.6%	1,535	43,979	-0.2%
502121 Other Paid Absence	3,613	3,740	3.5%	127	3,718	-0.6%
502251 Phys. Exams	-	-	0.0%	-	-	0.0%
502253 Driver Lic Renewal	-	-	0.0%	-	-	0.0%
502999 Other Fringe Benefits	2,089	3,322	59.0%	1,233	3,027	-8.9%
<b>Totals</b>	<b>375,498</b>	<b>398,952</b>	<b>6.2%</b>	<b>23,454</b>	<b>412,756</b>	<b>3.5%</b>



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY20 & FY21 PRELIMINARY OPERATING BUDGET**

Planning, Grants, Governmental Affairs - 1600

ACCOUNT	Jun-18	Mar-19	% CHANGE	\$ CHANGE	Mar-19	% CHANGE
	BUDGET FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDGET FY21	BUDG FY20 BUDG FY21
<b>SERVICES</b>						
503011 Acting/Audit Fees	-	-	0.0%	-	-	0.0%
503012 Admin/Bank Fees	-	-	0.0%	-	-	0.0%
503031 Prof/Technical Fees	390,000	495,000	26.9%	105,000	180,000	-63.6%
503032 Legislative Services	-	-	0.0%	-	-	0.0%
503033 Legal Services	-	-	0.0%	-	-	0.0%
503034 Pre-Employment Exams	-	-	0.0%	-	-	0.0%
503041 Temp Help	-	-	0.0%	-	-	0.0%
503161 Custodial Services	-	-	0.0%	-	-	0.0%
503162 Uniforms/Laundry	-	-	0.0%	-	-	0.0%
503171 Security Services	-	-	0.0%	-	-	0.0%
503221 Classified/Legal Ads	-	-	0.0%	-	-	0.0%
503222 Legal Ads	-	-	0.0%	-	-	0.0%
503225 Graphic Services	-	-	0.0%	-	-	0.0%
503351 Repair - Bldg & Impr	-	-	0.0%	-	-	0.0%
503352 Repair - Equipment	-	-	0.0%	-	-	0.0%
503353 Repair - Rev Vehicle	-	-	0.0%	-	-	0.0%
503354 Repair - Non Rev Vehicle	-	-	0.0%	-	-	0.0%
503363 Haz Mat Disposal	-	-	0.0%	-	-	0.0%
<b>Totals</b>	<b>390,000</b>	<b>495,000</b>	<b>26.9%</b>	<b>105,000</b>	<b>180,000</b>	<b>-63.6%</b>
<b>MOBILE MATERIALS &amp; SUPPLIES</b>						
504011 Fuels & Lubricants - Non Rev Veh	-	-	0.0%	-	-	0.0%
504012 Fuels & Lubricants - Rev Veh	-	-	0.0%	-	-	0.0%
504021 Tires & Tubes	-	-	0.0%	-	-	0.0%
504161 Other Mobile Supplies	-	-	0.0%	-	-	0.0%
504191 Rev Vehicle Parts	-	-	0.0%	-	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>

# Attachment A

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY20 & FY21 PRELIMINARY OPERATING BUDGET

Planning, Grants, Governmental Affairs - 1600

ACCOUNT	Jun-18	Mar-19	% CHANGE	\$ CHANGE	% CHANGE	Mar-19	% CHANGE
	BUDGET FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDGET FY21	BUDG FY20 BUDG FY21
<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	35,000	0.0%	-	0.0%	35,000	0.0%
504217 Photo Supp/Process	-	-	0.0%	-	0.0%	-	0.0%
504311 Office Supplies	-	-	0.0%	-	0.0%	-	0.0%
504315 Safety Supplies	-	-	0.0%	-	0.0%	-	0.0%
504317 Cleaning Supplies	-	-	0.0%	-	0.0%	-	0.0%
504409 Repair/Maint Supplies	-	-	0.0%	-	0.0%	-	0.0%
504417 Tenant Repairs	-	-	0.0%	-	0.0%	-	0.0%
504421 Non-Inventory Parts	-	-	0.0%	-	0.0%	-	0.0%
504511 Small Tools	-	-	0.0%	-	0.0%	-	0.0%
504515 Employee Tool Replacement	-	-	0.0%	-	0.0%	-	0.0%
<b>Totals</b>	<b>35,000</b>	<b>35,000</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>	<b>35,000</b>	<b>0.0%</b>
<b>UTILITIES</b>							
505011 Gas & Electric	-	-	0.0%	-	0.0%	-	0.0%
505021 Water & Garbage	-	-	0.0%	-	0.0%	-	0.0%
505031 Telecommunications	-	-	0.0%	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>CASUALTY &amp; LIABILITY</b>							
506011 Insurance - Property	-	-	0.0%	-	0.0%	-	0.0%
506015 Insurance - PL/PD	-	-	0.0%	-	0.0%	-	0.0%
506021 Insurance - Other	-	-	0.0%	-	0.0%	-	0.0%
506123 Settlement Costs	-	-	0.0%	-	0.0%	-	0.0%
506127 Repairs - District Prop	-	-	0.0%	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>TAXES</b>							
507051 Fuel Tax	-	-	0.0%	-	0.0%	-	0.0%
507201 Licenses & Permits	-	-	0.0%	-	0.0%	-	0.0%
507999 Other Taxes	-	-	0.0%	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>

# Attachment A

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY20 & FY21 PRELIMINARY OPERATING BUDGET

Planning, Grants, Governmental Affairs - 1600

ACCOUNT	Jun-18 BUDGET FY19	Mar-19 BUDGET FY20	% CHANGE BUDG FY19 BUDG FY20	\$ CHANGE BUDG FY19 BUDG FY20	Mar-19 BUDGET FY21	% CHANGE BUDG FY20 BUDG FY21
<b>MISC EXPENSE</b>						
509011 Dues/Subscriptions	-	-	0.0%	-	-	0.0%
509081 Advertising - District Promo	-	-	0.0%	-	-	0.0%
509101 Employee Incentive Program	-	-	0.0%	-	-	0.0%
509121 Employee Training	4,500	4,500	0.0%	-	4,500	0.0%
509122 BOD Travel	-	-	0.0%	-	-	0.0%
509123 Travel	6,500	6,500	0.0%	-	6,500	0.0%
509125 Local Meeting Expense	-	-	0.0%	-	-	0.0%
509127 Board Director Fees	-	-	0.0%	-	-	0.0%
509150 Contributions	-	-	0.0%	-	-	0.0%
509198 Cash Over/Short	-	-	0.0%	-	-	0.0%
509999 Other Misc Expense	-	-	0.0%	-	-	0.0%
<b>Totals</b>	<b>11,000</b>	<b>11,000</b>	<b>0.0%</b>	<b>-</b>	<b>11,000</b>	<b>0.0%</b>
<b>INTEREST EXPENSE</b>						
511102 Interest Expense	-	-	0.0%	-	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</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>-</b>	<b>0.0%</b>
<b>PERSONNEL TOTAL</b>	<b>806,207</b>	<b>827,526</b>	<b>2.6%</b>	<b>21,320</b>	<b>838,622</b>	<b>1.3%</b>
<b>NON-PERSONNEL TOTAL</b>	<b>436,000</b>	<b>541,000</b>	<b>24.1%</b>	<b>105,000</b>	<b>226,000</b>	<b>-58.2%</b>
<b>DEPARTMENT TOTALS</b>	<b>1,242,207</b>	<b>1,368,526</b>	<b>10.2%</b>	<b>126,320</b>	<b>1,064,622</b>	<b>-22.2%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY20 & FY21 PRELIMINARY OPERATING BUDGET**

District General Counsel - 1700

ACCOUNT	Jun-18	Mar-19	% CHANGE	\$ CHANGE	% CHANGE	Mar-19	% CHANGE
	BUDGET FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDGET FY21	BUDG FY20 BUDG FY21
<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	-	-	0.0%	-	0.0%	-	0.0%
501023 Other OT	-	-	0.0%	-	0.0%	-	0.0%
<b>Totals</b>	-	-	0.0%	-	0.0%	-	0.0%
<b>FRINGE BENEFITS</b>							
502011 Medicare/Soc. Sec.	-	-	0.0%	-	0.0%	-	0.0%
502021 Retirement	-	-	0.0%	-	0.0%	-	0.0%
502031 Medical Ins	-	-	0.0%	-	0.0%	-	0.0%
502041 Dental Ins	-	-	0.0%	-	0.0%	-	0.0%
502045 Vision Ins	-	-	0.0%	-	0.0%	-	0.0%
502051 Life Ins/AD&D	-	-	0.0%	-	0.0%	-	0.0%
502060 State Disability Ins (SDI)	-	-	0.0%	-	0.0%	-	0.0%
502061 Long Term Disability Ins	-	-	0.0%	-	0.0%	-	0.0%
502071 State Unemployment Ins (SUI)	-	-	0.0%	-	0.0%	-	0.0%
502081 Worker's Comp Ins	-	-	0.0%	-	0.0%	-	0.0%
502101 Holiday Pay	-	-	0.0%	-	0.0%	-	0.0%
502103 Floating Holiday	-	-	0.0%	-	0.0%	-	0.0%
502109 Sick Leave	-	-	0.0%	-	0.0%	-	0.0%
502111 Annual Leave	-	-	0.0%	-	0.0%	-	0.0%
502121 Other Paid Absence	-	-	0.0%	-	0.0%	-	0.0%
502251 Phys. Exams	-	-	0.0%	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	0.0%	-	0.0%	-	0.0%
502999 Other Fringe Benefits	-	-	0.0%	-	0.0%	-	0.0%
<b>Totals</b>	-	-	0.0%	-	0.0%	-	0.0%

# Attachment A

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY20 & FY21 PRELIMINARY OPERATING BUDGET

District General Counsel - 1700

ACCOUNT	Jun-18	Mar-19	% CHANGE	\$ CHANGE	% CHANGE	Mar-19	% CHANGE
	BUDGET FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDGET FY21	BUDG FY20 BUDG FY21
<b>SERVICES</b>							
503011 Acting/Audit Fees	-	-	0.0%	-	0.0%	-	0.0%
503012 Admin/Bank Fees	-	-	0.0%	-	0.0%	-	0.0%
503031 Prof/Technical Fees	-	-	0.0%	-	0.0%	-	0.0%
503032 Legislative Services	-	-	0.0%	-	0.0%	-	0.0%
503033 Legal Services	400,000	400,000	0.0%	-	0.0%	400,000	0.0%
503034 Pre-Employment Exams	-	-	0.0%	-	0.0%	-	0.0%
503041 Temp Help	-	-	0.0%	-	0.0%	-	0.0%
503161 Custodial Services	-	-	0.0%	-	0.0%	-	0.0%
503162 Uniforms/Laundry	-	-	0.0%	-	0.0%	-	0.0%
503171 Security Services	-	-	0.0%	-	0.0%	-	0.0%
503221 Classified/Legal Ads	-	-	0.0%	-	0.0%	-	0.0%
503222 Legal Ads	-	-	0.0%	-	0.0%	-	0.0%
503225 Graphic Services	-	-	0.0%	-	0.0%	-	0.0%
503351 Repair - Bldg & Impr	-	-	0.0%	-	0.0%	-	0.0%
503352 Repair - Equipment	-	-	0.0%	-	0.0%	-	0.0%
503353 Repair - Rev Vehicle	-	-	0.0%	-	0.0%	-	0.0%
503354 Repair - Non Rev Vehicle	-	-	0.0%	-	0.0%	-	0.0%
503363 Haz Mat Disposal	-	-	0.0%	-	0.0%	-	0.0%
<b>Totals</b>	<b>400,000</b>	<b>400,000</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>	<b>400,000</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>0.0%</b>	<b>-</b>	<b>0.0%</b>

# Attachment A

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY20 & FY21 PRELIMINARY OPERATING BUDGET

District General Counsel - 1700

ACCOUNT	Jun-18	Mar-19	% CHANGE	\$ CHANGE	% CHANGE	Mar-19	% CHANGE
	BUDGET FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDGET FY21	BUDG FY20 BUDG FY21
<b>OTHER MATERIALS &amp; SUPPLIES</b>							
504205 Freight Out	-	-	0.0%	-	0.0%	-	0.0%
504211 Postage & Mailing	-	-	0.0%	-	0.0%	-	0.0%
504214 Promotional Items	-	-	0.0%	-	0.0%	-	0.0%
504215 Printing	-	-	0.0%	-	0.0%	-	0.0%
504217 Photo Supp/Process	-	-	0.0%	-	0.0%	-	0.0%
504311 Office Supplies	-	-	0.0%	-	0.0%	-	0.0%
504315 Safety Supplies	-	-	0.0%	-	0.0%	-	0.0%
504317 Cleaning Supplies	-	-	0.0%	-	0.0%	-	0.0%
504409 Repair/Maint Supplies	-	-	0.0%	-	0.0%	-	0.0%
504417 Tenant Repairs	-	-	0.0%	-	0.0%	-	0.0%
504421 Non-Inventory Parts	-	-	0.0%	-	0.0%	-	0.0%
504511 Small Tools	-	-	0.0%	-	0.0%	-	0.0%
504515 Employee Tool Replacement	-	-	0.0%	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>UTILITIES</b>							
505011 Gas & Electric	-	-	0.0%	-	0.0%	-	0.0%
505021 Water & Garbage	-	-	0.0%	-	0.0%	-	0.0%
505031 Telecommunications	-	-	0.0%	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>CASUALTY &amp; LIABILITY</b>							
506011 Insurance - Property	-	-	0.0%	-	0.0%	-	0.0%
506015 Insurance - PL/PD	-	-	0.0%	-	0.0%	-	0.0%
506021 Insurance - Other	-	-	0.0%	-	0.0%	-	0.0%
506123 Settlement Costs	-	-	0.0%	-	0.0%	-	0.0%
506127 Repairs - District Prop	-	-	0.0%	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>TAXES</b>							
507051 Fuel Tax	-	-	0.0%	-	0.0%	-	0.0%
507201 Licenses & Permits	-	-	0.0%	-	0.0%	-	0.0%
507999 Other Taxes	-	-	0.0%	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>

# Attachment A

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY20 & FY21 PRELIMINARY OPERATING BUDGET

District General Counsel - 1700

ACCOUNT	Jun-18 BUDGET FY19	Mar-19 BUDGET FY20	% CHANGE BUDG FY19 BUDG FY20	\$ CHANGE BUDG FY19 BUDG FY20	Mar-19 BUDGET FY21	% CHANGE BUDG FY20 BUDG FY21
<b>MISC EXPENSE</b>						
509011 Dues/Subscriptions	-	-	0.0%	-	-	0.0%
509081 Advertising - District Promo	-	-	0.0%	-	-	0.0%
509101 Employee Incentive Program	-	-	0.0%	-	-	0.0%
509121 Employee Training	-	-	0.0%	-	-	0.0%
509122 BOD Travel	-	-	0.0%	-	-	0.0%
509123 Travel	-	-	0.0%	-	-	0.0%
509125 Local Meeting Expense	-	-	0.0%	-	-	0.0%
509127 Board Director Fees	-	-	0.0%	-	-	0.0%
509150 Contributions	-	-	0.0%	-	-	0.0%
509198 Cash Over/Short	-	-	0.0%	-	-	0.0%
509999 Other Misc Expense	-	-	0.0%	-	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>INTEREST EXPENSE</b>						
511102 Interest Expense	-	-	0.0%	-	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>LEASES &amp; RENTALS</b>						
512011 Facility Lease	-	-	0.0%	-	-	0.0%
512061 Equipment Rental	-	-	0.0%	-	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>PERSONNEL TOTAL</b>						
	-	-	0.0%	-	-	0.0%
<b>NON-PERSONNEL TOTAL</b>						
	400,000	400,000	0.0%	-	400,000	0.0%
<b>DEPARTMENT TOTALS</b>						
	400,000	400,000	0.0%	-	400,000	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY20 & FY21 PRELIMINARY OPERATING BUDGET**  
Safety, Security, and Risk Management - 1800

ACCOUNT	Jun-18	Mar-19	% CHANGE	\$ CHANGE	% CHANGE	Mar-19	% CHANGE
	BUDGET FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDGET FY21	BUDG FY20 BUDG FY21
<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	145,709	164,659	13.0%	18,950	13.0%	172,913	5.0%
501023 Other OT	200	823	311.6%	623	311.6%	865	5.0%
<b>Totals</b>	<b>145,909</b>	<b>165,482</b>	<b>13.4%</b>	<b>19,573</b>	<b>13.4%</b>	<b>173,777</b>	<b>5.0%</b>
<b>FRINGE BENEFITS</b>							
502011 Medicare/Soc. Sec.	2,633	2,990	13.6%	357	13.6%	3,140	5.0%
502021 Retirement	48,620	62,031	27.6%	13,411	27.6%	69,454	12.0%
502031 Medical Ins	27,737	31,049	11.9%	3,312	11.9%	32,602	5.0%
502041 Dental Ins	3,645	3,530	-3.2%	(115)	-3.2%	3,582	1.5%
502045 Vision Ins	615	633	3.0%	18	3.0%	652	3.0%
502051 Life Ins/AD&D	328	338	3.0%	10	3.0%	348	3.0%
502060 State Disability Ins (SDI)	1,870	2,123	13.5%	252	13.5%	2,270	6.9%
502061 Long Term Disability Ins	1,260	1,446	14.8%	186	14.8%	1,404	-2.9%
502071 State Unemployment Ins (SUI)	361	342	-5.2%	(19)	-5.2%	362	6.1%
502081 Worker's Comp Ins	5,796	5,970	3.0%	174	3.0%	6,149	3.0%
502101 Holiday Pay	5,581	6,320	13.2%	739	13.2%	6,637	5.0%
502103 Floating Holiday	4,296	5,144	19.7%	848	19.7%	5,402	5.0%
502109 Sick Leave	8,372	9,480	13.2%	1,108	13.2%	9,955	5.0%
502111 Annual Leave	16,130	18,315	13.5%	2,185	13.5%	19,233	5.0%
502121 Other Paid Absence	1,308	1,481	13.2%	173	13.2%	1,556	5.0%
502251 Phys. Exams	-	-	0.0%	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	0.0%	-	0.0%	-	0.0%
502999 Other Fringe Benefits	3,206	3,207	0.1%	2	0.1%	3,209	0.1%
<b>Totals</b>	<b>131,758</b>	<b>154,400</b>	<b>17.2%</b>	<b>22,641</b>	<b>17.2%</b>	<b>165,956</b>	<b>7.5%</b>



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY20 & FY21 PRELIMINARY OPERATING BUDGET**

