



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (METRO)
BOARD OF DIRECTORS AGENDA
REGULAR MEETING
FEBRUARY 25, 2022 – 9:00 AM**

DUE TO COVID-19, THE FEBRUARY 25, 2022 SANTA CRUZ METRO BOARD OF DIRECTORS MEETING WILL BE CONDUCTED VIA TELECONFERENCE ONLY (NO PHYSICAL LOCATION) PURSUANT TO ASSEMBLY BILL 361 (GOVERNMENT CODE SECTION 54953)

MEMBERS OF THE PUBLIC MAY NOT ATTEND THIS MEETING IN PERSON

The public may participate remotely via the Zoom website [at this link](#) and following the instructions or by calling 1-669-900-6833 - Meeting ID 847 8411 4887

Public comment may be submitted via email to boardinquiries@scmttd.com. Please indicate in your email the agenda item to which your comment applies. Comments submitted before the meeting will be provided to the Directors before or during the meeting. Comments submitted after the meeting is called to order will be included in the Board's correspondence that is posted online at the board meeting packet link. Oral public comments will also be accepted during the meeting through Zoom. Should Zoom not be operational, please check online at: www.scmttd.com for any updates or further instructions.

The Board of Directors Meeting Agenda Packet can be found online at www.SCMTD.com.

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

BOARD ROSTER

Director Rebecca Downing	County of Santa Cruz
Director Jimmy Dutra	City of Watsonville
Director Shebreh Kalantari-Johnson	City of Santa Cruz
Director Manu Koenig	County of Santa Cruz
Director Donna Lind	City of Scotts Valley
Director Bruce McPherson	County of Santa Cruz
Director Donna Meyers	City of Santa Cruz
Director Larry Pageler	County of Santa Cruz
Director Ari Parker	City of Watsonville
Director Kristen Petersen	City of Capitola
Director Mike Rotkin	County of Santa Cruz
Ex-Officio Director Dan Henderson	UC Santa Cruz
Ex-Officio Director Alta Northcutt	Cabrillo College

Dawn Crummié
Julie Sherman

METRO Interim CEO/General Manager
METRO General Counsel

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

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

SECTION I: OPEN SESSION

NOTE: THE BOARD CHAIR MAY TAKE ITEMS OUT OF ORDER

- 1 CALL TO ORDER**
- 2 ROLL CALL**
- 3 ANNOUNCEMENTS**
 - 3.1 Today's meeting is being broadcast by Community Television of Santa Cruz County.
- 4 APPROVE: BOARD OFFICERS AND COMMITTEE APPOINTMENTS**
Donna Lind, Board Chair
- 5 BOARD OF DIRECTORS COMMENTS**
- 6 ORAL AND WRITTEN COMMUNICATIONS TO THE BOARD OF DIRECTORS**
 - 6.1 Proclamation in Honor of Alex Clifford from Bruce McPherson
 - 6.2 Letter dated 2/3/22 from Congresswoman Anna Eshoo to Chair Lind with [Guidebook to the Bipartisan Infrastructure Law](#)
 - 6.3 Letter received 2/15/22 from La Selva Beach Improvement Association
- 7 LABOR ORGANIZATION COMMUNICATION**
 - 7.1 Thank You for Your Support Flyer
- 8 WRITTEN COMMUNICATIONS FROM THE METRO ADVISORY COMMITTEE**
 - 8.1 Email dated 2/17/22 from Chair Von Hendy requesting Board to direct staff to consolidate climate change actions in one location on METRO's website
- 9 ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS**
Regular Agenda Item 12: Slide Pack

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.

- 10.1 ACCEPT AND FILE: PRELIMINARY APPROVED CHECK JOURNAL DETAIL FOR THE MONTH OF JANUARY 2022**
Chuck Farmer, CFO
- 10.2 ACCEPT AND FILE: MINUTES OF THE JANUARY 28, 2022 SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (METRO) REGULAR BOARD OF DIRECTORS MEETING, FEBRUARY 11, 2022 FINANCE, BUDGET AND AUDIT STANDING COMMITTEE MEETING, AND FEBRUARY 11, 2022 PERSONNEL/HR STANDING COMMITTEE MEETING**
Dawn Crummié, Interim CEO/General Manager & HR Director

- 10.3 ACCEPT AND FILE: THE YEAR TO DATE MONTHLY FINANCIAL REPORT AS OF JANUARY 31, 2022**
Chuck Farmer, CFO
- 10.4 ACCEPT AND FILE: THE YEAR TO DATE KEY PERFORMANCE INDICATORS (KPI) REPORT FOR 2ND QUARTER FY22 THROUGH DECEMBER 31, 2021**
Kristina Mihaylova, Finance Deputy Director
- 10.5 ACCEPT AND FILE: QUARTERLY STATUS REPORT OF GRANT APPLICATIONS, ACTIVE AND PENDING GRANTS FOR THE SECOND QUARTER OF FY22**
Wondimu Wengistu, Grants/ Analyst
- 10.6 ACCEPT AND FILE: THE METRO PARACRUZ OPERATIONS STATUS REPORT FOR OCTOBER, NOVEMBER AND DECEMBER 2021**
Daniel Zaragoza, Operations Manager, Paratransit Division
- 10.7 ACCEPT AND FILE: THE METRO SYSTEM RIDERSHIP REPORTS FOR THE SECOND QUARTER OF FY22**
John Urgo, Planning and Development Director
- 10.8 APPROVE: CONSIDERATION OF DECLARING VEHICLES AND/OR EQUIPMENT AS EXCESS FOR PURPOSES OF DISPOSAL OR AUCTION**
Chuck Farmer, CFO
- 10.9 APPROVE: CONSIDERATION OF AUTHORIZING THE CEO TO ASSIGN A NEW DBELO FOR THE SANTA CRUZ METRO DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM**
John Urgo, Planning & Development Director
- 10.10 APPROVE: CONSIDERATION OF A RESOLUTION MAKING CERTAIN FINDINGS AND DIRECTING THAT THE BOARD AND ITS COMMITTEE MEETINGS WILL CONTINUE TO BE HELD VIA TELECONFERENCE**
Dawn Crummié, Interim CEO/General Manager & HR Director
- 10.11 ACCEPT AND FILE: CY22 STATE AND FEDERAL LEGISLATIVE AGENDA**
Wondimu Wengistu, Grants/Legislative Analyst
- 10.12 APPROVE: RESOLUTION TO ADOPT SANTA CRUZ METROPOLITAN TRANSIT DISTRICT'S EQUAL EMPLOYMENT OPPORTUNITY (EEO) PROGRAM, EFFECTIVE JANUARY 1, 2022 THROUGH DECEMBER 31, 2025**
Dawn Crummié, Interim CEO/General Manager and HR Director
- 10.13 APPROVE: CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A 4th CONTRACT AMENDMENT WITH MANSFIELD OIL COMPANY TO INCREASE THE CONTRACT TOTAL BY \$150,000 FOR FURNISHING AND DELIVERING CARB ULTRA-LOW SULFUR DIESEL FUEL**
Eddie Benson, Fleet Maintenance Manager

10.14 APPROVE: CONSIDERATION OF RATIFICATION OF A 2ND AMENDMENT WITH BONFIRE INTERACTIVE L.T.D. FOR PROFESSIONAL SERVICES RELATED TO ESOURCING AND CONTRACT MANAGEMENT SOFTWARE, EXTENDING THE AGREEMENT FOR TWO YEARS AND INCREASING THE TOTAL BY \$25,000

Joan Jeffries, Purchasing Manager

REGULAR AGENDA

11 PRESENTATION OF EMPLOYEE 10 YEAR LONGEVITY AWARDS: URIEL ESTRADA, MARIE HOYOS, AND PAUL LENNON

Board Chair

12 APPROVAL TO PREFUND THE FIRST PRINCIPAL AND INTEREST PAYMENT ON THE BOND DUE AUGUST 1, 2022

Chuck Farmer, CFO

13 INTERIM CEO ORAL REPORT / COVID-19 UPDATE

Dawn Crummié, Interim CEO/General Manager

14 ACCEPT AND FILE: STATE LEGISLATIVE UPDATE FROM SHAW, YODER, ANTWIH, SCHMELZER AND LANGE

Josh Shaw & Michael Pimentel of Shaw, Yoder, Antwih, Schmelzer and Lange

15 ACCEPT AND FILE: FEDERAL LEGISLATIVE UPDATE FROM CAPITAL EDGE

Chris Giglio, Capital Edge

16 ORAL PACIFIC STATION UPDATE

John Urgo, Planning and Development Director, and Sandi Woods, Project Manager

17 ANNOUNCEMENT OF NEXT REGULAR BOARD OF DIRECTORS MEETING: FRIDAY, MARCH 25, 2022 AT 9:00 AM VIA TELECONFERENCE

Board Chair

18 ADJOURNMENT

Board Chair

Accessibility for Individuals with Disabilities

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

Public Comment

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



DATE: February 25, 2022
TO: Board of Directors
FROM: Donna Lind, Chair
SUBJECT: BOARD OFFICERS AND COMMITTEE ASSIGNMENTS

I. RECOMMENDED ACTION

- 1) That the Board of Directors elect Directors to the following positions:**
 - A. Santa Cruz Metropolitan Transit District (METRO) Board Chair and Vice Chair;**
 - B. Vacant Director Positions on various METRO Board Standing Committees;**
 - C. Two Director Positions on the Santa Cruz Civic Improvement Corporation (SCCIC) Board; and,**
 - D. Representatives and Alternates for the Santa Cruz County Regional Transportation Commission (SCCRTC)**

II. SUMMARY

- Article 6 of the Santa Cruz Metropolitan Transit District (METRO) Bylaws provides that the Board of Directors shall annually nominate individuals to the positions of Chair and Vice Chair.
- In 2021, the Board of Directors nominated individuals to stand for election to the Standing Committee positions referenced in this staff report.
- Article III, Section 3.03 of the Santa Cruz Civic Improvement Corporation (SCCIC) Bylaws provides that the Board of Directors shall appoint METRO Directors to the SCCIC Board.
- In order to maintain representation on the Santa Cruz County Regional Transportation Commission (SCCRTC), it is necessary that the Board of Directors elect individuals to the three positions and three alternate positions that are designated for METRO Board Members.
- Elections for the positions referenced in this Staff Report are scheduled to be held at the beginning of the February 25, 2022 Board of Directors meeting.

III. DISCUSSION/BACKGROUND

The terms of the officers and appointees of the Board of Directors in the positions of Chair, Vice Chair and SCCRTC appointees expire in February 2022. One of the five SCCIC Directors' terms is set to expire in February 2022 and the second seat has been vacated, leaving a one-year term remaining.

SCCIC is a non-profit public benefit corporation organized under the non-profit benefit corporation law in the State of California to provide financial assistance to METRO by acquiring, constructing and financing various public facilities, land and equipment and the leasing of facilities, land and equipment for use, benefit and enjoyment of the public served by METRO.

Article III, Section 3.03 of the SCCIC Bylaws provides that METRO's Board of Directors shall appoint METRO Directors to the SCCIC Board.

Staff recommends that the METRO Board of Directors appoint METRO Directors to serve on the SCCIC Board. At this time, two appointees are needed. One of the positions has been vacated and one is expiring. The Director filling the expiring position will hold the office for a term of two years while the other Director will complete the remaining year of the vacated term expiring in 2023.

The METRO Bylaws provide that the Board of Directors shall identify nominees to be considered for election to the positions herein referenced.

Staff recommends that the Board of Directors:

Provide slates for CY 2022 to:

- 1) Elect Directors to the positions of Chair and Vice Chair
- 2) Reconfirm or nominate Directors to positions on the current Standing Committees:
 - a. Capital Projects Committee
 - b. Finance, Budget and Audit Committee
 - c. Personnel/Human Resources Committee
- 3) Fill two positions on the SCCIC
- 4) Elect three representatives and three alternates to the SCCRTC.

In accordance with the METRO bylaws, nominations remain open until the positions are filled through election. The election for the referenced positions is scheduled to be held on February 25, 2022.

IV. STRATEGIC PLAN PRIORITIES ALIGNMENT

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

V. FINANCIAL CONSIDERATIONS/IMPACT

Funding support for the positions identified in this Staff Report is contained under Admin in the FY22 and FY23 Final Budget adopted June 25, 2021 and in the FY23 and FY24 budget yet to be finalized.

VI. CHANGES FROM COMMITTEE

N/A

VII. ALTERNATIVES CONSIDERED

None.

VIII. ATTACHMENTS

- Attachment A:** Current METRO Board Officers and Appointees
- Attachment B:** Current SCCIC Board Roster
- Attachment C:** Board Nominated Slate(s) Worksheet

Prepared by: Donna Bauer, Executive Assistant

IX. APPROVALS

Approved as to fiscal impact:
Chuck Farmer, CFO



Dawn Crummié,
Interim CEO/General Manager



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



2021 Chair, Vice Chair and Standing Committees

Chair
DONNA LIND

Vice Chair
BRUCE McPHERSON

Capital Projects Standing Committee
Committee Established 8/26/16
DONNA MEYERS
BRUCE McPHERSON
LARRY PAGELER

Finance, Budget and Audit Standing Committee
(4-5 Board Members, as a ground rule)
Committee Established 8/26/16
SHEBREH KALANTARI-JOHNSON
MANU KOENIG**
DONNA LIND
MIKE ROTKIN

Personnel/Human Resources Standing Committee
Committee Established 8/26/16
DONNA LIND, Current Chair
BRUCE McPHERSON, Current Vice Chair
MIKE ROTKIN, Immediate Past Chair
JIMMY DUTRA**
KRISTEN PETERSEN

Attachment A



2021 Other Committees

SCCIC Representatives

MANU KOENIG
BRUCE McPHERSON
DONNA MEYERS
ALTA NORTHCUTT***
LARRY PAGELER

SCCRTC Representatives

ALTA NORTHCUTT***
KRISTEN PETERSEN
MIKE ROTKIN

SCCRTC Alternates (in order)

SHEBREH KALANTARI-JOHNSON
LARRY PAGELER
DONNA LIND

2020 / 2021 Ad Hoc Committees

CEO Goals and Objectives Ad Hoc Committee

Committee Established 5/19/17

DONNA LIND**
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

****SHEBREH KALANTARI-JOHNSON
****BRUCE McPHERSON
****LARRY PAGELER
****MIKE ROTKIN

2/26/2021 Approved at METRO Board Meeting

**Appointed by Chair Lind March 2021

***10/22/21 Approved at METRO Board Meeting

****Appointed by Chair Lind September 2021

Attachment B



SANTA CRUZ CIVIC IMPROVEMENT CORPORATION (SCCIC)

BOARD OF DIRECTORS 2021 - 2023

	YEAR TERM BEGAN	YEAR TERM ENDS
Bruce McPherson, President	2021	2023
Alta Northcutt, Vice President*	2021	2023
Manu Koenig, Secretary	2021	2023
Donna Meyers, Treasurer	2021	2022
Larry Pageler, Director	2021	2023

Alex Clifford, Chief Executive Officer

Each Director holds office for a term of two (2) years from the date of appointment. The Board of Directors holds an annual meeting for the purpose of organization, selection of Directors and officers, and the transaction of other business. Annual meetings of the Board are held on the fourth Friday of March. The meetings are held in the same venue as the Santa Cruz METRO Board of Directors meeting.

**October 22, 2021: Director Alta Northcutt was appointed by Chair Donna Lind to fill the Vice President seat vacated by the resignation of Director Aurelio Gonzalez in September 2021.*

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BOARD OFFICERS AND APPOINTMENTS



Elect Board Chair (2021: Donna Lind)

Nominee:

Nominated by:

1. Larry Pageler

Donna Lind

2. Larry Pageler

Manu Koenig

3. _____

4. _____

SLATE 1

SLATE 2

SLATE 3

SLATE 4



BOARD OFFICERS AND APPOINTMENTS

Elect Board Vice Chair (2021: Bruce McPherson)

Nominee:

Nominated by:

SLATE 1

1. Bruce McPherson

Donna Lind

SLATE 2

2. Jimmy Dutra

Manu Koenig

SLATE 3

3. _____

SLATE 4

4. _____



BOARD OFFICERS AND APPOINTMENTS

Reappoint or Nominate 3: Capital Projects Standing Committee

Members

3 Total Members

2021 Members: Bruce McPherson, Donna Meyers & Larry Pageler

Nominee:

1. Donna Meyers

2. Bruce McPherson

3. Larry Pageler

Nominated by:

Donna Lind

Donna Lind

Donna Lind

SLATE 1

Nominee:

1. Donna Meyers

2. Bruce McPherson

3. Larry Pageler

Nominated by:

Manu Koenig

Manu Koenig

Manu Koenig

SLATE 2

Nominee:

1. _____

2. _____

3. _____

Nominated by:

SLATE 3

Nominee:

1. _____

2. _____

3. _____

Nominated by:

SLATE 4



BOARD OFFICERS AND APPOINTMENTS

Reappoint or Nominate 4 or 5: Finance, Budget and Audit Standing Committee Members

4-5 Total Members

2021 Members: Shebreh Kalantari-Johnson, Manu Koenig, Donna Lind, & Mike Rotkin

Nominee:

1. Shebreh Kalantari-Johnson
2. Manu Koenig
3. Donna Lind
4. Mike Rotkin

Nominated by:

- Donna Lind
- Donna Lind
- Donna Lind
- Donna Lind

SLATE 1

Nominee:

1. Shebreh Kalantari-Johnson
2. Manu Koenig
3. Donna Lind
4. Mike Rotkin
5. _____

Nominated by:

- Manu Koenig
- Manu Koenig
- Manu Koenig
- Manu Koenig
- _____

SLATE 2

Nominee:

1. _____
2. _____
3. _____
4. _____
5. _____

Nominated by:

- _____
- _____
- _____
- _____
- _____

SLATE 3

Nominee:

1. _____
2. _____
3. _____
4. _____
5. _____

Nominated by:

- _____
- _____
- _____
- _____
- _____

SLATE 4



BOARD OFFICERS AND APPOINTMENTS

Appoint or Nominate 2: Personnel/Human Resources Standing Committee Members

Current (2021) Board Chair; Current (2021) Board Vice Chair; Immediate Past (2020) Board Chair, Mike Rotkin and 2 Board Members

5 Total Members

Committee Requires Current Board Chair, Current Board Vice Chair and Immediate Past Board Chair as members PLUS two Directors
2021 Directors: Jimmy Dutra & Kristen Petersen

SLATE 1

Nominee:

Nominated by:

- | | |
|---|------------|
| 1. Current Board Chair, Larry Pageler (2022) | Donna Lind |
| 2. Current Board Vice Chair, Bruce McPherson (2022) | Donna Lind |
| 3. Donna Lind, Immediate Past Chair (2021) | Automatic |
| 4. Jimmy Dutra | Donna Lind |
| 5. Kristen Petersen | Donna Lind |

SLATE 2

Nominee:

Nominated by:

- | | |
|---|-------------|
| 1. Current Board Chair, Larry Pageler (2022) | Manu Koenig |
| 2. Current Board Vice Chair, Jimmy Dutra (2022) | Manu Koenig |
| 3. Donna Lind, Immediate Past Chair (2021) | Automatic |
| 4. Bruce McPherson | Manu Koenig |
| 5. Kristen Petersen | Manu Koenig |

Nominee:

Nominated by:

- | | |
|--|-----------|
| 1. Current Board Chair, _____ (2022) | _____ |
| 2. Current Board Vice Chair, _____ (2022) | _____ |
| 3. Donna Lind, Immediate Past Chair (2021) | Automatic |
| 4. _____ | _____ |
| 5. _____ | _____ |

SLATE 3



BOARD OFFICERS AND APPOINTMENTS

Nominate 1: SCCIC Representative

President, Ed Bottorff; Vice President, John Leopold;
Secretary, Bruce McPherson; and, Treasurer, Trina Coffman-Gomez

5 Total Members

Expiring Director: Donna Meyers, Treasurer (term ends Feb 2022)

Nominee:

1. Bruce McPherson, President
2. Ari Parker, Vice President
3. Manu Koenig, Secretary
4. Donna Meyers, Treasurer
5. Larry Pageler, Director

Nominated by:

- Term Expires 2023
- Term Expires 2023
- Term Expires 2023
- Term Expires 2024
- Term Expires 2023

SLATE 1

Nominee:

1. Bruce McPherson, President
2. Ari Parker, Vice President
3. Manu Koenig, Secretary
4. Donna Meyers, Treasurer
5. Larry Pageler, Director

Nominated by:

- Term expires 2023
- Term expires 2023
- Term expires 2023
- Term expires 2024
- Term expires 2023

SLATE 2

Nominee:

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Director

Nominated by:

- Term expires 2023
- Term expires 2023
- Term expires 2023
- Term expires 2024
- Term expires 2023

SLATE 3

Attachment C
BOARD OFFICERS AMENDED 2/23/22
AND APPOINTMENTS



Reappoint or Nominate 3: SCCRTC Representatives
(2021 Reps: Vacant, Kristen Petersen & Mike Rotkin)
3 Total Representatives

Nominee:

1. Ari Parker
2. Kristen Petersen
3. Mike Rotkin

Nominated by:

- Donna Lind
- Donna Lind
- Donna Lind

SLATE 1

Nominee:

1. Kristen Petersen
2. Mike Rotkin
3. Ari Parker

Nominated by:

- Manu Koenig
- Manu Koenig
- Manu Koenig

SLATE 2

Nominee:

1. _____
2. _____
3. _____

Nominated by:

- _____
- _____
- _____

SLATE 3

Nominee:

1. _____
2. _____
3. _____

Nominated by:

- _____
- _____
- _____

SLATE 4

BOARD OFFICERS AMENDED 2/23/22 AND APPOINTMENTS



Reappoint or Nominate 3: SCCRTC Alternates (in order)

2021 Alternates: Shebreh Kalantari-Johnson, Larry Pageler, & Donna Lind 3 Total Representatives

Nominee:

1. Shebreh Kalantari-Johnson
2. Larry Pageler
3. Donna Lind

Nominated by:

- Donna Lind
- Donna Lind
- Donna Lind

SLATE 1

Nominee:

1. Shebreh Kalantari-Johnson
2. Larry Pageler
3. Donna Lind

Nominated by:

- Manu Koenig
- Manu Koenig
- Manu Koenig

SLATE 2

Nominee:

1. _____
2. _____
3. _____

Nominated by:

- _____
- _____
- _____

SLATE 3

Nominee:

1. _____
2. _____
3. _____

Nominated by:

- _____
- _____
- _____

SLATE 4

Santa Cruz County Board of Supervisors
Proclamation

HONORING ALEX CLIFFORD, CEO/GENERAL MANAGER
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

WHEREAS, Alex Clifford was a highly effective CEO of the Santa Cruz Metropolitan Transit District (METRO) by serving the community with distinction since 2014; and

WHEREAS, during that time, Alex resolved a \$6.3 million structural budget deficit without laying off any METRO staff, putting the agency on a path to financial sustainability; and

WHEREAS, during his years of service, Alex led METRO to make major improvements in the community transit system, including completing the problem-ridden Judy K. Souza Operations Building, rehabilitating and vastly improving the Watsonville Transit Center, installed numerous bus shelters in Watsonville, started the first zero emission bus service in Watsonville and initiated a phase 1 planning for zero emission south county bus division; and

WHEREAS, under Alex's leadership, the METRO completed a major Comprehensive Operational Analysis, put policies in place to significantly protect workers during the COVID outbreak while ensuring that all staff continued making their full salary, made progress towards a data warehouse, and won numerous state and federal capital grants that were mostly used to replace aging buses.

NOW, THEREFORE, I, Bruce McPherson, Santa Cruz County Fifth District Supervisor, current METRO Board member and Past Chair of the METRO Board, join the community in congratulating and thanking Alex Clifford for a long and distinguished career in public transportation and community service and wish him well in his retirement.



Bruce McPherson

Member, Board of Supervisors

January 28, 2022

Date

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COMMUNICATIONS TO THE BOARD OF DIRECTORS



*Congress of the United States
House of Representatives
Washington, D.C. 20515*

*Anna G. Eshoo
Eighteenth District
California*

February 3, 2022

The Honorable Donna Lind, Board Chair
Santa Cruz Metropolitan Transit District
110 Vernon Street
Santa Cruz, California 95060

Dear Chair Lind,

On November 15th President Biden signed the Infrastructure Investment and Jobs Act, a bipartisan infrastructure law that makes the largest investment in our nation's physical infrastructure since the building of the Interstate Highway System in the 1950s. The law provides funding through more than 375 distinct programs of which 125 are newly created, and the Bay Area is well positioned to compete for \$140 billion in discretionary grants for roads, bridges, public transportation, water infrastructure, ports, electric buses, airports, and more.

To help local communities navigate the law's numerous funding opportunities, I'm pleased to share with you the White House's *Guidebook to the Bipartisan Infrastructure Law*. This document provides important information about which federal programs your projects may be eligible for, contact information for relevant federal agencies, and timelines for distributing funds where available. You can find the guidebook and a searchable online database of each funding opportunity at [build.gov](https://www.build.gov).

The historic bipartisan infrastructure law will help modernize our nation's infrastructure to reduce traffic, grow our economy, create jobs, and cut greenhouse gas emissions, and I'm committed to delivering the benefits of this law to my constituents. I hope the Guidebook is helpful to you, and know that I stand ready to support your applications for discretionary grants. Should you have any questions, you can contact Eric Henshall in my Washington, D.C. office at (202) 225-8104.

All my best,

A handwritten signature in blue ink that reads "Anna Eshoo".

Anna G. Eshoo
Member of Congress

cc: Members, Santa Cruz METRO Board of Directors

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COMMUNICATIONS TO THE BOARD OF DIRECTORS
La Selva Beach Improvement Anociation

314 Estrella

La Selva Beach, CA

95076

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

To whom it May Concern:

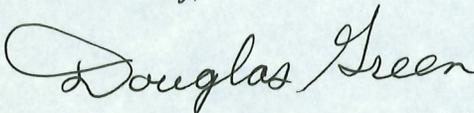
During the past several months a committee of residents of La Selva Beach have been doing research into possible options for various types of transportation for the residents of our community. Since the METRO removed our bus service a few years ago, there has been no public transportation for our community and this has caused hardships for many.

After exploring many options, the committee, decided their only option was to start a petition drive to restore METRO Service to La Selva Beach.

In January, at our monthly Board Meeting, the Board of La Selva Beach Improvement Association, unanimously voted to endorse this petition process to restore METRO Service to La Selva Beach to enhance the greater good of our entire community.

We request your immediate action on the petitions submitted.

Sincerely,



Douglas Green, President
La Selva Beach Improvement Association

cc: Zach Friend, Santa Cruz County Supervisor



6.3.1

COMMUNICATIONS TO THE BOARD OF DIRECTORS

To the Santa Cruz Metro Transit Board and Management:

We the following residents of La Selva Beach request the reinstatement of regular (every two hours 8am-6pm) Metro bus service. We have become isolated due to lack of regular Metro bus transportation services and we want that to change!

*La Selva Beach is a vital part of the greater Santa Cruz County.

*La Selva Beach residents pay County transportation taxes.

*La Selva Beach has a SC County Public Library Branch that offers services and programs to adults and youth and families.

*La Selva Beach has a SC County Recreation District Clubhouse that provides a county run after school program as well as providing other recreational programs for the public.

*The Clubhouse is a precinct for the surrounding area during local and national elections.

*The Jr Guards program is provided each summer at Manresa Beach which is adjacent to La Selva Beach.

Many community members are unable to drive due to visual or physical disabilities.

The pilot, "MetroCruz on Demand" does not meet residents needs and La Selva Beach is more than 3/4 mile from a fixed bus line required for service.

ParaCruz does not serve all La Selva Beach residents due to requirements to ride.

Cyclist in the community want access to regular bus service that can carry them and their bikes to outside recreational areas and transportation hubs.

We all want access to the SC Metro Bus to San Jose, Salinas and their Amtrak train stations.

We propose several options to bring bus service to La Selva Beach:

1. Expand line #55 Metro bus service to include La Selva Beach, every two hours from 8am to 6pm. Use the existing Metro bus benches and stops on the corner of San Andreas Road and Playa Boulevard as well as Playa Boulevard and Florido. The Metro bus can then continue to Cabrillo College for other connections.
2. Reroute northbound Metro bus #71 to exit Highway 1 at Mar Monte, travel to the two La Selva Beach bus stops, then return to Highway 1 via the San Andreas/Larkin Valley on ramp. The reverse route would be used going southbound.
3. Create a new "Beach and Bike Bus" route that loops from the Watsonville Transit Hub, stopping at the new Hampton Inn in Watsonville, continue west on Beach Street and up San Andreas Road with a stop at the KOA and Renaissance High School. The bus then can continue up San Andreas Road making the two stops in La Selva Beach and travel on to Cabrillo College. The bus would then return to Watsonville using the reverse route. This new route would compliment the bus route #69 that travels on Freedom Boulevard.

We want Equitable, Accessible and Regular public bus transportation service for all La Selva Beach residents! Your prompt attention is requested.

COMMUNICATIONS TO THE BOARD OF DIRECTORS

La Selva Beach Metro bus petition:

PATLIP FRANKER

FUJIKI WATAMA Fujiki Summe

SHARON BREZNAK Sharon Breznak

BARBARA A LAMBERT Barbara Lambert

SUSAN MARX Susan Marx

Deborah L. Tablak Deborah L. Tablak

KIM B. TRUJILLO Kim B. Trujillo

THOMAS M. TRUJILLO Thomas M. Trujillo

JILL LINDSAY Jill Lindsay

RON LINDSAY Ron Lindsay

IAN MASON

Michelle Simon Michelle Simon

Eden Serrano Eden Serrano

Madelyn Serrano Madelyn Serrano

Harriet Moore Harriet Moore

John Tanner John Tanner

Catherine Genetti Reinhardt Genetti

Raymond Reinhardt Raymond Reinhardt

Margaret Ann Hing Margaret Ann Hing

Thomas R. Hing Thomas R. Hing

Michele Sowards Michele Sowards

Emily Trexel Emily Trexel

Susan Strick Susan Strick

STUART MARTIN Stuart Martin

Charlene Eber Charlene Eber

Nancy Ramirez Nancy Ramirez

140 MARGARITA RD LSB

140 MARGARITA RD LSB

6 ESCUELA RD LSB

8 CARLOS AVE LSB

31 ELENA RD, LA SELVA BEACH

103 Benito Ave, LSB

15 ESCUELA RD, LSB

15 ESCUELA RD, LSB 95076

35 ASTA DR, LSB 95076

35 Asta Dr, LSB

22 ARBOLEDO DR # 95076

40 MAR MONTE AVE 95076

21 Florida Ave, LSB, 95076

21 Florida Ave, LSB, 95076

20 Arbolado Dr. LSB, 95076

20 ARBOLEDO DR. LSB

26 Morehouse Dr. LSB 95076

26 Morehouse Dr LSB 95076

28 Playa Blvd LSB 95076

28 Playa Blvd LSB 95076

200 Estrella Ave

198 Carlos Ave.

207 ARBOLEDO DRIVE

10 Costa Way LSB

4207 Bath Point

358 Playa Blvd LSB

COMMUNICATIONS TO THE BOARD OF DIRECTORS

La Selva Beach Metro bus petition:

Casey Carlson Casey C

Daniel H Gutierrez Daniel H Gutierrez

BONNIE Gutierrez Bonnie Gutierrez

Crystal Johnson Crystal Johnson

Betsy Gladish Betsy Gladish

HANNAH FORD Hannah Ford

DILLON FORD Dillon Ford

Nicholas Realmito Nicholas Realmito

MARCO REALMITO M. Realmito

Eva Montgomery Eva Montgomery

Mary Lou McKeeney MARY LOU MCKEENEY

Jessie Jones

JENNIFER Lovejoy Jennifer Lovejoy

Son Higgins Son Higgins

Anjuna Mottley Anjuna Mottley

Brandon Paul Dicochea R.P.D

Allegra Bortin Allegra Bortin

Daniel Bortin Daniel Bortin

William W. Bortin William W. Bortin

TORY BEALE Tory Beale

BARBARA PEARSON Barbara Pearson

MATT PEARSON Matt Pearson

Jane Burroughs Jane Burroughs

John McKeeney John McKeeney

307 Mar Monte Ave.

La Selva Beach, CA 95076

18 Arbolado Dr, La Selva

18 Arbolado Dr La Selva Beach

216 Mar Monte La Selva Beach 95076

110 Estrella LSB 95076

5 ASTA DRIVE

5 ASTA DRIVE

31 ¹⁰ El Matador ¹⁰ El Matador LSB 95076

110 El Matador, LSB 95076

17 Palma Avenue, LSB 95076

1 ASTA DR, LSB 95076

22 Benito Ave LSB 95076

238 LAZYWOOD RD FELTON, CA 95018

238 Lazywood Rd Felton CA 95018

9 MREA La Selva Beach 95076

210 Alta Dr LSB, CA 95076

23 Asta Dr. LSB, CA 95076

23 Asta Dr. LSB, CA 95076

23 Asta Dr. LSB, CA 95076

15 Asta Dr LSB CA 95076

435 CAMINO AL BARRANCO LSB CA 95076

435 CAMINO AL BARRANCO LSB CA 95076

251 Camino al Mar LSB 95076

#1 Asta Dr., La Selva 95076

COMMUNICATIONS TO THE BOARD OF DIRECTORS

PETITION + SIGN

ADDRESS

La Selva Beach Metro bus petition:

MARCIA POMS Marcia Poms	109 Vista Drive LSB
Ashley Winn Ashley Winn	11 Cocina, LSA
Dorothy Smith Dorothy Smith	110 Camina al Barranco, LSB
LISA MILLS Lisa Mills	27 Bruck Ave. LSB
Cindy Jun Cindy Jackson	26 Arbolado
Virginia Taylor Virginia Taylor	30 Adelado Dr
Michelle R Simpson	18 Palma Ave
Diane Castro Diane Castro	17 Palma Ave.
Aida Stott Aida Stott	310 Vista Drive
Renee May Renee May	201 Vista Dr.
Mary del Val Mary del Val	102 Vista Dr.
Rebecca Wicht Rebecca Wicht	2 Carlos Ave.
Peter van Aasdam Peter van Aasdam	2 CARLOS AVE. LSB
William Dickie William Dickie	100 17 Vista Dr.
Robert F Dickie Robert F. Dickie	17 Vista Dr
Suzanne STURN Suzanne Sturn	212 Mar Monte Av. LSB
Alyssa Estroff Alyssa Estroff	1 Estrella Ave. LSB
Lesli Min Lesli Min	230 Activo Ave LSB
Alicia Hernandez Alicia Hernandez	600 Park Ave Apt 8D Capitola
Bill McQuary Bill McQuary	624 Atri Ct, Watsonville
Jay West Jay West	77 Cresta
Nilo FAR Torabi Nilo FAR Torabi	La Selva Ca.
LIVIA PATANIA L. Patania	La Selva Bck CA
KATHLEEN A. GLEASON Kathleen Gleason	Kathleen Gleason
Michelle Graham Michelle Graham	104 Carlos Ave, La Selva, ^{Beach}
Lindsay McCormick	102 Carlos Ave

COMMUNICATIONS TO THE BOARD OF DIRECTORS

PRINT → SIGN

La Selva Beach Metro bus petition:

ADDRESS

ARNE CARLSON Arne Carlson
Linda Carlson Linda Carlson
Judge Everett Judge Everett

125 ROBINRIDGE LN. LOS GATOS CA
95033
125 Robinridge Lane Los Gatos 95033
505 Camino al Barranco
La Selva Beach, CA 95076

Judy Schwarze Judy Schwarz
Edith Alberscham
Gynette Clark
Margorie Bowles
JANET COLE
Mary Artinwalbe

401 ANITO LaSelvaBch 95076
33 Camino al Barranco
19 Anita 95076
Mayon Bowen
Janet Cole LSB
May Artinwalbe

JOE YAWLS Joe Yawls
GLENN TAYLOR Glenn Taylor
Galina Wells Galina Wells
Amy CHRISTEY
Sachi Snyder Sachi Snyder
Cathy Eddow
PHILIP SNYDER
LWS

115 Vista Drive La Selva 95076
30 ARBOLADO LSB
316 Estrella Ave LSB
193 CARLOS AVE LSB
105 Vista Dr. LSB
Watsonville CA
105 VISTA DR LSB

LINDA KANTO Linda Kanto
Michael Altieri
David Castillo
Kelly Meccut
Ann Bueckert
Annette Avila

318 MAR MONTE AV. LSB.
101 VISTA DR. LSB
202 VISTA PR LSB
10 Mareta Ave #3
3 Anita
12 Ana View Dr
LSB, CA
70 Arbolado Dr.

COMMUNICATIONS TO THE BOARD OF DIRECTORS

La Selva Beach Metro bus petition pg. 2:

Thomas D. Ibeek Thomas D. Ibeek

Mamun I. Smong

Macamuli

James Mott

Ernie East

Disadma

Susan Skotzke

Steve Skotzke

Karl J. Jansen

Yvonna Jovicich Yvonna

Elizabeth Kracht

GAY BRODSKY G Brodsky

Aristo Nappier

Nancy Radaksky

Todd Rosenthal

Dellie Daphin

Billie Radin

Bruce Banker

Bruce Banker

John

John

Ralph P. Motta

Ralph Motta #2

Jane Mott

Joy Hearson

Petra Probert

Petra Probert

Dorothy Anderson

Dorothy Anderson

Carol Weir

Carol Weir

Phillip Weir

John Walker

113 Alta Dr. LSB

115 Alta Dr. LSB

111 Alta Dr. LSB

116 Alta Dr. LSB

112A Alta Dr. LSB

112A ALTA DR LSB

99 Alta Dr. LSB

99 Alta Dr. LSB

117 Alta Dr. LSB

120 Alta Dr. LSB

114A Alta #1 LSB

124 ALTA DR. LSB

135 Alta, LSB

133 Alta Dr. LSB

152 Alta Dr.

151 Alta Dr.

155 ALTA DR. LSB

117 Alta Dr. LSB

115 ALTA DR. LSB

116 ALTA DR. LSB

1187 SAN ANDREAS LSB

3543 E Ledyard Way Aptos

113 Alta Drive LSB

21 Palma Ave LSB

21 Palma Ave LSB

303 Mar Monte Ave LSB

#26

COMMUNICATIONS TO THE BOARD OF DIRECTORS

La Selva Beach Metro bus petition:

Name (print then sign)

Address

Monna S. Long Monna S. Long
William Tyler William Tyler
Renee Morgan Renee Morgan
Mary E. Shugart Mary E. Shugart
LARRY OLEND Larry Olend
THOMAS FREEMAN Tom Fr
José Manuel Serrano
Manila Bol
Elliott Crowder Cliff Crowder
Susan Britschy Connery
Susan Britschy Connery

244 KSMO DR. ^{Westside} 95076
73 Robak Dr, La Selva 95076
201 Kiota del LSB 95076
102 Playa Blvd La Selva Bch
218 ALTIVO AVE ⁹⁵⁰⁷⁶ LSB 95076
218 ALTIVO AVE LSB
303 Estrella Ave LSB
308 Carlos Ave. LSB 95076
308 Carlos Ave LSB 95076
204 Marmonte LSB
95076

COMMUNICATIONS TO THE BOARD OF DIRECTORS

BUS Service TO LSB

1/2022

To the Santa Cruz Metro Transit Board and Management:

We the following residents of La Selva Beach request the reinstatement of regular (every two hours 8am-6pm) Metro bus service. We have become isolated due to lack of regular Metro bus transportation services and we want that to change!

- *La Selva Beach is a vital part of the greater Santa Cruz County.
- *La Selva Beach residents pay County transportation taxes.
- *La Selva Beach has a SC County Public Library Branch that offers services and programs to adults and youth and families.
- *La Selva Beach has a SC County Recreation District Clubhouse that provides a county run after school program as well as providing other recreational programs for the public.
- *The Clubhouse is a precinct for the surrounding area during local and national elections.
- *The Jr Guards program is provided each summer at Manresa Beach which is adjacent to La Selva Beach.

Many community members are unable to drive due to visual or physical disabilities. The pilot, "MetroCruz on Demand" does not meet residents needs and La Selva Beach is more than 3/4 mile from a fixed bus line required for service. ParaCruz does not serve all La Selva Beach residents due to requirements to ride. Cyclist in the community want access to regular bus service that can carry them and their bikes to outside recreational areas and transportation hubs. We all want access to the SC Metro Bus to San Jose, Salinas and their Amtrak train stations.

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We want Equitable, Accessible and Regular public bus transportation service for all La Selva Beach residents! Your prompt attention is requested.

Name (print then sign)

NANCY KLUDT

Nancy Kludt

Krist Heil

KIM KLUDT

Kim Kludt

Address

*1483 San Andreas Rd
La Selva Beach, Ca 95076*

*965 PISASANI Valley Rd
Holt CA 95023*

*1483 San Andreas Rd
La Selva Beach 95076*

COMMUNICATIONS TO THE BOARD OF DIRECTORS

La Selva Beach Metro bus petition pg. 2 :

MUJI Knapp

Melody Vones Melody

Domalia DeMass

Ethan Weiske

1479 San Marcos La Selva

MUJI Knapp @yabod. ca

322 Treasure Island Dr

158 Via Trinite ^{Aptos}

1809 Sumner Ave

~~1809~~ ~~Sumner~~ Aptos CA



Kristen Petersen
City of Capitola



Shebreh
Kalantari-Johnson
City of Santa Cruz



Jimmy Dutra
City of Watsonville



Ari Parker
City of Watsonville

Each one of these individuals on the Santa Cruz METRO Board of Directors have stood up for METRO workers by vocalizing their support for labor relations by supporting legislation that will bring labor harmony to Santa Cruz METRO!

The new Public Employment Relations Board legislation will protect METRO workers from unfair labor practices moving forward.

California Senator John Laird will be introducing our bill into Legislation soon!

PLEASE THANK THEM FOR THEIR COMMITMENT TO LABOR PEACE!



Manu Koenig
County of Santa Cruz



Rebecca Downing
County of Santa Cruz



Donna Meyers
City of Santa Cruz



John Laird
California State Senate



Alta Northcutt
Cabrillo College Ex-Officio

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COMMUNICATIONS FROM METRO ADVISORY COMMITTEE

From: jamesvh@lifecoaches.com
To: boardinquiries@scmttd.com
Cc: [Donna Bauer](#)
Subject: MAC meeting Recommendation to consolidate SCMTD climate change mitigations on the Metro web site
Date: Thursday, February 17, 2022 11:56:39 AM

This Message Is From an External Sender

This message came from outside your organization.
Please exercise caution when clicking links or opening attachments.

From: MAC Chair, James Von Hendy

To: **Santa Cruz Metropolitan Transit District, Board of Directors**
110 Vernon Street
Santa Cruz, CA 95060

February 17, 2021

Dear Board members,

At the February 16, 2022 MAC meeting there was considerable discussion around agenda item 5: Discuss MAC Taking a Formal Position on Climate Change. The MAC heard from attending board members, particularly Margo Ross and Danielle Glagola, about several places on the current Metro website that already highlight actions and mitigations around climate change, for example, the purchase of electric busses. After discussion, the MAC unanimously passed a motion recommending that the Board consolidate those climate change actions and mitigations in a single location on the website to better highlight them, and also address future plans to support climate change mitigation there.

Please consider this email a formal request from the MAC to the SCMTD Board of Directors in this regard.

Respectfully,

James Von Hendy, MAC Chair

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DATE: February 25, 2022
TO: Board of Directors
FROM: Chuck Farmer, CFO
**SUBJECT: ACCEPT AND FILE PRELIMINARY APPROVED CHECK JOURNAL
DETAIL FOR THE MONTH OF JANUARY 2022**

I. RECOMMENDED ACTION

That the Board of Directors accept and file the preliminary approved Check Journal Detail for the month of January 2022

II. SUMMARY

- This staff report provides the Board of Directors (Board) with a preliminary approved Check Journal Detail for the month of January 2022.
- 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 January 2022 have been processed, the checks have been issued and signed by the Deputy Finance Director.

IV. STRATEGIC PLAN PRIORITIES ALIGNMENT

This report aligns to METRO's Financial Stability, Stewardship & Accountability strategic plan.

V. FINANCIAL CONSIDERATIONS/IMPACT

The check journal present the invoices paid in January 2022 for Board review, agency disclosure and transparency.

VI. CHANGES FROM COMMITTEE

N/A.

VII. ALTERNATIVES CONSIDERED

None.

VIII. ATTACHMENTS

Attachment A: Check Journal Detail for the Month of February 2022

Prepared by: Holly Alcorn, Accounting Specialist

IX. APPROVALS

Chuck Farmer, CFO



Dawn Crummié,
Interim CEO/General Manager



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Attachment A

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

DATE: 01/01/22 THRU 01/31/22

CHECK # START THRU 9999999

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
73663	01/20/22	-17.50	WILLIAMS, CHRISTOPHER		9003353	MEDICAL SUPPLIMENTAL	-17.50	**VOID
74212	01/20/22	-17.50	WILLIAMS, CHRISTOPHER		9003576	MEDICAL SUPPLIMENTAL	-17.50	**VOID
74416	01/27/22	-3,725.08	VERIZON WIRELESS	0	109878	8/13-9/12 WIFI BUSES	-3,725.08	**VOID
74694	01/20/22	-17.50	WILLIAMS, CHRISTOPHER		9003800	MEDICAL SUPPLIMENTAL	-17.50	**VOID
75101	01/20/22	-17.50	WILLIAMS, CHRISTOPHER		9004023	MEDICAL SUPPLIMENTAL	-17.50	**VOID
75620	01/20/22	-17.50	WILLIAMS, CHRISTOPHER		9004246	MEDICAL SUPPLIMENTAL	-17.50	**VOID
76099	01/07/22	5.17	AA SAFE & SECURITY CO		1116669	CUT KEY SVT	5.17	
76100	01/07/22	41.50	AMAZON CAPITAL SERVICES, INC.		111688	SHOP TOOLS	41.50	
76101	01/07/22	5,077.78	AT&T		1116663	11/19-12/18MAIN ACCT	4,922.45	
					1116664	11/19-12/18 OPS ELEV	155.33	
76102	01/07/22	242.95	B & B SMALL ENGINE CORP		111667	PRUNER KIT WTC	242.95	
76103	01/07/22	1,100.00	CITY OF SANTA CRUZ/PARKING		111676	JAN 21 PARK PERMITS	1,100.00	
76104	01/07/22	1,673.03	CITY OF WATSONVILLE UTILITIES		111674	11/9-12/15 WTC	39.79	
					111698	12/21 WASTE WTC	1,113.34	
					111699	11/15-12/20 WATER	343.36	
					111700	11/15-12/20 WATER	104.74	
					111701	11/15-12/20 WATER	71.80	
76105	01/07/22	684.40	CLAREMONT EAP		111675	JAN 21 EAP PREMIUM	684.40	
76106	01/07/22	2,890.00	COASTAL LANDSCAPING INC.		111707	JAN 22 LANDSCAPING	2,890.00	
76107	01/07/22	128.00	DEPARTMENT OF JUSTICE		111653	NOV 21 FINGERPRINTS	128.00	
76108	01/07/22	2,500.00	DEPARTMENT OF GENERAL SERVICES		111716	L-2629 LEASE RENEWAL	2,500.00	
76109	01/07/22	228.31	EAST BAY TIRE CO.		111711	NON REV TIRES	228.31	
76110	01/07/22	57.79	FRONTIER COMMUNICATIONS - 3025		111702	12/16-1/15 SKY-RIVER	57.79	
76111	01/07/22	57.79	FRONTIER COMMUNICATIONS - 6145		111654	12/13-1/12 SKYLINE	57.79	
76112	01/07/22	209.76	GILLIG LLC		111710	INVENTORY ORDER	209.76	
76113	01/07/22	199.54	GOUVEIA, ANNA		111705	REIMBURSEMENT	199.54	
76114	01/07/22	52,388.32	HANSON BRIDGETT LLP		111677	NOV 21 RETAINER	26,500.00	
					111678	M# 032117.004002	5,262.60	
					111679	M# 032117.006001	1,261.50	
					111680	M# 032117.006012	375.00	
					111681	M# 032117.006034	7,680.62	
					111682	M# 032117.006035	5,891.90	
					111683	M# 032117.006036	5,416.70	
76115	01/07/22	1,277.66	INFINISOURCE, INC		111714	TIMEKEEPING UPGRADE	1,277.66	
76116	01/07/22	30,556.00	KRAUTHAMER & ASSOCIATES, LLC		111668	FIRST RETAINER FEE	30,556.00	
76117	01/07/22	4,077.98	MAKAI SOLUTIONS		111666	RPR STEAM RACK MMF	4,077.98	
76118	01/07/22	89.27	MISSION UNIFORM		111659	LAUNDRY/CUSTODIAL	37.02	
					111665	TOWELS/MATS PRC	10.50	
					111670	TOWELS/MOPS/MATS MMF	41.75	
76119	01/07/22	638.49	NORTH BAY FORD LINC-MERCURY		111708	RPR VEH #805 PC	239.85	
76120	01/07/22	16,339.23	PACIFIC GAS & ELECTRIC		111709	RPR VEH #1705 PC	398.64	
					111658	11/13-12/13 PARACRUZ	920.45	
					111695	11/23-12/23 VERNON	5,113.19	
					111696	11/23-12/22 GOLF	7,877.34	
					111703	11/22-12/21 WTC MANG	24.60	
					111704	11/23-12/3 SVT WTC PN	2,403.65	

Attachment A

DATE 01/31/22 16:23

PAGE 2

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

CHECK #	START THRU	99999999	DATE	CHECK NUMBER	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
76121	01/07/22		01/07/22	147.49	050	147.49	PITNEY BOWES INC. RENTAL PMT		111715	1/1-3/31/22 METER CS	147.49	
76122	01/07/22		01/07/22	39.09	107A	39.09	PROBUILD COMPANY LLC		111655	STENCIL KIT OPS	17.48	
76123	01/07/22	16,690.67	003622	16,690.67		16,690.67	QBE SPECIALTY INSURANCE COMPAN		111656	SUPPLIES MMF	21.61	
76124	01/07/22	66.76	003024	66.76		66.76	RICOH USA, INC CA		111713	CL# OE-0073	16,690.67	
76125	01/07/22	267.66	215	267.66		267.66	RICOH USA, INC. TX		111662	12/14-1/13/22 PRC	66.76	
76126	01/07/22	1,407.00	002910	1,407.00		1,407.00	SAGE SOFTWARE, INC.		111660	1/3-2/2/22 LEASE C/S	267.66	
76127	01/07/22	194.00	E913	194.00		194.00	SANDOVAL, JAMES		111661	1/4/22-1/3/23 RENEW	1,407.00	
76128	01/07/22	9,320.47	079	9,320.47		9,320.47	SANTA CRUZ MUNICIPAL UTILITIES		111706	REIMBURSEMENT	194.00	
76129	01/07/22	280.00	001292	280.00		280.00	SANTA CRUZ RECORDS MNGMT INC		111671	11/6-12/7 BUSSTOP 26	1,050.60	
76130	01/07/22	5,490.69	001307	5,490.69		5,490.69	SANTA CRUZ STAFFING, LLC		111672	11/6-12/7 IRRIG MMF	12.44	
76131	01/07/22	456.59	002459	456.59		456.59	SCOTT'S VALLEY WATER DISTRICT		111673	11/6-12/7 SMC/BETTYS	53.87	
76132	01/07/22	191.09	007	191.09		191.09	UNITED PARCEL SERVICE		111689	11/6-12/7 PACIFIC	113.00	
76133	01/07/22	3,725.06	434	3,725.06		3,725.06	VERIZON WIRELESS		111690	11/6-12/7 PACIFIC	2,193.53	
76134	01/07/22	92.00	003290	92.00		92.00	WORKFORCEQA LLC		111691	11/6-12/7 VERNON	373.99	
76135	01/07/22	461.51	003530	461.51		461.51	ZORO TOOLS, INC.		111692	11/6-12/7 GOLF CLUB	1,524.37	
76136	01/17/22	4,524.09	003151	4,524.09		4,524.09	ABC BUS INC		111693	11/6-12/7 1200 RIVER	3,688.86	
76137	01/17/22	859.64	003596	859.64		859.64	AMAZON CAPITAL SERVICES, INC.		111694	11/6-12/7 1200 RIVER	309.81	
76138	01/17/22	997.02	003105	997.02		997.02	AT&T MOBILITY		111657	12/8 SHREDDING MULTI	280.00	
76139	01/17/22	1,875.98	003199	1,875.98		1,875.98	B & H FOTO & ELECTRONICS CORP		111650	TEMP W/E 12/19	1,601.93	
76140	01/17/22	667.44	003248	667.44		667.44	BALCO HOLDINGS, INC.		111651	TEMP W/E 12/19	1,215.00	
76141	01/17/22	716.08	003393	716.08		716.08	BRASS KEY LOCKSMITH INC		111652	TEMP W/E 12/19	2,673.76	
76142	01/17/22	25,309.00	616	25,309.00		25,309.00	BROWN ARMSTRONG ACCOUNTANCY		111657	10/2-11/30 SVT WATER	456.59	
									111684	FREIGHT	15.45	
									111685	FREIGHT	35.50	
									111686	FREIGHT	140.14	
									111687	11/13-12/12 BUS WIFI	3,725.06	
									111712	NOV 21 DOT DRUG TEST	92.00	
									111717	22-0002 BAGLESS VACU	461.51	
									111795	INVENTORY ORDER	448.53	
									111796	INVENTORY ORDER	33.10	
									111797	INVENTORY ORDER	402.70	
									111798	INVENTORY ORDER	1,552.05	
									111799	INVENTORY ORDER	1,612.34	
									111800	INVENTORY ORDER	158.46	
									111801	INVENTORY ORDER	79.23	
									111802	INVENTORY ORDER	237.68	
									111782	PROMOTIONAL ITEMS	720.41	
									111794	TOOL REPLACEMENT	31.11	
									111805	SHOP TOOL	108.12	
									111806	11/24-12/23 BUS WIFI	997.02	
									111777	CSR HEADSET	229.41	
									111778	LAPTOPS	1,646.57	
									111750	OTRLY INSPECTION	667.44	
									111734	CYLINDER INSTALL	457.77	
									111735	SHOP FLOOR RESTROOM	258.31	
									111787	FY21 AUDIT	25,309.00	

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76143	01/17/22	2,767.26 002627		CDW GOVERNMENT, INC.		111723	ADOBE ANNUAL LICENSE	2,767.26	
76144	01/17/22	2,900.16 909		CLASSIC GRAPHICS		111764	RPR VEH #1005	2,900.16	
76145	01/17/22	74,180.55 001124		CLEAN ENERGY		111808	12/10 LNG	8,973.96	
						111809	12/23 LNG	7,705.38	
						111810	12/17 LNG	8,718.97	
						111811	12/30 LNG	8,250.58	
						111812	12/14 LNG	9,104.13	
						111813	12/20 LNG	6,223.41	
						111814	12/27 LNG	6,935.06	
						111815	12/7 LNG	9,021.97	
						111816	12/3 LNG	9,247.09	
						111788	REIMBURSEMENT	212.23	
76146	01/17/22	212.23 E957		CLIFFORD, ALEX		111788	DEC 21 SERVICES	3,983.00	
76147	01/17/22	3,983.00 003601		COMCAST HOLDINGS CORPORATION		111783	PRJ 19-0001 CALL CEN	2,189.00	VOIDED
76148	01/17/22	2,189.00 418		COUNTY OF SANTA CRUZ GENERAL		111724	PRJ 19-0001 CALL CEN	-2,189.00	**VOID
76149	01/20/22	-2,189.00 418		COUNTY OF SANTA CRUZ GENERAL		111724	7/1-9/30/21 425FRONT	547.46	
76149	01/17/22	547.46 900		DEPARTMENT OF TOXIC SUBSTANCE		111827	NON REVENUE TIRES	404.05	
76150	01/17/22	404.05 003274		EAST BAY TIRE CO.		111763	TEMP W/E 12/26	1,029.60	
76151	01/17/22	5,214.00 003485		EMPLOYNET, INC		111721	TEMP W/E 01/02	1,029.60	
						111722	TEMP W/E 11/21/21	765.60	
						111784	TEMP W/E 1/2/22	1,056.00	
						111785	TEMP W/E 12/12/21	990.00	
						111789	TEMP W/E 2/5/21	343.20	
76152	01/17/22	2,572.70 003153		ENVIRONMENTAL LOGISTICS INC		111790	11/24 NON HAZ WASTE	695.00	
76153	01/17/22	3,001.70 432		EXPRESS SERVICES INC.		111821	11/24 NON HAZ WASTE	1,877.70	
						111822	TEM W/E 12/19/21	1,202.40	
76154	01/17/22	398.54 001302		GARDA CL WEST, INC.		111774	TEMP W/E 12/12/21	837.38	
76155	01/17/22	33.55 282		GRAINGER		111793	JAN 22 SERVICES	398.54	
76156	01/17/22	3,500.00 003404		INSIGHT STRATEGIES INC		111726	INVENTORY ORDER	33.55	
76157	01/17/22	375.83 914		J.J.R ENTERPRISES, INC.		111819	WORKSHOP	3,500.00	
						111748	OFFICE SUPPLIES	125.64	
						111749	OFFICE SUPPLIES	64.46	
						111779	OFFICE SUPPLIES	185.73	
76158	01/17/22	779.71 1117		KELLEY'S SERVICE INC.		111751	INVENTORY ORDER	171.74	
						111753	RPR VEH #1125 PC	134.03	
						111754	RPR VEH #1715 PC	278.84	
						111755	INVENTORY ORDER	20.41	
						111757	INVENTORY ORDER	78.82	
						111758	CREDIT	-17.48	
						111759	NON INVENTORY ORDER	142.21	
						111760	CREDIT	-157.52	
						111761	INVENTORY ORDER	148.16	
						111762	CREDIT	-19.50	
76159	01/17/22	1,360.00 002990		KISMET		111742	CPR CLASSES	400.00	
						111771	CPR CLASSES	560.00	

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76160	01/17/22	288.00 003271		KJRB, INC.		111772	CPR CLASSES	400.00	
76161	01/17/22	238.00 852		LAW OFFICES OF MARIE F. SANG	7	111727	TOWING VEH #1709PC	288.00	
76162	01/17/22	49,164.70 003017		MANSFIELD OIL CO OF GAINSVILLE		111776	CL# 1999103213	238.00	
76163	01/17/22	4,195.20 003617		MEDZON		111728	12/10 DIESEL	24,994.01	
76164	01/17/22	557.79 041		MISSION UNIFORM		111807	12/28 DIESEL	24,170.69	
76165	01/17/22	813.63 004		NORTH BAY FORD LINC-MERCURY		111825	COVID MASKS	4,195.20	
76166	01/17/22	610.00 364		OVERHEAD DOOR CO. OF SALINAS		111729	TOWELS FUELING STAT	156.00	
76167	01/17/22	15,906.84 009		PACIFIC GAS & ELECTRIC		111730	UNIFORM SUPPLIES VMU	323.02	
76168	01/17/22	2,429.65 043		PALACE ART & OFFICE SUPPLY		111737	TOWELS MOPS MATS	41.75	
76169	01/17/22	200.00 003061		QUADIENT FINANCE USA INC		111773	UNIFORM ORDER	37.02	
76170	01/17/22	2,100.00 003580		RLS & ASSOCIATES, INC.		111731	RPR VEH #1710 PC	813.63	
76171	01/17/22	150.00 E334		ROCHA, LUIS		111733	RPR WASH BAY DOOR	610.00	
76172	01/17/22	42,446.88 002917		SANTA CRUZ METRO TRANSIT W/C		111791	11/23-12/22 1122 RIV	2,725.28	
76173	01/17/22	40.00 001292		SANTA CRUZ RECORDS MNGMT INC		111792	11/24-12/23 1122 RIV	95.51	
76174	01/17/22	5,589.70 001307		SANTA CRUZ STAFFING, LLC		111803	11/30-12/27 CHARGING	4,165.30	
76175	01/17/22	36.86 003117		**DO NOT USE** USE 149	0	111824	12/01-12/28 1200 RIV	10.55	
76176	01/17/22	-36.86 003117		**DO NOT USE** USE 149	0	111740	OFFICE SUPPLIES	29.72	
76177	01/17/22	5,679.45 003292		SLINGSHOT CONNECTIONS LLP		111741	OFFICE SUPPLIES	29.72	
76178	01/17/22	649.37 115		SNAP-ON INDUSTRIAL		111743	CREDIT	-13.58	
76179	01/17/22	219.00 001817		SOCIETY FOR HUMAN RESOURCE		111744	OFFICE SUPPLIES	14.40	
76180	01/17/22	684.28 166		THE HOSE SHOP, INC		111765	COVID SUPPLIES	2,000.91	
						111818	OFFICE SUPPLIES	387.65	
						111820	***-***-***-1598	200.00	
						111786	MAY-JUNE21 WEBINARS	2,100.00	
						111804	DMV EXAM	150.00	
						111775	DEC 21 W/C REPLENISH	42,446.88	
						111739	DEC 21 SHREDDING	40.00	
						111720	TEMP W/E 12/26	209.25	
						111780	TEMP W/E 12/26/21	1,969.67	
						111781	TEMP W/E 1/2/22	2,121.18	
						111817	TEMP W/E 12/26/21	1,289.60	
						111752	13 WEEK SUBSCRIPTION	36.86	VOIDED
						111752	13 WEEK SUBSCRIPTION	-36.86	**VOID
						111736	RPR DRAIN	7.39	VOIDED
						111736	RPR DRAIN	-7.39	**VOID
						111718	TEMP W/E 12/19	1,176.00	
						111719	TEMP W/E 12/26	940.80	
						111732	TEMP W/E 12/19/21	673.20	
						111746	TEMP W/E 12/5/21	1,176.00	
						111747	TEMP W/E 11/28/21	815.85	
						111770	TEMP W/E 12/12/21	897.60	
						111766	TOOL REPLACEMENT	380.89	
						111767	DUAL VIEW IMAGER	268.48	
						111828	3/1-2/28/23 MEMBERSH	219.00	
						111756	INVENTORY ORDER	684.28	

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76181	01/17/22	10,659.70	U.S. BANK		111826	***-***-***-5971	10,659.70	
76182	01/17/22	3,831.24	VALLEY POWER SYSTEMS, INC.		111768	INVENTORY ORDER	9.11	
76183	01/17/22	778.74	ZORO TOOLS, INC.		111769	INVENTORY ORDER	3,822.13	
76184	01/17/22	7.39	SCARBOROUGH LUMBER & BLDG RPR HVAC		111745	22-0002 BAGLESS VAC	778.74	
76185	01/17/22	2,189.00	COUNTY OF SANTA CRUZ PLANNING		111845	RPR HVAC	7.39	MANUAL
76186	01/24/22	3,843.10	PRJ 19-0001 CALL CEN		111846	PRJ 19-0001 CALL CEN	2,189.00	MANUAL
76187	01/24/22	10,608.71	4IMPRINT, INC.		111951	PROMOTIONAL GIVEAWAY	3,843.10	
76188	01/24/22	40.00	AIRTEC SERVICE INC.		111860	PREV MAINT OPS	3,077.00	
76189	01/24/22	1,350.07	ALBERTSONS COMPANIES, INC.		111861	PREV MAINT SVT	257.00	
76190	01/24/22	32.85	AMAZON CAPITAL SERVICES, INC.		111862	PREV MAINT SMC	388.00	
76191	01/24/22	1,795.16	AMAZON CAPITAL SERVICES, INC.		111881	PREV MAINT PRC	262.00	
76192	01/24/22	4,106.00	AMERICAN MESSAGING SVCS, LLC		111882	PREV MAINT VERNON	864.00	
76193	01/24/22	992.90	AT&T		111906	RPR DOWN SPOUT SMC	829.92	
76194	01/24/22	4,759.27	ATHENS INSURANCE SERVICE, INC.		111908	HEAT REPAIR OPS	3,415.68	
76195	01/24/22	36.28	BATTERIES PLUS #314		111961	HEAT REPAIRS SMC	1,515.11	
76196	01/24/22	9.86	BATTERY WARNING TAPE		111961	VACCINE COST	40.00	
76197	01/24/22	2,437.00	AMERICAN MESSAGING SVCS, LLC		111849	STANDUP DESK	890.33	VOIDED
76198	01/24/22	36.86	AMERICAN MESSAGING SVCS, LLC		111896	CLIPBOARDS MMF	44.78	
76199	01/24/22	3,973.68	AMERICAN MESSAGING SVCS, LLC		111897	OFFICE SUPPLIES	77.39	
76200	01/24/22	411.38	AMERICAN MESSAGING SVCS, LLC		111943	SAFETY WARNING TAPE	12.01	
76201	01/24/22	677.32	AMERICAN MESSAGING SVCS, LLC		111956	LIGHTED SIGN CS	325.56	
76202	01/24/22	2,605.10	AMERICAN MESSAGING SVCS, LLC		111849	STANDUP DESK	-890.33	**VOID
					111896	CLIPBOARDS MMF	-44.78	
					111897	OFFICE SUPPLIES	-77.39	
					111943	SAFETY WARNING TAPE	-12.01	
					111956	LIGHTED SIGN CS	-325.56	
					111829	JAN 22 PAGERS	32.85	
					111863	12/1-12/31 SKY RIVER	578.55	
					111901	12/10-01/09 INTERNET	933.35	
					111902	11/19-12/18 OCEAN LG	283.26	
					111841	JAN 22 MONTHLY FEES	4,106.00	
					111865	POWER BOARD SVT	992.90	
					111850	APC BACKUPS	706.59	
					111851	OFFICE SUPPLIES	905.12	
					111852	WIRELESS HEADSETS	3,147.56	
					111888	BATTERIES MMF	36.28	
					111900	REPLACEMENT KEYS	9.86	
					111959	OCT-DEC 21 SALES TAX	2,437.00	
					111926	13 WEEK SUBSCRIPTION	36.86	
					111903	COOP RETAIL MGMT	3,482.47	
					111904	JAN 22 BUS IMPROVE	491.21	
					111899	DEC 21 LANDFILL	411.38	
					111960	FEV 21 EAP PREMIUM	677.32	
					111831	VEH# 1902 RPR/PAINT	2,605.10	

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76203	01/24/22	712.18 075		COAST PAPER & SUPPLY INC.		111840	INVENTORY ORDER	712.18	
76204	01/24/22	120.00 E1042		COLLINS, MICHELL A		111958	PHYSICAL MEC RENEWAL	120.00	
76205	01/24/22	364.00 367		COMMUNITY TELEVISION OF		111877	11/19 BOD MEETING	364.00	
76206	01/24/22	26,380.86 003116		CUMMINS, INC		111927	VEH# 2808 PARTS	157.95	
						111928	VEH# 2808 PARTS	2,838.92	
						111929	INVENTORY ORDER	3,431.20	
						111930	INVENTORY ORDER	249.22	
						111931	VEH1206ENGINEBUILD	19,578.96	
						111932	INVENTORY ORDER	124.61	
						111935	REVENUE TIRES	432.77	
						111936	REVENUE TIRES	101.01	
						111937	REVENUE TIRES	562.79	
						111938	REVENUE TIRES	1,449.99	
						111939	REVENUE TIRES	1,083.15	
						111940	REVENUE TIRES	1,886.88	
						111941	NON REVENUE TIRES	236.12	
						111942	REVENUE TIRES	216.39	
						111967	TEMP W/E 12/26	990.00	
76208	01/24/22	3,589.08 003485		EMPLOYNET, INC		111968	TEMP W/E 1/9	1,029.60	
						111971	TEMP W/E 12/19	1,569.48	
						111854	TEMP W/E 12/26	961.92	
76209	01/24/22	961.92 432		EXPRESS SERVICES INC.		111854	BOD PHOTO RETOUCH	418.50	
76210	01/24/22	418.50 003605		EYECATCHLIGHT, LLC		111830	NON INVENTORY ORDER	173.45	
76211	01/24/22	662.37 001297		FASTENAL COMPANY INC		111933	NON INVENTORY ORDER	488.92	
						111934	NON INVENTORY ORDER	63.90	
76212	01/24/22	63.90 039		FEDEX OFFICE		111955	CANVAS COLLAGE	63.90	
76213	01/24/22	50,116.62 002295		FIRST ALARM SECURITY & PATROL		111916	DEC 21 SECURITY	50,116.62	
76214	01/24/22	7,075.48 001302		GARDA CL WEST, INC.		111870	JAN 22 VAULT SVC	7,075.48	
76215	01/24/22	3,034.90 117		GILLIG LLC		111944	INVENTORY ORDER	174.63	
						111945	INVENTORY ORDER	2,781.61	
						111946	INVENTORY ORDER	78.66	
76216	01/24/22	275.00 003316		GLOBAL WATER TECHNOLOGY INC		111864	DEC 21 CHEM TEST OPS	275.00	
76217	01/24/22	876.66 282		GRAINGER		111839	2202 DUST COLLECTOR	733.07	
						111853	TAPE MEASURE FAC	13.40	
						111883	FACE SHIELD FRAME	5.04	
						111884	KNEEL MATS CUSTODIAL	125.15	
						111889	DEC 21 GREEN VALLEY	61.28	
						111890	DEC 21 PRC	376.84	
						111891	DEC 21 SVT	334.92	
						111892	DEC 21 FREEDOM	61.28	
						111893	DEC 21 FREED/BOWKR	61.28	
						111894	DEC 21 HWY1/BOULDER	183.84	
						111895	DEC 21 AIRPORT/FREED	61.28	
						111917	M# 032117.004002	7,768.60	
						111918	M# 032117.006001	1,218.00	
						111919	M# 032117.006034	14,580.03	
						111920	M#032117.006035	2,757.46	

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76220	01/24/22	16,002.23	001745	HARTFORD LIFE AND ACCIDENT INS		111921	M# 032117.006036	5,230.90	
76221	01/24/22	1,277.66	003220	INFINISOURCE, INC		111922	DEC 21 RETAINER	26,500.00	
76222	01/24/22	375.00	003468	KANEKO AND KRAMMER CORP		111965	JAN 22 LIFE	10,684.36	
76223	01/24/22	3,270.52	003284	KEISH ENVIRONMENTAL PC CORP		111966	JAN 22 LIFE AD&D	5,317.87	
76224	01/24/22	23,627.38	003366	KEY GOVERNMENT FINANCE INC		111924	ISOLVED TIME/API/ESA	1,277.66	
76225	01/24/22	320.00	002990	KISMET	7	111874	CLASS&COMP 3 CLASSES	375.00	
76226	01/24/22	100.00	003450	LANGUAGE LINE SERVICES INC		111887	DEC 21 OUTFALL MITIG	3,270.52	
76227	01/24/22	850.00	852	LAW OFFICES OF MARIE F. SANG	7	111948	JAN 22 LEASE PAYMENT	23,627.38	
76228	01/24/22	2,248.49	003273	MGP XI REIT, LLC		111952	CPR/FIRST AID TRAIN	320.00	
76229	01/24/22	725.18	041	MISSION UNIFORM		111878	DEC 21 TRANSLATE SVC	100.00	
						111873	CL#2003103470	850.00	
						111973	FEB 22 RENT CAPITOLA	2,248.49	
						111858	COVID/FUEL ST TOWELS	156.00	
						111859	COVID/UNIFORM SUPPL	390.64	
						111866	TOWELS/MOPS/MATS	41.75	
						111867	TOWELS/MATS PRC	10.50	
						111868	TOWELS/MATS PRC	10.50	
						111871	LAUNDRY/CUSTODIAL	37.02	
						111880	LAUNDRY/CUSTODIAL	37.02	
						111885	TOWELS/MOPS/MATS MMF	41.75	
76230	01/24/22	1,636.57	003529	MONTEREY SANITARY SUPPLY, INC.		111886	FACILITIES TOOL	1,636.57	
76231	01/24/22	2,959.66	003599	NOTT-PEREZ, DAMN		111925	FEB22 SURVIVOR COBRA	2,959.66	
76232	01/24/22	107.91	043	PALACE ART & OFFICE SUPPLY		111855	OFFICE SUPPLIES	14.84	
						111869	OFFICE SUPPLIES	62.55	
						111914	OFFICE SUPPLIES	8.63	
						111915	OFFICE SUPPLIES	21.89	
76233	01/24/22	1,685.00	002947	PEDX COURIER AND CARGO	7	111876	DEC 21 COURIER SVC	1,685.00	
76234	01/24/22	42,830.20	002939	PREFERRED BENEFIT		111963	JANUARY 22 VSP	8,055.00	
						111964	JANUARY 22 DENTAL	34,775.20	
76235	01/24/22	1,064.83	107A	PROBUILD COMPANY LLC		111832	DRIVER BIT SET VER	18.67	
						111833	MISC SHOP SUPPL VER	94.57	
						111834	VACUUM PARTS VERNON	11.78	
						111835	ITEMS FOR FAC SHOP	289.46	
						111836	REBAR OPS	9.49	
						111837	STRAINER MMF	5.89	
						111838	SUPPL FAC SHOP VER	123.43	
						111842	HARDWARE VERNON	41.29	
						111843	HARDWARE VERNON	27.51	
						111844	LUMBER VERNON	401.52	
						111848	SAFETY HASP VERNON	19.65	
						111857	IMPACT BIT PRC	21.57	
76236	01/24/22	212.55	003059	QUADIENT LEASING USA, INC.		111953	2/3-5/2 LEASE PRC	212.55	
76237	01/24/22	75.38	882	RANDY & LARAE WEST	7	111879	BUSINESS CARDS	75.38	
76238	01/24/22	6,795.39	001307	SANTA CRUZ STAFFING, LLC		111872	TEMP W/E 01/02/22	67.50	
						111875	TEMP W/E 1/2/22	957.13	
						111911	TEMP W/E 1/9	1,612.00	

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CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
76239	01/24/22	918.00 003545		SCHINDLER ELEVATOR CORPORATION		111912	TEMP W/E 1/9	2,673.76	
76240	01/24/22	470.09 788		SCMTD PETTY CASH - FINANCE		111913	TEMP W/E 1/9	1,485.00	
76241	01/24/22	2,500.00 002267		SHAW YODER ANTWIH		111970	REPLENISH PETTY CASH	470.09	
76242	01/24/22	2,447.55 003292		SLINGSHOT CONNECTIONS LLP		111923	JAN 22 LEGISLATE SVC	2,500.00	
76243	01/24/22	9,541.98 001075		SOQUEL III ASSOCIATES	7	111949	TEMP W/E 1/2	940.80	
76244	01/24/22	147.92 166		THE HOSE SHOP, INC		111950	TEMP W/E 1/9	1,506.75	
76245	01/24/22	617.50 001149		TUBULAR FLOW, INC.		111969	FEB 22 RENT RESEARCH	9,541.98	
76246	01/24/22	1,143.02 434		VERIZON WIRELESS	0	111947	NON INVENTORY ORDER	147.92	
76247	01/24/22	1,855.00 003624		WICKED BIONIC LLC		111856	SEWER LINE SVC SBF	617.50	
76248	01/24/22	133.89 147		ZEE MEDICAL SERVICE CO.		111909	12/2-1/1 CS	50.94	
76249	01/20/22	135.00 003623		SOTO, EMILIO ARROYO		111910	12/2-1/1 PARACRUZ	714.39	
76250	01/24/22	1,350.07 003596		AMAZON CAPITAL SERVICES, INC.		111954	12/2-1/1 PARACRUZ	308.88	
76251	01/24/22	1,975.00 003320		CENTER FOR TRANSPORTATION AND		111957	12/2-1/1 PAGERS MMF	68.81	
76252	01/24/22	3,832.86 009		PACIFIC GAS & ELECTRIC		111962	REFUND OVERPAYMENT	1,855.00	
76253	01/25/22	83.21 M148		ABACHERLI, ARLETTE		111898	FIRSTAID RESTOCK MMF	133.89	
76254	01/25/22	19.10 M149		ADAMS, ELLEN		111974	ZIPPER/REPAIR BAG	135.00	
76255	01/25/22	15.13 M381		AGUIRRE, CIRO		111978	STANDUP DESK	890.33	
76256	01/25/22	145.08 M382		AITKEN, ANGELA		111979	CLIPBOARDS MMF	44.78	
76257	01/25/22	14.73 M150		ALLEN, ROBERT		111980	SAFETY WARNING TAPE	12.01	
76258	01/25/22	19.10 M333		ANDERSON, WILLIAM		111981	LIGHTED SIGNS CS	325.56	
76259	01/25/22	36.02 M151		ANDRADE, GERALD		111982	OFFICE SUPPLIES	77.39	
76260	01/25/22	19.10 M334		ANDRADE, OSCAR		111977	1942 ZEB 1/1-9/30	1,975.00	
76261	01/25/22	18.01 M152		ANN, DORICE		111975	12/4-1/2 SVT/WTC/PS	2,718.94	
76262	01/25/22	14.73 M153		ARCHIBEQUE, ELEANOR		111976	12/14-1/11 PARACRUZ	1,113.92	
76263	01/25/22	38.19 M154		ARCHIBEQUE, JUANITA		9004547	MEDICAL SUPPLIMENTAL	83.21	
76264	01/25/22	38.19 M155		ASPESI, JOHN		9004548	MEDICAL SUPPLEMENTAL	19.10	
76265	01/25/22	38.19 M156		BAILEY, EDWIN		9004757	MEDICAL SUPPLEMENTAL	15.13	
76266	01/25/22	36.02 M159		BAN, MARK		9004758	MEDICAL SUPPLEMENTAL	145.08	
76267	01/25/22	137.41 M158		BARNES, SCOTT		9004549	MEDICAL SUPPLEMENTAL	14.73	
76268	01/25/22	14.73 M335		BARRY, BARTHOLOMEW		9004550	MEDICAL SUPPLEMENTAL	36.02	
76269	01/25/22	19.10 M336		BARTZ, GLENN		9004716	MEDICAL SUPPLEMENTAL	19.10	
76270	01/25/22	19.10 M160		BASS, BETTY		9004551	MEDICAL SUPPLEMENTAL	18.01	
76271	01/25/22	88.22 M161		BAUER, FRANK		9004552	MEDICAL SUPPLEMENTAL	14.73	
76272	01/25/22	14.73 M162		BLAIR, GARY		9004553	MEDICAL SUPPLEMENTAL	38.19	
76273	01/25/22	19.10 M164		BLAKE, GENEVA		9004555	MEDICAL SUPPLEMENTAL	38.19	

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76274	01/25/22	38.19 M165	BLIGHT, KAREN		9004562	MEDICAL SUPPLEMENTAL	38.19	
76275	01/25/22	52.85 M166	BOOTON, EMMA		9004563	MEDICAL SUPPLEMENTAL	52.85	
76276	01/25/22	38.19 M167	BOYD, MICHAEL		9004564	MEDICAL SUPPLEMENTAL	38.19	
76277	01/25/22	14.73 M169	BREGANTE, BATTISTA		9004565	MEDICAL SUPPLEMENTAL	14.73	
76278	01/25/22	19.10 M337	BRONDSATTER, CHERYL		9004719	MEDICAL SUPPLEMENTAL	19.10	
76279	01/25/22	38.19 M384	BRONDSATTER, WALLACE		9004759	MEDICAL SUPPLEMENTAL	38.19	
76280	01/25/22	71.95 M170	BROWN, ERNEST		9004566	MEDICAL SUPPLEMENTAL	71.95	
76281	01/25/22	71.95 M171	BROWN, KENNETH		9004567	MEDICAL SUPPLEMENTAL	71.95	
76282	01/25/22	19.10 M338	BRYANT, KATHLEEN		9004720	MEDICAL SUPPLEMENTAL	19.10	
76283	01/25/22	19.10 M172	BURKET, JANET		9004568	MEDICAL SUPPLEMENTAL	19.10	
76284	01/25/22	84.77 M385	BUSH, DEBBIE		9004760	MEDICAL SUPPLEMENTAL	84.77	
76285	01/25/22	14.73 M173	BYTHEWAY, MARY		9004569	MEDICAL SUPPLEMENTAL	14.73	
76286	01/25/22	30.25 M339	CANALES, DONNA		9004721	MEDICAL SUPPLEMENTAL	30.25	
76287	01/25/22	83.21 M174	CAPELLA, KATHLEEN		9004570	MEDICAL SUPPLEMENTAL	83.21	
76288	01/25/22	14.73 M175	CARLSON, MERRYL		9004571	MEDICAL SUPPLEMENTAL	14.73	
76289	01/25/22	19.10 M176	CARR, DALE		9004572	MEDICAL SUPPLEMENTAL	19.10	
76290	01/25/22	14.73 M177	CASANEGA, RICHARD		9004573	MEDICAL SUPPLEMENTAL	14.73	
76291	01/25/22	34.72 M178	CAVATAIO, PASQUALE		9004574	MEDICAL SUPPLEMENTAL	34.72	
76292	01/25/22	14.73 M340	CENTER, DOUGLAS		9004722	MEDICAL SUPPLEMENTAL	14.73	
76293	01/25/22	14.73 M179	CERVANTES, GLORIA		9004575	MEDICAL SUPPLEMENTAL	14.73	
76294	01/25/22	14.73 M386	CHANDLEY, PAUL		9004761	MEDICAL SUPPLEMENTAL	14.73	
76295	01/25/22	14.73 M341	CHAVARRIA, JOHNNY		9004723	MEDICAL SUPPLEMENTAL	14.73	
76296	01/25/22	38.19 M342	CILIBERTO, ANTHONY		9004724	MEDICAL SUPPLEMENTAL	38.19	
76297	01/25/22	19.10 M343	CLARKE, PATRICIA		9004725	MEDICAL SUPPLEMENTAL	19.10	
76298	01/25/22	14.73 M180	CLAYTON, MICHAEL		9004576	MEDICAL SUPPLEMENTAL	14.73	
76299	01/25/22	25.19 M344	CODD, FREDERICK		9004726	MEDICAL SUPPLEMENTAL	25.19	
76300	01/25/22	84.77 M181	COLWELL, ARLAN		9004577	MEDICAL SUPPLEMENTAL	84.77	
76301	01/25/22	38.19 M345	CONKLIN, CAROLYN		9004727	MEDICAL SUPPLEMENTAL	38.19	
76302	01/25/22	19.10 M182	CONTRERAS-NAVARRO, FRANCISCO		9004578	MEDICAL SUPPLEMENTAL	19.10	
76303	01/25/22	42.39 M183	COON, RICHARD		9004579	MEDICAL SUPPLEMENTAL	42.39	
76304	01/25/22	38.19 M387	COTTER, ROBERT		9004762	MEDICAL SUPPLEMENTAL	38.19	
76305	01/25/22	19.10 M346	COUSINS, DOROTHY		9004728	MEDICAL SUPPLEMENTAL	19.10	
76306	01/25/22	45.01 M185	COWELL, RICHARD		9004580	MEDICAL SUPPLEMENTAL	45.01	
76307	01/25/22	19.10 M186	CRAMBLETT, LAWRENCE		9004581	MEDICAL SUPPLEMENTAL	19.10	
76308	01/25/22	42.39 M376	CRANDELL, DANA		9004754	MEDICAL SUPPLEMENTAL	42.39	
76309	01/25/22	19.10 M187	CRAWFORD, FLOYD		9004582	MEDICAL SUPPLEMENTAL	19.10	
76310	01/25/22	19.10 M348	CRAWFORD, TERRI		9004729	MEDICAL SUPPLEMENTAL	19.10	
76311	01/25/22	19.10 M188	CRUISE, RICHARD		9004583	MEDICAL SUPPLEMENTAL	19.10	
76312	01/25/22	38.19 M190	CRUTCH, SHELTON		9004584	MEDICAL SUPPLEMENTAL	38.19	
76313	01/25/22	14.73 M349	CUMMINGS, CYNTHIA		9004730	MEDICAL SUPPLEMENTAL	14.73	
76314	01/25/22	36.02 M191	CUMMINGS, PATRICIA		9004585	MEDICAL SUPPLEMENTAL	36.02	
76315	01/25/22	38.19 M192	CUMMINS, MAJOR		9004586	MEDICAL SUPPLEMENTAL	38.19	
76316	01/25/22	52.85 M193	DAKIWAG, FRED		9004587	MEDICAL SUPPLEMENTAL	52.85	
76317	01/25/22	52.85 M194	DANIEL, REBECCA		9004588	MEDICAL SUPPLEMENTAL	52.85	
76318	01/25/22	36.02 M195	DAVIDOSKI, PATTI		9004589	MEDICAL SUPPLEMENTAL	36.02	
76319	01/25/22	14.73 M196	DAVILLA, ANA		9004590	MEDICAL SUPPLEMENTAL	14.73	

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76320	01/25/22	M351	19.10	DEAN, RONALD		9004731	MEDICAL SUPPLEMENTAL	19.10	
76321	01/25/22	M373	14.73	DEL PO, CAROLYN		9004751	RETIREE SUPPLEMENTAL	14.73	
76322	01/25/22	M197	45.01	DEVIVO, WILLIAM		9004591	MEDICAL SUPPLEMENTAL	45.01	
76323	01/25/22	M198	29.46	DOBBS, GLENN		9004592	MEDICAL SUPPLEMENTAL	29.46	
76324	01/25/22	M389	19.10	DORFMAN, IRIS		9004763	MEDICAL SUPPLEMENTAL	19.10	
76325	01/25/22	M199	14.73	DRAKE, JUDITH		9004593	MEDICAL SUPPLEMENTAL	14.73	
76326	01/25/22	M200	14.73	ELIA, LARRY		9004594	MEDICAL SUPPLEMENTAL	14.73	
76327	01/25/22	M390	38.19	EMERSON, WILLIAM		9004764	MEDICAL SUPPLEMENTAL	38.19	
76328	01/25/22	M201	38.19	ESCARCEGA, MIGUEL		9004595	MEDICAL SUPPLEMENTAL	38.19	
76329	01/25/22	M202	42.85	FALLAU, NICHOLAS		9004596	MEDICAL SUPPLEMENTAL	42.85	
76330	01/25/22	M391	19.10	FENN, MARLYN		9004765	MEDICAL SUPPLEMENTAL	19.10	
76331	01/25/22	M203	15.13	FLAGG, PAULA		9004597	MEDICAL SUPPLEMENTAL	15.13	
76332	01/25/22	M393	73.46	FLORES, JUAN		9004766	MEDICAL SUPPLEMENTAL	73.46	
76333	01/25/22	M352	14.73	FLOREZ, ROSIE		9004732	MEDICAL SUPPLEMENTAL	14.73	
76334	01/25/22	M394	30.25	FRANCIS, RUFUS		9004767	MEDICAL SUPPLEMENTAL	30.25	
76335	01/25/22	M204	19.10	FREEMAN, MARY		9004598	MEDICAL SUPPLEMENTAL	19.10	
76336	01/25/22	M205	52.85	GABRIEL, RICHARD		9004599	MEDICAL SUPPLEMENTAL	52.85	
76337	01/25/22	M354	14.78	GABRIELE, BERNARD		9004733	MEDICAL SUPPLEMENTAL	14.78	
76338	01/25/22	M355	14.78	GABRIELE, CATHLEEN		9004734	MEDICAL SUPPLEMENTAL	14.78	
76339	01/25/22	M395	61.48	GALE, TERRY		9004768	MEDICAL SUPPLEMENTAL	61.48	
76340	01/25/22	M396	14.73	GALLOWAY, SCOTT		9004769	MEDICAL SUPPLEMENTAL	14.73	
76341	01/25/22	M206	14.73	GARBEZ, LINDA		9004600	MEDICAL SUPPLEMENTAL	14.73	
76342	01/25/22	M207	14.73	GARBEZ, MANNY		9004601	MEDICAL SUPPLEMENTAL	14.73	
76343	01/25/22	M208	42.39	GARCIA, DANIEL		9004602	MEDICAL SUPPLEMENTAL	42.39	
76344	01/25/22	M209	14.73	GARCIA, HELEN		9004603	MEDICAL SUPPLEMENTAL	14.73	
76345	01/25/22	M210	88.22	GARCIA, SAMUEL		9004604	MEDICAL SUPPLEMENTAL	88.22	
76346	01/25/22	M211	14.73	GOSE, JOHN		9004605	MEDICAL SUPPLEMENTAL	14.73	
76347	01/25/22	M041	55.80	GOUVEIA, ROBERT	0	9004545	MEDICAL SUPPLEMENTAL	55.80	
76348	01/25/22	M213	83.21	GRANADOS-BOYCE, MARIA		9004606	MEDICAL SUPPLEMENTAL	83.21	
76349	01/25/22	M214	14.73	GROBMAN, BRUCE		9004607	MEDICAL SUPPLEMENTAL	14.73	
76350	01/25/22	M215	29.46	GROSJEAN, DOUGLAS		9004608	MEDICAL SUPPLEMENTAL	29.46	
76351	01/25/22	M216	14.73	HALL, SHIRLEY		9004609	MEDICAL SUPPLEMENTAL	14.73	
76352	01/25/22	M217	14.73	HAMM, CAROLYN		9004610	MEDICAL SUPPLEMENTAL	14.73	
76353	01/25/22	M218	19.10	HAMMER, ALLYNE		9004611	MEDICAL SUPPLEMENTAL	19.10	
76354	01/25/22	M219	36.02	HERNANDEZ, JUAN		9004612	MEDICAL SUPPLEMENTAL	36.02	
76355	01/25/22	M220	14.73	HERNANDEZ, MARGARITO		9004613	MEDICAL SUPPLEMENTAL	14.73	
76356	01/25/22	M221	45.01	HERSHEY, ANDREA		9004614	MEDICAL SUPPLEMENTAL	45.01	
76357	01/25/22	M397	19.10	HETH, KATHRYN		9004770	MEDICAL SUPPLEMENTAL	19.10	
76358	01/25/22	M398	19.10	HICKLIN, LUCILLE		9004771	MEDICAL SUPPLEMENTAL	19.10	
76359	01/25/22	M222	19.10	HILL, ANDREW		9004615	MEDICAL SUPPLEMENTAL	19.10	
76360	01/25/22	M380	103.66	HILTNER, THOMAS		9004756	MEDICAL SUPPLEMENTAL	103.66	
76361	01/25/22	M223	14.73	HINDIN, LENORE		9004616	MEDICAL SUPPLEMENTAL	14.73	
76362	01/25/22	M224	38.19	HOBBS, JAMES		9004617	MEDICAL SUPPLEMENTAL	38.19	
76363	01/25/22	M225	61.48	HOLCOMB, MICHAEL		9004618	MEDICAL SUPPLEMENTAL	61.48	
76364	01/25/22	M226	86.91	HOLONICK, JAMES		9004619	MEDICAL SUPPLEMENTAL	86.91	
76365	01/25/22	M227	38.19	HORTON, JOE		9004620	MEDICAL SUPPLEMENTAL	38.19	

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76366	01/25/22	M356	19.10	HOWARD, CAROL		9004735	MEDICAL SUPPLIMENTAL	19.10	
76367	01/25/22	M228	71.95	HOWARD, WARD		9004621	MEDICAL SUPPLIMENTAL	71.95	
76368	01/25/22	M229	38.19	HYMAN, JOE		9004622	MEDICAL SUPPLIMENTAL	38.19	
76369	01/25/22	M230	36.02	JACINTO, FRANK		9004623	MEDICAL SUPPLIMENTAL	36.02	
76370	01/25/22	M231	19.10	JAHNKE, ELLEEN		9004624	MEDICAL SUPPLIMENTAL	19.10	
76371	01/25/22	M232	29.46	JENSEN, MERAL		9004625	MEDICAL SUPPLIMENTAL	29.46	
76372	01/25/22	M357	14.73	JUSSEL, PETE		9004736	MEDICAL SUPPLIMENTAL	14.73	
76373	01/25/22	M233	38.19	KALE, RICKEY		9004626	MEDICAL SUPPLIMENTAL	38.19	
76374	01/25/22	M235	14.73	KELLY, ELOISE		9004627	MEDICAL SUPPLIMENTAL	14.73	
76375	01/25/22	M399	50.43	KONNO, DAVID		9004772	MEDICAL SUPPLEMENTAL	50.43	
76376	01/25/22	M236	38.19	KOREA, PATRICIA		9004628	MEDICAL SUPPLIMENTAL	38.19	
76377	01/25/22	M237	19.10	LANTHIER, BURT		9004629	MEDICAL SUPPLIMENTAL	19.10	
76378	01/25/22	M238	19.10	LAWHON, JACK		9004630	MEDICAL SUPPLIMENTAL	19.10	
76379	01/25/22	M239	19.10	LAWSON, LOIS		9004631	MEDICAL SUPPLIMENTAL	19.10	
76380	01/25/22	M240	71.95	LEE, HENRY		9004632	MEDICAL SUPPLIMENTAL	71.95	
76381	01/25/22	M241	19.10	LEFFLER, JEAN		9004633	MEDICAL SUPPLIMENTAL	19.10	
76382	01/25/22	M242	85.71	LEGORRETA, PETE		9004634	MEDICAL SUPPLIMENTAL	85.71	
76383	01/25/22	M243	19.10	LOGUIDICE, FRED		9004635	MEDICAL SUPPLIMENTAL	19.10	
76384	01/25/22	M244	38.19	LONGNECKER, LLOYD		9004636	MEDICAL SUPPLIMENTAL	38.19	
76385	01/25/22	M379	71.95	LORENZANO, JAMES		9004755	MEDICAL SUPPLEMENTAL	71.95	
76386	01/25/22	M245	14.73	LUCIER, MERILYN		9004637	MEDICAL SUPPLIMENTAL	14.73	
76387	01/25/22	M246	38.19	LYNCH, GLENN		9004638	MEDICAL SUPPLIMENTAL	38.19	
76388	01/25/22	M400	14.73	MACHADO, MARGARET		9004773	MEDICAL SUPPLEMENTAL	14.73	
76389	01/25/22	M248	18.01	MALPHRUS, BRENDA		9004639	MEDICAL SUPPLIMENTAL	18.01	
76390	01/25/22	M249	42.39	MARCUS, STEVEN		9004640	MEDICAL SUPPLIMENTAL	42.39	
76391	01/25/22	M250	38.19	MARTIN, DAWN		9004641	MEDICAL SUPPLIMENTAL	38.19	
76392	01/25/22	M251	122.33	MARTINEZ, MANUEL		9004642	MEDICAL SUPPLIMENTAL	122.33	
76393	01/25/22	M252	68.80	MARTINEZ, MARK		9004643	MEDICAL SUPPLIMENTAL	68.80	
76394	01/25/22	M254	35.06	MCDONALD, JANIE		9004644	MEDICAL SUPPLIMENTAL	35.06	
76395	01/25/22	M255	14.73	MCDONALD, KEVIN		9004645	MEDICAL SUPPLIMENTAL	14.73	
76396	01/25/22	M358	19.10	MCFADDEN, IAN		9004737	MEDICAL SUPPLIMENTAL	19.10	
76397	01/25/22	M359	29.46	MCGINNIS, POLLY		9004738	MEDICAL SUPPLIMENTAL	29.46	
76398	01/25/22	M374	38.19	MCHALE, BRIAN		9004752	MEDICAL SUPPLEMENTAL	38.19	
76399	01/25/22	M360	19.10	MEJIA, INDELISA		9004739	MEDICAL SUPPLEMENTAL	19.10	
76400	01/25/22	M361	14.73	MELLON, JOHN		9004740	MEDICAL SUPPLIMENTAL	14.73	
76401	01/25/22	M256	14.73	MESECK, MARGARITA		9004646	MEDICAL SUPPLIMENTAL	14.73	
76402	01/25/22	M362	14.73	MILLER, FOREST		9004741	MEDICAL SUPPLIMENTAL	14.73	
76403	01/25/22	M257	50.79	MILLER, MARY		9004647	MEDICAL SUPPLIMENTAL	50.79	
76404	01/25/22	M261	83.21	MOREAU, DAVID		9004774	MEDICAL SUPPLEMENTAL	83.21	
76405	01/25/22	M401	19.10	MORGAN, JEANETTE		9004648	MEDICAL SUPPLEMENTAL	19.10	
76406	01/25/22	M262	36.02	MORR, BONNIE		9004649	MEDICAL SUPPLEMENTAL	36.02	
76407	01/25/22	M263	103.66	MULLIS, MICHAEL		9004650	MEDICAL SUPPLEMENTAL	103.66	
76408	01/25/22	M264	19.10	MUNGIOLI, LARRY		9004651	MEDICAL SUPPLEMENTAL	19.10	
76409	01/25/22	M265	29.46	MUNGUIA, GUSTAVO		9004652	MEDICAL SUPPLEMENTAL	29.46	
76410	01/25/22	M402	52.85	NABOR, GLEN		9004775	MEDICAL SUPPLEMENTAL	52.85	
76411	01/25/22	M266	19.10	NAUKKARINEN, JUUKA		9004653	MEDICAL SUPPLEMENTAL	19.10	

