



AGENDA

BOARD OF DIRECTORS REGULAR MEETING

JUNE 27, 2014 – 9:00 AM

SANTA CRUZ CITY COUNCIL CHAMBERS
809 CENTER STREET
SANTA CRUZ, CA 95060

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

THE BOARD MEETING AGENDA PACKET CAN BE FOUND ONLINE AT WWW.SCMTD.COM AND IS AVAILABLE FOR INSPECTION AT SANTA CRUZ METRO’S ADMINISTRATIVE OFFICES LOCATED AT 110 VERNON STREET, SANTA CRUZ, CALIFORNIA

<input type="checkbox"/>	<i>Director Hilary Bryant</i>	<u><i>City of Santa Cruz</i></u>
<input type="checkbox"/>	<i>Director Dene Bustichi, Chair</i>	<u><i>City of Scotts Valley</i></u>
<input type="checkbox"/>	<i>Director Karina Cervantez</i>	<u><i>City of Watsonville</i></u>
<input type="checkbox"/>	<i>Director Daniel Dodge</i>	<u><i>City of Watsonville</i></u>
<input type="checkbox"/>	<i>Director Zach Friend</i>	<u><i>County of Santa Cruz</i></u>
<input type="checkbox"/>	<i>Director Ron Graves</i>	<u><i>City of Capitola</i></u>
<input type="checkbox"/>	<i>Director Michelle Hinkle</i>	<u><i>County of Santa Cruz</i></u>
<input type="checkbox"/>	<i>Director Deborah Lane</i>	<u><i>County of Santa Cruz</i></u>
<input type="checkbox"/>	<i>Director John Leopold</i>	<u><i>County of Santa Cruz</i></u>
<input type="checkbox"/>	<i>Director Bruce McPherson</i>	<u><i>County of Santa Cruz</i></u>
<input type="checkbox"/>	<i>Director Lynn Robinson, Vice Chair</i>	<u><i>City of Santa Cruz</i></u>
<input type="checkbox"/>	<i>Ex-Officio Director Donna Blitzer</i>	<u><i>UC Santa Cruz</i></u>

Alex Clifford, CEO/General Manager
Leslyn K. Syren, District Counsel

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

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



AMERICANS WITH DISABILITIES ACT

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



MEETING LOCATION:
SANTA CRUZ CITY COUNCIL CHAMBERS
809 CENTER ST, SANTA CRUZ, CA 95060

9:00 AM

NOTE: THE BOARD CHAIR MAY TAKE ITEMS OUT OF ORDER

SECTION I: OPEN SESSION

1. CALL TO ORDER

2. ROLL CALL

3. ANNOUNCEMENTS

3-1. Amy Weiss will be available for Spanish language interpretation during "Oral Communications" and for any other agenda item for which these services are needed.

3-2. Today's meeting is being broadcast by Community Television of Santa Cruz County.

4. COMMUNICATIONS TO THE BOARD OF DIRECTORS

This time is set aside for Directors and members of the general public to address any item not on the Agenda which is within the subject matter jurisdiction of the Board. No action or discussion shall be taken on any item presented except that any Director may respond to statements made or questions asked, or may ask questions for clarification. All matters of an administrative nature will be referred to staff. All matters relating to Santa Cruz METRO will be noted in the minutes and may be scheduled for discussion at a future meeting or referred to staff for clarification and report. Any Director may place matters brought up under Communications to the Board of Directors on a future agenda. In accordance with District Resolution 69-2-1, speakers appearing at a Board meeting shall be limited to three minutes in his or her presentation. Any person addressing the Board may submit written statements, petitions or other documents to complement his or her presentation. When addressing the Board, the individual may, but is not required to, provide his/her name and address in an audible tone for the record.

5. LABOR ORGANIZATION COMMUNICATIONS

6. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS



CONSENT AGENDA

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

- 7-1. ACCEPT AND FILE PRELIMINARY APPROVED CHECK JOURNAL DETAIL FOR THE MONTH OF APRIL 2014**
Angela Aitken, Finance Manager

- 7-2. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORTS YEAR TO DATE AS OF APRIL 30, 2014**
Angela Aitken, Finance Manager

- 7-3. ACCESSIBLE SERVICES REPORT FOR APRIL 2014**
April Warnock, Paratransit Superintendent

- 7-4. ACCEPT AND FILE VOTING RESULTS FROM APPOINTEES TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION FOR PREVIOUS MEETINGS**

- 7-5. ACCEPT AND FILE STATUS REPORT OF ACTIVE GRANTS AND SUBMITTED GRANT PROPOSALS FOR JUNE 2014**
Thomas Hiltner, Grants/Legislative Analyst

- 7-6. ACCEPT AND FILE METRO PARACRUZ OPERATIONS STATUS REPORT FOR MARCH & APRIL 2014**
April Warnock, Paratransit Superintendent

- 7-7. APPROVE MINUTES OF BOARD OF DIRECTORS MEETINGS**
 - i. Meeting of March 28, 2014**
 - ii. Meeting of April 11, 2014**

- 7-8. RENEWAL OF AGREEMENT WITH COUNTY OF SANTA CRUZ FOR PAYROLL SERVICES**
Angela Aitken, Finance Manager

- 7-9. CONSIDERATION OF INCREASING THE FUNDING FOR THE CONTRACT WITH ALLIANT INSURANCE SERVICES, INC. FOR EXCESS WORKERS' COMPENSATION INSURANCE BY \$23,379 FOR PAYMENT OF AN ADDITIONAL AUDITED PREMIUM FOR THE 2012/2013 TERM**
Erron Alvey, Purchasing Manager

- 7-10. CONSIDERATION OF AWARD OF CONTRACT WITH PARC SERVICES, INC. FOR HAZARDOUS BUILDING MATERIALS ABATEMENT IN AN AMOUNT NOT TO EXCEED \$29,050**
Erron Alvey, Purchasing Manager

- 7-11. CONSIDER AN AGREEMENT WITH THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION TO RECEIVE \$18,000 FOR STAFF ASSISTANCE WITH THE PASSENGER RAIL STUDY**
Thomas Hiltner, Grants/Legislative Analyst



7-12. CONSIDERATION OF RESPONSES TO THE RECOMMENDATIONS CONTAINED IN THE TRIENNIAL PERFORMANCE AUDIT CONDUCTED BY PCM ON BEHALF OF THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION

Alex Clifford CEO/General Manager

7-13. CONSIDER A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO SUBMIT APPLICATIONS AND EXECUTE AGREEMENTS FOR GRANTS FROM THE FEDERAL TRANSIT ADMINISTRATION AND THE CALIFORNIA DEPARTMENT OF TRANSPORTATION

Thomas Hiltner, Grants/Legislative Analyst

REGULAR AGENDA

8. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS

Chair Dene Bustichi

9. A RESOLUTION OF APPRECIATION FOR THE SERVICES OF ROBERT F. COTTER AS MAINTENANCE MANAGER FOR THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Chair Dene Bustichi

10. ADOPTION OF THE FINAL FY15 AND FY16 BUDGET

Angela Aitken, Finance Manager

11. CONSIDERATION OF AUTHORIZING THE CEO/GENERAL MANAGER TO EXECUTE A CONTRACT AMENDMENT WITH MANSFIELD OIL COMPANY TO INCREASE THE CONTRACT NOT-TO-EXCEED AMOUNT BY \$550,000 FOR PURCHASE AND DELIVERY OF DIESEL FUEL

Erron Alvey, Purchasing Manager

12. CONSIDER THE DIRECTION FOR SUBSEQUENT DESIGN WORK AND A CONTRACT AMENDMENT FOR GROUP 4 ARCHITECTS RESEARCH + PLANNING ON PACIFIC STATION REDESIGN PROJECT

Thomas Hiltner, Grants/Legislative Analyst

13. NOMINATION OF AD HOC COMMITTEE FOR THE PACIFIC STATION REDESIGN PROJECT

Chair Dene Bustichi

14. PUBLIC HEARING TO APPROVE A RESOLUTION TO ADOPT A PILOT PROGRAM TO PROVIDE SUMMER (JULY, AUGUST AND SEPTEMBER - 2014) STUDENT DISCOUNTED FARE WITH A VALID STUDENT IDENTIFICATION CARD

Chair Dene Bustichi and Alex Clifford, CEO/General Manager

15. REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION:

Leslyn Syren, District Counsel



SECTION II: CLOSED SESSION

- 1. CONFERENCE WITH LABOR NEGOTIATORS**
(Pursuant to Government Code Section 54957.6)
Agency Representative: Robyn Slater, HR Manager
Employee Organizations: Unrepresented Employees (Management)
- 2. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE**
(Pursuant to Government Code Section 54957)
Leslyn K. Syren, District Counsel

SECTION III: RECONVENE TO OPEN SESSION

- 16. REPORT OF CLOSED SESSION**
- 17. CONSIDERATION OF A FORMAL RATIFICATION OF A LABOR AGREEMENT BETWEEN THE UNITED TRANSPORTATION UNION LOCAL 23, FIXED ROUTE FOR THE PERIOD JULY 1, 2015 THROUGH JUNE 30, 2016 THAT CONTAINS A 2% CONTRACTUAL WAGE ADJUSTMENT**
Robyn Slater, HR Manager
- 18. CONSIDERATION OF A FORMAL RATIFICATION OF A LABOR AGREEMENT BETWEEN THE UNITED TRANSPORTATION UNION LOCAL 23, PARACRUZ FOR THE PERIOD JULY 1, 2015 THROUGH JUNE 30, 2016 THAT CONTAINS A 2% CONTRACTUAL WAGE ADJUSTMENT**
Robyn Slater, HR Manager
- 19. CONSIDERATION OF A FORMAL RATIFICATION OF A LABOR AGREEMENT BETWEEN THE SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL 521 FOR THE PERIOD JULY 1, 2015 THROUGH JUNE 30, 2016 THAT CONTAINS A 2% CONTRACTUAL WAGE ADJUSTMENT**
Robyn Slater, HR Manager
- 20. CONSIDERATION OF A FORMAL RATIFICATION OF THE MANAGEMENT COMPENSATION PLAN FOR THE PERIOD JULY 1, 2015 THROUGH JUNE 30, 2016 THAT CONTAINS A 2% WAGE ADJUSTMENT**
Robyn Slater, HR Manager
- 21. ANNOUNCEMENT OF NEXT MEETING: FRIDAY AUGUST 8, 8:30 AM, SANTA CRUZ METRO ADMINISTRATIVE OFFICES, 110 VERNON STREET, SANTA CRUZ**
Dene Bustichi, Board Chair
- 22. ADJOURNMENT**
Adjourn to the next Board of Directors meeting.



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

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

DATE: 04/01/14 THRU 04/30/14

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
48950	04/07/14	243.60 002941	AA SAFE & SECURITY CO	58333		LOCK SBF	243.60		
48951	04/07/14	208.39 E930	ALMANZA, CANDIS	58370		TRAVEL REIMBURSEMENT	208.39		
48952	04/07/14	10.62 003019	AMERICAN REPROGRAPHICS CO LLC	58261		PRINTING A760	10.62		
48953	04/07/14	8,750.00 001348	ATHENS INSURANCE SERVICE, INC.	58310		APR14 TPA FEES	8,750.00		
48954	04/07/14	250.00 B028	BRYANT, HILARY	58374	7	FEB14 14,26,28	100.00		
				58383		MAR 14 14,20,28	150.00		
48955	04/07/14	300.00 B018	BUSTICHI, DENE	58375	7	FEB14 14,24,25,26,28	100.00		
				58384		MAR 14 08,14,20,28	200.00		
48956	04/07/14	200.00 B033	CERVANTEZ, KARINA	58376		FEB14 14,28	100.00		
				58385		MAR 14 14,28	100.00		
48957	04/07/14	70.00 003145	CITY OF WATSONVILLE CITY CLERK	58309		BOD MEETING 2/28/14	70.00		
48958	04/07/14	961.12 130	CITY OF WATSONVILLE UTILITIES	58348		2/18-3/17 WATER WTC	269.94		
				58349		2/18-3/17 WATER WTC	26.40		
48959	04/07/14	35,041.45 001124	CLEAN ENERGY	58350		WASTE CONTAINER WTC	664.78		
				58318		LNG 3/2/14	10,893.05		
				58335		LNG 3/7/14	11,886.52		
				58336		LNG 3/5/14	12,261.88		
				58339		TOUCH UP PAINT	347.00		
48960	04/07/14	347.00 413	COLUMBIA EQUIPMENT COMPANY INC	58339		PC PARTS	133.16		
48961	04/07/14	133.16 002814	CREATIVE BUS SALES, INC.	58268		RPR VEH #1004	615.60		
48962	04/07/14	615.60 003116	CUMMINS PACIFIC LLP	58294		RPR VEH #1109 PC	1,571.33		
48963	04/07/14	3,511.04 001329	DOC AUTO LLC	58321		RPR VEH #1120 PC	1,939.71		
48964	04/07/14	250.00 B029	DODGE, DANIEL	58377	7	FEB14 14,24,25,26,28	100.00		
				58386		MAR 14 08,20,28	150.00		
48965	04/07/14	1,094.21 T255	DREIER, SUSAN	58296		TRAVEL REIMBURSEMENT	1,094.21		
48966	04/07/14	1,680.00 432	EXPRESS SERVICES INC.	58352		TEMP W/E 3/16/14	960.00		
				58359		TEMP W/E 3/23/14	720.00		
48967	04/07/14	1,684.15 447	FERRIS HOIST & REPAIR, INC.	58272		REPAIR TO BAY #8	1,684.15		
48968	04/07/14	12,442.98 002952	FLYERS ENERGY LLC	58353		3/1-3/15 FUEL PC	12,442.98		
48969	04/07/14	5,032.95 912	FOLGER GRAPHICS	58307		2014 HEADWAYS	5,032.95		
48970	04/07/14	250.00 B032	FRIEND, ZACHARIAH	58378		FEB14 14,26,28	100.00		
				58387		MAR 14 14,20,28	150.00		
48971	04/07/14	3,860.21 647	GENFARE A DIV OF SPX CORP	58265		TVM CAPITOLA	20.03		
				58304		POLY 31 DAY, PEM PAP	3,549.60		
48972	04/07/14	97.50 003096	GOODWILL INDUSTRIES OF SILICON	58351		TIMING BELT, CABLE	290.58		
48973	04/07/14	116.88 282	GRAINGER	58337		MAR 14 SHREDDING	97.50		
				58285		V-BELTS	24.20		
48974	04/07/14	250.00 B023	GRAVES, RON	58286		BATTERIES	92.68		
				58379	7	FEB14 14,26,28	100.00		
				58388		MAR 14 14,20,28	150.00		
48975	04/07/14	87.42 166	HOSE SHOP, THE INC	58302		NON INVENTORY HOSES	87.42		
48976	04/07/14	6,395.96 R612	HOWIE & SMITH, L.L.P.	58312		SC 12-13-22	6,395.96		
48977	04/07/14	2,998.38 002979	HUNT & SONS, INC.	58315		COOLANT BULK	2,998.38		
48978	04/07/14	266.54 003140	J&J COIN CHANGER SERVICE LLC	58306		RPR COIN CHANGER	266.54		
48979	04/07/14	1,939.25 878	KELLY SERVICES, INC.	58340		TEMP W/E 3/16/14	1,939.25		
48980	04/07/14	449.67 036	KELLY-MOORE PAINT CO., INC.	58319		PAINT SUPPLY	449.67		
48981	04/07/14	250.00 B026	LEOPOLD, JOHN	58380	7	FEB14 14,24,25,26,28	100.00		
				58389		MAR 14 14,20,28	150.00		
48982	04/07/14	977.49 511	LUMINATOR HOLDING LP	58266		FLASHCARD PROGRAMING	769.37		
				58332		RPR SIGN CONTROL BD	208.12		

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48983	04/07/14	24,388.20 003017		MANSFIELD OIL CO OF GAINSVILLE		58354	DIESEL 3/14/14	24,388.20	
48984	04/07/14	250.00 B031		MCPHERSON, BRUCE		58381	FEB14 14,24,25,26,28	100.00	
48985	04/07/14	3,373.68 001052		MID VALLEY SUPPLY INC.		58390	MAR 14 14,20,28	150.00	
48986	04/07/14	311.99 041		MISSION UNIFORM		58331	CLEANING SUPPLIES	3,373.68	
48987	04/07/14	548.77 001454		MONTEREY BAY SYSTEMS		58323	UNIFORMS	241.54	
48988	04/07/14	7,341.73 001063		NEW FLYER IND. CANADA ULC DBA		58324	UNIFORMS	70.45	
						58282	1/1-3/31 OVERAGES	548.77	
						58328	SWITCH SWF DPDT	9.60	
						58329	ROOF HATCH ASSY	349.78	
						58330	RPR VEH #1002	738.49	
						58373	SRI782 RETROFIT	11.51	
						58393	NOSING FORMED	157.77	
						58394	INVENTORY PARTS	3,806.49	
						58395	BRAKE DRUM	2,268.09	
48989	04/07/14	893.72 004		NORTH BAY FORD LINC-MERCURY		58275	RPR VEH #709	280.43	
						58279	RPR VEH #1116 PC	31.76	
						58280	RPR VEH #2603 PC	60.01	
						58290	TRANSMISSION FLUID	143.55	
						58320	OIL & OIL PAN PLUG	182.97	
						58322	RPR VEH #2404 PC	195.00	
48990	04/07/14	80.63 002323		NORTHERN SAFETY CO., INC.		58338	SAFETY GLASSES	80.63	
48991	04/07/14	2,463.53 003115		OFFICE TEAM		58311	TEMP W/E 3/21/14	1,664.33	
48992	04/07/14	2,000.00 009		PACIFIC GAS & ELECTRIC		58317	TEMP W/E 3/21/14	799.20	
48993	04/07/14	112.55 043		PALACE ART & OFFICE SUPPLY		58262	PERMIT POLE RETROFIT	2,000.00	
						58342	OFFICE SUPPLIES	81.51	
						58343	CLEANING SUPPLIES	75.72	
						58344	OFFICE SUPPLIES	15.84	
48994	04/07/14	67.34 003086		PAPE MACHINERY INC		58345	OFFICE SUPPLIES	-60.52	
48995	04/07/14	101.50 481		PIED PIPER EXTERMINATORS, INC.		58276	INVENTORY ORDER	67.34	
48996	04/07/14	20.31 002927		PRAXAIR DISTRIBUTION, INC.		58346	MAR 14 PEST METRO MK	48.50	
48997	04/07/14	139.20 882		PRINT SHOP SANTA CRUZ	7	58347	MAR 14 PEST BETTYS	53.00	
						58270	MIG NOZZLE	20.31	
						58264	CARDS A GOUVEIA	75.04	
						58281	PROPERTY RECEIPT	64.16	
48998	04/07/14	834.86 107A		SAN LORENZO LUMBER & HOME CTR		58357	STATEMENT 3/25/14	834.86	
48999	04/07/14	99.31 003024		RICOH USA, INC		58263	2/19-3/18 IMAGES	99.31	
49000	04/07/14	413.25 215		RICOH USA, INC.		58371	3/18-4/17 IMAGES	413.25	
49001	04/07/14	300.00 B022		ROBINSON, LYNN MARIE	7	58382	FEB14 14,24,25,26,28	100.00	
49002	04/07/14	146.92 045		ROYAL WHOLESALE ELECTRIC		58391	MAR 14 08,14,20,28	200.00	
49003	04/07/14	1,443.09 018		SALINAS VALLEY FORD SALES INC		58295	TRANSFORMER	146.92	
49004	04/07/14	480.39 135		SANTA CRUZ AUTO PARTS, INC.		58284	INVENTORY ORDER	1,027.51	
						58355	INJECTOR	415.58	
						58277	CORE CREDIT	-17.40	
						58278	BATTERY	125.01	
						58283	INVENTORY PARTS	68.64	
						58291	KEY HOLDER	3.09	
						58325	INVENTORY PARTS	273.03	
						58326	CARQUEST LIGHTING	12.40	
						58327	DISC BRAKE CALIP	15.62	
49005	04/07/14	3,056.23 001232		SPECIALIZED AUTO AND		58293	RPR VEH #2603 PC	3,056.23	

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49006	04/07/14	814.31 001976	SPORTWORKS NORTHWEST, INC.				58269	INVENTORY ORDER	814.31	
49007	04/07/14	32.63 104	STATE STEEL COMPANY			0	58334	RPR & MAINT	32.63	
49008	04/07/14	336.07 E534	SULLIVAN, CHRISTOPHER				58369	TRAVEL REIMBURSEMENT	336.07	
49009	04/07/14	15.72 E919	SYREN, LESLYN				58308	TRAVEL REIMBURSEMENT	15.72	
49010	04/07/14	2,722.16 002954	GCR TIRES & SERVICE			7	58287	TIRES	424.27	
							58288	TIRES	508.55	
							58289	RPR FLAT NON REV VEH	27.50	
							58290	RPR FLAT NON REV	12.00	
							58297	TIRES	153.47	
							58298	TIRES	171.77	
							58299	TIRES	1,258.63	
							58300	TIRES	153.47	
							58301	TIRE RPR VEH #0802	12.50	
							58358	PASS MON INTERF EXP	647.90	
49011	04/07/14	647.90 475	TRAPEZE SOFTWARE GROUP, INC.				58341	1/25-2/21 MB ENG SVC	60,129.48	
49012	04/07/14	60,129.48 003044	TRC ENGINEERS, INC.				58314	FREIGHT	32.47	
49013	04/07/14	32.47 007	UNITED PARCEL SERVICE				58271	INVENTORY ORDER	933.66	
49014	04/07/14	933.66 221	VEHICLE MAINTENANCE PROG INC				58356	3/16-4/15 MT BIEWLAS	54.73	
49015	04/07/14	54.73 434B	VERIZON CALIFORNIA				58260	APR 14 VISION PLAN	11,739.20	
49016	04/07/14	11,739.20 001043	VISION SERVICE PLAN				58316	RESPIRATOR WIPES	11.34	
49017	04/07/14	11.34 147	ZEE MEDICAL SERVICE CO.				58267	INVENTORY ORDER	1,329.96	
49018	04/07/14	1,329.96 148	ZEP SALES & SERVICE INC.				58495	RPR DOOR CODES BATTE	155.94	
49019	04/14/14	246.19 002941	AA SAFE & SECURITY CO				58508	RPR SMC SBF PC	90.25	
49020	04/14/14	231.00 382	AIRTEC SERVICE				58505	RPR HVAC PC	231.00	
49021	04/14/14	75.35 E437	AITKEN, ANGELA				58452	MEETING REIMBURSEMENT	75.35	
49022	04/14/14	30.24 002861	AMERICAN MESSAGING SVCS, LLC				58529	APR 14 PAGERS SVC	30.24	
49023	04/14/14	5,305.27 001D	AT&T				58502	2/19-3/18 CALNET 2	4,847.90	
							58513	2/19-3/18 SKYLINE	278.91	
49024	04/14/14	936.48 003105	AT&T MOBILITY				58514	2/19-3/18 CEMENTPLAN	178.46	
49025	04/14/14	349.93 E955	BUSTICHI, DENE				58503	2/24-3/23 WIFI BUSES	936.48	
49026	04/14/14	5,000.00 001324	CAPITALEGE ADVOCACY, INC.				58451	TRAVEL REIMBURSEMENT	349.93	
49027	04/14/14	2,263.01 E312	CHENG, FRANK				58516	MAR 14 SERVICES	5,000.00	
49028	04/14/14	850.00 001346	CITY OF SANTA CRUZ-FINANCE				58448	TRAVEL REIMBURSEMENT	611.57	
49029	04/14/14	8,993.69 909	CLASSIC GRAPHICS				58466	FY14 Q4 PARK DEF FEE	212.50	
49030	04/14/14	36,944.55 001124	CLEAN ENERGY				58467	FY14 Q4 PARK DEF FEE	637.50	
49031	04/14/14	104.73 075	COAST PAPER & SUPPLY INC.				58413	RPR VEH #9827	4,980.91	
49032	04/14/14	400.00 367	COMMUNITY TELEVISION OF				58422	RPR BUS #2307	1,835.98	
49033	04/14/14	17,111.77 003116	CUMMINS PACIFIC LLP				58438	RPR BUS #2307	2,176.80	
							58402	LNG 3/16/14	12,324.44	
							58420	LNG 3/13/14	12,316.93	
							58421	LNG 3/11/14	12,303.18	
							58434	JANITORIAL SUPPLY	104.73	
							58408	1/24-2/28 BOD MEET	400.00	
							58409	IGNITION CONTROL	5,494.09	
							58410	INVENTORY ORDER	854.53	
							58461	TR306 REBUILD	7,597.65	
							58463	RPR VEH #1001	1,186.39	
							58497	INVENTORY PARTS	1,364.11	
							58536	RPR VEH #1207	615.00	

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49034	04/14/14	002946	DAY WIRELESS SYSTEMS	5,806.20			58479	LMR REPEATER ANTENNA	5,806.20	
49035	04/14/14	00432	EXPRESS SERVICES INC.	504.00			58482	TEMP W/E 3/30/14	504.00	
49036	04/14/14	002295	FIRST ALARM	45,068.28			58486	MAR 14 SECURITY SMC	3,171.27	
49037	04/14/14	002952	FLYERS ENERGY LLC	3,861.40			58487	MAR 14 SECURITY	41,897.01	
49038	04/14/14	001302	GARDA CL WEST, INC.	235.82			58458	3/15-3/31 FUEL NONREV	3,861.40	
49039	04/14/14	00647	GENFARE A DIV OF SPX CORP	390.00			58423	APR 14 SERVICES	235.82	
49040	04/14/14	003096	GOODWILL INDUSTRIES OF SILICON	16.25			58460	RPR DATA PROBE	390.00	
49041	04/14/14	003073	GORDON INDUSTRIAL SUPPLY CO	40.11			58527	MAR 13 SHREDDING SVC	16.25	
49042	04/14/14	00282	GRAINGER	5,280.19			58414	STEEL CUTTING LUBE	40.11	
							58435	QUARTZ LAMP	370.75	
							58436	LAMPS BALLASTS	561.36	
							58437	MISC PARTS	3,167.44	
							58489	MB OPS SECURITY LITE	1,180.64	
49043	04/14/14	001745	HARTFORD LIFE AND ACCIDENT INS	16,005.87			58472	APR 14 LTD COSTS	11,334.90	
49044	04/14/14	E021	HILTNER, THOMAS	262.94			58474	APR 14 LIFE AD & D	4,670.97	
49045	04/14/14	E061	HOLLY, ISAAC	1,011.79			58449	TRAVEL REIMBURSEMENT	262.94	
49046	04/14/14	166	HOSE SHOP, THE INC	353.41			58453	TRAVEL REIMBURSEMENT	1,011.79	
49047	04/14/14	003122	INDUSTRIAL SAFETY SUPPLY CO	531.87			58405	PRESSURE WASH PARTS	353.41	
49048	04/14/14	878	KELLY SERVICES, INC.	3,985.56			58498	SAFETY RAIN BOOTS	531.87	
							58480	TEMP W/E 3/23/14	2,040.68	
49049	04/14/14	852	LAW OFFICES OF MARIE F. SANG	1,424.00		7	58500	TEMP W/E 3/30/14	1,944.88	
							58523	CL 5009210082	480.00	
							58524	CL11000452 11001281	800.00	
							58525	CL 2010226708	144.00	
49050	04/14/14	003060	LOZANO, EDDIE NCAC CADC II SAP	500.00			58526	ASSESSMENT SERVICES	500.00	
49051	04/14/14	511	LUMINATOR HOLDING LP	888.96			58537	CABLE & RO POWER SUP	888.96	
49052	04/14/14	003059	MAILFINANCE INC	157.10			58522	3/28-4/27 LEASE	157.10	
49053	04/14/14	041	MISSION UNIFORM	380.18			58400	UNIFORMS	13.51	
							58441	UNIFORMS	70.45	
							58442	UNIFORMS	241.54	
							58465	UNIFORMS	54.68	
49054	04/14/14	E045	MONTESINO, EDUARDO	94.74			58424	TRAVEL REIMBURSEMENT	94.74	
49055	04/14/14	003061	NEOFUNDS BY NEOPOST DBA	538.14			58481	POSTAGE ADMIN	538.14	
49056	04/14/14	001063	NEW FLYER IND. CANADA ULC DBA	3,238.38			58403	INVENTORY ITEMS	487.10	
							58404	PRESSURE SWITCH ASSY	13.23	
							58496	INVENTORY PARTS	157.77	
							58530	BRAKE CHAMBER ASSY	187.60	
							58531	EXHAUST TUBE	746.26	
							58532	LAMP	937.98	
							58533	TRASH RETAINER	338.26	
							58534	LED STRIP INDICATOR	282.29	
							58535	LED DOME LAMP	87.89	
49057	04/14/14	002721	NEXTEL COMMUNICATIONS/SPRINT	109.98			58538	2/26-3/25 TVM WIRELE	109.98	
49058	04/14/14	004	NORTH BAY FORD LINC-MERCURY	1,183.98			58426	RPR VEH #1108 PC	7.14	
							58427	BRAKE, ROTOR ASSY	1,062.64	
							58433	RPR VEH #715	82.44	
							58443	INVENTORY ITEM	31.76	
49059	04/14/14	003115	OFFICE TEAM	2,536.80			58517	TEMP W/E 3/28/14	1,737.60	
49060	04/14/14	009	PACIFIC GAS & ELECTRIC	13,142.63			58518	TEMP W/E 3/28/14	799.20	
							58468	2/26-3/26 1200 RIVER	127.37	

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49061	04/14/14	1,125.86 043		PALACE ART & OFFICE SUPPLY		58469	2/26-3/26 GOLF	4,767.76	
						58470	2/25-3/25 165 DUBOIS	1,886.50	
						58471	2/25-3/25 VERNON	3,868.18	
						58490	2/26-3/26 1217 RIVER	43.28	
						58491	2/26-3/26 1217 RIVER	142.31	
						58511	MAR 14 920 PACIFIC	2,307.23	
						58406	OFFICE SUPPLIES	35.03	
						58407	OFFICE SUPPLIES	88.90	
						58519	OFFICE SUPPLIES	91.08	
						58520	OFFICE TEAM	369.48	
						58521	OFFICE SUPPLIES	541.37	
						58455	MAR 14 PEST OPS	241.00	
						58456	MAR 14 PEST CAPELENA	48.50	
						58457	MAR 14 PEST ADMIN	183.00	
						58473	APR 14 DENTAL	45,068.50	
						58401	RPR EL DANDY SMC	493.50	
						58488	3/26-4/25 LEASE CS	266.44	
						58506	3/18-4/17 LEASE PC	388.62	
						58459	LOCKING TOMBSTONE	2.72	
						58450	TRAVEL REIMBURSEMENT	52.15	
						58504	WHITE PVC CARDS	180.65	
						58515	INVENTORY ORDER	430.09	
						58512	MISC RPR PARTS	474.50	
						58428	GEAR OIL, FILTER	197.28	
						58429	TURN/TAIL LAMP	5.20	
						58430	MOUNTING RIM	1.59	
						58431	INVENTORY PARTS	178.85	
						58432	CREDIT NOTE	-17.40	
						58439	RPR VEH #401	22.91	
						58440	OIL FILTER	29.65	
						58476	FINGERPRINTING	180.00	
						58477	FINGERPRINTING	130.00	
						58475	3/16-3/31 PREFUND	16,909.38	
						58493	2/11-3/10 1217 RIVER	125.13	
						58528	1/17-3/14 WATER PC	355.80	
						58462	11/15-1/15 WATER SVT	89.86	
						58492	2/24-3/23 MUD PLATES	264.00	
						58425	TRAVEL REIMBURSEMENT	149.19	
						58411	RPR VEH #2405 PC	2,971.98	
						58412	RPR VEH #2402 PC	2,073.22	
						58478	GM RECRUITMENT	6,883.27	
						58509	FREON	1,174.50	
						58510	AIR FILTERS	234.47	
						58415	TIRES	213.19	
						58416	TIRES	249.99	
						58417	TIRES	2,625.99	
						58418	TIRES	1,258.63	
						58419	TIRES	1,258.63	
						58484	FREIGHT	53.41	
						58539	3/26-4/22 FENCE RENT	29.37	
49072	04/14/14	310.00 345		SANTA CRUZ COUNTY OFFICE OF					
49073	04/14/14	16,909.38 002917		SANTA CRUZ METRO TRANSIT W/C					
49074	04/14/14	480.93 079		SANTA CRUZ MUNICIPAL UTILITIES					
49075	04/14/14	89.86 002459		SCOTTS VALLEY WATER DISTRICT					
49076	04/14/14	264.00 957		SECURITY SHORING & STEEL PLT					
49077	04/14/14	149.19 E239		SLATER, ROBYN					
49078	04/14/14	5,045.20 001232		SPECIALIZED AUTO AND					
49079	04/14/14	6,883.27 003121		THE MERCER GROUP					
49080	04/14/14	1,408.97 001800		THERMO KING OF SALINAS, INC					
49081	04/14/14	5,606.43 002954		GCR TIRES & SERVICE	7				
49082	04/14/14	53.41 007		UNITED PARCEL SERVICE					
49083	04/14/14	29.37 946		UNITED SITE SERVICES OF CA INC					

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49084	04/14/14	2,277.50 001353	VISION COMMUNICATIONS			58464	APR 14 MAINT	1,754.50	
49085	04/14/14	75.00 001165	VU, THANH DR. MD		7	58483	DEC 13 RADIO RENTAL	523.00	
49086	04/14/14	846.50 002028	WESTCOAST LEGAL SERVICE		7	58399	DMV EXAM	75.00	
						58396	CV178054	103.93	
						58397	CV178054	103.93	
						58398	CV178054	161.12	
						58444	CV178054	103.93	
						58445	CV178054	103.93	
						58446	CV178054	132.50	
						58447	CV178054	137.16	
49087	04/14/14	311.92 148	ZEP SALES & SERVICE INC.			58499	GRAFF TOWELS	311.92	
49088	04/14/14	1,469.85 T256	REGINALD MASON			58543	TRAVEL REIMBURSEMENT	1,469.85	
49089	04/14/14	16,795.24 057	U.S. BANK			58540	***-***-***-4048	463.26	
						58541	***-***-***-6490	1,765.55	
						58542	***-***-***-8502	14,566.43	
49090	04/21/14	680.00 003062	ABSOLUTE AUTO GLASS INC			58583	WINDSHIELD #1114 PC	345.00	
49091	04/21/14	2,751.00 382	AIRTEC SERVICE			58584	WINDSHIELD VEH #504	335.00	
49092	04/21/14	1,682.46 192	ALWAYS UNDER PRESSURE			58565	HVAC QRTLY MAINT	2,751.00	
						58606	VACUUM MOTOR	167.53	
						58607	LAMP OZONE RPLC CORD	600.10	
49093	04/21/14	248.82 294	ANDY'S AUTO SUPPLY		0	58607	BURNER PRESS WASHER	777.08	
						58653	PRESSURE WASHER SVC	137.75	
49094	04/21/14	307.91 001D	AT&T			58574	BATTER VEH #1124 PC	93.47	
49095	04/21/14	22,013.55 003129	B PLUS U LLP			58608	INVENTORY ORDER	155.35	
						58623	4/5-5/4 REPEATER	307.91	
						58613	2/12-3/31 WTC EXP	21,182.75	
						58614	2/12-3/31 WTC EXP	830.80	
49096	04/21/14	3,928.05 059	BATTERIES USA, INC.			58603	BATTERIES	3,928.05	
49097	04/21/14	774.00 011	BEWLEYS CLEANING			58555	MAR 14 CUSTODIAL SVC	774.00	
49098	04/21/14	6,580.05 001844	BRINKS INCORPORATED		7	58546	MAR 1200B SERVICE	4,138.13	
						58547	MAR 1200B SERVICE	2,441.92	
49099	04/21/14	83.66 M022	CAPELLA, KATHLEEN		0	58622	MAY 14 RETIREE SUPP	83.66	
49100	04/21/14	5,000.00 001324	CAPITALEGE ADVOCACY, INC.			58551	APR 14 SERVICES	5,000.00	
49101	04/21/14	1,839.41 003081	CAPITOLA MALL LLC		7	58632	MAY 14 RENT	1,839.41	
49102	04/21/14	375.00 002034	CARLON'S FIRE EXTINGUISHER			58597	CALC PLATE FIRE SUPP	375.00	
49103	04/21/14	166.66 002898	CEB CONTINUING EDUCATION OF			58662	LEGAL MATERIALS	166.66	
49104	04/21/14	42.89 001346	CITY OF SANTA CRUZ-FINANCE			58688	LANDFILL	42.89	
49105	04/21/14	39,505.32 001124	CLEAN ENERGY			58592	LNG 3/20/14	10,517.70	
						58593	LNG 3/18/14	12,275.65	
						58695	SBF FUEL STATION	1,869.97	
49106	04/21/14	2,890.00 003034	COASTAL LANDSCAPING INC. DBA			58696	MAR 14 SEB MAINT	14,842.00	
49107	04/21/14	681.57 002063	COSTCO			58604	MAR 14 LANDSCAPE SCM	2,890.00	
49108	04/21/14	5,094.54 003116	CUMMINS PACIFIC LLP			58634	OFFICE SUPPLIES	681.57	
						58582	INVENTORY PARTS	601.70	
						58654	INVENTORY ORDER	1,206.33	
						58691	RPR BUS #1205	1,660.83	
						58693	RPR BUS #2804	1,625.68	
49109	04/21/14	41.83 M039	DAVILA, ANA MARIA		0	58615	MAY 14 RETIREE SUPP	41.83	
49110	04/21/14	235.00 002946	DAY WIRELESS SYSTEMS			58549	VEH #1402 RADIO SCAN	235.00	
49111	04/21/14	32.00 002567	DEPARTMENT OF JUSTICE			58657	FINGERPRINTING	32.00	

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49112	04/21/14	3,812.99 001329		DOC AUTO LLC		58590	RPR VEH #1126 PC	898.15	
						58591	RP VEH #1101 PC	923.72	
						58595	RPR VEH #1107 PC	1,991.12	
49113	04/21/14	960.00 432		EXPRESS SERVICES INC.		58629	TEMP W/E 4/6/14	960.00	
49114	04/21/14	91.79 001172		FERGUSON ENTERPRISES INC. #795		58626	PLUMBING SUPPLIES	91.79	
49115	04/21/14	13,656.04 002952		FLYERS ENERGY LLC		58641	3/15-3/31 FUEL PC	13,656.04	
49116	04/21/14	83.66 M041		GOUVEIA, ROBERT	0	58616	MAY 14 RETIREE SUPP	83.66	
49117	04/21/14	580.56 282		GRAINGER		58579	DRAIN CLEANING CABLE	157.74	
						58594	GLOVES	422.82	
49118	04/21/14	300.38 546		GRANITEROCK COMPANY		58644	RPR BIG BASIN/FALLEN	62.25	
						58645	RPR BIG BASIN/FALLEN	238.13	
49119	04/21/14	1,266.97 001097		GREENWASTE RECOVERY, INC.		58638	MAR 14 GARBAGE PC	229.49	
						58677	4/1-6/30 GREEN VLY	57.00	
						58678	4/1-6/30 BIG BASIN	57.00	
						58679	4/1-6/30 AIRPORT FRE	114.00	
						58680	4/1-6/30 HWY 17 & BC	171.00	
						58681	4/1-6/30 MT HERM/KV	56.25	
						58682	4/1-6/30 SOQ/COLTON	57.00	
						58683	MAR 14 SVTC	240.38	
						58684	4/1-6/30 FREEDOM	57.00	
						58685	4/1-6/30 FREE/BOWKER	57.00	
						58686	4/1-6/30 SOQ/COLTON	113.85	
						58687	4/1-6/30 LOMOND/HWY9	57.00	
49120	04/21/14	4,000.00 002117		IULIANO #2 LLC	7	58544	MAY 14 RENT	4,000.00	
49121	04/21/14	10.30 003140		J&J COIN CHANGER SERVICE LLC		58665	RPR PYRAMID ACCEPTOR	10.30	
49122	04/21/14	3,018.58 110		JESSICA GROCERY STORE, INC.		58631	APR 14 CUSTODIAL SVC	3,018.58	
49123	04/21/14	115.19 167		KEYSTON BROTHERS		58699	UPHOLSTERY SUPPLY	61.28	
						58700	UPHOLSTERY SUPPLY	53.91	
49124	04/21/14	9,310.00 003066		KIM FAMILY ENTERPRISES LLP		58548	MAY 14 RENT NNN PARK	9,310.00	
49125	04/21/14	616.93 001233		KIMBALL MIDWEST		58602	HARDWARE FOR SHOP	616.93	
49126	04/21/14	485.62 E635		KINSLow, DEBBIE		58612	TRAVEL REIMBURSEMENT	485.62	
49127	04/21/14	48.00 852		LAW OFFICES OF MARIE F. SANG	7	58660	CL#2001103388 210341	48.00	
49128	04/21/14	50.00 880		LEXISNEXIS INC		58663	MAR 14 SERVICES	50.00	
49129	04/21/14	572.63 780		LOTTS INC.		58557	VEH #1402 STROBELITE	572.63	
49130	04/21/14	1,721.59 511		LUMINATOR HOLDING LP		58575	RPR CONTROLLER BOARD	208.12	
						58576	RPR FLIP DOT CONTROL	223.12	
						58689	INVENTORY ORDER	1,290.35	
49131	04/21/14	23,652.58 003017		MANSFIELD OIL CO OF GAINSVILLE		58643	DIESEL 3/31/14	23,652.58	
49132	04/21/14	302.93 001342		MCW ASSOCIATES, INC.		58661	MAR 14 SERVICES	302.93	
49133	04/21/14	1,722.95 001052		MID VALLEY SUPPLY INC.		58596	BROOM HANDLE	167.69	
						58611	CLEANING SUPPLY	1,555.26	
49134	04/21/14	325.33 041		MISSION UNIFORM		58580	UNIFORMS	13.51	
						58588	UNIFORMS	70.45	
						58589	UNIFORMS	241.37	
49135	04/21/14	10,273.88 001063		NEW FLYER IND. CANADA ULC DBA		58550	STEEL INSERT	3.52	
						58672	INVENTORY ORDER	202.79	
						58673	INVENTORY ORDER	33.72	
						58674	INVENTORY ORDER	221.62	
						58697	INVENTORY PARTS	3,477.55	
						58698	INVENTORY ORDER	6,334.68	

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49136	04/21/14	17,142.81 004		NORTH BAY FORD LINC-MERCURY		58585	CREDIT NOTE	-35.11	
						58586	RPR VEH #2402 PC	122.61	
						58587	RPR VEH #2402 PC	80.22	
						58609	INVENTORY ORDER	89.18	
						58610	TUBE RPR VEH #1112PC	61.69	
						58633	SPARE KEY VEH #1402	611.75	
						58652	RPR TRANS VEH #2406	16,212.47	
49137	04/21/14	3,259.06 003115		OFFICE TEAM		58636	TEMP W/E 4/4/14	2,459.86	
						58637	TEMP W/E 4/4/14	799.20	
49138	04/21/14	3,571.11 009		PACIFIC GAS & ELECTRIC		58628	3/7-4/4 MULTISITE	2,109.23	
						58656	2/25-3/25 1200RIVER	1,416.65	
						58692	3/6-4/3 SVTC	45.23	
49139	04/21/14	164.28 043		PALACE ART & OFFICE SUPPLY		58601	OFFICE SUPPLIES	14.78	
49140	04/21/14	2,224.03 003086		PAPE MACHINERY INC		58563	RPR BUS #2228	2,209.25	
						58564	INVENTORY PARTS	14.78	
49141	04/21/14	1,058.00 002947		PEDALERS EXPRESS	7	58553	MAR 14 COURIER SVC	2,058.00	
49142	04/21/14	41.83 M109		PEREZ, CHERYL		58617	MAY 14 RETIREE SUPP	41.83	
49143	04/21/14	6.05 E314		PETERSON, ELLYN		58666	TRAVEL REIMBURSEMENT	6.05	
49144	04/21/14	11,487.12 001149		PREFERRED PLUMBING, INC.		58635	RPR JAVA CAFE SMC	279.00	
						58690	TAQUERIA ELDANDY RPR	11,208.12	
49145	04/21/14	400.80 003020		QUEST DIAGNOSTIC INC.		58658	DOT DRUG TEST	400.80	
49146	04/21/14	413.62 001153		REPUBLIC ELEVATOR COMPANY INC		58578	APR ELEVATOR MAINT	413.62	
49147	04/21/14	960.00 001098		ROBERT HALF MANAGEMENT RESOURCE		58659	TEMP W/E 2/14/14	960.00	
49148	04/21/14	83.66 M085		ROSSI, DENISE	0	58618	MAY 14 RETIREE SUPP	83.66	
49149	04/21/14	41.83 M030		ROWE, RUBY		58619	MAY 14 RETIREE SUPP	41.83	
49150	04/21/14	29.97 045		ROYAL WHOLESALE ELECTRIC		58562	SPLIT BOLT CONNECTOR	29.97	
49151	04/21/14	443.54 018		SALINAS VALLEY FORD SALES INC		58581	INVENTORY PARTS	443.54	
49152	04/21/14	391.06 135		SANTA CRUZ AUTO PARTS, INC.		58573	OIL FILTER, BATTERY	188.28	
						58598	WRENCH	28.26	
						58599	RP BRAKES VEH #802	71.48	
49153	04/21/14	15.00 001944		SANTA CRUZ COUNTY LAW LIBRARY		58600	RPR BRAKES VEH #802	103.04	
49154	04/21/14	835.03 149		SANTA CRUZ SENTINEL		58664	QRTLY COPY CHARGE	15.00	
						58558	14-08 LEGAL AD	205.36	
						58559	14-15 LEGAL AD	209.89	
						58560	14-12 LEGAL AD	209.89	
						58561	14-13 LEGAL AD	209.89	
49155	04/21/14	14,452.76 977		SANTA CRUZ TRANSPORTATION, LLC		58556	MAR 14 SERVICES	14,452.76	
49156	04/21/14	2,500.00 002267		SHAW / YODER / ANTIWTH, INC.		58554	APR 14 LEGISLATE SVC	2,500.00	
49157	04/21/14	210.00 001121		SILENT PARTNER SECURITY INC.		58577	4/1-6/30 QTR ALARM	210.00	
49158	04/21/14	3,000.00 001277		SJB GLOBALNET, INC.		58668	APR 14 SERVICES	1,500.00	
						58669	MAR 14 SERVICES	1,500.00	
49159	04/21/14	41.83 M054		SLOAN, SUZANNE	0	58620	MAY 14 RETIREE SUPP	41.83	
49160	04/21/14	12,990.84 001075		SOQUEL III ASSOCIATES	7	58630	MAY 14 RENT	12,990.84	
49161	04/21/14	829.00 080		STATE BOARD OF EQUALIZATION		58694	JAN-MAR 14 SALES TAX	829.00	
49162	04/21/14	416.63 002675		THOMSON REUTERS BARCLAYS		58670	MAR 14 SERVICES	416.63	
49163	04/21/14	7,917.75 002954		GCR TIRES & SERVICE	7	58567	TIRES	255.98	
						58568	TIRES	1,143.99	
						58569	TIRES	1,260.73	
						58570	TIRES	1,313.00	
						58571	TIRES	161.24	

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

DATE: 04/01/14 THRU 04/30/14

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
49164	04/21/14	003037	227.33	TYCO INTEGRATED SECURITY		58572	TIRES	212.14	
49165	04/21/14	434	349.02	VERIZON WIRELESS	0	58646	TIRES	332.66	
49166	04/21/14	001165	300.00	VU, THANH DR. MD	7	58647	TIRES	1,260.73	
49167	04/21/14	003074	3,500.00	WAVE CREST DEVELOPMENT INC.		58648	TIRE REPAIR	18.00	
49168	04/21/14	682	70.00	WEISS, AMY L.		58649	TIRE REPAIR VEH #802	18.00	
49169	04/21/14	001506	2,922.94	WESTERN STATES OIL CO.		58650	TIRE SCRAP DISPOSAL	146.81	
49170	04/21/14	186	15.14	WILSON, GEORGE H., INC.		58651	TIRES	1,794.47	
49171	04/21/14	M088	41.83	YAGI, RANDY	0	58624	MAY 14 ALARM 120GOLF	114.56	
49172	04/21/14	080A	449.68	STATE BOARD OF EQUALIZATION		58625	MAY 14 ALARM 138GOLF	112.77	
49173	04/28/14	192	31.94	ALWAYS UNDER PRESSURE		58627	3/2-4/1 PTT FAC FLEE	349.02	
49174	04/28/14	294	306.45	ANDY'S AUTO SUPPLY	0	58639	DMV EXAM	75.00	
49175	04/28/14	001D	85.54	AT&T		58640	DMV EXAM	75.00	
49176	04/28/14	001348	8,750.00	ATHENS INSURANCE SERVICE, INC.		58655	DMV EXAM	75.00	
49177	04/28/14	002689	103.06	B & B SMALL ENGINE CORP		58667	DMV EXAM	75.00	
49178	04/28/14	E271	57.00	BAUER, FRANK		58545	MAY 14 RENT	3,500.00	
49179	04/28/14	001112	142.46	BRINKS AWARDS & SIGNS		58542	BOD MEETING 3/28/14	70.00	
49180	04/28/14	502	712,181.22	CA PUBLIC EMPLOYEES'	7	58566	BULK OIL & COOLANT	2,922.94	
49181	04/28/14	002034	22.00	CARLON'S FIRE EXTINGUISHER		58642	ELECTRICAL SUPPLIES	15.14	
49182	04/28/14	001124	24,189.68	CLEAN ENERGY		58621	MAY 14 RETIREE SUPP	41.83	
49183	04/28/14	075	49.26	COAST PAPER & SUPPLY INC.		58701	JAN-MAR 14 FUEL TAX	449.68	
49184	04/28/14	002814	693.98	CREATIVE BUS SALES, INC.		58772	RPR VEH #1835	31.94	
49185	04/28/14	003136	40.00	CSMFO-MONTEREY BAY CHAPTER		58774	INVENTORY ORDER	112.27	
49186	04/28/14	798	286.83	D&D COMPRESSOR, INC		58780	4/7-5/6 REPEATERS	85.54	
49187	04/28/14	480	1,486.07	DIESEL MARINE ELECTRIC, INC.		58754	MAR 14 SERVICES	8,750.00	
49188	04/28/14	432	2,855.59	EXPRESS SERVICES INC.		58709	RPR & MAINT	95.10	
49189	04/28/14	447	510.00	FERRIS HOIST & REPAIR, INC.		58787	FILLER CAP	7.96	
49190	04/28/14	959	86.24	FIRST ADVANTAGE OCCUPATIONAL		58702	FINGERPRINT REIMBURS	57.00	
49191	04/28/14	002295	10,285.73	FIRST ALARM		58751	NAME PLATE	142.46	
49192	04/28/14	002962	1,517.58	FIS		58712	MAY 14 MEDICAL INS	712,181.22	
49193	04/28/14	002952	21.14	FLYERS ENERGY LLC		58729	INSPECTION 138 GOLF	22.00	
49194	04/28/14	117	1,191.03	GILLIG LLC		58737	LNG 3/26/14	12,428.28	
49195	04/28/14	003096	16.25	GOODWILL INDUSTRIES OF SILICON		58738	LNG 3/28/14	11,761.40	
						58771	CLEANING SUPPLIES	49.26	
						58730	INVENTORY PARTS	693.98	
						58714	MEETING 5/22/14	40.00	
						58710	LOW OIL SWITCH	286.83	
						58747	INVENTORY ORDER	1,486.07	
						58703	TEMP W/E 4/13/14	192.00	
						58794	WE 413 RUN TIME CALI	2,496.79	
						58795	WE 4/06 RUN TIME CAL	166.80	
						58773	WASH BAY LIFT RPR	510.00	
						58753	MAR 14 SERVICES	86.24	
						58708	MAR14 SECURITY OPS	10,120.73	
						58789	MAR 14 SERVICES PC	165.00	
						58716	MAR 14 MERCHANT FEES	1,517.58	
						58736	PROPANE FORKLIFT	21.14	
						58749	INVENTORY ORDER	247.08	
						58764	INVENTORY ORDER	943.95	
						58791	MAR 14 SHREDDING PC	16.25	

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
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DATE: 04/01/14 THRU 04/30/14

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
49196	04/28/14	1,530.80	282	GRAINGER			58717	SECURITY LIGHTS OPS	393.54	
							58765	SCREWS RPR VERNON	102.35	
							58766	JANITORIAL SUPPLIES	592.63	
							58767	INVENTORY ORDER	12.16	
							58768	INVENTORY ORDER	67.61	
							58770	INVENTORY ORDER	362.51	
							58775	INVENTORY PARTS	24.26	
49197	04/28/14	86.26	166	HOSE SHOP, THE INC			58784	NON INVENTORY PARTS	62.00	
49198	04/28/14	2,295.86	878	KELLY SERVICES, INC.			58796	WE 4/6 RUN TIME CALI	2,295.86	
49199	04/28/14	294.25	036	KELLY-MOORE PAINT CO., INC.			58761	INVENTORY ITEMS	47.89	
							58776	PAINT	38.80	
							58785	PAINT	207.56	
49200	04/28/14	1,570.28	001233	KIMBALL MIDWEST			58711	NON INVENTORY PARTS	42.41	
							58786	NON INVENTORY HDWRE	1,527.87	
49201	04/28/14	224.00	852	LAW OFFICES OF MARIE F. SANG		7	58728	CL# 1999103213	224.00	
49202	04/28/14	228,405.52	003058	LEWIS C NELSON AND SONS INC			58707	CONST MB THRU 3/25	228,405.52	
49203	04/28/14	223.16	511	LUMINATOR HOLDING LP			58732	RPR DOT CONTROLLER	223.16	
49204	04/28/14	735.93	001145	MANAGED HEALTH NETWORK			58713	MAY 14 EAP PREMIUM	735.93	
49205	04/28/14	200.00	E303	MCGLAZE, GILLIAN			58720	TRAVEL ADVANCE	200.00	
49206	04/28/14	414.32	041	MISSION UNIFORM			58755	UNIFORMS	13.51	
							58756	UNIFORMS	241.54	
							58757	UNIFORMS	70.45	
							58758	UNIFORMS	56.34	
							58759	UNIFORMS	10.81	
							58760	CUSTOMER NAME BADGES	8.16	
							58779	UNIFORMS	13.51	
49207	04/28/14	739.99	001454	MONTEREY BAY SYSTEMS			58750	4/1-6/30 LEASE	739.99	
49208	04/28/14	1,272.75	002626	NELSON\NYGAARD INC		7	58724	SVCS THRU 3/31/14	1,272.75	
49209	04/28/14	15.37	003146	NEOPOST USA INC			58790	POSTAGE METER TAPE	15.37	
49210	04/28/14	347.52	001063	NEW FLYER IND. CANADA ULC DBA			58731	INVENTORY PARTS	347.52	
49211	04/28/14	1,565.35	002950	NEW HAVEN MOVING EQUIPMENT			58726	ADA STRAPS	1,565.35	
49212	04/28/14	28.16	004	NORTH BAY FORD LINC-MERCURY			58769	RPR VEH #1112 PC	28.16	
49213	04/28/14	2,240.04	003115	OFFICE TEAM			58727	TEMP W/E 4/11/14	2,240.04	
49214	04/28/14	719.61	009	PACIFIC GAS & ELECTRIC			58792	3/11-4/8 PARACRUZ	719.61	
49215	04/28/14	1,553.32	043	PALACE ART & OFFICE SUPPLY			58735	OFFICE SUPPLIES	1,465.23	
							58752	OFFICE SUPPLIES	88.09	
49216	04/28/14	6,606.73	003086	PAPE MACHINERY INC			58748	INVENTORY PARTS	6,606.73	
49217	04/28/14	70.00	481	PIED PIPER EXTERMINATORS, INC.			58706	MAR14 PEST WTC REST	70.00	
49218	04/28/14	123.42	003024	RICOH USA, INC			58723	1/1-3/31 IMAGES	123.42	
49219	04/28/14	404.28	018	SALINAS VALLEY FORD SALES INC			58763	INVENTORY ITEMS	404.28	
49220	04/28/14	522.50	002700	SANTA CRUZ COUNTY ENVIROMENTAL			58718	PACIFIC STAT DESIGN	522.50	
49221	04/28/14	13,051.51	002917	SANTA CRUZ METRO TRANSIT W/C			58725	4/1-4/15 W/C REPLINI	13,051.51	
49222	04/28/14	200.00	E920	STRUDLEY, ALEX			58721	TRAVEL ADVANCE	200.00	
49223	04/28/14	4,766.28	002954	GCR TIRES & SERVICE		7	58740	TIRES	256.19	
							58741	TIRES	1,133.11	
							58742	TIRES	343.54	
							58743	TIRES	1,141.89	
							58744	TIRES	27.50	
							58745	TIRES	156.91	
							58746	TIRES	656.50	

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
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DATE: 04/01/14 THRU 04/30/14

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
49224	04/28/14	504.16 170		TOWNSEND'S AUTO PARTS		58782	TIRES	478.64	
49225	04/28/14	99.54 007		UNITED PARCEL SERVICE		58783	TIRES	572.00	
49226	04/28/14	465.74 434		VERIZON WIRELESS	0	58781	INVENTORY ORDER	504.16	
49227	04/28/14	225.00 001165		VU, THANH DR. MD	7	58704	FREIGHT	33.39	
49228	04/28/14	160.00 E888		WAGLEY, EILEEN		58705	FREIGHT	66.15	
49229	04/28/14	319.00 915		WORKIN.COM, INC.		58793	3/2-4/1 PARACRUZ	465.74	
49230	04/28/14	141.99 E329		ZARAGOZA, DANIEL		58777	DMV EXAM	75.00	
						58778	DMV EXAM	75.00	
						58788	DMV EXAM	75.00	
						58722	TRAVEL ADVANCE	160.00	
						58719	JOB PLACEMENT AD	319.00	
						58715	TRAVEL REIMBURSEMENT	141.99	
TOTAL		1,814,970.68		ACCOUNTS PAYABLE			TOTAL CHECKS	281	1,814,970.68

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 27, 2014
TO: Board of Directors
FROM: Angela Aitken, Finance Manager
SUBJECT: ACCEPT AND FILE MONTHLY BUDGET STATUS REPORTS YEAR TO DATE AS OF APRIL 30, 2014

I. RECOMMENDED ACTION

That the Board of Directors accept and file the monthly budget status reports year to date as of April 30, 2014

II. SUMMARY OF ISSUES

- **Operating Revenues** year to date as of April 30, 2014 were \$316K under the amount of revenue expected for the same period year to date.
- **Consolidated Operating Expenses** year to date as of April 30, 2014 were \$1.7M or 4% under budget.
- **Capital Budget** spending year to date through April 30, 2014 was \$11M or 33% of the Capital budget.

III. DISCUSSION/BACKGROUND

An analysis of Santa Cruz METRO's budget status is prepared monthly in order to apprise the Board of Directors of Santa Cruz METRO's actual revenues, expenses and capital in relation to the adopted operating and capital budgets for the fiscal year. The attached revenue, expense and capital reports represent the status of Santa Cruz METRO's Revised FY14 operating and capital budgets versus actual expenditures year to date.

The fiscal year has elapsed **83%**.

A. Operating Revenue

Operating Revenues year to date as of April 30, 2014 were \$316K under the amount budgeted.

- **Passenger Fares** are under budget by 4% or \$292K; it is presumed that passengers may be utilizing fare media such as the 30 day pass more than in previous years. The Planning department will research this variance further and report back with the monthly budget status report for May.

- **Other Op Assistance/Funding** is under budget due to delays in the AMBAG Transit Planning Internship Grant Project. The original intern began work mid-December but was terminated, and not replaced until the beginning of March.
- **Fuel Tax Credit** is over budget by \$50K due to higher-than-anticipated receipt of tax credits for alternative fuel usage in the last 2 quarters of calendar year 2013.

B. Consolidated Operating Expenses

Consolidated Operating Expenses year to date as of April 30, 2014 were \$1.7M or 4% under budget. Personnel Expenses, Services, Casualty & Liability, Utilities, and Miscellaneous Expenses all contributed to the favorable variance.

- **Total Personnel Expenses** are under budget due to vacant funded positions and extended leaves by \$1.3M.
- **Services** are under budget primarily due to less than anticipated Prof & Tech Fees, as well as Legal Services, and Repair – Equipment expenses by \$148K.
- **Casualty & Liability** expenses are under budget due to cost savings experienced by a change in insurance carrier by \$75K.
- **Utilities** are under budget by \$80K, due to additional funding added in the FY14 budget revision in February based on actual utility charges through October 2013; since that analysis, actual charges have come in under budget. The agency is also benefitting from decreased electricity rates due to an energy audit performed by Santa Cruz METRO staff in conjunction with PG&E in December 2013. The accounts were all reviewed and changed to the most advantageous rate schedules available for the specific type of usage, with annual savings estimated at approximately \$15K.
- **Miscellaneous Expenses** are under budget by \$73K primarily due to Employee Training expenses that may be incurred later in the year, while the budget was straight lined.

C. Capital Budget

Capital Budget spending year to date through April 30, 2014 was \$11M or 33% of the total Capital Budget.

The MetroBase Project spending includes:

- \$3.5M spent on the MetroBase Project – FY11 Allocation Operations Bldg (Sakata, STA, PTMISEA)

- \$2.2M spent on the MetroBase Project – Operations Bldg (SLPP)

Other Projects include:

- \$3.3M spent on the State of Good Repair #2 Project – Purchase of 6 Buses, 44 MDCs (FTA, RES. RET. EARNINGS)
- \$394K spent on the 2nd LNG Tank Project (MBUAPCD, PTMISEA)
- \$360K spent on the Pacific Station/Metro Center – Conceptual Design Project (FTA, STA, RES. RET. EARN.)
- \$297K spent on the Video Surveillance Project – CCTV (STATE-1B)

IV. ALTERNATIVES

- N/A

V. ATTACHMENTS

- Attachment A:** FY14 Operating Revenue & Expenses Year to Date as of 4/30/14
Attachment B: FY14 Capital Budget Report for the month ending 4/30/14
Attachment C: FY14 Capital Budget Revisions Approved through April 2014

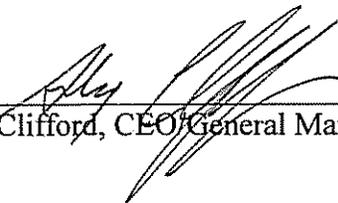
Board of Directors
Board Meeting of June 27, 2014
Page 4

Prepared by: Lorraine Bayer, Accountant II
Date Prepared: June 17, 2014

APPROVED:



Department Manager



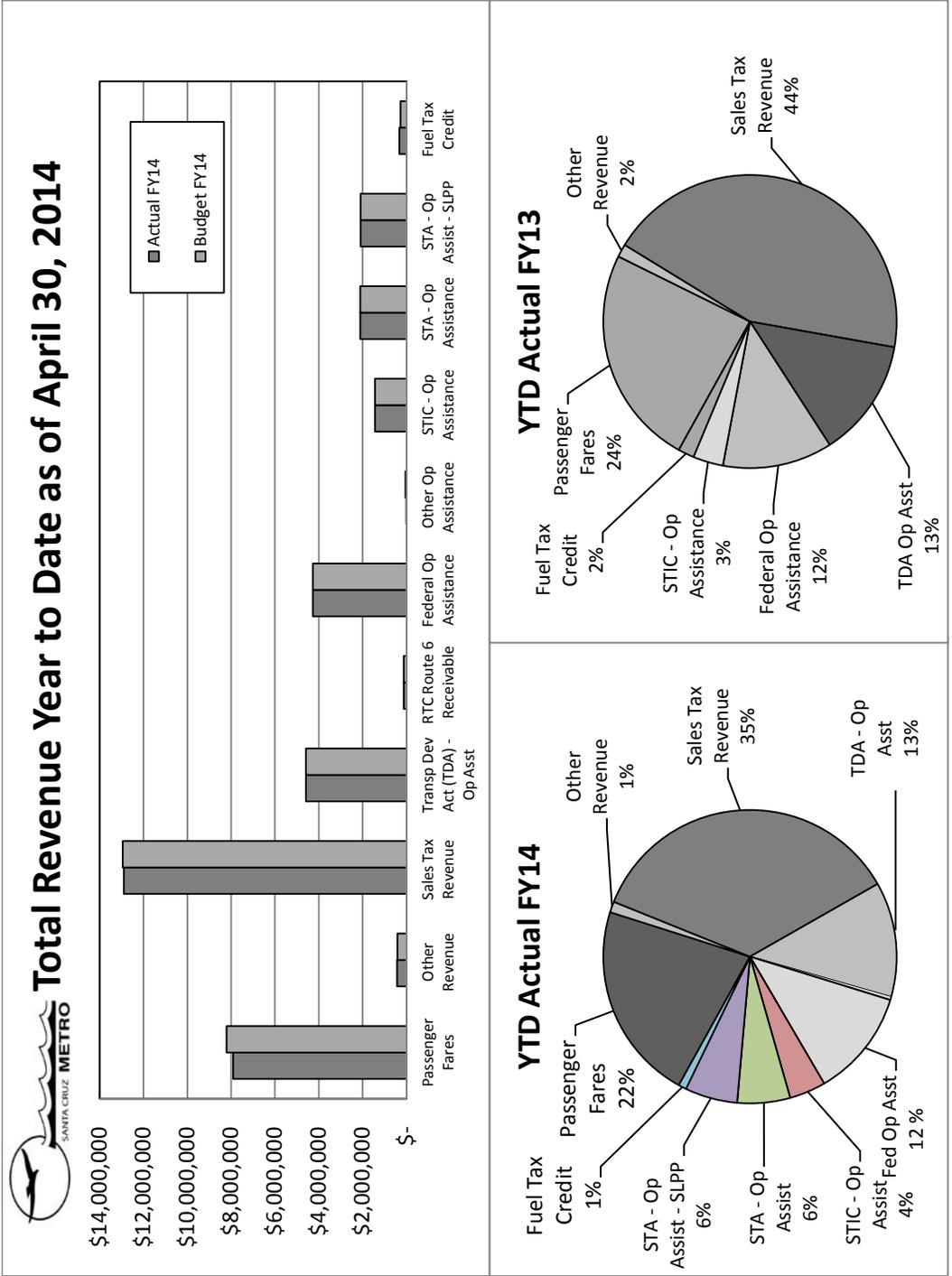
Alex Clifford, CEO/General Manager

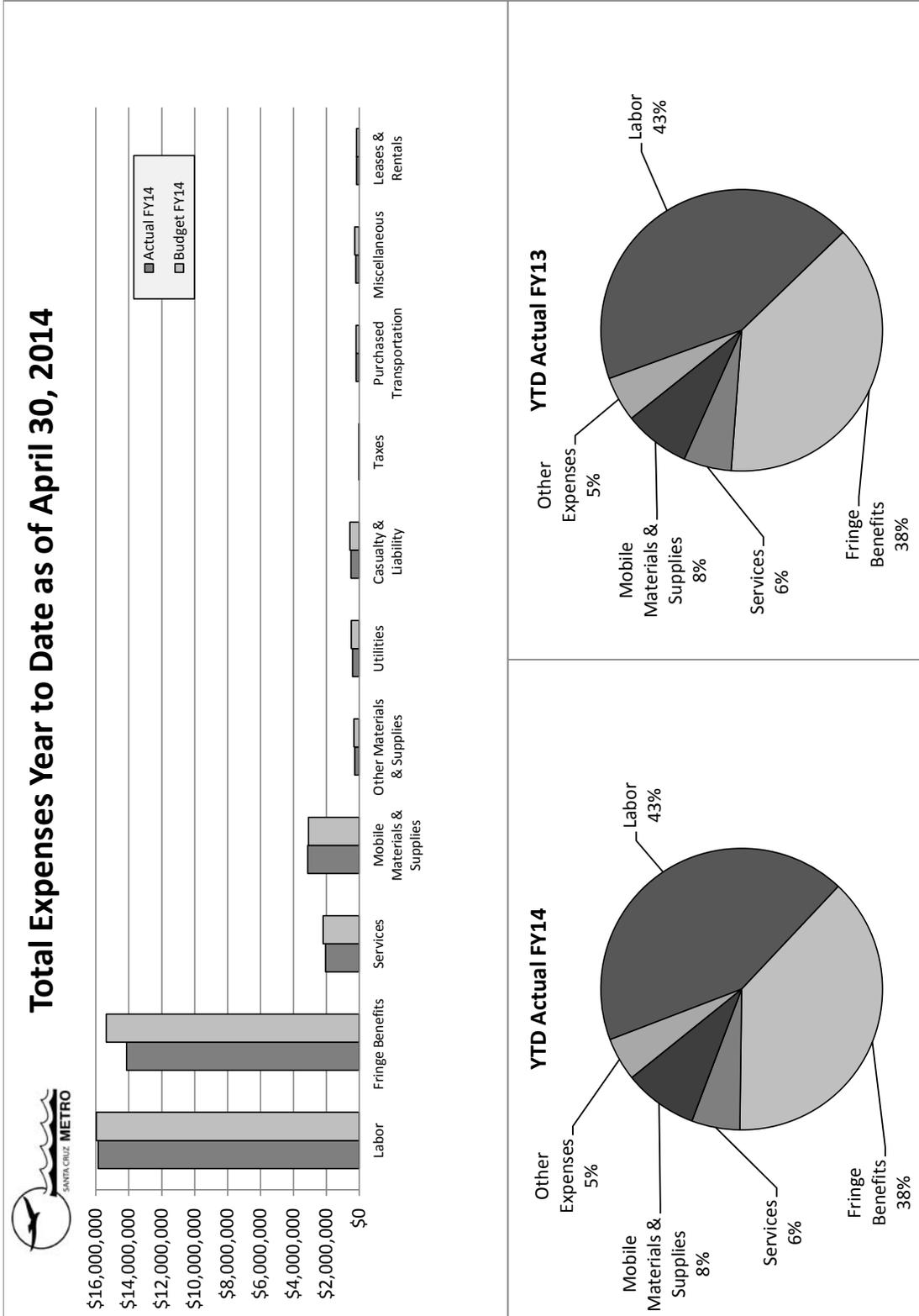
Attachment A



FY14 Operating Revenue & Expenses Year to Date as of April 30, 2014

	Year to Date			YTD Year Over Year Comparison		
	Actual	Budget	\$ Var	Actual FY13	\$ Var	% Var
Revenue:						
Passenger Fares	\$ 7,911,802	\$ 8,203,476	\$ (291,674)	\$ 7,723,060	\$ 188,742	2%
Other Revenue	\$ 433,200	\$ 416,467	\$ 16,733	\$ 452,373	\$ (19,173)	-4%
Sales Tax Revenue	\$ 12,897,239	\$ 12,942,089	\$ (44,850)	\$ 14,033,805	\$ (1,136,566)	-8%
Transp Dev Act (TDA) - Op Asst	\$ 4,588,183	\$ 4,588,183	\$ -	\$ 4,153,708	\$ 434,475	10%
RTC Route 6 One-Time Funding	\$ 130,000	\$ 130,000	\$ -	\$ -	\$ 130,000	100%
Federal Op Assistance	\$ 4,276,068	\$ 4,275,798	\$ 270	\$ 3,852,288	\$ 423,780	11%
Other Op Assistance/Funding	\$ 2,313	\$ 49,401	\$ (47,088)	\$ 572	\$ 1,741	304%
STA - Op Assistance	\$ 2,107,226	\$ 2,107,226	\$ -	\$ -	\$ 2,107,226	100%
STA - Op Assistance - SLPP Backfill	\$ 2,088,167	\$ 2,088,167	\$ -	\$ -	\$ 2,088,167	100%
STIC - Op Assistance	\$ 1,443,685	\$ 1,443,685	\$ -	\$ 1,057,097	\$ 386,588	37%
Fuel Tax Credit	\$ 320,287	\$ 270,000	\$ 50,287	\$ 563,250	\$ (242,963)	-43%
Transfers (to)/ from Reserves	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Total Revenue	\$ 36,198,170	\$ 36,514,492	\$ (316,322)	\$ 31,836,154	\$ 4,362,016	14%
Expenses:						
Labor	\$ 15,859,328	\$ 15,968,471	\$ (109,144)	\$ 14,852,556	\$ 1,006,772	7%
Fringe Benefits	\$ 14,139,195	\$ 15,370,420	\$ (1,231,226)	\$ 13,164,008	\$ 975,187	7%
Services	\$ 2,048,541	\$ 2,196,417	\$ (147,876)	\$ 1,879,199	\$ 169,342	9%
Mobile Materials & Supplies	\$ 3,135,498	\$ 3,087,661	\$ 47,837	\$ 2,603,982	\$ 531,517	20%
Other Materials & Supplies	\$ 289,526	\$ 329,763	\$ (40,236)	\$ 314,205	\$ (24,679)	-8%
Utilities	\$ 412,256	\$ 492,750	\$ (80,494)	\$ 428,692	\$ (16,436)	-4%
Casualty & Liability	\$ 509,270	\$ 584,083	\$ (74,813)	\$ 459,053	\$ 50,217	11%
Taxes	\$ 34,986	\$ 41,683	\$ (6,698)	\$ 37,969	\$ (2,983)	-8%
Purchased Transportation	\$ 196,490	\$ 208,333	\$ (11,843)	\$ 131,693	\$ 64,797	49%
Miscellaneous	\$ 217,377	\$ 290,768	\$ (73,391)	\$ 192,647	\$ 24,730	13%
Leases & Rentals	\$ 174,158	\$ 174,417	\$ (259)	\$ 205,508	\$ (31,350)	-15%
Total Expenses	\$ 37,016,624	\$ 38,744,767	\$ (1,728,143)	\$ 34,269,510	\$ 2,747,114	8%
Operating Income (Loss)	\$ (818,454)			\$ (2,433,356)		







FY14
Operating Revenue
Year to Date as of April 30, 2014

Percent of Year Elapsed - 83%

	Year to Date		YTD Year Over Year Comparison	
	Actual	Budget	FY13	FY14
		\$ Var	\$ Var	% Var
Passenger Fares				
Passenger Fares	\$ 3,235,816	\$ 3,541,456	\$ 3,303,248	\$ (67,432) -2%
Paratransit Fares	\$ 271,324	\$ 259,705	\$ 251,586	\$ 19,738 8%
Special Transit Fares - Contract	\$ 2,742,610	\$ 2,735,367	\$ 2,686,302	\$ 56,308 2%
Highway 17 Fares	\$ 1,243,141	\$ 1,338,323	\$ 1,236,373	\$ 6,768 1%
Highway 17 Payments	\$ 418,911	\$ 328,625	\$ 245,550	\$ 173,360 71%
Subtotal Passenger Revenue	\$ 7,911,802	\$ 8,203,476	\$ 7,723,060	\$ 188,742 2%

	Actual	Budget	\$ Var	% Var
Other Revenue				
Commissions	\$ 2,075	\$ 4,667	\$ (2,592)	-56%
Advertising Income	\$ 222,078	\$ 200,188	\$ 21,890	11%
Rent Income - SC Pacific Station	\$ 85,401	\$ 90,109	\$ (4,708)	-5%
Rent Income - Watsonville TC	\$ 46,457	\$ 44,003	\$ 2,454	6%
Interest Income	\$ 61,033	\$ 62,500	\$ (1,467)	-2%
Other Non-Transp Revenue	\$ 16,156	\$ 15,000	\$ 1,156	8%
Subtotal Other Revenue	\$ 433,200	\$ 416,467	\$ 16,733	4%

Sales Tax Revenue	\$ 14,985,406	\$ 15,030,256	\$ (44,850)	0%	\$ 14,033,805	\$ 951,601	7%
**Less: Matching funds for SLPP Capital	\$ (2,088,167)	\$ (2,088,167)	\$ -	0%	\$ -	\$ (2,088,167)	100%
Subtotal Sales Tax Revenue	\$ 12,897,239	\$ 12,942,089	\$ (44,850)	0%	\$ 14,033,805	\$ (1,136,566)	-8%

Transp Dev Act (TDA) - Op Asst	\$ 4,588,183	\$ 4,588,183	\$ -	0%	\$ 4,153,708	\$ 434,475	10%
RTC Route 6 One-Time Funding	\$ 130,000	\$ 130,000	\$ -	0%	\$ -	\$ 130,000	100%
Subtotal TDA Op Assistance	\$ 4,718,183	\$ 4,718,183	\$ -	0%	\$ 4,153,708	\$ 564,475	14%

Federal Op Assistance							
FTA Sec 5307 - Op Asst	\$ 4,068,224	\$ 4,068,224	\$ -	0%	\$ 3,695,976	\$ 372,248	10%
FTA Sec 5311 - Rural Op Asst	\$ 207,574	\$ 207,574	\$ -	0%	\$ 156,312	\$ 51,262	33%
Medicare Subsidy	\$ 270	\$ -	\$ 270	100%	\$ -	\$ 270	100%
Subtotal Federal Op Assistance	\$ 4,276,068	\$ 4,275,798	\$ 270	0%	\$ 3,852,288	\$ 423,780	11%



FY14
Operating Revenue
Year to Date as of April 30, 2014

Percent of Year Elapsed - 83%

	Year to Date			YTD Year Over Year Comparison		
	Actual	Budget	% Var	FY13	\$ Var	% Var
Other Op Assistance/Funding						
AMBAG Funding	\$ -	\$ -	0%	\$ -	\$ -	0%
Other Op Assistance/Funding	\$ 2,313	\$ 49,401	-95%	\$ 572	\$ 1,741	304%
Subtotal Other Op Assistance/Funding	\$ 2,313	\$ 49,401	-95%	\$ 572	\$ 1,741	304%
STA - Op Assistance	\$ 2,107,226	\$ 2,107,226	0%	\$ -	\$ 2,107,226	100%
STA - Op Assistance - SLPP Backfill	\$ 2,088,167	\$ 2,088,167	0%	\$ -	\$ 2,088,167	100%
STIC - Op Assistance	\$ 1,443,685	\$ 1,443,685	0%	\$ 1,057,097	\$ 386,588	37%
Fuel Tax Credit	\$ 320,287	\$ 270,000	19%	\$ 563,250	\$ (242,963)	-43%
Transfers (to)/ from Reserves	\$ -	\$ -	0%	\$ -	\$ -	0%
Total Revenue	\$ 36,198,170	\$ 36,514,492	-1%	\$ 31,836,154	\$ 4,362,016	14%
Total Operating Expenses	\$ 37,016,624			\$ 34,269,510		
Variance	\$ (818,454)			\$ (2,433,356)		



FY14
Consolidated Operating Expenses
Year to Date as of April 30, 2014

	Year to Date			YTD Year Over Year Comparison		
	<u>Actual</u>	<u>Budget</u>	<u>% Var</u>	<u>FY13</u>	<u>\$ Var</u>	<u>% Var</u>
501011 Bus Operator Pay	\$ 7,407,616	\$ 7,557,623	-2%	\$ 6,841,215	\$ 566,401	8%
501013 Bus Operator Overtime	\$ 1,725,293	\$ 1,708,833	1%	\$ 1,596,024	\$ 129,269	8%
501021 Other Salaries	\$ 6,134,515	\$ 6,317,960	-3%	\$ 5,893,245	\$ 241,270	4%
501023 Other Overtime	\$ 591,904	\$ 384,055	54%	\$ 522,072	\$ 69,832	13%
Total Labor -	\$ 15,859,328	\$ 15,968,471	-1%	\$ 14,852,556	\$ 1,006,772	7%

Fringe Benefits						
	<u>Actual</u>	<u>Budget</u>	<u>% Var</u>	<u>FY13</u>	<u>\$ Var</u>	<u>% Var</u>
502011 Medicare/Soc. Sec.	\$ 237,896	\$ 276,342	-14%	\$ 222,512	\$ 15,384	7%
502021 Retirement	\$ 2,985,242	\$ 3,203,644	-7%	\$ 2,556,027	\$ 429,216	17%
502031 Medical Insurance	\$ 6,427,728	\$ 6,650,408	-3%	\$ 5,830,060	\$ 597,668	10%
502041 Dental Insurance	\$ 444,679	\$ 445,853	0%	\$ 429,653	\$ 15,026	3%
502045 Vision Insurance	\$ 112,358	\$ 110,827	1%	\$ 104,265	\$ 8,092	8%
502051 Life Insurance	\$ 39,094	\$ 39,163	0%	\$ 39,606	\$ (512)	-1%
502060 State Disability	\$ 175,812	\$ 183,575	-4%	\$ 163,719	\$ 12,094	7%
502061 Disability Insurance	\$ 107,806	\$ 117,861	-9%	\$ 100,574	\$ 7,233	7%
502071 State Unemp. Ins	\$ 82,837	\$ 65,532	26%	\$ 87,451	\$ (4,614)	-5%
502081 Worker's Comp Ins	\$ 816,108	\$ 1,104,167	-26%	\$ 874,088	\$ (57,980)	-7%
502083 Worker's Comp IBNR	\$ -	\$ -	0%	\$ -	\$ -	0%
502101 Holiday Pay	\$ 408,182	\$ 508,505	-20%	\$ 311,247	\$ 96,935	31%
502103 Floating Holiday	\$ 32,967	\$ 69,784	-53%	\$ 32,323	\$ 644	2%
502109 Sick Leave	\$ 475,217	\$ 805,048	-41%	\$ 527,125	\$ (51,908)	-10%
502111 Annual Leave	\$ 1,569,228	\$ 1,591,902	-1%	\$ 1,673,066	\$ (103,839)	-6%
502121 Other Paid Absence	\$ 163,278	\$ 119,128	37%	\$ 146,805	\$ 16,473	11%
502251 Physical Exams	\$ 8,400	\$ 11,758	-29%	\$ 4,815	\$ 3,585	74%
502253 Driver Lic Renewal	\$ 2,742	\$ 3,880	-29%	\$ 2,335	\$ 407	17%
502999 Other Fringe Benefits	\$ 49,620	\$ 63,045	-21%	\$ 58,336	\$ (8,716)	-15%
Total Fringe Benefits -	\$ 14,139,195	\$ 15,370,420	-8%	\$ 13,164,008	\$ 975,187	7%