Safety, Security, and Risk Management - 1800

ACCOUNT	Jun-18	Mar-19	% CHANGE	\$ CHANGE	% CHANGE	Mar-19	% CHANGE
	BUDGET FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDGET FY21	BUDG FY20 BUDG FY21
<b>SERVICES</b>							
503011 Acting/Audit Fees	-	-	0.0%	-	-	-	0.0%
503012 Admin/Bank Fees	-	-	0.0%	-	-	-	0.0%
503031 Prof/Technical Fees	500	6,200	1140.0%	5,700	6,200	6,200	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	-	528,402	100.0%	528,402	528,402	528,402	0.0%
503221 Classified/Legal Ads	-	-	0.0%	-	-	-	0.0%
503222 Legal Ads	-	-	0.0%	-	-	-	0.0%
503225 Graphic Services	-	-	0.0%	-	-	-	0.0%
503351 Repair - Bldg & Impr	-	-	0.0%	-	-	-	0.0%
503352 Repair - Equipment	-	-	0.0%	-	-	-	0.0%
503353 Repair - Rev Vehicle	-	-	0.0%	-	-	-	0.0%
503354 Repair - Non Rev Vehicle	-	-	0.0%	-	-	-	0.0%
503363 Haz Mat Disposal	-	-	0.0%	-	-	-	0.0%
<b>Totals</b>	<b>500</b>	<b>534,602</b>	<b>106820.4%</b>	<b>534,102</b>	<b>534,602</b>	<b>534,602</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>

# Attachment A

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY20 & FY21 PRELIMINARY OPERATING BUDGET

Safety, Security, and Risk Management - 1800

ACCOUNT	Jun-18	Mar-19	% CHANGE	\$ CHANGE	% CHANGE	Mar-19	% CHANGE
	BUDGET FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDGET FY21	BUDG FY20 BUDG FY21
<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	500	500	0.0%	-	0.0%	500	0.0%
504217 Photo Supp/Process	-	-	0.0%	-	0.0%	-	0.0%
504311 Office Supplies	-	-	0.0%	-	0.0%	-	0.0%
504315 Safety Supplies	1,000	2,500	150.0%	1,500	150.0%	2,000	-20.0%
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>1,500</b>	<b>3,000</b>	<b>100.0%</b>	<b>1,500</b>	<b>100.0%</b>	<b>2,500</b>	<b>-16.7%</b>
<b>UTILITIES</b>							
505011 Gas & Electric	-	-	0.0%	-	0.0%	-	0.0%
505021 Water & Garbage	-	-	0.0%	-	0.0%	-	0.0%
505031 Telecommunications	-	-	0.0%	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>CASUALTY &amp; LIABILITY</b>							
506011 Insurance - Property	-	-	0.0%	-	0.0%	-	0.0%
506015 Insurance - PL/PD	-	-	0.0%	-	0.0%	-	0.0%
506021 Insurance - Other	-	-	0.0%	-	0.0%	-	0.0%
506123 Settlement Costs	150,000	150,000	0.0%	-	0.0%	150,000	0.0%
506127 Repairs - District Prop	-	-	0.0%	-	0.0%	-	0.0%
<b>Totals</b>	<b>150,000</b>	<b>150,000</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>	<b>150,000</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>

# Attachment A

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY20 & FY21 PRELIMINARY OPERATING BUDGET Safety, Security, and Risk Management - 1800

ACCOUNT	Jun-18	Mar-19	% CHANGE		\$ CHANGE		Mar-19	% CHANGE	
	BUDGET FY19	BUDGET FY20	BUDG FY19	BUDG FY20	BUDG FY19	BUDG FY20	BUDGET FY21	BUDG FY20	BUDG FY21
<b>MISC EXPENSE</b>									
509011 Dues/Subscriptions	500	500	0.0%	0.0%	-	-	500	0.0%	0.0%
509081 Advertising - District Promo	-	-	0.0%	0.0%	-	-	-	0.0%	0.0%
509101 Employee Incentive Program	-	3,000	100.0%	3,000	3,000	3,000	3,000	0.0%	0.0%
509121 Employee Training	5,000	3,000	-40.0%	(2,000)	(2,000)	3,000	3,000	0.0%	0.0%
509122 BOD Travel	-	-	0.0%	-	-	-	-	0.0%	0.0%
509123 Travel	5,000	6,000	20.0%	1,000	1,000	6,000	6,000	0.0%	0.0%
509125 Local Meeting Expense	-	-	0.0%	-	-	-	-	0.0%	0.0%
509127 Board Director Fees	-	-	0.0%	-	-	-	-	0.0%	0.0%
509150 Contributions	-	-	0.0%	-	-	-	-	0.0%	0.0%
509198 Cash Over/Short	-	-	0.0%	-	-	-	-	0.0%	0.0%
509999 Other Misc Expense	-	-	0.0%	-	-	-	-	0.0%	0.0%
<b>Totals</b>	<b>10,500</b>	<b>12,500</b>	<b>19.0%</b>	<b>2,000</b>	<b>2,000</b>	<b>12,500</b>	<b>12,500</b>	<b>0.0%</b>	<b>0.0%</b>
<b>INTEREST EXPENSE</b>									
511102 Interest Expense	-	-	0.0%	-	-	-	-	0.0%	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>-</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%
512061 Equipment Rental	-	-	0.0%	-	-	-	-	0.0%	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>0.0%</b>
<b>PERSONNEL TOTAL</b>	<b>277,667</b>	<b>319,882</b>	<b>15.2%</b>	<b>42,215</b>	<b>42,215</b>	<b>339,733</b>	<b>339,733</b>	<b>6.2%</b>	<b>6.2%</b>
<b>NON-PERSONNEL TOTAL</b>	<b>162,500</b>	<b>700,102</b>	<b>330.8%</b>	<b>537,602</b>	<b>537,602</b>	<b>699,602</b>	<b>699,602</b>	<b>-0.1%</b>	<b>-0.1%</b>
<b>DEPARTMENT TOTALS</b>	<b>440,167</b>	<b>1,019,984</b>	<b>131.7%</b>	<b>579,817</b>	<b>579,817</b>	<b>1,039,335</b>	<b>1,039,335</b>	<b>1.9%</b>	<b>1.9%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY20 & FY21 PRELIMINARY OPERATING BUDGET**  
Purchasing - 1900

ACCOUNT	Jun-18	Mar-19	% CHANGE	\$ CHANGE	Mar-19	% CHANGE
	BUDGET FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDGET FY21	BUDG FY20 BUDG FY21
<b>LABOR</b>						
501011 Bus Operator Pay	-	-	0.0%	-	-	0.0%
501013 Bus Operator OT	-	-	0.0%	-	-	0.0%
501021 Other Salaries	484,771	453,556	-6.4%	(31,215)	455,388	0.4%
501023 Other OT	1,128	2,268	101.0%	1,140	2,277	0.4%
<b>Totals</b>	<b>485,899</b>	<b>455,823</b>	<b>-6.2%</b>	<b>(30,076)</b>	<b>457,665</b>	<b>0.4%</b>
<b>FRINGE BENEFITS</b>						
502011 Medicare/Soc. Sec.	8,796	8,239	-6.3%	(556)	8,272	0.4%
502021 Retirement	162,283	170,922	5.3%	8,639	182,952	7.0%
502031 Medical Ins	143,123	163,605	14.3%	20,482	171,019	4.5%
502041 Dental Ins	8,960	8,777	-2.0%	(183)	8,907	1.5%
502045 Vision Ins	2,459	2,532	3.0%	74	2,608	3.0%
502051 Life Ins/AD&D	1,011	1,041	3.0%	30	1,072	3.0%
502060 State Disability Ins (SDI)	5,780	5,753	-0.5%	(28)	5,987	4.1%
502061 Long Term Disability Ins	4,004	4,149	3.6%	145	4,045	-2.5%
502071 State Unemployment Ins (SUI)	1,442	1,366	-5.2%	(76)	1,450	6.1%
502081 Worker's Comp Ins	23,197	23,892	3.0%	695	24,609	3.0%
502101 Holiday Pay	18,630	17,414	-6.5%	(1,215)	17,482	0.4%
502103 Floating Holiday	6,918	5,548	-19.8%	(1,369)	5,548	0.0%
502109 Sick Leave	27,945	26,122	-6.5%	(1,823)	26,223	0.4%
502111 Annual Leave	62,838	59,246	-5.7%	(3,591)	59,433	0.3%
502121 Other Paid Absence	4,366	4,082	-6.5%	(285)	4,097	0.4%
502251 Phys. Exams	-	-	0.0%	-	-	0.0%
502253 Driver Lic Renewal	-	-	0.0%	-	-	0.0%
502999 Other Fringe Benefits	2,172	2,179	0.3%	7	2,186	0.3%
<b>Totals</b>	<b>483,923</b>	<b>504,868</b>	<b>4.3%</b>	<b>20,944</b>	<b>525,891</b>	<b>4.2%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY20 & FY21 PRELIMINARY OPERATING BUDGET**

Purchasing - 1900

ACCOUNT	Jun-18	Mar-19	% CHANGE	\$ CHANGE	% CHANGE	Mar-19	% CHANGE
	BUDGET FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDGET FY21	BUDG FY20 BUDG FY21
<b>SERVICES</b>							
503011 Acting/Audit Fees	-	-	0.0%	-	0.0%	-	0.0%
503012 Admin/Bank Fees	-	-	0.0%	-	0.0%	-	0.0%
503031 Prof/Technical Fees	-	35,000	100.0%	35,000	-100.0%	-	-100.0%
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	850	2,000	135.3%	1,150	0.0%	2,000	0.0%
503171 Security Services	-	-	0.0%	-	0.0%	-	0.0%
503221 Classified/Legal Ads	1,200	1,200	0.0%	-	0.0%	1,200	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>2,050</b>	<b>38,200</b>	<b>1763.4%</b>	<b>36,150</b>		<b>3,200</b>	<b>-91.6%</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>

# Attachment A

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY20 & FY21 PRELIMINARY OPERATING BUDGET Purchasing - 1900

ACCOUNT	Jun-18	Mar-19	% CHANGE	\$ CHANGE	% CHANGE	Mar-19	% CHANGE
	BUDGET FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDGET FY21	BUDG FY20 BUDG FY21
<b>OTHER MATERIALS &amp; SUPPLIES</b>							
504205 Freight Out	-	-	0.0%	-	0.0%	-	0.0%
504211 Postage & Mailing	100	100	0.0%	-	0.0%	100	0.0%
504214 Promotional Items	-	-	0.0%	-	0.0%	-	0.0%
504215 Printing	200	200	0.0%	-	0.0%	200	0.0%
504217 Photo Supp/Process	-	-	0.0%	-	0.0%	-	0.0%
504311 Office Supplies	1,500	1,500	0.0%	-	0.0%	1,500	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>1,800</b>	<b>1,800</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>	<b>1,800</b>	<b>0.0%</b>
<b>UTILITIES</b>							
505011 Gas & Electric	-	-	0.0%	-	0.0%	-	0.0%
505021 Water & Garbage	-	-	0.0%	-	0.0%	-	0.0%
505031 Telecommunications	-	-	0.0%	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>CASUALTY &amp; LIABILITY</b>							
506011 Insurance - Property	-	-	0.0%	-	0.0%	-	0.0%
506015 Insurance - PL/PD	-	-	0.0%	-	0.0%	-	0.0%
506021 Insurance - Other	-	-	0.0%	-	0.0%	-	0.0%
506123 Settlement Costs	-	-	0.0%	-	0.0%	-	0.0%
506127 Repairs - District Prop	-	-	0.0%	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>TAXES</b>							
507051 Fuel Tax	-	-	0.0%	-	0.0%	-	0.0%
507201 Licenses & Permits	-	-	0.0%	-	0.0%	-	0.0%
507999 Other Taxes	-	-	0.0%	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>

# Attachment A

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY20 & FY21 PRELIMINARY OPERATING BUDGET

Purchasing - 1900

ACCOUNT	Jun-18 BUDGET FY19	Mar-19 BUDGET FY20	% CHANGE BUDG FY19 BUDG FY20	\$ CHANGE BUDG FY19 BUDG FY20	Mar-19 BUDGET FY21	% CHANGE BUDG FY20 BUDG FY21
<b>MISC EXPENSE</b>						
509011 Dues/Subscriptions	300	300	0.0%	-	300	0.0%
509081 Advertising - District Promo	-	-	0.0%	-	-	0.0%
509101 Employee Incentive Program	-	-	0.0%	-	-	0.0%
509121 Employee Training	2,100	2,100	0.0%	-	2,100	0.0%
509122 BOD Travel	-	-	0.0%	-	-	0.0%
509123 Travel	4,500	5,000	11.1%	500	5,000	0.0%
509125 Local Meeting Expense	150	150	0.0%	-	150	0.0%
509127 Board Director Fees	-	-	0.0%	-	-	0.0%
509150 Contributions	-	-	0.0%	-	-	0.0%
509198 Cash Over/Short	-	-	0.0%	-	-	0.0%
509999 Other Misc Expense	-	-	0.0%	-	-	0.0%
<b>Totals</b>	<b>7,050</b>	<b>7,550</b>	<b>7.1%</b>	<b>500</b>	<b>7,550</b>	<b>0.0%</b>
<b>INTEREST EXPENSE</b>						
511102 Interest Expense	-	-	0.0%	-	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>LEASES &amp; RENTALS</b>						
512011 Facility Lease	-	-	0.0%	-	-	0.0%
512061 Equipment Rental	-	-	0.0%	-	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>PERSONNEL TOTAL</b>	<b>969,823</b>	<b>960,691</b>	<b>-0.9%</b>	<b>(9,131)</b>	<b>983,556</b>	<b>2.4%</b>
<b>NON-PERSONNEL TOTAL</b>	<b>10,900</b>	<b>47,550</b>	<b>336.2%</b>	<b>36,650</b>	<b>12,550</b>	<b>-73.6%</b>
<b>DEPARTMENT TOTALS</b>	<b>980,723</b>	<b>1,008,241</b>	<b>2.8%</b>	<b>27,519</b>	<b>996,106</b>	<b>-1.2%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY20 & FY21 PRELIMINARY OPERATING BUDGET**  
 Facilities Maintenance - 2200

ACCOUNT	Jun-18	Mar-19	% CHANGE	\$ CHANGE	Mar-19	% CHANGE
	BUDGET FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDGET FY21	BUDG FY20 BUDG FY21
<b>LABOR</b>						
501011 Bus Operator Pay	-	-	0.0%	-	-	0.0%
501013 Bus Operator OT	-	-	0.0%	-	-	0.0%
501021 Other Salaries	725,762	818,728	12.8%	92,965	841,435	2.8%
501023 Other OT	41,425	98,247	137.2%	56,822	100,972	2.8%
<b>Totals</b>	<b>767,187</b>	<b>916,975</b>	<b>19.5%</b>	<b>149,788</b>	<b>942,407</b>	<b>2.8%</b>
<b>FRINGE BENEFITS</b>						
502011 Medicare/Soc. Sec.	13,516	16,068	18.9%	2,552	16,512	2.8%
502021 Retirement	238,734	304,984	27.8%	66,251	334,157	9.6%
502031 Medical Ins	345,292	387,648	12.3%	42,356	402,490	3.8%
502041 Dental Ins	22,553	24,041	6.6%	1,488	24,396	1.5%
502045 Vision Ins	5,224	5,698	9.1%	473	5,869	3.0%
502051 Life Ins/AD&D	1,934	2,213	14.4%	279	2,279	3.0%
502060 State Disability Ins (SDI)	9,601	11,242	17.1%	1,641	11,869	5.6%
502061 Long Term Disability Ins	6,762	7,781	15.1%	1,019	7,691	-1.1%
502071 State Unemployment Ins (SUI)	3,064	3,074	0.3%	10	3,262	6.1%
502081 Worker's Comp Ins	49,293	50,771	3.0%	1,478	52,295	3.0%
502101 Holiday Pay	27,406	31,073	13.4%	3,667	31,931	2.8%
502103 Floating Holiday	-	5,363	100.0%	5,363	5,631	5.0%
502109 Sick Leave	41,109	46,610	13.4%	5,501	47,896	2.8%
502111 Annual Leave	89,997	100,825	12.0%	10,829	103,376	2.5%
502121 Other Paid Absence	6,423	7,283	13.4%	859	7,484	2.8%
502251 Phys. Exams	-	-	0.0%	-	-	0.0%
502253 Driver Lic Renewal	-	-	0.0%	-	-	0.0%
502999 Other Fringe Benefits	473	2,466	421.5%	1,993	2,481	0.6%
<b>Totals</b>	<b>861,380</b>	<b>1,007,139</b>	<b>16.9%</b>	<b>145,759</b>	<b>1,059,619</b>	<b>5.2%</b>



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY20 & FY21 PRELIMINARY OPERATING BUDGET**  
 Facilities Maintenance - 2200

ACCOUNT	Jun-18	Mar-19	% CHANGE	\$ CHANGE	% CHANGE	Mar-19	% CHANGE
	BUDGET FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDGET FY21	BUDG FY20 BUDG FY21
<b>SERVICES</b>							
503011 Acting/Audit Fees	-	-	0.0%	-	0.0%	-	0.0%
503012 Admin/Bank Fees	-	-	0.0%	-	0.0%	-	0.0%
503031 Prof/Technical Fees	30,000	30,000	0.0%	-	0.0%	30,000	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	7,000	7,000	0.0%	-	0.0%	7,000	0.0%
503162 Uniforms/Laundry	4,500	2,500	-44.4%	(2,000)	0.0%	2,500	0.0%
503171 Security Services	10,600	10,600	0.0%	-	0.0%	10,600	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	50,000	53,000	6.0%	3,000	0.0%	53,000	0.0%
503352 Repair - Equipment	290,000	300,000	3.4%	10,000	0.0%	300,000	0.0%
503353 Repair - Rev Vehicle	-	-	0.0%	-	0.0%	-	0.0%
503354 Repair - Non Rev Vehicle	-	-	0.0%	-	0.0%	-	0.0%
503363 Haz Mat Disposal	48,400	50,000	3.3%	1,600	0.0%	50,000	0.0%
<b>Totals</b>	<b>440,500</b>	<b>453,100</b>	<b>2.9%</b>	<b>12,600</b>	<b>0.0%</b>	<b>453,100</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>0.0%</b>	<b>-</b>	<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY20 & FY21 PRELIMINARY OPERATING BUDGET**  
Facilities Maintenance - 2200

ACCOUNT	Jun-18	Mar-19	% CHANGE	\$ CHANGE	% CHANGE	Mar-19	% CHANGE
	BUDGET FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDGET FY21	BUDG FY20 BUDG FY21
<b>OTHER MATERIALS &amp; SUPPLIES</b>							
504205 Freight Out	-	-	0.0%	-	0.0%	-	0.0%
504211 Postage & Mailing	-	-	0.0%	-	0.0%	-	0.0%
504214 Promotional Items	-	-	0.0%	-	0.0%	-	0.0%
504215 Printing	-	-	0.0%	-	0.0%	-	0.0%
504217 Photo Supp/Process	-	-	0.0%	-	0.0%	-	0.0%
504311 Office Supplies	2,000	1,500	-25.0%	(500)		1,500	0.0%
504315 Safety Supplies	6,000	6,000	0.0%	-		6,000	0.0%
504317 Cleaning Supplies	38,000	45,000	18.4%	7,000		45,000	0.0%
504409 Repair/Maint Supplies	110,500	120,000	8.6%	9,500		120,000	0.0%
504417 Tenant Repairs	14,000	14,000	0.0%	-		14,000	0.0%
504421 Non-Inventory Parts	-	-	0.0%	-		-	0.0%
504511 Small Tools	3,000	5,400	80.0%	2,400		4,000	-25.9%
504515 Employee Tool Replacement	-	-	0.0%	-		-	0.0%
<b>Totals</b>	<b>173,500</b>	<b>191,900</b>	<b>10.6%</b>	<b>18,400</b>		<b>190,500</b>	<b>-0.7%</b>
<b>UTILITIES</b>							
505011 Gas & Electric	307,000	307,000	0.0%	-		307,000	0.0%
505021 Water & Garbage	152,000	180,000	18.4%	28,000		180,000	0.0%
505031 Telecommunications	85,000	95,000	11.8%	10,000		95,000	0.0%
<b>Totals</b>	<b>544,000</b>	<b>582,000</b>	<b>7.0%</b>	<b>38,000</b>		<b>582,000</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>0.0%</b>
<b>TAXES</b>							
507051 Fuel Tax	-	-	0.0%	-		-	0.0%
507201 Licenses & Permits	12,000	12,000	0.0%	-		12,000	0.0%
507999 Other Taxes	14,400	15,000	4.2%	600		15,000	0.0%
<b>Totals</b>	<b>26,400</b>	<b>27,000</b>	<b>2.3%</b>	<b>600</b>		<b>27,000</b>	<b>0.0%</b>