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
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76412	01/25/22	14.73 M267	NELSON, EDWARD	9004654	MEDICAL SUPPLIMENTAL	14.73			
76413	01/25/22	38.19 M268	NELSON, RICHARD	9004655	MEDICAL SUPPLIMENTAL	38.19			
76414	01/25/22	29.46 M269	NIETO, MANUEL	9004656	MEDICAL SUPPLIMENTAL	29.46			
76415	01/25/22	105.70 M270	NJAA, N	9004657	MEDICAL SUPPLIMENTAL	105.70			
76416	01/25/22	83.21 M271	NORTH, JEFFREY	9004658	MEDICAL SUPPLIMENTAL	83.21			
76417	01/25/22	56.95 M272	NORTHON, M	9004659	MEDICAL SUPPLIMENTAL	56.95			
76418	01/25/22	38.19 M273	O'DONNELL, SHAWN	9004660	MEDICAL SUPPLIMENTAL	38.19			
76419	01/25/22	19.10 M274	O'HAGIN, JUSTINA	9004661	MEDICAL SUPPLIMENTAL	19.10			
76420	01/25/22	19.10 M277	O'MARA, KATHLEEN	9004663	MEDICAL SUPPLIMENTAL	19.10			
76421	01/25/22	38.19 M275	OJEDA, ROBERTO	9004662	MEDICAL SUPPLIMENTAL	38.19			
76422	01/25/22	19.10 M278	ORTEGA, MANUELA	9004664	MEDICAL SUPPLIMENTAL	19.10			
76423	01/25/22	83.21 M279	OWENS, ROLAND	9004665	MEDICAL SUPPLIMENTAL	83.21			
76424	01/25/22	19.10 M280	PARHAM, WALLACE	9004666	MEDICAL SUPPLIMENTAL	19.10			
76425	01/25/22	61.48 M403	PAULSON, STEVEN	9004776	MEDICAL SUPPLEMENTAL	61.48			
76426	01/25/22	38.19 M281	PENDRAGON, LINDA	9004667	MEDICAL SUPPLIMENTAL	38.19			
76427	01/25/22	29.46 M282	PEREZ, ANTONIO	9004668	MEDICAL SUPPLIMENTAL	29.46			
76428	01/25/22	55.80 M109	PEREZ, CHERYL	9004546	MEDICAL SUPPLIMENTAL	55.80			
76429	01/25/22	19.10 M284	PETERS, TERRIE	9004669	MEDICAL SUPPLIMENTAL	19.10			
76430	01/25/22	14.73 M285	PHILLIPS, THOMAS	9004670	MEDICAL SUPPLIMENTAL	14.73			
76431	01/25/22	14.73 M404	PHILLIPS, TYRONE	9004777	MEDICAL SUPPLEMENTAL	14.73			
76432	01/25/22	14.73 M286	PICARELLA, FRANCIS	9004671	MEDICAL SUPPLIMENTAL	14.73			
76433	01/25/22	57.98 M287	POLANCO, JOSE	9004672	MEDICAL SUPPLIMENTAL	57.98			
76434	01/25/22	42.39 M288	PONS, JUAN	9004673	MEDICAL SUPPLIMENTAL	42.39			
76435	01/25/22	14.73 M363	PRECIADO, MARY LOU	9004742	MEDICAL SUPPLIMENTAL	14.73			
76436	01/25/22	38.19 M290	PRICE, HARRY	9004674	MEDICAL SUPPLIMENTAL	38.19			
76437	01/25/22	19.10 M291	PRINCE, DEBRA	9004675	MEDICAL SUPPLIMENTAL	19.10			
76438	01/25/22	83.21 M292	PRINCE, PETER	9004676	MEDICAL SUPPLIMENTAL	83.21			
76439	01/25/22	38.19 M293	PRUDDEN, RICHARD	9004677	MEDICAL SUPPLIMENTAL	38.19			
76440	01/25/22	105.70 M418	PYE, GINA	9004791	MEDICAL SUPPLEMENTAL	105.70			
76441	01/25/22	19.10 M294	RACKLEY, BOBBIE	9004678	MEDICAL SUPPLIMENTAL	19.10			
76442	01/25/22	15.13 M295	RAMIREZ, MANUEL	9004679	MEDICAL SUPPLIMENTAL	15.13			
76443	01/25/22	110.20 M296	RAMOS, ROSALIO	9004680	MEDICAL SUPPLIMENTAL	110.20			
76444	01/25/22	14.73 M364	READ, TIMON	9004743	MEDICAL SUPPLIMENTAL	14.73			
76445	01/25/22	83.21 M297	REGAN, MICHAEL	9004681	MEDICAL SUPPLIMENTAL	83.21			
76446	01/25/22	38.19 M298	RHODES, BRUCE	9004682	MEDICAL SUPPLIMENTAL	38.19			
76447	01/25/22	18.01 M299	ROCHA, SHERRI	9004683	MEDICAL SUPPLEMENTAL	18.01			
76448	01/25/22	19.10 M300	RODGERS, MARILYN	9004684	MEDICAL SUPPLEMENTAL	19.10			
76449	01/25/22	19.10 M365	ROGERS, SYLVIA	9004744	MEDICAL SUPPLIMENTAL	19.10			
76450	01/25/22	19.10 M406	ROSS, ELISABETH	9004778	MEDICAL SUPPLEMENTAL	19.10			
76451	01/25/22	19.10 M406	ROSS, EMERY	9004779	MEDICAL SUPPLEMENTAL	19.10			
76452	01/25/22	36.02 M301	ROSSI, DENISE	9004685	MEDICAL SUPPLIMENTAL	36.02			
76453	01/25/22	52.85 M302	ROWE, RUBY	9004686	MEDICAL SUPPLEMENTAL	52.85			
76454	01/25/22	19.10 M303	ROY, ARLEN	9004687	MEDICAL SUPPLEMENTAL	19.10			
76455	01/25/22	83.21 M304	RUIZ, ESTEVAN	9004688	MEDICAL SUPPLEMENTAL	83.21			
76456	01/25/22	34.72 M305	RYLANDER, REED	9004689	MEDICAL SUPPLEMENTAL	34.72			
76457	01/25/22	36.02 M306	SALGUEIRO, MICHAEL	9004690	MEDICAL SUPPLEMENTAL	36.02			

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76459	01/25/22	M366	19.10	SANDOVAL, ANGEL		9004745	MEDICAL SUPPLEMENTAL	19.10	
76460	01/25/22	M307	101.58	SCARGILL, RAYMOND		9004691	MEDICAL SUPPLEMENTAL	101.58	
76461	01/25/22	M408	29.46	SCHRAEDER, PAUL		9004781	MEDICAL SUPPLEMENTAL	29.46	
76462	01/25/22	M308	19.10	SCILLA, JOSEPH		9004692	MEDICAL SUPPLEMENTAL	19.10	
76463	01/25/22	M309	83.21	SERRATO, JUAN		9004693	MEDICAL SUPPLEMENTAL	83.21	
76464	01/25/22	M367	14.73	SILVA, EDUARDO		9004746	MEDICAL SUPPLEMENTAL	14.73	
76465	01/25/22	M409	99.27	SLATER, ROBYN		9004782	MEDICAL SUPPLEMENTAL	99.27	
76466	01/25/22	M310	14.73	SLOAN, SUZANNE		9004694	MEDICAL SUPPLEMENTAL	14.73	
76467	01/25/22	M311	44.11	SMITH, DONNA		9004695	MEDICAL SUPPLEMENTAL	44.11	
76468	01/25/22	M410	18.01	STARKEY, THOMAS		9004783	MEDICAL SUPPLEMENTAL	18.01	
76469	01/25/22	M411	29.46	STICKEL, THOMAS		9004784	MEDICAL SUPPLEMENTAL	29.46	
76470	01/25/22	M368	38.19	STRICKLAND, JAMES		9004747	MEDICAL SUPPLEMENTAL	38.19	
76471	01/25/22	M369	29.46	SWART, RANDY		9004748	MEDICAL SUPPLEMENTAL	29.46	
76472	01/25/22	M412	68.01	SYREN, LESLYN		9004785	MEDICAL SUPPLEMENTAL	68.01	
76473	01/25/22	M312	38.19	TAYLOR, JAMES		9004696	MEDICAL SUPPLEMENTAL	38.19	
76474	01/25/22	M370	14.73	TAYLOR, THOMAS		9004749	MEDICAL SUPPLEMENTAL	14.73	
76475	01/25/22	M313	38.19	THOMAS, RUSSELL		9004697	MEDICAL SUPPLEMENTAL	38.19	
76476	01/25/22	M314	75.14	TICHENOR, KENNETH		9004698	MEDICAL SUPPLEMENTAL	75.14	
76477	01/25/22	M315	14.73	TOLINE, DONALD		9004699	MEDICAL SUPPLEMENTAL	14.73	
76478	01/25/22	M316	19.10	TOVAR, SERENA		9004700	MEDICAL SUPPLEMENTAL	19.10	
76479	01/25/22	M317	18.01	TRENT, VICKI		9004701	MEDICAL SUPPLEMENTAL	18.01	
76480	01/25/22	M318	71.95	TUTTLE CALLIS, CHERI		9004702	MEDICAL SUPPLEMENTAL	71.95	
76481	01/25/22	M319	36.02	VALDEZ, JOSE		9004703	MEDICAL SUPPLEMENTAL	36.02	
76482	01/25/22	M320	103.66	VAN DE VEER, JOHN		9004704	MEDICAL SUPPLEMENTAL	103.66	
76483	01/25/22	M321	42.39	VAN DYKE, CURTIS		9004705	MEDICAL SUPPLEMENTAL	42.39	
76484	01/25/22	M413	38.19	VANDERZANDE, ED		9004786	MEDICAL SUPPLEMENTAL	38.19	
76485	01/25/22	M375	19.10	VEST, SHELLEY		9004753	MEDICAL SUPPLEMENTAL	19.10	
76486	01/25/22	M323	19.10	VONWAL, YVETTE		9004706	MEDICAL SUPPLEMENTAL	19.10	
76487	01/25/22	M324	17.36	WADSWORTH, RITA		9004707	MEDICAL SUPPLEMENTAL	17.36	
76488	01/25/22	M325	29.46	WALTER, KEVIN		9004708	MEDICAL SUPPLEMENTAL	29.46	
76489	01/25/22	M414	55.80	WARNOCK, APRIL		9004787	MEDICAL SUPPLEMENTAL	55.80	
76490	01/25/22	M415	19.10	WHITE, LESLIE		9004788	MEDICAL SUPPLEMENTAL	19.10	
76491	01/25/22	M326	38.19	WHITNEY, LUCERE		9004709	MEDICAL SUPPLEMENTAL	38.19	
76492	01/25/22	M416	145.08	WILLIS, GREGORY		9004789	MEDICAL SUPPLEMENTAL	145.08	
76493	01/25/22	M372	38.19	WILSON, BONNIE		9004750	MEDICAL SUPPLEMENTAL	38.19	
76494	01/25/22	M328	83.21	WOODBIDGE, ELIZABETH		9004710	MEDICAL SUPPLEMENTAL	83.21	
76495	01/25/22	M329	50.79	WU, PETER		9004711	MEDICAL SUPPLEMENTAL	50.79	
76496	01/25/22	M417	19.10	WYANT, JUDI		9004790	MEDICAL SUPPLEMENTAL	19.10	
76497	01/25/22	M330	14.73	YAGI, RANDY		9004712	MEDICAL SUPPLEMENTAL	14.73	
76498	01/25/22	M331	19.10	YANCY, TERRY		9004713	MEDICAL SUPPLEMENTAL	19.10	
76499	01/25/22	M332	42.85	ZENKER, JEFFREY		9004714	MEDICAL SUPPLEMENTAL	42.85	
76500	01/31/22		4.36	ACE HARDWARE WATSONVILLE, INC.		112032	EXTENSION CORD WTC	4.36	
76501	01/31/22		250.46	AMAZON CAPITAL SERVICES, INC.		112012	OFFICE SUPPLIES	48.20	
						112021	OFFICE SUPPLIES	102.52	
						112026	DUCT HOSE FACILITIES	30.40	

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76525	01/31/22	70.92 E524		ROCHA, FEDERICO G.		112006	LUNCH TRNG MAINSTAR	70.92	
76526	01/31/22	24.96 079		SANTA CRUZ MUNICIPAL UTILITIES		112016	12/1-12/31 IRRIG VER	13.70	
						112017	12/1-12/31 IRRIG SBF	11.26	
76527	01/31/22	3,644.38 001307		SANTA CRUZ STAFFING, LLC		111985	TEMP W/E 1/16	1,561.63	
						111986	TEMP W/E 1/16	1,687.50	
						112008	TEMP W/E 1/16	395.25	
76528	01/31/22	1,320.00 003614		SHAPE INCORPORATED		112030	PREV MAINT PUMP ST	1,320.00	
76529	01/31/22	259.72 001040		TERRYBERRY CO., LLC		112013	ANNIVERSARY AWARD	124.96	
						112035	ANNIVERSARY AWARD	134.76	
76530	01/31/22	1,222.00 003110		TRANSPARENT GLASS COATING OF		112024	TINT ADMIN BREAKROOM	1,222.00	
76531	01/31/22	3,725.08 434		VERIZON WIRELESS	0	112048	8/13-9/12 WIFI BUSES	3,725.08	
76532	01/31/22	2,160.00 003550		WORKWELL MEDICAL PROF. CORP.		112009	DOT PHYSICAL EXAMS	240.00	
						112010	DOT PHYSICAL EXAMS	360.00	
						112043	DOT PHYSICAL EXAMS	1,560.00	
76533	01/31/22	397.20 003530		ZORO TOOLS, INC.		112018	DRILL PRESS REPAIR	65.98	
						112019	FAC SAFETY EQUIPMENT	331.22	
76534	01/31/22	462.00 003541		ALBERTSONS COMPANIES, INC.		112060	FLU VACCINES	462.00	
76535	01/31/22	83.20 149		CALIFORNIA NEWSPAPERS P'SHIP	0	112058	12/31 LEGAL ADS	83.20	
76536	01/31/22	242.77 E1022		CRUMMIE, DAWN		112059	AGENDA REV/HRMEETING	242.77	
76537	01/31/22	1,029.60 003485		EMPLOYNET, INC		112054	TEMP W/E 1/16	1,029.60	
76538	01/31/22	37.02 041		MISSION UNIFORM		112050	LAUNDRY/CUSTODIAL	37.02	
76539	01/31/22	15.00 B040		NORTHCUTT, ALTA		112061	BOD OATH NOTARY CHG	15.00	
76540	01/31/22	1,621.06 003024		RICOH USA, INC CA		112055	10/1-12/31ADMINCOPY	1,621.06	
76541	01/31/22	3,106.20 001307		SANTA CRUZ STAFFING, LLC		112051	TEMP W/E 1/23	967.20	
						112052	TEMP W/E 1/23	2,139.00	
76542	01/31/22	940.80 003292		SLINGSHOT CONNECTIONS LLP		112053	TEMP W/E 1/16	940.80	
76543	01/31/22	199.15 003595		STAPLES INC		112056	ENVELOPES	101.05	
						112057	ENVELOPES	98.10	
TOTAL		824,504.18		ACCOUNTS PAYABLE			TOTAL CHECKS	824,504.18	

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DATE: February 25, 2022

TO: Board of Directors

FROM: Dawn Crummié, Interim CEO/General Manager

SUBJECT: ACCEPT AND FILE MINUTES OF THE JANUARY 28, 2022 SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (METRO) REGULAR BOARD OF DIRECTORS MEETING, FEBRUARY 11, 2022 FINANCE, BUDGET & AUDIT STANDING COMMITTEE MEETING, AND FEBRUARY 11, 2022 PERSONNEL/HR STANDING COMMITTEE MEETING

I. RECOMMENDED ACTION

That the Board of Directors Accept and File the Minutes of the January 28, 2022 METRO Regular Board of Directors Meeting, February 11, 2022 Finance, Budget & Audit Standing Committee Meeting, and February 11, 2022 Personnel/HR Standing Committee Meeting

II. SUMMARY

- Staff is providing minutes from the January 28, 2022 Santa Cruz Metropolitan Transit District (METRO) Board of Directors Regular Meeting, February 11, 2022 Finance, Budget, & Audit Standing Committee Meeting, and February 11, 2022 Personnel/HR Standing Committee Meeting.
- Each meeting staff will provide minutes from the previous METRO Board and Committee meetings.

III. DISCUSSION/BACKGROUND

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

IV. STRATEGIC PLAN PRIORITIES ALIGNMENT

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

V. FINANCIAL CONSIDERATIONS/IMPACT

None.

VI. CHANGES FROM COMMITTEE

N/A

VII. ALTERNATIVES CONSIDERED

None.

VIII. ATTACHMENTS

Attachment A: Draft minutes for the METRO Board of Directors Regular Meeting of January 28, 2022

Attachment B: Draft minutes for the METRO Finance, Budget, & Audit Standing Committee of February 11, 2022

Attachment C: Draft minutes for the METRO Personnel/HR Standing Committee of February 11, 2022

Prepared by: Donna Bauer, Executive Assistant

IX. APPROVALS

Dawn Crummié
Interim CEO/General Manager

Dawn Crummié

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Attachment A



SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (METRO) BOARD OF DIRECTORS MEETING MINUTES* JANUARY 28, 2022 – 9:00 AM MEETING HELD VIA TELECONFERENCE

A regular meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District (METRO) convened on Friday, January 28, 2022, via teleconference.

The Board Meeting Agenda Packet can be found online at www.SCMTD.com. *Minutes are “summary” minutes, not verbatim minutes. Audio recordings Board meeting open sessions are available to the public upon request.

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- 1 CALLED TO ORDER** at 9:04 AM by Board Chair Lind.
- 2 SWEAR IN NEW DIRECTORS:** Interim CEO Crummié swore in new and returning Directors Downing, Henderson, Kalantari-Johnson, Koenig, Parker, and Northcutt
- 3 ROLL CALL:** The following Directors were **present** via teleconference, representing a quorum:

Director Rebecca Downing	County of Santa Cruz
Direct Jimmy Dutra	City of Watsonville
Director Shebreh Kalantari-Johnson	City of Santa Cruz
Director Manu Koenig	County of Santa Cruz
Director Donna Lind	City of Scotts Valley
Director Bruce McPherson	County of Santa Cruz
Director Donna Meyers	City of Santa Cruz
Director Larry Pageler	County of Santa Cruz
Director Ari Parker	City of Watsonville
Director Kristen Petersen	City of Capitola
Director Mike Rotkin	County of Santa Cruz
Ex-Officio Director Dan Henderson	UC Santa Cruz
Ex-Officio Director Alta Northcutt	Cabrillo College

Additional METRO staff:

Dawn Crummié
Julie Sherman

Interim CEO/GM
General Counsel

- 4 ANNOUNCEMENTS**
Today’s meeting is being broadcast by Community Television of Santa Cruz County.

Attachment A

5 BOARD OFFICERS AND COMMITTEE ASSIGNMENTS

Chair Lind introduced her 2022 Officers, Committees, Santa Cruz County Regional Transportation Commission (SCCRTC), and Santa Cruz Civic Improvement Corporation (SCCIC) slate as presented in the board agenda (pages 5C.1 – 5C.8). In addition, Chair Lind recommended Director Parker fill a vacant slot as a SCCRTC alternate. She then welcomed additional input from the Board members.

Director Koenig nominated the following directors to his slate: Director Dutra as Vice Chair; Directors Petersen, Rotkin and Parker as SCCRTC representatives; and Directors Kalantari-Johnson, Pageler, and Lind as SCCRTC alternates.

Discussion ensued on the importance of having more representation from south county on the slate. Director Dutra voiced that he would like to represent south county as Vice Chair if Director McPherson is agreeable to that suggestion.

Ex-Officio Director Northcutt thanked the Board for the opportunity to serve on SCCRTC and Chair Lind thanked her for her service. Director Dutra thanked Director Northcutt as well and welcomed the new directors to the Board.

ACTION: MOTION TO APPROVE THE NOMINATION SLATES PUT FORTH FOR CONSIDERATION AT THE FEBRUARY 25, 2022 BOARD MEETING

MOTION: DIRECTOR ROTKIN

SECOND: DIRECTOR KOENIG

MOTION PASSED WITH 11 AYES (Directors Downing, Dutra, Kalantari-Johnson, Koenig, Lind, McPherson, Meyers, Pageler, Parker, Petersen, and Rotkin)

6 BOARD OF DIRECTORS COMMENTS

Director McPherson commented that he had a resolution honoring Alex Clifford. Chair Lind recommended waiting until Item 13.

Director Meyers announced the City of Santa Cruz (City) received \$29.9 million in state funding this week for the Pacific Station North Redevelopment Project. Pacific Station South Redevelopment Project is fully funded and the City will be breaking ground in spring 2022.

Director Meyers thanked John Urgo, Planning and Development Director, who has been working closely with the City's staff and helped submit a complicated grant to the state. She also thanked Assemblymember Stone and Senator Laird for their support in helping to acquire this funding. Director Rotkin added that two-thirds of the awarded funding on the Pacific Station North Redevelopment Project goes toward affordable housing.

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

7 ORAL AND WRITTEN COMMUNICATIONS TO THE BOARD OF DIRECTORS

Brian Peoples, Trail Now, spoke of the Santa Cruz Coastal Corridor (letter attached). He requested METRO representatives on the SCCRTC support the recommendation to apply the federal railbanking process to this corridor.

Hearing nothing further, Chair Lind moved to the next agenda item.

Attachment A

8 LABOR ORGANIZATION COMMUNICATIONS

James Sandoval, SMART 0023 Chairperson, spoke to the documents he sent to the Board (attached) with regards to the Public Employment Relations Board (PERB). He provided background in working with Senator Laird and requested the Board members sign the letter of support. He expressed thanks to Directors Koenig, Dutra, Petersen, and Kalantari-Johnson for listening to the union's concerns and a special thanks to Directors Petersen and Kalantari-Johnson for already signing the letter.

Jordan Vascones, SEA Chapter President, expressed that this is an opportunity for both METRO as a whole and the workers of METRO. He further stated that PERB comes with no monetary cost and having this third party will ensure transparency, accountability, and overall labor peace.

Bonnie Morr, Legislative Representative from SMART Local 0023, emphasized that going under PERB's jurisdiction for issues that arise due to unfair labor practices is a huge benefit. It would go further to strengthen the relationship between METRO workers and the transit district, Board and the public.

Louie Costa, Director of California State Legislative Board, SMART-Transportation Division sent a letter (attached) supporting PERB.

Directors Dutra, Petersen, Koenig, Kalantari-Johnson and Ex-Officio Director Northcutt spoke in favor of PERB.

Directors Rotkin, McPherson, Lind, and Meyers felt additional discussions were warranted and more time is needed to research the matter.

Director Koenig requested this item be agendaized within three meetings of hiring a new CEO to have a thorough discussion on the topic.

Chair Lind asked the Board members if there was any objection to Director Koenig's recommendation. There was no show of hands.

There were no public comments.

Hearing nothing further, Chair Lind moved to the next agenda item.

9 ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

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

CONSENT AGENDA

- 10.1 ACCEPT AND FILE: PRELIMINARY APPROVED CHECK JOURNAL DETAIL FOR THE MONTH OF NOVEMBER AND DECEMBER 2021
- 10.2 ACCEPT AND FILE: MINUTES FROM DECEMBER 10, 2021 AND DECEMBER 17, 2021 BOARD OF DIRECTORS SPECIAL MEETINGS, JANUARY 14, 2022 FINANCE, BUDGET, & AUDIT STANDING COMMITTEE AND JANUARY 14, 2022 PERSONNEL/HR STANDING COMMITTEE
- 10.3 ACCEPT AND FILE: THE YEAR-TO-DATE MONTHLY FINANCIAL REPORT AS OF DECEMBER 31, 2021

Attachment A

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- 10.4 ACCEPT AND FILE: ACCEPTANCE OF AUDITED FINANCIAL STATEMENTS WITH INDEPENDENT AUDITOR'S REPORT FOR THE YEAR ENDED JUNE 30, 2021
- 10.5 ACCEPT AND FILE: SEMI-ANNUAL REPORT ON THE STATUS OF METRO'S DISADVANTAGED BUSINESS ENTERPRISE PROGRAM
- 10.6 ACCEPT AND FILE: THE QUARTERLY PROCUREMENT REPORT FOR 3RD QUARTER OF FY22
- 10.7 APPROVE: CONSIDERATION OF AUTHORIZING THE BOARD CHAIR TO SEND A LETTER TO STATE LEGISLATIVE REPRESENTATIVES IN SUPPORT OF COLLECTING NON-TAX TRANSIT FEES ON SPECIFIC PROPERTIES DEFINED BY THE COUNTY OF SANTA CRUZ

Director Koenig spoke briefly to Item 10.7 and thanked John Urgo and Director McPherson and his staff for working on this item. We are requesting Senator Laird and Assemblymember Stone to introduce legislation that would allow Santa Cruz County the ability to include a separate line item on property tax bills for the collection of non-tax transit fees (e.g., an agreement that the developer and future purchasers buy annual METRO passes as a condition of developing/living with fewer parking spaces).

- 10.8 APPROVE: CONSIDERATION OF RESOLUTION APPROVING THE FY22 REVISED CAPITAL BUDGET/PORTFOLIO
- 10.9 APPROVE: RECOMMENDED ACTION ON TORT CLAIMS
- 10.10 APPROVE: REVIEW REQUEST FOR AUTHORIZATION AND FUNDING OF AN HR ANALYST I POSITION
- 10.11 APPROVE: DISCLOSURE POLICY AND PROCEDURES
- 10.12 APPROVE: CONSIDERATION OF ISSUING PURCHASE ORDER TO GMV SYNCROMATICS FOR CONTINUATION OF INTELLIGENT TRANSPORTATION SYSTEM SUPPORT

Ex-Officio Director Henderson asked for a brief comment regarding Item 10.12. It was his understanding that METRO was moving away from this vendor. Julie Sherman, General Counsel, responded that METRO is moving away from that vendor but we do have their equipment installed on the buses. As part of our settlement agreement with that vendor, if the new vendor takes a particularly long time to get the new system installed and the old system removed, then this vendor would be engaged to continually support that equipment during that period of time.

- 10.13 APPROVE: CONSIDERATION OF A RESOLUTION MAKING CERTAIN FINDINGS AND DIRECTING THAT THE BOARD AND ITS COMMITTEE MEETINGS WILL CONTINUE TO BE HELD VIA TELECONFERENCE

There were no public comments.

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ACTION: MOTION TO APPROVE THE CONSENT AGENDA AS PRESENTED

MOTION: DIRECTOR ROTKIN

SECOND: DIRECTOR PAGELER

MOTION PASSED WITH 11 AYES (Directors Downing, Dutra, Kalantari-Johnson, Koenig, Lind, McPherson, Meyers, Pageler, Parker, Petersen, and Rotkin

REGULAR AGENDA

11 AUTHORIZING SALES TAX REVENUE BONDS (MEASURE G), SERIES 2022 (FEDERALLY TAXABLE) TO REFINANCE THE DISTRICT'S CALPERS UAL AND APPROVAL OF RELATED LEGAL AND DISCLOSURE DOCUMENTS

Chuck Farmer, CFO, requested approval of the sale of the bonds on February 16, 2022. METRO got preliminary good news from the S&P 500 that METRO will be rated AA. CFO Farmer introduced the Financial Advisor, Legal Counsel and the Underwriters. Juan Galvan, Jones Hall, gave a brief summary of the documents in the agenda packet. CFO Farmer added that we are proposing to issue bonds in an amount not to exceed \$53 million.

Director McPherson said getting an AA rating is phenomenal and we wouldn't have gotten that rating 4-5 years ago. He praised the past Board of Directors and CEO Clifford for turning things around.

Director Rotkin said he agreed with Bruce's comments. He asked CFO Farmer to tell the public the magnitude of money the district will be saving over the long run by using these bonds rather than incrementally paying these off over the years. CFO Farmer said we are projecting approximately \$15 million in savings over the course of the bonds.

Director Koenig shared his support and was glad METRO is doing this mid-February before the bond rates go up.

There were no public comments.

ACTION: MOTION TO APPROVE THE SALE OF SALES TAX REVENUE BONDS (MEASURE G) SERIES 2022 (FEDERALLY TAXABLE) TO REFINANCE THE DISTRICT'S CALPERS UAL AND APPROVAL OF RELATED LEGAL AND DISCLOSURE DOCUMENTS

MOTION: DIRECTOR McPHERSON

SECOND: DIRECTOR KOENIG

MOTION PASSED WITH 11 AYES (Directors Downing, Dutra, Kalantari-Johnson, Koenig, Lind, McPherson, Meyers, Pageler, Parker, Petersen, and Rotkin

10:30 Director McPherson departed

Attachment A

- 12 PRESENTATION OF EMPLOYEE LONGEVITY AWARDS: (10 YEARS: RON BUSHNELL, BLANCA EUSSE-VALDEZ, HOWARD JAMES, ELIZABETH THOMPSON, LYLE TOLINE, EDGARDO VILLALOBOS, AND STEFAN WOLICZKO); (15 YEARS: H.D. BROWN, ANTONIO CASTILLO, EFREN ESCAMILLA, PEGGY FLECHTNER, LEONEL HERRERA, HUNG C. LEE, AND TODD PINSKY); AND (20 YEARS: MARIO ARELLANO, JON BARTHOLOMEW, RHONDA CARTER, HARLAN GLATT, AND DELVIS SEDA)**
Chair Lind read bios that were available for each employee receiving a longevity award as well as a letter submitted by Rhonda Carter, and thanked them for their service.

There were no public comments.

- 13 RETIREE RESOLUTIONS OF APPRECIATION: DENNIS BALDWIN, ALEX CLIFFORD, GEORGE FELDER, MELODY MARTIN AND GINA PYE**
Chair Lind read the bios for each and thanked them for their service. Dennis Baldwin thanked the Board for taking the time to appreciate his years of service. Interim CEO Crummié read a thank you letter from George Felder.

Director Dutra congratulated all for their accomplishments and wished good luck to all that are retiring.

There were no public comments.

ACTION: MOTION TO APPROVE THE RESOLUTIONS AS PRESENTED

MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR PAGELER

MOTION PASSED WITH 10 AYES (Directors Downing, Dutra, Kalantari-Johnson, Koenig, Lind, Meyers, Pageler, Parker, Petersen, and Rotkin). Director McPherson was not present.

- 14 PROCLAMATION OF APPRECIATION IN HONOR OF ALEX CLIFFORD**
Chair Lind read the proclamation from the City of Scotts Valley. General Counsel Sherman provided a resolution (attached) in honor of Alex Clifford.

There were no public comments.

ACTION: MOTION TO APPROVE THE RESOLUTION FOR ALEX CLIFFORD AS PRESENTED BY GENERAL COUNSEL SHERMAN

MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR KOENIG

MOTION PASSED WITH 10 AYES (Directors Downing, Dutra, Kalantari-Johnson, Koenig, Lind, Meyers, Pageler, Parker, Petersen, and Rotkin). Director McPherson was not present.

- 15 METRO ADVISORY COMMITTEE (MAC) SEMI-ANNUAL ORAL UPDATE**
James Von Hendy, MAC Chair, reported on the second half of 2021 and gave a brief summary of the responsibilities of MAC to the new members of the Board. He acknowledged how much the Board and Bus Operators have done during COVID to ensure public transit continues to serve the community and keep its passengers safe. He gave a detailed list of topics discussed and staff's responses.

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16 RATIFICATION OF ENGAGEMENT LETTER WITH INTERIM CEO

Chair Lind spoke to the item and requested Board support of the ratification of the engagement letter. Director Rotkin thanked Dawn Crummié for stepping into this role until a new CEO is recruited.

ACTION: MOTION TO APPROVE THE RATIFICATION OF ENGAGEMENT LETTER WITH INTERIM CEO

MOTION: DIRECTOR PAGELER

SECOND: DIRECTOR ROTKIN

MOTION PASSED WITH 10 AYES (Directors Downing, Dutra, Kalantari-Johnson, Koenig, Lind, Meyers, Pageler, Parker, Petersen, and Rotkin). Director McPherson was not present.

17 INTERIM CEO ORAL REPORT / COVID-19 UPDATE

Interim CEO Crummié announced the career change of Delee Brubeck. She has transferred to our Operations Department as an Administrative Assistant and we wish her well in her new position.

She went on to give a COVID-19 update. Since January 1, 2022, METRO has had 36 positive cases. None of the cases traced back to METRO. Recent cases have been traced to exposure to children.

She also shared that METRO has received six new Gillig buses and they are on property and being assessed by our Fleet Maintenance. We hope to have them on the streets within two months.

Discussion ensued on how the latest class of Bus Operators is performing, steps taken to recruit, and how staff is covering the shortages without a reduction in service. Interim CEO Crummié said she would get back to the Board with an answer on how many graduated in the last class and how many are currently in training.

Director Rotkin addressed the new members of the Board and requested HR provide the new directors with the hiring business cards to pass out. Director Kalantari-Johnson requested staff to send the Board of Directors social media messaging that they can send out by email.

Director Downing ask if testimonials from Bus Operators on why they enjoy working for METRO are used in recruitment. Danielle Glagola, Marketing, Communications and Customer Service Director, said METRO is using testimonials and trying to get the word out not just in commercials but in printed materials.

James Sandoval added that we can tackle this problem together by bringing back the sense of family. When Bus Operators felt they had the support of METRO, they were recruiting for METRO to family and friends. He requested Chair Lind call a special meeting before February 18, 2022, which is the deadline to get an answer to Senator Laird regarding the PERB issue. He requested Article 3 in the bylaws be exercised. Chair Lind responded that the Board had already provided direction on this issue.

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18 ANNOUNCEMENT OF NEXT REGULAR BOARD MEETING

Chair Lind announced the next regular board meeting is on February 25, 2022 at 9:00 AM via teleconference.

19 ADJOURNMENT

Chair Lind adjourned the meeting at 11:31 AM.

Respectfully submitted,

Donna Bauer
Executive Assistant

DRAFT

Attachment A

From: [Brian Peoples](#)
To: boardinquiries@scmtd.com
Cc: [Guy Preston](#); [Matt Machado](#); [Manu Koenig](#); [Bruce McPherson](#); [Gine Johnson](#); [Zach Friend](#); rquinn@pacbell.net; rlj12@comcast.net; ladykpetersen@gmail.com; jacques.bertrand@sbcglobal.net; Alnorthc@Cabrillo.edu; greg.caput@co.santa-cruz.ca.us; "jimmy.dutra@cityofwatsonville.org"; eduardo.montesino@cityofwatsonville.org; sbrown@cityofsantacruz.com; info@scrtc.org; tim.gubbins@dot.ca.gov; [Ryan Coonerty](#); [Andy Schiffrin](#); openup@cats.ucsc.edu
Subject: Protect publicly owned transportation corridor - authorize railbanking
Date: Friday, January 28, 2022 9:12:53 AM

This Message Is From an External Sender

This message came from outside your organization.
Please exercise caution when clicking links or opening attachments.

Santa Cruz Metro,

Thank you for allowing us to speak with you about the Santa Cruz Coastal Corridor and the importance of applying the federal railbanking process to preserve it for future public transit and opening the Interim Coastal Trail NOW.

The Santa Cruz Coastal Corridor is one of three transportation corridors (Highway 1, Soquel Drive, Coastal) that are critical for our community. All three corridors need to be opened to allow for effective transportation across the county. Opening the Coastal Corridor for active transportation has been shown to be the most effective use of the corridor to improve mobility across the county. In order to protect and preserve this public resource for transportation, the federal railbanking process must be applied.

The federal railbanking process has been applied 100s of times throughout America to preserve transportation corridors for future public transit. To protect this publicly owned resource, RTC Executive Director must be authorized to apply the federal railbanking process. Authorizing RTC Executive Director to negotiate with the private companies is needed to protect this valuable publicly owned transportation corridor. We ask the Metro representatives on the RTC Board support RTC Executive Director's recommendation to apply the federal railbanking process to the Santa Cruz Coastal Corridor.

Best regards,

Brian Peoples
Trail Now

Attachment A

From: jasandoval607@yahoo.com
To: boardinquiries@scmtd.com; [Alta Northcutt](#); [Bruce McPherson](#); [Donna Lind](#); [Donna Meyers](#); [Jimmy Dutra](#); [Kristen Petersen](#); [Larry Mangioli](#); [Larry Pageler](#); [Manu Koenig](#); [Michael Rotkin](#); [Shebreh Kalantari-Johnson](#)
Cc: ["John Laird Former Board Member"](#)
Subject: Agenda Item 8: Labor Communications, January 28, 2020 METRO Board of Directors meeting
Date: Wednesday, January 26, 2022 1:43:30 PM
Attachments: [image001.png](#)
[PERB Proposed Legislation Letter with Signatures.pdf](#)
[Board of Directors signatures final.pdf](#)
[SC METRO Board Item PERB Koenig.docx](#)
[AB2850 Senate Committee On Labor, Public Employment And Retirement \(Highlighted\).pdf](#)

This Message Is From an External Sender

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Dear METRO Board of Directors,
Here is what is being presented to the METRO Board of Directors on January 28, 2022, and reasons why it is important we are covered under PERB.
Attached are:

1. Joint PERB Proposed Legislation Letter with signatures from SMART Local 0023 & SEIU 521. (184 signatures)
2. Board of Directors signature page committing to labor relations for legislation to cover METRO under PERB.
3. AB2850 we are hoping to mirror.
4. Board of Director Manu's agenda item request recommending METRO to support this.

Since our opportunity has been taken away from us to present this to you all at this Board meeting because it was removed as an agenda item, John Laird and I came up with an agreement where if we can get majority signatures from the you all (METRO Board of Directors) on a letter committing yourself to labor relations by supporting legislation that will bring METRO and our unions under PERB, John Laird will submit our bill into legislation to get this done. **His deadline is February 18th. (See attached letter "Board of Directors signatures final")**

If you haven't done so already, please reach out to me for any questions or concerns you may have about our request. We will do our best to explain further what this is and how beneficial it is to METRO. during labor communications. I hope we are not restricted to three minutes as this is very important. Here are my rebuttals to the arguments and concerns I have heard so far regarding PERB:
Points against PERB:

- Having PERB would make it difficult to find another CEO/General Manager:
 - I spoke to the recruiter, and we have around 15 applicants for the CEO/Manager position already. It should not be a deal breaker for anyone applying unless they have bad intentions like committing unfair labor practices and not wanting to meet in the middle. We shouldn't lower our standards for the sake of getting more applicants. We don't do that for drivers. We need to find the right leader for METRO that will want to bargain in good faith.
- The next CEO should decide:
 - We have a petition with 184 signatures from METRO workers requesting to be under the jurisdiction of PERB. This is nearly all of METRO staff. This decision from the Board of Directors, because you are all in charge of METRO, have an opportunity to put something in place where all managers at METRO and the Union are always bargaining in good faith.

Attachment A

- It's too short notice:
 - I brought this up last year. Senator John Laird committed to putting this into legislation, but as you would imagine, it was strongly opposed by Alex Clifford. John Laird wanted support from both sides so he told me to wait until this year and see what we can do. In the meantime, he came up with a deal with Mike Rotkin (the Board of Directors chair at the time) for him to mediate all potential unfair labor practices which Mike did help us with one. Now let's imagine Mike wasn't there and other Board members were too busy serving their community?
 - There are 16 Transit Agencies in California. Three of them have moved to PERB. A couple of years ago, a transit agency was turned away due to funding issues. From my understanding, VTA and the union there are about to propose to be covered under PERB and they are a much larger transit agency than we are. We need to move into it now before it becomes more difficult later.
- BART and the Union have more disputes since they got PERB:
 - BART and their workers had so many disputes that it led to a strike before they got PERB. BART did what we are asking to do which is be covered under PERB for unfair labor practice protection. I did a public records request and only found one charge since they got their legislation which was in 2020. It seems to have fixed BART's and the unions relationship because there are no more outstanding disputes.
- We don't want a third party involved to remedy disputes:
 - Unfair labor practice mitigation should not be contingent on the relationship of the next CEO or any Board member. We need to take ourselves out of the equation and put something in place where we can always resolve disputes free of charge. **I do want to emphasize, PERB is only there when we need it.** It doesn't change anything as far as resolving disputes internally. They only get involved when either side hits a wall. Each Board member is busy serving the community and you all shouldn't have to mediate every dispute. PERB is a place where Board members can direct either side if you don't have time to mediate. We will continue to do everything we can to remedy disputes internally.
- It takes forever to resolve disputes with PERB:
 - It is better than the alternative which is a lawsuit in superior court which can take longer and is more costly. The superior court also has appeal processing which can drag any dispute on a lot longer and they don't have the same experience PERB does with employer-labor relations.
- We haven't had enough problems to justify bringing in PERB:
 - Why wait? This is a preventative measure to make sure both sides are always accountable. We shouldn't have to have so many issues to justify either side for doing this. PERB is the expert agency that has decades of experience resolving unfair labor practice claims. Under existing law, SMART Local 0023 and other labor unions on property must bring a lawsuit in court alleging that an unfair labor practice has occurred. Litigation in court is not a realistic option for resolving labor disputes because it is cumbersome and expensive. Waiting another year is not the solution. We need to do this now. By waiting another year only kicks the can down the road when all this does is balance the playing field where both sides will always

Attachment A

bargain in good faith.

Let's all be part of something spectacular and do something that is beneficial for everyone at METRO. This will promote labor harmony. We need METRO workers to feel the support from this Board, otherwise more people are planning on quitting because morale is extremely low. We have a chance right now to bring the sense of family back to METRO by everyone here committing themselves to working with each other. METRO Board of Directors, PLEASE sign that letter of support.

I will send an email requesting electronic signatures from you all showing your support for labor relations. Please sign it as soon as possible so we can get that to John Laird before his deadline.

We have already had commitments from several Board members in support of this legislation. We hope to have complete support from all Board members moving forward.

Here is more information on PERB:

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT: EMPLOYER-EMPLOYEE RELATIONS

ISSUE:

For transit agencies not under the jurisdiction of PERB, a union or employer must file a writ in California's under-resourced Superior Court system to pursue an ULP violation. Alleged violations can take years and extensive resources to reach resolution, and cases may or may not be assigned to a judge with experience in labor law. This process has left many unresolved violations to fester and contributed to labor tension, which can complicate contract negotiations.

BACKGROUND:

The National Labor Relations Act (NLRA), created in 1935, is a law that governs relations between labor unions and employers in the private sector. The National Labor Relations Board, a group that governs the NLRA, decides whether improper labor practices have actually occurred during management-union bargaining sessions. They are in charge with the investigation and prosecution of those who engage in unfair labor practices. The NLRB is designed to be completely equitable, taking sides for neither management nor union, acting as a sort of "referee" in what is usually an emotionally charged action between employees and employers.

The Public Employment Relations Board (PERB) was established in 1967 to mirror the NLRB but for public sector unions. Like the NLRB, PERB's responsibility is to adjudicate conflicts between unions and their employers. Most of California's public sector employees now fall under the

Attachment A

jurisdiction PERB to settle employer-employee conflicts, but transit districts are generally not included due to statutory precedent.

Employee organizations at Santa Cruz Metropolitan Transit District (SCMTD) came together to propose legislation to include SCMTD under the jurisdiction of PERB for adjudication of unfair labor practices (ULPs). Although employer-employee relations at SCMTD are peaceful, that could change with time.

Employee representatives are asking the Board of Directors to agree that SCMTD would benefit from moving unfair labor practice charges (ULPs) to PERB for future conflict resolution.

POSSIBLE BILL SUMMARY/SOLUTION:

PERB is an established and trusted agency that specializes in public employer-employee conflict resolution. Moving jurisdiction over ULPs to PERB will allow transit agencies to access a timelier and less resource-intensive process to settle disputes, as well as increase confidence that a dispute will be adjudicated by a body with extensive knowledge of labor law. Additionally, because most public agencies are under PERB jurisdiction, this bill would create better uniformity for labor unions who represent employees of transit agencies and other public employees.

I am pleading with each and every one of you. Please see beyond what you are hearing on the other side of this. There is nothing negative about what we are asking for. Nearly all of METRO staff is asking for your support.

Please contact me with any questions or concerns. Here is some FAQ's regarding PERB:

<https://perb.ca.gov/about/faq-about-perb/>

James Sandoval

Organizer, General Chairperson

SMART Local 0023

8312470400

td23.smart-local.org



Attachment A



To: METRO Board of Directors

January 14, 2022

From: Members of SMART Local 0023 & SEIU Local 521

Re: SCMTD / SMART Local 0023 and The Public Employees Relation Board (PERB)
Proposed Legislation

We are requesting for the METRO Board of Directors to support legislation to bring Santa Cruz METRO/SMART Local 0023 under the Public Employment Relations Board (PERB)'s unfair practice jurisdiction which will promote labor peace. The community of Santa Cruz County needs to be able to count on Santa Cruz METRO to provide smooth, safe, uninterrupted bus service.

This bill does not change Santa Cruz METRO's substantive legal obligations under the existing Santa Cruz Metropolitan Transit District Act. For example, the bill does not impose factfinding or interest arbitration to resolve contract disputes. Strikes and lockouts would continue to be regulated under the existing statutory scheme applicable to all public transit agencies (the Public Transportation Labor Disputes Act, Government Code section 3610 et seq.). The bill simply provides an administrative forum, PERB, to resolve bargaining and other labor disputes, just as PERB does for other public employers and public employee unions.

PERB is the expert agency that has decades of experience resolving unfair labor practice claims in many other public employment contexts, including several public transit contexts (Los Angeles County Metro, SF Muni, Orange County Transportation Authority, BART and now the Sacramento Regional Transit District).

Many transit districts were created before PERB came to existence and many of the transit district labor relations statutes are patterned after the NLRA, and enforced by the courts. Because Santa Cruz METRO was created prior to the PERB, it makes practical and fiscal sense to transfer jurisdiction to the PERB.

The PERB administrative process is low-cost, accessible and relatively expeditious. This means labor disputes will not fester. With this bill, strikes and lockouts are significantly less likely to happen because there will be a place (PERB) for workers and the employer to take their claims for resolution.

Under existing law, SMART Local 0023 and other labor unions on property must bring a lawsuit in court alleging that an unfair labor practice has occurred. Litigation in court is not a realistic option for resolving labor disputes because it is cumbersome and expensive.

PERB was specifically established to adjudicate public sector labor relations issues. PERB's expertise in labor relations law will provide Santa Cruz METRO and its employees a much faster and cost effective alternative to settle workplace disputes.

For more information on PERB: www.perb.ca.gov

See attached: AB 2850

10.2A.14

Attachment A

Timestamp	If you agree with the above statement, please add your FULL name to this petition	Please select which union you're in
1	14/01/2022 13:27:44 James Sandoval	SMART Local 0023
2	14/01/2022 13:30:31 Rhiannon Axton	SMART Local 0023
3	14/01/2022 13:31:22 Josefina Cruz	SMART Local 0023
4	14/01/2022 13:31:23 Ezequiel Osorio	SMART Local 0023
5	14/01/2022 13:32:00 Terry Johnson	SMART Local 0023
6	14/01/2022 13:32:20 MANUEL PEREZ	SMART Local 0023
7	14/01/2022 13:34:08 Michelle C Martinez	SMART Local 0023
8	14/01/2022 13:34:41 Brandon Freeman	SMART Local 0023
9	14/01/2022 13:35:39 Patrick Forthun	SMART Local 0023
10	14/01/2022 13:43:37 Manuel Diaz	SMART Local 0023
11	14/01/2022 13:43:49 Delvis Seda	SMART Local 0023
12	14/01/2022 13:44:40 Ignacio mata	SMART Local 0023
13	14/01/2022 13:44:43 Peggy Flechtner	SMART Local 0023
14	14/01/2022 13:45:50 Lanea Hightower	SMART Local 0023
15	14/01/2022 13:52:52 Eryln Osorio	SMART Local 0023
16	14/01/2022 13:53:13 Edgardo Madrigal	SMART Local 0023
17	14/01/2022 13:55:24 Michelle Fitzpatrick	SMART Local 0023
18	14/01/2022 13:56:17 Joe Escobar	SMART Local 0023
19	14/01/2022 13:57:28 Gustavo R cortes	SMART Local 0023
20	14/01/2022 14:01:36 Sergio Tabag	SMART Local 0023
21	14/01/2022 14:27:43 Jordan Vascones	SEIU Local 521
22	14/01/2022 14:56:59 Holly Alcorn	SEIU Local 521
23	14/01/2022 14:57:18 Gustavo Magana	SMART Local 0023
24	14/01/2022 15:00:54 Juan B Montesinos zarate	SMART Local 0023
25	14/01/2022 15:04:28 Sheldon J Griffith	SEIU Local 521
26	14/01/2022 15:17:01 Lyle toline	SMART Local 0023
27	14/01/2022 15:17:30 Liz Padilla	SEIU Local 521
28	14/01/2022 15:59:06 Anthony L Frey	SMART Local 0023
29	14/01/2022 16:07:21 Mariano Bernal	SEIU Local 521

Attachment A

Timestamp	If you agree with the above statement, please add your FULL name to this petition	Please select which union you're in
30	14/01/2022 16:16:21 Jaime Jimenez-Neri	SMART Local 0023
31	14/01/2022 16:28:44 Brenda Roman	SMART Local 0023
32	14/01/2022 16:46:07 Lupe sanchez	SEIU Local 521
33	14/01/2022 16:47:50 Michael Rios	SEIU Local 521
34	14/01/2022 17:19:52 Jose Luis Barriga Estrada	SMART Local 0023
35	14/01/2022 17:55:04 Jesus M. Garcia	SMART Local 0023
36	14/01/2022 19:00:04 Eulialio Abrego	SMART Local 0023
37	14/01/2022 23:50:37 Miguel Angel Maldonado Aparicio	SMART Local 0023
38	15/01/2022 00:46:27 Alma Gutierrez	SMART Local 0023
39	15/01/2022 00:46:35 Jose Ignacio Carranco	SMART Local 0023
40	15/01/2022 09:41:43 Josefina cruz	SMART Local 0023
41	15/01/2022 10:41:52 Jorge Antonio Gallegos	SMART Local 0023
42	15/01/2022 10:43:32 Allison Hernandez-Adair	SMART Local 0023
43	15/01/2022 10:44:04 Vincent Garcia	SMART Local 0023
44	15/01/2022 10:47:51 Juan I Gallegos.	SMART Local 0023
45	15/01/2022 10:49:20 Eddie Torres	SMART Local 0023
46	15/01/2022 10:50:00 Travis Lee Havens	SMART Local 0023
47	15/01/2022 10:53:21 Valentin Zarate	SMART Local 0023
48	15/01/2022 10:57:36 Deborah Lenore Baldwin	SMART Local 0023
49	15/01/2022 10:57:49 Michell Ann collins	SMART Local 0023
50	15/01/2022 10:58:47 Michael Richards	SMART Local 0023
51	15/01/2022 10:59:46 Juan Alberto Serrano	SMART Local 0023
52	15/01/2022 11:08:43 Phylicia R. Mattos	SMART Local 0023
53	15/01/2022 11:09:24 Lorena Calderon	SMART Local 0023
54	15/01/2022 11:26:25 David W. Horvath	SMART Local 0023
55	15/01/2022 11:28:21 Pedro Gutierrez	SMART Local 0023
56	15/01/2022 11:42:11 Elena Zyulina	SMART Local 0023
57	15/01/2022 11:50:28 Pablo Martinez	SMART Local 0023
58	15/01/2022 11:51:08 Ivan T Garcia	SMART Local 0023

Attachment A

Timestamp	If you agree with the above statement, please add your FULL name to this petition	Please select which union you're in
59	15/01/2022 11:55:26 Manuel Diaz	SMART Local 0023
60	15/01/2022 11:55:46 Joshua C Chelise	SMART Local 0023
61	15/01/2022 11:58:31 Johnny Joe Ramirez	SMART Local 0023
62	15/01/2022 12:00:06 Howard James	SMART Local 0023
63	15/01/2022 12:00:36 Efrain Arellano	SMART Local 0023
64	15/01/2022 12:04:43 Cesar Medina	SMART Local 0023
65	15/01/2022 12:04:57 Nicolas Andres Serrano	SMART Local 0023
66	15/01/2022 12:17:37 Cynthia Farrell	SMART Local 0023
67	15/01/2022 12:25:15 Nathanael Abrego	SMART Local 0023
68	15/01/2022 12:36:52 David R Demara	SMART Local 0023
69	15/01/2022 12:50:22 Jeremy Lovenfosse	SMART Local 0023
70	15/01/2022 12:50:39 Blanca Eusse-Valdez	SMART Local 0023
71	15/01/2022 12:58:13 Isidro Gabriel-Guevara	SMART Local 0023
72	15/01/2022 12:58:47 John Manuel Fuentes	SMART Local 0023
73	15/01/2022 13:00:26 Robert P Maldonado	SMART Local 0023
74	15/01/2022 13:03:10 Darna Stewart	SMART Local 0023
75	15/01/2022 13:09:05 Adrian Jimenez	SMART Local 0023
76	15/01/2022 13:11:56 Xiomara brioso	SMART Local 0023
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85	15/01/2022 13:54:44 Nathan L. Misenheimer	SEIU Local 521
86	15/01/2022 14:03:17 Clarence Aragon	SMART Local 0023
87	15/01/2022 14:15:09 Pío quinto carrillo	SMART Local 0023

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91	15/01/2022 14:41:47 Rickie-Ann Kegley	SEIU Local 521
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93	15/01/2022 14:49:18 Nanez,Jose	SMART Local 0023
94	15/01/2022 14:52:35 Miguel A Escarcega	SMART Local 0023
95	15/01/2022 15:02:05 Angel Valdez	SMART Local 0023
96	15/01/2022 15:05:36 Cayla Hill	SEIU Local 521
97	15/01/2022 15:12:05 mitchell blair doukas	SMART Local 0023
98	15/01/2022 15:30:35 Maurizio Italia	SMART Local 0023
99	15/01/2022 16:05:14 Ruben valdez	SMART Local 0023
100	15/01/2022 16:22:42 Wesley Guild	SEIU Local 521
101	15/01/2022 16:31:48 Jason LoGiudice	SEIU Local 521
102	15/01/2022 16:36:22 Mark Saunders	SMART Local 0023
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105	15/01/2022 18:04:08 Mario Arellano	SMART Local 0023
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114	15/01/2022 21:02:05 Maria Hernandez	SEIU Local 521
115	15/01/2022 21:15:49 Miguel Avalos	SMART Local 0023
116	15/01/2022 21:52:48 Jose Valtierra	SEIU Local 521

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127	17/01/2022 07:19:37 Michael miller	SMART Local 0023
128	17/01/2022 08:58:24 Jorge Henriquez	SMART Local 0023
129	17/01/2022 09:01:38 Herbert Dean Brown	SMART Local 0023
130	17/01/2022 09:04:19 Norma Osorio	SMART Local 0023
131	17/01/2022 09:09:31 Carolyn Bowers	SMART Local 0023
132	17/01/2022 09:13:46 Rhonda Starleen Carter	SMART Local 0023
133	17/01/2022 09:15:54 Romeo Vidal	SMART Local 0023
134	17/01/2022 09:20:22 david medina	SMART Local 0023
135	17/01/2022 09:21:31 Amy Lona	SMART Local 0023
136	17/01/2022 09:30:58 Sara Hewitt	SMART Local 0023
137	17/01/2022 09:36:21 Clint Daniel Nabor	SMART Local 0023
138	17/01/2022 09:41:37 Arasel Campos	SEIU Local 521
139	17/01/2022 09:42:09 Matthew Kaminski	SMART Local 0023
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141	17/01/2022 10:07:20 Maribel Negrete	SMART Local 0023
142	17/01/2022 10:21:29 Pablo D Berrelleza	SEIU Local 521
143	17/01/2022 10:30:49 Roberta c Rodriguez	SMART Local 0023
144	17/01/2022 11:08:32 Jon Bartholomew	SMART Local 0023
145	17/01/2022 11:17:04 Cortney Martin	SEIU Local 521

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147	17/01/2022 11:40:20	Edward Diaz	SEIU Local 521
148	17/01/2022 12:34:13	Marc Krovetz	SMART Local 0023
149	17/01/2022 14:58:48	Eric Negrete	SMART Local 0023
150	17/01/2022 16:11:05	Delee Brubeck	SEIU Local 521
151	17/01/2022 16:20:37	Amy perez	SMART Local 0023
152	17/01/2022 20:30:34	Edgardo Villalobos	SMART Local 0023
153	17/01/2022 20:44:19	Juan Fernandez Magana	SMART Local 0023
154	18/01/2022 08:11:55	Sean Witt	SEIU Local 521
155	18/01/2022 12:43:04	Rob Willis	SEIU Local 521
156	18/01/2022 12:45:51	Elmer Torres	SEIU Local 521
157	18/01/2022 12:49:31	Lucas Iriguchi	SEIU Local 521
158	18/01/2022 12:52:55	leslie beck	SMART Local 0023
159	18/01/2022 12:53:59	Cristobal Vasquez	SEIU Local 521
160	18/01/2022 13:21:39	Luis	SEIU Local 521
161	18/01/2022 13:53:10	Ed Davidson	SMART Local 0023
162	18/01/2022 14:23:52	Andrea Eusse-Gil	SEIU Local 521
163	18/01/2022 16:20:23	Sandra galindo	SEIU Local 521
164	19/01/2022 08:06:16	Adrienne Jenkins	SEIU Local 521

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1	14/01/2022 13:27:44 James Sandoval	SMART Local 0023
2	14/01/2022 13:30:31 Rhiannon Axton	SMART Local 0023
3	14/01/2022 13:31:22 Josefina Cruz	SMART Local 0023
4	14/01/2022 13:31:23 Ezequiel Osorio	SMART Local 0023
5	14/01/2022 13:32:00 Terry Johnson	SMART Local 0023
6	14/01/2022 13:32:20 MANUEL PEREZ	SMART Local 0023
7	14/01/2022 13:34:08 Michelle C Martinez	SMART Local 0023
8	14/01/2022 13:34:41 Brandon Freeman	SMART Local 0023
9	14/01/2022 13:35:39 Patrick Forthun	SMART Local 0023
10	14/01/2022 13:43:37 Manuel Diaz	SMART Local 0023
11	14/01/2022 13:43:49 Delvis Seda	SMART Local 0023
12	14/01/2022 13:44:40 Ignacio mata	SMART Local 0023
13	14/01/2022 13:44:43 Peggy Flechtner	SMART Local 0023
14	14/01/2022 13:45:50 Lanea Hightower	SMART Local 0023
15	14/01/2022 13:52:52 Eryln Osorio	SMART Local 0023
16	14/01/2022 13:53:13 Edgardo Madrigal	SMART Local 0023
17	14/01/2022 13:55:24 Michelle Fitzpatrick	SMART Local 0023
18	14/01/2022 13:56:17 Joe Escobar	SMART Local 0023
19	14/01/2022 13:57:28 Gustavo R cortes	SMART Local 0023
20	14/01/2022 14:01:36 Sergio Tabag	SMART Local 0023
21	14/01/2022 14:27:43 Jordan Vascones	SEIU Local 521
22	14/01/2022 14:56:59 Holly Alcorn	SEIU Local 521
23	14/01/2022 14:57:18 Gustavo Magana	SMART Local 0023
24	14/01/2022 15:00:54 Juan B Montesinos zarate	SMART Local 0023
25	14/01/2022 15:04:28 Sheldon J Griffith	SEIU Local 521
26	14/01/2022 15:17:01 Lyle toline	SMART Local 0023
27	14/01/2022 15:17:30 Liz Padilla	SEIU Local 521
28	14/01/2022 15:59:06 Anthony L Frey	SMART Local 0023
29	14/01/2022 16:07:21 Mariano Bernal	SEIU Local 521

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30	14/01/2022 16:16:21 Jaime Jimenez-Neri	SMART Local 0023
31	14/01/2022 16:28:44 Brenda Roman	SMART Local 0023
32	14/01/2022 16:46:07 Lupe sanchez	SEIU Local 521
33	14/01/2022 16:47:50 Michael Rios	SEIU Local 521
34	14/01/2022 17:19:52 Jose Luis Barriga Estrada	SMART Local 0023
35	14/01/2022 17:55:04 Jesus M. Garcia	SMART Local 0023
36	14/01/2022 19:00:04 Eulialio Abrego	SMART Local 0023
37	14/01/2022 23:50:37 Miguel Angel Maldonado Aparicio	SMART Local 0023
38	15/01/2022 00:46:27 Alma Gutierrez	SMART Local 0023
39	15/01/2022 00:46:35 Jose Ignacio Carranco	SMART Local 0023
40	15/01/2022 09:41:43 Josefina cruz	SMART Local 0023
41	15/01/2022 10:41:52 Jorge Antonio Gallegos	SMART Local 0023
42	15/01/2022 10:43:32 Allison Hernandez-Adair	SMART Local 0023
43	15/01/2022 10:44:04 Vincent Garcia	SMART Local 0023
44	15/01/2022 10:47:51 Juan I Gallegos.	SMART Local 0023
45	15/01/2022 10:49:20 Eddie Torres	SMART Local 0023
46	15/01/2022 10:50:00 Travis Lee Havens	SMART Local 0023
47	15/01/2022 10:53:21 Valentin Zarate	SMART Local 0023
48	15/01/2022 10:57:36 Deborah Lenore Baldwin	SMART Local 0023
49	15/01/2022 10:57:49 Michell Ann collins	SMART Local 0023
50	15/01/2022 10:58:47 Michael Richards	SMART Local 0023
51	15/01/2022 10:59:46 Juan Alberto Serrano	SMART Local 0023
52	15/01/2022 11:08:43 Phylisia R. Mattos	SMART Local 0023
53	15/01/2022 11:09:24 Lorena Calderon	SMART Local 0023
54	15/01/2022 11:26:25 David W. Horvath	SMART Local 0023
55	15/01/2022 11:28:21 Pedro Gutierrez	SMART Local 0023
56	15/01/2022 11:42:11 Elena Zyulina	SMART Local 0023
57	15/01/2022 11:50:28 Pablo Martinez	SMART Local 0023
58	15/01/2022 11:51:08 Ivan T Garcia	SMART Local 0023

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59	15/01/2022 11:55:26 Manuel Diaz	SMART Local 0023
60	15/01/2022 11:55:46 Joshua C Chelise	SMART Local 0023
61	15/01/2022 11:58:31 Johnny Joe Ramirez	SMART Local 0023
62	15/01/2022 12:00:06 Howard James	SMART Local 0023
63	15/01/2022 12:00:36 Efrain Arellano	SMART Local 0023
64	15/01/2022 12:04:43 Cesar Medina	SMART Local 0023
65	15/01/2022 12:04:57 Nicolas Andres Serrano	SMART Local 0023
66	15/01/2022 12:17:37 Cynthia Farrell	SMART Local 0023
67	15/01/2022 12:25:15 Nathanael Abrego	SMART Local 0023
68	15/01/2022 12:36:52 David R Demara	SMART Local 0023
69	15/01/2022 12:50:22 Jeremy Lovenfosse	SMART Local 0023
70	15/01/2022 12:50:39 Blanca Eusse-Valdez	SMART Local 0023
71	15/01/2022 12:58:13 Isidro Gabriel-Guevara	SMART Local 0023
72	15/01/2022 12:58:47 John Manuel Fuentes	SMART Local 0023
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161	18/01/2022 13:53:10 Ed Davidson	SMART Local 0023
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163	18/01/2022 16:20:23 Sandra galindo	SEIU Local 521
164	19/01/2022 08:06:16 Adrienne Jenkins	SEIU Local 521
165	19/01/2022 09:33:00 Peter Rasmussen	SEIU Local 521
166	20/01/2022 09:10:20 Stefan Woliczko	SEIU Local 521
167	20/01/2022 11:24:49 ed cummins	SEIU Local 521
168	20/01/2022 17:27:55 J Thomas	SMART Local 0023
169	20/01/2022 20:23:31 Paul Lennon	SMART Local 0023
170	20/01/2022 20:52:25 Jaime renteria	SMART Local 0023
171	21/01/2022 07:23:36 Antonio Torres Castillo Jr	SEIU Local 521
172	21/01/2022 08:30:39 Brian Lewis	SEIU Local 521
173	21/01/2022 08:30:53 Tomas Moreno	SEIU Local 521
174	21/01/2022 08:31:04 Jose Flores	SEIU Local 521

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175	21/01/2022 09:28:17 Wondimu Mengistu	SEIU Local 521
176	21/01/2022 09:28:22 Mario Espinoza	SMART Local 0023
177	21/01/2022 10:09:38 EILEEN WAGLEY	SEIU Local 521
178	21/01/2022 13:50:03 Sergio Iona	SMART Local 0023
179	21/01/2022 15:02:06 Ronald G Catley	SMART Local 0023
180	21/01/2022 15:10:12 Mary Therese Sells	SMART Local 0023
181	21/01/2022 15:37:50 Luis rocha	SEIU Local 521
182	21/01/2022 15:38:01 Migual Villarruel	SEIU Local 521
183	21/01/2022 15:38:11 Cesar Alvarez Castillo	SEIU Local 521
184	21/01/2022 15:38:24 Christopher Raymond Leonard	SEIU Local 521

Attachment A



The undersigned METRO Board of Directors are committed to labor relations and support legislation that will bring Santa Cruz Metropolitan Transit District under the jurisdiction of the Public Employment Relations Board for unfair labor practice mitigation.

X

Shebreh Kalantari-Johnson
City of Santa Cruz Appointment

X

Donna Meyers
City of Santa Cruz Appointment

X

Vacant
City of Watsonville Appointment

X

Jimmy Dutra
City of Watsonville Appointment

X

Bruce McPherson
County of Santa Cruz Appointment

X

Manu Koenig
County of Santa Cruz Appointment

X

Larry Pageler
County of Santa Cruz Appointment

X

Kristen Peterson
City of Capitola Appointment

X

Vacant
County of Santa Cruz Appointment

X

Donna Lind
City of Scotts Valley Appointment

X

Mike Rotkin
County of Santa Cruz Appointment

Attachment A

*Santa Cruz Metropolitan
Transit District*



DATE: January 28, 2022

TO: Board of Directors

FROM: Director Koenig

SUBJECT: CONSIDERATION OF AUTHORIZING THE BOARD CHAIR TO WRITE A LETTER TO STATE LEGISLATORS LAIRD AND STONE REQUESTING THAT SANTA CRUZ METRO/SMART LOCAL 0023 BE ADDED TO THE PUBLIC EMPLOYMENT RELATIONS BOARD (PERB) JURISDICTION

I. RECOMMENDED ACTION

1. Receive information about the Public Employment Relation Board (PERB) and how it could help to resolve past and future disputes.

2. Authorize the Board Chair to write letters to state legislators Laird and Stone requesting that Santa Cruz METRO/SMART Local 0023 be added to the Public Employment Relations Board (PERB) jurisdiction.

II. SUMMARY

- Under current law, if Santa Cruz METRO and its employees' representatives cannot reach a mutual agreement, they resolve labor disputes through litigation in the court system. In contrast, the statutory frameworks for most public-sector labor relations regimes now provide that the parties resolve their disputes through PERB.
- PERB is a quasi-judicial administrative agency charged with administering certain statutory frameworks governing employer-employee relations, resolving disputes, and enforcing the statutory duties and rights of public agency employers and employee organizations.
- The proposed legislation would authorize PERB, and the powers and duties of PERB, to apply, as appropriate, to the PUC enabling statutes governing labor relations for Santa Cruz METRO.
- The bill provides an administrative forum, PERB, to resolve bargaining and other labor disputes. PERB provides this service to other public employers and public employee unions, such as Los Angeles County Metro, SF Muni, Orange County Transportation Authority, BART, and the Sacramento Regional Transit District.

Attachment A

Board of Directors OR Committee Name
(Insert Date of Board Meeting in FORMAT Month, DD, YYYY)
Page 2 of 3

III. DISCUSSION/BACKGROUND

- PERB was specifically established to adjudicate public sector labor relations issues. Under existing law, SMART Local 0023 and other labor unions on the property must bring a lawsuit in court alleging that an unfair labor practice has occurred.
- PERB's expertise in labor relations law will provide Santa Cruz METRO and its employees a much faster and cost-effective alternative to settle workplace disputes.
- In 1980 Santa Cruz County Bus drivers went on strike, temporarily disrupting service for 10 days.
- A bus driver strike in 2005 temporarily halted service for over 30 days Santa Cruz County, stranding as many as 23,000 riders. Over 30 local and highway routes were temporarily shut down as more than 140 bus drivers participated in the strike.
- With this bill, strikes and lockouts are significantly less likely to happen because there will be a place (PERB) for workers and the employer to take their claims for resolution.

IV. STRATEGIC PLAN PRIORITIES ALIGNMENT

5. Employee Engagement: Attract, Retain and Develop

V. FINANCIAL CONSIDERATIONS/IMPACT

PERB regulations do not require a fee for filing or pursuing an unfair practice charge. Certain divisions of PERB may charge fees for specific items such as Administrative Record requests or some State Mediation and Conciliation Services. Generally, there is no cost to filing or pursuing an unfair practice charge.

VI. CHANGES FROM COMMITTEE (Board Report ONLY)

None

VII. ALTERNATIVES CONSIDERED

None

VIII. ATTACHMENTS

Attachment A: SMART Local 0023 Letter of Support

Prepared by: Manu Koenig, Director

Attachment A

Board of Directors OR Committee Name
(Insert Date of Board Meeting in FORMAT Month, DD, YYYY)
Page 3 of 3

IX. APPROVALS

Dept. Manager Name, Title

Approved as to fiscal impact:

Chuck Farmer, CFO

Alex Clifford, CEO/General Manager

Attachment A

SENATE COMMITTEE ON LABOR, PUBLIC EMPLOYMENT AND RETIREMENT

Senator Jerry Hill, Chair

2019 - 2020 Regular

Bill No: AB 2850 **Hearing Date:** August 11, 2020
Author: Low
Version: July 28, 2020
Urgency: No **Fiscal:** Yes
Consultant: Glenn Miles

SUBJECT: Public transit employer-employee relations: San Francisco Bay Area Rapid Transit District

KEY ISSUE

Should the Public Employment Relations Board (PERB) have jurisdiction over labor disputes between the Bay Area Rapid Transit District (BART) and its employees?

ANALYSIS

Existing law:

- 1) Governs collective bargaining in the private sector under the federal National Labor Relations Act (NLRA) but leaves to the states the regulation of collective bargaining in their respective public sectors. While the NLRA and the decisions of its National Labor Relations Board (NLRB) often provide persuasive precedent in interpreting state collective bargaining law, public employees generally have no collective bargaining rights absent specific statutory authority establishing those rights (29 United State Code § 151 et seq.).
- 2) Provides several statutory frameworks under California law to provide public employees collective bargaining rights, govern public employer-employee relations, and limit labor strife and economic disruption in the public sector through a reasonable method of resolving disputes regarding wages, hours and other terms and conditions of employment between public employers and recognized public employee organizations or their exclusive representatives. These include the Meyers-Milias-Brown Act (MMBA) which provides for public employer-employee relations between local government employers and their employees, including some, but not all public transit districts (Government Code § 3500 et seq.).
- 3) Establishes PERB, a quasi-judicial administrative agency charged with administering certain statutory frameworks governing employer-employee relations, resolving disputes, and enforcing the statutory duties and rights of public agency employers and employee organizations, but provides the City and County of Los Angeles, respectively, local alternatives to PERB oversight (Government Code § 3541).
- 4) Does not cover California's public transit districts by a common collective bargaining statute. Instead, while some transit agencies are subject to the MMBA, the majority of transit agencies are subject to labor relations provisions found in each district's specific Public Utilities Code (PUC) enabling statute, in joint powers agreements, or in articles of incorporation and bylaws (e.g., Public Utilities Code § 28500).

Attachment A

AB 2850 (Low)

Page 2 of 6

- 5) Provides transit employees not under the MMBA with basic rights to organization and representation, but does not define or prohibit unfair labor practices. Unlike other California public agencies and employees, these transit agencies and their employees have no recourse to PERB. Instead, they must rely upon the courts to remedy any alleged violations. Additionally, they may be subject to provisions of the federal Labor Management Relations Act of 1947 and the 1964 Urban Mass Transit Act, now known as the Federal Transit Act (Public Utilities Code § 24501 et seq.; 49 United State Code § 5333(b)).
- 6) Provides that the following provisions shall govern disputes between exclusive bargaining representatives of public transit employees and local agencies not covered by the MMBA:
 - (a) The disputes shall not be subject to any fact-finding procedure otherwise provided by law.
 - (b) Each party shall exchange contract proposals not less than 90 days before the expiration of a contract, and shall be in formal collective bargaining not less than 60 days before that expiration.
 - (c) Each party shall supply to the other party all reasonable data as requested by the other party.
 - (d) At the request of either party to a dispute, a conciliator from the California State Mediation and Conciliation Service shall be assigned to mediate the dispute and shall have access to all formal negotiations (Government Code §3611).
- 7) Establishes the San Francisco BART Act, which establishes the Bay Area Rapid Transit District (BART) and provides for representation by a labor organization; unit determination; collective bargaining; personnel; and, provisions relating to retirement benefits. The act also defines “San Francisco Bay area” to mean the Counties of San Francisco, Marin, Sonoma, Napa, Solano, Contra Costa, Alameda, Santa Clara, and San Mateo (Public Utilities Code § 28500 et seq.).

This bill:

- 1) Provides that PERB, and the powers and duties of PERB, as specified, shall apply, as appropriate, to the PUC enabling statutes governing labor relations for BART.
- 2) Adopts the following definitions in the BART Act:
 - a) “District” means the San Francisco Bay Area Rapid Transit District, including all operations and extensions of the transportation system, regardless of modality or vehicle type, and excluding all temporary bus lines.
 - b) “Employee organization” means an organization that includes employees of the district that has as one of its primary purposes representing those employees in their relations with the district. “Employee organization” shall also include any person of the organization authorized to act on its behalf.
 - c) “Exclusive representative” means an accredited employee organization recognized or certified as the exclusive negotiating representative of employees in an appropriate unit within the district.

10.2A.33

Attachment A

AB 2850 (Low)

Page 3 of 6

- 3) Makes conforming changes throughout the BART act to reflect PERB or MMBA terminology using “employee organization” and “exclusive representative” and eliminates language that refers to “labor organization” and “accredited representative”.
- 4) States that a primary purpose of the BART Act’s labor provisions is to promote the improvement of personnel management and employer-employee relations within the district by providing a uniform basis for recognizing the rights of employees, among other things, to select one employee organization as the exclusive representative in an appropriate unit.
- 5) Requires that exclusive representatives shall have the right to represent their bargaining unit members in employer-employee relations with the district, and employees shall have the right to representation by their exclusive representative.
- 6) Declares that nothing in the BART Act’s labor provisions section is intended to adversely affect any rights afforded to exclusive representatives or district employees under existing law as it may be amended from time to time.
- 7) Requires BART to give reasonable written notice to an exclusive representative of its intent to make any changes to matters within the scope of representation, as specified.
- 8) Adds to the BART Act a provision that prohibits BART and an employee organization from engaging in respective lists of unlawful labor actions reflective of similar prohibitions in the MMBA.
- 9) Maintains the current procedure whereby the Governor can call a “time out” and “cooling” off” period when BART and the employee representatives are at an impasse in labor negotiations before employees can strike.
- 10) Provides that PERB has jurisdiction over the initial determination whether an unfair practice charge is justified and, if so, the appropriate remedy.
- 11) Specifies that PERB shall have no authority in an action to recover damages due to an unlawful strike to award strike-preparation expenses as damages nor to award damages for costs, expenses, or revenue losses incurred during, or because of, an unlawful strike.
- 12) Authorizes any charging party, respondent, or intervener aggrieved by a final decision or order of PERB, as specified, to petition for a writ of extraordinary relief in the district court of appeal from PERB’s decision or order and specifies how the court may review PERB’s decision or order.
- 13) Authorizes PERB to seek enforcement of any final decision in the district court of appeal, as specified.
- 14) Provides that the BART Act as amended by this bill shall not be interpreted as if it were in conflict with any collective bargaining agreement and shall not be implemented to abrogate an agreement entered into before January 1, 2021, between the district and an employee organization.

10.2A.34

- 15) Requires that specified provisions added by this bill to the BART Act shall be interpreted in a manner consistent with PERB's interpretation of parallel provisions in other statutes it enforces.
- 16) Makes BART subject to existing Government Code sections guaranteeing unions' access to employee data and employees for purposes of communication, including at employee orientations, and requires BART provide union representatives reasonable leaves of absence without loss of compensation or benefits to serve as stewards or officers to the employee representative or affiliated statewide or national employee organizations.
- 17) Makes findings and declarations regarding the unique need of BART to efficiently and cost-effectively adjudicate unfair labor practice complaints that support this special statute in lieu of a statute of general applicability.

COMMENTS

1. Need for this bill?

Background

Many public transit districts have historical antecedents as private sector companies that public agencies took over in the post - World War II period during company consolidation as the private sector withdrew from mass transit. Federal legislation linked transportation project funding to the preservation of transit district employees' collective bargaining rights at a time when public sector employees had not yet attained collective bargaining. Consequently, transit district employees often enjoyed collective bargaining protections earlier than other state and local public employees did. When the state authorized collective bargaining for state and local public employees through various labor relations statutes, existing statutes already governed many transit districts. The MMBA provides in part in Government Code Section 3500: "Nothing contained herein shall be deemed to supersede the provisions of existing state law ... which establish and regulate a merit or civil service system or which provide for other methods of administering employer-employee relations ..."

Under current law, if BART and its employees' representatives cannot reach mutual agreement, they resolve labor disputes through arbitration and litigation in the court system. In contrast, the statutory frameworks for most public sector labor relations regimes now provide that the parties resolve their disputes through PERB. This bill seeks to incorporate PERB jurisdiction of labor disputes into the BART Act, as specified, guided by the public policy that its expertise in public labor law will facilitate cooperation and labor peace in the public sector

In 2013, BART experienced a labor strike that created substantial disruption in the Bay Area. Since then, there have been considerable efforts by BART, its employee representatives, and public and community officials to revise BART's labor relations law to mitigate further labor conflict while preserving the rights of the respective parties.

This bill is intended to improve employer and labor relations at BART by clarifying each party's rights and obligations under the law and by applying appropriate decision-making and enforcement mechanisms from the MMBA to BART.

3. Proponent Arguments

According to the author,

AB 2850 provides the guidance of an established, neutral administrative agency - PERB - to aid BART and its employees in resolving unfair labor practice disputes. This bill will encourage harmonious labor relations and industrial peace, setting up BART for success in its upcoming contract bargaining.

According to SEIU,

Under current law, most public transit districts are not covered by a uniform collective bargaining statute such as MMBA but rather governed by the Public Utilities Code and accompanying regulations. Disagreements under this situation are handled unevenly and in costly litigation. AB 2850 would require all labor disputes and claims to be resolved ...before PERB thus reducing the need to take every dispute to the Superior Courts. The BART strike of 2013 demonstrated the need for a more timely adjudication process to resolve disputes and keep the trains running on time.

4. Opponent Arguments:

None on file.

5. Prior Legislation:

AB 3033 (Low) of 2018 would have amended the PUC by including BART's supervisory, professional, and technical employee units under MMBA's provisions; thereby, granting them certain statutory rights related to the employer-employee relationship, and bringing them under PERB's jurisdiction. Governor Brown vetoed AB 3033 and two PERB-related bills, writing in his veto message:

I am returning the following bills without my signature.

AB 2305

AB 2886

AB 3034

These bills expand the Public Employment Relations Board's jurisdiction to cover labor disputes involving several local public agencies.

Over the years, the Legislature has expanded the Board's jurisdiction, but the necessary funding for the increased workload has not kept pace. This has resulted in significant backlogs at the Board - both labor and employers have complained about this problem. This Administration has recently increased the Board's funding to help correct this problem. The Board's jurisdiction should not be expanded again until the Board's ability to handle its previously expanded caseload is established.

Attachment A

Page 6 of 6

AB 2850 (Low)

AB 604 (Glazer) of 2017 would have prohibited BART from entering into an agreement that would limit its ability to prepare for a work stoppage or operate during a work stoppage. The author withdrew the bill from consideration in the Senate Public Employment and Retirement Committee.

SB 423 (Huff) of 2014 would have repealed various statutes governing public transportation labor disputes, including requirements governing labor relations when a strike is threatened. The bill died in the Senate Public Employment and Retirement Committee.

AB 199 (Oropeza), Chapter 833, Statutes of 2003, transferred the jurisdiction of labor disputes regarding supervisor's bargaining units at the Los Angeles County Metropolitan Transportation Authority to PERB.

SUPPORT

Service Employees International Union - California

OPPOSITION

None received.

-- END --

10.2A.37



SMART Transportation Division California State Legislative Board

717 K Street #222 • Sacramento, CA 95814
PHONE: 916-441-2051 • cslb@ca-smart-td.org

Louie Costa
State Director

January 27, 2022

VIA Email Only

Santa Cruz METRO Board of Directors
110 Vernon Street
Santa Cruz, CA 95060

The California State Legislative Board of the International Association of Sheet Metal Air Rail and Transportation Workers Union (SMART-TD) strongly urges the SCMTD Board of Directors to stand with their unions and support proposed legislation that would bring SCMTD and its member unions under the jurisdiction of the Public Employees Relations Board (PERB) for the adjudication of unfair labor practices.

PERB is the expert agency that has decades of experience resolving unfair labor practice (ULP) claims in many other public employment contexts, including several public transit contexts (Los Angeles County Metro, SF Muni, Orange County Transportation Authority, BART and now the Sacramento Regional Transit District).

The PERB administrative process is low-cost, accessible, and relatively expeditious. This means labor disputes will not fester. PERB was specifically established to adjudicate public sector labor relations issues. PERB's expertise in labor relations law will provide Santa Cruz METRO and its employees a much faster and cost-effective alternative to settle workplace disputes.

There is no logical reason to oppose this proposal. It will help to strengthen the management labor relationship and will benefit the communities that SCMTD serves.

Respectively submitted,

Louie Costa
Director SMART-TD
California State Legislative Board.

Attachment A



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 REGARDING A
PROCLAMATION OF APPRECIATION IN HONOR OF
ALEX CLIFFORD
FOR HIS OUTSTANDING SERVICE TO THE
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

WHEREAS, Alex Clifford has served with distinction for over seven years as the Santa Cruz Metropolitan Transit District's (METRO) CEO/General Manager; and

WHEREAS, Mr. Clifford helped guide METRO through the unprecedented challenges posed first by an existing \$6.3 million structural fiscal deficit and then by the COVID-19 pandemic; and

WHEREAS, as a result of Mr. Clifford's fine and steadfast leadership, the transit services that METRO's communities depend on are well-prepared to survive the COVID-19 pandemic, and will emerge equipped with the resources needed to improve service and address the congestion and connectivity issues that will return; and

WHEREAS, tackling the structural deficit, and guiding METRO throughout the COVID-19 pandemic, with no employee layoffs during either period, and with the utmost concern given to employee and customer safety are only two of the many accomplishments on Mr. Clifford's watch; and

WHEREAS, throughout his years of service Mr. Clifford has led METRO to make major improvements in the quality of its public transit services, including: established a robust bus replacement plan (reducing the backlog of buses needing to be replaced from 62 to 38); oversaw the completion of several important public works projects (including the Judy K. Souza Operations building) and the procurement of several key technology projects; created a zero-emission bus plan and began the process of transitioning METRO to zero-emission buses; guided METRO through the purchase of its first four zero emission buses and charging infrastructure; and initiated the process towards replacing METRO's aging Enterprise Resource Planning system; and

Attachment A

Resolution #
Page 2 of 3

WHEREAS, Mr. Clifford also, in partnership with his leadership team, fully funded a complex Reserves Plan; created a number of other new fiscally-responsible policies and plans; initiated the process of paying off METRO's unfunded PERS liability; and created and filled key departments and roles within METRO; and

WHEREAS, Mr. Clifford also admirably and tirelessly represented METRO through his participation and leadership on the California Transit Association (CTA), the Community Transportation Association of America (CTAA), the California Association for Coordinated Transportation (CalAct), The Bus Coalition, the Zero Emission Bus Resource Alliance (ZEBRA), and the American Public Transportation Association (APTA); and

WHEREAS, as a thirty-year leader in the public transit realm, Mr. Clifford brought to METRO an incredible work ethic and positive attitude, enabling him to address METRO's challenges, whether big or small; and

WHEREAS, as Mr. Clifford retires, he leaves METRO in a solid position, with its bus and paratransit services poised to regain ridership and ready to take on the next generation of growth and mobility options, and a competent and dedicated senior leadership team in place; and

WHEREAS, Mr. Clifford has served METRO with great dedication, insight, and vision.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Santa Cruz Metropolitan Transit District does hereby express its appreciation to Alex Clifford for his leadership and dedicated service to METRO; and

BE IT FURTHER RESOLVED that the Board of Directors of the Santa Cruz Metropolitan Transit District offers its best wishes for good health, fulfillment and well deserved happiness to Alex Clifford as he embarks on his next adventures.

PASSED AND ADOPTED by the Board of Directors of the Santa Cruz Metropolitan Transit District this 28th day of January 2022 by the following vote:

AYES: Directors -

NOES: Directors -

ABSTAIN: Directors -

ABSENT: Directors -

Attachment A

Resolution #
Page 3 of 3

APPROVED _____

DONNA LIND
Board Chair

ATTEST _____

DAWN CRUMMIÉ
Interim CEO/General Manager

APPROVED AS TO FORM:

JULIE SHERMAN
General Counsel

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Attachment B



SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (METRO) FINANCE, BUDGET AND AUDIT STANDING COMMITTEE MEETING MINUTES* February 11, 2022 – 8:00 AM

MEETING HELD VIA TELECONFERENCE

A regular meeting of the Finance, Budget and Audit Standing Committee of the Santa Cruz Metropolitan Transit District (METRO) was convened on Friday, February 11, 2022, via teleconference.

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

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

1 CALLED TO ORDER by Director Rotkin at 8:03 AM.

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

Director Shebreh Kalantari-Johnson
Director Manu Koenig
Director Donna Lind
Director Mike Rotkin

City of Scotts Valley
County of Santa Cruz
City of Scotts Valley
County of Santa Cruz

Dawn Crummié
Julie Sherman

METRO Interim CEO/General Manager
METRO General Counsel

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

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

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

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

5 MONTHLY FINANCIAL UPDATE

Chuck Farmer, CFO, provided a brief overview of the year-to-date monthly financial report as of January 31, 2022. Clarification was requested on fringe benefits to which CFO Farmer responded that the fringe benefits are the benefits associated with a position in addition to salaries. Discussion continued on the drawdown of the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) and the use now of the American Rescue Plan Act (ARPA) funds. Kristina Mihaylova, Deputy Finance Director, added that the process of depleting the ARPA funds can take up to two years. Concern was raised on the health impact of overtime on the Bus Operators. Margo Ross, COO, responded it is a concern and she

Attachment B

routinely talks to her staff to look for signs of fatigue. There is no forced overtime. Everyone using overtime is choosing to do so. There is a small percentage of Bus Operators that are offered overtime based on seniority and that is driven by the SMART/METRO Memorandum of Understanding (MOU).

6 KEY PERFORMANCE INDICATORS (KPI) REPORT FOR 2ND QUARTER FY22 THROUGH DECEMBER 31, 2021

Kristina Mihaylova, Finance Deputy Director, provided commentary to the presentation. Discussion followed on farebox recovery and if that is having an impact on grant funding. Ms. Mihaylova said METRO is not experiencing any fallout due to lower farebox revenue. The question was raised on how METRO compares to the national average. John Urgo, Planning and Development Director, replied that 20% recovery is high for bus systems at this time. Ms. Mihaylova added that pre-COVID numbers were higher; in the 40-45% range. Director Rotkin asked if we have the numbers on how we compare to the nation regarding “Cost Per Revenue Service Hours?” Ms. Mihaylova said we will try to incorporate that into the next report. Clarification was requested on the chargeable road calls and if a mechanic is at fault. Eddie Benson, Fleet Maintenance Manager, explained what is classified as a chargeable road call and that with our aging buses, it usually relates to a worn out part.

There was no public comment.

7 ADJOURNMENT

Director Rotkin adjourned the meeting at 8:44 AM.

Respectfully submitted,

Donna Bauer
Executive Assistant

Attachment C



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (METRO)
PERSONNEL/HR STANDING COMMITTEE MEETING MINUTES*
February 11, 2022 – 1:00 PM
MEETING HELD VIA TELECONFERENCE**

A regular meeting of the Personnel/HR Standing Committee of the Santa Cruz Metropolitan Transit District (METRO) was convened on Friday, February 11, 2022, via teleconference.

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

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

1 CALLED TO ORDER by Director Dutra at 1:00 PM.

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

Director Jimmy Dutra

Director Donna Lind, 2021 Board Chair

Director Bruce McPherson, 2021 Board Vice Chair

Director Kristen Petersen

Director Mike Rotkin, Immediate Past Board Chair

City of Watsonville

City of Scotts Valley

County of Santa Cruz.

City of Capitola

County of Santa Cruz

Dawn Crummié

Julie Sherman

METRO Interim CEO/General Manager

METRO General Counsel

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

Having none, Director Dutra moved to the next agenda item.

4 ORAL AND WRITTEN COMMUNICATIONS TO THE PERSONNEL/HR STANDING COMMITTEE

Hearing none, Director Dutra moved to the next agenda item.

5 REVIEW AND RECOMMEND TO THE FULL BOARD, REQUEST FOR CONSIDERATION OF RESOLUTION TO ADOPT SANTA CRUZ METROPOLITAN TRANSIT DISTRICT’S EQUAL EMPLOYMENT OPPORTUNITY PROGRAM, EFFECTIVE JANUARY 1, 2022 THROUGH DECEMBER 31, 2025

Dawn Crummié, Interim CEO/General Manager and HR Director, introduced Monik Delfin, HR Deputy Director, to speak to this item. Ms. Delfin gave a brief summary of the report and said the updated plan is to be submitted to the Federal Transit Administration (FTA) every four years. One of METRO’s goals with this program is to continue growing a work force that is diverse.

Attachment C

Personnel/HR Standing Committee Agenda
February 11, 2022
Page 2 of 2

Director Rotkin commended the staff for the work that they have done in compiling this report and added that METRO has done a very good job of recruiting and promoting employees. Discussion ensued on external dissemination—outreach and advertising to external entities—and how to enhance current practices to achieve more diversity.

James Sandoval, SMART Local 0023 Chairperson, suggested involving the unions in a collective effort with staff to help recruit people. Ms. Crummié commented that she is looking at incentives for referrals from current employees and will reach out to Mr. Sandoval to collaborate.

No public comment.