Total Personnel Expenses - \$ 29,998,522 \$ 31,338,892 \$(1,340,370) -4% \$ 28,016,563 \$ 1,981,959 7%



FY14
Consolidated Operating Expenses
Year to Date as of April 30, 2014

	Year to Date			YTD Year Over Year Comparison		
	<u>Actual</u>	<u>Budget</u>	<u>% Var</u>	<u>FY13</u>	<u>\$ Var</u>	<u>% Var</u>
Services						
503011 Acctg & Audit Fees	\$ 37,039	\$ 38,250	-3%	\$ 36,695	\$ 344	1%
503012 Admin & Bank Fees	\$ 258,503	\$ 257,670	0%	\$ 219,751	\$ 38,752	18%
503031 Prof & Tech Fees	\$ 161,288	\$ 322,170	-50%	\$ 99,322	\$ 61,967	62%
503032 Legislative Services	\$ 76,960	\$ 87,500	-12%	\$ 75,000	\$ 1,960	3%
503033 Legal Services	\$ 20,745	\$ 104,167	-80%	\$ 158	\$ 20,587	13038%
503034 Pre-Employ Exams	\$ 6,647	\$ 8,729	-24%	\$ 8,196	\$ (1,549)	-19%
503041 Temp Help	\$ 188,864	\$ -	100%	\$ 145,713	\$ 43,152	30%
503161 Custodial Services	\$ 64,052	\$ 63,750	0%	\$ 68,217	\$ (4,164)	-6%
503162 Uniform & Laundry	\$ 20,740	\$ 19,750	5%	\$ 15,568	\$ 5,172	33%
503171 Security Services	\$ 436,675	\$ 445,227	-2%	\$ 371,248	\$ 65,426	18%
503221 Classified/Legal Ads	\$ 7,217	\$ 13,417	-46%	\$ 10,300	\$ (3,083)	-30%
503222 Legal Advertising	\$ -	\$ -	0%	\$ -	\$ -	0%
503225 Graphic Services	\$ -	\$ 4,167	-100%	\$ -	\$ -	0%
503351 Repair - Bldg & Impr	\$ 42,080	\$ 48,333	-13%	\$ 73,911	\$ (31,832)	-43%
503352 Repair - Equipment	\$ 378,599	\$ 439,954	-14%	\$ 353,922	\$ 24,676	7%
503353 Repair - Rev Vehicle	\$ 309,284	\$ 295,000	5%	\$ 351,765	\$ (42,481)	-12%
503354 Repair - Non Rev Vehicle	\$ 14,438	\$ 14,167	2%	\$ 9,939	\$ 4,499	45%
503363 Haz Mat Disposal	\$ 25,410	\$ 34,167	-26%	\$ 39,495	\$ (14,084)	-36%
Total Services -	\$ 2,048,541	\$ 2,196,417	-7%	\$ 1,879,199	\$ 169,342	9%

Mobile Materials & Supplies						
504011 Fuels/Lube Non Rev Veh	\$ 69,150	\$ 73,417	-6%	\$ 64,158	\$ 4,992	8%
504012 Fuels/Lube Rev Veh	\$ 2,050,159	\$ 2,040,063	0%	\$ 1,810,730	\$ 239,429	13%
504021 Tires & Tubes	\$ 226,730	\$ 204,167	11%	\$ 181,901	\$ 44,830	25%
504161 Other Mobile Supplies	\$ -	\$ -	0%	\$ -	\$ -	0%
504191 Rev Vehicle Parts	\$ 789,459	\$ 770,014	3%	\$ 547,193	\$ 242,266	44%
Total Mobile Materials & Supplies -	\$ 3,135,498	\$ 3,087,661	2%	\$ 2,603,982	\$ 531,517	20%



FY14
Consolidated Operating Expenses
Year to Date as of April 30, 2014

	Year to Date			YTD Year Over Year Comparison		
	Actual	Budget	% Var	FY13	\$ Var	% Var
Other Materials & Supplies						
504205 Freight Out	\$ 2,051	\$ 2,168	-5%	2,308	\$ (257)	-11%
504211 Postage & Mailing	\$ 6,107	\$ 11,042	-45%	7,887	\$ (1,780)	-23%
504214 Promotional Items	\$ 177	\$ 1,000	-82%	1,249	\$ (1,073)	-86%
504215 Printing	\$ 26,675	\$ 65,875	-60%	42,844	\$ (16,168)	-38%
504217 Photo Supply/Process	\$ 3,018	\$ 3,000	1%	886	\$ 2,133	241%
504311 Office Supplies	\$ 46,757	\$ 57,453	-19%	67,406	\$ (20,650)	-31%
504315 Safety Supplies	\$ 21,266	\$ 16,167	32%	26,252	\$ (4,986)	-19%
504317 Cleaning Supplies	\$ 46,823	\$ 43,558	7%	48,643	\$ (1,820)	-4%
504409 Repair/Maint Supplies	\$ 90,903	\$ 102,750	-12%	94,569	\$ (3,666)	-4%
504417 Tenant Repairs	\$ 16,672	\$ 8,333	100%	-	\$ 16,672	100%
504421 Non-Inventory Parts	\$ 24,285	\$ 8,417	189%	12,436	\$ 11,849	95%
504511 Small Tools	\$ 4,367	\$ 7,500	-42%	7,807	\$ (3,439)	-44%
504515 Employee Tool Rplcmt	\$ 425	\$ 2,500	-83%	1,918	\$ (1,493)	-78%
Total Other Materials & Supplies -	\$ 289,526	\$ 329,763	-12%	\$ 314,205	\$ (24,679)	-8%
Utilities						
505011 Gas & Electric	\$ 208,507	\$ 253,333	-18%	233,719	\$ (25,212)	-11%
505021 Water & Garbage	\$ 114,526	\$ 129,333	-11%	108,356	\$ 6,170	6%
505031 Telecommunications	\$ 89,222	\$ 110,083	-19%	86,617	\$ 2,605	3%
Total Utilities -	\$ 412,256	\$ 492,750	-16%	\$ 428,692	\$ (16,436)	-4%
Casualty & Liability						
506011 Insurance - Property	\$ 53,614	\$ 83,333	-36%	82,228	\$ (28,614)	-35%
506015 Insurance - PL & PD	\$ 378,555	\$ 375,000	1%	353,349	\$ 25,206	7%
506021 Insurance - Other	\$ 61	\$ 750	-92%	711	\$ (650)	-91%
506123 Settlement Costs	\$ 101,084	\$ 125,000	-19%	52,072	\$ 49,011	94%
506127 Repairs - Dist Prop	\$ (24,043)	\$ -	100%	(29,307)	\$ 5,264	-18%
Total Casualty & Liability -	\$ 509,270	\$ 584,083	-13%	\$ 459,053	\$ 50,217	11%
Taxes						
507051 Fuel Tax	\$ 12,923	\$ 11,667	11%	12,368	\$ 555	4%
507201 Licenses & Permits	\$ 12,370	\$ 15,017	-18%	12,883	\$ (513)	-4%
507999 Other Taxes	\$ 9,693	\$ 15,000	-35%	12,718	\$ (3,025)	-24%
Total Taxes -	\$ 34,986	\$ 41,683	-16%	\$ 37,969	\$ (2,983)	-8%



FY14
Consolidated Operating Expenses
Year to Date as of April 30, 2014

	Year to Date			YTD Year Over Year Comparison		
	<u>Actual</u>	<u>Budget</u>	<u>% Var</u>	<u>FY13</u>	<u>\$ Var</u>	<u>% Var</u>
Purchased Transportation						
503406 Contr/Paratrans	\$ 196,490	\$ 208,333	(11,843) -6%	\$ 131,693	\$ 64,797	49%
Total Purchased Transportation -	\$ 196,490	\$ 208,333	(11,843) -6%	\$ 131,693	\$ 64,797	49%
Miscellaneous						
509011 Dues & Subscriptions	\$ 59,358	\$ 56,904	2,454 4%	\$ 53,817	\$ 5,541	10%
509081 Advertising - Dist Promo	\$ 4,023	\$ 11,667	(7,643) -66%	\$ 1,136	\$ 2,888	254%
509101 Emp Incentive Prog	\$ 6,619	\$ 11,250	(4,631) -41%	\$ 5,466	\$ 1,154	21%
509121 Employee Training	\$ 43,081	\$ 106,750	(63,669) -60%	\$ 43,667	\$ (586)	-1%
509122 BOD Travel	\$ 2,614	\$ 13,083	(10,469) -80%	\$ -	\$ 2,614	100%
509123 Travel	\$ 89,820	\$ 76,555	13,265 17%	\$ 76,368	\$ 13,452	18%
509125 Local Meeting Exp	\$ 3,891	\$ 4,250	(359) -8%	\$ 4,057	\$ (167)	-4%
509127 Board Director Fees	\$ 7,350	\$ 10,309	(2,959) -29%	\$ 6,900	\$ 450	7%
509150 Contributions	\$ -	\$ -	- 0%	\$ -	\$ -	0%
509197 Sales Tax Expense	\$ -	\$ -	- 0%	\$ -	\$ -	0%
509198 Cash Over/Short	\$ 621	\$ -	621 100%	\$ 1,236	\$ (615)	-50%
Total Misc -	\$ 217,377	\$ 290,768	(73,391) -25%	\$ 192,647	\$ 24,730	13%
Leases & Rentals						
512011 Facility Rentals	\$ 152,973	\$ 154,167	(1,194) -1%	\$ 186,429	\$ (33,457)	-18%
512061 Equipment Rentals	\$ 21,185	\$ 20,250	935 5%	\$ 19,078	\$ 2,107	11%
Total Leases & Rentals -	\$ 174,158	\$ 174,417	(259) 0%	\$ 205,508	\$ (31,350)	-15%
Total Non-Personnel Expenses -	\$ 7,018,102	\$ 7,405,875	(387,773) -5%	\$ 6,252,947	\$ 765,155	12%
TOTAL OPERATING EXPENSE -	\$ 37,016,624	\$ 38,744,767	(1,728,143) -4%	\$ 34,269,510	\$ 2,747,114	8%

** does not include Depreciation, W/C IBNR adjustments, and GASB OPEB Liability expense

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FY14
CAPITAL BUDGET
For the month ending - April 30, 2014

	<u>YTD Actual</u>	<u>FY14 Budget</u>	<u>Remaining Budget</u>	<u>% Spent YTD</u>
<u>Grant-Funded Projects</u>				
MetroBase Project - FY11 Allocation Operations Bldg. (SAKATA, STA, PTMISEA)	\$ 3,485,364	\$ 17,618,156	\$ 14,132,792	20%
MetroBase Project - Operations Bldg. (SLPP)	\$ 2,235,325	\$ 5,800,000	\$ 3,564,675	39%
MetroBase Project - FY10 Allocation (PTMISEA)	\$ 5,786	\$ 863,917	\$ 858,131	1%
State of Good Repair #2 - 6 Buses, 44 MDCs (FTA, RES. RET. EARN.)	\$ 3,282,991	\$ 3,491,010	\$ 208,019	94%
2nd LNG Tank (MBUAPCD, PTMISEA)	\$ 394,114	\$ 969,381	\$ 575,267	41%
Video Surveillance Project - CCTV (STATE-1B)	\$ 297,277	\$ 665,841	\$ 368,564	45%
Land Mobile Radio Project - LMR (STATE-1B)	\$ 106,552	\$ 440,505	\$ 333,953	24%
Bus Stop Improvements (STIP)	\$ 109,571	\$ 257,300	\$ 147,729	43%
Non-Revenue Vehicle Replacement (MBUAPCD, STA)	\$ -	\$ 137,717	\$ 137,717	0%
Pacific Station/MetroCenter - Conceptual Design (FTA, STA, RES. RET. EARN.)	\$ 359,606	\$ 632,508	\$ 272,902	57%
Pacific Station/MetroCenter - MOU City of SC (FTA, STA, RES. RET. EARN.)	\$ 4,401	\$ 232,500	\$ 228,099	2%
Watsonville Transit Center - Conceptual Design (STA, RES. RET. EARN.)	\$ 45,208	\$ 160,000	\$ 114,792	28%
Subtotal Grant Funded Projects	\$ 10,326,195	\$ 31,268,835	\$ 20,942,640	33%
<u>IT Projects</u>				
Automated Purchasing System Software - Puridiom (STA)	\$ -	\$ 40,000	\$ 40,000	0%
Subtotal IT Projects	\$ -	\$ 40,000	\$ 40,000	0%
<u>Facilities Repair & Improvements</u>				
MetroCenter Repairs (RES. RET. EARN., STA)	\$ -	\$ 286,000	\$ 286,000	0%
Bus Stop Repairs / Improvements (RES. RET. EARN.)	\$ 119,564	\$ 163,000	\$ 43,436	73%
WTC Renovations & Repairs (STA)	\$ -	\$ 39,000	\$ 39,000	0%
Repaint SVT (STA)	\$ 1,100	\$ 45,000	\$ 43,900	2%
Heaters for Customer Service Booth - Pac Station (STA)	\$ -	\$ 7,500	\$ 7,500	0%
Interactive White Board - ParaCruz (STA)	\$ -	\$ 3,500	\$ 3,500	0%
Subtotal Facilities Repairs & Improvements Projects	\$ 120,664	\$ 544,000	\$ 423,336	22%



**FY14
CAPITAL BUDGET
For the month ending - April 30, 2014**

	<u>YTD Actual</u>	<u>FY14 Budget</u>	<u>Remaining Budget</u>	<u>% Spent YTD</u>
<u>Revenue Vehicle Replacement</u>				
Replace WiFi on Highway 17 buses (STA)	\$ 56,053	\$ 65,000	\$ 8,947	86%
Subtotal Revenue Vehicle Replacements	\$ 56,053	\$ 65,000	\$ 8,947	86%
<u>Non-Revenue Vehicle Replacement</u>				
Replace 3 Relief Vehicles (STA)	\$ -	\$ 66,000	\$ 66,000	0%
Replace 2 Supervisor Vehicles-SUV (STA)	\$ 68,213	\$ 83,500	\$ 15,287	82%
Subtotal Non-Revenue Vehicle Replacements	\$ 68,213	\$ 149,500	\$ 81,287	46%
<u>Fleet & Maintenance Equipment</u>				
Small Vehicle Lift - Fleet (STA)	\$ -	\$ 25,000	\$ 25,000	0%
Torque Wrench Calibration Tool (STA)	\$ -	\$ 3,000	\$ 3,000	0%
Subtotal Fleet & Maintenance Equipment	\$ -	\$ 28,000	\$ 28,000	0%
<u>Office Equipment</u>				
Replace two (2) Photocopier/Scanners (STA)	\$ -	\$ 52,000	\$ 52,000	0%
Subtotal Office Equipment	\$ -	\$ 52,000	\$ 52,000	0%
<u>Misc</u>				
Ticket Vending Machine (1) (STA)	\$ -	\$ 36,000	\$ 36,000	0%
Ticket Vending Machine-SLV (1) (RES. RET. EARN.)	\$ -	\$ 80,000	\$ 80,000	0%
Subtotal Misc.	\$ -	\$ 116,000	\$ 116,000	0%
TOTAL CAPITAL PROJECTS	\$ 10,571,125	\$ 32,263,335	\$ 21,692,210	33%



FY14
CAPITAL BUDGET
For the month ending - April 30, 2014

	<u>YTD Actual</u>	<u>FY14 Budget</u>	<u>Remaining Budget</u>	<u>% Spent YTD</u>
<u>CAPITAL FUNDING</u>				
Federal Capital Grants	\$ 2,998,694	\$ 3,823,151	\$ 824,457	78%
Other Fed - Sakata / Lawsuit proceeds	\$ -	\$ 1,335,000	\$ 1,335,000	0%
State - PTMISEA (1B)	\$ 1,649,939	\$ 12,840,000	\$ 11,190,061	13%
State - Security Bond Funds (1B)	\$ 403,829	\$ 1,106,346	\$ 702,517	37%
State Transit Assistance (STA)	\$ 2,415,913	\$ 5,516,606	\$ 3,100,693	44%
State - MBUAPCD	\$ -	\$ 104,062	\$ 104,062	0%
State - STIP	\$ 109,571	\$ 257,300	\$ 147,729	43%
State - SLPP	\$ 2,235,325	\$ 5,800,000	\$ 3,564,675	39%
Local - Reserved Retained Earnings	\$ 757,854	\$ 1,470,870	\$ 713,016	52%
Local Operating Match	\$ -	\$ 10,000	\$ 10,000	0%
TOTAL CAPITAL FUNDING	\$ 10,571,125	\$ 32,263,335	\$ 21,692,210	33%

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Attachment C

FY14 REVISED FINAL CAPITAL BUDGET REVISIONS APPROVED THROUGH APRIL 2014

FY14 FINAL CAPITAL BUDGET ADOPTED JUNE 28, 2013:			\$ 30,839,342
CAPITAL PROJECT	SOURCE	AMOUNT	TOTAL
Add: Increase funding to <u>Pacific Station Conceptual Design</u> Project Reason: BOD awarded a contract to Group 4 Architecture, Research + Planning, Inc. on June 28, 2013	FTA RESERVES	\$ 459,590 \$ 114,898	
Add: <u>State of Good Repair #2</u> - 6 Buses, 44 MDCs Reason: BOD approved the purchase of a 6th New Flyer bus on August 23, 2013	RESERVES	\$ 100,000	
Add: <u>Ticket Vending Machine</u> for SLV Reason: BOD approved funding for a 6th TVM for the residents of San Lorenzo Valley on September 13, 2013	RESERVES	\$ 80,000	
Add: Establish funding for <u>Pacific Station/MetroCenter - MOU City of SC</u> project for amendment to the MOU with the City of Santa Cruz for project management services on the Pacific Station/MetroCenter - Conceptual Design project Reason: BOD approved funding an amendment to the MOU with funds from FTA grant # CA-04-0102 in the amount of \$186,000 and cash reserves in the amount of \$46,500 on September 27, 2013	FTA RESERVES	\$ 186,000 \$ 46,500	
Add: Increase funding for <u>Watsonville Transit Center - Conceptual Design</u> Reason: BOD awarded a contract to B+U, LLP and approved additional funding of \$130K from cash reserves on September 27, 2013	RESERVES	\$ 130,000	
Transfer funds from: <u>Replace Supervisor Vehicle</u> - SUV project - to <u>Non-Revenue Vehicle Replacement</u> project Reason: Additional funds are required to augment the MBUAPCD Non-Revenue Vehicle Replacement grant for the purchase and replacement of a service body truck with a new CNG service body truck - Requested internally December 11, 2013	STA STA	\$ (6,500) \$ 6,500	
Increase: <u>Video Surveillance</u> project Reason: To account for FY13 allocation of \$440,505 received in October 2013	STATE BONDS - 1B	\$ 440,505	

Attachment C

FY14 REVISED FINAL CAPITAL BUDGET REVISIONS APPROVED THROUGH APRIL 2014

CAPITAL PROJECT	SOURCE	AMOUNT	TOTAL
Eliminate: <u>HR Software Upgrade - iVantage</u>	STA	\$ (10,000)	
Reason: Project completed at the end of FY13, funds remaining will be re-deposited to the STA Capital account			
Reduce: <u>Metro Center Repairs</u>	STA	\$ (14,000)	
Reason: Repairs to the Café Lena portion of this project completed in FY13			
Reduce: <u>WTC Renovations & Repairs</u>	STA	\$ (6,000)	
Reason: Repairs to the automatic doors portion of this project were completed in FY13			
Reduce: <u>Wi-Fi on Highway 17 buses</u>	STA	\$ (100,000)	
Reason: Project completed in FY14			
Eliminate: <u>Vehicle Diagnostic Code Scanner Program & PC</u>	STA	\$ (3,500)	
Reason: Equipment purchased in FY13			
TOTAL APPROVED AND PROPOSED CAPITAL BUDGET REVISIONS YTD:			
	FTA	\$ 645,590	
	STA	\$ (133,500)	
	STATE BONDS - 1B	\$ 440,505	
	RESERVES	\$ 471,398	
		<u>\$ 1,423,993</u>	
FY14 REVISED FINAL CAPITAL BUDGET AS OF APRIL 2014:			\$ 32,263,335

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 27, 2014

TO: Board of Directors

FROM: April Warnock, Paratransit Superintendent

SUBJECT: ACCESSIBLE SERVICES REPORT FOR APRIL 2014

- **I. RECOMMENDED ACTION**

This report is for information only - no action requested

The Accessible Services Report is being reformatted to reflect content and detail. It is anticipated that the next Accessible Services Report will be submitted in August. At that time, the report will address the months of April, May, June, and July 2014.

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Santa Cruz County Regional Transportation Commission

Minutes

Thursday, May 1, 2014

**Capitola City Council Chambers
420 Capitola Avenue
Capitola, CA**

1. Roll call

The meeting was called to order at 9:05 a.m.

Members present:

Aileen Loe (ex-officio)
Don Lane
Eduardo Montesino
Neal Coonerty
Bruce McPherson
Lynn Robinson

Michael Termini (alt.)
Randy Johnson
Greg Caput
Zach Friend
Daniel Dodge

Staff present:

George Dondero
Yesenia Parra
Ginger Dykaar
Karena Pushnik
Cory Caletti

Luis Mendez
Jason Laning
Rachel Moriconi
Kim Shultz

2. Oral communications

Jack Nelson, Campaign for Sensible Transportation, discussed an article in the Santa Cruz Sentinel regarding rising levels of oceanic acidity. He also said that large amounts of excess heat from greenhouse gases are entering the ocean.

3. Additions or deletions to consent and regular agendas

Handouts for Item 18, add-on pages for Items 21, 22, and 26, and a flyer for Item 18 were distributed.

CONSENT AGENDA

Commissioners discussed the costs for out-of-state travel in Item 11 and the status of the \$100,000 that the RTC approved for the bicycle route signage project as it relates to Item 7.

Commissioner Friend moved and Commissioner Dodge seconded the consent agenda. The motion passed unanimously with Commissioners Termini, Lane, Johnson, Montesino, Caput, Coonerty, Friend, McPherson, Dodge and Robinson voting 'aye.'

MINUTES

4. Approved draft minutes of the April 3, 2014 Regional Transportation Commission meeting
5. Accepted draft minutes of the April 8, 2014 Elderly and Disabled Transportation Advisory Committee meeting

POLICY ITEMS

No consent items

PROJECTS and PLANNING ITEMS

6. Approved FY 14-15 Transportation Development Act (TDA) Article 8 claims for the Community Traffic Safety Coalition, the Ride 'n Stride program, and the Bike to Work program (**Resolution 23-14** and **Resolution 24-14**)
7. Approved Application to the Active Transportation Program for the County-wide Bicycle Route Network Signage Project (**Resolution 25-14**)

BUDGET AND EXPENDITURES ITEMS

8. Accepted status report on Transportation Development Act (TDA) revenues
9. Approved Amendments to the Fiscal Year (FY) 2013-14 Budget & Work Program (**Resolution 26-14**)
10. Accepted FY2014 Semi-Annual Financial Statements
11. Approved out-of-state travel

ADMINISTRATION ITEMS

No consent items

INFORMATION/OTHER ITEMS

12. Accepted monthly meeting schedule
13. Accepted correspondence log
14. Accepted letters from RTC committees and staff to other agencies
 - a. April 8, 2014 letter from Bicycle Committee to Transportation Planner Ginger Dykaar regarding comments on the Draft Regional Transportation Plan
 - b. March 12, 2014 letter from Bicycle Committee to Santa Cruz METRO regarding comments on the Draft Short Range Transit Plan
15. Accepted miscellaneous written comments from the public on RTC projects and transportation issues
16. Accept information items - *none*

REGULAR AGENDA

17. Commissioner reports – oral reports

Commissioners McPherson and Montesino discussed their attendance with Executive Director George Dondero at the Central Coast Coalition's day at the State Capitol in Sacramento to discuss with legislators and their staffs transportation concerns of the central coast region. Commissioner Dodge discussed his attendance with Commissioner Montesino at a California Council of Governments conference. Commission Alternate Termini invited Commissioners and members of the public to attend the upcoming Open Streets event in Capitola.

18. Director's report – oral report

Executive Director George Dondero presented his report. Deputy Director Luis Mendez discussed late-breaking news regarding President Obama's proposed \$302 billion transportation bill.

Brian Peoples, Aptos resident, said that Iowa Pacific did not meet the second year ridership goal included in its agreement with the RTC.

19. Caltrans report and consider action items

Aileen Loe, Caltrans, presented her report.

Commissioners discussed the status of the Highway 1 guardrail upgrade, concrete barrier, and improvements project south of Aptos, and the process for submitting applications for the Active Transportation Program.

20. Appreciation of Les White – oral report

Chair Montesino presented a certificate of appreciation to Les White, the retiring General Manager of the Santa Cruz Metropolitan Transit District. Commissioners expressed appreciation for Mr. White's leadership and commitment to improve transportation in Santa Cruz County.

Peter Scott, Campaign for Sensible Transportation, thanked Mr. White for his service.

21. Recommendations for the Final 2014 Regional Transportation Plan (RTP)

Transportation Planner Ginger Dykaar presented her report.

Commissioners discussed funding for the Holohan Road project and improvements for Pajaro Valley High School, and commended staff for public outreach efforts during the RTP process.

Brian Peoples, Aptos, said that the plan fails to incorporate travel by electric cars.

Ed Porter, Santa Cruz resident, said that he's concerned about carbon emissions and that the RTP is a great plan, but not noticeably different from previous plans.

Amelia Conlen, People Power, expressed appreciation for bike-related projects and programs in the RTP, and asked that greater funding be allocated for the Monterey Bay Sanctuary Scenic Trail Network.

Jack Nelson, Campaign for Sensible Transportation, congratulated the Commission for incorporating sustainability into the plan, and discussed a report urging greater reduction of greenhouse gas emissions.

Paul Elerick, Campaign for Sensible Transportation, thanked the RTC for its purchase of the Santa Cruz Branch Rail Line and said that there should be access to Watsonville by train.

Paul McGrath, RideSpring, discussed Bike to Work week, his development of the RideSpring program, the RTC's Cash for Carpools program, and said that transportation funding is being misused.

Leo Jed, member of the RTC's Bicycle Committee, said that he is pleased with some aspects of the plan, including the large percentage of targets related to bike-related issues. He also said that a vision statement is missing from the plan.

Ron Swenson, The International Institute of Sustainable Transportation, asked that the plan direct staff to work with his organization, organizations like his, and academia, in order to find solutions to combat greenhouse gasses.

Reed Searle, Santa Cruz resident, advocated that the RTC consider implementation of a personal rapid transit system, and said such systems are already being used elsewhere.

Commissioners discussed the specificity of the RTP; personal rapid transit; electric cars; connectivity between South County and Santa Clara County; and the future of the HOV lanes project on Highway 1.

Commissioner Coonerty moved and Commissioner Lane seconded to approve staff's recommended changes for the final 2014 Regional Transportation Plan.

The motion passed, with Commissioners Termini, Lane, Montesino, Caput, Coonerty, Friend, McPherson, Dodge and Robinson voting 'aye,' and Commissioner Johnson voting 'no.'

22. Passenger Rail Study: Project update, Consultant Agreement and Santa Cruz METRO Agreement

Senior Transportation Planner Karena Pushnik presented her report.

Commissioners discussed: the Passenger Rail Study's scope of work, and concerns that it not direct consultants towards a specific outcome; changes since the previous passenger rail study; whether passenger rail service has a future in the county; and the diversity of views regarding the importance of the study.

Brian Peoples, Aptos, said that it will cost \$110 million more to build a trail next to the rail tracks instead of removing the tracks.

Reed Searle, Santa Cruz resident, said that the Commission should consider Personal Rapid Transit as an alternative to passenger rail service.

Paul McGrath, RideSpring, said the public is being misled by the RTC regarding its Cash for Carpools program, and that the system is broken and corrupted.

Amelia Conlen, People Power, appreciated staff for securing the grant and moving forward with the study.

Piet Canin, Ecology Action, thanked staff for securing the grant and studying the feasibility of passenger rail service in the county.

Ron Swenson, The International Institute of Sustainable Transportation, said that personal rapid transit could work with the existing right-of-way, and should be implemented instead of passenger rail service.

Commissioner Coonerty moved and Commissioner Lane seconded to authorize the Executive Director to enter into a contract with Fehr & Peers for consultant services to conduct a passenger rail transit study and approve an agreement with the Santa Cruz Metropolitan Transit District (METRO) for the Santa Cruz County passenger rail study.

A roll call vote was taken, and the motion passed (**Resolution 27-14**), with Commissioners Lane, Montesino, Caput, Coonerty, Friend, McPherson, Dodge and Robinson voting 'aye,' and Commissioners Termini and Johnson voting 'no.'

Commissioner McPherson left the meeting.

23. FY 2014-15 Transportation Development Act (TDA) Article 8 Claim for the Volunteer Center

Senior Transportation Planner Karena Pushnik presented her report. Rachel Glenn, from the Watsonville Volunteer Center, distributed a handout of quotes from clients and volunteers of the Volunteer Center.

Commissioners discussed the procedure for deciding whether TDA claims are placed on the consent or regular agenda.

Commissioner Friend moved and Commissioner Robinson seconded to approve the fiscal year (FY) 2014-15 Transportation Development Act (TDA) Article 8 funds claim in the amount of \$74,592 from the City of Santa Cruz on behalf of the Volunteer Center to administer the volunteer driver transportation program primarily serving seniors.

The motion passed unanimously (**Resolution 28-14**) with Commissioners Termini, Lane, Johnson, Montesino, Caput, Coonerty, Friend, Dodge and Robinson voting 'aye.'

24. FY 2014-15 Transportation Development Act (TDA) Article 8 Claim for Community Bridges

Senior Transportation Planner Karena Pushnik presented her report.

Kirk Ance, Community Bridges, discussed the Community Bridges program.

Commissioner Lane moved and Commissioner Coonerty seconded to approve the fiscal year (FY) 2014-15 Transportation Development Act (TDA) Article 8 funds claim in the amount of \$626,572 from the City of Santa Cruz on behalf

of Community Bridges to provide transportation for seniors and people with disabilities.

The motion passed unanimously (**Resolution 29-14**), with Commissioners Termini, Lane, Johnson, Montesino, Caput, Coonerty, Friend, Dodge and Robinson voting 'aye.'

25. FY 2014-15 Transportation Development Act (TDA) Article 4 and State Transit Assistance (STA) Claims for the Santa Cruz Metropolitan Transit District

Senior Transportation Planner Karena Pushnik presented her report.

Les White, Santa Cruz METRO, discussed how METRO uses TDA and STA funds.

Commissioner Friend moved and Commissioner Robinson seconded to approve the Transportation Development Act (TDA) Article 4 and State Transit Assistance (STA) claims from the Santa Cruz Metropolitan Transit District in the amounts of \$6,377,610 and \$2,689,917 respectively.

The motion passed unanimously (**Resolution 30-14**), with Commissioners Termini, Lane, Johnson, Montesino, Caput, Coonerty, Friend, Dodge and Robinson voting 'aye.'

26. 2014 Regional Transportation Improvement Program (RTIP) Amendments

Senior Transportation Planner Rachel Moriconi presented her report.

Commissioner Caput left the meeting.

Commissioners discussed issues related to the Boltage program, including: the parties responsible for managing the program, the schools where it has been implemented, why it hasn't been implemented in Scotts Valley, costs for prizes and the devices used, total costs in the history of the program, and how to expand the program.

Commissioner Coonerty moved and Commissioner Lane seconded to amend the 2014 Regional Transportation Improvement Program (RTIP) to reflect scope and schedule changes to projects previously approved for funds by the RTC, as requested by project sponsors, and amend the RTC Budget and Work Program to reflect these updates, as applicable.

The motion passed unanimously (**Resolution 31-14**), with Commissioners Termini, Lane, Johnson, Montesino, Coonerty, Friend, Dodge and Robinson voting 'aye.'

Commissioner Johnson left the meeting.

27. Fiscal Year (FY) 2014-15 Work Program

Deputy Director Luis Pavel Mendez presented his report.

Commissioner Lane moved and Commissioner Friend seconded to approve the FY 2014-15 RTC Work Program.

The motion passed unanimously, with Commissioners Termini, Lane, Montesino, Coonerty, Friend, Dodge and Robinson voting 'aye.'

28. Review of items to be discussed in closed session

Chair Montesino said that issues related to real property negotiation would be discussed in closed session.

Commissioners adjourned to closed session at 11:43 a.m.

CLOSED SESSION

29. Conference with Real Property Negotiators Pursuant to Government Code Section 54956.8. Property: 1523 Pacific Ave. and 1101 Pacific Ave. Suite 320, Santa Cruz, CA.

Agency Negotiator: George Dondero, Luis Mendez, Yesenia Parra
Negotiation Parties: Louis Rittenhouse and Steven Sheldon
Under Negotiation: Lease Price and Terms

OPEN SESSION

30. Report on closed session

Commissioners reconvened to open session at 11:48 a.m. and there was no closed session report.

31. Adjourn to special meeting of the Service Authority for Freeway Emergencies

No agenda items this month

32. Meeting adjourned at 11:48 a.m. Next meetings

The next RTC meeting is scheduled for Thursday, June 5, 2014 at 9:00 a.m. at the Watsonville City Council Chambers, 275 Main Street, Suite 400, Watsonville, CA.

The next Transportation Policy Workshop meeting is scheduled for Thursday, May 15, 2014 at 9:00 a.m. at the RTC Offices, 1523 Pacific Avenue, Santa Cruz, CA.

Respectfully submitted,

Jason Laning, Staff

Attendees:

Jack Nelson	Campaign for Sensible Transportation
Brian Peoples	Aptos resident
Les White	Santa Cruz METRO
Ed Porter	Santa Cruz resident
Amelia Conlen	People Power
Paul Elerick	Campaign for Sensible Transportation
Paul McGrath	RideSpring
Leo Jed	RTC Bicycle Committee
Ron Swenson	International Institute of Sustainable Transportation
Reed Searle	Santa Cruz resident
Piet Canin	Ecology Action
Rachel Glenn	Watsonville Volunteer Center
Kirk Ance	Community Bridges
Peter Scott	Campaign for Sensible Transportation
Header Adamson	AMBAG
Ed Porter	Resident
Bodhi Rus	Santa Cruz resident

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**Santa Cruz County Regional
Transportation Commission
Transportation Policy Workshop**

Minutes

Thursday, May 15, 2014

**SCCRTC Conference Room
1523 Pacific Ave
Santa Cruz, CA**

1. Introductions

Chair Leopold called the meeting to order at 9:02 a.m.

Members present:

Randy Johnson	Eduardo Montesino
Greg Caput	Andy Schiffrin (alt.)
Zach Friend	John Leopold
Virginia Johnson (alt.)	Dene Bustichi
Ron Graves (alt.)	Lynn Robinson
Dennis Norton	

Staff present:

George Dondero	Luis Mendez
Jason Laning	Yesenia Parra
Rachel Moriconi	Nathan Luedtke
Cory Caletti	Ginger Dykaar

2. Oral communications

Jack Nelson, local resident, discussed the Intergovernmental Panel on Climate Change's report, *Climate Change 2013: The Physical Science Basis*.

Jeffrey Weeks, Santa Cruz and Monterey Bay Railway, said that the Santa Cruz & Monterey Bay Railway was awarded a safety award by the Association of American Railroads for operating injury and accident-free from its first day of operation for 525 days and counting.

Commissioner Bustichi introduced Alex Clifford as the new general manager of Santa Cruz METRO.

3. Additions or deletions to consent and regular agendas - none

CONSENT AGENDA

Commissioner Schiffrin moved and Commissioner Robinson seconded the consent agenda. The motion passed unanimously, with Commissioners Bustichi, Caput, Friend, Graves, V. Johnson, R. Johnson, Leopold, Montesino, Robinson, and Schiffrin voting "aye."

4. Approved submittal of FTA Section 5311(f) Grant Application by Santa Cruz METRO (**Resolution 32-14**)

REGULAR AGENDA

5. Possible Future Role of Passenger Rail in Santa Cruz County – presentation by Anthony Perl, Professor of Political Science and Urban Studies at Simon Fraser University, Vancouver, B.C.

Professor Anthony Perl, Simon Fraser University, gave a PowerPoint presentation titled, "Leadership: the key ingredient to keeping ahead of the curve in tomorrow's mobility transition."

Commissioner Norton arrived to the meeting.

Commissioners discussed: the costs of creating a passenger rail system; the percentage of electricity produced in California using renewable resources; the cost of passenger rail service versus bus transit service; whether it would be more beneficial to build infrastructure for bus rapid transit or for passenger rail; and the value of connecting to the bay area rail network and future rapid train service.

Commissioner Randy Johnson left the meeting.

Jack Nelson, local resident, asked Professor Perl to comment on the use of people-powered transportation, and the effects of carbon taxes on oil consumption.

6. Santa Cruz Portland Cement Co. #2 passenger steam train event

Deputy Director Luis Pavel Mendez presented his report.

Commissioners discussed: developing a future process for approving rail events; the need for public outreach for the passenger steam train event; the comparison between the Big Trees train that regularly travels to the Boardwalk and the steam train for this event; and tracking of the economic multiplier for these types of events.

Commissioner Norton moved and Commission Schiffrin seconded to approve:

1. The passenger rail service operating plan (Attachment 1) for a passenger steam train proposed by Santa Cruz Big Trees and Pacific (SCBT&P) Railway in partnership with Santa Cruz & Monterey Bay (SC&MB) Railway; and
2. A passenger service license for SCBT&P Railway to operate a passenger steam train from milepost 20.5 to milepost 23.5 on the Santa Cruz Branch Rail Line on July 11th, 12th and 13th.

The motion passed unanimously, with Commissioners Bustichi, Caput, Friend, Graves, V. Johnson, Leopold, Montesino, Norton, Robinson, and Schiffrin voting "aye."

7. Next meetings – The meeting adjourned at 10:53 a.m.

The next SCCRTC meeting is scheduled for Thursday, June 5, 2014 at 9:00 a.m. at the Watsonville City Council Chambers, 275 Main Street, Suite 400, Watsonville, CA.

A special meeting of the Transportation Policy Workshop is scheduled for Thursday, June 26, 2014 at 9:00 am at the SCCRTC Offices, 1523 Pacific Avenue, Santa Cruz, CA.

Respectfully submitted,

Jason Laning, Staff

Attendees:

Rosemary Sarka	Roaring Camp/Big Trees Railroad
Howard Cohen	Santa Cruz resident
Jeffrey Weeks	Santa Cruz & Monterey Bay Railway
Claire Fliesler	Santa Cruz METRO
Alex Clifford	Santa Cruz METRO
Christina Watson	TAMC
Ed Porter	Resident
Jack Nelson	Resident
Reed Searle	Resident
Rick Longinotti	Resident

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 27, 2014
TO: Board of Directors
FROM: Thomas Hiltner, Grants/Legislative Analyst
SUBJECT: ACCEPT AND FILE STATUS REPORT OF ACTIVE GRANTS AND SUBMITTED GRANT PROPOSALS FOR JUNE 2014

I. RECOMMENDED ACTION

This report is for informational purposes only. Active grants and grant proposals are current as of June 18, 2014. No action is required.

II. SUMMARY OF ISSUES

- Santa Cruz METRO relies upon grant funding from other agencies for more than 33% of its FY14 operating revenue and 96% of its FY14 capital budget.
- A list of Santa Cruz METRO's active grants (Attachment A) and a list of grant proposals for new funds (Attachment B) are provided monthly in order to apprise the Board of the status of grants funding.
- Santa Cruz METRO has active grant awards totaling \$50,479,209.
- Santa Cruz METRO staff is developing new applications totaling \$12,818,107 for new projects.

III. DISCUSSION

Santa Cruz METRO relies upon grants from a number of other entities throughout the year for more than 33% of its FY14 operating revenue and 96% of its FY14 capital funding. Transportation Development Act (TDA), State Transit Assistance (STA) and the Federal Transit Administration (FTA) annually allocate funds by formula while others such as the Monterey Bay Unified Air Pollution Control District's AB2766 Motor Vehicle Emissions Reduction Program and the California Department of Transportation (Caltrans) discretionary planning grants are competitively awarded based on merit. Santa Cruz METRO relies on both formula and discretionary grant revenue to support its operating and capital budgets.

This staff report is to apprise the Board of Directors of active grants funding current projects and proposed grants for new projects and ongoing operating costs. **Attachment A** lists all of Santa Cruz METRO's active grants with the award amount, the remaining balance and the status of the projects funded by the grant. **Attachment B** lists Santa Cruz METRO's open grant applications with a brief description, source and status of proposed funds.

IV. FINANCIAL CONSIDERATIONS

Active grant awards for operating and capital projects total \$50,479,209, an increase of approximately \$12 million due to the award of approximately \$9 million in FY15 TDA/STA operating assistance and the addition of the \$2.8 million in FY12 FTA 5309 capital for replacement buses which had been erroneously removed when the buses were delivered. The unspent balance of active grants is \$ 30,016,108, an increase of approximately \$8 million due to the addition of the \$9 million TDA/STA grant and drawdown of approximately \$1 million for project progress payments.

Current grant applications request \$12,818,107 in new funds, a decrease of approximately \$3 million from the last report due to the \$9 million TDA/STA grant application moving to the Active Grants list and the addition of new applications for approximately \$5.9 million in PTMISEA funds. Grants staff currently has eight grant applications under development.

V. ATTACHMENTS

Attachment A: Santa Cruz METRO Active Grants Status Report as of June 27, 2014

Attachment B: Santa Cruz METRO Grant Applications as of June 27, 2014

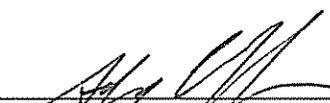
Board of Directors
Board Meeting of June 27, 2014

Prepared By: Thomas Hiltner, Grants/Legislative Analyst
Date Prepared: June 27, 2014

APPROVED:



Department Manager



Alex Clifford, CEO/General Manager

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Attachment A

Santa Cruz METRO
Active Grants as of June 18, 2014

#	Grant	Description	\$ Grant Awarded	\$ Grant Balance	Funding Source	Grant Status
1	FY13 Transit Security Projects	Video Surveillance and Lighting at remaining METRO Facilities	\$ 440,505	\$ 440,505	FY13 CTSGP funds from Cal EMA	Received FY13 advance payment on 10/29/13.
2	FY12 Transit Security Projects	Land Mobile Radio system	\$ 440,505	\$ 440,505	FY12 CTSGP funds from Cal EMA	METRO executed a third amendment to the Day Wireless contract on 2/4/14 to add \$150,000 and extend the term until 2/4/15. Total contract value is now \$927,300. Expires 3/31/15. \$ Grant Balance as of 6/5/14.
3	SGR Buses and MDCs	Purchase 5 new CNG replacement buses; purchase 42 Mobile Data Computers for ParaCruz	\$ 2,814,538	\$ 126,767	0	Buses Delivered and Paid. Final Payment due for MDCs. Test and Accept MDCs. \$ Grant Balance as of 6/11/14
4	Bus Stop Improvements	Improve bus stops in Santa Cruz METRO service area	\$ 500,000	\$ -	Caltrans State Transportation Improvement Program (STIP)	Final Request for Reimbursement and Closeout Report submitted. \$ Grant Balance as of 6/11/14.
5	FY12 MBUAPCD AB2766 Grant	Discretionary Grant	\$ 160,000	\$ 100,994	MBUAPCD (Air District)	Santa Cruz METRO submitted grant closeout notice to MBUAPCD leaving \$100,994 unspent. Grant expires 6/22/14. Grant Balance as of 6/5/14.
6	FY11 MBUAPCD AB2766	MetroBase construction of second L/CNG storage tank.	\$ 200,000	\$ -	Air District AB 2766 Grant	Grant expended. Final report due by 2/11/16. Remaining 29 diesel buses must be replaced by 2/11/16. \$ Grant Balance as of 6/5/14.
7	FY 11/12 Proposition 1B - State and Local Partnership Program	CTC	\$ 5,812,000	\$ 3,321,751	CTC - SLPP	CTC approved \$5.812 M allocation 8/22/12 for Judy K. Souza Operations Building. Lewis C. Nelson contractor has poured deck and has extended columns for 3rd floor. Grant Balance as of 6/5/14

Attachment A

Santa Cruz METRO
Active Grants as of June 18, 2014

#	Grant	Description	\$ Grant Awarded	\$ Grant Balance	Funding Source	Grant Status
8	FY08,09,10,11 PTMISEA funds	MetroBase development.	\$ 20,558,730	\$ 11,702,068	FY08, FY09, FY10, FY11 Prop. 1B Public Transportation Modernization and Service Enhancement Account (PTMISEA)	Lewis C. Nelson contractor has poured the back half of the parking deck and is working on the front. FY14 \$5,874,479 available for allocation. \$ Grant Balance as of 6/5/14.
9	Pacific Station Design Engineering	Contract architectural and engineering services for Pacific Station expansion and renovation	\$ 396,000	\$ 44,234	FY06 FTA 5309 CA-04-0021.	Group 4 + \$652145 contract. G4 + presentation 6/13/14 for 6/27/14 BOD decision on ASR 3 added design work for the NIAC property option. \$ Grant Balance as of 6/5/14. No expiration.
10	Pacific Station Design Engineering	Contract architectural and engineering services for Pacific Station expansion and renovation	\$ 490,000	\$ 473,942	FY08 FTA 5309 CA-04-0102.	Group 4 + \$652,145 contract. G4 + presentation 6/13/14 for 6/27/14 BOD decision on ASR 3 added design work for the NIAC property option. \$ Grant Balance as of 6/5/14. Expires 9/30/15.
11	FY14 TDA/STA Operating Assistance	LTF Operating assistance from 1/4c sales tax.	\$ 8,863,800	\$ 3,564,524	TDA	SCCRIC paid FY14 2nd Quarter TDA + supplemental FY13 distribution on 11/26/13. \$ Grant Balance as of 6/5/14.
12	FY14 Planning Internship	Hire a student intern to gain experience in public transit planning.	\$ 40,281	\$ 37,968	AMBAG WE 673 FTA 5304/Caltrans pass-through	Caltrans awarded Internship grant 8/13/13 for \$40,281. Intern Justin is working in the Planning Department. \$ Grant Balance as of 6/5/14.
13	County of Santa Cruz Prop 84 Challenge Grant	Planning in unincorporated areas for sustainable growth. METRO partners as transit provider.	\$ 10,000	\$ 10,000	California Proposition 84 Planning Grant	Santa Cruz METRO awarded \$10,000 on 6/3/11 as partner. No progress. \$ Grant Balance as of 6/5/14.
14	AMBAG Sustainable Communities Planning Grant	Discretionary grant sub-award.	\$ 10,000	\$ 10,000	AMBAG sub-award.	4/8/13: Planning has been participating in development of Sustainable Communities Strategies. \$ Grant Balance as of 6/5/14.

Attachment A

Santa Cruz METRO
Active Grants as of June 18, 2014

#	Grant	Description	\$ Grant Awarded	\$ Grant Balance	Funding Source	Grant Status
15	FY14 Caltrans FTA 5304 Planning Grant	METRO assistance to SCCRTC Passenger Rail Study	\$ 18,000	\$ 18,000	SCCRTC pass-through	SCCRTC pass-through from Caltrans \$250,000 grant project. Grant Kickoff 6/4. MOU effective May 2014. \$ Grant Balance as of 6/5/14.
16	FY13 Rural Operating Assistance	Operating assistance for public transit service in rural areas of Santa Cruz County.	\$ 207,574	\$ 207,574	Caltrans (FTA 5311)	FY13 Rural Operating Project is complete. Request for reimbursement submitted 3/17/14.
17	2014 RSTPx	Mainline Routes Run-Time Recalibration	\$ 30,000	\$ 30,000	RSTP SCCRTC discretionary	Executed agreement w/SCCRTC to proceed on 3/17/14. Time-point surveys completed. \$ Grant Balance as of 6/5/14.
18	2014 STIP	ParaCruz Van Replacements	\$ 345,000	\$ 345,000	RSTP CTC discretionary	SCCRTC Allocated \$345,000 on 1/9/14 for ParaCruz Replacements. METRO submitted allocation request 6/17/14 with CTC allocation in September. \$ Balance as of 6/5/14.
19	FY15 TDA/STA Operating Assistance	FY15 TDA/STA Operating Assistance.	\$ 9,067,527	\$ 9,067,527	TDA, Sales Tax Revenue/STA, Diesel Fuel Tax revenue + PTA xfer	SCCRTC Resolution approved claim 5/1/14. \$ Grant Balance as of 6/5/14.
20	Feasibility Study of Downtown Circulator (Santa Cruz)	Grant for a consultant feasibility study of downtown circulator with consideration of electric buses in Santa Cruz.	\$ 74,749	\$ 74,749	FTA 5304/Caltrans AMBAG pass-through	Received Notice of Grant Award 5/28/14. \$ Grant Balance as of 6/5/14.
		Total	\$ 50,479,209	\$ 30,016,108		

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Attachment B

Santa Cruz METRO Grant Applications as of June 18, 2014

#	Application Date	Grant	Description	\$ Grant	Funding Source	Status of Award
1	8/4/2014	FY13 Bus and Bus Facilities	Bus Replacements	TBD	unobligated FY13 FTA 5309 funds	Applications due Caltrans 8/4/14.
2	7/14/2014	FY15 PTMISEA	Construction Projects at Santa Cruz METRO	\$ 5,875,978	Proposition 1B	Applications due Caltrans 7/14/14.
3	5/16/2014	FY14 FTA 5311(f) Rural Transit Program	2 new Goshen buses for Routes 33, 34 SLV/Felton	\$ 262,144	FTA 5311(f)	Application submitted to Caltrans 5/16/14.
4	5/12/2014	FY14 FTA 5311 Rural Area formula Operating Assistance.	Operate Rural Service in Santa Cruz County	\$ 212,267	FTA 5311	Application submitted to Caltrans 5/12/14 and is currently under revision with Caltrans.
5	6/30/2014	FY14 FTA Urbanized Area Formula Funds	FY14 Urban Operating Assistance	\$ 5,478,097	FTA 5307	Applications due 6/30/14.
6	5/21/2014	Active Transportation Program	SLV Schools bus stop improvement	\$ 95,000	Caltrans	Applications due 5/21. METRO is developing an SLV bus stop improvement project for the application.
7	3/15/2014	2013 FTA 5339 Formula Funds	Rolling Stock	\$ 454,116	FTA 5339/Caltrans	Application submitted.
8	1/15/2014	FY14 Transit Security Projects	Comprehensive Security and Surveillance	\$ 440,505	FY14 CTSGP funds from Cal EMA	Received Notice of Project Eligibility. FMFW due 3/30/14
			Total	\$ 12,818,107		

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 27, 2014

TO: Board of Directors

FROM: April Warnock, Paratransit Superintendent

SUBJECT: ACCEPT AND FILE METRO PARACRUZ OPERATIONS STATUS REPORT FOR MARCH AND APRIL 2014

• I. RECOMMENDED ACTION

This report is for information only - no action requested

II. SUMMARY OF ISSUES

- Summary review of monthly operational statistics for ParaCruz.

III. DISCUSSION/BACKGROUND

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

METRO assumed direct operation of paratransit services November 1, 2004. This service had been delivered under contract since 1992.

Comparing March 2013 statistics to March 2014, ParaCruz rides increased by 699 rides. In March of 2014, ParaCruz performed the largest number of rides (8853) in any single month since becoming administered in-house.

Comparing April 2013 to April 2014, ParaCruz rides increased by 894 rides. While these numbers follow the historical trend, they significantly exceed the increases in rides for previous years.

Comparing February 2014 to March 2014, number of rides performed increased by 1130 rides. Comparing March 2014 to April 2014, rides decreased by 139 rides.

IV. ALTERNATIVES

- Not applicable.

V. COORDINATION

This staff report has been coordinated with statistics provided by the Finance and Fleet Departments.

VI. FINANCIAL CONSIDERATIONS

There are no financial considerations for this report.

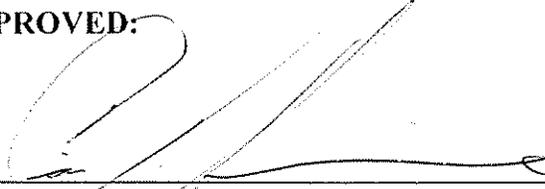
VII. ATTACHMENTS

- Attachment A:** ParaCruz On-time Performance Chart
- Attachment B1,B2:** Comparative Operating Statistics Table
- Attachment C:** Number of Rides Comparison Chart and Shared vs. Total Rides Chart
- Attachment D:** Mileage Comparison Chart and Year to Date Mileage Chart
- Attachment E:** Eligibility Chart

Board of Directors
Board Meeting of June 27, 2014

Prepared By: April Warnock, Paratransit Superintendent
Date Prepared: June 18, 2014

APPROVED:



Ciro Aguirre, Operations Manager



Alex Clifford, CEO/General Manager

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Attachment A

Board of Directors
Board Meeting April 25, 2014

ParaCruz On-time Performance Report		
	March 2013	March 2014
Total pick ups	8154	8853
Percent in “ready window”	95.54%	94.95%
1 to 5 minutes late	1.83%	1.84%
6 to 10 minutes late	1.08%	1.32%
11 to 15 minutes late	.70%	.67%
16 to 20 minutes late	.45%	.42%
21 to 25 minutes late	.11%	.30%
26 to 30 minutes late	.18%	.19%
31 to 35 minutes late	.05%	.09%
36 to 40 minutes late	.04%	.18%
41 or more minutes late (excessively late/missed trips)	.02%	.03%
Total beyond “ready window”	4.46%	5.05%

During the month of March 2014, ParaCruz received six (6) Customer Service Reports. Four (4) reports were valid. One (1) report was not verifiable. One (1) report was a compliment.

ParaCruz On-time Performance Report		
	April 2013	April 2014
Total pick ups	7158	8717
Percent in “ready window”	95.66%	94.43%
1 to 5 minutes late	1.98%	2.07%
6 to 10 minutes late	1.16%	1.46%
11 to 15 minutes late	.50%	.83%
16 to 20 minutes late	.35%	.46%
21 to 25 minutes late	.17%	.31%
26 to 30 minutes late	.08%	.16%
31 to 35 minutes late	.07%	.11%
36 to 40 minutes late	.01%	.10%
41 or more minutes late (excessively late/missed trips)	.01%	.07%
Total beyond “ready window”	4.34%	5.57%

During the month of April 2014, ParaCruz received eight (8) Customer Service Reports. Two (2) reports were valid. Five (5) reports were not verifiable. One (1) report was a compliment.

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Attachment B1

Board of Directors
Board Meeting June 27, 2014

Comparative Operating Statistics This Fiscal Year, Last Fiscal Year through March 2014.

	Mar 13	Mar 14	Fiscal 12-13	Fiscal 13-14	Performance Averages	Performance Goals
Requested	8688	9444	63,688	76,129	8464	
Performed	8154	8853	58,714	71,181	7902	
Cancels	17.81%	20.12%	19.25%	19.59%	19.47%	
No Shows	2.90%	2.74%	3.33%	2.90%	2.94%	Less than 3%
Total miles	58,295	61,684	408,491	508,199	56,088	
Av trip miles	4.96	4.63	4.76	4.76	4.88	
Within ready window	95.54%	94.95%	95.97%	95.36%	95.36%	92.00% or better
Excessively late/missed trips	2	3	11	21	2.25	Zero (0)
Call center volume	5937	6585	45,286	N/A	N/A	VOIP being UPDATED
Hold times less than 2 minutes	95.9%	94.4	95.3%	N/A	N/A	Greater than 90%
Distinct riders	794	811	1564	1702	800	
Most frequent rider	55 rides	55 rides	290 rides	405 rides	53 rides	
Shared rides	66.6%	64.9%	64.5%	64.2%	65.37%	Greater than 60%
Passengers per rev hour	1.97	1.97	1.93	1.96	1.98	Greater than 1.6 passengers/hour
Rides by supplemental providers	10.25%	7.04%	6.90%	10.19%	10.83%	No more than 25%
Vendor cost per ride	\$23.33	\$24.73	\$21.68	\$23.97	\$23.26	
ParaCruz driver cost per ride (estimated)	\$28.70	\$29.34	\$29.93	\$31.02	\$28.94	
Rides < 10 miles	65.99%	62.69%	67.62%	63.60%	64.23%	
Rides > 10	34.01%	37.31%	32.38%	36.40%	35.77%	
Denied Rides	N/A	0	N/A	0	0	Zero

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Attachment B2

Board of Directors
Board Meeting June 27, 2014

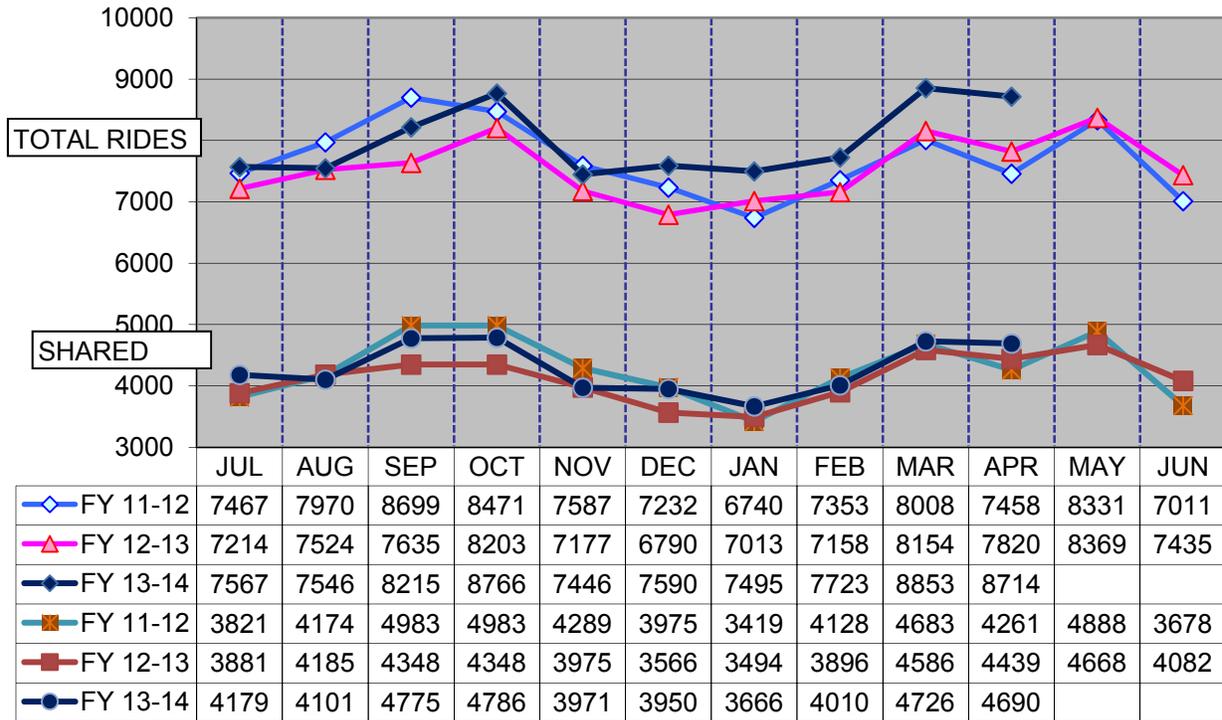
Comparative Operating Statistics This Fiscal Year, Last Fiscal Year through April 2014.

	Apr 13	Apr 14	Fiscal 12-13	Fiscal 13-14	Performance Averages	Performance Goals
Requested	8551	9324	80,927	85,453	8529	
Performed	7820	8714	74,688	79,895	7976	
Cancel	19.94%	20.28%	19.17%	19.67%	19.50%	
No Shows	2.79%	3.3%	3.23%	2.95%	2.98%	Less than 3%
Total miles	55,814	62,304	522,551	570,502	56,629	
Av trip miles	4.84	4.8	4.79	4.77	4.88	
Within ready window	95.90%	94.43%	95.92%	95.26%	95.23%	92.00% or better
Excessively late/missed trips	0	6	13	27	2.75	Zero (0)
Call center volume	5683	6473	56,907	N/A	N/A	VOIP being UPDATED
Hold times less than 2 minutes	97.0%	95.2	95.5%	N/A	N/A	Greater than 90%
Distinct riders	811	836	1712	1780	802	
Most frequent rider	47 rides	60 rides	323 rides	440 rides	54 rides	
Shared rides	66.9%	65.9%	65.0%	64.4%	65.28%	Greater than 60%
Passengers per rev hour	1.94	2.04	1.94	1.97	1.99	Greater than 1.6 passengers/hour
Rides by supplemental providers	10.59%	7.7%	7.65%	9.92%	10.59%	No more than 25%
Vendor cost per ride	\$21.28	\$24.48	\$21.87	\$24.02	\$23.52	
ParaCruz driver cost per ride (estimated)	\$29.65	\$30.20	\$30.29	\$30.20	\$28.98	
Rides < 10 miles	67.47%	61.05%	67.56%	63.32%	63.70%	
Rides > 10	32.53%	38.95%	32.44%	36.68%	36.30%	
Denied Rides	0	0	0	0	0	Zero

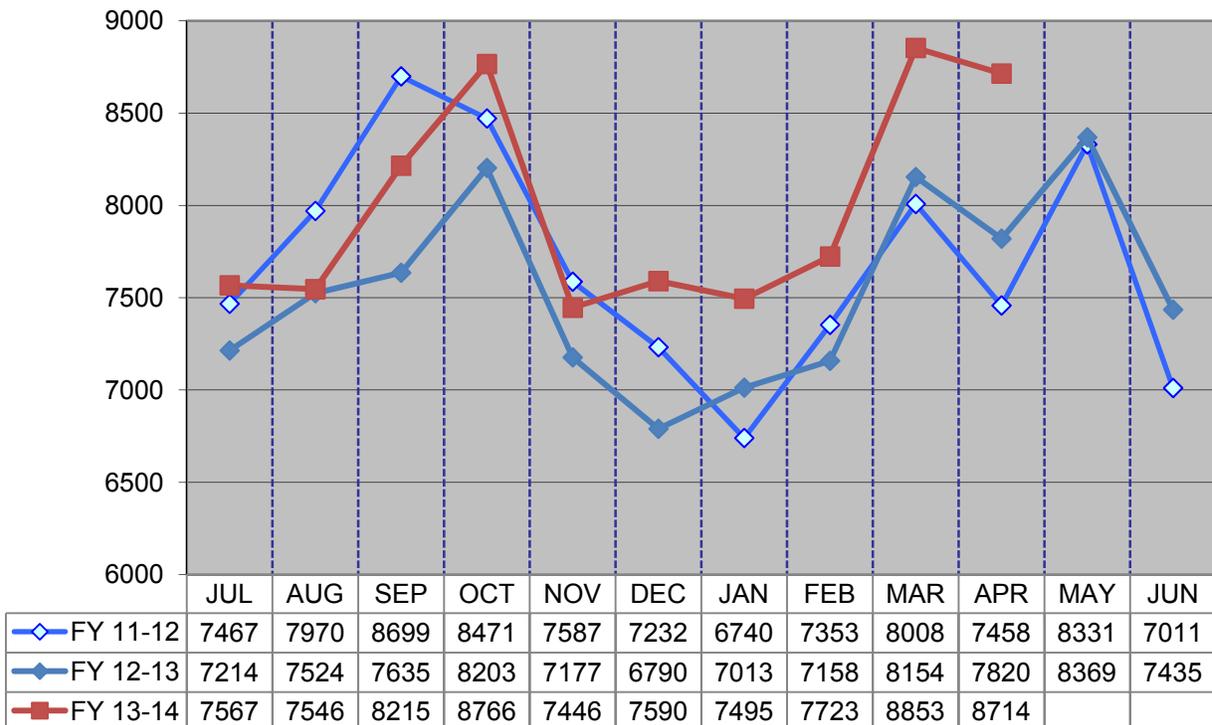
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Attachment C

TOTAL RIDES vs. SHARED RIDES



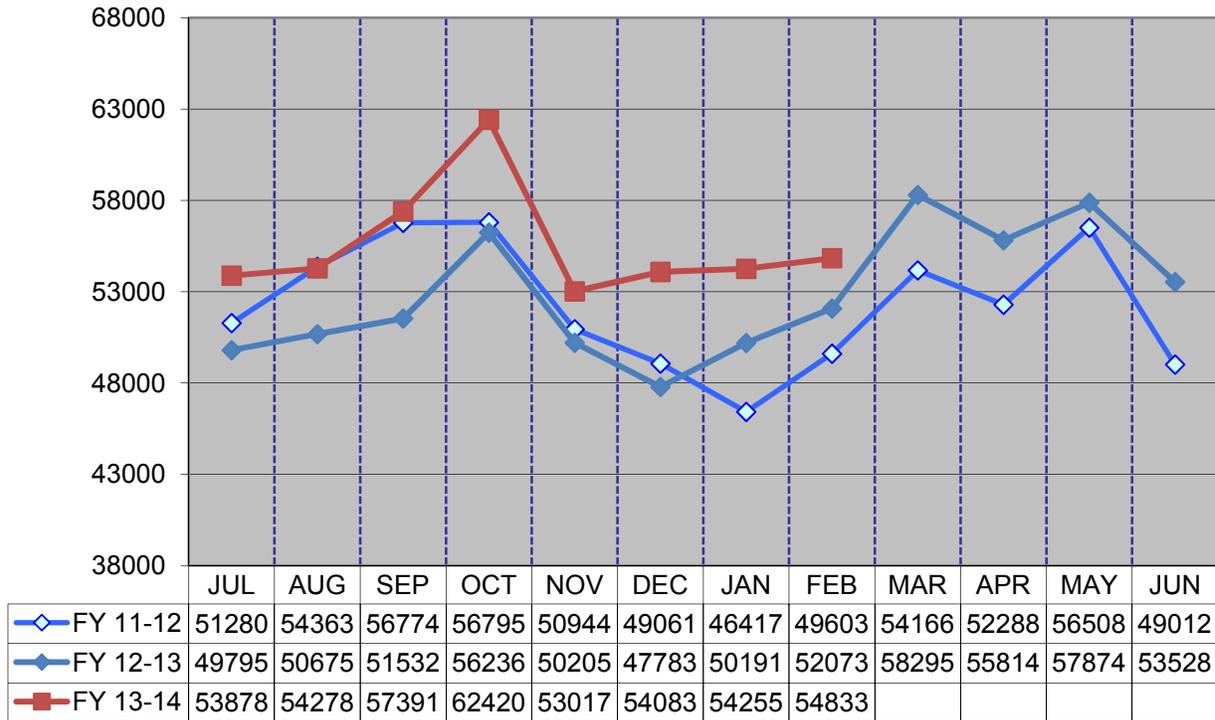
NUMBER OF RIDES COMPARISON CHART



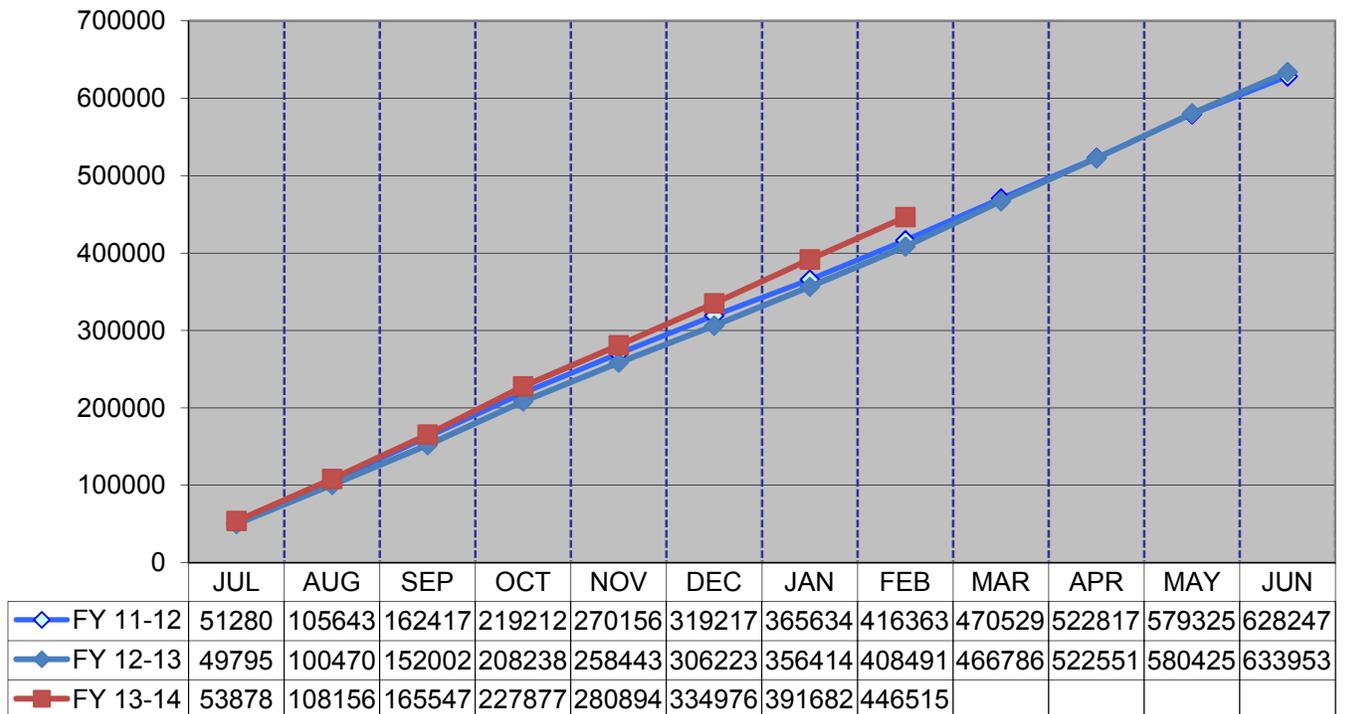
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Attachment D

MILEAGE COMPARISON



YEAR TO DATE MILEAGE COMPARISON CHART



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Attachment E

MONTHLY ASSESSMENTS						
	UNRESTRICTED	RESTRICTED	RESTRICTED	TEMPORARY	DENIED	TOTAL
		CONDITIONAL	TRIP BY TRIP			
MAY 2013	66	0	3	4	1	74
JUNE 2013	58	0	2	1	0	61
JULY 2013	44	0	3	1	0	48
AUGUST 2013	56	0	5	3	0	64
SEPTEMBER 2013	62	0	4	2	0	68
OCTOBER 2013	59	0	0	1	0	60
NOVEMBER 2013	41	0	2	3	0	46
DECEMBER 2013	44	0	5	1	0	50
JANUARY 2014	60	0	2	8	0	70
FEBRUARY 2014	36	0	2	2	1	41
MARCH 2014	52	0	2	4	0	58
APRIL 2014	56	0	3	1	0	60

Number of Eligible Riders for the month of March 2014 = 3329

Number of Eligible Riders for the month of April 2014= 3401

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A regular meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District was convened on Friday, March 28, 2014 at the Santa Cruz METRO Administrative Offices, located at 110 Vernon Street, in Santa Cruz, California.

SECTION I: OPEN SESSION

1. CALL TO ORDER

Chair Bustichi called the meeting to order at 8:48 a.m.

2. ROLL CALL

The following Directors were present:

- Director Hilary Bryant
- Director Dene Bustichi
- Director Karina Cervantez
- Director Daniel Dodge
- Director Zach Friend
- Director Ron Graves
- Director Michelle Hinkle
- Director Deborah Lane
- Director John Leopold
- Director Bruce McPherson
- Director Lynn Robinson
- Ex-Officio Director Donna Blitzer

STAFF PRESENT

Leslie R. White, Secretary/General Manager
Leslyn Syren, District Counsel

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

Angela Aitken, Finance Manager
Sharon Toline, Safety and Training Coordinator
Rebecca Daniel, Paralegal
Jim Helmer, Resident, 5th District
Debbie Kinslow, Assistant Manager
Robert Cotter, Maintenance Manager
Thomas Hiltner, Grants/Legislative Analyst

Anna Marie Gouveia, Fixed Route
Superintendent
Erron Alvey, Purchasing Manager
Joel Rigler, Member of the Public
Daniel L. Zaragoza, Assistant Paratransit
Superintendent
Liseth Guizar, Security & Risk Administrator
Amy Weiss, Spanish Translator

3. ANNOUNCEMENTS

Liseth Guizar invited the Board to Santa Cruz METRO's 10 –Year Anniversary celebration of Highway 17 Joint Powers Authority Agreement on May 9, 2014. It would be held at 920 Pacific Avenue at 12-noon. She stated there would be speakers from the members of the Joint Powers Authority Agreement and she extended the hope that the Board would be able to attend.

Chair Bustichi introduced the Spanish Translator Amy Weiss. Ms. Weiss spoke to the assembly and introduced herself and offered her services to any who would need translations.

Chair Bustichi acknowledged that the meeting was televised by Community Television of Santa Cruz, Channel 26.

Leslie White asked for Ciro Aguirre, Anna Marie Gouveia, and Sharon Toline to address the Board and introduce the new class of Bus Operators. Mr. Aguirre introduced Ms. Gouveia, Ms. Toline, and Mr. Daniel Zaragoza who then introduced the new Bus Operators for both Santa Cruz METRO and ParaCruz. Ms. Gouveia and Ms. Toline spoke about the new Santa Cruz METRO Operators and asked the class to introduce themselves. The students who spoke were Randy Morillo, Mary Dutton, Fatima Gonzales, Tony Yee, Sandra Bellow, Hugo Zacharias, Erik Estrada, Jeremy Levenfas, Jose Noellas, and Christopher Sands. Mr. Zaragoza introduced the new Operators for ParaCruz. The students who spoke were: Ernie Perez, David Phillips and Ricardo Vivanco.

Chair Bustichi thanked the new class and welcomed them to Santa Cruz METRO.

4. COMMUNICATIONS TO THE BOARD OF DIRECTORS

Sara Schifrin with the Committee of La Posada, introduced the Board to their new committee member and a new transit user, Patty Miller. Ms. Schifrin thanked the Board for the assignment of the 6 Bus and stated they were happy to see so many people use the new route. She stated that it was not only seniors who were taking advantage of this new route (i.e. students and multiple residential complexes). She asked the committee to include their bus stop to route 86 so that people in the community can have a more complete route and go further than downtown. She expressed her concerns that their temporary assignment of Route 6 expired in September.

Director Bustichi acknowledged the request by La Posada and stated that staff would be looking into the inclusion of La Posada into a bus route.

Joe Rigler addressed the Board and shared his history with Santa Cruz METRO and how he fought for Les White to become General Manager. He acknowledged that he met the new CEO/General Manager and was hopeful that he would continue to fight for the service that has allowed Mr. Rigler from being homebound.

Jim Helmer, a resident of Ben Lomond and the former City Traffic Engineer, addressed the Board. He expressed his gratitude to the increased safety awareness and increased safety measures taken in

regards to pedestrian safety, particularly in the case of unlit conditions to bus stops along rural roads. He attributed this to the leadership of Mr. White and thanked him for his service and congratulations on his career.

Director Dodge addressed the assembly and stated that April is National Child Abuse Awareness Month. He shared with the Board a statistic he found alarming – that 1 out of 5 girls and 1 out of 7 boys experience some form of sexual abuse before the age of 18. He stated that the Watsonville Healing Center would be hosting a march and community event titled “Walk to Stop the Silence” on Saturday, April 5 from 11 to 2 at the Watsonville Plaza.

Director Dodge extended an invitation to the next Watsonville City Meeting on Tuesday, April 1. He stated that there would be a presentation from George Dondero from RTC, who would be accepting comment on their Draft Regional Transportation Plan and the Environmental Impact Report (EIR). Director Dodge stated that they would be accepting public comments on both plans until April 8. He stated that the Association of the Monterey Bay Area Government would also be present and were working on their Draft Metropolitan Transportation Plan Sustainable Community Strategy and would be accepting comment on their plan until April 8. He encouraged people to check their respective web sites for information and send their comments in.

Director Dodge also encouraged attendance to the Board meeting of April 25, where the Board was tentatively scheduled to talk about Santa Cruz METRO Transit District’s Short-term Transportation Plan.

Chair Bustichi acknowledged there was written communication to the Board regarding the METRO Short-Range Transit Plan. The letter was a new addition to the agenda and that hard copies were available to the public for viewing.

5. LABOR ORGANIZATION COMMUNICATIONS

None.

6. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

Mr. White confirmed that the only piece of additional documentation is the letter mentioned in the Communications to the Board of Directors. He stated that it would be incorporated and available on the SRTP.

CONSENT AGENDA

- 7-1. APPROVAL OF MINUTES OF REGULAR BOARD OF DIRECTORS MEETING OF MARCH 14, 2014**
- 7-2. ACCEPT AND FILE PRELIMINARY APPROVED CLAIMS FOR THE MONTH OF JANUARY 2014**
- 7-3. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORTS YEAR TO DATE AS OF JANUARY 31, 2014**

- 7-4. ACCEPT AND FILE MONTHLY ACCESSIBLE SERVICES REPORT FOR JANUARY 2014
- 7-5. ACCEPT AND FILE VOTING RESULTS FROM APPOINTEES TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION FOR FEBRUARY 6, 2014
- 7-6. ACCEPT AND FILE STATUS REPORT OF ACTIVE GRANTS AND SUBMITTED GRANT PROPOSALS FOR MARCH 2014
- 7-7. ACCEPT AND FILE METROBASE STATUS REPORT FOR JANUARY 2014
- 7-8. ACCEPT AND FILE METRO PARACRUZ OPERATIONS STATUS REPORT FOR JANUARY 2014
- 7-9. ACCEPT AND FILE SANTA CRUZ METRO SYSTEM RIDERSHIP REPORT FOR FEBRUARY 2014
- 7-10. CONSIDERATION OF RATIFICATION OF THE ACTIONS OF THE MAINTENANCE MANAGER AND AUTHORIZATION OF A PAYMENT IN THE AMOUNT OF \$11,208.12 TO PREFERRED PLUMBING, INC.
- 7-11. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT RENEWAL WITH VISION COMMUNICATIONS COMPANY, INC. FOR RADIO SYSTEM MAINTENANCE AND REPAIR SERVICES IN AN AMOUNT NOT TO EXCEED \$45,000
- 7-12. CONSIDERATION OF AWARD OF CONTRACT FOR PUBLIC AUCTION SERVICES WITH FIRST CAPITOL AUCTION, INC.
- 7-13. CONSIDERATION OF APPOINTMENT OF DONALD PEATTIE TO THE METRO ADVISORY COMMITTEE (MAC) FOR A TERM OF OFFICE ENDING MARCH 28, 2016.
- 7-14. CONSIDERATION OF APPOINTMENT OF NICONA KEESAW TO THE METRO ADVISORY COMMITTEE (MAC) FOR A TERM OF OFFICE ENDING MARCH 28, 2016.

Chair Bustichi asked the Board and public for comment on the Consent Agenda. Hearing none, Chair Bustichi asked for a motion.

ACTION: MOTION: DIRECTOR GRAVES SECOND: DIRECTOR MCPHERSON

APPROVAL OF THE CONSENT AGENDA

MOTION PASSED UNANIMOUSLY WITH EX-OFFICIO BLITZER BEING ABSENT.

REGULAR AGENDA

Chair Bustichi confirmed the removal of Item 13.

8. CONSIDERATION OF RESOLUTIONS OF APPRECIATION FOR THE SERVICES OF LESLEY WRIGHT

Chair Bustichi read the Resolution of Appreciation for Lesley Wright and invited the Board and public to speak on her behalf. As Ms. Leslie Wright had passed away, the resolution was granted posthumously and was accepted by her aunt, Nancy Wright. Chair Bustichi asked for a motion to the resolution.

ACTION: MOTION: DIRECTOR LEOPOLD SECOND: DIRECTOR DODGE

MOTION PASSED UNANIMOUSLY WITH EX-OFFICIO BLITZER BEING ABSENT.

Ms. Nancy Wright accepted the resolution and spoke of her niece, Lesley Wright's service, character, and dedication to the community. Ms. Wright stated that her niece had a big heart, bright sense of humor, and strong sense of independence, which she was able to express in great part due to Santa Cruz METRO services. Ms. Nancy Wright thanked the Board on behalf of the family and friends. Members of the public who also spoke of their relationship of Ms. Wright were John Doherty, Bonny Moore, Eduardo Montesino, Anna Marie Gouveia, Ernestina Saldana, and Salsa Gonzales.

Director Hinkle and Director Lane acknowledged the dedication and service that Ms. Wright lent not only to Santa Cruz METRO but to the entire community.