# Attachment A

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY20 & FY21 PRELIMINARY OPERATING BUDGET

Facilities Maintenance - 2200

ACCOUNT	Jun-18 BUDGET FY19	Mar-19 BUDGET FY20	% CHANGE BUDG FY19 BUDG FY20	\$ CHANGE BUDG FY19 BUDG FY20	Mar-19 BUDGET FY21	% CHANGE BUDG FY20 BUDG FY21
<b>MISC EXPENSE</b>						
509011 Dues/Subscriptions	-	-	0.0%	-	-	0.0%
509081 Advertising - District Promo	-	-	0.0%	-	-	0.0%
509101 Employee Incentive Program	-	-	0.0%	-	-	0.0%
509121 Employee Training	6,500	13,000	100.0%	6,500	13,000	0.0%
509122 BOD Travel	-	-	0.0%	-	-	0.0%
509123 Travel	400	2,000	400.0%	1,600	2,000	0.0%
509125 Local Meeting Expense	-	-	0.0%	-	-	0.0%
509127 Board Director Fees	-	-	0.0%	-	-	0.0%
509150 Contributions	-	-	0.0%	-	-	0.0%
509198 Cash Over/Short	-	-	0.0%	-	-	0.0%
509999 Other Misc Expense	-	-	0.0%	-	-	0.0%
<b>Totals</b>	<b>6,900</b>	<b>15,000</b>	<b>117.4%</b>	<b>8,100</b>	<b>15,000</b>	<b>0.0%</b>
<b>INTEREST EXPENSE</b>						
511102 Interest Expense	-	-	0.0%	-	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>LEASES &amp; RENTALS</b>						
512011 Facility Lease	5,000	5,000	0.0%	-	5,000	0.0%
512061 Equipment Rental	6,000	3,000	-50.0%	(3,000)	3,000	0.0%
<b>Totals</b>	<b>11,000</b>	<b>8,000</b>	<b>-27.3%</b>	<b>(3,000)</b>	<b>8,000</b>	<b>0.0%</b>
<b>PERSONNEL TOTAL</b>	<b>1,628,567</b>	<b>1,924,114</b>	<b>18.1%</b>	<b>295,546</b>	<b>2,002,026</b>	<b>4.0%</b>
<b>NON-PERSONNEL TOTAL</b>	<b>1,202,300</b>	<b>1,277,000</b>	<b>6.2%</b>	<b>74,700</b>	<b>1,275,600</b>	<b>-0.1%</b>
<b>DEPARTMENT TOTALS</b>	<b>2,830,867</b>	<b>3,201,114</b>	<b>13.1%</b>	<b>370,246</b>	<b>3,277,626</b>	<b>2.4%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY20 & FY21 PRELIMINARY OPERATING BUDGET**

Paratransit - 3100

ACCOUNT	Jun-18	Mar-19	% CHANGE		\$ CHANGE		% CHANGE	
	BUDGET FY19	BUDGET FY20	BUDG FY19	BUDG FY20	BUDG FY19	BUDG FY20	BUDG FY19	BUDG FY20
<b>LABOR</b>								
501011 Bus Operator Pay	1,073,416	1,057,001	-1.5%	(16,415)	1,083,745	2.5%		
501013 Bus Operator OT	238,781	249,806	4.6%	11,025	256,127	2.5%		
501021 Other Salaries	678,545	627,579	-7.5%	(50,965)	636,093	1.4%		
501023 Other OT	59,126	60,981	3.1%	1,855	61,808	1.4%		
<b>Totals</b>	<b>2,049,868</b>	<b>1,995,367</b>	<b>-2.7%</b>	<b>(54,500)</b>	<b>2,037,773</b>	<b>2.1%</b>		
<b>FRINGE BENEFITS</b>								
502011 Medicare/Soc. Sec.	35,207	34,121	-3.1%	(1,086)	34,837	2.1%		
502021 Retirement	570,938	616,797	8.0%	45,858	671,247	8.8%		
502031 Medical Ins	845,359	889,419	5.2%	44,060	937,955	5.5%		
502041 Dental Ins	49,106	48,345	-1.5%	(761)	49,059	1.5%		
502045 Vision Ins	13,522	13,611	0.7%	89	14,020	3.0%		
502051 Life Ins/AD&D	5,206	5,142	-1.2%	(64)	5,296	3.0%		
502060 State Disability Ins (SDI)	24,918	24,194	-2.9%	(724)	25,416	5.0%		
502061 Long Term Disability Ins	14,451	14,151	-2.1%	(300)	13,988	-1.2%		
502071 State Unemployment Ins (SUI)	7,931	7,345	-7.4%	(586)	7,792	6.1%		
502081 Worker's Comp Ins	124,681	128,422	3.0%	3,741	132,274	3.0%		
502101 Holiday Pay	64,733	62,103	-4.1%	(2,630)	63,403	2.1%		
502103 Floating Holiday	8,916	4,960	-44.4%	(3,956)	5,208	5.0%		
502109 Sick Leave	100,464	96,534	-3.9%	(3,929)	98,554	2.1%		
502111 Annual Leave	188,883	179,640	-4.9%	(9,243)	182,754	1.7%		
502121 Other Paid Absence	15,172	14,555	-4.1%	(616)	14,860	2.1%		
502251 Phys. Exams	3,183	3,183	0.0%	-	3,183	0.0%		
502253 Driver Lic Renewal	1,061	1,061	0.0%	-	1,061	0.0%		
502999 Other Fringe Benefits	5,124	3,182	-37.9%	(1,942)	3,219	1.2%		
<b>Totals</b>	<b>2,078,853</b>	<b>2,146,765</b>	<b>3.3%</b>	<b>67,912</b>	<b>2,264,125</b>	<b>5.5%</b>		

# Attachment A

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY20 & FY21 PRELIMINARY OPERATING BUDGET

Paratransit - 3100

ACCOUNT	Jun-18	Mar-19	% CHANGE		\$ CHANGE		% CHANGE	
	BUDGET FY19	BUDGET FY20	BUDG FY19	BUDG FY20	BUDG FY19	BUDG FY20	BUDG FY19	BUDG FY20
<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	3,500	2,000	-42.9%	(1,500)	2,000	2,000	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	1,300	2,500	92.3%	1,200	2,500	2,500	0.0%	0.0%
503162 Uniforms/Laundry	1,000	2,200	120.0%	1,200	2,200	2,200	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	4,000	3,000	-25.0%	(1,000)	3,000	3,000	0.0%	0.0%
503353 Repair - Rev Vehicle	1,500	1,000	-33.3%	(500)	1,000	1,000	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>11,300</b>	<b>10,700</b>	<b>-5.3%</b>	<b>(600)</b>	<b>10,700</b>	<b>10,700</b>	<b>0.0%</b>	<b>0.0%</b>
<b>MOBILE MATERIALS &amp; SUPPLIES</b>								
504011 Fuels & Lubricants - Non Rev Veh	-	-	0.0%	-	-	-	0.0%	0.0%
504012 Fuels & Lubricants - Rev Veh	-	-	0.0%	-	-	-	0.0%	0.0%
504021 Tires & Tubes	-	-	0.0%	-	-	-	0.0%	0.0%
504161 Other Mobile Supplies	-	-	0.0%	-	-	-	0.0%	0.0%
504191 Rev Vehicle Parts	-	-	0.0%	-	-	-	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>0.0%</b>

# Attachment A

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY20 & FY21 PRELIMINARY OPERATING BUDGET Paratransit - 3100

ACCOUNT	Jun-18	Mar-19	% CHANGE	\$ CHANGE	Mar-19	% CHANGE
	BUDGET FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDGET FY21	BUDG FY20 BUDG FY21
<b>OTHER MATERIALS &amp; SUPPLIES</b>						
504205 Freight Out	-	-	0.0%	-	-	0.0%
504211 Postage & Mailing	2,700	2,000	-25.9%	(700)	2,000	0.0%
504214 Promotional Items	200	200	0.0%	-	200	0.0%
504215 Printing	3,200	3,700	15.6%	500	3,700	0.0%
504217 Photo Supp./Process	-	-	0.0%	-	-	0.0%
504311 Office Supplies	2,500	2,500	0.0%	-	2,500	0.0%
504315 Safety Supplies	120	120	0.0%	-	120	0.0%
504317 Cleaning Supplies	600	600	0.0%	-	600	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>9,320</b>	<b>9,120</b>	<b>-2.1%</b>	<b>(200)</b>	<b>9,120</b>	<b>0.0%</b>
<b>UTILITIES</b>						
505011 Gas & Electric	12,000	12,000	0.0%	-	12,000	0.0%
505021 Water & Garbage	6,400	6,400	0.0%	-	6,400	0.0%
505031 Telecommunications	4,500	4,000	-11.1%	(500)	4,000	0.0%
<b>Totals</b>	<b>22,900</b>	<b>22,400</b>	<b>-2.2%</b>	<b>(500)</b>	<b>22,400</b>	<b>0.0%</b>
<b>CASUALTY &amp; LIABILITY</b>						
506011 Insurance - Property	-	-	0.0%	-	-	0.0%
506015 Insurance - PL/PD	106,866	44,782	-58.1%	(62,084)	49,260	10.0%
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>106,866</b>	<b>44,782</b>	<b>-58.1%</b>	<b>(62,084)</b>	<b>49,260</b>	<b>10.0%</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>0.0%</b>

# Attachment A

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY20 & FY21 PRELIMINARY OPERATING BUDGET

Paratransit - 3100

ACCOUNT	Jun-18 BUDGET FY19	Mar-19 BUDGET FY20	% CHANGE BUDG FY19 BUDG FY20	\$ CHANGE BUDG FY19 BUDG FY20	Mar-19 BUDGET FY21	% CHANGE BUDG FY20 BUDG FY21
<b>MISC EXPENSE</b>						
509011 Dues/Subscriptions	-	-	0.0%	-	-	0.0%
509081 Advertising - District Promo	-	-	0.0%	-	-	0.0%
509101 Employee Incentive Program	-	-	0.0%	-	-	0.0%
509121 Employee Training	2,700	2,700	0.0%	-	2,700	0.0%
509122 BOD Travel	-	-	0.0%	-	-	0.0%
509123 Travel	3,000	3,000	0.0%	-	3,000	0.0%
509125 Local Meeting Expense	-	-	0.0%	-	-	0.0%
509127 Board Director Fees	-	-	0.0%	-	-	0.0%
509150 Contributions	-	-	0.0%	-	-	0.0%
509198 Cash Over/Short	-	-	0.0%	-	-	0.0%
509999 Other Misc Expense	-	-	0.0%	-	-	0.0%
<b>Totals</b>	<b>5,700</b>	<b>5,700</b>	<b>0.0%</b>	<b>-</b>	<b>5,700</b>	<b>0.0%</b>
<b>INTEREST EXPENSE</b>						
511102 Interest Expense	-	-	0.0%	-	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>LEASES &amp; RENTALS</b>						
512011 Facility Lease	196,000	201,000	2.6%	5,000	205,000	2.0%
512061 Equipment Rental	1,500	1,500	0.0%	-	1,500	0.0%
<b>Totals</b>	<b>197,500</b>	<b>202,500</b>	<b>2.5%</b>	<b>5,000</b>	<b>206,500</b>	<b>2.0%</b>
<b>PERSONNEL TOTAL</b>	<b>4,128,721</b>	<b>4,142,132</b>	<b>0.3%</b>	<b>13,411</b>	<b>4,301,898</b>	<b>3.9%</b>
<b>NON-PERSONNEL TOTAL</b>	<b>353,586</b>	<b>295,202</b>	<b>-16.5%</b>	<b>(58,384)</b>	<b>303,680</b>	<b>2.9%</b>
<b>DEPARTMENT TOTALS</b>	<b>4,482,307</b>	<b>4,437,334</b>	<b>-1.0%</b>	<b>(44,973)</b>	<b>4,605,578</b>	<b>3.8%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY20 & FY21 PRELIMINARY OPERATING BUDGET**  
Operations - 3200

ACCOUNT	Jun-18	Mar-19	% CHANGE	\$ CHANGE	Mar-19	% CHANGE
	BUDGET FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDGET FY21	BUDG FY20 BUDG FY21
<b>LABOR</b>						
501011 Bus Operator Pay	-	-	0.0%	-	-	0.0%
501013 Bus Operator OT	-	-	0.0%	-	-	0.0%
501021 Other Salaries	981,078	1,094,833	11.6%	113,756	1,122,161	2.5%
501023 Other OT	172,409	172,409	0.0%	-	176,712	2.5%
<b>Totals</b>	<b>1,153,487</b>	<b>1,267,242</b>	<b>9.9%</b>	<b>113,756</b>	<b>1,298,874</b>	<b>2.5%</b>
<b>FRINGE BENEFITS</b>						
502011 Medicare/Soc. Sec.	20,177	22,150	9.8%	1,973	22,748	2.7%
502021 Retirement	326,758	409,265	25.3%	82,507	448,270	9.5%
502031 Medical Ins	326,104	434,961	33.4%	108,857	455,091	4.6%
502041 Dental Ins	18,579	25,520	37.4%	6,940	25,897	1.5%
502045 Vision Ins	4,917	6,014	22.3%	1,097	6,195	3.0%
502051 Life Ins/AD&D	1,921	2,330	21.3%	409	2,400	3.0%
502060 State Disability Ins (SDI)	14,146	15,566	10.0%	1,420	16,510	6.1%
502061 Long Term Disability Ins	7,883	9,228	17.1%	1,346	9,018	-2.3%
502071 State Unemployment Ins (SUI)	2,884	3,074	6.6%	190	3,262	6.1%
502081 Worker's Comp Ins	46,393	47,785	3.0%	1,392	49,218	3.0%
502101 Holiday Pay	37,367	41,506	11.1%	4,139	42,643	2.7%
502103 Floating Holiday	5,079	8,276	62.9%	3,196	8,430	1.9%
502109 Sick Leave	56,051	62,259	11.1%	6,208	63,965	2.7%
502111 Annual Leave	130,776	138,581	6.0%	7,804	144,951	4.6%
502121 Other Paid Absence	8,758	9,728	11.1%	970	9,995	2.7%
502251 Phys. Exams	700	700	0.0%	-	400	-42.9%
502253 Driver Lic Renewal	300	300	0.0%	-	200	-33.3%
502999 Other Fringe Benefits	2,395	4,416	84.4%	2,021	4,431	0.4%
<b>Totals</b>	<b>1,011,187</b>	<b>1,241,658</b>	<b>22.8%</b>	<b>230,471</b>	<b>1,313,622</b>	<b>5.8%</b>



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY20 & FY21 PRELIMINARY OPERATING BUDGET**

Operations - 3200

ACCOUNT	Jun-18	Mar-19	% CHANGE	\$ CHANGE	Mar-19	% CHANGE
	BUDGET FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDGET FY21	BUDG FY20 BUDG FY21
<b>SERVICES</b>						
503011 Acting/Audit Fees	-	-	0.0%	-	-	0.0%
503012 Admin/Bank Fees	-	-	0.0%	-	-	0.0%
503031 Prof/Technical Fees	6,000	-	-100.0%	(6,000)	-	0.0%
503032 Legislative Services	-	-	0.0%	-	-	0.0%
503033 Legal Services	-	-	0.0%	-	-	0.0%
503034 Pre-Employment Exams	-	-	0.0%	-	-	0.0%
503041 Temp Help	-	-	0.0%	-	-	0.0%
503161 Custodial Services	-	-	0.0%	-	-	0.0%
503162 Uniforms/Laundry	600	600	0.0%	-	600	0.0%
503171 Security Services	515,100	-	-100.0%	(515,100)	-	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	4,000	2,000	-50.0%	(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>525,700</b>	<b>2,600</b>	<b>-99.5%</b>	<b>(523,100)</b>	<b>2,600</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>0.0%</b>

# Attachment A

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY20 & FY21 PRELIMINARY OPERATING BUDGET

Operations - 3200

ACCOUNT	Jun-18	Mar-19	% CHANGE	\$ CHANGE	% CHANGE	Mar-19	% CHANGE
	BUDGET FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDGET FY21	BUDG FY20 BUDG FY21
<b>OTHER MATERIALS &amp; SUPPLIES</b>							
504205 Freight Out	-	-	0.0%	-	-	-	0.0%
504211 Postage & Mailing	300	260	-13.3%	(40)	260	260	0.0%
504214 Promotional Items	-	-	0.0%	-	-	-	0.0%
504215 Printing	8,000	7,000	-12.5%	(1,000)	7,000	7,000	0.0%
504217 Photo Supp/Process	-	-	0.0%	-	-	-	0.0%
504311 Office Supplies	8,000	8,000	0.0%	-	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>16,300</b>	<b>15,260</b>	<b>-6.4%</b>	<b>(1,040)</b>	<b>15,260</b>	<b>15,260</b>	<b>0.0%</b>
<b>UTILITIES</b>							
505011 Gas & Electric	-	-	0.0%	-	-	-	0.0%
505021 Water & Garbage	-	-	0.0%	-	-	-	0.0%
505031 Telecommunications	14,000	9,000	-35.7%	(5,000)	9,000	9,000	0.0%
<b>Totals</b>	<b>14,000</b>	<b>9,000</b>	<b>-35.7%</b>	<b>(5,000)</b>	<b>9,000</b>	<b>9,000</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>

# Attachment A

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY20 & FY21 PRELIMINARY OPERATING BUDGET