MOTION: REQUEST THE FULL BOARD TO VIEW AND CONSIDER A RESOLUTION TO ADOPT THE EQUAL EMPLOYMENT OPPORTUNITY PROGRAM AS PRESENTED

MOTION: DIRECTOR ROTKIN

SECOND: DIRECTOR PETERSEN

MOTION PASSED WITH 3 AYES (Directors Dutra, Petersen and Rotkin). Directors Lind and McPherson were absent.

5 ADJOURNMENT

Director Dutra adjourned the meeting at 1:13 PM.

Respectfully submitted,

Donna Bauer
Executive Assistant



DATE: February 25, 2022
TO: Board of Directors
FROM: Chuck Farmer, Chief Financial Officer
SUBJECT: ACCEPT AND FILE THE YEAR TO DATE MONTHLY FINANCIAL REPORT AS OF JANUARY 31, 2022

I. RECOMMENDED ACTION

That the Board of Directors accept and file the Year to Date Monthly Financial Report as of January 31, 2022

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 (Board) regarding METRO's actual revenues and expenses in relation to the adopted operating and capital budgets for the fiscal year.

This staff report is the web-accessible companion document to the attached PowerPoint presentation titled "Year to Date Monthly Financial Report as of January 31, 2022."

Staff recommends that the Board accept and file the attached report.

III. DISCUSSION/BACKGROUND

Below are the written explanations of the various charts and graphs in the attached Year to Date Monthly Financial Report as of January 31, 2022. The fiscal year has elapsed 58%.

Slide 1

(Cover) Year to Date Monthly Financial Report as of January 31, 2022

Slide 2

January 2022 Key Financial Highlights

- Service
 - Fixed Route (inc Hwy 17) Cost per Revenue Service Hour is \$266 vs Budget of \$373
 - Seven canceled trips, all due to not having Bus Operators
 - ParaCruz Cost per Trip is \$95 vs Budget of \$108
 - Non-Student/Hwy 17 Passengers is 92,341 vs Budget of 113,293
- Financials (excluding all COVID related revenue/costs)

- Revenue of \$3.1M is \$0.2M favorable to budget due to Sales Tax revenues
- Expenses of \$4.5M is \$0.4M favorable to budget due to lower Wages/Fringe from vacant positions partially offset by increased Bus Operator OT costs
- Net Operating Deficit of \$1.4M is \$0.6M favorable to budget
- Capital
 - Capital spend of \$20K is \$4,151K lower than budget of \$4,171K
 - Acceptance of six Gillig buses was completed, and invoice will be paid in February
- Personnel
 - 285 Active Personnel vs 321 Funded Personnel
 - 36 Vacancies at end of January, 25 related to Paratransit and Bus Operators
 - Recruitment on three vacancies (Revenue Acct Program Manager, Purchasing Manager, Dispatch/Scheduler) have been completed
 - A class of 3 Operators was started in January; next class of 10 is anticipated for April or June

Slide 3

(Cover) January 2022, YTD Pre-Close Financials

Slide 4

January 31, 2022 Monthly Operating Revenue and Expenses

- Operating Revenues, net favorable by \$171K - due to higher Sales Tax revenues
 - Passenger Fares – unfavorable by \$20K
 - Sales Tax/including Measure D – favorable by \$189K
 - All Other Revenues – favorable by \$2K
- Operating Expenses, net favorable by \$427K - due to lower labor/fringe costs as a result of vacant positions and extended unpaid leaves of absence; partially offset by higher OT costs
 - Labor Regular – favorable by \$345K
 - Labor OT – unfavorable by \$173K
 - Fringe Benefits – favorable by \$158K
 - Non-Personnel - favorable by \$97K

- Bus Replacement Fund – higher by \$25K due to increased Measure D sales tax revenues
 - Bus Replacement Fund – \$3M annual commitment from Measure D sales tax (\$2.2M) and STA-SGR (\$0.8M)
- Operating Balance – favorable by \$573K

Slide 5

January 31, 2022 YTD Operating Revenue and Expenses

- Operating Revenues, net favorable by \$10,083K – due to higher Sales Tax revenues and unbudgeted COVID related grants
 - Passenger Fares - unfavorable by \$152K
 - Sales Tax/including Measure D – favorable by \$3,277K
 - Federal/State Grants – unfavorable by \$369K
 - COVID Relief Grants – favorable by \$7,254K
 - All Other Revenues – favorable by \$73K
- Operating Expenses, net favorable by \$2,139K – due to lower labor/fringe costs as a result of vacant positions and extended unpaid leaves of absence; partially offset by higher OT
 - Labor Regular – favorable by \$1,788K
 - Labor OT – unfavorable by \$951K
 - Fringe Benefits – favorable by \$1,235K
 - Non-Personnel – favorable by \$67K
- Bus Replacement Fund – higher by \$428K due to increased Measure D sales tax revenues
 - Bus Replacement Fund – \$3M annual commitment from Measure D sales tax (\$2.2M) and STA-SGR (\$0.8M)
- Operating Balance – favorable by \$11,794K

Slide 6

January YTD FY22 Revenue Actual vs. Budget

- Actuals are \$10.1M higher than budget
 - Passenger Fares – lower by \$152K, Ridership is still below pre-pandemic levels, but is slowly recovering
 - Sales Tax Revenue (including Measure D) – higher by \$3,277K due to higher than anticipated receipts

- Federal/State Grants – lower by \$369K as a result of lower FTA 5307/STIC grant payments
- COVID Relief Grants – higher by \$7,254K due to Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) drawdown
- All Other Revenues – higher by \$73K

Slide 7

January YTD FY22 Expense Actual vs. Budget

- Actuals are \$2.1M lower than budget
 - Labor, Regular – lower by \$1,788K, due to funded/vacant positions
 - Labor, OT – higher by \$951K, increased overtime for Bus Operators
 - Fringe Benefits – lower by \$1,235K due to retirement and medical insurance savings from funded/vacant positions
 - Non-Personnel – lower by \$67K

Slide 8

(Cover) Capital Spending & Project Completion

Slide 9

January 31, 2022 Capital Budget Spend

Total Capital Projects spending month to date is \$20K against budget of \$4,171K

- Construction Related Projects – credit of \$2K against budget of \$1K
- IT Projects – no spending, against budget of \$12K
- Facilities Repair & Improvements – no spending, no budget
- Revenue Vehicle Replacement – spending of \$22K, against budget of \$4,158K
- Revenue Vehicle Electrification Projects – no spending, no budget
- Non-Revenue Vehicle Replacement – no spending, no budget
- Fleet & Maintenance Equipment – no spending, no budget
- Miscellaneous – no spending, no budget

Total Capital Projects spending year to date is \$814K against budget of \$6,006K, which is 6.0% of \$13,665K annual budget, approved in June 2021

- Construction Related Projects – spending of \$42K against budget of \$14K, which is 6.3% of \$672K annual budget
- IT Projects – spending of \$49K against budget of \$142K, which is 8.9% of \$549K annual budget

- Facilities Repair & Improvements – spending of \$302K against budget of \$715K, which is 17.7% of \$1,709K annual budget
- Revenue Vehicle Replacement – spending of \$155K against budget of \$4,926K, which is 2.1% of \$7,351K annual budget
- Revenue Vehicle Electrification Projects – spending of \$63K, no budget, which is 2.3% of \$2,690K annual budget
- Non-Revenue Vehicle Replacement – spending of \$32K against budget of \$96K, which is 12.8% of \$250K annual budget
- Fleet & Maintenance Equipment – spending of \$48K against budget of \$45K, which is 38.4% of \$125K annual budget
- Miscellaneous – spending of \$123K against budget of \$68K, which is 38.6% of \$319K annual budget

January spending of \$20K is driven by monthly lease payment on three buses
YTD Spending of \$814K is behind budget for the fiscal year primarily due to cancelation of AVL/ITS contract and payment for six CNG buses that will be completed in February

Slide 10

(Cover) Questions?

IV. STRATEGIC PLAN PRIORITIES ALIGNMENT

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

V. FINANCIAL CONSIDERATIONS/IMPACT

Favorable budget variances in Operating Revenues and Expenses contribute to favorable budget variance in Operating Balance, Year to Date as of January 31, 2022.

VI. CHANGES FROM COMMITTEE

Updating Key Financial Highlights slide with January Non-Student/Hwy 17 passengers.

VII. ALTERNATIVES CONSIDERED

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

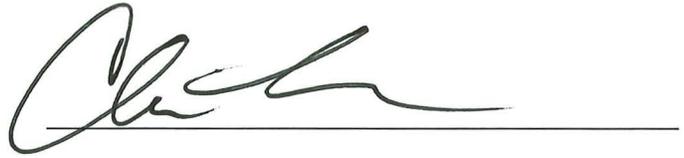
VIII. ATTACHMENTS

Attachment A: Year to Date Monthly Financial Report as of January 31, 2022 Presentation

Prepared by: Cathy Downes, Sr. Financial Analyst

IX. APPROVALS

Chuck Farmer,
Chief Financial Officer



Dawn Crummie,
Interim CEO/General Manager





Year to Date Monthly Financial Report as of January 31, 2022

Board of Directors

February 25, 2022

Chuck Farmer, Chief Financial Officer

January 2022 Key Financial Highlights

<p>Service</p>	<ul style="list-style-type: none"> • Fixed Route (including Hwy 17) Cost per Revenue Service Hour is \$266 vs Budget of \$373 <ul style="list-style-type: none"> • Seven canceled trips, all due to not having Bus Operators • ParaCruz Cost per Trip is \$95 vs Budget of \$108 • Non-Student/Hwy 17 Passengers is 92,341 vs Budget of 113,293
<p>Financials*</p>	<ul style="list-style-type: none"> • Revenue of \$3.1M is \$0.2M favorable to budget due to Sales Tax revenues • Expenses of \$4.5M is \$0.4M favorable to budget due to lower Wages/Fringe due to vacant positions, partially offset by increased Bus Operator OT costs • Net Operating Deficit of \$1.4M is \$0.6M favorable to budget
<p>Capital</p>	<ul style="list-style-type: none"> • Capital spend of \$20K is \$4,151K lower than budget of \$4,171K • Acceptance of six Gillig buses was completed, and invoice will be paid in February
<p>Personnel</p>	<ul style="list-style-type: none"> • 285 Active Personnel vs 321 Funded Personnel • 36 Vacancies at end of January, 25 related to Paratransit and Bus Operators • Recruitment on three vacancies (Revenue Acct Program Manager, Purchasing Manager, Dispatch/Scheduler) have been completed • A class of 3 Operators was started in January; next class of 10 is anticipated for April or June

January 2022, Pre-Close Financials

January 31, 2022 Monthly Operating Revenue and Expenses

	<u>January 31, 2022</u>		Fav / (Unfav)
	Actual*	Budget	
Operating Revenue			
Passenger Fares	\$ 618	\$ 638	\$ (20)
Sales Tax/including Measure D	2,388	2,199	189
All Other	53	51	2
Total Revenue	\$ 3,059	\$ 2,888	\$ 171
Operating Expense			
Labor - Regular	\$ 1,232	\$ 1,577	\$ 345
Labor - OT	256	83	(173)
Fringe	2,200	2,358	158
Non-Personnel	801	898	97
Total OpEx	\$ 4,489	\$ 4,916	\$ 427
Operating Surplus/(Deficit) before Transfers	\$ (1,430)	\$ (2,028)	\$ 598
Transfers			
Bus Replacement Fund*	\$ (204)	\$ (179)	\$ (25)
Operating Surplus/(Deficit) after Transfers	\$ (1,634)	\$ (2,207)	\$ 573

- Revenues favorable due to higher Sales Tax revenues
- Expenses favorable due to lower labor/fringe costs as a result of vacant positions and extended unpaid leaves of absence; partially offset by higher OT
- Bus Replacement Fund higher due to increased Measure D sales tax revenues

* Bus Replacement Fund – Minimum \$3M annual commitment from Measure D sales tax (\$2.2M) and STA-SGR (\$0.8M)

10-3A.4

January 31, 2022

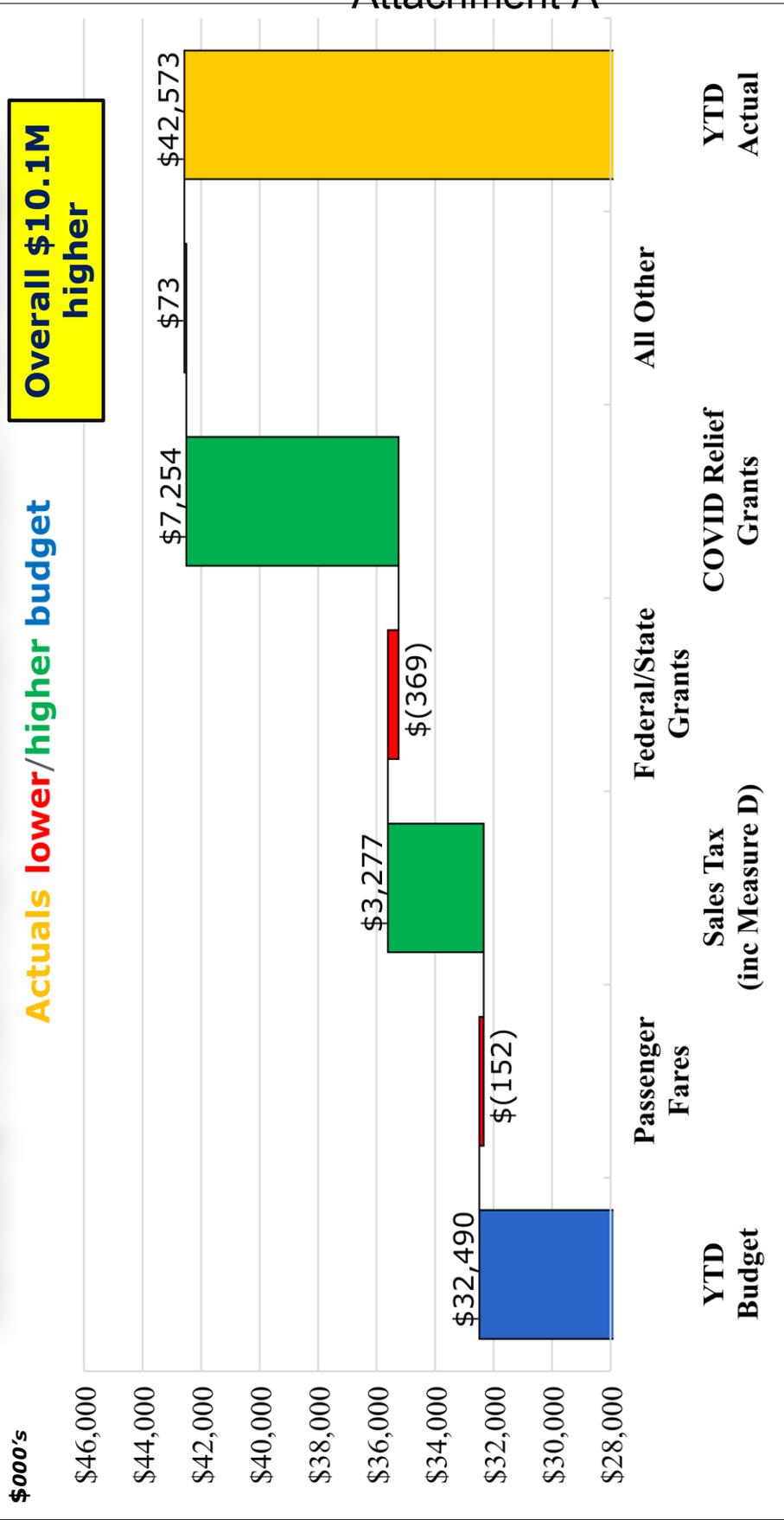
YTD Operating Revenue and Expenses

\$ 000's	<u>YTD as of January 31, 2022</u>	
	Actual*	Budget
	Fav /	(Unfav)
Operating Revenue		
Passenger Fares	\$ 4,395	\$ 4,547
Sales Tax/including Measure D	18,618	15,341
Federal/State Grants	11,891	12,260
COVID Relief Grants	7,254	-
All Other	415	342
Total Revenue	\$ 42,573	\$ 32,490
Operating Expense		
Labor - Regular	\$ 9,250	\$ 11,038
Labor - OT	1,633	682
Fringe	14,113	15,348
Non-Personnel	6,002	6,069
Total OpEx	\$ 30,998	\$ 33,137
Operating Surplus/(Deficit) before Transfers	\$ 11,575	\$ (647)
Transfers		
Bus Replacement Fund*	\$ (1,677)	\$ (1,249)
Operating Surplus/(Deficit) after Transfers	\$ 9,898	\$ (1,896)

- Revenues favorable due to continued higher Sales Tax revenues and unbudgeted COVID related grants
- Expenses favorable due to lower labor/fringe costs as a result of vacant positions and extended unpaid leaves of absence; partially offset by higher OT
- Bus Replacement Fund higher due to increased Measure D sales tax revenues

* Bus Replacement Fund - Minimum \$3M annual commitment from Measure D sales tax (\$2.2M) and STA-SGR (\$0.8M)

January YTD FY22 Revenue Actual* vs. Budget



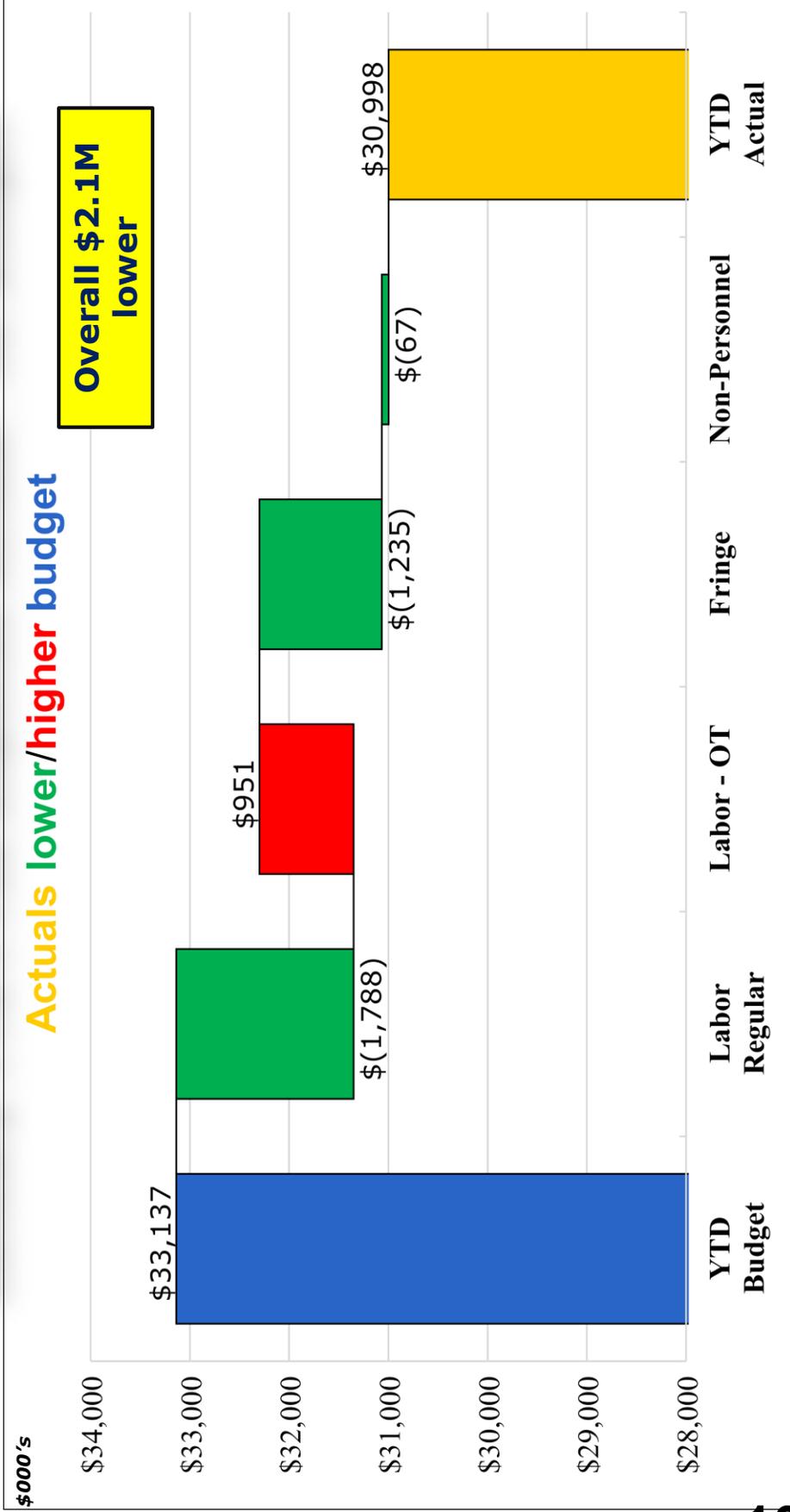
- Ridership is still below pre-pandemic levels, but is slowly recovering
- Sales tax higher than anticipated
- Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) drawdown

* Excludes Transfers

January YTD FY22 Expense Actual* vs. Budget

Actuals lower/higher budget

Overall \$2.1M lower



- Personnel and Fringe lower due to funded/vacant positions; partially offset by increased Bus Operator OT due to unfilled vacancies

10.3A.7

* Pre-close financials, subject to adjustments post close; includes COVID related costs

Capital Spending & Project Completion

10.3A.8

January 31, 2022

Capital Budget Spend

Project Category:	Month to Date		Year to Date		Full Year	
	Actuals*	Budget	Actuals*	Budget	Budget	% Spend
Construction Related Projects	\$ (2)	\$ 1	\$ 42	\$ 14	\$ 672	6.3%
IT Projects	-	12	49	142	549	8.9%
Facilities Repair & Improvements	-	-	302	715	1,709	17.7%
Revenue Vehicle Replacement	22	4,158	155	4,926	7,351	2.1%
Revenue Vehicle Electrification Projects	-	-	63	-	2,690	2.3%
Non-Revenue Vehicle Replacement	-	-	32	96	250	12.8%
Fleet & Maintenance Equipment	-	-	48	45	125	38.4%
Misc.	-	-	123	68	319	38.6%
Total	\$ 20	\$ 4,171	\$ 814	\$ 6,006	\$ 13,665	6.0%

1. January spending of \$20K is driven by monthly lease payment on three buses
2. YTD Spending of \$814K is behind budget for the fiscal year primarily due to cancelation of AVL/ITS contract and payment for six CNG buses that will be completed in February

10.3A.9

Questions?



DATE: February 25, 2022
TO: Board of Directors
FROM: Kristina Mihaylova, Finance Deputy Director
SUBJECT: ACCEPT AND FILE THE YEAR TO DATE KEY PERFORMANCE INDICATORS (KPI) REPORT FOR 2ND QUARTER FY22 THROUGH DECEMBER 31, 2021

I. RECOMMENDED ACTION

That the Board of Directors accept and file the Year to Date Quarterly KPI Report as of December 31, 2021

II. SUMMARY

- Santa Cruz Metropolitan Transit District (METRO) has established common Key Performance Indicators (KPIs).
- METRO's KPI Report is prepared quarterly in order to inform the Board of Directors regarding METRO's financial and operational performance.
- Staff recommends that the Board of Directors accept and file the attached report.

III. DISCUSSION/BACKGROUND

METRO has established common Key Performance Indicators (KPIs) to ensure that the organization is constantly monitoring and improving its performance. The KPIs are a set of quantifiable measures that the District can utilize to gauge its performance and determine if it is meeting its strategic and operational goals. Additionally, they would allow METRO to make data-driven decisions and work towards achieving its objectives by leveraging verified and carefully analyzed data, ultimately providing an improved service to our community.

The succeeding information will be discussed in further detail in Attachment A. KPIs are reported for six categories:

Financial Performance (Kristina Mihaylova)

Financial Performance KPIs evaluate how efficiently agencies use resources to meet travel demand within their budget constraints. Financial Performance measures are the most widely used measures for transit agencies, due in part to National Transit Database reporting requirements, which require transit agencies to annually report data on measures such as Farebox Recovery Ratio and Cost per Revenue Service Hour.

METRO's Farebox Recovery Ratio for the past three fiscal years and FY22 through Quarter 2 (July 2021 – December 2021) is presented on page 1 of Attachment A and demonstrates the ratio of passenger fares to total operating costs. The Farebox Recovery Ratio is an indication of how much of a transit agency's costs are covered by passenger fares and provides insight to the amount of non-passenger revenue (subsidy) needed to cover costs. Additionally, it allows the agency to compare cost-effectiveness within its own service.

Fixed Route and Commuter Cost per Revenue Service Hour (RSH) KPIs, presented on page 2 of Attachment A, depict the cost per hour of service and are measured to ensure that transit services are delivered efficiently through effectively tracking and minimizing costs. Significant increases in Quarter 4 (Q4) of FY20 through Quarter 4 (Q4) of FY21 are directly related to the global pandemic and the resulting cuts in revenue service hours, while the level of operating expenses is relatively stable. In Quarter 2 (Q2) of FY22 Cost per RSH is relatively stable with the exception of a slight spike in November due to an increase in expenses. A similar pattern is present in the Paracruz Cost per trip with costs decreasing in Q4 FY21 and into Q2 of FY22 as a result of an increase in Paratransit trips. This metric is also on page 2 of Attachment A.

Productivity (John Urgo)

Performance measures presented in this category are indicators of productivity and provide valuable insights regarding type of ridership; locations, route productivity, as well as seasonal fluctuations in ridership and routes.

Currently, all Productivity metrics reflect the plummet in ridership in Q4 of FY20 as a result of the pandemic. As shelter-in-place has ended and Santa Cruz County is opening up again, METRO's ridership is slowly increasing as seen in metrics throughout FY21 and into Q2 of FY22. UCSC and Cabrillo ridership, however, has remained low. It's important to note that while there are significant increases seen in UCSC and Cabrillo ridership in Q2 of FY22 compared to Q2 of FY21, the overall ridership is still significantly lower than the pre-pandemic numbers in Q2 of FY20. Ridership in Q2 of FY22 is down 50% and 81% for UCSC and Cabrillo, respectively, compared to Q2 of FY20.

The Productivity KPIs listed below are discussed in more details on pages 3 to 6 of Attachment A and clearly depict the impact of COVID-19 on transit ridership:

- Total Ridership per Hour for FY20, FY21, and FY22
- Total Ridership for FY20, FY21, and FY22
- Highway 17 Ridership for FY20, FY21, and FY22
- UCSC Ridership for FY20, FY21, and FY22
- Cabrillo Ridership for FY20, FY21, and FY22
- Local Ridership for FY20, FY21, and FY22
- FY22 Total Average Passengers per Hour by Route

Risk Management & Safety (Curtis Moses)

Safety KPIs aid safety teams in tracking and determining progress on specific objectives, and evaluate protocols. Safety performance is commonly tracked at transit agencies for NTD reporting and OSHA requirements.

METRO's Traffic Accidents for the past three fiscal years are presented on page 8 of Attachment A. Traffic accidents are tracked by a variety of causes including the location on the street and what kind of object the accident was with.

METRO's Passenger Incidents for the past three fiscal years are presented on page 9 of Attachment A. Passenger Incidents are recorded by what period of the trip the incident occurred, while boarding the bus, while on board the bus, or while descending the bus.

As of Q2 of FY22, METRO's Traffic Accidents involving fixed objects continue to decrease due to retraining and safety communication while METRO's Passenger Incidents are decreasing as well due to increased signage.

- Traffic Accidents for FY20, FY21, and FY22 presented on page 7 of Attachment A
- Passenger Incidents for FY20, FY21, and FY22 presented on page 8 of Attachment A

Reliability (Eddie Benson)

Reliability KPIs assess the quality of the agency's vehicles, and help fleet maintenance staff to run the department as efficiently as possible.

The Mean Distance between Chargeable Road Calls is a transit industry standard that measures the mechanical reliability of an agency's fleet by tracking the mean distance between bus breakdowns or failures. It is an important measure of the success of the agency's maintenance department and the investment in newer busses, which are less prone to maintenance issues. Additional definitions, information pertaining to KPIs listed below, as well as implemented steps to improve performance are presented on pages 9, 10, and 11 of Attachment A.

Currently, mean miles between chargeable road calls has been consistent in Q2 of FY22 for both Fixed Route (Local) and Highway 17. There was a slight uptick in chargeable road calls in November for Fixed route, while Highway 17 only had two chargeable road calls during Q2. On the whole, mileage between chargeable road calls has improved due to the fact that mileage is increasing while the number of road calls has remained relatively steady.

For ParaCruz, miles between chargeable road calls had a large decline starting in April of FY20 as a result of the shelter-in-place. The number of miles were reduced nearly in half, while the number of road calls remained the same,

resulting in a decrease of mean miles between chargeable road calls in Q4 of FY20 through Q4 of FY21. In Q1 and Q2 of FY22, ParaCruz mileage between chargeable road calls has been steadily increasing with more trips and consistent road calls.

- Mean Miles Between Chargeable Road Calls for FY20, FY21, and FY22–Fixed Route are presented on page 9 of Attachment A
- Mean Miles Between Chargeable Road Calls for FY20, FY21, and FY22–Highway 17 are presented on page 10 of Attachment A
- Mean Miles Between Chargeable Road Calls for FY20, FY21, and FY22–ParaCruz are presented on page 11 of Attachment A

Dependability (Margo Ross)

Service Dependability measures evaluate the quality of passenger's day-to-day experiences using transit, such as service reliability. Additionally, they allow agencies to pinpoint the key reasons behind cancelled trips, such as lack of manpower, road calls, traffic accidents, and traffic congestion, and embark on corrective actions.

In Q2 of FY22 the cancelled trips were dispersed amongst all regions of service including: UCSC & Westside, Highway 17, Scotts Valley & SLV, Local WV, Cabrillo & S. County, and Live Oak. The all of the cancelled trips happened in October and were primarily due to staffing shortages.

Since March of FY20 the number of pass-ups has been tracked and recorded. This metric allows METRO to improve service by honing in on the different reasons why pass-ups occur and working on ways to reduce those numbers. Pass-up reasons vary from excess luggage and no fare, to no mask and full bus.

The following Cancelled Trips and Pass-ups KPIs are depicted and discussed in more details on pages 12 and 13 of Attachment A, respectively.

- Cancelled Trips by Region for Q2 FY22
- Cancelled Trips by Cause for Q2 FY22
- Pass-ups by Month for March FY20 through December FY22
- Pass-ups by Cause for March FY20 through December FY22

IV. STRATEGIC PLAN PRIORITIES ALIGNMENT

This report pertains to METRO's Financial Stability, Stewardship & Accountability and will assist in management's effort to continuously improve the performance of the agency.

V. FINANCIAL CONSIDERATIONS/IMPACT

None.

VI. CHANGES FROM COMMITTEE

None.

VII. ALTERNATIVES CONSIDERED

- There are no alternatives to consider, as this is an accept and file KPI Report as of December 31, 2021

VIII. ATTACHMENTS

Attachment A: KPI Report as of December 31, 2021

Attachment B: KPI Presentation as of December 31, 2021

Prepared by: Caitlin Nelson, Financial Analyst

IX. APPROVALS

Approved as to fiscal impact:
Chuck Farmer, CFO



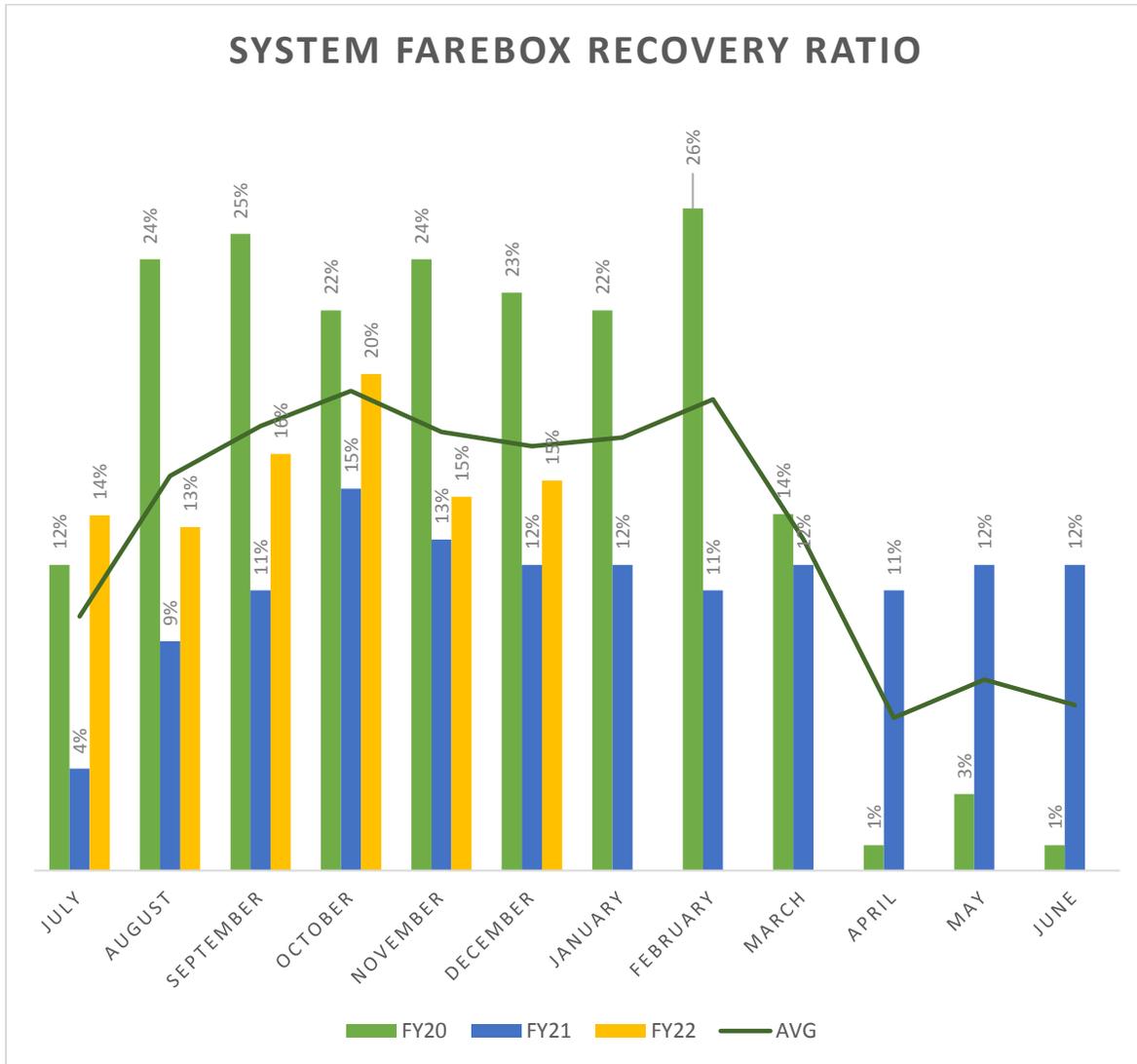
Dawn Crummié,
Interim CEO/General Manager



Attachment A

KPI Report as of December 31, 2021

I. Financial Performance

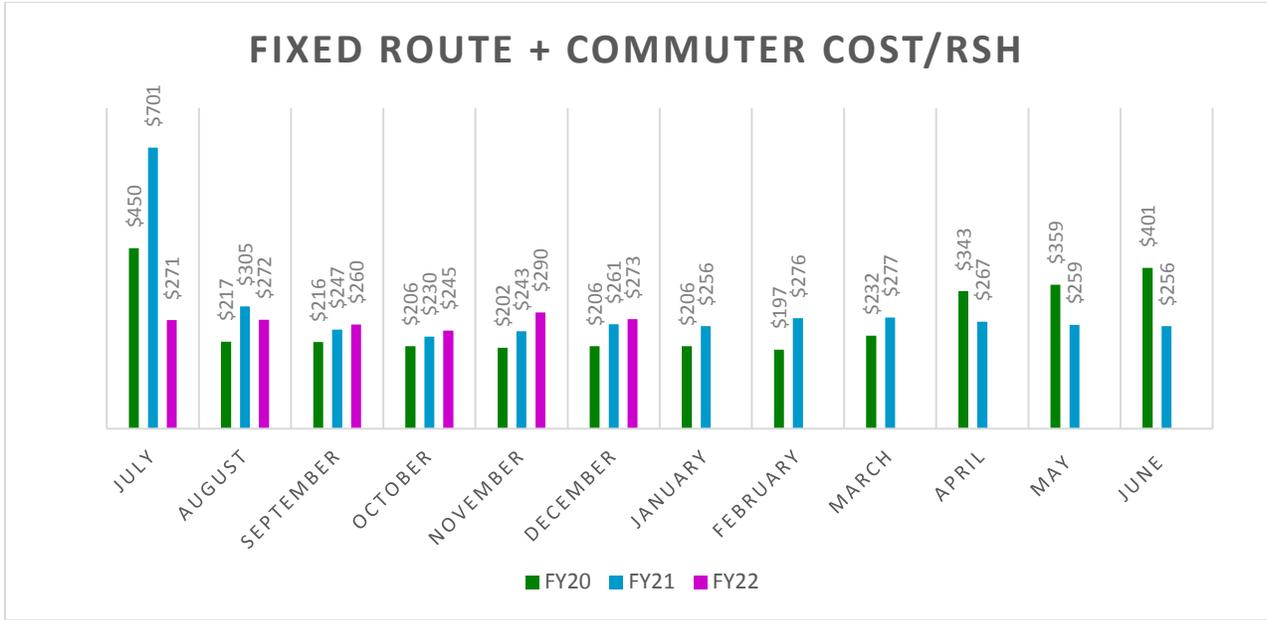


Above we have Santa Cruz METRO’s System Farebox Recovery Ratio over the past three fiscal years. Our Farebox Recovery Ratio demonstrates the ratio of passenger fares to total operating costs. The Farebox Recovery Ratio is an indication of how much of a transit agency’s costs are covered by passenger fares and provides insight to the amount of non-passenger revenue (subsidy) needed to cover costs. Additionally, it allows the agency to compare cost-effectiveness within its own service.

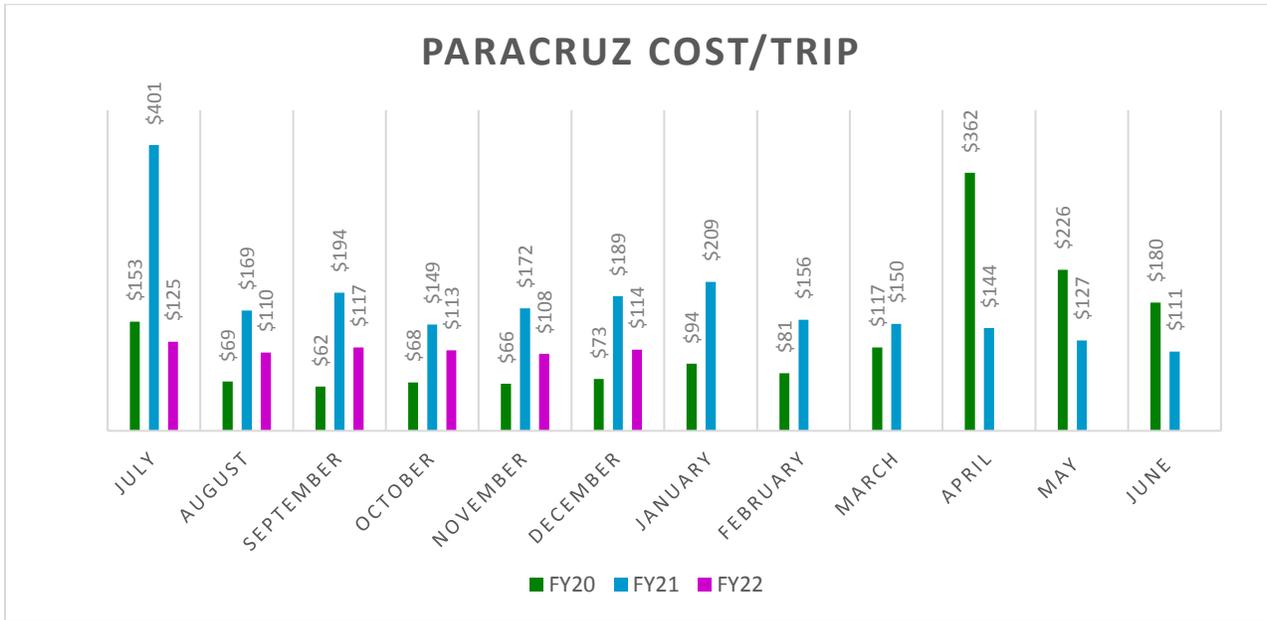
In Q2 of FY22 the System Farebox Recovery Ratio, increased compared to Q2 of FY21. Farebox recovery peaked in October at 20% primarily due to a quarterly contract payment from Cabrillo, boosting revenue for the month; November and December fell back to 15%. The current ratio is still below the average 23% in Q2 of FY20, before the pandemic outbreak.

Attachment A

KPI Report as of December 31, 2021



Above is Santa Cruz METRO’s Fixed Route and Commuter Cost/Revenue Service Hours (RSH). The cost per RSH shows the cost per hour of service. In Q2 FY22 costs have remained relatively steady and consistent with trends from prior years. There is a spike in cost per RSH in November due to increase expenses, primarily in Professional & Technical Services and Temporary Help.



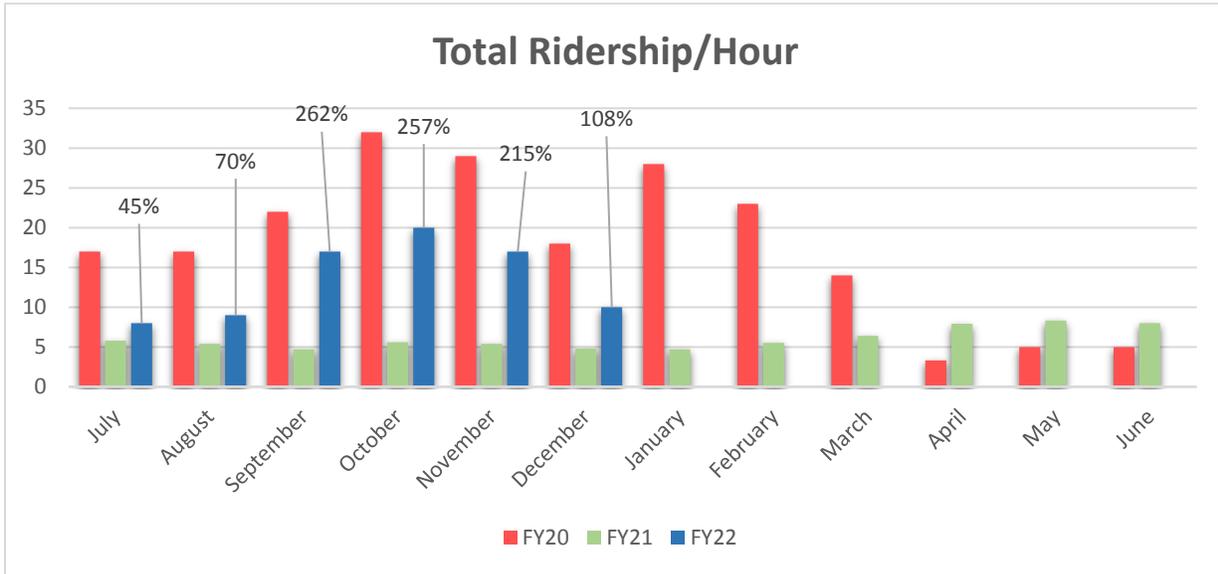
Above is ParaCruz’s cost per trip. ParaCruz cost per trip increased during the pandemic due to reduced trips while costs remained relatively fixed. As of Q2 FY22, cost per trip continues to decrease as ParaCruz trips increase and costs continue to remain relatively fixed.

Attachment A

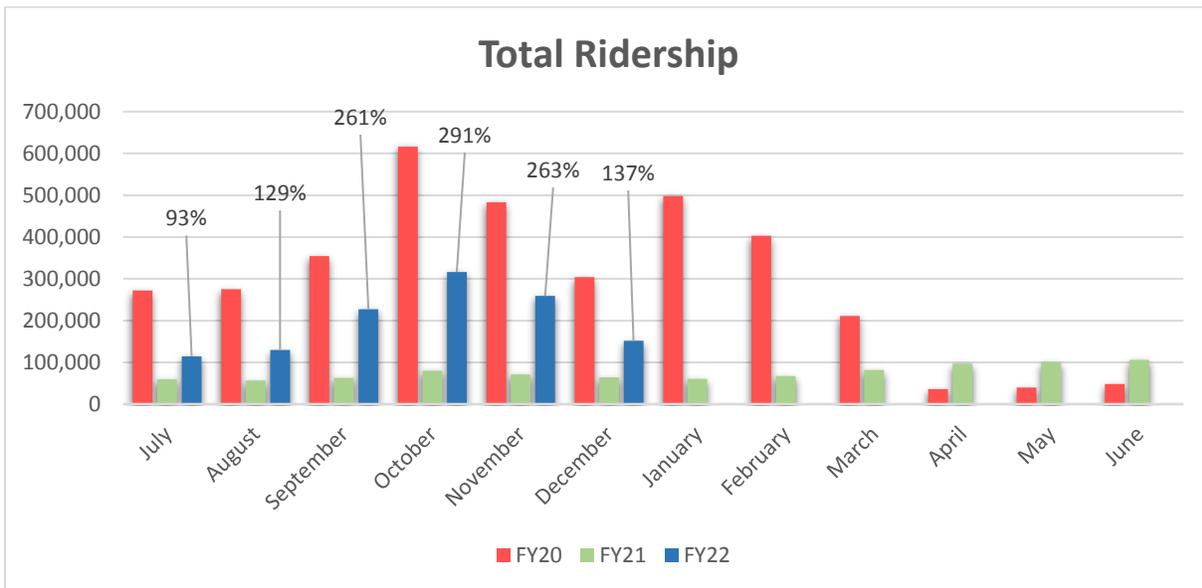
KPI Report as of December 31, 2021

II. Productivity

The next two graphs depict Total Ridership, both overall and per hour. It's important to note that while ridership continues to increase in Q2 of FY22 compared to Q2 of FY21, ridership is still approximately 40% down compared to Q2 of FY20, before the pandemic.



Total Ridership/Hour has gradually increased in Q2 of FY22. This increase is due to a number of factors, one of which being that UC Santa Cruz has resumed some in person classes, increasing overall ridership.

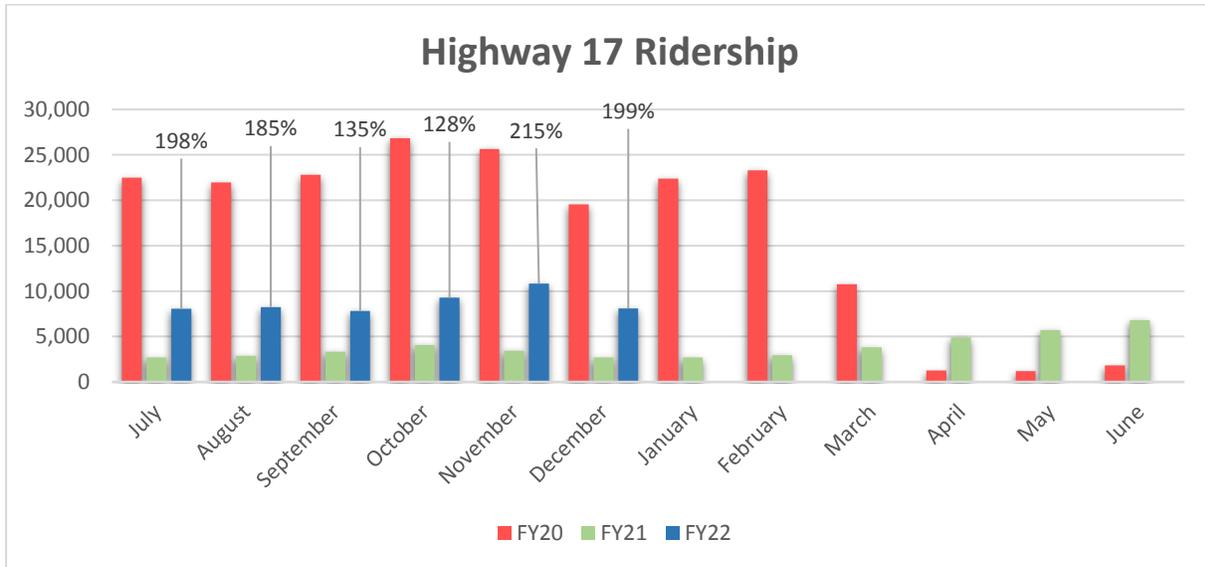


The graph above depicts Santa Cruz METRO's total ridership throughout each month. The seasonal trends of ridership related to school term service and holidays can be seen in monthly changes, like the spike in October in Q2 of FY22.

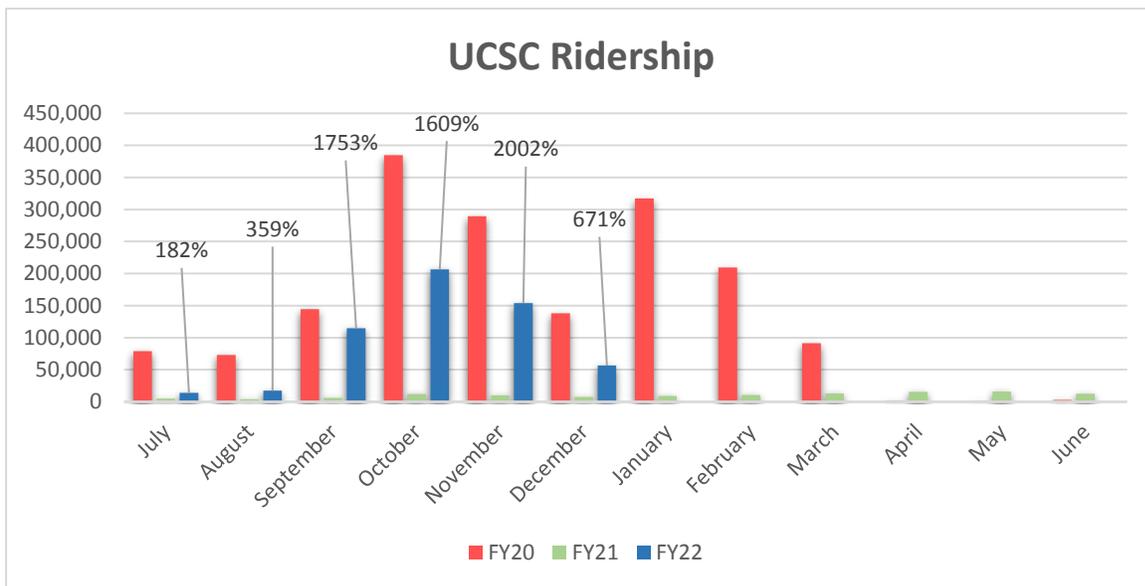
Attachment A

KPI Report as of December 31, 2021

The next four graphs breakdown the different areas of Santa Cruz METRO’s Ridership: Highway 17 Commuter Ridership, UC Santa Cruz Ridership, Cabrillo Ridership, and all other Non-Student patrons.



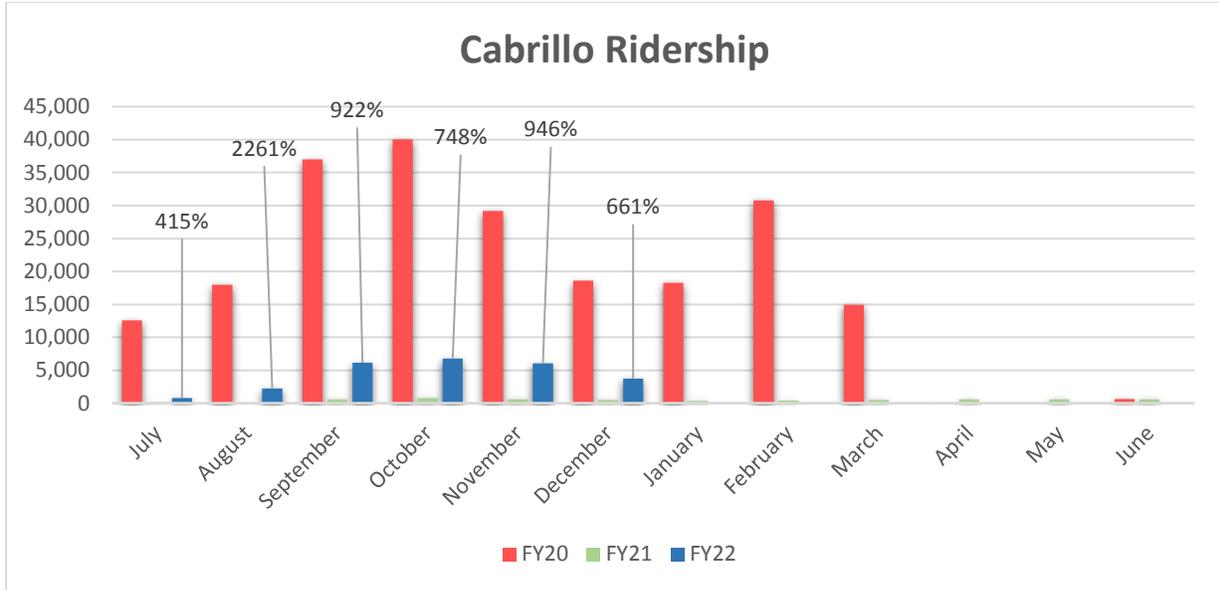
Total Hwy 17 ridership has maintained a steady increase into Q2 of FY22, with a slight decline in December that is consistent with seasonal trends in prior years. While Highway 17 ridership is up over 100% in FY22 compared to FY21, it is still approximately 60% down compared to FY20, pre-pandemic.



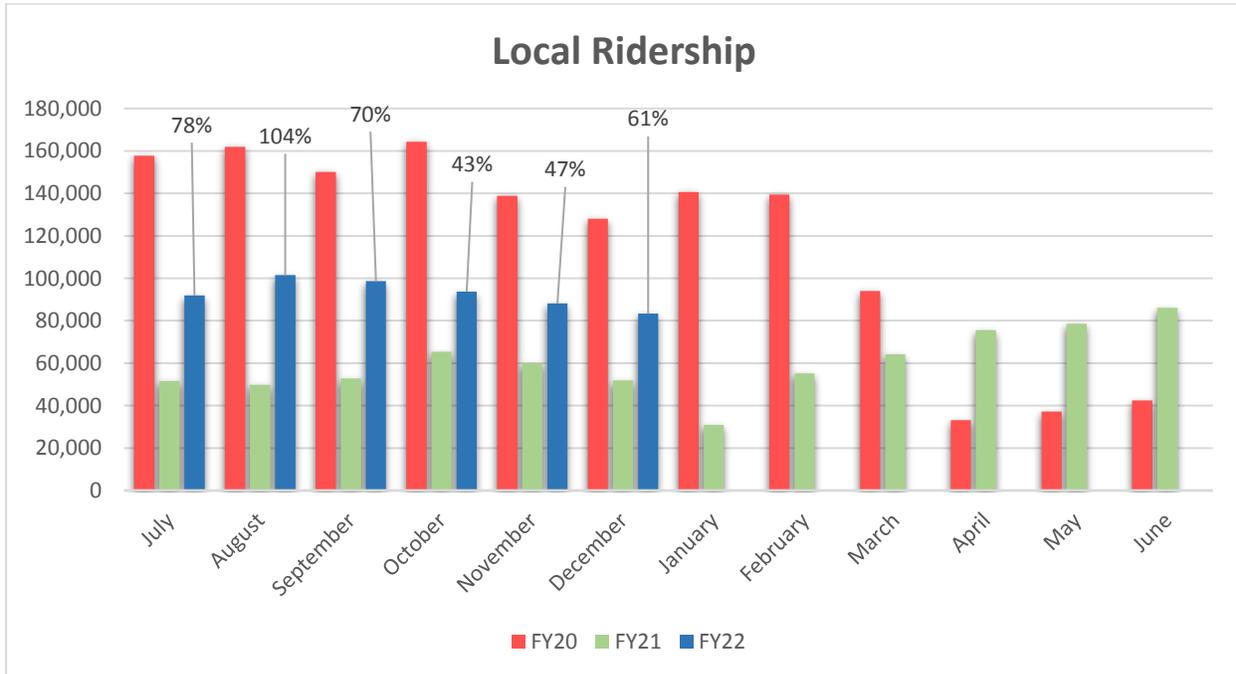
In FY22 Q2 ridership has increased significantly: in Q2 of FY21 UCSC ridership averaged around 10,000/month and in Q2 of FY22 it’s an average of 139,000. Ridership is still down 50% compared to Q2 of FY20, pre-pandemic.

Attachment A

KPI Report as of December 31, 2021



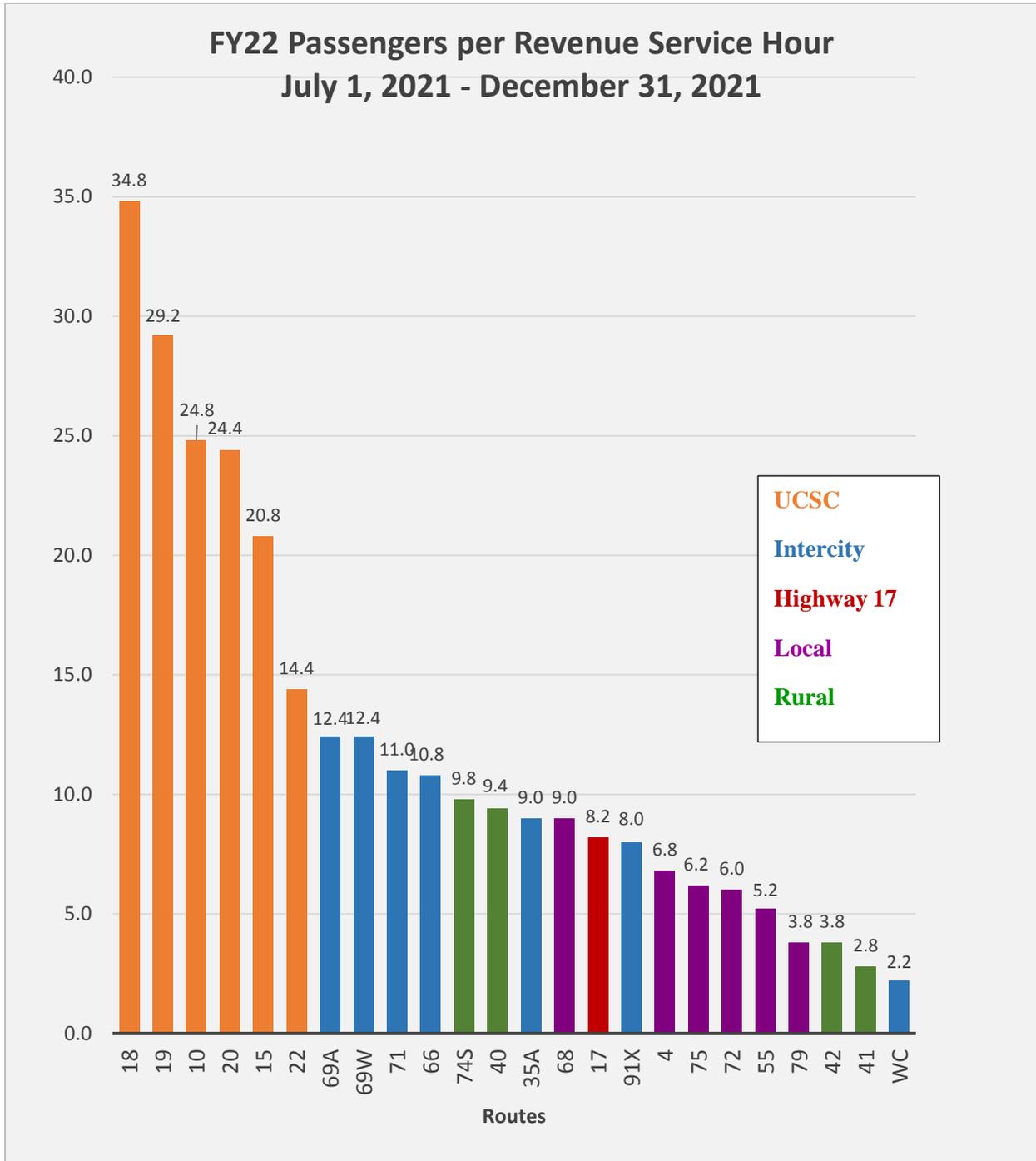
Cabrillo ridership dramatically decreased when the community college started online classes in March of FY20 but has been increasing in Q2 of FY22. In Q2 of FY21 Cabrillo ridership averaged around 600/month and in Q2 of FY22 it has jumped to an average of 5,000/month. Ridership is still down 81% compared to Q2 of FY20, pre-pandemic.



Local ridership has been increasing through Q2 of FY22, with a slight decline into December. This is consistent with the Holiday season and in prior years as well. Ridership is still down 38% compared to Q2 FY20, pre-pandemic.

Attachment A

KPI Report as of December 31, 2021

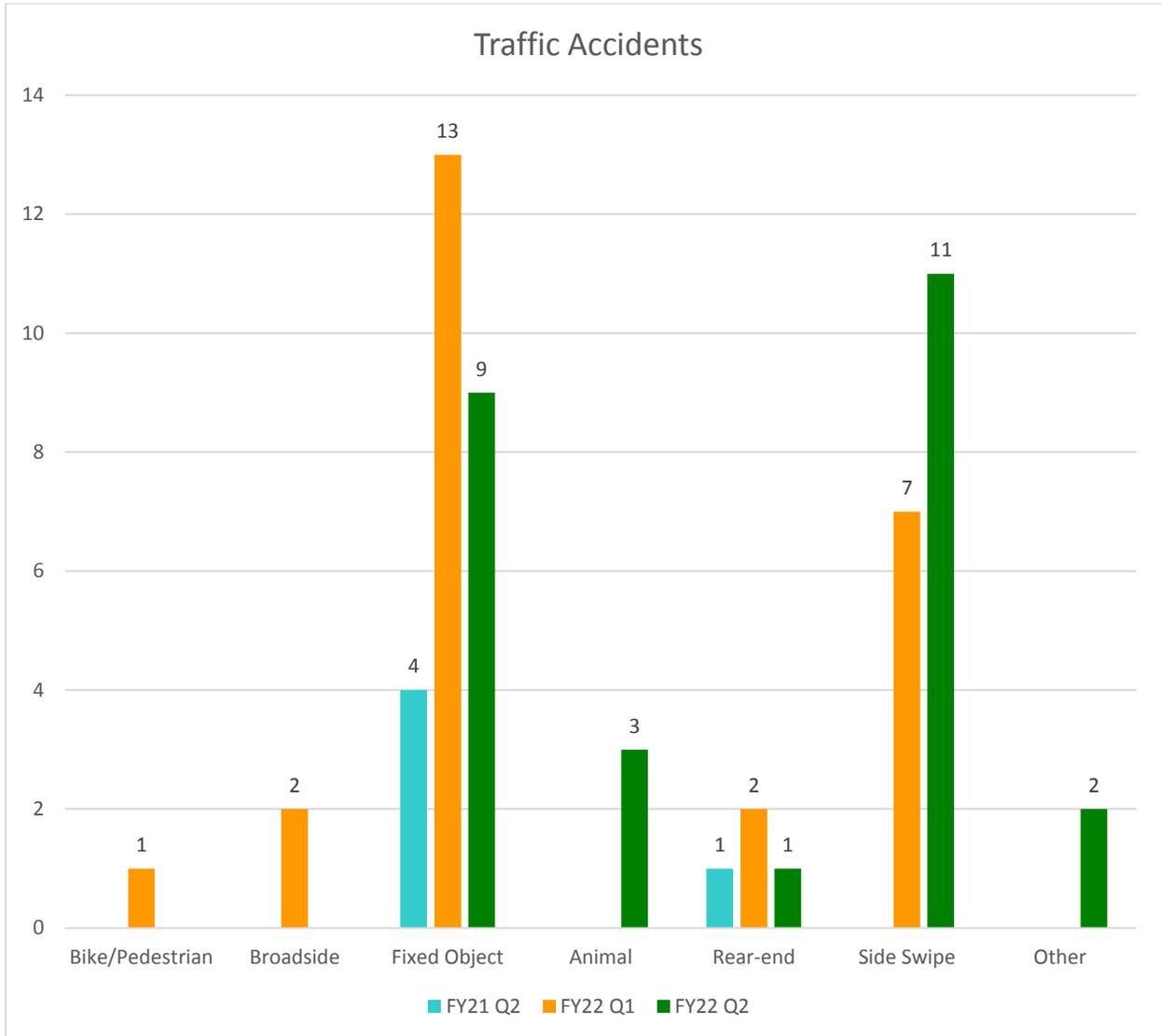


Above is the total annual average Passengers per Hour displayed by Route. This shows the productivity of each route as measured by passengers per hour. This ratio levels the playing field for Santa Cruz METRO’s smaller Local and Rural Routes which do not have as many Service Hours compared to the larger, high-volume UCSC Routes. Intercity routes often have lower passengers per hour outcome because they have fewer stops. In September 2021 UCSC started up in person classes again which affected UCSC routes in both Q1 and Q2 of FY22.

Attachment A

KPI Report as of December 31, 2021

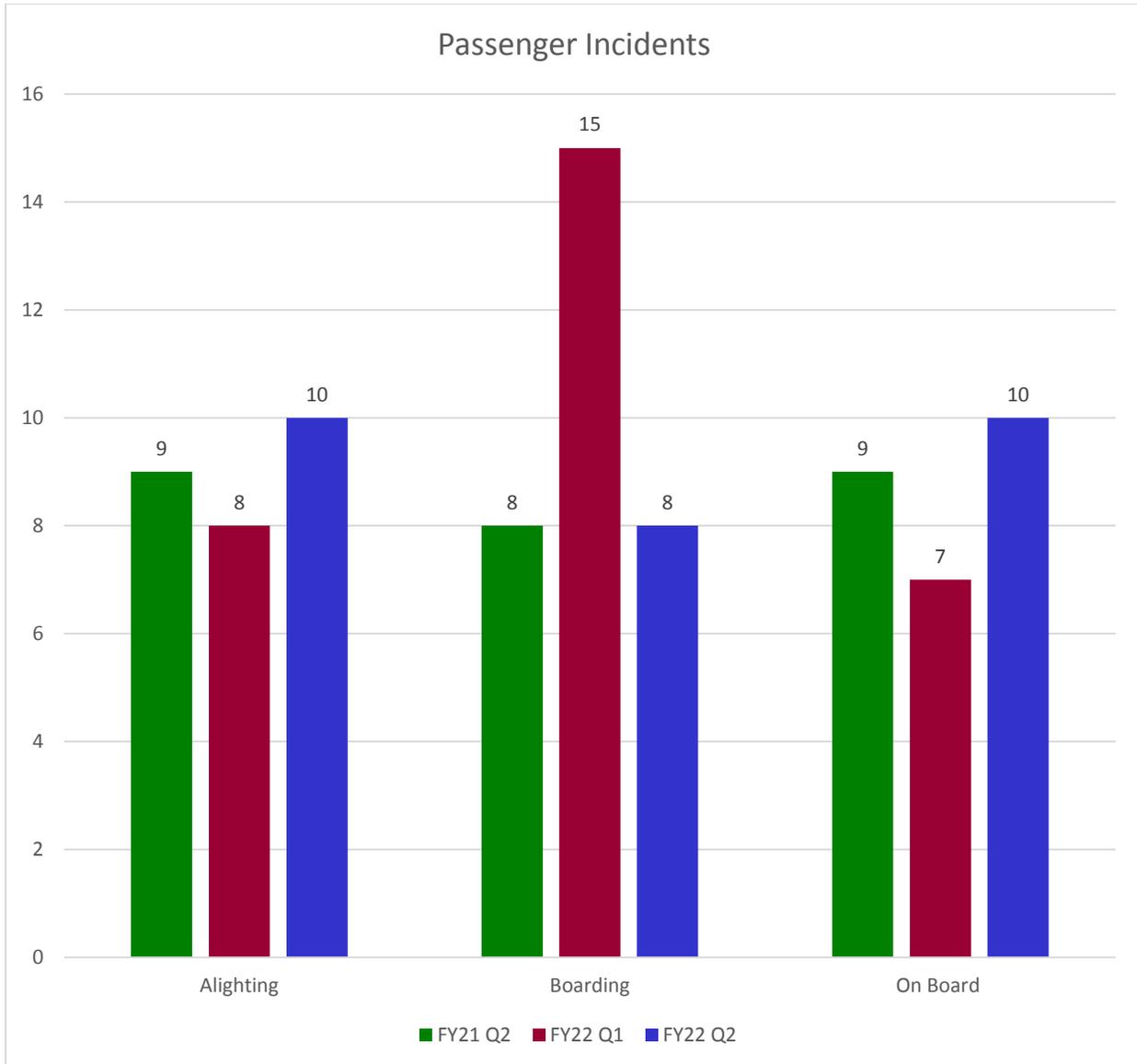
III. Risk Management & Safety



Traffic Collisions are broken down into different categories: in loading zones, in intersections, between intersections, with bicycles, with pedestrians, with other district vehicles, with the rear of the vehicle, with stationary objects, and other. This chart is for chargeable accidents excluding Broadside and Side Swipe. As of Q2 FY22 fixed objects continue to decrease due to retraining and safety communication. All ParaCruz chargeability incidents remain low; accidents are rare.

Attachment A

KPI Report as of December 31, 2021



Passenger Incidents are accidents with METRO passengers either while boarding a bus, on board a bus, or alighting (descending) a bus. All ParaCruz chargeability is unknown since their review board has been on hold during the pandemic. ADA status (whether or not the passenger incident was ADA-related) is not currently on operator reports but will be implemented soon.

The safety department reviews camera footage to gather data for any reported incident. As of Q2 FY22, The 4200 series buses continue to have fewer “slips, trips, and falls” after an increase in signage. All incidents are non-chargeable.

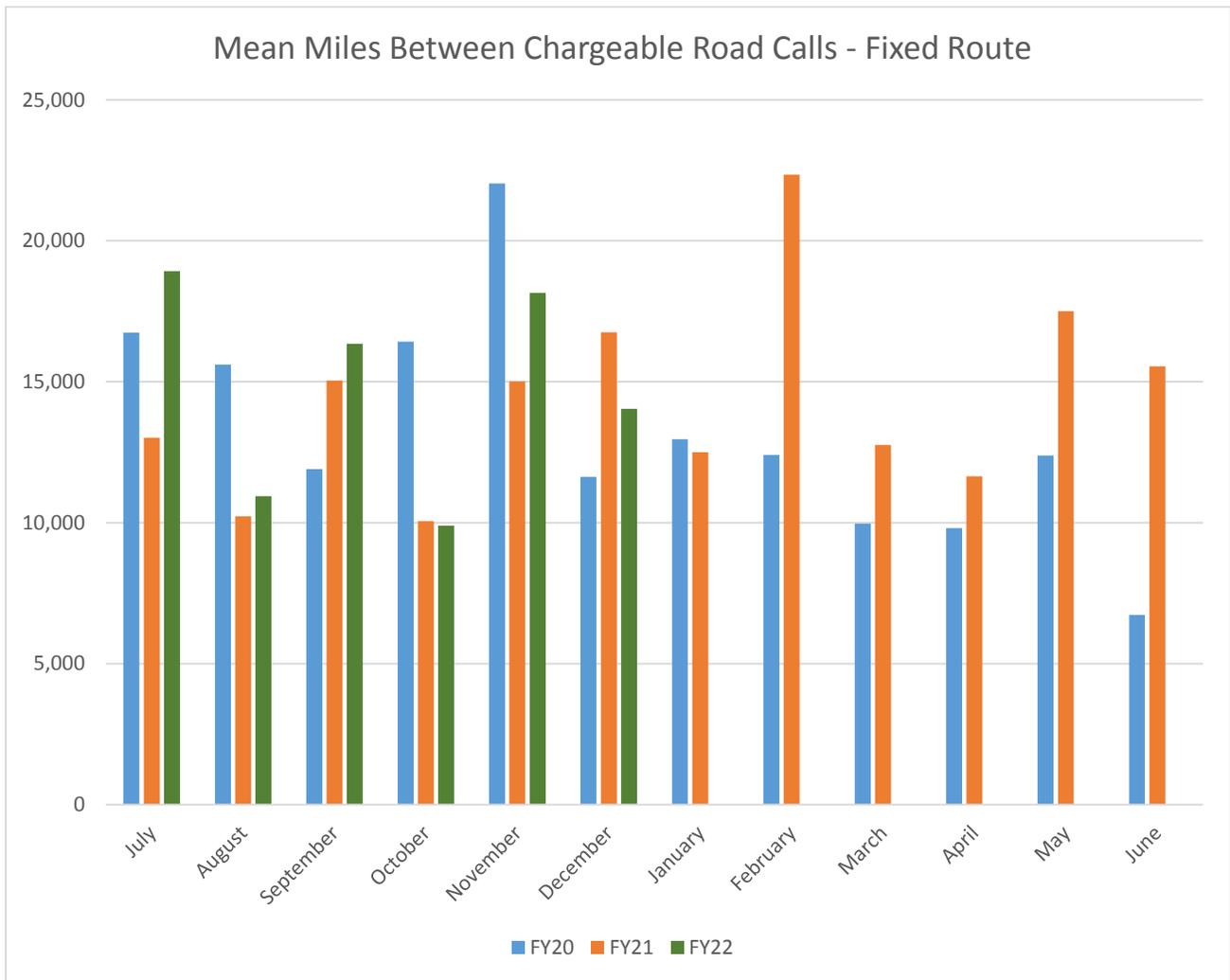
Attachment A

KPI Report as of December 31, 2021

IV. Reliability

A chargeable road call results from a mechanical failure. NTD defines major mechanical failures as failures that are the result of some mechanical element of the revenue vehicle and impedes the vehicle from completing or starting a scheduled revenue trip because actual movement is limited, or there are safety concerns. Some examples are breakdowns of brakes, doors, engine, cooling systems, steering, axels, and/or suspension.

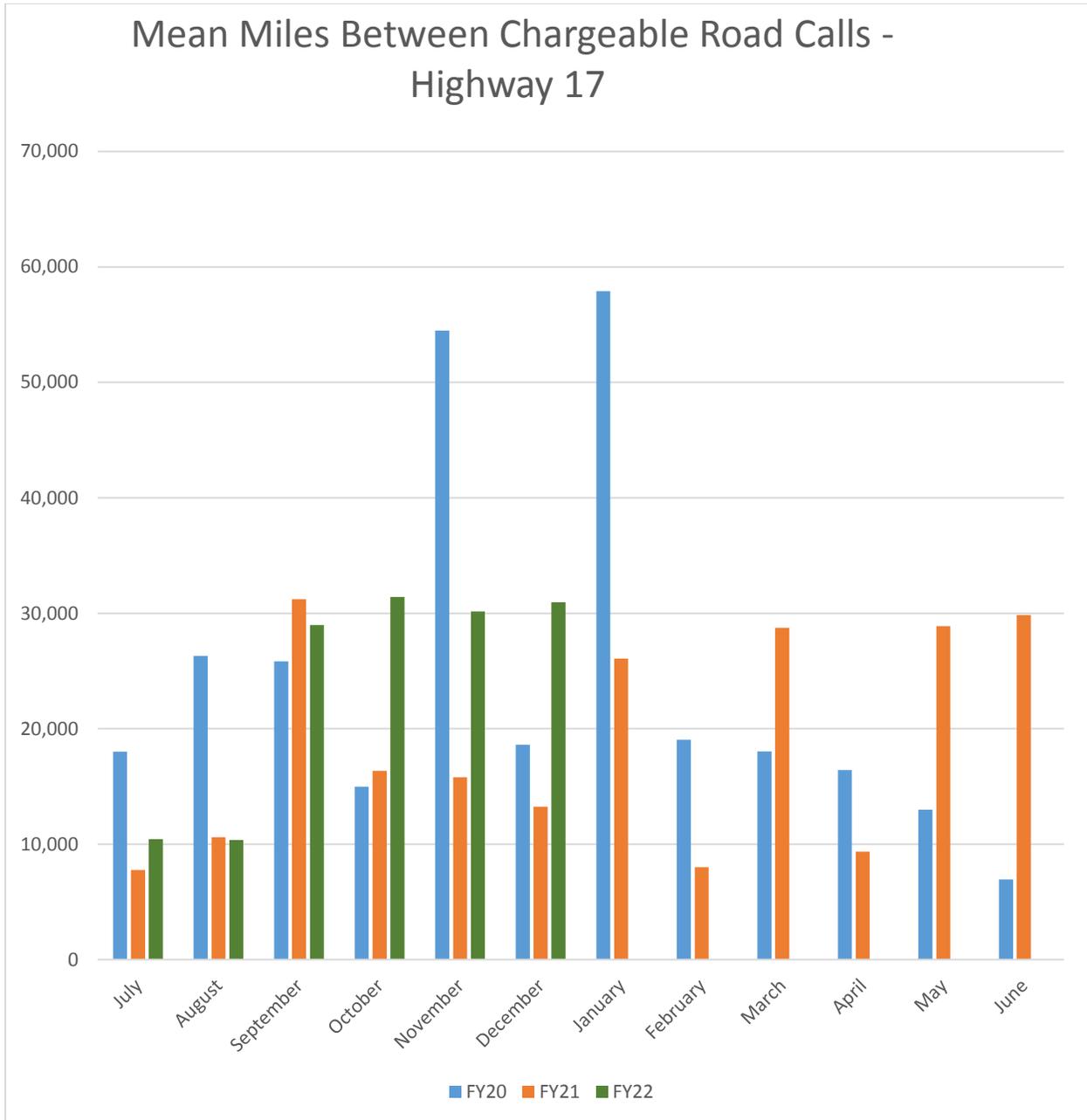
The mileage depicted is how many miles were run for the month divided by the number of Chargeable road calls in the month. This is an indicator of several things, including Santa Cruz METRO’s maintenance program, age of fleet, state of good repair, and fleet failures.



Above is the metric for mean miles between chargeable road calls for METRO’s Fixed Route (Local). Mileage is increasing while road calls vary by 1 or 2. Chargeable road calls in Q2 FY22 are 21, 11, and 14 for October, November, and December, respectively.

Attachment A

KPI Report as of December 31, 2021

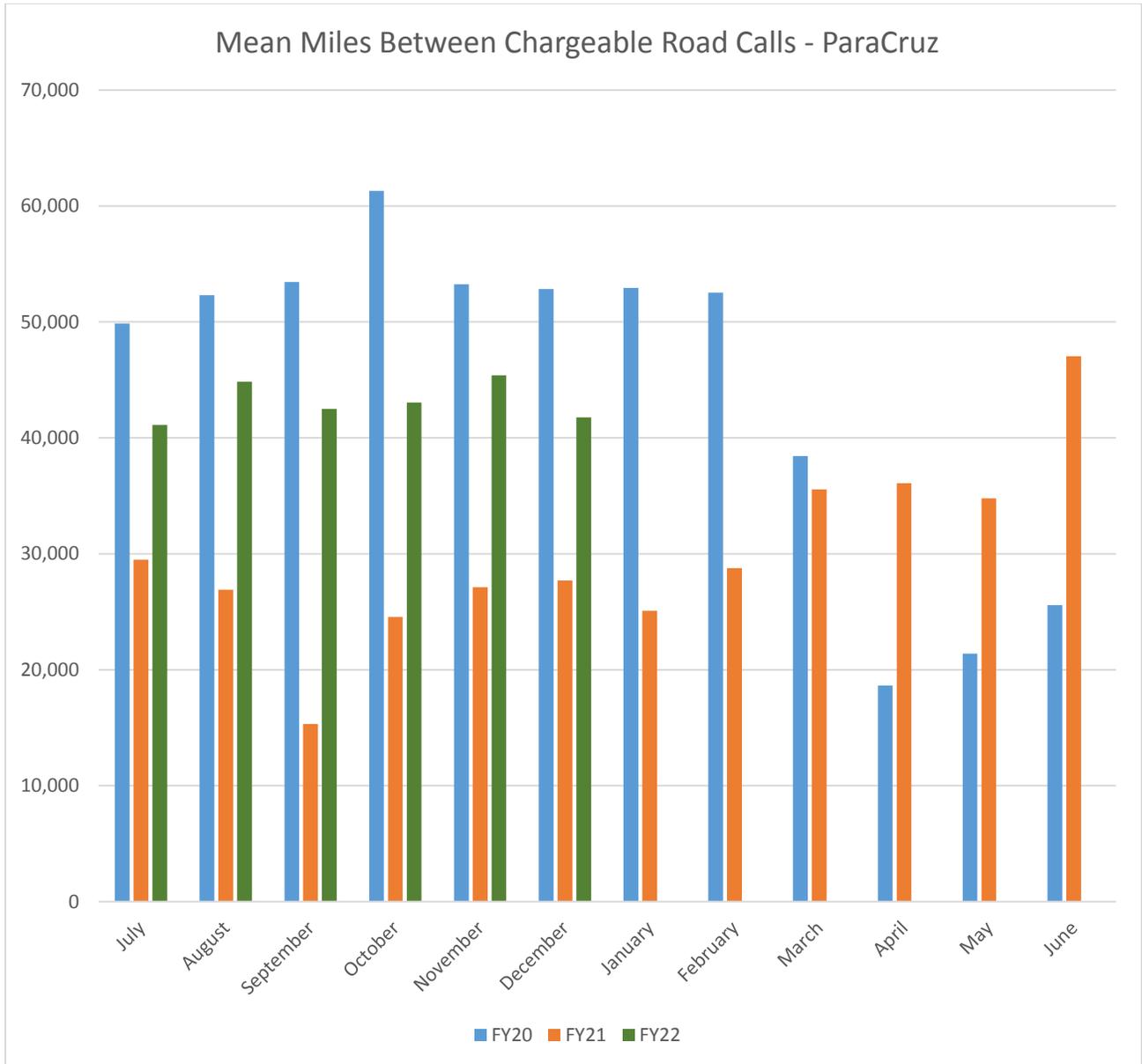


Above is the metric for mean miles between chargeable road calls for METRO’s Highway 17 commuter route. Commuter buses tend to perform better due to more highway miles, fewer stops, and the newer fleet which has less wear and tear.

Similar to Fixed Route, mileage has been increasing while road calls remain relatively the same, so the mean miles between chargeable road calls for Highway 17 has shown improvement. In Q2 FY22 there was 1 chargeable road call in October, none in November, and 1 in December for Highway 17.

Attachment A

KPI Report as of December 31, 2021

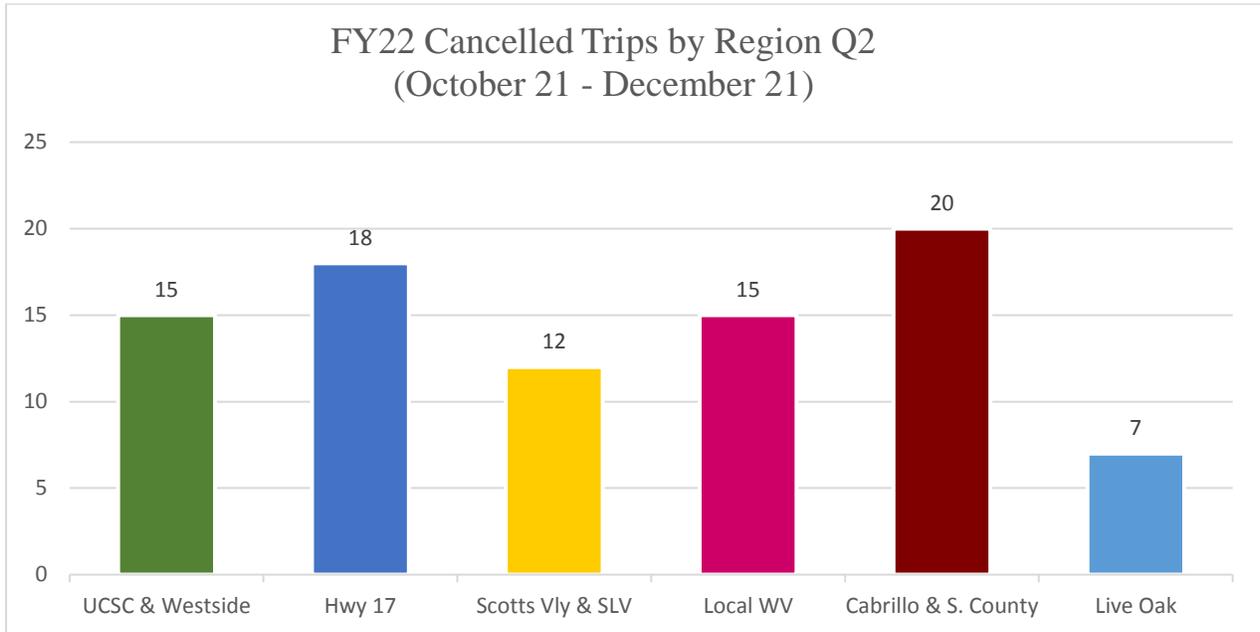


Above is the metric for mean miles between chargeable road calls for METRO’s ParaCruz vehicles. In April of FY20 the overall number of miles ran each month was abruptly cut nearly in half, compared to the number of miles ParaCruz would normally run prior to COVID-19. ParaCruz had 5 chargeable road calls in Q2 FY22, 1 in October and 3 in November, and 1 in December. While road calls have been low, ParaCruz mileage has been increasing with more trips, so mean miles between chargeable road calls have been increasing as well.

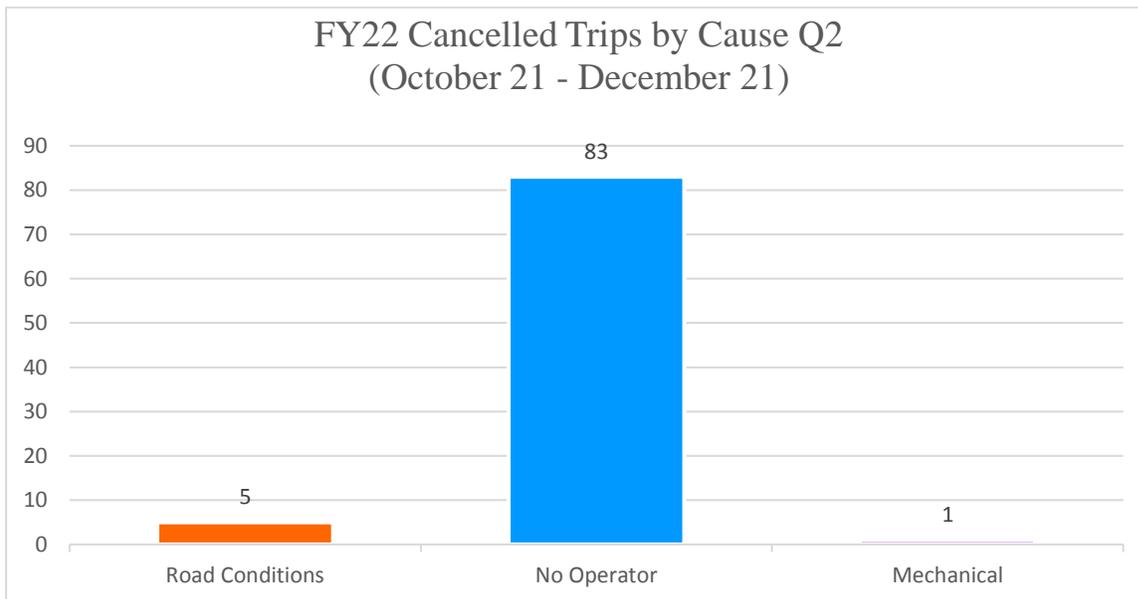
Attachment A

KPI Report as of December 31, 2021

V. Dependability



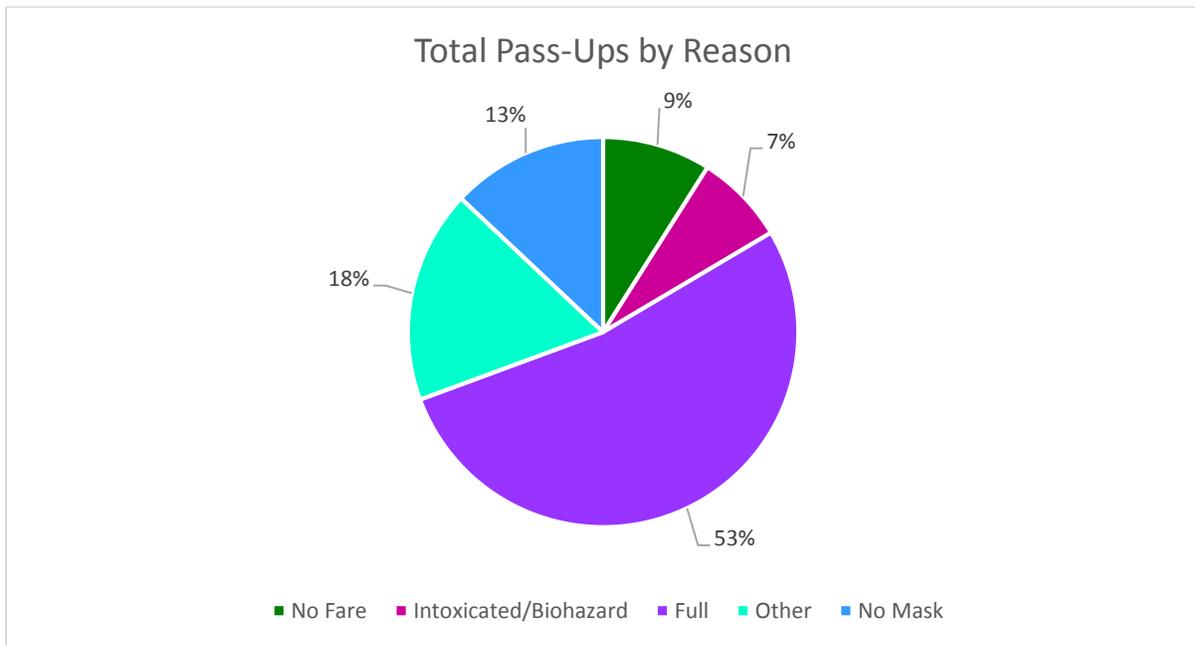
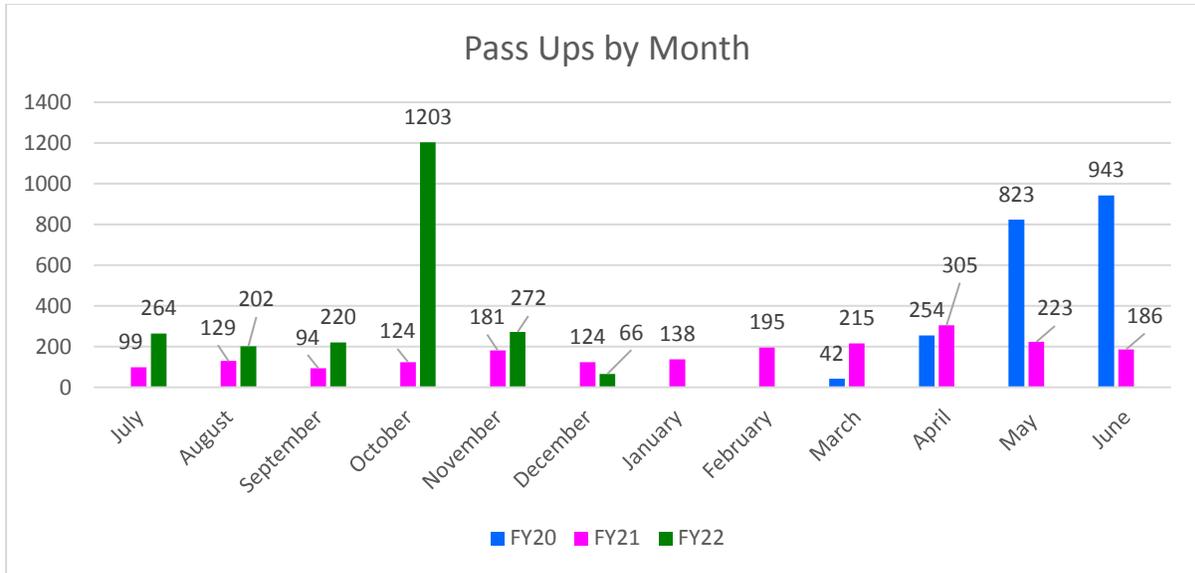
Above are Santa Cruz METRO’s cancelled trips separated into five regions: UCSC & Westside, Highway 17, Scotts Valley & San Lorenzo Valley, Local WV, Cabrillo & South County, and Live Oak. In Q2 FY22 the cancelled trips were all dispersed amongst the regions Santa Cruz METRO provides service to. All cancelled trips occurred in the month of October.



Above are Santa Cruz METRO’s cancelled trips by different causes. In Q2 FY22 the cancelled trips all occurred in October and were primarily due to staffing shortages. The largest amount of cancelled trips was on 10/31, which could be attributed to Halloween celebrations.

Attachment A

KPI Report as of December 31, 2021



Above are graphs for pass-ups in two ways: on a monthly basis and by reason. Pass-ups are an imperative metric that allows METRO to reflect upon ways to enhance our service. The effects of COVID-19 are displayed in April, May, and June of FY20 as the number of pass-ups due to a limited bus capacity dramatically increased. This was primarily due to reduced bus capacity to comply with social distancing and fewer trips. As passenger capacity per bus increased, pass-ups declined.

Pass ups declined throughout FY21 but have been increasing in Q2 FY22, specifically in October where there is a large spike. This is most likely due to UCSC restarting in-person classes which increased overall ridership. The number of pass ups fell in November and December in Q2 FY22 as ridership tends to dip in these months during the holiday season.