Chair Bustichi thanked the family and friends for attending and express his hope that it would bring comfort to her friends and family to know that Ms. Wright was a part of METRO's family and that she will be remembered and missed.

9. CONSIDERATION OF PARTICIPATING IN THE NATIONAL BUS COALITION FOR REAUTHORIZATION

Mr. White spoke about the enactment of Map 21, a federal funding legislation for public transportation and highways which resulted in an adjustment in funding by moving \$427M out of what traditionally went to bus capital and moved it into rail modernization. This last minute adjustment shows that there is need for a long-term bill to address unbalanced provisions for bus and rail systems. Mr. White stated that the rail system recognized APTA's need to remain neutral and formed the Rail Working Group outside of APTA. This group was so successful that they were able to get the \$427M of bus funds. Mr. White emphasized a need to balance the equation by forming an advocacy organization that focuses on the bus side for the purposes of promoting bus funding and for advocating on behalf of bus funds on the federal level. While in Washington, DC, Chair Bustichi, Vice-Chair Robinson, and Director Dodge, and Mr. White attended an inaugural dinner organized by bus operators, manufacturers and bus advocates. Their intention is to form a coalition that would address the balance against the Rail Working Group. Mr. White recommended that the Board join the Bus Coalition at the cost of \$1,000 per year plus time and effort.

Director Leopold stated that it was exciting that there is a coalition of operators particularly concerned with bus systems.

Director Dodge thanked Mr. White for his presentation. He added that he learned through the APTA conference that 55% of all trips taken on public transportation are on buses. He stated that there was an extreme amount of money that was eliminated during the Map 21 process. Director Dodge stated that the formation of the Coalition is very timely and that he supports our participation.

Chair Bustichi asked if any members of the public would like to address the Board on this issue. Seeing none, he brought the issue back to the Board.

ACTION: MOTION: DIRECTOR MCPHERSON SECOND: DIRECTOR ROBINSON

APPROVAL FOR GIVING \$1,000 TO AND PARTICIPATION IN THE NATIONAL BUS COALITION.

MOTION PASSED UNANIMOUSLY WITH EX-OFFICIO BLITZER BEING ABSENT.

10. CONSIDERATION OF APPOINTMENT OF ALEXANDER CLIFFORD TO POSITION OF CHIEF EXECUTIVE OFFICER (CEO)/GENERAL MANAGER AND APPROVAL OF EMPLOYMENT AGREEMENT

Leslyn K. Syren, District Counsel, addressed the assembly in regards to the appointment of Alexander Clifford. She reminded the Board that there are four actions that needed to be followed in order to bring the new General Manager on Board: changing of the job description; change in the management compensation plan; adoption of a resolution appointing Mr. Clifford; and approval of Mr. Clifford's contract.

Chair Bustichi acknowledged that the active search for a replacement to General Manager, Leslie White, started in October of 2013. He stated that the Board started with a pool of 47 candidates. He stated that they received help from the consulting firm, The Mercer Group, who did a great job of searching across the nation to find the best candidate.

Chair Bustichi opened for public comment to address the appointment and to Mr. Clifford directly.

Carolyn Derwing, SEA President, asked about the compensation and holidays listed in the report. Ms. Syren replied that the section Ms. Derwing referred to was already voted on by the Board at a previous meeting.

Ernestina Saldana, a member of the public expressed concerns with Mr. Clifford's appointment with regards to his reputation in Chicago that she read about via an internet search.

Director Leopold acknowledged that he was a part of the recruitment committee that looked carefully to find a good recruiter who in turn carefully screened the candidates. They interviewed 20 individuals over the phone and brought 11 in for interviewing. The subcommittee interviewed 4 candidates and two finalists were interviewed by the Board. Director Leopold stated that they really wanted a candidate with integrity and having examined the issues in Chicago they felt that they were not due to

the situation on the job but with political influences. Given his track record in running bus and rail systems that he would be an excellent executive to be the next CEO/General Manager of Santa Cruz METRO Transit District. Director Leopold motioned to approve all four of the recommended actions.

Director Graves seconded the motion with allowance for further discussion.

Director Dodge thanked the Human Resources Department and the Committee for the time and effort that they put into this job search. He stated that he felt that the process of recruitment could have been improved and that he felt the contract was rather generous. Director Dodge stated that as he was coming from a city experiencing financial hardships, he was not in support of the contract. He also expressed concern with Mr. Clifford's lack of bus experience and his adjustment to a smaller community.

Deborah Lane asked the Board if they were taking individual votes or if there would be a roll call.

Chair Bustichi stated that unless the vote was close, he would ask for an all in favor and would identify individuals who were opposed.

Director Lane thanked Chair Bustichi and asked to exercise her right as a Director under Section 10, Subsection 3, of the District Bylaws, to have her protest and dissent recorded in the minutes. She expressed her concern over the loss of what she felt was good past practices, particularly in regards to including staff and stakeholders in the hiring process. She stated that she did not want this to become precedent and that she was voting no to all four provisions.

Director Cervantez stated that she would be abstaining from voting on these recommendations because as the new member to Board, her presence and participation was not included in some significant decision making in regards to the process. She stated that she looked at Mr. Clifford's record in transit and looked forward to working with him to expand service and would like to make sure that the expansion includes bus operators, staff, and key cultures in the community.

Vice-Chair Robinson stated that it was important to work together in making sure the focus was on moving forward. She acknowledged the need to sometimes work with things that were very difficult, but that she was excited for the opportunity to grow METRO to be the agency that it can be. She stated she was in support of the motion.

Director Graves thanked the committee that worked on the recruitment and to all those involved. He stated that he shared some of the concerns of Director Lane as to the process needing to involve all of the stakeholders. Director Graves said he felt that this would be a learning process and he hopes that Mr. Clifford would do as good of a job as Mr. White. Director Graves stated that he looks forward to working with Mr. Clifford.

Director Friend thanked Chair Bustichi for the leadership he provided through the selection process. He stated that he respectfully disagreed with his colleague from Watsonville about the approach taken. He stated he felt the process was complete and he thought the compensation was commensurate with not just experience but in comparison to other like counties. Director Friend stated he looked forward to working with Mr. Clifford during these challenging times and that he supported all four recommendations and would be supporting Mr. Clifford moving forward.

Director McPherson agreed with Director Friend, with respect to the other members of the Board, that while they could criticize the process, he did not think that it should be held against the finalist. He stated he thought that Mr. Clifford was an excellent final candidate. Director McPherson stated he believed Mr. Clifford would be an excellent CEO/General Manager.

Director Dodge expressed a need to advocate on behalf of his community and to return to them with positions he felt was fair and just. He stated that there were four recommendations being asked to vote together and his vote would reflect differently if the items were put to the Board separately. Director Dodge stated he wanted his vote to be reflective of the people that he represented.

Chair Bustichi acknowledged that although the process had room for improvement, they could not have found a better manager to replace Mr. White. He stated that the final four candidates were all more than capable, but the committee wanted to search for an individual who would be the best fit for the community, the ridership, and the employees they would oversee. He encouraged the Board that while there may be differences of opinion, they needed to come together to have success with the General Manager, Santa Cruz METRO, and the community.

ACTION: MOTION: DIRECTOR LEOPOLD SECOND: DIRECTOR GRAVES

APPROVAL FOR THE APPOINTMENT OF ALEXANDER CLIFFORD TO POSITION OF CHIEF EXECUTIVE OFFICER (CEO)/GENERAL MANAGER AND APPROVAL OF EMPLOYMENT AGREEMENT

MOTION PASSED WITH NAYS FROM DIRECTOR DODGE AND DIRECTOR LANE, ABSTENTION FROM DIRECTOR CERVANTES, AND EX-OFFICIO BLITZER BEING ABSENT.

Chair Bustichi invited Mr. Clifford to say a few words.

Mr. Clifford thanked the Board and General Manager, Les White. He stated that he was honored to accept the position. He acknowledged the comments that were made and understood that he had big shoes to fill. Mr. Clifford introduced his wife and thanked her for her support. He stated that he felt that it was all about the team, about the fine dedicated employees of Santa Cruz METRO. Mr. Clifford quoted the mission statement and confirmed that they were words he took to heart.

Chair Bustichi thanked and welcomed Mr. Clifford.

11. APPROVAL OF THE FY15 & FY16 PRELIMINARY LINE ITEM OPERATING AND CAPITAL BUDGETS FOR REVIEW AND TDA/STA CLAIM PURPOSES

Angela Aitken addressed the Board and stated she was there to present a preliminary budget as the Draft and Final would be presented respectively in May and June. She stated that she was giving a high level look at the budget. Topics she addressed included Operating Budgets, Operating Revenue, Operating Expenses including personnel and non-personnel expenses, and the Capital Budget.

Director Leopold questioned AMBAG/CTC Misc funding with comparison to previous years. He expressed concern that the report was showing a major decrease in FY15 and nothing for FY16.

Ms. Aitken replied that it was a line item that is amended when and if that money is granted. She stated that it was not budgeted forward as the amount was dependant on when grants were awarded. She stated they did not want to put in a false number and budget against it.

Director Leopold acknowledged the tenuousness of predicting grant funding but requested that when the Draft Budget is presented that there should be a conservative and safe estimate added.

Chair Bustichi inquired as to what the historical practices for this were.

Director Dodge agreed with Director Leopold that with Santa Cruz METRO's stronger relationship with funding sources such as AMBAG, he would also like to see a reasonable estimated number in the budget.

Ms. Aitken acknowledged the request and stated that they can do that.

Director Leopold stated that that he noticed the Assistant General Manager was not listed in the new hire section of the report. He stated it was his understanding that once they hired a new General Manager that the process for hiring an Assistant Manager would take place.

Ms. Aitken replied that the Assistant Manager was already built into the previous budget and what was listed was for new positions and was beyond the original passed budget.

Ms. Aitken stated that they will come back to the Board in April when more line items would be added. She acknowledged that after reviewing with Mr. Clifford that there would likely be further changes for the May and June presentations.

Seeing no further comment from the Board or public, Chair Bustichi moved for approval.

ACTION: MOTION: DIRECTOR ROBINSON SECOND: DIRECTOR LEOPOLD

APPROVAL FOR THE FY15 & FY16 PRELIMINARY LINE ITEM OPERATING AND CAPITAL BUDGETS FOR

REVIEW AND TDA/STA CLAIM PURPOSES

MOTION PASSED UNANIMOUSLY WITH EX-OFFICIO BLITZER BEING ABSENT AND A REQUEST FROM DIRECTORS DODGE AND LEOPOLD FOR A REVISION ADDING AMBAG GRANT FUNDING AMOUNTS.

12. CONSIDERATION OF REPORT OF ACTIVITIES AT THE 2014 LEGISLATIVE CONFERENCE OF THE AMERICAN PUBLIC TRANSPORTATION ASSOCIATION

Mr. White was first to speak on this item, stating that the American Public Transportation Association (APTA) conference theme was “opportunity.” He stated that at the Federal and State levels, Santa Cruz METRO has a chance to meet its needs as there is an increase of funds that are proposed. He called on the Board for their support by writing letters to the members of congress they have developed relationships with and their activity in communicating with the Senate was critical; the impacts are felt at all the bus stops in all of Santa Cruz County.

Ms. Slater stated she attended the HR Committee where she learned that more than 50% of management and supervisory leveled individuals would be retiring in the next 5-10 years. She stated that there was emphasis on the opportunity for recruiting at the national level. Ms. Slater stated that she and Ms. Guizar would be attending ROP in April and would actively promote working in transportation on a local level as well.

Director Dodge stated that during the meeting he was able to meet with many decision makers and also was able to talk about transportation issues like the New Flyer buses; an issue that many Board members were not yet aware. Director Dodge said that he brought material that could be disseminated to the staff. He acknowledged the good work done by Chris Giglio with Capital Edge. Director Dodge stated that Santa Cruz METRO was taking a leadership role in APTA and that with the new CEO/General Manager, he looked forward to continuing to advocate on Santa Cruz METRO’s behalf.

Vice-Chair Robinson acknowledged Mr. White’s contributions. She stated that he had the ability to advocate for what we really needed. Vice-Chair Robinson thanked their legislative partners, Capital Edge, who have been a rock that advocated marvelously.

Chair Bustichi stated that he felt APTA as a great organization that can help achieve the agenda. He restated the importance of the Bus Coalition and acknowledged the great respect attendees had for Mr. White’s knowledge and expertise. Chair Bustichi stated that he thought there would be significant support from federal and legislative leaders in regards to electric buses and it was great to see the level of support from Washington. He also acknowledged that Capital Edge was phenomenal in getting them into places they never thought they could.

13. RECEIVE STATUS REPORT AND PRESENTATION ON THE WATSONVILLE TRANSIT CENTER RENOVATION Item Pulled.

14. ORAL REPORT OF THE RECRUITMENT TASK FORCE

Dene Bustichi thanked the subcommittee, taskforce, Leslyn Syren, Robyn Slater, Liseth Guizar, Angela Aitken, and all the people who were involved in the process.

15. ANNOUNCEMENT OF NEXT MEETING

Chair Bustichi announced the next meeting Friday, June 13, 8:30 a.m., at the Santa Cruz Metro Administrative Offices, 110 Vernon Street, Santa Cruz.

16. ADJOURNMENT

Ms. Syren reported the topics that would be covered in the closed session and also commented that she did not foresee the need to reconvene with report of closed session.

Ms. Carolyn Derwing, SEA addressed the Board in response to the Closed Session items on behalf of SEIU. She stated that the Union Leaders at Santa Cruz METRO make a concerted effort to resolve issues on a low and informal level as possible. Once it goes beyond the local level, the Union Representatives no longer have control over the processes or procedures following.

Chair Bustichi thanked Counsel and adjourned the meeting at 10:13 a.m. to closed session.

SECTION II: CLOSED SESSION

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A regular meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District was convened on Friday, April 11, 2014 at the Santa Cruz METRO Administrative Offices, located at 110 Vernon Street, in Santa Cruz, California.

SECTION I: OPEN SESSION

1. CALL TO ORDER

Vice-Chair Robinson called the meeting to order at 8:33 a.m.

2. ROLL CALL

The following Directors were present:

- Director Hilary Bryant
- Director Dene Bustichi
- Director Karina Cervantez
- Director Daniel Dodge
- Director Zach Friend
- Director Ron Graves
- Director Michelle Hinkle
- Director Deborah Lane
- Director John Leopold
- Director Bruce McPherson
- Director Lynn Robinson
- Ex-Officio Director Donna Blitzer

STAFF PRESENT

Leslie R. White, Secretary/General Manager
Leslyn K. Syren, District Counsel

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

Angela Aitken, Finance Manager
Michelle MacGaffay, NIAC Building
Carolyn Derwing, SEA President, SEIU
Robert Cotter, Maintenance Manager
Manny Martinez, PSA President, SEIU
Will Regan, VMU President, SEIU
Daniel Zaragoza, Assistant Paratransit Superintendent

Rebecca Daniel, Paralegal
Ciro Aguirre, Operations Manager
April Warnock, Paratransit Superintendent
Erron Alvey, Purchasing Manager

3. ANNOUNCEMENTS

None.

4. COMMUNICATIONS TO THE BOARD OF DIRECTORS

Vice-Chair Robinson acknowledged a written communication to the Board from Richard D. Lynde. General Manager, Les White, replied he had followed up when the letter came in and the Disabilities Coordinator has worked with and talked with Mr. Lynn on several occasions. He has now registered and the problem has been resolved.

5. LABOR ORGANIZATION COMMUNICATIONS

None.

6. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

Les White distributed the new Bylaws for the Board.

CONSENT AGENDA

7-1. CONSIDERATION OF TORT CLAIM: REJECT THE CLAIM OF SAFECO (SUBROGATING FOR VU, MIKE AND GINA) #14-0004

7-2. CONSIDERATION OF TORT CLAIM: REJECT THE CLAIM OF REBECCA BARRAZA #14-0006

ACTION: MOTION: DIRECTOR BRYANT SECOND: DIRECTOR LEOPOLD

APPROVE CONSENT AGENDA.

MOTION PASSED UNANIMOUSLY WITH DIRECTORS CERVANTEZ, DODGE, AND LANE BEING ABSENT

REGULAR AGENDA

8. CONSIDERATION OF PACIFIC STATION RENOVATION: CONSIDER ADD SERVICE REQUESTS AND A CONTRACT EXTENSION FOR GROUP 4+ ARCHITECTS

Thomas Hiltner gave a presentation to the Board about changes to and extension to the contract with Group 4. He stated Group 4 had been working on viable designs, taking into consideration the wants of Santa Cruz METRO and planning around existing and potential footprints. Mr. Hiltner spoke about the scope of work that has been done on the Pacific site including an environmental study of the Greyhound area and the City of Santa Cruz's parking lot. Staff asked for an Add-Service Request in the range of \$19,667 to \$188,499, depending on the level of completion of design, to increase the scope of work plus a one year extension of the contract with Group 4 Architects.

Director McPherson looked for confirmation that there was grant funding that covers 80% of the initial costs. Both, Mr. Hiltner and Ms. Fliesler, answered yes.

Mr. White stated the project was funded by two grants earmarked by the congressional budget.

Director McPherson confirmed the additional cost to the district would be around \$20K. Ms. Fliesler confirmed with a positive and stated the design was specifically part of the earmarked budget.

Chair Bustichi asked whether or not a specific agreement was made to expand the property. Mr. Hiltner stated they were only in the discussion stage. Ms. Fliesler stated if the board made the decision to go ahead with the expansion then they could plan around that possibility. Chair Bustichi expressed concern over the planning of an expanded property when there were no agreements in place. Ms. Fliesler asked if they could work on designing two tracts, one with the expanded property and one without and bring both of the plans to 60% completion. Chair Bustichi suggested that the planning team narrow down design possibilities instead of spending the time and money on developing and presenting so many options.

Chair Bustichi also expressed concern about the overtime being accumulated on this project. Mr. Hiltner confirmed that the hours were earned both in the evening hours and on weekends. Chair Bustichi asked for an evaluation of overtime hours in relation to California labor law.

Director Leopold questioned with the earmarked money, would there be enough money to complete the design of the Pacific Station and asked if the Board should agree on one of the options. Mr. Hiltner answered it would be tight and would possibly require additional funds.

Director Leopold stated he shared the concerns of Chair Bustichi in regards to the time and scope of the planning spent on the expansion of the property when there have been questions if the possibility was viable.

Michelle MacGaffay, representative of the NIAC Building, stated they would not consider leaving their building unless another good quality property of at least 20,000sqft was arranged for.

Director Friend stated it seemed that the only feasible option was with the expanded property and he stated it would have been better had the discovery been communicated earlier in the process. He stated the Board was now put into a position to support a path where we cannot predict the cost.

Leslyn Syren, District Counsel suggested a delay of action until there was an opportunity of a Closed Session to discuss the expansion of the property. She stated that the Board still needed to make a decision on the Add-Service Request and the Extension of the contract.

No public comments were given.

Director McPherson stated this item needed to be brought back to the Board.

ACTION: MOTION: DIRECTOR MCPHERSON SECOND: DIRECTOR LEOPOLD

APPROVED ADD SERVICE REQUESTS 1 AND 2 AND EXTENSION OF CONTRACT WITH REQUEST FOR DISTRICT COUNSEL TO BRING BACK THE ITEM OF PROPERTY EXPANSION TO THE BOARD WITH FURTHER INFORMATION REGARDING THE PROPERTY.

MOTION PASSED UNANIMOUSLY WITH DIRECTORS CERVANTEZ, DODGE, AND LANE BEING ABSENT.

9. UPDATE ON 2013 SHORT RANGE TRANSIT PLAN

Erich Friedrich, the Sr. Transit Planner, presented the Short Range Transit Plan (SRTP) to the Board. He reviewed

the meaning and scope of a SRTP and laid out some of the changes made to the original plan. He stated the focus of the plan was to improve the performance of Santa Cruz METRO by establishing a performance matrix including strategies for creating a policy on service changes and identifying transit emphasis corridors. He stated the final draft was scheduled to be put forward in the April 28th Board meeting.

Vice-Chair Robinson confirmed that this presentation was for informational purposes only but Mr. Friedrich was seeking input from the Board.

Director Leopold inquired about the transit emphasis corridors and what the thresholds are. Mr. Friedrich answered that the corridors were created with considerations to population density and use of public transportation. Director Leopold expressed his concern about the policy plans leaving mid county behind. Mr. Friedrich stated that these initial corridors would be changeable as developments arose. Director Leopold stated it was hard to support a plan that left out a large segment of the population.

Chair Bustichi stated that he agreed with Director Leopold and encouraged staff to consider adjusting the level of certain corridors.

Director Friend stated that with increased service, the plan would improve service to the mid county areas and that they would be seeing the increased service in those areas.

Director Leopold acknowledged there would be an increase of some service; his concerns lay with making a policy choice that would end in services being cut because an area was no longer a part of an emphasis corridor.

Vice-Chair Robinson opened the item to public comment.

Eduardo Montesino addressed the Board and encouraged the Board to concentrate on increasing connectivity as opposed to policies based on cutting service.

Director Leopold reiterated his concern over the policy.

Mr. Friedrich stated the contents of the SRTP were suggestions made to develop a mechanism to create service plans; that adopting the SRTP does not set these proposals in stone.

Mr. White suggested that both Staff and Board should take into consideration potential upcoming funding changes and need for a more detailed analysis of growth when passing the SRTP.

Director Leopold requested that this come back on the Board Meeting of May 9th.

Vice-Chair Robinson confirmed the item can be moved.

10. CONSIDERATION OF ADOPTION OF SANTA CRUZ METRO'S PROCUREMENT POLICY

Ms. Syren addressed the board and laid out the Board policy that would separate the procedure followed by the staff and delegate the authority of procurement to the General Manager. This policy is in hopes to save time and streamline the process of procurement and more efficiently buy necessary items and services.

Director Leopold expressed concern over the amount of \$100K and stated that large of procurement should be anticipated by Staff and planned for in advance so as to be able to be presented to the Board.

Director Graves stated that \$100K struck him as a high number but when reading into the policy he thought the totals for the authorized procurement seemed contradictory and did not address the need to go from \$25K to \$100K.

Ms. Syren addressed the sections within the policy that Director Graves referred to including the need for sealed bids.

Director Graves expressed concern over the view of vendors in reading this policy and asked again for the reason for the jump in amount.

Ms. Syren stated it was in part to eliminate the need to come to the Board twice; once to approve procurement and second to award the contract which allows continuation of procurements for when the Board does not meet. She assured the Board that this policy does not change the process of procurement as the award comes from the General Manager or the Board of Directors. She stated that the amount is established from Federal Law and anything under that amount is considered a small purchase.

Chair Bustichi and Director Leopold requested clarification on the process and amounts needed for approval. Chair Bustichi asked to split the difference to allow the General Manager to go after procurement but that the Board has final approval to award the contract.

Vice-Chair Robinson asked for examples of the need for this policy.

Ms. Alvey addressed the board and spoke of specifics of the process of awarding contract for all items and gave examples of contracts and amounts.

Chair Bustichi expressed concern that contractors would be spending the time working on bids that would ultimately be rejected.

Mr. White stated with the adoption of the budget, this allowed for procurements to have pre solicitation approval and the amounts would be included in the budget.

Ms. Syren stated if the Board was more comfortable for a \$50K level we could make the change, but Purchasing would still need the approval for procurement. She stated that tying the procedure into the budget would be too cumbersome.

Chair Bustichi moved with the caveat that the amount be changed to \$50K.

Director Graves seconded with purpose of discussion.

Director Leopold reiterated his concern with the lack of advanced planning with regards to procurement. He stated he did not believe there was a need for a change from \$25K.

ACTION: MOTION: CHAIR BUSTICHI SECOND: DIRECTOR GRAVES

APPROVED ADOPTION OF SANTA CRUZ METRO’S PROCUREMENT POLICY TO GRANT THE GENERAL MANAGER THE AUTHORITY TO AUTHORIZE SOLICITATIONS AND APPROVE CONTRACTS WITH A REDUCTION OF THE REQUESTED \$100K DOWN TO \$50K.

MOTION PASSED UNANIMOUSLY WITH DIRECTORS CERVANTEZ, DODGE, AND LANE BEING ABSENT.

11. ANNOUNCEMENT OF NEXT MEETING: FRIDAY APRIL 25, 9:00 AM, WATSONVILLE CITY COUNCIL CHAMBERS, 275 MAIN STREET, WATSONVILLE, CA

Vice-Chair Robinson announced the next meeting.

12. ADJOURNMENT

Vice-Chair Robinson adjourned to the next Board of Directors meeting at 10:21.

DRAFT

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 27, 2014
TO: Board of Directors
FROM: Angela Aitken, Finance Manager
SUBJECT: RENEWAL OF AGREEMENT WITH COUNTY OF SANTA CRUZ FOR PAYROLL SERVICES

I. RECOMMENDED ACTION

That the Board of Directors authorizes the CEO/General Manager to execute a new agreement with the County of Santa Cruz for payroll services, through June 30, 2018, not to exceed \$50,000 annually.

II. SUMMARY OF ISSUES

- The current agreement with the County of Santa Cruz (County) for payroll services will expire June 30, 2014. Santa Cruz METRO has contracted with the County to provide payroll services for approximately thirty nine years.
- Due to the specialized needs of Santa Cruz METRO, including over thirty different types of pay, and approximately fifteen deductions, only the County can economically provide these payroll services.
- The County has adapted its computer system to provide specialized services and reports exclusive to Santa Cruz METRO, and has established computer links to facilitate the data transfer process. The County has been very responsive to Santa Cruz METRO's payroll needs, especially when changes are made as a result of re-negotiated labor agreements with the labor organizations.

III. DISCUSSION/BACKGROUND

Santa Cruz METRO's current agreement with the County for payroll services will expire June 30, 2014.

Santa Cruz METRO is responsible for providing the County with accurate documentation of hours worked by each employee, while the County actually processes the bi-weekly payroll for approximately 330 employees which includes the following services and deductions:

- Process bi-weekly payroll including approximately thirty types of pay such as straight time, overtime, double-time, bilingual, shift differential, uniform allowance, instructor pay, union non-work pay, sick pay, vacation pay, personal leave pay,

administrative leave pay, out-of-class pay, accrual payoffs, accident pay, jury duty, etc.

- File all payments for Federal and State taxes within prescribed time limits
- Remittance to the appropriate payees, for deductions such as insurance, garnishments, deferred compensation, retirement, direct deposit to banks, union dues, etc.
- CalPERS retirement deductions, deferred compensation and all related reporting
- Issue paychecks and year-end W-2's, etc.

The County has provided payroll services to Santa Cruz METRO for approximately thirty nine (39) years in a satisfactory manner, at a cost significantly lower than private service bureaus for similar services and deductions.

Over the years, the County has adapted its computer system to provide specialized services and reports exclusive to Santa Cruz METRO, and has established computer links to facilitate the data transfer process. They have been very responsive to Santa Cruz METRO's payroll needs, especially when changes are made as a result of re-negotiated labor agreements with the labor organizations.

Staff recommends that the Board of Directors authorizes the CEO/General Manager to execute a renewal agreement with the County of Santa Cruz for payroll services, through June 30, 2018, not to exceed \$50,000 annually.

IV. ALTERNATIVES

- Santa Cruz METRO could go out to bid for payroll services
- Santa Cruz METRO could procure the appropriate payroll software to perform these functions in-house

The above alternatives are not recommended due to the complexities of the Santa Cruz METRO payroll and the thirty-nine (39) years of experience the County has with the Santa Cruz METRO payroll.

V. COORDINATION

This Staff Report has been coordinated with the County of Santa Cruz, Santa Cruz METRO Finance, Legal, and IT departments.

VI. FINANCIAL CONSIDERATIONS

The following, outlines the elements of the recommendation:

1. Amount of Recommendation:
 - Not to Exceed \$50,000 per fiscal year for four (4) years

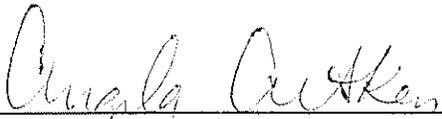
2. Source Of Funding:
 - FY15 - FY16 Final Operating Budget – Operating Revenue
 - Prior Year Expense: In FY14, \$37,972 was charged for the fiscal year
3. Expense Accounts:
 - Prof/Technical Fees (503031-1200)
4. Fiscal Impact:
 - The cost for the recommendation of the renewal of the County Payroll Services Agreement is included in the Finance Department FY15 - FY16 Final Operating budget.
 - Since this is a four (4) year agreement, funds will be budgeted accordingly in future years.

VII. ATTACHMENTS

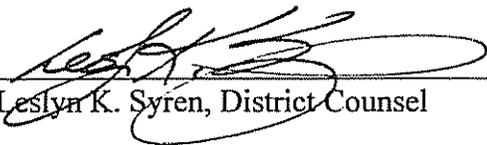
Attachment A: Santa Cruz Metropolitan Transit District - Service Agreement with County of Santa Cruz

Prepared By: Debbie Kinslow, Assistant Finance Manager
Date Prepared: June 17, 2014

APPROVED:



Angela Aitken, Department Manager



Leslyn K. Syren, District Counsel



Alex Clifford, CEO/General Manager

Attachment A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (Santa Cruz METRO) Service Agreement

This Agreement is entered into by and between the COUNTY OF SANTA CRUZ, hereinafter referred to as "COUNTY", and SANTA CRUZ METROPOLITAN TRANSIT DISTRICT, hereinafter referred to as "Santa Cruz METRO", this 1st day of July, 2014.

Witnesseth

WHEREAS, the County is able to furnish and Santa Cruz METRO wishes to receive and purchase payroll services as hereinafter set forth it is agreed as follows:

NOW, THEREFORE, in consideration of the policies, covenants and obligations of the parties hereinafter set forth it is agreed as follows:

THE COUNTY shall maintain the level of service provided to Santa Cruz METRO as of June 30, 2014, which shall include the following:

I. Scope of Services

- A. The COUNTY agrees during the term of this Agreement to perform the following functions and duties with regard to the Santa Cruz METRO'S payroll. If Santa Cruz METRO requests changes outside the scope of this agreement (e.g. creating new pay codes, adding new departments, etc.), extra charges incurred will be based on COUNTY Auditor-Controller's actual costs for labor and materials. COUNTY will provide an invoice to METRO for approval and authorization to charge Santa Cruz METRO'S Treasury payroll account for all additional costs incurred by the COUNTY:
1. To process Santa Cruz METRO'S bi-weekly payroll for approximately 333 employees, all of whom have wages computed hourly and must be reported by department.
 2. To include approximately sixty types of pay such as the following: straight time, overtime, bilingual, shift differential, uniform allowance, instructor pay, union non-work pay, sick pay, vacation pay, administrative leave pay, personal leave pay, guarantee pay, termination pay, out-of-class pay, accrual payoffs, accident report pay, travel time, jury duty, holiday pay, trainee pay, over-80 hours pay, double-time, advance pay.

Attachment A

3. To include with remittance to appropriate payees approximately fifteen deductions such as the following: various insurance deductions, garnishments, retirement, direct deposit to banks, deferred compensation, union dues, Medicare, credit unions, adjustment.
4. To provide for timekeeper data entry and retrieval of attendance information, which shall include corrections and balancing by either:
 - a) hard copy via mail, courier, or
 - b) electronically via IBM type personal computer connected to COUNTY'S database.
5. To issue, sign and prepare checks for pick-up by 12:00 noon on Thursday following the end of the pay period (Wednesday if Thursday is a holiday); to manually prepare pay warrants when necessary, upon request.
6. To provide each payee with a Earnings, Deductions & Leave statement which shows at a minimum the following:
 - a) current earnings by hours and amount, current taxes and other deductions by amount;
 - b) year-to-date earnings, taxes and other deductions;
 - c) current balances for sick, annual, personal, administrative leave and floating holidays;
7. To provide for direct deposit to banks both for saving, checking and net pay.
8. To file all Federal and State payroll taxes within prescribed time limits.
9. To deduct for Medicare from employees hired after 4/1/86, and for FICA as necessary.
10. For Santa Cruz METRO employees covered by the Public Employees Retirement System, COUNTY will process all retirement deductions in accordance with PERS contract with Santa Cruz METRO, which include deductions on first 80 hours only (not to include overtime). Santa Cruz METRO shall provide COUNTY a copy of its contract with PERS.

Attachment A

11. To interface with the COUNTY's financial accounting system to provide journal entries for posting to general ledger within five (5) work days of payday.
12. To provide reports by department with the following information and frequency shown in parenthesis:
 - a) By department and employee, usage and balance-available reports on compensatory time, sick leave, annual leave, administrative leave, personal leave, floating holidays, overtime reports, leave usage, hours and liability for leave reports (payday).
 - b) Payroll history by employee made available by payday.
 - Master File
 - Earnings History
 - c) Hours and earnings (payday). Hours register by department as well as one total for all departments.
 - d) Deductions (payday).
 - e) Audit report (payday).
 - f) Last rate of pay increase, by employee amount and date (monthly).
 - g) Payroll register (payday).
13. To generate new reports as required and to provide direct access to the database for retrieval of information as required.
14. To account for taxable, non-cash fringe benefits.
15. To issue W-2's and quarterly reports; to provide, upon request, duplicate W-2's.
16. To provide information needed for special project reports.
17. To maintain the payroll system in conformance with State and Federal laws and regulations and PERS requirements.

Attachment A

II. Duties of Santa Cruz METRO

- A. Santa Cruz METRO shall deposit in advance with the COUNTY such funds as are necessary to process and make payment of required payroll.
- B. Santa Cruz METRO shall provide COUNTY accurate documentation of hours worked by each employee in advance of payday.

III. Compensation

- A. Santa Cruz METRO agrees to pay COUNTY for all services rendered, not to exceed **\$50,000** annually.
- B. The COUNTY agrees to submit an annual invoice for total payroll services provided.

IV. Terms of Agreement

- A. The term of this Agreement shall be four years, beginning July 1, 2014 and ending June 30, 2018.
- B. This Agreement may be cancelled by either party as of June 30 of any year by mailing to the other party 120 days written notice of cancellation.
- C. The fees, terms or conditions of this Agreement may be modified in writing with the consent of the parties. No amendment to this Agreement shall be effective unless it is in writing and signed by duly authorized representative of both parties.
- D. Upon termination of this Agreement, a final accounting shall be made of the fees payable to the COUNTY and any funds belonging to the Santa Cruz METRO in the possession of the COUNTY and any balance due either party shall be promptly paid by the debtor party.
- E. All records, reports and material pertaining to Santa Cruz METRO payroll subject to this Agreement shall be the property of the Santa Cruz METRO and shall be available to the Santa Cruz METRO upon termination of this Agreement.

V. Assignment

Neither party shall assign this Agreement or any part hereof without the written consent of the other party. This provision is not intended to restrict the COUNTY from engaging personnel, as COUNTY deems reasonably advisable.

Attachment A

VI. Independent Contractor

While performing service hereunder, the COUNTY shall be an independent contractor and not an agent, officer, or employee of the Santa Cruz METRO.

VII. Authority

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

VIII. Governing Law

This Agreement shall be interpreted and construed in accordance with the laws of the State of California.

IN WITNESS WHEREOF the parties hereto have executed this Agreement the day and year first hereinabove written.

SANTA CRUZ METROPOLITAN
TRANSIT DISTRICT

COUNTY OF SANTA CRUZ

By: _____
Alex Clifford, CEO/General Manager

By: _____
Mary Jo Walker, Auditor-Controller

Approved as to form:

Approved as to form:

Leslyn Syren, District Counsel

Dana McRae, County Counsel

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 27, 2014

TO: Board of Directors

FROM: Erron Alvey, Purchasing Manager

SUBJECT: CONSIDERATION OF INCREASING THE FUNDING FOR THE CONTRACT WITH ALLIANT INSURANCE SERVICES, INC. FOR EXCESS WORKERS' COMPENSATION INSURANCE BY \$23,379 FOR PAYMENT OF AN ADDITIONAL AUDITED PREMIUM FOR THE 2012/2013 TERM

I. RECOMMENDED ACTION

That the Board of Directors authorize an increase in funding of \$23,379 for the contract with Alliant Insurance Services, Inc. for Excess Worker's Compensation insurance for payment of an additional audited premium for the 2012/2013 term.

II. SUMMARY OF ISSUES

- Santa Cruz METRO has a contract with Alliant Insurance Services, Inc. for Licensed Broker Services for Excess Workers' Compensation Coverage.
- At their May 23, 2014 Regular Meeting, Santa Cruz METRO's Board of Directors approved funding this contract for the 2014/2015 term.
- The amount the Board of Directors approved for the 2014/2015 premium and brokerage costs did not include an additional audited premium for the 2012/2013 term.
- The annual premium for the 2012/2013 term was based on the estimated payroll. The actual payroll was higher than the estimate. Therefore, an additional payment of \$23,379 is required.

III. DISCUSSION

Santa Cruz METRO has a contract with Alliant Insurance Services, Inc. for Excess Worker's Compensation. At their May 23, 2014 Regular Meeting, Santa Cruz METRO's Board of Directors approved funding this contract for the 2014/2015 term. However, the amount approved for the 2014/2015 premium and brokerage costs did not include an additional audited premium for the 2012/2013 term.

The annual premium Santa Cruz METRO has already paid for the 2012/2013 term was based on the estimated payroll. When an audit was conducted, the actual payroll was determined to be higher than the previous estimate. Therefore, an additional payment is

required to make up the difference between the estimated and the actual payroll for the 2012/2013 term.

Staff recommends that the Board of Directors authorize an increase in funding of \$23,379 for this contract for payment of the additional audited premium for the 2012/2013 term.

IV. ALTERNATIVES

There are no alternatives. Santa Cruz METRO is contractually obligated to pay these funds.

V. COORDINATION

This Staff Report has been coordinated with Robyn Slater, Manager of Human Resources.

VI. FINANCIAL CONSIDERATIONS

1. AMOUNT OF RECOMMENDED ACTION: \$23,379

2. SOURCE OF FUNDING

- FY15 Final Operating Budget for Human Resources

3. EXPENSE ACCOUNTS TO CHARGE

- Workers' Compensation Insurance (502081)

VII. ATTACHMENTS

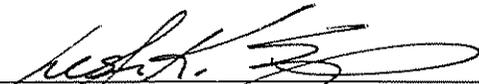
None

Prepared By: Joan Jeffries, Administrative Assistant
Date Prepared:

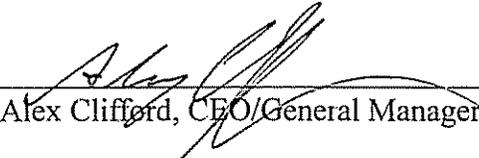
APPROVED:



Department Manager



Leslyn K. Syren, District Counsel



Alex Clifford, CEO/General Manager

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 27, 2014

TO: Board of Directors

FROM: Erron Alvey, Purchasing Manager

SUBJECT: CONSIDERATION OF AWARD OF CONTRACT WITH PARC SERVICES, INC. FOR HAZARDOUS BUILDING MATERIALS ABATEMENT IN AN AMOUNT NOT TO EXCEED \$29,050

I. RECOMMENDED ACTION

Authorize the CEO/General Manager to execute a contract with PARC Services, Inc. for Hazardous Building Materials Abatement in an amount not to exceed \$29,050, and designate Frank Cheng, Project Manager and IT Manager, as Contract Administrator.

II. SUMMARY OF ISSUES

- The old Operations Building located at 1200 River Street was surveyed by TRC Environmental Corporation and hazardous materials were reported.
- A formal procurement was conducted to solicit bids from qualified firms for Hazardous Building Materials Abatement.
- Two (2) firms submitted bids for Santa Cruz METRO's review.
- Staff has reviewed all submitted bids and is recommending that the Board of Directors authorize a contract with PARC Services, Inc.

III. DISCUSSION

Santa Cruz METRO's previous Operations Building, located at 1200 River Street, was surveyed in July of 2013 by TRC Environmental Corporation for hazardous materials such as asbestos, lead, PCBs and mercury. Hazardous materials were identified and reported. As abatement was not included in the construction award and is the responsibility of Santa Cruz METRO, the Board of Directors authorized the issuance of a formal Invitation for Bids ("IFB") on May 23, 2014 to obtain the services of a licensed abatement contractor to contain and remove the hazardous materials.

On May 30, 2014, Santa Cruz METRO legally advertised and distributed IFB No. 14-04 to fourteen (14) firms and nine (9) builders' exchanges, posted notice on its website, and sent email notices to all GovDelivery subscribers. On June 16, 2014, bids were received and opened from two (2) firms. A summary of the bids received is provided in Attachment A. Staff has reviewed all submitted bids. PARC Services, Inc. has been

determined to be the lowest responsible bidder, whose bid is responsive to all the requirements of the IFB.

Staff recommends that the Board of Directors authorize the CEO/General Manager to execute a ninety-day contract on behalf of Santa Cruz METRO with PARC Services, Inc. for Hazardous Building Materials Abatement in an amount not to exceed \$29,050. Contractor will provide all equipment and materials meeting all Santa Cruz METRO's specifications and requirements of the contract. Frank Cheng, Project Manager and IT Manager, will serve as the Contract Administrator and will ensure contract compliance.

IV. ALTERNATIVES

- Do not award a contract.

The Board of Directors could choose not to award this contract. However, Santa Cruz METRO has no in-house staff who are properly licensed to perform hazardous materials abatement. The laws governing removal and disposal of asbestos and other hazardous materials are strict. If hazardous materials abatement is not properly completed prior to demolition, Santa Cruz METRO will be in violation of various laws and regulations, and subject to prosecution by the federal government.

V. COORDINATION

This Staff Report has been coordinated with Frank Cheng, Project Manager and IT Manager.

VI. FINANCIAL CONSIDERATIONS

- 1. AMOUNT OF RECOMMENDED ACTION:** \$29,050
- 2. SOURCE OF FUNDING**
 - FY14 Capital Budget (MetroBase)
- 3. EXPENSE ACCOUNTS TO CHARGE**
 - MetroBase Project – Operations Building (120003-514010)

VII. ATTACHMENTS

- Attachment A:** Summary of Bids Received
Attachment B: Contract with PARC Services, Inc.

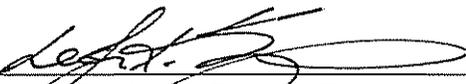
Note: The IFB along with its Exhibits and any Addendum(s) are available for review at the Purchasing Office of Santa Cruz METRO.

Prepared By: Joan Jeffries, Administrative Assistant
Date Prepared: June 17, 2014

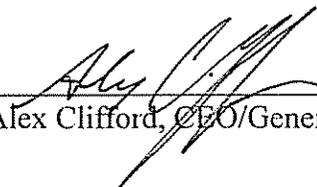
APPROVED:



Department Manager



Leslyn K. Syren, District Counsel



Alex Clifford, CEO/General Manager

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Attachment A



Bid Results for IFB No. 14-04
Hazardous Building Materials Abatement
Opened June 16, 2014 at 2:00 PM

BIDDER	AMOUNT BID
CVE Contracting Group, Inc. dba Central Valley Environmental from Fresno, California	\$39,470
PARC Services, Inc. from Livermore, California	\$29,050

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Attachment B

CONTRACT FOR HAZARDOUS BUILDING MATERIALS ABATEMENT No. 14-04

THIS CONTRACT is made effective on June 27, 2014 between the SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (“Santa Cruz METRO”), a political subdivision of the State of California, and PARC Services, Inc. (“Contractor”).

1. RECITALS

1.01 Santa Cruz METRO’s Primary Objective

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

1.02 Santa Cruz METRO’s Need for Hazardous Building Materials Abatement

Santa Cruz METRO requires Hazardous Building Materials Abatement. In order to obtain said Hazardous Building Materials Abatement, Santa Cruz METRO issued an Invitation for Bids, dated May 30, 2014, setting forth specifications for Hazardous Building Materials Abatement. The Invitation for Bids is attached hereto and incorporated herein by reference as Exhibit A.

1.03 Contractor’s Bid Form

Contractor is a licensed general contractor desired by Santa Cruz METRO and whose principal place of business is 1020 Shannon Court, Livermore, California 94550. Pursuant to the Invitation for Bids issued by Santa Cruz METRO, Contractor submitted a bid for Provision of said Hazardous Building Materials Abatement, which is attached hereto and incorporated herein by reference as Exhibit B.

1.04 Selection of Contractor and Intent of Contract

On June 16, 2014, Santa Cruz METRO selected Contractor as the lowest responsive, responsible bidder to provide said Hazardous Building Materials Abatement, located at 1200 River Street, Santa Cruz, California 95060. The purpose of this Contract is to set forth the provisions of this procurement.

1.05 Contractor and Supplier Synonymous

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

Santa Cruz METRO and Contractor agree as follows:

2. INCORPORATED DOCUMENTS AND APPLICABLE LAW

2.01 Documents Incorporated in This Contract

The documents below are attached to this Contract and by reference made a part hereof. This

Attachment B

is an integrated Contract. This writing constitutes the final expression of the parties' Contract, and it is a complete and exclusive statement of the provisions of that Contract, except for written amendments, if any, made after the date of this Contract in accordance with Part III, Section 13.14 of the General Conditions of the Contract.

a) Exhibit A

Santa Cruz Metropolitan Transit District's "Invitation for Bids No. 14-04" dated May 30, 2014, including Addendum number 1 dated June 3, 2014.

b) Exhibit B (Bid Form)

Contractor's submitted bid to Santa Cruz METRO for Hazardous Building Materials Abatement as signed by Contractor.

2.02 Conflicts

In the event of conflict between requirements contained in different components of the Contract Documents, provisions set forth in Part VI (FTA Requirements for Construction Contracts) shall prevail over all other provisions. Provisions set forth in Parts I (Instructions to Bidders), III (General Conditions of the Contract) and V (Sample Contract) shall prevail over all remaining Contract Documents. In resolving other conflicting requirements among the Contract Documents, the order of precedence shall be as follows: 1. Change Orders, 2. Addenda or Letters of Clarification, 3. Part IV (Special Conditions of the Contract), and 4. Part VII (Construction Specifications).

2.03 Recitals

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

3. TIME OF PERFORMANCE

3.01 General

The work under this Contract shall be completed in fourteen (14) calendar days after the date of commencement specified in the Notice to Proceed, unless modified by the parties under Part III, subsection 13.14 of the General Conditions to the Contract or terminated pursuant to Part III, Section 2.

3.02 Term

The term of this Contract shall commence upon the execution of the Contract by Santa Cruz METRO and shall remain in force for ninety (90) calendar days after the date of commencement specified in the Notice to Proceed. Santa Cruz METRO and Contractor may extend the term of this Contract at any time for any reason upon mutual written consent.

3.03 Acceptance of Terms

Execution of this document shall be deemed as acceptance of all of the terms and conditions as set forth herein and those contained in the Instructions to Bidders, the General Conditions,

Attachment B

the Special Conditions, the FTA Requirements for Construction Contracts, the Specifications for Work and all attachments and addenda, which are incorporated herein by reference as integral parts of this Contract.

4. SCOPE OF WORK

- 4.01 Contractor shall furnish Santa Cruz METRO all supervision, labor, equipment, supplies, material, freight, transportation, tools and other work and services as specified in and in full accordance with the Invitation for Bids (IFB) No. 14-04 dated May 30, 2014 for Hazardous Building Materials Abatement . The Contractor shall provide a complete project in conformance with the intent specified herein and as provided for and set forth in the IFB.
- 4.02 Contractor and Santa Cruz METRO agree to comply with and fulfill all obligations, promises, covenants and conditions imposed upon each of them in the Contract Documents. All of said work done under this Contract shall be performed to the satisfaction of Santa Cruz METRO or its representative, who shall have the right to reject any and all materials and supplies furnished by Contractor which do not strictly comply with the requirements contained herein, together with the right to require Contractor to replace any and all work furnished by Contractor which shall not either in workmanship or material be in strict accordance with the Contract Documents.

5. COMPENSATION

5.01 Terms of Payment

Upon written acceptance, Santa Cruz METRO agrees to pay Contractor twenty-nine thousand fifty dollars, as identified in the Bid Form, Exhibit B, not to exceed \$29,050, for satisfactory completion of all work, including all costs for labor, materials, tools, equipment, services, freight, insurance, overhead, profit and all other costs incidental to the performance of the services specified under this Contract, under the terms and provisions of this Contract within thirty (30) days thereof. Contractor understands and agrees that if he/she exceeds the \$29,050 maximum amount payable under this Contract, that it does so at its own risk.

5.02 Release of Claims

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

5.03 Retention of progress payments

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

Attachment B

substitution of securities and/or escrow account. If a Stop Notice is filed, Santa Cruz METRO will retain 125% of the amount set forth in the Stop Notice from the next progress payment made to Contractor.

5.04 Change in Contract Price

5.04.01 General

- A. The Contract price constitutes the total compensation payable to Contractor for performing the work. All duties, responsibilities, and obligations assigned to or undertaken by Contractor to perform the work shall be at Contractor's expense without change in the Contract price.
- B. The Contract price may only be changed by a change order. Any request for an increase in the Contract price shall be based on written notice delivered by the Contractor to the Contract Administrator promptly and shall state the general nature of the request.
- C. The value of any work covered by a change order or of any request for an increase or decrease in the Contract price shall be determined by mutual acceptance of a lump sum.

5.05 Change of Contract Time

5.05.01 General

- A. The Contract time may only be changed by a change order. Any request for an extension of the Contract time shall be based on written notice delivered by the Contractor to the Contract Administrator promptly and shall state the general nature of the request. No request for an adjustment in the Contract time will be valid if not submitted in accordance with the requirements of this Article.

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

5.05.02 Extensions of Time for Delay Due to Excusable Inclement Weather

- A. The Contract time will be extended for as many days in excess of the average number of days of excusable inclement weather
- B. Should the Contractor prepare to begin work at the regular starting time at the beginning of any regular work shift on any day on which excusable inclement weather, or the conditions resulting from the weather, prevents work from beginning at the usual starting time and the crew is dismissed as a result thereof, the Contractor will be entitled to a 1-day extension whether or not conditions

Attachment B

change thereafter during said day and the major portion of the day could be considered to be suitable for such construction operations.

5.06 Waivers and Releases

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

6. NOTICES

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

Santa Cruz METRO

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

Attention: CEO/General Manager

CONTRACTOR

PARC Services, Inc.
1020 Shannon Court
Livermore, CA 94550

Attention: John Godkin
jgodkin@parcservices.com
(925) 371-4610

Attachment B

7. ENTIRE AGREEMENT

7.01 This Contract represents the entire agreement of the parties with respect to the subject matter hereof, and all such agreements entered into prior hereto are revoked and superseded by this Contract, and no representations, warranties, inducements or oral agreements have been made by any of the parties except as expressly set forth herein, or in other contemporaneous written agreements.

7.02 This Contract may not be changed, modified or rescinded except in writing, signed by all parties hereto, and any attempt at oral modification of this Contract shall be void and of no effect.

8. AUTHORITY

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

Signed on _____

Santa Cruz METRO – SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Alex Clifford
CEO/General Manager

Contractor – PARC SERVICES, INC.

By _____
John Godkin
President

Approved as to Form:

Leslyn Syren
District Counsel

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 27, 2014

TO: Board of Directors

FROM: Thomas Hiltner, Grants/Legislative Analyst

SUBJECT: CONSIDER AN AGREEMENT WITH THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION TO RECEIVE UP TO \$18,000 FOR STAFF ASSISTANCE WITH THE PASSENGER RAIL STUDY

I. RECOMMENDED ACTION

Authorize the CEO/General Manager to execute an Agreement with the Santa Cruz County Regional Transportation to receive up to \$18,000 for Santa Cruz Metro staff assistance with the Passenger Rail Study

II. SUMMARY OF ISSUES

- Caltrans awarded the Santa Cruz County Regional Transportation Commission (RTC) an Urban Transit Planning grant for a passenger rail feasibility study on the Santa Cruz Branch Rail Line.
- One objective of the study is to evaluate connectivity to other bus and passenger rail service.
- Santa Cruz METRO staff oversight and assistance is beneficial to the feasibility study.
- The RTC will reimburse Santa Cruz METRO up to \$18,000 for its oversight and advisory role on the project team.
- Staff recommends that the Board of Directors authorize the CEO/General Manager to execute an agreement with the RTC for reimbursement of up to \$18,000 for Santa Cruz METRO staff participation in the Passenger Rail Study.

III. DISCUSSION/BACKGROUND

The Santa Cruz County Regional Transportation Commission (RTC) purchased the Santa Cruz Branch Rail Line (Branch Line) in 2012 in order to preserve and maximize transportation uses of this corridor. Caltrans awarded an Urban Transit Planning grant to the RTC to evaluate the feasibility of passenger rail service including estimates of capital and operating costs, connectivity to other bus and rail services and analysis of various service scenarios. The RTC awarded a contract to Fehr and Peers to perform the study.

The RTC is obligated to operate passenger rail service on the Branch Line as a requirement for using State funds to purchase the Branch Line. The objectives for the Passenger Rail Study include:

- Analyze the feasibility of passenger rail service on the Santa Cruz Branch Rail Line.
- Provide the community with practical recommendations for phased implementation of passenger rail service, in accordance with forecasted ridership demand and funding.
- Identify, evaluate and compare passenger rail service options that are cost effective and provide additional transportation options, thereby increasing capacity for movement.
- Improve people's access to jobs, schools, recreation, goods/services and other activities.
- Meet sustainable communities, greenhouse gas emission reduction and natural environment protection goals.
- Identify short, medium and long-term passenger rail service scenarios that are coordinated with freight and recreational rail services, trail use and connecting transit services.

The project team for this project includes the RTC, Santa Cruz METRO, Iowa Pacific/SC & MB and Caltrans. Santa Cruz METRO staff will serve in oversight and advisory roles, participating in project activities including development of project goals, objectives and performance measures; consultant selection; team meetings; stakeholder meetings, including the METRO Advisory Committee (MAC); defining service scenarios and presenting interim reports to the Board. The feasibility study is scheduled to conclude in May 2015 with a presentation to the SCCRTC and the Santa Cruz METRO Board.

Santa Cruz METRO's Senior Planner is the designated staff position for the Passenger Rail Study. RTC's budget and work program includes \$18,000 for Santa Cruz METRO's participation in the study, which was estimated in the application to be 265 hours at \$65 per hour, with the expectation that the Santa Cruz METRO would contribute through the end of the study and presentation of the final report. Santa Cruz METRO's billing rate for the Senior Planner will be at the fully burdened rate of \$48.05 per hour, which includes the base salary plus all fringe benefits. At this hourly rate, the Senior Planner could contribute up to 375 hours before exhausting the allocation. If the cost of Santa Cruz METRO's participation exceeds the \$18,000 allocation from RTC, staff will return to the Board for consideration of Santa Cruz METRO's continuing participation.

Staff recommends that the Board of Directors authorize the CEO/General Manager to execute an agreement (Attachment A) with RTC to participate in the Passenger Rail Study.

IV. ALTERNATIVES

- Do not participate in the Passenger Rail Study.

V. COORDINATION

This Staff Report has been coordinated with staff from the RTC.

VI. FINANCIAL CONSIDERATIONS

In return for staff participation in the Passenger Rail Study, Santa Cruz METRO will receive reimbursement of up to \$18,000.

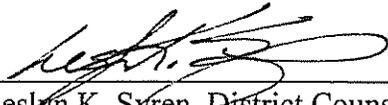
VII. ATTACHMENTS

Attachment A: Agreement Between the Santa Cruz Metropolitan Transit District and the Santa Cruz County Regional Transportation Commission Regarding Santa Cruz County Passenger Rail Study

Board of Directors
Board Meeting of June 27, 2014

Prepared By: Thomas Hiltner, Grants/Legislative Analyst
Date Prepared: June 19, 2014

APPROVED:



Leslyn K. Syren, District Counsel



Alex Clifford, CEO/General Manager

Attachment A

**AGREEMENT
BETWEEN THE
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
AND
THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION
REGARDING SANTA CRUZ COUNTY PASSENGER RAIL STUDY**

WHEREAS, the Santa Cruz Metropolitan Transit District (Santa Cruz METRO) and the Santa Cruz County Regional Transportation Commission (SCCRTC) have a cooperative working relationship planning and implementing transportation projects and programs in Santa Cruz County;

WHEREAS, the California Department of Transportation (Caltrans) has awarded SCCRTC an FTA 5304 Urban Transit Planning Studies grant in the amount of \$250,000 for a Santa Cruz County Passenger Rail Study;

WHEREAS, the Santa Cruz County Passenger Rail Study will analyze the feasibility of passenger rail transit service on the SCCRTC-owned Santa Cruz Branch Rail Line;

WHEREAS, the Santa Cruz METRO is the public bus transit service provider in Santa Cruz County; and,

WHEREAS, the Santa Cruz METRO will be actively involved in development of the Santa Cruz County Passenger Rail Study in oversight and advisory roles;

NOW, THEREFORE, the parties hereto agree as follows:

1. SCCRTC is the lead agency responsible for implementing and managing the Santa Cruz County Passenger Rail Study. The SCCRTC shall act as a liaison between stakeholders, project consultant, and Caltrans. SCCRTC is also responsible for development and implementation of the public outreach plan for this project. Additionally, SCCRTC will be responsible for managing the contractual and administrative aspects of agreements with the project consultant and Caltrans.
2. Santa Cruz METRO will serve in oversight and advisory roles, participating in project activities including, but not limited to, the consultant selection process, project team meetings, stakeholder meetings, development of project objectives, project goals, performance measures, defining service scenarios, and review of technical analysis and the draft plan.
3. This Agreement is effective on February 1, 2014 and shall remain in force until September 30, 2015, unless extended by mutual consent of both parties in a written agreement. Either party hereto may terminate this Agreement at any time by giving 60 days written notice to the other party.
4. SCCRTC shall distribute up to \$18,000 of the FTA5304 grant funds to Santa Cruz METRO for its participation in implementation of this project on a reimbursement basis.

Attachment A

Any additional expenses incurred by Santa Cruz METRO as part of its participation in this study shall be treated as in-kind contributions and match.

5. SCCRTC, with input from Santa Cruz METRO staff, will select a consulting firm to complete a Santa Cruz County Passenger Rail Study at a cost of up to \$180,000. Activities within the consultant scope of work include, but are not limited to the following: collect and compile data, develop revenue projections, define service scenarios, complete technical analysis, and develop phased service recommendations.
6. The required 11.47% local match required by the grant will be provided by a combination of RTC reserve funds (\$32,000) and in-kind services from Iowa Pacific. Santa Cruz METRO is not required to provide a portion of the grant required local match.
7. Santa Cruz METRO shall submit invoices to the SCCRTC on a quarterly basis. The first quarter invoice shall cover all allowable costs incurred prior to June 30, 2014. Subsequent invoices shall cover work completed on a quarterly basis beginning July 1, 2014.
8. Santa Cruz METRO invoices submitted to SCCRTC shall identify the task completed, consistent with the task numbers identified in the Caltrans grant and summarized in Exhibit 1, the total cost per task, and the total staff hours worked for each task. SCCRTC shall remit payments to San Cruz METRO within 30 days after receipt of payment from Caltrans for project development activities or 30 days after the receipt of Santa Cruz METRO's invoice, whichever is later.
9. This Agreement constitutes the entire agreement and understanding between SCCRTC and Santa Cruz METRO and supersedes any prior or contemporaneous agreement, or understandings, if any. Any changes or modifications shall be accomplished by a written amendment to this Agreement executed by the duly authorized representatives of the parties.
10. In the event of a dispute arising out of the performance of this Agreement, both of the parties may send a written notice of dispute to the other party. Within seven working days of receipt of such notice, the notified party shall respond and agree to a meeting for the purpose of negotiating a settlement or procedure for settlement of the dispute.
11. SCCRTC and Santa Cruz METRO shall defend, indemnify and hold one another and their respective officers, employees, and agents harmless from and against any and all liability, loss, expense, or claims for injury or damages arising out of the performance of this Agreement, but only in proportion to and to the extent such liability, loss, expense, attorney's fees, or claims for injury or damages are caused by or result from the negligent acts or omissions or willful misconduct of their respective officers, agents, or employees.
12. Each party to this Agreement shall maintain books, accounts, records and data related to this Agreement in accordance with federal and state requirements and shall maintain those books, accounts, records and data for three (3) years after termination of this Agreement. For the duration of this Agreement, and for a period of three (3) years thereafter, either party's representatives and representatives of the California Department of Transportation, the Auditor General of the State of California shall have the right to

Attachment A

examine these books, accounts, records, data and other information relevant to this Agreement for the purpose of auditing and verifying statements, invoices, bills and revenues pursuant to this Agreement.

Any notice to be given to the parties hereunder shall be addressed as follows (until notice of a different address is given to the parties):

- a. Santa Cruz Metropolitan Transit District
CEO/General Manager
110 Vernon Street
Santa Cruz, CA 95060

- b. Santa Cruz County Regional Transportation Commission
Executive Director
1523 Pacific Avenue
Santa Cruz, CA 95060

In witness whereof, the parties hereto have executed this Agreement as set forth below:

Santa Cruz County Regional Transportation Commission

George Dondero
Executive Director

Date

Approved as to Form

Rahn Garcia
SCCRTC Legal Counsel

Date

Santa Cruz Metropolitan Transit District

Alex Clifford
CEO/General Manager

Date

Approved as to Form

Leslyn Syren
Santa Cruz METRO Legal Counsel

Date

Attachment A

Santa Cruz County Rail Passenger Study Santa Cruz METRO

Period:

Task	Description	Position	Hours	Total
Task 1.2 Stakeholder Kick Off Meeting	Kick-off meeting	Senior Transit Planner		0
	Review project objectives			0
	Review roles and responsibilities.			0
	Total Task 1.2			0
Task 1.3 Staff Coordination and Partner Agreements	Develop agreement with SCCRTC	Senior Transit Planner		0
	Participate in project team meetings			0
	Total Task 1.3			0
Task 1.4 Request for Proposals for Consultant Services:	Review draft RFP	Senior Transit Planner		0
	Review proposals, interviews			0
	Total Task 1.4			\$ -
Task 1.5 Kick-off Meeting with Consultant:	Attend meeting, provide input on final Scope of Services	Senior Transit Planner		0
	Total Task 1.5			0
Task 2.1 Public Outreach Plan	Provide input on public outreach plan	Senior Transit Planner		0
	Total Task 2.1			0
Task 2.2 Solicit Stakeholder and Public Input	Participate in stakeholder and public meetings/workshops	Senior Transit Planner		0
	Total Task 2.2			0
Task 3.1 Review Prior Studies	Provide information on current/past transit studies to consultant and provide input on comparable systems	Senior Transit Planner		0
	Total Task 3.1			0
Task 3.2 Define goals/objectives/performance measures and data needs	Provide input on goals, objectives, outcomes, performance measures and data needs.	Senior Transit Planner		0
	Total Task 3.2			0
Task 3.3 Define Service Scenarios	Provide input on service scenarios	Senior Transit Planner		0
	Total Task 3.3			0
Task 3.5 Develop Revenue Projections	Provide information and input on revenue projections	Senior Transit Planner		0
	Total Task 3.5			0
Task 3.6 Technical Analysis of Service Scenarios	Provide input on technical analysis	Senior Transit Planner		0

Attachment A

Santa Cruz County Rail Passenger Study Santa Cruz METRO

Period:

Task	Description	Position	Hours	Total
	Total Task 3.6			0
Task 3.7 Phased Service Implementation Recommendations	Provide input on service recommendations	Senior Transit Planner		0
	Total Task 3.7			0
Task 3.9 Review of Administrative Draft	Provide input on Administrative Draft Report	Senior Transit Planner		0
	Total Task 3.9			0
Task 3.10 Draft Passenger Rail Plan for Public Review	Present draft report to METRO Board	Senior Transit Planner		0
	Total Task 3.10			0
Task 3.11 Final Report and RTC Adoption	Provide final report to METRO Board	Senior Transit Planner		0
	Total Task 3.11			0
Total Billing current Quarter:				0

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 27, 2014

TO: Board of Directors

FROM: Alex Clifford, CEO/General Manager

**SUBJECT: CONSIDERATION OF RESPONSES TO THE RECOMMENDATIONS
CONTAINED IN THE TRIENNIAL PERFORMANCE AUDIT
CONDUCTED BY PMC ON BEHALF OF THE SANTA CRUZ COUNTY
REGIONAL TRANSPORTATION COMMISSION**

I. RECOMMENDED ACTION

That the Board of Directors authorize the Chair to transmit a letter to the Santa Cruz County Regional Transportation Commission (SCCRTC), responding to the recommendations contained in the Triennial Performance Audit prepared by PMC.

II. SUMMARY OF ISSUES

- The Final Triennial Performance Audits for both Santa Cruz METRO and the Santa Cruz County Regional Transportation Commission (SCCRTC) are attached to this Staff Report.
- The Staff Report for the SCCRTC regarding the Triennial Performance Audit is attached to this Staff Report.
- The SCCRTC Staff Report requests a response from METRO to the recommendations contained in the Triennial Performance Audit.
- A Proposed Response Letter to the Triennial Performance Audit is attached to this Staff Report.

III. DISCUSSION/BACKGROUND

Pursuant to Section 99246 of the California Public Utilities Code, the Santa Cruz County Regional Transportation Commission (SCCRTC) contracted with PMC to conduct a Triennial Performance Audit of both the SCCRTC Community Bridges, and Santa Cruz METRO. The staff of PMC reviewed information that was requested of, and provided by, Santa Cruz METRO. PMC staff also visited METRO facilities on October 14, 2013.

Santa Cruz METRO staff members were provided with an opportunity to respond to the Draft Audit. The Final Triennial Performance Audits for the Santa Cruz County Transit Operators (Attachment A) and the SCCRTC (Attachment B) are attached to this Staff Report. As the Staff Report to the SCCRTC recommends that the Santa Cruz METRO

Board of Directors respond to the recommendations contained in the Audit, the SCCRTC Staff Report is attachment to this report (Attachment C).

The Final Triennial Performance Audit contains seven (7) recommendations; only three (3) pertain to Santa Cruz METRO. The three (3) recommendations for Santa Cruz METRO are:

- **TPA Recommendation #1: Santa Cruz METRO should submit Annual State Controller Reports to SCCRTC.**
At the time when Santa Cruz METRO transmits the annual Transit Operators Financial Transactions Report to the State Controller's Office, it should also transfer a copy of the report to SCCRTC to meet compliance with the TDA statute (PUC Section 99243), and to provide SCCRTC with evidence when this state required report is submitted.
- **TPA Recommendation #2: Santa Cruz METRO should further promote security aspects of the transit system.**
Santa Cruz METRO secured funding and has been installing a comprehensive security and surveillance system using closed caption television, land mobile radio, global positioning system, emergency generator, and other security devices. Santa Cruz METRO should highlight the security systems and conduct outreach and marketing with the communities to emphasize this component of the transit system as a means to stimulate ridership and good customer service. Although cameras are not available on board buses, Santa Cruz METRO is working with the union on this issue. At the same time drivers should be adequately prepared for addressing safety issues through training and incident prevention.
- **TPA Recommendation #3: Santa Cruz METRO should develop a method to continuously track on-time performance.**
Delays on fixed route occur due to a variety of reasons including construction, narrow travel corridors, and congestion. Studies and limited collection methods have been employed to track bus on-time performance. In-lieu of manual tracking methods, Santa Cruz METRO is procuring Global Positioning System (GPS) capability which could be the start to developing a tool to automate the collection of on-time performance data. Automated Vehicle Location (AVL) technology investment would also be needed to collect on-time performance data, among providing other benefits. Although Santa Cruz METRO has not been successful in the past in obtaining grant funding for AVL, it should continue to pursue opportunities to fund this investment as it provides both operational and safety benefits to the riders.

In order to assist the Board of Directors in responding to the SCCRTC regarding the recommendations contained in the Triennial Performance Audit, attached is a proposed Letter of Response to this Staff Report (Attachment D).

The proposed Letter of Response from the Board of Directors, to the SCCRTC, regarding TPA Recommendation #1, outlines the fact that Santa Cruz METRO transmits the annual Transit Operators Financial Transactions Report to the State Controller's Office in October of every year. Going forward, Santa Cruz METRO will also send a copy of this report to the SCCRTC to meet compliance with the TDA statute (PUC Section 99243), along with a copy of our submission letter to the State Controller's Office. Additionally, the past three (3) years of the annual Transit Operators Financial Transactions Report to the State controller's office will be forwarded to the SCCRTC.

The proposed Letter of Response from the Board of Directors to the SCCRTC regarding TPA Recommendation #2, indicates that Santa Cruz METRO, as an effort to preserve the integrity of Santa Cruz METRO surveillance system, has previously decided that these elements are not to be publically advertized or promoted. Santa Cruz METRO, through its public meeting process has apprised the public of its intent to install security surveillance and the locations that have received these installations.

Santa Cruz METRO has actively pursued educating employees and the public involving Department of Homeland Security procedures and processes such as Transit Watch for reporting suspicious behaviors, packages, and conditions that constitute a safety compromise. Security has been established with a high degree of familiarization in areas of public safety, DOHS procedures, observation and reporting of issues that may affect public, employee safety or district property.

Operators have been fully instructed on procedures to follow with respect to public safety, personal safety and in proper reporting processes in order to expedite response of Medical, Fire, and Police responders. Operators are trained on DOHS processes, and have been instrumental in assisting Police jurisdiction in the identification of missing persons, reporting suspicious activity, providing safe haven for persons in need.

The proposed Letter of Response from the Board of Directors to the SCCRTC regarding Recommendation 3# indicates that Santa Cruz METRO continues to seek improved methods of tracking on-time performance. The above mentioned technologies are all being studied for implementation along with all available funding sources for the procurement of the necessary equipment for these technologies.

In the interim, Santa Cruz METRO is in the process of completing an On-Time Performance study using bus surveyors who have provided data which staff will study and make recommendations for route and schedule changes based on the data collection. In addition, the Santa Cruz METRO Board of Directors adopted a Short Range Transit Plan on June 13, 2014, which also provides many recommendations for the improvement of on-time service which will be introduced in future proposed service changes.

Staff recommends that the Board of Directors review the Triennial Performance Reports for both METRO and the SCCRTC.

It is further recommended that the Board of Directors review the proposed Letter of Response, and make necessary revisions, so that the Chair can be authorized to send the letter to the SCCRTC.

IV. ALTERNATIVES

This audit is required pursuant to Section 99246 of the California Public Utilities Code. There are no alternatives.

V. COORDINATION

This Staff Report has been coordinated with the auditors PMC and SCCRTC.

VI. FINANCIAL CONSIDERATIONS

This audit is funded through SCCRTC.

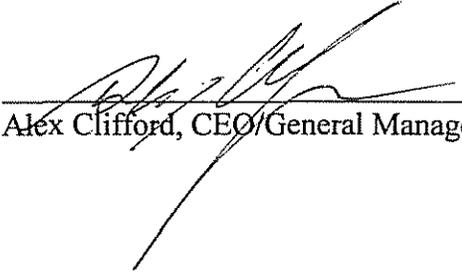
VII. ATTACHMENTS

- Attachment A:** Triennial Performance Audit of Santa Cruz County Transit Operators for Fiscal Years 2010 - 2012
- Attachment B:** Triennial Performance Audit of Santa Cruz County Regional Transportation Commission for Fiscal Years 2010 - 2012
- Attachment C:** Staff Report for the SCCRTC regarding the Triennial Performance Audit
- Attachment D:** Proposed Triennial Performance Audit Response Letter

Board of Directors
Board Meeting of June 27, 2014
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Prepared By: Angela Aitken, Finance Manager
Date Prepared: June 27, 2014

APPROVED:



Alex Clifford, CEO/General Manager

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**FY 2010-2012
Triennial Performance Audit of the
Santa Cruz County Transit Operators**

**Submitted to
Santa Cruz County
Regional Transportation Commission**

May 2014

Attachment A

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Section I

Introduction

California's Transportation Development Act (TDA) requires that a triennial performance audit be conducted of public transit entities that receive TDA revenues. The performance audit serves to ensure accountability in the use of public transportation revenue.

The Santa Cruz County Regional Transportation Commission (SCRTC) engaged PMC to conduct the Transportation Development Act (TDA) triennial performance audit of the public transit operators under its jurisdiction in Santa Cruz County. This performance audit is conducted for the Santa Cruz Metropolitan Transit District (Santa Cruz METRO), Community Bridges and the Volunteer Center covering the most recent triennial period, fiscal years 2009-10 through 2011-12.

The purpose of the performance audit is to evaluate the operators' effectiveness and efficiency in its use of TDA funds to provide public transportation in their service area. This evaluation is required as a condition for continued receipt of these funds for public transportation purposes. In addition, the audit evaluates the operators' compliance with the conditions specified in the California Public Utilities Code (PUC). This task involves ascertaining whether the operators are meeting the PUC's reporting requirements. Moreover, the audit includes calculations of transit service performance indicators and a detailed review of the transit administrative functions. From the analysis that has been undertaken, a set of recommendations has been made which is intended to improve the performance of transit operations.

In summary, this TDA audit affords the opportunity for an independent, constructive and objective evaluation of the organizations and their operations that otherwise might not be available. The methodology for the audit included in-person interviews with management, collection and review of agency documents, data analysis, and on-site observations. The *Performance Audit Guidebook for Transit Operators and Regional Transportation Planning Entities* published by the California Department of Transportation (Caltrans) was used to guide in the development and conduct of the audit.

Overview of the Transit System

Santa Cruz Metropolitan Transit District (Santa Cruz METRO)

Santa Cruz METRO was created in 1968 by the Santa Cruz Metropolitan District Act of 1967, a special district with taxing authority pursuant to Part 5 of the California PUC. Santa Cruz METRO initially provided public transit services to Santa Cruz, Capitola and Live Oak. Service was eventually expanded to the San Lorenzo Valley, Scotts Valley and Watsonville in 1974. In 1979, Santa Cruz County voters approved a measure that changed the District's local financing structure from a property tax to a one-half cent sales tax. The 1989 Loma Prieta Earthquake,

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which resulted in the closure of State Route (SR) 17, prompted Santa Cruz METRO to provide an emergency bus bridge between Santa Cruz, Scotts Valley and San José. This service eventually evolved into the Highway 17 Express-Amtrak Thruway Bus service in partnership with Amtrak California, the Capitol Corridor Joint Powers Authority and the Santa Clara Valley Transportation Authority (VTA). Santa Cruz METRO is governed by an 11-member Board of Directors comprised of elected officials who serve on the Santa Cruz County Board of Supervisors and local city councils. In addition, there is one ex-officio member representing the University of California, Santa Cruz (UCSC).

Community Bridges

Community Bridges is the designated Consolidated Transportation Services Agency (CTSA) for Santa Cruz County, which operates several specialized transportation services under the Lift Line program. The organization was founded in 1977 and offers a variety of human services programs encompassing family resources, nutrition, youth outreach and transportation. Since 1982, Community Bridges has been offering transportation services through Lift Line and taxi vehicles.

Volunteer Center

The Santa Cruz Volunteer Center provides a variety of community-based programs targeted to seniors, the disabled, families and youth. The agency also serves as a resource for businesses, nonprofits, schools, government, and faith based agencies who want to make a difference through effective meaningful volunteer initiatives. The Volunteer Center Transportation Program provides free rides to ambulatory seniors and the disabled throughout the county. The program matches drivers with seniors aged 55 and older and persons with disabilities for essential trips to access medical appointments, banking, pharmacies and grocery shopping. The Volunteer Center is governed by a 12-member Board of Directors comprised of private citizens from business, health care and faith-based communities.

Transit Service Area

Santa Cruz County is located along the central coast region of California and forms the northern portion of Monterey Bay. The county is bordered by Santa Clara County to the east and northeast, Monterey County to the south, San Benito County to the southeast, and San Mateo County to the north. Established in 1850, the county was one of the original counties in California, whose name in Spanish means "Holy Cross." It has the second smallest geographic area of any county in California after the City and County of San Francisco. Agriculture, education, government services, health care and tourism are mainstays of the local economy. Major highways traversing Santa Cruz County include State Routes (SR) 1, 9, 17, 35, 129, 152 and 236. SR-1 is the main coastal highway connecting the cities of Capitola, Santa Cruz and Watsonville. SR-17 is the main north-south highway connecting Santa Cruz and Scotts Valley with San José and the Santa Clara Valley. A demographic snapshot of key cities and the County is presented below in Table I-1:

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Table I-1
Santa Cruz County Demographics

City/Jurisdiction	2010 US Census Population	Change from 2000 US Census %	Population 65 years & older %	Land area (in square miles)
Capitola	9,918	-0.6%	15.5%	1.59
Santa Cruz	59,946	+9.8%	8.8%	12.74
Scotts Valley	11,580	+1.7%	13.6%	4.60
Watsonville	51,199	+11.9%	8.3%	6.69
Total Santa Cruz County	262,382	+2.6%	11.1%	445.17

Source: 2010 U.S. Census

The city of Santa Cruz is the county seat and largest city. The county and its four incorporated cities saw modest growth between the 2000 and 2010 U.S. Census. Watsonville saw the highest percentage increase in population. The senior citizen population, comprised of residents aged 65 and over is 11.1 percent countywide. The 2013 population for Santa Cruz County is estimated to be 266,662 as reported by the State Department of Finance.

Transit System Characteristics

Santa Cruz METRO

Santa Cruz METRO operates fixed route and ADA paratransit service within Santa Cruz County as well as commuter service to Santa Clara County along the Highway 17 corridor. Santa Cruz METRO operates four transit centers, which provide connections between routes and other transit services. The main transit center is the Santa Cruz METRO Center (Pacific Station) located at 920 Pacific Avenue in Santa Cruz. The other three transit centers are Capitola Mall, Cavallaro (Scotts Valley) and Watsonville.

Transit services operate seven days a week with varying service hours based on the mode. Certain routes operate only during the school terms for UCSC and Cabrillo College. Fixed route service does not operate on New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas but operates on the weekend schedule on Veterans Day, the Day after Thanksgiving, and Christmas Eve. The Amtrak Highway 17 Express operates the weekend schedule on all the aforementioned holidays. The METRO ParaCruz operates most holidays except on New Year's Day, Thanksgiving and Christmas.

Fixed Route: Santa Cruz METRO operates 34 fixed routes including the Amtrak Highway 17 Express commuter route. Headways range from 10 minutes to 60 minutes depending on the route, time of day and day of the week. Certain routes operate during peak periods to serve students attending UCSC, Cabrillo College as well as local middle and secondary schools. A summary of Santa Cruz METRO's fixed-route service is presented in Table I-2.