Operations - 3200

ACCOUNT	Jun-18 BUDGET FY19	Mar-19 BUDGET FY20	% CHANGE BUDG FY19 BUDG FY20	\$ CHANGE BUDG FY19 BUDG FY20	Mar-19 BUDGET FY21	% CHANGE BUDG FY20 BUDG FY21
<b>MISC EXPENSE</b>						
509011 Dues/Subscriptions	-	-	0.0%	-	-	0.0%
509081 Advertising - District Promo	-	-	0.0%	-	-	0.0%
509101 Employee Incentive Program	-	-	0.0%	-	-	0.0%
509121 Employee Training	6,000	6,000	0.0%	-	6,000	0.0%
509122 BOD Travel	-	-	0.0%	-	-	0.0%
509123 Travel	12,000	12,000	0.0%	-	12,000	0.0%
509125 Local Meeting Expense	-	-	0.0%	-	-	0.0%
509127 Board Director Fees	-	-	0.0%	-	-	0.0%
509150 Contributions	-	-	0.0%	-	-	0.0%
509198 Cash Over/Short	-	-	0.0%	-	-	0.0%
509999 Other Misc Expense	-	-	0.0%	-	-	0.0%
<b>Totals</b>	<b>18,000</b>	<b>18,000</b>	<b>0.0%</b>	<b>-</b>	<b>18,000</b>	<b>0.0%</b>
<b>INTEREST EXPENSE</b>						
511102 Interest Expense	-	-	0.0%	-	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>LEASES &amp; RENTALS</b>						
512011 Facility Lease	24,800	26,533	7.0%	1,733	27,705	4.4%
512061 Equipment Rental	-	-	0.0%	-	-	0.0%
<b>Totals</b>	<b>24,800</b>	<b>26,533</b>	<b>7.0%</b>	<b>1,733</b>	<b>27,705</b>	<b>4.4%</b>
<b>PERSONNEL TOTAL</b>	<b>2,164,674</b>	<b>2,508,901</b>	<b>15.9%</b>	<b>344,227</b>	<b>2,612,496</b>	<b>4.1%</b>
<b>NON-PERSONNEL TOTAL</b>	<b>598,800</b>	<b>71,393</b>	<b>-88.1%</b>	<b>(527,407)</b>	<b>72,565</b>	<b>1.6%</b>
<b>DEPARTMENT TOTALS</b>	<b>2,763,474</b>	<b>2,580,294</b>	<b>-6.6%</b>	<b>(183,180)</b>	<b>2,685,061</b>	<b>4.1%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY20 & FY21 PRELIMINARY OPERATING BUDGET**  
Bus Operators - 3300

ACCOUNT	Jun-18	Mar-19	% CHANGE	\$ CHANGE	Mar-19	% CHANGE
	BUDGET FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDGET FY21	BUDG FY20 BUDG FY21
<b>LABOR</b>						
501011 Bus Operator Pay	7,861,291	7,998,785	1.7%	137,494	8,076,272	1.0%
501013 Bus Operator OT	1,000,000	1,000,000	0.0%	0	1,009,590	1.0%
501021 Other Salaries	-	-	0.0%	-	-	0.0%
501023 Other OT	-	-	0.0%	-	-	0.0%
<b>Totals</b>	<b>8,861,291</b>	<b>8,998,785</b>	<b>1.6%</b>	<b>137,494</b>	<b>9,085,862</b>	<b>1.0%</b>
<b>FRINGE BENEFITS</b>						
502011 Medicare/Soc. Sec.	154,212	156,195	1.3%	1,982	157,727	1.0%
502021 Retirement	2,582,557	2,951,158	14.3%	368,601	3,177,549	7.7%
502031 Medical Ins	3,057,154	3,334,283	9.1%	277,130	3,450,669	3.5%
502041 Dental Ins	185,247	186,175	0.5%	928	187,135	0.5%
502045 Vision Ins	47,174	48,747	3.3%	1,573	49,883	2.3%
502051 Life Ins/AD&D	17,462	17,941	2.7%	479	18,359	2.3%
502060 State Disability Ins (SDI)	109,544	110,952	1.3%	1,408	115,402	4.0%
502061 Long Term Disability Ins	69,284	71,493	3.2%	2,209	69,771	-2.4%
502071 State Unemployment Ins (SUI)	27,759	26,304	-5.2%	(1,455)	27,906	6.1%
502081 Worker's Comp Ins	432,036	444,997	3.0%	12,961	458,346	3.0%
502101 Holiday Pay	293,761	298,109	1.5%	4,348	301,066	1.0%
502103 Floating Holiday	-	-	0.0%	-	-	0.0%
502109 Sick Leave	459,002	465,795	1.5%	6,793	470,416	1.0%
502111 Annual Leave	871,425	858,490	-1.5%	(12,935)	868,848	1.2%
502121 Other Paid Absence	68,850	69,869	1.5%	1,019	70,562	1.0%
502251 Phys. Exams	6,500	5,400	-16.9%	(1,100)	2,400	-55.6%
502253 Driver Lic Renewal	1,600	1,300	-18.8%	(300)	1,300	0.0%
502999 Other Fringe Benefits	5,469	5,611	2.6%	142	5,714	1.8%
<b>Totals</b>	<b>8,389,036</b>	<b>9,052,820</b>	<b>7.9%</b>	<b>663,784</b>	<b>9,433,055</b>	<b>4.2%</b>

# Attachment A

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY20 & FY21 PRELIMINARY OPERATING BUDGET

Bus Operators - 3300

ACCOUNT	Jun-18	Mar-19	% CHANGE		\$ CHANGE		% CHANGE	
	BUDGET FY19	BUDGET FY20	BUDG FY19	BUDG FY20	BUDG FY19	BUDG FY20	BUDG FY19	BUDG FY20
<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	-	-	0.0%	-	-	-	0.0%	0.0%
503032 Legislative Services	-	-	0.0%	-	-	-	0.0%	0.0%
503033 Legal Services	-	-	0.0%	-	-	-	0.0%	0.0%
503034 Pre-Employment Exams	-	-	0.0%	-	-	-	0.0%	0.0%
503041 Temp Help	-	-	0.0%	-	-	-	0.0%	0.0%
503161 Custodial Services	-	-	0.0%	-	-	-	0.0%	0.0%
503162 Uniforms/Laundry	2,000	2,000	0.0%	-	-	2,000	0.0%	0.0%
503171 Security Services	-	-	0.0%	-	-	-	0.0%	0.0%
503221 Classified/Legal Ads	-	-	0.0%	-	-	-	0.0%	0.0%
503222 Legal Ads	-	-	0.0%	-	-	-	0.0%	0.0%
503225 Graphic Services	-	-	0.0%	-	-	-	0.0%	0.0%
503351 Repair - Bldg & Impr	-	-	0.0%	-	-	-	0.0%	0.0%
503352 Repair - Equipment	-	-	0.0%	-	-	-	0.0%	0.0%
503353 Repair - Rev Vehicle	-	-	0.0%	-	-	-	0.0%	0.0%
503354 Repair - Non Rev Vehicle	-	-	0.0%	-	-	-	0.0%	0.0%
503363 Haz Mat Disposal	-	-	0.0%	-	-	-	0.0%	0.0%
<b>Totals</b>	<b>2,000</b>	<b>2,000</b>	<b>0.0%</b>	<b>-</b>	<b>-</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%
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>-</b>	<b>0.0%</b>	<b>0.0%</b>

# Attachment A

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY20 & FY21 PRELIMINARY OPERATING BUDGET

Bus Operators - 3300

ACCOUNT	Jun-18	Mar-19	% CHANGE		\$ CHANGE		% CHANGE	
	BUDGET FY19	BUDGET FY20	BUDG FY19	BUDG FY20	BUDG FY19	BUDG FY20	BUDG FY19	BUDG FY20
<b>OTHER MATERIALS &amp; SUPPLIES</b>								
504205 Freight Out	-	-	0.0%	-	-	-	0.0%	0.0%
504211 Postage & Mailing	-	-	0.0%	-	-	-	0.0%	0.0%
504214 Promotional Items	-	-	0.0%	-	-	-	0.0%	0.0%
504215 Printing	-	-	0.0%	-	-	-	0.0%	0.0%
504217 Photo Supp/Process	-	-	0.0%	-	-	-	0.0%	0.0%
504311 Office Supplies	-	-	0.0%	-	-	-	0.0%	0.0%
504315 Safety Supplies	-	-	0.0%	-	-	-	0.0%	0.0%
504317 Cleaning Supplies	-	-	0.0%	-	-	-	0.0%	0.0%
504409 Repair/Maint Supplies	-	-	0.0%	-	-	-	0.0%	0.0%
504417 Tenant Repairs	-	-	0.0%	-	-	-	0.0%	0.0%
504421 Non-Inventory Parts	-	-	0.0%	-	-	-	0.0%	0.0%
504511 Small Tools	-	-	0.0%	-	-	-	0.0%	0.0%
504515 Employee Tool Replacement	-	-	0.0%	-	-	-	0.0%	0.0%
Totals	-	-	0.0%	-	-	-	0.0%	0.0%
<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%
Totals	-	-	0.0%	-	-	-	0.0%	0.0%
<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%
Totals	-	-	0.0%	-	-	-	0.0%	0.0%
<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%
Totals	-	-	0.0%	-	-	-	0.0%	0.0%

# Attachment A

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY20 & FY21 PRELIMINARY OPERATING BUDGET

Bus Operators - 3300

ACCOUNT	Jun-18 BUDGET FY19	Mar-19 BUDGET FY20	% CHANGE BUDG FY19 BUDG FY20	\$ CHANGE BUDG FY19 BUDG FY20	Mar-19 BUDGET FY21	% CHANGE BUDG FY20 BUDG FY21
<b>MISC EXPENSE</b>						
509011 Dues/Subscriptions	-	-	0.0%	-	-	0.0%
509081 Advertising - District Promo	-	-	0.0%	-	-	0.0%
509101 Employee Incentive Program	3,900	3,000	-23.1%	(900)	3,000	0.0%
509121 Employee Training	-	2,000	100.0%	2,000	2,000	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>3,900</b>	<b>5,000</b>	<b>28.2%</b>	<b>1,100</b>	<b>5,000</b>	<b>0.0%</b>
<b>INTEREST EXPENSE</b>						
511102 Interest Expense	-	-	0.0%	-	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</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>-</b>	<b>0.0%</b>
<b>PERSONNEL TOTAL</b>	<b>17,250,327</b>	<b>18,051,605</b>	<b>4.6%</b>	<b>801,278</b>	<b>18,518,917</b>	<b>2.6%</b>
<b>NON-PERSONNEL TOTAL</b>	<b>5,900</b>	<b>7,000</b>	<b>18.6%</b>	<b>1,100</b>	<b>7,000</b>	<b>0.0%</b>
<b>DEPARTMENT TOTALS</b>	<b>17,256,227</b>	<b>18,058,605</b>	<b>4.6%</b>	<b>802,378</b>	<b>18,525,917</b>	<b>2.6%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
 FY20 & FY21 PRELIMINARY OPERATING BUDGET**  
 Fleet Maintenance - 4100

ACCOUNT	Jun-18	Mar-19	% CHANGE	\$ CHANGE	Mar-19	% CHANGE
	BUDGET FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDGET FY21	BUDG FY20 BUDG FY21
<b>LABOR</b>						
501011 Bus Operator Pay	-	-	0.0%	-	-	0.0%
501013 Bus Operator OT	-	-	0.0%	-	-	0.0%
501021 Other Salaries	2,115,736	2,026,194	-4.2%	(89,542)	2,066,605	2.0%
501023 Other OT	142,850	243,143	70.2%	100,293	247,993	2.0%
<b>Totals</b>	<b>2,258,586</b>	<b>2,269,338</b>	<b>0.5%</b>	<b>10,752</b>	<b>2,314,598</b>	<b>2.0%</b>
<b>FRINGE BENEFITS</b>						
502011 Medicare/Soc. Sec.	39,898	39,673	-0.6%	(225)	40,454	2.0%
502021 Retirement	699,220	752,862	7.7%	53,643	818,500	8.7%
502031 Medical Ins	903,921	904,357	0.0%	435	945,621	4.6%
502041 Dental Ins	57,371	51,325	-10.5%	(6,045)	52,084	1.5%
502045 Vision Ins	11,832	12,029	1.7%	197	12,389	3.0%
502051 Life Ins/AD&D	4,581	4,452	-2.8%	(128)	4,586	3.0%
502060 State Disability Ins (SDI)	28,124	27,825	-1.1%	(299)	29,270	5.2%
502061 Long Term Disability Ins	17,733	17,713	-0.1%	(20)	17,413	-1.7%
502071 State Unemployment Ins (SUI)	7,030	6,491	-7.7%	(539)	6,886	6.1%
502081 Worker's Comp Ins	107,287	110,505	3.0%	3,218	113,821	3.0%
502101 Holiday Pay	80,269	76,705	-4.4%	(3,564)	78,213	2.0%
502103 Floating Holiday	10,004	6,022	-39.8%	(3,982)	6,022	0.0%
502109 Sick Leave	120,403	115,058	-4.4%	(5,345)	117,320	2.0%
502111 Annual Leave	263,511	250,965	-4.8%	(12,547)	255,435	1.8%
502121 Other Paid Absence	18,813	17,978	-4.4%	(835)	18,331	2.0%
502251 Phys. Exams	1,900	1,900	0.0%	-	1,900	0.0%
502253 Driver Lic Renewal	250	250	0.0%	-	250	0.0%
502999 Other Fringe Benefits	4,971	3,039	-38.9%	(1,932)	3,071	1.1%
<b>Totals</b>	<b>2,377,117</b>	<b>2,399,147</b>	<b>0.9%</b>	<b>22,031</b>	<b>2,521,567</b>	<b>5.1%</b>



# Attachment A

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY20 & FY21 PRELIMINARY OPERATING BUDGET

Fleet Maintenance - 4100

ACCOUNT	Jun-18	Mar-19	% CHANGE	\$ CHANGE	Mar-19	% CHANGE
	BUDGET FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDGET FY21	BUDG FY20 BUDG FY21
<b>SERVICES</b>						
503011 Acting/Audit Fees	-	-	0.0%	-	-	0.0%
503012 Admin/Bank Fees	-	-	0.0%	-	-	0.0%
503031 Prof/Technical Fees	40,000	-	-100.0%	(40,000)	-	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	16,000	16,000	0.0%	-	16,000	0.0%
503171 Security Services	-	-	0.0%	-	-	0.0%
503221 Classified/Legal Ads	-	-	0.0%	-	-	0.0%
503222 Legal Ads	-	-	0.0%	-	-	0.0%
503225 Graphic Services	-	-	0.0%	-	-	0.0%
503351 Repair - Bldg & Impr	-	-	0.0%	-	-	0.0%
503352 Repair - Equipment	56,000	40,000	-28.6%	(16,000)	40,000	0.0%
503353 Repair - Rev Vehicle	400,000	500,000	25.0%	100,000	500,000	0.0%
503354 Repair - Non Rev Vehicle	33,000	25,000	-24.2%	(8,000)	25,000	0.0%
503363 Haz Mat Disposal	-	-	0.0%	-	-	0.0%
<b>Totals</b>	<b>545,000</b>	<b>581,000</b>	<b>6.6%</b>	<b>36,000</b>	<b>581,000</b>	<b>0.0%</b>
<b>MOBILE MATERIALS &amp; SUPPLIES</b>						
504011 Fuels & Lubricants - Non Rev Veh	60,000	71,000	18.3%	11,000	71,000	0.0%
504012 Fuels & Lubricants - Rev Veh	1,873,500	1,500,000	-19.9%	(373,500)	1,500,000	0.0%
504021 Tires & Tubes	200,000	188,500	-5.8%	(11,500)	188,500	0.0%
504161 Other Mobile Supplies	-	-	0.0%	-	-	0.0%
504191 Rev Vehicle Parts	1,200,000	900,000	-25.0%	(300,000)	900,000	0.0%
<b>Totals</b>	<b>3,333,500</b>	<b>2,659,500</b>	<b>-20.2%</b>	<b>(674,000)</b>	<b>2,659,500</b>	<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY20 & FY21 PRELIMINARY OPERATING BUDGET**

Fleet Maintenance - 4100

ACCOUNT	Jun-18	Mar-19	% CHANGE	\$ CHANGE	% CHANGE	Mar-19	% CHANGE
	BUDGET FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDGET FY21	BUDG FY20 BUDG FY21
<b>OTHER MATERIALS &amp; SUPPLIES</b>							
504205 Freight Out	7,500	8,000	6.7%	500	6.7%	8,000	0.0%
504211 Postage & Mailing	-	-	0.0%	-	0.0%	-	0.0%
504214 Promotional Items	-	-	0.0%	-	0.0%	-	0.0%
504215 Printing	1,600	1,000	-37.5%	(600)	-37.5%	1,000	0.0%
504217 Photo Supp/Process	-	-	0.0%	-	0.0%	-	0.0%
504311 Office Supplies	1,500	1,500	0.0%	-	0.0%	1,500	0.0%
504315 Safety Supplies	9,000	18,000	100.0%	9,000	100.0%	18,000	0.0%
504317 Cleaning Supplies	6,000	6,500	8.3%	500	8.3%	6,500	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	85,000	50,000	-41.2%	(35,000)	-41.2%	50,000	0.0%
504511 Small Tools	8,000	8,500	6.3%	500	6.3%	8,500	0.0%
504515 Employee Tool Replacement	3,000	3,000	0.0%	-	0.0%	3,000	0.0%
<b>Totals</b>	<b>121,600</b>	<b>96,500</b>	<b>-20.6%</b>	<b>(25,100)</b>	<b>-20.6%</b>	<b>96,500</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	50,000	30,000	-40.0%	(20,000)	-40.0%	30,000	0.0%
<b>Totals</b>	<b>50,000</b>	<b>30,000</b>	<b>-40.0%</b>	<b>(20,000)</b>	<b>-40.0%</b>	<b>30,000</b>	<b>0.0%</b>
<b>CASUALTY &amp; LIABILITY</b>							
506011 Insurance - Property	-	-	0.0%	-	0.0%	-	0.0%
506015 Insurance - PL/PD	-	-	0.0%	-	0.0%	-	0.0%
506021 Insurance - Other	-	-	0.0%	-	0.0%	-	0.0%
506123 Settlement Costs	-	-	0.0%	-	0.0%	-	0.0%
506127 Repairs - District Prop	-	-	0.0%	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>TAXES</b>							
507051 Fuel Tax	15,000	15,000	0.0%	-	0.0%	15,000	0.0%
507201 Licenses & Permits	-	-	0.0%	-	0.0%	-	0.0%
507999 Other Taxes	-	-	0.0%	-	0.0%	-	0.0%
<b>Totals</b>	<b>15,000</b>	<b>15,000</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>	<b>15,000</b>	<b>0.0%</b>

# Attachment A

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY20 & FY21 PRELIMINARY OPERATING BUDGET