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KEY PERFORMANCE INDICATORS (KPI) REPORT

FOR 2nd QUARTER THROUGH December 31, 2021

Finance Committee Meeting

February 25, 2022

Chuck Farmer, Chief Financial Officer

Overview of Today's Presentation:

KPI Category	Criteria / Metric
Financial Performance	<ul style="list-style-type: none"> ✓ System Farebox Recovery Ratio ✓ Fixed Route & Commuter Cost / RSH ✓ ParaCruz Cost/Trip
Productivity	<ul style="list-style-type: none"> ✓ Total Ridership and Total Ridership / Hour ✓ Highway 17, USCS, Cabrillo, & Local Ridership ✓ Passengers / RSH by Route
Risk Management & Safety	<ul style="list-style-type: none"> ✓ Traffic Accidents ✓ Passenger Incidents
Reliability	<ul style="list-style-type: none"> ✓ Miles Between Chargeable Road Calls for Fixed Route, Highway 17, & ParaCruz
Dependability	<ul style="list-style-type: none"> ✓ Cancelled Trips by Cause ✓ Cancelled Trips by Region ✓ Pass-Ups

Financial Performance:

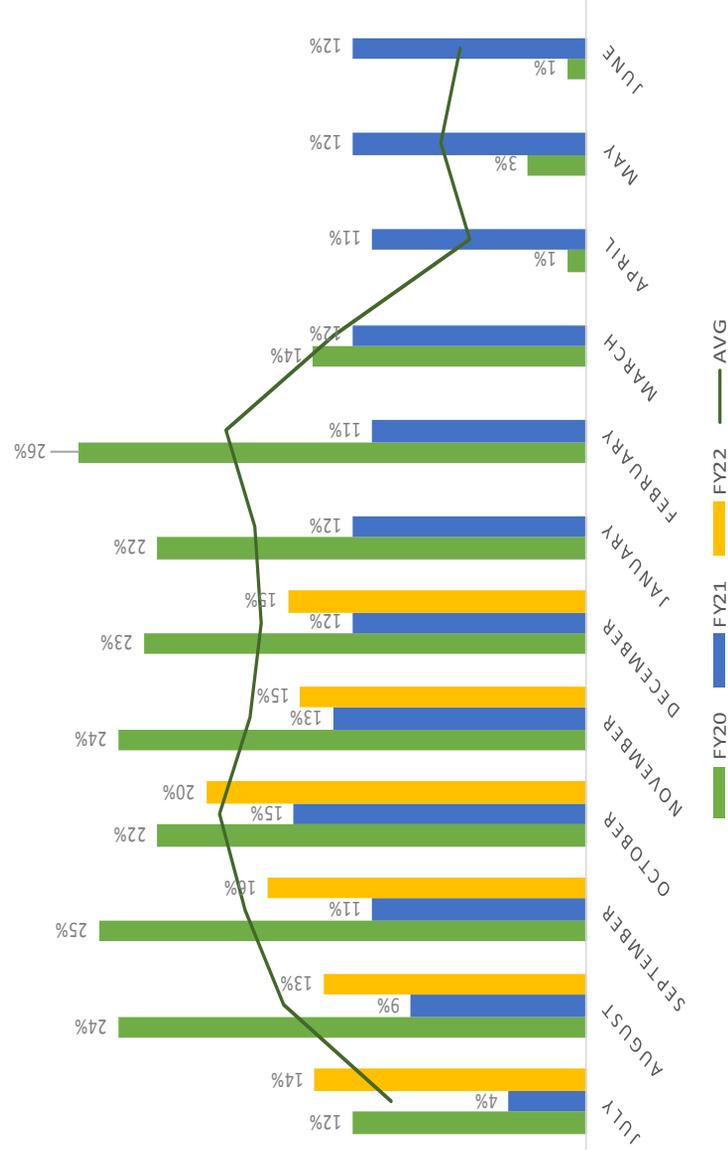
Metric:

System Farebox Recovery Ratio

Description & Importance:

The Farebox Recovery Ratio is an indication of how much of a transit agency's costs are covered by passenger fares and provides insight to the amount of non-passenger revenue (subsidy) needed to cover costs. Additionally, it allows the agency to compare cost-effectiveness within its own service.

SYSTEM FAREBOX RECOVERY RATIO



Current Status:

- In Q2 of FY22 the System Farebox Recovery Ratio continued to increase compared to Q2 of FY21.
- Farebox Recovery peaked in October at 20%, primarily due to a quarterly contract payment from Cabrillo, boosting revenue for the month. November and December fell back to 15% without the extra payment.
- The current ratio remains below the average 23% for Q2 of FY20 (before the outbreak of COVID-19).

Financial Performance:

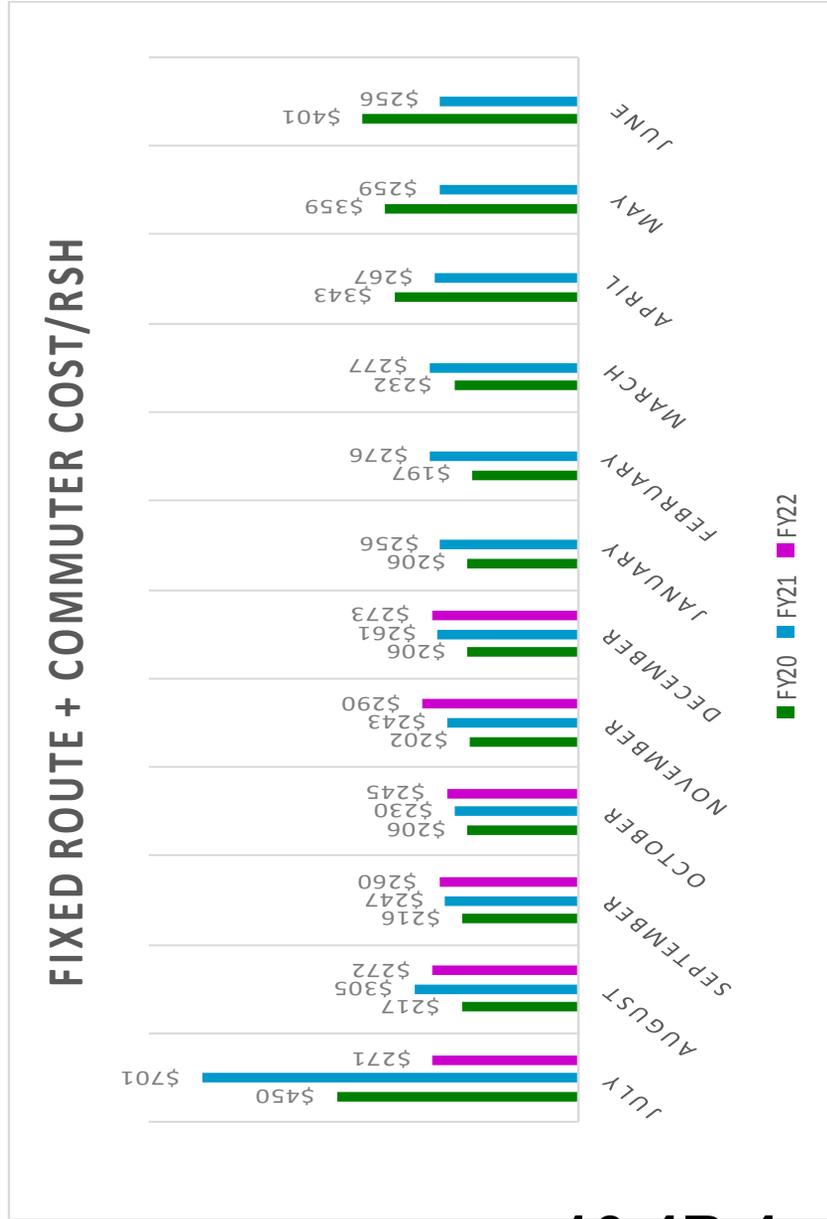
Metrics: Fixed Route & Commuter Cost per Revenue Service Hour (RSH)

Description & Importance: The metrics depict the cost per hour of service and are measured to ensure that transit services are delivered efficiently through effectively tracking and minimizing costs.

Current Status:

- In Q2 of FY22 costs have remained relatively steady and consistent with trends from prior years (since the start of the pandemic).

- There's a spike in cost per RSH in November due to increased expenses primarily in Professional & Technical Services and Temporary Help.



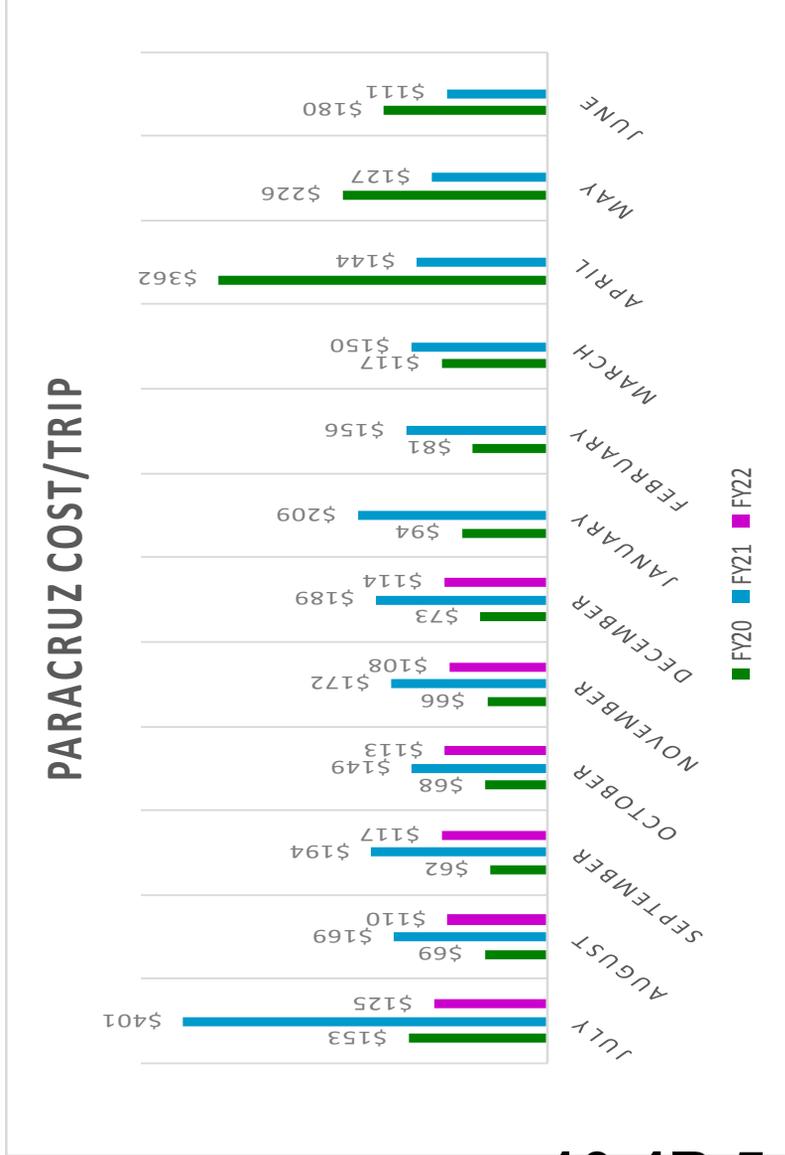
Fiscal Year	12 Month Average
FY20	\$255
FY21	\$290
FY22 YTD	\$268

Financial Performance:

Metrics:	<ul style="list-style-type: none"> ParaCruz Cost per Trip
Description & Importance:	<p>The metrics depict the cost per trip and are measured to ensure that transit services are delivered efficiently through effectively tracking and minimizing costs.</p>

Current Status:

- ParaCruz cost per trip increased during the pandemic because costs remained relatively fixed while trips decreased.
- As of Q2 FY22, cost per trip continues to decrease as ParaCruz trips increase and costs continue to remain relatively fixed.



Fiscal Year	12 Month Average
FY20	\$107
FY21	\$174
FY22 YTD	\$114

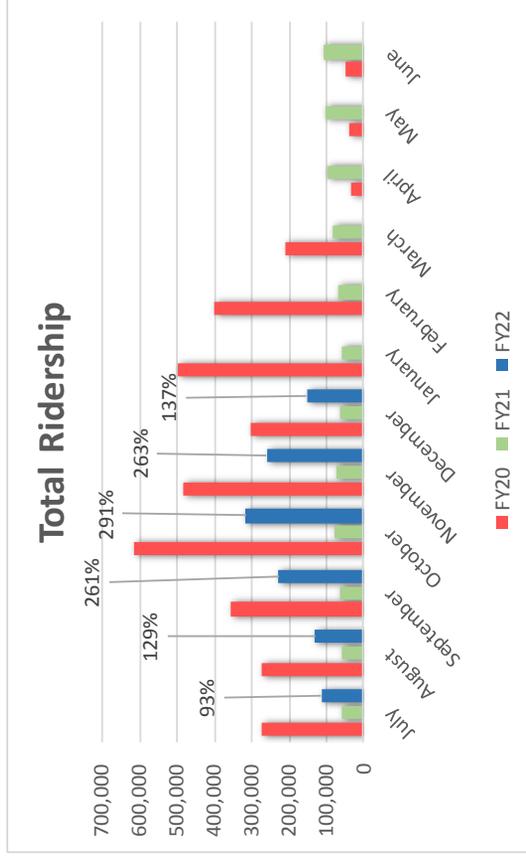
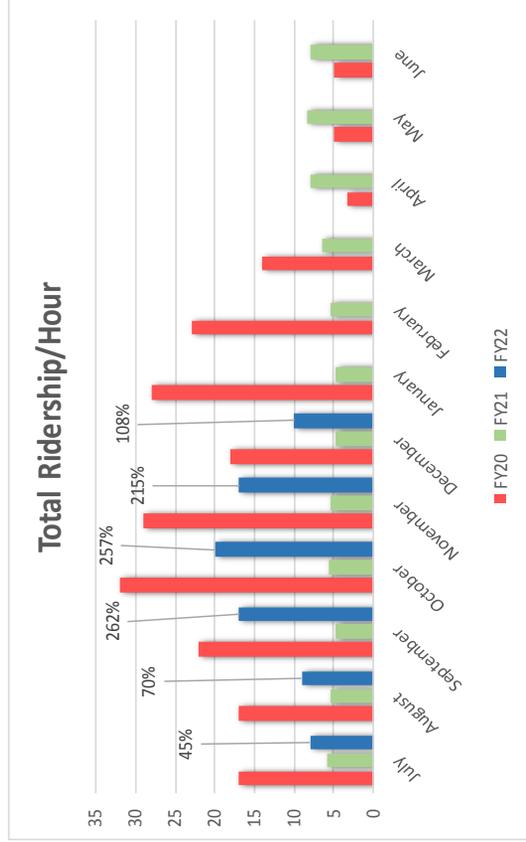
Productivity:

Metrics:

- Total Ridership
- Total Ridership per Hour

Description & Importance:

Total Ridership and Ridership per hour are measures of productivity. The metrics depict seasonal fluctuations in ridership related to holidays and school terms and other.



1-Current Status:

Total Ridership/Hour has gradually increased in Q1 and Q2 of FY22. This increase is due to a number of factors, one of which being that UC Santa Cruz has resumed some in person classes, increasing overall ridership, seen at a peak in October.

There is a decline in November and December which is consistent with seasonal trends. While ridership numbers have increased in Q2 of FY22 compared to Q2 of FY21, ridership is still down approximately 40% compared to Q2 of FY20, before the global pandemic.

Productivity:

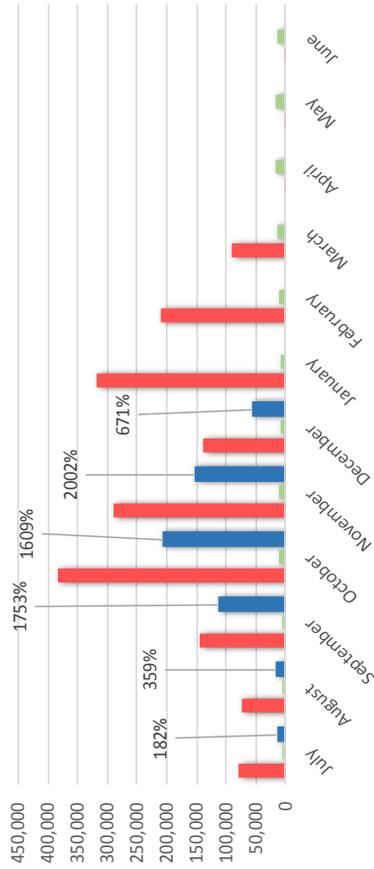
Metrics:

- UCSC Ridership
- Cabrillo Ridership

Description & Importance:

Historically, student ridership has been a large portion of METRO's total ridership. Increases in student enrollment and seasonal trends can be seen year over year in the graphs below.

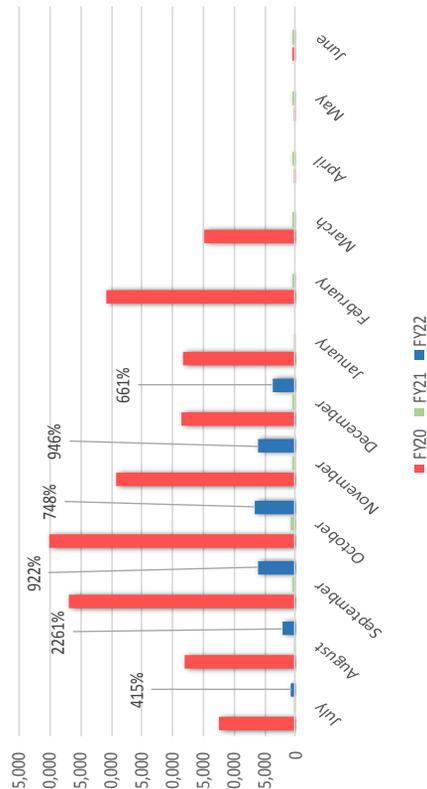
UCSC Ridership



Current Status:

Ridership decreased when UCSC started online classes. FY22 Q2 ridership has increased significantly: in Q2 of FY21 UCSC ridership averaged around 10,000/month and in Q2 of FY22 it's an average of 139,000. Ridership is still down 50% compared to Q2 of FY20, pre-pandemic.

Cabrillo Ridership



Current Status:

Cabrillo ridership dramatically decreased when the community college started online classes in March of FY20 but has been increasing in Q2 of FY22. In Q2 of FY21 Cabrillo ridership averaged around 600/month and in Q2 of FY22 it has jumped to an average of 5,000/month. Ridership is still down 81% compared to Q2 of FY20, pre-pandemic.

Productivity:

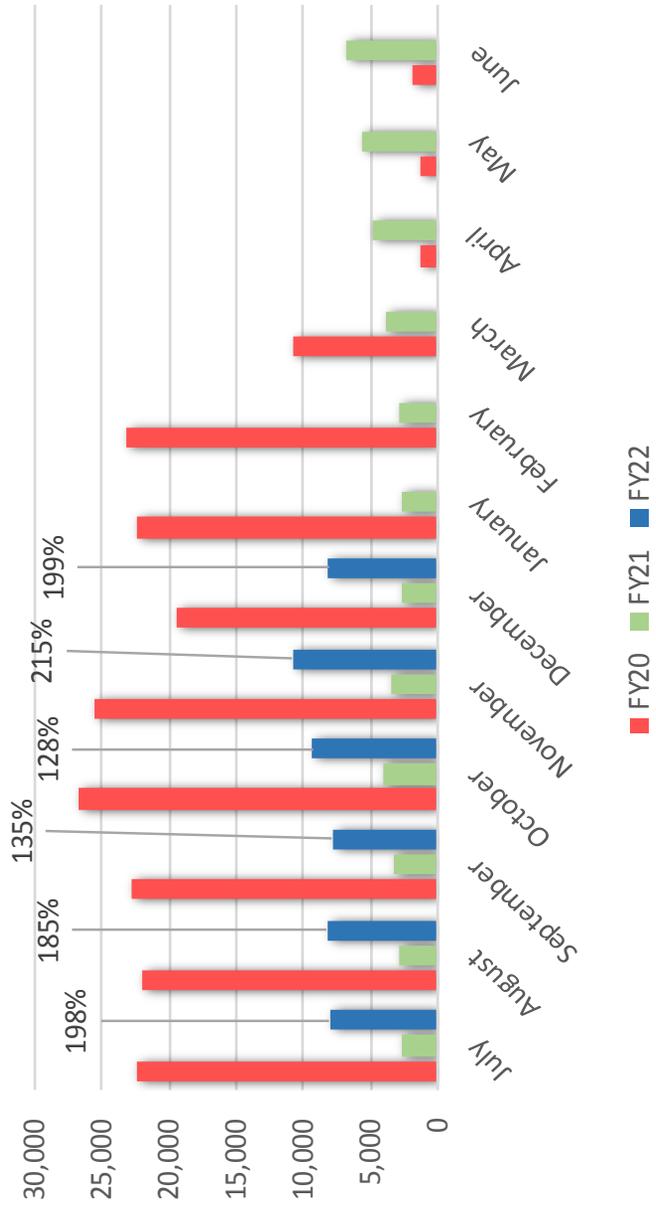
Metrics:

Highway 17 Ridership

Description & Importance:

Highway 17 demonstrates METRO's commuter ridership, connecting Santa Cruz to San Jose. Ridership excluding student and commuter routes reflects all other local routes within the county.

Highway 17 Ridership



Current Status:

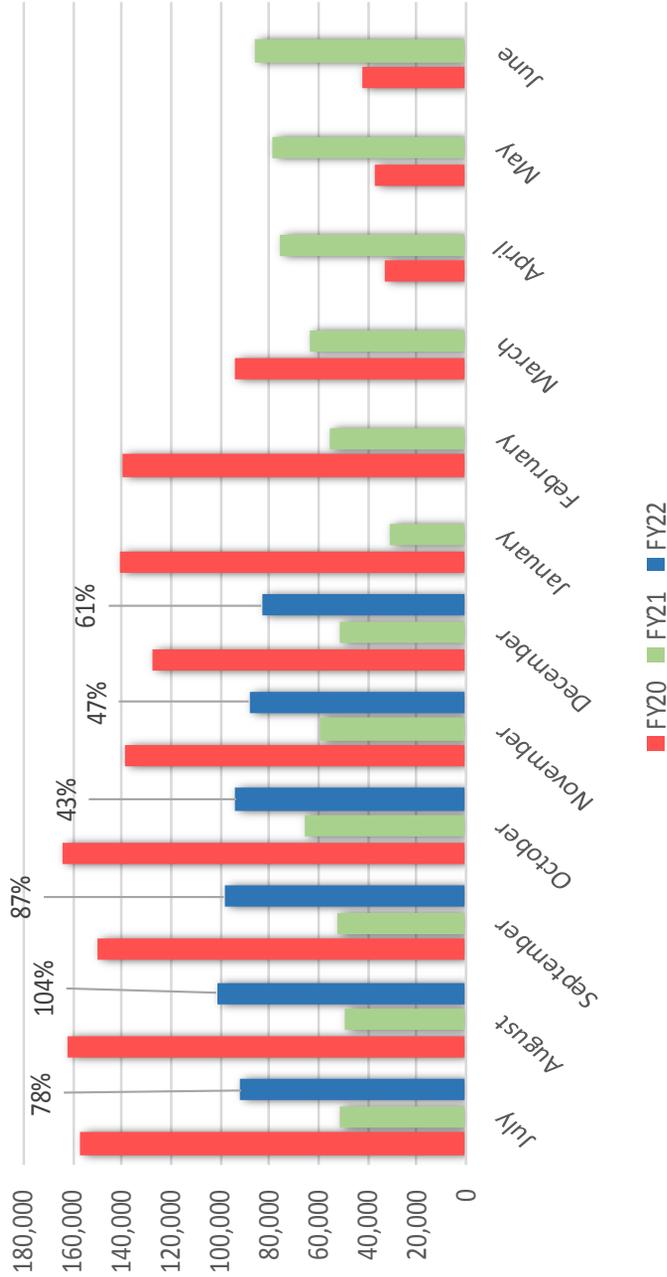
- Total Highway 17 ridership has maintained a steady increase into Q2 FY22 with a slight decline in December that is consistent with seasonal trends in prior years.

- Please note that while Hwy 17 ridership is up compared to FY21, ridership is still approximately 60% down compared to FY20, pre-pandemic.

Productivity:

Metrics:	<ul style="list-style-type: none"> Local Ridership
Description & Importance:	Local Ridership, excluding student and commuter routes, reflects all other local routes within the county.

Local Ridership



Current Status:
 Local ridership has remained steady in Q1 and Q2 of FY22 with a slight decline into December. This is consistent with the Holiday season and seen in past years as well.

Ridership is still down 38% compared to Q1 FY20, pre-pandemic.

Productivity:

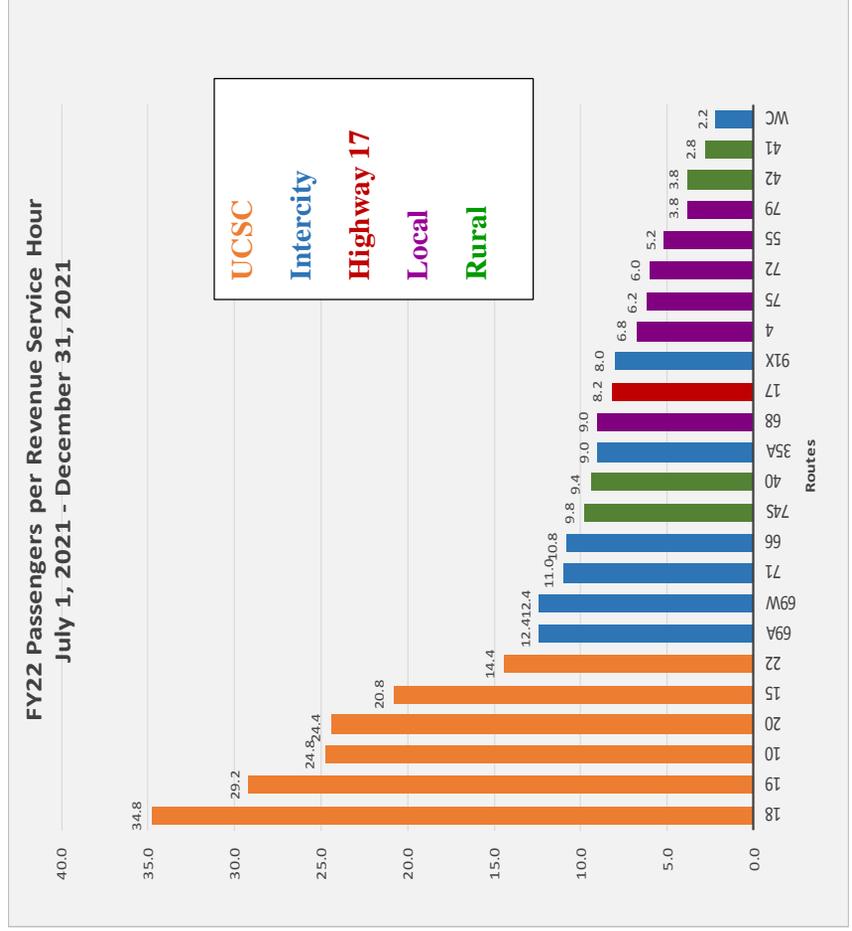
Metrics:

- **FY21 Passengers per Revenue Service Hour by Route**

Description & Importance:

Passengers per Revenue Service Hour (RSH) depicts the overall productivity of each route measured by passengers per hour of service. This ratio of productivity helps the agency focus on poor productivity routes and can stimulate discussions about frequency of service in urban and semi-urban areas of the county versus geographic coverage.

FY22 Passengers per Revenue Service Hour
July 1, 2021 - December 31, 2021



Attachment B

Current Status:

In Q1 FY22 UCSC started up in person classes again, which continued into Q2.

As a result, the university routes are back with higher passengers per RSH, taking over Intercity routes for higher hourly ridership.

Risk Management & Safety:

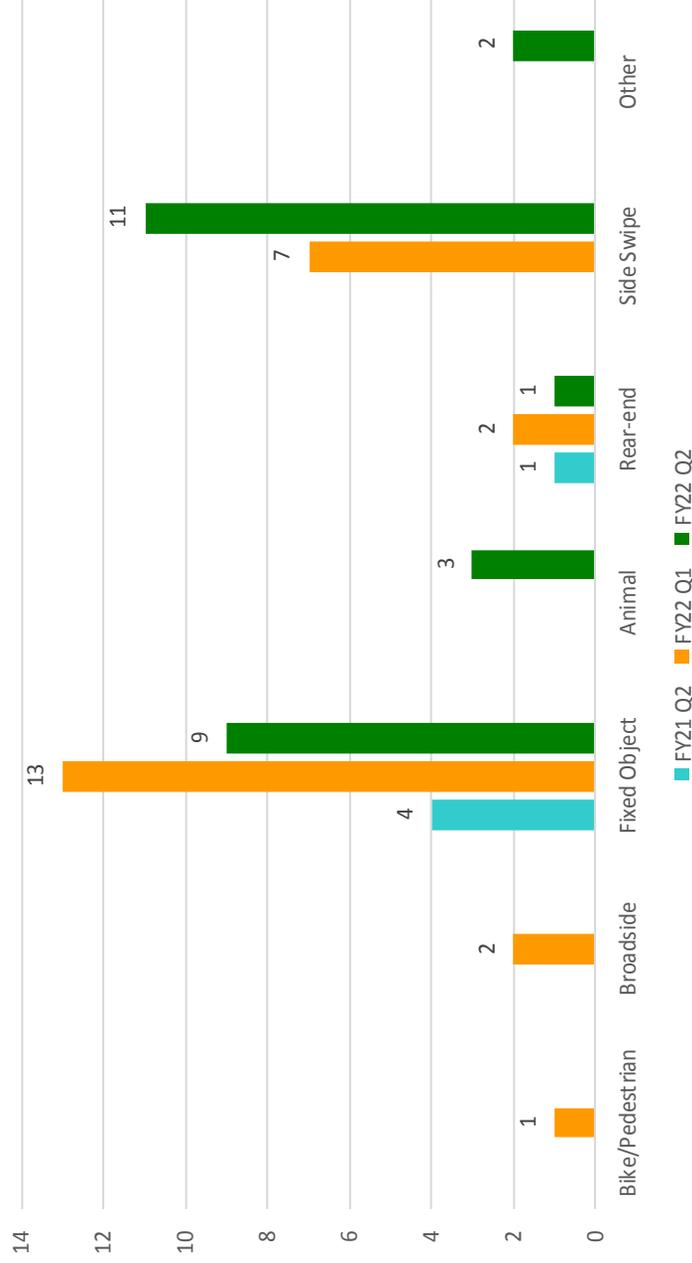
Metrics:

Traffic Accidents

Description & Importance:

Traffic Collisions are broken down into different categories: in loading zones, in intersections, between intersections, with bicycles, with pedestrians, with other district vehicles, with the rear of the vehicle, and other types of collisions, including with stationary objects. This chart is representative of chargeable accidents, excluding Broadside and Side Swipes. This metric reflects Accidents that occurred in Q1 of each fiscal year.

Traffic Accidents



Current Status:

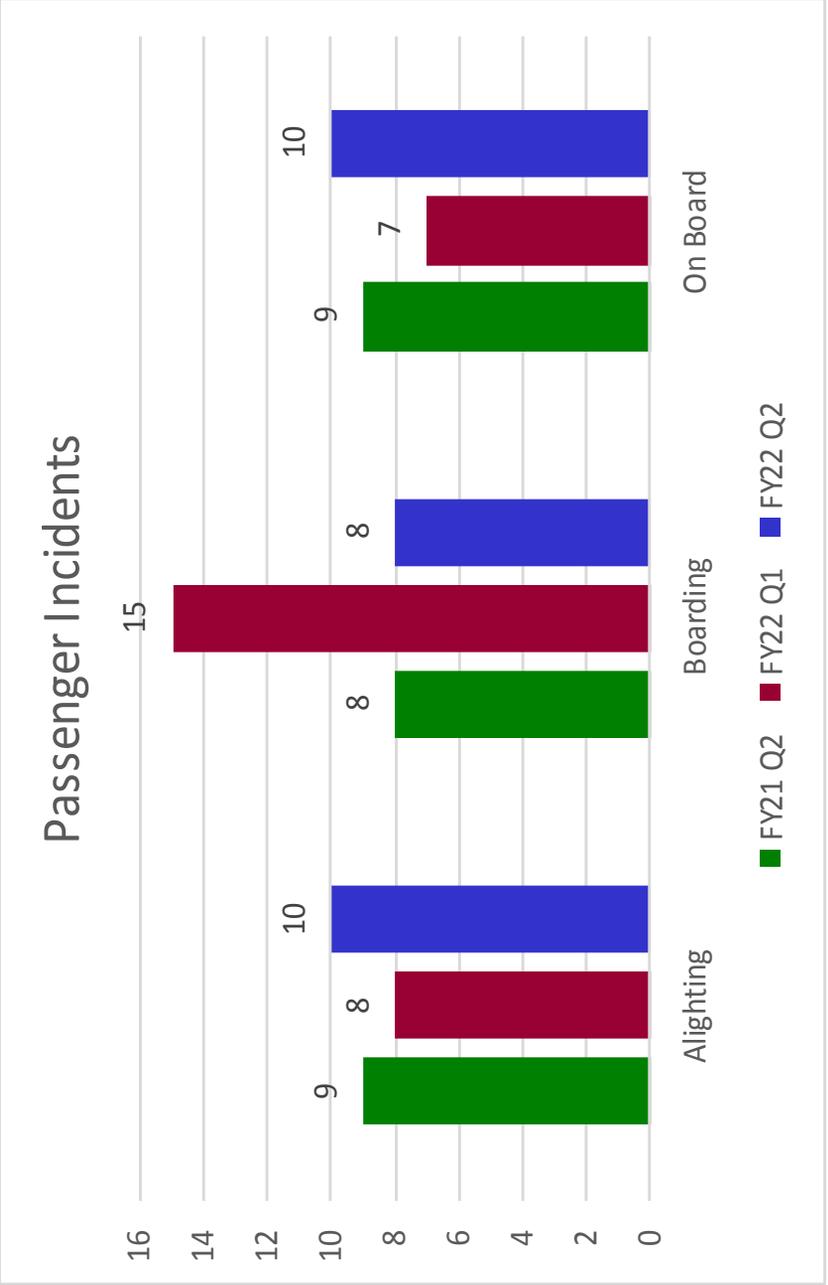
- Fixed objects continue to decrease due to retraining and safety communication.
- All ParaCruz chargeability incidents remain low. Accidents are rare.

Risk Management & Safety:

Metrics:	<ul style="list-style-type: none"> Passenger Incidents
<i>Description & Importance:</i>	<p>Passenger Incidents are accidents with METRO passengers either while boarding a bus, on board a bus, or alighting (descending) a bus. This metric reflects Accidents that occurred in Q1 of each fiscal year.</p>

Current Status:

- Safety department reviews camera footage to gather data. All incidents are non-chargeable.
- 4200 series buses continue to have fewer "Slips, Trips and Falls after increased signage.

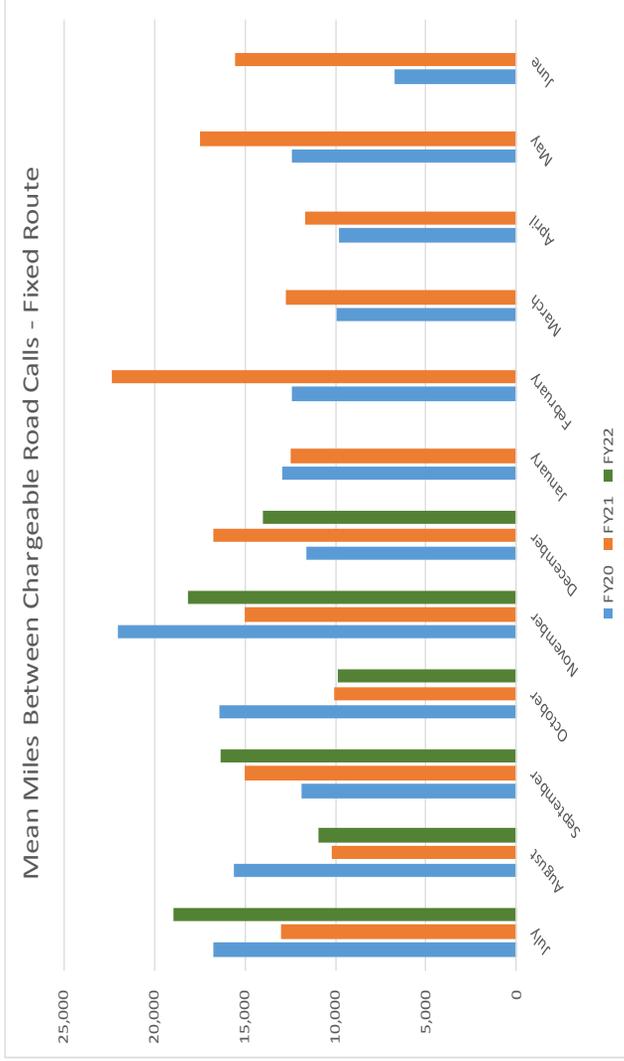


Reliability:

Metrics: Mean Miles Between Chargeable Road calls – Fixed Route (Local)

Description & Importance:

A chargeable road call results from a mechanical failure that impedes the vehicle from completing or starting a scheduled revenue trip because actual movement is limited, or there are safety concerns. The mileage depicted is how many miles were run for the month divided by the number of chargeable road calls. The graph below is for METRO's Fixed Route.



Fiscal Year	12 Month Average
FY20	13,216
FY21	14,368
FY22 YTD	13,792

Fiscal Year	Average age of Fleet	Avg. Road Miles
FY20	12.55 yrs	2,359,097
FY21	12.90 yrs	1,463,225
FY22 YTD	13.55 yrs	1,186,141

Current Status:

Mileage is increasing while road calls vary by 1 or 2. Chargeable road calls in FY22 Q2 are 21, 11, and 14 for October, November, and December, respectively.

Reliability:

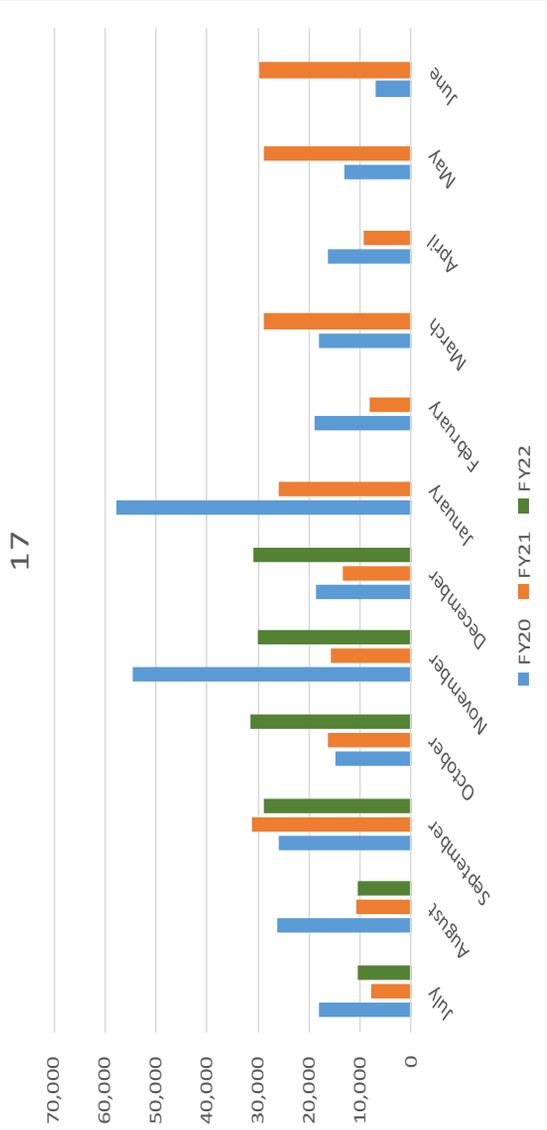
Metrics:

- Mean Miles Between Chargeable Road Calls – Highway 17

Description & Importance:

A chargeable road call results from a mechanical failure that impedes the vehicle from completing or starting a scheduled revenue trip because actual movement is limited, or there are safety concerns. The mileage depicted is how many miles were run for the month divided by the number of chargeable road calls. The graph below is for METRO's Commuter Route.

Mean Miles Between Chargeable Road Calls - Highway 17



Current Status:

- Commuter buses tend to perform better due to more highway miles, fewer stops, and the newer fleet with less wear and tear
- There was 1 chargeable road call in October, 0 in November, and 1 in December for Highway 17 in Q2 FY22.

Fiscal Year	12 Month Average
FY20	24,126
FY21	18,821
FY22 YTD	21,839

Fiscal Year	Average age of Fleet	Avg. Road Miles
FY20	12.55 yrs	588,010
FY21	12.90 yrs	237,484
FY22 YTD	9.04 yrs	349,425

Reliability:

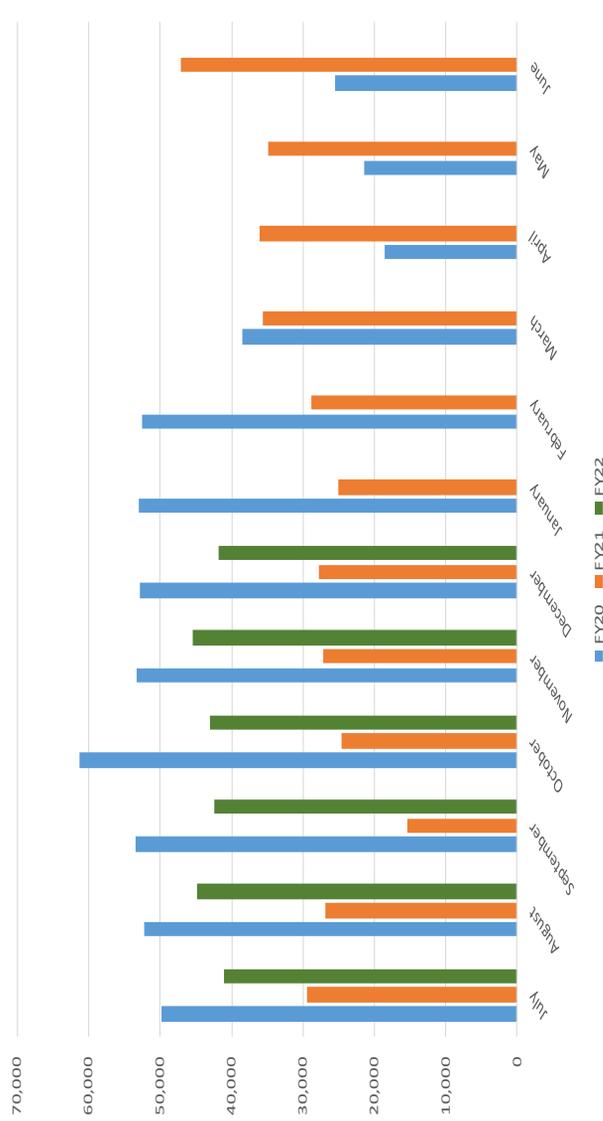
Metrics:

- Mean Miles Between Chargeable Road Calls - ParaCruz

Description & Importance:

A chargeable road call results from a mechanical failure that impedes the vehicle from completing or starting a scheduled revenue trip because actual movement is limited, or there are safety concerns. The mileage depicted is how many miles were run for the month divided by the number of chargeable road calls. The graph below is for METRO's ParaCruz vehicles.

Mean Miles Between Chargeable Road Calls - ParaCruz



Current Status:

For Q2 FY22, Paracruz road calls are as follows: 1 in October, 3 in November, and 1 in December. Paracruz mileage has been increasing with more trips while road calls have been consistent, so mean miles between chargeable road calls have been increasing.

Dependability:

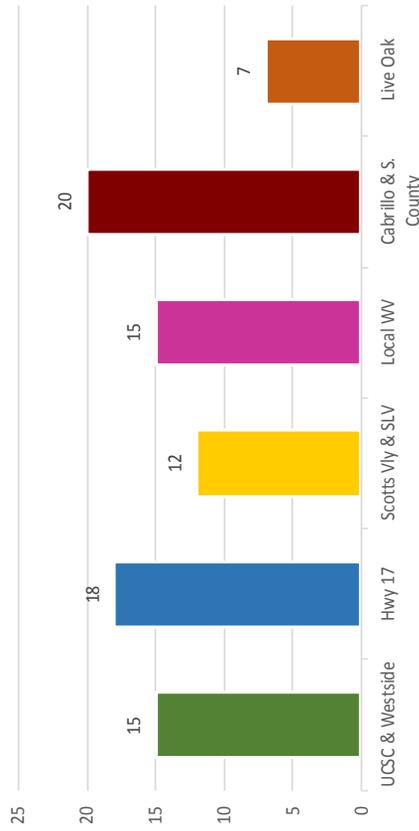
Metrics:

- Cancelled Trips by Region
- Cancelled Trips by Cause

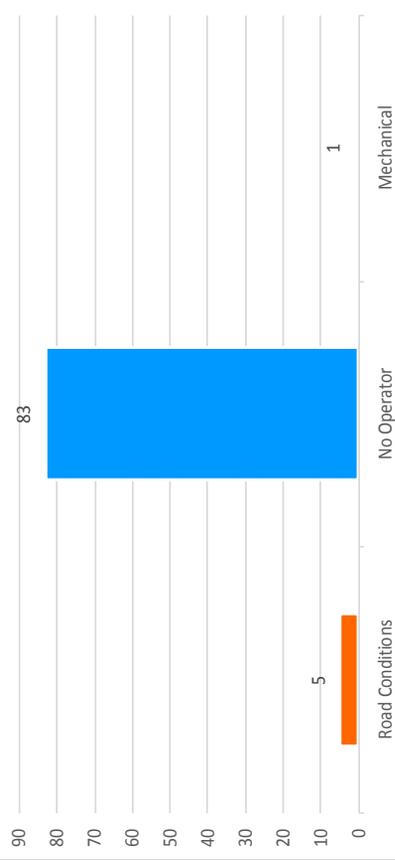
Description & Importance:

Cancelled trips are analyzed for different causes. Cancelled trips by Region show the areas the trip was canceled, while Cancelled Trips by Cause reveal the cause for the cancellations.

FY22 Cancelled Trips by Region Q2
(October 21 - December 21)



FY22 Cancelled Trips by Cause Q2
(October 21 - December 21)



Current Status:

In Q2 of FY22 the only month with cancelled trips was in October. The cancelled trips were primarily on weekends, with the highest concentration of cancellations on Sunday October 31st from a lack of personnel and primarily due to Halloween celebrations. The regions affected by cancelled trips were distributed across areas of service including UCSC & Westside, Cabrillo & South County, and Highway 17.

Dependability:

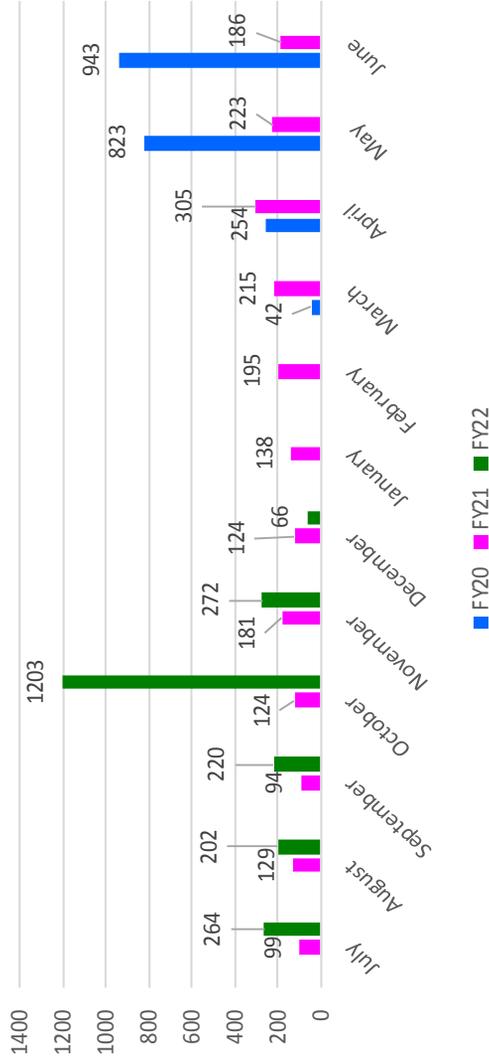
Metrics:

• Pass-Ups

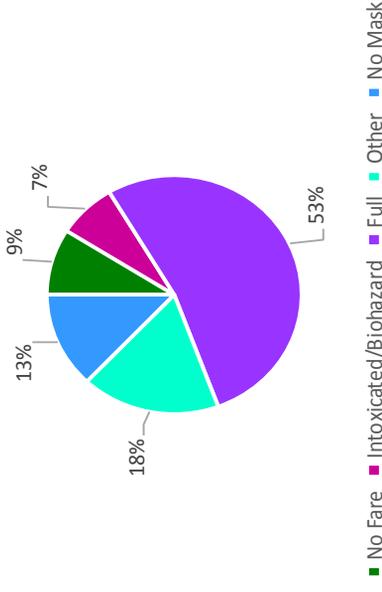
Description & Importance:

Pass-Ups are when a bus route must leave behind a passenger and are caused by a variety of reasons. Pass-ups are analyzed for different causes including: No Fare, No Mask, Exceeds Capacity Load (Full Bus), Intoxicated/Biohazard, and Other.

Pass Ups by Month



Total Pass-Ups by Reason



Current Status:

- Pass-ups declined throughout FY21 but have been increasing in FY22 with a spike in October. The majority of these pass ups is caused by full bus capacity. This is most likely due to restarting in person classes at UCSC which increased overall ridership.
- The number of pass ups fell again in November and December in Q2 FY22 as ridership tends to slightly dip in these months for the holiday season.

Questions



DATE: February 25, 2022
TO: Board of Directors
FROM: Wondimu Mengistu, Grants/Legislative Analyst
SUBJECT: ACCEPT AND FILE QUARTERLY STATUS REPORT OF GRANT APPLICATIONS, ACTIVE AND PENDING GRANTS FOR THE SECOND QUARTER OF FY22

I. RECOMMENDED ACTION

That the Board of Directors receive and file the quarterly report on grant applications and active and pending grants. This is for information only. No action is required.

II. SUMMARY

- During the second quarter (Q2) of FY22 (October 1- December 31, 2021), the Santa Cruz Metropolitan Transit District (METRO) received two formula grants, which will be used for capital assistance.
- Staff also submitted one discretionary grant application for capital improvements during the quarter.
- Previously awarded grant-funded projects are underway to purchase replacement vehicles and upgrade facilities.
- A list of METRO's active grants (Attachment A) and pending applications (Attachment B) is provided quarterly to apprise the Board of Directors (Board) of grant funding status.
- No action is required; this report is for information only.

III. DISCUSSION/BACKGROUND

During Q2 of FY22, METRO received two formula grants.

Formula Grants

- FY21 Federal Transit Administration's (FTA) 5339(a) Bus and Bus Facilities Formula Program.
 - METRO received \$524,355 funds from FTA FY21 Bus and Bus Facilities Formula Program. METRO's highest capital improvement priority is to install barriers to protect bus drivers from assaults and shield them from the Coronavirus. The barriers are the latest safety tool to protect drivers while collecting fares and maintaining service levels during the pandemic. In

March, 2022 staff will request the Capital Projects Standing Committee to approve and recommend the project for approval by the full Board of Directors.

- Local Partnership Program (LPP)
 - METRO received \$296,000 funds from the California Transportation Commission's (CTC's) Local Partnership Program (LPP). The LPP guidelines require a one-to-one match of private, local, state or federal funds for each dollar of LPP expenditures. METRO's highest priority is to replace and rebuild buses, and LPP funds can assist with refurbishing CNG buses and performing mid-life overhauls.

During the quarter, staff submitted one discretionary grant application for capital improvements.

Discretionary Grant

FY21 FTA 5339(b) Buses and Bus Facilities Discretionary Grant Program

- ParaCruz Operation and Administrative Facility Construction Project: METRO requested \$5,517,594 in federal funding with a 10 percent local match of \$613,066 to construct a new Paratransit Operating and Administrative Facility, located at 3003 Paul Sweet Rd, Santa Cruz (Highway 1 and Soquel Drive). This project will address an unmet need for a permanent operation and administrative facility to accommodate increased fleet size and growth in future service for seniors and persons with disabilities. The new facility will include a Mobility Services Center, parking area for employees and paratransit vans, charging infrastructure, a dispatch area, customer service, scheduling office, reservations area, copier room, storage area, server room, conference room, training room, driver break-room/lunch room and management offices.

Grants Status Report

- Staff submitted a discretionary grant application for FY21 USDOT - Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant funding of \$1 million to cover the costs of planning and environmental clearance work associated with implementing the South County Zero-Emissions Operating and Maintenance Facility Plan. Unfortunately, the DOT did not choose this project for funding when it announced awards in December. However, staff submitted the project for FY 2021 discretionary grant funding through the Areas of Persistent Poverty Program (AoPP) to diversify sources of funding to weather potential downturns and improve METRO's chances of getting the appropriate funding to implement the project. The project meets the FTA's AoPP primary evaluation criteria for favorable ranking.
- Staff submitted a discretionary grant application for 2021 Consolidated Regional Transportation (CRT) Grants to replace two 2002 diesel-fueled articulated buses that reached the end of their useful life with two new Compressed Natural Gas (CNG) articulated buses. METRO requested

\$1,770,600 in 2021 CRT funds with a local match of \$244,400.

Unfortunately, the RTC did not choose this project for funding even though RTC staff recommended \$1 million for the proposed project after holding a public hearing and considering input from RTC advisory committees and the public. At its 12/02/2021 meeting, the Commission directed staff to adjust funding amounts to add an additional \$2 million for County Public Works road resurfacing projects with no funding for METRO's project. The project would have helped maintain METRO's fleet in a state of good repair (SGR) and reduce greenhouse gas (GHG) emissions.

- Project #19-0027 FY18 STIP - Automatic Vehicle Location (AVL) Project. In this quarter, CTC approved METRO's 20-month extension request for Project Completion from the current deadline of November 29, 2021 to July 29, 2023. METRO experienced an unexpected delay in completing the project. The project is approximately 75 percent complete, and METRO is confident that the remaining project activities can be completed by the amended project schedule completion date of July 29, 2023. The project will install AVL equipment on up to 100 Santa Cruz METRO buses operating throughout Santa Cruz County which will improve scheduled bus arrival and departure times, overall on-time performance and enable real time passenger information.
- Project #19-0037 FTA FY16 Low or No Emission Vehicle Deployment Program (Lo-No). The FTA approved METRO's request to purchase four (4) 40' Proterra Zero Emission (ZE) buses instead of three 45' ZE over-the-road coaches, and de-scope the in-ground inductive chargers. The reason for this change was that ZE bus manufacturers do not currently produce a 45' ZE over-the-road coach that would provide the range required by METRO to efficiently operate on the challenging Highway 17 corridor route. The inductive charges are not necessary for the 40' ZE Proterra buses, and by increasing the quantity of buses to four (4), METRO can maintain the necessary passenger capacity along the route. Project budget would reallocate \$1,124,750 from the installation of the inductive chargers to the purchase of a fourth vehicle. The total project budget of \$4,936,512 would remain unchanged.

Closed-out Grants

There are no closed-out grants during this quarter.

- Active, Pending and Future Grants

This staff report apprises the Board of active (Attachment A), pending and future (Attachment B) grants which fund METRO's operations and capital improvements.

Active operating and capital improvement grants total of \$27,136,435 in formula and \$10,565,582 in competitive funds. Of this amount, \$3,164,500 is to replace and refurbish buses. The remaining awarded funds are for operating assistance and capital improvement projects.

Pending grant applications request \$40,945,662 of new formula funding and \$14,925,582 of new discretionary funding. Of this \$14,925,582 in funding requests, \$6,255,000 is to replace buses. The remaining applications request funds for operating assistance and facilities improvement projects.

METRO staff continuously seeks grant funds for operating assistance and capital improvements. During the next three months, staff will prepare grant applications for FY 22 Low or No Emission Vehicle Program - 5339(c), and the FY22 FTA 5339(b) Buses and Bus Facilities Discretionary Grant Program.

IV. STRATEGIC PLAN PRIORITIES ALIGNMENT

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

V. FINANCIAL CONSIDERATIONS/IMPACT

Current active grants (Attachment A) of \$57,151,322 for METRO's operations and capital improvements projects. The Operating and Capital Budgets will be amended as necessary when grants are awarded.

VI. CHANGES FROM COMMITTEE

N/A

VII. ALTERNATIVES CONSIDERED

This is for information only and there are no alternatives to consider.

VIII. ATTACHMENTS

Attachment A: Active Grants as of February 2022

Attachment B: Pending Grants as of February 2022

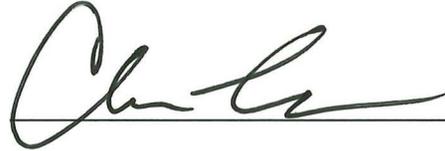
Prepared by: Wondimu Mengistu, Grants/Legislative Analyst

IX. APPROVALS

John Urgo,
Planning and Development Director



Approved as to fiscal impact:
Chuck Farmer, CFO



Dawn Crummié,
Interim CEO/General Manager



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Santa Cruz METRO

Active Grants as of 2/25/2022

Formula Grant						
Operating Projects						
#	Project Description	Project Scope	Funding Source	\$ Budget Grant	\$ Budget Total Project	Project % Complete
1	Operate Watsonville Circulator	Operate new circulator route w/ ZEB in Wats DAC	FY21 LCTOP	\$ 489,213	\$ 489,213	75%
2	FY22 Operating assistance	Operating assistance	FY22 SCCRTC Transportation Development Act-Local Transportation Fund (TDA-LTF)	\$ 7,468,499	\$ 14,936,998	75%
3	FY21 Rural Transit Operations	Operating assistance	FY21 FTA5311 Rural Operating Assistance Award:TBD	\$ 198,566	\$ 596,091	70%
4	FY21 CRRSAA	Operating assistance	FY21 5307Coronavirus Response & Relief Supplemental Appropriations Act (CRRSAA)	\$ 13,551,007	\$ 13,551,007	50%

Santa Cruz METRO

Active Grants as of 2/25/2022

5	FY21 CRRSAA	Operating assistance	FY21 5311 Coronavirus Response & Relief Supplemental Appropriations Act (CRRSAA)	\$ 524,932	\$ 524,932	25%
6	FY22 operating and capital assistance	Operating and capital assistance	FY21 SCCRTC Transportation Development Act-State Transit Assistance (TDA-STA)	\$3,454,690	\$ 6,909,380	25%

End of Operating Projects

Capital Projects

7	Purchase 2 CNG buses	Purchase of two CNG BRT Plus Low Floor buses	FY19 SGR (\$687,360) FY20 SGR (\$195,394) PTMISEA (\$433,338) Measure D (\$131,609)	\$ 1,447,701	\$ 1,447,701	15%
8	Vouchers for 4 ZEBs	HVIP for 4 Proterra ZEBs	CALSTART Heavy-duty zero-emission Vehicle Incentive Program (HVIP) for 4 ZEBs	\$ 600,000	\$ 600,000	95%
9	FY20 LCTOP Capital assistance	Caltrans FY20 Formula Capital assistance	Caltrans FY20 Formula Capital assistance Award:7/28/2020	\$ 969,394	\$ 969,394	0%

Santa Cruz METRO

Active Grants as of 2/25/2022

10	Roof for Golf Club Facility	Renovating Golf Club Roof	FTA FY19 5339(a) Bus and Bus Facilities Formula Program Pre-Award: 12/10/19	\$ 450,000	\$ 450,000	80%
11	Bus Washer	Mid-life overhaul for bus washer	FTA FY19 5339(a) Bus and Bus Facilities Formula Program Pre-Award: 12/10/19	\$ 100,000	\$ 100,000	50%
12	Gate control-bus entries at JKS	Install Gate control-bus entries at JKS-Lower	FTA FY18 5339(a) Bus and Bus Facilities Formula Program Award: 7/9/19	\$ 100,000	\$ 100,000	20%
13	Maintenance Facility-Paint Exterior	Paint Exterior-Maintenance Facility	FTA FY18 5339(a) Bus and Bus Facilities Formula Program Award: 7/9/19	\$ 60,000	\$ 60,000	85%
14	Custodial Vehicles	Purchase Custodial Vehicles	FTA FY18 5339(a) Bus and Bus Facilities Formula Program Award: 7/9/19	\$ 30,000	\$ 30,000	100%
15	Floor scrubber	Purchase Floor scrubber	FTA FY18 5339(a) Bus and Bus Facilities Formula Program Award: 7/9/19	\$ 45,000	\$ 45,000	75%
16	Bus Yard Scrubber/Sweeper	Purchase Bus Yard Scrubber	FTA FY18 5339(a) Bus and Bus Facilities Formula Program Award: 7/9/19	\$ 75,000	\$ 75,000	75%

Santa Cruz METRO

Active Grants as of 2/25/2022

17	SBF-Awning A&E	Engineering and design cost for ABF-awning	FTA FY18 5339(a) Bus and Bus Facilities Formula Program Award: 7/9/19	\$ 25,000	\$ 25,000	20%
18	Fencing projects	Fencing behind diesel tank for facilities	FTA FY18 5339(a) Bus and Bus Facilities Formula Program Award: 7/9/19	\$ 7,000	\$ 7,000	75%
19	Metro Center-layover Lot repair	Metro Center-layover Lot repair	FTA FY18 5339(a) Bus and Bus Facilities Formula Program Award: 7/9/19	\$ 16,000	\$ 16,000	75%
20	Facilities improvement bucket	Used for emergency security gate at Facilities and other projects	FTA FY18 5339(a) Bus and Bus Facilities Formula Program Award: 7/9/19	\$ 85,000	\$ 85,000	100%
21	Concrete surface repair-bus yard	Concrete surface repair-bus yard	FTA FY18 5339(a) Bus and Bus Facilities Formula Program Award: 7/9/19	\$ 10,000	\$ 10,000	50%
22	CS Call Center cubicles & furniture	CS Call Center cubicles & furniture	FTA FY18 5339(a) Bus and Bus Facilities Formula Program Award: 7/9/19	\$ 19,000	\$ 19,000	100%

Santa Cruz METRO

Active Grants as of 2/25/2022

23	Bus stop improvements	Bus stop improvements	FTA FY18 5339(a) Bus and Bus Facilities Formula Program Award: 7/9/19	\$ 124,725	\$ 124,725	20%
24	2 ZEBs	STIP purchase 2 ZEBs	CTC FY18 Local Partnership Program CTC FY19 STIP Award: 10/17/18	\$ 870,000	\$ 2,312,811	95%
25	4 Electric replacement buses for Highway 17 Express	Purchase 3 ZEBs, Depot and end-route charging	FTA FY16 5339(c) LoNo Award:8/21/17	\$ 3,810,348	\$ 4,936,512	20%
26	6 CNG Bus Replacements	Buy 6 CNG Buses w/ remaining PTMISEA funding per BOD: 11/15/2019	FY10 - 13, FY15 Public Transportation Modernization, Infrastructure and Service Enhancement Act (PTMISEA) Award:10/25/16	\$ 4,000,000	\$ 4,000,000	90%
27	Pacific Station expansion and renovation architectural services	Design and engineering	FY08 FTA 5309 CA-04-0102 Award:9/12/08	\$ 490,000	\$ 612,500	90%

Santa Cruz METRO

Active Grants as of 2/25/2022

28	Pacific Station expansion and renovation architectural services	Design and engineering	FY06 FTA 5309 CA-04-0021 Award:2/14/07	\$ 396,000	\$ 495,000	90%
29	Bus replacement projects	Bus replacement projects and/or for the required local match for competitive grant opportunities	FY22 SCCRTC Transportation Development Act-Local Transportation Fund (TDA-SGR)	\$ 760,226	\$ 760,226	0%
30	Golf Club Parts Washers	Replace the JRI units purchased 2010	FY20 FTA 5339a Buses and Bus Facilities	\$ 80,000	\$ 80,000	75%
31	Non-revenue Electric Vehicles	Replace up to 3 old non-rev vehicles with electric non-rev vehicles	FY20 FTA 5339a Buses and Bus Facilities	\$ 100,000	\$ 100,000	75%
32	Service Truck	Road call fitted with service equipment	FY20 FTA 5339a Buses and Bus Facilities	\$ 150,000	\$ 150,000	75%
33	Fueling and Wash Facility - Awning Install	Construction phase -Awning at front of fueling island	FY20 FTA 5339a Buses and Bus Facilities	\$ 238,908	\$ 238,908	75%

Santa Cruz METRO

Active Grants as of 2/25/2022						
34	ParaCruz Van	Purchase 6	FY19 LPP	\$ 302,000	\$ 604,000	25%
35	Replace two 1998 diesel-fueled buses with two CNG buses	FY20 State of California FTA Section 5339	CalTrans FY20 5339 Discretionary Funds	\$ 1,088,000	\$ 1,360,000	25%
35	FY21/22 Caltrans Sustainable Transportation Planning Grant funding	FY21/22 Transportation Planning Grant funding	FY21/22 Caltrans Sustainable Transportation Planning Grant funding	\$ 329,924	\$ 329,924	10%
Total				\$ 42,466,133	\$ 57,151,322	
End of Active Grants						

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Attachment B

Santa Cruz METRO					
Pending Grants as of 2/25/2022					
Competitive Grant					
Formula Grant					
#	Project Description	Project Scope	Funding Source	\$ Budget Grant	\$ Budget Total Project
1	FTA FFY21 Federal Section 5307 American Rescue Plan Act of 2021(ARPA)	FTA FY21 5307 ARPA Formula Operating Assistance	FTA FY21 5307 ARPA Formula Operating	\$26,020,080	\$26,020,080
2	FY22 Congressionally Directed Funding	Replace six gasoline vehicles	FY22 Congressionally Directed Fundin	\$269,500	\$269,500
3	FY22 Congressionally Directed Funding	Replace one diesel articulated bus and two CNG buses	FY22 Congressionally Directed Funding	\$2,300,000	\$2,300,000
4	FY22 Congressionally Directed Funding	Purchase seven Paratransit Vans	FY22 Congressionally Directed Funding	\$595,000	\$595,000
5	Local Partnership Program (LPP)	Bus Replacement	CTC FY20 Local Partnership Program (LPP)	\$296,000	\$592,000
6	Federal Emergency Management Agency (FEMA)-Emergency Protective Measures	Cleaning and disinfection in response to COVID-19 cases	(FEMA)- Emergency Protective Measures	\$270,422	\$270,422
	FY21 FTA 5339(b) Buses and Bus Facilities Discretionary Grant Program	ParaCruz Operation and Administrative Facility Construction Project	FY21 FTA 5339	\$5,517,594	\$6,130,660
7	FTA FY21 5339a	Install Bus Barriers	FTA FY21 5339a Bus and Bus Facilities Formula	\$524,355	\$524,355
9	FY21 FTA Areas of Persistent Poverty Program (AoPP) grant	South County Zero-Emissions Operating and Maintenance Facility Plan	FY21 FTA Areas of Persistent Poverty Program (AoPP) grant	\$1,000,000	\$1,000,000
Total				\$ 36,792,951	\$ 37,702,017
End of Pending Grants					

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DATE: February 25, 2022
TO: Board of Directors
FROM: Daniel L. Zaragoza, Operations Manager, Paratransit Division
SUBJECT: **ACCEPT AND FILE THE METRO PARACRUZ OPERATIONS STATUS REPORT FOR OCTOBER, NOVEMBER AND DECEMBER 2021**

I. RECOMMENDED ACTION

That the Board of Directors accept and file the quarterly METRO ParaCruz Operations Status Report for October, November and December 2021

II. SUMMARY

ParaCruz is the federally mandated ADA complementary paratransit program of the Santa Cruz Metropolitan Transit District (METRO), providing shared ride, door-to-door demand-response transportation to customers certified as having disabilities, which prevent them from independently using the fixed route bus.

ParaCruz during the months of October, November, and December ParaCruz provided 15,144 rides. On Time Performance for this period was 99.28%.

ParaCruz is currently funded for 30 Paratransit Operators; three of these positions are vacant.

III. DISCUSSION/BACKGROUND

- Summary review of monthly operational statistics for ParaCruz.

Comparing the monthly statistics of FY21 to the monthly statistics of FY22:

- In October, the number of ParaCruz rides increased by: 1,765
- In November, the number of ParaCruz rides increased by: 2,471
- In December, the number of ParaCruz rides increased by: 2,193

Comparing the monthly statistics of FY20 to the monthly statistics of FY22:

- In October, the number of ParaCruz rides decreased by: 2,365
- In November, the number of ParaCruz rides decreased by: 1,196
- In December, the number of ParaCruz rides decreased by: 1,247

- Summary review of monthly operational information about ParaCruz for FY22:
 - October number of total ParaCruz rides: 5,010
 - November number of total ParaCruz rides: 5,276
 - December number of total ParaCruz rides: 4,858
 - Summary review of monthly operational information about Microtransit Service for FY21:
 - October number of total Microtransit rides: 72
 - November number of total Microtransit rides: 85
 - December number of total Microtransit rides: 47
- Microtransit Service began on April 19, 2021.
- Comparing September 2021 statistics to October 2021, ParaCruz rides increased by 60.
 - Comparing October 2021 statistics to November 2021, ParaCruz rides increased by 266
 - Comparing November 2021 statistics to December 2021, ParaCruz rides decreased by 418

ParaCruz Response to Covid-19

ParaCruz has experienced a decrease in ridership due to the COVID-19 pandemic Shelter in Place order.

ParaCruz vehicles are sanitized after every shift.

ParaCruz implemented a mandatory facemask policy for all ParaCruz office staff, ParaCruz Operators and riders, and a mandatory face shield for all ParaCruz Operators when securing any mobility device.

IV. STRATEGIC PLAN PRIORITIES ALIGNMENT

This report pertains to METRO's Service Quality and Delivery.

V. FINANCIAL CONSIDERATIONS/IMPACT

There are no financial considerations for this report.
ParaCruz during the months of October, November, and December ParaCruz provided 204 Microtransit rides.

VI. CHANGES FROM COMMITTEE

N/A

VII. COORDINATION

This staff report has been coordinated with statistics provided by the Finance and Fleet Departments. The Eligibility Coordinator provided additional data.

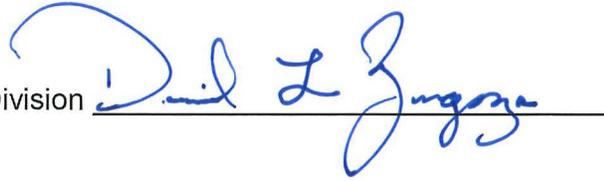
VIII. ATTACHMENTS

- Attachment A:** ParaCruz On-time Performance Charts for October, November, and December.
- Attachment B:** Comparative Operating Statistics Tables for October, November, and December.
- Attachment C:** Number of Rides Comparison Chart.
- Attachment D:** Total Ride vs. Shared Ride Chart.
- Attachment E:** Annual Miles Comparison Chart.
- Attachment F:** Monthly Assessments.
- Attachment G:** Top Monthly Ride Destinations for October, November, and December.

Prepared by: Daniel L. Zaragoza, Operations Manager,
Paratransit Division

IX. APPROVALS

Daniel L. Zaragoza
Operations Manager, Paratransit Division



Dawn Crummié
Interim CEO/General Manager



Attachment A

ParaCruz On-time Performance Report for October 2021

	October 2020	October 2021
Total pick ups	3,245	5,010
Percent in “ready window” *	99.85%	99.48%
1 to 5 minutes late	.12%	.18%
6 to 10 minutes late	.00%	.16%
11 to 15 minutes late	.03%	.10%
16 to 20 minutes late	.00%	.00%
21 to 25 minutes late	.00%	.06%
26 to 30 minutes late	.00%	.02%
31 to 35 minutes late	.00%	.00%
36 to 40 minutes late	.00%	.00%
41 or more minutes late (excessively late/missed trips)	.00%	.00%
Total beyond “ready window”	.15%	0.52%

*Target: 90%

On-time Performance

During October, ParaCruz' on time performance increased by .63% from last month. Ridership increased from last month. ParaCruz hired one Operator. ParaCruz has two Operator positions unfilled and two Operators out on medical leave. The total number of available working ParaCruz Operators is now 21 per weekday, not including Operators on annual leave.

A Customer Service Report is either a compliment, comment, or a complaint.

During the month of October 2021, ParaCruz received one Customer Service Reports, One was suggestion, a person that would like to see ParaCruz send a text message to remind people of their appointment time. One was not valid, A person that claimed that an Operator falsely reported to Dispatch that the person had removed her facemask, video was reviewed.

Attachment A

ParaCruz On-time Performance Report for November 2021

	November 2020	November 2021
Total pick ups	2,805	5,276
Percent in “ready window”	99.96%	98.84%
1 to 5 minutes late	.00%	.57%
6 to 10 minutes late	.00%	.24%
11 to 15 minutes late	.00%	.21%
16 to 20 minutes late	.04%	.08%
21 to 25 minutes late	.00%	.02%
26 to 30 minutes late	.00%	.00%
31 to 35 minutes late	.00%	.00%
36 to 40 minutes late	.00%	.02%
41 or more minutes late (excessively late/missed trips)	.00%	.02%
Total beyond “ready window”	.04%	1.16%

*Target: 90%

On-time Performance

During November, ParaCruz’ on time performance decreased by .64 from last month. Ridership increased from last month. ParaCruz has two Operator position unfilled and five Operators out on Medical leave. The total number of available working ParaCruz Operators is 20 per weekday, not including Operators on annual leave.

A Customer Service Report is either a compliment, comment, or a complaint.

During the month of November 2021, ParaCruz received three Customer Service Reports.

Two are valid, one for a late ride and one for a booking error for the wrong appointment time. One was not valid, A person that claimed that an Operator falsely reported to Dispatch that the person had removed her facemask, video was reviewed and the person did take off their facemask.

Attachment A

ParaCruz On-time Performance Report for December 2021

	December 2020	December 2021
Total pick ups	2,665	4,858
Percent in “ready window”	99.92%	99.69%
1 to 5 minutes late	.08%	.11%
6 to 10 minutes late	.00%	.14%
11 to 15 minutes late	.00%	.06%
16 to 20 minutes late	.00%	.00%
21 to 25 minutes late	.00%	.00%
26 to 30 minutes late	.00%	.00%
31 to 35 minutes late	.00%	.00%
36 to 40 minutes late	.00%	.00%
41 or more minutes late (excessively late/missed trips)	.00%	0.00%
Total beyond “ready window”	.08%	.31%

*Target: 90%

On-time Performance

During December, ParaCruz' on time performance decreased by .78 % from last month. December ridership decreased from last month. ParaCruz has hired two new Operators that are currently in training, three Operator positions remain unfilled, and three Operators are out on medical leave. The total number of available working ParaCruz Operators is 18 per weekday, not including Operators on annual leave.

A Customer Service Report is either a compliment, comment, or a complaint.

During the month of December 2021, ParaCruz received one Customer Service Report. It was valid, a person reported that a van drove in a bike lane.

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Attachment B

Comparative Operating Statistics through October 2021

	October 2020	October 2021	FY 21	FY 22	Performance Averages	Performance Goals
Requested	5,261	6,280	20,506	24,073	5,456	
Performed	3,245	5,010	12,464	19,640	3,850	
Cancel	41.76%	17.53%	39.22%	23.57%	31.03%	
No Shows	4.05%	3.26%	4.69%	3.41%	3.43%	Less than 3%
Total miles	24,991	31,282	99,869	129,492	27,104	
Av trip miles	5.07	6.62	5.91	6.53	6.56	
Within ready window	99.61%	99.48%	99.81%	99.49%	99.80%	90.00% or better
Call center volume	2,263	4,821	8,832	18,636	3,305	
Hold times less than 2 minutes	97.29%	98.63%	97.40%	98.81%	98.50%	Greater than 90%
Distinct riders	334	571	1378	923	424	
Most frequent rider	62 rides	52 rides	277rides	212 rides	69 rides	
Shared rides	12.56%	37.25%	15.85%	37.25%	27.32%	Greater than 60%
Passengers per rev hour	1.73	2.00	1.78	2.02	1.86	Greater than 1.6 passengers/hour
Rides by supplemental providers	N/A	N/A	N/A	N/A	N/A	No more than 25%
Vendor cost per ride	N/A	N/A	N/A	N/A	N/A	
Rides < 10 miles	60.43%	66.81%	61.09%	62.91%	60.58%	
Rides > 10	39.57%	33.19%	38.91%	37.13%	39.42%	
Denied Rides	0	0	0	0	0	Zero
Missed Trips	0	1	0	8	0	
Excessively Long Trips	0	0	0	0	0	
# Trips at Base Fare	1,819	3,028	7,079	11,803	2,306	
# Trips > Base Fare	377	986	2,176	3,480	685	

Attachment B

Comparative Operating Statistics through November 2021

	November 2020	November 2021	FY 21	FY 22	Performance Averages	Performance Goals
Requested	4,706	6,394	36,568	30,467	5,596	
Performed	2,805	5,576	32,340	24,916	4,056	
Cancels	37.95%	17.48%	22.10%	20.09%	29.33%	
No Shows	3.94%	4.21	4.01%	3.57%	3.45%	Less than 3%
Total miles	23,876	36,199	250,077	165,691	28,130	
Av trip miles	6.34	6.55	5.58	6.53	6.58	
Within ready window	99.96%	98.84%	94.93%	99.36%	99.70%	90.00% or better
Call center volume	2,100	4972	32,340	23,608	3,545	
Hold times less than 2 minutes	97.98%	98.55%	94.32%	98.76%	98.55%	Greater than 90%
Distinct riders	330	607	1,700	1017	447	
Most frequent rider	64 rides	52 rides	215 rides	270 rides	68 rides	
Shared rides	15.94%	37.30%	15.73%	37.16%	29.10%	Greater than 60%
Passengers per rev hour	1.72	2.07	1.77	2.03	1.89	Greater than 1.6 passengers/hour
Rides by supplemental providers	N/A	N/A	N/A	N/A	N/A	No more than 25%
Vendor cost per ride	N/A	N/A	N/A	N/A	N/A	
Rides < 10 miles	60.78%	63.84%	59.80%	63.10%	60.83%	
Rides > 10	39.22%	36.16%	40.20%	36.90%	39.17%	
Denied Rides	0	0	0	0	0	Zero
Missed Trips	0	3	0	11	1	
Excessively Long Trips	0	1	0	0	0	
# Trips Base Fare	1,799	3,113	8,878	14,916	2,416	
# Trips > Base Fare	396	966	2,350	4,446	733	

Attachment B

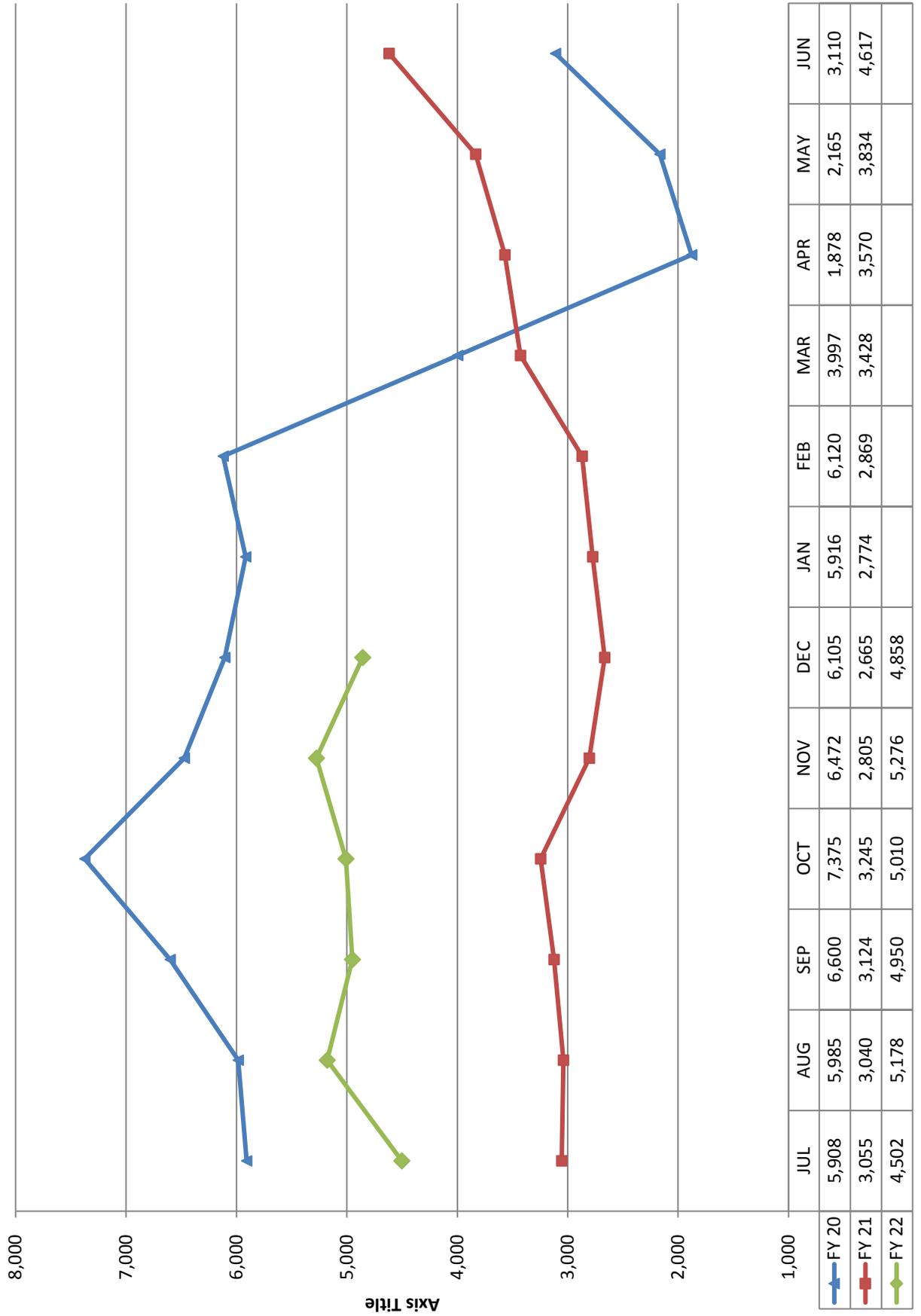
Comparative Operating Statistics through December 2021

	December 2020	December 2021	FY 21	FY 22	Performance Averages	Performance Goals
Requested	4,555	6,133	29,767	36,600	6,108	
Performed	2,665	4,858	17,934	29,774	4,461	
Cancel	39.17%	22.80%	37.30%	22.09%	31.06%	
No Shows	3.82%	3.82%	4.42%	3.61%	3.45%	Less than 3%
Total miles	23,867	37,555	128,300	203,246	29,271	
Av trip miles	6.70	6.44	6.00	6.52	6.55	
Within ready window	99.92%	99.69%	99.85%	99.42%	99.69%	90.00% or better
Call center volume	2,248	4,657	10,932	28,265	3,746	information not available
Hold times less than 2 minutes	98.17%	98.91%	97.71%	98.78%	98.57%	Greater than 90%
Distinct riders	290	615	1,998	1,109	475	
Most frequent rider	72 rides	54 rides	378 rides	322 rides	66 rides	
Shared rides	22.22%	34.62%	16.82%	36.74%	30.13%	Greater than 60%
Passengers per rev hour	1.77	1.97	1.77	2.02	1.91	Greater than 1.6 passengers/hour
Rides by supplemental providers	N/A	N/A	N/A	N/A	N/A	No more than 25%
Vendor cost per ride	N/A	N/A	N/A	N/A	N/A	
Rides < 10 miles	58.91%	65.62%	59.65%	63.62%	61.39%	
Rides > 10 miles	41.09%	34.38%	40.35%	34.38%	39.73%	
Denied Rides	0	0	0	0	0	Zero
Missed Trips	0	0	0	7	1	N/A
Excessively Long Trips	0	0	0	1	0	
# Trips Base Fare	1,642	2,876	10,520	17,792	2,518	
# Trips > Base Fare	435	959	2,253	5,405	776	

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Attachment C

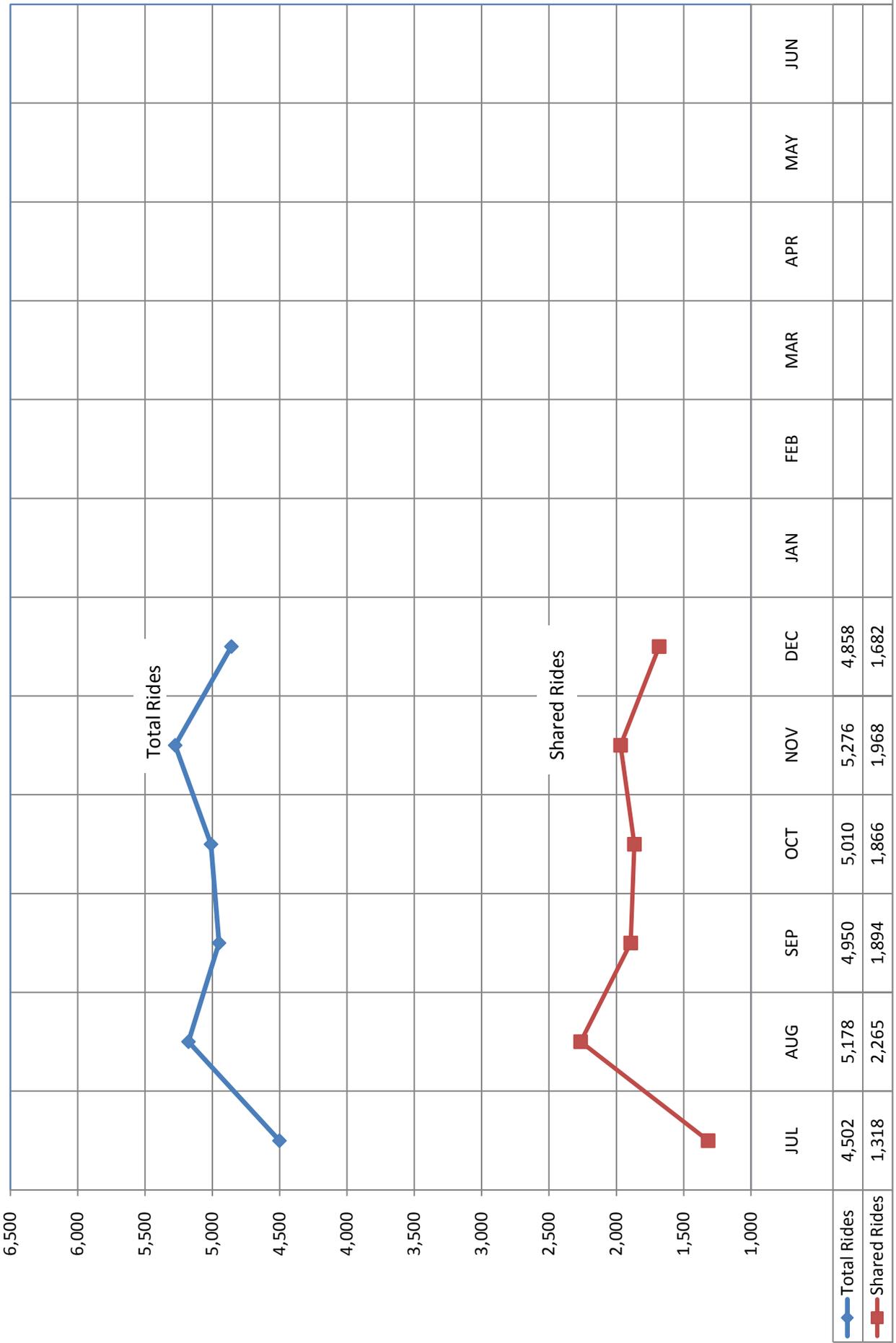
Number of Rides Comparison



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Attachment D

Total Ride vs. Shared Ride Count

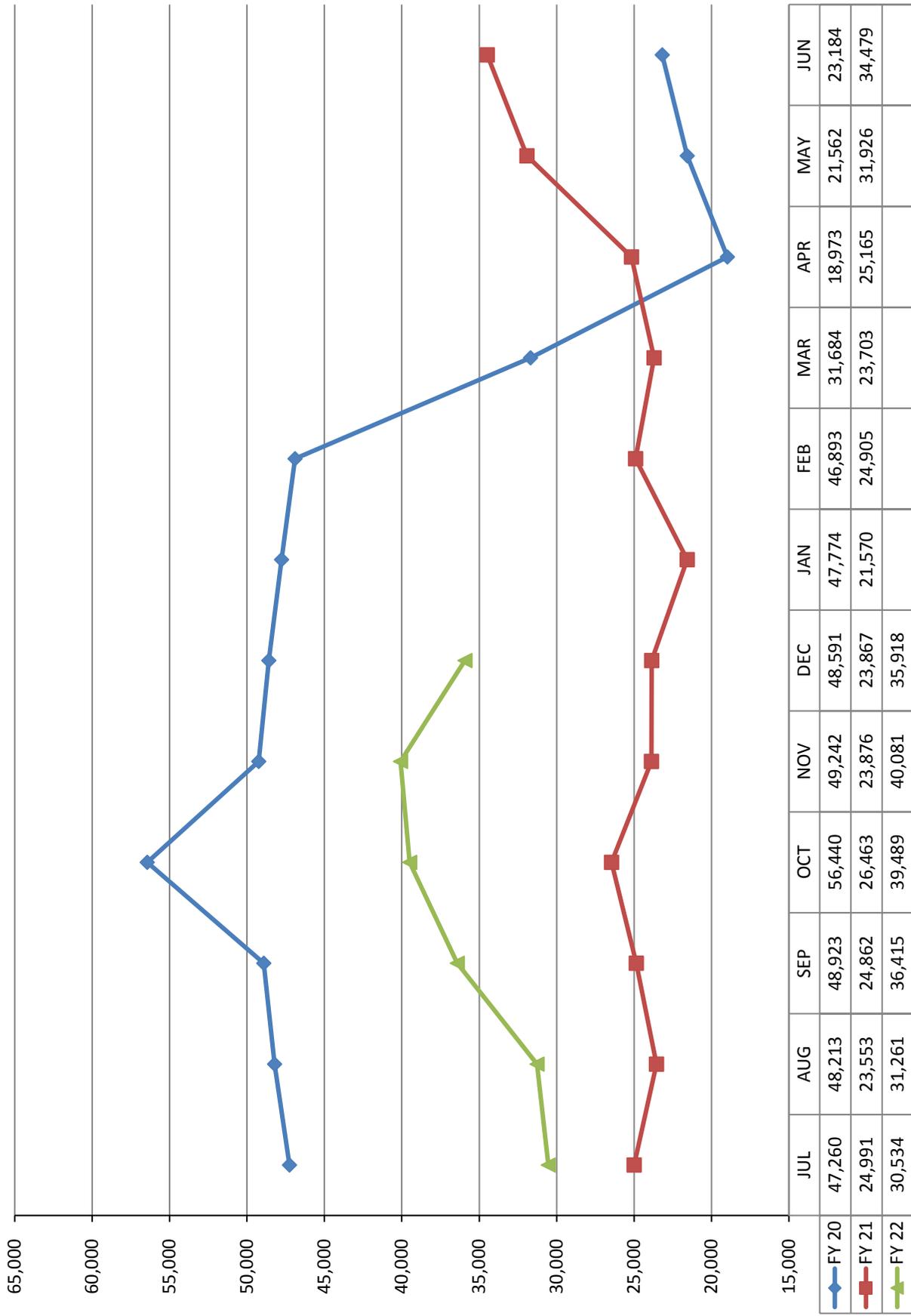


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Attachment E

Annual Miles Comparison



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Attachment F

Monthly Assessments

MONTHLY ASSESSMENTS						
	UNRESTRICTED	RESTRICTED CONDITIONAL	RESTRICTED TRIP BY TRIP	TEMPORARY	DENIED	TOTAL
JANUARY 2021	5	0	0	34	0	39
FEBRUARY 2021	22	0	0	37	0	59
MARCH 2021	10	0	0	38	0	48
APRIL 2021	25	0	0	28	1	54
MAY 2021	25	0	1	20	0	46
JUNE 2021	52	0	0	27	0	79
JULY 2021	52	0	0	21	0	73
AUGUST 2021	38	0	0	27	0	65
SEPTEMBER 2021	48	0	0	29	0	77
OCTOBER 2021	43	0	0	25	1	69
NOVEMBER 2021	49	0	0	47	0	96
DECEMBER 2021	28	0	0	19	0	47

Number of Eligible Riders for the month of October 2021 = 2,864

Number of Eligible Riders for the month of November 2021 = 2,947

Number of Eligible Riders for the month of December 2021 = 2,812

Unrestricted: If, because of a disability, a person can never use the fixed route bus service under any condition.

Restricted: If a person can use fixed route bus service for some trips, then they may be determined eligible but restricted from those trips that they could make using the fixed route bus system.

Immediate need: If, due to unforeseeable circumstances, a person may need transportation before completing the eligibility process, they may be provided with immediate need eligibility for up to 14 days.

Temporary: If a person has a limited term condition that prevents them from using the fixed route service system.