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Triennial Performance Audit of Santa Cruz County Transit Operators – FY's 2010-2012

Table I-2
Santa Cruz METRO Fixed Route & Commuter Services

Route Number	Description	Frequency/Operation	Destinations/Timepoints
3/3W	Mission/Beach Mission Weekend	Every 60 minutes (Monday through Friday from 6:50 a.m. to 6:35 p.m.) Every 2 hours (Weekends from 9:50 a.m. to 6:35 p.m.)	<ul style="list-style-type: none"> ▪ Santa Cruz Metro Lane 2 ▪ Bay & Mission ▪ Grandview & Arroyo Seco ▪ De Anza Mobile Home Park ▪ Beach & Pacific ▪ Santa Cruz Metro Center
4/4W	Harvey West/Emeline Harvey West	Every 60 minutes (Monday through Friday from 6:45 a.m. to 5:30 p.m.) Every 2 hours (Weekends from 8:55 a.m. to 5:09 p.m.)	<ul style="list-style-type: none"> ▪ Santa Cruz Merto Lane 2 ▪ Water & Ocean ▪ Emeline Complex ▪ METRO Administrative Offices ▪ Encinal & Highway 9 ▪ Harvey West Park ▪ Santa Cruz Metro Center
8	Emeline	One Trip (Monday through Friday @ 7:35 a.m.)	<ul style="list-style-type: none"> ▪ Santa Cruz Metro Lane 2 ▪ Water & Ocean ▪ Emeline Complex ▪ Santa Cruz Metro Center
10	UCSC via High (Select School Term Frequencies)	Every 30 minutes (Monday through Friday from 6:50 a.m. to 8:00 p.m.) Every 60 minutes (Weekends from 8:50 a.m. to 6:35 p.m.)	<ul style="list-style-type: none"> ▪ Santa Cruz Metro Lane 1 ▪ Cedar & Walnut ▪ High & Laurent ▪ Science Hill ▪ Santa Cruz Metro Center
12	UCSC/East Side Direct (School Term Service)	One Trip (Monday through Friday @ 7:10 a.m.)	<ul style="list-style-type: none"> ▪ 41st Avenue & Kings Plaza ▪ 7th Avenue & Bonnie ▪ Laurel & Pacific ▪ Bay & Mission ▪ Science Hill ▪ Santa Cruz Metro Center
15	UCSC via Laurel West (School Term Service)	Every 20 to 30 minutes; Peak frequencies 8 to 12 minutes (Monday through Friday from 6:40 a.m. to 9:35 p.m.)	<ul style="list-style-type: none"> ▪ Santa Cruz Metro Lane 1 ▪ Bay & Mission ▪ Science Hill ▪ Santa Cruz Metro Center
16	UCSC via Laurel East (Select School Term Frequencies)	Every 10 to 30 minutes; (Monday through Friday from 6:25 a.m. to 12:40 a.m.)	<ul style="list-style-type: none"> ▪ Santa Cruz Metro Lane 1 ▪ Bay & Mission ▪ Science Hill ▪ Santa Cruz Metro Center

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Route Number	Description	Frequency/Operation	Destinations/Timepoints
		Every 30 to 60 minutes (Weekends from 7:00 a.m. to 11:40 p.m.)	
19	UCSC via Lower Bay (Select School Term Frequencies)	Every 30 minutes (Monday through Friday from 7:30 a.m. to 12:14 a.m.) Every 30 minutes (Weekends from 10:00 a.m. to 7:50 p.m.)	<ul style="list-style-type: none"> ▪ Santa Cruz Metro Lane 1 ▪ Bay & Mission ▪ Science Hill ▪ Beach & Pacific ▪ Santa Cruz Metro Center
20	UCSC via Westside (Select School Term Frequencies)	Every 60 minutes (Monday through Friday from 7:20 a.m. to 9:15 p.m.) Every 60 minutes (Weekends from 8:20 a.m. to 9:15 p.m.)	<ul style="list-style-type: none"> ▪ Santa Cruz Metro Lane 1 ▪ Delaware & Swift ▪ Pacific Shores ▪ Bay & High ▪ Science Hill ▪ Santa Cruz Metro Center
30	Graham Hill/Scotts Valley	Two AM & Two PM Trips (Monday through Friday from 6:55 a.m. to 3:50 p.m.)	<ul style="list-style-type: none"> ▪ Santa Cruz Metro Lane 3 ▪ Water & Ocean ▪ Graham Hill & Treetop ▪ Cavallaro Transit Center ▪ Vine Hill School ▪ Burlwood Dr. & Granite Creek ▪ Scotts Valley High School ▪ Santa Cruz Metro Center
33	Lompico SLV/Felton Faire (School Term Only)	One AM & One PM Trip (Monday through Friday from 6:53 a.m. to 3:18 p.m.)	<ul style="list-style-type: none"> ▪ Felton Faire ▪ San Lorenzo Valley High School ▪ Glen Arbor & Quail Hollow ▪ Lompico Road & West Drive ▪ Zayante Store ▪ East Zayante & West Zayante
34	South Felton (School Term Only)	One AM & One PM Trip (Monday through Friday from 7:25 a.m. to 3:50 p.m.)	<ul style="list-style-type: none"> ▪ Felton Faire ▪ San Lorenzo Valley High School ▪ Forest Lakes ▪ Valley & Laurel Drive
35/35A	Santa Cruz to Scotts Valley Drive/San Lorenzo Valley	Every 30 minutes (Monday through Friday from 7:30	<ul style="list-style-type: none"> ▪ Santa Cruz Metro Lane 3 ▪ Pasatiempo

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Triennial Performance Audit of Santa Cruz County Transit Operators – FY's 2010-2012

Route Number	Description	Frequency/Operation	Destinations/Timepoints
	(SLV)	a.m. to 12:14 a.m.) Every 30 minutes (Weekends from 10:00 a.m. to 7:50 p.m.)	<ul style="list-style-type: none"> ▪ Scotts Valley Drive & Granite Creek ▪ Cavallaro Transit Center ▪ Felton Faire ▪ San Lorenzo Valley High School ▪ Glen Arbor & Quail Hollow ▪ Hwy 9 & Highlands Park ▪ Hwy 9 & Main ▪ Hwy 9 & Hwy 236 ▪ Mountain Store ▪ Country Club ▪ Hwy 9 & Sylvan Avenue ▪ Bear Creek & Deerwood
40	Davenport/North Coast Beaches	Two AM & Two PM Trips (Monday through Friday from 6:40 a.m. to 4:20 p.m.) One AM Trip (Weekends from 8:30 a.m. to 9:20 a.m.)	<ul style="list-style-type: none"> ▪ Santa Cruz Metro Lane 1 ▪ Santa Cruz High School ▪ Hwy 1 & Western Drive ▪ Davenport ▪ Pacific School ▪ Santa Cruz Metro Center
41	Bonny Doon	Two AM & Two PM Trips (Monday through Friday from 5:50 a.m. to 6:50 p.m.) One AM Trip (Weekends from 9:30 a.m. to 10:50 a.m.)	<ul style="list-style-type: none"> ▪ Santa Cruz Metro Lane 1 ▪ Santa Cruz High School ▪ Bay & High ▪ Pine Flat & Empire Grade ▪ Bonny Doon Rd & Pine Flat Rd ▪ Santa Cruz Metro Center
42	Davenport/Bonny Doon	One PM Trip (Monday through Friday from 8:30 p.m. to 9:50 p.m.) One PM Trip (Weekends from 6:00 p.m. to 7:25 p.m.)	<ul style="list-style-type: none"> ▪ Santa Cruz Metro Lane 1 ▪ Davenport ▪ Hwy 1 & Bonny Doon Road ▪ Bonny Doon Rd & Pine Flat Rd ▪ Empire & Felton Empire ▪ Santa Cruz Metro Center
54	Capitola/Aptos/La Selva Beach	One PM Trip (Monday through Friday from 5:35 p.m. to 6:43 p.m.) Two AM Trips & One PM Trip (Weekends from 8:00 a.m. to 7:43 p.m.)	<ul style="list-style-type: none"> ▪ Capitola Mall ▪ Stockton & Esplanade ▪ Cabrillo College ▪ Rio Del Mar & Clubhouse ▪ Sumner & Clubhouse ▪ Via Pacifica ▪ Playa & Estrella

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Triennial Performance Audit of Santa Cruz County Transit Operators – FY's 2010-2012

Route Number	Description	Frequency/Operation	Destinations/Timepoints
55	Rio Del Mar	Every 60 minutes (Monday through Friday from 7:30 a.m. to 5:25 p.m.)	<ul style="list-style-type: none"> ▪ Capitola Mall ▪ Stockton & Esplanade ▪ Cabrillo College ▪ Rio Del Mar Flats ▪ Rio Del Mar & Clubhouse
56	La Selva	One AM & One PM Trip (Monday through Friday from 8:00 a.m. to 2:50 p.m.)	<ul style="list-style-type: none"> ▪ Capitola Mall ▪ Cabrillo College ▪ Sumner & Clubhouse ▪ Via Pacifica ▪ Playa & Estrella
66/66N	Live Oak via 17 th to Capitola Mall/Metro Center	<p>Every 60 minutes (Monday through Friday from 5:55 a.m. to 6:50 p.m.)</p> <p>66N: Every 90 minutes (Monday through Friday from 7:00 p.m. to 11:05 p.m.)</p> <p>Every 60 minutes (Weekends from 6:45 a.m. to 8:25 p.m.)</p> <p>66N: Every 70 minutes (Weekends from 8:25 a.m. to 11:05 p.m.)</p>	<ul style="list-style-type: none"> ▪ Santa Cruz Metro Lane 4 ▪ Capitola Road & 7th Avenue ▪ Portola & 30th ▪ Capitola Mall
68	Live Oak via Broadway/Portola to Capitola Mall/Metro Center	<p>Every 60 minutes (Monday through Friday from 6:15 a.m. to 7:19 p.m.)</p> <p>Every 60 minutes (Weekends from 8:15 a.m. to 7:05 p.m.)</p>	<ul style="list-style-type: none"> ▪ Santa Cruz Metro Lane 4 ▪ Seabright & Broadway ▪ East Cliff Village ▪ Portola & 30th ▪ Capitola Mall
69A/69W	Capitola Road/Cabrillo/Santa Cruz/Watsonville	<p>Every 30 minutes (Monday through Friday from 6:20 a.m. to 7:48 p.m.)</p> <p>Every 30 minutes (Weekends from 7:50 a.m. to 9:34 p.m.)</p>	<ul style="list-style-type: none"> ▪ Santa Cruz Metro Lane 4 ▪ Capitola Road & 7th Avenue ▪ Capitola Mall ▪ Cabrillo College ▪ Green Valley & Main ▪ Neilson & Watsonville Hospital ▪ Watsonville Transit Center

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Triennial Performance Audit of Santa Cruz County Transit Operators – FY's 2010-2012

Route Number	Description	Frequency/Operation	Destinations/Timepoints
71	Santa Cruz - Watsonville	Every 15 to 30 minutes (Monday through Friday from 5:35 a.m. to 12:45 a.m.) Every 30 minutes (Weekends from 6:05 a.m. to 12:45 a.m.)	<ul style="list-style-type: none"> ▪ Santa Cruz Metro Lane 4 ▪ Soquel Avenue & Hageman ▪ Soquel Drive & Dominican Hospital ▪ Cabrillo College ▪ Soquel & State Park ▪ Crestview Center ▪ Clifford & Pennsylvania ▪ Watsonville Transit Center
72	Corralitos	Every 2 hours (Monday through Friday from 5:50 a.m. to 7:48 p.m.)	<ul style="list-style-type: none"> ▪ Watsonville TC Lane 2 ▪ Green Valley & Main ▪ Airport Blvd. & Freedom Centre ▪ Browns Valley & Corralitos ▪ Green Valley & Kliewer ▪ Watsonville Transit Center
74	Ohlone Parkway/Rolling Hills	Every 2 hours (Monday through Friday from 6:50 a.m. to 5:40 p.m.)	<ul style="list-style-type: none"> ▪ Watsonville TC Lane 2 ▪ Green Valley & Main ▪ Westgate & Tech Drive ▪ Airport Blvd. & Freedom Centre ▪ Buena Vista & Manfre ▪ Pajaro Valley High School ▪ Watsonville Transit Center
75	Green Valley	Every 60 minutes (Daily from 6:09 a.m. to 7:57 p.m.)	<ul style="list-style-type: none"> ▪ Watsonville TC Lane 2 ▪ Airport Blvd. & Freedom Centre ▪ Wheelock & Monte Vista School ▪ Green Valley & Main ▪ Watsonville Transit Center
77	Civic Plaza/Pajaro	Every 60 minutes (Monday through Friday from 6:30 a.m. to 7:05 p.m.)	<ul style="list-style-type: none"> ▪ Watsonville TC Lane 2 ▪ Watsonville Civic Plaza ▪ Salinas Rd & Bishop ▪ Watsonville Transit Center
79	East Lake	Every 60 minutes (Monday through Friday from 7:10 a.m. to 5:35 p.m.)	<ul style="list-style-type: none"> ▪ Watsonville TC Lane 2 ▪ College & Lakeview ▪ Bronte & Hushbeck ▪ Watsonville Transit Center

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Triennial Performance Audit of Santa Cruz County Transit Operators – FY's 2010-2012

Route Number	Description	Frequency/Operation	Destinations/Timepoints
91X	Commuter Express	Every 30 minutes (Monday through Friday from 5:55 a.m. to 6:30 p.m.)	<ul style="list-style-type: none"> ▪ Santa Cruz Metro Lane 4 ▪ Water & Ocean ▪ Cabrillo College ▪ Green Valley & Main ▪ Watsonville Transit Center ▪ Soquel Drive & Dominican Hospital ▪ Santa Cruz Metro Center
Hwy 17	Amtrak Highway 17 Express	<p>Every 30 to 60 minutes (Monday through Friday from 4:45 a.m. to 11:35 p.m.)</p> <p>Every 40 to 60 minutes (Weekends/Holidays from 6:40 a.m. to 11:10 p.m.)</p>	<ul style="list-style-type: none"> ▪ Soquel Park & Ride ▪ Metro Center (Pacific Station) ▪ Cavallero Transit Center ▪ San Jose Diridon Station ▪ San Fernando & 5th

Source: Santa Cruz METRO

METRO ParaCruz Paratransit

Santa Cruz METRO provides door-to-door paratransit for those passengers unable to use the fixed route through its ParaCruz service. METRO ParaCruz operates seven days a week between the hours of 6:00 a.m. and 10:30 p.m., but does not operate on New Year's Day, Thanksgiving or Christmas Day. Service is provided to any destination within ¾ miles of an operating Santa Cruz METRO bus route. ParaCruz operates limited hours adjacent to fixed routes 33 and 34 on weekdays during the summer months, when these routes are not in operation. Rides must be reserved at least one day in advance. The ParaCruz fare is \$4.00 per one-way trip and free for a Personal Care Attendant (PCA) accompanying a fare-paying passenger who presents a discount photo ID card with a green dot.

Community Bridges

Community Bridges' Lift Line provides a variety of demand responsive transit services for the disabled, frail and elderly throughout Santa Cruz County as well as to the adjacent counties of Monterey, San Mateo, San Benito, and Santa Clara. Lift Life services include:

- Same Day Medical Transportation
- Out-of-County Medical Transportation
- Veterans Medical Transportation
- Taxi Scrip
- Medical Rides Program
- Senior Dining Center Transportation (Meals on Wheels)

Attachment A

- Homeless Services Transportation Program

The Same Day Medical Transportation program was initiated in January 2013 to provide transportation for Santa Cruz County residents who meet age, disability and/or income criteria. Eligible riders are able to access dental, medical and prescription appointments free of charge. This service operates Monday through Friday except holidays. The first pick up is 8:30 a.m. and the last pick up is 3:30 p.m. There is a one hour pick up window, but most pick ups are within a 20 to 30 interval. Trips are prioritized on a first-come, first-service basis.

The Out-of-County Medical Transportation service has operated since 2009 and provides transportation from Santa Cruz County to Palo Alto (Stanford Medical Center), the Veterans Hospital, V.A. Monterey Bay/Fort Ord, Lucille Packard Children's Hospital, San Jose, Santa Clara, Menlo Park, as well as occasional trips to San Francisco and Gilroy. The service operates Monday through Friday excluding holidays between the hours of 10:00 a.m. and 1:00 p.m. and is available free of charge to Santa Cruz County residents who meet age, disability and/or income criteria.

The Veterans Medical Transportation program has been in operation since October 1977 and provides transport free of charge to veterans who meet residency, income, age and or disability criteria. This program provides service to the Veteran's Building in Santa Cruz every Wednesday except holidays for qualified veterans to access medical services. Service to the Veterans' Administration (VA) Hospital Monterey Bay/Fort Ord operates Monday through Friday except holidays. Trips are scheduled on a first come, first served basis and reservations must be made at least 48 hours in advance.

The Taxi Scrip program offers discounted coupons or "scrip" to use for taxi fares. This program receives federal and local support through TDA. An eligible person purchases scrip from Lift Line at a discounted rate for use on any one of three designated taxi carriers in Santa Cruz. The participating taxi companies are Santa Cruz Yellow Cab, Deluxe Cab Company, and Courtesy Cab Company of Watsonville. Rides are arranged directly with the taxi companies.

The Medical Rides Program is designed for Santa Cruz County residents in need of essential Lift Line services. Eligible clients are low-income, or have other mitigating circumstances. The Senior Dining Center Transportation Program provides coordinated transportation to Meals on Wheels congregate dining centers in Santa Cruz County. The Homeless Services Transportation Program began in FY 2011 and provides after hours transport to emergency shelters during inclement weather conditions for the County's homeless population, in particular for the disabled. Community Bridges partners with the Homeless Services Center in Santa Cruz to provide transportation for the Interfaith Satellite Shelter Program (ISSP).

Community Bridges also provides bus charter services for outside contracts/private events to help support its free and reduced programming using competitive flat rates.

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Volunteer Center

The Santa Cruz Volunteer Center's Transportation Program addresses the needs of ambulatory seniors and the disabled by offering free rides throughout the county. The program matches drivers with seniors aged 55 years and older and disabled persons for essential trips to medical appointments, grocery shopping, banking and pharmacies. One ride per week is available for eligible persons to meet basic needs or get to needed appointments. Rides are provided throughout Santa Cruz County including Watsonville, San Lorenzo Valley, Scotts Valley, and Santa Cruz. Drivers are required to have a good driving record, a reliable automobile and insurance. The Volunteer Center offers drivers supplemental insurance.

Fares

Santa Cruz METRO fare media are comprised of cash and several pass options based on the number of days and rides. All Santa Cruz METRO day passes are good for unlimited rides in Santa Cruz County, excluding the Highway 17 Express route. All Amtrak Highway 17 Express passes are good for unlimited rides on all Santa Cruz METRO and VTA local routes. Santa Cruz METRO also offers a cash card with no expiration date that is available in denominations of \$10, \$20, \$30 and \$50. Transfers to Monterey Salinas Transit (MST) buses are available from the bus operator on Routes 69-91X. A fare increase was implemented in 2010 and 2011. The cash fare for the Highway 17 Express was increased from \$4 to \$5 in 2010, while the local fixed route fare was increased from \$1.50 to \$2.00 in 2011 along with introduction of a floating 31-day pass. Smart cards were also introduced in 2011 that have a magnetic strip that is read by the GFI Odyssey electronic fareboxes that were installed at the end of 2010. The current fare structure for Santa Cruz METRO and the Amtrak Highway 17 Express is summarized in Table I-3:

**Table I-3
Santa Cruz METRO and the Amtrak Highway 17 Express Fare Schedule**

Fare Category	Regular Santa Cruz METRO Service						Highway 17 Express			
	Cash	Day Pass	3-Day Pass	7-Day Pass	31-Day Pass	15-Ride Pass	Cash	Day Pass	5-Day Pass	31-Day Pass
Adult (Age 18+)	\$2	\$6	\$15	\$32	\$65	\$27	\$5	\$10	\$42	\$113
Youth (Thru Age 17)	\$2	\$6	\$15	\$32	\$48	\$27	\$5	\$10	\$42	\$113
Discount Fare	\$1	\$3	\$7.50	\$16	\$32	\$13.50	\$2.50	\$10	\$42	\$113
Child (Under 46" Tall)	Free	N/A	N/A	N/A	N/A	N/A	Free	N/A	N/A	N/A

Source: Santa Cruz METRO

Santa Cruz METRO discount fares and passes are available to eligible seniors and personal with disabilities by presenting the following forms of identification:

- A METRO Discount Photo ID Card;
- A METRO ParaCruz ID Card;
- A Discount Photo ID Card/Paratransit ID Card issued by another transit agency;
- A Senior Citizen ID Card;

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- A Medicare ID Card;
- Current State Driver's License or Current State ID Card;
- Government-issued ID that displays date of birth;
- A Valid ID Card for California Disabled Person Parking Placard; or
- A Disabled Veteran's ID Card

Fleet

Santa Cruz METRO

There were 111 vehicles in the Santa Cruz METRO fleet during the audit period. Older vehicles are diesel-powered whereas most later model vehicles are powered by compressed natural gas (CNG). A 1998 New Flyer bus was reported damaged in 2012 and written off. All vehicles are wheelchair accessible with tie-downs in compliance with the *Americans with Disabilities Act of 1990* (ADA). Table I-4 shows the vehicle fleet information.

Table I-4
Santa Cruz METRO Transit Fleet

Year	Make/Model	Quantity	Seating Capacity	Fuel Type
1984 (1998 Rehab)	Gillig 40TB/96	1	41	Diesel
1998	New Flyer D35LF	18	30	Diesel
1998	New Flyer D40LF	12	39	Diesel
2002	New Flyer C40LF	8	39	CNG
2003	New Flyer D35LFC	15	30	CNG
2003	New Flyer D40LFC	14	39	CNG
2003	Orion V	11	43	CNG
2004	Ford Goshen GCII	1	19	Gas
2006	New Flyer C40LF	2	39	CNG
2008	New Flyer C40LF	8	39	CNG
2008	New Flyer C40LF	5	36	CNG
2010	New Flyer C40LFR	5	39	CNG
2012	New Flyer C40LFR	11	39	CNG
Total		111		

Source: Santa Cruz METRO, National Transit Database, 2012

METRO ParaCruz Paratransit

ParaCruz operates a fleet of 45 unleaded gasoline-powered vehicles. The fleet varies in type and passenger capacity. All vehicles are wheelchair accessible with tie-downs in compliance with the *Americans with Disabilities Act of 1990* (ADA). Table I-5 summarizes the ParaCruz fleet.

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**Table I-5
ParaCruz Fleet**

Year	Make/Model	Quantity	Seating Capacity	Fuel Type
2001	Chevy Venture Minivan	4	5	Gas
2002	Chevy Venture Minivan	2	5	Gas
2003	Chevy Venture Minivan	3	5	Gas
2003	Ford Goshen GCII	3	17	Gas
2003	Ford Goshen GCII	2	19	Gas
2006	Ford Aerotech	1	11	Gas
2006	Ford Braun Transporter	1	6	Gas
2007	Ford Braun Transporter	1	6	Gas
2008	Chevy Aero Elite 5500	1	11	Gas
2010	Dodge Amerivans	5	4	Gas
2011	Ford El Dorado E350	22	6	Gas
Total		45		

Source: Santa Cruz METRO, National Transit Database, 2012

Community Bridges

Community Bridges' Lift Line service operates a fleet of 19 unleaded gasoline-powered vehicles. The fleet varies in type and passenger capacity. Most vehicles are wheelchair accessible with tie-downs in compliance with the *Americans with Disabilities Act of 1990 (ADA)*. Table I-6 summarizes the Lift Line fleet.

**Table I-6
Lift Line Fleet**

Year	Make/Model	Quantity	Seating Capacity	Wheelchair Capacity
1997	Ford E350	1	14	0
1999	Ford E350	1	1	14
2000	Chevy Venture	1	3	1
2001	Ford E350	1	8	4
2001	Ford E350	1	12	2
2003	Ford E350	1	13/10	1/2
2003	Chevy Venture	1	3	1
2006	Chevy Uplander	1	3	1
2006	Chevy Uplander	1	5/2/3	0/1
2007	Ford E350	3	8	2
2007	Ford E450	1	24	0
2008	Ford E450	4	13/11	1/2
2008	Chevy Uplander	1	5/2/3	0/1
2013	Dodge Caravan	1	3	1
Total		19		

Source: Community Bridges, Lift Line Emergency Service Vehicle List

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Section II

Operator Compliance Requirements

This section of the audit report contains the analysis of the Santa Cruz County transit operators' ability to comply with state requirements for continued receipt of TDA funds. The evaluation uses the guidebook, *Performance Audit Guidebook for Transit Operators and Regional Transportation Planning Agencies, September 2008 (third edition)*, which was developed by the Department of Transportation (Caltrans) to assess transit operators. The guidebook contains a checklist of eleven measures taken from relevant sections of the Public Utilities Code and the California Code of Regulations. Each of these requirements is discussed in the table below, including a description of the system's efforts to comply with the requirements. In addition, the findings from the compliance review are described in the text following the table.

Table II-1 Operator Compliance Requirements Matrix		
Operator Compliance Requirements	Reference	Compliance Efforts
The transit operator submitted annual reports to the RTPA based upon the Uniform System of Accounts and Records established by the State Controller. Report is due 90 days after end of fiscal year (Sept. 28/29), or 110 days (Oct. 19/20) if filed electronically (Internet).	Public Utilities Code, Section 99243	Completion/submittal dates: <i>For Santa Cruz METRO:</i> FY 2010: October 12, 2010 FY 2011: October 14, 2011 FY 2012: October 17, 2012 <i>For Santa Cruz METRO-ParaCruz: (Specialized Service)</i> FY 2010: October 5, 2010 FY 2011: October 14, 2011 FY 2012: October 17, 2012 <i>Reports were filed electronically</i> Conclusion: Complied.
The operator has submitted annual fiscal and compliance audits to the RTPA and to the State Controller within 180 days following the end of the fiscal year (Dec. 27), or has received the appropriate 90-	Public Utilities Code, Section 99245	Completion/submittal dates: <i>For Santa Cruz METRO:</i> FY 2010: December 21, 2010 FY 2011: December 20, 2011 FY 2012: December 20, 2012

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Table II-1 Operator Compliance Requirements Matrix		
Operator Compliance Requirements	Reference	Compliance Efforts
day extension by the RTPA allowed by law.		<p><i>For Community Bridges:</i></p> <p>FY 2010: December 8, 2010 FY 2011: December 14, 2011 FY 2012: December 12, 2012</p> <p><i>For Volunteer Center:</i></p> <p>FY 2010: January 10, 2011 <i>(City of Santa Cruz TDA Audit)</i> FY 2011: January 19, 2012 <i>(City of Santa Cruz TDA Audit)</i> FY 2012: February 27, 2013 <i>(City of Santa Cruz TDA Audit)</i></p> <p>Conclusion: Complied.</p>
The CHP has, within the 13 months prior to each TDA claim submitted by an operator, certified the operator's compliance with Vehicle Code Section 1808.1 following a CHP inspection of the operator's terminal.	Public Utilities Code, Section 99251 B	<p>Santa Cruz METRO and Community Bridges participate in the CHP Transit Operator Compliance Program in which the CHP has conducted inspections within the 13 months prior to each TDA claim.</p> <p><i>For Santa Cruz METRO:</i></p> <p>Inspections were conducted at the Santa Cruz METRO facility located at 138 Golf Club Drive in Santa Cruz:</p> <p>Inspection dates applicable to the audit period were May 14 and 26-27, 2009; May 24-26, 2010; May 23-25, 2011 and May 22-24, 2012.</p> <p>Inspections were found to be satisfactory.</p>

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Table II-1 Operator Compliance Requirements Matrix		
Operator Compliance Requirements	Reference	Compliance Efforts
		<p><i>For Santa Cruz METRO-ParaCruz:</i></p> <p>Inspections were conducted at the Santa Cruz METRO-ParaCruz facility located at 2880 Research Park Drive in Soquel:</p> <p>Inspection dates applicable to the audit period were July 6, 2009; July 9, 2010; July 11, 2011; and July 19, 2012.</p> <p><i>For Community Bridges:</i></p> <p>Inspections were conducted at the Community Bridges facilities located at 236 Santa Cruz Avenue in Aptos & 240 Ford Street in Watsonville:</p> <p>Inspection dates applicable to the audit period were September 16, 2009; November 8, 2010; October 27, 2010; November 16, 2011; and November 26, 2012.</p> <p>Conclusion: Complied.</p>
<p>The operator's claim for TDA funds is submitted in compliance with rules and regulations adopted by the RTPA for such claims.</p>	<p>Public Utilities Code, Section 99261</p>	<p>As a condition of approval, the Santa Cruz County transit operators' annual claims for Local Transportation Funds and State Transit Assistance are submitted in compliance with the rules and regulations adopted by the SCCRTC.</p> <p>Conclusion: Complied.</p>

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Table II-1 Operator Compliance Requirements Matrix		
Operator Compliance Requirements	Reference	Compliance Efforts
If an operator serves urbanized and non-urbanized areas, it has maintained a ratio of fare revenues to operating costs at least equal to the ratio determined by the rules and regulations adopted by the RTPA.	Public Utilities Code, Section 99270.1	<p>Santa Cruz METRO is subject to an intermediate ratio no less than 15%, according to the SCCRTC Rules and Regulations. In the annual claims forms, Santa Cruz METRO separately reports its urban and rural farebox recovery ratios. Both sets of ratios exceeded the 15% threshold each year. In addition, the audited farebox ratios for Santa Cruz METRO were as follows:</p> <p>FY 2010: 22.33% FY 2011: 22.48% FY 2012: 21.47%</p> <p>Conclusion: Complied.</p>
The operator's operating budget has not increased by more than 15% over the preceding year, nor is there a substantial increase or decrease in the scope of operations or capital budget provisions for major new fixed facilities unless the operator has reasonably supported and substantiated the change(s).	Public Utilities Code, Section 99266	<p>Percentage increase in the Santa Cruz County transit operators' operating budgets:</p> <p><i>For Santa Cruz METRO:</i></p> <p>FY 2010: +3.5% FY 2011: -8.9% FY 2012: +3.6%</p> <p><i>For Community Bridges:</i></p> <p>FY 2010: -5.0% FY 2011: -9.9% FY 2012: +7.6%</p> <p><i>For Volunteer Center:</i></p> <p>FY 2010: +7.3% FY 2011: -21.9% FY 2012: +18.5%</p>

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Table II-1 Operator Compliance Requirements Matrix		
Operator Compliance Requirements	Reference	Compliance Efforts
		<p>The FY 2011 budget decrease for Volunteer Center was attributed to cutbacks in salaries and employee overhead. The FY 2012 increase was attributed to the reinstatement of cuts.</p> <p>Source: Santa Cruz County transit operators' budgets for FYs 2009-2012</p> <p>Conclusion: Complied.</p>
<p>The operator's definitions of performance measures are consistent with Public Utilities Code Section 99247, including (a) operating cost, (b) operating cost per passenger, (c) operating cost per vehicle service hour, (d) passengers per vehicle service hour, (e) passengers per vehicle service mile, (f) total passengers, (g) transit vehicle, (h) vehicle service hours, (i) vehicle service miles, and (j) vehicle service hours per employee.</p>	<p>Public Utilities Code, Section 99247</p>	<p>The Santa Cruz County transit operators' definition of performance is consistent with Public Utilities Code Section 99247.</p> <p>Conclusion: Complied.</p>
<p>If the operator serves an urbanized area, it has maintained a ratio of fare revenues to operating costs at least equal to one-fifth (20 percent), unless it is in a county with a population of less than 500,000, in which case it must maintain a ratio</p>	<p>Public Utilities Code, Sections 99268.2, 99268.3, 99268.12, 99270.1</p>	<p>Santa Cruz METRO is subject to the intermediate ratio for operators that serve both urbanized and non-urbanized areas.</p> <p>Conclusion: Not Applicable.</p>

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Table II-1 Operator Compliance Requirements Matrix		
Operator Compliance Requirements	Reference	Compliance Efforts
of fare revenues to operating costs of at least equal to three-twentieths (15 percent), if so determined by the RTPA.		
If the operator serves a rural area, or provides exclusive services to elderly and disabled persons, it has maintained a ratio of fare revenues to operating costs at least equal to one-tenth (10 percent).	Public Utilities Code, Sections 99268.2, 99268.4, 99268.5	<p>Santa Cruz METRO is subject to the intermediate ratio for operators that serve both urbanized and non-urbanized areas. This PUC section is not applicable to Santa Cruz METRO.</p> <p>Community Bridges and Volunteer Center are subject to a 10% local match requirement established by SCCRTC. Budgeted data from the agencies show at least a 10% local match to TDA allocations.</p> <p>Conclusion: Complied.</p>
The current cost of the operator's retirement system is fully funded with respect to the officers and employees of its public transportation system, or the operator is implementing a plan approved by the RTPA which will fully fund the retirement system within 40 years.	Public Utilities Code, Section 99271	<p>Santa Cruz METRO contributes towards its employees' defined benefit pension plan, the Miscellaneous Plan for the Santa Cruz Metropolitan Transit District. The Plan is part of the California Public Employees' Retirement System (CalPERS). Santa Cruz METRO also offers a deferred compensation plan under IRS Section 457.</p> <p>Community Bridges offers a deferred compensation plan for full-time employees, as described in the Memorandum of Understanding with UTU, Local 23.</p>

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Table II-1 Operator Compliance Requirements Matrix		
Operator Compliance Requirements	Reference	Compliance Efforts
		Conclusion: Complied.
If the operator receives state transit assistance funds, the operator makes full use of funds available to it under the Urban Mass Transportation Act of 1964 before TDA claims are granted.	California Code of Regulations, Section 6754(a)(3)	<p>Santa Cruz METRO receives State Transit Assistance Funds in addition to federal funds that are available to the District as reported in the federal NTD reports:</p> <p>FY 2010: Operations (\$4,025,687) Capital (\$231,736)</p> <p>FY 2011: Operations (\$5,339,569) Capital (\$5,930,556)</p> <p>FY 2012: Operations (\$5,257,105) Capital (\$5,302,805)</p> <p>Conclusion: Complied.</p>

Findings and Observations from Operator Compliance Requirements Matrix

1. Of the compliance requirements pertaining to the Santa Cruz County transit operators, the operators fully complied all ten applicable requirements. One additional compliance requirement did not apply to the operators (e.g. urbanized only farebox recovery ratio).
2. Santa Cruz METRO is subject to a 15 percent systemwide farebox standard pursuant to the rules and regulations of the SCCRTC and Public Utilities Code. During the audit period, Santa Cruz METRO exceeded the standard and attained a systemwide ratio of 22.33 percent in FY 2010; 22.48 percent in FY 2011; and 21.47 percent in FY 2012. The average farebox ratio during the period was 22.09 percent. Although ridership declined, the fare increases offset this impact. As an older operator, Santa Cruz METRO is also subject to the ratio of fares plus local support to operating costs. As shown in the annual TDA claims, Santa Cruz METRO has met this ratio of no less than 56.9 percent (ratio in FY 1978-79 for services to the general public). Local support includes local sales tax revenue for transit.
3. The Santa Cruz County transit operators (Santa Cruz METRO and Community Bridges Lift Line) participate in the CHP Transit Operator Compliance Program and received vehicle inspections within the 13 months prior to each TDA claim. Satisfactory ratings were made for all inspections conducted during the audit period. For the Santa Cruz METRO inspection in 2012, a vehicle was pulled out of service for a faulty emergency exit. For the Community

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Bridges CHP inspection in 2012, a few violations were cited by the inspector including exceeding vehicle maintenance intervals, and not maintaining certain information on drivers. Community Bridges had misplaced the driver records and was not able to provide them to the inspecting officer. The 90-day inspections for three vehicles were found to be conducted about 150 days out.

4. The operating budgets for most of the operators exhibited modest fluctuations during the audit period with the exception of the Volunteer Center. The operating budgets for Santa Cruz METRO and Community Bridges did not increase by more than 15 percent over the prior year. The 21.9 percent decrease in the Volunteer Center's budget was attributed to cutbacks in salaries and employee overhead. The 18.5 percent increase was attributed to the reinstatement of those cuts.

Section III

Prior Triennial Performance Recommendations

The Santa Cruz County transit operators' efforts to implement the recommendations made in the prior triennial audit are examined in this section of the report. For this purpose, each prior recommendation for the agency is described, followed by a discussion of Santa Cruz County transit operators' efforts to implement the recommendation. Conclusions concerning the extent to which the recommendations have been adopted by the agency are then presented.

Prior Recommendation 1

Santa Cruz METRO should continue to work closely with SCCRTC and AMBAG to secure state and federal funding to replace its aging fleet as soon as possible.

Actions taken by Santa Cruz Operators

During the audit period, Santa Cruz METRO took steps to plan for state and federal funding toward the procurement of new vehicles. Santa Cruz METRO has a close and cooperative relationship with SCCRTC with regard to its funding needs. In recent budgeting, some CNG vehicle replacements were funded through FTA Section 5309/State of Good Repair funds; however, Santa Cruz METRO was not awarded additional funds in the subsequent year for the competitive grant. Most recent capital funding including from PTMISEA and FTA Section 5309 earmarks has been used toward the Santa Cruz MetroBase facility project. In the near term, Santa Cruz METRO has identified and budgeted bus replacement as an unfunded capital project valued at about \$10 million. The recent Short Range Transit Plan prepared for Santa Cruz METRO provides a schedule of vehicle replacement to guide acquisitions.

Conclusion

This recommendation has been implemented.

Prior Recommendation 2

Santa Cruz METRO should work closely with SCCRTC, Community Bridges and Volunteer Center to develop an SRTP update, including the following plan elements:

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- Financially sustainable public transportation service levels;
- Vehicle replacement needs for the Santa Cruz METRO and Community Bridges; and
- Development of comprehensive performance goals, objectives and measurable standards.

Actions taken by Santa Cruz Operators

A new short range transit plan for the Santa Cruz County region was not produced during the performance audit time period (through July 2012). However, an RFP was issued by Santa Cruz METRO in spring of 2013 to undertake a SRTP update for the period covering January 2014 through December 2018. The current Short-Range Transit Plan (SRTP) expired on December 31, 2012. The SRTP is a five year plan which addresses, among other things, new legislation, AB 1706 (September 2012), requiring transit agencies to have SRTPs which include transit asset management plans for the replacement of District assets such as rolling stock.

Along with the SCCRTC, Santa Cruz METRO applied for and was not awarded a Caltrans' planning grant. According to Santa Cruz METRO staff report requesting Board authorization to release the RFP, as a result of not receiving funding, Santa Cruz METRO proceeded with a "transit-only" SRTP using local funds in order to fulfill state mandates and partially address the prior triennial performance audit recommendation regarding short-range, collaborative planning. This was done with SCCRTC during the grant proposal process. When the grant was not awarded, the resulting expense for an SRTP which addresses all audit findings was more than Santa Cruz METRO could reasonably and feasibly bear in regard to the required planning document.

The study has a planning horizon of five years (2014-2018), with analysis and projections of financial and capital needs over the next ten years as these needs tend to exceed the five year period and warrant providing the Board with necessary information about capital needs well in advance for planning purposes. The SRTP does not include service or financial planning, or performance objectives for Community Bridges and Volunteer Center.

Conclusion

This recommendation has been partially implemented in that a SRTP was developed and included several of the key subject areas of the audit recommendation such as transit financial planning and vehicle replacement for Santa Cruz METRO but without the Caltrans planning grant that would have enabled a larger planning effort to include Community Bridges and Volunteer Center.

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Prior Recommendation 3

The current and future agreements that permit the pass-through of TDA Article 8 funds from the City of Santa Cruz to Community Bridges and the Volunteer Center should be amended to include the requirement that the pertinent performance measures identified in PUC Section 99246(d) be reported at least annually to the City and to SCCRTC.

Actions taken by Santa Cruz Operators

The TDA claims prepared by Community Bridges and Volunteer Center include performance measures identified in partnership with SCCRTC that are required to be filled out. SCCRTC modified its TDA claim form beginning with FY 2011-12 to obtain the information by adding the following language for Article 8 transit claims made by City of Santa Cruz on behalf of Community Bridges and Volunteer Center:

“22. Provide performance information, as pertinent, such as: verification of the operating cost per passenger, operating cost per vehicle service hour, passengers per vehicle service hour, passengers per vehicle service mile, and vehicle service hours per employee for last fiscal year (definitions available in Section 99247 of TDA Guidelines).”

There is a separate performance measures list for each operator that is tailored to the type of service provided. The measures are provided by each operator to SCCRTC on a quarterly and annual basis as part of the transit monitoring program. Santa Cruz METRO has the most detailed list of metrics to report followed by Community Bridges and Volunteer Center. These performance measures include the TDA required indicators and are listed in the Planning functional review section of this audit. Performance data prepared by Community Bridges and Volunteer Center are also submitted to the City of Santa Cruz as part of the conditions of the City claiming TDA funds on behalf of the agencies.

Conclusion

This recommendation has been implemented.

Prior Recommendation 4

Santa Cruz METRO should consider developing a succession plan for its general manager and other possible departures of senior staff.

Actions taken by Santa Cruz Operators

A succession plan was recommended due to the current general manager's impending retirement. An outside recruiter was retained by the District to search and screen for the general manager position. Recently, the recruitment process was successful in retaining a

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candidate who will begin in the spring of 2014. A transition process has been underway between the current and new general manager.

Conclusion

This recommendation has been implemented.

Prior Recommendation 5

Santa Cruz METRO should continue to work with staff from the SCCRTC and the AMBAG to better align and streamline planning procedures to avoid possible delays in project delivery on future federally funded transit projects.

Actions taken by Santa Cruz Operators

There have been significant changes at AMBAG since the completion of the last triennial performance audit. The long-time executive director retired, there were two interim directors for short time periods and now there is a new permanent executive director. Throughout the AMBAG transition, Santa Cruz METRO and SCCRTC have continued to work with AMBAG including with the two interim executive directors and now the permanent executive director to improve collaboration in transportation planning for the region. For example, the agencies have been working closely in the production of the Metropolitan Transportation Plan and the Sustainable Community Strategy required by SB 375. There are regular meetings among the various executive directors and key staff.

Conclusion

This recommendation has been implemented.

Prior Recommendation 6

Community Bridges and the Volunteer Center should work with their respective annual fiscal and compliance auditors to evaluate the transportation related measures required under the TDA, including annual operating costs and revenues.

Actions taken by Santa Cruz Operators

The annual fiscal and compliance audits of Community Bridges and Volunteer Center are prepared by their respective independent accountants for all programs provided by each of these agencies. Based on our review of the fiscal audits provided by both agencies, the fiscal audit for Volunteer Center aggregates all program revenues and costs under general categories. As such, the transportation related operating costs and revenues can not be separated or identified in the fiscal audit. For the Community Bridges fiscal audit, Lift Line is one of many programs provided by the non-profit entity. While all program costs and revenues for

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Community Bridges are shown, each respective program cost is broken out separately including for Lift Line. This is progress toward meeting this recommendation. However, revenues are aggregated in the fiscal audit and can not be separated for Lift Line.

The TDA fiscal audit for City of Santa Cruz shows the annual TDA allocation to Community Bridges and Volunteer Center. However, that audit does not show total revenues or operating expenses of either system.

Conclusion

This recommendation has been partially implemented by Community Bridges, but not implemented by Volunteer Center. Improved data reporting for operating costs and revenues should be shown for transportation services funded by TDA to provide adequate assessment of the use of the funding. The prior recommendation is carried forward for full implementation.

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Section IV

TDA Performance Indicators

This section reviews the Santa Cruz County transit operators' performance in providing transit service to the community in an efficient and effective manner. TDA requires that at least five specific performance indicators be reported, which are contained in the following tables. Farebox recovery ratio is not one of the five specific indicators but is a requirement for continued TDA funding. Therefore, farebox calculation is also included. Two additional performance indicators, operating cost per mile and average fare per passenger, are included as well. Findings from the analysis are contained in the section following the tables.

Tables IV-1 through IV-5 provide the performance indicators for Santa Cruz METRO systemwide, fixed route and paratransit, as well as for Community Bridges and the Volunteer Center. Charts are also provided to depict the trends in the indicators. It is noted that the systemwide operating costs and fare revenues are based on audited figures, while fixed route and paratransit costs and fare revenues are unaudited. The annual fiscal audits do not provide a modal breakdown. Also, only operations costs for Community Bridges are audited figures for the small operators as the fiscal audits do not separate transportation costs and revenues from all programs provided by the non-profit entities.

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Table IV-1
Santa Cruz METRO TDA Performance Indicators
Systemwide

Performance Data and Indicators	Audit Period				% Change FY 2009- 2012
	FY 2009	FY 2010	FY 2011	FY 2012	
Operating Cost	\$37,448,292	\$37,744,259	\$38,333,695	\$40,854,351	9.1%
Total Passengers	6,120,199	5,839,990	5,871,671	5,463,380	-10.7%
Vehicle Service Hours	267,990	259,084	261,099	250,133	-6.7%
Vehicle Service Miles	3,789,926	3,659,153	3,629,626	3,439,086	-9.3%
Employee FTE's	292	286	270	265	-9.2%
Passenger Fares	\$8,769,185	\$8,427,944	\$8,616,639	\$8,772,949	0.0%
Operating Cost per Passenger	\$6.12	\$6.46	\$6.53	\$7.48	22.2%
Operating Cost per Vehicle Service Hour	\$139.74	\$145.68	\$146.82	\$163.33	16.9%
Operating Cost per Vehicle Service Mile	\$9.88	\$10.32	\$10.56	\$11.88	20.2%
Passengers per Vehicle Service Hour	22.8	22.5	22.5	21.8	-4.4%
Passengers per Vehicle Service Mile	1.61	1.60	1.62	1.59	-1.6%
Vehicle Service Hours per Employee	917.8	905.9	967.0	943.9	2.8%
Average Fare per Passenger	\$1.43	\$1.44	\$1.47	\$1.61	12.1%
Fare Recovery Ratio	23.42%	22.33%	22.48%	21.47%	-8.3%

Source: Annual Fiscal & Compliance Audit Reports, National Transit Database, State Controller's Reports

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Table IV-2
Santa Cruz METRO TDA Performance Indicators
Fixed Route

Performance Data and Indicators	Audit Period				% Change FY 2009- 2012
	FY 2009	FY 2010	FY 2011	FY 2012	
Operating Cost	\$32,443,701	\$32,579,975	\$32,814,450	\$34,605,003	6.7%
Total Passengers	6,026,920	5,745,945	5,776,444	5,371,055	-10.9%
Vehicle Service Hours	223,766	224,261	215,262	203,997	-8.8%
Vehicle Service Miles	3,309,215	3,325,208	3,156,743	2,990,671	-9.6%
Employee FTE's	245	241	222	217	-11.4%
Passenger Fares	\$8,447,060	\$8,189,341	\$8,373,080	\$8,476,604	0.3%
Operating Cost per Passenger	\$5.38	\$5.67	\$5.68	\$6.44	19.7%
Operating Cost per Vehicle Service Hour	\$144.99	\$145.28	\$152.44	\$169.63	17.0%
Operating Cost per Vehicle Service Mile	\$9.80	\$9.80	\$10.40	\$11.57	18.0%
Passengers per Vehicle Service Hour	26.9	25.6	26.8	26.3	-2.2%
Passengers per Vehicle Service Mile	1.82	1.73	1.83	1.80	-1.4%
Vehicle Service Hours per Employee	913.3	930.5	969.6	940.1	2.9%
Average Fare per Passenger	\$1.40	\$1.43	\$1.45	\$1.58	12.6%
Fare Recovery Ratio	26.04%	25.14%	25.52%	24.50%	-5.9%

Source: National Transit Database, State Controller's Reports

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**Table IV-3
ParaCruz TDA Performance Indicators
Paratransit**

Performance Data and Indicators	Audit Period				% Change FY 2009-2012
	FY 2009	FY 2010	FY 2011	FY 2012	
Operating Cost	\$3,788,433	\$4,031,838	\$4,846,254	\$5,134,470	35.5%
Total Passengers	93,279	94,045	95,227	92,325	-1.0%
Vehicle Service Hours	44,224	34,823	45,837	46,136	4.3%
Vehicle Service Miles	480,711	333,945	472,883	448,415	-6.7%
Employee FTE's	47	45	48	48	2.1%
Passenger Fares	\$322,124	\$238,603	\$243,559	\$296,345	-8.0%
Operating Cost per Passenger	\$40.61	\$42.87	\$50.89	\$55.61	36.9%
Operating Cost per Vehicle Service Hour	\$85.66	\$115.78	\$105.73	\$111.29	29.9%
Operating Cost per Vehicle Service Mile	\$7.88	\$12.07	\$10.25	\$11.45	45.3%
Passengers per Vehicle Service Hour	2.1	2.7	2.1	2.0	-5.1%
Passengers per Vehicle Service Mile	0.19	0.28	0.20	0.21	6.1%
Vehicle Service Hours per Employee	940.9	773.8	954.9	961.2	2.2%
Average Fare per Passenger	\$3.45	\$2.54	\$2.56	\$3.21	-7.1%
Fare Recovery Ratio	8.50%	5.92%	5.03%	5.77%	-32.1%

Source: National Transit Database, State Controller's Reports

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Triennial Performance Audit of Santa Cruz County Transit Operators – FY's 2010-2012

**Table IV-4
Community Bridges Lift Line TDA Performance Indicators**

Performance Data and Indicators	Audit Period				% Change FY 2009-2012
	FY 2009	FY 2010	FY 2011	FY 2012	
Operating Cost	\$1,396,951	\$1,363,418	\$1,405,267	\$1,411,537	1.0%
Total Passengers	69,593	55,881	56,069	73,743	6.0%
Vehicle Service Hours	11,808	13,811	13,999	13,440	13.8%
Vehicle Service Miles	260,589	303,392	376,660	442,111	69.7%
Employee FTE's	14	14	14	14	0.0%
Passenger Fares	\$3,470	\$3,121	\$5,433	\$8,000	130.5%
Operating Cost per Passenger	\$20.07	\$24.40	\$25.06	\$19.14	-4.6%
Operating Cost per Vehicle Service Hour	\$118.31	\$98.72	\$100.38	\$105.03	-11.2%
Operating Cost per Vehicle Service Mile	\$5.36	\$4.49	\$3.73	\$3.19	-40.4%
Passengers per Vehicle Service Hour	5.9	4.0	4.0	5.5	-6.9%
Passengers per Vehicle Service Mile	0.27	0.18	0.15	0.17	-37.5%
Vehicle Service Hours per Employee	843.4	986.5	999.9	960.0	13.8%
Average Fare per Passenger	\$0.05	\$0.06	\$0.10	\$0.11	117.6%
Fare Recovery Ratio	0.25%	0.23%	0.39%	0.57%	128.2%

Source: Annual Fiscal Audit for operations costs; Community Bridges Year End Reports.

**Table IV-5
Volunteer Center TDA Performance Indicators**

Performance Data and Indicators	Audit Period			% Change FY 2010-2012
	FY 2010	FY 2011	FY 2012	
Operating Cost	\$66,276	\$56,929	\$67,479	1.8%
Total Passengers	4,590	4,825	4,693	2.2%
Vehicle Service Miles	115,878	86,650	72,742	-37.2%
Operating Cost per Passenger	\$14.44	\$11.80	\$14.38	-0.4%
Operating Cost per Vehicle Service Mile	\$0.57	\$0.66	\$0.93	62.2%
Passengers per Vehicle Service Mile	0.04	0.06	0.06	62.9%

Source: Volunteer Center final reports FYs 2010-2012.

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Triennial Performance Audit of Santa Cruz County Transit Operators – FY's 2010-2012

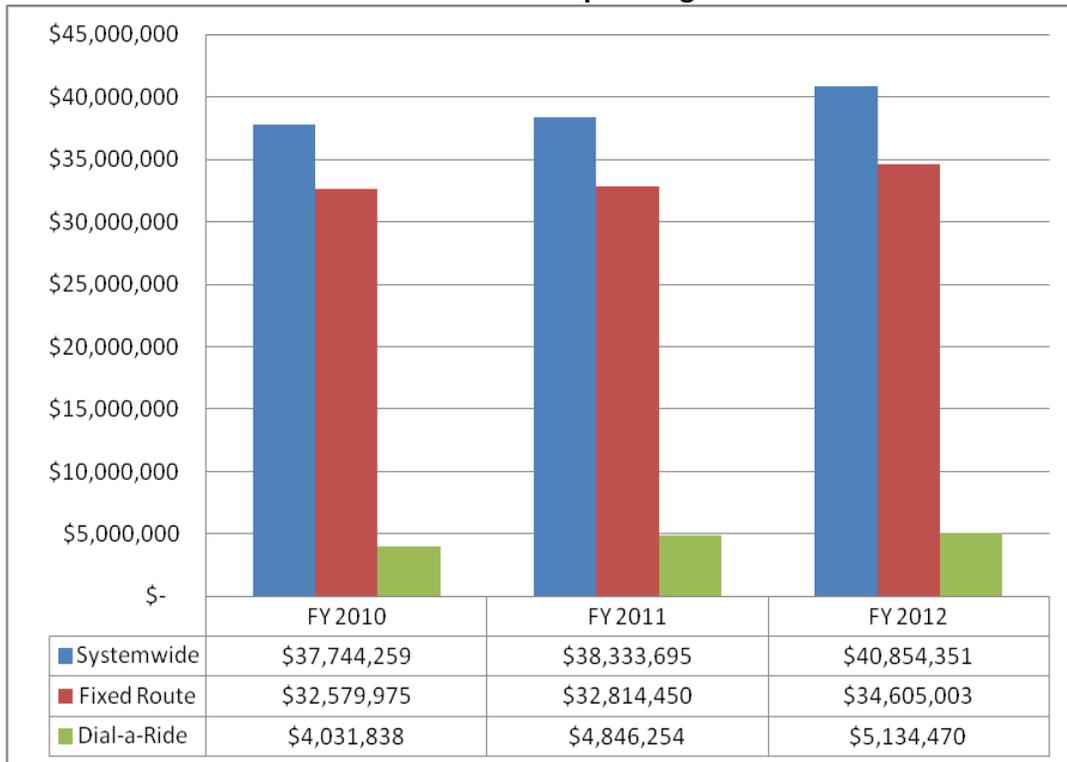
Santa Cruz METRO is defined in the TDA as an older operator having started service prior to July 1, 1974. Older operators may qualify for TDA under the 50 percent expenditure limitation (PUC Section 99268.1) or the farebox recovery ratio (PUC Section 99268.2). As described in Santa Cruz METRO's financial compliance audit, Santa Cruz METRO has met the 50 percent expenditure limitation in addition to the farebox ratios. The calculation below by the performance auditor in Table IV-6 shows the compliance.

**Table IV-6
50 Percent Expenditure Limitation**

Line#	Description	FY 2010		FY 2011		FY 2012	
		\$ Amount	\$ Subtotal	\$ Amount	\$ Subtotal	\$ Amount	\$ Subtotal
1	Total Operating Cost	\$37,744,259		\$38,333,695		\$40,854,355	
2	Total Depreciation	\$4,884,887		\$6,288,014		\$6,442,103	
3	Total Capital Outlay	\$6,861,247		\$10,469,359		\$6,939,674	
4	Total Lines 1, 2 & 3		\$49,490,393		\$55,091,068		\$54,236,132
5a	Less Federal Ops Grants Received	\$4,436,651		\$8,943,652		\$5,257,104	
5b	Less Federal Capital Grants Rec'vd	\$231,736		\$5,908,290		\$5,304,618	
6	Less LTF Capital Intensive	\$0		\$0		\$0	
7	Less STAF Received	\$478,941		\$3,271,087		\$171,196	
8	Total Lines 5, 6 & 7		\$5,147,328		\$18,123,029		\$10,732,918
9	Total Line 4 Less Line 8		\$44,343,065		\$36,968,039		\$43,503,214
10	50% of Line 9	\$22,171,533		\$18,484,020		\$21,751,607	
11	Add amount of LTF Claimed in Excess of Line 9 for Match to Federal Operating Grant	\$1,109,163		\$2,235,913		\$1,314,276	
12	Add LTF Capital Intensive	\$0		\$0		\$0	
13	Total Permissible LTF Expenditure		\$23,280,695		\$20,719,933		\$23,065,883
14	Total LTF applied to Operations		\$5,001,737		\$5,001,737		\$5,244,964

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**Graph IV-1
Santa Cruz METRO Operating Costs**



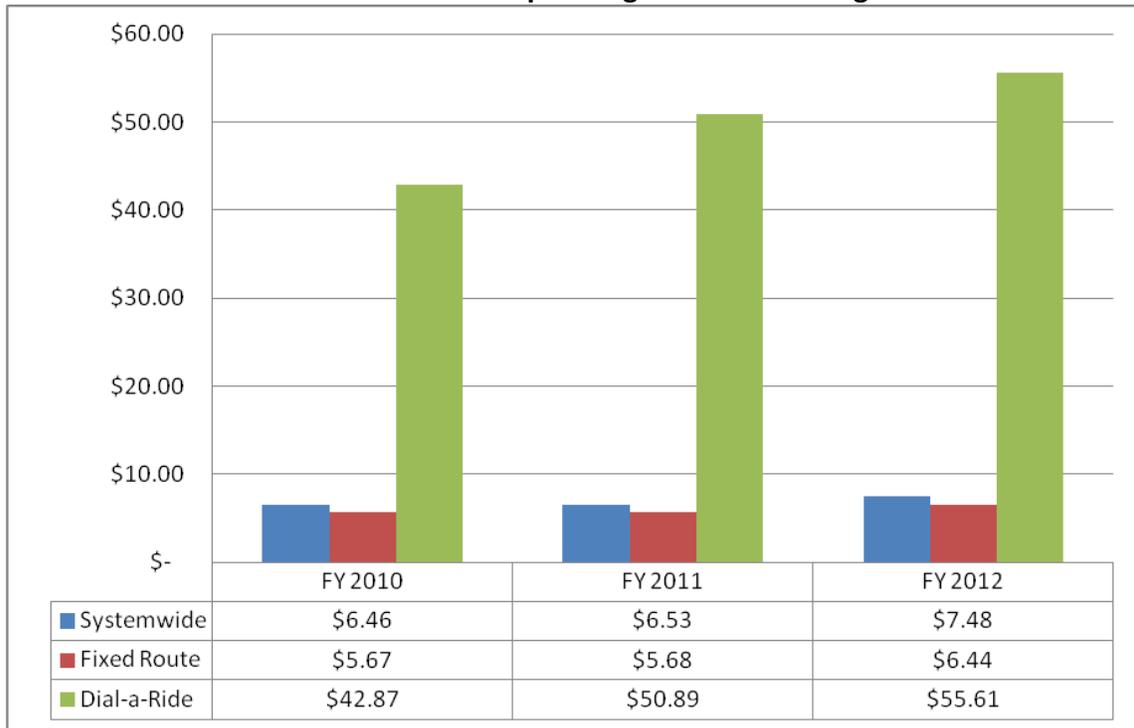
Note: Systemwide operating costs are drawn from audited data, while data by mode are unaudited.

**Graph IV-2
Santa Cruz METRO Ridership**



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Graph IV-3
Santa Cruz METRO Operating Cost Per Passenger



Note: Systemwide operating costs are drawn from audited data, while data by mode are unaudited.

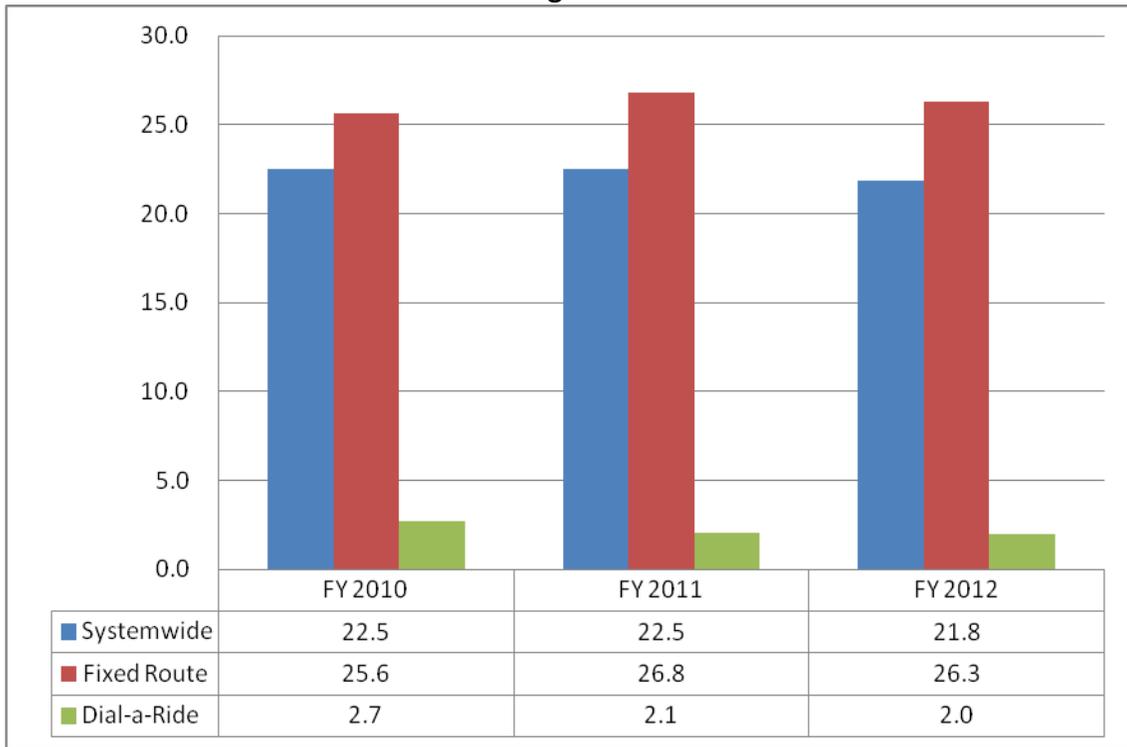
Graph IV-4
Santa Cruz METRO Operating Cost Per Vehicle Service Hour



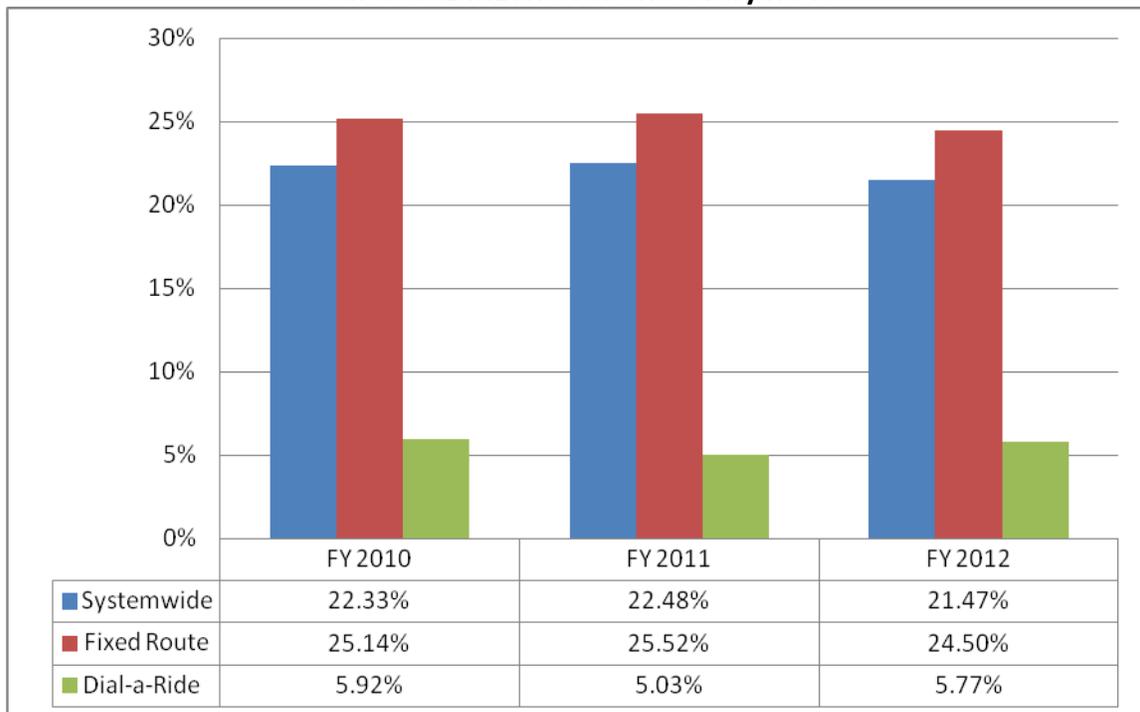
Note: Systemwide operating costs are drawn from audited data, while data by mode are unaudited.

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Graph IV-5
Santa Cruz METRO Passengers Per Vehicle Service Hour



Graph IV-6
Santa Cruz METRO Fare Recovery Ratio



Note: Systemwide operating costs are drawn from audited data, while data by mode are unaudited.

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Findings from Verification of TDA Performance Indicators

1. Santa Cruz METRO operating costs increased 9.1 percent systemwide over the period based on audited data from the FY 2009 base year through FY 2012. Systemwide operating costs reflect exclusions from depreciation costs. Using unaudited data, fixed route operating costs increased by 6.7 percent whereas ParaCruz operating costs increased 35.5 percent. According to the annual State Controller Reports completed by Santa Cruz METRO, one factor driving the cost increase is total compensation costs as part of the labor agreements covering FYs 2010 through 2012. This included longevity adjustments to the base salary dependent on length of continuous service between 10 and 15 years. Parity in compensation was also provided to both fixed route and paratransit drivers. Community Bridges Lift Line operating costs were relatively flat for the three year period, increasing by one percent. Volunteer Center transportation costs were flat as well for the audit period.
2. Ridership on Santa Cruz METRO decreased by 10.7 percent systemwide during the audit period. Fixed route ridership decreased by the same percentage while ParaCruz ridership decreased by one percent. Fixed route ridership fell from 6.0 million passengers FY 2009 to 5.4 million in FY 2012 as a result of service reductions implemented by Santa Cruz METRO due to revenue and rider declines from poor economic conditions that resulted in fewer trips. Lift Line ridership increased by six percent during the audit period by about 4,100 passengers. Volunteer Center transportation ridership also increased marginally by about two percent.
3. The provision of revenue hours and miles by Santa Cruz METRO decreased systemwide during the audit period as a result of service reductions due to funding constraints. Fixed route revenue hours and miles decreased 8.8 and 9.6 percent, respectively, while paratransit revenue miles decreased 6.7 percent. Service hours for ParaCruz increased by 4.3 percent. Vehicle hours and miles increased for Lift Line for the audit period, increasing by 13.8 and 69.7 percent, respectively. Volunteer Services vehicle miles declined by 37 percent.
4. Operating cost per passenger increased by 22 percent systemwide for Santa Cruz METRO. Cost per passenger increased by 19.7 percent on fixed route, and by 37 percent on ParaCruz. The trends for this indicator reflect growth in operating cost coupled with a decline in ridership. Operating cost per passenger for Lift Line decreased by nearly 5 percent as ridership increased slightly higher than operations cost.
5. Operating cost per hour systemwide increased 16.9 percent for Santa Cruz METRO as operating cost grew during the audit period while vehicle hours declined. The performance trend was similar for fixed route whereas ParaCruz had its cost per hour increase by 30 percent over the audit period. Lift Line operating cost per hour declined by 11.2 percent as the number of vehicle hours increased faster than costs.

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6. Systemwide passengers per vehicle service hour slightly declined on Santa Cruz METRO. Although the decline was 4.4 percent, this indicator was relatively stable for fixed route and paratransit, as the percentage decrease for both modes did not result in much change in the actual number of passengers served per vehicle hour. For fixed route, passengers per hour remained at between 26 and 27. For ParaCruz, passengers per hour remained at about two. On Lift Line, this performance indicator showed a decline of 7 percent with the number of passengers per hour going between 4 and 6 during the audit period.

7. The fare recovery ratio remained relatively strong over the audit period for Santa Cruz METRO. The minimum TDA farebox ratio established by SCCRTC is 15 percent. During the audit period, the systemwide farebox averaged 22.09 percent which includes both fixed route and ParaCruz. Separately, fixed route farebox averaged 25 percent for the three years while ParaCruz averaged 5.6 percent. In the TDA claims, Santa Cruz METRO further separates its farebox recovery between urban and non-urbanized services. Both exceeded the 15 percent TDA minimum for the audit period.

As an older operator, Santa Cruz METRO is also subject to the ratio of fares plus local support to operating costs. As shown in the annual TDA claims, Santa Cruz METRO has met this ratio of no less than 56.9 percent (ratio in FY 1978-79 for services to the general public). Local support includes local sales tax revenue for transit.

Section V

Review of Operator Functions

This section provides an in-depth review of various functions within the each of the Santa Cruz County transit operators. The review highlights accomplishments, issues and/or challenges that were determined during the audit period. The following functions were reviewed at Santa Cruz METRO, Community Bridges and the Volunteer Center's offices in Santa Cruz:

- Operations
- Maintenance
- Planning
- Marketing
- General Administration and Management

Within some departments are sub-functions that require review as well, such as Grants Administration that falls under General Administration.

Operations

The operations of Santa Cruz METRO are guided by its mission statement:

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

The majority of Santa Cruz METRO's ridership is considered transit-dependent. Choice riders are attracted to the Highway 17 Express Route, which provides a viable alternative to commuters traveling to the Santa Clara Valley and other Bay Area destinations. Students attending the University of California, Santa Cruz (UCSC) comprise between 40 to 50 percent of the overall ridership. UCSC instituted an ingress-egress cap that limits the number of single-occupancy vehicles (SOV) accessing the campus. The current access quota is set at 45 percent. On-campus parking has been priced at prohibitively high levels that encourages alternative modes of travel.

Parking permits and employee bus passes are issued through the UCSC Transportation and Parking Services (TAPS). Santa Cruz METRO service for students is funded through the Student Transit Fee. By showing a valid UCSC Student ID Card, a student rider has access to unlimited rides on Santa Cruz METRO buses with no additional fare required, with the exception of the Highway 17 Express. UCSC faculty and staff can purchase a subsidized Santa Cruz METRO bus pass (at a fraction of the regular cost) through the TAPS Sales Office. Santa Cruz METRO is

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seeking a comparable service contract arrangement with Cabrillo College, a local public community college located in Aptos.

Santa Cruz METRO vehicles are not equipped with surveillance cameras although grants have been obtained to procure security and surveillance equipment. This includes upgraded radios and an alert button on the bus that signals dispatch, as well as cameras, videos and other devices for the transit centers. Santa Cruz METRO is complying with Federal Communications Commission requirements to switch to digital radio communications. The agency reported an increase in the number of violent incidences over the past 18 months attributed in part to gang activity occurring on transit property, and has actively worked with police departments and emergency service agencies to coordinate the safety of riders and increase driving training in these areas. Santa Cruz METRO has invested in the security of facilities and is working with the unions to install cameras on buses.

Schedule adherence and on-time performance for several routes have been challenging due to a variety of reasons including construction, narrow travel corridors, and congestion. Santa Cruz METRO staff requested the Short Range Transit Plan consultant to conduct on-time performance checks for several key routes. Several routes were found to have schedule adherence issues. While this check was conducted for five routes to collect additional data on schedule reliability, staff indicated the need to develop a more active method to determine schedule adherence rather than rely on more passive measures such as customer feedback and driver sheets. On-time checks conducted by transit supervisors including during ride-alongs for driver evaluations are limited because of time constraints. A joint SCCRTC on-board transit survey in 2012 provided on-time performance data, along with regular data checks for the Federal National Transit Database. Santa Cruz METRO is procuring Global Positioning System (GPS) capability which could be the start to developing a tool to automate the collection of on-time data. Automated Vehicle Location (AVL) technology investment would also be needed to collect on-time performance data, among providing other benefits. Santa Cruz METRO has not been successful in the past in obtaining grant funding for AVL.

Dispatching and bus scheduling is conducted using the Hastus software system for fixed route, and Trapeze for ParaCruz. Staff are cross trained in both systems to enable flexibility in staffing and ample shift coverage. ParaCruz reservations can be booked directly into the Trapeze system. Paratransit vans have mobility safety devices to improve the ergonomics and safety for both the passenger and the driver. On-time performance for ParCruz has averaged 95 percent during the audit period which exceeds its performance goal of 92 percent. "No shows" by passengers have remained within the goal of less than 3 percent of trips requested.

Community Bridges

The number of specialized transportation programs offered by Community Bridges Lift Line increased from five to six during the audit period with the addition of the Homeless Shelter Program in July 2011. TDA funds are used for the Out-of-County Transportation program, taxi scrip, transportation to Meals on Wheels Senior Dining Centers, medical appointments,

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Homeless Shelter Program, and Elderday Adult Day Health Center transportation which is the largest program. As the CTSA for the County, Community Bridges coordinates the transportation with social service agencies and participates through the SCCRTC Elderly and Disabled Transportation Advisory Group to identify and discuss program issues and needs in addition to providing justification for the TDA claim.

Lift Line operates door-to-door services with a 30 minute pick up time window and did not report on-time performance information although the trip must be made to receive reimbursement. Sample driver manifests indicate actual pick up and drop off times. Lift Line did not provide same day/on demand rides during the audit period.

The CTSA utilizes Trapeze Pass, a computer transportation management system that includes reservations, scheduling and real-time dispatching to track daily/monthly/annually client's rides to medical destination, shelters, social service agencies and dining sites. Mentor Mobile Data Terminals are on-board the vehicles to communicate with dispatch. Community Bridges reported zero preventable accidents during the audit period. Complaints collected by Community Bridges was consistent for the last several years ranging between 11 and 13 per year.

Volunteer Center

New clients fill out a registration form and are contacted by the dispatcher to confirm their eligibility through age (55+) or disability. Trips are limited to essential trips such as for medical reasons and could include multiple stops during the trip. The primary ridership is seniors that are ambulatory from which drivers and their passengers generally stay together and form a bond. Reservations are made between two days and one week in advance. Riders that fall into a habit of not following general ride guidelines including cancelling their trips or not showing, the Volunteer Center will send a letter. With difficulty in scheduling rides, shared rides among passengers are not typically provided. Ride scheduling is conducted manually by Volunteer Center dispatchers although they would like to move a computerized system. Drivers make calls to dispatchers in Santa Cruz as issues arise. Donations are accepted to help support the local match of the program.

The Volunteer Center tracks mileage driven through the monthly reports submitted by drivers whether for mileage reimbursement or not. The Volunteer Center does not track the time spent by drivers to transport their clients. There is a value to the time spent by the volunteer to provide the trip, and with the trips being provided free of charge to the rider, it is difficult to quantify the overall value of each trip. Staff provided an anecdotal value of \$21 per hour. It is suggested that drive time be tracked and quantified using a performance measure such as average trip time and operating cost per hour that place values on the program and the drivers' and passengers time in providing and using the service.

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Personnel

Santa Cruz METRO

New labor agreements were in place during the audit period. A Memorandum of Understanding between Santa Cruz METRO and Service Employees International Union (SEIU) Local 521 was effective from July 1, 2009 through June 30, 2012. This union represents the largest group of Santa Cruz METRO employees including the Professional Supervisors Association (PSA), Salaried Employees Association (SEA), and Vehicle Maintenance Unit (VMU). A separate labor agreement between Santa Cruz METRO and United Transportation Union Local 23 representing employees for the ParaCruz operation was also effective from July 1, 2009 through June 30, 2012.

As described earlier, a factor driving the cost of operations is total compensation costs as part of the labor agreements. This included longevity adjustments to the base salary dependent on length of continuous service between 10 and 15 years for the SEIU agreement. Parity in compensation was also provided to both fixed route and ParaCruz drivers. Effective July 2009, and for June 2010 and 2011, base wage rates were increased by 3 percent per year. Santa Cruz METRO pays medical premiums depending on bargaining union contract requirements. Santa Cruz METRO staff indicated several opportunities that promote cost savings including split shifts, interlining routes, and hiring of new younger staff at a lower base pay. New union leadership also fosters a positive relationship between Santa Cruz METRO and the unions.

Santa Cruz METRO hired four new transit supervisors who came from the coach operator ranks to replace retirees. The agency also revamped its training procedures for supervisors. The interview process involves management personnel, supervisors, and union representatives. Santa Cruz METRO uses a validated testing system to screen prospective candidates. The agency utilizes Ergometrics, a behavioral-based approach that encompasses video simulation tests designed to assess applicant abilities in important, hard to test areas, such as situational judgment, human relations, teamwork, listening and communications skills, dealing with difficult and stressful situations, multi-tasking, problem solving and safety orientation. Testing also encompasses knowledge of the rules of the road. The agency has seen improved outcomes with this mode of employee screening such as more customer compliments and fewer complaints.

Operators undergo eight hours of recurring Verification of Transit Training (VTT) annually. Employees also undergo sexual harassment and violence in the workplace training every three years as required by the union.

Community Bridges

Community Bridges Lift Line employs a total of 20 personnel including 13 full time and 7 on-call positions. Staff is comprised of 7 full time and 5 on-call drivers, 5 full time office staff, 1 full time and 2 on-call mechanics. Van drivers are represented by the United Transportation Union, Local 23 based in Santa Cruz. About half the drivers have been with Lift Line for at least five years with little turnover. New drivers must have Class B licenses already and go through the requisite

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orientation and training including drive alongs, safety training, and general proficiency with the routes. On-call drivers do not need to have a Class B license upon joining but work towards getting the license. Community Bridges staff indicated that drivers must undergo their own DMV certified training as there is no longer an in-house trainer because of funding. Support staff workloads are being reviewed to determine if an internal trainer can be provided again. Driver meetings are held once a month to review safety and operational procedures including use of a driver simulator supplied by the insurance provider.

Volunteer Center

There were 65 volunteer drivers through the audit period serving close to 200 clients. Volunteer Center staff indicated that driver turnover has been at a rate of about 10 percent annually. Drivers have the option of requesting reimbursement on a mileage basis at \$0.31 per mile. In comparison, the Internal Revenue Service (IRS) optional standard mileage rates used to calculate the deductible costs of operating an automobile for business purposes is \$0.56 cents per mile. Newer drivers have requested the reimbursement. Drivers are required to complete a Volunteer Registration Form, Vehicle Insurance Form and the Authorization to do a background check. Volunteer Center staff also conduct screenings and interviews. Driver background checks began about three years ago and incur a nominal cost to the agency. Volunteer Center provides excess general liability and medical insurance above the driver's own insurance coverage.

Maintenance

Santa Cruz METRO's maintenance facility features 11 bays, five in-ground lifts, two above-ground lifts, two pits, one fore post lift, and one above-ground lift located in the pressure wash bay.

There are 22 mechanics assigned over three weekday and two weekend shifts. New mechanics undergo a three-month training process. About half of the mechanics were hired the past five years and work in three shifts on weekdays and one to two on weekends. During the audit period, the agency increased the number of maintenance supervisors from two to three. Mechanics obtain ASC certification for specific technical tasks.

Warranties on new vehicle procurements have been negotiated, which resulted in a five-year warranty on engines and a two-year warranty on transmissions. Santa Cruz METRO is able to receive parts the next day. The New Flyer distribution facility is located in Fresno. Every part issued is entered onto a work order for both fleet and facility maintenance.

Inventory of parts held at the transit facility was relatively stable over the audit period. In FY 2010, inventory value was \$872,295; in FY 2011 the value was increased to \$1,254,043 to account for two new sub-vehicle fleets and new model specific inventory was brought in for each; and in FY 2012 the value was \$1,061,485 which includes the Facilities Maintenance inventory that was integrated as of January 2011. A more recent value of inventory was placed at \$1,143,072 (September 30, 2013). For purchases over \$25,000 an Invitation for Bid (IFB) or

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Request for Proposal (RFP) is solicited by the Purchasing Department. For construction related purchases the IFB/RFP requirement is lowered to over \$10,000. Non-construction purchases under \$25,000 is conducted through email with vendors. Use of on-line builder exchanges and electronic bidding platforms to undertake procurement reduces paperwork and speeds the process.

Community Bridges

Microsoft Access database is used to manage the maintenance of vehicles based on mileage and days. As described in the compliance section of the audit, the 2012 CHP inspection found several vehicles that were maintained after the required timelines. A new procedure was implemented by Community Bridges that identifies a single database person to keep track of the maintenance schedules. Also, there was turnover of the mechanic position that has been positive.

As a gauge of maintenance, the number of roadcalls reported by Community Bridges ranged between 3 and 8 annually during the audit period, and the number of vehicle failures ranged from 8 to 23 per year. The trend has been positive as the range has gone from higher to lower for both indicators as the vehicle fleet is being replaced through Caltrans grants.

Planning

Santa Cruz METRO planning staff combine ridership data, on-board survey data, and county-wide demographic data to analyze the productivity of transit corridors in the county and design service accordingly. Additionally, Santa Cruz METRO partners with SCCRTC, AMBAG, UC Santa Cruz Transportation and Parking Services (TAPS), the Santa Clara Valley Transportation Authority (VTA), as well as other County and local municipalities in overall transportation improvement planning. The mixture of rural and urban areas along with geography, topographical landscape, and the diverse needs of the community provide challenges that Santa Cruz METRO faces when planning transit service.

Because of funding reductions from the economy, Planning staff made service cuts in 2010 and 2011 amounting to about 10 percent of service hours, which was not as severe as other scenarios that were developed based on financial projections. Subsequent driver reductions were made through attrition. In coordination with the Santa Cruz METRO Customer Service personnel, 16 public hearings and numerous Board meetings were held to present and discuss the range of scenarios of service cuts. Paratransit service coverage was impacted from the fixed route modifications but largely maintained during this time. The need to improve productivity of the routes was weighed against area coverage in determining the route structure. For example, although Route 6 was not as productive relative to others, it serves a senior market and continues to be reviewed.

The recent SRTP which was developed beyond the audit period had an objective to create policies directed at identifying service metrics that guide the decision making for identifying productive service. This would include specifying service performance targets, designing

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appropriate bus stop spacing, and maintaining a fiscally sustainable service. Stop-by-stop level of data gathering has been a challenge for Santa Cruz METRO staff to conduct more in-depth planning although there is an unfilled transit surveyor position. The busy Soquel corridor has been a focus of planning but significant service adjustments are difficult without the in-depth data.

During the audit period, Santa Cruz METRO completed the Watsonville Transit Study in February 2012 to assess the efficiency of transit services provided within the city of Watsonville. The study was used to assess the general equity of services provided between the northern and southern parts of the County including addressing Limited English Proficiency (LEP) and transit equipment distribution. The consultant's recommendations were segregated into distinct program segments including Administrative, Capital, and Operational aimed to improve service delivery and sustainability, and focus on increasing ridership.

SCCRTC and Santa Cruz METRO received a Rural or Small Urban Transit Planning Studies Grant from Caltrans to conduct an on-board transit ridership study. The *Santa Cruz County Onboard Transit Ridership Survey* was completed in August 2012 with three main goals: 1. Collect current ridership data for input into the AMBAG regional travel demand model to more accurately reflect current transit use as well as forecast future transit ridership; 2. Assess the limited English proficiency population in order to comply with Title VI requirements; and 3. Collect transit service and performance data to assist in future service planning.