Fleet Maintenance - 4100

ACCOUNT	Jun-18	Mar-19	% CHANGE	\$ CHANGE	Mar-19	% CHANGE
	BUDGET FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDGET FY21	BUDG FY20 BUDG FY21
<b>MISC EXPENSE</b>						
509011 Dues/Subscriptions	7,000	7,000	0.0%	-	7,000	0.0%
509081 Advertising - District Promo	-	-	0.0%	-	-	0.0%
509101 Employee Incentive Program	-	-	0.0%	-	-	0.0%
509121 Employee Training	116,500	116,500	0.0%	-	116,500	0.0%
509122 BOD Travel	-	-	0.0%	-	-	0.0%
509123 Travel	5,000	5,000	0.0%	-	5,000	0.0%
509125 Local Meeting Expense	-	-	0.0%	-	-	0.0%
509127 Board Director Fees	-	-	0.0%	-	-	0.0%
509150 Contributions	-	-	0.0%	-	-	0.0%
509198 Cash Over/Short	-	-	0.0%	-	-	0.0%
509999 Other Misc Expense	-	-	0.0%	-	-	0.0%
<b>Totals</b>	<b>128,500</b>	<b>128,500</b>	<b>0.0%</b>	<b>-</b>	<b>128,500</b>	<b>0.0%</b>
<b>INTEREST EXPENSE</b>						
511102 Interest Expense	-	-	0.0%	-	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>LEASES &amp; RENTALS</b>						
512011 Facility Lease	-	-	0.0%	-	-	0.0%
512061 Equipment Rental	-	1,300	100.0%	1,300	1,300	0.0%
<b>Totals</b>	<b>-</b>	<b>1,300</b>	<b>100.0%</b>	<b>1,300</b>	<b>1,300</b>	<b>0.0%</b>
<b>PERSONNEL TOTAL</b>	<b>4,635,703</b>	<b>4,668,485</b>	<b>0.7%</b>	<b>32,782</b>	<b>4,836,164</b>	<b>3.6%</b>
<b>NON-PERSONNEL TOTAL</b>	<b>4,193,600</b>	<b>3,511,800</b>	<b>-16.3%</b>	<b>(681,800)</b>	<b>3,511,800</b>	<b>0.0%</b>
<b>DEPARTMENT TOTALS</b>	<b>8,829,303</b>	<b>8,180,285</b>	<b>-7.4%</b>	<b>(649,018)</b>	<b>8,347,964</b>	<b>2.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
 FY20 & FY21 PRELIMINARY OPERATING BUDGET**  
 COBRA Benefits - 9001

ACCOUNT	Jun-18	Mar-19	% CHANGE	\$ CHANGE	% CHANGE	Mar-19	% CHANGE
	BUDGET FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDGET FY21	BUDG FY20 BUDG FY21
<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	-	-	0.0%	-	0.0%	-	0.0%
501023 Other OT	-	-	0.0%	-	0.0%	-	0.0%
<b>Totals</b>	-	-	0.0%	-	0.0%	-	0.0%
<b>FRINGE BENEFITS</b>							
502011 Medicare/Soc. Sec.	-	-	0.0%	-	0.0%	-	0.0%
502021 Retirement	-	-	0.0%	-	0.0%	-	0.0%
502031 Medical Ins	-	-	0.0%	-	0.0%	-	0.0%
502041 Dental Ins	-	-	0.0%	-	0.0%	-	0.0%
502045 Vision Ins	-	-	0.0%	-	0.0%	-	0.0%
502051 Life Ins/AD&D	-	-	0.0%	-	0.0%	-	0.0%
502060 State Disability Ins (SDI)	-	-	0.0%	-	0.0%	-	0.0%
502061 Long Term Disability Ins	-	-	0.0%	-	0.0%	-	0.0%
502071 State Unemployment Ins (SUI)	-	-	0.0%	-	0.0%	-	0.0%
502081 Worker's Comp Ins	-	-	0.0%	-	0.0%	-	0.0%
502101 Holiday Pay	-	-	0.0%	-	0.0%	-	0.0%
502103 Floating Holiday	-	-	0.0%	-	0.0%	-	0.0%
502109 Sick Leave	-	-	0.0%	-	0.0%	-	0.0%
502111 Annual Leave	-	-	0.0%	-	0.0%	-	0.0%
502121 Other Paid Absence	-	-	0.0%	-	0.0%	-	0.0%
502251 Phys. Exams	-	-	0.0%	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	0.0%	-	0.0%	-	0.0%
502999 Other Fringe Benefits	-	-	0.0%	-	0.0%	-	0.0%
<b>Totals</b>	-	-	0.0%	-	0.0%	-	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
 FY20 & FY21 PRELIMINARY OPERATING BUDGET**  
 COBRA Benefits - 9001

ACCOUNT	Jun-18	Mar-19	% CHANGE	\$ CHANGE	% CHANGE	Mar-19	% CHANGE
	BUDGET FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDGET FY21	BUDG FY20 BUDG FY21
<b>SERVICES</b>							
503011 Acting/Audit Fees	-	-	0.0%	-	0.0%	-	0.0%
503012 Admin/Bank Fees	-	-	0.0%	-	0.0%	-	0.0%
503031 Prof/Technical Fees	-	-	0.0%	-	0.0%	-	0.0%
503032 Legislative Services	-	-	0.0%	-	0.0%	-	0.0%
503033 Legal Services	-	-	0.0%	-	0.0%	-	0.0%
503034 Pre-Employment Exams	-	-	0.0%	-	0.0%	-	0.0%
503041 Temp Help	-	-	0.0%	-	0.0%	-	0.0%
503161 Custodial Services	-	-	0.0%	-	0.0%	-	0.0%
503162 Uniforms/Laundry	-	-	0.0%	-	0.0%	-	0.0%
503171 Security Services	-	-	0.0%	-	0.0%	-	0.0%
503221 Classified/Legal Ads	-	-	0.0%	-	0.0%	-	0.0%
503222 Legal Ads	-	-	0.0%	-	0.0%	-	0.0%
503225 Graphic Services	-	-	0.0%	-	0.0%	-	0.0%
503351 Repair - Bldg & Impr	-	-	0.0%	-	0.0%	-	0.0%
503352 Repair - Equipment	-	-	0.0%	-	0.0%	-	0.0%
503353 Repair - Rev Vehicle	-	-	0.0%	-	0.0%	-	0.0%
503354 Repair - Non Rev Vehicle	-	-	0.0%	-	0.0%	-	0.0%
503363 Haz Mat Disposal	-	-	0.0%	-	0.0%	-	0.0%
<b>Totals</b>	-	-	0.0%	-	0.0%	-	0.0%
<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>	-	-	0.0%	-	0.0%	-	0.0%

# Attachment A

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY20 & FY21 PRELIMINARY OPERATING BUDGET COBRA Benefits - 9001

ACCOUNT	Jun-18	Mar-19	% CHANGE	\$ CHANGE	Mar-19	% CHANGE
	BUDGET FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDGET FY21	BUDG FY20 BUDG FY21
<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>-</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>-</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>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>0.0%</b>

# Attachment A

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY20 & FY21 PRELIMINARY OPERATING BUDGET COBRA Benefits - 9001

ACCOUNT	Jun-18	Mar-19	% CHANGE		\$ CHANGE		% CHANGE	
	BUDGET FY19	BUDGET FY20	BUDG FY19	BUDG FY20	BUDG FY19	BUDG FY20	BUDG FY19	BUDG FY20
<b>MISC EXPENSE</b>								
509011 Dues/Subscriptions	-	-	0.0%	-	-	-	0.0%	0.0%
509081 Advertising - District Promo	-	-	0.0%	-	-	-	0.0%	0.0%
509101 Employee Incentive Program	-	-	0.0%	-	-	-	0.0%	0.0%
509121 Employee Training	-	-	0.0%	-	-	-	0.0%	0.0%
509122 BOD Travel	-	-	0.0%	-	-	-	0.0%	0.0%
509123 Travel	-	-	0.0%	-	-	-	0.0%	0.0%
509125 Local Meeting Expense	-	-	0.0%	-	-	-	0.0%	0.0%
509127 Board Director Fees	-	-	0.0%	-	-	-	0.0%	0.0%
509150 Contributions	-	-	0.0%	-	-	-	0.0%	0.0%
509198 Cash Over/Short	-	-	0.0%	-	-	-	0.0%	0.0%
509999 Other Misc Expense	-	-	0.0%	-	-	-	0.0%	0.0%
<b>Totals</b>	-	-	0.0%	-	-	-	0.0%	0.0%
<b>INTEREST EXPENSE</b>								
511102 Interest Expense	-	-	0.0%	-	-	-	0.0%	0.0%
<b>Totals</b>	-	-	0.0%	-	-	-	0.0%	0.0%
<b>LEASES &amp; RENTALS</b>								
512011 Facility Lease	-	-	0.0%	-	-	-	0.0%	0.0%
512061 Equipment Rental	-	-	0.0%	-	-	-	0.0%	0.0%
<b>Totals</b>	-	-	0.0%	-	-	-	0.0%	0.0%
<b>PERSONNEL TOTAL</b>								
	-	-	0.0%	-	-	-	0.0%	0.0%
<b>NON-PERSONNEL TOTAL</b>								
	-	-	0.0%	-	-	-	0.0%	0.0%
<b>DEPARTMENT TOTALS</b>								
	-	-	0.0%	-	-	-	0.0%	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY20 & FY21 PRELIMINARY OPERATING BUDGET**

Retired Employee Benefits - 9005

ACCOUNT	Jun-18		Mar-19		% CHANGE		\$ CHANGE		% CHANGE	
	BUDGET FY19	BUDGET FY20	BUDGET FY20	BUDGET FY21	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDG FY20 BUDG FY21	BUDG FY20 BUDG FY21
<b>LABOR</b>										
501011 Bus Operator Pay	-	-	-	-	0.0%	-	-	-	-	0.0%
501013 Bus Operator OT	-	-	-	-	0.0%	-	-	-	-	0.0%
501021 Other Salaries	-	-	-	-	0.0%	-	-	-	-	0.0%
501023 Other OT	-	-	-	-	0.0%	-	-	-	-	0.0%
<b>Totals</b>	-	-	-	-	0.0%	-	-	-	-	0.0%
<b>FRINGE BENEFITS</b>										
502011 Medicare/Soc. Sec.	-	-	-	-	0.0%	-	-	-	-	0.0%
502021 Retirement	-	-	-	-	0.0%	-	-	-	-	0.0%
502031 Medical Ins	2,941,179	3,206,400	3,206,400	3,366,720	9.0%	265,221	3,366,720	5.0%	5.0%	
502041 Dental Ins	103,816	69,649	69,649	69,649	-32.9%	(34,167)	69,649	0.0%	0.0%	
502045 Vision Ins	26,345	20,579	20,579	21,197	-21.9%	(5,766)	21,197	3.0%	3.0%	
502051 Life Ins/AD&D	7,240	7,458	7,458	7,681	3.0%	217	7,681	3.0%	3.0%	
502060 State Disability Ins (SDI)	-	-	-	-	0.0%	-	-	0.0%	0.0%	
502061 Long Term Disability Ins	-	-	-	-	0.0%	-	-	0.0%	0.0%	
502071 State Unemployment Ins (SUI)	-	-	-	-	0.0%	-	-	0.0%	0.0%	
502081 Worker's Comp Ins	-	-	-	-	0.0%	-	-	0.0%	0.0%	
502101 Holiday Pay	-	-	-	-	0.0%	-	-	0.0%	0.0%	
502103 Floating Holiday	-	-	-	-	0.0%	-	-	0.0%	0.0%	
502109 Sick Leave	-	-	-	-	0.0%	-	-	0.0%	0.0%	
502111 Annual Leave	-	-	-	-	0.0%	-	-	0.0%	0.0%	
502121 Other Paid Absence	-	-	-	-	0.0%	-	-	0.0%	0.0%	
502251 Phys. Exams	-	-	-	-	0.0%	-	-	0.0%	0.0%	
502253 Driver Lic Renewal	-	-	-	-	0.0%	-	-	0.0%	0.0%	
502999 Other Fringe Benefits	4,374	4,593	4,593	4,822	5.0%	219	4,822	5.0%	5.0%	
<b>Totals</b>	3,082,954	3,308,678	3,308,678	3,470,069	7.3%	225,724	3,470,069	4.9%	4.9%	



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY20 & FY21 PRELIMINARY OPERATING BUDGET**

Retired Employee Benefits - 9005

ACCOUNT	Jun-18	Mar-19	% CHANGE		\$ CHANGE		% CHANGE	
	BUDGET FY19	BUDGET FY20	BUDG FY19	BUDG FY20	BUDG FY19	BUDG FY20	BUDG FY19	BUDG FY20
<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	-	-	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%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY20 & FY21 PRELIMINARY OPERATING BUDGET**  
Retired Employee Benefits - 9005

ACCOUNT	Jun-18		Mar-19		% CHANGE		\$ CHANGE		% CHANGE	
	BUDGET FY19	BUDGET FY20	BUDGET FY20	BUDGET FY21	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDG FY20 BUDG FY21	BUDG FY20 BUDG FY21
<b>OTHER MATERIALS &amp; SUPPLIES</b>										
504205 Freight Out	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
504211 Postage & Mailing	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
504214 Promotional Items	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
504215 Printing	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
504217 Photo Supp/Process	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
504311 Office Supplies	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
504315 Safety Supplies	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
504317 Cleaning Supplies	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
504409 Repair/Maint Supplies	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
504417 Tenant Repairs	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
504421 Non-Inventory Parts	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
504511 Small Tools	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
504515 Employee Tool Replacement	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
<b>Totals</b>	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
<b>UTILITIES</b>										
505011 Gas & Electric	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
505021 Water & Garbage	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
505031 Telecommunications	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
<b>Totals</b>	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
<b>CASUALTY &amp; LIABILITY</b>										
506011 Insurance - Property	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
506015 Insurance - PL/PD	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
506021 Insurance - Other	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
506123 Settlement Costs	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
506127 Repairs - District Prop	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
<b>Totals</b>	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
<b>TAXES</b>										
507051 Fuel Tax	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
507201 Licenses & Permits	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
507999 Other Taxes	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
<b>Totals</b>	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%

Retirees- 9005

# Attachment A

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY20 & FY21 PRELIMINARY OPERATING BUDGET

Retired Employee Benefits - 9005

ACCOUNT	Jun-18		Mar-19		% CHANGE		\$ CHANGE		% CHANGE	
	BUDGET FY19	BUDGET FY20	BUDGET FY20	BUDGET FY21	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDG FY20 BUDG FY21	BUDG FY20 BUDG FY21
<b>MISC EXPENSE</b>										
509011 Dues/Subscriptions	-	-	-	-	0.0%	-	-	-	-	0.0%
509081 Advertising - District Promo	-	-	-	-	0.0%	-	-	-	-	0.0%
509101 Employee Incentive Program	-	-	-	-	0.0%	-	-	-	-	0.0%
509121 Employee Training	-	-	-	-	0.0%	-	-	-	-	0.0%
509122 BOD Travel	-	-	-	-	0.0%	-	-	-	-	0.0%
509123 Travel	-	-	-	-	0.0%	-	-	-	-	0.0%
509125 Local Meeting Expense	-	-	-	-	0.0%	-	-	-	-	0.0%
509127 Board Director Fees	-	-	-	-	0.0%	-	-	-	-	0.0%
509150 Contributions	-	-	-	-	0.0%	-	-	-	-	0.0%
509198 Cash Over/Short	-	-	-	-	0.0%	-	-	-	-	0.0%
509999 Other Misc Expense	-	-	-	-	0.0%	-	-	-	-	0.0%
<b>Totals</b>	-	-	-	-	0.0%	-	-	-	-	0.0%
<b>INTEREST EXPENSE</b>										
511102 Interest Expense	-	-	-	-	0.0%	-	-	-	-	0.0%
<b>Totals</b>	-	-	-	-	0.0%	-	-	-	-	0.0%
<b>LEASES &amp; RENTALS</b>										
512011 Facility Lease	-	-	-	-	0.0%	-	-	-	-	0.0%
512061 Equipment Rental	-	-	-	-	0.0%	-	-	-	-	0.0%
<b>Totals</b>	-	-	-	-	0.0%	-	-	-	-	0.0%
<b>PERSONNEL TOTAL</b>	3,082,954	3,308,678	3,308,678	3,470,069	7.3%	225,724	225,724	3,470,069	4.9%	4.9%
<b>NON-PERSONNEL TOTAL</b>	-	-	-	-	0.0%	-	-	-	-	0.0%
<b>DEPARTMENT TOTALS</b>	<u>3,082,954</u>	<u>3,308,678</u>	<u>3,308,678</u>	<u>3,470,069</u>	<u>7.3%</u>	<u>225,724</u>	<u>225,724</u>	<u>3,470,069</u>	<u>4.9%</u>	<u>4.9%</u>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY20 & FY21 PRELIMINARY OPERATING BUDGET**  
SCCIC - 700

ACCOUNT	Jun-18	Mar-19	% CHANGE		\$ CHANGE		% CHANGE	
	BUDGET FY19	BUDGET FY20	BUDG FY19	BUDG FY20	BUDG FY19	BUDG FY20	BUDG FY19	BUDG FY20
<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	-	-	0.0%	-	-	-	0.0%	0.0%
501023 Other OT	-	-	0.0%	-	-	-	0.0%	0.0%
<b>Totals</b>	-	-	0.0%	-	-	-	0.0%	0.0%
<b>FRINGE BENEFITS</b>								
502011 Medicare/Soc. Sec.	-	-	0.0%	-	-	-	0.0%	0.0%
502021 Retirement	-	-	0.0%	-	-	-	0.0%	0.0%
502031 Medical Ins	-	-	0.0%	-	-	-	0.0%	0.0%
502041 Dental Ins	-	-	0.0%	-	-	-	0.0%	0.0%
502045 Vision Ins	-	-	0.0%	-	-	-	0.0%	0.0%
502051 Life Ins/AD&D	-	-	0.0%	-	-	-	0.0%	0.0%
502060 State Disability Ins (SDI)	-	-	0.0%	-	-	-	0.0%	0.0%
502061 Long Term Disability Ins	-	-	0.0%	-	-	-	0.0%	0.0%
502071 State Unemployment Ins (SUI)	-	-	0.0%	-	-	-	0.0%	0.0%
502081 Worker's Comp Ins	-	-	0.0%	-	-	-	0.0%	0.0%
502101 Holiday Pay	-	-	0.0%	-	-	-	0.0%	0.0%
502103 Floating Holiday	-	-	0.0%	-	-	-	0.0%	0.0%
502109 Sick Leave	-	-	0.0%	-	-	-	0.0%	0.0%
502111 Annual Leave	-	-	0.0%	-	-	-	0.0%	0.0%
502121 Other Paid Absence	-	-	0.0%	-	-	-	0.0%	0.0%
502251 Phys. Exams	-	-	0.0%	-	-	-	0.0%	0.0%
502253 Driver Lic Renewal	-	-	0.0%	-	-	-	0.0%	0.0%
502999 Other Fringe Benefits	-	-	0.0%	-	-	-	0.0%	0.0%
<b>Totals</b>	-	-	0.0%	-	-	-	0.0%	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY20 & FY21 PRELIMINARY OPERATING BUDGET**  
SCCIC - 700

ACCOUNT	Jun-18	Mar-19	% CHANGE	\$ CHANGE	% CHANGE	Mar-19	% CHANGE
	BUDGET FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDGET FY21	BUDG FY20 BUDG FY21
<b>SERVICES</b>							
503011 Acting/Audit Fees	250	250	0.0%	-	0.0%	250	0.0%
503012 Admin/Bank Fees	-	-	0.0%	-	0.0%	-	0.0%
503031 Prof/Technical Fees	-	-	0.0%	-	0.0%	-	0.0%
503032 Legislative Services	-	-	0.0%	-	0.0%	-	0.0%
503033 Legal Services	-	-	0.0%	-	0.0%	-	0.0%
503034 Pre-Employment Exams	-	-	0.0%	-	0.0%	-	0.0%
503041 Temp Help	-	-	0.0%	-	0.0%	-	0.0%
503161 Custodial Services	-	-	0.0%	-	0.0%	-	0.0%
503162 Uniforms/Laundry	-	-	0.0%	-	0.0%	-	0.0%
503171 Security Services	-	-	0.0%	-	0.0%	-	0.0%
503221 Classified/Legal Ads	-	-	0.0%	-	0.0%	-	0.0%
503222 Legal Ads	-	-	0.0%	-	0.0%	-	0.0%
503225 Graphic Services	-	-	0.0%	-	0.0%	-	0.0%
503351 Repair - Bldg & Impr	-	-	0.0%	-	0.0%	-	0.0%
503352 Repair - Equipment	-	-	0.0%	-	0.0%	-	0.0%
503353 Repair - Rev Vehicle	-	-	0.0%	-	0.0%	-	0.0%
503354 Repair - Non Rev Vehicle	-	-	0.0%	-	0.0%	-	0.0%
503363 Haz Mat Disposal	-	-	0.0%	-	0.0%	-	0.0%
<b>Totals</b>	<b>250</b>	<b>250</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>	<b>250</b>	<b>0.0%</b>
<b>MOBILE MATERIALS &amp; SUPPLIES</b>							
504011 Fuels & Lubricants - Non Rev Veh	-	-	0.0%	-	0.0%	-	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>