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Attachment G

Top Ride Destinations

LOCATION	October	November	December	Total	% of total rides
Satellite Dialysis - Capitola	592	572	568	1,732	11.44%
Cabrillo College 6500 Soquel Dr. Aptos	457	484	217	1,158	7.65%
Satellite Dialysis - Watsonville	249	262	249	760	5.02%
Santa Cruz Post-Acute 1115 Capitola Rd. SC	196	197	119	512	3.38%
Palo Alto Medical 2025 Soquel Ave. SC	162	165	120	447	2.95%
La Posada 609 Frederick St. SC	170	127	91	338	2.23%
The Galleria 740 Front St. SC	110	115	98	323	2.13%
Pacific Coast Manor 1935 Wharf Rd. Capitola	97	95	90	282	1.86%
Bay Avenue Senior Apartments 750 Bay Ave. Capitola	55	85	81	221	1.46%
Chestnut St. Apartments 95 Chestnut St. SC	84	65	68	217	1.43%
Watsonville Community Hospital	68	75	43	186	1.23%
Valley Convalescent Hospital 919 Freedom Blvd. Watsonville	51	57	69	177	1.17%

Number of rides for the month of October 2021 = **5,010**
 Number of rides for the month of November 2021 = **5,276**
 Number of rides for the month of December 2021 = **4,858**

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DATE: February 25, 2022
TO: Board of Directors
FROM: John Urgo, Planning & Development Director
SUBJECT: ACCEPT AND FILE THE METRO SYSTEM RIDERSHIP REPORTS FOR THE SECOND QUARTER OF FY22

I. RECOMMENDED ACTION

That the Board of Directors accept and file the METRO system ridership report for the second quarter of FY22

II. SUMMARY

- FY22 Q2 total ridership increased 237.5% (+511,752) compared to FY21 Q2. However, FY22 Q2 ridership decreased 48.0% (-672,000) compared to FY19 Q2.
- Non-student ridership increased 59.4% (+109,340) compared to FY21 Q2 and decreased 43.3% (-224,246) compared to FY19 Q2.
- Highway 17 (Hwy 17) ridership increased 176.4% (+18,023) compared to FY21 Q2 and decreased 61.7% (-45,436) compared to FY19 Q2.
- UCSC ridership increased 1,313.4% (+387,729) compared to FY21 Q2 and decreased 47.0% (-370,724) compared to FY19 Q2.
- Cabrillo College ridership increased 758.6% (+14,683) compared to FY21 Q2 and decreased 82.3% (-77,030) compared to FY19 Q2.

III. DISCUSSION/BACKGROUND

This report contains ridership summaries and ridership by route for Santa Cruz Metropolitan Transit District (METRO) fixed route bus service for the Second quarter (Q2) of FY22, October 1, 2021 – December 31, 2021. Quarterly ridership reports keep the Board of Directors (Board) apprised of METRO's ridership statistics and ridership trends:

- Attachment A shows system-wide and college student ridership statistics for Q2 of FY22 and makes year-over-year comparisons with ridership statistics.
- Attachment B shows the average ridership and pass/fare usage per route and system-wide.
- Attachment C shows the weekly ridership comparison for Q2 of FY22 and FY21.

Total Fixed Route Ridership

Compared to the previous fiscal year's second quarter FY22 Q2 total fixed-route ridership increased substantially, with a 237.5% change year-over-year. METRO operates 23 local routes and one commuter route over the Highway 17 (Hwy 17). Hwy 17 ridership increased 176.4% and Local ridership increased 240.5%. Student Pass ridership, comprised of UCSC and Cabrillo riders, increased 1,281.9%. UCSC and Cabrillo ridership grew 1,313.4% and 758.6%, respectively, while the remaining non-student ridership rose 59.4%.

In the second quarter of FY22 there was 48.0% less total-fixed route ridership compared to Q2 of FY19. Compared to pre-COVID data, Hwy 17 ridership remained more depressed than did local route ridership. Hwy 17 boardings decreased 61.7% compared to the same quarter in FY19, while Local ridership only dropped 47.3%. Student pass ridership decreased 50.8% this quarter compared to Q2 of FY19, as UCSC and Cabrillo ridership returned to 53.0% and 17.7% of pre-COVID ridership levels, respectively. The remaining non-student ridership in FY22 Q2 was 43.3% less compared to FY19 Q2.

In Q2 of FY21, shelter-in-place directives and carrying capacity restrictions continued to reduce overall ridership. UCSC and Cabrillo demand was also greatly diminished as both were still holding most classes remotely. Furthermore, telework was still widespread in Q2 of FY21, which contributed to non-student ridership reductions. As a result of this diminished ridership demand, METRO operated an average of 12.5% less vehicle revenue hours (VRH) in FY21 compared to the current service level in FY22.

In Q2 of FY22, there were no shelter-in-place directives or carrying capacity restrictions. UCSC and Cabrillo returned to largely in-person learning, with some larger classes continued as remote learning. Some non-student riders transitioned from telework to working at least part-time in the office and ridership demand increased. However, operator shortages necessitated implementing 16.5% and 2.1% less weekday and weekend VRH, respectively, compared to FY19 service.

Regular and Discount Passes & Fares

Discount riders utilizing cash for boarding increased 22.6% compared to the second quarter of FY21. Discount pass usage remained largely the same, with a modest growth of 3.5% compared to FY21 Q2. Overall, discount ridership increased 12.0% in the second quarter of FY22.

Discount ridership was 11.2% of total fixed route ridership in Q2 of FY22. Compared to the second quarter of FY19, discount cash and pass usage decreased 32.7% and 59.4%, respectively, and discount ridership overall was still down 49.6%.

Pass boardings for regular adults and all youth not associated with the student pass programs increased 119.1%. Cash usage among this demographic increased 67.1%. Overall, regular ridership increased 90.1% in the second quarter of FY22.

Regular ridership was 29.1% of total fixed route ridership in Q2 of FY22. Compared to the second quarter of FY19, pass usage was down 38.3% and cash usage declined by 42.6%, and there was a 40.5% reduction in regular ridership overall.

Weekly Ridership Growth

For the first seven weeks of the second quarter of FY22, weekly ridership was on average 292.5% greater than year-over-year weekly ridership in FY21. After mid-November, weekly ridership began to decrease due to the Thanksgiving holiday. Ridership slightly rebounded in the first week of December, as UCSC students returned to class and finals week. By Mid December, UCSC and Cabrillo students were out on winter break and weekly ridership only increased an average of 65.8%

Compared to FY19, ridership for the first two months of Q2 FY22 was on average 43.0% less. FY22 December ridership was down 52.6% compared to FY19 December ridership. Student pass ridership was the largest segment of riders this quarter, at 59.6% of total fixed route ridership, but they are still taking 50.8% fewer trips in FY22 Q2 compared to pre-COVID levels.

Trip Ridership by Route

FY22 year-over-year total ridership per trip increased 163.5% compared to Q2 of FY21. While average weekday and weekend ridership per trip on all routes was similar, the average number of riders per trip was greater on the weekend than during the week. There were 16.9 average ridership per weekday trip compared to an average of 18.5 riders per trip on the weekends. The weekday route with the highest average passenger load per revenue trip was the route 18 UCSC via Main Gate-Mission with 49.0 riders per trip. The weekend route with the greatest passenger loads was also the route 18 UCSC via Main Gate-Mission with an average of 66.8 riders per trip.

Compared to FY19, overall riders per trip was still down by 44.1%. Weekday ridership remained more depressed compared to weekend ridership. Weekday riders per trip was down 46.2% but the average weekend riders per trip only declined by 33.3%. The FY19 weekday route with the greatest trip loads was the weekday-only route 15. The weekend route with the largest trip loads was both the route 16, replaced with the route 18 in FY22, and the route 20.

IV. STRATEGIC PLAN PRIORITIES ALIGNMENT

This report aligns with METRO's Service Quality and Delivery strategic priority.

V. FINANCIAL CONSIDERATIONS/IMPACT

Revenue derived from passenger fares and passes was reflected in the FY22 operating budget. Farebox revenue this quarter increased 51.7% compared to Q2 in FY21. Pass usage also increased 67.4% this quarter compared to the second quarter of FY21. The COVID-19 pandemic fallout will adversely affect

actual passenger pass and fare usage in the remainder of FY22. The magnitude of this negative impact will be realized in the coming months.

VI. CHANGES FROM COMMITTEE

N/A

VII. ALTERNATIVES CONSIDERED

There are no alternatives to consider.

VIII. ATTACHMENTS

Attachment A: Quarterly System Ridership Summary for FY22 Q2 October 1, 2021 – December 31, 2021

Attachment B: Quarterly Average Ridership by Route Report for FY22 Q2 October 1, 2021 – December 31, 2021

Attachment C: Quarterly Ridership by Week for FY22 Q2 October 1, 2021-December 31, 2021

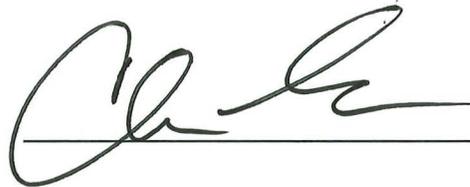
Prepared by: Cayla Hill, Planning Analyst

IX. APPROVALS

John Urgo,
Planning and Development Director



Approved as to fiscal impact:
Chuck Farmer, CFO



Dawn Crummié,
Interim CEO/General Manager



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Quarterly System Ridership Summary

FY22 Q2 (October 1 - December 31, 2021)

Calendar Operating Days			Discounted Pass Usage (Senior/Disabled)				Regular Pass Usage				
	This Year	Last Year	FY22 Q2		FY21 Q2		FY22 Q2		FY21 Q2		
				Difference		Difference		Difference			% Change
Weekdays	66	66					92,659	45,796	46,863		102.3%
Weekends	26	26	41,739	1,405	40,334	1,405	16,385	3,964	12,421		313.3%
UCSC Days of Instruction*	48	0*					109,044	49,760	59,284		415.7%

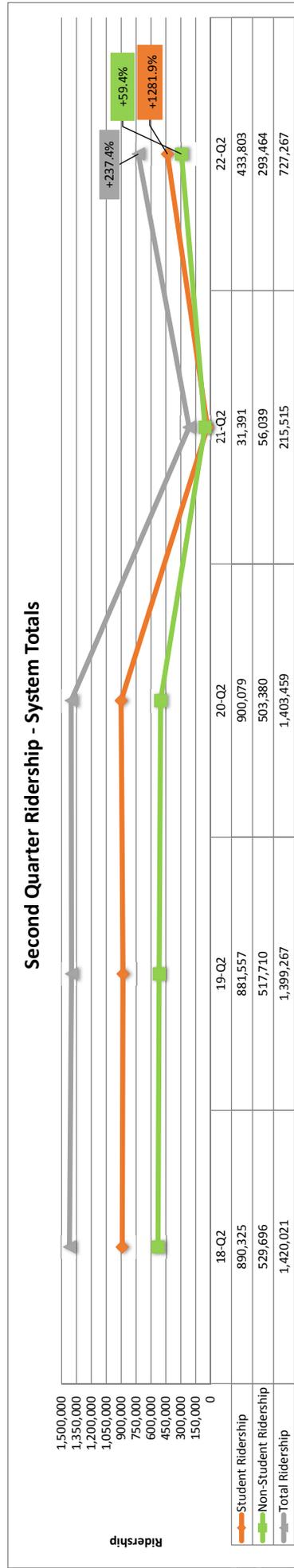
* No in-person classes, with limited exceptions

Cabrillo Days of Instruction**

** No in-person classes, with limited exceptions

Discounted Cash Usage (Senior/Disabled)			Regular Cash Usage		
	FY22 Q2	FY21 Q2	Difference	% Change	
Local Single Cash Fare	37,569	31,334	6,235	19.9%	92,252
Hwy 17 Single Cash Fare	2,204	1,112	1,092	98.2%	10,656
Total Cash Usage	39,773	32,446	7,327	22.6%	102,908

System Totals			Student Pass Totals		
	FY22 Q2	FY21 Q2	Difference	% Change	
Local Fixed Route	699,025	205,296	493,729	240.5%	417,251
Highway 17 Express	28,242	10,219	18,023	176.4%	16,552
System Total	727,267	215,515	511,752	237.5%	433,803



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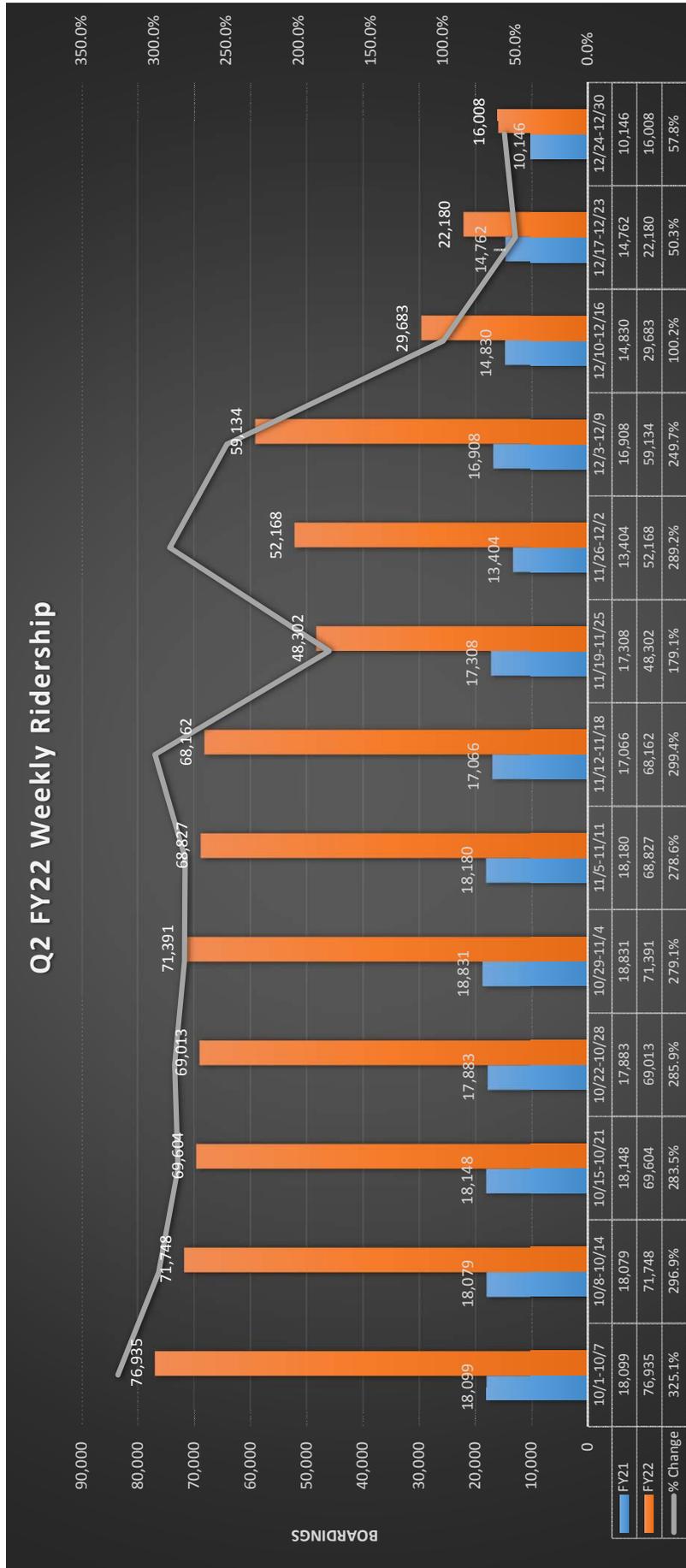
Quarterly Average Ridership by Route Report

October 1, 2021 - December 31, 2021		Average Weekday Ridership per Trip					Average Weekend Ridership per Trip				
Route	Corridor	Total Riders	UCSC Riders %	Cabrillo Riders %	Discount Fares and Passes %	Regular Fares & Passes %	Total Riders	UCSC Riders %	Cabrillo Riders %	Discount Fares and Passes %	Regular Fares and Passes %
UCSC											
10	UCSC via High St.	32.7	96.1%	0.2%	1.1%	2.5%	46.5	96.1%	0.0%	0.7%	3.1%
15	UCSC via Laurel West	33.9	96.9%	0.2%	0.7%	2.3%					
18	UCSC via Main Gate-Mission	49.0	94.6%	0.3%	1.2%	3.9%	66.8	97.4%	0.1%	1.2%	1.3%
19	UCSC via Lower Bay	37.6	93.9%	0.3%	2.2%	3.5%	52.7	100.2%	0.0%	1.6%	-1.8%
20	UCSC via West Side	35.0	92.9%	0.3%	1.8%	5.0%	61.0	95.2%	0.1%	1.3%	3.4%
22	UCSC/Coastal Science Campus	23.2	98.2%	0.1%	0.2%	1.5%					
Intercity											
35/35A	Santa Cruz/Scotts Valley/SLV	9.3	6.1%	2.7%	20.1%	71.1%	10.4	6.0%	1.2%	25.2%	67.6%
69A	Capitola Road/Watsonville	15.6	10.5%	3.2%	28.6%	57.7%	14.9	19.7%	2.1%	24.8%	53.4%
69W	Cap. Road/CRillo/Watsonville	16.1	10.7%	10.2%	21.4%	57.7%	16.3	15.6%	2.7%	25.0%	56.7%
71	Santa Cruz to Watsonville	15.6	6.0%	7.5%	23.2%	63.4%	11.7	6.9%	2.8%	26.2%	64.1%
91X	Santa Cruz/Watsonville Express	8.4	7.3%	23.2%	19.1%	50.5%					
Rural											
40	Davenport/North Coast	4.4	5.7%	0.4%	6.7%	87.2%					
41	Bonny Doon	2.2	11.5%	7.4%	12.7%	68.4%					
42	Davenport/Bonny Doon	7.2	16.7%	0.9%	14.0%	68.3%	5.8	33.6%	1.3%	21.4%	43.7%
Local											
4	Harvey West/Emeline	6.1	11.0%	3.3%	37.6%	48.1%					
55	Rio Del Mar	6.7	3.3%	19.4%	26.8%	50.5%	5.3	12.7%	12.4%	34.1%	40.9%
66	Live Oak via 17th	8.8	14.9%	1.6%	29.9%	53.5%	8.5	22.2%	1.0%	27.7%	49.2%
68	Like Oak via Broadway/Portola	6.4	21.5%	2.1%	25.1%	51.3%	6.4	31.2%	1.7%	24.4%	42.6%
72	Watsonville Hospital/Pinto Lake	7.0	0.9%	3.4%	35.3%	60.5%	2.7	1.3%	5.7%	35.4%	57.7%
74S	PVHS/Watsonville Hospital	12.3	0.1%	1.8%	4.6%	93.4%					
75	Green Valley Road	4.0	1.4%	2.8%	38.0%	57.8%	3.7	1.0%	1.9%	36.6%	60.4%
79	Pajaro/East Lake	3.8	2.5%	5.4%	41.2%	51.0%	3.0	1.7%	5.7%	22.7%	69.9%
WC	Watsonville Circulator	3.4	-	-	-	100.0%	3.6	-	-	-	100.0%
Highway 17											
Hwy 17	Hwy 17 Express	10.3	-	-	9.7%	90.3%	8.8	-	-	7.2%	92.8%
Avg. Ridership per Trip		16.9	56.3%	2.7%	10.9%	30.2%	18.5	61.5%	0.9%	10.5%	27.1%

48 Calendar School Days of Cabrillo
 48 Calendar School Days of UCSC
 51 Calendar School Days of SJSU

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Attachment C



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DATE: February 25, 2022

TO: Board of Directors

FROM: Chuck Farmer, CFO



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

I. RECOMMENDED ACTION

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

II. SUMMARY

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

III. DISCUSSION/BACKGROUND

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

- One (1) 1998 New Flyer Bus: no. 9813

The vehicle recommended for disposal is fully depreciated, so there is no financial obligation to a granting agency with regard to the recommended disposal. METRO no longer has a need for this asset listed above; therefore, it is recommended that it be disposed of at this time.

The disposition of this asset has been coordinated with management and staff in processing them for disposal, recycling or auction, if appropriate.

Staff recommends that the Board of Directors approve a resolution (Attachment A) and declare the item listed in Exhibit A as excess and direct staff to use appropriate action for disposal.

IV. STRATEGIC PLAN PRIORITIES ALIGNMENT

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

V. FINANCIAL CONSIDERATIONS/IMPACT

The estimated gross market value of the vehicle included in the disposal list is approximately \$1,500. This vehicle has reached the end of its useful life and is obsolete. There is no financial impact as a result of this disposal.

Any revenue generated from the sale of vehicles, equipment or inventory is recorded in the District's general ledger to account 407090-100 "Gain/Loss on Disposal of Assets."

VI. CHANGES FROM COMMITTEE

N/A

VII. ALTERNATIVES CONSIDERED

- Keep the vehicle in capital asset inventory. Staff does not recommend this alternative because the item has exceeded its useful life and/or is cost-prohibitive to repair and is no long in use.

VIII. ATTACHMENTS

Attachment A: Resolution to Approve the Disposal or Auction of Excess Assets

Exhibit A: Excess Vehicle & Equipment Listing—as of February 25, 2022

IX. APPROVALS:

Approved as to fiscal impact:
Chuck Farmer, CFO



Dawn Crummié,
Interim CEO/General Manager



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Attachment A



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

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

RESOLUTION TO APPROVE THE DISPOSAL OR AUCTION OF EXCESS ASSETS

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

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

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

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

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

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

1. The following asset is declared excess property on the Excess Vehicle & Equipment Listing as of 02/25/2022, "Exhibit A" and may be disposed of or auctioned as such:
 - "One (1) 1998 New Flyer Bus: no. 9813"

Attachment A

Resolution No. _____
Page 2 of 3

PASSED AND ADOPTED by the Board of Directors of the Santa Cruz Metropolitan Transit District on February 25, 2022, by the following vote:

AYES: DIRECTORS –

NOES: DIRECTORS –

ABSENT: DIRECTORS –

ABSTAIN: DIRECTORS –

CHAIR, Board Chair

ATTEST:

DAWN CRUMMIÉ
Interim CEO/General Manager

APPROVED AS TO FORM:

JULIE SHERMAN
General Counsel

Attachment A

Resolution No. _____
Page 3 of 3

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

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
EXCESS VEHICLE & EQUIPMENT LISTING AS OF 02/25/2022

(Attached)

Exhibit A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT										
EXCESS VEHICLE & EQUIPMENT LISTING AS OF 02/25/2022										
Vehicle or Asset Tag #	Description	Acquisition Date	Cost	Accumulated Depreciation	Net Book Value	Est. Market Value	Reason for Disposal	Condition	VIN / SN	License #
9813	1998 NEW FLYER D35LFC	04/20/1998	\$285,580	\$ 285,580	\$ -	\$ 1,500.00	END OF USEFUL LIFE	POOR	5FYD2SL00WU018356	E-1019714

10.8A.4.Exhibit A.1



DATE: February 25, 2022
TO: Board of Directors
FROM: John Urgo, Planning & Development Director
SUBJECT: CONSIDERATION OF AUTHORIZING THE CEO TO ASSIGN A NEW DBELO FOR THE SANTA CRUZ METRO DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM

I. RECOMMENDED ACTION

That the Board of Directors authorize the Santa Cruz METRO CEO to assign a new DBE Liaison Officer (DBELO) to administer the Disadvantaged Business Enterprise (DBE) Program

II. SUMMARY

- The Santa Cruz Metropolitan Transit District (Santa Cruz METRO) has established a Disadvantaged Business Enterprise (DBE) Program in accordance with the regulations of the U.S. Department of Transportation (U.S. DOT) (49 CFR Part 26).
- The purpose of the DBE Program is to ensure that DBEs have an equal opportunity to participate in U.S. DOT assisted contracts.
- The DBE Liaison Officer (DBELO) is responsible for implementing all aspects of the DBE program and ensuring that Santa Cruz METRO complies with all provisions of 49 CFR Part 26.

III. DISCUSSION/BACKGROUND

Santa Cruz METRO receives Federal financial assistance from the Department of Transportation, and as a condition of receiving this assistance, assures that it will comply with 49 CFR Part 26. Santa Cruz METRO is committed to be a DBE Program for the participation of DBEs in Santa Cruz METRO's procurements in accordance with the Code of Federal Regulations, Chapter 49 Part 26. Santa Cruz METRO establishes this DBE Program Update 49 CFR 26 (DBE Program) in accordance with the regulations in 49 CFR 26

The Chief Financial Officer (CFO), Chuck Farmer, has been delegated as the DBE Liaison Officer (DBELO). In that capacity, the CFO is responsible for implementing all aspects of the DBE program and ensuring that Santa Cruz METRO complies with all provisions of 49 CFR Part 26. The CFO has direct, independent access to the CEO concerning DBE program matters. Necessary agency staff is available to support the DBELO in his activities. An organization chart displaying the DBELO's position in the organization is found in Attachment A.

IV. STRATEGIC PLAN PRIORITIES ALIGNMENT

Authorizing the CEO to designate a new DBE Liaison (DBELO) to administer the Disadvantaged Business Enterprise Program aligns with METRO's goal of Financial Stability, Stewardship & Accountability.

V. FINANCIAL CONSIDERATIONS/IMPACT

Santa Cruz METRO's DBE Program Update has no direct financial impact; however, contracts funded with FTA assistance will be monitored for DBE goal achievement and DBE participation will be reported quarterly to the FTA.

VI. CHANGES FROM COMMITTEE

N/A

VII. ALTERNATIVES CONSIDERED

This action is required to comply with regulations of the U.S. DOT (49 CFR Part 26). No alternatives were considered.

VIII. ATTACHMENTS

Attachment A: Santa Cruz Metropolitan Transit District Organization Chart

Prepared by: Cayla Hill, Planning Analyst

IX. APPROVALS

John Urgo
Planning & Development Director



Approved as to fiscal impact:
Chuck Farmer, CFO

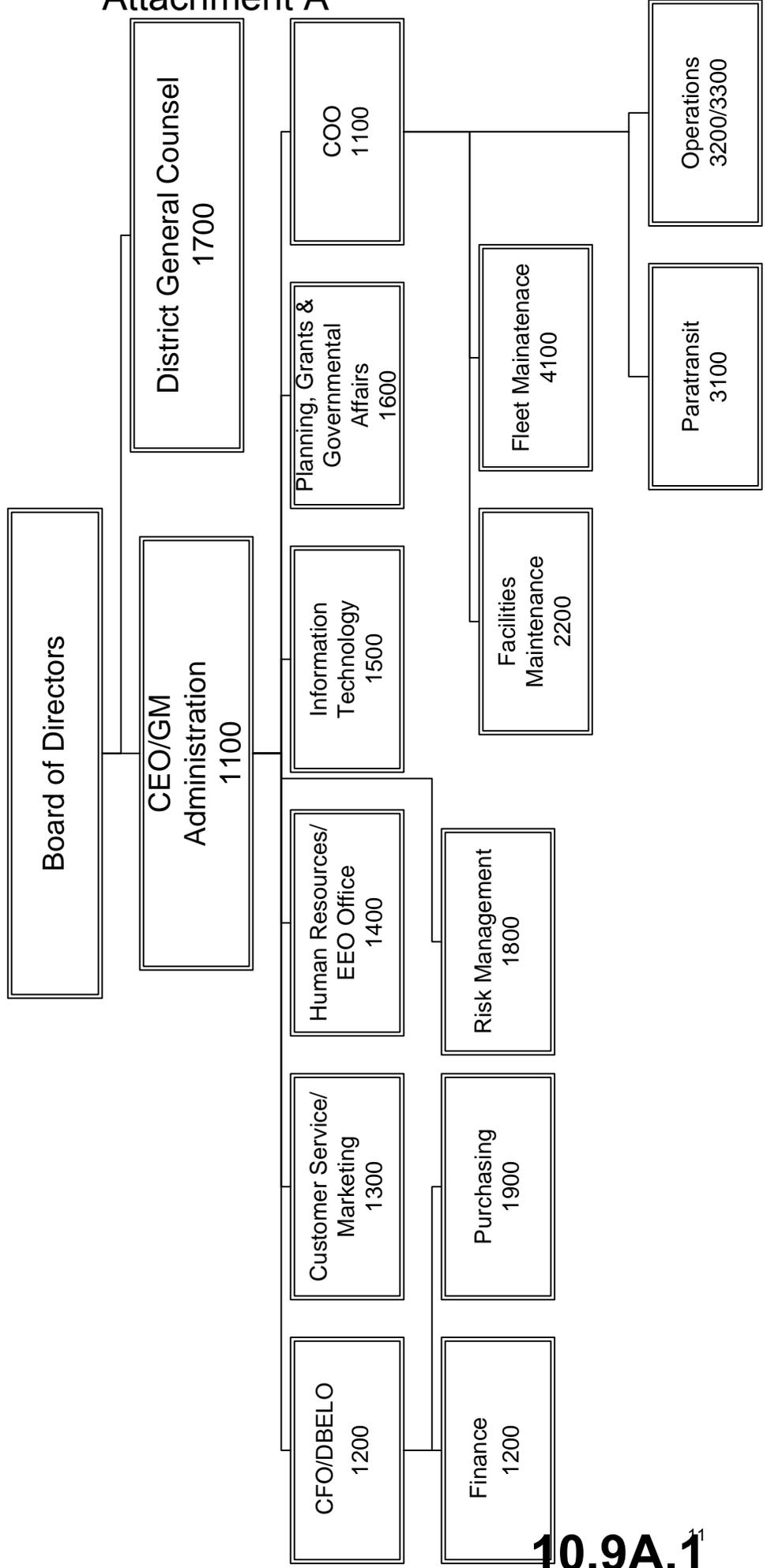


Dawn Crummié,
Interim CEO/General Manager



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Santa Cruz Metropolitan Transit District (Santa Cruz METRO) Organizational Chart FY21



Attachment A

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DATE: February 25, 2022
TO: Board of Directors
FROM: Dawn Crummié, Interim CEO/General Manager
SUBJECT: CONSIDERATION OF A RESOLUTION MAKING CERTAIN FINDINGS AND DIRECTING THAT THE BOARD AND ITS COMMITTEE MEETINGS WILL CONTINUE TO BE HELD VIA TELECONFERENCE

I. RECOMMENDED ACTION

That the Board of Directors approve a resolution making certain findings and directing that the Board and its committee meetings will continue to be held via teleconference

II. SUMMARY

Due to the ongoing COVID-19 pandemic, the Interim CEO/General Manager and General Counsel recommend the Board adopt a resolution making certain findings and directing that Board meetings and Board committee meetings will continue to be held via teleconference because the proclaimed COVID-19 pandemic State of Emergency continues to impact the ability of the Santa Cruz Metropolitan Transit District (METRO) Board of Directors (Board) and its committees to meet safely in person.

III. DISCUSSION/BACKGROUND

On September 16, 2021, Governor Newsom signed into law Assembly Bill (AB) 361 amending Government Code Section 54953 to allow local agencies to use teleconferencing for public meetings without requiring teleconference locations to be included on published agendas or accessible to the public, and without requiring a quorum of the members of the legislative body of the agency to participate from locations within the boundaries of the agency's jurisdiction, during proclaimed states of emergencies.

Local agency determinations to meet using the modified teleconferencing rules under AB 361 must be reviewed every 30 days following the first teleconferenced meeting held pursuant to this law, which as an urgency statute, came into effect on October 1. The legislative body must reconsider the circumstances of the state of emergency and find that they directly impact the ability to meet safely in person. These findings can be relied upon for up to 30 days, so the Board will need to consider the circumstances of the state of emergency at each subsequent Board meeting in order to continue meeting remotely under the modified teleconference rules.

The Governor's State of Emergency related to the COVID-19 pandemic remains active and the Santa Cruz County Health Officer, the California Department of Public Health, and the Department of Industrial Relations have imposed or recommended measures to promote social distancing. Compliance with these measures directly impacts the ability of the public to meet safely in person, and METRO cannot ensure social distancing recommendations are met in circumstances of in-person public meetings.

Furthermore, there is a continuing threat of COVID-19 to the community, and Board and committee meetings have characteristics that give rise to risks to health and safety of meeting participants. Consequently, it is recommended that METRO continue to use remote teleconferencing for public meetings as permitted under AB 361 and to reconsider its determination (and make the necessary findings) every 30 days.

IV. STRATEGIC PLAN PRIORITIES ALIGNMENT

This report pertains to METRO's Safety First Culture priority.

V. FINANCIAL CONSIDERATIONS/IMPACT

There is no financial impact.

VI. CHANGES FROM COMMITTEE

N/A

VII. ALTERNATIVES CONSIDERED

The Board could decide to no longer meet via teleconference. Due to the ongoing COVID-19 pandemic, this is not recommended.

VIII. ATTACHMENTS

Attachment A: Authorizing Resolution

Prepared by: Donna Bauer, Executive Assistant

IX. APPROVALS

Dawn Crummié
Interim CEO/General Manager

Dawn Crummié

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Attachment A



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 FINDING THAT THE PROCLAIMED
STATE OF EMERGENCY FOR THE COVID-19 PANDEMIC
CONTINUES TO IMPACT THE ABILITY FOR THE BOARD OF DIRECTORS AND ITS
COMMITTEES TO MEET SAFELY IN PERSON, AND DIRECTING THAT
VIRTUAL BOARD AND COMMITTEE MEETINGS CONTINUE**

WHEREAS, on March 4, 2020, Governor Newsom declared a State of Emergency to exist in California as a result of the threat of the COVID-19 pandemic, which declaration remains in effect; and

WHEREAS, the Santa Cruz County Board of Supervisors subsequently declared a local emergency related to COVID-19, which declaration also remains in effect; and

WHEREAS, on March 17 and June 11, 2020, the Governor issued Executive Orders N-29-20 and N-08-21, respectively, suspending certain provisions of the Ralph M. Brown Act related to teleconferencing through September 30, 2021 to facilitate legislative bodies conducting public meetings remotely to help protect against the spread of COVID-19 and to protect the health and safety of the public; and

WHEREAS, on September 16, 2021, the Governor signed Assembly Bill (AB) 361 into law, amending Government Code Section 54953, effective immediately, to allow legislative bodies to continue to meet remotely under less restrictive requirements during a proclaimed State of Emergency provided that (1) state or local officials have imposed or recommended measures to promote social distancing, or (2) the legislative bodies determine that meeting in person would present imminent risks to the health or safety of attendees, and (3) the legislative bodies make such findings at least every thirty days during the term of the declared state of emergency; and

WHEREAS, on November 19, 2021, pursuant to Resolution 21-11-01, Board of Directors (Board) made the requisite findings to allow teleconferencing under AB 361 for 30 days; and

Attachment A

Resolution #
Page 2 of 3

WHEREAS, the Board has reviewed its previous findings and again concludes that there is a continuing threat of COVID-19 to the community, and that Board and committee meetings have characteristics that continue to give rise to risks to health and safety of meeting participants; and

WHEREAS, to help protect against the spread of COVID-19 and its variants, and to protect the health and safety of the public, the Board desires to take the actions necessary to continue to hold its Board and committee meetings remotely as authorized by AB 361.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Santa Cruz Metropolitan Transit District (METRO) has reconsidered the circumstances of the COVID-19 State of Emergency, and finds and determines that the state of emergency continues to directly impact its ability to meet safely in person; and

BE IT FURTHER RESOLVED, that in light of these findings, the Board directs the Interim CEO/General Manager and Board Secretary to continue to agendize public meetings of the Board, and all METRO committees that are subject to the Brown Act, only as online teleconference meetings; and

BE IT FURTHER RESOLVED, that METRO will comply with the requirements of Government Code Section 54953(e)(2) when holding Board and committee meetings pursuant to this Resolution; and

BE IT FURTHER RESOLVED, that this Resolution will be in effect for the maximum period of time permitted under AB 361 (30 days), and the Board will consider the findings in this Resolution each month and may, by motion, reaffirm these findings.

PASSED AND ADOPTED by the Board of Directors of the Santa Cruz Metropolitan Transit District this 25th Day of February 2022 by the following vote:

AYES: Directors -

NOES: Directors -

ABSTAIN: Directors -

ABSENT: Directors -

APPROVED _____

CHAIR
Board Chair

10.10A.2

Attachment A

Resolution #
Page 3 of 3

ATTEST

DAWN CRUMMIÉ
Interim CEO/General Manager

APPROVED AS TO FORM:

JULIE SHERMAN
General Counsel

10.10A.3

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DATE: February 25, 2022
TO: Board of Directors
FROM: Wondimu Mengistu, Grants/Legislative Analyst
SUBJECT: CY22 STATE AND FEDERAL LEGISLATIVE AGENDA

I. RECOMMENDED ACTION

That the Board of Directors approve the Santa Cruz Metropolitan Transit District (METRO) CY22 State and Federal legislative agenda as presented in this report.

II. SUMMARY

- Each year the Santa Cruz Metropolitan Transit District (METRO) adopts legislative platforms to guide its analysis of state and federal legislative or administrative actions that could impact transportation funding.
- Staff uses this legislative agenda as a guide throughout the year as they represent METRO on various state and federal transportation association Committees and as they provide legislative guidance to METRO's state and federal legislative advocates.
- The overall central goal of the program is to advocate for stable and growing state and federal capital and operating funding and to avoid costly unfunded mandates.
- The legislative program is further augmented this year by a need to seek continued state and federal emergency COVID-19 funding and regulatory relief.
- This year's legislative agenda includes, as top priorities, continued active outreach to Congress on the implementation of the multiyear federal transportation act (Infrastructure Investment and Jobs Act (IIJA)) and "Build Back Better" Act.
- Staff monitors legislative proposals, notifies state and federal representatives of the Board's analysis of key issues, and provides input on other federal and state actions.

III. DISCUSSION/BACKGROUND

CY21 State & Federal Outcomes

State

- The California State Legislature and Governor's Administration enacted several measures designed to temporarily reduce operating costs incurred by public transit agencies due to the pandemic, including delaying costly regulatory mandates.
- In addition, the State enacted measures to make existing sources of State transit funding temporarily more flexible, so transit agency managers could target operating expenses as precisely as possible to meet pandemic-related needs.
- The State also enacted measures to temporarily suspend financial penalties that could arise and be assessed to transit agencies for non-compliance with certain statutory or regulatory requirements.
- Finally, most legislation adverse to transit operations and sound financial management, such as three bills that would have compelled transit agencies to provide fare free transit service to some demographic of transit's ridership, was halted due to the pandemic.
- A summary of specific and highest priority policy goals METRO is pursuing in 2022 is attached (See Attachment A).

Federal

- The American Rescue Plan Act (ARPA) allocated \$26,020,080 in FTA FFY21 Federal Section 5307 formula funds to METRO for pandemic impacts on operations.
- The Infrastructure Investment and Jobs Act (IIJA) authorized the following changes:
 - Starting in FFY22, an estimated \$1 million more in formula 5307/5311 funds, which METRO uses for operations expenses.
 - Nationwide, transit formula funds increase from \$10.2 billion in FFY21 to \$13.4 billion in FFY22.
 - An estimated \$2.6 million more in Small Transit Intensive Cities program (STIC).
 - About \$20,000 additional FTA 5339a funds, which METRO uses to fund its most immediate and critical non-bus replacement needs.
 - More Discretionary (Competitive) dollars:
 - Nationwide, FTA 5339b Bus & Bus Facilities Competitive Program goes from \$447 million in FFY21 to \$456 million in FFY22.

- An increase from \$808.6 million in FFY21 to \$2.1 billion in FFY22 for combined funding in FTA 5337a, 5339b and 5339c.
- METRO hopes to be awarded \$5.5 million for the construction of the new ParaCruz facility in 2022.
- Nationwide, FTA 5339c Lo-No program increases \$5.25 billion over the five-year bill. This is a plus-up of the FTA 5339c program of \$5.25 billion spread out over the five year bill.
- METRO hopes to compete for a three to five fuel cell bus grant in 2023.

However, Congressional negotiations on a final FFY2022 budget remain stalled, forcing another Continuing Resolution (CR) to keep the federal government running. As a result, a full-year CR is threatening the funding increases afforded to METRO through IIJA. A summary of specific and highest priority policy goals METRO is pursuing in 2022 is attached (See Attachment B).

METRO Economic Background

METRO serves the County of Santa Cruz, which has a population of over 273,000. According to a 2019 survey and a 2020 COVID-19 survey, approximately 32% of METRO riders use the service to get to and from work. Santa Cruz County is home to the University of California, Santa Cruz (UCSC) and Cabrillo College. METRO's ridership data reflects that over 55% of METRO riders are students and faculty of these institutions.

Other notable data and demographics (from the 2019 on-board survey):

- Hwy 17 Express ridership comprises 6% of total METRO ridership.
- 49% of METRO riders ride five or more days a week.
- 87% of METRO riders rate their overall impression of METRO as good or excellent.
- 37% of METRO riders do not have access to a personal vehicle.
- Almost one-third of METRO's riders depend on the service as their primary option for transportation.
- 65% of METRO riders earn less than \$24,000 annually.

While normal pre-COVID-19 annual ridership is typically around 5 million passenger trips per year, the impacts of the pandemic on ridership resulted in METRO delivering 907,140 trips in FY21 (year ended June 30, 2021). The ongoing pandemic continues to impact METRO ridership, with ridership down year-over-year an average of 50% by the end of January 2022.

METRO helps implement the California Global Warming Solutions Act of 2006 (AB 32) and its successor (SB 32) by reducing greenhouse gas emissions with deployment of low-emission, high capacity buses. METRO's buses reduce fuel consumption by delivering more trips with fewer vehicle miles of travel than single-occupant vehicles. Although delivery was delayed in 2020 due to the

pandemic and other manufacturing delays, in early 2021 METRO's first zero emission buses were received, and began scheduled service in the fall. Over their life, these buses will reduce diesel fuel consumption by thousands of gallons. Additionally, METRO's routes 69 A, 69W, 71 and 91X provide much needed traffic congestion relief to the gridlocked Highway 1.

METRO is a California Special District, employing about 300 people. METRO's FY22 operating budget is budget is \$55 million. METRO supports the local economy through the purchase of goods and services for its operations. Labor costs (wages and benefits) represent approximately 83% (FY21) of METRO operating costs. Since 82% of METRO's employees reside in Santa Cruz County, the local multiplier effect of these labor dollars to the region is high as our employees' income is reinvested locally in housing, goods, services and recreation.

Current Funding for Operations & Capital – see Attachment C

Operations and Capital are substantially supported by the ½ cent local sales tax approved by the voters in 1978, and further augmented by METRO's share of Measure D, State and Federal grants and customer fares. The FY22 budget includes \$56,615,000 for Operations and a \$27,200,000 Capital Program, which contains new revenues, the carryover of obligated but unspent capital commitments to various projects in process, including bus purchases and Unrestricted Funds.

Operating Grants vs. Capital Grants

The operating budget can be thought of as “running buses” and the capital budget as “buying buses.” State and federal discretionary (competitive) grants do not typically provide revenue for the operating budget, and local grants that might provide operating funds are few and far between. Nearly all state and federal grant opportunities are for capital improvements and augment METRO's ability to buy buses and build/maintain facilities.

Formula Grants

State and federal formula grants come to METRO as a result of legislation; usually require an annual application; and always require follow-up information on how METRO used the money. While this is a cumbersome and time-consuming process for the Grants Department, METRO always follows the directed processes and never risks or jeopardizes its state and federal formula grant allocations. These state and federal formula dollars are typically used for operations and are sometimes flexible for use in both operations and capital.

Discretionary (Competitive) Grants

In any given year, there are a number of state and federal discretionary grant programs offered. METRO always submits highly competitive grant applications for programs for which it qualifies unless there is a strategic or local match reason not to do so.

When grants become available for competition, they are always extremely oversubscribed. Typically, the value of the federal grant applications nationwide

exceeds by ten times or more the actual grant awards available, and the amount awarded to each successful recipient is typically a fraction of the amount requested.

In FY21, METRO received \$45,295,484 in State & Federal Formula Grants for operating assistance and \$1,877,831 in State & Federal Formula Grants for capital assistance.

IV. STRATEGIC PLAN PRIORITIES ALIGNMENT

Staff will ensure that his state and federal advocacy efforts on behalf of METRO are consistent with and help support the Board's Strategic Priorities:

- a. Safety First Culture
- b. Financial Stability, Stewardship & Accountability
- c. Service Quality and Delivery
- d. Internal and External Technology
- e. Employee Engagement: Attract, Retain and Develop
- f. State of Good Repair
- g. Strategic Alliances and Community Outreach

V. FINANCIAL CONSIDERATIONS/IMPACT

There are no direct financial considerations to approving the proposed State and Federal legislative program. The overall goal of the program is to secure stable and growing State and Federal capital and operating funding for the agency and to avoid costly unfunded mandates.

VI. CHANGES FROM COMMITTEE

N/A

VII. ALTERNATIVES CONSIDERED

- Take no action. Staff does not recommend this alternative since they will need Board direction on where to focus his State and Federal legislative efforts in CY 2022.
- Accept the proposed legislative program but with Board adopted edits/changes.

VIII. ATTACHMENTS

Attachment A: State Legislative Agenda

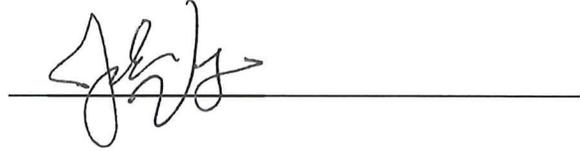
Attachment B: Federal Legislative Agenda

Attachment C: Current Funding for Operations & Capital Pie Chart

Prepared by: Wondimu Mengistu, Grants/Legislative Analyst

IX. APPROVALS

John Urgo,
Planning and Development Director



Dawn Crummié,
Interim CEO/General Manager



Attachment A

CY22 State Legislative Agenda

- **Existing Funding:** Protect against the elimination or diversion of any State-directed funds that support Santa Cruz County transportation needs.
- **Cap-and-Trade:** Continue to seek maximum flexibility in the use of Cap-and-Trade dollars and work to ensure growth in Cap-and-Trade funding available to transit.
- **Voter-Threshold:** Support efforts to amend the State Constitution to reduce the voter threshold required for a city, county, special district or regional transportation agency to impose a special tax for transportation projects or programs.
- **Transit Oriented Development:** Support establishing new funding sources for Transit Oriented Development (TOD) and bus facilities.
- **Bus on Shoulder Expansion:** Support other transit systems as they define and seek an expansion of the existing, very limited, bus on shoulder statutory authorization granted to Monterey-Salinas Transit District and Santa Cruz Metropolitan Transit District by AB 946 (Stone) [Chapter 426, Statutes of 2013].
- **Statewide Coordination:** Continue active involvement in the California Transit Association (CTA) and the California Association for Coordinated Transportation (CalACT) and their associated sub-committees, advocating for the METRO Legislative Agenda with these organizations.
- **Transportation Development Act Reform:** On behalf of METRO, staff will continue to seek various changes to the current law that will protect or increase the TDA funds received today by METRO. Staff will continue to seek to reduce the burden of the current outdated performance measures and eliminate the penalties associated with a transit agency missing its farebox recovery ratio.
- **Resiliency:** The implementation of Pacific Gas & Electric's Public Safety Power Shutoff program and the ongoing threat of natural disasters has increased the likelihood that METRO's bus depots will periodically be without power. This creates new challenges as METRO transitions to zero-emission buses and potentially threatens the role METRO plays in emergency response.
- METRO will therefore pursue various strategies for mitigating the impacts on its operations of an unreliable grid. These strategies may include: advocating for a carve out or an exemption to the Innovative Clean Transit regulation, which would allow transit agencies to retain a contingency fleet of CNG or diesel buses; advocating for long-term consideration at the California Public Utilities Commission (CPUC), California Energy Commission (CEC) and California Air Resources Board (CARB) for funding that hardens and/or creates redundancies to the grid; and, advocating for legislation or regulation that requires Independently Owned Utilities (IOUs) to identify transit agencies as priority users of the grid, much like what is in place for fire and police departments and hospitals.

Attachment A

- METRO will also support the Governor's proposal to statutorily extend and securitize current funding sources supporting the CEC's Clean Transportation Program, to continue and enhance investments in alternative fuel production, alternative fuel infrastructure, advanced vehicle technologies, and ancillary needs, including manufacturing, workforce training and development, and research. This program could support transit resiliency expenditures.
- Continue to monitor and participate in statewide discussions related to utility rate changes and the definition of peak/off-peak.
- Advocate and support efforts to increase the amount of Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project (HVIP) dollars available each year.
- Support legislation establishing expanded authorization for the use of automated enforcement technologies by transit agencies.
- Advocate for state-funded COVID-19 emergency funding assistance and continued statutory and regulatory relief, most notably relief from TDA's compliance penalties and other costly burdens, while California recovers from the economic impacts and ridership losses associated with the pandemic. Such relief would include ensuring vaccination opportunities are provided to frontline transit workers.

Attachment B

CY2022 Federal Legislative Agenda

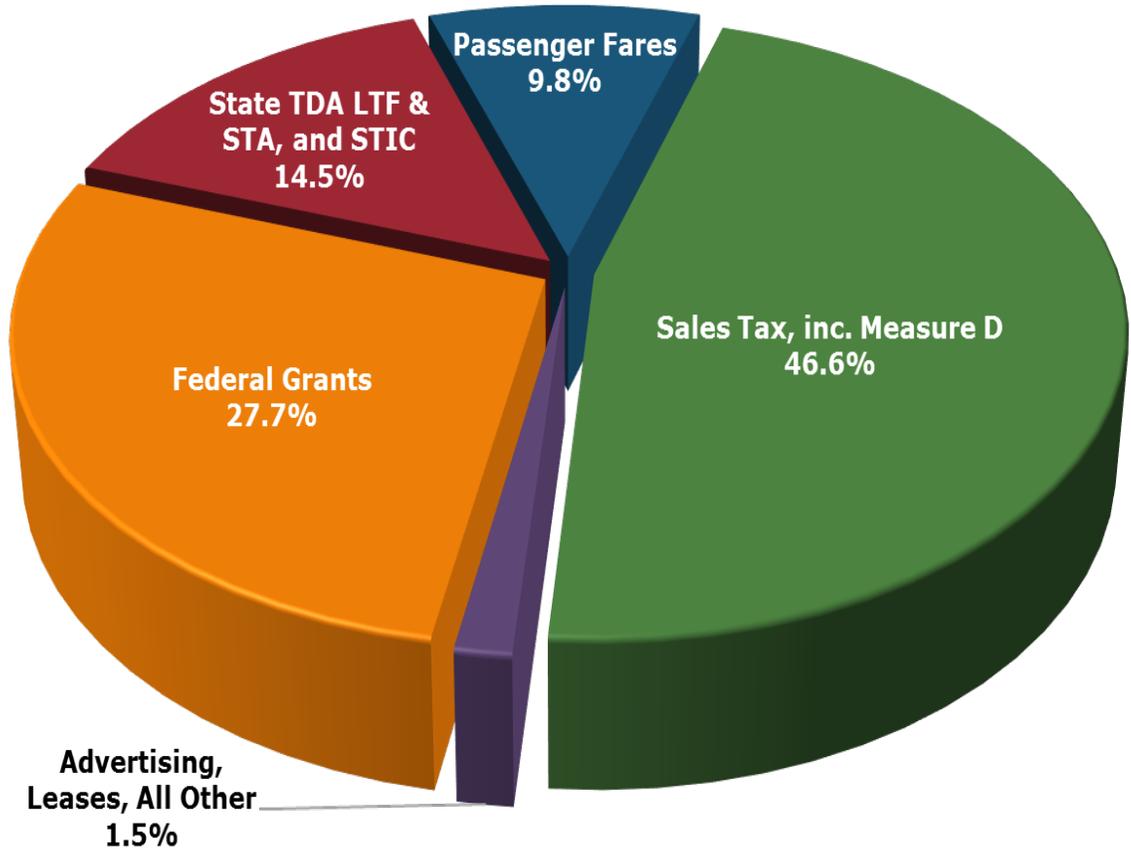
- Support implementation of the Infrastructure Investment and Jobs Act (IIJA) in a manner that maximizes funding for METRO, including formula and discretionary funding and policies.
- If a funding package, such as H.R. 5376, the “Human” infrastructure plan/Build Back Better bill, advances, support inclusion of funding for sustainable transportation. Any infrastructure package should ensure METRO is not disadvantaged in accessing those funds. The initiative should also include a significant investment of new federal funds for transportation, stabilize the Highway Trust Fund and not be offset by reductions to other federal programs serving Santa Cruz County residents.
- Ensure that Congress appropriates funding consistent with amounts authorized in federal transportation authorizations (e.g. IIJA), even if Continuing Resolutions (CR) are needed to keep transportation programs running each fiscal year.
- Advocate for the reauthorization to include increasing year-over-year authorized appropriations for the FTA 5307, 5311 and STIC programs along with the FTA 5339 (a), (b) and (c) capital programs, using the FY2022 appropriations as the baseline from which to calculate the first year increase.
- Advocate for a federal Infrastructure program that will include transportation and provide transit a much-needed infusion of capital dollars for state-of-good-repair, such as facilities and new buses. Advocate for this new program to NOT be restricted to “shelf ready or shovel ready” projects.
- Advocate for the Alternative Fuels Excise Tax Credit (tax extender) to be made permanent instead of continuing the annual attempts at renewal via the “Tax Extenders” approach.
- Advocate for the Alternative Fuels Excise Tax Credit Program to be modified to include zero emission electric buses.
- Advocate for and seek congressional support for an increase the federal gasoline and diesel fuel tax which would increase funding to the Highway Trust Fund and the Mass Transit Account. Federal gas tax has been unchanged since 1993 at 18.4 cents/gallon. Federal diesel fuel tax has been unchanged since 1993 at 24.4 cents/gallon. These federal gas and diesel taxes provide revenues to the Federal Highway Trust Fund (HTF).2.86 cents/per gallon from each of these two fuel taxes goes to the Mass Transit Account. Federal bus transit funding comes from the Mass Transit Account. The Mass Transit Account, combined with other federal funding sources, help to fund METRO operations through the FTA-5307 & 5311 grant programs.
- Develop strong METRO grant submissions to Department of Transportation (DOT) discretionary (competitive) programs such as the Rebuilding American Infrastructure with Sustainability and Equity (RAISE), Bus and Bus Facilities, and Low and No Emissions Bus programs and advocate for their funding.

Attachment B

- Reinstatement of the tax deduction for employers that provide commuter benefits, such as transit passes (and parking), that was eliminated in the 2017 federal tax law. While corporate tax rates overall were lowered in the 2017 tax law, the elimination of the deduction for commuter benefits provides a disincentive for employers to provide transit benefits (employees may still receive those benefits in a pre-tax manner if employers choose to offer them).
- Seek amendments to the Transportation Infrastructure Finance and Innovation Act (TIFIA) loan program at DOT to make it more attractive as a tool to assist bus purchases.
- Support establishing new dedicated funding sources for Transit Oriented Development (TOD) and bus facilities and allow planning, engineering and design to be eligible activities.
- Work with Congress and the FTA to help them understand the significant challenges for small to mid-size transit properties to fund operating and capital programs and to keep up with State-of-Good-Repair.
- Oppose any federal efforts that would preempt local authority over the use of autonomous vehicles in their communities.
- Oppose unfunded federal mandates.
- Continue active involvement in the STIC Coalition, The Bus Coalition, CTAA, CalACT, CTA, APTA, ZEBRA and various associated sub-committees, advocating the METRO Legislative Agenda with these organizations.
- Urge the Biden/Harris Administration and Congress to continue to provide transit agencies with emergency funding to address revenue losses associated with COVID-19 for as long as the pandemic impacts the Santa Cruz area economy.

Attachment C

Current Funding for Operations & Capital Pie Chart



Reflects FY22 % of Total Revenues (Operating & [new] Capital)

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DATE: February 25, 2022
TO: Board of Directors
FROM: Monik Delfin, Human Resources Deputy Director
SUBJECT: **APPROVE RESOLUTION TO ADOPT SANTA CRUZ METROPOLITAN TRANSIT DISTRICT'S EQUAL EMPLOYMENT OPPORTUNITY (EEO) PROGRAM, EFFECTIVE JANUARY 1, 2022 THROUGH DECEMBER 31, 2025.**

I. RECOMMENDED ACTION

That the Board of Directors approve the resolution adopting METRO's Equal Employment Opportunity (EEO) Program.

II. SUMMARY

- The Federal Transit Administration (FTA) requires the Santa Cruz Metropolitan Transit District (METRO) to submit an updated EEO Program every four years for review and approval as part of the federal funding requirements.
- The last EEO Program was updated in 2018, so METRO is required to submit an updated Program to the FTA at this time.
- METRO's EEO Program for 2022 has been updated based on January 1, 2018 through December 31, 2021 workforce data.
- The goal of METRO's EEO Program is to achieve a workforce that is represented in all occupational areas consistent with the percentage of females and minorities in the area workforce.
- METRO's Board of Directors must adopt the EEO Program for 2022 prior to submission to the FTA.
- METRO staff presented the EEO Program to the Personnel/HR Standing Committee on February 11, 2022 and there was a motion and unanimous vote to recommend to the full Board of Directors.
- Staff recommends the Board approve a resolution adopting METRO's EEO Program for 2022.

III. DISCUSSION/BACKGROUND

The FTA requires agencies that receive federal funding to submit an updated EEO Program every four years for review and approval as part of federal funding

requirements. The Board of Directors approved METRO's last EEO Program in 2018, which Program reviewed METRO's workforce analysis for January 1, 2015 through December 31, 2017. Following Board approval, the EEO Program was submitted to the FTA.

It is now time to submit an updated EEO Program for the 2022. The updated EEO Program is attached for Board review. Once the Board approves the EEO Program, it will be submitted to the FTA for review.

The goal of METRO's EEO Program is to achieve a workforce that is represented in all occupational areas consistent with the percentage of females and minorities in the area workforce. The EEO Program examines data gathered from METRO's current workforce statistics, recruitment and hiring efforts and identifies groups in each EEO occupational category that may be underutilized, and establishes employment goals for the next EEO Program cycle. The EEO Program also examines METRO's accomplishments in recruiting and hiring, training and development, and employee disciplinary actions taken over a four year cycle in support of efforts to achieve equity and fairness in employment practices in the workplace.

During the past four years, the HR department hired 124 individuals and has processed:

- 359 applicants within the Officials/Administrators job group, hiring twelve individuals (5 female and 7 males).
- 76 applicants within the Professionals job group, hiring six individuals (2 males and 4 females). There is a goal to hire 2 White females and 1 Hispanic female in the 2022-2025 EEOP.
- 482 applicants within the Administrative Support job group, hiring 22 individuals (11 males and 11 females). There is a goal to hire 4 Hispanic females and 1 Asian female in the 2022-2025 EEOP.
- 238 applicants within the Skilled Crafts job group, hiring 13 individuals (men). There is a goal to hire 1 White female and 1 Hispanic female in the 2022-2025 EEOP.
- 519 applicants within the Service/Maintenance job group, hiring 71 individuals (54 men and 17 women). There is a goal to hire 8 White females, 39 Hispanic females and 4 Asian females in the 2022-2025 EEOP.
- There were 304 employees trained across all job categories. No adverse impact was found.
- There were 23 terminations during the four-year period. Adverse Impact was found for Hispanic male under Administrative Support category and Black

male under Skilled craft category. A training and coaching program goal has been established for all workers.

- There were 29 disciplinary actions issued during the four-year reporting period. There were 2) terminations based on progressive discipline and no demotions. The discipline rate for females in the Service Maintenance category was about half of that of male incumbents. Potential Adverse Impact was found for Asian female under Officials Administrators and Professionals. Ongoing training for supervisors, which includes evaluating performance, motivating employees toward success, and coaching, and new professional development tools for supervisors are expected to have a positive impact on future disciplinary rates.

Placement goals provided in section VI of the EEO Program will be used as a guide for hiring and promotional activity during the EEO Program time frame. METRO will continue to strive to meet the appointment goals as stated in the 2022 through 2025 EEO Program by emphasizing equal employment opportunities in all advertising and recruitment efforts, as well as in promotional opportunities. Additionally, Section VI data will be used as a guide for providing ongoing development and training opportunities for METRO's workforce.

Staff recommends the Board approve a resolution adopting METRO's EEO Program for 2022 through 2025.

IV. STRATEGIC PLAN PRIORITIES ALIGNMENT

This item aligns to the following Strategic Plan Priorities:

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

V. FINANCIAL CONSIDERATIONS/IMPACT

While there is no cost associated with producing the EEO Program, if it is not submitted and accepted by the FTA, federal funding may be delayed or denied.

VI. CHANGES FROM COMMITTEE

None

VII. ALTERNATIVES CONSIDERED

- No alternative, as adoption of the EEO Program is a condition precedent to receiving FTA funds.

VIII. ATTACHMENTS

Attachment A: Resolution Adopting the EEO Program

Attachment B: EEO Program

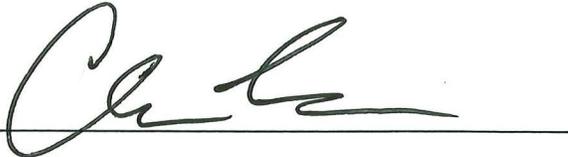
IX. APPROVALS:

Monik Delfin, HR Deputy Director



A handwritten signature in black ink, appearing to read 'MD', is written above a horizontal line.

Approved as to fiscal impact:
Chuck Farmer, Chief Financial Officer



A handwritten signature in black ink, appearing to read 'C Farmer', is written above a horizontal line.

Dawn Crummié,
Interim CEO/General Manager



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Attachment A

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

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

A RESOLUTION ADOPTING THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT'S EQUAL EMPLOYMENT OPPORTUNITY PROGRAM (EEO PROGRAM) FOR JANUARY 1, 2022 THROUGH DECEMBER 31, 2025

WHEREAS, the Santa Cruz Metropolitan Transit District was created pursuant to the "Santa Cruz Metropolitan Transit District Act of 1967" as codified in Public Utilities Code sections 9800 et seq.; and

WHEREAS, the Board of Directors of the Santa Cruz Metropolitan Transit District may take all actions necessary for the proper administration of the affairs of the District; and

WHEREAS, the Santa Cruz Metropolitan Transit District is an agency that receives federal funds and is required to submit an updated Equal Employment Opportunity Plan (EEO Program) every three years to the Federal Transit Administration (FTA); and

WHEREAS, the Board of Directors desires to adopt the EEO Program, effective January 1, 2022 through December 31, 2025;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT, as follows:

The EEO Plan of the Santa Cruz Metropolitan Transit District, effective January 1, 2022 through December 31, 2025, is adopted by the Board of Directors as set forth in "Exhibit A" to this Resolution.

PASSED AND ADOPTED by the Board of Directors of the Santa Cruz Metropolitan Transit District on February 25, 2022, by the following vote:

AYES: DIRECTORS –

NOES: DIRECTORS –

Attachment A

ABSTAIN: DIRECTORS –

ABSENT: DIRECTORS-

CHAIR
Chair

ATTEST:

DAWN CRUMMIÉ
Interim CEO/General Manager

APPROVED AS TO FORM:

JULIE A. SHERMAN
General Counsel

2022-2025

EQUAL EMPLOYMENT OPPORTUNITY (EEO) PLAN



Administrative Offices:

110 Vernon Street
Santa Cruz, CA 95060
831-426-6080

EEO Officer:

Monik Delfin, HR Deputy Director
831-420-2541

**ADOPTED BY THE BOARD OF
DIRECTORS:**

February 25, 2022

10.12B.1

Attachment B

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Attachment B

SECTION I: INTRODUCTION

BACKGROUND

The Santa Cruz Metropolitan Transit District (Santa Cruz METRO) is the sole public transit operator in Santa Cruz County, and operates its transit services through four (4) transit centers at the following locations:

- Pacific Station in downtown Santa Cruz, 920 Pacific Avenue, Santa Cruz, CA 95060
- Watsonville Transit Center, 475 Rodriguez Street, Watsonville, CA 95076
- Bart Cavallero Transit Center, 246 Kings Village Drive, Scotts Valley, CA 95066
- Capitola Mall, 1855 41st Avenue, Capitola, CA 95010

Santa Cruz METRO was formed in 1968 and now has a fleet of 96 buses and operates 24 routes. Santa Cruz METRO also provides paratransit services utilizing a fleet of shuttles and mini-vans. Santa Cruz METRO's service area is the entire county, an area of 441 square miles, with a population of 270,861 (according to the 2020 United States Census). Santa Cruz METRO serves the community with pride and has a strong commitment to a workforce that reflects the rich diversity of the region it serves.

Santa Cruz METRO is required to submit its Equal Employment Opportunity Program (EEO) to the Federal Transit Administration (FTA) because: it is a recipient of federal assistance funding and meets the threshold of employing 50 or more transit-related employees; it has requested or received capital or operating assistance under Sections 3, (4i), or 9 of the Urban Mass Transit (UMT) Act; assistance under 23 U.S.C. 142(a) (2) or 23 U.S.C. 103(e) (4), or any combination thereof, in excess of \$1 million in the previous federal fiscal year; and requests or receives planning assistance under Sections 8 and/or 9 in excess of \$250,000 in the previous federal fiscal year.

Failure to comply with these laws and their regulations, which are enforced by the Office of Federal Contract Compliance Programs (OFCCP) and the Federal Transit Administration (FTA), can result in Santa Cruz METRO's debarment from future contracts and subcontracts.

As stipulated in federal regulations, a prerequisite to the development of a satisfactory EEO Plan is the evaluation of opportunities for protected group members, as well as an identification and analysis of problem areas inherent in their employment. In addition, where a statistical analysis of the employee workforce reveals a numeric disparity between incumbency and availability of minorities or females, an adequate EEO Plan details specific affirmative action steps to guarantee equal employment opportunity. These steps are key to addressing the problems and needs of protected group members. For minorities and females, such steps include the development of hiring and promotion goals to rectify the disparity between incumbency and availability. It is to this end that Santa Cruz METRO's EEO Plan was developed.

Attachment B

Section II: EEO PROGRAM REQUIREMENTS

FTA C4704.1A

Federal Transit Administration (FTA)/Equal Employment Opportunity Commission (EEOC) Guidelines

This EEOP has been developed following the guidelines and requirements set forth by the FTA following the EEO provisions of Federal Law, including Title VII of the Civil Rights Act of 1964, as amended (42 U.S.C., § 2000e); Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000d); Equal Pay Act of 1967, as amended (29 U.S.C. § 621 et seq.); Title II of the Genetic Information Nondiscriminatory Act of 2008, as amended (29 U.S.C. §2000ff); 49 U.S.C. §5332(b) of the Federal Transit Act; U.S. Department of Transportation (DOT) EEO implementing regulations (49 CFR Part 21), and the FTA Master Agreement.

Section 504 of the Rehabilitation Act of 1973 prohibits employment discrimination on the basis of disability from projects, programs, and activities that receive Federal funding. Military veterans employment and reemployment rights are covered under the Uniformed Services Employment and Reemployment Rights Act of 1994 (38 U.S.C. §§ 4301-4335).

Frequency of Update/Reporting Period

FTA C 4704.1A (2.1)

Santa Cruz METRO will submit an updated EEO Program every four years or as major changes occur in the workforce or employment conditions, whichever comes first.

EEO Program Elements

FTA C 4704.1A (2.2)

As required by FTA, this EEO Program contains the required seven elements:

- Statement of Policy
- Plans for dissemination both internally and externally
- Designation of appropriate personnel responsible for carrying out the EEO Program
- Utilization analysis
- Goals and time tables to correct identified areas of underutilization or concentration
- Assessment of the agency's employment practices
- Plan for monitoring and reporting on the EEO Program

Attachment B

Statement of Policy

FTA C 4704.1A (2.2.1)

An essential component of Santa Cruz METRO EEOP is a comprehensive policy prohibiting discrimination and harassment in the workplace on the basis of EEO protected status. This policy statement expresses Santa Cruz METRO's commitment to EEO and is a reminder that all employees are protected under the EEO laws and may seek assistance if they believe they have been subject to unlawful employment discrimination.

In developing and implementing this EEO Program, Santa Cruz METRO has been guided by an established policy of providing equal employment and advancement opportunities to all. Any goals that have been established herein are not intended as rigid, inflexible quotas that must be met, but rather as targets reasonably attainable by applying good faith efforts in executing the EEO Program.



Santa Cruz Metropolitan Transit District EEO Policy Statement

Santa Cruz Metropolitan Transit District has a strong commitment to the community we serve and our employees. As an equal opportunity employer, we strive to have a workforce that reflects the community we serve. No person is unlawfully excluded from employment opportunities based on race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected class.

Santa Cruz METRO's Equal Employment Opportunity (EEO) policy applies to all employment actions, including but not limited to, recruitment, hiring, selection for training, promotion, transfer, demotion, layoff, termination, rates of pay or other forms of compensation. All applicants and employees have the right to file complaints alleging discrimination. Retaliation against an individual who files a charge or complaint of discrimination, participates in an employment discrimination proceeding (such as an investigation or lawsuit), or otherwise engages in protected activity is strictly prohibited and will not be tolerated.

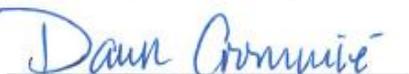
Santa Cruz METRO is committed to providing reasonable accommodations to applicants and employees who need them because of a disability or to practice or observe their religion, absent undue hardship.

As Santa Cruz METRO's CEO/General Manager, I maintain overall responsibility and accountability for Santa Cruz METRO's compliance with its EEO Policy and Program. To ensure day-to-day management, including program preparation, monitoring, and complaint investigation, I have appointed Monik Delfin HR Deputy Director at (831) 420-2541 as Santa Cruz METRO's EEO Officer. Ms. Delfin will report directly to me and acts with my authority with all levels of management, labor unions, and employees.

All Santa Cruz METRO executives, management, and supervisory personnel, however, share in the responsibility for implementing and monitoring Santa Cruz METRO's EEO Policy and Program within their respective areas and will be assigned specific tasks to ensure compliance is achieved. Santa Cruz METRO will evaluate its managers' and supervisors' performance on their successful implementation of Santa Cruz METRO's policies and procedures, in the same way Santa Cruz METRO assesses their performance regarding other agency's goals.

Santa Cruz METRO is committed to undertaking and developing a written nondiscrimination program that sets forth the policies, practices and procedures, with goals and timetables, to which the agency is committed and make the EEO Program available for inspection by any employee or applicant for employment upon request.

I am personally committed to a workplace that acts upon its daily responsibility to treat all applicants and employees with dignity and respect, as well as equitably under the guidelines of our EEO Policy and Program.


Interim CEO/General Manager


Date

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SECTION III: DISSEMINATION PLAN

FTA requires agencies to publicize and disseminate their EEO policy statement by posting it in conspicuous locations so that employees, applicants, and potential applicants are aware of the agency's commitment to EEO. Agencies are required to disseminate their EEO policy internally and externally.

Internal Dissemination

FTA requires that agencies state that they will communicate the existence of its EEO policy and program to employees, applicants, and potential applicants through multiple forms of media. Santa Cruz METRO will internally disseminate the EEO policy statement by:

- Providing a copy of the written EEO Policy Statement from the CEO/GM to the staff, Board of Directors, and the public, electronically by posting on Santa Cruz METRO's website
- Posting official EEO materials (e.g. Federal and state labor law poster(s) and Santa Cruz METRO's policy statement) on bulletin boards located in the employee break rooms and common areas where other legal notices are posted
- Including the EEO policy statement in Santa Cruz METRO's employee handbook and operators manual
- Meeting with the executive management team semi-annually to discuss the EEO Program and its implementation
- Meeting with all employees and affinity groups to seek input on the program implementation
- Conducting annual EEO training for all employees and managers
- Conducting interview panel training for all interview panel members
- Conducting EEO training as a part of all new supervisor and managers within 90 days of their appointment
- Including the policy statement in all new employee orientation materials and requiring that all new employees sign a form acknowledging that they have read and understand the policy

Santa Cruz METRO will maintain appropriate documentation that the EEO policy and program have been brought to the attention of employees and managers. Additionally, Santa Cruz METRO will maintain all agendas and sign-in sheets for meetings conducted when the EEO policy and its implementation are explained.

External Dissemination

External dissemination of Santa Cruz METRO's EEO Policy Statement will occur during all outreach and advertising to recruitment entities (e.g. employment agencies, educational institutions, and minority and women's organizations). Santa Cruz Metro is committed to do external dissemination in the following ways:

- All recruitment advertisements (e.g. newspapers, trade publications, magazines, websites, and social media) will state that Santa Cruz METRO is an equal employment opportunity employer
- Posting the EEO Policy on Santa Cruz METRO's website

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- Santa Cruz METRO will continue to collaborate with organizations such as Walnut Avenue Family & Woman's Center, Veteran Transition Center, Disabled Person.com, Santa Cruz Veterans Resource Center/ now "Nations Finest", to promote diversity of its workforce. When doing so, Santa Cruz METRO regularly disseminates its EEO Policy to those entities

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SECTION IV: DESIGNATION OF PERSONNEL RESPONSIBILITY

FTA C 4704.1A (2.2.3)

As part of its efforts to ensure equal employment opportunity to all individuals, Santa Cruz METRO has designated specific responsibilities to various staff members to ensure the EEO Program focuses on all components of the employment system. To that end, the CEO/General Manager, the Human Resources Deputy Director/EEO Officer, and those employed as supervisors and managers have undertaken the responsibilities described below.

Per FTA requirements, Santa Cruz METRO's CEO/General Manager has designated Monik Delfin, HR Deputy Director as Santa Cruz METRO's EEO Officer.

CEO/General Manager

The primary responsibility and accountability for implementing the EEO Program rests with the CEO/General Manager. This role includes, but is not limited to, the following duties:

1. Designating appropriate personnel with the responsibility for overseeing, administering, implementing, and monitoring METRO's EEO Plan and Program. Ensure that these personnel are identified in writing by name and job title.
2. Ensuring that those designated personnel responsible for all EEO Program components are given the necessary authority, and management support and staffing to successfully implement their assigned responsibilities.
3. Imparting the personal direction that ensures total involvement and commitment to equal employment opportunity programs through Santa Cruz METRO's EEO Program.
4. Participate in periodic discussions with management, supervisors, and all other employed personnel to ensure equal employment opportunity policies are being followed.
5. Ensure that EEO compliance reporting is completed and submitted on time.

EEO Officer/ HR Deputy Director

The Human Resources Deputy Director/EEO Officer is responsible for the overall direction of the EEO Program. The EEO Officer with the assistance from the HR Director and Santa Cruz METRO's department directors, managers and supervisors, ensure that all relevant policies and procedures are adhered to.

The EEO Officer will have a sensitivity to and subject matter expertise of the varied ways in which discrimination occurs, and maintains total commitment to the EEO goals and objectives. The EEO Officer is knowledgeable in civil rights laws, policies, rules, regulations, and guidelines. The EEO Officer has been granted sufficient authority and has the ability to work and communicate with other managers, supervisors, and the executive leadership team to achieve EEO goals and objectives.

Independence and impartiality are hallmarks of a strong EEO function. Independence and integrity of the EEO process will be achieved and maintained throughout the investigation of EEO complaints by one of two ways:

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- 1) HR personnel may conduct EEO investigations, however, such personnel will not disclose the details of an ongoing investigation with the HR Deputy Director, and investigation files will be segregated from other HR files; OR
- 2) Santa Cruz METRO will refer EEO complaints to an outside third party investigator. Legal counsel if appropriate will oversee EEO complaint investigations. Santa Cruz METRO understands that impartiality and the appearance of impartiality are important to the credibility of the EEO Program.

The role of the EEO Officer includes, but is not limited to, the following:

1. Developing the EEO Policy Statement and a written EEO Program
2. Assisting management in collecting and analyzing employment data, identifying problem areas, setting goals and timetables, and developing programs to achieve goals
3. Designing, implementing, and monitoring internal audit and reporting systems to measure program effectiveness and to determine where progress has been made and where proactive action is needed
4. Reviewing Santa Cruz METRO's nondiscrimination plan with all managers and supervisors to ensure that the policy is understood
5. Concurring in the hiring and promotion process. (This means that the EEO Officer has reviewed employment documents to ensure the actions of the agency are not discriminatory.)
6. Periodically reviewing employment practices (e.g. hiring, promotions, training), complaint policies, reasonable accommodation policies, performance evaluations, grievance procedures, and union agreements
7. Reporting semi-annually to the CEO/GM on each department's progress in relation to the agency's goals and on contractor and vendor compliance
8. Serving as liaison between Santa Cruz METRO, Federal, State, county, and local governments, regulatory agencies, and community groups representing minorities, women, persons with disabilities, and others
9. Maintaining awareness of current EEO laws, and ensuring the laws affecting nondiscrimination are disseminated to responsible officials
10. Processing EEO complaints in accordance with the conflict of interest mitigation procedures set forth herein
11. Providing EEO training for all employees and managers
12. Advising employees and applicants of available training programs and professional development opportunities and the entrance requirements
13. Auditing postings of the EEO Policy Statement to ensure compliance information is posted and up to date
14. Provide training to all new managers and supervisors within 90 days of appointment

Human Resources Director

HR Director is responsible for:

1. Ensuring that recruitment entities (employment agencies, educational institutions and minority and women's organizations) are provided METRO's EEO Policy when contacted regarding job announcements or recruitment efforts
2. Ensuring that job descriptions are free of discriminatory provisions and artificial barriers

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3. Ensuring that all requirements are job related, realistic, and reflect actual work requirements and essential job duties

Directors, Managers, Administrators, and Supervisors

In their direct day-to-day contact with Santa Cruz METRO's employees, Directors, Managers, Administrators, and Supervisors have assumed certain responsibilities to help facilitate METRO's compliance and effective implementation of the equal employment opportunity program. These include, but are not limited to, the following:

- 1) Actively participate in periodic audits of all aspects of employment to identify and to remove barriers obstructing the achievement of specified goals and objectives
- 2) Hold regular discussions with other managers, supervisors, employees, and affinity groups to ensure Santa Cruz METRO policies and procedures are being followed
- 3) In conjunction with the EEO Officer, help provide information to maintain and update the personnel database in Epicor for generating reports required for the non-discrimination program
- 4) Cooperate with the EEO Officer in reviewing information and investigating complaints
- 5) Encourage employee participation to support the advancement of the EEO Program (e.g., professional development planning, career growth opportunities, posting promotional opportunities, job shadowing, and mentoring and coaching)
- 6) Ensuring nondiscrimination in any employment practice including, but not limited to: recruitment, selection, assignment, transfer, promotion, discipline, layoff, termination, compensation, benefits, social and recreational programs, training and commendation

Responsibilities of All Employees

It is the responsibility and obligation of all Santa Cruz METRO employees to understand and strictly adhere to Santa Cruz METRO's EEO Program and affirmative action policies and procedures, as well as conducting themselves in a professional, courteous, responsible, and non-discriminatory manner.

All employees involved in EEO complaint investigations (whether complainants, respondents, or witnesses) must cooperate fully with the EEO Office during the complaint investigation process. Any employee who violates these policies and procedures will be subject to disciplinary action, up to and including termination of employment.

SECTION V: UTILIZATION ANALYSIS

FTA C 4704.1A (2.2.4)

FTA requires agencies who meet the EEO Program threshold requirements to complete a utilization analysis as a part of their EEO Program submission. Santa Cruz METRO's utilization analysis identifies job categories that have an underutilization or concentration of minorities and women in relation to their availability in Santa Cruz METRO's relevant labor market. This analysis also establishes the framework for Santa Cruz METRO's goals and timetables to correct employee practices that have contributed to identified underutilization and concentration. The analysis is based on categories and data used in the EEOC EEO-4 report and consists of a workforce analysis by job categories and an availability analysis derived from Santa Cruz METRO's relevant labor market.

Workforce Analysis

Santa Cruz METRO carefully analyzed the Workforce Analysis to identify problem areas needing correction such as concentrations or segregation of minorities or females by organizational unit, job, or compensation. Information was compiled on the availability of minorities and women in the workforce in comparison with their availability in the relevant geographic areas and labor force data for occupational components.

Santa Cruz METRO uses relevant geographic areas and labor force data for different job categories to identify its recruiting area for its job groups. Rationale for these specific recruiting areas are provided in the Employment Practices section of this report. In addition to considering the general population and unemployment information, Santa Cruz METRO uses training programs and promotional opportunities in determining the employment groups with low participation rates.

The following analysis was used to identify problem areas and develop programs to correct the identified problems discussed in the Goals and Timetables section of this report.

Lines of Progression (Job Families)

Lines of progression identify the job titles through which an employee can move to the top of a line. Some lines of progression are limited to only one department, while others are found throughout several departments. The lines of progression provide useful information regarding patterns of vertical and horizontal movement throughout Santa Cruz METRO's workforce. These patterns will be evaluated to ascertain whether they provide Santa Cruz METRO's employees the optimum career mobility and opportunities for advancement.

Some lines of progression are identified by Collective Bargaining Agreement (CBA) or Memorandum of Understanding (MOU), some are determined by contractual right, and others have been established by historical precedent (i.e. internal promotional opportunities).

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Santa Cruz METRO line of progression job families include:

- Custodial Service Worker Lead/Custodial Supervisor
- Facilities Maintenance Worker I/II/Lead/Supervisor
- Vehicle Service Worker I/II/Detailer/Lead
- Upholsterer I/II
- Mechanic I/II/III/Lead/Fleet Maintenance Supervisor
- Parts and Materials Clerk/Lead/Supervisor
- Customer Service Representative/Senior/Supervisor
- Administrative Clerk/Assistant/Specialist/Supervisor
- Accounting Technician/Senior/Accounting Specialist
- Payroll Specialist/Senior
- Transit Supervisor/Assistant Safety & Training
- Coordinator/Safety & Training Coordinator
- Accountant I/II
- Information Technology Support Analyst I/II
- Systems Administrator/Senior
- Transportation Planner I/II/Senior/Transportation
- Planning Supervisor
- Claims Technician I/II
- Buyer/Purchasing Agent
- Financial Analyst/Senior
- Paralegal I/II
- HR Clerk/HR Specialist

The workforce analysis include the number of employees and salary ranges for each job category in the EEO-4 report for the following subcategories for men and women:

- White (not Hispanic or Latino)
- American Indian/Alaska Native (not Hispanic or Latino)
- Black or African American (not Hispanic or Latino)
- Hispanic or Latino
- Asian (not Hispanic or Latino)
- Native Hawaiian and other Pacific Islander (not Hispanic or Latino)
- Two or more races (not Hispanic or Latino)

The information is collected voluntarily from all applicants on the Employment Opportunity Questionnaire (Appendix B).

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Table 5.1 summarizes the EEO job categories for the EEO-4 reports.

Table 5.1

Number	Category
1	Officials and Administrators
2	Professionals
3	Technicians
4	Protective Service Workers
5	Paraprofessionals
6	Administrative Support Workers
7	Skilled Craft Workers
8	Service Maintenance Workers

Using HRIS data, the Workforce Analysis of Santa Cruz METRO's nine functional divisions includes:

Administration
Customer Service
Human Resources
Finance
Informational Technology
Maintenance
Operations
Planning
Purchasing

The first step of the Workforce Analysis was to establish the assigning of job categories to each job classification. This was conducted by assigning similar or related job titles to the EEO-4 job categories (Table 5.1). By assigning job classifications into job categories, sufficient data enables the development of meaningful comparisons of incumbency to availability for goal setting. The analysis is used to identify problem areas and establish targeted goals to correct underutilization.

Job Grouping and Categorization Guidelines

Based on guidelines established by the OFCCP and the Federal Transit Administration (FTA Circular 4704.1A), job category analyses were used to identify areas of underutilization and to set appropriate goals and timetables. These guidelines include the following:

1. The jobs included in a group must be similar in content and requisite skills.
2. Wage rates or pay grades for the jobs included in a group should be similar. Pay should be considered in conjunction with job content. Large differences in pay, when associated with differences in job title and/or location within an organization, may suggest an unacceptable job grouping.

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3. Job titles placed in a job group should be similar in opportunity. This refers to the ability to take advantage of training, promotions, job mobility, and other employment benefits.
4. The groups should not include jobs with clearly different representation patterns. For example, jobs predominately filled with males should not be combined in the same group with jobs predominately filled with females.
5. Many job groups, if appropriately constructed, should cut across departmental or organizational units but not across EEO Categories.

Finally, the size of the employer's workforce is also a major factor in determining how well the above criteria can be met in creating job groups.

Each job group appears on a Job Group Analysis (Table 5.2)

The Equal Employment Opportunity Commission has delineated the job groups for public sector (EEO-4) as follows:

EEO-4 Cat	EEO Job Group Name	EEO Job Code	Used by METRO
1.	Officials/Administrators	OA	YES
2.	Professionals	P	YES
3.	Technicians	T	YES
4.	Protective Service Workers	PW	NO
5.	Paraprofessionals	PP	NO
6.	Administrative Support	AD	YES
7.	Skilled Craft Workers	SC	YES
8.	Service-Maintenance	SW	YES

1. Officials and Administrators: Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis. Includes: department heads, bureau chiefs, division chiefs, directors, deputy directors, controllers, wardens, superintendents, sheriffs, police and fire chiefs and inspectors, examiners (bank, hearing, motor vehicle, warehouse), inspectors (construction, building, safety, rent-and- housing, fire, A.B.C. Board, license, dairy, livestock, transportation), assessors, tax appraisers and investigators, coroners, farm managers, and kindred workers.
2. Professionals: Occupations that require specialized and theoretical knowledge that is usually acquired through college training or through work experience and other training that provides comparable knowledge. Includes: personnel and labor relations workers, social workers, doctors, psychologists, registered nurses, economists, dietitians, lawyers, systems analysts, accountants, engineers, employment and vocational rehabilitation counselors, teachers or instructors, police and fire captains and lieutenants, librarians, management analysts, airplane pilots and navigators, surveyors and mapping scientists, and kindred workers.

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3. Technicians: Occupations requiring a combination of basic scientific or technical knowledge and manual skill, which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. Includes: computer programmers, drafters, survey and mapping technicians, licensed practical nurses, photographers, radio operators, technical illustrators, highway technicians, technicians (medical, dental, electronic, physical sciences), police and fire sergeants, inspectors (production or processing inspectors, testers and weighers), and kindred workers.
4. Protective Service Workers: Occupations in which workers are entrusted with public safety, security and protection from destructive forces. Includes: police patrol officers, firefighters, guards, deputy sheriffs, bailiffs, correctional officers, detectives, marshals, harbor patrol officers, game and fish wardens, park rangers (except maintenance), and kindred workers.
5. Paraprofessionals: Occupations in which workers perform some of the duties of a professional or technician in a supportive role, which usually require less formal training and/or experience normally required for professional or technical status. Such positions may fall within an identified pattern of staff development and promotion under a "New Careers" concept. Included are research assistants, medical aides, child support workers, policy auxiliary welfare service aides, recreation assistants, homemakers' aides, home health aides, library assistants and clerks, ambulance drivers and attendants, and kindred workers.
6. Administrative Support (Including Clerical and Sales): Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office. Includes bookkeepers, messengers, clerk-typist, stenographers, court transcribers, hearing reporters, statistical clerks, dispatchers, license distributors, payroll clerks, office machine and computer operators, telephone operators, legal assistants, sales workers, cashiers, toll collectors, and kindred workers.
7. Skilled Craft Workers: Occupations in which workers perform jobs that require special manual skill and a thorough and comprehensive knowledge of the process involved in the work, which is acquired through on-the-job training and experience, or through apprenticeship or other formal training programs. Includes: mechanics and repairers, electricians, heavy equipment operators, stationary engineers, skilled machining occupations, carpenters, compositors and typesetters, power plant operators, water and sewage treatment plant operators, and kindred workers.
8. Service-Maintenance: Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public or which contribute to the upkeep and care of buildings, facilities or grounds of public property. Workers in this group may operate machinery. Includes: chauffeurs, laundry and dry cleaning operatives, truck drivers, bus drivers, garage laborers, custodial employees, gardeners and groundskeepers, refuse collectors, construction laborers, park rangers (maintenance), farm workers (except managers), craft apprentices/trainees/helpers, and kindred workers.

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The groups are coded in the following manner:

Group Codes	
W	White
AI/AN	American Indian/Alaska Native
B	Black or African American
H/L	Hispanic or Latino
A	Asian American
NHOPI	Native Hawaiian and Other Pacific Islander
Multi	Multiracial

Total Workforce Codes	
WM	White Male
MM	Minority Male
WF	White Female
MF	Minority Female

The Utilization Analysis by Job Code (table 5.2) provides a statistical breakdown of Santa Cruz METRO's departmental workforce by job category. The aforementioned data is also cross-referenced by sex and race. The current percentage of employees for each category is cross-referenced by group. An availability percentage is identified for each category cross-referenced by group. Finally, the percentage of underutilization for each category cross-referenced group is provided.

Officials Administrators

The analysis indicates that the total Officials & Administrators workforce is comprised by 57.2% male and 42.8% female workers. Of this, 46.4% are minorities. Underutilization was not found in this category.

Professionals

The analysis indicates that the total Professionals workforce is comprised of 55% male and 45% female workers. Of this, 45% are minorities. Underutilization was identified in (2) groups, 12% White females and 8% Hispanic females. (2) White females and (1) Hispanic females are needed to reach parity. 37.1% of the available relevant workforce in this category are White females and 13.1% are Hispanic females.

Technicians

Underutilization was not found in this category.

Administrative Support

The analysis indicates that the total Administrative Support workforce is comprised of 41.1% male and 58.9% female workers. Of this, 57.2% are minorities. Underutilization was identified in (2) groups, 8% Hispanic female, and 3% Asian female.

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Skilled Craft

The analysis indicates that the total Skilled Craft workforce is comprised of 100 % male workers. Underutilization was found in (2) groups, 3% White female, and 3% Hispanic female.

Service Maintenance

The analysis indicates that the total Service Maintenance workforce is comprised of 78.9% male workers and 21.1% female workers. Underutilization was identified in (3) groups, 3% for white females, 15% Hispanic females and 2% Asian females. Only 2.2% of the available relevant workforce in this category are Asian female and 12.1% are White females.

Table 5.2
Utilization Analysis by Job Code

Job Category Use EEO-4	(\$XX,000- XX,000)	Total Workforce					Male							Female							
		All	WM	MM	WF	MF	W	AIAN	B	H/L	A	NHOPI	Multi	W	AIAN	B	H/L	A	NHOPI	Multi	
1 - Officials & Administrators																					
Current Workforce	\$52,811.2 \$272,937.6	56	16	16	14	10	16	-	2	13	1	-	-	14	-	1	6	2	-	-	1
Percent in Category	*Entry		28.6%	28.6%	25.0%	17.9%	28.6%	0.0%	3.6%	23.2%	1.8%	0.0%	0.0%	25.0%	0.0%	1.8%	10.7%	3.6%	0.0%	1.8%	
Percent of Availability							44.1%	0.3%	2.8%	13.5%	2.4%	0.4%	1.6%	18.8%	0.1%	1.8%	7.5%	1.5%	0.1%	1.1%	
Percent Underutilized											1%					0%					
Underutilized (Yes/No)							No	No	No	No	No	No	No	No	No	No	No	No	No	No	
Number Needed to Reach Parity							-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Planned percent increase Year 1																					
Planned percent increase Year 2																					
Planned percent increase Year 3																					
Planned percent increase Year 4																					
2 - Professionals																					
Current Workforce	\$154,252.8	20	6	5	5	4	6	-	1	3	-	-	1	5	1	1	1	1	-	-	
Percent in Category	*Entry		30.0%	25.0%	25.0%	20.0%	30.0%	0.0%	5.0%	15.0%	0.0%	0.0%	5.0%	25.0%	5.0%	5.0%	5.0%	5.0%	0.0%	0.0%	
Percent of Availability							30.1%	0.1%	1.2%	6.2%	3.5%	0.1%	1.3%	37.1%	0.2%	0.8%	13.1%	4.8%	0.2%	1.8%	
Percent Underutilized														12%			8%				
Underutilized (Yes/No)							No	No	No	No	No	No	No	Yes	No	No	Yes	No	No	No	
Number Needed to Reach Parity							-	-	-	-	-	-	-	2	-	-	1	-	-	-	
Planned percent increase Year 1																					
Planned percent increase Year 2																					
Planned percent increase Year 3																					
Planned percent increase Year 4																					
3 - Technicians																					
Current Workforce	\$85,904	3	1	1	0	1	1	-	-	1	-	-	-	-	-	-	-	-	1	-	
Percent in Category	*Entry		33.3%	33.3%		33.3%	33.3%	0.0%	0.0%	33.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	33.3%	0.0%	
Percent of Availability							19.4%	0.1%	0.5%	26.8%	2.7%	0.2%	1.4%	19.7%	0.0%	1.3%	22.0%	3.9%	0.5%	1.7%	
Percent Underutilized																					
Underutilized (Yes/No)							No	No	No	No	No	No	No	No	No	No	No	No	No	No	
Number Needed to Reach Parity							-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Planned percent increase Year 1																					
Planned percent increase Year 2																					
Planned percent increase Year 3																					
Planned percent increase Year 4																					
4 - Protective Service																					
Current Workforce		0	0	0	0	0															
Percent in Category	*Entry		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Percent of Availability							0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Percent Underutilized																					
Underutilized (Yes/No)							No	No	No	No	No	No	No	No	No	No	No	No	No	No	
Number Needed to Reach Parity							-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Planned percent increase Year 1																					
Planned percent increase Year 2																					
Planned percent increase Year 3																					
Planned percent increase Year 4																					

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Utilization Analysis by Job Code Continued

Job Category Use EEO-4	(\$XX,000- XX,000)	Total Workforce					Male						Female							
		All	WM	MM	WF	MF	W	AI/AN	B	H/L	A	NHOPI	Multi	W	AI/AN	B	H/L	A	NHOPI	Multi
Planned percent increase Year 4																				
5 - Paraprofessional																				
Current Workforce		0	0	0	0	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Percent in Category	*Entry						0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Percent of Availability							0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Percent Underutilized																				
Underutilized (Yes/No)							No	No	No	No	No	No	No	No	No	No	No	No	No	No
Number Needed to Reach Parity							-	-	-	-	-	-	-	-	-	-	-	-	-	-
Planned percent increase Year 1																				
Planned percent increase Year 2																				
Planned percent increase Year 3																				
Planned percent increase Year 4																				
6 - Administrative Support																				
Current Workforce	\$95,639.4	56	6	17	18	15	6	-	3	13	1	-	-	19	-	2	10	-	-	3
Percent in Category			10.7%	30.4%	32.1%	26.8%	10.7%	0.0%	5.4%	23.2%	1.8%	0.0%	0.0%	32.1%	0.0%	3.6%	17.9%	0.0%	0.0%	5.4%
Percent of Availability	*Entry						16.5%	0.0%	0.3%	13.6%	2.5%	0.1%	1.1%	30.6%	0.1%	0.8%	26.2%	3.2%	0.2%	2.4%
Percent Underutilized										1%				3%			8%	3%		
Underutilized (Yes/No)							No	No	No	No	No	No	No	No	No	No	Yes	Yes	No	No
Number Needed to Reach Parity							-	-	-	-	-	-	-	-	-	-	4	1	-	-
Planned percent increase Year 1																				
Planned percent increase Year 2																				
Planned percent increase Year 3																				
Planned percent increase Year 4																				
7 - Skilled Craft																				
Current Workforce	\$95,392	37	10	27	0	0	10	-	1	24	2	-	-	-	-	-	-	-	-	-
Percent in Category	*Entry		27.0%	73.0%			27.0%	0.0%	2.7%	64.3%	5.4%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Percent of Availability							40.3%	0.3%	0.6%	46.2%	2.6%	0.3%	2.0%	3.3%	0.0%	0.1%	2.3%	1.1%	0.0%	0.1%
Percent Underutilized														3%			3%			
Underutilized (Yes/No)							No	No	No	No	No	No	No	Yes	No	No	Yes	No	No	No
Number Needed to Reach Parity							-	-	-	-	-	-	-	1	-	-	1	-	-	-
Planned percent increase Year 1																				
Planned percent increase Year 2																				
Planned percent increase Year 3																				
Planned percent increase Year 4																				
8 - Service/Maintenance																				
Current Workforce	\$75,628.8	255	57	144	22	32	57	-	6	126	6	1	5	22	-	2	26	1	-	3
Percent in Category	*Entry		22.4%	56.5%	8.6%	12.5%	22.4%	0.0%	2.4%	43.4%	2.4%	0.4%	2.0%	8.6%	0.0%	0.8%	10.2%	0.4%	0.0%	1.2%
Percent of Availability							14.3%	0.1%	0.6%	39.3%	2.4%	0.2%	0.9%	12.1%	0.1%	0.5%	25.7%	2.2%	0.2%	1.3%
Percent Underutilized														3%			15%	2%		0%
Underutilized (Yes/No)							No	No	No	No	No	No	No	Yes	No	No	Yes	Yes	No	No
Number Needed to Reach Parity							-	-	-	-	-	-	-	8	-	-	39	4	-	-
Planned percent increase Year 1																				
Planned percent increase Year 2																				
Planned percent increase Year 3																				
Planned percent increase Year 4																				

Notes:

Determining Workforce Availability

After the workforce analysis, lines of progression, and job group analyses were completed, the availability analysis for each job group was completed. Workforce availability is an estimate of the proportion of each gender and race/ethnic group available and qualified for employment at METRO for a given group in the relevant labor market during the life of the EEO Program.