Transit Performance Monitoring

Each of the transit systems provides performance measures to SCCRTC on a quarterly and annual basis. The list of performance metrics slightly differs among the transit systems (Community Bridges, Volunteer Center, and Santa Cruz METRO) to reflect their system size and service modes. As several Commissioners also serve on Santa Cruz METRO's board, the performance of Santa Cruz METRO is shared as needed with SCCRTC. Documentation provided by the transit systems show their commitment to provide the information to SCCRTC as a condition of their receipt of TDA funds. The performance metrics for Santa Cruz METRO are listed in the TDA claims form and include the following:

Table V-1
Santa Cruz METRO Performance Measures

1. Annual passengers	16. Vehicle Service hours/Employee*
2. Rides/passenger trips provided by type (student, senior, adult, pass holders, etc, or however stat's kept) and amount of TDA \$ used for each type of ride	17. # of routes
3. Annual service hours	18. Average route length
4. Passengers per vehicle service hour*	19. Average travel times/rider
5. Annual service miles	20. # of bus stops
6. # of fixed-route miles	21. # of vehicles in operation

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7. Service Area – square miles	22. # of monthly bus passes in circulation
8. Service Area Population	23. Max vehicles in service at any time
9. Passengers per vehicle service mile*	24. Hours of service
10. Average passengers per weekday	25. Approximate # of unduplicated passengers
11. Total operating costs in budget	26. Cost per unit of service plus text about long range plans to make/keep this low
12. Operating cost per vehicle service hour*	27. Funds and percentage spent on administration/overhead/grantee allocation/etc
13. Total operating cost per passenger*	28. Actual financials compared with budget
14. Average Farebox Revenue per passenger (describe what is included)	29. Actual number of rides provided compared with goal and text about whether goal was met and why/why not
15. # of FTE employees (all employees, not just drivers)	
* Denotes TDA indicator	

The performance indicators submitted by Community Bridges are as follows:

**Table V-2
Community Bridges Performance Measures**

1. Unduplicated passengers per month	10. Total operating cost per passenger *
2. Total passenger trips (units of service) per month	11. Total operating cost per vehicle service hour *
3. Incidents per month	12. Total passengers per vehicle service hour *
4. Accidents per month	13. Total passengers per vehicle service mile *
5. Mechanical failures (including lift failure) per month	14. Fare box recovery level *
6. No-shows per month	15. Van mileage per program
7. Turndowns or referrals per month	16. % of Rides performed by subcontractors
8. Cancels per month	17. % of shared trips/ Average vehicle occupancy
9. Donations per month	18 % of cancellations of total rides
* Denotes TDA indicator	

The performance indicators submitted by Volunteer Center are as follows:

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Table V-3
Volunteer Center Performance Measures

1	Number of rides provided	7	Number of unduplicated passengers
2	Trip destinations	8	Number of requests for service
3	Mileage claimed	9	Number of turndowns
4	Estimated mileage donated	10	Reason for turndowns
5	Estimated total mileage	11	Number of active volunteers
6	Average length of trip	12	Geographic distribution of clients

Community Bridges expressed interest in assessing additional performance metrics that could measure CTSA services. The recommendations section of the audit provides suggested measures above the current indicators.

Marketing

Marketing and communications are conducted by customer service staff within the operations department. An accessibility coordinator who provides travel training is located at the downtown transit center. Bilingual outreach and interpretation is provided in-house in English and Spanish with Santa Cruz METRO attending community events such as the county fair and interactive activities.

Santa Cruz METRO has an online store where customers can purchase bus passes on-line using a credit card. Social media such as Facebook and Twitter have not been used as significant venues for communicating with passengers. Instead, rider alerts on service changes or current issues are placed on the Santa Cruz METRO website.

Customer service is the front line for handling of complaints and following the procedures described on the Santa Cruz METRO website. The Customer Service Coordinator investigates complaints that are logged with red flags. Other department staff are involved to further investigate and resolve the complaint prior to closing the file. Valid complaints are kept in the employee's file for one year which is acceptable to the union.

Prior to the development of the SRTP, there was no marketing plan for Santa Cruz METRO. The SRTP noted that stakeholders indicated very limited proactive marketing by Santa Cruz METRO including no specialized efforts targeted to UCSC students and Cabrillo College staff. Marketing strategies proposed by the SRTP include Electronic Informational Tools, Printed Materials, Branding of the System, Fare Media, Bus Stops – Signage and Facilities, and Coordinated Marketing. Because of rider safety issues cited by staff, a level of attention should be given to marketing the new safety and surveillance systems installed at the transit facilities as part of the marketing program. Santa Cruz METRO should highlight the security systems and conduct outreach and marketing with the communities to emphasize this component of the transit system as a means to stimulate ridership and good customer service.

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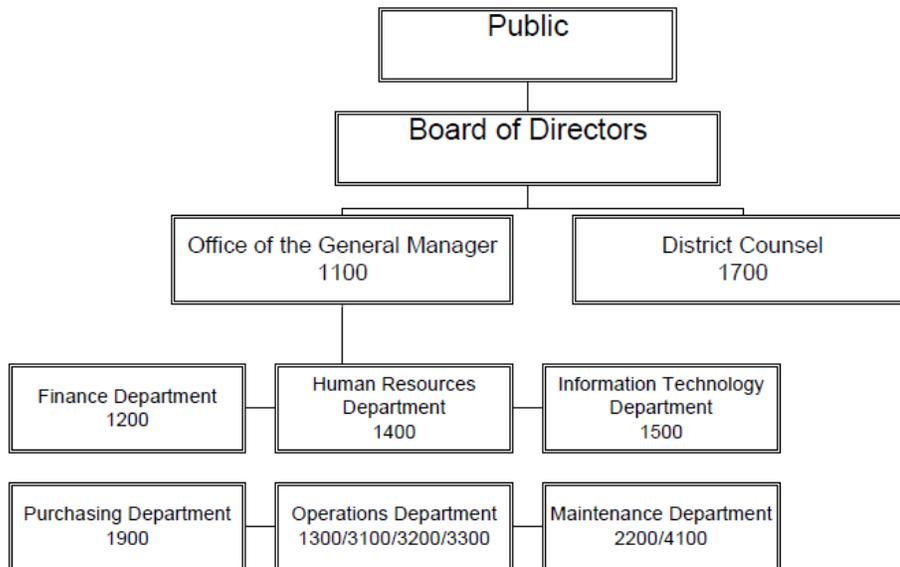
Community Bridges develops a brochure for its services and tailored flyers for specific services such as for the Veterans Shuttle. A sponsorship ad was also placed in the local Santa Cruz Sentinel newspaper that highlighted the program's offerings and described the benefits of being a sponsor or donor. Volunteer Center also produces a community brochure for distribution.

General Administration and Management

The Santa Cruz Metropolitan Transit District is governed by an eleven member board, plus one ex-officio member from UCSC. About half of the District Board also serve as Commissioners on the Santa Cruz County Regional Transportation Commission. Three District Board members also serve on the board at the Association of Monterey Bay Area Governments.

Administrative departments moved into the renovated Administration Facility at 110 Vernon Street in December 2009. The General Manager has kept a close ear to and actively participates in legislation at the State and Federal levels that influence the transit system and transportation in the County. This includes serving on the legislative committee of the American Public Transportation Association that dealt directly with reauthorization of federal transportation (MAP-21). The District Board has been supportive of a congressional delegation to the State and Federal governments. For much of the audit period and due to funding reductions from the recession, Santa Cruz METRO did not fill the Assistant General Manager position with much of the responsibilities taken upon by the General Manager and General Counsel. These responsibilities included negotiating the labor agreements and other duties that were time and resource consuming. The organization chart of the agency is shown below.

**Figure V-1
Santa Cruz METRO Organization Chart**



Attachment A

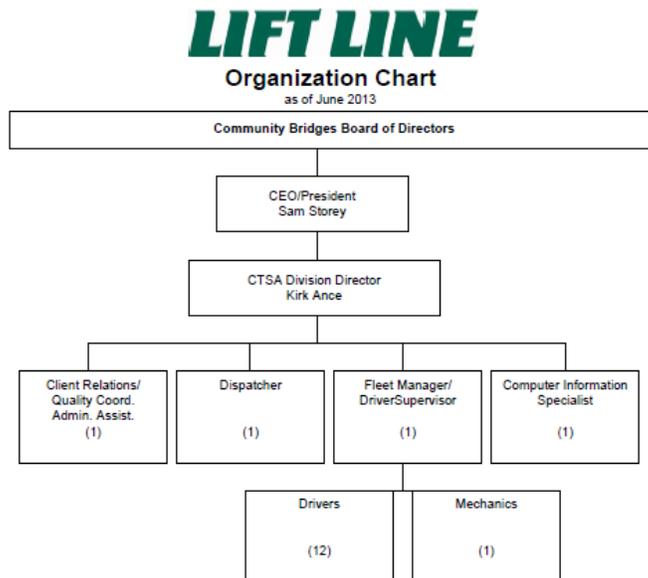
Telephone interviews with Board members provided overall high ratings for staff and activities undertaken during the audit period. Highlights from the interviews include:

- The General Manager has been a good resource for federal funding, is well known outside the area which is beneficial for the transit system, played a significant role in labor negotiations.
- Demands on the General Manager increased significantly with the Board's decision to not fill the Assistant General Manager position which might need to be revisited.
- Consistent on-time performance issues persist because of traffic along primary corridors, and staff should obtain the proper information to make service adjustments.
- Service cuts were based on financial and ridership criteria and initially appeared too deep, but Santa Cruz METRO has worked to restore routes and upgrade facilities.
- Members expressed both positive and negative views of Santa Cruz METRO's image that is dependent on each rider market's perspective with suggestions for rebranding, more reliable and consistent service, and more active customer service.
- Elderly and disabled access requires continued attention in service planning.
- Some members remain cautious about possible impacts on Santa Cruz METRO operations from the SCCRTC rail corridor acquisition.

Community Bridges

The organization chart of Community Bridges Lift Line is shown below:

Figure V-2
Community Bridges Lift Line Organization Chart



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As Lift Line is one program within Community Bridges, the transportation program is allocated joint administrative costs including administrative and fiscal personnel and other agencywide operating expenses. A documented cost allocation policy was updated in January 2010 that specifies the method used and is required to grant funding. Community Bridges uses a fixed percentage indirect cost rate that is universally applied to all its programs. The joint cost rate is determined by taking the pooled joint administrative costs as a percentage of total program direct operating costs. Direct operating costs are total program costs less capital expenditures for major equipment, leasehold improvements, in-kind expenses, and amounts passed through to other agencies. Budgeted data shows that agency overhead expenses ranged from 10 to 13 percent of total Life Line expenditures. Since the joint cost rate is based on expenses incurred, each Lift Line transportation program is assessed proportional to the expenses incurred for that particular program.

Volunteer Center

Goals for the program are reviewed each and compared to actual data in the reports submitted to the City of Santa Cruz and SCCRTC as conditions of receiving TDA. The goals for unduplicated clients and total rides were met. For the three year audit period, the actual figures compared to goals were as follows:

Table V-4
Volunteer Center Transportation Program Goals

	Unduplicated Clients	Goal	Total Rides	Goal
FY 2010	189	185	4,590	4,600
FY 2011	224	185	4,825	4,600
FY 2012	208	185	4,693	4,600

Source: Volunteer Center Final Annual Report

Grants Management

Santa Cruz METRO relies on a variety of grants and other funding mechanisms, including local sales tax revenues, to support its transit system. Santa Cruz METRO relies upon grants from a number of other entities throughout the year for more than 25 percent of its operating revenue and over 80 percent of its capital funding. Programs such as the TDA and the FTA urbanized area program annually allocate funds by formula while others such as the Monterey Bay Unified Air Pollution Control District's AB 2766 Motor Vehicle Emissions Reduction Program and Caltrans discretionary planning grants are competitively awarded based on merit.

Santa Cruz METRO relies on both formula and discretionary grant revenue to support its operating and capital budgets. Santa Cruz METRO has pursued grant opportunities from federal sources including FTA State of Good Repair funds, FTA Section 5309 earmarks, and Small Transit Intensive Cities. Most recent capital funding including from Proposition 1B PTMISEA and FTA

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Section 5309 earmarks has been used toward the Santa Cruz MetroBase facility project. Proceeds from a settlement of the damaged Santa Cruz METRO facility in Watsonville from the 1989 earthquake were also applied to the Santa Cruz MetroBase project.

A grant kick off occurs to determine which staff is assigned responsibility for the grant and development of the scope of work. Monthly meetings among grants staff and project managers provide updates as well as status reports of active grants and submitted grant proposals to the Board for informational purpose. A list of Santa Cruz METRO's active grants and a list of grant proposals for new funds are provided monthly in order to apprise the Board of the status of grants funding. At the end of the audit period (June 2012), Santa Cruz METRO had active grant awards totaling over \$50 million and developed new applications totaling over \$3 million for operating and capital projects. The oldest open federal grants date to 2006 and 2008 which are tied to Pacific Station Design Engineering. The FTA monitors progress on the Santa Cruz Metro Center Design/Engineering since the first grant (2006) has aged more than five years without implementation.

A listing of capital projects implemented during the audit period include the following:

- Accepted delivery of the Santa Cruz MetroBase Maintenance and Administration buildings.
- Initiated construction contractor procurement for the Operations Building.
- Completed installation of peripheral Santa Cruz MetroBase infrastructure including new methane detectors, a tire carrousel and security fences.
- Installed new fareboxes on all buses with "smart card" technology to expand fare payment options, expedite passenger boarding and enable inter-agency transfers with MST's fare collection system.
- Installed automated ticket vending machines at Pacific Station, Capitola Mall, Cabrillo College and the Watsonville Transit Center.
- Installed a new video surveillance system at the Watsonville Transit Center to deter crime and record potential liability incidents.
- Purchased the former Greyhound station at 425 Front Street, remediated soil contamination and re-opened the expanded operating area for Pacific Station in April 2011.
- Purchased five CNG, low-floor replacement buses for the Highway 17 Express.
- Completed bus stops improvements at more than 100 stops, including new solar-powered lights at many.
- Authorized contracts for a fleet-wide mobile radio system upgrade and a comprehensive video surveillance system for all operating facilities and transit centers.
- Received 11 CNG replacement buses for local fixed-route service.

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- Awarded contracts to manufacture and install a second LNG fuel storage tank at the Fueling and Washing Facility to enable CNG fueling of the entire Santa Cruz METRO fleet. Santa Cruz METRO will replace the 29 remaining diesels by early 2016.
- Acquired video cameras and associated hardware to implement video surveillance and recording at Fleet Maintenance, Administration and Pacific Station.
- Obtained FCC approval for new narrow-band frequencies and installed new radios in 110 buses. The new frequencies and narrow-band operation will commence when Santa Cruz METRO completes installation of new repeaters at radio towers owned by other entities.
- Purchased new CNG staff cars with funds from a FY 2012 grant from the Monterey Bay Unified Air Pollution Control District.

Community Bridges Lift Line was awarded FTA Section 5317 New Freedom funds for operations of Lift Line programs tailored for veterans for out of county services. Budgeted revenues from this source were \$90,400 in FY 2010, \$154,700 in FY 2011, and \$39,600 in FY 2012. Community Bridges also receives FTA Section 5310 Elderly and Disabled Specialized Transit Program funds for vehicle and capital equipment purchases and submits its quarterly reports to Caltrans certifying use and condition of the equipment. Community Bridges also receives grant funding from contracts with various government entities including Area Agency on Aging and each of the four cities and the County for services including Meals on Wheels, as well as outside contracts for specific programs like Elderday and ISSP.

Section VI

Findings

The following summarizes the major findings obtained from this Triennial Audit covering fiscal years 2010 through 2012. A set of recommendations is then provided.

Triennial Audit Findings

1. Of the compliance requirements pertaining to the Santa Cruz County transit operators, the operators fully complied all ten applicable requirements. One additional compliance requirement did not apply to the operators (e.g. urbanized only farebox recovery ratio).
2. Santa Cruz METRO is subject to a 15 percent systemwide farebox standard pursuant to the rules and regulations of the SCCRTC and Public Utilities Code. During the audit period, the average farebox ratio was 22.09 percent which exceeds the standard. As an older operator, Santa Cruz METRO is also subject to the ratio of fares plus local support to operating costs. Santa Cruz METRO has met this ratio of no less than 56.9 percent (ratio in FY 1978-79 for services to the general public). Although ridership declined, the fare increases offset this impact.
3. Santa Cruz METRO and Community Bridges Lift Line participate in the CHP Transit Operator Compliance Program and received vehicle inspections within the 13 months prior to each TDA claim. Satisfactory ratings were made by the CHP for all inspections conducted during the audit period. For the Santa Cruz METRO inspection in 2012, a vehicle was pulled out of service for a faulty emergency exit. For the Community Bridges CHP inspection in 2012, a few violations were cited by the inspector including exceeding vehicle maintenance intervals, and not maintaining certain information on drivers. Community Bridges had misplaced the driver records and was not able to provide them to the inspecting officer. The 90-day inspections for three vehicles were found to be conducted about 150 days out.
4. Of the prior six performance audit recommendations, the Santa Cruz County operators implemented four recommendations and partially implemented the other two. Those recommendations that were partially implemented include 1) conducting integrated short range planning for all three operators (Santa Cruz METRO, Lift Line, and Volunteer Center); and 2) having Community Bridges and Volunteer Center separate TDA funded operating costs and revenues from their total agency financials in the respective fiscal and compliance audits. Along with the SCCRTC, Santa Cruz METRO applied for and was not awarded a Caltrans' planning grant to enable the integrated planning suggested in the prior audit. Santa Cruz METRO undertook a "transit only" short range plan using local funds.
5. Santa Cruz METRO operating costs increased 9.1 percent systemwide over the period based on audited data from the FY 2009 base year through FY 2012. One factor driving the cost

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increase is total compensation costs as part of the labor agreements covering FYs 2010 through 2012. Community Bridges Lift Line operating costs were relatively flat for the three year period, increasing by one percent. Volunteer Center transportation costs were flat as well for the audit period.

6. Ridership on Santa Cruz METRO decreased by 10.7 percent systemwide as fixed route ridership fell from 6.0 million passengers FY 2009 to 5.4 million in FY 2012 as a result of service reductions implemented by Santa Cruz METRO due to revenue and rider declines from poor economic conditions that resulted in fewer trips. Lift Line ridership increased by six percent during the audit period by about 4,100 passengers. Volunteer Center transportation ridership also increased marginally by about two percent.
7. From a combination of performance data trends, TDA performance indicators for Santa Cruz METRO showed increases in costs on a per unit basis, including per hour and per passenger. The impacts from service reductions, ridership declines, and operating cost increases during the audit period are depicted in the various performance indicators. The number of passengers per vehicle hour was relatively stable as both ridership and vehicle hours declined.
8. Santa Cruz METRO reported an increase in the number of violent incidences over the past 18 months attributed in part to gang activity occurring on transit property, and has actively worked with police departments and emergency service agencies to coordinate the safety of riders and increase driving training in these areas. Santa Cruz METRO has invested in the security and surveillance of facilities and is working with the unions to install cameras on buses.
9. New labor agreements were in place during the audit period. A Memorandum of Understanding between Santa Cruz METRO and Service Employees International Union (SEIU) Local 521 was effective from July 1, 2009 through June 30, 2012. A separate labor agreement between Santa Cruz METRO and United Transportation Union Local 23 representing employees for the ParaCruz operation was also effective from July 1, 2009 through June 30, 2012. The SEIU agreement included longevity adjustments to the base salary dependent on length of continuous service between 10 and 15 years. Base wage rates were increased by 3 percent per year. Santa Cruz METRO staff indicated several opportunities that promote cost savings including split shifts, interlining routes, and hiring of new younger staff at a lower base pay. New union leadership also fosters a positive relationship between Santa Cruz METRO and the unions.
10. Telephone interviews with Board members provided overall high ratings for staff and activities undertaken during the audit period. Comments expressed include that the General Manager has been a good resource for federal funding; consistent on-time performance issues persist because of traffic along primary corridors; members expressed both positive and negative views of Santa Cruz METRO's image that is dependent on each rider market's perspective with suggestions for rebranding, more reliable and consistent service, and more

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active customer service; and elderly and disabled access requires continued attention in service planning.

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Recommendations

1. ***Santa Cruz METRO should submit Annual State Controller Reports to SCCRTC.***

At the time when Santa Cruz METRO transmits the annual Transit Operators Financial Transactions Report to the State Controller's Office, it should also transfer a copy of the report to SCCRTC to meet compliance with the TDA statute (PUC Section 99243), and to provide SCCRTC with evidence when this state required report is submitted.

2. ***Santa Cruz METRO should further promote security aspects of the transit system.***

Santa Cruz METRO secured funding and has been installing a comprehensive security and surveillance system using close caption television, land mobile radio, global positioning system, emergency generator, and other security devices. Santa Cruz METRO should highlight the security systems and conduct outreach and marketing with the communities to emphasize this component of the transit system as a means to stimulate ridership and good customer service. Although cameras are not available on-board buses, Santa Cruz METRO is working with the union on this issue. At the same time, drivers should be adequately prepared for addressing safety issues through training and incident prevention.

3. ***Santa Cruz METRO should develop a method to continuously track on-time performance.***

Delays on fixed route occur due to a variety of reasons including construction, narrow travel corridors, and congestion. Studies and limited collection methods have been employed to track bus on-time performance. In-lieu of manual tracking methods, Santa Cruz METRO is procuring Global Positioning System (GPS) capability which could be the start to developing a tool to automate the collection of on-time performance data. Automated Vehicle Location (AVL) technology investment would also be needed to collect on-time performance data, among providing other benefits. Although Santa Cruz METRO has not been successful in the past in obtaining grant funding for AVL, it should continue to pursue opportunities to fund this investment as it provides both operational and safety benefits to the riders.

4. ***Community Bridges and the Volunteer Center should work with their respective annual fiscal and compliance auditors to evaluate the transportation related measures required under the TDA, including annual operating costs and revenues.***

This prior audit recommendation has been partially implemented by Community Bridges, but not implemented by Volunteer Center. As it is a statutory compliance measure that audited fiscal data prepared by these agencies be available in a manner that operating costs and revenues be shown for transportation services funded by TDA, the prior recommendation is carried forward for full implementation.

The annual fiscal and compliance audits of Community Bridges and Volunteer Center are prepared by their respective independent accountants for all programs provided by each of

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these agencies. Based on our review of the fiscal audits provided by both agencies, the fiscal audit for Volunteer Center aggregates all program revenues and costs under general categories. As such, the transportation related operating costs and revenues can not be separated or identified in the fiscal audit. For the Community Bridges fiscal audit, Lift Line is one of many programs provided by the non-profit entity. While all program costs and revenues for Community Bridges are shown, each respective program cost is broken out separately including for Lift Line. This is progress toward meeting this recommendation. However, revenues are aggregated in the fiscal audit and can not be separated for Lift Line.

It is recommended that the respective fiscal auditors separate the transportation component of operating costs and revenues from the aggregate data for both entities. The separate financial data for transportation will provide audited figures for services funded by TDA and be compliant with statutory provisions.

5. *Develop expanded performance standards for CTSA service efficiency and effectiveness.*

Community Bridges indicated efforts to review alternative performance indicators beyond typical transit metrics that may be more applicable to CTSA's. Community Bridges provides CTSA transit services that tend to serve a different passenger market than traditional public transit. Lift Line services focus on the disabled, frail and elderly throughout Santa Cruz County as well as to the adjacent counties. As a result, performance data that measure the effectiveness of CTSA services can be interpreted as difficult to translate using traditional public transit performance metrics.

The current performance indicators used for Lift Line are important measures and should continue to be used as they are accepted industry metrics that are applicable to all transit type services. Most are also directly related toward demand response systems. The TDA indicators are also required measures for continued funding from this State revenue source.

Additional performance data for CTSA services are also recommended for consideration to provide further support of the activities offered by Community Bridges. Suggested alternative measures that provide additional gauges of system performance include:

- Service Quality/Reliability Standards (On-time Performance; Complaints per 1,000 Passenger Trips; Safety Incidents per 100,000 Vehicle Miles; Average Passenger Trip Length; Average Travel Time)
- Funding leverage (TDA funding relative to total CTSA passengers; ratio of other Lift Line revenue to TDA)
- Value for money (return on investment) through measures of effectiveness of meeting community transportation needs.

This latter alternative would include the development of measures reflecting the net impact or opportunity cost of providing access to daily living requirements including health care services,

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etc. Conversely, there could be measures for impact on individuals and health care delivery (e.g., patients missing appointments or requiring more expensive medical interventions as a result of not being able to access preventative care). These measures could be qualitative or quantitative, but provide a means to assess CTSA service outside of transit industry indicators.

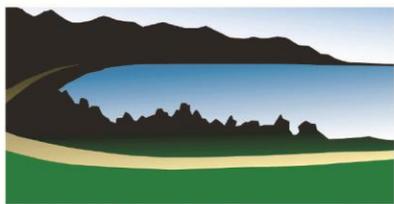
6. *Volunteer Center Should Track Driver Time Spent Per Trip*

Volunteer Center currently does not request recording of drive time by the drivers in transporting passengers. While trip length is recorded and used to calculate average trip length, drive time is not. The tracking of time spent to transport riders is another gauge of the value of the volunteer program. Performance measure such as average trip time and operating cost per hour place values on the program and the drivers' and passengers time in providing and using the service.

7. *Volunteer Center Should Regularly Review the Mileage Reimbursement Rate.*

Volunteer drivers for the transportation program have the option to receive reimbursement at the rate of 0.31 cents per mile. In contrast, the current Internal Revenue Service (IRS) optional standard mileage rates used to calculate the deductible costs of operating an automobile for business purposes is \$0.56 cents per mile. Volunteer Center staff indicated that newer volunteer drivers have requested the reimbursement for the service. In an effort to maintain a qualified pool of volunteer drivers and to account for increases in gasoline prices, there should be regular review of the mileage reimbursement rate offered by Volunteer Center and balance the rate against budgets for the transportation program. During the audit period, total reimbursements have not reached budgeted figures as many drivers elect to not take the reimbursement. This provides Volunteer Center with some flexibility in phasing in any rate adjustment to recruit and retain the pool of drivers.

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SCCRTC

**FY 2010-2012
Triennial Performance Audit of
Santa Cruz County
Regional Transportation Commission**

**Submitted to
Santa Cruz County
Regional Transportation Commission**

March 2014

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Executive Summary

The Santa Cruz County Regional Transportation Commission (SCCRTC) retained PMC to conduct its Transportation Development Act (TDA) performance audit for Fiscal Years (FY) 2009-10 through 2011-12. As a Regional Transportation Planning Agency (RTPA), SCCRTC is required by Public Utilities Code (PUC) Sections 99246 to prepare and submit an audit of its performance on a triennial basis to the California State Department of Transportation (Caltrans) to continue receiving TDA funding. TDA funds are used for SCCRTC administration and planning of public transportation, and distribution for public transit services and non-motorized projects.

This performance audit is intended to describe how well SCCRTC is meeting its administrative and planning obligations under TDA, as well as its organizational management and efficiency. The *Performance Audit Guidebook for Transit Operators and Regional Transportation Planning Entities, September 2008 (third edition)* published by the California Department of Transportation was used to guide in the development and conduct of the audit. To gather information for the TDA performance audit, PMC conducted interviews with agency staff and Commissioners as well as with the public transit operators, reviewed various documents, and evaluated SCCRTC's responsibilities, functions, and performance of the TDA guidelines and regulations.

The audit comprises several sections, including compliance with TDA requirements, status of implementing prior audit recommendations, and review of functional areas. Findings from each section are summarized below, followed by recommendations based on our audit procedures.

Compliance with TDA Requirements

SCCRTC has satisfactorily complied with applicable State legislative mandates for Regional Transportation Planning Agencies. One compliance measure that did not apply to SCCRTC pertains to adopting rules and regulations for TDA claims under Article 4.5. SCCRTC does not use this article section to disburse TDA funds.

Status of Prior Audit Recommendations

SCCRTC has implemented each of the three prior performance audit recommendations. One pertained to the update of the METRO Short Range Transit Plan, another related to the modification of the TDA claim form to include performance measures consistent with TDA, and the last was to work with AMBAG to align and refine planning objectives and communications.

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Functional Review

1. Santa Cruz County, much like the rest of the State, is slowly emerging from the economic recession that has created a local environment of greater resourcefulness. Longevity of SCCRTC staff brings remarkable stability to the agency to address the various technical and policy issues.
2. Several large projects were underway during the audit period including the addition of auxiliary lanes to Highway 1 between Soquel Avenue and Morrissey Boulevard (construction began in February 2012), and purchase of the Santa Cruz Branch Rail Line (purchase was completed in October 2012, which is slightly outside of the audit period). Designations as a Rail/Trail Authority and construction management authority place SCCRTC in a unique role of evolving from a purely transportation planning agency to inclusion as a project implementation agency offering multimodal transportation options.
3. Regular monthly Commission meetings are held and are well attended by the Commissioners based on the auditor's review of meeting minutes during the audit period. This is an indication of the education, interest, and engagement by the Commissioners on transportation topics. Transportation Policy Workshops were also held as needed to focus on specific items. Meeting locations are alternated among each of the four cities to encourage participation by the communities and enhance the visibility of SCCRTC to the community.
4. Interviews with SCCRTC Commissioners provided overall high ratings for staff and activities undertaken during the audit period. Management and staff are viewed as being solid, focused and knowledgeable. While there was acknowledgement that Commission votes are not always unanimous, SCCRTC works through the issues and receives technical and policy explanations for decision-making. Continued work is also needed to address transportation issues around the County including in more isolated communities.
5. The approved 2010 RTP serves as a transitional plan to the 2014 RTP which is a major update from prior RTPs to meet the new requirements Senate Bill 375. The 2014 RTP update is driven by the STARS performance-based process for developing outcome-based transportation plans and projects, and includes actual greenhouse gas emissions targets, methodology and implementation guidance. An expanded public outreach effort is also made for the 2014 RTP including revamped public workshops, expanded on-line and telephone surveys, and visits with community groups.
6. SCCRTC is recognized for continuing a process of soliciting and maintaining an annual prioritized transit needs list and working with its committees and Santa Cruz METRO. Unmet needs on the list are kept until they are implemented or removed. A public workshop is held each year in compliance with the TDA statute that requires at least one public hearing in the citizen participation process.

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7. TDA claims submitted to SCCRTC are required to provide detailed past and budgeted information to support the claims. The information provided by claimants ensures that proper information is submitted to justify the TDA claim. The claim form also provides a checklist of materials to include which provides uniformity to the claims process and ensure that adequate information is provided to substantiate the claim for TDA revenues. The claims forms are reviewed by different staff versed in their respective transportation expertise, and also by the E&D TAC prior to approval by the Commission. TDA claims for bicycle projects are reviewed by the Bicycle Advisory Committee.
8. Alternative modes of travel are promoted and marketed through Commute Solutions that has grown both in size and in popularity. Commute Solutions' growth has spurred intentions of the program building its own brand identity. Growth in this program is consistent with SCCRTCs goals of planning for a multimodal transportation system.

Four recommendations are provided to improve SCCRTC's administration and management relating to TDA. Each recommendation is described in detail in the last chapter of this audit. These recommendations are summarized as follows:

1. *Enhance recruitment efforts to fill vacant positions on the Elderly & Disabled Transportation Advisory Committee.*

As the E&D TAC serves as the SSTAC under TDA, it is good practice to have all committee positions filled to build diversity in membership. Of the existing vacancies on this committee, two are part of the make-up of the SSTAC including representatives for a Social Service provider-Seniors, and a Potential Transit User (disabled). Some suggested methods for enhanced recruitment of open positions are made as well as incentives for attendance at meetings.

2. *Receive the Annual State Controller Reports from Santa Cruz METRO.*

It is recommended that this report transfer be made from METRO to SCCRTC to meet compliance and to provide an additional method for monitoring transit performance.

3. *Consider development of an annual report for Commute Solutions.*

Commute Solutions collects and processes a wealth of traveler information that is produced from its website and customer communication. A stand alone or integrated annual report would provide a snapshot and highlight in reasonable detail the regional activities, successes, and benefits of different multimodal and rideshare alternatives using information that is already developed by Commute Solutions. The report would have a marketing feel with the purpose of being a communications piece that connects with the community.

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4. *Update the SCCRTC Rules and Regulations.*

A number of measures should be reflected in the Rules and Regulations including description of METRO farebox recovery ratios shown in the TDA claim, voting on Article 8 claims, and establishment of the operating reserve target.

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Section I

Introduction – Initial Review of RTPA Functions

The Santa Cruz County Regional Transportation Commission (SCCRTC) retained the firm PMC to conduct its Transportation Development Act (TDA) performance audit covering the most recent triennial period, Fiscal Years (FY) 2009-10 through 2011-12. As a Regional Transportation Planning Agency (RTPA), SCCRTC is required by Public Utilities Code (PUC) Sections 99246 to prepare and submit an audit of its performance on a triennial basis to the California Department of Transportation (Caltrans) in order to continue to receive TDA funding.

This performance audit, as required by TDA, is intended to describe how well SCCRTC is meeting its administrative and planning obligations under TDA.

Overview of SCCRTC

SCCRTC is responsible for delivering a full range of safe, convenient, reliable, and efficient transportation choices for the community. With a focus on long-term sustainability, SCCRTC plans, funds, and implements transportation projects and services. Working together with transportation partners, SCCRTC secures funding to maintain the existing transportation network as well as prepare for the transportation needs of the next generation. The SCCRTC keeps residents, visitors, and business moving wherever they want to go and however they choose to get there.

SCCRTC was originally created in 1972 by statute establishing Regional Transportation Planning Agencies (RTPAs). The agency later became a state designated transportation planning agency under State Government Code sections 67940 and 67941. The SCCRTC is comprised of 12 voting members plus an ex-officio member. Consistent with law, the governing body is composed of all five members of the Santa Cruz County Board of Supervisors, one member for each of the cities in the county (Capitola, Santa Cruz, Scotts Valley, and Watsonville), and three members appointed by the Santa Cruz Metropolitan Transit District (Santa Cruz METRO). An alternate member may serve in the place of the regular member when the regular member is absent or disqualified from participating in a meeting of the governing body. Caltrans (the State Department of Transportation) serves as an ex-officio, non-voting member of the Commission.

State legislative approval of Senate Bill 465 in 2002 provided additional powers to the SCCRTC to act as a Rails/Trails Authority. Government Code Section 67941 added powers of eminent domain and the power to preserve, acquire, construct, improve, and oversee multimodal transportation projects and services on rail rights-of-ways within Santa Cruz County in any manner that facilitates recreational, commuter, intercity, and intercounty travel. It also provides authority to SCCRTC to contract for any services to accomplish its purpose.

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SCCRTC is guided by its published *Rules and Regulations* specifying its membership requirements and procedures for administering various funding sources. Among them are the procedures for establishing and processing Transportation Development Act apportionments which are a major funding source for SCCRTC’s operations. Funds are established to account for funds which are restricted for a specific project or use. Currently, the SCCRTC has twelve funds, including those listed below and three trust funds for employee pensions and other employment benefits.

1. Administration, Planning & Rideshare
2. Rail/Trail Authority
3. Highway 1 Project Approval/Environmental Documentation (PA/ED)
4. Service Authority for Freeway Emergency (SAFE)
5. Freeway Service Patrol (FSP)
6. Regional Surface Transportation Program (RSTP) Exchange
7. State Transit Assistance
8. TDA

Santa Cruz County is located along the central coast region of California and forms the northern portion of Monterey Bay. The county is bordered by Santa Clara County to the east and northeast, Monterey County to the south, San Benito County to the southeast, and San Mateo County to the north. The county was one of the original counties in California created in 1850, whose name in Spanish means “Holy Cross” and has the second smallest geographic area of any county in California after San Francisco. A demographic snapshot of key cities and the County is presented below in Table I-1:

**Table I-1
Santa Cruz County Demographics**

City/Jurisdiction	2010 US Census Population	Change from 2000 US Census %	Population 65 years & older %	Land area (in square miles)
Capitola	9,918	-0.6%	15.5%	1.59
Santa Cruz	59,946	+9.8%	8.8%	12.74
Scotts Valley	11,580	+1.7%	13.6%	4.60
Watsonville	51,199	+11.9%	8.3%	6.69
Total Santa Cruz County	262,382	+2.6%	11.1%	445.17

Source: 2010 U.S. Census

The city of Santa Cruz is the county seat and largest city. The county and its four incorporated cities saw modest growth between the 2000 and 2010 U.S. Census. Watsonville saw the highest percentage increase in population. The senior citizen population, comprised of residents aged

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65 and over is 11.1 percent countywide. The 2013 population for Santa Cruz County is estimated to be 266,662 as reported by the State Department of Finance.

Organizational Structure

SCCRTC meetings are usually televised on Community TV and include a full agenda on a wide range of topics. Transportation Policy Workshop (TPW) meetings offer a forum for more informal and in-depth discussion on a limited set of agenda topics.

In addition to the governing board, there are four committees and one joint task force. Each is briefly described below:

- Budget, Administration & Personnel Committee (BAP)
- Elderly & Disabled Transportation Advisory Committee (E&D TAC)
- Bicycle Committee
- Interagency Technical Advisory Committee (ITAC)
- Traffic Operations System Oversight and Safe on 17 Task Force

The Budget, Administration & Personnel Committee (BAP) provides oversight with respect to Commission administration, budget, policy, finance, audit and personnel issues and makes recommendations to SCCRTC on these matters. The committee consists of 6 commissioners elected annually by the SCCRTC. A chair is elected each year by the committee.

The Elderly & Disabled Transportation Advisory Committee serves as the Paratransit Advisory Council and the Social Services Transportation Advisory Council (SSTAC) required by TDA statute. The E&D TAC advises SCCRTC and other transportation agencies on the network of specialized transportation services for seniors and people with disabilities in Santa Cruz County as well as about the transportation needs of these members of the community. In its capacity as the local SSTAC, the state-required entity seeks input from transit-dependent and transit disadvantaged persons, including seniors, people with disabilities, low income persons, and youth regarding transit needs in Santa Cruz County. The E&D TAC has 16 members comprised of citizen, service provider and agency representatives that meet state law. As the minimum membership for the SSTAC is nine, the SCCRTC exceeds this participatory amount through the addition of individuals from each of the five supervisory districts who are elderly and/or has a disability, a representative for a private, for profit transportation agency, and a representative from the Metro Accessible Services Task Force.

The Bicycle Committee serves in an advisory capacity to the SCCRTC and its member agencies on bicycle-related issues, policies, plans, programs and projects. Its responsibilities include to advise on bicycle related issues; review proposed bicycle related policies, programs, projects, plans, funding applications, and legislation; provide input on existing roadway/bikeway conditions affecting cycling; review and approve Bikes Secure (bike parking subsidy) applications; develop bike projects for future implementation; and coordinate with local jurisdictions and bicycle

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related organizations to promote cycling projects and programs. The 11 member committee is comprised of volunteers representing each of the five supervisorial districts, each of the four cities, Bike to Work and and the Community Traffic Safety Coalition.

The Interagency Technical Advisory Committee is comprised of staff from a variety of jurisdictions and agencies. The (ITAC) reviews and provides technical advice on transportation projects and programs in the region; coordinates and provides recommendations to SCCRTC on the use of transportation funds; and serves as a forum for sharing information on transportation projects and federal and state requirements for project implementation. There are 19 voting members and one ex-officio member drawing from agencies including City and County Public Works staffs; City and County Planning staffs; Santa Cruz METRO; Caltrans District 5; Association of Monterey Bay Area Governments; Monterey Bay Unified Air Pollution Control District; Transportation Management Associations; University of California, Santa Cruz; Cabrillo College; and the California Highway Patrol (ex-officio member).

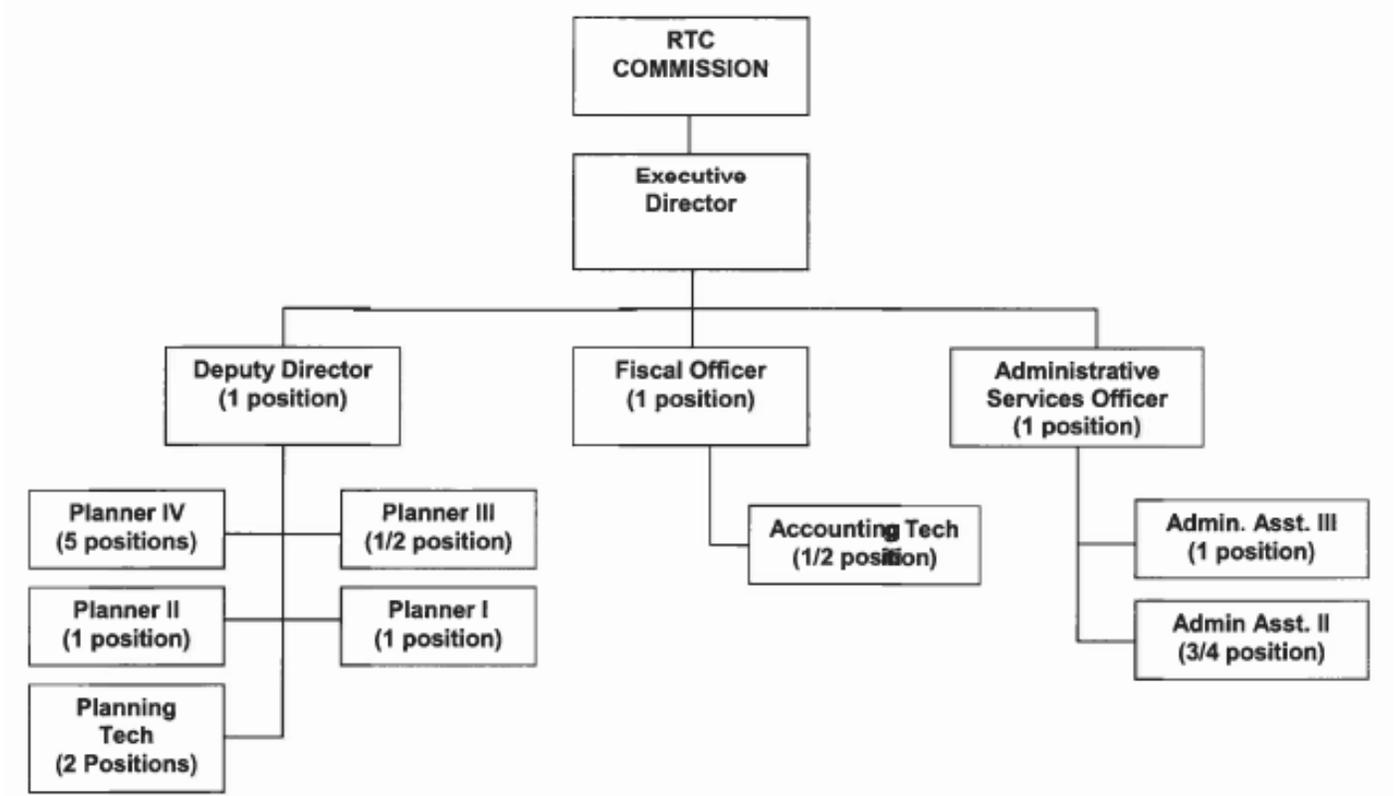
The Traffic Operations System Oversight and Safe on 17 Task Force meet jointly to share information about traffic operation systems in Santa Cruz County, and transportation projects and collisions on Highway 17. The Highway 17 corridor was identified as a high collision corridor in 1998 as a result of collision data analysis and recommendations of local, regional, county and state agencies. A Task Force was formed to develop collision reducing strategies. Also, Santa Cruz County's transportation system runs more efficiently and safely due to several Traffic Operation System components that provide the public with important information. Members represent SCCRTC, the San Francisco Bay Area's Metropolitan Transportation Commission (MTC), the California Highway Patrol, California Department of Transportation, local law enforcement and fire departments, legislators' offices and the media.

The SCCRTC serves as the Service Authority for Freeway Emergencies (SAFE) of Santa Cruz County, administering the call box program and the roving Freeway Service Patrol which assist motorists on State Highways 1 and 17. In addition, as a service of SCCRTC since 1979, Commute Solutions is the regional rideshare agency for Santa Cruz County. Commute Solutions serves commuters, employers, schools and other travelers by helping them successfully use the transportation system to access the things they want and need.

SCCRTC staff offer administrative, technical and policy recommendations to the Commission on decisions affecting transportation. Figure 1-I shows the organization chart of staff.

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Figure I-1 SCCRTC Organization Chart



Source: SCCRTC

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Audit Methodology

To gather information for this performance audit, PMC accomplished the following activities:

- Document Review: PMC conducted an extensive review of documents including various SCCRTC files and internal reports, committee agendas and public documents.
- Interviews: PMC conducted in-person interviews with SCCRTC staff and telephone interviews with the Commissioners. In-person interviews were also held with the transit operators including Santa Cruz METRO to gain their perspective about the agency's efficiency and economy.
- Analysis: PMC evaluated the responses from the interviews as well as the documents reviewed about SCCRTC's responsibilities, functions and performance to TDA guidelines and regulations.

All of the activities described above were intended to provide PMC with the information necessary to assess SCCRTC's efficiency and effectiveness in two key areas:

- Compliance with State TDA Requirements, and
- Organizational Management and Efficiency.

The remainder of this report is divided into four sections. In Section II, PMC provides a review of the compliance requirements of the TDA administrative process. Section III describes SCCRTC's responses to the recommendations provided in the previous performance audit. In Section IV, PMC provides a detailed review of SCCRTC's functions, while Section V summarizes our findings and recommendations.

Section II

Compliance Requirements

Fourteen key compliance requirements are suggested in the “*Performance Audit Guidebook for Transit Operators and Regional Transportation Planning Entities*” which was developed by Caltrans to assess SCCRTC’s conformance with TDA. Our findings concerning SCCRTC’s compliance with State legislative requirements are summarized in Table II-1.

TABLE II-1 SCCRTC Compliance Requirements Matrix		
SCCRTC Compliance Requirements	Reference	Compliance Efforts
All transportation operators and city or county governments which have responsibility for serving a given area, in total, claim no more than those Local Transportation Fund (LTF) monies apportioned to that area.	Public Utilities Code, Section 99231	The SCCRTC <i>Rules and Regulations</i> specify the requirements for apportionments. The primary claimant of the funds is Santa Cruz METRO. Allocations are made to local jurisdictions for other uses including pedestrian and bicycle projects. Conclusion: Complied.
The RTPA has adopted rules and regulations delineating procedures for the submission of claims for facilities provided for the exclusive use of pedestrians and bicycles.	Public Utilities Code, Sections 99233.3 and 99234	The SCCRTC <i>Rules and Regulations</i> specify the requirements for uses of LTF for pedestrian and bicycle projects. According to the document, rather than allocating under Article 3 (PUC 99233.3) which has funding allocation limitations for these uses, SCCRTC allocates funds under Article 8 of the TDA. An eligible claim for Article 8 includes planning and investment in pedestrian and bicycle facilities. Conclusion: Complied
The RTPA has established a social services transportation	Public Utilities Code, Sections 99238 and 99238.5	SCCRTC has established a Social Services Transportation Advisory

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TABLE II-1 SCCRTC Compliance Requirements Matrix		
SCCRTC Compliance Requirements	Reference	Compliance Efforts
<p>advisory council. The RTPA must ensure that there is a citizen participation process which includes at least an annual public hearing.</p>		<p>Council (SSTAC) required under PUC 99238. The role and responsibilities of the 16-member Elderly & Disabled Transportation Advisory Committee, serving as the SSTAC, are based on TDA guidelines.</p> <p>Of the 16 member committee, there are a number of current vacancies. Close to a third of the roster is vacant, including representatives for Social Service provider-Seniors; Private Operator; Potential Transit User (disabled); and 2nd and 4th Supervisorial Districts. Two of the vacancies are part of the make-up of the required SSTAC. SCCRTC has an application form available on its website to help fill the vacancies.</p> <p>Conclusion: Complied</p>
<p>The RTPA has annually identified, analyzed and recommended potential productivity improvements which could lower the operating costs of those operators which operate at least 50 percent of their vehicle service miles within the RTPA’s jurisdiction. Recommendations include, but are not limited to, those made in the performance audit.</p> <ul style="list-style-type: none"> • A committee for the purpose of providing advice on productivity improvements may be 	<p>Public Utilities Code, Section 99244</p>	<p>SCCRTC actively monitors the activities of the transit systems in the County through various methods including reviewing quarterly and annual performance reports that are submitted by the operators. While a committee for the purpose of providing advice on productivity improvements is not formed, the E&D TAC which includes Santa Cruz METRO as a member also provides a venue for SCCRTC discussion on transit activities and improvements.</p> <p>Through the commission of the triennial performance audit by</p>

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TABLE II-1 SCCRTC Compliance Requirements Matrix		
SCCRTC Compliance Requirements	Reference	Compliance Efforts
<p>formed.</p> <ul style="list-style-type: none"> The operator has made a reasonable effort to implement improvements recommended by the RTPA, as determined by the RTPA, or else the operator has not received an allocation which exceeds its prior year allocation. 		<p>the SCCRTC, recommendations are made to improve the efficiency and economy of the transit systems. Updates on Santa Cruz METRO's Short Range Transit Plan provide further areas for productivity improvements. Also, the annual TDA claims administered by SCCRTC staff present areas of improvement by transit including progress in meeting performance goals and measures.</p> <p>Conclusion: Complied</p>
<p>The RTPA has ensured that all claimants to whom it allocates Transportation Development Act (TDA) funds submits to it and to the state controller an annual certified fiscal and compliance audit within 180 days after the end of the fiscal year (December 27). The RTPA may grant an extension of up to 90 days as it deems necessary (March 26).</p>	<p>Public Utilities Code, Section 99245</p>	<p>Annual certified fiscal and compliance audits were completed for the transit claimants including for Santa Cruz METRO and for City of Santa Cruz acting as the claimant for Community Bridges and Volunteer Center. For FYs 2010, 2011 and 2012, the annual financial audits were submitted either within the 180 day period or within the extension period allowed by the statute.</p> <p>Conclusion: Complied.</p>
<p>The RTPA has designated an independent entity to conduct a performance audit of operators and itself (for the current and previous triennium). For operators, the audit was made and calculated the required performance indicators, and the audit report was transmitted to the entity that allocates the operator's</p>	<p>Public Utilities Code, Sections 99246 and 99248</p>	<p>For the current three year period, the SCCRTC has retained PMC to conduct the audit of the RTPA and the Santa Cruz County transit operators. LSC Transportation Consultants, Inc. was retained to conduct the previous audit for the three fiscal years that ended June 30, 2009. Caltrans has granted extensions for submittal of the audits.</p>

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TABLE II-1 SCCRTC Compliance Requirements Matrix		
SCCRTC Compliance Requirements	Reference	Compliance Efforts
TDA monies and to the RTPA within 12 months after the end of the triennium. If an operator's audit was not transmitted by the start of the second fiscal year following the last fiscal year of the triennium, TDA funds were not allocated to that operator for that or subsequent fiscal years until the audit was transmitted.		Conclusion: Complied
The RTPA has submitted a copy of its performance audit to the Director of the California Department of Transportation. In addition, the RTPA has certified in writing to the Director, that the performance audits of the operators located in the area under its jurisdiction have been completed.	Public Utilities Code, Section 99246(c)	SCCRTC submitted a written letter to Caltrans requesting an extension of the prior performance audit to August 31, 2010. The performance audit was submitted to Caltrans following its completion. Conclusion: Complied
The performance audit of the operator providing public transportation service shall include a verification of the operator's operating cost per passenger, operating cost per vehicle service hour, passengers per vehicle service mile, and vehicle service hours per employee, as defined in Section 99247. The performance audit shall include, but not be limited to, consideration of the needs and types of passengers being served and the employment of part-time drivers and the contracting with common carriers of persons operating under a franchise or license to	Public Utilities Code, Section 99246(d)	The performance audit of the Santa Cruz County Transit Operators includes all required elements. Conclusion: Complied

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TABLE II-1 SCCRTC Compliance Requirements Matrix		
SCCRTC Compliance Requirements	Reference	Compliance Efforts
provide services during peak hours, as defined in subdivision (a) of Section 99260.2		
The RTPA has established rules and regulations regarding revenue ratios for transportation operators providing services in urbanized and new urbanized areas.	Public Utilities Code, Section 99270.1 and 99270.2	<p>The SCCRTC <i>Rules and Regulations</i> specify an intermediate fare recovery ratio for Santa Cruz METRO. For public transportation claims funds under TDA Article 4, Santa Cruz METRO is required to meet a farebox recovery ratio of 15 percent as designated by the SCCRTC. The size and density of the service area as well as the proportion of the ridership that is transit dependent have been considered prior to the adoption of this ratio.</p> <p>Conclusion: Complied</p>
The RTPA has adopted criteria, rules and regulations for the evaluation of claims under Article 4.5 of the TDA and the determination of the cost-effectiveness of the proposed community transit services.	Public Utilities Code, Section 99275.5	<p>SCCRTC has not adopted rules and regulations for Article 4.5 claims, as the agency does not disburse any TDA funds under this article section. The consolidated transportation service agency (CTSA) in the County is Community Bridges which receives TDA Article 8 funds through the City of Santa Cruz acting as the claimant on behalf of the transit system. Likewise, the Volunteer Center also receives Article 8 transit funds through the City of Santa Cruz.</p> <p>Conclusion: Not applicable</p>
State transit assistance funds received by the RTPA are	Public Utilities Code, Sections 99310.5 and	SCCRTC allocates State Transit Assistance (STA) funds to Santa

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TABLE II-1 SCCRTC Compliance Requirements Matrix		
SCCRTC Compliance Requirements	Reference	Compliance Efforts
<p>allocated only for transportation planning and mass transportation purposes.</p> <p>(Note: Since the June 9, 1990 passage of Proposition 116, state transit assistance funds may no longer be used for street and road purposes, as had been permitted in certain cases under PUC Section 99313.3).</p>	99313.3 and Proposition 116	<p>Cruz METRO for transit purposes only.</p> <p>Conclusion: Complied</p>
<p>The amount received pursuant to Public Utilities Code, Section 99314.3; by each RTPA for state transit assistance is allocated to the operators in the area of its jurisdiction as allocated by the State Controller’s Office.</p>	Public Utilities Code, Section 99314.3	<p>SCCRTC allocates operator revenue-based STA funds to Santa Cruz METRO in accordance with the amounts published by the State Controller’s Office.</p> <p>Conclusion: Complied</p>
<p>If TDA funds are allocated to purposes not directly related to public or specialized transportation services, or facilities for exclusive use of pedestrians and bicycles, the transit planning agency has annually:</p> <ul style="list-style-type: none"> • Consulted with the Social Services Transportation Advisory Council (SSTAC) established pursuant to Public Utilities Code, Section 99238; • Identified transit needs, including: <ul style="list-style-type: none"> ○ Groups that are transit-dependent or transit disadvantaged, ○ Adequacy of existing transit services to meet the needs of groups 	Public Utilities Code, Section 99401.5	<p>As no TDA is used for streets and roads, the SCCRTC is not required to hold a formal “unmet transit needs” process under PUC 99401.5. However, SCCRTC continues to obtain input on potential transit needs from the community. SCCRTC works through the E&D TAC and cooperatively with Santa Cruz METRO, for this process in which an Unmet Specialized Transportation/Transit Needs List is developed by staff. During the annual public hearing, staff reports that the unmet needs list helps determine projects for funding when funding becomes available. The list is organized under general needs, paratransit needs and transit needs and prioritized within those categories. High priority</p>

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TABLE II-1 SCCRTC Compliance Requirements Matrix		
SCCRTC Compliance Requirements	Reference	Compliance Efforts
<p>identified, and</p> <ul style="list-style-type: none"> ○ Analysis of potential alternatives to provide transportation services; • Adopted or re-affirmed definitions of “unmet transit needs” and “reasonable to meet;” • Identified the unmet transit needs and those needs that are reasonable to meet; Adopted a finding that there are no unmet transit needs that are reasonable to meet; or that there are unmet transit needs including needs that are reasonable to meet. <p>If a finding is adopted that there are unmet transit needs, these needs must have been funded before an allocation was made for streets and roads.</p>		<p>deficiencies that have been identified include lack of safe pedestrian access between transit stops and community services, the need for a mobility management center, and transportation of foster children to their school of origin. The Commission annually adopts the Unmet Specialized Transportation/ Transit Needs List each spring.</p> <p>Conclusion: Complied</p>
<p>The RTPA has caused an audit of its accounts and records to be performed for each fiscal year by the county auditor, or a certified public accountant. The RTPA must transmit the resulting audit report to the State Controller within 12 months of the end of each fiscal year, and must be performed in accordance with the Basic Audit Program and Report Guidelines for California Special Districts prescribed by the State Controller. The audit shall include a determination of compliance with the transportation development</p>	<p>California Administrative Code, Section 6662</p>	<p>The accounting firm of Moss, Levy & Hartzheim LLP conducted the financial audit of SCCRTC for FYs 2010, 2011, and 2012. The Audited Financial Statements and Compliance Reports were submitted to the State Controller within 12 months of the end of each fiscal year.</p> <p>The SCCRTC also maintains fiscal and accounting records and supporting papers for at least four years following the fiscal year close.</p> <p>Conclusion: Complied</p>

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TABLE II-1 SCCRTC Compliance Requirements Matrix		
SCCRTC Compliance Requirements	Reference	Compliance Efforts
act and accompanying rules and regulations. Financial statements may not commingle the state transit assistance fund, the local transportation fund, or other revenues or funds of any city, county or other agency. The RTPA must maintain fiscal and accounting records and supporting papers for at least four years following the fiscal year close.		

Findings from RTPA Compliance Requirements Matrix

SCCRTC has satisfactorily complied with applicable State legislative mandates for Regional Transportation Planning Agencies. One compliance measure that did not apply to SCCRTC pertains to adopting rules and regulations for TDA claims under Article 4.5. SCCRTC does not use this article section to disburse TDA funds. Rather, the CTSA (Community Bridges) receives TDA funds through the City of Santa Cruz as the claimant for Article 8.

In spite of no TDA funds being allocated for streets and roads, SCCRTC continues with an unmet transit needs process that involves obtaining public input and coordinating with the E&D TAC and Santa Cruz METRO to update the Unmet Specialized Transportation/Transit Needs List. The Commission also formally adopts the list in a sign of agreement. Although SCCRTC is not required to implement the full unmet transit needs process described in the TDA statute, the annual updating of the Unmet Specialized Transportation/Transit Needs List serves as a tool to identify and prioritize potential transit service and facility improvements throughout the County. Regular meetings of the E&D TAC comprising additional members above the minimum for a SSTAC also offer evidence of SCCRTC's objectives to provide an inclusive environment for discussion of public transportation services.

SCCRTC's *Rules and Regulations* provide the documented guidance for TDA fund administration and distribution. The rules describe the processes undertaken to ensure the proper sequence of actions that are taken and the eligibility requirements for the claimants. The document contains language that helps to assure compliance with several TDA measures including development of an intermediate farebox recovery ratio for Santa Cruz METRO, and directions for allocation of LTF for pedestrian and bicycle projects. Other components of the *Rules and Regulations* stipulate the flow of TDA apportionments that directly affect the budgeting for SCCRTC and its members.

Section III

Prior Triennial Performance Audit Recommendations

This chapter describes SCCRTC's response to the recommendations included in the prior triennial performance audit. Each prior recommendation is described, followed by a discussion of the agency's efforts to implement the recommendation. Conclusions concerning the extent to which the recommendations have been adopted by the agency are then presented.

Prior Recommendation 1

The SCCRTC should work closely with Santa Cruz METRO, Community Bridges, and the Volunteer Center to develop an SRTP update, including the following plan elements:

- Financially sustainable public transportation service levels;
- Vehicle replacement needs for each agency; and
- Development of countywide performance goals, objectives, and measurable standards.

The SCCRTC's involvement in the SRTP effort could include coordination, technical assistance, and partial funding.

Actions taken by the SCCRTC:

Given the uncertain economic situation resulting from the "great recession" it has been challenging for transit agencies and others to produce meaningful plans. A new short range transit plan for the Santa Cruz County region has not been produced since the last triennial performance audit. However, the SCCRTC and Santa Cruz METRO have been working together on various items that provide useful information for a short range transit plan. These include a Watsonville transit study completed in February 2012 managed by Santa Cruz METRO and for which Santa Cruz METRO secured grant funds; an on-board transit ridership study managed jointly by SCCRTC and Santa Cruz METRO and for which SCCRTC secured grant funds; and a bus use survey of elderly and disabled adults conducted primarily by an intern at SCCRTC.

Santa Cruz METRO hired a consultant in 2013 to develop an SRTP, and SCCRTC as well as a number of other entities have participated in the development of that SRTP. At the December 2013 meeting of the Santa Cruz METRO Board of Directors, the transit board voted to release the draft Short Range Transit Plan for a 90 day public review period.

Conclusion:

This recommendation has been implemented.

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Prior Recommendation 2

The SCCRTC should require that the sub-recipients of TDA Article 8 funds report the pertinent performance measures identified in PUC Section 99246(d) at least annually to the City of Santa Cruz and to the SCCRTC. Those performance measures should be evaluated in future triennial performance audits.

Actions taken by SCCRTC:

SCCRTC modified its TDA claim form beginning with FY 2011-12 to obtain the information by adding the following language for Article 8 transit claims made by City of Santa Cruz on behalf of Community Bridges and Volunteer Center:

“22. Provide performance information, as pertinent, such as: verification of the operating cost per passenger, operating cost per vehicle service hour, passengers per vehicle service hour, passengers per vehicle service mile, and vehicle service hours per employee for last fiscal year (definitions available in Section 99247 of TDA Guidelines).”

Conclusion:

This recommendation has been implemented.

Prior Recommendation 3

The SCCRTC should continue to work with the AMBAG to align and refine to the extent possible planning objectives, schedules and milestones for the region, and to continue to improve communications between the two agencies.

Actions taken by SCCRTC:

There have been significant changes at AMBAG since the completion of the last triennial performance audit. The long-time executive director retired, there were two interim directors for short time periods and now there is a new permanent executive director. Throughout the AMBAG transition, SCCRTC has continued to work with AMBAG including with the two interim executive directors and now the permanent executive director to improve collaboration in transportation planning for the region.

SCCRTC, AMBAG and the other transportation planning agencies in the region have been working closely in the production of the Metropolitan Transportation Plan and the Sustainable Community Strategy required by SB375. There are regular meetings among the various executive directors and key staff. Recently, the SCCRTC executive director was added as an ex-officio representative to the AMBAG board in an effort to further improve communications and collaboration.

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Conclusion:

This recommendation has been implemented.

Section IV

Detailed Review of RTPA Functions

In this section, a detailed assessment of SCCRTC's functions and performance as a RTPA during this audit period is provided. Adapted from Caltrans' *Performance Audit Guidebook for Transit Operators and Regional Transportation Planning Entities*, SCCRTC's activities can be divided into the following activities:

- Administration and Management
- Transportation Planning and Regional Coordination
- TDA Claimant Relationships and Oversight
- Marketing and Transportation Alternatives
- Grant Applications and Management

Administration and Management

SCCRTC staff is led by the Executive Director responsible for reporting to the Commission and facilitating the coordination of the transportation system in Santa Cruz County. The longevity of staff at the agency brings remarkable stability to the agency to address the various technical and policy issues. Santa Cruz County, much like the rest of the State, is slowly emerging from the economic recession that has created a local environment of greater resourcefulness. TDA revenues in the County dropped between FYs 2010 and 2011, and then slightly bumped up in FY 2012, creating a continuous financial scenario of limited growth. Other State and Federal funds and subsequent activity were also curtailed. SCCRTC management worked with the Commissioners to continue to fund programmed improvements.

SCCRTC retains a contract with the County for certain functions like legal, real estate, and treasury. Although SCCRTC does not employ a human resources officer, personnel management and other administrative functions are the responsibility of the Administrative Services Officer. The agency contracts with vendors to offer health benefits and other coverage. A change in vendor occurred in June 2010. Retirement benefits are provided through CalPERS including voluntary contribution to a 457 Deferred Compensation Plan. Also, SCCRTC manages its own payroll using a web-based program. Staff evaluations are conducted for pay step increases until the employee reaches the maximum step.

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Two employees unions are recognized including the RTC Association of Middle Managers representing three managers, and Service Employees International Union Local 521 representing planners, accounting technician, and administrative employees. An updated compensation study was scheduled but delayed because of the poor economy. The previous compensation study was conducted seven years ago. As the union contracts expire in March 2015, SCCRTC will review its budgeting for personnel costs.

Each year the SCCRTC produces an annual work program along with the annual budget and makes amendments to the work program throughout the year as necessary. The work program guides the allocation of staff resources to meet mandated responsibilities as well as SCCRTC priorities for the coming year. Key information for each work element is described including financial data, project description, proposed federal expenditure, previous project accomplishments, and timelines and deliverables. To meet federal requirements and obtain federal funds, the SCCRTC's work program and amendments are incorporated into the overall work program for AMBAG.

One of the larger accomplishments during the audit period was to start construction to add auxiliary lanes to Highway 1 between Soquel Avenue and Morrissey Boulevard, a distance of approximately one mile in each direction. The lane extends the weaving and merging distance between the ramps and improves traffic flow by providing greater separation between vehicles entering and exiting the freeway from mainline traffic. SCCRTC was the construction manager for this project with the assistance of an engineering consultant and partnership with Caltrans. The benefits of the SCCRTC assuming construction management authority included direct involvement in critical decisions regarding the project; proactive construction management approach; development of locally beneficial, and lasting ancillary transportation components; and local accountability and community relations. The building contract was awarded to the lowest bidder in January 2012 with construction commencing in February 2012, and completion in December 2013. A ribbon cutting ceremony was held in January 2014.

Funding sources for the construction phase included \$13.8 million in voter-approved Proposition 1B – State Transportation Bond funds (Corridor Mobility Improvement Account or CMIA) secured by the SCCRTC via a competitive process and \$2.5 million in State Transportation Improvement Program funds. The state released construction funding in August 2011.

Another significant accomplishment was in May 2010 when the SCCRTC unanimously decided to purchase the Santa Cruz Branch Rail Line (Branch Line) for \$14.2 million. In October 2010 the SCCRTC completed negotiations with Sierra Northern Railway to provide freight service, initiate recreational rail service and maintain the Branch Line. In January 2011, the SCCRTC secured approval and funding from the California Transportation Commission for purchase of the Branch Line. While in May 2012, the SCCRTC selected Iowa Pacific Holdings to operate freight and tourist passenger service on the Branch Line.

Although slightly after the audit period, in October 2012, after more than ten years of extensive due diligence and negotiations, the SCCRTC closed escrow for the acquisition of the Branch Line

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from Union Pacific thereby placing a new transportation corridor in public ownership and beginning a new era of mobility options and opportunities. A community event was held in November 2012 at locations throughout the county to commemorate public ownership and demonstrate potential use of the corridor.

Acquisition of this key transportation corridor will allow greater transportation options to the more than 80 parks, 25 schools and over half of the county's population who live in census blocks within 1 mile of the corridor. The SCCRTC plans to use \$10 million in State Transportation Improvement Program (STIP) funds and \$11 million in Proposition 116 funds for pre-acquisition activities, the purchase, and improvements to the rail right-of-way. A \$1.5 million federal earmark was obtained by Congressman Sam Farr for the project in 2003. In addition, Sierra Railway plans to spend up to \$2 million to implement recreational rail service from Santa Cruz to Davenport.

Designations as a Rail/Trail Authority and construction management authority place SCCRTC in a unique role of evolving from a purely transportation planning agency to inclusion as a project implementation agency offering multimodal transportation options. Internal goals and achievements must align with these multifaceted responsibilities which the agency has exemplified through these large projects, among other functions. Challenges lie ahead, however, with regard to management of the rail corridor and its connectivity with the overall transportation network.

Highlights of additional multimodal transportation projects that SCCRTC has facilitated through its committees and partnerships that are either completed are underway include:

- Highway 1 Mar Vista Bicycle/ Pedestrian Bridge
- Monterey Bay Sanctuary Scenic Trail (MBSST) Network Final Master Plan
- La Fonda Bridge Demolition & Reconstruction (as part of the Highway 1 Auxiliary Lane project)
- Highway 17 guardrail project to upgrade guardrails at twenty-eight different locations between Scotts Valley and the Summit in Santa Cruz County (under construction in 2011)
- Collaboration with Association of Monterey Bay Area Governments (AMBAG) to develop the *Monterey Bay Area Complete Streets Guidebook*

Progress by SCCRTC is made through active support of the Commissioners. Regular monthly Commission meetings are held and are well attended by the Commissioners based on the auditor's review of meeting minutes during the audit period. This is an indication of the education, interest, and engagement by the Commissioners on transportation topics. Transportation Policy Workshops were also held as needed to focus on specific items. Meeting

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locations are alternated among each of the four cities to encourage participation by the communities and enhance the visibility of SCCRTC to the community.

Telephone interviews with Commissioners provided overall high ratings for staff and activities undertaken during the audit period. Highlights from the interviews include:

- SCCRTC staff is solid, focused and knowledgeable. Management is straightforward with the Commission.
- The agency's shift over time from being highway focused to emphasizing a multimodal approach has largely been successful given the range of projects and balancing of modal planning in the short and long term.
- While Commission votes are not always unanimous, SCCRTC works through the issues and receives technical and policy explanations for decision-making.
- The approach to the next Regional Transportation Plan shows the continued development of transportation policies and projects aimed at meeting sustainable performance measures.
- Continued work is needed to address transportation issues around the County including in more isolated communities.
- Implementation of rules of order that follow parliamentary procedure is suggested for Commission meetings.

Transportation Planning and Regional Coordination

Projects approved for funding by the SCCRTC are included in the Santa Cruz County Regional Transportation Improvement Program (RTIP). The RTIP identifies projects programmed to receive various state and federal funds, amends information on previously programmed projects, and acts as Santa Cruz County's proposal to the California Transportation Commission (CTC) for programming State Transportation Improvement Program (STIP) funds. Federally-funded transportation projects, including those projects approved for funding by agencies other than the SCCRTC, are included in the Federal Transportation Improvement Program (FTIP) developed by AMBAG.

During the audit period, the SCCRTC adopted the 2012 RTIP at its December 2011 meeting, selecting projects in the amount of about \$10.3 million split \$8.9 million in STIP funds and \$1.4 million in Regional Surface Transportation Program (RSTP) funds. The CTC subsequently approved the STIP projects at its meeting in March 2012. The SCCRTC amended the RTIP in May 2012 to match CTC actions on STIP-funded projects and update information on several other projects. Multimodal projects including roadway, transit, rail, and non-motorized projects are programmed in the RTIP for funding. A summary of benefits using defined criteria as required in the 2012 STIP Guidelines are identified in the applications submitted by local agency project

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sponsors. All projects programmed in the 2012 RTIP are also consistent with the goals and objectives of the *2010 Regional Transportation Plan*.

For the audit period, the update to the Regional Transportation Plan (RTP) and corresponding environmental review was finalized in June 2010. The 2010 RTP covers a 25 year period between 2010 and 2035 and is a minor update of the last version completed in 2005 and to meet state and federal guidelines. Addressing all required elements, the RTP is a comprehensive planning document that identifies the goals, projects, and programs that will maintain and improve the transportation system over the next twenty-five years.

Public input is critical to the planning and decision-making process mandated by law. As such, comments from a wide range of individuals, public interest groups, and local agencies were solicited during development of the plan, most notably during extensive Transportation Funding Task Force workshops. Public input was also sought through public meetings on key elements of the RTP. Additionally, in submitting projects for consideration, project sponsors take into consideration input they receive directly from the public. An expanded public outreach effort is made for the 2014 RTP including revamped public workshops, expanded on-line and telephone surveys, and visits with community groups.

The 2010 RTP included a separate chapter describing the challenges in meeting greenhouse gas (GHG) reductions from the passage of AB 32, the California Global Warming Solutions Act of 2006, and SB 375. During the production of the 2010 RTP, the actual implications and methods to address legislation targeting GHG emissions were still evolving. Several of the strategies to reduce greenhouse gas emissions were being implemented by entities throughout Santa Cruz County, including several efforts discussed in the 2010 RTP.

The 2010 RTP serves as a transitional plan to the 2014 RTP which is a major update from prior RTPs to meet the new requirements Senate Bill 375. They include greenhouse gas emissions targets, methodology and implementation guidance. AMBAG develops the regional Sustainable Communities Strategy (SCS) while SCCRTC develops its SCS share for Santa Cruz County that is integrated into the regional strategy. While the release of the draft 2014 RTP for public review is after the audit period, key milestones for the project began in March 2011 with the Review of the Work Plan & Process for Goal Development. Other key milestones were scheduled through the audit period. The 2014 RTP provides information on the following:

- Transportation needs in the region through 2035, based on population growth, environmental, economic and other social trends.
- The amount of state, federal, and local funding available for transportation projects and new sources of funding needed to deliver high priority projects.
- Sustainability of the transportation system and sustainable outcomes utilizing the Sustainable Transportation Analysis and Rating System (STARS).

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- New legislative requirements, including SB375, which stipulate that regions must meet greenhouse gas reduction targets by reducing vehicles miles traveled through a coordinated land use and transportation plan called the Sustainable Communities Strategy.
- “Complete Streets” manual as a tool for planning for a balanced and multi-modal transportation system, particularly for those transportation improvements needed to accommodate growth.

SCCRTC is the first RTPA to implement STARS which is a performance-based process for developing, analyzing, rating and comparing outcome-based transportation plans and projects. Developed by the Portland Bureau of Transportation, the North American Sustainable Transportation Council, and SCCRTC, STARS intends to improve transportation outcomes by certifying and rewarding performance and improving the triple bottom line of providing economic benefit, reducing petroleum use and GHGs, and improving quality of life. As one of the visible partners for STARS, SCCRTC is providing an innovative tool to allow planners and project managers to compare alternatives based on performance, not modes, while guiding plans and projects to establish targets and evaluation strategies to achieve the targets.

TDA Claimant Relationships and Oversight

This functional area addresses SCCRTC’s administration of the provisions of TDA. As Local Transportation Funds allocated to claimants have been used for public transit or non-roadway purposes, state law does not require SCCRTC to undertake a formal unmet transit needs process. However, SCCRTC is recognized for continuing a process of soliciting and maintaining an annual prioritized transit needs list and working with its committees and Santa Cruz METRO. Unmet needs on the list are kept until they are implemented or removed. A public workshop is held each year in compliance with the statute that requires at least one public hearing in the citizen participation process.

SCCRTC Administration and Planning

The uses of TDA revenues apportioned to Santa Cruz County flow through a priority process prescribed in State law. SCCRTC is able to allocate Local Transportation Fund (LTF) revenues for TDA administration and general planning. During the audit years of 2010 through 2012, SCCRTC claimed the following total amounts:

Table IV-1
LTF Claims by SCCRTC for
Administration and Planning

Fiscal Year	TDA Administration & Planning
2010	\$810,680
2011	\$806,966
2012	\$869,840

Source: Annual SCCRTC TDA apportionment.

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Based on the above table, in FY 2010, the amount shown for SCCRTC for administration and planning equaled approximately 10.5 percent of total Local Transportation Funds (\$7,657,898). In FY 2011, the amount was 10.8 percent (out of \$7,463,917), and for FY 2012, the amount was 12.4 percent (out of \$7,004,300). TDA Planning is used for three programs: 1) General Planning; 2) Bike to Work; and 3) Bike & Pedestrian Safety (Community Traffic Safety Coalition and Ride & Stride Program). The Bike to Work and Bike & Pedestrian Safety programs are claimed by the Commission under Article 8 for Ecology Action and the County of Santa Cruz Health Services Agency, respectively, in helping to support community based bicycle and pedestrian operations. The two entities submit claims for review by the Commission for their programs that have been supported by SCCRTC for many years. LTF allocations for these programs are matched by local funding sources.

LTF funds are allocated to eligible agencies including SCCRTC, METRO for public transportation, City of Santa Cruz as a pass-through for specialized transportation, and local jurisdictions for bike/pedestrian projects. SCCRTC has an existing adopted TDA reserve fund of at least 8 percent of the annual revenue estimate. Reserves are used due to a deficit in TDA revenues or a special allocation. In FY 2009-10, a special allocation was made to Community Bridges transit. In FY 2010-11, the reserve was further reduced as shown in the annual apportionments to fill funding gaps in TDA claims. This reserve fund can fluctuate significantly in the SCCRTC budget because it is dependent on carryover funds from one year to the next and it is used for cash flow management due to the fact that most of the funds that the SCCRTC uses for its operations can only be received on a reimbursement basis. The reserve has slowly been replenished, as the SCCRTC *Rules & Regulations* indicate new allocations are to be made to the Reserve Fund as a first priority.

At its February 2012 meeting, the Budget, Administration & Personnel Committee discussed the need for a more dependable and stable operating reserve for the SCCRTC. After consultation with other agencies, the SCCRTC established a 30 percent operating reserve target that is divided by a cash flow reserve of 8 percent of annual operating costs and a restricted reserve of 22 percent of annual operating costs. The cash flow reserve will continue to be used for cash flow management, while the restricted reserve will not be used at all without specific authorization from the SCCRTC.

In building the restricted reserve, TDA surplus revenues have been proposed to help build this reserve. SCCRTC will need to develop specific instructions for eligible withdrawals and uses of the restricted reserve. As the restricted reserve is proposed to be funded by TDA surplus revenue, withdrawals should include those uses that are eligible for TDA funds made through the claims process. For example, restricted reserves can be used for transportation services that have been funded by SCCRTC through the annual claim process, when 1) actual LTF revenues fall short of LTF budget allocations, or 2) extreme or unusual circumstances warrant an additional allocation.

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For LTF revenues held in the County Treasury, the revenues are invested by the County Treasurer using prudent fund management. The interest earned is reported to SCCRTC and disbursed only in accordance with allocation instructions issued by SCCRTC. The allocation instructions are to be consistent with California Code of Regulations Section 6623 which specify that interest earned on funds allocated for a particular purpose shall be expended only for those same purposes.

TDA Claim Processing

On an annual basis during this audit period, SCCRTC was responsible for managing the apportionment of between \$7.0 and \$7.7 million in Local Transportation Fund revenues, and up to \$2.8 million in State Transit Assistance funds. In June 2010, the State Controller released a one time lump sum payment of STA statewide due to passage of ABx8_9 (gas tax swap) in March 2010. The payment was essentially for two fiscal years, Fiscal Years 2009-10 and 2010-11. The legislation also enables transit agencies to use STA for operations without conducting the performance efficiency evaluation.

To its credit, SCCRTC uses a detailed TDA claims form that requires detailed past and budgeted information to support the claims. The TDA claim form is applicable to either an Article 4 or Article 8 claimant and the instructions in the form direct which sections need to be completed. The information provided by claimants ensures that proper information is submitted to justify the TDA claim. Among the required data for transit claims is the status of implementing prior audit recommendations and financial performance metrics. The claim form also provides a checklist of materials to include for each type of claim, whether for Article 4 or Article 8, and for transit systems such as CHP inspection certification and operating and capital plans. The checklist provides uniformity to the claims process and ensures that adequate information is provided to substantiate the claim for TDA revenues. Pedestrian/bicycle claims and transit claims are reviewed by different staff versed in their respective expertise. The E&D TAC also participates in the claims review prior to approval by the Commission.

The *Rules & Regulations* serve as an in-house TDA manual documenting the claims administration process by SCCRTC. Last updated in December 2004, the document provides guidance for TDA submissions but also describes the operating procedures for the Commission and for other funding programs such as the RTIP and STP Exchange. Since the last update, there are several areas in the document that provide opportunity for update including the member voting rules with regard to Article 8 claims, and the inclusion of both the fare recovery ratio as well as the fare plus local support ratio for METRO. Currently, only the fare recovery ratio is described in the manual although both ratios are contained in the TDA claims form.

In regard to voting rules on Article 8 claims, with SCCRTC becoming a state designated transportation planning agency under Government Code sections 67940 and 67941, the agency is not subject to Government Code Section 29536 prohibiting Commissioners selected by METRO from voting on Article 8 claims. When SCCRTC was later re-created through Government Code Section 67940, the language states "... The commission may be known by

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any other name it chooses and is the legal successor to the Santa Cruz County Regional Transportation Commission, established pursuant to Section 29535, for all purposes, including those set forth in Section 67941..." This indicates that the current Commission, as the legal successor to the former Commission and created through statute, has no formal attachment to Government Code Section 29535 and its applicable measures including prohibiting the transit district from voting on Article 8 claims.

Transit Performance Monitoring

Each of the transit systems provides performance measures to SCCRTC on a quarterly and annual basis. The list of performance metrics slightly differs among the transit systems (Community Bridges, Volunteer Center, and METRO) to reflect their system size and service modes. As several Commissioners also serve on METRO's board, the performance of METRO is shared as needed with SCCRTC. Documentation provided by the transit systems show their commitment to provide the information to SCCRTC as a condition of their receipt of TDA funds. The performance metrics for METRO are listed in the TDA claims form and include the following:

**Table IV-2
METRO Performance Measures**

1. Annual passengers	16. Vehicle Service hours/Employee*
2. Rides/passenger trips provided by type (student, senior, adult, pass holders, etc, or however stat's kept) and amount of TDA \$ used for each type of ride	17. # of routes
3. Annual service hours	18. Average route length
4. Passengers per vehicle service hour*	19. Average travel times/rider
5. Annual service miles	20. # of bus stops
6. # of fixed-route miles	21. # of vehicles in operation
7. Service Area – square miles	22. # of monthly bus passes in circulation
8. Service Area Population	23. Max vehicles in service at any time
9. Passengers per vehicle service mile*	24. Hours of service
10. Average passengers per weekday	25. Approximate # of unduplicated passengers
11. Total operating costs in budget	26. Cost per unit of service plus text about long range plans to make/keep this low
12. Operating cost per vehicle service hour*	27. Funds and percentage spent on administration/overhead/grantee allocation/etc
13. Total operating cost per passenger*	28. Actual financials compared with budget
14. Average Farebox Revenue per passenger (describe what is included)	29. Actual number of rides provided compared with goal and text about whether goal was met and why/why not
15. # of FTE employees (all employees, not just drivers)	
* Denotes TDA indicator	

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The performance indicators submitted by Community Bridges are as follows:

**Table IV-3
Community Bridges Performance Measures**

1. Unduplicated passengers per month	10. Total operating cost per passenger *
2. Total passenger trips (units of service) per month	11. Total operating cost per vehicle service hour *
3. Incidents per month	12. Total passengers per vehicle service hour *
4. Accidents per month	13. Total passengers per vehicle service mile *
5. Mechanical failures (including lift failure) per month	14. Fare box recovery level *
6. No-shows per month	15. Van mileage per program
7. Turndowns or referrals per month	16. % of Rides performed by subcontractors
8. Cancels per month	17. % of shared trips/ Average vehicle occupancy
9. Donations per month	18 % of cancellations of total rides
* Denotes TDA indicator	

The performance indicators submitted by Volunteer Center are as follows:

**Table IV-4
Volunteer Center Performance Measures**

1	Number of rides provided	7	Number of unduplicated passengers
2	Trip destinations	8	Number of requests for service
3	Mileage claimed	9	Number of turndowns
4	Estimated mileage donated	10	Reason for turndowns
5	Estimated total mileage	11	Number of active volunteers
6	Average length of trip	12	Geographic distribution of clients

SCCRTC is able to track and monitor transit operator trends using the above data and review at E&D TAC meetings as well as with the Commission. Performance data prepared by the smaller operators are also submitted to the City of Santa Cruz as part of the conditions of the City claiming TDA funds on behalf of the agencies.