# Attachment A

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY20 & FY21 PRELIMINARY OPERATING BUDGET SCCIC - 700

ACCOUNT	Jun-18	Mar-19	% CHANGE		\$ CHANGE		% CHANGE	
	BUDGET FY19	BUDGET FY20	BUDG FY19	BUDG FY20	BUDG FY19	BUDG FY20	BUDG FY19	BUDG FY20
<b>OTHER MATERIALS &amp; SUPPLIES</b>								
504205 Freight Out	-	-	0.0%	-	-	-	0.0%	0.0%
504211 Postage & Mailing	-	-	0.0%	-	-	-	0.0%	0.0%
504214 Promotional Items	-	-	0.0%	-	-	-	0.0%	0.0%
504215 Printing	-	-	0.0%	-	-	-	0.0%	0.0%
504217 Photo Supp/Process	-	-	0.0%	-	-	-	0.0%	0.0%
504311 Office Supplies	-	-	0.0%	-	-	-	0.0%	0.0%
504315 Safety Supplies	-	-	0.0%	-	-	-	0.0%	0.0%
504317 Cleaning Supplies	-	-	0.0%	-	-	-	0.0%	0.0%
504409 Repair/Maint Supplies	-	-	0.0%	-	-	-	0.0%	0.0%
504417 Tenant Repairs	-	-	0.0%	-	-	-	0.0%	0.0%
504421 Non-Inventory Parts	-	-	0.0%	-	-	-	0.0%	0.0%
504511 Small Tools	-	-	0.0%	-	-	-	0.0%	0.0%
504515 Employee Tool Replacement	-	-	0.0%	-	-	-	0.0%	0.0%
<b>Totals</b>	-	-	0.0%	-	-	-	0.0%	0.0%
<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>	-	-	0.0%	-	-	-	0.0%	0.0%
<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>	-	-	0.0%	-	-	-	0.0%	0.0%
<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>	-	-	0.0%	-	-	-	0.0%	0.0%

# Attachment A

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY20 & FY21 PRELIMINARY OPERATING BUDGET SCCIC - 700

ACCOUNT	Jun-18	Mar-19	% CHANGE		\$ CHANGE		% CHANGE	
	BUDGET FY19	BUDGET FY20	BUDG FY19	BUDG FY20	BUDG FY19	BUDG FY20	BUDG FY19	BUDG FY20
<b>MISC EXPENSE</b>								
509011 Dues/Subscriptions	-	-	0.0%	-	-	-	0.0%	0.0%
509081 Advertising - District Promo	-	-	0.0%	-	-	-	0.0%	0.0%
509101 Employee Incentive Program	-	-	0.0%	-	-	-	0.0%	0.0%
509121 Employee Training	-	-	0.0%	-	-	-	0.0%	0.0%
509122 BOD Travel	-	-	0.0%	-	-	-	0.0%	0.0%
509123 Travel	-	-	0.0%	-	-	-	0.0%	0.0%
509125 Local Meeting Expense	-	-	0.0%	-	-	-	0.0%	0.0%
509127 Board Director Fees	-	-	0.0%	-	-	-	0.0%	0.0%
509150 Contributions	-	-	0.0%	-	-	-	0.0%	0.0%
509198 Cash Over/Short	-	-	0.0%	-	-	-	0.0%	0.0%
509999 Other Misc Expense	-	-	0.0%	-	-	-	0.0%	0.0%
<b>Totals</b>	-	-	0.0%	-	-	-	0.0%	0.0%
<b>INTEREST EXPENSE</b>								
511102 Interest Expense	-	-	0.0%	-	-	-	0.0%	0.0%
<b>Totals</b>	-	-	0.0%	-	-	-	0.0%	0.0%
<b>LEASES &amp; RENTALS</b>								
512011 Facility Lease	-	-	0.0%	-	-	-	0.0%	0.0%
512061 Equipment Rental	-	-	0.0%	-	-	-	0.0%	0.0%
<b>Totals</b>	-	-	0.0%	-	-	-	0.0%	0.0%
<b>PERSONNEL TOTAL</b>								
	-	-	0.0%	-	-	-	0.0%	0.0%
<b>NON-PERSONNEL TOTAL</b>								
	250	250	0.0%	-	-	250	0.0%	0.0%
<b>DEPARTMENT TOTALS</b>								
	250	250	0.0%	-	-	250	0.0%	0.0%

16A.75

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY20 PRELIMINARY CAPITAL BUDGET  
AS OF MARCH 22, 2019

PROJECT/ACTIVITY	RESTRICTED	RESTRICTED	PTMISEA (1B) + INT-PAC STATION/JKS/B US & BUS FAC.	CAL-OES PROP 1B - TRANSIT SECURITY	STIP	LCTOP	LPP	STA-SB1 (XFR FROM OPER BUDGET)	BUS REPLACEMENT FUND		TOTAL	
									\$3M PER YEAR (MEASURE D + SB1 STA&SGR)	RESTRICTED		RESTRICTED
<b>Construction Related Projects</b>												
1 Pacific Station/Metro Center-Station Rehabilitation			\$ 1,551,333								\$ 1,551,333	
Pacific Station/Metro Center-Roof & Window Replacement			\$ 350,000								\$ 350,000	
Pacific Station/Metro Center-Conceptual Design / MOU	\$ 136,388							\$ 34,097			\$ 170,485	
<b>Transit Security Projects:</b>												
Security Cameras Install-JKS Ops Bldg.				\$ 167,716						\$ 31,970	\$ 199,686	
Emergency Generators - Equip.				\$ 184,800							\$ 184,800	
Emergency Generators - Consultant				\$ 14,770							\$ 14,770	
Subtotal	\$ 136,388		\$ 1,901,333	\$ 367,286				\$ 34,097		\$ 31,970	\$ 2,471,074	
<b>IT Projects</b>												
3 Financial System (includes \$50K Consulting)											\$ 800,000	
4 Large Monitor Presentation System											\$ 4,200	
Subtotal	\$ -		\$ -	\$ -				\$ -		\$ -	\$ 804,200	
<b>Facilities Upgrades &amp; Improvements</b>												
5 Fuel Management System (FTA 5339a FY17)	\$ 180,000										\$ 180,000	
6 Bus Stop Improvements (FTA 5339a FY18)	\$ 124,725										\$ 124,725	
7 Gate Control at JKS Bus Entry (FTA 5339a FY18)	\$ 100,000										\$ 100,000	
8 138 Golf Club Fire Egress (FTA 5339a FY17)	\$ 97,523										\$ 97,523	
9 Paint Exterior-Maint. Facility (FTA 5339a FY18)	\$ 60,000										\$ 60,000	
10 Facilities Improvements (FTA 5339a FY18)	\$ 86,275										\$ 86,275	
11 Awning @ Fueling Station A&E only (FTA 5339a FY18)	\$ 25,000									\$ 20,000	\$ 25,000	
12 Admin Bldg. Engineering & Renovations											\$ 16,000	
13 Asphalt Repair-Pac Station Layover (FTA 5339a FY18)	\$ 16,000										\$ 16,000	
14 Concrete Surface Repair - Bus Yard (FTA 5339a FY18)	\$ 10,000										\$ 10,000	
15 Relocate Mechanics Sink-Golf Club (FTA 5339a FY14)	\$ 7,638							\$ 1,910			\$ 9,548	
16 Fencing Behind Diesel Tank (FTA 5339a FY18)	\$ 7,000										\$ 7,000	
17 Upgrade Exhaust Evac.-Golf Club (FTA 5339a FY14)	\$ 6,400							\$ 1,600			\$ 8,000	
Subtotal	\$ 720,561		\$ -	\$ -				\$ 3,510		\$ 20,000	\$ 744,071	
<b>Revenue Vehicle Purchases, Replacements &amp; Campaigns</b>												
18 Electric Bus (3) + Infra & Proj Mgmt. (FTA 5339c FY16)	\$ 3,732,074		\$ 561,332								\$ 4,919,542	
19 4 40' CNG Replacements (FTA 5339b FY17)	\$ 1,206,518							\$ 671,079			\$ 2,635,548	
20 FY18 STIP - 2 ZEBs (STIP, LPP, HVIP = \$300K)					\$ 870,000		\$ 786,000				\$ 2,189,891	
21 FY18 STIP - AVL/ITS (STIP, Measure D)					\$ 1,400,000						\$ 1,581,385	
22 Electric Bus (1) - Watsonville Circulator DAC (FY15/16 LCTOP)			\$ 357,216			\$ 709,292					\$ 1,094,945	
23 FY18 STIP - Refurb 4 Buses @ ~ \$254K (STIP, Measure D)					\$ 900,000					\$ 116,605	\$ 1,016,605	
VTA Bus Transfer - Decommission & Retrofit 10 Electric Hybrids, and 4 Diesel Artic											\$ 1,000,000	
25 Electric Bus (1) - Watsonville Circulator DAC (FY17/18 LCTOP)						\$ 863,102					\$ 231,843	
26 CNG Bus (1) - (STBG FY17 via SCCRTC)	\$ 500,000		\$ 70,000								\$ 88,887	
CNG Bus (1) - (Caltrans FY13-FY17 5339 Statewide Discretionary)	\$ 456,957									\$ 201,932	\$ 658,889	
Year 3 of 6 - Capitalized Lease - Principal Only - (3 New Flyer Buses) - (Measure D) Interest in Operating Budget											\$ 251,431	
28 \$32K	\$ 132,191										\$ 165,239	
29 Mid-Life Bus Engine Overhaul (7) (FTA 5339a FY14)	\$ 160,000										\$ 160,000	
30 Mid-Life Bus Engine Overhaul (4) (FTA 5339a FY17)	\$ 82,247										\$ 102,809	
31 Bus Repeat Campaign (36) (FTA 5339a FY14)											\$ 28,500	
Capitalized Lease - 3 New Flyer Buses-External Announcement System Programming Patch (Clever Devices) (Measure D)											\$ 2,760	
32 Bus Repairs (3) was-Repair Roof at Pacific Station (FTA 5339a FY13)	\$ 11,042										\$ 4,103,368	
Subtotal	\$ 6,281,029		\$ 988,548	\$ -	\$ 3,170,000	\$ 1,572,394	\$ 786,000	\$ -	\$ 671,079	\$ -	\$ 17,572,418	
<b>Non-Revenue Vehicle Purchases &amp; Replacements</b>												
34 Replace Custodial Support Vehicles (2) (FTA5339a FY18)	\$ 30,000										\$ 30,000	
Subtotal	\$ 30,000		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000	

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
 FY20 PRELIMINARY CAPITAL BUDGET  
 AS OF MARCH 22, 2019

PROJECT/ACTIVITY	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	LCTOP	LPP	STA-SB1 (XFR FROM OPER BUDGET)	STA-SGR (SB 1)	BUS REPLACEMENT FUND		TOTAL
													\$3M PER YEAR (MEASURE D + SB1 STA&SGR)	RESTRICTED	
<b>Fleet &amp; Maint Equipment</b>															
35 Bus Yard Scrubber/Sweeper (FTA 5339a FY18)	\$ 75,000														\$ 75,000
36 METRO Logo Signs for JKS Ops Bldg.	\$ 45,000													\$ 4,480	\$ 4,480
37 Floor Scrubbers for Maint. Shop (FTA 5339a FY18)	\$ 120,000													\$ 45,000	\$ 45,000
Subtotal														\$ 4,480	\$ 124,480
<b>Office Equipment</b>															
38 Business Copy Machine-Admin (Reserves)															\$ 22,945
Subtotal														\$ 22,945	\$ 22,945
<b>Misc.</b>															
39 TVM Pin Pad Bezel 8 Upgrade (6)															\$ 70,000
40 Ticket Vending Machine-SLV-Installation Costs + Misc											\$ 17,045			\$ 15,000	\$ 32,045
41 Misc. Emergency Capital Items \$1K to \$5K														\$ 10,000	\$ 10,000
42 Watsonville Transit Mural-(\$2,700 from Arts Council SC)														\$ 6,600	\$ 6,600
Subtotal											\$ 17,045			\$ 101,600	\$ 118,645
<b>TOTAL CAPITAL PROJECTS</b>	<b>\$ 7,287,978</b>	<b>\$ 2,889,881</b>	<b>\$ 367,286</b>	<b>\$ 3,170,000</b>	<b>\$ 1,572,394</b>	<b>\$ 786,000</b>	<b>\$ 54,652</b>	<b>\$ 671,079</b>	<b>\$ 4,103,368</b>	<b>\$ 985,195</b>	<b>\$ 21,887,833</b>				
<b>CAPITAL PROGRAM FUNDING</b>															
<b>Federal Sources of Funds:</b>															
Federal Grants (FTA)	\$ 6,787,978														\$ 6,787,978
Surface Transportation Block Grant (STBG)	\$ 500,000														\$ 500,000
<b>State Sources of Funds:</b>															
PTMISEA (1B)		\$ 2,889,881													\$ 2,889,881
Cal-OES Prop 1B Transit Security Grant Funds (CTSGP)			\$ 367,286												\$ 367,286
State Transportation Improvement Program (STIP)				\$ 3,170,000											\$ 3,170,000
Low Carbon Transit Operations Program (LCTOP)					\$ 1,572,394										\$ 1,572,394
Local Partnership Program (LPP)						\$ 786,000									\$ 786,000
Transfers from Operating Budget (STA-SB1)							\$ 54,652								\$ 54,652
Transfers from Operating Budget (Measure D)											\$ 4,103,368				\$ 4,103,368
<b>Local Sources of Funds:</b>															
Operating and Capital Reserve Fund														\$ 985,195	\$ 985,195
<b>TOTAL CAPITAL FUNDING BY FUNDING SOURCE</b>	<b>\$ 7,287,978</b>	<b>\$ 2,889,881</b>	<b>\$ 367,286</b>	<b>\$ 3,170,000</b>	<b>\$ 1,572,394</b>	<b>\$ 786,000</b>	<b>\$ 54,652</b>	<b>\$ 671,079</b>	<b>\$ 4,103,368</b>	<b>\$ 985,195</b>	<b>\$ 21,887,833</b>				
Restricted Funds	\$ 7,287,978	\$ 2,889,881	\$ 367,286	\$ 3,170,000	\$ 1,572,394	\$ 786,000	\$ 54,652	\$ 671,079	\$ 4,103,368	\$ 985,195	\$ 20,847,986				\$ 20,847,986
Unrestricted Funds											\$ 54,652			\$ 985,195	\$ 1,039,847
<b>TOTAL CAPITAL FUNDING</b>	<b>\$ 7,287,978</b>	<b>\$ 2,889,881</b>	<b>\$ 367,286</b>	<b>\$ 3,170,000</b>	<b>\$ 1,572,394</b>	<b>\$ 786,000</b>	<b>\$ 54,652</b>	<b>\$ 671,079</b>	<b>\$ 4,103,368</b>	<b>\$ 985,195</b>	<b>\$ 21,887,833</b>				



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

**I. RECOMMENDED ACTION**

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

**II. SUMMARY**

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

**III. DISCUSSION/BACKGROUND**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

#### **VI. ATTACHMENTS**

None

Prepared by: Erron Alvey, Purchasing and Special Projects Director

**VII. APPROVALS:**

Erron Alvey, Purchasing &  
Special Projects Director



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



Alex Clifford, CEO/General Manager





**DATE:** March 22, 2019

**TO:** Board of Directors

**FROM:** Ciro Aguirre, COO

**SUBJECT: CONSIDERATION OF AUTHORIZING THE CEO/GENERAL MANAGER TO ENTER INTO AN AGREEMENT WITH COASTAL LANDSCAPING INC. FOR REPAIRS AND LANDSCAPING IMPROVEMENTS TO THE CAVALLARO TRANSIT CENTER AND THE VERNON ADMINISTRATIVE OFFICE SITE FOR A NOT TO EXCEED AMOUNT OF \$88,028**

### **I. RECOMMENDED ACTION**

**That the Board of Directors authorize the CEO/General Manager to enter into an agreement with Coastal Landscaping Inc. for repairs and landscaping improvements**

### **II. SUMMARY**

- The Santa Cruz Metropolitan Transit District (METRO) Cavallaro Transit Center (Cavallaro) and Vernon Administration Building Site (Vernon) have had years of landscape neglect.
- Deterioration of various terraces, irrigation systems and existing plants requires removal and improvements to be performed before further extensive and expensive damage occurs.
- Successful completion of the Watsonville Transit Center landscaping project performed by Coastal Landscaping Inc. provided a basis from which METRO wishes to proceed with repairs and landscaping at Cavallaro and Vernon.
- Required repairs and landscaping will be performed using current fiscal year savings.
- Staff is recommending authorization to proceed with this needed work at the Cavallaro and Vernon facilities.

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

For several years, METRO has deferred repairs and landscaping improvements to its facilities due to budget constraints and a persistent drought. As a result, severe deterioration of supporting walls, terraces, plantings and deactivated irrigation systems require repairs and improvements, in order to mitigate further damage and restore aesthetics. Irrigation systems will be upgraded to drip systems in order to conserve water.

In 2018, Coastal Landscaping, METRO's contracted landscaper, was authorized to perform a landscaping project that took place at the Watsonville Transit Center. The site was in a condition similar to that of Cavallaro and Vernon requiring irrigation repairs and landscape improvements.

The completed Watsonville Transit Center landscape project displays a significant aesthetic improvement to the facility that has been well received by METRO riders and the community. METRO intends to stay with the planting theme found at the Watsonville Transit Center for the Cavallaro and Vernon facilities (see Attachment A).

### **110 Vernon – Administrative Facility**

Soil erosion due to inclement weather has caused exposure to the upper parking lot wall base; if left unattended, it will eventually compromise the wall's foundation. Removal of ivy, which was covering the land outside of the Vernon building facing Vernon Street has exposed the soil. The ivy required removal as it was harboring unwanted rodents; but, with the soil now exposed, inclement weather now causes erosion onto the sidewalk requiring repetitive maintenance to maintain path of travel (see Attachment B).