Availability indicates the approximate level at which each race/ethnic and sex groups could reasonably be expected to be represented in a job group if Santa Cruz METRO's employment decisions are being made without regard to gender, race, or ethnic origin. Availability estimates are a way of translating equal employment opportunity into concrete numerical terms. Correct comparisons of incumbency to availability, attainable goals, and real increases in employment for problem groups depend on competent and accurate availability analyses.

With valid availability data, Santa Cruz METRO can compare the percentages of those who could reasonably be expected to be employed versus current employment (from the workforce analysis), identify problem areas or areas of deficiency, and establish goals to correct the problems.

Identifying Availability Factors

The following availability factors are required of federal government contractors for consideration when developing availability estimates for each job group:

External Data: The percentage of minorities or female with the requisite skills in the reasonable recruitment area. The reasonable recruitment area is defined as the geographical area from which the contractor usually seeks or reasonably could seek

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workers to fill the positions in question. Data considered for this factor includes: a) requisite skills data from the 2020 Census Special EEO Tabulation for the local labor area; and b) requisite skills from the 2020 Census Special EEO Tabulation for the reasonable recruitment area.

Internal Data: The percentage of minorities or female among those promotable, transferable, and/or trainable within the contractor's organization. Trainable refers to those who could, with appropriate training that Santa Cruz METRO is reasonably able to provide, become promotable or transferable during the EEO Plan years. Data considered for this factor includes the composition of feeder job groups and employer-provided training designed to facilitate upward mobility of female and minorities.

Defining the Labor Market

The local labor market is one component of the reasonable recruitment area. To define the local labor area accurately, an analysis was conducted to identify the areas in which employees live. In Santa Cruz METRO's 2022-2025 EEOP, this data was used in a Zip Code analysis (i.e., residence analysis) to define the local labor area as Santa Cruz and Monterey counties. This defined local labor market remains the same for this reporting period.

The reasonable recruitment area (other than local) was identified as the area external to Santa Cruz METRO from which Santa Cruz METRO occasionally recruits or draws job applicants. The Human Resources Manager reviewed the hiring activity over the period to determine that for most job groups, the reasonable recruitment area was the same as the local labor as defined by the U. S. Census Bureau.

However, for the Officials/Administrators job group, there were five hires from out of the area, and three from states outside of California. This necessitated an adjustment to the reasonable recruitment area for this job group.

Obtaining Availability Data

Source 1: Reasonable Recruitment Area (External)

Requisite skills data from the reasonable recruitment area were obtained from the U. S. Census Bureau, 2020 Census Special EEO Tabulation. The data selected for each job group was matched and/or weighted to the available list of Census 2020 Occupational Categories. The Job Group Analysis (Exhibit 4) identifies census occupation codes and categories for each job title in each job group within Santa Cruz METRO.

Source 2: Promotable, Transferable, and Trainable (Internal)

Internal factors require data on the percentages of promotable and transferable minorities and female within Santa Cruz METRO's workforce. To identify these percentages, identification was made of the "feeder" job groups for each "target" job group. Feeder job groups were defined as those from which employees can reasonably be promoted or transferred. Historical data was generally used to identify these patterns. In some circumstances, judgment was applied using forecasts of future business activity. When two or more occupations were selected, they were weighted. Weights were identified based on the percentage of positions in the job group to which each occupant applied. Once the feeders were identified, all employees in them as of December 31, 2021 were counted toward the internal availability.

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Conducting the Availability Analysis

Once the data described above was collected, it was entered into the FTA Utilization Analysis Excel Templates, which provided the mathematical weighting of the data sets (occupation and feeder data) within each labor area. When more than one labor area applied, it conducted the mathematical weighting of the labor areas. The calculated weights for the internal and external components provided the availability set of statistics for each job group.

Assigning Internal and External Factor Weights

Guidelines listed below were used in identifying how much weight to assign to each availability component in a job group.

The components remaining among which to distribute the 100% weighting were external local labor area data, external reasonable recruitment area data, and promotable/transferable employee data.

Next, the number of opportunities for each job group during the previous EEO Program years and the percentage that were external hires versus promotions or transfers, was identified. The percentage of promotions or transfers was assigned to the promotable/transferable data. In some cases, judgment was applied when business planning and budgeting indicated a more appropriate number.

To establish the relative weights for the remaining two components (external local and reasonable recruitment data), the percentage of jobs in the job group within a local labor area and the percentage within a broader labor area were identified. These percentages were then applied to the remaining weight (e.g., if 38.4% weight remained and 80% of the jobs in the group filled through external hires had a local labor area, the 80% of 38.4%, or 30.72%, was assigned to the local requisite skills data and the remaining 7.68% was assigned to reasonable area requisite skills data).

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SECTION VI: GOALS AND TIMETABLES

Using the Whole Person method (when incumbency is less than one whole person than availability within a particular category in a job group — female, minority, or total minority), a percentage placement goal was assigned whenever it was found that minority or female representation within a job group was less than would reasonably be expected given their availability. These goals take into account the availability of qualified persons in the relevant labor area. They also take into account anticipated employment opportunities with our organization.

The following long-term and short-term numerical goals with timetables to correct underutilization of specific affected classes of persons identified in the utilization analysis have been established:

Officials & Administrators

There was no underutilization found in the Officials and Administrators group.

Prior goal: The prior program goal for this category was to hire (1) Asian male. The goal was exceeded as 3 employees were hired. (2) Females and (1) male.

Professionals

Within the Professionals workforce, underutilization of 12% was identified for the white female group and underutilization of 8% was identified for the Hispanic or Latino female group.

Short-term goal: Hire (1) white female and (1) Hispanic female.

Timeline to achieve: By December 31, 2023.

Long-term goal: Hire (2) white female

Timeline to achieve: By December 31, 2025

Continue to prepare incumbent workforce over the next (5) years for succession of incumbent female workers over 50.

Rationale: Two white females and one Hispanic females are needed to reach parity. 37.1% of the available relevant workforce in this category are white females and 13.1 % of the available relevant workforce in this category are Hispanic females. 45% of the group is comprised of women. With many women in this category nearing retirement, a succession plan should be established to prepare internal candidates for advancement.

Technicians

There was no underutilization found in the Technicians group.

Administrative Support

Within the Administrative Support workforce, underutilization was identified in (2) groups, 8% Hispanic female, and 3% Asian female.

Short-term goal: Hire (4) Hispanic and (1) Asian female.

Timeline to achieve: By December 31, 2025.

Long-term goal: Prepare incumbent workforce over the next (5) years for succession of incumbent female workers over 50.

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Rationale: The analysis indicates that this group is currently comprised of 58.9% female workers. Of the female workers, 57.2% are minorities. (4) Hispanic females and (1) Asian female are needed to reach parity. 3.2% of the available relevant workforce in this category are Asian females, and 26.2% Hispanic females.

A plan should be established for recruitment advertisements to women's groups, including those at the local universities. This will ensure that Santa Cruz METRO maintains its female workforce in this area, with an additional goal that it can establish greater ethnic diversity.

Prior goal: The prior program goal for this category was to hire (4) white and (1) Asian female. The goal was exceeded as (5) white females, (2) Hispanic females and (1) Black females were hired. In addition, the available relevant workforce in this category for Asian females reduced from 5% to 3.2%.

Skilled Craft

Within the skilled craft work force, underutilization was identified in (2) groups, 3% for White females and 3% for Hispanic females.

Short Term goal: (1) White female and (1) Hispanic female

Timeline to achieve: By December 31, 2025

Long-term goal: Continue to engage, over the EEO Program period, the business and academic communities to seek ways to attract women to this group.

Prior goal: The prior goal was to engage, over the EEO Program period, the business and academic communities to seek ways to attract women to this group. During the program period, Santa Cruz METRO has established partnerships with apprenticeship programs and trade schools.

Service Maintenance

Within the Service Maintenance workforce, underutilization was identified in (3) groups, 2% for Asian females, 15% for Hispanic females, and 3% for White females.

Short-term goal: Hire (8) White females, (39) Hispanic females, and (4) Asian females.

Timeline to achieve: By December 31, 2025

Long-term goal: Engage with businesses and academic communities to seek ways to attract women to this group over the EEO Program period

Rationale: Only 2.2% of the available relevant workforce in this category are Asian females, 12.1% are White females and 25.7% are Hispanic females. The analysis indicates that the total Service Maintenance workforce is comprised of 78.8% male and 21.2% female workers. Of this, 69% are minorities.

Prior goal: *The prior program goal for this category was to hire (2) Asian male, (13) Hispanic females and (2) Asian females.*

There was a total of 71 hired into this category and 23% were females. (2) Asian male and (9) Hispanic females were hired during the program period.

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Santa Cruz METRO believes these goals are attainable. These goals will be reached primarily through recruiting and advertising to increase the pool of qualified minority and female applicants and through implementation of our action-oriented programs. Selections will occur only from among qualified applicants. Goals do not require the hiring of persons when there are no vacancies or the hiring of a person who is less likely to do well on the job ("less qualified") over a person more likely to do well on the job ("better qualified") under valid selection procedures. Goals do not require that Santa Cruz METRO hire a specified number of minorities, females, or veterans.

Goals are not rigid and inflexible quotas that must be met, but are instead targets reasonably attainable by means of applying every good faith effort to make all aspects of the entire EEO Plan work. A goal is a guidepost against which Santa Cruz METRO or a compliance agency can measure progress in remedying identified deficiencies in the workforce.

Santa Cruz METRO should be able to meet the goals by setting realistic goals based on expected vacancies and anticipated availability of skills within the relevant labor area and by using a job related selection system and by conducting effective recruitment and advertising efforts to ensure an adequate pool of qualified minority and/or female qualified applicants from which to make selections.

* The phrases "comparison of incumbency to availability," and "problem area" appearing in this report are terms Santa Cruz METRO is required by government regulations to use. The criteria used in relation to these terms are those specified by the government. These terms have no independent legal or factual significance. Although Santa Cruz METRO will use the terms in good faith in connection with its EEO Program, such use does not necessarily signify that Santa Cruz METRO agrees that these terms are properly applied to any particular factual situation and is not an admission of non-compliance with EEO laws, regulations, and objectives. Whenever the term "goal" is used, it is expressly intended that it "should not be used to discriminate against any applicant or employee because of race, color, religion, gender, or national origin," as stated in Title 41 Code of Federal Regulations, Part 60-2.16(e).

SECTION VII: EMPLOYMENT PRACTICES

Statistical Analysis

The following section provides qualitative and quantitative data relevant to Santa Cruz METRO's employment practices over the reporting period. Analysis contains statistical data to document the impact of employment practices by sex and race.

Applicants and Hires by Job Category/Sex/Race

Table 7.1 provides a statistical breakdown of applicants and hires by workforce by each job category. Santa Cruz METRO hired 125 employees hired between January 1, 2018-December 31, 2021. Potential adverse impact was found in the following areas:

Officials and Administrators

The selection rate for females in the job category was 5.2% with a ratio to highest rate of 100%. This shows an improvement from previous plan. Potential adverse impact exists for White males and females, Black males, Hispanic males and females, and Asian males.

Assessment/Recommendation: *Whites represent the largest available pool of candidates in the relevant labor market. Outreach recruitment and networking to minority groups through local business networks, employment centers, and local colleges and universities may help generate awareness of job opportunities. As a part of Santa Cruz METRO's new Professional Development Planning and training academies, more females and minorities will be encouraged to participate.*

Professionals

The selection rate for females in the job category was 10.5%. Potential adverse impact exists for White males, Black females, and Hispanic males and females.

The selection rate for Asian females was 20% and 31.3% for White males.

Assessment/Recommendation: *White and Hispanic females represent the largest available pool of candidates in the relevant labor market. Outreach recruitment and networking to minority groups through local business networks, employment centers, and local colleges and universities may help generate awareness of job opportunities. As a part of Santa Cruz METRO's new Professional Development Planning and training academies, more females and minorities will be encouraged to participate.*

Administrative Support

The selection rate for females in the job category was 3.3 %. Potential adverse impact exists for (4) groups in this category. White male and female, Black Female, Hispanic male and female and Asian male and female. Asian male and female experienced just a .0% selection rate. This indicates that Santa Cruz METRO has an opportunity to provide training and development broadly across this group to help prepare minority and female incumbents for promotional opportunities as they arise.

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Assessment/Recommendation: *White and Hispanic females represent the largest available pool of candidates in the relevant labor market. Outreach recruitment and networking to minority groups through local business networks, employment centers, and local colleges and universities may help generate awareness of job opportunities. As a part of Santa Cruz METRO's new Professional Development Planning and training academies, more females and minorities will be encouraged to participate.*

Skilled Craft

The selection rate for females in this category is 0%. Potential adverse impact exists for White male, American Indian /Alaska Native male, Black male, Hispanic female and Native Hawaiian and other Pacific Islander male.

Hispanic and Native Hawaiians and Other Pacific Islander female experienced just a 0% selection rate.

Assessment/Recommendation: *Hispanic males represent the largest available pool of candidates in the relevant labor market so the rate of selection is aligned with the labor market. Unfortunately, when selection rate out-performs the available labor market, parity suffers. Outreach recruitment and networking to other minority and women's' groups through local business networks, employment centers, and local colleges and universities may help generate awareness of job opportunities. As a part of Santa Cruz METRO's new Professional Development Planning and training academies, more females and minorities will be encouraged to participate.*

Service Maintenance

The selection rate for females was 37% for this category. Hispanic Females were selected at a rate of 39.1%. Based on the availability of Hispanics females in the workforce for this category, the number of female Hispanics needed to reach parity in this category is (39).

Assessment/Recommendation: *Hispanic males represent the largest available pool of candidates in the relevant labor market so the rate of selection is aligned with the labor market. Unfortunately, when selection rate of males to females outperforms the available labor market. Outreach recruitment and networking to other minority and women's' groups through local business networks, employment centers, and local colleges and universities may help generate awareness of job opportunities. As a part of Santa Cruz METRO's new Professional Development Planning and training academies, more females and minorities will be encouraged to participate.*

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Table 7.1
Four-Fifths Adverse Impact Analysis by Job Category- Hire

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NH/PI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Number Applied	206	97	101	50	-	1	26	8	56	24	22	14	1	-	-	-
Total Hires	7	5	4	2	-	-	1	1	1	-	1	2	-	-	-	-
Selection Rate	3.4%	5.2%	4.0%	4.0%	N/A	N/A	3.8%	12.5%	1.8%	0.0%	4.5%	14.3%	N/A	N/A	N/A	N/A
Ratio to Highest Rate	65.9%	100.0%	27.7%	28.0%	N/A	N/A	26.9%	87.5%	12.5%	0.0%	31.8%	100.0%	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	Yes	No	Yes	Yes	N/A	N/A	Yes	No	Yes	Yes	Yes	No	N/A	N/A	N/A	N/A
2 - Professionals																
Number Applied	22	38	16	15	-	-	-	8	5	9	1	5	-	1	-	-
Total Hires	2	4	1	3	-	-	1	-	-	-	-	1	-	-	-	-
Selection Rate	9.1%	10.5%	6.3%	20.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	20.0%	N/A	N/A	N/A	N/A
Ratio to Highest Rate	86.4%	100.0%	31.3%	100.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	100.0%	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	Yes	No	N/A	N/A	N/A	Yes	Yes	Yes	N/A	No	N/A	N/A	N/A	N/A
3 - Technicians																
Number Applied	1	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-
Total Hires	1	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-
Selection Rate	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
4 - Protective Service																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
6 - Administrative Support																
Number Applied	211	338	79	131	2	5	16	35	92	128	17	35	5	4	-	-
Total Hires	11	11	1	7	-	-	2	1	8	2	-	-	-	-	-	1
Selection Rate	5.2%	3.3%	1.3%	5.3%	N/A	N/A	12.5%	2.9%	8.7%	1.6%	0.0%	0.0%	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	62.4%	10.1%	42.7%	N/A	N/A	100.0%	22.9%	69.6%	12.5%	0.0%	0.0%	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	Yes	Yes	Yes	N/A	N/A	No	Yes	Yes	Yes	Yes	Yes	N/A	N/A	N/A	N/A
7 - Skilled Craft																
Number Applied	165	7	46	2	4	-	8	1	101	4	2	-	4	-	-	-
Total Hires	13	-	3	-	-	-	-	-	10	-	-	-	-	-	-	-
Selection Rate	7.9%	0.0%	6.5%	N/A	0.0%	N/A	0.0%	N/A	9.9%	0.0%	N/A	N/A	0.0%	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	N/A	65.9%	N/A	0.0%	N/A	0.0%	N/A	100.0%	0.0%	N/A	N/A	0.0%	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	Yes	N/A	Yes	N/A	Yes	N/A	No	Yes	N/A	N/A	Yes	N/A	N/A	N/A
8 - Service-Maintenance																
Number Applied	223	46	58	16	1	1	9	4	143	23	9	2	3	-	-	-
Total Hires	54	17	15	8	-	-	1	-	34	9	2	-	-	-	2	-
Selection Rate	24.2%	37.0%	25.9%	50.0%	N/A	N/A	11.1%	N/A	23.8%	39.1%	22.2%	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	65.5%	100.0%	51.7%	100.0%	N/A	N/A	22.2%	N/A	47.6%	78.3%	44.4%	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	Yes	No	Yes	No	N/A	N/A	Yes	N/A	Yes	Yes	Yes	N/A	N/A	N/A	N/A	N/A

Outreach Process

1. Santa Cruz METRO will continue to place advertisements on job opportunities through local job service offices. The applicable local job service office will be notified concurrent with the placement of other external posting(s).
2. Due to the extensive technical education and experience required for some positions, Santa Cruz METRO will also continue to place job opportunity announcements on its website, and in statewide periodicals when appropriate.
3. Advertisements, purchase orders, and contracts will always carry the Equal Employment Opportunity clause.
4. Minority and female applicants will be considered for all posted positions for which they are qualified.
5. Santa Cruz METRO will participate in job fairs if there are sufficient numbers of openings to warrant participation.
6. Santa Cruz METRO will continue to employ interns who work during the summer and part-time during the school year.
7. Santa Cruz METRO will continue to publish recruiting brochures where minority, female, and veteran members of the workforce are included, as well as in other company literature.

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Promotions/Transfers by Job Category/Sex/Race

Santa Cruz METRO's labor agreements include language provisions for internal promotional and transfer opportunities that engender advancement in career ladders for incumbents based on incumbent status or completion of requisite skills necessary to advance. Internal promotion/transfer opportunities, where clear entry level to journey level career lines of progression exist, are offered first to the incumbent pool. If a sufficient pool of internal candidates is not achieved, external recruitment activities commence.

Job Advancement

1. Santa Cruz METRO will make minority and female employees available to participate in Career Days, Youth Motivation Programs, and related activities in the community, as necessary. These include representation at the Santa Cruz County Fair, First Friday, Leadership Santa Cruz and other opportunities that provide opportunities for visibility and advancement.
2. Santa Cruz METRO will continue to post job opportunities. Santa Cruz METRO's Job Posting Policy requires postings of all positions governed by a collective bargaining agreement (CBA) or memorandum of understanding (MOU). While the posting process and time limits vary, depending on the classification and under which bargaining unit it is governed by, all job opportunities are subject to a competitive hiring process.
3. Santa Cruz METRO will require Hiring Managers to submit justification for all hiring decisions, and will meet with any employee upon request to discuss when he/she is passed over for a promotional opportunity.
4. Santa Cruz METRO will continue to encourage all employees to participate in company sponsored social and recreational activities and provide equal access to company-owned facilities.
5. Santa Cruz METRO will provide employees access to training courses for inclusion in their career development plans.
6. Santa Cruz METRO has integrated coaching and professional development planning as a part of its annual evaluation process. It is believed that the implementation of proactive development of staff will help better prepare staff for promotional and transfer opportunities in the future.

Job Specifications/Selection Process

1. Santa Cruz METRO develops and maintains position descriptions that accurately reflect position functions, and are consistent with the knowledge, skills, abilities, competencies, education, and experience required to perform the job.
2. Santa Cruz METRO develops job or classification specifications that contain academic, experience, and skill requirements that do not constitute inadvertent discrimination. Specifications are free from bias with regard to age, race, color, religion, national origin, disability, or veteran status.
3. METRO makes approved classification specifications available to all members of management involved in the recruiting, screening, selection, and promotion process.
4. Santa Cruz METRO will continue to use only classification specifications that include job-related criteria.

Attachment B

Santa Cruz METRO will continue to carefully select, counsel, and train all personnel involved in the recruiting, screening, selection, promotion, disciplinary, and related processes to eliminate bias in all personnel actions.

Table 7.2 provides a statistical breakdown of employees in each job category who applied for promotion or transfer and the number in each job category promoted or transferred by sex and race. Five job categories experienced potential adverse impact: 1) Officials & Administrators, 2) Professionals, 3) Administrative Support, 4) Skilled Craft and 5) Service Maintenance.

Males were promoted or transferred nearly two times more often than females. This report shows that the amount of females being promoted during this reporting period increased significantly. Additionally, Hispanics were promoted or transferred 2 times more often than any other group.

Professional development and training opportunities are anticipated to increase for all groups to increase equal opportunities for advancement and reverse potential adverse impact problem areas.

Table 7.2
Four-Fifths Adverse Impact Analysis by Job Category- Promotions

Job Category (Use EEO-4)	Total		W		A/IAN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Number Applied	70	33	10	11			1	2	58	16		2			1	2
Total Promotions	16	11	5	4					10	6		1			1	
Selection Rate	22.9%	33.3%	50.0%	36.4%	N/A	N/A	N/A	N/A	17.2%	37.5%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	68.6%	100.0%	100.0%	72.7%	N/A	N/A	N/A	N/A	34.5%	75.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	Yes	No	No	Yes	N/A	N/A	N/A	N/A	Yes	Yes	N/A	N/A	N/A	N/A	N/A	N/A
2 - Professionals																
Number Applied	3	1	1	1					2							
Total Promotions	2	1	1	1					1							
Selection Rate	66.7%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	50.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	66.7%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	50.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	Yes	No	No	No	N/A	N/A	N/A	N/A	Yes	N/A	N/A	N/A	N/A	N/A	N/A	N/A
3 - Technicians																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
4 - Protective Service																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
6 - Administrative Support																
Number Applied	6	14	1	7			1		4	6						1
Total Promotions	3	6	1	1			1		1	4						1
Selection Rate	50.0%	42.9%	100.0%	14.3%	N/A	N/A	100.0%	N/A	25.0%	66.7%	N/A	N/A	N/A	N/A	N/A	100.0%
Ratio to Highest Rate	100.0%	85.7%	100.0%	14.3%	N/A	N/A	100.0%	N/A	25.0%	66.7%	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	Yes	N/A	N/A	No	N/A	Yes	Yes	N/A	N/A	N/A	N/A	N/A	No
7 - Skilled Craft																
Number Applied	28	-	7	-	-	-	-	-	19	-	1	-	-	-	-	1
Total Promotions	11	-	3	-	-	-	-	-	7	-	1	-	-	-	-	-
Selection Rate	39.3%	N/A	42.9%	N/A	N/A	N/A	N/A	N/A	36.8%	N/A	100.0%	N/A	N/A	N/A	N/A	0.0%
Ratio to Highest Rate	100.0%	N/A	42.9%	N/A	N/A	N/A	N/A	N/A	36.8%	N/A	100.0%	N/A	N/A	N/A	N/A	0.0%
Potential Adverse Impact (Yes/No)	No	N/A	Yes	N/A	N/A	N/A	N/A	N/A	Yes	N/A	No	N/A	N/A	N/A	N/A	Yes
8 - Service-Maintenance																
Number Applied	11	4	1	3					9		1	1				
Total Promotions	6	-	1	-					5							
Selection Rate	54.5%	0.0%	100.0%	0.0%	N/A	N/A	N/A	N/A	55.6%	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	NA	100.0%	0.0%	N/A	N/A	N/A	N/A	55.6%	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	Yes	N/A	N/A	N/A	N/A	Yes	N/A	Yes	Yes	N/A	N/A	N/A	N/A

Attachment B

Types of Disciplinary Actions

The types and number of disciplinary actions recorded are reflected in Table 7.3. These types have been tailored to capture the actions detailed in the language of the union contracts and Santa Cruz METRO's policies and procedures. No adverse impact was identified. Disciplinary actions were categorized into four (4) categories:

- Written Reprimands
- Suspensions
- Demotions (non-voluntary)
- Terminations

In total, 9 written reprimands and 20 suspensions were issued. There were (23) terminations based on progressive discipline and no demotions. The discipline rate for females in the Service Maintenance category was about half of that of male incumbents. Potential Adverse Impact was found for Asian female under Officials Administrators and Professionals.

Ongoing training for supervisors which includes evaluating performance, motivating employees toward success, and coaching, and new professional development tools for supervisors are expected to have a positive impact on future disciplinary rates.

Attachment B

Voluntary/Involuntary Terminations by Sex/Race

There were (23) terminations during the program period. Santa Cruz METRO's top reason to terminate an employee is that the employee fails to meet performance standards required for the job during probationary period. For bus operators, whom Santa Cruz METRO provides vocational, on-the-job training, a failure of the operator training results in termination of the employee.

21% of the involuntary terminations were females during this reporting period. Adverse Impact was found for Hispanic male under Administrative Support category and Black male under Skilled Craft category.

Table 7.4
Four-Fifths Adverse Impact Analysis by Job Category- Terminations

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Total Workforce	32	24	16	14	-	-	2	1	13	6	1	2	-	-	-	1
Total Involuntary Terminations	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	N/A	0.0%	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	N/A	100.0%	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	N/A	No	No	N/A	No	N/A	N/A	N/A	N/A
2 - Professionals																
Total Workforce	11	9	6	5	-	1	1	1	3	1	-	1	-	-	-	1
Total Involuntary Terminations	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	0.0%	0.0%	0.0%	0.0%	N/A	0.0%	0.0%	0.0%	0.0%	0.0%	N/A	0.0%	N/A	N/A	0.0%	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	100.0%	100.0%	100.0%	100.0%	100.0%	N/A	100.0%	N/A	N/A	100.0%	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	No	No	No	No	No	N/A	No	N/A	N/A	No	N/A
3 - Technicians																
Total Workforce	2	1	1	-	-	-	-	-	1	-	-	1	-	-	-	-
Total Involuntary Terminations	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	0.0%	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	100.0%	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	No	N/A	N/A	N/A	N/A
4 - Protective Service																
Total Workforce	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Involuntary Terminations	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Total Workforce	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Involuntary Terminations	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Table 7.4
Four-Fifths Adverse Impact Analysis by Job Category- Terminations Continued

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
6 - Administrative Support																
Total Workforce	23	33	6	18	-	-	3	2	13	10	1	-	-	-	-	3
Total Involuntary Terminations	4	3	1	2	-	-	-	-	3	1	-	-	-	-	-	-
Involuntary Termination Rate	17.4%	9.1%	16.7%	11.1%	N/A	N/A	0.0%	0.0%	23.1%	10.0%	N/A	N/A	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	52.3%	100.0%	0.0%	0.0%	N/A	N/A	100.0%	100.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	Yes	No	N/A	N/A	N/A	N/A	N/A	No
7 - Skilled Craft																
Total Workforce	37	-	10	-	-	-	1	-	24	-	2	-	-	-	-	-
Total Involuntary Terminations	5	-	-	-	-	-	1	-	4	-	-	-	-	-	-	-
Involuntary Termination Rate	13.5%	N/A	0.0%	N/A	N/A	N/A	100.0%	N/A	16.7%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	N/A	100.0%	N/A	N/A	N/A	0.0%	N/A	0.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	No	N/A	N/A	N/A	Yes	N/A	No	N/A	No	N/A	N/A	N/A	N/A	N/A
8 - Service-Maintenance																
Total Workforce	201	54	57	22	-	-	6	2	126	26	6	1	1	-	5	3
Total Involuntary Terminations	9	2	3	-	-	-	-	-	6	2	-	-	-	-	-	-
Involuntary Termination Rate	4.5%	3.7%	5.3%	0.0%	N/A	N/A	0.0%	N/A	4.8%	7.7%	0.0%	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	82.7%	100.0%	0.0%	100.0%	N/A	N/A	100.0%	N/A	0.0%	0.0%	100.0%	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A

Notes:

Attachment B

Job Category Training by Sex/Race

Santa Cruz METRO has a comprehensive employee-training program. Santa Cruz METRO has partnered with various training firms that specialize in both soft skills and technical skills training, and serves as a host agency to the outside firm's training programs. Through this partnership, Santa Cruz METRO is now able to provide its staff convenient and relevant professional development training opportunities.

Potential adverse impact was not found. Coaching and professional development planning by management for Santa Cruz METRO's workforce in all categories has helped foster promotion potential by increasing the knowledge, skills, abilities, and competencies of the organization's workforce.

Adverse impact was eliminated during this reporting period with the addition of Santa Cruz METRO's training partnership and enhanced professional development activities of its staff.

Table 7.5
Four-Fifths Adverse Impact by Job Category- Training

Job Category (Use EEO-4)	Total		W		A/IAN		B		H/L		A		NHOP		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Total Workforce	32	24	16	14	-	-	2	1	13	6	1	2	-	-	-	1
Total Trained	31	22	15	12	-	-	2	1	13	6	1	2	-	-	-	1
Training Rate	96.9%	91.7%	93.8%	85.7%	N/A	N/A	100.0%	N/A	100.0%	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	94.6%	93.8%	85.7%	N/A	N/A	100.0%	N/A	100.0%	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	N/A	No	No	N/A	No	N/A	N/A	N/A	N/A
2 - Professionals																
Total Workforce	11	9	6	5	-	1	1	1	3	1	-	1	-	-	1	-
Total Trained	10	9	5	5	-	1	1	1	3	1	-	1	-	-	1	-
Training Rate	90.9%	100.0%	83.3%	100.0%	N/A	100.0%	100.0%	100.0%	100.0%	100.0%	N/A	100.0%	N/A	N/A	100.0%	N/A
Ratio to Highest Rate	90.9%	100.0%	83.3%	100.0%	N/A	100.0%	100.0%	100.0%	100.0%	100.0%	N/A	100.0%	N/A	N/A	100.0%	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	No	No	No	No	No	N/A	No	N/A	N/A	No	N/A
3 - Technicians																
Total Workforce	2	1	1	-	-	-	-	-	1	-	-	1	-	-	-	-
Total Trained	2	1	1	-	-	-	-	-	1	-	-	1	-	-	-	-
Training Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	100.0%	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	100.0%	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	No	N/A	N/A	N/A	N/A
4 - Protective Service																
Total Workforce	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Trained	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Training Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Total Workforce	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Trained	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Training Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Attachment B

Table 7.5
Four-Fifths Adverse Impact by Job Category- Training

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
6 - Administrative Support																
Total Workforce	23	33	6	18	-	-	3	2	13	10	1	-	-	-	-	3
Total Trained	21	30	6	15	-	-	3	2	11	10	1	-	-	-	-	3
Training Rate	91.3%	90.9%	100.0%	83.3%	N/A	N/A	100.0%	100.0%	84.6%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%
Ratio to Highest Rate	100.0%	99.6%	100.0%	83.3%	N/A	N/A	100.0%	100.0%	84.6%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	No
7 - Skilled Craft																
Total Workforce	37	-	10	-	-	-	1	-	24	-	2	-	-	-	-	-
Total Trained	35	-	8	-	-	-	1	-	24	-	2	-	-	-	-	-
Training Rate	94.6%	N/A	80.0%	N/A	N/A	N/A	100.0%	N/A	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	N/A	80.0%	N/A	N/A	N/A	100.0%	N/A	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	No	N/A	N/A	N/A	No	N/A	No	N/A	No	N/A	N/A	N/A	N/A	N/A
8 - Service-Maintenance																
Total Workforce	201	54	57	22	-	-	6	2	126	26	6	1	1	-	5	3
Total Trained	186	51	48	21	-	-	5	2	121	24	6	1	1	-	5	3
Training Rate	92.5%	94.4%	84.2%	95.5%	N/A	N/A	83.3%	N/A	96.0%	92.3%	100.0%	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	98.0%	100.0%	84.2%	95.5%	N/A	N/A	83.3%	N/A	96.0%	92.3%	100.0%	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A

Notes:

Individuals with Disabilities/Veterans Hire/Promoted by Sex and Race

Few new hires during the program period at Santa Cruz METRO have self-identified as having a disability or veteran status. A selection rate of 100% for male veterans was identified for new hires. Table 7.6 provides the statistical breakdown of the number of hires and the associated selection rate by sex and race.

Santa Cruz METRO has established a relationship with local and regional veteran placement agencies with which it regularly post recruitment notices. The EEO Officer will continue to work with the County Health Department during this program period to identify potential recruitment outreach opportunities to disabled job seekers.

A statistical analysis of individuals with disabilities and veterans promotional activities is provided in Table 7.7. No promotions occurred.

Table 7.6
Individuals with Disabilities/Veterans- Hires

Persons with Disabilities	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Number Applied	-	-	22	6	-	-	-	5	19	12	5	2	-	1	-	-
Total Hires	46	26	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A
Veterans	Total		W		AI/AN		B		H/L		A		NHOPI		M	
Number Applied	1	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Hires	1	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Notes:

Table 7.7
Individuals with Disabilities/Veterans- Promotions

Persons with Disabilities	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Number Applied	1	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Veterans	Total		W		AI/AN		B		H/L		A		NHOPI		M	
Number Applied	-	2	-	-	-	-	-	-	-	2	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A

Notes:

SECTION VIII: MONITORING AND REPORTING

Monitoring System

Monitoring System methods are in place to monitor EEO dissemination, utilization analysis, statistical employment practices, and timeframe to reach goals, and identified barriers and the progress of the action plan. Additionally, procedures used to determine EEO compliance of sub-recipients and contractors such as collection and review of their EEO Programs, including visits to their facilities to ensure proper posting of the EEO Policy statement exist. Santa Cruz METRO's HR Department has union contract reviewing procedures in place to ensure that there is not disparate impact. Finally, Santa Cruz METRO has a process for monitoring complaints and analyzing trends, the timeliness of investigations, resolutions, and the reporting to management.

Internal Audit and Reporting

Inherent in any EEO Program is the need for periodic self-assessment of problems encountered, corrective action taken, and progress made. Additionally, the Uniform Guidelines on Employee Selection Procedures (1978) require that employers maintain data with which to determine adverse impact for any of its employment-related Processes and procedures. Self-evaluation requires complex record keeping systems on applicants, employees, and components of the EEO Program. Santa Cruz METRO's internal auditing and reporting systems are used as the basis for evaluating systemic results-oriented programs, and effective affirmative action. The EEO Officer is also responsible for working with other management personnel to guide them in attaining full compliance. Monitoring includes:

Dissemination- Every recruitment flyer/brochure, web posting, and job advertisement includes the EEO Policy Statement. Santa Cruz METRO's online applicant system page includes the policy statement. The policy statement is provided to every new employee at employee onboarding, wherein the new employee signs that they are in receipt. The policy statement is issued internally during management trainings and EEO Program update meetings with executive management.

Utilization Analysis- Underutilization is monitored with all employee actions including: hiring, promotions, separations, discipline, and training. As any underutilization is realized, this is reported to the Senior Leadership Team for discussion and strategic solution development.

Statistical Employment Practices- Santa Cruz METRO is becoming a data-driven agency that uses key performance indicators (KPIs) to support decision-making. Employment statistics are provided on a monthly basis from the EEO Officer to the CEO/GM. Strategic action plans are made around any deficient KPI areas.

Timeframe to Reach Goals- A goal matrix is developed of all EEO program goals. These are linked to the monitoring of the KPIs. Goal progress is reported to the CEO/GM on a semi-annual basis or sooner.

Attachment B

Identified Barriers to Action Plan Progress- Barriers that are identified (e.g., unexpected funding loss impacting hiring projections) are recorded and reported to the CEO/GM monthly along with the KPI's and any potential impact to the timeframe to reach goals. A strategic action plan to mitigate barriers is discussed at weekly Senior Leadership Team meeting. Follow up activities including reporting to the CEO/GM results of corrective action plans.

Compliance of Contractors- Compliance procedures to determine EEO compliance of sub-recipients and contractors include:

- Review of sub-recipient/contractor EEO Programs.
- Visits to sub-recipient/contractor facilities to ensure the proper posting of the EEO Policy Statement

Our current contractors or sub-recipients do not meet the thresholds requirements. At this time, the FTA does not require EEO oversight. However, the contractors we use are committed to follow EEO laws.

Union Contract Review- Union contracts are negotiated every four years. The EEO Officer and legal counsel ensure that language is not added that would contribute to disparate impact. Additionally, Senior Leadership Team meets prior r to negotiations to review the contract for areas of concern. The EEO Officer and legal counsel are a part of this group.

Complaint Monitoring- EEO Complaints are logged with the Human Resources Department and process in accordance with the conflict of interest mitigation procedures set forth herein.

The EEO officer tracks and monitor all complaints. All complaint records are retained in strict confidence. All investigative files are stored in a secure, confidential location in electronic and/or paper format to allow access for review only by the Director of Human Resources, the CEO/General Manager or Santa Cruz METRO's General Counsel.

EEO Officer examines complaint data quarterly and the results are provided to CEO/General Manager and HR Director.

Employment Practices contributing to EEO Programs

Many employment practices within the HR Department contribute to the successful implementation of the EEO Program. The new Human Resources Information System (HRIS) provides for better tracking of applicants' referral sources, as candidates are provided the ability to enter their own data, including the EEO Survey data. The system has customized reporting functionality so that data sets for any changes to EEO reporting requirement can be added or changed.

Self-Identification

Santa Cruz METRO attaches an Equal Opportunity Survey to each Employment Application (Exhibit B) this survey is designed to obtain EEO data needed to conduct required analyses for the EEO Program.

Attachment B

The survey is also used for the following purposes:

1. Obtain applicant residency data to define Santa Cruz METRO's local labor area.
2. Determine if Santa Cruz METRO's recruitment efforts are effective.
3. Identify the most effective referral sources.
4. Determine if applicant pools, at any stage in the selection process, are equal or greater to availability set forth in this EEO Program.
5. Once an Employment Application is submitted, the Equal Opportunity Survey is detached and maintained in a private file to be used for recordkeeping purposes only. No employment decisions are made based on the data collected from the surveys. Once an employee is hired, (s)he has an additional opportunity during the new employee orientation to submit the Equal Opportunity Survey. The same rules set forth above apply to the use and maintenance of these surveys.

Compensation Plan

The majority of Santa Cruz METRO's employees are covered by collective bargaining agreements (CBA) or memorandum of understandings (MOU). As a result, Santa Cruz METRO has exercised little or no discretion in setting their wages, other than through the bargaining process.

Under the current Service Employees International Association (SEIU) MOU, Santa Cruz METRO employees have a Reclassification Request process wherein an employee may, in accordance with the terms of his/or her bargaining agreement, may request a classification study, a wage study, or both. This has been a long-standing practice; however, issues of internal equity and salary scale misalignments and salary compression and compactions issues have arisen as a result.

Wage and classifications studies performed in the past did not allow for a strategic review of the organization. Classification and wage surveys in the past were conducted as required by contractual language contained in the agreements with the unions. Over time, factors such as operational, program, technological, regulatory, and staffing changes may have resulted in class specifications and pay becoming misaligned from the actual nature, level and scope of work performed by incumbents.

In 2019, Santa Cruz METRO performed a District-wide classification and compensation study in hopes of developing updated and revised classifications specifications, a manageable compensation structure, and a sound salary administration program. A comprehensive Compensation Plan was developed during the classification/compensation study.

This plan provides detailed information on Santa Cruz METRO's compensation philosophy, methodology, achieving internal/external equity, elimination salary compaction/compression, and benchmarking of positions for compensation analysis. When offering employment or promotional opportunities, the compensation offered by Santa Cruz METRO is not reduced because of any disability income, pension, or other benefit the applicant or employee receives from another source.

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Accommodation

It is the policy of Santa Cruz METRO that equal employment opportunities are provided in the employment and advancement of covered veterans and persons with disabilities at all levels of recruitment, selection, employment, and advancement. Santa Cruz METRO does not, and will not, discriminate against any applicant or employee because he or she is a covered veteran, or because of a physical or mental disability with regard to any position for which the applicant or employee is qualified.

Decisions related to personnel policies and practices will be made based on an individual's capacity to perform a particular job, the individual's knowledge, skills, abilities, competencies, education, and experience, and the feasibility of any necessary job accommodation. Santa Cruz METRO will make every effort to provide reasonable accommodation to any physical and mental limitations of individuals with disabilities and to disabled veterans.

Santa Cruz METRO's Reasonable Accommodation Policy is provided an appendix for reference on how to request a reasonable accommodation.

Reporting System

Santa Cruz METRO's EEO reporting systems include regular meetings between the CEO/GM, the EEO officer, legal counsel, and management to discuss the progress of the EEO Program and results of the monitoring (including hiring, promotions, evaluations, training, and EEO complaints). Meetings held between the CEO/GM, the EEO Officer are meetings with agenda, and follow-up action documentation is maintained. The Human Resources division, including the EEO Officer hold regular meetings with hiring Officials in each department as a part of the recruitment planning process, to review current EEO goals and statistics on employment practices and policies. During these meetings job descriptions are reviewed to ensure legitimate position requirements and that all testing has been validated.

Attachment B

Appendix A

Glossary of Terms

This EEOP uses the following definitions for the terms used:

Age for the purposes of the Age Discrimination in Employment Act of 1967 means an individual who is 40 years or older.

Agency means a recipient or sub-recipient of financial assistance from FTA.

Applicant means a person or entity that submits an application, request, or plan that requires approval by the FTA Administrator or by a recipient as a condition of eligibility for financial assistance from FTA.

Complainant refers to a party that makes a complaint that he or she or any specific individual or class of person has been subjected to discrimination or retaliation prohibited by this EEOP and relevant legal authorities.

Compliance refers to a status wherein FTA finds an applicant, recipient, sub-recipient, or contractor meets the requirements in this EEOP and there is no indication or evidence of employment discrimination.

Concentration means a higher participation of a particular group (e.g., African Americans, Hispanics, or Women) in a job category or department as compared with their participation in the relevant labor market.

Contractor refers to any entity or organization that has entered into a contract to perform work or provide services relating to transit service delivery with an applicant, recipient, or sub-recipient.

Direct recipient means an entity that receives Federal financial assistance directly from FTA.

Disability with respect to an individual means (a) physical or mental impairment that substantially limits one or more major life activities, (b) a record of such an impairment, or (c) being regarded as having an Impairment that is not transitory and minor. Major life activities include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, working, and the operation of major bodily functions. (42 U.S.C. §§ 12101 et seq.)

Discrimination means any action or inaction, whether intentional or unintentional, in any program or activity of a recipient, sub recipient, or contractor that results in disparate treatment or perpetuating the effects of prior discrimination based on race, color, religion, national origin, sex, age, genetic information, or disability, or results in disparate impact based on race, color, religion, national origin, sex, age, or disability.

Attachment B

Disparate impact refers to policies or practices that are facially neutral, but that disproportionately affect protected classes, if such policies and practices are not job related and consistent with business necessity, or, for policies or practices that disproportionately affect individuals age 40 or older, if such policies or practices are not based on a reasonable factor other than age. This concept is sometimes referred to as “adverse impact.”

Disparate treatment refers to actions that result in circumstances where similarly situated persons are intentionally treated differently (i.e., less favorably) than others because of their race, color, religion, National origin, sex, age, genetic information, or disability. (29 CFR § 1607.11)

Employee means an individual employed by an employer. People who are not employed by the employer, such as independent contractors, are not employees.

Employer means, in general, a person engaged in an industry affecting commerce that has 15 or more employees for each working day in each of 20 or more calendar weeks in the current or preceding calendar year and any agent of such a person.

Equal Employment Opportunity Program (EEO Program) refers to a written, detailed, results-oriented set of procedures designed to achieve prompt and full utilization of people within a protected class at all levels and in all parts of the recipient’s workforce, including compensation.

Equal Employment Opportunity statutes and regulations refer to all statutes and regulations that prohibit employment discrimination and provide employees and job applicants protections and remedies against employment discrimination.

Federal financial assistance includes:

- Grants and loans of Federal funds
- The grant or donation of Federal property and interests in property
- The detail of Federal personnel
- The sale and lease of, and the permission to use (on other than a casual or transient basis), Federal property or any interest in such property without consideration or at a nominal consideration, or at a consideration that is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale or lease to the recipient
- Any Federal agreement, arrangement, or other contract that includes provision of assistance as one of its purposes

FTA activity means any program of assistance authorized by Federal law that FTA administers.

Four-fifths rule is a disparate impact analysis, which measures the effect an employment practice has on a protected class. When the selection rate for any race, sex, or ethnic group which is less than four fifths (4/5) (or 80 percent) of the rate for the group with the highest rate will generally be regarded by the Federal enforcement agencies as evidence of disparate impact, while a greater than four-fifths rate will generally not be regarded by Federal enforcement agencies as evidence of disparate impact.

Attachment B

Good faith efforts are documented actions taken to achieve EEO Program objectives.

Minority persons include:

- American Indians and Alaska Natives, which refers to individuals with origins in any of the original peoples of North and South America (including Central America) and who maintain tribal affiliation or community attachment
- Asians, which refers to individuals with origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam
- Blacks or African Americans, which refers to individuals with origins in any of the Black racial groups of Africa
- Hispanics or Latinos, which includes people of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race
- Native Hawaiians or Other Pacific Islanders, which refers to people with origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands
- Multiracial populations, which include individuals with origins in more than one of the federally designated racial categories

As used in this report, the term “minorities” may mean these groups in the aggregate or an individual group.

National origin means the particular nation where a person was born or where the person’s parents or ancestors were born, or the common language, culture, ancestry, or other similar social characteristics associated with an ethnic group.

Noncompliance refers to a failure to meet the requirements of Equal Employment Opportunity statutes in addition, regulations or failure to implement an approved EEO Program.

Programs or activities means all the operations of any entity receiving DOT financial assistance, as described in 49 CFR § 21.23(e).

Protected class means any category of person or status protected by any Equal Employment Opportunity statute or regulation.

Reasonable accommodation for an individual with a disability is any change to a job, the work environment, or the way things are usually done that allows an individual with a disability to apply for a job, perform job functions, or enjoy equal access to benefits and privileges available to other employees.

A reasonable religious accommodation is any adjustment to the work environment that will allow an applicant or employee to practice or observe his or her religious beliefs.

Recipient means any public or private entity that receives Federal financial assistance from FTA, whether directly from FTA or indirectly through a direct recipient. The term does not include any ultimate beneficiary under any such assistance program.

Attachment B

Retaliation means firing, demoting, or otherwise taking adverse action against an applicant or employee because the person filed a charge of discrimination, complained to his or her employer or other covered entity about discrimination, participated in an employment discrimination proceeding (such as an investigation or lawsuit), or otherwise engaged in protected activity.

Secretary refers to the Secretary of the U.S. Department of Transportation or any person to whom he or she has delegated authority in a particular matter.

Sex-based discrimination involves treating someone (an applicant or employee) unfavorably because of that person's sex, including pregnancy, childbirth, or related medical conditions. Discrimination against an individual because of gender identity, including transgender status, or because of sexual orientation is also considered discrimination on the basis of sex in violation of Title VII.

Sub-recipient means an entity that receives Federal financial assistance from FTA through a direct recipient.

Subcontractor means any entity or organization that has entered into a subcontract relating to transit service delivery with a contractor to provide a service in connection with a program or activity initiated by an applicant, recipient, or sub-recipient.

Transit-related employee refers to an employee of an FTA applicant, recipient, sub-recipient, or contractor who is involved in any aspect of an agency's public transit operation funded by FTA. For example, a city planner involved in planning bus routes would be counted as part of the recipient's workforce, but a city planner involved only in land use would not be counted.

Underutilization refers to a condition in which women and minorities are not being employed at a rate to be expected given their availability in the relevant labor pool.

Whole-person rule is an analysis that determines underutilization. Underutilization is declared if the number of females/minorities in a job group is as much or more than one person below the number that would cause the job group participation percentage to match exactly the availability percentage.

Attachment B

Appendix B



EMPLOYMENT OPPORTUNITY QUESTIONNAIRE (VOLUNTARY)

The Santa Cruz Metropolitan Transit District (METRO) is an equal opportunity/affirmative action employer. Qualified applicants are considered for employment without regard to race, color, ancestry, national origin, religious creed, sex, medical condition or disability, age, marital status, veteran status or sexual orientation.

To demonstrate that we meet equal employment opportunity requirements, periodically we must report statistical information to the federal government. To aid the District in its commitment to equal employment opportunity, applicants are asked to voluntarily provide the following information. This form will be separated from your application prior to administration of the examination and will be kept confidential.

Your Name: _____ Sex: Male _____ Female _____

Position Applying For: _____

Today's Date: _____ Your Birth Date: _____ Social Security Number: _____

How did you learn of the job opportunity for which you are applying?

- | | |
|--|--|
| <input type="checkbox"/> Recruitment flyer on a District bulletin board (location) _____ | <input type="checkbox"/> Recruitment flyer on a non-District bulletin board (location) _____ |
| <input type="checkbox"/> Telephone inquiry | <input type="checkbox"/> Newspaper (name) _____ |
| <input type="checkbox"/> District employee | <input type="checkbox"/> Community service agency (name) _____ |
| <input type="checkbox"/> School (name and office) _____ | <input type="checkbox"/> Friend or relative |
| <input type="checkbox"/> Web Advertisement _____ | <input type="checkbox"/> State employment office |
| <input type="checkbox"/> Metro Website | <input type="checkbox"/> Other (please specify) _____ |

Race and Ethnic Identification: (If you are of mixed racial/ethnic background, choose the category with which you most closely identify yourself)

___ **Hispanic or Latino (H)** - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

___ **White (Not Hispanic or Latino) (W)** - A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

___ **Black or African American (Not Hispanic or Latino) (B)** - A person having origins in any of the black racial groups of Africa.

___ **Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino) (NHOPI)** - A person having origins in any of the peoples of Hawaii, Guam, Samoa or other Pacific Islands.

___ **Asian (Not Hispanic or Latino) (A)** - A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

___ **American Indian or Alaska Native (Not Hispanic or Latino) (AI/AN)** - A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

___ **Two or More Races (Not Hispanic or Latino) (M)** - All persons who identify with more than one of the above five races.

Please indicate if the following definition applies to you:

___ Disabled individual: A person who (1) has a physical or mental impairment which substantially limits one or more of such person's life activities, (2) has record of such impairment, or (3) is regarded as having such an impairment.

What is the nature of the disability: ___ Visual ___ Physical ___ Hearing ___ Speech ___ Developmental

Other (please explain): _____

Do you require special testing arrangements because of a physical impairment? Yes No If yes, call (831) 423-5582

Veteran Status: Choose all that apply to you:

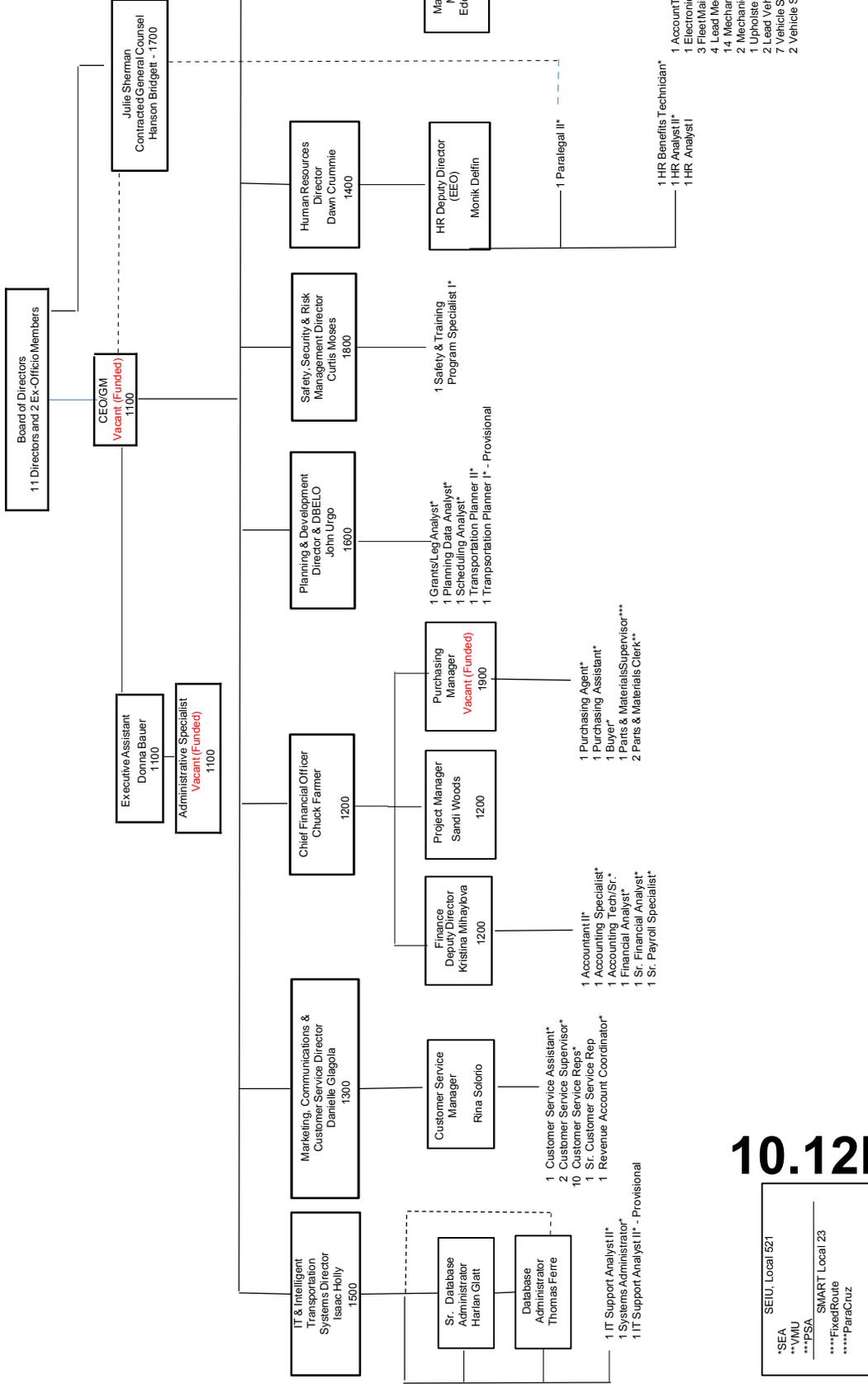
___ I am NOT a Veteran ___ Disabled Veteran ___ Recently Separated Veteran ___ Active Wartime or Campaign Badge Veteran

___ Armed Forces Service Medal Veteran ___ I am a protected veteran, but I choose not to self-identify the classifications to which I belong.

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Board of Directors

- Rebecca Downing, County Appointment
- Jimmy Dutra, Watsonville
- Shebreh Kalantari-Johnson, Santa Cruz
- Manu Koenig, County Supervisor
- Donna Lind, Chair, Scotts Valley
- Donna Meyers, Santa Cruz
- Bruce McPherson, Vice Chair, County Supervisor
- Larry Pageler, County Appointment
- Art Parker, Watsonville
- Kristen Petersen, Capitola
- Mike Roikin, County Appointment
- Dan Henderson, Ex-Officio, UCSC
- Alta Northcutt, Ex-Officio, Cabrillo College



10.12B.47

- *SEA
- **VMU
- ***PSA
- ****FixedRoute
- *****ParaCruz

Attachment B

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

Resolution No. 20-02-03
On the Motion of Director John Leopold
Duly Seconded by Director Cynthia Mathews
The following Resolution is adopted:

**ADOPTION OF SANTA CRUZ METROPOLITAN TRANSIT DISTRICT'S AMENDED
PERSONNEL RULES AND REGULATIONS**

WHEREAS, the Santa Cruz Metropolitan Transit District has found it useful to maintain Personnel Rules and Regulations to provide a fair and equitable system of personnel management;

WHEREAS, in 1976, the Personnel Rules and Regulations were adopted by the Board of Directors with approval of Resolution No. 76-1-2;

WHEREAS, the Personnel Rules and Regulations were last amended on July 24, 1987;

WHEREAS, METRO's General Counsel has reviewed the amended Personnel Rules and Regulations and has approved the recommended changes to reflect current law, position titles and practices; and

WHEREAS, Staff recommends that the Board of Directors approve the amended Personnel Rules and Regulations.

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 Personnel Rules and Regulations previously adopted on July 24, 1987, are hereby rescinded.

Attachment B

Resolution # 20-02-03
Page 2 of 3

2. The amended Personnel Rules and Regulations attached and labeled "Exhibit A", is hereby adopted.

PASSED AND ADOPTED by the Board of Directors of the Santa Cruz Metropolitan Transit District on February 28, 2020, by the following vote:

AYES: Directors Coffman-Gomez, Leopold, Lind, Mathews, Meyers, McPherson, Pageler, Rothwell and Rotkin

NOES: None

ABSENT: Directors Bottorff and Gonzalez

ABSTAIN: None



Mike Rotkin, Chairperson

ATTEST:



ALEX CLIFFORD
CEO/General Manager

APPROVED AS TO FORM:



JULIE A. SHERMAN
General Counsel

10.12B.50

Attachment B

Resolution # 20-02-03
Page 3 of 3

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

PERSONNEL RULES AND REGULATIONS OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

(Attached)

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Attachment B

PERSONNEL RULES AND REGULATIONS OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

SECTION 1: DEFINITIONS

For the purpose of these Rules and Regulations, certain words and phrases shall be construed as herein set forth:

1. **APPLICANT** - A person who has made application for a vacancy with Santa Cruz METRO.
2. **APPOINTING AUTHORITY** - The group or person having the lawful power to make appointments and to remove persons from METRO positions.
3. **CHARGEABLE ACCIDENT** - An accident which is determined by METRO to be the fault of the employee.
4. **CLASSIFIED POSITIONS** - Those positions established and classified by the Santa Cruz METRO Board of Directors.
5. **DEMOTION** - A personnel action taken by the appointing authority to assign an employee to another classification with a lower salary range than the position to which the employee was previously assigned.
6. **DISCIPLINARY ACTION** - An action pursuant to Section 29 of these Personnel Rules and Regulations taken by the appointing authority or his/her delegated representative to reprimand in writing, suspend, demote or terminate an employee for any disciplinary cause pursuant to Section 30 of these Personnel Rules and Regulations.
7. **DISCIPLINARY CAUSE** - Any ground for disciplinary action set forth in Section 30 of these Personnel Rules and Regulations.
8. **DISCIPLINARY DEMOTION** - A disciplinary action demoting an employee for disciplinary cause. All other demotions shall be non-disciplinary and so noted in the employee's Personnel File.
9. **DISTRICT**- The Santa Cruz Metropolitan Transit DISTRICT.
10. **ELIGIBILITY LIST** - A list of applicants for a vacant position or anticipated vacant position who meet the requirements set forth in a position specification, have passed all required examinations, and have been certified by the appointing authority as qualified to be appointed to the position.

Attachment B

11. **EMPLOYEE** - A person filling a classified or unclassified, position with METRO.
12. **EMPLOYEE WORK STATION** - The METRO facility to which an employee regularly reports for work assignments.
13. **EVALUATION** - A compulsory, periodic performance review for each employee assigned to a classified position. An evaluation is intended to be a summary of the performance of the employee and to reflect the ongoing communication between the rating supervisor and the employee.
14. **EXEMPT EMPLOYEE** - An employee who is exempt from overtime and other benefits specified under provisions established by the Fair Labor Standards Act.
15. **INTERMITTENT APPOINTMENT** - A recurring appointment for a specified period of time to a classified or unclassified position. Said appointments shall be made from an Intermittent Employment Eligibility list
16. **LAYOFF** - A reduction of the work force of METRO.
17. **NARCOTICS** - Narcotics shall include all drugs specified as narcotics in the California Uniform Controlled Substances Act, all drugs in the pharmacological classification of narcotics and all designer drugs or other substances determined to be illegal by California State law.
18. **NON-EXEMPT EMPLOYEES** - An employee who is entitled to overtime and other benefits specified under provisions established by the Fair Labor Standards Act
19. **POSITION SPECIFICATION** - A job description for classified positions which includes examples of duties, qualifications, knowledge and abilities for said position.
20. **PROBATIONARY STATUS** - A status on which an employee is placed for a specified period of time immediately after appointment to a particular classified position. The probationary period shall be regarded as part of the testing process and shall be utilized for closely observing the employee's performance.
21. **PROMOTION** - A personnel action taken by the appointing authority to assign an employee to another classification with a higher salary range than the one previously occupied by the employee. Promotion may occur as a result of an open recruitment or a closed promotional recruitment.
22. **PROPERTY** - Any equipment, vehicles, tools, supplies, materials, real estate, facilities, or other tangible or intangible thing, owned, leased or possessed by METRO.

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23. **PROVISIONAL APPOINTMENT** - An appointment made to a classified position for a specified period of time longer than six months and less than two years.
24. **RECLASSIFICATION** - A determination by METRO that there has been a change of duties, responsibilities, authority and/or employment requirements in a position classification in accordance with Section 6 of these Personnel Rules and Regulations.
25. **RECRUITMENT** - A personnel action taken by the appointing authority to obtain applicants for vacant classified positions.
 - A. Open Recruitment - Those job opportunities available to employees and the public.
 - B. Closed Promotional Recruitment - Those job opportunities available to present employees occupying classifications in METRO as designated by the appointing authority.
26. **REGULAR EMPLOYEE** - An employee who has satisfactorily completed their probationary period in the classified position that they are occupying.
27. **REINSTATEMENT** - The rehiring of an employee who was previously laid off because of the abolition of a position or work force reduction, into the position they held prior to layoff.
28. **REPRIMAND** - A written notice issued for any minor disciplinary cause.
29. **RESIGNATION** - The notification to METRO by an employee that they shall cease their employment with METRO.
30. **SEPARATION** - The non-disciplinary departure of an employee from METRO service.
31. **SPECIAL EVALUATION STATUS** - Placement of an employee on a monthly evaluation schedule.
32. **SUPERVISOR**- An employee who has supervisory duties listed in his/her job description and who is authorized by the appointing authority to direct and evaluate the work performance of one or more employees assigned to be supervised by them.
33. **SUSPENSION** - A disciplinary action in which an employee is placed on a status wherein an employee is precluded from performing work activities for a specified period of time.

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34. **TEMPORARY APPOINTMENT** - Any appointment for a special or temporary purpose not to exceed six months. Temporary appointments may be made to classified positions, or unclassified positions.
35. **TERMINATION** - The involuntary discharge of an employee from METRO service for cause set forth in Section 30 of these Personnel Rules and Regulations or for failure to complete satisfactorily the probationary period.
36. **TRANSFER** - An action taken by the appointing authority to reassign an employee from one position to another position having substantially similar duties, responsibilities, qualifications and substantially the same salary range.
37. **UNCLASSIFIED POSITION** - A job position not existing in METRO's established Classified Personnel List.
38. **WORK STANDARDS** - Written job performance requirements specified in an employee's job specification and in METRO and/or Department rules, regulations and procedures, and/or in written instructions to the employee.

SECTION 2: AMENDMENTS

These Rules and Regulations may be amended by a majority vote of the Santa Cruz METRO Board of Directors at any regular or special meeting of said Board.

SECTION 3: APPOINTING AUTHORITY

The appointing authority shall be defined as follows: for the positions of CEO/General Manager, and General Counsel, the appointing authority shall be the Santa Cruz METRO Board of Directors. For all other positions, the appointing authority shall be the CEO/General Manager of METRO or their designee as specified in writing by the CEO/General Manager.

SECTION 4: PERSONNEL COVERED

These Rules and Regulations shall be applicable to all employees of METRO. Employees shall be defined as all persons assigned to positions listed in the Classified Personnel List or occupying an unclassified position. The only limitation of the application of this section is outlined in Section 5.

SECTION 5: PERSONNEL RULES AND REGULATIONS APPLICABILITY

These Personnel Rules and Regulations are valid, in full force and govern the Personnel matters of METRO. A conflict between a particular provision of these Personnel Rules and Regulations and any existing collective bargaining agreement shall not affect any other provision of these rules and regulations. Where a specific provision of these rules and regulations is in conflict with a provision of a collective bargaining agreement, the provision of the collective bargaining agreement shall prevail.

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SECTION 6: CLASSIFIED POSITIONS

The Human Resources Department shall establish all employee classified positions. The Human Resources Department shall make periodic studies of classifications, job specifications and/or compensation of all positions and shall submit for approval to the CEO/General Manager any changes, which they deem desirable to better classify or describe positions. Changes shall be called reclassification.

SECTION 7: ALLOCATION OF POSITIONS AND SALARY

The Human Resources Department shall establish the necessary position title and the salary range for each position contained within the Classified Personnel List

SECTIONS 8: CLASSIFIED PERSONNEL LIST

A record to be known as the Classified Personnel List of METRO shall be kept in the office of the Human Resources Department, and shall contain the name of every person employed in a classified position and receiving compensation from METRO. This list shall show respectively every officer or employee, the title of the position held, the salary or compensation as approved by the Board of Directors, the date of appointment to such office or employment and the term thereof, if any, and the positions filled, suspensions, layoffs, transfers, promotions, demotions, reclassifications, separations, terminations and any classification actions.

SECTION 9: POSITION SPECIFICATIONS

A job specification for each position in the Classified Personnel List shall be prepared by the Human Resources Department and adopted by the CEO/General Manager. Said specification shall include examples of duties, all qualifications, knowledge and abilities required for said position. The Human Resources Department shall maintain a list which specifies all examinations, if any, (and including any medical examinations) which must be successfully completed as part of the selection process for the position.

SECTION 10: SALARY PLAN

The CEO/General Manager shall maintain a salary plan for all employees. Said salary plan shall be set for each specified group to which the employee belongs consistent with each compensation plan or collective bargaining agreement. The first step shall be the entry level salary except that unusually qualified individuals may be entered on Step 2 or higher upon written authorization from the CEO/General Manager. Employees shall advance to Step 2 upon satisfactory completion of the probationary period. In the event that an employee is entered at Step 2 or higher, said employee shall advance to the next highest step after satisfactory completion of the probationary period. Thereafter, employees shall be evaluated for advancement to the remaining steps upon satisfactory completion of 2080 hours worked of service on the

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previous step. Step increases shall be consistent with Section 27 of these Personnel Rules and Regulations.

SECTION 11: OVERTIME AND COMPENSATORY TIME OFF

Non-exempt employees in paid status are entitled to overtime for: authorized work in excess of 8 hours per day when assigned to an 8-hour shift; authorized work in excess of 10 hours per day when assigned to a 10-hour shift; or authorized work in excess of 40 hours per week. Said overtime shall be compensated as additional salary based on 1 1/2 times the employee's regular hourly rate at which they are employed.

Non-exempt employees in paid status are entitled to overtime for all work performed on the seventh consecutive day of that pay week at a rate of 2 times the employee's regular hourly rate of pay.

SECTION 12: NOTICE OF VACANCIES

All vacancies shall be publicly advertised by posting and also may be advertised by publication at the discretion of METRO. If said advertising is done by posting, then the posting of the advertisement on the official bulletin boards of METRO shall be for not less than ten (10) calendar days. Said notice shall contain the job duties, qualifications and range of compensation for the position.

SECTION 13: APPLICATION FOR VACANCIES

Application for current vacancies and future employment opportunities may be completed online at www.scmtd.com. Anticipated vacancies shall be kept in the office of the the Human Resources Department. Applications shall be readily available to all employees and interested members of the public.

SECTION 14: NOTICE OF ELIGIBILITY LIST EXAMINATIONS

Where deemed necessary, the Human Resources Department may accept applications and set examinations for anticipated vacancies. Said examinations shall be noticed in the same manner as for vacancies described in Section 12.

SECTION 15: CERTIFICATION OF ELIGIBLE APPLICANTS

The CEO/General Manager, or their designee, shall review all applications for vacancies or anticipated vacancies in the Classified Personnel List and shall certify as eligible, all applicants who meet the requirements set forth in the position specification for the position and who have passed all required examinations.

Fraudulent conduct or false statements by an applicant on their application or examination shall be deemed cause for disqualification.

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METRO shall make reasonable accommodation for persons with disabilities as appropriate for the position. METRO will provide a reasonable accommodation to disabled applicants if the reasonable accommodation would allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship.

Eligible applicants shall be placed on a Certified Eligibility List. Said list of eligible applicants shall be submitted to the appointing authority for final selection and appointment.

Said Eligibility List shall be valid for six months following the date of examination. However, the CEO/General Manager, or their designee may extend the period of time that the list is valid for up to six additional months when more than two names remain on the list at the time the list is due to expire.

Appointments to vacancies in the Classified Personnel List shall be made from the Certified Eligibility List if one exists for the vacant position, except when the Certified Eligibility List shall consist of less than two names. In such case, the vacancy shall be noticed and a new list prepared.

SECTION 16: APPOINTMENT PROCEDURES

All vacancies in positions in the Classified Personnel List shall be filled by reinstatement, selection from a Certified Eligibility List, transfer, promotion, demotion or from eligible applicants. METRO shall hire the applicant who best meets the needs of METRO. METRO, to the extent practicable, shall encourage current employees to apply for all vacancies in METRO.

SECTION 17: APPOINTMENT

After interview and investigation by the appointing authority, or selection committee chosen by the appointing authority, the appointing authority shall make appointments from among the list of eligible applicants. Examinations, if required, shall be performed prior to review by the appointing authority. The CEO/General Manager or their designee shall notify the applicant of their appointment. If the applicant accepts the appointment and reports for duty at the prescribed time, they shall be deemed to be appointed; otherwise, the applicant shall be deemed to have declined the appointment.

SECTION 18: ANNIVERSARY DATE

The date of an employee's first reporting for duty with METRO shall be the anniversary date and shall be used as the beginning date for the computation of benefits and METRO seniority. The appointing authority may adjust an employee's anniversary date to avoid inequities.

SECTION 19: EMERGENCY APPOINTMENTS

To meet the immediate requirements of any emergency conditions such as natural disaster which threatens human life or property, or labor disputes which threaten the continuation of transit

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service by METRO, the CEO/General Manager may employ such persons as may be needed for the duration of the emergency without regard to adopted Personnel Rules and Regulations, or

other rules affecting appointments. All such appointments must be reported to the Santa Cruz METRO Board of Directors as soon as possible and shall be limited to a thirty day prior from the start of said emergency or until the next METRO Board meeting (whichever occurs first) unless otherwise approved by the Santa Cruz METRO Board of Directors.

SECTION 20: TEMPORARY APPOINTMENTS

The appointing authority may authorize temporary appointments for a special or temporary purpose.

Temporary appointments to classified positions shall receive the benefits denied in the collective bargaining agreement which applies to the position. Temporary appointments to unclassified positions shall not receive benefits except for those required by Federal, State and local laws.

SECTION 21: INTERMITTENT APPOINTMENTS

The appointing authority may authorize intermittent appointments. Intermittent appointments shall be consistent with Section 20 of these Personnel Rules and Regulations. The term of employment shall be specified at the time of appointment.

SECTION 22: PROVISIONAL APPOINTMENTS

Provisional appointments shall be made whenever programmatic requirements for the position dictate that the position be filled other than by a temporary appointment for a defined term longer than six months but not to exceed two years. The term of employment shall be specified at the time of appointment.

SECTION 23: TRANSFERS

The appointing authority may at any time transfer any employee under their jurisdiction from one position to another in the same classification or in another classification having substantially similar duties, responsibilities and qualifications, and substantially the same salary range.

SECTION 24: LAYOFFS

The Board of Directors shall have the right to reduce the work force and lay off employees due to lack of work.

SECTION 25: PROMOTIONS

Whenever a classified personnel vacancy exists, unless such vacancy is filled by competitive application, reinstatement or transfer, it shall be filled by closed promotional recruitment. If filled by closed promotional recruitments, vacancies shall be filled by any employee holding a position with a lower salary range meeting the job qualifications and serving in a position designated by

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the appointing authority as appropriate for promotional purposes. Closed promotion shall be based on performance, effectiveness, conduct, seniority, needs of the department (including

Affirmative Action Goals) and ability to perform properly the work of the higher position as determined through examination of employee's credentials, qualifications, and performance evaluations. Vacancies eligible to be filled by closed promotion shall be posted at all METRO offices, including the employee's normal workstation.

SECTION 26: PROBATIONARY PERIOD

All employees shall work in probationary status for 26 weeks following their anniversary date or until such other date as specified in the compensation plan or the executed collective bargaining agreement which applies to the position. During said period, employees may be terminated without notice or cause. Probationary employees shall otherwise accrue all other benefits specified in these Rules and Regulations for regular employees of METRO. The probationary period may be extended in an amount of time equal to periods of absence, provided written notification has been given to the employee.

The probationary period shall be regarded as part of the testing process and shall be utilized for closely observing the employee's work and for rejecting any probationary employee whose performance does not meet the required work standards of the position.

SECTION 27: EVALUATIONS

Evaluations shall be completed as specified below.

Standardized rating forms shall be designed for all classifications in order to accurately measure the job performance of employees. The evaluation system shall be reviewed periodically by the Human Resources Department

Evaluations shall be recorded only on METRO standardized rating forms by the supervisor of the employee. The purpose of the evaluation shall be to measure the quality and quantity of work performed, the conduct and work habits of the employee, and other factors having a bearing on their work performance, and shall establish performance goals and objectives for the next rating period.

The performance evaluation of all employees shall be completed in accordance with this section. The evaluation shall be part of the ongoing communication between the rater and the employee.

Evaluations shall be consistent with all the provisions of this section and shall be conducted as follows:

1. Probationary Period: Employees shall be evaluated just prior to the mid-point and near the end of their probationary period.
2. Annual Evaluation: All regular, non-probationary employees shall be evaluated at least annually prior to their anniversary date.

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3. Special Evaluation: An employee may be placed on special evaluation status at any time when performance problems exist. Regular employees receiving an annual performance evaluation with an overall rating of unsatisfactory, or otherwise determined not to meet the standards of the job, shall be placed on a special monthly evaluation schedule for a specified period of time. Once the employee attains an overall performance rating of satisfactory, they shall be removed from special evaluation status. The maximum time period than an employee can remain on special evaluation status is six consecutive months.

Employees who are unsuccessful in attaining an overall performance rating of satisfactory or better during the special evaluation period shall be subject to disciplinary action.

Special evaluations are in addition to, and do not replace the annual evaluation process.

Employees placed in special evaluation status shall be entitled to an administrative review of such action by the CEO/General Manager or their designee. Request for administrative review shall be submitted in writing to the CEO/General Manager within ten working days of placement of such status or any evaluation given thereunder.

Step increases, dependent upon satisfactory completion of the evaluation period, will be implemented only when the evaluation has an overall satisfactory or better performance rating.

SECTION 28: COMMENDATIONS AND COUNSELING

The purpose of a commendation shall be to recognize and encourage an employee's positive job performance. Employees may be commended orally or in writing. Written commendations shall be placed in the employee's Personnel File.

The purpose of counseling shall be to inform and advise employees of ways to improve job performance.

Counseling of employees, including counseling for which written records are kept by METRO, shall not be considered disciplinary action. Written records of counseling may only be placed in the official Personnel File of the employee as part of a formal disciplinary action, or as documentation to an evaluation.

SECTION 29: ADMINISTRATION OF COUNSELING, EVALUATION AND DISCIPLINARY ACTION

METRO shall employ a system of counseling, evaluations and progressive discipline to advise employees of their strengths and weaknesses and to ensure employees are performing the work required of them.

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This system shall include:

- A. Counseling and Evaluations:
 - 1. Counseling/Verbal Warning
 - 2. Periodic evaluations
 - 3. Placing an employee in special evaluation status

- B. Disciplinary Actions:
 - 1. Written reprimands
 - 2. Suspensions
 - 3. Demotions (non-voluntary)
 - 4. Terminations

These elements may be used together or independently to meet needs of METRO.

1. Disciplinary Actions

A. WRITTEN REPRIMAND

The appointing authority shall have the right to reprimand in writing an employee for any minor disciplinary cause as set forth in Section 30 of these Rules and Regulations. Such letters shall be filed in the employees Personnel File.

B. SUSPENSION

The appointing authority shall have the right to suspend an employee for a period of time appropriate for the cause of such action as set forth in Section 30. A suspension is a disciplinary action in which an employee is precluded from performing work activities for a specified period of time. A suspension may be with or without pay at the discretion of the appointing authority. While an employee is on suspension status, the

appointing authority may order that said employee shall receive no salary.

C. DEMOTION

The appointing authority may demote an employee. Said demotions may be disciplinary or non-disciplinary. A disciplinary demotion shall be one which occurs for disciplinary cause as set forth in Section 30. All other demotions shall be non-disciplinary, (e.g., voluntary or as the result of a reduction of force).

No employee shall be demoted to a classification for which they do not possess the minimum qualifications unless METRO provides training

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for the employees. If the demotion is a disciplinary action, the employee shall have all procedural rights set forth in Sections 29 and 33 hereof.

D. TERMINATION

The appointing authority may terminate an employee for any single serious violation of METRO policy or for any cause, or combination of causes, identified in Section 30 of these Personnel Rules and Regulations.

2. Application of Disciplinary Action

Any employee may be subjected to disciplinary action for just cause. Disciplinary action shall include being reprimanded in writing, being placed on suspension, being demoted and/or being terminated and/or any combination thereof:

Where the disciplinary action is for a suspension of more than five days, a demotion, or termination, the employee shall be given a written notice of the intent to take disciplinary action, including notice of the proposed effective date of said disciplinary action, the reasons for said action, charges, copies of materials relied upon, and notice of opportunity to respond prior to the imposition of said disciplinary action. The employee shall be given a written notice of action after the employee has been given the opportunity to respond. For a suspension of five days or fewer, the foregoing procedure shall apply except that the opportunity to respond need only be given within a reasonable time after the imposition of the disciplinary action.

Except as otherwise provided herein, discipline shall be administered as provided below:

- A. Written letters of reprimand may be issued for any minor disciplinary cause.
- B. An employee may be suspended, demoted or terminated for repeated minor disciplinary causes or for more major disciplinary causes for a period not exceeding six months.
- C. An employee may be suspended, demoted or terminated as a disciplinary action when job performance falls below satisfactory standards, or for other major disciplinary causes. An employee may be demoted for cause for a disciplinary action in lieu of or in addition to a suspension or termination. If demotion occurs as a result of unsatisfactory work performance, such demotion shall follow a minimum period of not less than three months of documented, less than satisfactory job performance while on special evaluation status.

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3. Failure to perform assigned duties or failure to meet satisfactory work standards for the position.
4. Carelessness or misconduct in the discharge of assigned duties, which shall include (without limitation) recurrence of chargeable accidents.
5. Selling, trading, exchanging, distributing, or providing to any person, any narcotics, drugs or alcohol while on duty or on METRO property or while wearing a METRO uniform off-duty and observable by the public.
6. Possession of any narcotics or hallucinogenic substances or open containers of alcohol while on duty or on METRO property or while wearing a METRO uniform off-duty and observable by the public.
7. Reporting to work intoxicated or under the influence of alcohol, prescribed or over-the-counter medications in excess of prescribed dosages or other non-prescribed hallucinogenic substances, or becoming intoxicated or influenced by narcotics, drugs or alcohol while on duty, or on METRO property, or while wearing a METRO uniform. If there is a reasonable suspicion that an employee is so intoxicated or under the influence and the employee refuses to take a sobriety test in accordance with established METRO procedures or refuses to release sobriety test results, they shall be considered to be under the influence.
8. The possession or use of any non-prescribed drug or use of a prescribed drug or narcotic which jeopardizes the safe operation of METRO equipment, or in any way endangers METRO employees or patrons or which violates any local ordinance or State or Federal law.
9. The consumption of alcohol or use of any narcotic, prescribed or non-prescribed, or hallucinogenic substance while in METRO uniform and observed by or observable by the public.
10. Actions, including misconduct, willful malfeasance or misfeasance, which reasonably could have an adverse effect on the public or on other METRO employees.
11. Possession or use of a weapon not authorized in writing by METRO while on duty or on METRO property.
12. Conviction of a felony while employed by METRO where the CEO/General Manager determines that continued employment of said employee would not be beneficial to METRO.
13. Conviction of any crime involving moral turpitude, immoral acts or crimes of an immoral nature, crimes involving the sale of illicit drugs

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and/or crimes involving children, or conviction of any crime performed while on duty.

14. Disobedience of any written METRO rule or regulation, policy, procedure or written department rule or regulation.
15. Violation of sick leave privileges, including use of sick leave for any reason other than those established in written operational procedures, collective bargaining agreements, or leave subject to statutory protection; an unscheduled absence that would otherwise violate METRO's attendance policy; or excessive absenteeism.
16. Dishonesty which shall include but not be limited to falsifying one's time card, falsifying claims for reimbursement, or lying on application forms.
17. Misrepresentation of the employee's authority to represent METRO.
18. Theft, or unauthorized use, or taking of METRO property including, but not limited to: tools, supplies, vehicles and equipment
19. Failure to maintain a neat, clean personal appearance as established in writing by the department and/or to dress in clothing appropriate for the employee's assigned duties including the proper wearing and maintenance of any uniform prescribed by METRO.
20. Failure to comply with written safety rules and procedures, including failure to use appropriate personal protective safety equipment.
21. Where employees are required as a part of their duties to represent METRO or to interact with the public or other employees, any act, habit, behavior, appearance, or combination of factors either on or off duty, that impairs the trust, safety or confidence, of the public or other employees as required of the employees to effectively perform their duties.
22. Mishandling, theft, or misappropriation of METRO fares, revenues, funds or monies.
23. For positions that require operation of METRO vehicles, loss of privilege of, suspension of, or failure to obtain or maintain appropriate driver's license required by local ordinance or state or federal law, except, however, where the loss of privilege of, or suspension of such license is for medical reasons and the employee is out on an approved medical leave.
24. Use of abusive or offensive language directed toward an employee or the public while on duty.
25. Violation of the California State Vehicle Code while operating a METRO vehicle.

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26. Failure to follow the orders of a police, fire protection, or peace officer while conducting METRO business or performing job duties.
27. Where an employee functions in a supervisory capacity, failure to employ reasonable and accepted management or supervisory practices in the supervision and management of employees assigned to the supervisor.
28. Assault and battery on another person while on duty or on METRO property.
29. Unauthorized absence from duty or work station or failure to be in attendance at the employee's assigned work station at the time and place prescribed for the employee as defined in Section 30B of these regulations.

B. Unauthorized absence from duty or work station shall include but not be limited to unexcused absence and unexcused lateness as defined in this section.

1. Unexcused absence is defined as being absent from duty for an entire work shift without prior authorization. An employee who remains out on an unexcused absence for 48 hours (two work shifts) or more without notification to their supervisor shall be considered to have voluntarily resigned.
2. Unexcused lateness shall be defined as failure to be in attendance at the employees assigned work station at the time prescribed for the employee.

To ensure that a fair and equitable policy is established to control unexcused lateness consistent with the overall mission of METRO and its various subdivisions, the following rules shall be in effect. These rules shall apply to disciplinary action only, and shall be independent of the application of payroll procedures.

- a. For employees required to be on time to ensure continuity of bus service to the public the following policy shall be in effect.

Employees must report for their assignments within one (1) minute of their schedule report time or they will be charged with a miss-out. Employees calling in sick must notify their workstation at least sixty (60) minutes prior to their scheduled report time or they will be charged with a miss-out.

Disciplinary action for miss-outs shall be based on the following schedule. Miss-outs shall remain on an employee's record for six (6) months.

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One	(1)	Miss Out	Counseling/(non disciplinary)
Two	(2)	Miss Outs	Letter of Reprimand
Three	(3)	Miss Outs	One Day Suspension
Four	(4)	Miss Outs	Three Day Suspension
Five	(5)	Miss Outs	Subject to Termination

Employees who fail within one hundred eighty (180) minutes of their scheduled report time to report to work shall be charged with an additional miss-out for that day and shall be assessed an additional day's suspension.

Miss-Outs may be waived if an employee provides proof that they could not report on time due to the following:

1. Inability to report due to a statutorily protected absence
2. Involvement in automobile accident
3. Natural disaster (excluding power failures)
4. Scheduled failure of public transit
5. Traffic congestion due to accident or temporary construction.

Employees who fail to report as a result of METRO scheduling errors shall not be charged with a miss-out

- b. For employees required to be on time to ensure continuity of work products including the provision of vehicle servicing, maintenance of vehicles, maintenance of METRO facilities and equipment, and provision of dispatch and public information services, the following policy shall be in effect

Employees must report to their assignments within five minutes of their scheduled report time or they will be charged with a late arrival. Employees calling in sick are required to notify their department, or designated representative at least 60 minutes prior to their scheduled report time or they will be charged with a late arrival.

Disciplinary action for late arrivals should be based on the following schedule. Late arrivals shall remain on the employee record for six months.

One	(1)	Late Arrival	Counseling
Two	(2)	Late Arrivals	Counseling
Three	(3)	Late Arrivals	Written Reprimand
Four	(4)	Late Arrivals	One Day Suspension
Five	(5)	Late Arrivals	Three Day Suspension
Six	(6)	Late Arrivals	Subject to Termination

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Employees who fail within one hundred eighty (180) minutes of their scheduled report time to report to work or who fail to call in sick, or who fail to call in and obtain permission to come in later than one hundred eighty minutes, shall be charged with an additional late arrival for that day.

Late arrivals may be waived if an employee provides proof that they could not report on time due to one of the following:

1. Inability to report due to a statutorily protected absence
2. Involvement in an automobile accident
3. Natural disaster (excluding power failures)
4. Schedule failure of public transit
5. Traffic congestion due to an accident or temporary construction

Employees who fail to report as a result of METRO scheduling errors shall not be charged with a late arrival.

- c. For all other employees:

Employees who establish a pattern of unexcused lateness may be subject to disciplinary action.

- d. The unexcused lateness rule for each department or subdivision thereof as appropriate, shall be written and posted at or near the applicable employee workstation

SECTION 31: SEPARATION

Employees may be separated from service with METRO for reasons other than cause for disciplinary action. Separation may be by resignation, death, lay-off, retirement, work completion by provisional or temporary employees, or for other reasons.

SECTION 32: MEDICAL SEPARATION

The CEO/General Manager may separate employees from service with METRO in cases where the employee, due to physical disability or mental incapacity is unable to perform the duties of the position to which they are assigned; or in the cases where the employee has a protracted absence due to illness where the prospect of recovery within a reasonable period of time is not probable.

METRO shall make reasonable accommodation for an employee's physical disability or mental incapacity if the reasonable accommodation would allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship. If the employee believes

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they need an accommodation because of their disability; the employee is responsible for requesting a reasonable accommodation from the Human Resources Department. The employee may make the request orally or in writing. After receiving the employee's oral or written request, the Human Resources Department will engage in an interactive dialogue with the employee to determine the precise limitations of the employee's disability and explore potential reasonable accommodations that could overcome those limitations. Individuals will not be retaliated against for requesting an accommodation in good faith. METRO expressly prohibits any form of discipline, reprisal, intimidation, or retaliation against any individual for requesting an accommodation in good faith.

SECTION 33: APPEAL OF DISCIPLINARY ACTION TO THE BOARD OF DIRECTORS

A regular employee who is suspended, demoted or terminated and who is not covered by a separate appeal process of an existing collective bargaining agreement, shall have the right to file a written notice of appeal of said suspension, demotion or termination with the Secretary to the Santa Cruz METRO Board of Directors within ten (10) days after mailing of the notice of disciplinary action. The Santa Cruz METRO Board of Directors shall hear the appeal or may delegate the authority to conduct the hearing to an appointed personnel committee composed of members of the Santa Cruz METRO Board of Directors or to a hearing officer, but final determination shall be made by the Board of Directors. The determination of the Santa Cruz METRO Board of Directors shall be final. The judicial review of the Board of Directors' action shall be pursuant to the Code of Civil Procedure Section 1094.5 and subject to the time, limitations for filing set forth in the Code of Civil Procedure, Section 1094.6.

SECTION 34: SERVICE OF THE CEO/GENERAL MANAGER

The Board of Directors shall appoint the CEO/General Manager who shall have the responsibility for proper administration of METRO in accordance with state laws and such ordinances, resolutions and policies as may be established by the Board. The performance of the CEO/General Manager shall be evaluated annually by the Board of Directors.

The CEO/General Manager shall serve at the pleasure of the Board of Directors.

The Powers and duties of the CEO/General Manager shall include the authority and responsibility of administering these Personnel Rules and Regulations and of serving as the appointing authority for all METRO employees. The CEO/General Manager may designate in writing, in accordance with adopted METRO job descriptions, the authority to appoint, evaluate and discipline METRO employees.

SECTION 35: BENEFITS

Each employee of the Santa Cruz Metropolitan Transit District appointed to a classified personnel position shall receive, in addition to the salary or wage rate adopted for said position, benefits as identified in the executed Collective Bargaining Agreement, compensation plan or the specified group to which the employee belongs.

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SECTION 36: CONFLICT OF INTEREST/INCOMPATIBLE ACTIVITY

METRO is committed to achieving the highest standards of professionalism and ethical conduct in its operations and expects its employees to conduct their business according to the highest ethical standards of conduct and to comply with all applicable laws.

No employee of METRO shall engage in any arrangement or business, which constitutes a conflict of interest or incompatible activity in regard to said employee's position. A designated employee, as defined in METRO's adopted Conflict of Interest Code, shall disqualify themselves from making or participating in the making of any decisions which will foreseeably have a material financial effect, distinguishable from its effect on the public generally, on any reportable interest of that employee (except sources of gifts less than \$50) or upon any business entity in which the designated employee holds a position of management or is a director, officer, partner, trustee, or employee. METRO further prohibits all employees from using their position with METRO and its relationship with its customers, vendors, suppliers, or contractors for private gain or to obtain benefits for themselves or members of their family. No designated employee shall be prevented from making or participating in the making of any decision to the extents that their participation is legally required for the decision to be made.

If you become aware of any potential conflict of interest or ethical concern regarding your employment or another employee at METRO, you must promptly speak to, write or otherwise contact your direct supervisor or, if the conduct involves your direct supervisor, the next level above your direct supervisor as soon as possible. You should be as detailed as possible. METRO will investigate all concerns regarding conflicts of interest, determine whether a conflict of interest exists, and what action should be taken. METRO prohibits any form of discipline, reprisal, intimidation or retaliation for reporting a potential conflict of interest or violation of this policy or cooperating in related investigations.

SECTION 37: AFFIRMATIVE ACTION PROGRAM

The Santa Cruz METRO Board of Directors has adopted an Affirmative Action Program, which insures compliance with the Civil Rights Act of 1964, and Equal Opportunity Act of 1972.

It shall be the policy and practice of METRO to plan, implement and administer all personnel and employment policies, procedures and programs without regard to race, religion (including religious beliefs, observance and practice, and dress or grooming), color, national origin, ancestry, gender, sex (including pregnancy, childbirth, breastfeeding, or medical conditions related to pregnancy), sexual orientation, marital status, military or veteran status, age, genetic information, medical condition, or physical or mental disability when, with reasonable accommodation, the individual can perform the duties of the job. This policy shall apply to all employees, interns, and applicants for employment and to all aspects of employment including recruitment, selection, appointment, training, promotion, reclassification, transfer, demotion, termination, layoff, reinstatement, compensation and discipline.