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As a TDA provision under PUC Section 99243, SCCRTC is to receive a copy of METRO's *Transit Operators Financial Transactions Report* submitted annually to the State Controller. This state-mandated report contains financial and performance data of the transit system using State issued guidelines. While METRO has submitted electronic copies of the transactions report to the State on-time, a copy has not been submitted to SCCRTC as required. It is recommended that this report transfer be made from METRO to SCCRTC to meet compliance and to provide an additional method for monitoring transit performance.

Marketing and Transportation Alternatives

Public access and information about SCCRTC and its work is available through its home website (<http://www.sccrtc.org/>). The website was updated two years ago and is available in English and other languages using Google translation. The website contains information about the agency's role in current transportation projects and programming; transportation plans (RTP, RTIP, etc.); Commission meeting agendas and minutes; newsletters and issues; transportation links; and library listing of past projects and studies. SCCRTC staff also maintain an active email listing for electronic transmission of information. Social media accounts were also set up on Facebook and Twitter, although their use has been limited given staff resources required for these accounts.

SCCRTC has provided alternative transportation options since 1979. Through a separate new website developed at the same time as SCCRTC's site, Commute Solutions (<http://commutesolutions.org/>) provides personalized commute trip planning, instant online carpool matching, commute program assistance for employers and bike and pedestrian support. Contact information to SCCRTC commute staff is provided on the website that has grown both in size and in popularity so that clients can receive a customized plan including making trips on transit. For added benefit, SCCRTC has a contract with the Bay Area Metropolitan Transportation Commission (MTC) to partner in an expanded on-line travel matching service for 12 San Francisco Bay Area Counties.

Travel options are organized by trip purpose on the website, whether the trip is for work or to go to school, or to simply understand the available modes of transportation to get around. The traffic conditions page of the website is the most popular among users. Also, as part of the website's user interface, viewers can notify SCCRTC of obstacles or hazards that may inhibit bike or pedestrian travel by using the SCCRTC's Hazard Report.

Along the themes of using performance indicators to measure the impact of transportation choices, Commute Solutions offers the ability for a user to calculate the cost of their commute. Weblinks are provided on the site to several tools that measure this impact such as the true cost of driving calculator, a calculator to compare the price of using public transportation with the cost of driving, and a side by side comparison of the impacts of various vehicles in terms of gas mileage, greenhouse gas emissions, air pollution and safety.

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Commute Solutions' growth has spurred intentions of the program building its own brand identity. With the growth in users and services, performance metrics tied to this growth would bring value in demonstrating the policy shifts of SCCRTC from a roads only agency to a multimodal provider. Potential development of an annual report highlighting the number of users of Commute Solutions services, combined with other data described above such as gas mileage savings and air pollution reduction, would show the effectiveness of SCCRTC and local agency transportation programs.

Grant Applications and Management

In Santa Cruz County, grant assistance and management is shared between the two planning agencies, SCCRTC and AMBAG which serves as the federal Metropolitan Planning Organization for the three county areas of Santa Cruz, Monterey and San Benito. AMBAG performs metropolitan level transportation planning on behalf of the region. Among its many duties, AMBAG manages the region's transportation demand model and prepares regional housing, population and employment forecast that are utilized in a variety of regional plans. In spite of some continuing issues relating to the travel demand model affecting regional planning efforts, SCCRTC and AMBAG relations have been improved in the coordination of activities that impact each of their respective planning and programming responsibilities. AMBAG reduced federal highway planning funds to SCCRTC in FY 2011-12, although AMBAG uses state toll credits to provide the match to the federal funds.

Federal Transit Administration grant programs are administered through AMBAG including the FTA Section 5316 Jobs Access and Reverse Commute and 5317 New Freedom programs, both of which have been integrated into other federal transit programs under the new federal transportation legislation (Moving Ahead for Progress in the 21st Century Act, or MAP-21). METRO is the only recipient in the County for state transit funds including Proposition 1B – the Transit System Safety, Security, and Disaster Response Account and the Public Transportation Modernization, Improvement, and Service Enhancement Account Program (PTMISEA) - with SCCRTC passing all of these formula funds through to METRO. Proposition 1B funds along with other sources have been used for construction of the new METRO operations facility. Other capital support is provided for the Bus Stop Improvement Plan and conversion of fuel from diesel to liquefied natural gas. SCCRTC approves the relevant resolution used to pass the funds through. Also, SCCRTC works with Caltrans and its grant funding partners to obtain Caltrans planning grants such as Environmental Justice Planning grants. SCCRTC staff provide assistance to local agencies that require help and SCCRTC sponsorship for eligibility.

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Section V

Findings and Recommendations

The following material summarizes the major findings obtained from the Triennial Audit covering FY's 2010 through 2012. A set of recommendations is then provided.

Findings

1. SCCRTC has satisfactorily complied with applicable State legislative mandates for Regional Transportation Planning Agencies. One compliance measure that did not apply to SCCRTC pertains to adopting rules and regulations for TDA claims under Article 4.5. There were no such claims submitted during the audit period. Rather, the consolidated transportation service agency (CTSA) in the County receives TDA Article 8 funds through the City of Santa Cruz acting as the claimant on behalf of the transit system.
2. SCCRTC has implemented each of the three prior performance audit recommendations. One pertained to the update of the METRO Short Range Transit Plan, another related to the modification of the TDA claim form to include performance measures consistent with TDA, and the last was to work with AMBAG to align and refine planning objectives and communications.
3. Santa Cruz County, much like the rest of the State, is slowly emerging from the economic recession that has created a local environment of greater resourcefulness. Longevity of SCCRTC staff brings remarkable stability to the agency to address the various technical and policy issues.
4. Several large projects were underway during the audit period including the addition of auxiliary lanes to Highway 1 between Soquel Avenue and Morrissey Boulevard (construction began in February 2012), and purchase of the Santa Cruz Branch Rail Line (purchase was completed in October 2012, which is slightly outside of the audit period). Designations as a Rail/Trail Authority and construction management authority place SCCRTC in a unique role of evolving from a purely transportation planning agency to inclusion as a project implementation agency offering multimodal transportation options.
5. Regular monthly Commission meetings are held and are well attended by the Commissioners based on the auditor's review of meeting minutes during the audit period. This is an indication of the education, interest, and engagement by the Commissioners on transportation topics. Transportation Policy Workshops were also held as needed to focus on specific items. Meeting locations are alternated among each of the four cities to encourage participation by the communities and enhance the visibility of SCCRTC to the community.

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6. Interviews with SCCRTC Commissioners provided overall high ratings for staff and activities undertaken during the audit period. Management and staff are viewed as being solid, focused and knowledgeable. While there was acknowledgement that Commission votes are not always unanimous, SCCRTC works through the issues and receives technical and policy explanations for decision-making. Continued work is also needed to address transportation issues around the County including in more isolated communities.
7. The approved 2010 RTP serves as a transitional plan to the 2014 RTP which is a major update from prior RTPs to meet the new requirements Senate Bill 375. The 2014 RTP update is driven by the STARS performance-based process for developing outcome-based transportation plans and projects, and includes actual greenhouse gas emissions targets, methodology and implementation guidance. An expanded public outreach effort is also made for the 2014 RTP including revamped public workshops, expanded on-line and telephone surveys, and visits with community groups.
8. SCCRTC is recognized for continuing a process of soliciting and maintaining an annual prioritized transit needs list and working with its committees and Santa Cruz METRO. Unmet needs on the list are kept until they are implemented or removed. A public workshop is held each year in compliance with the TDA statute that requires at least one public hearing in the citizen participation process.
9. TDA claims submitted to SCCRTC are required to provide detailed past and budgeted information to support the claims. The information provided by claimants ensures that proper information is submitted to justify the TDA claim. The claim form also provides a checklist of materials to include which provides uniformity to the claims process and ensure that adequate information is provided to substantiate the claim for TDA revenues. The claims forms are reviewed by different staff versed in their respective transportation expertise, and also by the E&D TAC prior to approval by the Commission. TDA claims for bicycle projects are reviewed by the Bicycle Advisory Committee.
10. Alternative modes of travel are promoted and marketed through Commute Solutions that has grown both in size and in popularity. Commute Solutions' growth has spurred intentions of the program building its own brand identity. Growth in this program is consistent with SCCRTCs goals of planning for a multimodal transportation system.

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Triennial Audit Recommendations

1. *Enhance recruitment efforts to fill vacant positions on the Elderly & Disabled Transportation Advisory Committee.*

As the E&D TAC serves as the SSTAC under TDA, it is good practice to have all committee positions filled to build diversity in membership. Of the existing vacancies on this committee, two are part of the make-up of the SSTAC including representatives for a Social Service provider-Seniors, and a Potential Transit User (disabled). SCCRTC has an application form available on its website to help fill the vacancies. Some suggested methods for enhanced recruitment of open positions on the E&D TAC include providing a weblink to the application form on the websites of member jurisdictions for additional visibility, and further direct targeted outreach to those community organizations that would have an interest in such a committee. Other techniques might include offering free transportation to and from the committee meetings, or a free transit pass for their service.

2. *Receive the Annual State Controller Reports from Santa Cruz METRO.*

Under TDA provisions, SCCRTC is to receive a copy of METRO's *Transit Operators Financial Transactions Report* submitted annually to the State Controller. This state-mandated report contains financial and performance data of the transit system using State issued guidelines. While METRO has submitted electronic copies of the transactions report to the State on-time, a copy has not been submitted to SCCRTC as required. It is recommended that this report transfer be made from METRO to SCCRTC to meet compliance and to provide an additional method for monitoring transit performance.

3. *Consider development of an annual report for Commute Solutions.*

Commute Solutions collects and processes a wealth of traveler information that is produced from its website and customer communication. Bicycle and pedestrian campaigns also produce data on how residents use and value non-motorized transportation assets. As a means to combine data gathered from program marketing, participation figures, and performance measures, a Commute Solutions annual report would provide a snapshot and highlight in reasonable detail the regional activities, successes, and benefits of different multimodal and rideshare alternatives using information that is already developed by Commute Solutions. The report would have a marketing feel with the purpose of being a communications piece that connects with the community. The document could be circulated around the region and be used to garner further community interest while enticing additional potential program sponsorship.

Whether the annual report is part of a larger SCCRTC report or a separate document, the suggestion for its own report is consistent given that Commute Solutions is working to build

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its brand. Samples of similar rideshare documents from peer agencies focus on graphical highlights and the benefits of their programs in easy to read format.

4. ***Update the SCCRTC Rules and Regulations.***

A number of measures should be reflected in the Rules and Regulations. Among them include:

- Voting on Article 8 claims - When SCCRTC was re-created through Government Code Section 67940, the current Commission, as the legal successor to the former Commission and created through statute, has no formal attachment to Government Code Sections 29535 and 29536 or to their applicable measures including prohibiting Santa Cruz METRO from voting on Article 8 claims. The current Commission structure allows METRO to vote on Article 8 claims.
- METRO farebox recovery ratios – The TDA claim shows two farebox recovery calculation methods applicable to METRO as a condition of receipt of funds. These ratios include 1) the ratio of fare revenue to operating cost of no less than 15 percent, and 2) the ratio of fare revenue plus local support to operating cost of no less than 56.9 percent (ratio in FY 1978-79 for services to the general public). The Rules and Regulations should reflect both calculation methods rather than only the first.
- Adopted operating reserve target - SCCRTC established a 30 percent operating reserve target that is divided by a cash flow reserve of 8 percent of annual operating costs and a restricted reserve of 22 percent of annual operating costs. These percentages should be added in the Rules and Regulations in addition to the reserve of at least 8 percent of the annual TDA revenue estimate. SCCRTC will need to develop specific instructions for eligible withdrawals and uses of the restricted reserve. As the restricted reserve is proposed to be funded by TDA surplus revenue, withdrawals should include those uses that are eligible for TDA funds made through the claims process.

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AGENDA: June 5, 2014

TO: Regional Transportation Commission (RTC)
FROM: Luis Pavel Mendez, Deputy Director
RE: Transportation Development Act (TDA) Fiscal Years 2010-2012
Triennial Performance Audits

RECOMMENDATIONS

Staff recommends that the Regional Transportation Commission (RTC):

1. Accept the fiscal year (FY) 2009-10 to 2011-12 triennial performance audit reports of the RTC and the Santa Cruz County operators (Attachments 1 & 2, enclosed separately for Commissioners and available on the RTC website);
 2. Direct staff to work with the Budget and Administration/Personnel (B&A/P) Committee and the Elderly and Disabled Transportation Advisory Committee (E&D TAC) to develop responses to the recommendations in the RTC triennial performance audit; and
 3. Request that the Santa Cruz Metropolitan Transit District (Santa Cruz METRO), Community Bridges and the Volunteer Center provide responses to the recommendations in the triennial performance audit of the Santa Cruz County operators.
-

BACKGROUND

State law requires triennial performance audits of local transportation planning agencies and transit operators who receive Transportation Development Act (TDA) funds. The audit determines compliance with state requirements and evaluates the efficiency, effectiveness and economy of operations. The performance audit guidebook produced by Caltrans states:

“While meeting the legal requirements for conducting a performance audit is important, a performance audit also provides an opportunity for an independent, objective and comprehensive review of the economy, efficiency, and effectiveness of the entity being audited. The audit has other benefits, including:

- Provides management with useful information to assess past activities and provides insight for future planning efforts;
- Provides management with a review and evaluation of an agency’s organization and operations;

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- Presents an opportunity to utilize auditor expertise which can supplement staff work; and
- Assures public accountability for the use of public funds.”

The FY 2010-2012 triennial performance audits of the RTC and the transit operators were conducted by PMC in accordance with Section 99246 of California’s Public Utilities Code (PUC). The audit reports have already been submitted to the State Controller as required by state law.

DISCUSSION

To conduct the triennial performance audit and prepare the audit reports, Derek Wong of PMC interviewed board members and staff, and visited facilities of the entities being audited. Although not required by state law, the triennial performance audit of the Santa Cruz County operators includes Community Bridges and the Volunteer Center for the second time as recommended in a prior audit.

RTC 2013 Triennial Performance Audit

The RTC FY 2010-2012 triennial performance audit ([Attachment 1](#)) finds that the RTC is in compliance with TDA requirements and in some cases exceeds those requirements. The RTC triennial performance audit also finds that the three recommendations of the previous audit have been implemented. The RTC 2010-2012 triennial performance audit includes the following four recommendations:

1. Enhance recruitment efforts to fill vacant positions on the Elderly & Disabled Transportation Advisory Committee.

As the E&D TAC serves as the SSTAC under TDA, it is good practice to have all committee positions filled to build diversity in membership. Of the existing vacancies on this committee, two are part of the make-up of the SSTAC including representatives for a Social Service provider-Seniors, and a Potential Transit User (disabled). Some suggested methods for enhanced recruitment of open positions are made as well as incentives for attendance at meetings.

2. Receive the Annual State Controller Reports from Santa Cruz METRO.

It is recommended that this report transfer be made from METRO to SCCRTC to meet compliance and to provide an additional method for monitoring transit performance.

3. Consider development of an annual report for Commute Solutions.

Commute Solutions collects and processes a wealth of traveler information that is produced from its website and customer communication. A stand alone or integrated annual report would provide a snapshot and highlight in reasonable

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detail the regional activities, successes, and benefits of different multimodal and rideshare alternatives using information that is already developed by Commute Solutions. The report would have a marketing feel with the purpose of being a communications piece that connects with the community.

4. Update the SCCRTC Rules and Regulations.

A number of measures should be reflected in the Rules and Regulations including description of METRO farebox recovery ratios shown in the TDA claim, voting on Article 8 claims, and establishment of the operating reserve target.

As in the past, RTC staff will work with the Budget and Administration/Personnel (B&A/P) Committee to develop responses to the triennial performance audit recommendations. Those responses will then be brought to the RTC for consideration.

FY 2010-2012 Triennial Performance Audit of Operators

The FY 2010-2012 triennial performance audit of Santa Cruz County operators ([Attachment 2](#)) finds that the operators are in compliance with the TDA requirements. The audit also finds that the six recommendations of the previous triennial performance audit have either been implemented or partially implemented. The triennial performance audit of operators includes the following seven recommendations:

1. Santa Cruz METRO should submit Annual State Controller Reports to SCCRTC.
2. Santa Cruz METRO should further promote security aspects of the transit system.
3. Santa Cruz METRO should develop a method to continuously track on-time performance.
4. Community Bridges and the Volunteer Center should work with their respective annual fiscal and compliance auditors to evaluate the transportation related measures required under the TDA, including annual operating costs and revenues.
5. Develop expanded performance standards for CTSA service efficiency and effectiveness.
6. Volunteer Center Should Track Driver Time Spent Per Trip
7. Volunteer Center Should Regularly Review the Mileage Reimbursement Rate.

Derek Wong of PMC will be at the RTC's June 6, 2014 meeting to present the 2013 triennial performance audit of the RTC and key points of the 2013 triennial

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performance audit of the transit operators. Mr. Wong will also address questions or comments expressed at the meeting.

Staff recommends that the RTC accept the FY 2010-2012 triennial performance audits produced by PMC, direct staff to work with the B&A/P Committee to respond to the RTC audit recommendations and request that the Santa Cruz METRO, Community Bridges and the Volunteer Center respond to the transit operators audit recommendations.

SUMMARY

The required FY 2010-2012 triennial performance audits have been completed. The audits include findings of compliance and recommendations. Staff recommends that the RTC accept the audits, direct staff to work with the B&A/P Committee to respond to the audit and request that Santa Cruz Metro, Community Brides and the Volunteer Center provide a response to the audit recommendations.

Attachments:

1. FY 2010-2012 Triennial Performance Audit of the RTC (enclosed separately for Commissioners only and available on RTC website)
2. FY 2010-2012 Triennial Performance Audit of the Transit Operators (enclosed separately for Commissioners only and available on RTC website)

S:\RTC\TC2014\TC0614\TDATPA\2013PerfAudits0614.doc

*Santa Cruz Metropolitan
Transit District*



June 27, 2014

Eduardo Montesino, Chair
Santa Cruz County Regional Transportation Commission
1523 Pacific Avenue
Santa Cruz, CA 95060

Subject: Santa Cruz METRO Responses to the FY 2010-2012 Triennial Performance Audit (TPA) Recommendations

Dear Chair Montesino,

The Board of Directors of the Santa Cruz Metropolitan Transit District (Santa Cruz METRO) has reviewed the Triennial Performance Audit Report prepared by PMC on behalf of the Santa Cruz County Regional Transportation Commission (SCCRTC). The Board had also reviewed and discussed the recommendations that are contained in the Audit Report. This letter reflects the discussions of the Board of Directors and is the formal response to the recommendations requested by the SCCRTS in their action of June 5, 2014.

TPA Recommendation #1:

Santa Cruz METRO should submit Annual State Controller Reports to SCCRTC.

At the time when Santa Cruz METRO transmits the annual Transit Operators Financial Transactions Report to the State Controller's Office, it should also transfer a copy of the report to SCCRTC to meet compliance with the TDA statute (PUC Section 99243), and to provide SCCRTC with evidence when this state-required report is submitted.

Santa Cruz METRO Response to TPA Recommendation #1:

Santa Cruz METRO transmits the annual Transit Operators Financial Transactions Report to the State Controller's Office in October of every year. Going forward, Santa Cruz METRO will also send a copy of this report to the SCCRTC to meet compliance with the TDA statute (PUC Section 99243), along with a copy of our submission letter to the State Controller's Office. Additionally, the past three (3) years of the annual Transit Operators Financial Transactions Report to the State controller's office will be forwarded to the SCCRTC.



TPA Recommendation #2:

Santa Cruz METRO should further promote security aspects of the transit system.

Santa Cruz METRO secured funding and has been installing a comprehensive security and surveillance system using closed caption television, land mobile radio, global positioning system, emergency generator, and other security devices. Santa Cruz METRO should highlight the security systems and conduct outreach and marketing with the communities to emphasize this component of the transit system as a means to stimulate ridership and good customer service. Although cameras are not available on board buses, Santa Cruz METRO is working with the union on this issue. At the same time drivers should be adequately prepared for addressing safety issues through training and incident prevention.

Santa Cruz METRO Response to TPA Recommendation #2:

As an effort to preserve the integrity of Santa Cruz METRO surveillance system, it has been previously decided that these elements are not to be publically advertized or promoted. Santa Cruz METRO, through its public meeting process has apprised the public of its intent to install security surveillance and the locations that have received these installations.

Santa Cruz METRO has actively pursued educating employees and the public involving Department of Homeland Security procedures and processes such as Transit Watch for reporting suspicious behaviors, packages, and conditions that constitute a safety compromise. Security has been established with a high degree of familiarization in areas of public safety, DOHS procedures, observation and reporting of issues that may affect public, employee safety or district property.

Operators have been fully instructed on procedures to follow with respect to public safety, personal safety and in proper reporting processes in order to expedite response of Medical, Fire, and Police responders. Operators are trained on DOHS processes, and have been instrumental in assisting Police jurisdiction in the identification of missing persons, reporting suspicious activity, providing safe haven for persons in need.

TPA Recommendation #3:

Santa Cruz METRO should develop a method to continuously track on-time performance.

Delays on fixed route occur due to a variety of reasons including construction, narrow travel corridors, and congestion. Studies and limited collection methods have been employed to track bus on-time performance. In-lieu of manual tracking methods, Santa Cruz METRO is procuring Global Positioning System (GPS) capability which could be the start to developing a tool to automate the collection of on-time performance data. Automated Vehicle Location (AVL) technology investment would also be needed to collect on-time performance data, among providing other benefits. Although Santa Cruz METRO has not been successful in the past in obtaining grant funding for AVL, it should continue to pursue opportunities to fund this investment as it provides both operational and safety benefits to the riders.



Santa Cruz METRO Response to TPA Recommendation #3:

Santa Cruz METRO continues to seek improved methods of tracking on-time performance. The above mentioned technologies are all being studied for implementation along with all available funding sources for the procurement of the necessary equipment for these technologies.

In the interim, Santa Cruz METRO is in the process of completing an On-Time Performance study using bus surveyors who have provided data which staff will study and make recommendations for route and schedule changes based on the data collection. In addition, the Santa Cruz METRO Board of Directors adopted a Short Range Transit Plan on June 13, 2014, which also provides many recommendations for the improvement of on-time service which will be introduced in future proposed service changes.

The Board of Directors and staff at Santa Cruz METRO appreciate the collaborative effort that the SCCRTC staff engaged in during the Triennial Performance Audit process. Santa Cruz METRO looks forward to working with the SCCRTC to implement the recommendations outlined in this letter.

Sincerely,

Dene Bustichi, Chair
Santa Cruz METRO Board of Directors

Cc: George Dondero, Executive Director, SCCRTC
Alex Clifford, CEO/General Manager, Santa Cruz METRO
Leslyn K. Syren, District Counsel
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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 27, 2014

TO: Board of Directors

FROM: Thomas Hiltner, Grants/Legislative Analyst

SUBJECT: CONSIDER A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO SUBMIT APPLICATIONS AND EXECUTE AGREEMENTS FOR GRANTS FROM THE FEDERAL TRANSIT ADMINISTRATION AND THE CALIFORNIA DEPARTMENT OF TRANSPORTATION

I. RECOMMENDED ACTION

Adopt a Resolution authorizing the General Manager to submit applications and execute agreements for grants from the Federal Transportation Administration and the California Department of Transportation.

II. SUMMARY OF ISSUES

- The Federal Transit Administration (FTA) and the California Department of Transportation (Caltrans) solicit multiple grant applications each year.
- A generic resolution is acceptable for many FTA and Caltrans grant applications, especially in the annual formula programs.
- This Resolution will be valid for three years unless rescinded earlier by the Board of Directors.
- Authorizing the attached Resolution will allow the General Manager to apply for grants and execute contracts with the FTA and Caltrans without further action by the Board of Directors.

III. DISCUSSION

The Federal Transportation Administration (FTA) and the California Department of Transportation (Caltrans) release multiple grant opportunities every year. In the past, Santa Cruz METRO staff prepared a separate Staff Report and Board Resolution for each grants program, although not all grants require a program-specific resolution. Sponsors accept a continuing resolution for several grant programs, especially those that are allocated by formula every year.

A continuing resolution enables the General Manager to apply for and sign agreements for grants in the FTA and Caltrans funding programs without further Board action. In addition, the continuing resolution decreases the time and paperwork necessary to prepare a grant application.

The attached non-specific resolution will be valid for three years, or the Board of Directors may choose to rescind it earlier for any reason.

Staff recommends that the Board of Directors adopt the attached continuing resolution for grant applications and agreements for funding from the FTA and Caltrans.

IV. FINANCIAL CONSIDERATIONS

Funding for formula grants will be presented to the Board for consideration in the annual budget process and in periodic grant program status reports. Non-formula grants will be presented in the periodic grant program status reports.

V. ATTACHMENTS

Attachment A: RESOLUTION OF THE BOARD OF DIRECTORS OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT AUTHORIZING APPLICATIONS AND EXECUTION OF AGREEMENTS FOR GRANTS FROM THE FEDERAL TRANSIT ADMINISTRATION AND THE CALIFORNIA DEPARTMENT OF TRANSPORTATION

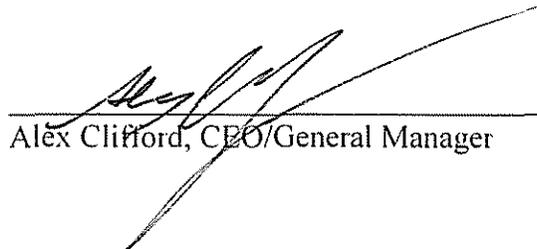
Board of Directors
Board Meeting of Month, date, 2014

Prepared By: Thomas Hiltner, Grants/Legislative Analyst
Date Prepared: June 18, 2014

APPROVED:



Leslyn K. Syren, District Counsel



Alex Clifford, CEO/General Manager

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Attachment A

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

Resolution No. _____

On the Motion of Director: _____

Duly Seconded by Director: _____

The Following Resolution is Adopted:

RESOLUTION OF THE BOARD OF DIRECTORS OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT AUTHORIZING APPLICATIONS AND EXECUTION OF AGREEMENTS FOR GRANTS FROM THE FEDERAL TRANSIT ADMINISTRATION AND THE CALIFORNIA DEPARTMENT OF TRANSPORTATION

WHEREAS, the Santa Cruz Metropolitan Transit District regularly applies for grant funds from the Federal Transit Administration and from the California Department of Transportation; and

WHEREAS, it is not always necessary or timely to prepare a specific Board Resolution for each grant program; and

WHEREAS, it is in the interest of the Santa Cruz Metropolitan Transit District to submit applications for funding; and

WHEREAS, this Resolution will be good for three years from the date of execution, or less if the Board rescinds this Resolution for any reason;

NOW, THEREFORE, BE IT RESOLVED, that the General Manager of Santa Cruz Metropolitan Transit District is authorized to submit applications and to sign all agreements necessary to obtain funding from the Federal Transit Administration and from the California Department of Transportation.

PASSED AND ADOPTED this 27th day of June 2014 by the following vote:

AYES: Directors -

NOES: Directors -

ABSTAIN: Directors -

ABSENT: Directors -

Attachment A

Resolution No. _____

Page 2

APPROVED _____

DENE BUSTICHI
Board Chair

ATTEST _____

ALEX CLIFFORD
General Manager

APPROVED AS TO FORM:

LESLYN SYREN
District Counsel

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 27, 2014
TO: Board of Directors
FROM: Robyn Slater, Human Resources Manager
SUBJECT: PRESENTATION OF EMPLOYEE LONGEVITY AWARDS

I. RECOMMENDED ACTION

Staff recommends that the Board of Directors recognize the anniversaries of those Santa Cruz METRO employees named on the attached list and that the Board Chair present them with awards.

II. SUMMARY OF ISSUES

- None.

III. DISCUSSION

Many employees have provided dedicated and valuable years to the Santa Cruz Metropolitan Transit District. In order to recognize these employees, anniversary awards are presented at five-year increments beginning with the tenth year. In an effort to accommodate those employees that are to be recognized, they will be invited to attend the Board meetings to receive their awards.

IV. FINANCIAL CONSIDERATIONS

- None.

V. ATTACHMENTS

Attachment A: Employee Recognition List

Prepared By: Eriko K. Dreyer, Pro Tem Administrative Services Coordinator
Date Prepared: June 18, 2014

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Attachment A



EMPLOYEE LONGEVITY AWARDS

CERTIFICATE OF APPRECIATION – 10 YEARS

The Board of Directors proudly presents this Certificate of Appreciation and 10 year Service Pin for the completion of 10 years of service between 2004 and 2014 to:

Federico Rocha	Fleet Maintenance Supervisor
Catalino Vasquez	Fleet Maintenance Mechanic

CERTIFICATE OF APPRECIATION – 15 YEARS

The Board of Directors proudly presents this Certificate of Appreciation for the completion of 15 years of service between 1999 and 2014 to:

Francisco Ramierz Calderon	Bus Operator
Patricia Cummings	Bus Operator
Andre Paul Harte	Bus Operator
Lynn Hersey	Bus Operator
Juan Serrato	Bus Operator

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

Resolution No. 14-06-03

On the Motion of Director: _____

Duly Seconded by Director: _____

The Following Resolution is Adopted: 06/27/14

**A RESOLUTION OF APPRECIATION FOR THE SERVICES OF
ROBERT F. COTTER AS MAINTENANCE MANAGER
FOR THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

WHEREAS, the Santa Cruz Metropolitan Transit District was formed to provide public transportation to all of the residents of Santa Cruz County, and

WHEREAS, the provision of public transportation service requires a competent, dedicated workforce, and

WHEREAS, the Santa Cruz Metropolitan Transit District, requiring an employee with expertise and dedication appointed Robert F. Cotter to serve in the position of Maintenance Manager, and

WHEREAS, Robert F. Cotter served as a member of the Fleet Maintenance Department of the Santa Cruz Metropolitan Transit District for the time period of March 23, 2009 to June 6, 2014, and

WHEREAS, Robert F. Cotter provided the Santa Cruz Metropolitan Transit District with dedicated service and commitment during the time of employment, and

WHEREAS, Robert F. Cotter served the Santa Cruz Metropolitan Transit District with distinction, and

WHEREAS, the service provided to the residents of Santa Cruz County by Robert F. Cotter resulted in reliable, quality public transportation being available in the most difficult of times, and

WHEREAS, during the time of Robert F. Cotter's service, METRO expanded service, developed new operating facilities, purchased new equipment, developed accessible bus stops, opened new transit centers, improved ridership, responded to adverse economic conditions, assumed direct operational responsibility for the Highway 17 Express service and the Amtrak Connector service, and

WHEREAS, the quality of life in Santa Cruz County was improved dramatically as a result of the exemplary service provided by Robert F. Cotter.

NOW, THEREFORE, BE IT RESOLVED, that upon his retirement as Maintenance Manager, the Board of Directors of the Santa Cruz Metropolitan Transit District does hereby commend Robert F. Cotter for efforts in advancing public transit service in Santa Cruz County and expresses sincere appreciation on behalf of itself, Santa Cruz Metropolitan Transit District staff and all of the residents of Santa Cruz County.

BE IT FURTHER RESOLVED, that a copy of this resolution will be presented to Robert F. Cotter, and that a copy of this resolution be entered into the official records of the Santa Cruz Metropolitan Transit District.

PASSED AND ADOPTED this 27th day of June 2014 by the following vote:

AYES: Directors -

NOES: Directors -

ABSTAIN: Directors -

ABSENT: Directors -

APPROVED _____
DENE BUSTICHI
Board Chair

ATTEST _____
ALEXANDER D. CLIFFORD
CEO/General Manager

APPROVED AS TO FORM:

LESLYN SYREN
District Counsel

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 27, 2014
TO: Board of Directors
FROM: Angela Aitken, Finance Manager
SUBJECT: **ADOPTION OF THE FINAL FY15 AND FY16 BUDGET**

I. RECOMMENDED ACTION

That the Board of Directors adopt a resolution approving the FY15 & FY16 Final Budget as presented in Attachments B – H.

II. SUMMARY OF ISSUES

- The FY15 and FY16 Final Operating and Capital Budgets are presented this month for Board approval.
- A public hearing was scheduled for 9:00 am, May 23, 2014 in the Capitola City Council Chambers that resulted in no public comments received at this time.
- The FY15 and FY16 Final Operating and Capital Budgets are a new two-year budget. The Board of Directors adopted the last two-year budget in June 2012 for FY13 and FY14. A one-year FY14 Revised Budget as of February 2014 was adopted on February 14, 2014.
- A budget workshop with Union representatives was held on May 6, 2014 at 10:00 am in the Santa Cruz Conference Room to answer questions about the two-year FY15 and FY16 Draft Final Operating and Capital Budget and to obtain input from the employee organizations.
- The proposed two-year FY15 and FY16 Final **Operating Budgets – Attachment B** total \$48,464,472 and \$50,671,930, respectively.
- Major **Operating Revenue** assumptions in the Final FY15 budget over the FY14 Revised budget and in the Final FY16 budget over the Final FY15 budget include:
 - 3% increase in Fare Revenue accounts (Passenger Fares, Special Transit Fares, Paratransit Fares, and Highway 17 Fares and Payments) in both FY15 and FY16
 - 6.3% decrease in Advertising Income in FY15 with no increase in FY16
 - 40% decrease in Interest Income in FY15 and a 22.2% decrease in FY16
 - 6.5% increase in Sales Tax in FY15 and a 7% increase in FY16
 - 2.1% increase in Transp Dev Act (TDA) in FY15, and a 3% increase in FY16
 - 1.6% increase in FTA Sec 5307 – Op Assistance in FY15 and a 6.5% increase in FY16

- 83.1% decrease in AMBAG/CTC/Misc. Grants Funding in FY15 and a 747.5% increase in FY16
- 6.9% decrease in Small Transit Intensive Cities (STIC) Funds in FY15 and a 6.5% increase in FY16
- 2.3% decrease in State Transit Assistance (STA) – Operating (current year) funds in FY15 and a 4.1% increase in FY16
- 100% decrease in Fuel Tax Credit, with no dollars budgeted in FY16
- 100% decrease in Carryover from Previous Years, with no dollars budgeted in FY16
- 220.8% increase in Transfers (to)/from Operating Reserves in FY15 and a 6.3% decrease in FY16
- Major **Operating Expenses** assumption in the Final FY15 budget over the FY14 Revised budget and in the Final FY16 budget over the Final FY15 budget include:
 - 5% increase in Personnel Expenses (Labor and Fringe Benefits) in FY15 and a 5.1% increase in FY16
 - 0.9% increase in Non-Personnel Expenses in FY15 and a 2.2% increase in FY16
- The Final FY15 **Capital Budget – Attachment D** totals \$20,861,899.
- Staff recommends that the Board of Directors adopt a resolution approving the FY15 & FY16 Final Budget as presented in Attachments B – H.

III. BACKGROUND

- The FY15 & FY16 preliminary line item Operating and Capital budgets were presented to the Board on March 28, 2014, for review and TDA/STA claim purposes.
- The preliminary line item Operating and Capital budgets were subsequently transmitted to the Santa Cruz County Regional Transportation Commission (SCCRTC).
- A budget workshop with Union representatives was held on May 6, 2014, to answer questions about the two-year FY15 and FY16 Draft Final Operating and Capital Budgets, and to obtain input from the employee organizations.
- A public hearing was held on May 23, 2014 during the BOD meeting in the Capitola City Council Chambers, resulting in no public comments received at this time.
- Final proposed adoption of the FY15 and FY16 Final Operating and Capital Budgets is to take place on June 27, 2014.

A. Operating Revenues

Operating Revenues total \$48,464,472 in FY15 and \$50,671,930 in FY16.

The increase of 3% in all Fare Revenue accounts in FY15 and FY16 is an estimate, based on actual ridership and revenue data for the first six months of FY14.

The projected 6.3% decrease in Advertising Income in FY15, with no increase in FY16 is due to the continuing trend of collecting lower than anticipated Advertising Income year to date, as of December 2013, coupled with the unpredictability in the Advertising market.

Interest Income is projected to decrease by 40% in FY15 and by 22.2% in FY16 due to reduced cash balance at the County Treasury due to spending of capital construction dollars.

Sales Tax Revenue is projected to increase 6.5% in FY15 and 7% in FY16 due to the continuing improvement in consumer spending and economic growth, further reflected in the actual sales tax receipts for the first eight (8) months of FY14 exceeding last year actuals for the same period by 7%.

Trans Dev Act (TDA) Funds in FY15 is budgeted to increase 2.1% in FY15 as per the Santa Cruz County Auditor Controller's estimates as of January 2014; 3% increase is projected in FY16 (the latter projection will be revised and incorporated into a future budget revision as information from the Santa Cruz County Regional Transportation Commission (SCCRTC) for FY16 becomes available.)

The projected 1.6% increase in FTA Sec 5307 – Op Assistance in FY15, and the 6.9% decrease in FTA-STIC in FY15 are consistent with the recently published allocations for FY15 from the FTA. The 6.5% increase in FY16 for both, FTA Sec 5307 – Op Assistance and STIC, are estimates based on historical funding trends for the past seven years. Estimates will be updated as more information becomes available.

AMBAG/CTC/Misc. Grant Funding is projected to decrease significantly in FY15 (83.1%) due to delays in the AMBAG - FTA 5304 Transit Planning Student Internship grant that was awarded in FY14, that will continue into FY15. The projected increase in FY16 of 747.5% is based on the recent award of an AMBAG grant that will be used to hire a consultant for a Feasibility Study of Downtown Circulator Service.

STA – Operating (current year) funds are projected to decrease by 2.3% in FY15, as per January 2014 estimates from the California State Controller's Office; 4.1% increase is projected in FY16 (the latter projection will be revised in the future as information from the State Controller for FY16 becomes available.)

Due to the expiration of the IRS American Taxpayer Relief Act of 2012 on December 31, 2013, the (Alternative) Fuel Tax Credit will decrease by 100% in FY15, with no dollars budgeted in FY16.

Due to the anticipated use of all funds remaining in Carryover from Previous Year to balance FY14, no carryover funds will be available in FY15 and FY16.

The use of funds from Transfer from Operating Reserves is projected to increase by 220.8% in FY15 due to overall expenses increasing by \$3.2M over FY14, with no significant corresponding increase in revenues and the need to bridge the budget gap; use of operating reserves is budgeted to decrease by 6.3% in FY16 primarily due to the 7% projected increase in Sales Tax of \$1.3M. The Preliminary Schedule of Reserves Account Balances for FY14 pre-year end close is shown in **Attachment H**.

B. Operating Expenses

Operating Expenses total \$48,464,472 in FY15 and \$50,671,930 in FY16.

The 5% and 5.1% increase in **Personnel Expenses (Labor and Fringe Benefits)** in FY15 and FY16 respectively is primarily due to the following:

- Anticipated contractual items allotted for in FY15 and FY16 budget (COLA, Step and Longevity Increases, Promotions)
- Funding for Authorized Positions in FY15 – 5.5 Full Time Equivalents (FTEs):
 - Administrative Assistant in the Operations Department: 1 FTE
 - Claims Investigator I in the Risk Management Department: 0.5 FTE (position will be funded effective January 2015)
 - Custodial Service Worker I in the Facilities Maintenance Department: 1 FTE
 - FM Mechanic II in the Fleet Maintenance Department: 3 FTEs
 - Additional costs for New CEO/GM in the Administration Department.
- Per the October 2013 CalPERS Annual Valuation Report, the retirement employer contribution rates in FY15 and FY16 will be 20.651% (actual) and 21.9% (projected) respectively. This is an increase of 1.38%.
- An anticipated 8% increase in Medical Insurance premiums and a 3% increase in other insurance premiums, such as Dental, Life, State Disability, as well as Workers Compensation Insurance, effective in January of each year. The increase in insurance premiums is only an estimate and is based on historical trends, as well as current market conditions.

Budget savings in Personnel Expenses (Labor and Fringe Benefits) due to vacant funded positions and employees on extended unpaid leaves of absence are anticipated in both FY15 and FY16. Due to significant fluctuations between estimated and actual savings from Labor and Fringe Benefits in prior years, actual variances for FY15 and FY16 will be presented in the monthly budget status reports rather than as a line item on the Revenue Sources page used to bridge the budget gap. Authorized and Funded Personnel are listed in summary and by department in **Attachment C**.

The 0.9% and 2.2% increase in **Non-Personnel Expenses** in FY15 and FY16 respectively is primarily due to the following:

- **Services** decrease by 5% in FY15 and increase slightly by 0.9% in FY16 primarily due to:
 - 42.3% decrease in Prof & Tech Fees in FY15; 8.4% increase in FY16. The decrease in FY15 is due to the completion of the Short Range Transit Plan (budgeted in the Administration Department in FY14), the General Manager recruitment process (budgeted in the Human Resources Department in FY14), and the Payroll process evaluation (budgeted in the Finance Department in FY15). The increase in FY16 provides funding for the consultant to perform the Feasibility Study of Downtown Circulation report; the corresponding revenue is budgeted under AMBAG/CTC/Misc. Grant Funding.
 - 28% decrease in Legal Services in FY15; 38.9% decrease in FY16 as contracts for outside legal services will be completed.
- The increases in **Mobile Materials & Supplies**, 3.6% in FY15 and 2.8% in FY16, are due to increases in Fuels & Lubricants – Rev Vehicles (anticipated increase in fuel prices); Tires & Tubes (restocking inventory), and Rev. Vehicle Parts (adding more in-house repairs to vehicles that are coming out of warranty).
- **Other Materials & Supplies** increase by 17.6% in FY15 and by 1.8% in FY16. The increase in FY15 is primarily due to the following:
 - 35.9% increase in Office Supplies due to purchases of minor office equipment and furniture (carts in the Purchasing Department; chairs in the Customer Service Department, emergency preparedness supplies for all facilities in the Risk Management Department.)
 - 28.5% increase in Safety Supplies due to anticipated additional costs in the Facilities Maintenance Department.
 - 100% increase in Tenant Repairs (new account) this new account was established in FY14 for tracking purposes; tenant and kiosk repairs were previously charged to Repair Bldg. & Impr.
 - 158.4% increase in Non-Inventory Parts due to the increased need for parts in the Facilities and Fleet Maintenance Departments.
- **Utilities** increase by 12% in FY15 and by 2.4% in FY16, primarily due to the significant increase in Telecommunications, 81.9 % in FY15 (Highway 17 Express-WiFi costs in the Fleet Maintenance Department increased due to new communications contracts with AT&T and Verizon that provide redundancy and prevent service interruptions; leasing of repeater sites in the Operations Department and data connection with Verizon for the Paracruz Department).

- The 6% decrease in **Casualty & Liability** in FY15, is due to lower Insurance – Property costs, achieved by consolidating all covered properties with one insurance carrier. The projected 6.7% increase in Insurance – Property costs in FY16 is due to the expected completion of the new Operations building, and the resulting increase in premiums due to increased value.
- **Misc Expenses** decrease by 8.4% in FY15 and by 1.1% in FY16 primarily due to an anticipated decrease in Training and Travel. FY15 Board Member Travel is presented in **Attachment F** and FY15 Employee Incentive Program is shown in **Attachment G**.

Significant departmental changes in FY15 and FY16 include:

- 15.6% increase in **Administration** in FY15 is primarily due to the transfer of two Schedule Analyst positions from Operations, as well as the additional costs for the new CEO/General Manager in FY15.
- 4.1% decrease in **Human Resources** in FY15 is primarily due to recruitment expenses in FY14 for a new CEO/General Manager.
- 8% increase in **Information Technology** in FY15 is due to increased non-personnel expense: Repair-Equipment (maintenance and support agreements and contracts) and Office Supplies (minor miscellaneous hardware replacements)
- 14.6% decrease **District Counsel** in FY15 is due to the transfer of the Security & Risk Administrator position and related expenses to the Risk Management department.
- 221.8% increase in **Risk Management** is due to the Security & Risk Administrator position and related expenses being transferred from District Counsel in FY15; a new Claims Investigator I position for ½ of the year, as well as the transfer of the Security Services budget from Operations.
- 4.4% increase in **Facilities Maintenance** is primarily due to a new Custodial Service Worker I position.
- 7.8% increase in **Paratransit** program is due to COLA, Step and Longevity Adjustments in FY15, as some of the original Paracruz employees will be entitled to a contractual 5% increase after ten (10) years of continuous service.
- 19.9% decrease in **Operations** is due to the transfer of two Schedule Analyst positions to Administration and the transfer of the Security Services budget to the Risk Management Department.

- 7.5% increase in **Fleet Maintenance** is due to 3 new FM Mechanic IIs, and projected increases in the price of fuel and parts.

C. Capital Budget

The FY15 Final Capital Budget as shown in **Attachment D** totals \$20,861,899. The FY15 Capital Budget is funded by a variety of Federal, State, and Local funds, as well as Capital Cash Reserves. The **Unfunded Capital Needs** list is presented in **Attachment E** and totals \$29,086,300 in FY15 and \$44,678,780 in FY16.

Staff recommends that the Board of Directors adopt a resolution approving the FY15 & FY16 Final Budget as presented in Attachments B – H.

IV. FINANCIAL CONSIDERATIONS.

The Final FY15 and FY16 Operating Budgets are balanced budgets with the use of funds from the Operating and Capital Reserves account. However, the Final FY15 and FY16 Operating Budgets are not structurally balanced budgets. This means that recurring expenses exceed recurring revenues. For a variety of reasons, true structural balance may not be possible at a given time. In such a case, using reserves to balance the budget may be considered, but only in the context of a plan to return to structural balance, replenish fund balances, and ultimately remediate the negative impacts of any other short-term balancing actions that may be taken.

The Government Finance Officers Association (GFOA) recommends adopting policies aimed at achieving and maintaining a structurally balanced budget and reserve accounts. The policies should include parameters for achieving and maintaining structural balance where recurring revenues are equal to recurring expenditures in adopted budgets. Further, the plan should be clear about the time period over which returning to structural balance, replenishing reserves, and remediating the negative impacts of balancing action are to occur.

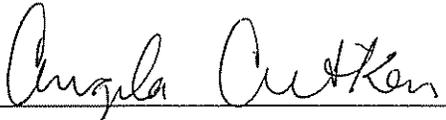
Finance is working on draft financial policies to address the Operating and Capital Budget as well as the Operating and Capital Reserve accounts for the Board to consider in the future.

V. ATTACHMENTS

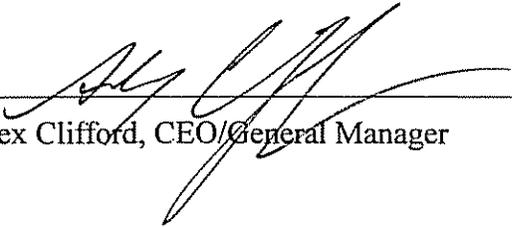
- Attachment A:** FY15 & FY16 Budget Resolution
- Attachment B:** FY15 & FY16 Final Operating Budget Capital Budget
- Attachment C:** FY15 & FY16 Final Authorized and Funded Personnel
- Attachment D:** FY15 Final Capital Budget
- Attachment E:** FY15 & FY16 Final Unfunded Capital Needs List
- Attachment F:** FY15 Board Member Travel
- Attachment G:** FY15 Employee Incentive Program
- Attachment H:** Preliminary Schedule of Reserve Balances
- Attachment I:** PowerPoint – FY15 & FY16 Final Budget
- Attachment J:** PowerPoint – Changes between 05/23/14 – 06/27/14

Prepared by: Debbie Kinslow, Assistant Finance Manager
Date Prepared: June 17, 2014

APPROVED:



Angela Aitken, Department Manager



Alex Clifford, CEO/General Manager

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Attachment A

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

Resolution No. 14-06-05
On the Motion of Director _____
Duly Seconded by Director _____
The following Resolution is adopted:

A RESOLUTION OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT ADOPTING A BUDGET FOR FISCAL YEARS 2015 AND 2016

WHEREAS, it is in the interest of the Santa Cruz Metropolitan Transit District to adopt a budget for each fiscal year;

WHEREAS, a budget for Capital and Operating expenses and revenues has been developed for fiscal years 2015 and 2016;

NOW, THEREFORE, BE IT RESOLVED, that the budget attached hereto as Attachment B – Attachment H and presented to the Board of Directors is hereby adopted.

PASSED AND ADOPTED this 27th day of June 2014, by the following vote:

AYES: Directors -

NOES: Directors -

ABSENT: Directors -

ABSTAIN: Directors -

Approved _____
DENE BUSTICHI
Board Chair

ATTEST _____
ALEX CLIFFORD
CEO / General Manager

APPROVED AS TO FORM:

LESLYN SYREN
District Counsel

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**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY15 & FY16 FINAL OPERATING BUDGET
REVENUE SOURCES**

REVENUE SOURCE	REVISED	% CHANGE		% CHANGE	
	BUDGET FY14	BUDGET FY15	REV BUDG FY14 BUDG FY15	BUDGET FY16	BUDG FY15 BUDG FY16
1 Passenger Fares	4,126,659	4,250,459	3.0%	4,377,973	3.0%
2 Special Transit Fares	3,308,391	3,407,643	3.0%	3,509,872	3.0%
3 Paratransit Fares	314,364	323,795	3.0%	333,509	3.0%
4 Highway 17 Fares	1,592,430	1,640,203	3.0%	1,689,409	3.0%
5 Highway 17 Payments	442,000	455,260	3.0%	468,918	3.0%
6 Commissions	5,600	5,768	3.0%	5,941	3.0%
7 Advertising Income	240,225	225,000	-6.3%	225,000	0.0%
8 Rent Income	160,935	165,763	3.0%	170,736	3.0%
9 Interest Income	75,000	45,000	-40.0%	35,000	-22.2%
10 Other Non-Transp Revenue	18,000	18,000	0.0%	18,000	0.0%
11 Sales Tax (1/2 cent)	18,474,890	19,675,758	6.5%	21,053,061	7.0%
12 SLPP Backfill for Metro Base	(2,800,000)	(3,012,000)	7.6%	-	-100.0%
13 Transp Dev Act (TDA) Funds	6,114,316	6,377,610	4.3%	6,568,938	3.0%
14 Anticipated RTC Route 6 Receipts	130,000	-	-100.0%	-	0.0%
15 Total Transp Dev Act (TDA) Funds	6,244,316	6,377,610	2.1%	6,568,938	3.0%
16* FTA Sec 5307 - Op Assistance	4,068,224	4,133,984	1.6%	4,401,049	6.5%
17 Prop 84 - TOD	-	-	0.0%	-	0.0%
18 FTA Sec 5311 - Rural Op Asst	207,574	212,267	2.3%	229,157	8.0%
19 AMBAG/CTC/Misc. Grant Funding	59,281	10,000	-83.1%	84,749	747.5%
20 STIC	1,443,685	1,344,113	-6.9%	1,430,946	6.5%
21 STA - SLPP Backfill for Metro Base	2,800,000	3,012,000	7.6%	-	-100.0%
22 STA - Operating (Current Year)	2,754,365	2,689,917	-2.3%	2,800,000	4.1%
23 Fuel Tax Credit	270,000	-	-100.0%	-	0.0%
24 Carryover from Previous Years	309,859	-	-100.0%	-	0.0%
25 Medicare Subsidy	75,000	75,000	0.0%	75,000	0.0%
26 Transfer (to)/from Operating Reserves	1,062,525	3,408,933	220.8%	3,194,673	-6.3%
TOTAL REVENUE	45,253,322	48,464,472	7.1%	50,671,930	4.6%

* FTA funding is used solely to fund labor expense

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY15 & FY16 FINAL OPERATING BUDGET**

Consolidated Expenses

ACCOUNT	REVISED	BUDGET	% CHANGE		BUDGET	% CHANGE	
	BUDGET FY14	FY15	REV BUDG FY14	BUDG FY15	FY16	BUDG FY15	BUDG FY16
LABOR							
501011 Bus Operator Pay	9,069,147	9,378,428	3.4%		9,761,937	4.1%	4.1%
501013 Bus Operator OT	2,050,601	2,105,529	2.7%		2,191,418	4.1%	4.1%
501021 Other Salaries	7,521,718	7,748,334	3.0%		7,939,699	2.5%	2.5%
501023 Other OT	460,869	473,197	2.7%		488,470	3.2%	3.2%
Totals	19,102,334	19,705,489	3.2%		20,381,523	3.4%	3.4%
FRINGE BENEFITS							
502011 Medicare/Soc. Sec.	330,825	342,772	3.6%		353,385	3.1%	3.1%
502021 Retirement	3,844,367	4,333,972	12.7%		4,750,432	9.6%	9.6%
502031 Medical Ins	7,980,488	8,475,197	6.2%		9,180,889	8.3%	8.3%
502041 Dental Ins	535,022	537,457	0.5%		554,288	3.1%	3.1%
502045 Vision Ins	132,991	129,498	-2.6%		133,383	3.0%	3.0%
502051 Life Ins/AD&D	46,993	50,443	7.3%		51,833	2.8%	2.8%
502060 State Disability Ins (SDI)	220,290	238,577	8.3%		293,289	22.9%	22.9%
502061 Long Term Disability Ins	141,432	148,562	5.0%		150,345	1.2%	1.2%
502071 State Unemployment Ins (SUI)	78,638	84,712	7.7%		112,712	33.1%	33.1%
502081 Worker's Comp Ins	1,325,000	1,364,750	3.0%		1,405,693	3.0%	3.0%
502101 Holiday Pay	610,201	643,075	5.4%		664,771	3.4%	3.4%
502103 Floating Holiday	83,737	94,595	13.0%		89,277	-5.6%	-5.6%
502109 Sick Leave	966,051	1,031,292	6.8%		1,020,199	-1.1%	-1.1%
502111 Annual Leave	1,910,272	2,014,456	5.5%		2,059,947	2.3%	2.3%
502121 Other Paid Absence	142,954	150,561	5.3%		155,643	3.4%	3.4%
502251 Phys. Exams	14,110	14,110	0.0%		14,110	0.0%	0.0%
502253 Driver Lic Renewal	4,656	4,656	0.0%		4,656	0.0%	0.0%
502999 Other Fringe Benefits	75,654	66,648	-11.9%		61,680	-7.5%	-7.5%
Totals	18,443,683	19,725,332	6.9%		21,056,533	6.7%	6.7%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY15 & FY16 FINAL OPERATING BUDGET**

Consolidated Expenses

ACCOUNT	REVISED BUDGET FY14	BUDGET FY15	% CHANGE		BUDGET FY16	% CHANGE BUDG FY15 BUDG FY16
			REV BUDG FY14	BUDG FY15		
SERVICES						
503011 Acting/Audit Fees	80,250	82,250		2.5%	83,250	1.2%
503012 Admin/Bank Fees	330,050	347,200		5.2%	353,050	1.7%
503031 Prof/Technical Fees	398,604	229,950		-42.3%	249,291	8.4%
503032 Legislative Services	105,000	105,000		0.0%	105,000	0.0%
503033 Legal Services	125,000	90,000		-28.0%	55,000	-38.9%
503034 Pre-Employment Exams	10,475	10,300		-1.7%	8,700	-15.5%
503041 Temp Help	-	-		0.0%	-	0.0%
503161 Custodial Services	76,500	79,510		3.9%	81,580	2.6%
503162 Uniforms/Laundry	23,700	23,450		-1.1%	23,850	1.7%
503171 Security Services	534,272	534,550		0.1%	534,837	0.1%
503221 Classified/Legal Ads	16,100	13,100		-18.6%	13,100	0.0%
503222 Legal Ads	-	-		0.0%	-	0.0%
503225 Graphic Services	5,000	5,500		10.0%	5,500	0.0%
503351 Repair - Bldg & Impr	58,000	59,740		3.0%	61,532	3.0%
503352 Repair - Equipment	527,945	562,095		6.5%	577,367	2.7%
503353 Repair - Rev Vehicle	354,000	364,500		3.0%	375,315	3.0%
503354 Repair - Non Rev Vehicle	17,000	18,020		6.0%	19,101	6.0%
503363 Haz Mat Disposal	41,000	42,230		3.0%	43,497	3.0%
Totals	2,702,896	2,567,395		-5.0%	2,589,971	0.9%
MOBILE MATERIALS & SUPPLIES						
504011 Fuels & Lubricants - Non Rev Veh	88,100	90,743		3.0%	93,465	3.0%
504012 Fuels & Lubricants - Rev Veh	2,448,076	2,521,518		3.0%	2,597,163	3.0%
504021 Tires & Tubes	245,000	279,000		13.9%	287,370	3.0%
504161 Other Mobile Supplies	-	-		0.0%	-	0.0%
504191 Rev Vehicle Parts	924,017	949,000		2.7%	968,000	2.0%
Totals	3,705,193	3,840,261		3.6%	3,945,999	2.8%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY15 & FY16 FINAL OPERATING BUDGET**

Consolidated Expenses

ACCOUNT	REVISED	BUDGET	BUDGET	% CHANGE	BUDGET	% CHANGE
	BUDGET FY14	FY15	FY14	REV BUDG BUDG FY15	FY15	BUDG BUDG FY16
OTHER MATERIALS & SUPPLIES						
504205 Freight Out	2,601	413		-84.1%	425	3.0%
504211 Postage & Mailing	13,250	14,430	14,615	8.9%	14,615	1.3%
504214 Promotional Items	1,200	1,200	1,200	0.0%	1,200	0.0%
504215 Printing	82,450	83,380	87,338	1.1%	87,338	4.7%
504217 Photo Supp/Process	3,600	4,600	4,600	27.8%	4,600	0.0%
504311 Office Supplies	68,944	93,669	88,628	35.9%	88,628	-5.4%
504315 Safety Supplies	19,400	24,936	26,785	28.5%	26,785	7.4%
504317 Cleaning Supplies	52,270	61,900	64,200	18.4%	64,200	3.7%
504409 Repair/Maint Supplies	123,300	126,000	130,000	2.2%	130,000	3.2%
504417 Tenant Repairs	10,000	20,000	20,000	100.0%	20,000	0.0%
504421 Non-Inventory Parts	10,100	26,103	27,106	158.4%	27,106	3.8%
504511 Small Tools	9,000	9,600	9,800	6.7%	9,800	2.1%
504515 Employee Tool Replacement	3,000	3,000	3,000	0.0%	3,000	0.0%
Totals	399,115	469,231	477,698	17.6%	477,698	1.8%
UTILITIES						
505011 Gas & Electric	304,000	275,420	282,853	-9.4%	282,853	2.7%
505021 Water & Garbage	155,200	146,386	150,578	-5.7%	150,578	2.9%
505031 Telecommunications	132,100	240,240	244,650	81.9%	244,650	1.8%
Totals	591,300	662,046	678,080	12.0%	678,080	2.4%
CASUALTY & LIABILITY						
506011 Insurance - Property	100,000	63,167	75,172	-36.8%	75,172	19.0%
506015 Insurance - PL/PD	450,000	445,484	477,626	-1.0%	477,626	7.2%
506021 Insurance - Other	750	-	-	-100.0%	-	0.0%
506123 Settlement Costs	150,000	150,000	150,000	0.0%	150,000	0.0%
506127 Repairs - District Prop	-	-	-	0.0%	-	0.0%
Totals	700,750	658,651	702,798	-6.0%	702,798	6.7%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY15 & FY16 FINAL OPERATING BUDGET**

Consolidated Expenses

ACCOUNT	REVISED BUDGET FY14	BUDGET FY15	% CHANGE REV BUDG BUDG FY15	BUDGET FY16	% CHANGE BUDG BUDG FY16
TAXES					
507051 Fuel Tax	14,000	14,420	3.0%	14,853	3.0%
507201 Licenses & Permits	17,600	18,050	2.6%	18,514	2.6%
507999 Other Taxes	18,000	18,540	3.0%	19,096	3.0%
Totals	49,600	51,010	2.8%	52,462	2.8%
PURCHASED TRANS.					
503406 Contract/Paratransit	250,000	250,000	0.0%	250,000	0.0%
Totals	250,000	250,000	0.0%	250,000	0.0%
MISC EXPENSE					
509011 Dues/Subscriptions	68,285	70,552	3.3%	71,777	1.7%
509081 Advertising - District Promo	14,000	16,000	14.3%	16,000	0.0%
509101 Employee Incentive Program	13,500	20,500	51.9%	20,500	0.0%
509121 Employee Training	128,100	82,900	-35.3%	80,500	-2.9%
509122 BOD Travel	15,700	16,000	1.9%	16,000	0.0%
509123 Travel	91,866	96,066	4.6%	94,066	-2.1%
509125 Local Meeting Expense	5,100	5,200	2.0%	5,000	-3.8%
509127 Board Director Fees	12,600	12,600	0.0%	12,600	0.0%
509150 Contributions	-	-	0.0%	-	0.0%
509198 Cash Over/Short	-	-	0.0%	-	0.0%
Totals	349,151	319,818	-8.4%	316,443	-1.1%
LEASES & RENTALS					
512011 Facility Lease	185,000	189,740	2.6%	194,622	2.6%
512061 Equipment Rental	24,300	25,500	4.9%	25,800	1.2%
Totals	209,300	215,240	2.8%	220,422	2.4%
PERSONNEL TOTAL					
<i>Savings from Labor and Fringe Benefits</i>	37,546,017	39,430,820	5.0%	41,438,056	5.1%
NON-PERSONNEL TOTAL	(1,250,000)	8,957,304	0.9%	9,233,874	2.2%
TOTAL OPERATING EXPENSES	45,253,322	48,464,472	7.1%	50,671,930	4.6%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY15 & FY16 FINAL OPERATING BUDGET**

Departmental Expenses

DEPARTMENT	REVISED	BUDGET		% CHANGE		% CHANGE	
	BUDGET FY14	BUDGET FY15	REV BUDG FY14	BUDGET FY15	BUDG FY14	BUDGET FY15	BUDG FY16
1100 Administration	1,841,817	2,128,356	15.6%	2,070,805	-2.7%		
1200 Finance	1,835,634	1,829,585	-0.3%	1,869,381	2.2%		
1300 Customer Service	696,735	698,124	0.2%	723,433	3.6%		
1400 Human Resources	713,746	684,486	-4.1%	676,992	-1.1%		
1500 Information Technology	842,572	909,968	8.0%	944,357	3.8%		
1700 District Counsel	609,978	521,106	-14.6%	512,377	-1.7%		
1800 Risk Management	300,000	965,417	221.8%	1,026,684	6.3%		
1900 Purchasing	761,557	770,998	1.2%	809,972	5.1%		
2200 Facilities Maintenance	2,666,522	2,784,083	4.4%	2,908,332	4.5%		
3100 Paratransit Program	5,092,991	5,490,244	7.8%	5,790,165	5.5%		
3200 Operations	3,071,642	2,460,274	-19.9%	2,580,428	4.9%		
3300 Bus Operators	17,357,280	18,032,729	3.9%	19,028,889	5.5%		
4100 Fleet Maintenance	8,222,678	8,839,943	7.5%	9,192,486	4.0%		
5100 Capital Funded Labor	-	-	0.0%	-			
9001 Cobra Benefits	-	-	0.0%	-	0.0%		
9005 Retired Employee Benefits	2,489,869	2,348,858	-5.7%	2,537,326	8.0%		
700 SCCIC	300	300	0.0%	300	0.0%		
<i>Savings from Labor and Fringe Benefits</i>	<i>(1,250,000)</i>		-100.0%		0.0%		
TOTAL OPERATING EXPENSES	45,253,322	48,464,472	7.1%	50,671,930	4.6%		

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY15 & FY16 FINAL OPERATING BUDGET**

Administration - 1100

ACCOUNT	REVISED	BUDGET	% CHANGE	BUDGET	% CHANGE	BUDGET	% CHANGE
	FY14	FY15	REV BUDG FY14 BUDG FY15	FY15	REV BUDG FY14 BUDG FY15	FY16	BUDG FY15 BUDG FY16
LABOR							
501011 Bus Operator Pay	-	-	0.0%	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	0.0%	-	0.0%	-	0.0%
501021 Other Salaries	705,339	850,024	20.5%	806,396	-5.1%	806,396	-5.1%
501023 Other OT	15,000	25,462	69.7%	25,810	1.4%	25,810	1.4%
Totals	720,339	875,486	21.5%	832,206	-4.9%	832,206	-4.9%
FRINGE BENEFITS							
502011 Medicare/Soc. Sec.	13,476	16,843	25.0%	14,852	-11.8%	14,852	-11.8%
502021 Retirement	163,274	219,340	34.3%	218,661	-0.3%	218,661	-0.3%
502031 Medical Ins	132,706	226,540	70.7%	239,947	5.9%	239,947	5.9%
502041 Dental Ins	10,009	16,595	65.8%	16,753	1.0%	16,753	1.0%
502045 Vision Ins	2,881	3,682	27.8%	3,627	-1.5%	3,627	-1.5%
502051 Life Ins/AD&D	1,225	3,932	221.1%	3,867	-1.7%	3,867	-1.7%
502060 State Disability Ins (SDI)	7,055	9,906	40.4%	10,832	9.3%	10,832	9.3%
502061 Long Term Disability Ins	4,995	6,834	36.8%	5,934	-13.2%	5,934	-13.2%
502071 State Unemployment Ins (SUI)	2,142	2,904	35.6%	3,695	27.3%	3,695	27.3%
502081 Worker's Comp Ins	34,643	42,396	22.4%	43,668	3.0%	43,668	3.0%
502101 Holiday Pay	25,614	33,311	30.0%	31,370	-5.8%	31,370	-5.8%
502103 Floating Holiday	14,883	22,992	54.5%	14,909	-35.2%	14,909	-35.2%
502109 Sick Leave	67,003	93,509	39.6%	46,010	-50.8%	46,010	-50.8%
502111 Annual Leave	95,701	128,646	34.4%	92,578	-28.0%	92,578	-28.0%
502121 Other Paid Absence	5,846	7,647	30.8%	7,189	-6.0%	7,189	-6.0%
502251 Phys. Exams	-	-	0.0%	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	0.0%	-	0.0%	-	0.0%
502999 Other Fringe Benefits	2,189	14,989	584.8%	9,009	-39.9%	9,009	-39.9%
Totals	583,641	850,065	45.6%	762,902	-10.3%	762,902	-10.3%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY15 & FY16 FINAL OPERATING BUDGET**

Administration - 1100

ACCOUNT	REVISED BUDGET FY14	BUDGET FY15	% CHANGE		BUDGET FY16	% CHANGE	
			REV BUDG BUDG FY15	BUDG FY14		BUDG FY15	BUDG FY16
SERVICES							
503011 Accting/Audit Fees	-	-	0.0%	0.0%	-	0.0%	0.0%
503012 Admin/Bank Fees	-	-	0.0%	0.0%	-	0.0%	0.0%
503031 Prof/Technical Fees	118,700	19,261	-83.8%	0.0%	94,588	391.1%	0.0%
503032 Legislative Services	105,000	105,000	0.0%	0.0%	105,000	0.0%	0.0%
503033 Legal Services	-	-	0.0%	0.0%	-	0.0%	0.0%
503034 Pre-Employment Exams	-	-	0.0%	0.0%	-	0.0%	0.0%
503041 Temp Help	-	-	0.0%	0.0%	-	0.0%	0.0%
503161 Custodial Services	-	-	0.0%	0.0%	-	0.0%	0.0%
503162 Uniforms/Laundry	-	-	0.0%	0.0%	-	0.0%	0.0%
503171 Security Services	-	-	0.0%	0.0%	-	0.0%	0.0%
503221 Classified/Legal Ads	5,000	5,000	0.0%	0.0%	5,000	0.0%	0.0%
503222 Legal Ads	-	-	0.0%	0.0%	-	0.0%	0.0%
503225 Graphic Services	-	-	0.0%	0.0%	-	0.0%	0.0%
503351 Repair - Bldg & Impr	-	-	0.0%	0.0%	-	0.0%	0.0%
503352 Repair - Equipment	7,145	7,145	0.0%	0.0%	7,145	0.0%	0.0%
503353 Repair - Rev Vehicle	-	-	0.0%	0.0%	-	0.0%	0.0%
503354 Repair - Non Rev Vehicle	-	-	0.0%	0.0%	-	0.0%	0.0%
503363 Haz Mat Disposal	-	-	0.0%	0.0%	-	0.0%	0.0%
Totals	235,845	136,406	-42.2%	0.0%	211,733	55.2%	0.0%
MOBILE MATERIALS & SUPPLIES							
504011 Fuels & Lubricants - Non Rev Veh	-	-	0.0%	0.0%	-	0.0%	0.0%
504012 Fuels & Lubricants - Rev Veh	-	-	0.0%	0.0%	-	0.0%	0.0%
504021 Tires & Tubes	-	-	0.0%	0.0%	-	0.0%	0.0%
504161 Other Mobile Supplies	-	-	0.0%	0.0%	-	0.0%	0.0%
504191 Rev Vehicle Parts	-	-	0.0%	0.0%	-	0.0%	0.0%
Totals	-	-	0.0%	0.0%	-	0.0%	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY15 & FY16 FINAL OPERATING BUDGET**

Administration - 1100

ACCOUNT	REVISED	BUDGET	% CHANGE	BUDGET	% CHANGE	BUDGET	% CHANGE
	BUDGET FY14	FY15	REV BUDG BUDG FY15	FY14	BUDG FY15	FY16	BUDG FY16
OTHER MATERIALS & SUPPLIES							
504205 Freight Out	-	-	0.0%	-	0.0%	-	0.0%
504211 Postage & Mailing	6,000	6,180	3.0%	6,365	3.0%	6,365	3.0%
504214 Promotional Items	-	-	0.0%	-	0.0%	-	0.0%
504215 Printing	1,000	1,030	3.0%	1,061	3.0%	1,061	3.0%
504217 Photo Supp/Process	-	-	0.0%	-	0.0%	-	0.0%
504311 Office Supplies	17,000	14,710	-13.5%	14,926	1.5%	14,926	1.5%
504315 Safety Supplies	-	-	0.0%	-	0.0%	-	0.0%
504317 Cleaning Supplies	-	-	0.0%	-	0.0%	-	0.0%
504409 Repair/Maint Supplies	-	-	0.0%	-	0.0%	-	0.0%
504417 Tenant Repairs	-	-	0.0%	-	0.0%	-	0.0%
504421 Non-Inventory Parts	-	-	0.0%	-	0.0%	-	0.0%
504511 Small Tools	-	-	0.0%	-	0.0%	-	0.0%
504515 Employee Tool Replacement	-	-	0.0%	-	0.0%	-	0.0%
Totals	24,000	21,920	-8.7%	22,353	-8.7%	22,353	2.0%
UTILITIES							
505011 Gas & Electric	-	-	0.0%	-	0.0%	-	0.0%
505021 Water & Garbage	-	-	0.0%	-	0.0%	-	0.0%
505031 Telecommunications	-	-	0.0%	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%	-	0.0%
CASUALTY & LIABILITY							
506011 Insurance - Property	-	-	0.0%	-	0.0%	-	0.0%
506015 Insurance - PL/PD	-	-	0.0%	-	0.0%	-	0.0%
506021 Insurance - Other	-	-	0.0%	-	0.0%	-	0.0%
506123 Settlement Costs	-	-	0.0%	-	0.0%	-	0.0%
506127 Repairs - District Prop	-	-	0.0%	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%	-	0.0%

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY15 & FY16 FINAL OPERATING BUDGET
 Administration - 1100

ACCOUNT	REVISED BUDGET FY14	BUDGET FY15	% CHANGE BUDG FY14 BUDG FY15	BUDGET FY16	% CHANGE BUDG FY15 BUDG FY16
TAXES					
507051 Fuel Tax	-	-	0.0%	-	0.0%
507201 Licenses & Permits	-	-	0.0%	-	0.0%
507999 Other Taxes	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
PURCHASED TRANS.					
503406 Contract/Paratransit	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
MISC EXPENSE					
509011 Dues/Subscriptions	52,425	51,112	-2.5%	52,646	3.0%
509081 Advertising - District Promo	-	2,000	100.0%	2,000	0.0%
509101 Employee Incentive Program	10,000	17,000	70.0%	17,000	0.0%
509121 Employee Training	91,100	45,900	-49.6%	43,500	-5.2%
509122 BOD Travel	15,700	16,000	1.9%	16,000	0.0%
509123 Travel	89,866	93,566	4.1%	91,566	-2.1%
509125 Local Meeting Expense	5,000	5,000	0.0%	5,000	0.0%
509127 Board Director Fees	12,600	12,600	0.0%	12,600	0.0%
509150 Contributions	-	-	0.0%	-	0.0%
509198 Cash Over/Short	-	-	0.0%	-	0.0%
Totals	276,691	243,178	-12.1%	240,312	-1.2%
LEASES & RENTALS					
512011 Facility Lease	-	-	0.0%	-	0.0%
512061 Equipment Rental	1,300	1,300	0.0%	1,300	0.0%
Totals	1,300	1,300	0.0%	1,300	0.0%
PERSONNEL TOTAL	1,303,981	1,725,551	32.3%	1,595,108	-7.6%
NON-PERSONNEL TOTAL	537,836	402,804	-25.1%	475,697	18.1%
DEPARTMENT TOTALS	1,841,817	2,128,356	15.6%	2,070,805	-2.7%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY15 & FY16 FINAL OPERATING BUDGET**

Finance - 1200

ACCOUNT	REVISED	BUDGET	% CHANGE	BUDGET	% CHANGE	BUDGET	% CHANGE
	BUDGET FY14	FY15	REV BUDG BUDG FY15	FY14	BUDG FY15	FY16	BUDG FY16
LABOR							
501011 Bus Operator Pay	-	-	0.0%	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	0.0%	-	0.0%	-	0.0%
501021 Other Salaries	487,452	489,403	0.4%	499,254	2.0%	499,254	2.0%
501023 Other OT	2,000	2,251	12.6%	2,297	2.0%	2,297	2.0%
Totals	489,452	491,654	0.5%	501,551	2.0%	501,551	2.0%
FRINGE BENEFITS							
502011 Medicare/Soc. Sec.	8,665	8,743	0.9%	8,919	2.0%	8,919	2.0%
502021 Retirement	112,347	124,050	10.4%	134,200	8.2%	134,200	8.2%
502031 Medical Ins	138,683	149,510	7.8%	161,471	8.0%	161,471	8.0%
502041 Dental Ins	11,135	10,988	-1.3%	11,317	3.0%	11,317	3.0%
502045 Vision Ins	2,241	2,241	0.0%	2,308	3.0%	2,308	3.0%
502051 Life Ins/AD&D	997	1,027	3.0%	1,058	3.0%	1,058	3.0%
502060 State Disability Ins (SDI)	5,328	5,681	6.6%	6,884	21.2%	6,884	21.2%
502061 Long Term Disability Ins	3,999	4,051	1.3%	4,079	0.7%	4,079	0.7%
502071 State Unemployment Ins (SUI)	1,666	1,767	6.1%	2,352	33.1%	2,352	33.1%
502081 Worker's Comp Ins	28,530	28,264	-0.9%	29,112	3.0%	29,112	3.0%
502101 Holiday Pay	17,651	18,187	3.0%	18,553	2.0%	18,553	2.0%
502103 Floating Holiday	10,376	10,585	2.0%	10,798	2.0%	10,798	2.0%
502109 Sick Leave	26,476	27,280	3.0%	27,829	2.0%	27,829	2.0%
502111 Annual Leave	49,485	50,979	3.0%	52,005	2.0%	52,005	2.0%
502121 Other Paid Absence	4,137	4,263	3.0%	4,348	2.0%	4,348	2.0%
502251 Phys. Exams	-	-	0.0%	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	0.0%	-	0.0%	-	0.0%
502999 Other Fringe Benefits	4,086	4,091	0.1%	4,097	0.1%	4,097	0.1%
Totals	425,801	451,706	6.1%	479,331	6.1%	479,331	6.1%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY15 & FY16 FINAL OPERATING BUDGET**

Finance - 1200

ACCOUNT	REVISED	BUDGET	BUDGET	% CHANGE	BUDGET	% CHANGE
	BUDGET FY14	FY15	FY14	BUDG FY15	FY16	BUDG FY16
SERVICES						
503011 Accting/Audit Fees	80,000	82,000	2.5%	83,000	1.2%	
503012 Admin/Bank Fees	330,000	347,150	5.2%	353,000	1.7%	
503031 Prof/Technical Fees	72,000	60,000	-16.7%	15,000	-75.0%	
503032 Legislative Services	-	-	0.0%	-	0.0%	
503033 Legal Services	-	-	0.0%	-	0.0%	
503034 Pre-Employment Exams	-	-	0.0%	-	0.0%	
503041 Temp Help	-	-	0.0%	-	0.0%	
503161 Custodial Services	-	-	0.0%	-	0.0%	
503162 Uniforms/Laundry	-	-	0.0%	-	0.0%	
503171 Security Services	-	-	0.0%	-	0.0%	
503221 Classified/Legal Ads	100	100	0.0%	100	0.0%	
503222 Legal Ads	-	-	0.0%	-	0.0%	
503225 Graphic Services	-	-	0.0%	-	0.0%	
503351 Repair - Bldg & Impr	-	-	0.0%	-	0.0%	
503352 Repair - Equipment	-	-	0.0%	-	0.0%	
503353 Repair - Rev Vehicle	-	-	0.0%	-	0.0%	
503354 Repair - Non Rev Vehicle	-	-	0.0%	-	0.0%	
503363 Haz Mat Disposal	-	-	0.0%	-	0.0%	
Totals	482,100	489,250	1.5%	451,100	-7.8%	
MOBILE MATERIALS & SUPPLIES						
504011 Fuels & Lubricants - Non Rev Veh	-	-	0.0%	-	0.0%	
504012 Fuels & Lubricants - Rev Veh	-	-	0.0%	-	0.0%	
504021 Tires & Tubes	-	-	0.0%	-	0.0%	
504161 Other Mobile Supplies	-	-	0.0%	-	0.0%	
504191 Rev Vehicle Parts	-	-	0.0%	-	0.0%	
Totals	-	-	0.0%	-	0.0%	

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY15 & FY16 FINAL OPERATING BUDGET**

Finance - 1200

ACCOUNT	REVISED	BUDGET	% CHANGE	BUDGET	% CHANGE	BUDGET	% CHANGE
	BUDGET FY14	FY15	REV BUDG BUDG FY15	FY14	BUDG FY15	FY16	BUDG FY16
OTHER MATERIALS & SUPPLIES							
504205 Freight Out	-	-	0.0%	-	0.0%	-	0.0%
504211 Postage & Mailing	500	500	0.0%	500	0.0%	500	0.0%
504214 Promotional Items	-	-	0.0%	-	0.0%	-	0.0%
504215 Printing	1,000	1,000	0.0%	1,000	0.0%	1,000	0.0%
504217 Photo Supp./Process	-	-	0.0%	-	0.0%	-	0.0%
504311 Office Supplies	-	-	0.0%	-	0.0%	-	0.0%
504315 Safety Supplies	-	-	0.0%	-	0.0%	-	0.0%
504317 Cleaning Supplies	-	-	0.0%	-	0.0%	-	0.0%
504409 Repair/Maint Supplies	-	-	0.0%	-	0.0%	-	0.0%
504417 Tenant Repairs	-	-	0.0%	-	0.0%	-	0.0%
504421 Non-Inventory Parts	-	-	0.0%	-	0.0%	-	0.0%
504511 Small Tools	-	-	0.0%	-	0.0%	-	0.0%
504515 Employee Tool Replacement	-	-	0.0%	-	0.0%	-	0.0%
Totals	1,500	1,500	0.0%	1,500	0.0%	1,500	0.0%
UTILITIES							
505011 Gas & Electric	-	-	0.0%	-	0.0%	-	0.0%
505021 Water & Garbage	-	-	0.0%	-	0.0%	-	0.0%
505031 Telecommunications	-	-	0.0%	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%	-	0.0%
CASUALTY & LIABILITY							
506011 Insurance - Property	99,833	63,000	-36.9%	75,000	19.0%	75,000	19.0%
506015 Insurance - PL/PD	325,299	321,575	-1.1%	350,000	8.8%	350,000	8.8%
506021 Insurance - Other	750	-	-100.0%	-	0.0%	-	0.0%
506123 Settlement Costs	-	-	0.0%	-	0.0%	-	0.0%
506127 Repairs - District Prop	-	-	0.0%	-	0.0%	-	0.0%
Totals	425,882	384,575	-9.7%	425,000	10.5%	425,000	10.5%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY15 & FY16 FINAL OPERATING BUDGET**