The Vernon site-landscaping project will consist of the following:

- Grading of property facing Vernon Street, reducing erosion during inclement weather
- Removal and installation of the upper parking lot retaining wall
- Installation of wall block retaining wall
- Installation of drip irrigation system
- Planting of Myrica (drought resistant and native to Santa Cruz) shrubs at terraced areas (see Attachment C)
- Planting of Tristania, elegant deep root trees (see Attachment C)

### **Scotts Valley Cavallaro Transit Center/Park & Ride Facility**

Damage is evident to various surrounding paths of travel, planters and parking lot curbs due to improper trees with shallow roots used at Cavallaro. The City of Scotts Valley, as part of its sidewalk improvement project along Kings Village Road, included repairs to a damaged access ramp by the transit center due to tree root growth (see Attachment D). Additionally, erosion has exposed the foundation for tiered parking railings and if not addressed, will eventually compromise railings (see Attachment E)

The Cavallaro site landscaping project will consist of the following:



- Grading and repairs to parking lot terraced levels
- Installation of drip irrigation system throughout the facility
- Monument Entry Sign planting drought resistant plants similar to Watsonville Transit Center theme
- Planting of Myrica shrubs at terraced areas (see Attachment C)
- Planting of approximately 20 Tristania, elegance deep root trees in accordance with City of Scotts Valley requirements (see Attachment C)

Please refer to Attachment E for additional information detailing work at each site and pricing.

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

Coastal Landscaping Inc. has provided a quote for the Vernon Facility for \$58,017, and a quote for the Cavallaro Transit Center for \$30,009 totaling \$88,026 (see Attachment F).

In Fiscal Year 19 (FY19) METRO is running under budget as a result of cost savings. Staff is recommending part of the cost savings be applied toward landscape improvements and repairs at the Cavallaro and Vernon facilities. Investment of these monies to repair damage and improve the landscaping at these two facilities will also meet with the Federal Transportation Administration's Transit Asset Management (TAM) program.

Utilization of the monies will deplete the board approved contract authority for Coastal Landscaping services earlier than anticipated. Additional board contract authority will be requested by staff at a later date.

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

- Do not approve. Not recommended as the sites need to have repairs performed or deterioration will continue and be more expensive to address.
- Phase each project over a longer period. Not recommended because funding is currently available due to a budget surplus that will not be available for start of FY20.

#### **VI. ATTACHMENTS**

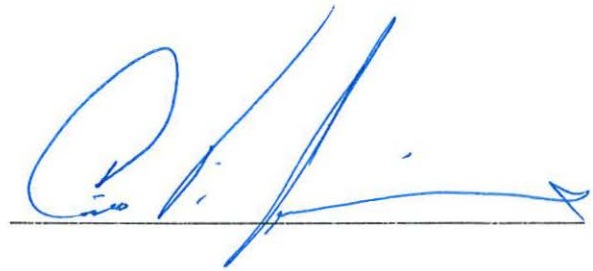
**Attachment A: Watsonville TC Planting Theme**

- Attachment B: Vernon Wall Erosion and Soil Grade**
- Attachment C: Proposed Shrubs & Trees**
- Attachment D: Tree Root Damage Cavallaro**
- Attachment E: Railing Erosion**
- Attachment F: Coastal Landscape Work Detail & Cost**

Prepared by:           Ciro Aguirre, COO

**VI. APPROVALS:**

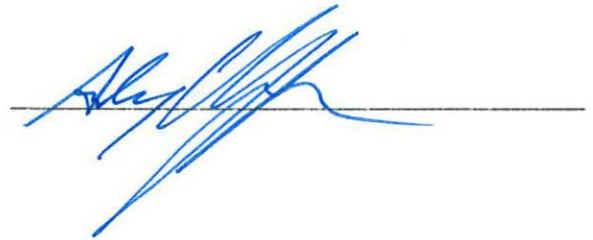
Ciro Aguirre, Chief Operations Officer



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

*allow for AA*

Alex Clifford, CEO/General Manager



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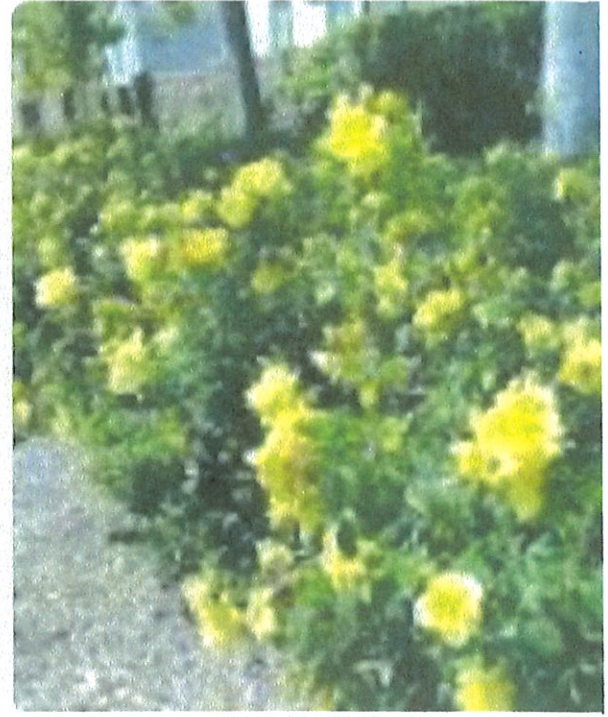


WATSONVILLE TRANSIT CENTER  
GARDEN THEME EXAMPLE.

Attachment A







👉 = UNDERSTORY PLANTING AND METRO GARDEN THEME

**Flower Carpet** can withstand not only high heat conditions that are common along hot black-top driveways, but also winter road salt spray and snow plow damage. Low-maintenance, **drought tolerant Flower Carpet roses** are ideal for areas that are often hard to reach with hoses or sprinkler systems.















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Attachment C



MYRTICA  
CALIFORNICA  
← IDENTIFIED  
IN YELLOW  
OX PLANT





*TRISTANIA, elegance*



CAVALLARO

TREES

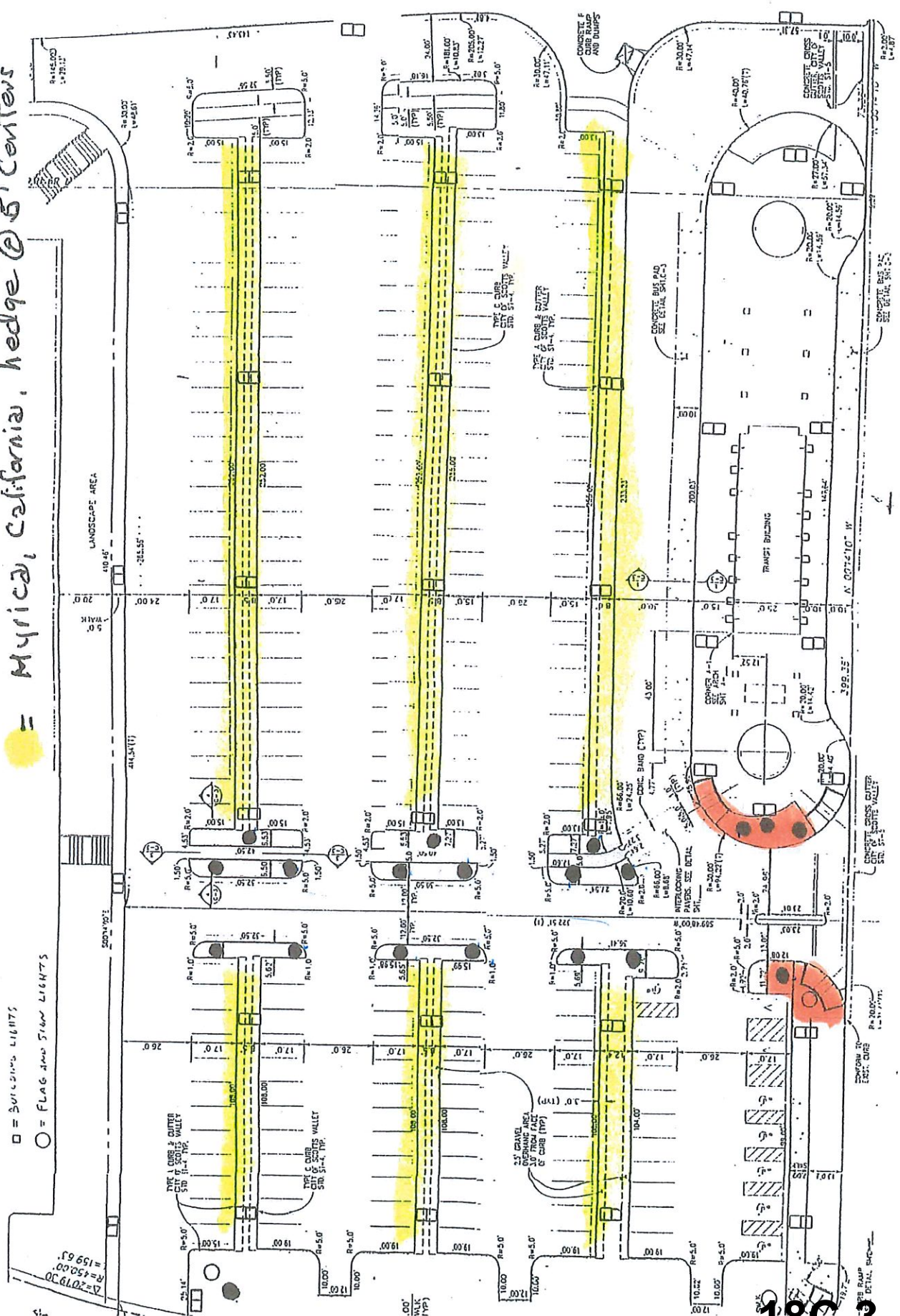
WATSONVILLE T.C. THEME GARDEN PLANTING.

Myrica, California, hedge @ 5' centers

OR = LOT LIGHTS

□ = BUILDING LIGHTS

○ = FLAG AND SIGN LIGHTS

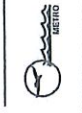




110 VERNON

**WR&D**  
**WALD RUPPNE & DOOST**  
**ARCHITECTS LLP**  
 701 MISSION STREET  
 RICHMOND, CALIFORNIA 94805  
 PHONE: 510.421.8164  
 FAX: 510.421.8163  
 WWW.WR&DARCH.COM

# Attachment C



110 VERNON ST. REMODEL

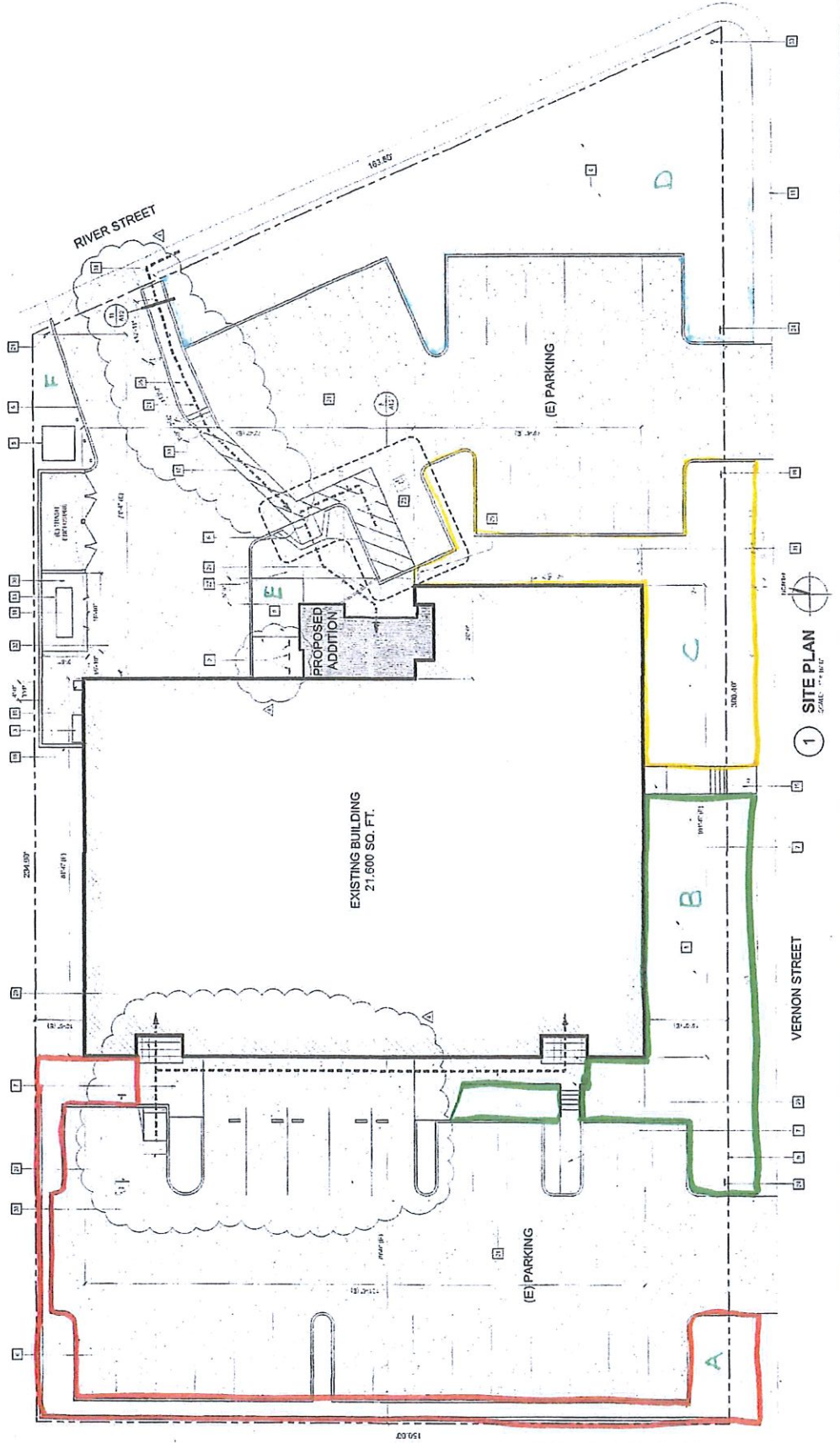
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
 110 VERNON ST.  
 SANTA CRUZ, CA 95060

JOB NO: 08192  
 PROJECT: 110 VERNON ST.  
 REVISIONS: SEE LIST  
 CLIENT: METRO  
 DATE: 08/11/11

SCALE: 1" = 10'-0"  
 SHEET: 110V-01

SITE PLAN  
 SHEET NO. 110V-01

A1.1



LEGEND	
[Symbol]	PROPOSED AREA
[Symbol]	EXISTING CONCRETE
[Symbol]	ADJUST PAVEMENT
[Symbol]	CONCRETE AREA

SITE PLAN KEY NOTES	
1	EXISTING BUILDING 21,500 SQ. FT.
2	PROPOSED ADDITION
3	(E) PARKING
4	(E) PARKING
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100	(E) PARKING



DAMAGE DONE  
NOTE TREE ROOT  
UNDER SIDEWALK









SURFACE ROOTS





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<p><b>COASTAL LANDSCAPING, INC.</b> State License 932020                  P.O. Box 176 Aptos, Ca. 95001 831-334-7202  <b>REVISION to Proposal 2-25-19</b>                  Per Client Request: a 5% discount applied to all planting areas</p>				<p><b>Watsonville                  METRO Transit                  Center:                  Theme Garden                  installed example</b></p>			
<p><b>SANTA CRUZ METROPOLITAN TRANSIT DISTRICT</b>                  110 Vernon Street Santa Cruz CA 95060</p> 		Estimate Number	Demo	Drip Irrigation	Plant Installation	Wall Installation	Tree Trimming
<p><b>Job Location</b></p>		AR- 4433	5,000.00				
<p><b>110 Vernon Admin Bldg (see site plan for referenced locations)</b>  <u>Regrade: sections B, C and D</u> by tractor and hand; regrade sections: <u>A, E</u> and <u>F</u> by hand. Insure that all runoff drains away from Admin. Bldg. and is directed away from pedestrian walkways. Remove all tree stumps, unwanted plant material, including ivy ground cover.</p>		AR- 4400	1,480.00				
<p><u>Upper parking lot: Demolition:</u> of existing wood retaining wall. Removal of approx. 12"x24" of planting area soil to accomodate the new retaining wall, prepare a base for the new footing to install the concrete block retaining wall.</p>		AR- 4394				9,497.18	
<p><u>Upper parking lot: Provide and Install:</u> Garden Rock tan-1000992, concrete wall block materials. Install: a new 24" tall concrete block retaining wall around the upper parking lot, depending on grade to replace the existing 12" high wood structure.</p>		AR- 4441				2,965.00	
<p><u>Administration Building:</u> Regarding all planting areas adjacent to the public sidewalk along Vernon St. <u>Provide and install:</u> an additional low Garden rock tan-1000992 retaining concrete block wall, curving in and out at employee entrance steps and walkway.</p>		AR- 4442		6,745.63			
<p><u>Administration Building:</u> <u>Design, provide and install:</u> an automatic 100% coverage Drip Irrigation system in sections <u>A, B, C, D</u> and <u>F</u>. <u>Section E</u> has no possibility to irrigate, but plant material is designed to be sustainable without P.O.C. (see Operation's entry)</p>							



<p><b>Section A planting: Design, Provide and Install:</b> Continuous hedge plant material around entire upper employee parking area, to include a colorful 'Watsonville METRO style theme' entry planter with increased spacing &amp; some size reduction in all planting areas.</p>	AR- 4435			2,233.50		
<p><b>Section B planting: Design, Provide and Install:</b> a white, yellow and blue 'Watsonville METRO style theme' garden Upper slope planting area, adjacent to upper employee parking lot, downhill to vernon St. employee entrance.</p>	AR- 4436			8,336.57		
<p><b>Section C planting: Design, Provide and Install:</b> the continuation of the 'Watsonville METRO theme' garden along Vernon St. planting areas, beginning at employee entrance door area and wrapping around Admin Bldg to main Visitor entrance.</p>	AR- 3337			9,476.11		
<p><b>Section D planting: Design, Provide and Install:</b> all River St. planting areas, beginning at lower METRO visitor and reserved Vernon St. parking lot entry, wrapping around Monument sign to the River St. parking lot entry, again continuing the METRO theme</p>	AR- 4438			9,269.02		
<p><b>Section E planting: Design, Provide and Install:</b> a planting area adjacent to the main public 110 Vernon St. visitor entrance, similar to the dry planter planting installed left side of Operation's building main entrance, which also has no regular irrigation.</p>	AR- 4439			2,453.97		
<p><b>Section F planting: Design, Provide and install:</b> Continue the "Watsonville METRO Theme' in small noth side uphill River St. planting pocket.</p>	AR- 4440			560.9		
<p><b>Job Location</b></p>	Estimate Number	Demo	Drip Irrigation	Plant Installation	Wall Installation	Tree Trimming
<p><b>Scotts Valley Transit Center</b></p> <p><b>All three terraced planting area sections: Demolition:</b> to include terraced sections between bus loading area and the upper parking lot levels: <b>Remove</b> all 2 "X4" wood debris, dead and unwanted shrub plant material, and <b>Install</b> jute for soil protection.</p>	AR- 4444	2,480.00				

<p><b>All terraced and axis sidewalk planting sections: <u>Design, Provide and Install: an automatic Drip Irrigation system.</u> Techline drip 0.6 G.P.H, 12" emitter spacing in all planters.</b></p>	<p>AR- 4434</p>	<p>9,351.23</p>		
<p><b>Entry monument signs planting areas, and tree replacement plan: <u>Design Provide and Install:</u> Monument Entry Sign planting area to echo the Watsonville METRO white, yellow and blue theme. Main traffic axis and sidewalk tree replacement plan to include 20 Italian Cypress, glauca, (17 @6' tall, 3) @ 10' tall).</b></p>	<p>AR- 4445</p>	<p>8,815.85</p>		
<p><b>All three terraced planting area sections: <u>Hedge planting. Design. Provide and Install:</u> a continuous Myrica, californica hedge on 5' centers, designed to become a solid barrier to top of parking lot level railings.</b></p>	<p>AR- 4447</p>	<p>9,362.70</p>		

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**DATE:** March 22, 2019

**TO:** Board of Directors

**FROM:** Ciro Aguirre, COO

**SUBJECT: CONSIDERATION OF DECLARATION OF AN EMERGENCY AND  
AUTHORIZATION OF SERVICES IN AN AMOUNT NOT TO EXCEED  
\$15,000 TO SERVPRO OF SANTA CRUZ/SANTA CLARA FOR  
REMEDIAION SERVICES AT PACIFIC STATION TRANSIT CENTER**

## **I. RECOMMENDED ACTION**

**That the Board of Directors declare an emergency and authorize the payment to SERVPRO of Santa Cruz/Santa Clara in an amount not to exceed \$15,000**

## **II. SUMMARY**

- The California Public Contracting Code requires that all public works projects \$10,000 and above be bid formally; however, a non-formal, sole source award is allowed for emergencies.
- California Public Contract Code Section 1102 defines an emergency as “a sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services”.
- On January 31, 2019, Santa Cruz Metropolitan Transit District (METRO) was notified that a hazardous materials condition was identified at Pacific Station, which condition occurred as the result of a rainwater leaks inside the walls.
- Due to the need to protect METRO employees, public health and safety, the issue was determined by the CEO/General Manager and District Counsel as requiring emergency abatement.
- Hazardous materials abatement requires proper contractor licensing and certification and is therefore considered a public works project.
- Staff recommends the Board declare an emergency and authorize the payment to SERVPRO of Santa Cruz/Santa Clara to remediate the emergency condition, in an amount not to exceed \$15,000.