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SECTION 38: REVIEW BY CEO/GENERAL MANAGER

Any employee who is dissatisfied with the application of the Personnel Rules and Regulations may submit in writing to the CEO/General Manager such notice of dissatisfaction or concern for review.

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Regulation Number: AR-3018

Computer Title: RsAccmd

Effective Date: February 25, 2013

Pages: 21

TITLE: REASONABLE ACCOMMODATION PROCESS AND PROCEDURES FOR METRO EMPLOYEES AND APPLICANTS

Procedure History

NEW POLICY
February 25, 2013

SUMMARY OF POLICY
New Policy

APPROVED



I. POLICY

- 1.01 The Santa Cruz Metropolitan Transit District (METRO) prohibits discrimination against a qualified individual with a disability in all aspects of employment, including recruitment, selection, assignment, transfer, promotion, discharge, compensation, benefits, and training. The duty to make reasonable accommodations is an essential component of the duty not to discriminate. It is founded on a recognition that mere equal treatment may have unequal results—because many (but not all) persons with disabilities need reasonable accommodations to receive equal opportunities.
- 1.02 METRO has implemented this Reasonable Accommodation Process and Procedures for METRO employees and job applicants in order to meet its obligations under Section 504 of the Rehabilitation Act of 1973, as amended, the Americans with Disabilities Act (ADA) of 1990, the California Fair Employment and Housing Act (FEHA), and any other applicable State or Federal legislation. It is METRO's intent to comply with federal and state laws.
- 1.03 This policy will assist METRO in processing requests for reasonable accommodation in a prompt, fair and efficient manner, while informing METRO employees and job applicants about their rights and responsibilities pursuant to the applicable federal and state laws and regulations.
- 1.04 METRO's determination to provide a reasonable accommodation to a qualified individual with a disability, a qualified individual with a medical condition as defined by this regulation, and/or a qualified individual who is a member of a protected class and is entitled by virtue of that class to a reasonable accommodation will be made on a case-by-case basis.

II. APPLICABILITY

2.01 This Policy applies to all METRO employees and METRO job applicants.

III. DEFINITIONS

- 3.01 **“Essential Functions”** means the fundamental job duties of the employment position the individual with a disability holds or desires. “Essential Functions” does not include the marginal functions of the position. A function is considered essential if: (1) the position exists to perform that function; (2) there are a limited number of employees available to whom the job function can be distributed; or (3) the function is highly specialized.
- 3.02 **“Impairment”** means a disability that limits or restricts a major life activity such as hearing, seeing, speaking, breathing, performing manual tasks, walking, and caring for oneself, learning or working.
- 3.03 **“Individual with a Disability”** means an individual who has a physical or mental impairment that makes performance of one or more major life activities difficult; a person with a record of such impairment; or a person who is regarded as having such impairment.
- 3.04 **“Interactive Process”** means consulting with a qualified individual with a disability (see Section 3.08) to ascertain the precise job-related limitations and how these limitations could be overcome with a reasonable accommodation; and identifying potential accommodations and assessing their effectiveness.
- 3.05 **“Medical Condition”** means any health impairment related to or associated with a diagnosis of cancer or a record or history of cancer, or a genetic characteristic.
- 3.06 **“Mental Disability”** means having a mental or psychological disorder or condition, such as mental retardation, organic brain syndrome, emotional or mental illness, or specific learning disabilities that limit major life activities. “Mental Disability” does not include sexual behavior disorders, compulsive gambling, kleptomania, pyromania, or psychoactive substance use disorders resulting from the current unlawful use of controlled substances or other drugs.
- 3.07 **“Physical Disability”** means having any physiological disease, disorder, condition, cosmetic disfigurement, or anatomical loss that affects one or more of several body systems and limits a major life activity. The body systems affected include the neurological, immunological, musculoskeletal, special sense organs, respiratory, including speech organs, cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin and endocrine systems. A physiological disease, disorder, condition, cosmetic disfigurement, or anatomical loss limits a major life activity such as working, if it makes the achievement of the major life activity difficult. “Physical Disability” does not include sexual behavior disorders, compulsive gambling, kleptomania, pyromania, or

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psychoactive substance use disorders resulting from the current unlawful use of controlled substances or other drugs.

- 3.08 **“Qualified Individual with a Disability”** means an individual with a disability who (1) satisfies the requisite skill, experience, education, and other job-related requirements of the position, and (2) can perform the essential functions of the position that such individual holds or desires with or without a reasonable accommodation.
- 3.09 **“Reasonable Accommodation”** is any change or adjustments to a job or work environment that enables a qualified applicant or employee with a disability to participate in the job application process, to perform the essential functions of a job, or to enjoy benefits and privileges of employment equal to those enjoyed by employees without disabilities.
- 3.10 **“Undue Hardship”** means that a specific accommodation would require significant difficulty or expense. Factors to be considered in determining whether an accommodation would cause undue hardship include:
- a) Nature and cost of the accommodation needed;
 - b) Overall financial resources of METRO in the provision of the reasonable accommodation, the number of persons employed at the facility, and the effect on expenses and resources or the impact otherwise of such accommodation upon the operation of METRO business;
 - c) Overall financial resources of METRO, the overall size of the business with respect to the number of employees, and the number, type, and locations of its facilities;
 - d) The type of operations, including the composition, structure, and functions of the workforce of the employer; and
 - e) The geographic separateness, administrative or fiscal relationship of the facility or facilities.
- 3.11 **“Working Days”** any day the Santa Cruz METRO Administrative offices are open for business.

IV. STANDARDS

- 4.01 METRO will make reasonable accommodations to the known physical and mental limitations of otherwise qualified applicants or employees with disabilities, unless METRO can demonstrate that the accommodation would cause an undue hardship.
- 4.02 METRO provides reasonable accommodations in the following employment areas: (1) to insure equal opportunity in the application process; (2) to enable a qualified individual with a disability to perform the essential functions of a job; and (3) to enable an employee with a disability to enjoy equal benefits and privileges of employment.

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- 4.03 METRO may ask an employee/job applicant who requests an accommodation to provide reasonable documentation about his/her disability and functional limitations from an appropriate professional (i.e., a licensed doctor, social worker, or rehabilitation counselor). METRO is entitled to know that an employee/job applicant has a covered disability that requires a reasonable accommodation. METRO may request supplemental documentation when the information already submitted is insufficient to document the disability and/or the functional limitations it causes. Failure to provide necessary documentation where it has been properly requested could result in a denial of reasonable accommodation. METRO may choose to have the medical information received reviewed by a medical expert chosen by METRO, at METRO's expense.
- 4.04 METRO may request information or documentation from an individual requesting a reasonable accommodation regarding the following:
- 1) The nature, severity, and duration of the individual's impairment;
 - 2) The activity or activities that the impairment limits;
 - 3) The extent to which the impairment limits the individual's ability to perform the activity or activities; and/or
 - 4) Why the individual requires reasonable accommodation or the particular reasonable accommodation requested, as well as how the reasonable accommodation will assist the individual to apply for a job, perform the essential functions of the job, or enjoy a benefit of the workplace.
- 4.05 METRO will not provide an accommodation for individuals with sexual behavior disorders, compulsive gambling, kleptomania, pyromania, or psychoactive substance use disorders resulting from the current unlawful use of controlled substances or other drugs, as these are specifically excluded and are not protected physical or mental disabilities under the ADA or FEHA.
- 4.06 A reasonable accommodation must be an effective accommodation. However, METRO is not obligated to choose the best accommodation or the accommodation the employee seeks i.e. the employee is not entitled to the accommodation that he/she deems ideal. If there are two reasonable accommodations available, one of which is more costly or burdensome than the other, METRO may choose the less costly or less burdensome accommodation so long as it is effective.
- 4.07 METRO may select the reasonable accommodation that is easiest to provide from among two or more accommodations, which are effective. When more than one reasonable accommodation is effective, and both are similar as they relate to cost and burden on METRO, then the "preference" of the individual with a disability will be given primary consideration.
- 4.08 When possible and not an undue hardship, METRO has to reduce only those barriers related to the person's disability for him/her to be able to participate in the employment

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application process, perform the essential functions of the job, or to enjoy a benefit of the workplace. METRO does not have to provide other adjustments simply because the individual prefers them. METRO does not have to provide an accommodation that is primarily for personal use. For example, METRO is not required to provide a guide dog, wheelchairs, glasses or hearing aids.

- 4.09 The duty to provide a Reasonable Accommodation is ongoing and may arise or change whenever there is a change in a person's job duties or disability. Reasonable Accommodation should be considered a process, rather than an event. METRO encourages those who have been granted a reasonable accommodation to maintain an ongoing dialog with the HR Manager or his/her designee regarding the disability and his/her ongoing need for a reasonable accommodation.
- 4.10 METRO will maintain all Reasonable Accommodation documentation, medical examinations and information from inquiries about a disability in a confidential manner, as required or permitted by law.
- 4.11 METRO will not release or disclose any information in files, except in accordance with State and Federal laws. METRO may disclose information in files to supervisors and managers who need to be aware of necessary restrictions on the work or duties of the employee and about the necessary accommodations that the employee requires.

V. REASONABLE ACCOMMODATION PROCESS

5.01 The reasonable accommodation process is a 'good faith interactive process' in which the Human Resources (HR Manager) or his/her designee and the qualified individual with a disability discuss and arrange (if possible) for the necessary and reasonable accommodations that the qualified employee/job applicant may require in order to be able to perform the essential functions of the job, or in order to participate in the employment application process. The purpose of the interactive process is to bring the two parties together to speak freely and to determine whether a reasonable, mutually satisfactory accommodation is possible to meet their respective needs. Generally, the affected Manager or Supervisor participates in the meetings in order to more fully explore the essential functions of the job. An employee may choose to bring a representative (i.e., union representative, family member, or attorney) to the reasonable accommodation meetings.

5.02 METRO utilizes a 6-step process for determining reasonable accommodation as follows:

STEP 1: IDENTIFICATION/VERIFICATION OF DISABILITY

The employee or job applicant identifies his/her disability as a covered disability under Federal and/or State law, and requests a reasonable accommodation in order to perform his/her position and/or participate in the employment application process (see attached *Reasonable Accommodation Request Form*). *Medical verification of disability is usually required.

STEP 2: DETERMINE ESSENTIAL FUNCTIONS OF POSITION

The HR Manager or his/her designee, and the employee together analyze the particular job involved, determine its purpose and identify and distinguish between essential and nonessential or marginal job tasks. A job analysis may be helpful in this process. The HR Manager or his/her designee and the job applicant analyze the application process.

STEP 3: DETERMINE HOW THE DISABILITY LIMITS THE INDIVIDUAL'S ABILITY TO PERFORM THE ESSENTIAL FUNCTIONS

The HR Manager or his/her designee, together with the employee/job applicant will determine how the individual's disability limits his/her performance of the essential functions required for the position and/or his/her participation in the employment application process. This interactive process allows METRO to learn the nature and type of disability and to fully understand the specific abilities and limitations of the individual. It is the employee's and/or applicant's responsibility to understand his/her own physical and/or mental condition well enough to present METRO at the earliest opportunity with a concise list of restrictions, which must be met to accommodate the employee.

The ADA requires a highly fact specific analysis whether a particular employee/ applicant with a disability can perform the essential functions required for the position with or without a reasonable accommodation.

STEP 4: IDENTIFY POSSIBLE REASONABLE ACCOMMODATIONS

A reasonable accommodation is one that effectively enables an individual with a disability to perform the essential functions of the job or participate in the employment application process. METRO's HR Manager or his/her designee, and the employee/job applicant will identify possible reasonable accommodations. METRO will assess the reasonableness of each accommodation identified. What are the degrees of effectiveness for the disabled individual and of hardship imposed on METRO? If the qualified individual with a disability refuses a necessary reasonable accommodation, the individual may be considered not qualified for that position. If METRO determines that no other reasonable accommodation will permit the employee with a disability to perform the essential functions of his/her position, reassignment to a vacant position will be considered as a reasonable accommodation.

STEP 5: SELECT AND IMPLEMENT AN ACCOMMODATION THAT IS REASONABLE, EFFECTIVE, AND WILL NOT CREATE AN UNDUE HARDSHIP ON METRO

In conjunction with the affected Manager, METRO's HR Manager will select and implement the reasonable accommodation and will continue to monitor the effectiveness of the reasonable accommodation and determine if a re-evaluation of the reasonable accommodation is necessary due to changes in the employee's condition or workplace factors.

STEP 6: ASSESS THE EFFECTIVENESS OF THE SELECTED ACCOMMODATION

METRO's reasonable accommodation process is an interactive process in which the employee must also continue to engage to advise METRO regarding the effectiveness of the accommodation provided, identify possible alternatives, or additional accommodations, as necessary.

- 5.03 Once a reasonable accommodation has been approved for an individual employee with a disability, the employee may obtain the accommodation by notice to his/her Manager/ Supervisor or to the HR Manager without submitting an additional written request for the same accommodation.

VI. TYPES OF REASONABLE ACCOMMODATION

- 6.01 Examples of reasonable accommodations include, but are not limited to:

- 1) Making existing facilities accessible to and usable by individuals with disabilities;
- 2) Restructuring the job;
- 3) Modifying the work schedule;
- 4) Acquiring or modifying equipment or devices;
- 5) Installing new equipment or devices;
- 6) Providing qualified readers or interpreters;
- 7) Appropriate modification of the application and examination procedures and training materials;
- 8) Reassignment to a vacant position for which the employee is qualified; or
- 9) Authorizing a Leave of Absence.

- 6.02 Accommodations that would *not be considered reasonable accommodations* in accordance with this policy include:

- 1) Eliminating a primary job responsibility;
- 2) Lowering productivity standards that are applied to all employees;
- 3) Excusing a violation of a uniformly applied conduct rule that is job-related and consistent with business necessity.

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- 6.03 METRO will consider reassignment as a reasonable accommodation, if METRO determines that no other reasonable accommodation will permit the employee with a disability to perform the essential functions of his/her position.
- 6.04 Reassignment will be made only to vacant positions and to METRO employees who are qualified for the new position. If the employee is qualified for the position, he/she may be reassigned to the job and will not have to compete for it. METRO will consider not only those contemporaneously available positions but also those that will become available within a reasonable period. Reassignment may be to a lower position at lower pay if nothing comparable is available. An employee's requested accommodation will ordinarily be considered unreasonable if METRO can show that the accommodation conflicts with its seniority rules.
- 6.05 If METRO finds that a particular accommodation would cause an undue hardship on METRO, then the HR Manager and the individual with a disability will try to identify another accommodation that will not pose such a hardship upon METRO.
- 6.06 If cost causes the undue hardship, METRO will consider whether funding for an accommodation is available from an outside source, such as a vocational rehabilitation agency, and if the cost of providing the accommodation can be offset by State or Federal tax credits or deductions.
- 6.07 METRO will also provide the applicant or employee with a disability the opportunity to provide the accommodation or pay for the portion of the accommodation that constitutes an undue hardship.
- 6.08 The Job Accommodation Network (JAN) is a free, confidential information and consulting service from the U.S. Department of Labor's Office of Disability Employment Policy that provides individualized solutions for accommodating employees and applicants with disabilities. JAN's website lists numerous ideas for reasonably accommodating a wide variety of physical and mental disabilities. METRO staff and the affected employee are encouraged to utilize this website.

VII. PROCEDURES FOR REQUESTING AN ACCOMMODATION

- 7.01 An individual with a disability, his/her family member, his/her representative, an employee's supervisor, or an employee's Manager may initiate requests for reasonable accommodation. Reasonable accommodation requests may be made orally or in writing to an employee's Supervisor, Manager, the Human Resources Department, the Assistant General Manager or the General Manager. Upon receipt of a reasonable accommodation request, the recipient shall immediately report the matter to the HR Manager or his/her designee.
- 7.02 Usually, the person needing an accommodation must request one. However, if a METRO Manager/Supervisor knows that an employee has a disability that prevents performance of current job duties, he/she has an affirmative duty to report the situation to the HR

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Manager or his/her designee so that the Reasonable Accommodation Process can be explored.

- 7.03 METRO will determine whether to grant or deny an employee's request for accommodation as soon as practicable, but no later than 15 working days (absent extenuating circumstances) from the date METRO receives all information necessary to make the determination.
- 7.04 *A Reasonable Accommodation Request Form (Attachment A)* may be completed and returned to the HR Manager. If an employee requires assistance to complete the *Reasonable Accommodation Request Form*, please contact the Human Resources Department for assistance. Thereafter, the Reasonable Accommodation Process will be followed. The HR Manager may use *Attachment B* to assist with the interactive process.
- 7.05 All denials for a reasonable accommodation will be in writing and will specify the reasons for the denial in plain language with as much specificity as possible and shall identify the employee who made the decision. If a reasonable accommodation is denied due to undue hardship, METRO will explain how the requested accommodation creates an undue hardship.
- 7.06 Where METRO has denied a specific requested reasonable accommodation but offered to make a different one in its place, the notification shall explain both the reason for the denial of the requested accommodation and the reasons that it believes that the chosen accommodation will be effective.
- 7.07 Any METRO denial must notify the individual that he/she has a right to file a complaint with the Equal Employment Opportunity Commission and the Fair Employment and Housing Commission. METRO will also include its own complaint appeals process.

VIII. APPEAL OF METRO'S REASONABLE ACCOMMODATION DECISION

- 8.01 Any METRO employee or job applicant, who has requested a reasonable accommodation and believes that he/she has been wrongly denied an accommodation, may appeal METRO's reasonable accommodation decision by filing a formal complaint with METRO within 10 working days of receiving the final Reasonable Accommodation determination. Attached is an *Appeal Form for Reasonable Accommodation (Attachment C)* that may be used when filing an appeal with METRO.
- 8.02 The METRO employee or job applicant shall include his/her name, a brief description of the disability/limitation, the job function that cannot be performed, the requested accommodation, and the reasons that the individual feels that the accommodation should be reconsidered. The employee or job applicant shall sign and date the document to attest to the accuracy of the information. The complaint should be directed to any of the following individuals who are required to keep the information confidential:

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1. Santa Cruz METRO
110 Vernon Street
Santa Cruz, CA 95060
Attn: General Manager
(831) 426-6080 phone (TDD 711 (TTY/Voice))
(831) 426-6117 fax
lwhite@scmttd.com

2. Santa Cruz METRO
110 Vernon Street
Santa Cruz, CA 95060
Attn: Human Resources Manager
(831) 426-6080 phone
(831) 426-6117 fax

- 8.03 If an individual is unable to submit a written appeal, because of a disability, he/she may contact Santa Cruz Metro's Claims Investigator at (831) 426-6080 extension 1603, who will tape record the conversation with the individual's knowledge and consent. The individual making the appeal must identify himself/herself (for verification purposes only) and provide all other necessary information in order for the appeal to be processed. The appeal will be mailed to the individual for verification and signature (if possible). The appeal will not be processed until the appeal is received back by Santa Cruz Metro, signed by the individual or, if unable because of a disability to sign the form, by the representative, as verification of its accuracy. Santa Cruz METRO encourages employees to file their appeal as soon as possible, but no later than 180 days from the date of the reasonable accommodation or denial.
- 8.04 If the appeal for a reasonable accommodation request is received by anyone besides the General Manager, the individual in receipt of the appeal shall forward it to the General Manager or his/her designee within 2 working days of receipt. The General Manager or his/her designee shall immediately provide a copy to the HR Manager and the Santa Cruz METRO Manager who supervises the employee, or interviewed the job applicant.
- 8.05 The General Manager shall promptly review the appeal and investigate the employee or job applicant's requested accommodation. The General Manager will review the original *Reasonable Accommodation Request Form (Attachment A)*, all medical documentation, the completed *Reasonable Accommodation Worksheet (Attachment B)*, and any other relevant documentation provided by the employee/applicant. The General Manager may cause interviews of persons' having relevant information to be conducted in order to obtain any other necessary information. Thereafter, the General Manager shall prepare a written response within 10 working days of his/her receipt of the appeal. The General Manager may consult with the appropriate Santa Cruz METRO Manager in preparation of his/her response to the employee or job applicant's appeal.

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- 8.06 If the employee/job applicant is not satisfied with the findings and/or action of the General Manager or his/her designee, then the employee/job applicant may file his/her complaint together with any other supporting documentation within 5 working days of his/her receipt of the results of the General Manager's investigation, with the Chair of the Board of Directors by providing it to the Administrative Services Coordinator, 110 Vernon Street, Santa Cruz, CA 95060. The Chair of the Board of Directors, upon review of the requested accommodation, shall take appropriate action, as necessary. The employee/job applicant shall be notified of what actions, if any, will be taken as a result of the review by the Chair within 10 working days of the Chair's notification that the employee/job applicant is not satisfied with the results of the General Manager's investigation.
- 8.07 The timelines applicable to this procedure may be waived by the General Manager if he/she finds that there is good cause for a waiver.
- 8.08 METRO shall retain documents arising out of the grievance procedure for at least three (3) years and the General Manager or his/her designee shall maintain relevant information in a database in a confidential manner.
- 8.09 Any METRO employee or job applicant who feels that his/her request, or appeal for a reasonable accommodation was not handled in a fair and efficient manner may file a charge with the appropriate state or federal agency as listed in Section 10 of this regulation.

IX. DISCRIMINATION IN EMPLOYMENT

- 9.01 A METRO employee who believes that he/she has not been treated in accordance with this policy or any applicable law relating to accommodating an individual with a disability should immediately contact his/her Manager, the HR Manager, the Assistant General Manager or the General Manager.
- 9.02 A METRO employee, who believes that he/she has been discriminated against based on his/her disability, including not being provided with an effective reasonable accommodation policy, can file a charge with the U.S. Equal Employment Opportunity Commission (EEOC). The EEOC is responsible for the provisions of the ADA, which prohibit discrimination in employment. Complaints are generally required to be filed within 180 days of the alleged incident. The EEOC will then "dual file" the charge with the Department of Fair Employment and Housing (DFEH).

X. REASONABLE ACCOMMODATION RESOURCES

- 10.01 **U.S. Equal Employment Opportunity Commission (EEOC)** has many free documents on the provisions of the ADA and the reasonable accommodation process. The local EEOC office is located at: 96 N. Third Street, Suite 250, San Jose, CA 95112.

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You can contact the EEOC office to seek information or to file a charge at:

1-800-669-4000 (Voice) 1-800-669-6820 (TTY)

or go to their website <http://www.eeoc.gov>

10.02 **Department of Fair Employment and Housing (DFEH)** forbids employment discrimination against an individual because of his/her disability. The DFEH handles complaints for alleged violations of the Fair Employment and Housing Act. There are three options available to file your complaint. You can:

1. Use the Department's online system to file immediately www.dfeh.ca.gov, if you have a visual impairment, please call (800) 884-1684; or
2. Call the communication Center at (800) 884-1684; or
3. Request the appropriate complaint form to print and mail. Allow additional time for mail and processing.

You can contact the DFEH to seek information or to file a charge at:

800-884-1684 (Voice) 800-700-2320 (TTY)

10.03 **Job Accommodation Network (JAN)** can provide free information about many types of reasonable accommodation.

You can contact JAN at:

1-800-526-7234 (Voice) 1-877-781-9403 (TTY)

or go to their website <http://askjan.org/>

10.04 **Registry of Interpreters for the Deaf** offers information on locating and using interpreters and translation services.

For further information, contact:

(703) 838-0030 (Voice) (703) 838-0459 (TTY)

Hours: (Mon-Fri) 9:00 am to 5:00 pm EST

or by email: info@rid.org

10.05 **Rehabilitation Engineering and Assistive Technology Society of North America (RESNA)** can refer individuals to projects in all 50 states. Contact RESNA at:

(703) 524-6686 (Voice) (703) 524-6630 (Fax)

Hours: (Mon-Fri) 9:00 am to 5:00 pm EST

or go to their website <http://www.resna.org/>

XI. ADMINISTRATION OF REGULATION

11.01 In accordance with this policy and direction from the Human Resources designee, each METRO Department Manager is responsible to administer within his/her department the Reasonable Accommodation Process and Procedures.

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- 11.02 The HR Manager will process and/or oversee all requests for accommodation from METRO employees and applicants, in accordance with this policy.
- 11.03 The HR Manager will ensure that METRO's systems of record keeping track the processing of requests for reasonable accommodation and maintain the confidentiality of medical information received in accordance with applicable law and regulations. Any confidential medical records shall be segregated from personnel files and kept separately.
- 11.04 The HR Manager must be able to identify the following information:
- a) the number and types of reasonable accommodations that have been requested in the application process and whether those requests have been granted or denied;
 - b) the jobs for which reasonable accommodations have been requested;
 - c) the types of reasonable accommodations that have been requested for each of those jobs;
 - d) the number and types of reasonable accommodations for each job, that have been approved, and the number and types that have been denied;
 - e) the number and types of requests for reasonable accommodations that relate to the benefits or privileges of employment, and whether those requests have been granted or denied;
 - f) the reasons for denial of requests for reasonable accommodation;
 - g) the amount of time taken to process each request for reasonable accommodation; and
 - h) the sources of technical assistance that have been consulted in trying to identify possible reasonable accommodations.
- 11.05 METRO will integrate the Reasonable Accommodation Process and Procedures into its policies and procedures.

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT



Date Stamp:

Attachment A

REQUEST FOR REASONABLE ACCOMMODATION

*The Human Resources Manager can assist you in completing this form. Just Ask

A. Personal Information.

Employee Name:

Job Title:

Manager's Name:

Phone No. at which you would like to be contacted:

B. Questions to document the Disability.

What limitation/impairment is interfering with your ability to perform your job or access an employment benefit? *(Please explain)*

Is your condition progressive, stable or unpredictable? *(Please explain)*

What essential functions of your job are you unable to perform or having difficulty performing?
(Please explain)

Have you spoken about your needs to a Supervisor or Manager? Yes No

If yes, please describe the conversation.

C. Questions to document the reason for the requested accommodation.

What, if any job functions/tasks are you having difficulty performing? *(Please explain)*

What, if any, employment benefits are you having difficulty accessing? *(Please explain)*

D. Questions to clarify accommodation requested.

What specific accommodation are you requesting? *(Please explain)*

If you are requesting a *specific accommodation*, how will that accommodation assist you?
(Please explain)

If you are not sure what accommodation is needed, do you have any suggestions about possible accommodations we can explore? Yes No

If yes, please explain.

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REASONABLE ACCOMMODATION WORKSHEET

EMPLOYEE NAME: _____

DATE: _____

Good Faith Interactive Process: You have requested an accommodation in connection with your work based on a physical or mental impairment. METRO believes the best way to determine if a reasonable accommodation exists is to engage in a good faith interactive process in the hope that an effective accommodation will be identified. Options may include, but are not limited to: a modified work schedule; a leave of absence; reassignment; modified equipment; assistive devices; modification of existing facilities and restructuring of the job. This process cannot guarantee that an effective accommodation will be identified. However, by your participation in this process, we can be assured that all alternatives have been fairly considered.

The process involves six steps:

- STEP 1:** Identification/Verification of the Disability.
- STEP 2:** Determine Essential Functions of Position.
- STEP 3:** Determine how Disability Limits the Individual's Ability to Perform the Essential Functions.
- STEP 4:** Identify Possible Reasonable Accommodations.
- STEP 5:** Select and Implement an Accommodation that is Reasonable, Effective, and will not create an undue hardship on METRO.
- STEP 6:** Assess the Effectiveness of the Selected Accommodation.

Below is a worksheet that will focus on each of these Steps. The information collected will assist us in identifying a reasonable accommodation for you. METRO thanks you for your cooperation.

STEP 1 – Identification/Verification of Disability

A. What is the disability/impairment? _____

B. Attach *Health Care Provider Certificate* that verifies disability.

STEP 2 – Determine Essential Functions of Position

A. Attach Job Analyses/Job Description.

B. List additional job functions that should be included or excluded:

1. _____
2. _____
3. _____
4. _____

C. Does this accurately describe the functions of your job? Yes No

STEP 3 – Determine How Disability Limits the Individual’s Ability to Perform the Essential Functions

A. Identify what job functions you are currently unable to perform.

1. _____
2. _____
3. _____
4. _____

B. Identify any barriers to job performance.

1. _____
2. _____
3. _____
4. _____

C. Attach Health Care Provider Certificate that verifies these limitations. The employee is responsible for providing medical documentation to assist in understanding the nature of the employee’s functional limitations. *When necessary, METRO may require that the employee be examined by a METRO appointed healthcare provider at METRO’s expense.

STEP 4 – Identify Possible Reasonable Accommodations

A. What suggestions do you have that will accommodate your limitations so you can perform the essential functions of the job? _____

B. What suggestions does METRO have that will accommodate you limitations so you can perform the essential functions of the job? _____

C. Additional ideas and suggestions to be considered. _____

D. Outside resources consulted. _____

STEP 5 – Select and Implement an Accommodation that is Reasonable, Effective and will not create an undue hardship on METRO
--

A. The accommodations identified above are either effective or ineffective because: _____

B. The accommodations selected are as follows:

1. _____
2. _____
3. _____
4. _____

C. The accommodations proposed are not acceptable for the following reasons. _____

Manager's Signature

Date

Employee's Signature

Date

STEP 6 – Assess the Effectiveness of the Selected Accommodation

A. Within 2-3 weeks, the Manager and the employee meet and determine the actual effectiveness of the accommodation as follows: _____

B. The implemented accommodation is effective? Yes No

C. If the implemented accommodation is not effective, then obtain a new **Reasonable Accommodation Worksheet** and go through the Six Steps in the Reasonable Accommodation process.

Manager's Signature

Date

Employee's Signature

Date

Attachment C

APPEAL FORM FOR REASONABLE ACCOMMODATION

EMPLOYEE NAME: _____ DATE: _____

JOB TITLE: _____ TELEPHONE: _____

1. Please provide a brief description of your disability/limitation and the requested accommodation and the reasons you feel that the accommodation should be reconsidered by METRO. _____

2. What job functions/tasks are you having difficulty performing?
a. _____
b. _____
c. _____

3. Have you had any accommodation in the past for this same disability/impairment?
 Yes No If yes, please describe the accommodation that was previously provided:

4. Is there any additional information that might be useful in processing this appeal for a reasonable accommodation? Anything further that METRO should be aware of prior to reviewing your appeal?

Employee's Signature

Date

***Please attach all relevant documentation.**

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Regulation Number: AR-3017

Computer Title: Discrim-Harass.doc

Effective Date: February 16, 2010

Pages: 10

**TITLE: POLICY AGAINST UNLAWFUL DISCRIMINATION,
HARASSMENT AND RETALIATION**

 Procedure History

REVISION DATE	SUMMARY OF REGULATION	APPROVED
February 26, 2010	New Policy	L.W.
September 25, 2013	Update DFEH Address	L.W.

I. POLICY

- 1.01 The Santa Cruz Metropolitan Transit District (hereinafter METRO) believes in respecting the dignity of every employee and expects every employee to show respect for all of METRO's employees, passengers, customers and vendors. Respectful, professional conduct furthers METRO's mission, promotes productivity, minimizes disputes, and enhances METRO's reputation. Accordingly, this policy forbids any unwelcome conduct in the workplace that is based on an individual's age, ancestry, citizenship, color, genetic characteristics, marital status, national origin, political affiliation, pregnancy, childbirth or related medical conditions, race, religion, sex or gender, perceived sex or gender, sexual orientation (including homosexuality, heterosexuality, or bisexuality), military or veterans' status, physical or mental disability, or medical condition. This policy also includes unwelcome conduct based on a perception that the individual is associated with a person who has/is perceived to have any of the above characteristics. This includes any unwelcome conduct against a METRO employee, contractor or applicant because of his/her participation in protected activities, or participation in a METRO investigation or hearing.
- 1.02 In addition, this policy prohibits discrimination and harassment on any other basis protected by federal, state or local law, ordinance or regulation. METRO is committed to providing a work environment that is free of discrimination/harassment/retaliation and, therefore, METRO strongly disapproves of and will not tolerate discrimination/harassment/retaliation of any person in the workplace.
- 1.03 Unlawful discrimination/harassment/retaliation are prohibited and will not be tolerated by METRO. Complaints of unlawful discrimination/harassment/retaliation will be promptly investigated and if confirmed, appropriate disciplinary action up to and including termination will be taken.

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- 1.04 Each METRO employee, including managers and supervisors, shall refrain from unlawful discrimination/harassment/retaliation against other METRO employees and/or members of the public based on race, religion, color, national origin, ancestry, physical or mental disability, genetic characteristics, medical condition, marital status, sex, age, sexual orientation (including homosexuality, bisexuality, or heterosexuality), or pregnancy, childbirth or related medical conditions or because of participation in protected activities. Each METRO employee shall make good faith efforts to prevent and/or stop unlawful discrimination and harassment from taking place.
- 1.05 Federal and state laws and this METRO regulation also prohibit retaliation against anyone who has exercised his/her rights in accordance with federal, or state laws or under this Regulation, and/or has provided information, assistance or testimony because someone else is exercising his/her rights under this Regulation and/or federal and state laws. Any adverse conduct/action taken because an applicant, employee, or contractor has reported harassment or discrimination, or has participated in the complaint and investigation process described herein, is prohibited.
- 1.06 METRO will not tolerate, condone or trivialize unlawful discrimination/harassment/retaliation in any form. METRO has a zero tolerance for any conduct that violates this Regulation. Conduct need not arise to the level of a violation of law in order to violate this Regulation. Instead, a single act can violate this Regulation and provide grounds for discipline or other appropriate sanctions.
- 1.07 The objectives of this Regulation are to promote equal opportunity and to assist all persons in understanding their rights, duties and obligations so as to facilitate achievement of compliance with this Regulation and federal and California laws and regulations.

II. APPLICABILITY

- 2.01 This regulation is applicable to all METRO employees, applicants for METRO employment, and METRO contractors.
- 2.02 If a METRO employee engages in unlawful discrimination/harassment/retaliation in violation of this regulation he/she shall be subject to disciplinary action up to and including employment termination.
- 2.03 If an individual who is not a METRO employee engages in unlawful discrimination/harassment/retaliation against a METRO employee, METRO will take such action as is allowed given METRO's control and other legal responsibilities METRO has with respect to the conduct of such non-employee.
- 2.04 This regulation applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, compensation, and training.
- 2.05 This regulation is applicable at all METRO locations, and facilities, including all forms of METRO correspondence (i.e.: email, phones, and interoffice mail), METRO-sponsored meetings, public hearings, social or other events, as well as activities at which an

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employee represents METRO. METRO employees are required to follow this regulation while performing their duties and responsibilities for METRO, while in METRO uniform, and when providing services to the public on METRO's behalf.

- 2.06 METRO takes a proactive approach to potential violations and will conduct an investigation if its officers, supervisors, or managers become aware that harassment, discrimination or retaliation may be occurring, regardless of whether the recipient or third party reports a potential violation.

III. DEFINITIONS:

- 3.01 **Discrimination** This regulation prohibits treating individuals differently because of the individual's protected classification as defined in this regulation.

- 3.02 **Harassment** may include, but is not limited to, the following types of behavior that is taken because of a persons' protected classification. Note that harassment is not limited to conduct that METRO's employees take. Under certain circumstances, harassment can also include conduct taken by those who are not employees, such as elected officials, appointed officials, persons providing services under contracts, or members of the public.

a.) **Offensive verbal conduct** such as epithets, derogatory jokes, comments or slurs, insulting sounds, unwanted sexual innuendos, advances, or propositions and/or graphic, suggestive or obscene comments, letters, notes or invitations, or propositioning on the basis of a protected classification. This might include inappropriate comments on appearance, including dress or physical features, or dress consistent with gender identification or race-oriented stories and jokes.

b.) **Offensive or Otherwise Unwelcome Physical Conduct** such as assault, impeding or blocking movement, offensive touching, or any physical interference with normal work or movement on the basis of a protected classification. This includes pinching, brushing against another's body, grabbing, patting, propositioning, leering, or making explicit or implied job threats or promises in return for submission to physical acts or otherwise interfering with another's work based on any protected basis.

c.) **Offensive Visual Conduct** derogatory and/or sexually suggestive images, posters, pictures, photography, cartoons, emails, drawings or gestures, related to a protected classification.

d.) **Unwanted sexual advances** requests for sexual favors and other acts of a sexual nature, where submission is made a term or condition of employment, where submission to, or rejection of, the conduct is used as the basis for employment decisions, or where the conduct is intended to or actually does unreasonably interfere with an individual's work performance or create an intimidating, hostile, or offensive working environment, act of systematic, and/or continued unwanted and annoying actions of one party or a group, including threats and demands, consisting of verbal, physical or visual threats and demands. Harassment can include jokes, slurs, innuendoes, and the display of cartoons, posters, or other materials. Harassment can include nonviolent and/or violent events that can be interpreted as degrading,

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threatening, and offensive that can be perceived to create an abusive and/or hostile work environment.

- 3.03 **Protected Classifications** This Regulation prohibits harassment or discrimination because of an individual's protected classification. "Protected Classification" includes race, religion, color, national origin, ancestry, physical or mental disability, genetic characteristics, medical condition, marital and parental status, sex, age, sexual orientation (including homosexuality, bisexuality, or heterosexuality), or pregnancy, childbirth or related medical conditions or because of participation in protected activities.
- 3.04 **Retaliation** Any adverse action taken because an applicant, employee, contractor or a member of the public has reported harassment or discrimination or has participated in the complaint and/or investigation process described herein or the investigation/complaint process proscribed by Federal or California law.

IV. STANDARDS:

- 4.01 Guidelines for Identifying Harassment: To help clarify what constitutes a violation of this Regulation the following guidelines must be followed:
- a.) Harassment includes any conduct which would be "unwelcome" to an individual of the recipient's same protected classification and which is taken because of the recipient's protected classification.
 - b.) It is no defense that the recipient appears to have voluntarily "consented" to the conduct at issue. A recipient may not protest for many legitimate reasons, including the need to avoid being insubordinate or to avoid being ostracized.
 - c.) Simply because no one has complained about a joke, gesture, picture, physical contact, or comment does not mean that the conduct is welcome. Harassment can evolve over time. Small, isolated incidents might be tolerated up to a point. The fact that no one is complaining now does not preclude anyone from complaining if the conduct is repeated in the future.
 - d.) Visual, verbal, and/or physical conduct between two employees who appear to welcome the conduct can constitute harassment of a third applicant, officer, official, employee or contractor who observed the conduct or learns about the conduct later. Conduct can constitute harassment even if it is not explicitly or specifically directed at an individual.
- 4.02 Managers and Supervisors are responsible for:
- a.) Informing employees of this Regulation;
 - b.) Modeling appropriate behavior;
 - c.) Taking all steps necessary to prevent harassment/discrimination/retaliation from occurring;
 - d.) Receiving complaints in a fair and serious manner and reporting the complaint to the Human Resources Manager, or METRO's District Counsel, as appropriate.

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- e.) Monitoring the work environment and taking immediate appropriate action to stop potential violations, such as removing inappropriate pictures or correcting inappropriate language;
- f.) Following up with those who have complained to ensure that the behavior has stopped and that there are no reprisals;
- g.) Informing those who complain of harassment/discrimination/retaliation of his/her option to contact the Equal Employment Opportunity Commission (EEOC) or Department of Fair Employment and Housing (DFEH) regarding alleged violations;
- h.) Assisting, advising, or consulting with employees and the Human Resources Manager regarding this Regulation and the Complaint Procedure;
- i.) Assisting in the investigation of complaints involving employee(s) in their departments and, if the complaint is substantiated, recommending appropriate corrective or disciplinary action in accordance with METRO's Personnel Rules and Regulations, up to and including discharge;
- j.) Implementing appropriate disciplinary and remedial actions;
- k.) Reporting potential violations of this Regulation of which he/she becomes aware, regardless of whether a complaint has been submitted, to the Human Resources Manager; and
- l.) Participating in periodic training and scheduling employees for training.

4.03 Each Employee and/Contractor is responsible for:

- a.) Treating all employees, applicants, contractors and members of the public with respect and consideration;
- b.) Modeling appropriate behavior;
- c.) Participating in periodic training;
- d.) Fully cooperating with METRO's investigations by responding fully and truthfully to all questions posed during the investigation;
- e.) Maintaining the confidentiality of any investigation that METRO conducts by not disclosing the substance of any investigatory interview, except as directed by the department manager, the Human Resources Manager or METRO's District Counsel; and
- f.) Reporting any act he or she believes in good faith constitutes harassment, discrimination or retaliation as defined in this Regulation.

4.04 Each employee is responsible for helping to ensure that the work environment is free from prohibited discrimination/harassment/retaliation. If an employee believes he/she has been subjected to a violation of this regulation, you should immediately report the matter to your Supervisor, your Department Manager, the Human Resources Manager, the Assistant General Manager, the General Manager, or METRO's District Counsel. **An employee is not required to complain to any particular supervisor or manager.**

4.05 Federal and state laws and this METRO Regulation prohibit unlawful discrimination against applicants for employment and/or employees and/or other individuals on the basis

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of race, religious creed, color, national origin, ancestry, physical or mental disability, medical condition, marital status, sex, sexual orientation, or pregnancy, childbirth or related medical conditions or because of participation in protected activities.

- 4.06 METRO employees are prohibited from unlawfully discriminating and/or harassing and/or retaliating against another employee, an applicant for METRO employment and any other individual on the basis of a perception that a person has any of the characteristics set forth in Section 1.01, or that a person is associated with a person who has or is perceived to have any of the characteristics set forth in Section 1.01.
- 4.07 METRO employees are prohibited from unlawfully discriminating against another employee, an applicant for METRO employment and any other individual in all employment practices including but not limited to advertisements, applications and interviews, hiring, transferring, promoting or leaving a job, and working conditions.
- 4.08 Unlawful harassment by METRO employees based on the characteristics set forth in Section 1.01 (whether actual, perceived or by association) is also prohibited. METRO will not tolerate harassing conduct based on the characteristics set forth in Section 1.01 that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile or offensive working environment.
- 4.09 Retaliation against an individual for his/her involvement in a complaint or investigation under this regulation is prohibited by law and constitutes a separate violation of METRO regulation.
- 4.10 No METRO employee shall, on the grounds of race, religion, color, national origin, ancestry, physical or mental disability, genetic characteristics, medical condition, marital status, sex, age, sexual orientation (including homosexuality, bisexuality, or heterosexuality), or pregnancy, childbirth or related medical conditions or because of participation in protected activities or any other arbitrary basis exclude an individual from lawful participation in, deny the benefits of, or subject such individual to unlawful discrimination/harassment/retaliation under any METRO program, service or activity.
- 4.11 Discrimination/Harassment/Retaliation by METRO employees is also prohibited against any person providing service to METRO pursuant to contract.

V. ADMINISTRATION OF REGULATION

- 5.01 The Human Resources Manager or designee is responsible for the following:
- a) Ensuring that this regulation and the complaint procedures are disseminated to all employees on a regular basis.
 - b) Ensuring that this regulation is made known to contractors, vendors and customers who come in contact with METRO employees or work on METRO premises.

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- c) Providing guidance, training and assistance to department managers, supervisors, and employees on preventing and stopping discrimination and harassment within their areas of responsibility;
- d) Investigating, resolving and making findings and recommendations on complaints filed with federal and/or state agencies;
- e) Informing employees of their rights and responsibilities under this regulation;
- f) Investigating and resolving complaints involving departmental personnel in accordance with the complaint procedures set forth herein; and
- g) Investigating and resolving complaints involving contractors or others.

VI. COMPLAINT PROCEDURE

- 6.01 A) An employee who believes he/she has been discriminated against, harassed, and/or retaliated against based on any of the characteristics set forth in Section 1.01 of this policy, **is encouraged to file a complaint in writing or orally to any of the following individuals: the employee's immediate supervisor, department manager, Human Resources Manager, Assistant General Manager or the General Manager.** An employee who has witnessed discrimination, harassment, and/or retaliation towards another employee, contractor, or applicant, based on the characteristics set forth in Section 1.01 of this policy, is encouraged to file a written or oral complaint.
- B) A Complaint Form (Attachment A) may be used to report discrimination/harassment/retaliation. Please provide as much factual detail as you can.
- 6.02 The supervisor or manager who receives a discrimination, and/or a harassment, and/or a retaliation complaint shall:
- a) Notify the Human Resources Manager immediately, if he/she is not the subject of the complaint;
 - b) If the Human Resources Manager is the subject of the complaint then the supervisor or manager shall refer the individual to METRO's District Counsel who shall take appropriate steps to follow the guidelines set forth in Section 6.03.
- 6.03 The Human Resources Manager or designee, once notified of a complaint shall take the following actions, as appropriate:
- a) Authorize and supervise the investigation of the complaint and/or investigate the complaint. The investigation will include interviews with (1) the complainant; (2) the accused; and (3) other persons who have relevant knowledge concerning the complaint.
 - b) Review the factual information gathered through the investigation to determine whether the alleged conduct constitutes harassment/discrimination/retaliation, giving consideration to all factual information, the totality of the circumstances, including the nature of the conduct, and the context in which the alleged incidents occurred.

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- c) Report a summary of the determination to appropriate persons, including the complainant, the accused, the supervisor and the manager of the department. If discipline is imposed, the level of discipline will not be communicated to the complainant.
 - d) If conduct in violation of this Regulation occurred, take and/or recommend to the appropriate supervising authority prompt and effective remedial action. The action will be commensurate with the severity of the offense.
 - e) Take reasonable steps to protect the complainant from further harassment, discrimination or retaliation.
 - f) Take reasonable steps to protect the complainant from harassment/discrimination/retaliation as a result of communicating the complaint.
- 6.04 Employees have the option to report discrimination/harassment/retaliation to the following federal and/or state agencies. These administrative agencies offer legal remedies and a complaint process.
- a) Federal Transit Administration
201 Mission Street, Room 2210, San Francisco, CA 94105-1926
(415) 744-3133
 - b) The Office of the Secretary, U.S. Department of Transportation
1200 New Jersey Avenue SE, Washington, D.C. 20590
(202) 366-4000
 - c) U.S. Equal Employment Opportunity Commission
96 N. Third Street, Suite 200, San Jose, CA 95112
1-800-669-4000
* (Complaint generally required to be filed within 180 days of the incident); and
 - d) California Department of Fair Employment and Housing, San Jose District Office
2218 Kausen Drive, Suite 100, Elk Grove, CA 95758
(916) 478-7251
* (Complaint generally required to be filed within 1 year of the date of the incident).
- 6.05 Every possible effort will be made to assure the confidentiality of complaints made under this Regulation. Complete confidentiality cannot occur, however, due to the need to fully investigate and the duty to take effective remedial action. As a result, confidentiality will be maintained to the extent possible. An individual who is interviewed during the course of an investigation is prohibited from discussing the substance of the interview, both during and after the completion of the investigation, except as otherwise directed by a supervisor, the Human Resources Manager or METRO's District Counsel. Any individual who discusses the content of an investigatory interview will be subject to discipline or other appropriate action. METRO will not disclose a completed investigation report except, as it deems necessary to support a disciplinary action, to take remedial action, to defend itself in adversarial proceedings or to comply with the law or court order.

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VII. TRAINING

- 7.01 In accordance with California law, all Supervisors/Managers will receive sexual harassment training from METRO's District Counsel or designee who shall provide the required training and education regarding discrimination/harassment/retaliation and subsequent training every two years thereafter.
- 7.02 All new supervisory employees shall within six months of their assumption of a supervisory position receive the training set forth in Section 7.01.
- 7.03 METRO designates the odd years commencing with 2007 as training years for purposes of the training described in Section 7.01.
- 7.04 All METRO employees shall be provided with discrimination/harassment/retaliation training due at the new hire orientation by the Human Resources Department.

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EMPLOYEE COMPLAINT FORM

***Refer to Section 6.02(b). (Once completed, provide to the Human Resources Dept.)**

Please use this form to describe any workplace problem that you want management to investigate and resolve. Management will use the information you provide to conduct an investigation into your concerns and attempt to resolve them. Information about the complaint may be disclosed to others to the extent necessary to complete the investigation.

No adverse action will be taken against you for making a complaint, provided that the complaint is made in good faith.

Please be as complete and accurate as you can in describing the problem: (Please use additional sheets if necessary)

1. Date(s) of the event or problem: _____

2. Time(s) of the event or problem: _____

3. Location(s) of the event or problem: _____

4. Description of the event or problem (continue on the reverse side of this form or on a separate sheet of paper, if necessary): _____

5. Witnesses to the event or problem, including employees and other persons:

I verify that the above information is true and correct to the best of my knowledge.

Employee Signature: _____ Date: _____

Employee Name (printed): _____

For Office Use Only

Complaint Received By: _____

Date: _____

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Regulation Number: AR-3014

Computer Title: Ocviolnc.doc

Effective Date: November 1, 2001

Pages: 6

**TITLE: POLICIES, PROCEDURES, RULES AND REGULATIONS
RELATING TO OCCUPATIONAL VIOLENCE**

Procedure History

REVISION DATE	SUMMARY OF REVISION	APPROVED
11/01/01	New Policy	L. W.
05/24/04	Policy modifications	L.W.
02/11/10	Update wording to include "METRO", add definitions, and changes to sections 2.01, 4.01, 4.02 and 5.04. Add sections 8.01 and 8.02.	

I. POLICY

- 1.01 The Santa Cruz Metropolitan Transit District (METRO) is committed to providing a workplace that is free from acts of violence or threats of violence. In keeping with this commitment, METRO has established a "zero tolerance" policy for actual or threatened violence against employees, co-workers, passengers, visitors, or any other persons who are either on METRO property or have contact with METRO employees in the course of their duties or when utilizing METRO transit services or facilities. Security and safety in the workplace is every employee's responsibility. Therefore, it is essential that every employee understand the importance of workplace safety and security. This policy is being implemented because METRO employees should be free from actual or threatened violence at the workplace.
- 1.02 This Policy is also intended to promote workplace security by addressing situations in which non-METRO employees enter the workplace and/or METRO transit services or facilities and engage in violent acts or threaten employees with violence. Although some kinds of violence result from societal issues that are beyond METRO's control, METRO has adopted these measures to increase security and protection for METRO's employees. In order to accomplish this objective, METRO requires the cooperation of all employees.

II. APPLICABILITY

- 2.01 These policies and procedures are applicable to all METRO employees on all METRO property, including every METRO vehicle and/or while wearing a METRO uniform. Employees must conduct themselves in a mature and professional manner at all times

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while performing their duties and responsibilities as a METRO employee. Compliance with this Policy is a condition of employment and will be evaluated, together with other aspects of an employee's performance. Due to the importance of this Policy, employees who violate any of its terms, who engage in or contribute to violent behavior, or who threaten others with violence shall be subject to disciplinary action, up to and including employment discharge.

III. DEFINITIONS

- 3.01 **“Bully” or “Bullying”** means to act like a bully towards, intimidate, or domineer another individual. To be cruel, loudly arrogant and overbearing to other individuals.
- 3.02 **“Intimidate”** means to coerce another individual into compliance by the use of threats, force or fear.

IV. PROHIBITED CONDUCT

- 4.01 Employees shall not engage in the following prohibited conduct on METRO property, including within METRO vehicles, or while performing METRO duties or business, or while in a METRO uniform:
- a. A verbal or nonverbal act or threatened act of violence;
 - b. A verbal or nonverbal act or threatened act of intimidation;
 - c. A verbal or nonverbal act or threatened act of retaliation;
 - d. A verbal or nonverbal act of bullying another individual or making personal insults to, or directed at another individual; or
 - e. An act or threatened act of carrying or using a weapon of any kind or any type of material as a weapon.
- 4.02 Every threat of violence is serious and must be treated as such. Threatening behavior can include but is not limited to such actions as:
- a. Throwing objects;
 - b. Making a verbal threat to harm another individual or destroy property;
 - c. Making menacing gestures;
 - d. Expressing significant grudges against co-workers;
 - e. Displaying an intense or obsessive romantic interest that exceeds the normal bounds of interpersonal interest;
 - f. Attempting to intimidate or harass other individuals;
 - g. Yelling, screaming, and/or cursing;
 - h. Verbal or nonverbal threats and/or intimidation, including invading one's personal space or uninvited physical contact;
 - i. Teasing or sarcastic jokes;
 - j. Public displays of shaming or belittling;
 - k. Behavior indicating that the individual may pose a danger either to himself, herself or to others;

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- l. Bringing a weapon onto METRO premises or inside a METRO facilities or METRO vehicles;
 - m. Bringing, making, possessing, disseminating or drawing a picture of a violent act on METRO property, including METRO vehicles;
 - n. Other behavior that suggests a propensity towards violence; or
 - o. Defacing METRO property or intentionally causing physical damage to a METRO facility or vehicle or sabotage.
- 4.03 An employee may carry a legal pocketknife on his/her person as long as it is not visible, displayed or shown to others or used for any purpose on METRO property including METRO vehicles, or while performing METRO duties or business, or while in a METRO uniform.

V. REPORTING

- 5.01 Employees who become aware of any threat of workplace violence must report the threat immediately to their supervisor, manager, or METRO's Human Resources Manager. The supervisor or manager will, in turn, be responsible for notifying the Human Resources Manager, who will consult with appropriate resources in order to complete an assessment of the incident, the surrounding circumstances, and shall take appropriate preventative actions. The Human Resources Manager shall acknowledge receipt any such report to the reporting employee.
- 5.02 If an employee becomes aware of any actual violence, imminent violence, or threat of imminent violence, obtaining emergency assistance is a matter of first priority. The employee should immediately contact Dispatch at Operations or ParaCruz. If Dispatch is closed, contact the local law enforcement authorities by dialing 911. As soon as practicable after contacting the law enforcement authorities for emergency assistance, the employee must report the incident to his or her supervisor or manager, if available, and the Human Resources Manager. The supervisor or manager must then notify the Human Resources Manager immediately. If the supervisor or manager is not immediately available, the employee shall contact the Human Resources Manager or General Manager or his/her designee directly after contacting the law enforcement authorities.
- 5.03 During emergency situations, employees shall follow the directions and/or instructions of their supervisor, manager, the Human Resources Manager and law enforcement officials.
- 5.04 All reports of workplace violence will be taken seriously and will be investigated promptly and thoroughly.
- 5.05 Any METRO employee who reports or files a Report regarding an act or threatened act of violence shall be advised by the Human Resources Manager of the investigation and its results, unless to do so would violate an individual's right to privacy.
- 5.06 All employees are prohibited from retaliating against any individual who makes a report pursuant to this policy.

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VI. SYSTEM SAFETY & INJURY PREVENTION PROGRAM

- 6.01 The Human Resources Manager shall also implement, maintain and administer Metro's Occupational Violence Program. Metro's Occupational Violence Program, as established by the Human Resources Manager, shall include meetings, training programs, the posting of safety notices and safety tips, and providing written communications to employees regarding safety, security and anti-violence matters.
- 6.02 Full cooperation by all employees is necessary for METRO to accomplish its goal of maximizing the security and safety of its employees. Employees should direct any questions they have regarding their obligations and rights under this policy to the Human Resources Manager. Employees can report violations of this policy and/or raise any questions regarding their obligations or rights under this policy without fear of reprisal of any kind.
- 6.03 The System Safety and Injury Prevention Program Committee shall analyze in detail any Report filed with the Human Resources Manager regarding violence at the workplace, to determine whether the reaction to the Report was appropriate.
- 6.04 One member each from Salaried Employees Association (SEA), Professional Supervisors Association (PSA) and Vehicle Maintenance Unit (VMU) and two members from the United Transportation Union, Local 23 (UTU) shall be invited to attend the System Safety and Injury Prevention Program meetings on a quarterly basis to review and discuss the Occupational Violence Policy and Procedures, including its implementation, training and education program provided to employees. This quarterly group shall prepare written records of the committee's meetings, review results of the periodic scheduled workplace security inspections, review investigations of workplace violence and make suggestions to management for the prevention of future incidents, review threats and incidents, and submit recommendations for improving the Occupational Violence Program and Procedures and its implementation.
- 6.05 METRO recognizes that to maintain a safe, healthy and secure workplace it must have open, two-way communication between all employees including managers and supervisors, on all workplace safety, health and security issues. METRO has a communication system designed to encourage a continuous flow of safety, health and security information between management and employees without fear of reprisal and in a form that is readily understandable. METRO's communication system, implemented and maintained by the Human Resources Manager, consists of the following:
- a. New employee orientation on METRO's workplace security policies, procedures and work practices.
 - b. Employee review of METRO's Occupational Violence Program and the System Safety and Injury Prevention Program.
 - c. Training programs designed to address general and specific aspects of workplace security.
 - d. Regularly scheduled safety meetings to discuss workplace security.

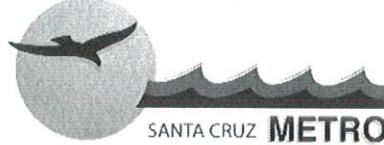
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- e. Effective communication of safety, health and security concerns between employees, supervisors and managers, including translation where appropriate.
 - f. Posted or distributed workplace security information.
 - g. A system for workers to inform management about workplace security hazards and verbal or physical threats of violence that includes protecting employees from retaliation by the person making the threats.
 - h. A system for immediately and safely communicating a warning to law enforcement authorities, management, and other employees about an imminent act of violence or threat of imminent violence.
- 6.06 METRO believes that employees may be better prepared to avoid or prevent violence if they are able to recognize early warning signs in advance and follow appropriate response procedures. Employees will therefore play a crucial role in the administration of this anti-violence policy. METRO employees will receive training in order to identify and report actual and threatened acts of violence at the workplace.
- 6.07 Periodic inspections to identify and evaluate workplace security and threats of workplace violence shall be performed by the Human Resources Manager. Periodic inspections for security hazards consist of identification and evaluation of workplace security hazards and changes in employee work practices. In addition, he/she shall provide for the correction of any hazards that are identified and the investigation of any incidents of prohibited conduct as described herein.
- 6.08 Hazards, which threaten the security of employees, shall be corrected by the Human Resources Manager in a timely manner when they are first observed or discovered. Immediate corrective action includes:
- a. Notification of law enforcement authorities when a criminal act has occurred;
 - b. Emergency medical care provided in the event of any violent act upon an employee; and
 - c. Post-event trauma counseling for those employees desiring such assistance.
- 6.09 When appropriate, the Human Resources Manager shall request that District Counsel obtain a restraining order to prevent the perpetrator of a violent act or threatened act to enter METRO property, including METRO vehicles and/or come within contact of affected employees.

VII. POLICY VIOLATIONS

- 7.01 In cases where it is determined that an employee has violated this policy, the Human Resources Manager will determine the appropriate corrective action, if any, including whether disciplinary action is warranted. If it is determined that prohibited conduct has occurred, disciplinary action will be imposed, up to and including employment discharge.

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Human Resources Department

Angela C. Ken, Interim HR Mgr
 Department Manager/Title

ADP
 CEO

SEXUAL AND GENDER DISCRIMINATION AND RETALIATION PREVENTION

Policy #: AP-3005 **Origination Date:** May 24, 2004 **Revised Date:** April 2017

I. PURPOSE

- 1.1 The Santa Cruz Metropolitan Transit District (hereinafter Santa Cruz METRO) is committed to creating and maintaining a workplace environment free of discrimination, harassment, and retaliation based on one's sex (including pregnancy, childbirth, breastfeeding, and related medical conditions), gender, gender identity (including transgender identity), gender expression, and sex stereotyping. Discrimination, harassment and retaliation based on one's sex, gender identity and gender expression are prohibited by federal and state law and will not be tolerated in Santa Cruz METRO's workplace. Complaints of discrimination, harassment and retaliation because of one's sex, gender, gender identity and/or gender expression will be investigated and appropriate disciplinary action, up to and including termination, may be taken.
- 1.2 All Santa Cruz METRO employees, including managers, supervisors, and employees, are responsible for preventing discrimination, harassment and retaliation based on one's sex, gender, gender identity and gender expression. Retaliation against an individual for the filing of a complaint of discrimination, harassment or retaliation, for the participation in the investigation into a complaint of discrimination/harassment/retaliation, for the participation in any investigative hearing or disciplinary action or for assisting or supporting an individual who files a complaint or participates in an investigation is prohibited by law and constitutes a separate violation of Santa Cruz METRO policy.
- 1.3 Santa Cruz METRO will not tolerate, condone or trivialize discrimination, harassment or retaliation because of sex, gender, gender identity or gender



expression in any form against applicants, employees, interns, or volunteers by managers, supervisors, co-workers, or third parties with whom employees come into contact. Similarly, Santa Cruz METRO will not tolerate harassment by its employees of vendors with whom Santa Cruz METRO employees have a business, service, or professional relationship.

II. APPLICABILITY

- 2.1 This policy applies to all Santa Cruz METRO employees and all Santa Cruz METRO facilities. If a Santa Cruz METRO employee engages in any discriminatory and/or harassing conduct including acts of retaliation in violation of this policy he/she shall be subject to disciplinary action up to and including employment termination.
- 2.2 If the harasser is determined to be a non-Santa Cruz METRO employee, Santa Cruz METRO will take such action as appropriate, taking into account the extent of Santa Cruz METRO's control over the conduct of such non-employee and any other legal responsibility that the employer may have with respect to the conduct of those non-employees.
- 2.3 Failure of a Santa Cruz METRO employee to follow this policy and procedure shall subject such employee to disciplinary action up to and including employment termination.

III. DEFINITIONS

- 3.1 **Examples of Sexual Harassment:** Slurs, jokes, statements, gestures, assault, impeding or blocking another's movement, or otherwise physically interfering with normal work, pictures, drawings, cartoons, violating someone's "personal space," foul or obscene language, leering, stalking, unwanted or offensive letters or poems, offensive emails or voicemail messages, texts or social media.
- 3.2 **Gender:** Means sex, and includes a person's gender identity and gender expression.
- 3.3 **Gender Expression:** Means a person's gender-related appearance and behavior whether or not stereotypically associated with the person's assigned sex at birth.



-
- 3.4 **Gender Harassment:** Conduct, whether blatant or subtle, that discriminates against a person solely because of that person's sex, gender, gender identity, or gender identification or sexual orientation. See definition of "**Sex**"
- 3.5 **Gender Identity:** Refers to an individual's identification as male, female, a gender different from the individual's sex at birth, or transgender.
- 3.6 **Harassment Because of Sex:** Includes but is not limited to verbal harassment, physical harassment and visual forms of harassment. Harassment because of sex includes sexual harassment, gender harassment and harassment based on pregnancy, childbirth, or related medical conditions.
- 3.7 **Hostile Work Environment Harassment:** A hostile work environment occurs when unwelcome conduct or comments based on sex unreasonably interfere with an employee's work performance or create an intimidating, hostile, or offensive work environment.
- 3.8 **Motivation for Sexual Harassment:** Either sexual desire or general hostility to the plaintiff's gender.
- 3.9 **Quid Pro Quo Harassment** is characterized by explicit or implicit conditioning of a job or promotion on an applicant or employee's submission to sexual conduct or other conduct based on sex. In a hostile work environment the employee may be either a) personally subjected to offensive remarks and inappropriate visual displays or touching, or b) he/she may personally witness the harassing conduct toward other employees even if he/she is not personally subjected to the harassment.
- 3.10 **Physical Harassment:** Includes assault, battery, impeding or blocking movement, or any physical interference with normal work or movement, when directed at an individual on the basis of gender or sex.
- 3.11 **Sex:** Includes but is not limited to pregnancy, childbirth or medical conditions related to pregnancy or childbirth. "Sex" also includes but is not limited to an employee's gender which means the employee's actual sex or the perception of the employee's sex, and includes the



perception of the employee's identity, appearance, or behavior, whether or not that identity, appearance, or behavior is different from that traditionally associated with the employee's sex at birth.

- 3.12 **Sexual Harassment:** Sexual harassment is discrimination and violates the Federal Civil Rights Act of 1964, the California Fair Employment and Housing Act, and this policy. Sexual harassment is defined as unwanted sexual advances, requests for sexual favors, or visual, verbal or physical conduct of a sexual nature if: a) submission is a condition of employment, or b) submission affects employment decisions, or c) the purpose or effect is to unreasonably interfere with the employee's work performance or d) it creates an intimidating, hostile, or offensive environment. This definition includes many forms of offensive behavior.

Sexually harassing conduct can be physical, verbal, visual or written, and can occur between people of the same or opposite sex. Sexual harassment can occur between peers, supervisors to subordinate, subordinate to supervisor, within or across departments. The two basic elements of sexual harassment are: 1) the behavior is unwelcome; and 2) it is sexual in nature, as perceived by the recipient or it is behavior that ridicules, denigrates or harasses a person because of his or her gender.

Types of sexual harassment include "quid pro quo" sexual harassment and hostile environment sexual harassment.

- 3.13 **Sexual Orientation:** Means heterosexuality, homosexuality, and bisexuality.
- 3.14 **Sex Stereotype:** An assumption about a person's appearance or behavior, or about an individual's ability or inability to perform certain kinds of work based on a myth, social expectations, or generalization about the person's sex.
- 3.15 **Same-sex Harassment:** Harassment from one individual to another, both of the same gender.
- 3.16 **Retaliation:** Any adverse action taken against an employee because of his/her participation in the complaint or investigation or hearing relating to this policy or the provision of federal or state law



-
- 3.17 **Verbal Harassment:** Includes epithet, derogatory comments or slurs on the basis of gender or sex.

IV. PROCEDURES

- 4.01 N/A

V. STANDARDS

- 5.1 Harassment because of sex including sexual and gender harassment of any kind is prohibited by every Santa Cruz METRO employee in the workplace, in a Santa Cruz METRO facility, vehicle, while in Santa Cruz METRO service or while in uniform.
- 5.2 Retaliation of any kind in violation of this policy by any Santa Cruz METRO employee is prohibited.
- 5.3 Retaliating against the complainant, the accused, or any other employee assisting the complainant or participating in a sexual harassment investigation is prohibited.
- 5.4 Employees have the right to raise the issue of sex discrimination including sexual and/or gender harassment at any time without fear of reprisal or retaliation.
- 5.5 An employee who feels that he or she has been sexually harassed or who has witnessed others being harassed should immediately bring the matter to the attention of their Supervisor or Manager either orally or in writing and may file a complaint as set forth in Section VII, of this Policy.
- 5.6 Supervisors and Managers immediately shall report to their department manager, the Human Resources Manager or the General Manager/CEO if he/she becomes aware of harassment because of sex, or sexual or gender harassment in violation of this policy.
- 5.7 The Human Resources Manager shall provide copies of this policy to each employee and extra copies will be available in the following offices:
- a) Human Resources Manager, 110 Vernon Street, Santa Cruz, California, 95060;



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- b) Manager of Operations, 1200 River Street, Santa Cruz, California, 95060;
 - c) Paratransit Superintendent, ParaCruz, 2880 Research Park Drive, Suite 160, Soquel, California, 95073; and
 - d) Fleet Maintenance Manager; 138 Golf Club Drive, Santa Cruz, CA 95060.

VI. HARASSMENT-FREE ENVIRONMENT

- 6.1 To maintain an environment free from sexual and gender harassment is critical to the operation of Santa Cruz METRO. To provide this environment, the following actions shall be required:
 - a) Managers and Supervisors shall inform all employees that harassment because of sex including sexual and gender harassment is prohibited;
 - b) This Sexual and Gender Discrimination and Harassment Prevention Policy shall be emphasized by the General Manager/CEO and explained by District General Counsel or his or her designee to the Managers of each department;
 - c) Those who have concerns, or feel victimized by sexual or gender harassment shall be referred to the Human Resources Manager if he/she is not the subject of the complaint. If he/she is the subject of the complaint then the referral shall be made to the General Manager/CEO; and
 - d) Anti-sexual and gender harassment posters shall be displayed at each worksite and the Department of Fair Employment and Housing pamphlets regarding this issue shall be made available in the Human Resources Department.

VII. COMPLAINT PROCEDURE

- 7.1 An employee who believes he/she has been harassed because of sex, gender, gender identity, or gender expression; witnessed another being harassed or retaliated against because of the filing of a sexual harassment complaint; or the participation in an investigation or hearing involving a sexual harassment complaint is encouraged to file a complaint in writing or

Attachment B



orally to any of the following individuals: immediate Supervisor, Department Manager, Human Resources Manager or the General Manager/CEO. An employee may bring his or her complaint to any of these individuals.

- 7.2 The Supervisor or Manager who receives a harassment complaint shall:
- a) Notify the Human Resources Manager immediately or;
 - b) If the Human Resources Manager is the subject of the complaint then the Supervisor or Manager shall refer the individual to the General Manager / CEO who shall take appropriate steps to follow the guidelines set forth in Section 7.3.
- 7.3 The Human Resources Manager or his/her designee, once notified of a complaint shall take the following actions as soon as possible:
- a) Meet with the complainant and inform the complainant of his/her rights and any obligations to secure those rights;
 - b) Fully and effectively investigate the complaint. The investigation shall be timely, fair, thorough, and objective. Generally, all persons with information regarding the matter shall be interviewed. Santa Cruz METRO will reach reasonable conclusions based on the evidence collected.
 - c) Complaints will be:
 1. Responded to in a timely manner;
 2. Kept confidential to the extent possible;
 3. Investigated impartially by qualified personnel in a timely manner;
 4. Documented and tracked for reasonable progress;
 5. Given appropriate options for remedial action and resolution;
 6. Closed in a timely manner. The results of the investigation will be communicated to the complainant and to the alleged harasser.
 - d) Santa Cruz METRO will maintain confidentiality to the extent possible. However, Santa Cruz METRO cannot promise complete confidentiality. Santa Cruz METRO's duty to investigate and take



corrective action may require the disclosure of information to individuals with a need to know.

- e) If Santa Cruz METRO determines that harassment, discrimination, or retaliation has occurred, Santa Cruz METRO will take prompt and effective remedial action. First, appropriate action must be taken against the harasser and communicated to the complainant. Second, steps must be taken to prevent any further harassment by the accused and anyone else.

7.4 Employees who believe that they have been harassed because of their sex, sexually harassed or harassed because of their gender, gender identity, or gender expression may file a written complaint of discrimination with the following federal and/or state agencies :

- a) Federal Transit Administration, 201 Mission Street, Suite 1650, San Francisco, CA 94105- 1839, (415) 744-3133;
- b) The Office of the Secretary, U.S. Department of Transportation, 1200 New Jersey Avenue SE. Washington, D.C. 20590 , (202) 366-4000;
- c) U.S. Equal Employment Opportunity Commission, eeoc.gov, 96 N. Third Street, Suite 250, San Jose, CA 95112 , 1-800-669-4000 ; TTY 1-800-669-6820; and Fax: (408) 291-4539 (Complaint generally required to be filed within 180 days of the incident); and
- d) California Department of Fair Employment and Housing

To file a complaint with the California Department of Fair Employment of Housing please call one of the toll free numbers below or visit www.dfeh.ca.gov. Complaint generally required to be filed within one year of the incident.

1. Employment/Public Accommodations:

1-800-884-1684

2. Hate Violence:

1-800-884-1684

3. TTY:

1-800-700-2320 (within California)

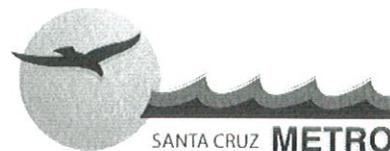


VIII. TRAINING

- 8.1 District General Counsel or his/her designee shall provide at least two hours of classroom or other effective interactive training and education regarding sexual harassment as required by California law and regulations to all Santa Cruz METRO's supervising employees and members of Santa Cruz METRO's Board of Directors every two years.
- 8.2 All new supervisory employees and new members of the Board of Directors shall within six months of their assumption of a supervisory position or taking office receive the training set forth in Section 8.1.
- 8.3 Santa Cruz METRO designates the odd years commencing with 2007 as training years for purposes of the training described in Section 8.1.
- 8.4 All Santa Cruz METRO employees are provided with sexual harassment prevention training at the time of the new hire orientation at the beginning of his/her employment with Santa Cruz METRO and when needed as required.

IX. ADMINISTRATION OF POLICY

- 9.1 Each Department Manager is responsible for administering this policy and procedures within their department in accordance with this policy.
- 9.2 Santa Cruz METRO will integrate this policy and procedures into the agency's policies and procedures.
- 9.3 The Human Resources Manager or his/her designee is responsible for the following:
 - a) Ensuring that this policy, its definitions of harassment and the complaint procedures are disseminated to all employees on a regular basis;
 - b) Ensuring that this policy and its definitions of harassment are made known to contractors, vendors, customers, and Santa Cruz METRO's Board of Directors who come in contact with Santa Cruz METRO employees or work on Santa Cruz METRO premises;



- c) Providing guidance, training and assistance to Department Managers, Supervisors, and employees on preventing and stopping harassment within their areas of responsibility;
- d) Investigating, resolving and making findings and recommendations on complaints filed with federal and/or state agencies;
- e) Informing employees of their rights and responsibilities under this policy;
- f) Investigating and resolving complaints involving departmental personnel in accordance with the complaint procedures set forth herein;
- g) Investigating and resolving complaints involving contractors or others.

X. REVISION HISTORY

Date	Action	Approved By
May 24, 2004	Major revisions to existing Sexual Harassment procedures and incorporation into Regulation format	Leslie R. White
May 25, 2007	Updated addresses and included training component	Leslie R. White
August 4, 2009	Update addresses on page 6, and wording change on pages 4 & 5	Leslie R. White
February 10, 2011	Revise title, update Santa Cruz METRO facility locations and address changes	Leslie R. White
April 20, 2012	Revisions to include protected classes	Leslie R. White
April, 2017	Revise format, update policy	Alex Clifford

END OF POLICY



DATE: February 25, 2022
TO: Board of Directors
FROM: Eddie Benson, Maintenance Manager
SUBJECT: **CONSIDERATION OF AUTHORIZING THE INTERIM CEO/GM TO EXECUTE A 4TH CONTRACT AMENDMENT WITH MANSFIELD OIL COMPANY TO INCREASE THE CONTRACT TOTAL BY \$150,000 FOR FURNISHING AND DELIVERING CARB ULTRA-LOW SULFUR DIESEL FUEL**

I. RECOMMENDED ACTION

That the Board of Directors authorize the Interim CEO/General Manager to execute a 4th contract amendment with Mansfield Oil Company to increase the contract total by \$150,000 for Furnishing and Delivering CARB Ultra-Low Sulfur Diesel Fuel, thereby increasing the total contract authority from \$1,557,415 to \$1,707,415.

II. SUMMARY

- The Santa Cruz Metropolitan Transit District (METRO) requires CARB Ultra-low Sulfur Diesel fuel to power its fleet of diesel engine buses.
- METRO has a contract with Mansfield Oil Company for Furnishing and Delivering CARB Ultra-Low Sulfur Diesel Fuel, which was established on May 1, 2017 and which will expire April 30, 2022.
- While fluctuations in the cost of fuel are expected, since shortly after the start of the COVID-9 pandemic, the cost of fuel has steadily increased, and is now several times higher than what it was at the beginning of 2020.
- As of early February 2022, the total amount of authorized funds have been expended, and additional funds are now required to complete the remaining contract term.

III. DISCUSSION/BACKGROUND

METRO has a contract with Mansfield Oil Company for Furnishing and Delivering CARB Ultra-Low Sulfur Diesel Fuel, which was established May 1, 2017, and which will expire April 30, 2022. This fuel is required to power METRO's diesel engine buses. Staff are in process of initiating a new procurement for diesel fuel at this time.

Many factors affect the price of fuel, and price fluctuations are expected throughout the life of a contract of this type. While prices had been consistently high from 2011 through early-2014, they started to decline mid-2014, coinciding with a sustained increase in oil production in the U.S. This decline in price continued until early 2016. When this contract was established in 2017, diesel fuel prices had increased somewhat since the low of 2016, but were still significantly lower than the prices seen from 2011 through early 2014.

While diesel fuel prices have continued to rise and fall since the start of the contract term, they began a steady increase shortly after the start of the COVID-19 pandemic at the beginning of 2020. This increase has continued without indication of leveling off. Prices now surpass the highs seen in the previous period and continue to climb. The estimated expenditure for this contract was based on a lower price estimate, and as of early February, all authorized funds have been expended.

Staff recommends that the Board of Directors (Board) authorize the Interim CEO/GM to execute a 4th contract amendment on behalf of METRO at this time, and increase the contract authority sufficient to cover the remainder of the contract term. Eddie Benson, Maintenance Manager, will continue to serve as the Contract Administrator and will ensure contract compliance.

IV. STRATEGIC PLAN PRIORITIES ALIGNMENT

This amendment aligns with the Service Quality and Delivery strategic priority.

V. FINANCIAL CONSIDERATIONS/IMPACT

This contract has a total not to exceed of \$1,557,415. Additional funds in an amount of \$150,000 are requested for approval at this time. The new contract total not to exceed would be \$1,707,415.

Funds to support this contract are included in the Fleet FY22 Fuels and Lubes – Revenue Vehicles (504012) Operating Budget.

VI. CHANGES FROM COMMITTEE

N/A

VII. ALTERNATIVES CONSIDERED

- None. This fuel is required in order to power METRO's diesel fleet.

VIII. ATTACHMENTS

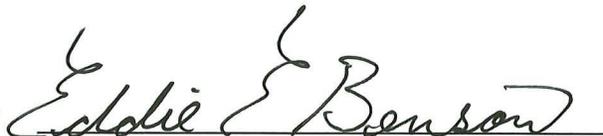
Attachment A: Chart of Diesel Fuel Price Fluctuations

Attachment B: Fourth Amendment to the Contract with Mansfield Oil Company

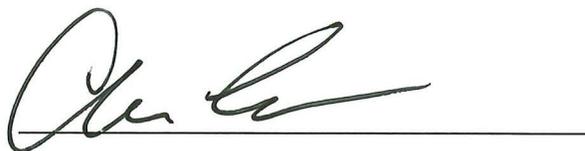
Prepared by: Joan Jeffries, Purchasing Manager

IX. APPROVALS

Eddie Benson, Maintenance Manager



Approved as to fiscal impact:
Chuck Farmer, CFO



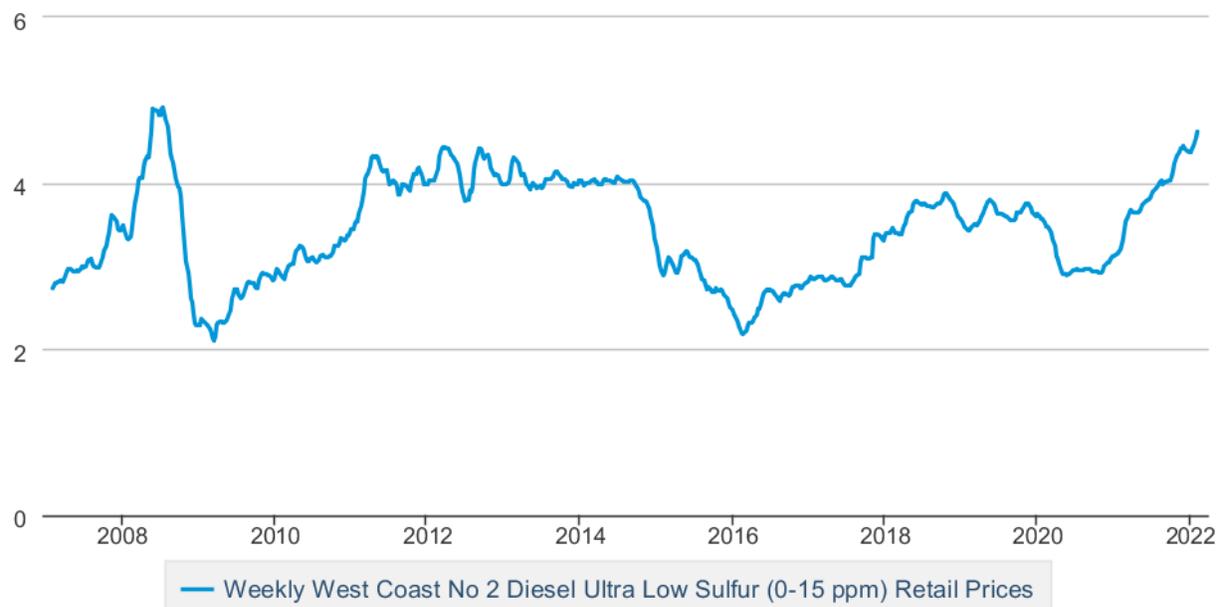
Dawn Crummié,
Interim CEO/General Manager



Attachment A

Weekly West Coast No 2 Diesel Ultra Low Sulfur (0-15 ppm) Retail Prices

Dollars per Gallon



 Source: U.S. Energy Information Administration

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Attachment B

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FOURTH AMENDMENT TO CONTRACT NO. 16-MA-02
FOR FURNISHING AND DELIVERING CARB ULTRA-LOW SULFUR DIESEL FUEL,
BIO-DIESEL, AND/OR UNLEADED GASOLINES**

This Fourth Amendment to Contract No. 16-MA-02 for Furnishing and Delivering Carb Ultra-Low Sulfur Diesel Fuel, Bio-Diesel, and/or Unleaded Gasolines is made effective February 25, 2022 between the Santa Cruz Metropolitan Transit District (“Santa Cruz METRO”), a political subdivision of the State of California, and Mansfield Oil Company (“Contractor”).

I. RECITALS

- 1.1 Santa Cruz METRO and Contractor entered into a Contract for Furnishing and Delivering Carb Ultra-Low Sulphur Diesel Fuel, Bio-Diesel and/or Unleaded Gasolines (“Contract”) on May 1, 2017.
- 1.2 The Contract allows for amendment upon mutual written consent.
- 1.3 The cost of fuel has climbed steadily since the start of the COVID-19 pandemic, and additional funds are now required to cover the remainder of the term, through April 30, 2022.
- 1.4 Santa Cruz METRO and Contractor desire to amend the Contract to increase the Contract not-to-exceed amount.

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

II. COMPENSATION

Article 4.01 is amended to include the following language:

Under the terms of the Fourth Amendment, the Contract total not-to-exceed amount is increased by \$150,000. The new Contract total not-to-exceed amount is \$1,707,415. Contractor understands and agrees that if it exceeds the maximum amount payable under this Contract, it does so at its own risk.

III. REMAINING TERMS AND CONDITIONS

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

IV. AUTHORITY

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

Attachment B

authorized and empowered to enter into it. Each party further acknowledges that it has read this Fourth Amendment to the Contract, understands it, and agrees to be bound by it.

Signed on _____

Santa Cruz METRO –
SANTA CRUZ METROPOLITAN
TRANSIT DISTRICT

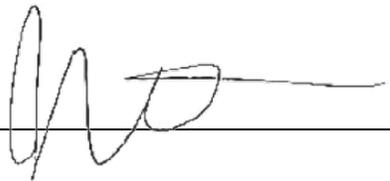
Dawn Crummié, Interim CEO/General
Manager

Contractor –
MANSFIELD OIL COMPANY

Dan Luther, VP, Government Sales

Approved as to Form:

Julie Sherman, General Counsel





DATE: February 25, 2022
TO: Board of Directors
FROM: Joan Jeffries, Purchasing Manager
SUBJECT: **CONSIDERATION OF RATIFICATION OF A 2ND AMENDMENT WITH BONFIRE INTERACTIVE L.T.D. FOR PROFESSIONAL SERVICES RELATED TO ESOURCING AND CONTRACT MANAGEMENT SOFTWARE, EXTENDING THE AGREEMENT FOR TWO YEARS AND INCREASING THE TOTAL BY \$25,000**

I. RECOMMENDED ACTION

That the Board of Directors ratify the execution of a 2nd amendment extending the agreement for two years with Bonfire Interactive L.T.D. for Professional Services related to eSourcing and Contract Management Software, increasing the total by \$25,000 for the additional two-year period, thereby increasing the total contract authority from \$28,000 to \$53,000.

II. SUMMARY

- The Santa Cruz Metropolitan Transit District (METRO) entered into an agreement with Bonfire Interactive L.T.D. (Bonfire) for Professional Services related to eSourcing and Contract Management Software on February 5, 2020 for a one-year term.
- The agreement included three one-year options to extend. The first option was exercised last year, and this year the remaining two options were exercised together.
- Staff realized that exercising the last two options together has pushed the agreement total over the limit of the CEO's signature authority. Staff therefore recommends that the Board of Directors (Board) ratify the execution of the Second Amendment with Bonfire.

III. DISCUSSION/BACKGROUND

METRO entered into an agreement with Bonfire for Professional Services related to eSourcing and Contract Management Software on February 5, 2020. Prior to this, METRO's procurement processes were primarily manual and paper-based. Staff evaluated several eProcurement options, and made the decision to try Bonfire based on low cost and positive feedback from other transit agencies using this software. The fee for the setup and initial one-year term was \$15,500, with three one-year renewal options of \$12,500 each.

Staff has found that the Bonfire eProcurement software streamlines multiple procurement processes, as well as increases project visibility with potential vendors. The first renewal option was exercised last year, which brought the agreement total to \$28,000.

This year, Bonfire offered the option to exercise the remaining two one-year options together, and staff was in agreement. Extending the term for the final two years has, however, pushed the dollar amount beyond the limit of the CEO's signature authority. Staff is therefore requesting that the Board ratify the execution of the Second Amendment.

Joan Jeffries, Purchasing Manager, will continue to serve as the Contract Administrator and will ensure contract compliance.

IV. STRATEGIC PLAN PRIORITIES ALIGNMENT

This contract aligns to the following Strategic Priorities:

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

V. FINANCIAL CONSIDERATIONS/IMPACT

The Second Amendment is adding funds of \$25,000 for the next two years, for a contract total not to exceed of \$53,000.

Funds to support this contract are included in the Information Technology FY22 & FY23 Outside Repair - Equipment (503352) Operating Budgets, and planned for the FY24 Operating Budget.

VI. CHANGES FROM COMMITTEE

N/A

VII. ALTERNATIVES CONSIDERED

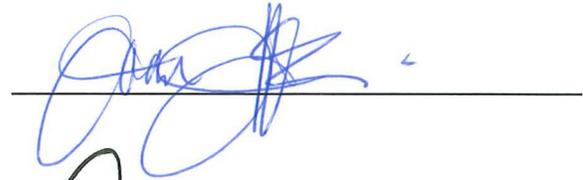
- None. Staff is in process of evaluating ERP software solutions, some of which may include alternatives to Bonfire eProcurement, but even if an alternative was chosen to replace Bonfire, the implementation would not take place for at least a year and a half, and likely longer.

VIII. ATTACHMENTS

Attachment A: Second Amendment to the Contract with Bonfire

IX. APPROVALS

Joan Jeffries, Purchasing Manager



Approved as to fiscal impact:
Chuck Farmer, CFO



Dawn Crummié,
Interim CEO/General Manager



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Attachment A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT SECOND AMENDMENT TO AGREEMENT FOR PROFESSIONAL SERVICES RELATED TO BONFIRE ESOURCING AND BONFIRE CONTRACT MANAGEMENT SOFTWARE

This Second Amendment to the Agreement for Professional Services related to Bonfire eSourcing and Bonfire Contract Management Software is made effective February 5, 2022 between the Santa Cruz Metropolitan Transit District (“Santa Cruz METRO”), a political subdivision of the State of California, and Bonfire Interactive L.T.D. (“Vendor”).

I. RECITALS

- 1.1 Santa Cruz METRO and Vendor entered into an agreement for professional services related to Bonfire eSourcing and Bonfire Contract Management Software (“Agreement”) on February 5, 2020.
- 1.2 The Agreement is due to expire on February 4, 2022.
- 1.3 On January 6, 2021, the Contract was amended via purchase order to exercise the first option to extend the term, for one (1) year (First Amendment).
- 1.4 The Agreement allows for amendment upon mutual written consent, and provides Santa Cruz METRO the option to extend the term of the Agreement for two (2) additional one (1) year terms.
- 1.5 Santa Cruz METRO and Vendor desire to amend the Agreement to exercise the last two options, and extend the term for two (2) additional years.

Therefore, Santa Cruz METRO and Vendor amend the Agreement as follows:

II. SCOPE OF SERVICES AND TERM

Article 2. is amended to add the following:

Under the terms of the Second Amendment, the term of this Agreement is extended for two more years, through February 4, 2024.

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

III. COMPENSATION

Article 4. is amended to add the following language:

As of February 5, 2022, Santa Cruz METRO shall compensate Vendor at the rates agreed upon and set forth in Vendor’s Two Year Renewal Order Form, Attachment A

Attachment A

to the Second Amendment. The Vender agrees to perform the services for an annual fee of \$12,500.00, for a total not-to-exceed price of \$25,000.00, for the two-year term.

Under the terms of the Second Amendment, the total not-to-exceed amount is increased by \$25,000. The new total not-to-exceed amount is \$53,000. Vendor understands and agrees that if it exceeds the maximum amount payable under this Agreement, it does so at its own risk.

IV. REMAINING TERMS AND CONDITIONS

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

V. AUTHORITY

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

Signed on 2/9/2022

Santa Cruz METRO –
SANTA CRUZ METROPOLITAN
TRANSIT DISTRICT

Dawn Crummié, Interim CEO/General
Manager

DocuSigned by:
Dawn Crummié
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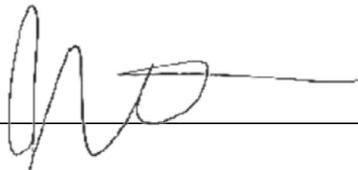
Vendor –
BONFIRE INTERACTIVE L.T.D.

Andrew Wilgar, Vice President, Sales

DocuSigned by:
Andrew Wilgar
D0FF52548AC24CB...

Approved as to Form:

Julie Sherman, General Counsel



ORDER FORM

Order # Q-03405

Expiry Date 2/11/2021

**Santa Cruz Metro Transit District**

110 Vernon St

Santa Cruz California 95060

United States

Joan Jeffries

jjeffries@scmttd.com

Bonfire Interactive Ltd

121 Charles St. W. #C429

Kitchener ON N2G 1H6

Canada

Kristy Matheson

kmatheson@gobonfire.com

Start Date: 2/5/2022**End Date:** 2/4/2024**Subscription Term:** 24

Subscription Products	Quantity
<p>Bonfire Strategic Sourcing Platform</p> <p>eSourcing</p> <ul style="list-style-type: none"> • Solicit, receive, and evaluate bids and RFx online • Organize and distribute RFx documents with digital scorecards for online evaluation • Make vendor submissions easier and more compliant with a simple upload experience • Maintenance/Hosting and access to all associated releases and upgrades included • Unlimited projects, evaluators, and vendors <p>Price-Only Bidding</p> <ul style="list-style-type: none"> • Quickly create bids online and engage vendors • Automatically tabulate and sort offers and review associated documents • Award bids online with an option to publish a public award notice <p>Bonfire Benchmarking</p> <ul style="list-style-type: none"> • View industry insights, data benchmarks, and templates gathered from over 40,000 bids and RFPs to make data-driven decisions. <p>Product Support and Ongoing Coaching and Training</p> <ul style="list-style-type: none"> • Fast and friendly product support available to all your buyers, evaluators, and vendors - Mon-Fri 8am - 8pm ET • Regular check-ins from your dedicated customer success manager to share best practices and provide ongoing coaching and product training 	2 Seats
<p>Bonfire Questionnaires Module</p> <ul style="list-style-type: none"> • Use templates to collect qualitative and quantitative vendor data for side-by-side comparison and auto-scoring 	Included
<p>Bonfire Bid Tables Module</p> <ul style="list-style-type: none"> • View vendor pricing side-by-side, filter, sort, and perform what-if analyses to optimize vendor selection 	Included
<p>Bonfire Contract Management Module</p> <ul style="list-style-type: none"> • Manage contracts and their documents, track milestones, contract terms, and key dates to stay on top of active spend 	1
<p>Contracts Storage</p> <ul style="list-style-type: none"> • Store contracts with Contract Management 	1000

Attachment A

Pricing Overview	Annual Amount	Term Amount
Subscriptions	USD 12,500.00	USD 25,000.00
Services		USD 0.00

Current Order Amount (before taxes): USD 25,000.00

Currency: USD
Billing Cycle: Annual
Payment Terms: Net 30
Data Location: United States

Quote Comments:

- Includes all internal users including suppliers, data analysts, managers, administrators, evaluators & advisor/client roles for the organization
- Includes implementation, training, unlimited projects, support, submissions, and cloud storage
- Bonfire services including account activation and implementation to start immediately upon receiving signed order form

Please complete the questions below:

PO Number:

If a purchase order (PO) is required for the purchase of the products on this order form please provide it. If a PO is not required on your company's invoice, please enter N/A.

AP Contact Person's Email:

Invoicing Address Same as Above:

Tax Exemption Status:

Your order will be taxed using the applicable tax rate for your invoicing address. Your invoice will reflect the final total taxes effect at time of invoicing.

All sales are considered subject to sales tax unless the applicable exemption documentation has been received by Bonfire prior to invoicing.

Customer Signature:

Name:

Title:

Date:

Bonfire Signature:

Name: Andrew Wilgar

Title: VP, Sales

Date: 2/8/2022

DocuSigned by:

D0FF52548AC24CB...

Attachment A

TERMS & CONDITIONS

The Customer hereby agrees to order the products and/or services outlined above at the prices indicated, and acknowledges it has read, understands and agrees to be bound by the terms and conditions detailed at: www.GoBonfire.com/TermsAndConditions (the "Agreement") and below.

All remittance advice and invoice inquiries can be directed to billing@gobonfire.com. Please feel free to contact us if you have any questions.

THANK YOU FOR YOUR BUSINESS!