Finance - 1200

ACCOUNT	REVISED BUDGET FY14	BUDGET FY15	% CHANGE REV BUDG BUDG FY15	BUDGET FY16	% CHANGE BUDG FY15 BUDG FY16
TAXES					
507051 Fuel Tax	-	-	0.0%	-	0.0%
507201 Licenses & Permits	-	-	0.0%	-	0.0%
507999 Other Taxes	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
PURCHASED TRANS.					
503406 Contract/Paratransit	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
MISC EXPENSE					
509011 Dues/Subscriptions	900	900	0.0%	900	0.0%
509081 Advertising - District Promo	10,000	10,000	0.0%	10,000	0.0%
509101 Employee Incentive Program	-	-	0.0%	-	0.0%
509121 Employee Training	-	-	0.0%	-	0.0%
509122 BOD Travel	-	-	0.0%	-	0.0%
509123 Travel	-	-	0.0%	-	0.0%
509125 Local Meeting Expense	-	-	0.0%	-	0.0%
509127 Board Director Fees	-	-	0.0%	-	0.0%
509150 Contributions	-	-	0.0%	-	0.0%
509198 Cash Over/Short	-	-	0.0%	-	0.0%
Totals	10,900	10,900	0.0%	10,900	0.0%
LEASES & RENTALS					
512011 Facility Lease	-	-	0.0%	-	0.0%
512061 Equipment Rental	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
PERSONNEL TOTAL	915,252	943,360	3.1%	980,881	4.0%
NON-PERSONNEL TOTAL	920,382	886,225	-3.7%	888,500	0.3%
DEPARTMENT TOTALS	<u>1,835,634</u>	<u>1,829,585</u>	<u>-0.3%</u>	<u>1,869,381</u>	<u>2.2%</u>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY15 & FY16 FINAL OPERATING BUDGET**

Customer Service - 1300

ACCOUNT	REVISED	BUDGET	BUDGET	% CHANGE	BUDGET	% CHANGE
	BUDGET FY14	FY15	FY14	BUDG FY15	FY16	BUDG FY16
LABOR						
501011 Bus Operator Pay	-	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	-	0.0%	-	0.0%
501021 Other Salaries	309,297	290,821	296,511	-6.0%	296,511	2.0%
501023 Other OT	9,500	6,369	6,494	-33.0%	6,494	2.0%
Totals	318,797	297,190	303,004	-6.8%	303,004	2.0%
FRINGE BENEFITS						
502011 Medicare/Soc. Sec.	5,659	5,367	5,472	-5.2%	5,472	2.0%
502021 Retirement	68,749	75,118	81,228	9.3%	81,228	8.1%
502031 Medical Ins	103,167	117,213	126,590	13.6%	126,590	8.0%
502041 Dental Ins	9,385	9,260	9,538	-1.3%	9,538	3.0%
502045 Vision Ins	1,921	1,921	1,978	0.0%	1,978	3.0%
502051 Life Ins/AD&D	683	703	724	3.0%	724	3.0%
502060 State Disability Ins (SDI)	3,663	3,812	4,626	4.1%	4,626	21.3%
502061 Long Term Disability Ins	2,564	2,606	2,640	1.6%	2,640	1.3%
502071 State Unemployment Ins (SUI)	1,428	1,515	2,016	6.1%	2,016	33.1%
502081 Worker's Comp Ins	24,454	24,226	24,953	-0.9%	24,953	3.0%
502101 Holiday Pay	10,739	10,952	11,172	2.0%	11,172	2.0%
502103 Floating Holiday	-	-	-	0.0%	-	0.0%
502109 Sick Leave	16,108	16,428	16,759	2.0%	16,759	2.0%
502111 Annual Leave	42,143	42,981	43,845	2.0%	43,845	2.0%
502121 Other Paid Absence	2,517	2,567	2,619	2.0%	2,619	2.0%
502251 Phys. Exams	-	-	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	-	0.0%	-	0.0%
502999 Other Fringe Benefits	159	164	169	3.0%	169	3.0%
Totals	293,338	314,834	334,329	7.3%	334,329	6.2%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY15 & FY16 FINAL OPERATING BUDGET**

Customer Service - 1300

ACCOUNT	REVISED	BUDGET	BUDGET	% CHANGE	BUDGET	% CHANGE
	BUDGET FY14	FY15	FY14	BUDG FY15	FY16	BUDG FY16
SERVICES						
503011 Accting/Audit Fees	-	-	0.0%	-	0.0%	0.0%
503012 Admin/Bank Fees	-	-	0.0%	-	0.0%	0.0%
503031 Prof/Technical Fees	13,500	13,500	0.0%	13,500	0.0%	0.0%
503032 Legislative Services	-	-	0.0%	-	0.0%	0.0%
503033 Legal Services	-	-	0.0%	-	0.0%	0.0%
503034 Pre-Employment Exams	-	-	0.0%	-	0.0%	0.0%
503041 Temp Help	-	-	0.0%	-	0.0%	0.0%
503161 Custodial Services	-	-	0.0%	-	0.0%	0.0%
503162 Uniforms/Laundry	-	-	0.0%	-	0.0%	0.0%
503171 Security Services	-	-	0.0%	-	0.0%	0.0%
503221 Classified/Legal Ads	-	-	0.0%	-	0.0%	0.0%
503222 Legal Ads	-	-	0.0%	-	0.0%	0.0%
503225 Graphic Services	5,000	5,500	10.0%	5,500	0.0%	0.0%
503351 Repair - Bldg & Impr	-	-	0.0%	-	0.0%	0.0%
503352 Repair - Equipment	1,000	1,000	0.0%	1,000	0.0%	0.0%
503353 Repair - Rev Vehicle	-	-	0.0%	-	0.0%	0.0%
503354 Repair - Non Rev Vehicle	-	-	0.0%	-	0.0%	0.0%
503363 Haz Mat Disposal	-	-	0.0%	-	0.0%	0.0%
Totals	19,500	20,000	2.6%	20,000	0.0%	0.0%
MOBILE MATERIALS & SUPPLIES						
504011 Fuels & Lubricants - Non Rev Veh	-	-	0.0%	-	0.0%	0.0%
504012 Fuels & Lubricants - Rev Veh	-	-	0.0%	-	0.0%	0.0%
504021 Tires & Tubes	-	-	0.0%	-	0.0%	0.0%
504161 Other Mobile Supplies	-	-	0.0%	-	0.0%	0.0%
504191 Rev Vehicle Parts	4,000	4,000	0.0%	4,000	0.0%	0.0%
Totals	4,000	4,000	0.0%	4,000	0.0%	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY15 & FY16 FINAL OPERATING BUDGET**

Customer Service - 1300

ACCOUNT	REVISED	BUDGET	BUDGET	% CHANGE	BUDGET	% CHANGE
	BUDGET FY14	FY15	FY14	BUDG FY15	FY16	BUDG FY16
OTHER MATERIALS & SUPPLIES						
504205 Freight Out	-	-	0.0%	-	0.0%	0.0%
504211 Postage & Mailing	2,500	3,500	40.0%	3,500	3,500	0.0%
504214 Promotional Items	1,000	1,000	0.0%	1,000	1,000	0.0%
504215 Printing	41,500	41,500	0.0%	41,500	41,500	0.0%
504217 Photo Supp./Process	2,000	2,000	0.0%	2,000	2,000	0.0%
504311 Office Supplies	3,500	3,500	0.0%	3,500	3,500	0.0%
504315 Safety Supplies	-	-	0.0%	-	-	0.0%
504317 Cleaning Supplies	-	-	0.0%	-	-	0.0%
504409 Repair/Maint Supplies	-	-	0.0%	-	-	0.0%
504417 Tenant Repairs	-	-	0.0%	-	-	0.0%
504421 Non-Inventory Parts	-	-	0.0%	-	-	0.0%
504511 Small Tools	-	-	0.0%	-	-	0.0%
504515 Employee Tool Replacement	-	-	0.0%	-	-	0.0%
Totals	50,500	51,500	2.0%	51,500	51,500	0.0%
UTILITIES						
505011 Gas & Electric	-	-	0.0%	-	-	0.0%
505021 Water & Garbage	-	-	0.0%	-	-	0.0%
505031 Telecommunications	-	-	0.0%	-	-	0.0%
Totals	-	-	0.0%	-	-	0.0%
CASUALTY & LIABILITY						
506011 Insurance - Property	-	-	0.0%	-	-	0.0%
506015 Insurance - PL/PD	-	-	0.0%	-	-	0.0%
506021 Insurance - Other	-	-	0.0%	-	-	0.0%
506123 Settlement Costs	-	-	0.0%	-	-	0.0%
506127 Repairs - District Prop	-	-	0.0%	-	-	0.0%
Totals	-	-	0.0%	-	-	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY15 & FY16 FINAL OPERATING BUDGET**

Customer Service - 1300

ACCOUNT	REVISED	BUDGET	% CHANGE	BUDGET	% CHANGE	BUDGET	% CHANGE
	BUDGET FY14	FY15	REV BUDG BUDG FY15	FY14	BUDG FY15	BUDG FY16	BUDG FY16
TAXES							
507051 Fuel Tax	-	-	0.0%	-	0.0%	-	0.0%
507201 Licenses & Permits	2,100	2,100	0.0%	2,100	0.0%	2,100	0.0%
507999 Other Taxes	-	-	0.0%	-	0.0%	-	0.0%
Totals	2,100	2,100	0.0%	2,100	0.0%	2,100	0.0%
PURCHASED TRANS.							
503406 Contract/Paratransit	-	-	0.0%	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%	-	0.0%
MISC EXPENSE							
509011 Dues/Subscriptions	-	-	0.0%	-	0.0%	-	0.0%
509081 Advertising - District Promo	4,000	4,000	0.0%	4,000	0.0%	4,000	0.0%
509101 Employee Incentive Program	-	-	0.0%	-	0.0%	-	0.0%
509121 Employee Training	-	-	0.0%	-	0.0%	-	0.0%
509122 BOD Travel	-	-	0.0%	-	0.0%	-	0.0%
509123 Travel	-	-	0.0%	-	0.0%	-	0.0%
509125 Local Meeting Expense	-	-	0.0%	-	0.0%	-	0.0%
509127 Board Director Fees	-	-	0.0%	-	0.0%	-	0.0%
509150 Contributions	-	-	0.0%	-	0.0%	-	0.0%
509198 Cash Over/Short	-	-	0.0%	-	0.0%	-	0.0%
Totals	4,000	4,000	0.0%	4,000	0.0%	4,000	0.0%
LEASES & RENTALS							
512011 Facility Lease	-	-	0.0%	-	0.0%	-	0.0%
512061 Equipment Rental	4,500	4,500	0.0%	4,500	0.0%	4,500	0.0%
Totals	4,500	4,500	0.0%	4,500	0.0%	4,500	0.0%
PERSONNEL TOTAL	612,135	612,024	0.0%	637,333	4.1%		
NON-PERSONNEL TOTAL	84,600	86,100	1.8%	86,100	0.0%		
DEPARTMENT TOTALS	696,735	698,124	0.2%	723,433	3.6%		

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY15 & FY16 FINAL OPERATING BUDGET**

Human Resources - 1400

ACCOUNT	REVISED BUDGET FY14	BUDGET FY15	% CHANGE REV BUDG FY14 BUDG FY15	BUDGET FY16	% CHANGE BUDG FY15 BUDG FY16
LABOR					
501011 Bus Operator Pay	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	0.0%	-	0.0%
501021 Other Salaries	344,650	337,484	-2.1%	328,180	-2.8%
501023 Other OT	1,618	1,721	6.4%	1,674	-2.8%
Totals	346,268	339,205	-2.0%	329,854	-2.8%
FRINGE BENEFITS					
502011 Medicare/Soc. Sec.	6,234	6,083	-2.4%	5,974	-1.8%
502021 Retirement	81,085	86,282	6.4%	89,864	4.2%
502031 Medical Ins	64,539	74,128	14.9%	80,059	8.0%
502041 Dental Ins	5,344	6,139	14.9%	6,323	3.0%
502045 Vision Ins	1,601	1,601	0.0%	1,649	3.0%
502051 Life Ins/AD&D	770	793	3.0%	817	3.0%
502060 State Disability Ins (SDI)	3,836	3,923	2.3%	4,561	16.3%
502061 Long Term Disability Ins	3,048	2,983	-2.2%	3,062	2.6%
502071 State Unemployment Ins (SUI)	1,190	1,262	6.1%	1,680	33.1%
502081 Worker's Comp Ins	18,748	24,226	29.2%	24,953	3.0%
502101 Holiday Pay	12,948	12,856	-0.7%	12,626	-1.8%
502103 Floating Holiday	10,165	9,779	-3.8%	10,166	4.0%
502109 Sick Leave	19,423	19,284	-0.7%	18,939	-1.8%
502111 Annual Leave	38,105	35,395	-7.1%	37,468	5.9%
502121 Other Paid Absence	3,035	3,013	-0.7%	2,959	-1.8%
502251 Phys. Exams	-	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	0.0%	-	0.0%
502999 Other Fringe Benefits	4,033	4,037	0.1%	4,041	0.1%
Totals	274,103	291,783	6.5%	305,139	4.6%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY15 & FY16 FINAL OPERATING BUDGET**

Human Resources - 1400

ACCOUNT	REVISED BUDGET FY14	BUDGET FY15	% CHANGE REV BUDG BUDG FY15	BUDGET FY16	% CHANGE BUDG FY15 BUDG FY16
SERVICES					
503011 Accting/Audit Fees	-	-	0.0%	-	0.0%
503012 Admin/Bank Fees	-	-	0.0%	-	0.0%
503031 Prof/Technical Fees	75,000	36,000	-52.0%	24,000	-33.3%
503032 Legislative Services	-	-	0.0%	-	0.0%
503033 Legal Services	-	-	0.0%	-	0.0%
503034 Pre-Employment Exams	10,475	10,300	-1.7%	8,700	-15.5%
503041 Temp Help	-	-	0.0%	-	0.0%
503161 Custodial Services	-	-	0.0%	-	0.0%
503162 Uniforms/Laundry	-	-	0.0%	-	0.0%
503171 Security Services	-	-	0.0%	-	0.0%
503221 Classified/Legal Ads	7,000	4,000	-42.9%	4,000	0.0%
503222 Legal Ads	-	-	0.0%	-	0.0%
503225 Graphic Services	-	-	0.0%	-	0.0%
503351 Repair - Bldg & Impr	-	-	0.0%	-	0.0%
503352 Repair - Equipment	-	-	0.0%	-	0.0%
503353 Repair - Rev Vehicle	-	-	0.0%	-	0.0%
503354 Repair - Non Rev Vehicle	-	-	0.0%	-	0.0%
503363 Haz Mat Disposal	-	-	0.0%	-	0.0%
Totals	92,475	50,300	-45.6%	36,700	-27.0%
MOBILE MATERIALS & SUPPLIES					
504011 Fuels & Lubricants - Non Rev Veh	-	-	0.0%	-	0.0%
504012 Fuels & Lubricants - Rev Veh	-	-	0.0%	-	0.0%
504021 Tires & Tubes	-	-	0.0%	-	0.0%
504161 Other Mobile Supplies	-	-	0.0%	-	0.0%
504191 Rev Vehicle Parts	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY15 & FY16 FINAL OPERATING BUDGET**

Human Resources - 1400

ACCOUNT	REVISED	% CHANGE		% CHANGE		
	BUDGET FY14	BUDGET FY15	REV BUDG BUDG FY15	BUDG FY14	BUDG BUDG FY16	
OTHER MATERIALS & SUPPLIES						
504205 Freight Out	-	-	0.0%	0.0%	-	0.0%
504211 Postage & Mailing	500	500	0.0%	0.0%	500	0.0%
504214 Promotional Items	-	-	0.0%	0.0%	-	0.0%
504215 Printing	-	-	0.0%	0.0%	3,000	100.0%
504217 Photo Supp/Process	-	-	0.0%	0.0%	-	0.0%
504311 Office Supplies	-	-	0.0%	0.0%	-	0.0%
504315 Safety Supplies	-	-	0.0%	0.0%	-	0.0%
504317 Cleaning Supplies	-	-	0.0%	0.0%	-	0.0%
504409 Repair/Maint Supplies	-	-	0.0%	0.0%	-	0.0%
504417 Tenant Repairs	-	-	0.0%	0.0%	-	0.0%
504421 Non-Inventory Parts	-	-	0.0%	0.0%	-	0.0%
504511 Small Tools	-	-	0.0%	0.0%	-	0.0%
504515 Employee Tool Replacement	-	-	0.0%	0.0%	-	0.0%
Totals	500	500	0.0%	0.0%	3,500	600.0%
UTILITIES						
505011 Gas & Electric	-	-	0.0%	0.0%	-	0.0%
505021 Water & Garbage	-	-	0.0%	0.0%	-	0.0%
505031 Telecommunications	-	-	0.0%	0.0%	-	0.0%
Totals	-	-	0.0%	0.0%	-	0.0%
CASUALTY & LIABILITY						
506011 Insurance - Property	-	-	0.0%	0.0%	-	0.0%
506015 Insurance - PL/PD	-	-	0.0%	0.0%	-	0.0%
506021 Insurance - Other	-	-	0.0%	0.0%	-	0.0%
506123 Settlement Costs	-	-	0.0%	0.0%	-	0.0%
506127 Repairs - District Prop	-	-	0.0%	0.0%	-	0.0%
Totals	-	-	0.0%	0.0%	-	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY15 & FY16 FINAL OPERATING BUDGET**

Human Resources - 1400

ACCOUNT	REVISED BUDGET FY14	BUDGET FY15	% CHANGE REV BUDG BUDG FY15	BUDGET FY16	% CHANGE BUDG FY15 BUDG FY16
TAXES					
507051 Fuel Tax	-	-	0.0%	-	0.0%
507201 Licenses & Permits	-	-	0.0%	-	0.0%
507999 Other Taxes	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
PURCHASED TRANS.					
503406 Contract/Paratransit	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
MISC EXPENSE					
509011 Dues/Subscriptions	300	2,500	733.3%	1,800	-28.0%
509081 Advertising - District Promo	-	-	0.0%	-	0.0%
509101 Employee Incentive Program	-	-	0.0%	-	0.0%
509121 Employee Training	-	-	0.0%	-	0.0%
509122 BOD Travel	-	-	0.0%	-	0.0%
509123 Travel	-	-	0.0%	-	0.0%
509125 Local Meeting Expense	100	200	100.0%	-	-100.0%
509127 Board Director Fees	-	-	0.0%	-	0.0%
509150 Contributions	-	-	0.0%	-	0.0%
509198 Cash Over/Short	-	-	0.0%	-	0.0%
Totals	400	2,700	575.0%	1,800	-33.3%
LEASES & RENTALS					
512011 Facility Lease	-	-	0.0%	-	0.0%
512061 Equipment Rental	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
PERSONNEL TOTAL	620,371	630,987	1.7%	634,993	0.6%
NON-PERSONNEL TOTAL	93,375	53,500	-42.7%	42,000	-21.5%
DEPARTMENT TOTALS	<u>713,746</u>	<u>684,486</u>	<u>-4.1%</u>	<u>676,992</u>	<u>-1.1%</u>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY15 & FY16 FINAL OPERATING BUDGET**

Information Technology - 1500

ACCOUNT	REVISED BUDGET FY14	BUDGET FY15	% CHANGE REV BUDG BUDG FY15	BUDGET FY16	% CHANGE BUDG FY15 BUDG FY16
LABOR					
501011 Bus Operator Pay	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	0.0%	-	0.0%
501021 Other Salaries	343,192	348,626	1.6%	358,298	2.8%
501023 Other OT	1,423	1,395	-2.0%	1,433	2.8%
Totals	344,614	350,020	1.6%	359,731	2.8%
FRINGE BENEFITS					
502011 Medicare/Soc. Sec.	6,267	6,381	1.8%	6,556	2.7%
502021 Retirement	82,139	90,590	10.3%	98,702	9.0%
502031 Medical Ins	72,518	77,076	6.3%	83,183	7.9%
502041 Dental Ins	5,540	5,466	-1.3%	5,630	3.0%
502045 Vision Ins	1,281	1,441	12.5%	1,484	3.0%
502051 Life Ins/AD&D	763	786	3.0%	810	3.0%
502060 State Disability Ins (SDI)	3,992	4,257	6.6%	5,196	22.0%
502061 Long Term Disability Ins	3,501	3,566	1.9%	3,355	-5.9%
502071 State Unemployment Ins (SUI)	1,071	1,136	6.1%	1,512	33.1%
502081 Worker's Comp Ins	20,378	20,189	-0.9%	20,794	3.0%
502101 Holiday Pay	13,117	13,498	2.9%	13,868	2.7%
502103 Floating Holiday	12,687	12,977	2.3%	13,238	2.0%
502109 Sick Leave	19,675	20,246	2.9%	20,801	2.7%
502111 Annual Leave	39,051	40,161	2.8%	41,240	2.7%
502121 Other Paid Absence	3,074	3,164	2.9%	3,250	2.7%
502251 Phys. Exams	-	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	0.0%	-	0.0%
502999 Other Fringe Benefits	4,994	4,998	0.1%	5,002	0.1%
Totals	290,048	305,933	5.5%	324,619	6.1%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY15 & FY16 FINAL OPERATING BUDGET**

Information Technology - 1500

ACCOUNT	REVISED BUDGET FY14	BUDGET FY15	% CHANGE REV BUDG BUDG FY15	BUDGET FY16	% CHANGE BUDG FY15 BUDG FY16
SERVICES					
503011 Accting/Audit Fees	-	-	0.0%	-	0.0%
503012 Admin/Bank Fees	-	-	0.0%	-	0.0%
503031 Prof/Technical Fees	14,910	16,185	8.6%	16,675	3.0%
503032 Legislative Services	-	-	0.0%	-	0.0%
503033 Legal Services	-	-	0.0%	-	0.0%
503034 Pre-Employment Exams	-	-	0.0%	-	0.0%
503041 Temp Help	-	-	0.0%	-	0.0%
503161 Custodial Services	-	-	0.0%	-	0.0%
503162 Uniforms/Laundry	-	-	0.0%	-	0.0%
503171 Security Services	-	-	0.0%	-	0.0%
503221 Classified/Legal Ads	-	-	0.0%	-	0.0%
503222 Legal Ads	-	-	0.0%	-	0.0%
503225 Graphic Services	-	-	0.0%	-	0.0%
503351 Repair - Bldg & Impr	-	-	0.0%	-	0.0%
503352 Repair - Equipment	175,000	200,450	14.5%	205,952	2.7%
503353 Repair - Rev Vehicle	-	-	0.0%	-	0.0%
503354 Repair - Non Rev Vehicle	-	-	0.0%	-	0.0%
503363 Haz Mat Disposal	-	-	0.0%	-	0.0%
Totals	189,910	216,635	14.1%	222,627	2.8%
MOBILE MATERIALS & SUPPLIES					
504011 Fuels & Lubricants - Non Rev Veh	-	-	0.0%	-	0.0%
504012 Fuels & Lubricants - Rev Veh	-	-	0.0%	-	0.0%
504021 Tires & Tubes	-	-	0.0%	-	0.0%
504161 Other Mobile Supplies	-	-	0.0%	-	0.0%
504191 Rev Vehicle Parts	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY15 & FY16 FINAL OPERATING BUDGET**

Information Technology - 1500

ACCOUNT	REVISED BUDGET FY14	BUDGET FY15	% CHANGE REV BUDG BUDG FY15	BUDGET FY16	% CHANGE BUDG BUDG FY16
OTHER MATERIALS & SUPPLIES					
504205 Freight Out	-	-	0.0%	-	0.0%
504211 Postage & Mailing	-	-	0.0%	-	0.0%
504214 Promotional Items	-	-	0.0%	-	0.0%
504215 Printing	-	-	0.0%	-	0.0%
504217 Photo Supp/Process	-	-	0.0%	-	0.0%
504311 Office Supplies	18,000	37,380	107.7%	37,380	0.0%
504315 Safety Supplies	-	-	0.0%	-	0.0%
504317 Cleaning Supplies	-	-	0.0%	-	0.0%
504409 Repair/Maint Supplies	-	-	0.0%	-	0.0%
504417 Tenant Repairs	-	-	0.0%	-	0.0%
504421 Non-Inventory Parts	-	-	0.0%	-	0.0%
504511 Small Tools	-	-	0.0%	-	0.0%
504515 Employee Tool Replacement	-	-	0.0%	-	0.0%
Totals	18,000	37,380	107.7%	37,380	0.0%
UTILITIES					
505011 Gas & Electric	-	-	0.0%	-	0.0%
505021 Water & Garbage	-	-	0.0%	-	0.0%
505031 Telecommunications	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
CASUALTY & LIABILITY					
506011 Insurance - Property	-	-	0.0%	-	0.0%
506015 Insurance - PL/PD	-	-	0.0%	-	0.0%
506021 Insurance - Other	-	-	0.0%	-	0.0%
506123 Settlement Costs	-	-	0.0%	-	0.0%
506127 Repairs - District Prop	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY15 & FY16 FINAL OPERATING BUDGET
 Information Technology - 1500

ACCOUNT	REVISED BUDGET FY14	BUDGET FY15	% CHANGE BUDG FY14 BUDG FY15	BUDGET FY16	% CHANGE BUDG FY15 BUDG FY16
TAXES					
507051 Fuel Tax	-	-	0.0%	-	0.0%
507201 Licenses & Permits	-	-	0.0%	-	0.0%
507999 Other Taxes	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
PURCHASED TRANS.					
503406 Contract/Paratransit	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
MISC EXPENSE					
509011 Dues/Subscriptions	-	-	0.0%	-	0.0%
509081 Advertising - District Promo	-	-	0.0%	-	0.0%
509101 Employee Incentive Program	-	-	0.0%	-	0.0%
509121 Employee Training	-	-	0.0%	-	0.0%
509122 BOD Travel	-	-	0.0%	-	0.0%
509123 Travel	-	-	0.0%	-	0.0%
509125 Local Meeting Expense	-	-	0.0%	-	0.0%
509127 Board Director Fees	-	-	0.0%	-	0.0%
509150 Contributions	-	-	0.0%	-	0.0%
509198 Cash Over/Short	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
LEASES & RENTALS					
512011 Facility Lease	-	-	0.0%	-	0.0%
512061 Equipment Rental	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
PERSONNEL TOTAL	634,662	655,953	3.4%	684,350	4.3%
NON-PERSONNEL TOTAL	207,910	254,015	22.2%	260,007	2.4%
DEPARTMENT TOTALS	842,572	909,968	8.0%	944,357	3.8%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY15 & FY16 FINAL OPERATING BUDGET**

District Counsel - 1700

ACCOUNT	REVISED BUDGET FY14	BUDGET FY15	% CHANGE REV BUDG FY14 BUDG FY15	BUDGET FY16	% CHANGE BUDG FY15 BUDG FY16
LABOR					
501011 Bus Operator Pay	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	0.0%	-	0.0%
501021 Other Salaries	306,401	244,631	-20.2%	256,082	4.7%
501023 Other OT	119	73	-38.5%	77	4.7%
Totals	306,520	244,705	-20.2%	256,158	4.7%
FRINGE BENEFITS					
502011 Medicare/Soc. Sec.	5,524	4,472	-19.0%	4,684	4.7%
502021 Retirement	71,841	63,679	-11.4%	70,729	11.1%
502031 Medical Ins	41,828	35,148	-16.0%	37,838	7.7%
502041 Dental Ins	3,251	2,538	-21.9%	2,614	3.0%
502045 Vision Ins	1,281	960	-25.0%	989	3.0%
502051 Life Ins/AD&D	656	455	-30.6%	469	3.0%
502060 State Disability Ins (SDI)	3,209	2,560	-20.2%	3,102	21.2%
502061 Long Term Disability Ins	2,409	1,872	-22.3%	1,872	0.0%
502071 State Unemployment Ins (SUI)	952	757	-20.4%	1,008	33.1%
502081 Worker's Comp Ins	16,303	12,113	-25.7%	12,477	3.0%
502101 Holiday Pay	11,457	9,488	-17.2%	9,937	4.7%
502103 Floating Holiday	9,106	6,961	-23.6%	7,456	7.1%
502109 Sick Leave	17,186	14,232	-17.2%	14,906	4.7%
502111 Annual Leave	34,014	30,824	-9.4%	32,251	4.6%
502121 Other Paid Absence	2,685	2,224	-17.2%	2,329	4.7%
502251 Phys. Exams	-	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	0.0%	-	0.0%
502999 Other Fringe Benefits	3,597	2,032	-43.5%	2,034	0.1%
Totals	225,298	190,317	-15.5%	204,696	7.6%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY15 & FY16 FINAL OPERATING BUDGET**

District Counsel - 1700

ACCOUNT	REVISED BUDGET FY14	BUDGET FY15	% CHANGE REV BUDG BUDG FY15	BUDGET FY16	% CHANGE BUDG FY15 BUDG FY16
SERVICES					
503011 Accting/Audit Fees	-	-	0.0%	-	0.0%
503012 Admin/Bank Fees	-	-	0.0%	-	0.0%
503031 Prof/Technical Fees	-	-	0.0%	-	0.0%
503032 Legislative Services	-	-	0.0%	-	0.0%
503033 Legal Services	25,000	60,000	140.0%	25,000	-58.3%
503034 Pre-Employment Exams	-	-	0.0%	-	0.0%
503041 Temp Help	-	-	0.0%	-	0.0%
503161 Custodial Services	-	-	0.0%	-	0.0%
503162 Uniforms/Laundry	-	-	0.0%	-	0.0%
503171 Security Services	-	-	0.0%	-	0.0%
503221 Classified/Legal Ads	-	-	0.0%	-	0.0%
503222 Legal Ads	-	-	0.0%	-	0.0%
503225 Graphic Services	-	-	0.0%	-	0.0%
503351 Repair - Bldg & Impr	-	-	0.0%	-	0.0%
503352 Repair - Equipment	-	-	0.0%	-	0.0%
503353 Repair - Rev Vehicle	-	-	0.0%	-	0.0%
503354 Repair - Non Rev Vehicle	-	-	0.0%	-	0.0%
503363 Haz Mat Disposal	-	-	0.0%	-	0.0%
Totals	25,000	60,000	140.0%	25,000	-58.3%
MOBILE MATERIALS & SUPPLIES					
504011 Fuels & Lubricants - Non Rev Veh	-	-	0.0%	-	0.0%
504012 Fuels & Lubricants - Rev Veh	-	-	0.0%	-	0.0%
504021 Tires & Tubes	-	-	0.0%	-	0.0%
504161 Other Mobile Supplies	-	-	0.0%	-	0.0%
504191 Rev Vehicle Parts	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY15 & FY16 FINAL OPERATING BUDGET**

District Counsel - 1700

ACCOUNT	REVISED BUDGET FY14	BUDGET FY15	% CHANGE REV BUDG BUDG FY15	BUDGET FY16	% CHANGE BUDG BUDG FY16
OTHER MATERIALS & SUPPLIES					
504205 Freight Out	-	-	0.0%	-	0.0%
504211 Postage & Mailing	-	-	0.0%	-	0.0%
504214 Promotional Items	-	-	0.0%	-	0.0%
504215 Printing	-	-	0.0%	-	0.0%
504217 Photo Supp/Process	-	-	0.0%	-	0.0%
504311 Office Supplies	1,500	1,545	3.0%	1,591	3.0%
504315 Safety Supplies	-	-	0.0%	-	0.0%
504317 Cleaning Supplies	-	-	0.0%	-	0.0%
504409 Repair/Maint Supplies	-	-	0.0%	-	0.0%
504417 Tenant Repairs	-	-	0.0%	-	0.0%
504421 Non-Inventory Parts	-	-	0.0%	-	0.0%
504511 Small Tools	-	-	0.0%	-	0.0%
504515 Employee Tool Replacement	-	-	0.0%	-	0.0%
Totals	1,500	1,545	3.0%	1,591	3.0%
UTILITIES					
505011 Gas & Electric	-	-	0.0%	-	0.0%
505021 Water & Garbage	-	-	0.0%	-	0.0%
505031 Telecommunications	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
CASUALTY & LIABILITY					
506011 Insurance - Property	-	-	0.0%	-	0.0%
506015 Insurance - PL/PD	-	-	0.0%	-	0.0%
506021 Insurance - Other	-	-	0.0%	-	0.0%
506123 Settlement Costs	-	-	0.0%	-	0.0%
506127 Repairs - District Prop	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY15 & FY16 FINAL OPERATING BUDGET**

District Counsel - 1700

ACCOUNT	REVISED BUDGET FY14	BUDGET FY15	% CHANGE REV BUDG BUDG FY15	BUDGET FY16	% CHANGE BUDG FY15 BUDG FY16
TAXES					
507051 Fuel Tax	-	-	0.0%	-	0.0%
507201 Licenses & Permits	-	-	0.0%	-	0.0%
507999 Other Taxes	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
PURCHASED TRANS.					
503406 Contract/Paratransit	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
MISC EXPENSE					
509011 Dues/Subscriptions	12,660	13,040	3.0%	13,431	3.0%
509081 Advertising - District Promo	-	-	0.0%	-	0.0%
509101 Employee Incentive Program	-	-	0.0%	-	0.0%
509121 Employee Training	37,000	9,000	-75.7%	9,000	0.0%
509122 BOD Travel	-	-	0.0%	-	0.0%
509123 Travel	2,000	2,500	25.0%	2,500	0.0%
509125 Local Meeting Expense	-	-	0.0%	-	0.0%
509127 Board Director Fees	-	-	0.0%	-	0.0%
509150 Contributions	-	-	0.0%	-	0.0%
509198 Cash Over/Short	-	-	0.0%	-	0.0%
Totals	51,660	24,540	-52.5%	24,931	1.6%
LEASES & RENTALS					
512011 Facility Lease	-	-	0.0%	-	0.0%
512061 Equipment Rental	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
PERSONNEL TOTAL	531,818	435,022	-18.2%	460,854	5.9%
NON-PERSONNEL TOTAL	78,160	86,085	10.1%	51,522	-40.1%
DEPARTMENT TOTALS	609,978	521,106	-14.6%	512,377	-1.7%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY15 & FY16 FINAL OPERATING BUDGET**

Risk Management - 1800

ACCOUNT	REVISED BUDGET FY14	BUDGET FY15	% CHANGE REV BUDG FY14 BUDG FY15	BUDGET FY16	% CHANGE BUDG FY15 BUDG FY16
LABOR					
501011 Bus Operator Pay	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	0.0%	-	0.0%
501021 Other Salaries	-	89,983	100.0%	120,517	33.9%
501023 Other OT	-	-	0.0%	-	0.0%
Totals	-	89,983	100.0%	120,517	33.9%
FRINGE BENEFITS					
502011 Medicare/Soc. Sec.	-	1,667	100.0%	2,207	32.4%
502021 Retirement	-	23,747	100.0%	33,340	40.4%
502031 Medical Ins	-	23,831	100.0%	39,127	64.2%
502041 Dental Ins	-	1,717	100.0%	2,816	64.0%
502045 Vision Ins	-	480	100.0%	660	37.3%
502051 Life Ins/AD&D	-	279	100.0%	348	24.6%
502060 State Disability Ins (SDI)	-	1,184	100.0%	1,866	57.5%
502061 Long Term Disability Ins	-	1,094	100.0%	1,172	7.1%
502071 State Unemployment Ins (SUI)	-	379	100.0%	672	77.4%
502081 Worker's Comp Ins	-	6,054	100.0%	6,235	3.0%
502101 Holiday Pay	-	3,477	100.0%	4,623	33.0%
502103 Floating Holiday	-	3,629	100.0%	3,888	7.1%
502109 Sick Leave	-	5,216	100.0%	6,935	33.0%
502111 Annual Leave	-	11,872	100.0%	15,188	27.9%
502121 Other Paid Absence	-	815	100.0%	1,084	33.0%
502251 Phys. Exams	-	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	0.0%	-	0.0%
502999 Other Fringe Benefits	-	1,991	100.0%	2,006	0.8%
Totals	-	87,434	100.0%	122,167	39.7%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY15 & FY16 FINAL OPERATING BUDGET**

Risk Management - 1800

ACCOUNT	REVISED BUDGET FY14	BUDGET FY15	% CHANGE REV BUDG BUDG FY15	BUDGET FY16	% CHANGE BUDG FY15 BUDG FY16
SERVICES					
503011 Accting/Audit Fees	-	-	0.0%	-	0.0%
503012 Admin/Bank Fees	-	-	0.0%	-	0.0%
503031 Prof/Technical Fees	50,000	50,000	0.0%	50,000	0.0%
503032 Legislative Services	-	-	0.0%	-	0.0%
503033 Legal Services	100,000	30,000	-70.0%	30,000	0.0%
503034 Pre-Employment Exams	-	-	0.0%	-	0.0%
503041 Temp Help	-	-	0.0%	-	0.0%
503161 Custodial Services	-	-	0.0%	-	0.0%
503162 Uniforms/Laundry	-	-	0.0%	-	0.0%
503171 Security Services	-	525,000	100.0%	525,000	0.0%
503221 Classified/Legal Ads	-	-	0.0%	-	0.0%
503222 Legal Ads	-	-	0.0%	-	0.0%
503225 Graphic Services	-	-	0.0%	-	0.0%
503351 Repair - Bldg & Impr	-	-	0.0%	-	0.0%
503352 Repair - Equipment	-	-	0.0%	-	0.0%
503353 Repair - Rev Vehicle	-	-	0.0%	-	0.0%
503354 Repair - Non Rev Vehicle	-	-	0.0%	-	0.0%
503363 Haz Mat Disposal	-	-	0.0%	-	0.0%
Totals	150,000	605,000	303.3%	605,000	0.0%
MOBILE MATERIALS & SUPPLIES					
504011 Fuels & Lubricants - Non Rev Veh	-	-	0.0%	-	0.0%
504012 Fuels & Lubricants - Rev Veh	-	-	0.0%	-	0.0%
504021 Tires & Tubes	-	-	0.0%	-	0.0%
504161 Other Mobile Supplies	-	-	0.0%	-	0.0%
504191 Rev Vehicle Parts	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY15 & FY16 FINAL OPERATING BUDGET**

Risk Management - 1800

ACCOUNT	REVISED BUDGET FY14	BUDGET FY15	% CHANGE REV BUDG BUDG FY15	BUDGET FY16	% CHANGE BUDG FY15 BUDG FY16
OTHER MATERIALS & SUPPLIES					
504205 Freight Out	-	-	0.0%	-	0.0%
504211 Postage & Mailing	-	-	0.0%	-	0.0%
504214 Promotional Items	-	-	0.0%	-	0.0%
504215 Printing	-	-	0.0%	-	0.0%
504217 Photo Supp/Process	-	-	0.0%	-	0.0%
504311 Office Supplies	-	5,000	100.0%	1,000	-80.0%
504315 Safety Supplies	-	-	0.0%	-	0.0%
504317 Cleaning Supplies	-	-	0.0%	-	0.0%
504409 Repair/Maint Supplies	-	-	0.0%	-	0.0%
504417 Tenant Repairs	-	-	0.0%	-	0.0%
504421 Non-Inventory Parts	-	-	0.0%	-	0.0%
504511 Small Tools	-	-	0.0%	-	0.0%
504515 Employee Tool Replacement	-	-	0.0%	-	0.0%
Totals	-	5,000	100.0%	1,000	-80.0%
UTILITIES					
505011 Gas & Electric	-	-	0.0%	-	0.0%
505021 Water & Garbage	-	-	0.0%	-	0.0%
505031 Telecommunications	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
CASUALTY & LIABILITY					
506011 Insurance - Property	-	-	0.0%	-	0.0%
506015 Insurance - PL/PD	-	-	0.0%	-	0.0%
506021 Insurance - Other	-	-	0.0%	-	0.0%
506123 Settlement Costs	150,000	150,000	0.0%	150,000	0.0%
506127 Repairs - District Prop	-	-	0.0%	-	0.0%
Totals	150,000	150,000	0.0%	150,000	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY15 & FY16 FINAL OPERATING BUDGET**

Risk Management - 1800

ACCOUNT	REVISED BUDGET FY14	BUDGET FY15	% CHANGE REV BUDG BUDG FY15	BUDGET FY16	% CHANGE BUDG FY15 BUDG FY16
TAXES					
507051 Fuel Tax	-	-	0.0%	-	0.0%
507201 Licenses & Permits	-	-	0.0%	-	0.0%
507999 Other Taxes	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
PURCHASED TRANS.					
503406 Contract/Paratransit	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
MISC EXPENSE					
509011 Dues/Subscriptions	-	-	0.0%	-	0.0%
509081 Advertising - District Promo	-	-	0.0%	-	0.0%
509101 Employee Incentive Program	-	-	0.0%	-	0.0%
509121 Employee Training	-	28,000	100.0%	28,000	0.0%
509122 BOD Travel	-	-	0.0%	-	0.0%
509123 Travel	-	-	0.0%	-	0.0%
509125 Local Meeting Expense	-	-	0.0%	-	0.0%
509127 Board Director Fees	-	-	0.0%	-	0.0%
509150 Contributions	-	-	0.0%	-	0.0%
509198 Cash Over/Short	-	-	0.0%	-	0.0%
Totals	-	28,000	100.0%	28,000	0.0%
LEASES & RENTALS					
512011 Facility Lease	-	-	0.0%	-	0.0%
512061 Equipment Rental	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
PERSONNEL TOTAL	-	177,417	100.0%	242,684	36.8%
NON-PERSONNEL TOTAL	300,000	788,000	162.7%	784,000	-0.5%
DEPARTMENT TOTALS	300,000	965,417	221.8%	1,026,684	6.3%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY15 & FY16 FINAL OPERATING BUDGET**

Purchasing - 1900

ACCOUNT	REVISED BUDGET FY14	BUDGET FY15	% CHANGE REV BUDG FY14 BUDG FY15	BUDGET FY16	% CHANGE BUDG FY15 BUDG FY16
LABOR					
501011 Bus Operator Pay	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	0.0%	-	0.0%
501021 Other Salaries	387,662	378,470	-2.4%	392,198	3.6%
501023 Other OT	10,529	1,703	-83.8%	1,765	3.6%
Totals	398,191	380,173	-4.5%	393,963	3.6%
FRINGE BENEFITS					
502011 Medicare/Soc. Sec.	7,036	6,889	-2.1%	7,140	3.7%
502021 Retirement	87,521	97,755	11.7%	107,457	9.9%
502031 Medical Ins	116,621	124,915	7.1%	134,908	8.0%
502041 Dental Ins	9,529	9,402	-1.3%	9,684	3.0%
502045 Vision Ins	2,241	2,241	0.0%	2,308	3.0%
502051 Life Ins/AD&D	897	924	3.0%	951	3.0%
502060 State Disability Ins (SDI)	4,648	4,893	5.3%	6,012	22.9%
502061 Long Term Disability Ins	3,324	3,449	3.8%	3,554	3.0%
502071 State Unemployment Ins (SUI)	1,666	1,767	6.1%	2,352	33.1%
502081 Worker's Comp Ins	28,530	32,302	13.2%	33,271	3.0%
502101 Holiday Pay	13,976	14,565	4.2%	15,098	3.7%
502103 Floating Holiday	3,980	4,262	7.1%	4,565	7.1%
502109 Sick Leave	20,964	21,848	4.2%	22,646	3.7%
502111 Annual Leave	44,872	50,808	13.2%	52,627	3.6%
502121 Other Paid Absence	3,276	3,414	4.2%	3,539	3.7%
502251 Phys. Exams	-	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	0.0%	-	0.0%
502999 Other Fringe Benefits	2,136	2,141	0.3%	2,147	0.3%
Totals	351,216	381,574	8.6%	408,259	7.0%

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY15 & FY16 FINAL OPERATING BUDGET
 Purchasing - 1900

ACCOUNT	REVISED BUDGET FY14	BUDGET FY15	% CHANGE REV BUDG BUDG FY15	BUDGET FY16	% CHANGE BUDG FY15 BUDG FY16
SERVICES					
503011 Accting/Audit Fees	-	-	0.0%	-	0.0%
503012 Admin/Bank Fees	-	-	0.0%	-	0.0%
503031 Prof/Technical Fees	-	-	0.0%	-	0.0%
503032 Legislative Services	-	-	0.0%	-	0.0%
503033 Legal Services	-	-	0.0%	-	0.0%
503034 Pre-Employment Exams	-	-	0.0%	-	0.0%
503041 Temp Help	-	-	0.0%	-	0.0%
503161 Custodial Services	-	-	0.0%	-	0.0%
503162 Uniforms/Laundry	850	850	0.0%	850	0.0%
503171 Security Services	-	-	0.0%	-	0.0%
503221 Classified/Legal Ads	4,000	4,000	0.0%	4,000	0.0%
503222 Legal Ads	-	-	0.0%	-	0.0%
503225 Graphic Services	-	-	0.0%	-	0.0%
503351 Repair - Bldg & Impr	-	-	0.0%	-	0.0%
503352 Repair - Equipment	1,800	-	-100.0%	-	0.0%
503353 Repair - Rev Vehicle	-	-	0.0%	-	0.0%
503354 Repair - Non Rev Vehicle	-	-	0.0%	-	0.0%
503363 Haz Mat Disposal	-	-	0.0%	-	0.0%
Totals	6,650	4,850	-27.1%	4,850	0.0%
MOBILE MATERIALS & SUPPLIES					
504011 Fuels & Lubricants - Non Rev Veh	-	-	0.0%	-	0.0%
504012 Fuels & Lubricants - Rev Veh	-	-	0.0%	-	0.0%
504021 Tires & Tubes	-	-	0.0%	-	0.0%
504161 Other Mobile Supplies	-	-	0.0%	-	0.0%
504191 Rev Vehicle Parts	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY15 & FY16 FINAL OPERATING BUDGET**

Purchasing - 1900

ACCOUNT	REVISED BUDGET FY14	BUDGET FY15	% CHANGE REV BUDG FY14 BUDG FY15	BUDGET FY16	% CHANGE BUDG FY15 BUDG FY16
OTHER MATERIALS & SUPPLIES					
504205 Freight Out	2,200	-	-100.0%	-	0.0%
504211 Postage & Mailing	500	500	0.0%	500	0.0%
504214 Promotional Items	-	-	0.0%	-	0.0%
504215 Printing	-	-	0.0%	-	0.0%
504217 Photo Supp/Process	-	-	0.0%	-	0.0%
504311 Office Supplies	1,600	3,500	118.8%	2,000	-42.9%
504315 Safety Supplies	200	200	0.0%	200	0.0%
504317 Cleaning Supplies	200	200	0.0%	200	0.0%
504409 Repair/Maint Supplies	300	-	-100.0%	-	0.0%
504417 Tenant Repairs	-	-	0.0%	-	0.0%
504421 Non-Inventory Parts	-	-	0.0%	-	0.0%
504511 Small Tools	-	-	0.0%	-	0.0%
504515 Employee Tool Replacement	-	-	0.0%	-	0.0%
Totals	5,000	4,400	-12.0%	2,900	-34.1%
UTILITIES					
505011 Gas & Electric	-	-	0.0%	-	0.0%
505021 Water & Garbage	-	-	0.0%	-	0.0%
505031 Telecommunications	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
CASUALTY & LIABILITY					
506011 Insurance - Property	-	-	0.0%	-	0.0%
506015 Insurance - PL/PD	-	-	0.0%	-	0.0%
506021 Insurance - Other	-	-	0.0%	-	0.0%
506123 Settlement Costs	-	-	0.0%	-	0.0%
506127 Repairs - District Prop	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY15 & FY16 FINAL OPERATING BUDGET
 Purchasing - 1900

ACCOUNT	REVISED BUDGET FY14	BUDGET FY15	% CHANGE BUDG FY14 BUDG FY15	BUDGET FY16	% CHANGE BUDG FY15 BUDG FY16
TAXES					
507051 Fuel Tax	-	-	0.0%	-	0.0%
507201 Licenses & Permits	-	-	0.0%	-	0.0%
507999 Other Taxes	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
PURCHASED TRANS.					
503406 Contract/Paratransit	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
MISC EXPENSE					
509011 Dues/Subscriptions	-	-	0.0%	-	0.0%
509081 Advertising - District Promo	-	-	0.0%	-	0.0%
509101 Employee Incentive Program	-	-	0.0%	-	0.0%
509121 Employee Training	-	-	0.0%	-	0.0%
509122 BOD Travel	-	-	0.0%	-	0.0%
509123 Travel	-	-	0.0%	-	0.0%
509125 Local Meeting Expense	-	-	0.0%	-	0.0%
509127 Board Director Fees	-	-	0.0%	-	0.0%
509150 Contributions	-	-	0.0%	-	0.0%
509198 Cash Over/Short	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
LEASES & RENTALS					
512011 Facility Lease	-	-	0.0%	-	0.0%
512061 Equipment Rental	500	-	-100.0%	-	0.0%
Totals	500	-	-100.0%	-	0.0%
PERSONNEL TOTAL	749,407	761,748	1.6%	802,222	5.3%
NON-PERSONNEL TOTAL	12,150	9,250	-23.9%	7,750	-16.2%
DEPARTMENT TOTALS	<u>761,557</u>	<u>770,998</u>	<u>1.2%</u>	<u>809,972</u>	<u>5.1%</u>

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY15 & FY16 FINAL OPERATING BUDGET
 Facilities Maintenance - 2200

ACCOUNT	REVISED BUDGET FY14	BUDGET FY15	% CHANGE REV BUDG FY14 BUDG FY15	BUDGET FY16	% CHANGE BUDG FY15 BUDG FY16
LABOR					
501011 Bus Operator Pay	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	0.0%	-	0.0%
501021 Other Salaries	652,630	661,472	1.4%	685,170	3.6%
501023 Other OT	43,200	46,303	7.2%	47,962	3.6%
Totals	695,829	707,775	1.7%	733,132	3.6%
FRINGE BENEFITS					
502011 Medicare/Soc. Sec.	12,231	12,484	2.1%	12,993	4.1%
502021 Retirement	146,691	168,230	14.7%	185,743	10.4%
502031 Medical Ins	291,084	342,215	17.6%	369,512	8.0%
502041 Dental Ins	23,491	26,638	13.4%	27,437	3.0%
502045 Vision Ins	4,482	4,802	7.1%	4,946	3.0%
502051 Life Ins/AD&D	1,593	1,758	10.4%	1,810	3.0%
502060 State Disability Ins (SDI)	8,045	8,868	10.2%	10,984	23.9%
502061 Long Term Disability Ins	5,736	6,111	6.5%	6,311	3.3%
502071 State Unemployment Ins (SUI)	3,332	3,787	13.7%	5,039	33.1%
502081 Worker's Comp Ins	57,059	60,566	6.1%	62,383	3.0%
502101 Holiday Pay	23,425	25,066	7.0%	26,097	4.1%
502103 Floating Holiday	-	-	0.0%	-	0.0%
502109 Sick Leave	35,138	37,598	7.0%	39,145	4.1%
502111 Annual Leave	83,638	84,622	1.2%	91,613	8.3%
502121 Other Paid Absence	5,490	5,875	7.0%	6,116	4.1%
502251 Phys. Exams	-	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	0.0%	-	0.0%
502999 Other Fringe Benefits	371	422	13.7%	435	3.0%
Totals	701,807	789,040	12.4%	850,564	7.8%

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY15 & FY16 FINAL OPERATING BUDGET
 Facilities Maintenance - 2200

ACCOUNT	REVISED BUDGET FY14	BUDGET FY15	% CHANGE BUDG FY15	BUDGET FY16	% CHANGE BUDG FY16
SERVICES					
503011 Accting/Audit Fees	-	-	0.0%	-	0.0%
503012 Admin/Bank Fees	-	-	0.0%	-	0.0%
503031 Prof/Technical Fees	16,994	17,504	3.0%	18,029	3.0%
503032 Legislative Services	-	-	0.0%	-	0.0%
503033 Legal Services	-	-	0.0%	-	0.0%
503034 Pre-Employment Exams	-	-	0.0%	-	0.0%
503041 Temp Help	-	-	0.0%	-	0.0%
503161 Custodial Services	67,000	69,010	3.0%	71,080	3.0%
503162 Uniforms/Laundry	3,200	2,500	-21.9%	2,500	0.0%
503171 Security Services	9,272	9,550	3.0%	9,837	3.0%
503221 Classified/Legal Ads	-	-	0.0%	-	0.0%
503222 Legal Ads	-	-	0.0%	-	0.0%
503225 Graphic Services	-	-	0.0%	-	0.0%
503351 Repair - Bldg & Impr	58,000	59,740	3.0%	61,532	3.0%
503352 Repair - Equipment	300,000	309,000	3.0%	318,270	3.0%
503353 Repair - Rev Vehicle	-	-	0.0%	-	0.0%
503354 Repair - Non Rev Vehicle	-	-	0.0%	-	0.0%
503363 Haz Mat Disposal	41,000	42,230	3.0%	43,497	3.0%
Totals	495,466	509,534	2.8%	524,745	3.0%
MOBILE MATERIALS & SUPPLIES					
504011 Fuels & Lubricants - Non Rev Veh	-	-	0.0%	-	0.0%
504012 Fuels & Lubricants - Rev Veh	-	-	0.0%	-	0.0%
504021 Tires & Tubes	-	-	0.0%	-	0.0%
504161 Other Mobile Supplies	-	-	0.0%	-	0.0%
504191 Rev Vehicle Parts	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY15 & FY16 FINAL OPERATING BUDGET
 Facilities Maintenance - 2200

ACCOUNT	REVISED BUDGET FY14	BUDGET FY15	% CHANGE BUDG FY14 BUDG FY15	BUDGET FY16	% CHANGE BUDG FY15 BUDG FY16
OTHER MATERIALS & SUPPLIES					
504205 Freight Out	-	-	0.0%	-	0.0%
504211 Postage & Mailing	-	-	0.0%	-	0.0%
504214 Promotional Items	-	-	0.0%	-	0.0%
504215 Printing	30,000	30,900	3.0%	31,827	3.0%
504217 Photo Supp/Process	-	-	0.0%	-	0.0%
504311 Office Supplies	1,850	1,906	3.0%	1,963	3.0%
504315 Safety Supplies	8,400	8,736	4.0%	9,085	4.0%
504317 Cleaning Supplies	44,770	53,700	19.9%	56,000	4.3%
504409 Repair/Maint Supplies	123,000	126,000	2.4%	130,000	3.2%
504417 Tenant Repairs	10,000	20,000	100.0%	20,000	0.0%
504421 Non-Inventory Parts	100	103	3.0%	106	3.0%
504511 Small Tools	2,300	2,900	26.1%	3,100	6.9%
504515 Employee Tool Replacement	-	-	0.0%	-	0.0%
Totals	220,420	244,245	10.8%	252,081	3.2%
UTILITIES					
505011 Gas & Electric	290,000	261,000	-10.0%	268,000	2.7%
505021 Water & Garbage	149,000	140,000	-6.0%	144,000	2.9%
505031 Telecommunications	70,000	86,000	22.9%	88,000	2.3%
Totals	509,000	487,000	-4.3%	500,000	2.7%
CASUALTY & LIABILITY					
506011 Insurance - Property	-	-	0.0%	-	0.0%
506015 Insurance - PL/PD	-	-	0.0%	-	0.0%
506021 Insurance - Other	-	-	0.0%	-	0.0%
506123 Settlement Costs	-	-	0.0%	-	0.0%
506127 Repairs - District Prop	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY15 & FY16 FINAL OPERATING BUDGET**

Facilities Maintenance - 2200

ACCOUNT	REVISED BUDGET FY14	BUDGET FY15	% CHANGE REV BUDG BUDG FY15	BUDGET FY16	% CHANGE BUDG BUDG FY16
TAXES					
507051 Fuel Tax	-	-	0.0%	-	0.0%
507201 Licenses & Permits	15,000	15,450	3.0%	15,914	3.0%
507999 Other Taxes	18,000	18,540	3.0%	19,096	3.0%
Totals	33,000	33,990	3.0%	35,010	3.0%
PURCHASED TRANS.					
503406 Contract/Paratransit	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
MISC EXPENSE					
509011 Dues/Subscriptions	-	-	0.0%	-	0.0%
509081 Advertising - District Promo	-	-	0.0%	-	0.0%
509101 Employee Incentive Program	-	-	0.0%	-	0.0%
509121 Employee Training	-	-	0.0%	-	0.0%
509122 BOD Travel	-	-	0.0%	-	0.0%
509123 Travel	-	-	0.0%	-	0.0%
509125 Local Meeting Expense	-	-	0.0%	-	0.0%
509127 Board Director Fees	-	-	0.0%	-	0.0%
509150 Contributions	-	-	0.0%	-	0.0%
509198 Cash Over/Short	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
LEASES & RENTALS					
512011 Facility Lease	5,000	5,000	0.0%	5,000	0.0%
512061 Equipment Rental	6,000	7,500	25.0%	7,800	4.0%
Totals	11,000	12,500	13.6%	12,800	2.4%
PERSONNEL TOTAL	1,397,636	1,496,815	7.1%	1,583,696	5.8%
NON-PERSONNEL TOTAL	1,268,886	1,287,268	1.4%	1,324,636	2.9%
DEPARTMENT TOTALS	2,666,522	2,784,083	4.4%	2,908,332	4.5%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY15 & FY16 FINAL OPERATING BUDGET**

Paratransit - 3100

ACCOUNT	REVISED BUDGET FY14	BUDGET FY15	% CHANGE REV BUDG BUDG FY15	BUDGET FY16	% CHANGE BUDG FY15 BUDG FY16
LABOR					
501011 Bus Operator Pay	1,162,555	1,213,445	4.4%	1,271,918	4.8%
501013 Bus Operator OT	232,084	247,179	6.5%	259,090	4.8%
501021 Other Salaries	809,368	885,780	9.4%	919,803	3.8%
501023 Other OT	87,420	96,019	9.8%	99,707	3.8%
Totals	2,291,428	2,442,421	6.6%	2,550,517	4.4%
FRINGE BENEFITS					
502011 Medicare/Soc. Sec.	38,892	41,507	6.7%	43,343	4.4%
502021 Retirement	453,894	520,273	14.6%	576,051	10.7%
502031 Medical Ins	940,144	1,058,985	12.6%	1,143,704	8.0%
502041 Dental Ins	64,820	66,750	3.0%	68,753	3.0%
502045 Vision Ins	17,181	17,608	2.5%	18,136	3.0%
502051 Life Ins/AD&D	6,307	6,652	5.5%	6,852	3.0%
502060 State Disability Ins (SDI)	26,567	29,362	10.5%	36,484	24.3%
502061 Long Term Disability Ins	15,394	17,159	11.5%	17,882	4.2%
502071 State Unemployment Ins (SUI)	12,852	13,887	8.1%	18,477	33.1%
502081 Worker's Comp Ins	216,011	218,037	0.9%	224,578	3.0%
502101 Holiday Pay	71,744	76,780	7.0%	80,195	4.4%
502103 Floating Holiday	7,595	7,981	5.1%	8,318	4.2%
502109 Sick Leave	111,495	119,341	7.0%	124,658	4.5%
502111 Annual Leave	183,117	198,038	8.1%	206,681	4.4%
502121 Other Paid Absence	16,815	17,995	7.0%	18,796	4.4%
502251 Phys. Exams	3,183	3,183	0.0%	3,183	0.0%
502253 Driver Lic Renewal	1,061	1,061	0.0%	1,061	0.0%
502999 Other Fringe Benefits	5,323	5,402	1.5%	5,447	0.8%
Totals	2,192,395	2,420,001	10.4%	2,602,598	7.5%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY15 & FY16 FINAL OPERATING BUDGET**

Paratransit - 3100

ACCOUNT	REVISED	BUDGET	BUDGET	% CHANGE	BUDGET	% CHANGE
	BUDGET FY14	FY15	FY14	BUDG FY15	FY16	BUDG FY16
SERVICES						
503011 Accting/Audit Fees	-	-	-	0.0%	-	0.0%
503012 Admin/Bank Fees	-	-	-	0.0%	-	0.0%
503031 Prof/Technical Fees	8,000	8,000	8,000	0.0%	8,000	0.0%
503032 Legislative Services	-	-	-	0.0%	-	0.0%
503033 Legal Services	-	-	-	0.0%	-	0.0%
503034 Pre-Employment Exams	-	-	-	0.0%	-	0.0%
503041 Temp Help	-	-	-	0.0%	-	0.0%
503161 Custodial Services	9,500	10,500	10,500	10.5%	10,500	0.0%
503162 Uniforms/Laundry	1,000	1,000	1,000	0.0%	1,000	0.0%
503171 Security Services	-	-	-	0.0%	-	0.0%
503221 Classified/Legal Ads	-	-	-	0.0%	-	0.0%
503222 Legal Ads	-	-	-	0.0%	-	0.0%
503225 Graphic Services	-	-	-	0.0%	-	0.0%
503351 Repair - Bldg & Impr	-	-	-	0.0%	-	0.0%
503352 Repair - Equipment	2,000	3,000	3,000	50.0%	3,000	0.0%
503353 Repair - Rev Vehicle	4,000	4,000	4,000	0.0%	4,000	0.0%
503354 Repair - Non Rev Vehicle	-	-	-	0.0%	-	0.0%
503363 Haz Mat Disposal	-	-	-	0.0%	-	0.0%
Totals	24,500	26,500	26,500	8.2%	26,500	0.0%
MOBILE MATERIALS & SUPPLIES						
504011 Fuels & Lubricants - Non Rev Veh	-	-	-	0.0%	-	0.0%
504012 Fuels & Lubricants - Rev Veh	-	-	-	0.0%	-	0.0%
504021 Tires & Tubes	-	-	-	0.0%	-	0.0%
504161 Other Mobile Supplies	-	-	-	0.0%	-	0.0%
504191 Rev Vehicle Parts	-	-	-	0.0%	-	0.0%
Totals	-	-	-	0.0%	-	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY15 & FY16 FINAL OPERATING BUDGET**

Paratransit - 3100

ACCOUNT	REVISED	BUDGET	BUDGET	% CHANGE	BUDGET	% CHANGE
	BUDGET FY14	FY15	FY14	BUDG FY15	FY16	BUDG FY16
OTHER MATERIALS & SUPPLIES						
504205 Freight Out	-	-	-	0.0%	-	0.0%
504211 Postage & Mailing	2,800	2,800	2,800	0.0%	2,800	0.0%
504214 Promotional Items	200	200	200	0.0%	200	0.0%
504215 Printing	4,300	4,300	4,300	0.0%	4,300	0.0%
504217 Photo Supp/Process	1,000	2,000	2,000	100.0%	2,000	0.0%
504311 Office Supplies	9,000	9,500	9,500	5.6%	9,500	0.0%
504315 Safety Supplies	1,000	1,000	1,000	0.0%	1,000	0.0%
504317 Cleaning Supplies	500	1,200	1,200	140.0%	1,200	0.0%
504409 Repair/Maint Supplies	-	-	-	0.0%	-	0.0%
504417 Tenant Repairs	-	-	-	0.0%	-	0.0%
504421 Non-Inventory Parts	-	-	-	0.0%	-	0.0%
504511 Small Tools	-	-	-	0.0%	-	0.0%
504515 Employee Tool Replacement	-	-	-	0.0%	-	0.0%
Totals	18,800	21,000	21,000	11.7%	21,000	0.0%
UTILITIES						
505011 Gas & Electric	14,000	14,420	14,420	3.0%	14,853	3.0%
505021 Water & Garbage	6,200	6,386	6,386	3.0%	6,578	3.0%
505031 Telecommunications	7,100	17,000	17,000	139.4%	17,000	0.0%
Totals	27,300	37,806	37,806	38.5%	38,430	1.7%
CASUALTY & LIABILITY						
506011 Insurance - Property	167	167	167	0.0%	172	3.0%
506015 Insurance - PL/PD	124,701	123,909	123,909	-0.6%	127,626	3.0%
506021 Insurance - Other	-	-	-	0.0%	-	0.0%
506123 Settlement Costs	-	-	-	0.0%	-	0.0%
506127 Repairs - District Prop	-	-	-	0.0%	-	0.0%
Totals	124,868	124,076	124,076	-0.6%	127,798	3.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY15 & FY16 FINAL OPERATING BUDGET**

Paratransit - 3100

ACCOUNT	REVISED BUDGET FY14	BUDGET FY15	% CHANGE REV BUDG BUDG FY15	BUDGET FY16	% CHANGE BUDG FY15 BUDG FY16
TAXES					
507051 Fuel Tax	-	-	0.0%	-	0.0%
507201 Licenses & Permits	500	500	0.0%	500	0.0%
507999 Other Taxes	-	-	0.0%	-	0.0%
Totals	500	500	0.0%	500	0.0%
PURCHASED TRANS.					
503406 Contract/Paratransit	250,000	250,000	0.0%	250,000	0.0%
Totals	250,000	250,000	0.0%	250,000	0.0%
MISC EXPENSE					
509011 Dues/Subscriptions	-	-	0.0%	-	0.0%
509081 Advertising - District Promo	-	-	0.0%	-	0.0%
509101 Employee Incentive Program	-	-	0.0%	-	0.0%
509121 Employee Training	-	-	0.0%	-	0.0%
509122 BOD Travel	-	-	0.0%	-	0.0%
509123 Travel	-	-	0.0%	-	0.0%
509125 Local Meeting Expense	-	-	0.0%	-	0.0%
509127 Board Director Fees	-	-	0.0%	-	0.0%
509150 Contributions	-	-	0.0%	-	0.0%
509198 Cash Over/Short	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
LEASES & RENTALS					
512011 Facility Lease	158,000	162,740	3.0%	167,622	3.0%
512061 Equipment Rental	5,200	5,200	0.0%	5,200	0.0%
Totals	163,200	167,940	2.9%	172,822	2.9%
PERSONNEL TOTAL	4,483,823	4,862,422	8.4%	5,153,115	6.0%
NON-PERSONNEL TOTAL	609,168	627,822	3.1%	637,051	1.5%
DEPARTMENT TOTALS	5,092,991	5,490,244	7.8%	5,790,165	5.5%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY15 & FY16 FINAL OPERATING BUDGET**

Operations - 3200

ACCOUNT	REVISED BUDGET FY14	BUDGET FY15	% CHANGE REV BUDG FY14 BUDG FY15	BUDGET FY16	% CHANGE BUDG FY15 BUDG FY16
LABOR					
501011 Bus Operator Pay	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	0.0%	-	0.0%
501021 Other Salaries	1,202,396	1,086,187	-9.7%	1,119,543	3.1%
501023 Other OT	204,210	193,884	-5.1%	199,838	3.1%
Totals	1,406,606	1,280,072	-9.0%	1,319,381	3.1%
FRINGE BENEFITS					
502011 Medicare/Soc. Sec.	24,628	22,528	-8.5%	23,323	3.5%
502021 Retirement	276,550	280,808	1.5%	308,492	9.9%
502031 Medical Ins	329,897	359,644	9.0%	388,416	8.0%
502041 Dental Ins	25,136	25,526	1.6%	26,291	3.0%
502045 Vision Ins	5,762	5,442	-5.6%	5,606	3.0%
502051 Life Ins/AD&D	2,249	2,199	-2.2%	2,265	3.0%
502060 State Disability Ins (SDI)	15,886	15,468	-2.6%	18,994	22.8%
502061 Long Term Disability Ins	9,086	8,654	-4.8%	8,731	0.9%
502071 State Unemployment Ins (SUI)	4,284	4,292	0.2%	5,711	33.1%
502081 Worker's Comp Ins	73,362	68,641	-6.4%	70,701	3.0%
502101 Holiday Pay	43,958	41,635	-5.3%	43,138	3.6%
502103 Floating Holiday	9,305	9,677	4.0%	10,072	4.1%
502109 Sick Leave	65,937	62,452	-5.3%	64,707	3.6%
502111 Annual Leave	162,385	150,070	-7.6%	161,068	7.3%
502121 Other Paid Absence	10,303	9,758	-5.3%	10,110	3.6%
502251 Phys. Exams	530	530	0.0%	530	0.0%
502253 Driver Lic Renewal	-	-	0.0%	-	0.0%
502999 Other Fringe Benefits	4,377	4,377	0.0%	4,391	0.3%
Totals	1,063,635	1,071,702	0.8%	1,152,547	7.5%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY15 & FY16 FINAL OPERATING BUDGET**

Operations - 3200

ACCOUNT	REVISED BUDGET FY14	BUDGET FY15	% CHANGE REV BUDG FY14 BUDG FY15	BUDGET FY16	% CHANGE BUDG FY15 BUDG FY16
SERVICES					
503011 Accting/Audit Fees	-	-	0.0%	-	0.0%
503012 Admin/Bank Fees	-	-	0.0%	-	0.0%
503031 Prof/Technical Fees	23,000	3,000	-87.0%	3,000	0.0%
503032 Legislative Services	-	-	0.0%	-	0.0%
503033 Legal Services	-	-	0.0%	-	0.0%
503034 Pre-Employment Exams	-	-	0.0%	-	0.0%
503041 Temp Help	-	-	0.0%	-	0.0%
503161 Custodial Services	-	-	0.0%	-	0.0%
503162 Uniforms/Laundry	500	500	0.0%	500	0.0%
503171 Security Services	525,000	-	-100.0%	-	0.0%
503221 Classified/Legal Ads	-	-	0.0%	-	0.0%
503222 Legal Ads	-	-	0.0%	-	0.0%
503225 Graphic Services	-	-	0.0%	-	0.0%
503351 Repair - Bldg & Impr	-	-	0.0%	-	0.0%
503352 Repair - Equipment	3,000	3,000	0.0%	3,000	0.0%
503353 Repair - Rev Vehicle	-	-	0.0%	-	0.0%
503354 Repair - Non Rev Vehicle	-	-	0.0%	-	0.0%
503363 Haz Mat Disposal	-	-	0.0%	-	0.0%
Totals	551,500	6,500	-98.8%	6,500	0.0%
MOBILE MATERIALS & SUPPLIES					
504011 Fuels & Lubricants - Non Rev Veh	-	-	0.0%	-	0.0%
504012 Fuels & Lubricants - Rev Veh	-	-	0.0%	-	0.0%
504021 Tires & Tubes	-	-	0.0%	-	0.0%
504161 Other Mobile Supplies	-	-	0.0%	-	0.0%
504191 Rev Vehicle Parts	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY15 & FY16 FINAL OPERATING BUDGET**

Operations - 3200

ACCOUNT	REVISED BUDGET FY14	BUDGET FY15	% CHANGE REV BUDG BUDG FY15	BUDGET FY16	% CHANGE BUDG BUDG FY16
OTHER MATERIALS & SUPPLIES					
504205 Freight Out	-	-	0.0%	-	0.0%
504211 Postage & Mailing	200	200	0.0%	200	0.0%
504214 Promotional Items	-	-	0.0%	-	0.0%
504215 Printing	4,500	4,500	0.0%	4,500	0.0%
504217 Photo Supp/Process	600	600	0.0%	600	0.0%
504311 Office Supplies	12,000	12,000	0.0%	12,000	0.0%
504315 Safety Supplies	-	-	0.0%	-	0.0%
504317 Cleaning Supplies	-	-	0.0%	-	0.0%
504409 Repair/Maint Supplies	-	-	0.0%	-	0.0%
504417 Tenant Repairs	-	-	0.0%	-	0.0%
504421 Non-Inventory Parts	-	-	0.0%	-	0.0%
504511 Small Tools	-	-	0.0%	-	0.0%
504515 Employee Tool Replacement	-	-	0.0%	-	0.0%
Totals	17,300	17,300	0.0%	17,300	0.0%
UTILITIES					
505011 Gas & Electric	-	-	0.0%	-	0.0%
505021 Water & Garbage	-	-	0.0%	-	0.0%
505031 Telecommunications	5,000	56,900	1038.0%	56,900	0.0%
Totals	5,000	56,900	1038.0%	56,900	0.0%
CASUALTY & LIABILITY					
506011 Insurance - Property	-	-	0.0%	-	0.0%
506015 Insurance - PL/PD	-	-	0.0%	-	0.0%
506021 Insurance - Other	-	-	0.0%	-	0.0%
506123 Settlement Costs	-	-	0.0%	-	0.0%
506127 Repairs - District Prop	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY15 & FY16 FINAL OPERATING BUDGET**

Operations - 3200

ACCOUNT	REVISED BUDGET FY14	BUDGET FY15	% CHANGE REV BUDG BUDG FY15	BUDGET FY16	% CHANGE BUDG FY15 BUDG FY16
TAXES					
507051 Fuel Tax	-	-	0.0%	-	0.0%
507201 Licenses & Permits	-	-	0.0%	-	0.0%
507999 Other Taxes	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
PURCHASED TRANS.					
503406 Contract/Paratransit	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
MISC EXPENSE					
509011 Dues/Subscriptions	-	-	0.0%	-	0.0%
509081 Advertising - District Promo	-	-	0.0%	-	0.0%
509101 Employee Incentive Program	-	-	0.0%	-	0.0%
509121 Employee Training	-	-	0.0%	-	0.0%
509122 BOD Travel	-	-	0.0%	-	0.0%
509123 Travel	-	-	0.0%	-	0.0%
509125 Local Meeting Expense	-	-	0.0%	-	0.0%
509127 Board Director Fees	-	-	0.0%	-	0.0%
509150 Contributions	-	-	0.0%	-	0.0%
509198 Cash Over/Short	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
LEASES & RENTALS					
512011 Facility Lease	22,000	22,000	0.0%	22,000	0.0%
512061 Equipment Rental	5,600	5,800	3.6%	5,800	0.0%
Totals	27,600	27,800	0.7%	27,800	0.0%
PERSONNEL TOTAL	2,470,242	2,351,774	-4.8%	2,471,928	5.1%
NON-PERSONNEL TOTAL	601,400	108,500	-82.0%	108,500	0.0%
DEPARTMENT TOTALS	3,071,642	2,460,274	-19.9%	2,580,428	4.9%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY15 & FY16 FINAL OPERATING BUDGET**

Bus Operators - 3300

ACCOUNT	REVISED BUDGET FY14	BUDGET FY15	% CHANGE REV BUDG BUDG FY15	BUDGET FY16	% CHANGE BUDG BUDG FY16
LABOR					
501011 Bus Operator Pay	7,906,593	8,164,984	3.3%	8,490,019	4.0%
501013 Bus Operator OT	1,818,516	1,858,350	2.2%	1,932,328	4.0%
501021 Other Salaries	-	-	0.0%	-	0.0%
501023 Other OT	-	-	0.0%	-	0.0%
Totals	9,725,109	10,023,334	3.1%	10,422,347	4.0%
FRINGE BENEFITS					
502011 Medicare/Soc. Sec.	165,648	170,777	3.1%	177,550	4.0%
502021 Retirement	1,850,791	2,048,446	10.7%	2,258,441	10.3%
502031 Medical Ins	2,704,634	2,823,150	4.4%	3,063,059	8.5%
502041 Dental Ins	226,505	220,696	-2.6%	227,316	3.0%
502045 Vision Ins	52,743	52,183	-1.1%	53,748	3.0%
502051 Life Ins/AD&D	18,744	19,101	1.9%	19,674	3.0%
502060 State Disability Ins (SDI)	114,240	121,310	6.2%	150,085	23.7%
502061 Long Term Disability Ins	70,893	71,935	1.5%	73,263	1.8%
502071 State Unemployment Ins (SUI)	39,249	41,157	4.9%	54,760	33.1%
502081 Worker's Comp Ins	660,259	658,149	-0.3%	677,893	3.0%
502101 Holiday Pay	293,794	303,451	3.3%	315,548	4.0%
502103 Floating Holiday	-	-	0.0%	-	0.0%
502109 Sick Leave	458,978	474,142	3.3%	493,044	4.0%
502111 Annual Leave	877,200	905,656	3.2%	939,947	3.8%
502121 Other Paid Absence	68,952	71,121	3.1%	73,957	4.0%
502251 Phys. Exams	8,487	8,487	0.0%	8,487	0.0%
502253 Driver Lic Renewal	3,183	3,183	0.0%	3,183	0.0%
502999 Other Fringe Benefits	10,369	10,452	0.8%	10,586	1.3%
Totals	7,624,671	8,003,394	5.0%	8,600,542	7.5%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY15 & FY16 FINAL OPERATING BUDGET**

Bus Operators - 3300

ACCOUNT	REVISED BUDGET FY14	BUDGET FY15	% CHANGE REV BUDG FY14 BUDG FY15	BUDGET FY16	% CHANGE BUDG FY15 BUDG FY16
SERVICES					
503011 Accting/Audit Fees	-	-	0.0%	-	0.0%
503012 Admin/Bank Fees	-	-	0.0%	-	0.0%
503031 Prof/Technical Fees	-	-	0.0%	-	0.0%
503032 Legislative Services	-	-	0.0%	-	0.0%
503033 Legal Services	-	-	0.0%	-	0.0%
503034 Pre-Employment Exams	-	-	0.0%	-	0.0%
503041 Temp Help	-	-	0.0%	-	0.0%
503161 Custodial Services	-	-	0.0%	-	0.0%
503162 Uniforms/Laundry	-	-	0.0%	-	0.0%
503171 Security Services	4,000	2,500	-37.5%	2,500	0.0%
503221 Classified/Legal Ads	-	-	0.0%	-	0.0%
503222 Legal Ads	-	-	0.0%	-	0.0%
503225 Graphic Services	-	-	0.0%	-	0.0%
503351 Repair - Bldg & Impr	-	-	0.0%	-	0.0%
503352 Repair - Equipment	-	-	0.0%	-	0.0%
503353 Repair - Rev Vehicle	-	-	0.0%	-	0.0%
503354 Repair - Non Rev Vehicle	-	-	0.0%	-	0.0%
503363 Haz Mat Disposal	-	-	0.0%	-	0.0%
Totals	4,000	2,500	-37.5%	2,500	0.0%
MOBILE MATERIALS & SUPPLIES					
504011 Fuels & Lubricants - Non Rev Veh	-	-	0.0%	-	0.0%
504012 Fuels & Lubricants - Rev Veh	-	-	0.0%	-	0.0%
504021 Tires & Tubes	-	-	0.0%	-	0.0%
504161 Other Mobile Supplies	-	-	0.0%	-	0.0%
504191 Rev Vehicle Parts	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY15 & FY16 FINAL OPERATING BUDGET**

Bus Operators - 3300

ACCOUNT	REVISED	BUDGET	% CHANGE	BUDGET	% CHANGE	BUDGET	% CHANGE
	BUDGET	FY14	REV BUDG	FY15	BUDG FY15	FY16	BUDG FY16
OTHER MATERIALS & SUPPLIES							
504205 Freight Out	-	-	0.0%	-	0.0%	-	0.0%
504211 Postage & Mailing	-	-	0.0%	-	0.0%	-	0.0%
504214 Promotional Items	-	-	0.0%	-	0.0%	-	0.0%
504215 Printing	-	-	0.0%	-	0.0%	-	0.0%
504217 Photo Supp/Process	-	-	0.0%	-	0.0%	-	0.0%
504311 Office Supplies	-	-	0.0%	-	0.0%	-	0.0%
504315 Safety Supplies	-	-	0.0%	-	0.0%	-	0.0%
504317 Cleaning Supplies	-	-	0.0%	-	0.0%	-	0.0%
504409 Repair/Maint Supplies	-	-	0.0%	-	0.0%	-	0.0%
504417 Tenant Repairs	-	-	0.0%	-	0.0%	-	0.0%
504421 Non-Inventory Parts	-	-	0.0%	-	0.0%	-	0.0%
504511 Small Tools	-	-	0.0%	-	0.0%	-	0.0%
504515 Employee Tool Replacement	-	-	0.0%	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%	-	0.0%
UTILITIES							
505011 Gas & Electric	-	-	0.0%	-	0.0%	-	0.0%
505021 Water & Garbage	-	-	0.0%	-	0.0%	-	0.0%
505031 Telecommunications	-	-	0.0%	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%	-	0.0%
CASUALTY & LIABILITY							
506011 Insurance - Property	-	-	0.0%	-	0.0%	-	0.0%
506015 Insurance - PL/PD	-	-	0.0%	-	0.0%	-	0.0%
506021 Insurance - Other	-	-	0.0%	-	0.0%	-	0.0%
506123 Settlement Costs	-	-	0.0%	-	0.0%	-	0.0%
506127 Repairs - District Prop	-	-	0.0%	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%	-	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY15 & FY16 FINAL OPERATING BUDGET**