## **III. DISCUSSION/BACKGROUND**

On January 31, 2019, METRO was notified, as a result of rainwater intrusion, that a suspected mold issue existed at Pacific Station requiring containment of possible hazardous materials in the wall areas. METRO staff contacted

SERVPRO of Santa Cruz/Santa Clara (“Disaster Restoration, Inc.”), a fully qualified local firm specializing in hazardous materials abatement work, for an evaluation and to prepare an estimate for abatement services.

Eddie Benson, Maintenance Manager, notified the Purchasing Department of the emergency condition. Alex Clifford, CEO/General Manager, reviewed the issues and approved proceeding with the recommended abatement. The scope of work has been agreed upon and SERVPRO services have been partially rendered.

Staff recommends that the Board of Directors declare an emergency and authorize payment of SERVPRO’s invoice.

**IV. FINANCIAL CONSIDERATIONS/IMPACT**

The current charges from SERVPRO (Disaster Restoration) are for a total \$12,325.71.

Funds to support this contract are included in the FY19 Facilities Maintenance Operating Budget, Repair Building and Improvement (503351-2200).

**V. ALTERNATIVES CONSIDERED**

This public works project could have been put out to formal bid, but as procurement lead-time for this item would be two to three months, staff made the decision that employee health, public health and safety concerns were exigent and required immediate remediation.

**VI. ATTACHMENTS**

**Attachment A:** Service Agreement

**Attachment B:** Authorizing Resolution

Prepared by: Federico Rocha, Assistant Maintenance Manager and Interim Facility Manager

**VI. APPROVALS:**

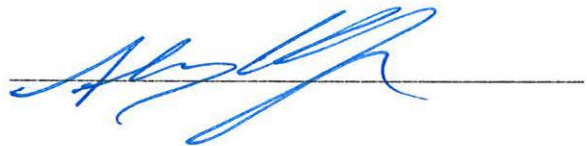
Ciro Aguirre, Chief Operations Officer



Approved as to fiscal impact:  
Angela Aitken, Finance Manager

*allow for AA*

Alex Clifford, CEO/General Manager



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# Attachment A



of Santa Cruz / Santa Clara

Fire & Water - Cleanup & Restoration 5610 Scotts Valley Dr B582, Scotts Valley, CA 95066 · Phone (831) 457-1997 · Fax (831) 421-9648 · www.servpro.com

February 5, 2019

Santa Cruz Metropolitan Transit District  
920 Pacific Avenue  
Santa Cruz, CA, 95060

Dear Mr. Benson,

We would like to start by thanking you for the opportunity to estimate this project for you. We appreciate you considering SERVPRO of Santa Cruz/Santa Clara. We would like to make this process as easy for you as possible. Please review the terms below, if you agree to the charges and would like the work performed, sign and return this document to us.

This is a pre-work estimate for the **after hours** water mitigation and remediation of mold contamination supported by a water damage from a series of leaks in the Break Room Bathroom, Admin Call Center Offices and Customer Service Booth. These areas sustained water damage and mold contamination. Following the removal of damaged materials, equipment will be installed to dry the exposed structure. After drying, mold remediation will include the sealing of breaches, sanding all mold contaminated structure, detail hepa vacuuming and washing all surfaces inside the containment. Work will be performed using proper personal protective equipment inside containment under negative pressurization.

It is recommended that a third party, Indoor Environmental Professional, perform Post Remedial Mold testing to determine if the efficacy of the cleaning results in normal fungal ecology.

This estimate does not include the cost of third party, Post Remedial Mold Testing or the replacement of building materials removed during mitigation. A reconstruction estimate can be provided after removals.

By signing below, you understand and agree to the following:

- Water mitigation and mold remediation services being performed by SERVPRO of Santa Cruz/Santa Clara for the above address **AFTER BUSINESS HOURS**. The cost of services is estimated at \$12,325.71.
- Payment terms are to be established after approval of above mentioned services.
- Any additional work discovered could result in changes to the estimated amount. Any changes will be communicated and will need to be approved by you prior to the work completion.

By accepting this estimate for the above mentioned services, you understand that payment is due upon completion and must be paid to SERVPRO of Santa Cruz/Santa Clara upon receipt. Please contact Tony D'Andrea, Production Manager, (831) 457-1997, with any questions concerning this estimate.

Signed 

Date 02/07/19

Printed Ciro Aguirre

**Independently Owned and Operated**

CA Lic. #738695 · Smoke, Fire and Water Damage Restoration · Mold Remediation · Carpet & Upholstery Cleaning

**19A.1**

# Attachment A



## SERVPRO Of Santa Cruz/Santa Clara

---

5610 Scotts Valley Dr #B582  
Scotts Valley, CA 95066  
831-457-1997-office  
831-421-9648-fax  
CA License #738695 TAX ID 52-2377895  
sdandrea@servproofsantacruz.com

Client: Santa Cruz Metro Transit - 4182351  
Property: 920 Pacific Avenue  
Santa Cruz, CA 95060

Home: (555) 555-5555

Operator: VDANDREA

Estimator: D'ANDREA, VINCE  
Position: PRESIDENT  
Company: SERVPRO OF SANTA CRUZ/SANTA CLARA

Type of Estimate: MOLD REMEDIATION  
Date Entered: 2/4/2019 Date Assigned: 2/2/2019  
Date Est. Completed: 2/4/2019 Date Job Completed:

Price List: CASW8X\_FEB19  
Labor Efficiency: Restoration/Service/Remodel  
Estimate: SANTA\_CRZ\_METRO\_AH

This is a pre-work estimate for the after hours water mitigation and remediation of mold contamination supported by a water damage from a series of leaks in the Break Room Bathroom, Admin Call Center Offices and Customer Service Booth. These area sustained water damage and mold contamination. Following the removal of damaged materials, equipment will be installed to dry the exposed structure. After drying mold remediation will include the sealing of breaches, sanding all mold contaminated structure, detail hepa vacuuming and washing all surfaces inside the containment. Work will be performed using proper personal protective equipment inside containment under negative pressurization.

It is recommended that a third party, Indoor Environmental Professional, perform Post Remedial Mold testing to determine if the efficacy of the cleaning results in normal fungal ecology.

This estimate does not include the replacement of building materials removed during mitigation or the cost of third party, Post Remedial Mold Testing.

A reconstruction estimate can be provided after removals.

Please refer any questions concerning this estimate to Tony D'Andrea - (831) 457-1997.

# Attachment A



## SERVPRO Of Santa Cruz/Santa Clara

5610 Scotts Valley Dr #B582  
Scotts Valley, CA 95066  
831-457-1997-office  
831-421-9648-fax  
CA License #738695 TAX ID 52-2377895  
sdandrea@servproofsantacruz.com

### SANTA\_CRZ\_METRO\_AH

#### Main Level

##### Main Level

DESCRIPTION	QTY
Initial Inspection	1.00 EA
Equip. setup, take down & monitoring - after hrs	22.00 HR
Equipment decontamination charge - per piece of equipment	3.00 EA
Hazardous Waste/Mold Cleaning Technician - after hours	6.00 HR
Seal breaches and voids with plastic, tape and expansion foam.	
Add for personal protective equipment (hazardous cleanup)	20.00 EA
Respirator cartridge - HEPA & vapor & gas (per pair)	4.00 EA
Respirator - Full face - multi-purpose resp. (per day)	10.00 DA
Add for HEPA filter (for negative air exhaust fan)	3.00 EA
Haul debris - per pickup truck load - including dump fees	2.00 EA

##### Customer Service Booth

Height: 12'

DESCRIPTION	QTY
Negative air fan/Air scrubber (24 hr period) - No monit.	10.00 DA
Dehumidifier (per 24 hour period) - Large - No monitoring	7.00 EA
Containment Barrier/Airlock/Decon. Chamber	200.00 SF
Containment Barrier - tension post - per day	32.00 DA
Peel & seal zipper	2.00 EA
Sand exposed framing - Walls	60.00 SF
HEPA Vacuuming - Detailed - (PER SF)	784.42 SF
Clean the surface area	784.42 SF
Tear out baseboard and bag for disp. - up to Cat 3 aft hrs	12.00 LF
Tear out wet drywall, cleanup, bag - Cat 3 - after hours	60.00 SF
Tear out and bag wet insulation - Category 3 - after hours	30.00 SF
Content Manipulation charge - per hour - after hours	1.00 HR
Protect - Cover with plastic	80.00 SF
Floor protection - self-adhesive plastic film - after hrs	80.00 SF

#### Level 2

##### Breakroom Bathroom

Height: 8'

SANTA\_CRZ\_METRO\_AH

2/5/2019

Page: 2

# 19A.3

# Attachment A



## SERVPRO Of Santa Cruz/Santa Clara

5610 Scotts Valley Dr #B582  
 Scotts Valley, CA 95066  
 831-457-1997-office  
 831-421-9648-fax  
 CA License #738695 TAX ID 52-2377895  
 sdandrea@servproofsantacruz.com

DESCRIPTION	QTY
Negative air fan/Air scrubber (24 hr period) - No monit.	8.00 DA
Dehumidifier (per 24 hour period) - Large - No monitoring	5.00 EA
Containment Barrier/Airlock/Decon. Chamber	40.00 SF
Peel & seal zipper	1.00 EA
Sand exposed framing - Walls	50.00 SF
HEPA Vacuuming - Detailed - (PER SF)	324.09 SF
Clean more than the walls and ceiling	324.09 SF
Remove Ceramic tile - Standard grade	15.00 SF
Tear out wet drywall, cleanup, bag - Cat 3 - after hours	50.00 SF
Tear out and bag wet insulation - Category 3 - after hours	50.00 SF
Detach & Reset Toilet paper holder	1.00 EA
Detach 2	
Handicap grab bar - Detach & reset	0.50 EA
Detach	

DESCRIPTION	QTY	Height: 8'
Negative air fan/Air scrubber (24 hr period) - No monit.	8.00 DA	
Dehumidifier (per 24 hour period) - Large - No monitoring	10.00 EA	
Containment Barrier/Airlock/Decon. Chamber	200.00 SF	
Containment Barrier - tension post - per day	32.00 DA	
Peel & seal zipper	1.00 EA	
Sand exposed framing - Walls	100.00 SF	
HEPA Vacuuming - Detailed - (PER SF)	582.25 SF	
Clean the surface area	582.25 SF	
Tear out wet drywall, cleanup, bag - Cat 3 - after hours	70.00 SF	
Tear out and bag wet insulation - Category 3 - after hours	70.00 SF	
Content Manipulation charge - per hour - after hours	2.00 HR	
Floor protection - self-adhesive plastic film - after hrs	160.00 SF	
Provide box, packing paper & tape - small size	25.00 EA	
Remove Countertop - solid surface	20.00 SF	
Detach & Reset Window blind - aluminum - 2" - up to 7 SF	2.00 EA	

Grand Total

\$12,325.71

D'ANDREA, VINCE



# Attachment A



## SERVPRO Of Santa Cruz/Santa Clara

5610 Scotts Valley Dr #B582  
 Scotts Valley, CA 95066  
 831-457-1997-office  
 831-424-9648-fax  
 CA License #738695 TAX ID 52-2377895  
 sdandrea@servproofsantacruz.com

PRESIDENT

**Grand Total Areas:**

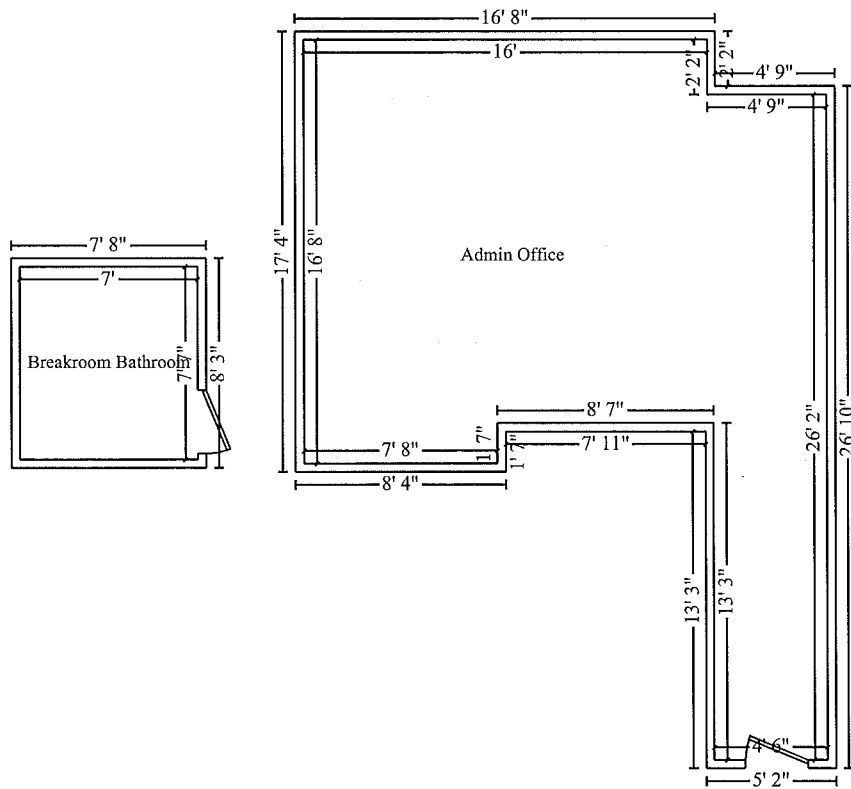
1,863.31 SF Walls	656.63 SF Ceiling	2,519.94 SF Walls and Ceiling
656.63 SF Floor	72.96 SY Flooring	196.58 LF Floor Perimeter
0.00 SF Long Wall	0.00 SF Short Wall	201.58 LF Ceil. Perimeter
656.63 Floor Area	725.15 Total Area	1,863.31 Interior Wall Area
2,147.56 Exterior Wall Area	209.58 Exterior Perimeter of Walls	
0.00 Surface Area	0.00 Number of Squares	0.00 Total Perimeter Length
0.00 Total Ridge Length	0.00 Total Hip Length	

Coverage	Item Total	%	ACV Total	%
Dwelling	12,270.96	99.56%	12,270.96	99.56%
Other Structures	0.00	0.00%	0.00	0.00%
Contents	54.75	0.44%	54.75	0.44%
<b>Total</b>	<b>12,325.71</b>	<b>100.00%</b>	<b>12,325.71</b>	<b>100.00%</b>



# Attachment A

Level 2



Level 2

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# Attachment B



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

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

On the Motion of Director: \_\_\_\_\_

Duly Seconded by Director: \_\_\_\_\_

The Following Resolution is Adopted:

### **RESOLUTION OF THE BOARD OF DIRECTORS OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT DECLARING OF AN EMERGENCY AND AUTHORIZING OF SERVICES IN AN AMOUNT NOT TO EXCEED \$15,000 TO SERVPRO OF SANTA CRUZ/SANTA CLARA FOR REMEDIATION SERVICES AT PACIFIC STATION TRANSIT CENTER**

**WHEREAS**, the California Public Contracting Code requires that all public works projects \$10,000 and above be bid formally; however, a non-formal, sole source award is allowed for emergencies; and

**WHEREAS**, California Public Contract Code Section 1102 defines an emergency as “a sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services”; and

**WHEREAS**, on January 31, 2019, Santa Cruz Metropolitan Transit District (METRO) was notified that a hazardous materials condition was identified at Pacific Station, which condition occurred as the result of a rainwater leaks inside the walls; and

**WHEREAS**, due to the need to protect METRO employees, public health and safety, the issue was determined by the CEO/General Manager and District Counsel as requiring emergency abatement; and

**WHEREAS**, METRO staff contacted SERVPRO of Santa Cruz/Santa Clara (a.k.a. "Disaster Restoration, Inc."), a fully qualified local firm specializing in hazardous materials abatement work, for an evaluation and to prepare an estimate for abatement services; and

**WHEREAS**, the scope of work has been agreed upon and SERVPRO services have been partially rendered; and

**WHEREAS**, Staff recommends the Board declare an emergency and authorize the payment to SERVPRO of Santa Cruz/Santa Clara to remediate the emergency condition, in an amount not to exceed \$15,000.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Directors of the Santa Cruz Metropolitan Transit District hereby:

1. Declares that an emergency exists with regard to the hazardous materials condition identified at Pacific Station;

# Attachment B

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

2. Finds that the emergency does not permit a delay that would otherwise result from a formal solicitation for bids and action is necessary to respond to the emergency;
3. Authorizes a payment to ServPro of Santa Cruz/Santa Clara in the amount of \$15,000 for the emergency remediation work; and
4. Authorizes the CEO/General Manager or his designee to take all other discretionary actions required to respond to said emergency, provided that the CEO/General Manager reports such actions to the Board at each monthly Board meeting until the emergency situation is resolved, with a final report to be made at the first Board meeting after the emergency is resolved.

**PASSED AND ADOPTED** by the Board of Directors of the Santa Cruz Metropolitan Transit District this 22<sup>nd</sup> Day of March 2019 by the following vote:

**AYES:** Directors -

**NOES:** Directors -

**ABSTAIN:** Directors -

**ABSENT:** Directors -

**APPROVED** \_\_\_\_\_  
Board Chair

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

**APPROVED AS TO FORM**

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