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THE BOARD OF DIRECTORS PROUDLY PRESENTS THIS

CERTIFICATE OF APPRECIATION

To

URIEL ESTRADA LEAD MECHANIC

FOR THE COMPLETION OF 10 YEARS OF SERVICE
BETWEEN 2012 AND 2022

GIVEN THIS 25TH DAY OF FEBRUARY 2022

CHAIR, BOARD OF DIRECTORS

INTERIM CEO/GENERAL MANAGER



THE BOARD OF DIRECTORS PROUDLY PRESENTS THIS

CERTIFICATE OF APPRECIATION

To

MARIE HOYOS BUS OPERATOR

FOR THE COMPLETION OF 10 YEARS OF SERVICE
BETWEEN 2012 AND 2022

GIVEN THIS 25TH DAY OF FEBRUARY 2022

CHAIR, BOARD OF DIRECTORS

INTERIM CEO / GENERAL MANAGER



THE BOARD OF DIRECTORS PROUDLY PRESENTS THIS

CERTIFICATE OF APPRECIATION

To

PAUL LENNON BUS OPERATOR

FOR THE COMPLETION OF 10 YEARS OF SERVICE
BETWEEN 2012 AND 2022

GIVEN THIS 25TH DAY OF FEBRUARY 2022

CHAIR, BOARD OF DIRECTORS

INTERIM CEO/GENERAL MANAGER

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DATE: February 25, 2022
TO: Board of Directors
FROM: Chuck Farmer, Chief Financial Officer
SUBJECT: **APPROVAL TO PREFUND THE FIRST PRINCIPAL AND INTEREST PAYMENT ON THE BOND DUE AUGUST 1ST, 2022**

I. RECOMMENDED ACTION

That the Board of Directors approve \$3,414,275 advance of the initial Principal and Interest Payment due on METRO's Sales of Sales Tax Revenue Bonds

II. SUMMARY OF ISSUES

Santa Cruz Metropolitan Transit District (METRO) is seeking to pre-fund the first principal and interest payment for the Sales Tax Revenue Bonds to be sold on February 16, 2022.

The financing team was able to secure an “AA” bond rating from Standard and Poor’s, in part, due to the bond structure on the Sales Tax Revenue Bonds. The bond structure requires a pledge of Measure G revenues, with a State-intercept mechanism with the California Department of Tax and Fee Administration (CDTFA). The implementation of the CDTFA revenue intercept will not be in place at the time of closing of the bonds – March 1, 2022, and therefore, METRO is required to pre-fund the first principal and interest payment due on August 1, 2022.

III. DISCUSSION/BACKGROUND

The proposed Sales Tax Revenue bonds obtained an AA bond rating from Standard Poor’s, based on the proposed bond structure, which required the pledge of Measure G sales Tax Revenues, and an agreement with the CDTFA to send the Measure G revenues directly to the bond trustee. Although the agreement with CDTFA has been approved by both parties, it will not be in place when the bonds are scheduled to close on March 1, 2022. The financing team also incorporated a provision in bond documents that requires METRO to pre-fund the initial principal and interest payment due on August 1, 2022, to allay investor concerns regarding the implementation of the CDTFA intercept.

Due to this 30 day delay in having the CDTFA in place, METRO will need to fund the first payment due August 1, 2022. However, when CDTFA does take over the intercept, which is expected by March 1st, 2022, CDTFA will start to withhold a portion of the payment due August 1st. As part of their process, after they withhold the cash for the bond principal and interest payment, the balance will be overstated due to METRO fully funding the first payment in August. Therefore,

CDTFA will refund the overage to METRO as soon as possible and will be refunding METRO the payment made pursuant to this report.

The amount of the initial principal and interest is expected to be \$3.4 million. This payment must be made at closing of the Bonds on March 1, 2022. METRO should expect to receive funding back from CDTFA in the full amount over next five months.

Adoption will ensure that METRO is and remains in compliance with the bond structure conveyed to Standard and Poor's and with debt covenants incorporated into the bond documents.

IV. STRATEGIC PLAN PRIORITIES ALIGNMENT

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

V. FINANCIAL CONSIDERATIONS/IMPACT

This payment will advance the first principal and interest payment, expected to be paid by METRO by March 1, 2022. METRO has sufficient reserves on hand to effectively accelerate this scheduled debt payment on the 2022 Sales Tax Revenue Bonds. Funding will come from COVID Reserve and refunds from CDTFA will go back into the COVID Reserve bucket over the next five months.

VI. CHANGES FROM COMMITTEE

N/A.

VII. ALTERNATIVES CONSIDERED

Should METRO not approve the sale of the bonds, METRO will need to revise the bond documents, delaying the bond sale, and potentially incurring higher interest payments on the bonds, due to the rising interest rate environment.

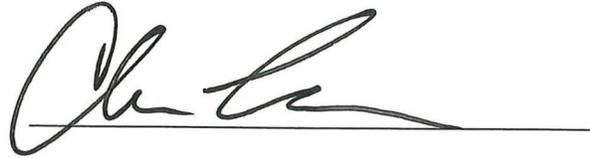
VIII. ATTACHMENTS

Attachment A: Sources and Uses of Funds – Debt Service Fund Deposit

Prepared by: Chuck Farmer, CFO

IX. APPROVALS

Chuck Farmer, Chief Financial Officer



Dawn Crummié,
Interim CEO/General Manager



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Results of Sale Tax Revenue Bond Sale

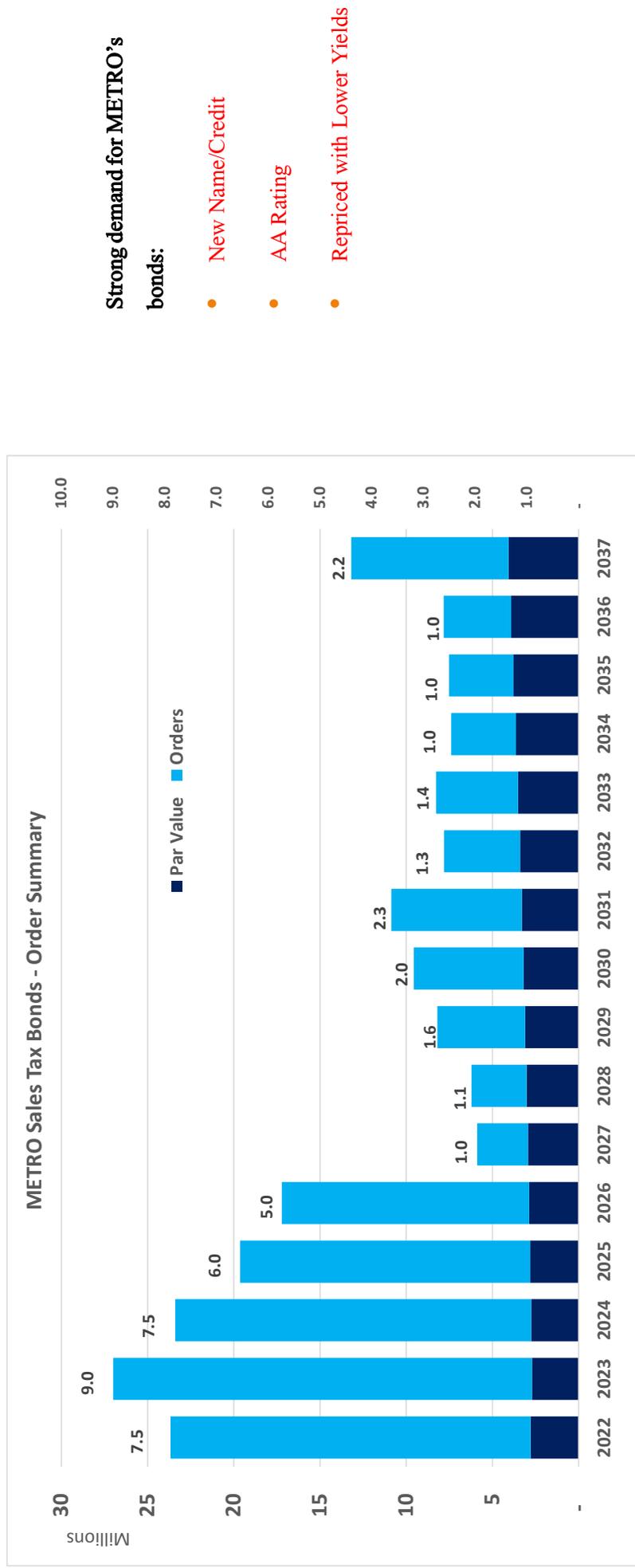
Chuck Farmer, Chief Financial Officer
February 25, 2022

Sales Tax Revenue Bonds History

- Unfunded Liability as of June 30, 2020 was \$68.1 million
 - CalPER's Discount Rate of 7.0%
- Updated Unfunded Liability as of June 30, 2021 dropped to \$54.1 million
 - Discount Rate reduced to 6.8%
 - Prior Year Return of 21%, higher than expected 7.0%
- January Board Meeting Summary
 - Sell no more than \$55.0 million in Bonds
 - 15 Year maximum on Bonds
 - Projected savings to METRO around \$16 million

Sales Tax Revenue Bonds RESULTS

- Sold \$51,750,000 in Bonds on Wednesday February 16, 2022
- Very good preliminary ordering at 4.6X Oversubscribed by 10am



Sales Tax Revenue Bonds - Investors

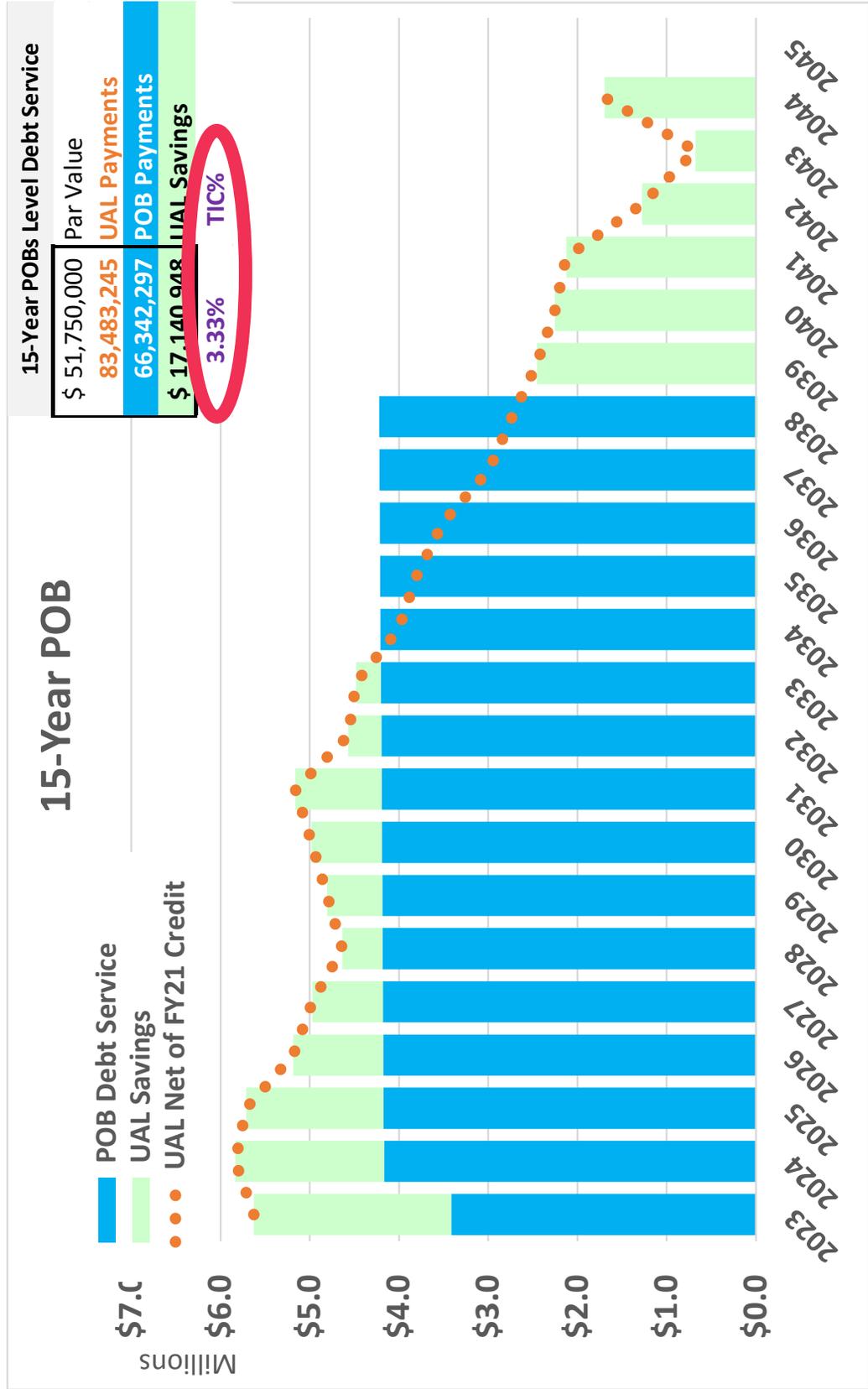
- Investors from across different industries participated



INVESTOR SUMMARY	
Performance Trust	7,605
Delphi	6,640
Wells Capital	4,590
Standard Insurance Co.	4,465
PIMCO	2,825
Brotherhood Mutual	2,770
First New York	2,750
Transmarket Bastion	2,480
Neuberger Berman	1,820
Union Bank	1,795
Indiana Farm Bureau	1,750
Allstate	1,725
Bel Air	1,575
Western Asset Fund	1,200
Fiduciary Trust Co NY	1,175
16th Amendment	1,000
JP Morgan	975
Sterling Capital Mgt.	975
SIT Investment Advisors	900
Halyard	600
Belle Haven	585
Royal Bank of Canada	500
Commerce	450
Highmark	300
Payden & Rygel	300
TOTAL	\$ 51,750
	100.0%

Blue denotes California Companies

Projected Budgetary Savings



January 28, 2022 - Staff Report: expected savings estimated to be \$16 Million

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State Legislative Update

Santa Cruz Metropolitan Transit District

Joshua W. Shaw and Michael Pimentel

February 25, 2022

SYASL Advocacy Team



Joshua W. Shaw
Partner



Michael Pimentel
Legislative Advocate

01

Legislation

2021-2022 Regular Session

14.3

2021-22 Legislative Session

- Legislature reconvened for second year of 2021-22 Session: **January 3**
- Deadline for Legislature to introduce legislation: **February 18**
- Session ends: **August 31**

14.4

SB 114 (Budget and Fiscal Review)

- Reestablishes up to 80 hours of COVID-19 supplemental paid sick leave
 - Impacts public/private employers with more than 25 employees
 - Retroactive to January 1, 2022,
 - In effect through September 30, 2022
- Signed into law by Governor Newsom on **February 9**

14.5

SB 922 (Wiener)

- Expands and permanently extends CEQA categorical exemptions for transit projects, including:
 - Transit priority projects
 - Conversion of GPLs to bus-only lanes
 - Part-time transit lanes
 - Bus rapid transit
 - ZEB charging/refueling infrastructure and related facilities

14.6

AB 2622 (Mullin)

- Extends state sales tax exemption for zero-emission buses through 2034
 - Expected to save transit agencies \$30k-\$50k/ZEB

14.7

Fare Free Transit

- Legislature once again considering **fare free transit** legislation
- Additional details to follow in coming months

Fare Free Transit Bills

- **SB 878 (Skinner)** – Requires school districts to provide free k-12 transportation to schools, allows for contracting with transit agencies.
- **AB 1919 (Holden)** – Intent language only; focuses on “free and unfettered access to student transit passes” for k-12, CSU, UC, CCC students.

14.8

02

Funding

2022-23 Budget Year

14.9

Governor's Budget – Proposed Transit Funding

- **\$4.2 billion** for high-speed rail
- **\$2 billion** for statewide high-priority transit and rail infrastructure projects
- **\$1.25 billion** for Southern California mobility projects
- **\$1.1 billion** for zero-emission trucks, buses, and off-road equipment
- **\$935 million** for 1,000 drayage trucks/1,700 ZEBs
- **\$750 million** for active transportation projects
- **\$500 million** for grade seps/grade crossing improvements
- **\$400 million** for projects that support climate resiliency and adaptation
- **\$200 million** for emerging opportunities

14.10

Governor’s Budget – Proposed ZEV Funding

Program (\$ in Millions)	Administering Agency	Purpose	General Fund	GGRF	Federal Trust Fund
Fueling Infrastructure Grants	CEC	Infrastructure	\$600		
Equitable At-Home Charging	CEC	Infrastructure	\$300		
Drayage	ARB	Vehicles	\$225		
Drayage - Infrastructure	CEC	Infrastructure	\$250		
Transit Bus	ARB	Vehicles	\$320		
Transit Bus - Infrastructure	CEC	Infrastructure	\$140		
Clean Trucks, Buses & Off-Road Equipment	ARB	Vehicles		\$600	
Clean Trucks, Buses & Off-Road Equipment - Infrastructure	CEC	Infrastructure	\$500		
Ports	ARB	Vehicles	\$250		
Ports - Infrastructure	CEC	Infrastructure	\$150		
Emerging Opportunities	ARB	Vehicles	\$100		
Emerging Opportunities Infrastructure	CEC	Infrastructure	\$100		
Community Based Plans, Projects & Support, Sustainable Communities Strategies	ARB	Vehicles	\$419		
Clean Cars 4 All & Other Equity Programs	ARB	Vehicles	\$180	\$76	
Clean School Transportation	ARB-CEC	Vehicles/Infrastructure	\$1,500		
Zero-Emission Transportation	CalSTA	Vehicles			\$383
Total			\$5,034	\$676	\$383

Governor's Budget –Ongoing Transit Funding

REVENUE ESTIMATES FOR FY 2021-22 & 2022-23 @ GOVERNOR'S BUDGET (JAN. 10)			
FUNDING SOURCE	FY 2021-22 (CY)	FY 2022-23 (BY)	CHANGE (CY → BY)
STA			
Base Rate (2.375%)	\$230,982	\$234,941	\$3,959
Incremental Rate (1.75%)	\$163,674	\$166,591	\$2,917
SB 1 Rate (3.5%)	\$327,348	\$333,183	\$5,835
STA SOGR (30% of TIF)	\$116,419	\$119,225	\$2,806
<i>Subtotal</i>	\$838,423	\$853,939	\$15,517
Intercity & Commuter Rail			
Base Rate (2.375%)*	\$230,982	\$234,941	\$3,959
SB 1 Rate (0.5%)	\$46,764	\$47,598	\$834
<i>Subtotal</i>	\$277,746	\$282,538	\$4,793
TIRCP			
Cap & Trade (10% of GGRF)**	\$342,000	\$195,000	(\$147,000)
SB 1 (70% of TIF)	\$271,645	\$278,193	\$6,548
<i>Subtotal</i>	\$613,645	\$473,193	(\$140,452)
LCTOP			
Cap & Trade (5% of GGRF)	\$163,139	\$182,225	\$19,086
LTF			
Local Sales and Use Tax (.25%)	\$2,010,539	\$2,097,525	\$86,986
TOTAL	\$3,903,491	\$3,889,420	(\$14,071)

*Funds used for additional Caltrans purposes

**Amounts reflect anticipated auction revenues for each FY

Questions?

14.13



Contact Information

Joshua W. Shaw

josh@SYASLpartners.com

Michael Pimentel

michael@SYASLpartners.com

14.14





State Legislative Update

Santa Cruz Metropolitan Transit District

Joshua W. Shaw and Michael Pimentel

February 25, 2022

14.15

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FEDERAL UPDATE



FEBRUARY 2022



TOPICS OF DISCUSSION



Infrastructure Investment and Jobs Act Build Back Better FY 2022 Budget



Infrastructure Investment and Jobs Act (IIJA)



- “White House Calls it the “Bipartisan Infrastructure Law” (BIL)
 - Passed by Senate on August 10 w/support of 19 Republicans
 - Passed in House on November 5 w/support of 13 Republicans
 - Signed into law on November 15, 2021
- Totals \$1.2 trillion
 - \$550 billion is “new” money, about half to DOT
 - \$21 billion to FTA
 - \$5 billion for Low and No Emissions Grant Program
 - DOT will be busy with implementation
- Also includes 5-year reauthorization of transit programs
 - 36% increase in existing formula and grant programs
 - 50% increase in STIC program
 - Formula funding increase of about almost \$3 million annually for METRO

Build Back Better (BBB)



- “Human” infrastructure plan/Build Back Better
 - Childcare, Universal Pre-K, free community college, affordable housing construction, green energy incentives, home health assistance
 - \$3.5 trillion as approved by the House in November 2021
- Not many Transportation provisions in BBB
 - \$10 billion for HUD/FTA Affordable Housing and Transit Grant Program
 - 30% tax credit for purchase of zero emissions commercial vehicles
- Considered under budget “reconciliation” procedures
 - Prohibits Senate filibuster; can pass without GOP votes
 - Not all Senate Democrats support House bill, so it is stalled
 - Will be significantly scaled back – at best

FY 2022 Budget



- **Budget Not Yet Finalized**
 - Stopgap measure to avoid shutdown expired on March 11
 - FY 2022 Formally started on October 1, 2021
 - “Year-Long” Stopgap possible if no agreement reached
- **DOT Budget Hurt by Year-Long Continuing Resolution**
 - Funding increases in IIJA start with FY 2022
 - Long-term CR would use lower FY 2021 levels
- **DOT Programs Not Contentious in Negotiations**
 - Parity between defense and non-defense spending; policy provisions are more the issue

15.5



Federal Update



Questions?



VERBAL PRESENTATION

ORAL PACIFIC STATION
UPDATE

John Urgo

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NEWS CLIPS

January 29, 2022 – February 25, 2022

**SANTA CRUZ
COUNTY
ARTICLES**



Promoted content



The Santa Cruz Metropolitan Transit District (METRO) is now accepting applications for Bus Operators (drivers) and encouraging applicants with a generous hiring bonus and amazing benefits. (Santa Cruz METRO)

Take the wheel: METRO is offering \$4k in hiring bonuses

Presented by Santa Cruz METRO Retrieved February 22, 2022

Santa Cruz METRO has been a fixture of reliable public transportation in the community for over 50 years. Since its establishment in 1968, the SCMTD has since upped its total of passengers transported per year to **5 million**, safely escorting riders across Highway 17, into both the downtown Transit Centers of Watsonville and Santa Cruz, and across the County using their fleet of 94 buses.

Applications will be accepted until March 13, 2022

Now, you, or someone you know who loves to drive, could help further this pillar of our local community by offering a much needed service to the commuters of our County – by applying today to be Santa Cruz METRO bus driver.

Santa Cruz METRO is now accepting applications through March 13th, 2022 for Bus Operators (drivers) and encouraging applicants with a generous \$4,000 hiring bonus.

No driving experience is required. METRO will pay to train you onsite and help you get your Class B License. METRO also offers excellent benefits including paying for 95% of medical and 100% of dental, vision, and life insurance.

In addition, METRO offers a CalPERS Retirement Pension. Pay starts at \$19.97 per hour, then after completing probation increases to \$23.75 per hour and employees receive a 5% yearly raise for six years.

The enticing \$4,000 hiring bonus for any new Bus Operators will be paid in three installments, including \$500 after training, \$1,500 after completing probation and \$2,000 a year after completing probation.



Santa Cruz METRO Transit District Now Hiring for Bus Operators (Drivers) & Offering \$4K in Hiring Bonuses

METRO is now accepting applications for Bus Operators (drivers) and encouraging applicants with a generous \$4,000 hiring bonus, to be paid in three installments.

If you or someone you know loves to drive, has a good driving record, and possess great customer service skills than being a METRO Bus Operator is the right career for you. No driving experience is required. METR...
[See more](#)

👍 7 💬 Comment ➔ 14

The PAJARONIAN

Cabrillo plans to begin in-person classes Tuesday

By: [Todd Guild](#)

February 17, 2022



Tarmo Hannula/The Pajaronian

APTOS—Cabrillo College's students will return to in-person instruction, about one month after beginning the spring semester with a distance learning model.

Cabrillo President and Superintendent Matt Wetstein said the decision comes as the number of people testing positive for Covid-19 declines and as the Omicron variant surge dwindles.

Students are required to show their proof of having gotten a Covid-19 vaccine when they register, and to wear a mask while in class. They are also being asked to mask up when gathering in groups outside.

The college will provide surgical masks for students who need them.

“For our community, the protocols we have in place for students to come back are really good,” he said. “We have a good emphasis on keeping people healthy, which means we’re keeping the community healthy.”

Around 8,420 students are enrolled, said Cabrillo spokeswoman Kristin Fabos. That number is expected to change as late-start classes begin.

Staff and administrators will work welcome tables at both the Aptos and Watsonville Campus locations on Feb. 22 and 23 from 7:45am until 6pm, to welcome students back to campus and answer questions. There will be free breakfast burritos, Cabrillo swag, and snacks for students who stop by.



Service Changes for the Spring

Santa Cruz METRO Transit District sent this bulletin at 02/17/2022 08:30 AM PST

Spring service begins on Thursday, March 17, 2022

METRO is making service additions on existing routes to improve service and making minor schedule changes to improve service reliability. The route 20 will operate additional trips on the weekend, which will serve the Coastal Science Center, and a new route 19 trip will operate at 5:50pm on weekdays. A small number of trips have been discontinued on the route(s) 15, 18, and 19.

METRO Center Lane Changes: The route 35 will now depart from Lane 2 instead of Lane 3. The routes 40, 41, and 42 will now depart from Lane 3 instead of Lane 1.

Service additions: A new route 19 trip at 5:50pm will operate on weekdays. An 8:00am trip will be added to the route 20, which will serve the Coastal Science Campus/Seymour Center in the inbound direction from UCSC main campus to Santa Cruz Metro Center. The route 20 4:40pm departure from Metro Center will now serve the Coastal Science Campus/Seymour Center in the outbound direction toward the UCSC main campus. A route 40 8:10am trip from Santa Cruz Metro Center and an 8:28am trip from Davenport will be added.

Removal of trips: The 8:25am trip on the route 18 on the weekends will be discontinued. The 8:33pm "ST" trip on the route 15 will be removed from weekday service. The 8:05pm "ST" trip on the route 19 was also removed from weekday service.

Minor schedule changes will be made on Routes 10, 15, 18, 19, 20, 22, 35, 42, 66, 68, 71, and the Watsonville Circulator to improve service reliability. The route 10 timepoint at High & Laurent will be moved to High & Moore, but will still remain a stop. The route 18 7:25pm "ST" trip will be adjusted to 7:35pm. The 8:05pm "ST" trip on the route 19 was discontinued. The route 35 7:00am inbound trip from County Club will depart at 7:03am. The route 42 timepoint at Empire Grade & Felton Empire Rd will be moved to Pine Flat Rd & Empire Grade, but will remain a stop.

ParaCruz service will not be impacted by these changes to fixed route service.

Details on these modifications and a preview of spring service will be available on the website soon. Another notification will be provided when this information is posted on the METRO website. The Spring Headways Bus Rider's Guide will be available on all Buses & Transit Centers on March 10, 2022

 SHARE

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This service is provided to you at no charge by [SCMTD](#).



Watsonville Circulator Changes for the Spring

Santa Cruz METRO Transit District sent this bulletin at 02/17/2022 08:15 AM PST

Spring service begins on Thursday, March 17, 2022

METRO is making service adjustments on the Watsonville Circulator to expand the span of service. Counter-clockwise trips from Watsonville Transit Center to Freedom Centre via E. Beach St and Freedom Blvd will start and end four hours earlier, from 8:44am – 3:44pm. This extends the span of service of the Watsonville Circulator from 8:44am to 7:14pm, with trips only in the counter-clockwise direction from 8:44am – 11:44am, trips in both directions from 12:14pm – 3:44pm, and trips only in the clockwise direction from 4:14pm – 7:14pm.

ParaCruz service will not be impacted by these changes to fixed route service.

Details on these modifications and a preview of spring service will be available on the website soon. Another notification will be provided when this information is posted on the METRO website. The Spring Headways Bus Rider's Guide will be available on all Buses & Transit Centers on March 10, 2022

 SHARE

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This service is provided to you at no charge by [SCMTD](#).

See more bulletins [on our website](#)

Subscribe to updates from Santa Cruz METRO Transit District

Email Address e.g. name@example.com

Share Bulletin



Powered by





Delivery vans leave an Amazon warehouse facility in Hawthorne. (Irfan Khan / Los Angeles Times)



The policy allows workers at businesses of 26 or more employees to take paid time off to recover from COVID-19, care for a family member, or get a vaccine.

New COVID-19 sick pay for California workers approved by lawmakers

By [Taryn Luna](#) Source: [Los Angeles Times](#) February 7, 2022

California lawmakers passed legislation on Monday to provide most workers with up to two weeks of COVID-19 supplemental paid sick leave, a move policymakers hope will slow the spread of the coronavirus across the state.

“We all are quite aware of the surge of COVID-19 cases, and this act will help ensure that those employees that are sick can take the paid sick leave that they need so all of us are protected,” said Sen. Nancy Skinner (D-Berkeley).

For months, labor unions lobbied legislators and Gov. Gavin Newsom to renew the state's sick leave mandate that expired in September. The new policy includes many of the same provisions of the 2021 law with some new rules negotiated by the business community to prevent abuse of the system.

The Legislature passed the proposal in conjunction with several other bills that provide companies with relief from unrelated tax limits the state placed on businesses in the early stages of the pandemic, and give Gov. Gavin Newsom an additional \$1.9 billion in state budget funds for testing and vaccinations, and to address hospital surges and other COVID-19 emergency needs.

"As the Omicron surge intensified, workers screamed from the rooftops about the desperate need to reinstate COVID paid sick leave," California Labor Federation Executive Secretary-Treasurer Art Pulaski said in a statement. "The governor and Legislature heard frontline workers loud and clear, and we appreciate them acting with urgency to get this done. Once again, California shows it's a national leader on worker protections and COVID mitigation."

The sick leave policy allows all workers at businesses of 26 or more employees to take paid time off to recover from COVID-19, care for a sick family member, attend a vaccination appointment, recover from immunization or take care of a child who cannot attend school because of virus-related closures or quarantines.

Business interests negotiated to allow companies to require employees to submit proof of a positive test to qualify for more time off after their first 40 hours are exhausted. In addition, the new policy limits workers to three days, or 24 work hours, to attend a vaccine appointment or recover from vaccine-related side effects, another request of business interests.

"California employers continue to do their part to keep employees and the public safe during this pandemic," Jennifer Barrera, president and CEO of the California Chamber of Commerce, said in a statement. "The COVID-19 supplemental paid sick leave is another example of this, where employers will take on an additional burden to provide leave, but do so in order to protect the broader public."

Assembly member Vince Fong (R-Bakersfield) voted against the sick leave legislation and said it would hurt small businesses. Federal tax credits that offset California's last sick leave mandate expired last year, and Fong questioned why California would not provide a new tax credit or exemption for employers.

"This policy that is being rushed through the Legislature needs a tremendous amount more debate and discussion," he said. "This proposal is going to layer additional costs and burdens on top of an already difficult business environment."

As part of the agreement between the governor and legislative leaders to extend sick leave, the legislation was tied to several other proposals in Newsom's 2022-23

budget plan last month that restore tax credits the state suspended and capped two years ago when officials feared the pandemic would damage the state's economy.

In 2020, the state suspended net operating loss deductions for corporate and individual taxpayers with business income of \$1 million or more in tax years 2020, 2021 and 2022. One of the bills passed Monday would end the suspension of the tax credit one year early.

The legislation also removes a \$5-million cap on most other business tax credits that were previously limited through the end of 2022. The bill allows businesses to receive a refund for any amounts in excess of the cap that could not be used in 2020 and 2021, or use the unused credits to offset taxes for the next five years.

The bills passed Monday also create tax conformity in California with federal Restaurant Revitalization Fund and Shuttered Venue Operators grants that supported restaurants, bars and other businesses during the pandemic.

As part of the deal, lawmakers approved an additional \$1.9 billion for California's COVID-19 emergency fund. The funding includes \$1.6 billion to the Department of Public Health for contract tracing, hospital surge, state response, statewide testing, vaccine distribution and administration, and information technology. Legislators approved another \$205.5 million for the California Department of Corrections and Rehabilitation to provide care for COVID-19, minimize exposure to the virus and boost testing in state prisons.

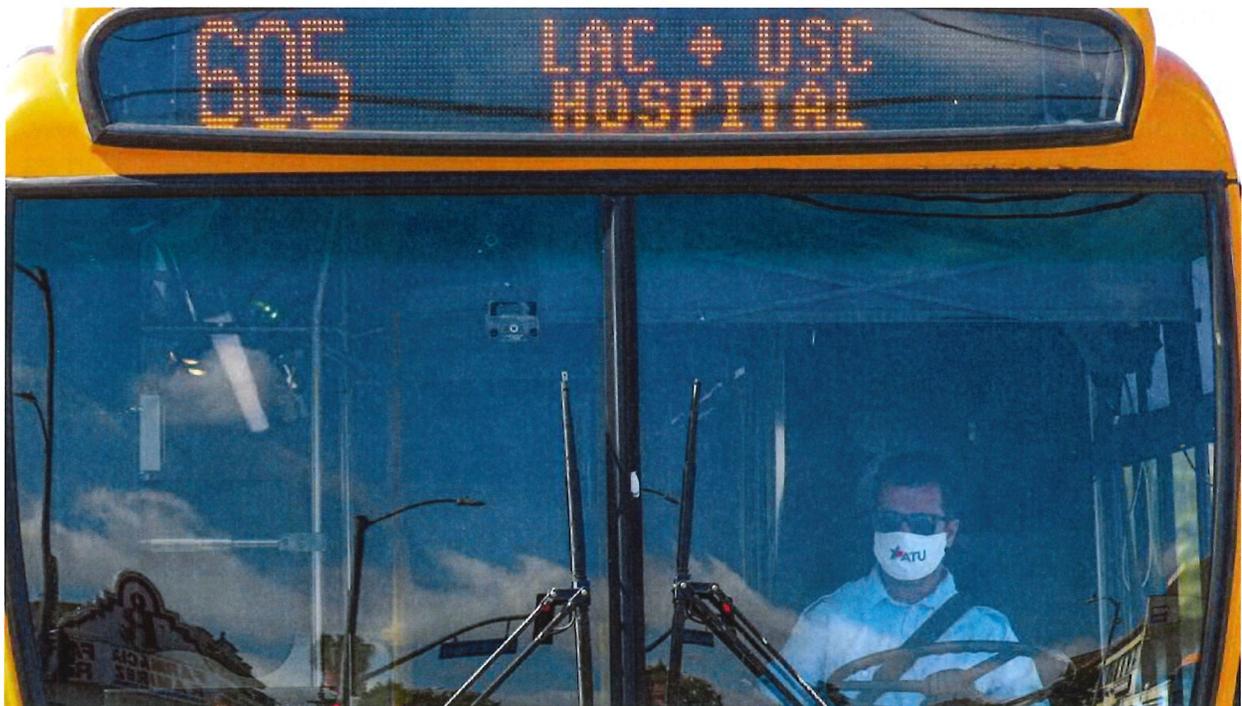
This story originally appeared in Los Angeles Times.

Other Transit Related Articles

CA: Major L.A. County bus and rail service cuts began Sunday

By Liam Dillon Source Los Angeles Times (TNS) Feb. 21, 2022

Angelenos will have less frequent bus and rail service starting Sunday, a decision that transit officials have said is temporary to stem a shortage of drivers.



LOS ANGELES, CA - APRIL 11: A metro bus driver wears a face mask while driving the route along Soto Street, Los Angeles. Life around Cesar E. Chavez Blvd. and Soto St. has slow down as California officials extended stay-at-home orders into May and residents entered Easter weekend with unprecedented limits on their movements. Most of the people are adhering to the orders by mayor to wear masks while out running errands. Los Angeles, CA. (Irfan Khan / Los Angeles Times/TNS)

Angelenos will have less frequent bus and rail service starting Sunday, a decision that transit officials have said is temporary to stem a shortage of drivers.

Buses on the most heavily used lines will arrive weekdays every five to 15 minutes, on average, up from every five to 10 minutes, according to the Los Angeles County Metropolitan Transportation Authority. Subway passengers will wait an average of 15 minutes for a train, up from 10; light rail riders will see waits go from eight minutes to 10.

The service cuts come as the transit agency has seen rampant COVID-19 infections among employees and difficulties in hiring and retaining drivers. The plan was a bid to avoid unexpected cancellations of routes that have plagued the region in recent months.

Bus service cancellations have risen to about 10% to 15%, an increase from the pre-pandemic averages of about 1% to 2%, Metro officials said.

The agency has about 3,400 bus and rail operators but says it needs at least an additional 586 drivers to cover all routes. Since July, 378 drivers have left the agency. Some retired; others got new jobs or were dismissed for misconduct or poor performance.

Agency leaders attribute the operator shortage to low pay, a slow hiring process and competitive labor market. Metro is considering a six-month pilot program to make new drivers full-time employees and pay \$19.12 an hour, rather than having drivers start as part-time workers earning \$17.75 an hour.

The agency hopes to restore the bus and rail service cuts by June, but Chief Executive Stephanie Wiggins told Metro's board that timeline isn't assured.

"I'm here to tell you that today, the goal is not a guarantee," Wiggins said at the board's Jan. 27 meeting.

Bus riders can check Metro's online tool to see if their route's schedule is changing.

This story originally appeared in Los Angeles Times.

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CA: New county rules to encourage home building in unincorporated 'villages' near transit

A split county Board of Supervisors has approved rules to streamline development in certain unincorporated areas with the potential for public transit.

By Deborah Sullivan Brennan, **Source** The San Diego Union-Tribune (TNS) Feb. 15, 2022

A split county Board of Supervisors has approved rules to streamline development in certain unincorporated areas with the potential for public transit.

The measure, which passed Wednesday on 3-2 vote, is an effort to comply with state laws limiting vehicle traffic while at the same time boosting housing construction. But not everyone was onboard with the proposal as approved.

County officials said the new rules would greenlight construction of 4,025 new homes in areas that don't pose high fire risks and are least likely to contribute to traffic and vehicle emissions.

Supervisors Joel Anderson and Jim Desmond — Republicans who represent the greatest amount of unincorporated area — voted against the measure. They proposed a less restrictive version that would not take into account future transit plans and would have waived "vehicle miles traveled" analysis for more than 7,000 potential new homes.

For much of the past year supervisors have been deliberating how to reduce the number of vehicle miles traveled, or VMT, while boosting housing production in unincorporated county.

VMT is a state standard introduced in 2013 to measure how many miles residents travel on average to work, school or other errands. The figure is used to estimate the traffic and greenhouse gas emissions a construction project will generate.

To get approval for a construction project, developers must show that it will generate fewer vehicle miles traveled than a region's average or offer measures to mitigate that impact. Unincorporated areas tend to have higher rates of vehicle miles traveled than cities or the overall region, since residents often have longer commutes.

The new rules, approved by all three Democratic supervisors, will allow developers to build in specific "infill" areas without requiring analysis or mitigation for vehicle miles traveled. The plan applies to a number of areas of unincorporated land that are already developed with homes and businesses and are slated for transit lines.

"We have to look for the most legally viable way that we can put the housing in the right places, meet our climate goals and build more housing than we've ever built before," said Board Chair Nathan Fletcher.

The board previously asked county staff to analyze options for expediting housing construction in unincorporated "infill areas," or "villages," where there is existing business and infrastructure so new residents can travel to stores or workplaces without long commutes.

Places designated as villages include the unincorporated communities of San Dieguito, Bonsall, Fallbrook, Ramona, Alpine, Lakeside and Sweetwater/Spring Valley/Valle de Oro.

The board also asked staff to consider excluding areas with high or very high fire hazards, to reduce the risk of wildfire threats to new homes.

Last month supervisors also asked staff to analyze "transit opportunity areas" — communities noted as possible sites for bus lines or other transit.

The only existing regional transit line in the unincorporated area is the Buena Creek Sprinter Station near Vista, the staff report stated. However some other future transit routes are spelled out in regional transportation plans and could reduce the number of miles driven by nearby residents.

Because the plan the Board approved limited exemptions from VMT analysis and mitigation only to areas with likely future transit, it excludes the unincorporated communities of Fallbrook, Bonsall, Valley Center, Ramona, Crest/Dehesa, Alpine and Julian.

And it reduced the number of potential homes eligible for that waiver by about 3,000, according to staff analysis. Anderson and Desmond said the plan would restrict opportunities for new home construction.

"If we really want to build housing, why are we limiting ourselves to only those areas that have transit opportunities," Desmond asked.

Rather than contributing to housing growth, some said the plan would exacerbate the region's housing shortage.

"Today we are looking at proposals to close off land to development and all but ensure our county will be unable to meet even our minimum requirements for housing

development," said Chris Anderson, president of the Greater San Diego Association of Realtors.

Supervisor Terra Lawson-Remer noted that the county has had nearly a decade to make changes to its land use and transportation policies. She added that the original goal of the law was to encourage housing construction in areas close to transit.

"I think we all know we need to take action on climate change, which is an existential threat to our planet," she said. "We need to tackle our affordable housing crisis, which means building affordable homes for working and middle-class San Diegans. And we know we need to abide by state law."

Supervisors said the new rules don't prohibit home construction in other unincorporated areas, but those developments would have to submit transportation analysis and mitigation plans for vehicle miles traveled.

An exception would be projects with 100 percent affordable housing, which would be exempt from those regulations.

County officials said they will develop a sustainable land use plan to manage housing growth in other areas and work with San Diego and other cities to create a "mitigation bank," that developers whose projects are subject to VMT rules can pay into as mitigation. That money would be used for regional transit.

This story originally appeared in San Diego Union-Tribune.

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US: Are Trains or Buses Better for the Environment?

For those who want to limit their carbon footprint, without exerting themselves to the point of physical collapse, the contest boils down to one question. Bus or train?

By Jake Blumgart **Source** *Governing* (TNS) Feb. 14, 2022

Feb. 11—The omicron wave of the pandemic is ebbing, and Americans are itching to get out of their homes. After a holiday season marred by COVID-19 outbreaks, virus fears and canceled trips travelers are making moves again. For the climate-conscious among the traveling class, however, a question looms: What is the greenest way to get around?

There are obvious answers, which can be dispensed with right off the top. Plane travel is apocalyptically bad for the environment and car travel isn't any better, largely because it is so inefficient. Personal vehicles account for almost a fifth of American carbon emissions.

Now that we're all feeling nice and guilty, let's consider the alternatives. The most carbon-free means of travel are, of course, the least practical for long excursions.

"If your personal objective is to reduce carbon emissions to their absolute lowest, I suggest you travel by bicycle," says Michael Farren, half in jest, of the Mercatus Center at George Mason University. (Walking would work too, if you have the schedule of an English aristocrat and the fortitude of an especially hearty Hobbit.)

But for those who want to limit their carbon footprint, without exerting themselves to the point of physical collapse, the contest boils down to one question. Bus or train?

There are many ways to slice this question. Energy expenditure per passenger, perhaps? The type of fuel being used, and its source? How many passengers are being carried — a train with one rider may be unlikely but would surely be less environmentally sound than a bus with five if they both ran on diesel fuel.

Many transit advocates expressed disdain for this exercise. To pit the two most sustainable forms of transportation against each other in a battle royal will profit neither. But for all those transportation geeks out there, and those curious about how best to allocate scarce resources, it's a question worth asking. Or at least fuel for the nerdiest possible parlor game.

Buses to the Front!

There are partisans in each corner of the green transit debate. In the course of Governing's transportation reporting, advocates and experts often mention that their preferred mode is the most climate-friendly option.

In an interview last year for a story on the state of the intercity bus industry, Bruce Hamilton of the Amalgamated Transit Union (ATU) noted in passing that the gutting of Greyhound had been an environmental catastrophe.

"From the point of view of both congestion and pollution, intercity buses are the least polluting form of transportation out there," said Hamilton, vice president of the ATU and former head of the Greyhound local. "The only thing that has less carbon footprint is walking and bicycling. You get even half a busload of people out of a car, it's just an amazing effect on carbon emissions."

For Hamilton, buses measured up well to trains because much of Amtrak runs on diesel fuel. Outside the Northeast Corridor, which runs from Washington, D.C., to Boston, little of America's passenger rail network is electrified. Of course, if that electricity is produced through burning coal or natural gas, then even the Northeast Corridor line would have a weaker environmental case to make. But much of this central rail thoroughfare is powered by electricity from hydro and nuclear sources.

Nonetheless, Hamilton contends that buses stack up well against their rail-bound counterparts, partly because of the costs of building infrastructure for rail service.

"When you take into account the production of railroad equipment and tracks, all of that is very carbon intensive as well," says Hamilton. "Take the entire picture and trains are actually more polluting than the road buses, even though buses all run with dirty diesel fuel."

For other bus boosters, utilizing the infrastructure that already exists is the crucial point. Since the 1960s, half of America's railroads have been abandoned. A vast network of lines and stations have been erased. Re-establishing them would be both impractical and costly.

"You can definitely make a solid argument for buses over trains, in particular because of the large, fixed costs that you need to put into place for intercity passenger transportation — which we don't currently have," says Farren, who is a research fellow at the Mercatus Center.

American society already made a decision about how to arrange its transportation infrastructure, Farren argues. What we might like to see in an ideal world is a moot point: The infrastructure for car and bus travel has already been built out. That reduces the relative cost both materially and environmentally of choosing to go with bus over train travel. (Farren agrees that in places like the Northeast Corridor, where the infrastructure already exists, it's greener to ride the rails.)

"The argument that we need to build out a completely new kind of infrastructure to accommodate intercity passenger rail travel misses the real-world starting point," says Farren. "In terms of the total cost in terms of green-optimized travel, you have to start from where we are right now, not from a blank slate or where you wish we were."

But Trains Though

For the railroad defenders out there, Farren's point is one that evokes great frustration. Taken to its extreme, it's an argument against ever building again. After all, there's always going to be short-term costs, emissions and otherwise, for anything. And, in any case, that kind of logic is always applied selectively, train boosters say.

"I just think that's kind of a specious argument: No one has ever used that same logic to oppose building another lane of highway," says Jim Mathews, president and CEO of the Rail Passengers Association.

Building out passenger rail capacity would probably be a carbon-intensive process for the years of construction, but would then allow for generations of low-emission travel. Mathews points to research showing that trains emit the lowest of CO₂ per passenger mile at 177 grams per passenger mile. Buses come in at 299 grams per mile, second-worst only to cars at 371 grams.

"If we were to invest in the correct kind of infrastructure, we would dramatically reduce emissions from travel," he says. "Would you have a short-term emissions penalty to pay? Yeah, you probably would. But that doesn't mean that it wouldn't overwhelm the results of just sticking with buses for the next 40, 50, 60 years."

Mathews argues that even given the diesel fueling many of America's passenger trains, there's an enormous advantage to the rails. A diesel locomotive pulling 300 passengers across 2,000 miles is greener than a diesel bus hauling 70 passengers even for 1,000 miles. It may not beat the bus as much as a clean electric train would, but it's still meaningful.

That's because modes of transportation increase in efficiency the denser they are in terms of passenger use.

"Trains are generally less problematic on a per-person perspective, because they can have more people in them per energy expended," says Yonah Freemark, senior research associate with the Urban Institute. "A train will spend virtually the same

amount of energy to move 1,000 people as it will use to move 100 people, so if you can put 1,000 people in that train it's suddenly one-tenth of the pollution."

Is There Even an Answer to This Conundrum?

For Freemark, the buses versus train debate depends entirely on how many people are actually using the service. The more passengers that are on a vehicle, the less energy is used per passenger. Trains can carry a lot more people than buses, when optimally utilized. But how many Amtrak trains are running at full passenger capacity? A two-thirds empty diesel train probably doesn't compare that well to a full passenger bus.

The study that Mathews cited earlier, for example, considers data from all sorts of different buses and trains across the country and calculates their overall average CO2 emissions per passenger mile. That doesn't reflect the fact that train performance can vary vastly based on the location.

"The answer to the question is not which mode is best, but which transportation line has been designed to attract the most passengers," says Freemark. "The one that attracts the most passengers is the one that produces the least pollution."

Considering the atrophied state of passenger rail, buses are currently the mode that attracts the most passengers with two times the ridership of Amtrak. That doesn't mean America's passenger rail service couldn't be reformed to attract more riders. The infrastructure act passed by Congress last year could allow for increased capacity, longer trains and more frequent service on already popular lines. Amtrak's fare pricing could be tweaked to attract more riders of modest means, especially in areas like the Northeast Corridor where demand is high and the clean electricity fueling the ride makes it inarguably the greenest way to travel.

But even if Amtrak becomes greener away from the Northeast Corridor, buses will still be the most environmentally friendly way to travel in much of America. Train travel will not be returning to many rural areas, small cities and exurban communities, no matter how much money Congress allocates.

As things currently stand, for many of these areas even a motorcoach isn't an option. Cutbacks to bus service in recent decades have isolated many destinations from any but the least environmental form of travel: the personal vehicle.

"That's why there's a real need for a national bus service that connects cities, and there just isn't one anymore," says Hamilton, of the ATU.

There is no satisfying answer to whether buses or trains are more environmentally friendly. It matters what kind of fuel they use and how convenient they are to use (and therefore more likely to tempt you from your car). Policy can focus on making buses more appealing, or even just plain available, in the places where they make the most

sense. It can also be used to make train travel more accessible to more people, both in terms of cost on the Northeast Corridor or access in regions like the Midwest.

Anything to get people out of airplanes and cars.

"I would think the answer is that it depends," muses David Bragdon, executive director of TransitCenter. "I don't think there is an absolute answer to that question about modes. The point is that either of them is vastly superior to private automobiles."

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CA: Telework isn't the only hurdle for Bay Area transit. It has to get past people's 'psychology of fear'

By Ricardo Cano, **Source** San Francisco Chronicle (TNS), Feb. 11, 2022

Muni and BART remain essential for the hundreds of thousands of riders who use the transit services each day. But, as the pandemic enters its third year, there remain many lapsed transit riders who either are riding transit less frequently or not at all.

Feb. 10—Public transit had a daily presence in Robin Pam's pre-pandemic life. The San Francisco resident rode BART trains downtown for work and boarded Muni buses in the afternoons to pick her toddler up from preschool.

But after March 2020, Muni service was cut to historic lows, including Pam's go-to line, the 23-Monterey. With transit options diminishing, she turned to the seldom used e-bike that she bought months before the first shelter-in-place orders.

Now, two years into the pandemic, biking has become the primary mode of transportation for Pam and her family of four. The 23 has since returned, albeit under a shortened route that runs less frequently, but Pam still opts to bike every day — with no signs of that changing anytime soon.

"I think it's going to be a permanent change in how we get around," Pam said.

Today, Muni and BART remain essential for the hundreds of thousands of riders who use the transit services each day. But, as the pandemic enters its third year, there remain just as many lapsed transit riders, like Pam, who either are riding transit less frequently or not at all.

Remote work and shifting habits are influencing many of these lapsed riders' routines. So are delayed restorations in transit service. But, for many lapsed riders, their perceptions of what it was like riding transit in 2019 — when many felt BART and Muni weren't clean enough or safe enough to ride — have endured, exacerbating the challenges of boarding train cars or buses to move throughout the region at a time when more and more people are driving.

Though no outbreaks in the region have been attributed to public transit, some lapsed riders remain concerned about the risks of riding trains and buses during the pandemic and want agencies to enforce federal mask mandates more stringently among riders.

Transit officials say they've committed to improving riders' experiences during the pandemic and have made progress. Despite omicron's strain on service, Muni is moving forward with service restorations. BART installed new MIRV-14 air filters over the summer that, according to the agency, can completely filter the air inside a train car in 70 seconds.

The agency also hired more cleaning staff last summer, as well as 10 "transit ambassadors" meant to expand BART staff's presence in the system. This week, BART reopened its renovated restrooms at Powell Street Station after being closed since 9/11 and will expand service on Sundays starting Feb. 20.

Still, pre-pandemic perceptions of BART, in particular among the transit options, remain a barrier in the system's recovery. A January survey of current and former BART riders found that about 37% of 1,006 respondents listed cleanliness and personal safety as reasons why they're riding less or not at all. Telework and relocations to areas not served by BART, though, were the top two individual reasons behind the change in riders' habits, according to the survey.

"We have to figure out a way to communicate what the new rider experience is," BART spokesperson Alicia Trost said. "So many people have their opinions and memories of what BART was before the pandemic, or specific to news coverage before the pandemic related to BART, and that is not reflective of what the current BART experience is."

COVID safety remains a concern for some riders such as Sandra Halladey. Because of telework, Halladey no longer takes transit as often as she used to in 2019. But on the occasions she does ride transit, Halladey opts for above-ground options such as Muni buses or the F-line historic streetcar, where she feels at greater ease because she can crack open windows for circulation.

"If I have to get on BART and go underground, I will, but I just don't feel like they've done a great job of communicating how clean and safe it is," Halladey said. "To be in an enclosed space with a bunch of other people, if you don't have to do it and there's a work-around, I'd rather do that."

Transit officials say that white-collar workers' return to offices remains the main driver of ridership recovery. But Jeffrey Tumlin, director of the Municipal Transportation Agency which runs Muni, said overcoming the "psychology of fear" remains an enduring challenge for public transit.

For instance, many riders ditched transit in the early days of the pandemic and found a sense of comfort in driving alone, despite the rise in serious and fatal crashes since the pandemic began.

"In this time of increased social isolation, transit is a little strange — to see all of these different people," Tumlin said in a recent interview. "One of the things that I love about

transit is that it is the last great place where everyone comes together. But for some people that can be threatening, to see different people, to see people who are experiencing homelessness, and to actually have to recognize our common humanity."

Two years in, however, it's clear that transportation behavior patterns have shifted. The times when BART attracts its peak ridership during the week has changed. New Muni lines have emerged as the system's most popular. Traffic on roadways has returned and congestion is worsening, but that's coming back in a different way as well.

Yet, the question that's dogged transit's recovery for the past two years remains: Will these trends persist as the region's new normal coalesces?

For Pam, who's switched to e-bikes in lieu of transit, her new normal has arrived. Her family has enjoyed biking so much that they've invested in a second e-bike for her husband. Pam hasn't stopped riding transit entirely, and still wants to support the services. Recent experiences, though, have made it difficult.

For example, Pam and her husband were looking to ride BART back to San Francisco after spending a Saturday night in Berkeley last month. It was 9 p.m., and the next BART train wasn't coming for another 40 minutes.

So, the couple took a Lyft home.

Ricardo Cano is a San Francisco Chronicle staff writer. Email: ricardo.cano@sfchronicle.com Twitter: [@ByRicardoCano](https://twitter.com/ByRicardoCano)

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THE BOND BUYER

Trio Of Firsts For Santa Cruz Metro's Inaugural Deal

By Keeley Webster

February 10, 2022

The Santa Cruz Metropolitan Transit District will achieve several firsts when it prices \$51.7 million of taxable sales tax revenue bonds Wednesday to pay down pension liabilities.

The deal is likely the first long-term debt issued by the transit agency, it will be the first transit agency to issue debt to pay down a pension liability and it's the first time an all-Latino finance team was hired by an issuer.

As the first bond sale of its kind for the transit agency, it should "create a nice buzz with investors, because it's an opportunity for investors to diversify their portfolios," said Raul Amezcua, a senior managing director for Ramirez & Co., lead manager on the deal. "There aren't that many inaugural credits in a year, so it really creates a buzz."

It's not only a brand new credit in that category, it's also the first time the transit agency has issued long-term debt in at least 30 years, and maybe ever. The most recent filing on the Municipal Securities Rulemaking Board's EMMA website is for short-term notes that matured in 1993.



The Santa Cruz Metropolitan Transit District plans to use the budgetary savings realized by the deal to increase its fleet of electric buses. SCMTD

The bus service, established in 1978, provides commuter service throughout Santa Cruz County, which is 32 miles southwest of San Jose, on its regular lines as well as operating a paratransit service on smaller buses. It also has a contract with the University of California-Santa Cruz and Cabrillo College, a two-year college, where students pre-pay for bus service so they can board by merely showing their student identification cards.

At its height in 2019, the transit agency provided bus service to five million riders, fell to its low point of 900,000 of ridership in fiscal 2021 while university students learned remotely from their homes. It expects to surpass three million riders in fiscal 2022 with the area colleges back to in-person learning, Chuck Farmer, the transit agency's chief financial officer, said.

It was a "feat," to secure its AA rating from S&P Global Ratings for the previously unrated issuer, because of how most other transit agencies focused on bus service are funded, Amezcua said.

"Most transit agencies operate at a deficit, because the farebox doesn't cover the cost of operating the bus lines, and then they rely on federal and state grants to cover costs," Amezcua said. "So, when those issuers come to market, they are in the A bond rating category."

Unlike many transit providers, Santa Cruz Metro benefits from Measure G, a 0.5% cent sales tax approved by voters in 1978 that will repay the bonds, which Amezcua said helped the transit agency to achieve its rating. It also has the ongoing contract with the two colleges, Amezcua said.

Section 18 of Article XVI of the California constitution, that applies to court validation of bonds, does not apply to special districts like Santa Cruz Metro and therefore, Santa Cruz Metro did not seek a judicial validation of the proposed bonds in the courts, said Juan Galvan, shareholder with Jones Hall, and bond counsel on the deal.

The validation process can take up to three or four months, NHA Advisors' Michael Meyer told The Bond Buyer. And it, can take even longer if an anti-tax group decides to challenge the validation in court.

A trend developed beginning in 2019 of California local governments issuing more POBs as local governments faced pressure for higher payments when the California Public Employees' Retirement System reduced its amortization schedule to 20 years from 30 years.

California is still the state that has issued the most POBs since 2018, but its share of issuance decreased in 2021 as other states increased their new issuance, according to a Sept. 15 report from S&P Global Ratings.

Nine months into 2021, issuance of nearly 80 deals totaling \$10.5 billion in par amount had far surpassed the \$6 billion sold the prior year, according to a Sept. 27, Municipal Market Analytics report.



"With the potential savings, we could set ourselves up for a bright future," said Chuck Farmer, Santa Cruz Metropolitan Transit District's chief financial officer. *SCMTD*

"We decided to issue debt, because our pension plan was one-third unfunded, and as part of that process CalPERS, which manages our pension charges 6.8% on that outstanding balance," Farmer said. "With the current low interest rates, if we issue at 3% that would save the taxpayers money."

Santa Cruz had an unfunded accrued liability of \$68 million as of June 30, 2020, according to its offering documents. But given it has achieved a 21.3% return on investments, an estimated \$16.2 million credit from CalPERS is expected to reduce the UAL to \$51.4 million, said Julio Morales, a UFI managing director and the financial advisor on the deal.

Even if the debt sold as high as a 3.5% interest rate, the transit agency would save money, Farmer said. "We looked at other ways to fund it, other than bonds, but it was overwhelmingly the best solution."

With clients who are contemplating issuing bonds to pay down pension liability, Morales said they look at the availability of reserves, discretionary payments or doing a leveraged refunding as other options. But given Santa Cruz Metro doesn't have other outstanding debt, a refunding wasn't an option, he said.

"We also drafted a pension funding policy that helps them going forward," Morales said. "It's a new standard that we draft for all clients."

Some of the savings achieved by paying down the pension liability, which will affect the transit provider's budget positively, will be used to fund zero emission buses, Farmer said.

Given that federal and state grants are competitive, and require somewhere in the neighborhood of a 10% match from the transit agency, the money could help accelerate the grants they can apply for, Farmer said.

It can also help the transit agency get ahead of the curve on moving its fleet to electric to meet future state mandates.

California mandates that all buses purchased after 2028 be either electric or hydrogen cell-powered, and that by 2045 the entire fleet fit that model.

“With the potential savings, we could set ourselves up for a great future,” said Farmer, who anticipates that many transit agencies will be competing for electric buses as the deadline to switch over to greener buses draws near.

Santa Cruz Metro currently has four electric buses in its fleet, Farmer said. Currently, electric buses cost \$1 million, compared to \$750,000 for diesel, Farmer said, though he expects the cost for electric or hydrogen-cell buses to decline as they become more prolific.

While Farmer and the finance team are sold on the benefits of issuing bonds to eliminate the current UAL, the financing mechanism has its detractors.

In its report on POBs, MMA analysts ticked off what it sees as the problems, challenges and risk with the financial mechanism, including that they can create generational equity problems, because most POBs involve a long-term speculation where the risks are entirely carried by future taxpayers and government service recipients, who have no say in the transaction’s creation. Additionally, annual investment returns consistently above the bond’s interest rate are difficult to safely assume, and history suggests they are vulnerable in bankruptcy, as most Chapter 9 adjustment plans gave their largest cuts to POB payments.

The Government Finance Officers Association issued an advisory in 2015 that local governments should not issue POBs; and it hasn’t modified its stance since then.

Morales called the kind of pension debt that has been issued since 2017, POB 2.0 — though what Santa Cruz is issuing are technically sales-tax revenue bonds, not traditional POBs.

“The vast majority of all pension bonds issued for the last four or five years have been double-A rated or higher,” Amezcua said. “I think the post-2008 investors analyze the credits more closely.”

“The pension bonds issued prior to the more recent POBs were issued just in anticipation of savings; these we are doing as part of a plan,” Amezcua said. “They create a pension reserve. It’s a more well thought-out pension plan.”

The rating agencies also view the newer, more conservative fixed-rate structures, with 10-year call options and no derivatives, more favorably, Morales said.

“Issuers can now articulate how they are using the savings,” Morales said. “All of these things are seen as positive. They are actively managing their liability, and the approach is far more in depth.”

Other transit agencies, across the country are exploring the possibility of issuing debt to deal with their pension liability, said Michael Mejia, a senior vice president with Ramirez said. In its report, S&P noted that issuance of pension-related bonds spread in 2021 from mainly local governments to special districts and other issuers

As for the make-up of the finance team, Amezcua said, "it's the first time in my 31 years of working on municipal debt in California that all the members of the working group are Hispanic, except for the issuer."

"Everyone was selected based on qualifications through a request for proposal," Morales said. "We didn't realize the entire finance team was Latino until we gathered to discuss the deal."

No race or ethnic group constitutes a major of California's population, but 39% are Latino, 35% are white, 15% are Asian American or Pacific Islander, 5% are Black, and less than 1% are Native American, according to a Public Policy Institute of California break down of 2020 U.S. Census information.

Correction

UFI was a financial advisor to the agency. The firm's name was incorrect in the original version of the story.

February 11, 2022 1:42 PM EST

San Francisco Chronicle

Telework isn't the only hurdle for Bay Area transit. It has to get past people's 'psychology of fear'

Written By [Ricardo Cano](#) Feb. 10, 2022, Updated: Feb. 10, 2022 7:36 p.m.



1 of 5 Robin Pam stops at a red light while commuting to a soccer practice with son Pax and daughter Vera in the Glen Park neighborhood of San Francisco.
Stephen Lam/The Chronicle

Public transit had a daily presence in Robin Pam's pre-pandemic life. The San Francisco resident rode BART trains downtown for work and boarded Muni buses in the afternoons to pick her toddler up from preschool.

But after March 2020, Muni service was cut to historic lows, including Pam's go-to line, the 23-Monterey. With transit options diminishing, she turned to the seldom-used e-bike that she bought months before the first shelter-in-place orders.

Now, two years into the pandemic, biking has become the primary mode of transportation for Pam and her family of four. The 23-Monterey has since returned, albeit under a shortened route that runs less frequently, but Pam still opts to bike every day — with no signs of that changing anytime soon.

“I think it’s going to be a permanent change in how we get around,” Pam said.

Today, Muni and BART remain essential for the hundreds of thousands of riders who use the transit services each day. But, as the pandemic enters its third year, there remain just as many lapsed transit riders, like Pam, who are riding transit either less frequently or not at all.

Remote work and shifting habits are influencing many of these lapsed riders’ routines. So are delayed restorations in transit service. But, for many lapsed riders, their perceptions of what it was like riding transit in 2019 — when many felt BART and Muni weren’t clean enough or safe enough to ride — have endured, exacerbating the challenges of boarding train cars or buses to move throughout the region at a time when more and more people are driving.

Though no outbreaks in the region have been attributed to public transit, some lapsed riders remain concerned about the risks of riding trains and buses during the pandemic and want agencies to enforce federal mask mandates more stringently among riders.

Transit officials say they’ve committed to improving riders’ experiences during the pandemic and have made progress. Despite omicron’s strain on service, Muni is moving forward with service restorations. BART installed new MERV 14 air filters over the summer that, according to the agency, can completely filter the air inside a train car in 70 seconds.

The agency also hired more cleaning staff last summer, as well as 10 “transit ambassadors” meant to expand BART staff’s presence in the system. Last week, BART reopened its renovated restrooms at Powell Street Station after they had been closed since 9/11, and will expand service on Sundays starting Feb. 20.

Still, pre-pandemic perceptions of BART, in particular among the transit options, remain a barrier in the system’s recovery. A January survey of current and former BART riders found that about 37% of 1,006 respondents listed cleanliness and personal safety as reasons why they’re riding less or not at all. Telework and relocations to areas not served by BART, though, were the top two individual reasons behind the change in riders’ habits, according to the survey.

“We have to figure out a way to communicate what the new rider experience is,” BART spokesperson Alicia Trost said. “So many people have their opinions and memories of what BART was before the pandemic, or specific to news coverage before the pandemic related to BART, and that is not reflective of what the current BART experience is.”

COVID safety remains a concern for some riders such as Sandra Halladey. Because of telework, Halladey no longer takes transit as often as she used to in 2019. But on the occasions she does ride transit, Halladey opts for above-ground options such as Muni buses or the F-line historic streetcar, where she feels at greater ease because she can crack open windows for circulation.

“If I have to get on BART and go underground, I will, but I just don’t feel like they’ve done a great job of communicating how clean and safe it is,” Halladey said. “To be in an enclosed space with a bunch of other people, if you don’t have to do it and there’s a work-around, I’d rather do that.”

Transit officials say that white-collar workers’ return to offices remains the main driver of ridership recovery. But Jeffrey Tumlin, director of the Municipal Transportation Agency, which runs Muni, said overcoming the “psychology of fear” remains an enduring challenge for public transit.

For instance, many riders ditched transit in the early days of the pandemic and found a sense of comfort in driving alone, despite the rise in serious and fatal crashes since the pandemic began.

“In this time of increased social isolation, transit is a little strange — to see all of these different people,” Tumlin said in a recent interview. “One of the things that I love about transit is that it is the last great place where everyone comes together. But for some people that can be threatening, to see different people, to see people who are experiencing homelessness, and to actually have to recognize our common humanity.”

Two years in, however, it’s clear that transportation behavior patterns have shifted. The times when BART attracts its peak ridership during the week has changed. New Muni lines have emerged as the system’s most popular. Traffic on roadways has returned, and congestion is worsening, but that’s coming back in a different way as well.

Yet, the question that’s dogged transit’s recovery for the past two years remains: Will these trends persist as the region’s new normal coalesces?

For Pam, who’s switched to e-bikes in lieu of transit, her new normal has arrived. Her family has enjoyed biking so much that they’ve invested in a second e-bike for her husband. Pam hasn’t stopped riding transit entirely, and still wants to support the services. Recent experiences, though, have made it difficult.

For example, Pam and her husband were looking to ride BART back to San Francisco after spending a Saturday night in Berkeley last month. It was 9 p.m., and the next BART train wasn’t coming for another 40 minutes.

So the couple took a Lyft home.



CA: A state law helped make S.F. transit faster and improved pedestrian safety. Now, lawmakers want to expand it

When a new law that exempts sustainable transportation projects from environmental reviews went into effect at the start of last year, San Francisco officials said it led to extraordinary results.

By Ricardo Cano **Source** San Francisco Chronicle (TNS) Feb. 9, 2022

Feb. 8—When a new law that exempts sustainable transportation projects from environmental reviews went into effect at the start of last year, San Francisco officials said it led to extraordinary results.

Projects meant to beef up pedestrian safety and speed up the city's public transit were completed within weeks and months instead of years, they said, increasing efficiency in a city government notorious for project delays that sometimes have snowballed for years.

Now, the law signed by Gov. Gavin Newsom in 2020 that fast-tracked the expansion of transit-only lanes in San Francisco, as well as street-safety improvements in the Bayview, could become permanent under new legislation.

The proposal, Senate Bill 922, would indefinitely extend the 2020 law, SB288, that's set to expire at the end of this year as dozens of upcoming transportation projects hang in the balance. The proposal, supported by a group of state lawmakers and San Francisco transportation leaders, essentially grants certain environmentally sustainable transportation exemptions from the California Environmental Quality Act.

SB922, introduced Friday by Sen. Scott Wiener, a San Francisco Democrat, also would expand the list of eligible projects to include those that add carpool lanes on highways and other efforts aimed at reducing single-occupancy car trips.

Under the current version of the law, projects that speed up transit, modernize rail infrastructure and make street safety improvements for bicyclists and pedestrians have enjoyed the exemptions that shield them from CEQA appeals that, according to city officials, bogged down their progress for years by adding layers of bureaucracy.

"Unfortunately, what we've seen over time, including here in San Francisco, when we try to improve bus service or improve safety for people biking or walking, these projects get caught up in CEQA," Wiener said. "They take a long time to approve, and

then they get caught up in appeals and lawsuits, not for environmental reasons, but because people just don't like them."

Speaking outside the Box Shop in the Bayview, where traffic on a nearby deadly curve was reduced to two lanes to make way for new bike lanes, Wiener told reporters Monday that his proposal to make these exemptions permanent comes at an urgent moment for the region.

Even as the rise in telework has dramatically curtailed weekday traffic congestion on Bay Area highways, driving activity across the region has either rebounded or exceeded pre-pandemic levels, endangering the state's goals to reduce the greenhouse gas emissions largely fueled by car traffic.

Serious and fatal car crashes also persisted during the pandemic as traffic speeds increased in absence of congestion, stalling the city's progress in meeting its self-appointed goal of getting rid of all traffic deaths by 2024.

Jeffrey Tumlin, director of the San Francisco Municipal Transportation Agency, said the proposal would be critical in advancing the agency's ambitious Vision Zero strategy that calls for turbo-charging the rate of completed safety improvement projects and expanding the city's transit-only lane network.

The agency made progress on both fronts in 2021 as it paired 2020's SB288, also authored by Wiener, with a new "quick-build" policy that stripped away bureaucratic hurdles by giving the city's traffic engineer more authority.

"We were able to, thanks to SB288, cut through what would have been years of pointless red tape and instead design and implement projects in a matter of weeks or months, as opposed to years that are right now delivering real results for transit and safety," Tumlin said. "Without SB288, we would still be in a pointless bureaucratic process."

Paralysis by bureaucracy had been more the norm for green transportation projects prior to SB288, officials acknowledged. Efforts at the beginning of the pandemic to roll out Slow Streets and transit-only lanes, for example, were delayed for months because of CEQA appeals.

The new proposal does not give transportation projects blanket exemptions from the state's environmental review process. Qualifying projects must not incentivize putting more cars on roadways nor jeopardize affordable housing.

Projects with estimated price tags over \$100 million have to complete a racial equity analysis and have a public-input process in the project's early stages. SB322 is expected to be heard in legislative committees later this spring. It's predecessor bill, SB288, passed the Legislature with almost no opposition.

Ricardo Cano is a San Francisco Chronicle staff writer. Email: ricardo.cano@sfnchronicle.com Twitter: @ByRicardoCano

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Why the employee experience needs to be a top priority in 2022



by Derek McIntyre, HR Expert Contributor

February 7, 2022

Optimizing the employee experience will be a top priority in 2022 for businesses across the country.

Over the past 12 months, millions of people left their jobs in hopes of finding better and more interesting opportunities. Many have yet to return to the workforce, and experts believe we'll see another wave of resignations in the new year.

HR teams are still figuring out how to navigate the ever-changing legal landscape around COVID-19. Health and safety protocols are constantly changing, further complicating on-site workforce management. New legislation, such as the NY HERO Act, is creating additional documentation requirements and minimum standards for

keeping people safe at work. Although these regulations are important, they can be burdensome for already-exhausted HR pros.

Given these dynamics, HR departments have a difficult task ahead – keeping the workforce engaged without creating risk for the enterprise. Employees want to feel supported and challenged at work. Yet, companies can't neglect their regulatory obligations, especially during a public health crisis. Finding the right balance will be crucial in 2022.

Enable employee success

In turbulent and uncertain times, employees need to know that their employers have their best interest at heart. The Great Resignation has revealed that people are willing to make changes – and forgo income for months at a time – when they don't believe this to be true. And it's often minor things related to daily responsibilities that put workers over the edge: inefficient manual processes, scheduling conflicts, improper wage calculations, and delayed paychecks, among others.

HR teams must put their employees' needs first, particularly given the fluid state of work brought on by the pandemic. According to Owl Labs, 71% of employees want a hybrid or fully remote working style, even after the pandemic is over. The same Owl Labs survey found that one in three respondents would quit their jobs if they couldn't work remotely in the future.

Of course, many people don't have the flexibility to choose where they work, behooving employers to find other ways to support these individuals onsite. Hourly and shift workers, plus those who oversee them, need tools that make their jobs easier. For instance, managers need software that simplifies employee scheduling and resource management across complex projects. They need time tracking solutions that integrate directly with payroll systems and automatically calculate pay based on state-specific rules.

These are the investments companies should make in 2022 to enable worker success and retain key people who would otherwise explore other opportunities. The good news is that keeping workers satisfied does more than prevent turnover – it also creates value in other ways.

Better business performance ahead

Improving employee experiences has a tangible and positive effect on business outcomes. For example, Owl Labs found that companies that let people work from home experience 25% less turnover. Additionally, nine in ten workers report they are as productive or even more productive when they work from home versus the office. And according to Oxford's Saïd Business School, employees are right—they are 13% more productive when they are happy in their roles based on the findings from an extensive study.

Moreover, engaged employees show up to work more often. Gallup found that engaged business units see a 41% reduction in absenteeism. They also outperform units with low engagement by 22% with respect to profitability. In other words, motivated employees generate more business.

The same Gallup research reveals that disengaged employees push customers away, so much so that companies with highly engaged workforces outperform competitors by 1.5x. Overall, American businesses miss out on \$450-\$550B worth of productivity every year when workers aren't invested in their roles or the companies they work for.

Today, one of the best ways to increase engagement is to adopt modern technology and software that enables employees to do their jobs more effectively. Workforce management platforms that streamline worker scheduling, payroll reconciliation, time tracking and so on give people additional power and control over their work, thus making them feel more satisfied in their roles. It's a win-win for employers and employees.

Knowledge workers are more likely to stay with flexible employers and produce at a high level when they are trusted with the decision of where to work. They also help the organizations they work for create more value when they are highly engaged, both in terms of production and in terms of how they treat prospects and customers.

2022 will be Year of the Employee

The takeaway here is business leaders and HR teams must prioritize employee wellbeing and empowerment if they hope to maximize business performance. This will be especially true in 2022 as the trend continues with people leaving their jobs in record numbers to consider other opportunities. And this effort needs to extend to all employees – remote, hybrid and onsite workers, hourly vs. salaried employees, etc.

On top of that, HR teams will need to adopt modern technologies that improve employee experiences, streamline manual processes, and maintain compliance in today's constantly evolving legal landscape. The key is finding quality solutions that integrate seamlessly into existing workflows and make life easier for employees. HR managers have a crucial role to play in identifying the right tools, not only for improving retention, but also for catalyzing growth at a time when many are struggling with labor shortages.



CA: Supervisors hear plans for future roads, public transport

By ERIC GILL

Jan. 31, 2022

A representative of the Kings County Association of Governments (KCAG) this week presented to the Board of Supervisors a vision for planning and funding future transportation projects.

Source The Hanford Sentinel, Calif. (TNS)

Jan. 27—A representative of the Kings County Association of Governments (KCAG) this week presented to the Board of Supervisors a vision for planning and funding future transportation projects.

Terri King, KCAG executive director, and a colleague, made the presentation to the board about a shared transportation plan and "sustainable communities" strategy for the coming two decades.

A key objective of KCAG's presentation is to ensure funding is provided by state and federal agencies for the Kings County Regional Transportation Plan (RTP). The long-range planning document provides a "framework" for the county's investments in roads, freeways, public transit, bike trails "and other ways people move around the county."

In addition, the RTP addresses the region's future housing needs and "helps to comply" with state-mandated legislation intended to reduce greenhouse gases.

Although there reportedly is no fiscal impact to the county, it is necessary to participate in the 20-year plan in order to receive "anticipated federal, state and local revenue for transportation projects and programs on the local level."

In other words, planning is important. As the agenda outline states: "No plan, no money."

Plans for future transportation and housing projects "are required to be updated every four years to reflect current population, employment and travel projections as well as ... regional transportation priorities," according to KCAG.

The strategy also points out Kings County "must take into account land use patterns" to remain compliant with California laws pertaining to regional transportation planning agencies.

Kings County supervisors discussed several ongoing roadway projects during the Jan. 25 meeting. One key expansion is Highway 198 from Hanford to Interstate 5, which District 3 Supervisor Doug Verboon and District 1 Supervisor and Chairman Joe Neves both referred to as crucial for alleviating traffic throughout Kings and Fresno counties.

The KCAG plan looks ahead to 2046, and is expected to be completed and approved by June 2022.

"The RTP establishes regional goals, identifies present and future needs, deficiencies and constraints" for infrastructure improvements and transportation issues in Kings County, the KCAG Regional Vision presentation states.

Workshops to discuss the RTP are scheduled for Feb. 8 and Feb. 9, starting a 6:30 p.m. To register visit: www.kingsregionalvision.com

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CA: Santa Cruz receives another \$29 million for Pacific Station North

By Ryan Stuart, Jan. 31, 2022,

Source Santa Cruz Sentinel, Calif. (TNS)

Most of the funding will go toward constructing affordable housing for the project. That \$20 million will help offset the cost of 95 affordable housing units. They will be a mixture of one-, two- and three-bedroom apartments.

Jan. 28—SANTA CRUZ — The California Strategic Growth Council awarded Santa Cruz \$29.7 million for the Pacific Station North housing development, the city announced Thursday.

Most of the funding will go toward constructing affordable housing for the project. That \$20 million will help offset the cost of 95 affordable housing units. They will be a mixture of one-, two- and three-bedroom apartments.

Sixty-six of the apartments will be designated as low-income units. That will deed restrict the units to residents who make between 50% and 60% of the area median income or less.

The area median income in Santa Cruz County is \$111,900 for a family of four, according to the California Department of Housing and Community Development. That would limit families to an income range of \$55,950 to \$67,140 a year.

Twenty-five of the units will be designated for families who are homeless or at risk of homelessness. Two units are for families in the Housing Authority's Family Unification Program. The final two units will be reserved for building managers.

"The Pacific Station North development provides a rare opportunity to build much-needed affordable housing while achieving net-zero carbon emissions," City Manager Matt Huffaker said in a statement. "The innovative site and building design is a model for future development as we work to support our low-income community members while still adapting to climate change."

The project also focuses on creating a net-zero carbon emissions development. To do so, developers proposed several sustainability strategies.

The development will include a solar power and battery system that will produce more than one megawatt of energy. That production is expected to offset all of the project's yearly energy use and produce sustainable energy on the building site.

Additionally, the project will feature less carbon-intensive materials to lower its carbon footprint and more efficient water management systems.

"In partnership with the Satna Cruz Metropolitan Transit District and the affordable housing non-profit First Community Housing, the city will create a transformative, environmentally sustainable, transit-oriented development on Lower Pacific Avenue," Economic Development Director Bonnie Lipscomb said in a statement.

The Pacific Station North project will also include the redevelopment of the downtown METRO bus station. New retail and office space will be added to the station as well as a bike hub.

Improvements will also include 22 new bus bays and improved pedestrian spaces along Maple Alley. That portion of the project received \$9.4 million from the grant.

The remaining \$300,000 will go toward providing bus passes to residents and other workforce development programs across the city.

"Pacific Station North furthers the city's goal of providing affordable housing in the heart of the downtown with walkable access to all of the amenities and services it offers," Housing and Community Development Manager Jessica de Wit said in a statement.

The nearly \$30 million in grants comes shortly after the city received just under \$21 million from the state for projects related to the same development.

The \$20.9 million Housing and Community Development awarded to the city in December did not fund the Pacific Station Development project directly, City Spokesperson Elizabeth Smith told the Sentinel last month. Rather, it funded site preparations and infrastructure improvements that will lay the groundwork to get the project developed sooner.

The preparations included the demolition of the current METRO station and other building on the projects site as well as the grading of the site and stormwater management installation.

Infrastructure improvements included better traffic signals, bike lanes, bus turn lanes, landscaping, wayfinding and lighting.

"Communities identify infrastructure as one of the challenges to building housing," Housing and Community Development tweeted in December. "That is why (Gov. Gavin Newsom) and HCD provide Infill Infrastructure Grants statewide."

The city expects to break ground on the Pacific Station North project in 2023, according to the city's announcement.

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The Mercury News

California could soon front the bill for school buses, transit passes

Current lack of transportation options to and from school largely affect students from low-income families and communities of color

By KAYLA JIMENEZ | Bay Area News Group

PUBLISHED: January 25, 2022 at 4:33 p.m. |

UPDATED: January 27, 2022 at 1:40 p.m.



(Karl Mondon/Bay Area News Group)

School buses idled by the coronavirus pandemic are stored at the San Jose Unified School District yard, Wednesday, March 18, 2020, in San Jose, Calif. (Karl Mondon/Bay Area News Group)

California could soon pay the fare for students to ride buses to and from K-12 schools, bringing relief to potentially millions of kids who since last fall are back to attending their neighborhood schools in-person but don't have a reliable way to get there.

SB 878 would ensure nearly all public school children in grades TK-12 — including students who are homeless or have special needs — have access to free transportation to and from their neighborhood school each day.

If the bill passes, school districts or county offices of education could launch or expand their own public school transportation systems funded by the state, or partner with public transit agencies to get students to and from school.

Sen. Nancy Skinner, an East Bay Democrat, introduced the bill to bring California up to national standards for home-to-school transportation. Skinner said Tuesday she doesn't know how much it'll ultimately cost the state. It will depend on whether schools need to create robust transit systems, or choose cheaper routes by partnering with local transit agencies, a spokesman for her office said Tuesday.

"There is a fund in the state budget that provides for school transportation, but it doesn't cover all of it," Skinner said. "Unfortunately the districts that don't provide it are the are districts that need it; so the low income communities."

Districts or county offices of education would be required to draft their own plans and would receive state funding in reimbursements to pay for the service. It wouldn't start until the 2023-24 school year.

Critics so far told the Bay Area News Group they're unsure how the state will accommodate transportation for every student with the current massive transportation staff shortages.

Some districts in the Bay Area already partner with local transit agencies to offer all students reduced-prices on their fare tickets, or free tickets to students who qualify for low-income rates. San Francisco Unified has its own yellow-bus service, and students ages 18 and younger are also able to ride regular SF Muni bus and rail service for free as an alternative to school buses.

San Jose Unified partners with the Santa Clara Valley Transportation Authority to get kids to school who need the transportation. Families can request free passes from the district. But the transit system in San Jose isn't as far-reaching as more dense cities like San Francisco.

"They have a more sophisticated transportation system," said Stephen McMahon, a deputy superintendent at San Jose Unified. "Unfortunately in the valley, VTA is a good partner for us, but it's not the same coverage."

San Jose offers yellow school bus routes to 6% of its students. Half of those students are in special education programs, McMahon said. In the East Bay, West Contra Costa solely provides school bus transportation for special education students, Ryan Phillips, a spokesman for the district, said Tuesday.

The lack of free school transportation particularly in California communities like West Contra Costa and San Jose where public transit is less reliable or affordable to families has "wide-ranging and long-term negative impacts on children, especially on students from low-income families and communities of color," Skinner said in a news release.

Lack of transportation to school is one of the most common reasons that students miss school, and Black, Native American, Alaska Native, Pacific Islander and Latino students are the most likely to have unexcused absences on their records, according to data released by the state Department of Education in November 2020.

“Studies show a strong relationship between access to transportation and improved school attendance, especially among younger schoolchildren,” Skinner’s release reads.

It’s unclear whether schools will be able to find enough drivers to fill the need of school-run buses if the bill moves forward. Schools across the region are facing massive labor shortages due to the COVID-19 pandemic and upsurge in omicron cases. Transportation agencies that partner with school districts statewide are also addressing transit worker shortages.

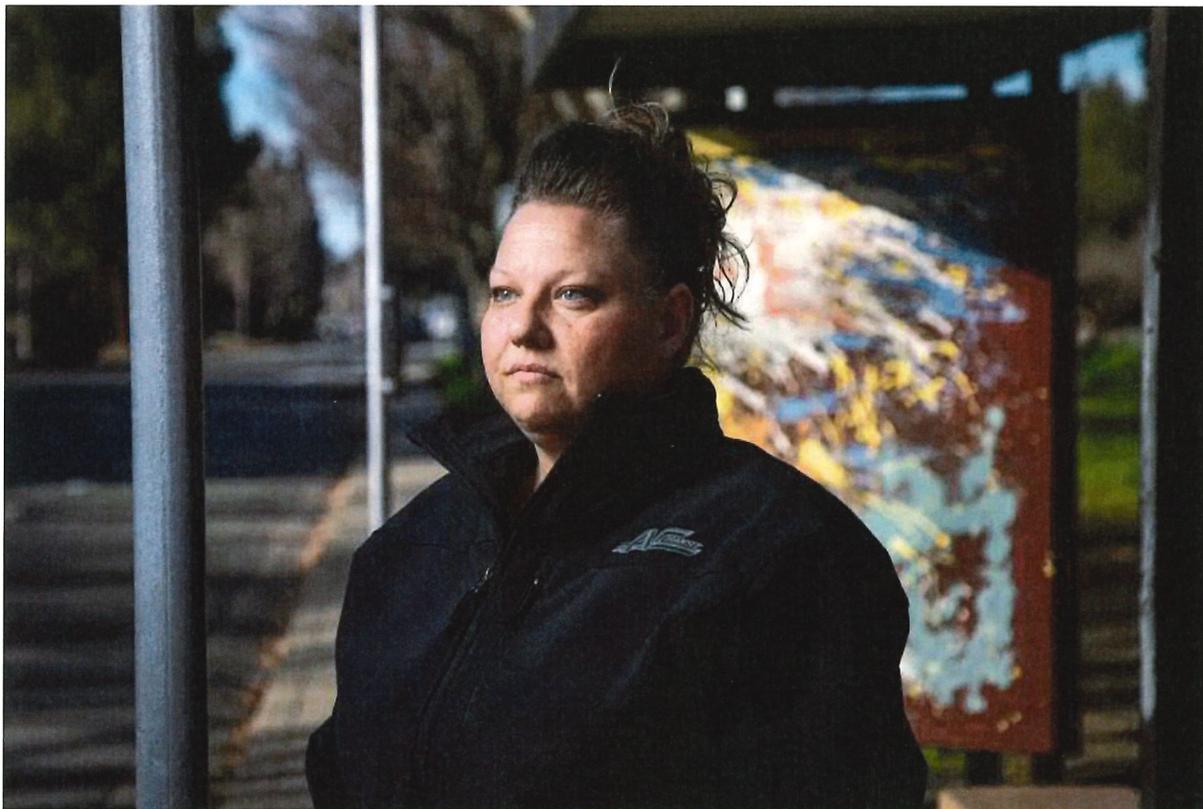
Because there aren’t enough drivers to guarantee all of the more than 6 million students in the state a bus route, McMahon said he’s unsure how Skinner’s bill will cover transportation to and from school for everyone at his district or elsewhere.

However, there are some provisions in the bill: A district will not be required to provide home-to-school transportation to students in TK to 6th grade who live within a half mile walking distance from their neighborhood school or to students in 7th to 12th grades who live within one mile walking distance from their neighborhood school.

Transit worker shortage ripples through California economy

BY SAMEEA KAMAL

JANUARY 25, 2022



AC Transit driver Brandi Donaldson is photographed at a bus stop near her home in Rodeo on Jan. 24, 2022. Photo by Martin do Nascimento/CalMatters

IN SUMMARY

So many employees are sick with COVID or scared to come into work that it's disrupting public transit service. That is having an impact on the workforce and the economy.

Bus driver Brandi Donaldson describes the early days of the pandemic as living under a dark cloud.

Week after week, the 38-year-old AC Transit employee wondered when – not if – she would get infected with COVID-19 and bring it home to her husband, four kids and elderly parents. “It wasn’t until April of 2021 that the black cloud was finally removed,” she said, “and that was when I was able to get my second COVID vaccine shot.”

But now with the omicron surge, that dark cloud is back.

Transit agencies around the state are experiencing a worker shortage – and it’s disrupting service in Sacramento, the Bay Area and in Southern California because too many workers are out sick, quarantining or scared to come into work.

Every day, Donaldson says, at least one or two of her coworkers tests positive. And that means fewer drivers on the road – and more frustration among passengers.

“Many people have said, ‘Well, you signed up for this job,’ and yes, I did. I didn’t sign up to be a face mask police. I didn’t sign up to be a passenger limit police. I signed up to pick up passengers and take them where they need to go,” said Donaldson, who lives in the Bay Area city of Rodeo.

Some counties are also in the process of issuing vaccine mandates for employees – which includes transit workers. That could lead to some dismissals for those who don’t comply, further reducing the workforce and service to riders.

“Before the pandemic, there weren’t enough bus drivers to drive the routes that we have unless the majority of us work a whole lot of overtime,” said Sultana Adams, 47, who also works for AC Transit. “We were already short. Imagine what it’s like now.”

The labor shortage is part of a nationwide trend and isn’t limited to transit workers. But because transit systems are arteries that get employees to work – especially lower-income workers – the impact is reverberating throughout the California economy.

Giovanni Circella, director of the future mobility program at the UC Davis Institute of Transportation Studies, said that while remote work has enabled California's economy to bounce back, many jobs – usually lower-wage – still require people to show up to work. Bus riders in particular, he said, “don't have a lot of other options.”

A bustling transportation system also means more foot traffic to small businesses, he said.

The California Transit Association, which represents more than 200 agencies, says the labor shortage is causing service reductions across the state and warns that the impact could harden economic disparities because of the demographics of riders.

“The people who are hit hardest are low-income – specifically, low-income people of color – who often work in essential roles and who often lack other travel options,” Michael Pimentel, the association's executive director, said in an email.

“For these Californians, transit's labor shortages present new challenges to fulfilling basic needs, like getting to work and school, making doctor's appointments, and picking up groceries.”

Ridership was already declining before the pandemic: From 2012 to 2016, the number of transit rides statewide dropped by 62 million a year. Still, while only about 5% of workers statewide took public transportation before the pandemic, in larger metropolitan areas such as San Francisco-Oakland-Berkeley, nearly 19% of workers, or 462,000, used bus and rail, Census data shows.

Keeping the transit lifeline

Transit operations throughout California never came to a complete stop during the pandemic: While systems suspended some routes and limited the number of passengers, they provided an essential service that shepherded employees to hospitals and grocery stores and helped others get around who couldn't afford a car, or to summon a rideshare service. Some offered free rides.

But keeping that lifeline going wasn't easy on transit workers.

"I didn't sign up to be a face mask police. I didn't sign up to be a passenger limit police. I signed up to pick up passengers and take them where they need to go."

- AC TRANSIT DRIVER BRANDI DONALDSON

Stephanie St. Onge, a driver with the Valley Transportation Authority in Santa Clara County, said that operators who are coming in feel overworked from trying to keep up the service. After a VTA employee killed nine co-workers at the San Jose railyard last May, the light rail system shut down for weeks – which meant more demand for bus service.

"When you're overworked, what happens?" St. Onge asked. "Your immune system goes down. It starts to wear and tear."

Exhaustion isn't the only problem.

"I was spit on in April 2020, then four more times because of the passenger limits and not being able to pick people up," recalls Donaldson of AC Transit, the state's third largest bus system with about 175,000 passengers a day before the pandemic. "I had my bus door bashed in on two different occasions. A guy tried to hit me with an umbrella. They put plexiglass up to put a barrier between us and passengers, and I had somebody punch it in – all because of having to enforce mask policy and the passenger limit."

While mask rules are different from one city to the next, and changed within cities during the pandemic, buses and other public transit have been under federal rules that require face coverings since January 2021. Not all passengers know that, or want to follow the regulations, which have been extended until at least March 18.

Drivers around the state said some agencies were slow to provide protective gear – or that it wasn't enough. And while mass transit workers were deemed essential in an executive order by Gov. Gavin Newsom, not all counties prioritized drivers to get vaccines at the same time as grocery store workers, for example, in the vaccine rollout last year.

The impact hasn't been limited to drivers. Mechanics say there is not enough staff to sanitize buses at the end of their routes – and as the CDC has eased guidelines, it's become less of a priority.

Officials from the Sacramento Regional Transit District said the omicron surge has caused more workers to be out sick than at any time during the pandemic. Some employees have also had to deal with school closures, childcare and other challenges plaguing the workforce nationally.

Typically, there are employees who can sub for drivers who are out, but the recent surge has meant more trip cancellations and delays, said Jessica Gonzalez, public information officer for the agency, which operates buses and the light rail system in Sacramento. It restored full service in September 2020, and was also one of a few agencies that expanded, adding an Uber-like service.

The agency has launched a major effort to recruit new workers. To keep the existing workforce, it gave a \$750 bonus, funded through an award from the American Public Transportation Association. Still, officials acknowledged the extra tasks for drivers, such as enforcing mask mandates, though sometimes supervisors or police officers are asked to step in.

“We can’t deny that, and it’s been hard, especially for our frontline workers,” said Shelly Valenton, vice president of integrated services and strategic initiatives at SacRT. “We’re trying our best, you know, within the resources that we have available.”

Regional Transit did offer paid sick time for workers to get vaccinated and for any side effects before the state mandated supplemental paid sick leave. Officials said they’re waiting to see what happens with Gov. Gavin Newsom’s budget proposal to reinstate the leave. But there are no specific plans for hazard pay at SacRT.

At AC Transit, that’s something the workers union has been pushing for and formally demanded last fall.

“We have had over 180 workers infected with COVID and have had several members that passed away,” Robert Coleman, president of the ATU 192 union, said in a Dec. 4 statement. “We’re only asking for the retroactive hazard pay that we deserve for staying the course.”

On Wednesday, the AC Transit board is set to vote on \$5 million in “appreciation pay” for employees.