Bus Operators - 3300

ACCOUNT	REVISED BUDGET FY14	BUDGET FY15	% CHANGE REV BUDG BUDG FY15	BUDGET FY16	% CHANGE BUDG FY15 BUDG FY16
TAXES					
507051 Fuel Tax	-	-	0.0%	-	0.0%
507201 Licenses & Permits	-	-	0.0%	-	0.0%
507999 Other Taxes	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
PURCHASED TRANS.					
503406 Contract/Paratransit	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
MISC EXPENSE					
509011 Dues/Subscriptions	-	-	0.0%	-	0.0%
509081 Advertising - District Promo	-	-	0.0%	-	0.0%
509101 Employee Incentive Program	3,500	3,500	0.0%	3,500	0.0%
509121 Employee Training	-	-	0.0%	-	0.0%
509122 BOD Travel	-	-	0.0%	-	0.0%
509123 Travel	-	-	0.0%	-	0.0%
509125 Local Meeting Expense	-	-	0.0%	-	0.0%
509127 Board Director Fees	-	-	0.0%	-	0.0%
509150 Contributions	-	-	0.0%	-	0.0%
509198 Cash Over/Short	-	-	0.0%	-	0.0%
Totals	3,500	3,500	0.0%	3,500	0.0%
LEASES & RENTALS					
512011 Facility Lease	-	-	0.0%	-	0.0%
512061 Equipment Rental	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
PERSONNEL TOTAL	17,349,780	18,026,729	3.9%	19,022,889	5.5%
NON-PERSONNEL TOTAL	7,500	6,000	-20.0%	6,000	0.0%
DEPARTMENT TOTALS	<u>17,357,280</u>	<u>18,032,729</u>	<u>3.9%</u>	<u>19,028,889</u>	<u>5.5%</u>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY15 & FY16 FINAL OPERATING BUDGET**

Fleet Maintenance - 4100

ACCOUNT	REVISED BUDGET FY14	BUDGET FY15	% CHANGE REV BUDG FY14 BUDG FY15	BUDGET FY16	% CHANGE BUDG FY15 BUDG FY16
LABOR					
501011 Bus Operator Pay	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	0.0%	-	0.0%
501021 Other Salaries	1,973,332	2,085,454	5.7%	2,157,747	3.5%
501023 Other OT	85,848	98,016	14.2%	101,414	3.5%
Totals	2,059,181	2,183,470	6.0%	2,259,161	3.5%
FRINGE BENEFITS					
502011 Medicare/Soc. Sec.	36,564	39,032	6.7%	40,371	3.4%
502021 Retirement	449,485	535,655	19.2%	587,525	9.7%
502031 Medical Ins	705,621	825,370	17.0%	891,043	8.0%
502041 Dental Ins	53,478	58,962	10.3%	60,731	3.0%
502045 Vision Ins	11,845	12,806	8.1%	13,190	3.0%
502051 Life Ins/AD&D	4,310	4,791	11.2%	4,934	3.0%
502060 State Disability Ins (SDI)	23,821	27,351	14.8%	33,664	23.1%
502061 Long Term Disability Ins	16,484	18,247	10.7%	18,491	1.3%
502071 State Unemployment Ins (SUI)	8,806	10,100	14.7%	13,438	33.1%
502081 Worker's Comp Ins	146,723	169,587	15.6%	174,675	3.0%
502101 Holiday Pay	71,779	79,811	11.2%	82,547	3.4%
502103 Floating Holiday	5,640	5,753	2.0%	5,868	2.0%
502109 Sick Leave	107,668	119,716	11.2%	123,820	3.4%
502111 Annual Leave	260,561	284,405	9.2%	293,435	3.2%
502121 Other Paid Absence	16,823	18,706	11.2%	19,347	3.4%
502251 Phys. Exams	1,910	1,910	0.0%	1,910	0.0%
502253 Driver Lic Renewal	412	412	0.0%	412	0.0%
502999 Other Fringe Benefits	5,931	6,080	2.5%	6,114	0.6%
Totals	1,927,860	2,218,690	15.1%	2,371,514	6.9%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY15 & FY16 FINAL OPERATING BUDGET**

Fleet Maintenance - 4100

ACCOUNT	REVISED BUDGET FY14	BUDGET FY15	% CHANGE REV BUDG BUDG FY15	BUDGET FY16	% CHANGE BUDG FY15 BUDG FY16
SERVICES					
503011 Accting/Audit Fees	-	-	0.0%	-	0.0%
503012 Admin/Bank Fees	-	-	0.0%	-	0.0%
503031 Prof/Technical Fees	6,500	6,500	0.0%	6,500	0.0%
503032 Legislative Services	-	-	0.0%	-	0.0%
503033 Legal Services	-	-	0.0%	-	0.0%
503034 Pre-Employment Exams	-	-	0.0%	-	0.0%
503041 Temp Help	-	-	0.0%	-	0.0%
503161 Custodial Services	-	-	0.0%	-	0.0%
503162 Uniforms/Laundry	14,150	16,100	13.8%	16,500	2.5%
503171 Security Services	-	-	0.0%	-	0.0%
503221 Classified/Legal Ads	-	-	0.0%	-	0.0%
503222 Legal Ads	-	-	0.0%	-	0.0%
503225 Graphic Services	-	-	0.0%	-	0.0%
503351 Repair - Bldg & Impr	-	-	0.0%	-	0.0%
503352 Repair - Equipment	38,000	38,500	1.3%	39,000	1.3%
503353 Repair - Rev Vehicle	350,000	360,500	3.0%	371,315	3.0%
503354 Repair - Non Rev Vehicle	17,000	18,020	6.0%	19,101	6.0%
503363 Haz Mat Disposal	-	-	0.0%	-	0.0%
Totals	425,650	439,620	3.3%	452,416	2.9%
MOBILE MATERIALS & SUPPLIES					
504011 Fuels & Lubricants - Non Rev Veh	88,100	90,743	3.0%	93,465	3.0%
504012 Fuels & Lubricants - Rev Veh	2,448,076	2,521,518	3.0%	2,597,163	3.0%
504021 Tires & Tubes	245,000	279,000	13.9%	287,370	3.0%
504161 Other Mobile Supplies	-	-	0.0%	-	0.0%
504191 Rev Vehicle Parts	920,017	945,000	2.7%	964,000	2.0%
Totals	3,701,193	3,836,261	3.6%	3,941,999	2.8%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY15 & FY16 FINAL OPERATING BUDGET**

Fleet Maintenance - 4100

ACCOUNT	REVISED BUDGET FY14	BUDGET FY15	% CHANGE REV BUDG BUDG FY15	BUDGET FY16	% CHANGE BUDG BUDG FY16
OTHER MATERIALS & SUPPLIES					
504205 Freight Out	401	413	3.0%	425	3.0%
504211 Postage & Mailing	250	250	0.0%	250	0.0%
504214 Promotional Items	-	-	0.0%	-	0.0%
504215 Printing	150	150	0.0%	150	0.0%
504217 Photo Supp/Process	-	-	0.0%	-	0.0%
504311 Office Supplies	4,494	4,629	3.0%	4,768	3.0%
504315 Safety Supplies	9,800	15,000	53.1%	16,500	10.0%
504317 Cleaning Supplies	6,800	6,800	0.0%	6,800	0.0%
504409 Repair/Maint Supplies	-	-	0.0%	-	0.0%
504417 Tenant Repairs	-	-	0.0%	-	0.0%
504421 Non-Inventory Parts	10,000	26,000	160.0%	27,000	3.8%
504511 Small Tools	6,700	6,700	0.0%	6,700	0.0%
504515 Employee Tool Replacement	3,000	3,000	0.0%	3,000	0.0%
Totals	41,595	62,942	51.3%	65,593	4.2%
UTILITIES					
505011 Gas & Electric	-	-	0.0%	-	0.0%
505021 Water & Garbage	-	-	0.0%	-	0.0%
505031 Telecommunications	50,000	80,340	60.7%	82,750	3.0%
Totals	50,000	80,340	60.7%	82,750	3.0%
CASUALTY & LIABILITY					
506011 Insurance - Property	-	-	0.0%	-	0.0%
506015 Insurance - PL/PD	-	-	0.0%	-	0.0%
506021 Insurance - Other	-	-	0.0%	-	0.0%
506123 Settlement Costs	-	-	0.0%	-	0.0%
506127 Repairs - District Prop	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY15 & FY16 FINAL OPERATING BUDGET**

Fleet Maintenance - 4100

ACCOUNT	REVISED BUDGET FY14	BUDGET FY15	% CHANGE REV BUDG BUDG FY15	BUDGET FY16	% CHANGE BUDG BUDG FY16
TAXES					
507051 Fuel Tax	14,000	14,420	3.0%	14,853	3.0%
507201 Licenses & Permits	-	-	0.0%	-	0.0%
507999 Other Taxes	-	-	0.0%	-	0.0%
Totals	14,000	14,420	3.0%	14,853	3.0%
PURCHASED TRANS.					
503406 Contract/Paratransit	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
MISC EXPENSE					
509011 Dues/Subscriptions	2,000	3,000	50.0%	3,000	0.0%
509081 Advertising - District Promo	-	-	0.0%	-	0.0%
509101 Employee Incentive Program	-	-	0.0%	-	0.0%
509121 Employee Training	-	-	0.0%	-	0.0%
509122 BOD Travel	-	-	0.0%	-	0.0%
509123 Travel	-	-	0.0%	-	0.0%
509125 Local Meeting Expense	-	-	0.0%	-	0.0%
509127 Board Director Fees	-	-	0.0%	-	0.0%
509150 Contributions	-	-	0.0%	-	0.0%
509198 Cash Over/Short	-	-	0.0%	-	0.0%
Totals	2,000	3,000	50.0%	3,000	0.0%
LEASES & RENTALS					
512011 Facility Lease	-	-	0.0%	-	0.0%
512061 Equipment Rental	1,200	1,200	0.0%	1,200	0.0%
Totals	1,200	1,200	0.0%	1,200	0.0%
PERSONNEL TOTAL	3,987,040	4,402,161	10.4%	4,630,675	5.2%
NON-PERSONNEL TOTAL	4,235,638	4,437,783	4.8%	4,561,811	2.8%
DEPARTMENT TOTALS	8,222,678	8,839,943	7.5%	9,192,486	4.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY15 & FY16 FINAL OPERATING BUDGET**

Capital Funded Labor - 5100

ACCOUNT	REVISED BUDGET FY14	BUDGET FY15	% CHANGE REV BUDG FY14 BUDG FY15	BUDGET FY16	% CHANGE BUDG FY15 BUDG FY16
LABOR					
501011 Bus Operator Pay	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	0.0%	-	0.0%
501021 Other Salaries	-	-	0.0%	-	0.0%
501023 Other OT	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
FRINGE BENEFITS					
502011 Medicare/Soc. Sec.	-	-	0.0%	-	0.0%
502021 Retirement	-	-	0.0%	-	0.0%
502031 Medical Ins	-	-	0.0%	-	0.0%
502041 Dental Ins	-	-	0.0%	-	0.0%
502045 Vision Ins	-	-	0.0%	-	0.0%
502051 Life Ins/AD&D	-	-	0.0%	-	0.0%
502060 State Disability Ins (SDI)	-	-	0.0%	-	0.0%
502061 Long Term Disability Ins	-	-	0.0%	-	0.0%
502071 State Unemployment Ins (SUI)	-	-	0.0%	-	0.0%
502081 Worker's Comp Ins	-	-	0.0%	-	0.0%
502101 Holiday Pay	-	-	0.0%	-	0.0%
502103 Floating Holiday	-	-	0.0%	-	0.0%
502109 Sick Leave	-	-	0.0%	-	0.0%
502111 Annual Leave	-	-	0.0%	-	0.0%
502121 Other Paid Absence	-	-	0.0%	-	0.0%
502251 Phys. Exams	-	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	0.0%	-	0.0%
502999 Other Fringe Benefits	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY15 & FY16 FINAL OPERATING BUDGET**

Capital Funded Labor - 5100

ACCOUNT	REVISED BUDGET FY14	BUDGET FY15	% CHANGE REV BUDG BUDG FY15	BUDGET FY16	% CHANGE BUDG FY15 BUDG FY16
SERVICES					
503011 Accting/Audit Fees	-	-	0.0%	-	0.0%
503012 Admin/Bank Fees	-	-	0.0%	-	0.0%
503031 Prof/Technical Fees	-	-	0.0%	-	0.0%
503032 Legislative Services	-	-	0.0%	-	0.0%
503033 Legal Services	-	-	0.0%	-	0.0%
503034 Pre-Employment Exams	-	-	0.0%	-	0.0%
503041 Temp Help	-	-	0.0%	-	0.0%
503161 Custodial Services	-	-	0.0%	-	0.0%
503162 Uniforms/Laundry	-	-	0.0%	-	0.0%
503171 Security Services	-	-	0.0%	-	0.0%
503221 Classified/Legal Ads	-	-	0.0%	-	0.0%
503222 Legal Ads	-	-	0.0%	-	0.0%
503225 Graphic Services	-	-	0.0%	-	0.0%
503351 Repair - Bldg & Impr	-	-	0.0%	-	0.0%
503352 Repair - Equipment	-	-	0.0%	-	0.0%
503353 Repair - Rev Vehicle	-	-	0.0%	-	0.0%
503354 Repair - Non Rev Vehicle	-	-	0.0%	-	0.0%
503363 Haz Mat Disposal	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
MOBILE MATERIALS & SUPPLIES					
504011 Fuels & Lubricants - Non Rev Veh	-	-	0.0%	-	0.0%
504012 Fuels & Lubricants - Rev Veh	-	-	0.0%	-	0.0%
504021 Tires & Tubes	-	-	0.0%	-	0.0%
504161 Other Mobile Supplies	-	-	0.0%	-	0.0%
504191 Rev Vehicle Parts	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY15 & FY16 FINAL OPERATING BUDGET**

Capital Funded Labor - 5100

ACCOUNT	REVISED BUDGET FY14	BUDGET FY15	% CHANGE REV BUDG BUDG FY15	BUDGET FY16	% CHANGE BUDG FY15 BUDG FY16
OTHER MATERIALS & SUPPLIES					
504205 Freight Out	-	-	0.0%	-	0.0%
504211 Postage & Mailing	-	-	0.0%	-	0.0%
504214 Promotional Items	-	-	0.0%	-	0.0%
504215 Printing	-	-	0.0%	-	0.0%
504217 Photo Supp/Process	-	-	0.0%	-	0.0%
504311 Office Supplies	-	-	0.0%	-	0.0%
504315 Safety Supplies	-	-	0.0%	-	0.0%
504317 Cleaning Supplies	-	-	0.0%	-	0.0%
504409 Repair/Maint Supplies	-	-	0.0%	-	0.0%
504417 Tenant Repairs	-	-	0.0%	-	0.0%
504421 Non-Inventory Parts	-	-	0.0%	-	0.0%
504511 Small Tools	-	-	0.0%	-	0.0%
504515 Employee Tool Replacement	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
UTILITIES					
505011 Gas & Electric	-	-	0.0%	-	0.0%
505021 Water & Garbage	-	-	0.0%	-	0.0%
505031 Telecommunications	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
CASUALTY & LIABILITY					
506011 Insurance - Property	-	-	0.0%	-	0.0%
506015 Insurance - PL/PD	-	-	0.0%	-	0.0%
506021 Insurance - Other	-	-	0.0%	-	0.0%
506123 Settlement Costs	-	-	0.0%	-	0.0%
506127 Repairs - District Prop	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY15 & FY16 FINAL OPERATING BUDGET**

Capital Funded Labor - 5100

ACCOUNT	REVISED BUDGET FY14	BUDGET FY15	% CHANGE REV BUDG BUDG FY15	BUDGET FY16	% CHANGE BUDG FY15 BUDG FY16
TAXES					
507051 Fuel Tax	-	-	0.0%	-	0.0%
507201 Licenses & Permits	-	-	0.0%	-	0.0%
507999 Other Taxes	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
PURCHASED TRANS.					
503406 Contract/Paratransit	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
MISC EXPENSE					
509011 Dues/Subscriptions	-	-	0.0%	-	0.0%
509081 Advertising - District Promo	-	-	0.0%	-	0.0%
509101 Employee Incentive Program	-	-	0.0%	-	0.0%
509121 Employee Training	-	-	0.0%	-	0.0%
509122 BOD Travel	-	-	0.0%	-	0.0%
509123 Travel	-	-	0.0%	-	0.0%
509125 Local Meeting Expense	-	-	0.0%	-	0.0%
509127 Board Director Fees	-	-	0.0%	-	0.0%
509150 Contributions	-	-	0.0%	-	0.0%
509198 Cash Over/Short	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
LEASES & RENTALS					
512011 Facility Lease	-	-	0.0%	-	0.0%
512061 Equipment Rental	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
PERSONNEL TOTAL					
	-	-	0.0%	-	0.0%
NON-PERSONNEL TOTAL					
	-	-	0.0%	-	0.0%
DEPARTMENT TOTALS					
	-	-	0.0%	-	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY15 & FY16 FINAL OPERATING BUDGET**

COBRA Benefits - 9001

ACCOUNT	REVISED BUDGET FY14	BUDGET FY15	% CHANGE REV BUDG FY14 BUDG FY15	BUDGET FY16	% CHANGE BUDG FY15 BUDG FY16
LABOR					
501011 Bus Operator Pay	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	0.0%	-	0.0%
501021 Other Salaries	-	-	0.0%	-	0.0%
501023 Other OT	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
FRINGE BENEFITS					
502011 Medicare/Soc. Sec.	-	-	0.0%	-	0.0%
502021 Retirement	-	-	0.0%	-	0.0%
502031 Medical Ins	-	-	0.0%	-	0.0%
502041 Dental Ins	-	-	0.0%	-	0.0%
502045 Vision Ins	-	-	0.0%	-	0.0%
502051 Life Ins/AD&D	-	-	0.0%	-	0.0%
502060 State Disability Ins (SDI)	-	-	0.0%	-	0.0%
502061 Long Term Disability Ins	-	-	0.0%	-	0.0%
502071 State Unemployment Ins (SUI)	-	-	0.0%	-	0.0%
502081 Worker's Comp Ins	-	-	0.0%	-	0.0%
502101 Holiday Pay	-	-	0.0%	-	0.0%
502103 Floating Holiday	-	-	0.0%	-	0.0%
502109 Sick Leave	-	-	0.0%	-	0.0%
502111 Annual Leave	-	-	0.0%	-	0.0%
502121 Other Paid Absence	-	-	0.0%	-	0.0%
502251 Phys. Exams	-	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	0.0%	-	0.0%
502999 Other Fringe Benefits	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY15 & FY16 FINAL OPERATING BUDGET**

COBRA Benefits - 9001

ACCOUNT	REVISED	% CHANGE		% CHANGE	
	BUDGET FY14	BUDGET FY15	REV BUDG BUDG FY15	BUDG FY14	BUDG FY16
SERVICES					
503011 Accting/Audit Fees	-	-	0.0%	-	0.0%
503012 Admin/Bank Fees	-	-	0.0%	-	0.0%
503031 Prof/Technical Fees	-	-	0.0%	-	0.0%
503032 Legislative Services	-	-	0.0%	-	0.0%
503033 Legal Services	-	-	0.0%	-	0.0%
503034 Pre-Employment Exams	-	-	0.0%	-	0.0%
503041 Temp Help	-	-	0.0%	-	0.0%
503161 Custodial Services	-	-	0.0%	-	0.0%
503162 Uniforms/Laundry	-	-	0.0%	-	0.0%
503171 Security Services	-	-	0.0%	-	0.0%
503221 Classified/Legal Ads	-	-	0.0%	-	0.0%
503222 Legal Ads	-	-	0.0%	-	0.0%
503225 Graphic Services	-	-	0.0%	-	0.0%
503351 Repair - Bldg & Impr	-	-	0.0%	-	0.0%
503352 Repair - Equipment	-	-	0.0%	-	0.0%
503353 Repair - Rev Vehicle	-	-	0.0%	-	0.0%
503354 Repair - Non Rev Vehicle	-	-	0.0%	-	0.0%
503363 Haz Mat Disposal	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
MOBILE MATERIALS & SUPPLIES					
504011 Fuels & Lubricants - Non Rev Veh	-	-	0.0%	-	0.0%
504012 Fuels & Lubricants - Rev Veh	-	-	0.0%	-	0.0%
504021 Tires & Tubes	-	-	0.0%	-	0.0%
504161 Other Mobile Supplies	-	-	0.0%	-	0.0%
504191 Rev Vehicle Parts	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY15 & FY16 FINAL OPERATING BUDGET**

COBRA Benefits - 9001

ACCOUNT	REVISED BUDGET FY14	BUDGET FY15	% CHANGE REV BUDG BUDG FY15	BUDGET FY16	% CHANGE BUDG FY15 BUDG FY16
OTHER MATERIALS & SUPPLIES					
504205 Freight Out	-	-	0.0%	-	0.0%
504211 Postage & Mailing	-	-	0.0%	-	0.0%
504214 Promotional Items	-	-	0.0%	-	0.0%
504215 Printing	-	-	0.0%	-	0.0%
504217 Photo Supp/Process	-	-	0.0%	-	0.0%
504311 Office Supplies	-	-	0.0%	-	0.0%
504315 Safety Supplies	-	-	0.0%	-	0.0%
504317 Cleaning Supplies	-	-	0.0%	-	0.0%
504409 Repair/Maint Supplies	-	-	0.0%	-	0.0%
504417 Tenant Repairs	-	-	0.0%	-	0.0%
504421 Non-Inventory Parts	-	-	0.0%	-	0.0%
504511 Small Tools	-	-	0.0%	-	0.0%
504515 Employee Tool Replacement	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
UTILITIES					
505011 Gas & Electric	-	-	0.0%	-	0.0%
505021 Water & Garbage	-	-	0.0%	-	0.0%
505031 Telecommunications	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
CASUALTY & LIABILITY					
506011 Insurance - Property	-	-	0.0%	-	0.0%
506015 Insurance - PL/PD	-	-	0.0%	-	0.0%
506021 Insurance - Other	-	-	0.0%	-	0.0%
506123 Settlement Costs	-	-	0.0%	-	0.0%
506127 Repairs - District Prop	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY15 & FY16 FINAL OPERATING BUDGET**

COBRA Benefits - 9001

ACCOUNT	REVISED BUDGET FY14	BUDGET FY15	% CHANGE REV BUDG BUDG FY15	BUDGET FY16	% CHANGE BUDG FY15 BUDG FY16
TAXES					
507051 Fuel Tax	-	-	0.0%	-	0.0%
507201 Licenses & Permits	-	-	0.0%	-	0.0%
507999 Other Taxes	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
PURCHASED TRANS.					
503406 Contract/Paratransit	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
MISC EXPENSE					
509011 Dues/Subscriptions	-	-	0.0%	-	0.0%
509081 Advertising - District Promo	-	-	0.0%	-	0.0%
509101 Employee Incentive Program	-	-	0.0%	-	0.0%
509121 Employee Training	-	-	0.0%	-	0.0%
509122 BOD Travel	-	-	0.0%	-	0.0%
509123 Travel	-	-	0.0%	-	0.0%
509125 Local Meeting Expense	-	-	0.0%	-	0.0%
509127 Board Director Fees	-	-	0.0%	-	0.0%
509150 Contributions	-	-	0.0%	-	0.0%
509198 Cash Over/Short	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
LEASES & RENTALS					
512011 Facility Lease	-	-	0.0%	-	0.0%
512061 Equipment Rental	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
PERSONNEL TOTAL					
	-	-	0.0%	-	0.0%
NON-PERSONNEL TOTAL					
	-	-	0.0%	-	0.0%
DEPARTMENT TOTALS					
	-	-	0.0%	-	0.0%

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY15 & FY16 FINAL OPERATING BUDGET
 Retired Employee Benefits - 9005

ACCOUNT	REVISED BUDGET FY14	BUDGET FY15	% CHANGE :V BUDG FY15	BUDGET FY16	% CHANGE BUDG FY16
LABOR					
501011 Bus Operator Pay	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	0.0%	-	0.0%
501021 Other Salaries	-	-	0.0%	-	0.0%
501023 Other OT	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
FRINGE BENEFITS					
502011 Medicare/Soc. Sec.	-	-	0.0%	-	0.0%
502021 Retirement	-	-	0.0%	-	0.0%
502031 Medical Ins	2,339,047	2,237,472	-4.3%	2,422,032	8.2%
502041 Dental Ins	87,400	76,780	-12.2%	79,084	3.0%
502045 Vision Ins	27,532	22,091	-19.8%	22,754	3.0%
502051 Life Ins/AD&D	7,801	7,043	-9.7%	7,255	3.0%
502060 State Disability Ins (SDI)	-	-	0.0%	-	0.0%
502061 Long Term Disability Ins	-	-	0.0%	-	0.0%
502071 State Unemployment Ins (SUI)	-	-	0.0%	-	0.0%
502081 Worker's Comp Ins	-	-	0.0%	-	0.0%
502101 Holiday Pay	-	-	0.0%	-	0.0%
502103 Floating Holiday	-	-	0.0%	-	0.0%
502109 Sick Leave	-	-	0.0%	-	0.0%
502111 Annual Leave	-	-	0.0%	-	0.0%
502121 Other Paid Absence	-	-	0.0%	-	0.0%
502251 Phys. Exams	-	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	0.0%	-	0.0%
502999 Other Fringe Benefits	28,089	5,471	-80.5%	6,202	13.4%
Totals	2,489,869	2,348,858	-5.7%	2,537,326	8.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY15 & FY16 FINAL OPERATING BUDGET**

Retired Employee Benefits - 9005

ACCOUNT	REVISED BUDGET FY14	BUDGET FY15	% CHANGE BUDG FY15	BUDGET FY16	% CHANGE BUDG FY16
SERVICES					
503011 Accting/Audit Fees	-	-	0.0%	-	0.0%
503012 Admin/Bank Fees	-	-	0.0%	-	0.0%
503031 Prof/Technical Fees	-	-	0.0%	-	0.0%
503032 Legislative Services	-	-	0.0%	-	0.0%
503033 Legal Services	-	-	0.0%	-	0.0%
503034 Pre-Employment Exams	-	-	0.0%	-	0.0%
503041 Temp Help	-	-	0.0%	-	0.0%
503161 Custodial Services	-	-	0.0%	-	0.0%
503162 Uniforms/Laundry	-	-	0.0%	-	0.0%
503171 Security Services	-	-	0.0%	-	0.0%
503221 Classified/Legal Ads	-	-	0.0%	-	0.0%
503222 Legal Ads	-	-	0.0%	-	0.0%
503225 Graphic Services	-	-	0.0%	-	0.0%
503351 Repair - Bldg & Impr	-	-	0.0%	-	0.0%
503352 Repair - Equipment	-	-	0.0%	-	0.0%
503353 Repair - Rev Vehicle	-	-	0.0%	-	0.0%
503354 Repair - Non Rev Vehicle	-	-	0.0%	-	0.0%
503363 Haz Mat Disposal	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
MOBILE MATERIALS & SUPPLIES					
504011 Fuels & Lubricants - Non Rev Veh	-	-	0.0%	-	0.0%
504012 Fuels & Lubricants - Rev Veh	-	-	0.0%	-	0.0%
504021 Tires & Tubes	-	-	0.0%	-	0.0%
504161 Other Mobile Supplies	-	-	0.0%	-	0.0%
504191 Rev Vehicle Parts	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY15 & FY16 FINAL OPERATING BUDGET**

Retired Employee Benefits - 9005

ACCOUNT	REVISED BUDGET FY14	BUDGET FY15	% CHANGE :V BUDG FY BUDG FY15	BUDGET FY16	% CHANGE BUDG FY16 BUDG FY15
OTHER MATERIALS & SUPPLIES					
504205 Freight Out	-	-	0.0%	-	0.0%
504211 Postage & Mailing	-	-	0.0%	-	0.0%
504214 Promotional Items	-	-	0.0%	-	0.0%
504215 Printing	-	-	0.0%	-	0.0%
504217 Photo Supp/Process	-	-	0.0%	-	0.0%
504311 Office Supplies	-	-	0.0%	-	0.0%
504315 Safety Supplies	-	-	0.0%	-	0.0%
504317 Cleaning Supplies	-	-	0.0%	-	0.0%
504409 Repair/Maint Supplies	-	-	0.0%	-	0.0%
504417 Tenant Repairs	-	-	0.0%	-	0.0%
504421 Non-Inventory Parts	-	-	0.0%	-	0.0%
504511 Small Tools	-	-	0.0%	-	0.0%
504515 Employee Tool Replacement	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
UTILITIES					
505011 Gas & Electric	-	-	0.0%	-	0.0%
505021 Water & Garbage	-	-	0.0%	-	0.0%
505031 Telecommunications	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
CASUALTY & LIABILITY					
506011 Insurance - Property	-	-	0.0%	-	0.0%
506015 Insurance - PL/PD	-	-	0.0%	-	0.0%
506021 Insurance - Other	-	-	0.0%	-	0.0%
506123 Settlement Costs	-	-	0.0%	-	0.0%
506127 Repairs - District Prop	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY15 & FY16 FINAL OPERATING BUDGET**

Retired Employee Benefits - 9005

ACCOUNT	REVISED BUDGET FY14	BUDGET FY15	% CHANGE BUDG FY15	BUDGET FY16	% CHANGE BUDG FY16
TAXES					
507051 Fuel Tax	-	-	0.0%	-	0.0%
507201 Licenses & Permits	-	-	0.0%	-	0.0%
507999 Other Taxes	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
PURCHASED TRANS.					
503406 Contract/Paratransit	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
MISC EXPENSE					
509011 Dues/Subscriptions	-	-	0.0%	-	0.0%
509081 Advertising - District Promo	-	-	0.0%	-	0.0%
509101 Employee Incentive Program	-	-	0.0%	-	0.0%
509121 Employee Training	-	-	0.0%	-	0.0%
509122 BOD Travel	-	-	0.0%	-	0.0%
509123 Travel	-	-	0.0%	-	0.0%
509125 Local Meeting Expense	-	-	0.0%	-	0.0%
509127 Board Director Fees	-	-	0.0%	-	0.0%
509150 Contributions	-	-	0.0%	-	0.0%
509198 Cash Over/Short	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
LEASES & RENTALS					
512011 Facility Lease	-	-	0.0%	-	0.0%
512061 Equipment Rental	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
PERSONNEL TOTAL	2,489,869	2,348,858	-5.7%	2,537,326	8.0%
NON-PERSONNEL TOTAL	-	-	0.0%	-	0.0%
DEPARTMENT TOTALS	2,489,869	2,348,858	-5.7%	2,537,326	8.0%

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY15 & FY16 FINAL OPERATING BUDGET
 SCCIC - 700

ACCOUNT	REVISED BUDGET FY14	BUDGET FY15	% CHANGE BUDG FY14 BUDG FY15	BUDGET FY16	% CHANGE BUDG FY15 BUDG FY16
LABOR					
501011 Bus Operator Pay	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	0.0%	-	0.0%
501021 Other Salaries	-	-	0.0%	-	0.0%
501023 Other OT	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
FRINGE BENEFITS					
502011 Medicare/Soc. Sec.	-	-	0.0%	-	0.0%
502021 Retirement	-	-	0.0%	-	0.0%
502031 Medical Ins	-	-	0.0%	-	0.0%
502041 Dental Ins	-	-	0.0%	-	0.0%
502045 Vision Ins	-	-	0.0%	-	0.0%
502051 Life Ins/AD&D	-	-	0.0%	-	0.0%
502060 State Disability Ins (SDI)	-	-	0.0%	-	0.0%
502061 Long Term Disability Ins	-	-	0.0%	-	0.0%
502071 State Unemployment Ins (SUI)	-	-	0.0%	-	0.0%
502081 Worker's Comp Ins	-	-	0.0%	-	0.0%
502101 Holiday Pay	-	-	0.0%	-	0.0%
502103 Floating Holiday	-	-	0.0%	-	0.0%
502109 Sick Leave	-	-	0.0%	-	0.0%
502111 Annual Leave	-	-	0.0%	-	0.0%
502121 Other Paid Absence	-	-	0.0%	-	0.0%
502251 Phys. Exams	-	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	0.0%	-	0.0%
502999 Other Fringe Benefits	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 FY15 & FY16 FINAL OPERATING BUDGET
 SCCIC - 700**

ACCOUNT	REVISED BUDGET FY14	BUDGET FY15	% CHANGE REV BUDG BUDG FY15	BUDGET FY16	% CHANGE BUDG FY15 BUDG FY16
SERVICES					
503011 Accting/Audit Fees	250	250	0.0%	250	0.0%
503012 Admin/Bank Fees	50	50	0.0%	50	0.0%
503031 Prof/Technical Fees	-	-	0.0%	-	0.0%
503032 Legislative Services	-	-	0.0%	-	0.0%
503033 Legal Services	-	-	0.0%	-	0.0%
503034 Pre-Employment Exams	-	-	0.0%	-	0.0%
503041 Temp Help	-	-	0.0%	-	0.0%
503161 Custodial Services	-	-	0.0%	-	0.0%
503162 Uniforms/Laundry	-	-	0.0%	-	0.0%
503171 Security Services	-	-	0.0%	-	0.0%
503221 Classified/Legal Ads	-	-	0.0%	-	0.0%
503222 Legal Ads	-	-	0.0%	-	0.0%
503225 Graphic Services	-	-	0.0%	-	0.0%
503351 Repair - Bldg & Impr	-	-	0.0%	-	0.0%
503352 Repair - Equipment	-	-	0.0%	-	0.0%
503353 Repair - Rev Vehicle	-	-	0.0%	-	0.0%
503354 Repair - Non Rev Vehicle	-	-	0.0%	-	0.0%
503363 Haz Mat Disposal	-	-	0.0%	-	0.0%
Totals	300	300	0.0%	300	0.0%
MOBILE MATERIALS & SUPPLIES					
504011 Fuels & Lubricants - Non Rev Veh	-	-	0.0%	-	0.0%
504012 Fuels & Lubricants - Rev Veh	-	-	0.0%	-	0.0%
504021 Tires & Tubes	-	-	0.0%	-	0.0%
504161 Other Mobile Supplies	-	-	0.0%	-	0.0%
504191 Rev Vehicle Parts	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 FY15 & FY16 FINAL OPERATING BUDGET
 SCCIC - 700**

ACCOUNT	REVISED BUDGET FY14	BUDGET FY15	% CHANGE REV BUDG BUDG FY15	BUDGET FY16	% CHANGE BUDG BUDG FY16
OTHER MATERIALS & SUPPLIES					
504205 Freight Out	-	-	0.0%	-	0.0%
504211 Postage & Mailing	-	-	0.0%	-	0.0%
504214 Promotional Items	-	-	0.0%	-	0.0%
504215 Printing	-	-	0.0%	-	0.0%
504217 Photo Supp/Process	-	-	0.0%	-	0.0%
504311 Office Supplies	-	-	0.0%	-	0.0%
504315 Safety Supplies	-	-	0.0%	-	0.0%
504317 Cleaning Supplies	-	-	0.0%	-	0.0%
504409 Repair/Maint Supplies	-	-	0.0%	-	0.0%
504417 Tenant Repairs	-	-	0.0%	-	0.0%
504421 Non-Inventory Parts	-	-	0.0%	-	0.0%
504511 Small Tools	-	-	0.0%	-	0.0%
504515 Employee Tool Replacement	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
UTILITIES					
505011 Gas & Electric	-	-	0.0%	-	0.0%
505021 Water & Garbage	-	-	0.0%	-	0.0%
505031 Telecommunications	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
CASUALTY & LIABILITY					
506011 Insurance - Property	-	-	0.0%	-	0.0%
506015 Insurance - PL/PD	-	-	0.0%	-	0.0%
506021 Insurance - Other	-	-	0.0%	-	0.0%
506123 Settlement Costs	-	-	0.0%	-	0.0%
506127 Repairs - District Prop	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY15 & FY16 FINAL OPERATING BUDGET
SCCIC - 700**

ACCOUNT	REVISED BUDGET FY14	BUDGET FY15	% CHANGE REV BUDG BUDG FY15 FY14	BUDGET FY16	% CHANGE BUDG FY15 BUDG FY16
TAXES					
507051 Fuel Tax	-	-	0.0%	-	0.0%
507201 Licenses & Permits	-	-	0.0%	-	0.0%
507999 Other Taxes	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
PURCHASED TRANS.					
503406 Contract/Paratransit	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
MISC EXPENSE					
509011 Dues/Subscriptions	-	-	0.0%	-	0.0%
509081 Advertising - District Promo	-	-	0.0%	-	0.0%
509101 Employee Incentive Program	-	-	0.0%	-	0.0%
509121 Employee Training	-	-	0.0%	-	0.0%
509122 BOD Travel	-	-	0.0%	-	0.0%
509123 Travel	-	-	0.0%	-	0.0%
509125 Local Meeting Expense	-	-	0.0%	-	0.0%
509127 Board Director Fees	-	-	0.0%	-	0.0%
509150 Contributions	-	-	0.0%	-	0.0%
509198 Cash Over/Short	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
LEASES & RENTALS					
512011 Facility Lease	-	-	0.0%	-	0.0%
512061 Equipment Rental	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
PERSONNEL TOTAL					
	-	-	0.0%	-	0.0%
NON-PERSONNEL TOTAL					
	300	300	0.0%	300	0.0%
DEPARTMENT TOTALS					
	300	300	0.0%	300	0.0%

FY15 & FY16 FINAL OPERATING BUDGET
Authorized and Funded Personnel - Full Time Equivalent (FTE)
Summary

Department	Authorized		Funded		Authorized		Funded	
	FY 14 Revised	FY 14 Revised	FY 15	FY 15	FY 16	FY 16	FY 15	FY 16
Administration - 1100	12.00	9.50	14.00	11.50	14.00	11.50		
Finance - 1200	9.50	7.00	9.50	7.00	9.50	7.00		
Customer Service - 1300	10.25	6.00	10.25	6.00	10.25	6.00		
Human Resources - 1400	6.00	5.00	6.00	5.00	6.00	5.00		
Information Technology - 1500	6.00	5.00	6.00	5.00	6.00	5.00		
District Counsel - 1700	5.00	4.00	4.00	3.00	4.00	3.00		
Risk Management - 1800	0.00	0.00	1.50	1.50	2.00	2.00		
Purchasing - 1900	7.00	7.00	7.00	7.00	7.00	7.00		
Facilities Maintenance - 2200	19.00	14.00	19.00	15.00	19.00	15.00		
Paratransit - 3100	61.00	54.00	61.00	54.00	61.00	54.00		
Operations - 3200	22.00	18.00	20.00	17.00	20.00	17.00		
Bus Operators - 3300	182.00	164.00	182.00	164.00	182.00	164.00		
Fleet Maintenance - 4100	57.00	41.00	59.00	44.00	59.00	44.00		
Total Full-Time Equivalents (FTEs)	396.75	334.50	399.25	340.00	399.75	340.50		

FY15 & FY16 FINAL OPERATING BUDGET
Authorized and Funded Personnel - Full Time Equivalent (FTE)
Administration - 1100

Position Title	Authorized	Funded	Authorized	Funded	Authorized	Funded
	FY 14 Revised	FY 14 Revised	FY 15	FY 15	FY 16	FY 16
General Manager	1.00	1.00	1.00	1.00	1.00	1.00
Assistant General Manager	1.00	1.00	1.00	1.00	1.00	1.00
Admin Services Coordinator	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Assistant	2.00	1.00	2.00	1.00	2.00	1.00
Administrative Specialist *	1.00	1.00	1.00	1.00	1.00	1.00
Grants/Legislative Analyst	2.00	2.00	2.00	2.00	2.00	2.00
Transportation Planning Supervisor	1.00	0.00	1.00	0.00	1.00	0.00
Jr. Transportation Planner	1.00	1.00	1.00	1.00	1.00	1.00
Sr. Transportation Planner	1.00	1.00	1.00	1.00	1.00	1.00
Transit Surveyor	1.00	0.50	1.00	0.50	1.00	0.50
Schedule Analyst **	0.00	0.00	2.00	2.00	2.00	2.00
Total Full-Time Equivalents (FTEs)	12.00	9.50	14.00	11.50	14.00	11.50

* Expenses for Administrative Specialist position will be incurred in Capital Funded Labor, in order to facilitate financial/grant reporting.

** Two Schedule Analyst positions are transferred to Administration from Operations in FY15 and FY16.

FY15 & FY16 FINAL OPERATING BUDGET
Authorized and Funded Personnel - Full Time Equivalent (FTE)
Finance - 1200

Position Title	Authorized	Funded	Authorized	Funded	Authorized	Funded
	FY 14 Revised	FY 14 Revised	FY 15	FY 15	FY 16	FY 16
Finance Manager	1.00	1.00	1.00	1.00	1.00	1.00
Assistant Finance Manager	1.00	1.00	1.00	1.00	1.00	1.00
Senior Accountant	0.50	0.00	0.50	0.00	0.50	0.00
Accountant II	1.00	1.00	1.00	1.00	1.00	1.00
Accounting Specialist	1.00	1.00	1.00	1.00	1.00	1.00
Accounting Tech	1.00	1.00	1.00	1.00	1.00	1.00
Payroll and Accounting Support Specialist	1.00	1.00	1.00	1.00	1.00	1.00
Financial Analyst/Sr. Financial Analyst	1.00	1.00	1.00	1.00	1.00	1.00
Vault Room Coordinator	1.00	0.00	1.00	0.00	1.00	0.00
Revenue Specialist	1.00	0.00	1.00	0.00	1.00	0.00
Total Full-Time Equivalents (FTEs)	9.50	7.00	9.50	7.00	9.50	7.00

FY15 & FY16 FINAL OPERATING BUDGET
 Authorized and Funded Personnel - Full Time Equivalent (FTE)
 Customer Service - 1300

Position Title	Authorized	Funded	Authorized	Funded	Authorized	Funded
	FY 14 Revised	FY 14 Revised	FY 15	FY 15	FY 16	FY 16
Planning & Marketing Manager	1.00	0.00	1.00	0.00	1.00	0.00
Transit Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Customer Service Coordinator	1.00	0.00	1.00	0.00	1.00	0.00
CSR	5.00	3.00	5.00	3.00	5.00	3.00
Ticket & Pass Program Specialist	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Assistant	1.25	1.00	1.25	1.00	1.25	1.00
Total Full-Time Equivalents (FTEs)	10.25	6.00	10.25	6.00	10.25	6.00

FY15 & FY16 FINAL OPERATING BUDGET
 Authorized and Funded Personnel - Full Time Equivalent (FTE)
 Human Resources - 1400

Position Title	Authorized	Funded	Authorized	Funded	Authorized	Funded
	FY 14 Revised	FY 14 Revised	FY 15	FY 15	FY 16	FY 16
Human Resources Manager	1.00	1.00	1.00	1.00	1.00	1.00
Asst Human Resources Manager	1.00	1.00	1.00	1.00	1.00	1.00
Personnel Technician	1.00	1.00	1.00	1.00	1.00	1.00
Benefits Coordinator	1.00	1.00	1.00	1.00	1.00	1.00
Human Resources Specialist	1.00	0.00	1.00	0.00	1.00	0.00
Human Resources Clerk	1.00	1.00	1.00	1.00	1.00	1.00
Total Full-Time Equivalents (FTEs)	6.00	5.00	6.00	5.00	6.00	5.00

FY15 & FY16 FINAL OPERATING BUDGET
Authorized and Funded Personnel - Full Time Equivalent (FTE)
Information Technology - 1500

Position Title	Authorized	Funded	Authorized	Funded	Authorized	Funded
	FY 14 Revised	FY 14 Revised	FY 15	FY 15	FY 16	FY 16
Information Technology/Project Manager	1.00	1.00	1.00	1.00	1.00	1.00
Asst Manager of Information Technology	1.00	1.00	1.00	1.00	1.00	1.00
Database Administrator/Sr	1.00	1.00	1.00	1.00	1.00	1.00
Systems Administrator/Sr	1.00	0.00	1.00	0.00	1.00	0.00
IT Technician/Sr IT Tech	2.00	2.00	2.00	2.00	2.00	2.00
Total Full-Time Equivalents (FTEs)	6.00	5.00	6.00	5.00	6.00	5.00

FY15 & FY16 FINAL OPERATING BUDGET
 Authorized and Funded Personnel - Full Time Equivalent (FTE)
 District Counsel - 1700

Position Title	Authorized FY 14 Revised	Funded FY 14 Revised	Authorized FY 15	Funded FY 15	Authorized FY 16	Funded FY 16
District Counsel	1.00	1.00	1.00	1.00	1.00	1.00
Claims Investigator II	1.00	0.00	1.00	0.00	1.00	0.00
Paralegal	2.00	2.00	2.00	2.00	2.00	2.00
Security and Risk Administrator *	1.00	1.00	0.00	0.00	0.00	0.00
Total Full-Time Equivalents (FTEs)	5.00	4.00	4.00	3.00	4.00	3.00

* The Security and Risk Administrator position is transferred from District Counsel to Risk Management in FY15 and FY16.

FY15 & FY16 FINAL OPERATING BUDGET
Authorized and Funded Personnel - Full Time Equivalent (FTE)
Risk Management - 1800

Position Title	Authorized FY 14 Revised	Funded FY 14 Revised	Authorized FY 15	Funded FY 15	Authorized FY 16	Funded FY 16
Claims Investigator I *	0.00	0.00	0.50	0.50	1.00	1.00
Security and Risk Administrator **	0.00	0.00	1.00	1.00	1.00	1.00
Total Full-Time Equivalents (FTEs)	0.00	0.00	1.50	1.50	2.00	2.00

* The Claims Investigator I is a new position, funded for six months in FY15, effective January 2015.

** The Security and Risk Administrator position is transferred to Risk Management from District Counsel in FY15 and FY16.

FY15 & FY16 FINAL OPERATING BUDGET
Authorized and Funded Personnel - Full Time Equivalent (FTE)
Purchasing - 1900

Position Title	Authorized	Funded	Authorized	Funded	Authorized	Funded
	FY 14 Revised	FY 14 Revised	FY 15	FY 15	FY 16	FY 16
Purchasing Manager	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	1.00	1.00	1.00
Purchasing Agent	0.00	0.00	0.00	0.00	0.00	0.00
Purchasing Assistant	1.00	1.00	1.00	1.00	1.00	1.00
Supervisor of Parts & Materials	1.00	1.00	1.00	1.00	1.00	1.00
FM Lead Parts Clerk	1.00	1.00	1.00	1.00	1.00	1.00
Parts Clerk	1.00	1.00	1.00	1.00	1.00	1.00
Receiving Parts Clerk	1.00	1.00	1.00	1.00	1.00	1.00
Total Full-Time Equivalents (FTEs)	7.00	7.00	7.00	7.00	7.00	7.00

FY15 & FY16 FINAL OPERATING BUDGET
Authorized and Funded Personnel - Full Time Equivalent (FTE)
Facilities Maintenance - 2200

Position Title	Authorized	Funded	Authorized	Funded	Authorized	Funded
	FY 14 Revised	FY 14 Revised	FY 15	FY 15	FY 16	FY 16
Facilities Maintenance Manager	1.00	0.00	1.00	0.00	1.00	0.00
Facilities Maintenance Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Sr. Facilities Maint Worker	0.00	0.00	0.00	0.00	0.00	0.00
Admin Specialist	1.00	1.00	1.00	1.00	1.00	1.00
Facilities Maint Worker II	7.00	7.00	7.00	7.00	7.00	7.00
Facilities Maint Worker I	2.00	0.00	2.00	0.00	2.00	0.00
Lead Custodian	1.00	1.00	1.00	1.00	1.00	1.00
Custodial Service Worker I	5.00	4.00	5.00	5.00	5.00	5.00
Administrative Assistant	1.00	0.00	1.00	0.00	1.00	0.00
Total Full-Time Equivalents (FTEs)	19.00	14.00	19.00	15.00	19.00	15.00

FY15 & FY16 FINAL OPERATING BUDGET
 Authorized and Funded Personnel - Full Time Equivalent (FTE)
 Paratransit - 3100

Position Title	Authorized	Funded	Authorized	Funded	Authorized	Funded
	FY 14 Revised	FY 14 Revised	FY 15	FY 15	FY 16	FY 16
Paratransit Superintendent	1.00	1.00	1.00	1.00	1.00	1.00
Assistant Paratransit Superintendent	1.00	1.00	1.00	1.00	1.00	1.00
Accessible Services Coordinator	1.00	1.00	1.00	1.00	1.00	1.00
Paratransit Eligibility Coordinator	1.00	1.00	1.00	1.00	1.00	1.00
Reservation & Scheduling Coord	1.00	0.00	1.00	0.00	1.00	0.00
Safety/Road Response Coord	1.00	0.00	1.00	0.00	1.00	0.00
Dispatcher/Scheduler	3.00	3.00	3.00	3.00	3.00	3.00
Dispatcher	5.00	4.00	5.00	4.00	5.00	4.00
Clerk I-II-III	2.00	2.00	2.00	2.00	2.00	2.00
Van Operator	34.00	34.00	34.00	34.00	34.00	34.00
Reservationist	7.00	5.00	7.00	5.00	7.00	5.00
Mechanic I-II	2.00	0.00	2.00	0.00	2.00	0.00
Paratransit Supervisor	2.00	2.00	2.00	2.00	2.00	2.00
Total Full-Time Equivalents (FTEs)	61.00	54.00	61.00	54.00	61.00	54.00

FY15 & FY16 FINAL OPERATING BUDGET
Authorized and Funded Personnel - Full Time Equivalent (FTE)
Operations - 3200

Position Title	Authorized	Funded	Authorized	Funded	Authorized	Funded
	FY 14 Revised	FY 14 Revised	FY 15	FY 15	FY 16	FY 16
Operations Manager	1.00	1.00	1.00	1.00	1.00	1.00
Fixed Route Superintendent	1.00	1.00	1.00	1.00	1.00	1.00
Transit Supervisor	14.00	11.00	14.00	11.00	14.00	11.00
Schedule Analyst *	2.00	2.00	0.00	0.00	0.00	0.00
Safety & Training Coordinator	1.00	1.00	1.00	1.00	1.00	1.00
Admin Assistant/Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Assistant	1.00	0.00	1.00	1.00	1.00	1.00
Administrative Clerk I	0.00	0.00	0.00	0.00	0.00	0.00
Payroll Specialist	1.00	1.00	1.00	1.00	1.00	1.00
Total Full-Time Equivalents (FTEs)	22.00	18.00	20.00	17.00	20.00	17.00

* Two Schedule Analyst positions are transferred from Operations to Administration in FY15 and FY16.

FY15 & FY16 FINAL OPERATING BUDGET
Authorized and Funded Personnel - Full Time Equivalent (FTE)
Bus Operators - 3300

Position Title	Authorized FY 14 Revised	Funded FY 14 Revised	Authorized FY 15	Funded FY 15	Authorized FY 16	Funded FY 16
Bus Operators	182.00	164.00	182.00	164.00	182.00	164.00
Total Full-Time Equivalents (FTEs)	182.00	164.00	182.00	164.00	182.00	164.00

**FY15 & FY16 FINAL OPERATING BUDGET
Authorized and Funded Personnel - Full Time Equivalent (FTE)
Fleet Maintenance - 4100**

Position Title	Authorized	Funded	Authorized	Funded	Authorized	Funded
	FY 14 Revised	FY 14 Revised	FY 15	FY 15	FY 16	FY 16
Maintenance Manager	1.00	1.00	1.00	1.00	1.00	1.00
Fleet Maint Supervisor	3.00	3.00	3.00	3.00	3.00	3.00
FM Lead Mechanic	6.00	4.00	6.00	4.00	6.00	4.00
FM Mechanic III	4.00	1.00	4.00	1.00	4.00	1.00
FM Mechanic I - II	16.00	15.00	18.00	18.00	18.00	18.00
Body Repair Mechanic	1.00	0.00	1.00	0.00	1.00	0.00
Upholsterer I - II	1.00	1.00	1.00	1.00	1.00	1.00
Admin Assistant/Supervisor	1.00	0.00	1.00	0.00	1.00	0.00
Admin Specialist	1.00	1.00	1.00	1.00	1.00	1.00
Accounting Tech/Sr Acctng Tech	2.00	0.00	2.00	0.00	2.00	0.00
Administrative Clerk I	1.00	0.00	1.00	0.00	1.00	0.00
Vehicle Service Technician	2.00	2.00	2.00	2.00	2.00	2.00
Vehicle Service Detailer	2.00	2.00	2.00	2.00	2.00	2.00
Vehicle Service Worker I - II *	16.00	11.00	16.00	11.00	16.00	11.00
Total Full-Time Equivalents (FTEs)	57.00	41.00	59.00	44.00	59.00	44.00

* Expenses for 4 FTEs (Vehicle Service Worker I - II) will be incurred in Capital Funded Labor , in order to facilitate financial/grant reporting.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY15 FINAL CAPITAL BUDGET 06/27/14

PROJECT/ACTIVITY	NON-RESTRICTED - RETAINED EARNINGS	PLEDGED - STA - SLPP BACKFILL (1)	RESTRICTED - SAKATA/LAW SUIT PROCEEDS	RESTRICTED - STA	RESTRICTED - STATE BOND FUNDS (1B) (2)	RESTRICTED - FY11 PTMISEA (1B)	TOTAL
Estimated Balance @ December 31, 2013:	\$ 11,000,000	\$ 3,012,000	\$ 1,335,000	\$ 575,000	\$ 930,000	\$ 10,400,000	\$ 27,252,000
Grant-Funded Projects							
MetroBase Project - Operations Bldg. (STA, SLPP, SAKATA, FY11 PTMISEA)	\$ 3,012,000	\$ 3,012,000	\$ 1,335,000	\$ -	\$ -	\$ 8,400,000	\$ 15,759,000
MetroBase Project - Phase II - Real Estate Acquisition (FY11 N PTMISEA, SAKATA)						\$ 2,000,000	\$ 2,000,000
Video Surveillance Project - CCTV (STATE-1B)			\$ 489,495			\$ 489,495	\$ 489,495
Land Mobile Radio Project - LMR (STATE-1B)			\$ 440,505			\$ 440,505	\$ 440,505
Pacific Station/Metro Center - Conceptual Design (FTA, RES. RET. EARN)	\$ 293,823					\$ 293,823	\$ 293,823
Pacific Station/Metro Center - Conceptual Design / MOU w/ City of SC (FTA, RES. RET. EARN.)	\$ 220,500					\$ 220,500	\$ 220,500
State of Good Repair #2 - 6 Buses, 42 MDC's (FTA, RES. RET. EARN.)	\$ 231,790					\$ 231,790	\$ 231,790
Watsonville Transit Center - Conceptual Design (RES. RET. EARN., STA)	\$ 130,000			\$ 30,000		\$ 160,000	\$ 160,000
Subtotal	\$ 3,888,113	\$ 3,012,000	\$ 1,335,000	\$ 30,000	\$ 930,000	\$ 10,400,000	\$ 19,595,113
IT Projects							
Replacement Computers / Laptops (STA)				\$ 10,000		\$ 10,000	\$ 10,000
Subtotal	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ 10,000
Facilities Repair & Improvements							
Metro Center Repairs (RES. RET. EARN., STA)	\$ 260,000			\$ 26,000		\$ 286,000	\$ 286,000
Repaint SVT (STA)				\$ 44,300		\$ 44,300	\$ 44,300
Bus Stop Repairs / Improvements (RES. RET. EARN.)	\$ 43,436			\$ 39,000		\$ 82,436	\$ 82,436
WTC Renovations & Repairs (STA)				\$ 3,500		\$ 3,500	\$ 3,500
Interactive White Board - ParaCruz (STA)	\$ 303,436	\$ -	\$ -	\$ 112,800	\$ -	\$ -	\$ 416,236
Subtotal	\$ 303,436	\$ -	\$ -	\$ 112,800	\$ -	\$ -	\$ 416,236

Attachment D

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY15 FINAL CAPITAL BUDGET 06/27/14

PROJECT/ACTIVITY	NON-RESERVED RETAINED EARNINGS	PLEDGED - STA - SLPP BACKFILL (1)	RESTRICTED - SAKATA/LAW SUIT PROCEEDS	RESTRICTED - STA	RESTRICTED - STATE BOND FUNDS (1B) (2)	RESTRICTED - FY11 PTMISEA (1B)	TOTAL
Revenue Vehicle Replacement							
N Paracruz Van Replacement (STIP, RES. RET. EARN)	\$ 431,250						\$ 431,250
Subtotal	\$ 431,250						\$ 431,250
Non-Revenue Vehicle Replacement							
N Replace 2 Custodial Vans (STA)				\$ 75,000			\$ 75,000
Replace 3 Relief Vehicles (STA)				\$ 66,000			\$ 66,000
Replace Supervisor Vehicles-2 SUV's (STA)				\$ 21,000			\$ 21,000
Subtotal				\$ 162,000			\$ 162,000
Fleet & Maint Equipment							
Small Vehicle Lift - Fleet (STA)				\$ 25,000			\$ 25,000
N Refrigerant Recovery Recycle Recharge Machine (STA)				\$ 6,800			\$ 6,800
Torque Wrench Calibration Tool (STA)				\$ 3,000			\$ 3,000
Subtotal				\$ 34,800			\$ 34,800
Office Equipment							
Replace two (2) Photocopier / Scanners (STA)				\$ 52,000			\$ 52,000
Office Furniture Ergonomic				\$ 40,000			\$ 40,000
N Furniture Suites for new GM & AGM (STA)				\$ 10,000			\$ 10,000
N Modular Drawer Cabinets (4) for Facilities Maint Parts (STA)				\$ 8,500			\$ 8,500
Subtotal				\$ 110,500			\$ 110,500
Misc.							
Ticket Vending Machine-SLV (1) (STA, RES. RET. EARN.)	\$ 80,000			\$ 22,000			\$ 102,000
Subtotal	\$ 80,000			\$ 22,000			\$ 102,000
TOTAL CAPITAL PROJECTS	\$ 4,702,799	\$ 3,012,000	\$ 1,335,000	\$ 482,100	\$ 930,000	\$ 10,400,000	\$ 20,861,899
Estimated Ending Balance @ June 30, 2015:	\$ 6,297,201		\$ -	\$ 92,900	\$ -	\$ -	\$ 6,390,101
N = New project for FY15							

Attachment D

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY15 FINAL CAPITAL BUDGET 06/27/14

PROJECT/ACTIVITY	NON-RESTRICTED - RETAINED EARNINGS	PLEDGED - STA - SLPP BACKFILL (1)	RESTRICTED - SAKATA/LAW SUIT PROCEEDS	RESTRICTED - STA	RESTRICTED - STATE BOND FUNDS (1B) (2)	RESTRICTED - FY11 PTMISEA (1B)	TOTAL
CAPITAL PROGRAM FUNDING							
PTMISEA (1B)							
State Transit Assistance (STA)		\$ 3,012,000		\$ 482,100		\$ 10,400,000	\$ 10,400,000
Sakata / Lawsuit Proceeds			\$ 1,335,000				\$ 3,494,100
State Security Bond Funds (1B)					\$ 930,000		\$ 1,335,000
State-Local Partnership program (SLPP)	\$ 3,012,000 (3)						\$ 930,000
Federal Grants (FTA)	\$ 538,225						\$ 3,012,000
Statewide Transportation Improvement Program (STIP)	\$ 345,000 (3)						\$ 538,225
Reserved Retained Earnings	\$ 807,574						\$ 345,000
TOTAL CAPITAL FUNDING BY FUNDING SOURCE	\$ 4,702,799	\$ 3,012,000	\$ 1,335,000	\$ 482,100	\$ 930,000	\$ 10,400,000	\$ 20,861,899
Non-Restricted Funds	\$ 807,574						\$ 807,574
Restricted Funds	\$ 3,895,225 (3)	\$ 3,012,000	\$ 1,335,000	\$ 482,100	\$ 930,000	\$ 10,400,000	\$ 20,054,325
TOTAL CAPITAL FUNDING	\$ 4,702,799	\$ 3,012,000	\$ 1,335,000	\$ 482,100	\$ 930,000	\$ 10,400,000	\$ 20,861,899
(1) Estimated balance of STA funds at 6/30/14 - funds are being used to backfill the local sales tax match for the SLPP grant							
(2) Original PTMISEA (1B) Program Allocation Request:							
FY08 PTMISEA Allocation Received						\$ 26,262,877	
FY09 PTMISEA Allocation Received						\$ 4,404,019	
FY10 PTMISEA Allocation Received				\$ 5,812		\$ 2,480,910	
FY11 PTMISEA Allocation Received				\$ 5,812		\$ 2,491,923	
Subtotal PTMISEA Cash Receipts thru 2/10/12				\$ 11,624		\$ 11,010,047	
Unpaid balance of remaining PTMISEA funds requested						\$ 20,386,899	
(3) Funds to be reimbursed at a later date	\$ 3,895,225					\$ 5,875,978	

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT			
FY15 & FY16 FINAL UNFUNDED CAPITAL NEEDS LIST			
PROJECT/ACTIVITY	2015	2016	TOTAL
Revenue Vehicles			
Replace (29) 1998 Diesel Buses (~\$525K each)	\$ 7,875,000	\$ 7,497,000 *	\$ 15,372,000
Replace (29) 2002 CNG Buses (~\$525K each)	\$ 7,875,000	\$ 7,497,000 *	\$ 15,372,000
Replace (11) 2003 CNG Buses-Hwy 17 (~\$525K each)	\$ 2,625,000	\$ 3,213,000 *	\$ 5,838,000
Replace (8) 2002 CNG Buses (~\$525K each)	\$ 2,100,000	\$ 2,142,000 *	\$ 4,242,000
Automated Vehicle Locator (AVL) /Automated Passenger Count (APC)	\$ 3,000,000		\$ 3,000,000
Signal Priority/Pre-Emption for Buses	\$ 2,000,000		\$ 2,000,000
Replace CNG Tanks on Buses 2801-2807	\$ -	\$ 1,200,000	\$ 1,200,000
Replace (4) Paracruz Vans-(3 2003 Goshens/1 2006 Aerotech) (~\$145K each)	\$ 580,000		\$ 580,000
Replace (9) Paracruz 2011 Raised Tops (~\$62,000 each)	\$ 310,000	\$ 252,960	\$ 562,960
Replace (1) 2004 Fixed Route Goshen with a 30 Foot Bus (used on Route 33 & 34)	\$ 300,000		\$ 300,000
Add (1) Fixed Route 30 Foot Bus	\$ 300,000		\$ 300,000
Add (2) Paracruz Cutaway Vans (~\$141K each)	\$ 141,000	\$ 143,820 *	\$ 284,820
Replace (1) Paracruz 2007 Transporter	\$ 145,000		\$ 145,000
Subtotal	\$ 27,251,000	\$ 21,945,780	\$ 49,196,780
Facilities			
Pacific Station Renovation (Transit Share)		\$ 12,000,000	\$ 12,000,000
Watsonville Transit Center Renovation / Replacement		\$ 10,000,000	\$ 10,000,000
Subtotal	\$ -	\$ 22,000,000	\$ 22,000,000
Facilities Repair & Improvements . etc.			
Repairs & Improvements-Routine Replacements	\$ 150,000	\$ 150,000	\$ 300,000
Repair Sidewalks, Bus Lanes, Slurry Parking Lots, etc.	\$ 25,000	\$ 25,000	\$ 50,000
Subtotal	\$ 175,000	\$ 175,000	\$ 350,000

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT			
FY15 & FY16 FINAL UNFUNDED CAPITAL NEEDS LIST			
PROJECT/ACTIVITY	2015	2016	TOTAL
<u>Non-Revenue Vehicle Replacement</u>			
Replace (15) Staff Cars - w/ Honda CNG (~ \$30K each)	\$ 240,000	\$ 214,200 *	\$ 454,200
Replace (4) Vans (~ \$35K each)	\$ 70,000	\$ 71,400 *	\$ 141,400
Replace (4) Pickups (~\$30K each)	\$ 60,000	\$ 61,200 *	\$ 121,200
Replace (4) Ford Explorers (~ \$30K each)	\$ 60,000	\$ 61,200 *	\$ 121,200
Replace (1) F350 Flat Bed	\$ 40,000	\$	\$ 40,000
Replace (1) Escape Hybrid	\$ 30,000	\$	\$ 30,000
Subtotal	\$ 500,000	\$ 408,000	\$ 908,000
<u>Fleet & Facilities Maintenance Equipment</u>			
Routine Replacements	\$ 50,000	\$ 50,000	\$ 100,000
Replace TIG Welder - Fleet	\$ 6,000		\$ 6,000
Replace ARC Welder - Fac. Maint.	\$ 1,300		\$ 1,300
Subtotal	\$ 57,300	\$ 50,000	\$ 107,300
<u>IT</u>			
Hastus (Fixed Route Software) Upgrade	\$ 800,000		\$ 800,000
Routine Hardware Replacements (Servers, Printers, Laptops, Monitors, etc.)	\$ 100,000	\$ 100,000	\$ 200,000
Replace Accounting Software	\$ 150,000		\$ 150,000
Upgrade Databases - IT	\$ 30,000	\$ -	\$ 30,000
Server Virtualization Project - IT	\$ 23,000		\$ 23,000
Subtotal	\$ 1,103,000	\$ 100,000	\$ 1,203,000
<u>MISC</u>			
None	\$ -		\$ -
Notes:			
All amounts listed above are estimates			
* Indicates a 2% inflation factor was applied to the estimated cost per vehicle used for FY15			
TOTAL FY15 & FY16 UNFUNDED CAPITAL NEEDS LIST	\$ 29,086,300	\$ 44,678,780	\$ 73,765,080

Attachment F

BOARD MEMBER TRAVEL

FY15

American Public Transportation Association (APTA) Meetings

Legislative Conference
March 2015
Washington, DC
Two Board Members

Annual Conference
October 2014
Houston, TX
Two Board Members

California Transit Association (CTA) Meetings

Annual Meeting
Monterey, CA
One Board Member

Additional Travel

Meetings with legislators and government officials in Washington, D.C., San Francisco and Sacramento, as approved by the Chair of the Board.

Expenses related to Board members meeting with CEO/General Manager and staff.

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Attachment G

EMPLOYEE INCENTIVE PROGRAM FY15

<u>EVENT/ACTIVITY</u>	<u># EMP</u>	<u>RATE</u>	<u>FY15 Final</u>	<u>DEPT/ACCOUNT</u>
District Service Awards			\$ 9,400	1100-509101
Employee Picnic & Holiday Party			\$ 6,900	1100-509101
Wall of Fame Frames			\$ 700	1100-509101
Safe Driver Pins and Certificates			\$ 3,500	3300-509101
Employee Incentive Program			\$ -	1100-509101
Departmental Programs				
<u>Administrative Facility (110 Vernon)</u>				
Employee Recognition/Appreciation Events		\$ -	\$ -	1200-509101
<u>Customer Service (Metro Center)</u>				
Employee Recognition/Appreciation Events		\$ -	\$ -	1300-509101
<u>Facilities Maintenance</u>				
Employee Recognition/Appreciation Events		\$ -	\$ -	2200-509101
<u>ParaCruz</u>				
Employee Recognition/Appreciation Events		\$ -	\$ -	3100-509101
<u>Operations</u>				
Employee Recognition/Appreciation Events and Shift Bid Refreshments		\$ -	\$ -	3200-509101
<u>Fleet Maintenance</u>				
Employee Recognition/Appreciation Events and Shift Bid Refreshments		\$ -	\$ -	4100-509101
TOTALS			\$ 20,500	

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Attachment H

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT PRELIMINARY SCHEDULE OF RESERVE ACCOUNT BALANCES FY14 6/30/14 PRE-YEAR END CLOSE

Description / Use	Reason / Board Adopted Minimum Balance	Balance at 6/30/13	Addition/ (Withdrawal)	Balance at 6/30/14	% Funded	Add'l. Comments:
Operating / Capital - Reserve (Non-Restricted Reserved Retained Earnings)	Capital projects require METRO to advance funds, for which reimbursement may not be received for months at a time, depending upon the agency funding the project / N/A. This fund is also used for operating shortfalls when "Operating - Carryover" has been depleted	\$ 11,463,784	\$ (1,062,525)	\$ 10,401,259	N/A	This is what remains of "Cash In Treasury" after all other reserves are deducted; it is currently estimated at ~\$10M.
Operating - GASB 45 - OPEB Liability	Net OPEB obligation - per Actuarial Study from Bickmore dated 4/29/14 / \$0	\$ -	\$ -	\$ -	0%	GASB 45 - Other Post Employment Benefits (OPEB) actuarial accrued liability (AAL) at 6/30/14 = \$72,397,782
Operating - Cash Flow Reserve	To cover two month's cash flow (A/P and payroll) for fiscal, natural disaster or emergency / \$6,100,000 updated June 2013 *	\$ 2,511,102	\$ -	\$ 2,511,102	41%	Amount remaining after the Board approved use of \$2.5M to balance the FY11 operating budget. See note below *
Operating - Workers Compensation Reserve	Long term portion of workers compensation liability per Actuarial Study from Bickmore for 6/30/14 / \$3,323,327	\$ 2,091,581	\$ -	\$ 2,091,581	63%	Minimum balance updated for FY14 per workers' compensation audit dated 5/15/13
Operating - Liability Insurance Reserve	\$250,000 Self Insured Retention (SIR) plus \$411,607 - average liability on outstanding claims for last 5 years / \$661,607	\$ 700,757	\$ -	\$ 700,757	106%	To minimize volatility - effective 6/30/13 - minimum balance = SIR + the 5-year rolling average of outstanding claims at year end
Operating - Carryover from Previous Year	Net excess revenue to support operating expenses in subsequent year(s)	\$ 309,859	\$ (309,859)	\$ -	N/A	Used \$2.4M net excess revenue from prior years to balance FY13 operating budget - projected to use remainder in FY14
Operating - FTA STIC	Effective in FY11 - FTA STIC allocations have been re-directed from the capital budget to the operating budget / N/A	\$ -	\$ -	\$ -	N/A	FTA STIC payment(s) will be used to balance future operating budget(s)
		\$ 17,077,082	\$ (1,372,384)	\$ 15,704,698		
	* <u>Benchmark</u> - Govt. Finance Officers of America (GFOA) recommends a minimum reserve equal to 15% of operating expenses be held in operating reserves. Based on the revised FY14 Operating Budget dated 2/14/14: \$45,253,322 - 15% = \$6,787,998					

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FY15 & FY16 Final Operating and Capital Budget Plan

Santa Cruz METRO Board of Directors
June 27, 2014
Presented by Angela Aitken, Finance Manager

FY15 & FY16 Budget Timeline

- November 2013 –
 - Distribute Operating and Capital Budget packages to Department Managers for FY14 review
- December 2013 –
 - Receive Operating and Capital budgets packages back from Department Managers revising FY14
- January 2014 –
 - Distribute Operating and Capital Budget packages to Department Managers for FY15 & FY16
 - Review revised FY14 Operating and Capital Budgets with CEO
- February 2014 –
 - Submit revised FY14 Operating and Capital budgets to BOD for approval
 - Prepare Operating and Capital Budget packages FY15 & FY16 and review with CEO

FY15 & FY16 Budget Timeline

- March 2014 –
 - Submit FY15 & FY16 Preliminary line item Operating and Capital budgets to BOD for review and TDA claim purposes
- April 2014 –
 - Prepare recommended FY15 & FY16 Operating and Capital budgets
- May 2014 –
 - Meet with union Representatives to review recommended Operating and Capital budgets
 - Public Hearing on Staff recommended FY15 & FY16 Operating and Capital budgets at BOD meeting
- June 2014 –
 - Submission and Adoption of Final FY15 & FY16 Operating and Capital Budgets by BOD
- July 2014 –
 - Prepare and publish Final FY15 & FY16 Operating and Capital Budget documents



FY15 & FY16 Final Budget Highlights

- A balanced budget is required by June 30, 2014
- Contains a 5% increase in Personnel expenses and a .9% - 2.2% increase in Non-Personnel expenses over the FY14 budget
- Has some significant risks and exposures
- Assumes no service changes
- Assumes no fare increases

10i.4



FY15 & FY16 Final Budget Operating Revenue Funding Assumptions

	2014	2015	2016
• Passenger Fares	\$9.8M	\$10.1M	\$10.4M
◦ Assumption: 3% growth			
• Interest Income	\$75K	\$45K	\$35K
◦ Assumption: cash reduced with Capital Expenditures			
• Sales Tax	\$18.5M	\$19.7M	\$21.1M
◦ Assumption: 6.5% - 7% increase based on FY14 actual receipts			
• Transportation Development Act (TDA)	\$6.1M	\$6.4M	\$6.6M
◦ Assumption: 2.1% - 3.0% increase based on Audit Controllers estimates			
• FTA Sec 5307	\$4.1M	\$4.1M	\$4.4M
◦ Assumption: based on seven year historical funding			
• Association of Monterey Bay Area Govts (AMBAG)/California Transportation Commission (CTC)/Misc.	\$59K	\$10K	\$85K
◦ Assumption: did not budget \$40K planning intern grant in FY15 & FY16 - Feasibility Study for Downtown Circular Service in FY16			
• Small Transit Intensive Cities (STIC)	\$1.5M	\$1.4M	\$1.4M
◦ Assumption: published allocations from FTA			
• State Transit Assistance (STA)	\$2.8M	\$2.7M	\$2.8M
◦ Assumption: per State Controller's Office estimates as of January 2014			
• Fuel Tax Credit	\$270K	\$0	\$0
◦ Assumption: expiration of IRS American Taxpayer Relief Act on 12/31/13			
• Carryover from Previous Years	\$310K	\$0	\$0
◦ Assumption: All Carryover will be used in FY14			
• Transfer from Operating Reserves	\$1.1M	\$3.4M	\$3.2M
◦ Assumption: overall expenses increasing \$3.2M over FY14			
• Other Revenue	\$680K	\$645K	\$680K
	\$45.3M	\$48.5M	\$50.7M
		TOTAL	



FY15 & FY16 Final Budget Operating Expenses & Assumptions

	<u>2014</u>	<u>2015</u>	<u>2016</u>
● Personnel Expenses	\$37.6M	\$39.4M	\$41.4M

- Assumption: 5% increase due to:

- Contractual Items – COLA, Step and Longevity increases, promotions
- Funding for Authorized Positions – Admin Asst, Claims Investigator (.5), Custodial Srv Worker, Mechanic (3)
- Retirement Employer Contribution – increased 1.38% to 20.6% in FY15 and increased 1.25% to 21.9% in FY16
- Medical insurance – 8% increase
- Dental, Life, State Disability, Workers Comp 3rd Party Ins – 3% increase

● Non-Personnel Expenses	\$9M	\$9M	\$9.2M
--------------------------	------	------	--------

- Assumption: .9% - 2.2% increase due to:

- Prof & Tech Fees – decreased (down overall by \$115K in FY15 and up \$20K in FY16)
- Mobile Materials and Supplies - increased (Anticipated 3% increase in fuel prices, 14% increase in restocking of tires in FY15)
- Other Materials and Supplies – increased (Office and Safety Supplies, Tenant Repairs, Non-Inventory Parts)
- Utilities – increased (Telecommunications contract for redundant Wi-Fi on buses and leasing of repeater sites and data connection for ParaCruz)
- Casualty & Liability – decreased (Consolidated insurance carriers, addition of new Ops Building in FY16)
- Misc Exp – decreased (Reduced travel and training)



FY15 & FY16 Final Budget Potential Operating Dollar Sources

FY14 STA

- With the May Revise, California Transit Association (CTA) recalculated the anticipated revenue, and that amount should increase
- If their projection holds up, the statewide allocation increases to \$400M from \$389M
- Santa Cruz METRO's FY14 STA revenue will increase by approximately \$63,000

Fuel Tax Credit

- In each year from 2009 through June 2013, the bill with alternative fuel tax credits eventually passed
- FY13 bill was approved on December 2012
- The Federal tax credits for alternative fuel fleets could continue Santa Cruz METRO's Compressed Natural Gas (CNG) fuel credit for 2014 and 2015
- This could add:
 - Approx. \$270,000 to the current FY14 budget (received \$270K Dec 2013)
 - \$540,000 to the FY15 budget
 - \$270,000 to the FY16 operating budget (through Dec 2015)
- However, on May 15, 2014, the Senate refused to bring the "Tax Extenders" bill to a vote, and probably will not occur until November 2014.



FY15 Final Capital Budget

Funding Sources

• Grant Funded Projects	\$19.6M	STA, SLPP, SAKATA, FY11 PTMISEA
• IT Projects	\$10K	STA
• Facilities Repair and Improvements	\$416K	RES.RET.EARN, STA
• Revenue Vehicle Replacement	\$431K	STIP, RES.RET.EARN
• Non-Revenue Vehicle Replacement	\$162K	STA
• Fleet & Maint Equipment	\$35K	STA
• Office Equipment	\$111K	STA
• Misc.	\$102K	STA, RES.RET.EARN

TOTAL FUNDED \$20.9M

Unfunded Capital Needs	FY15	FY16
	<u>\$29M</u>	<u>\$44.7M</u>

10:8



Estimated Reserve Account Balances

	June 2011	June 2012	June 2013	Est. June 2014	Budget FY15	Budget FY16
• Operating/Capital Reserves	\$11.5M	\$11.5M	\$11.5M	\$10.4M	\$7M	\$3.8M
• Preferred Bal 20% of Total Exp - \$10.2M						
• Operating GASB45	-	-	-	-	-	-
• Accrued Liability - \$72.4M						
• Operating Cash Flow	\$2.5M	\$2.5M	\$2.5M	\$2.5M	\$2.5M	\$2.5M
• BOD Adopted Minimum Bal 2 Months - \$6.1M						
• Operating Workers' Comp	\$2.1M	\$2.1M	\$2.1M	\$2.1M	\$2.1M	\$2.1M
• BOD Adopted Minimum Bal Long Term Portion - \$3.2M						
• Operating Liability Ins.	\$700K	\$700K	\$700K	\$700K	\$700K	\$700K
• BOD Adopted Average Liability Outstanding - \$661K						
• Operating Carryover	\$4.3M	\$2.7M	\$300K	-	-	-

FY15 & FY16 Final Budget Risks

- Sales Tax
 - The State Does Not Pay the Monies Owed
 - Less Sales Tax Generated Than Predicted
- Farebox Revenue
 - Actual Ridership Not Meeting Budget Due to Economy or Other Factors Negatively Impacting Revenues
- Expenses
 - Covering the Cost of New Unfunded Mandates
- Extreme Weather or Earthquakes Causing an Increase in Operating Expenses
- Unknown Security Threats or Obligations
- Insurance
 - Premium Rates Come in Higher Than Anticipated
- Unanticipated Losses
 - Deductibles Vary for Losses to Property/Personal Injury/Workers' Compensation
- Fuel, Lubes and Tires

FY15 & FY16 Final Budget Next Actions

- Approve FY15 & FY16 Final Budget at the June 27, 2014 Board meeting
- July 2014 –
 - Prepare and publish Final FY15 & FY16 Operating and Capital Budget documents

QUESTIONS





FY15 & FY16 Final Operating and Capital Budget Plan

Changes from May 23, 2014 to June 27, 2014

Santa Cruz METRO Board of Directors
June 27, 2014
Presented by Angela Aitken, Finance Manager

FY15 & FY16 Final Budget Operating Expense Changes

	2015	2016
<ul style="list-style-type: none"> • Administration <ul style="list-style-type: none"> ◦ Prof & Tech Services <ul style="list-style-type: none"> • AMBAG Feasibility Study of Downtown Circulator Service 	---	\$75K
<ul style="list-style-type: none"> • Finance <ul style="list-style-type: none"> ◦ Sales Tax Admin Costs 	\$4K	---
<ul style="list-style-type: none"> • HR <ul style="list-style-type: none"> ◦ Prof & Tech Services <ul style="list-style-type: none"> • Professional Consulting Services (personality inventory, organizational training, etc) 	\$10K	---
<ul style="list-style-type: none"> • Risk Management <ul style="list-style-type: none"> ◦ Office supplies ◦ Legal Services 	(\$65K) \$5K (\$70K)	\$1K \$1K ---



FY15 & FY16 Final Budget Operating Expense Changes

	2015	2016
<ul style="list-style-type: none"> • District Counsel <ul style="list-style-type: none"> ◦ Legal Services 	\$35K	---
<ul style="list-style-type: none"> • Operations <ul style="list-style-type: none"> ◦ Telecommunications ◦ T1lines and TVM connections 	\$2K	\$2K
<ul style="list-style-type: none"> • ParaCruz <ul style="list-style-type: none"> ◦ Telecommunications ◦ Verizon data lines 	\$7K	\$7K
<ul style="list-style-type: none"> • Facilities <ul style="list-style-type: none"> ◦ Gas & Electric <ul style="list-style-type: none"> ◦ Reduced funds based on FY14 usage ◦ Water & Garbage <ul style="list-style-type: none"> ◦ Reduced Funds based on FY14 usage 	(\$56K) (\$44K) (\$12K)	\$63K (\$52K) (\$11K)
<u>TOTAL OPERATING CHANGES</u>	<u>(\$63K)</u>	<u>\$22K</u>



FY15 Final Budget Capital Expense Changes

	2015	2016
<ul style="list-style-type: none"> Grant Funded Projects <ul style="list-style-type: none"> MetroBase funding estimated to be spent in FY14 instead of FY15 Funding Sources: STA, SLPP IT Projects <ul style="list-style-type: none"> Purchasing System money no longer needed Funding Source: STA Office Equipment <ul style="list-style-type: none"> Move of money from IT projects to fund ergonomic furniture Funding Source: STA 	<p>(\$2M)</p> <p>(\$40K)</p> <p>\$40K</p>	<p>---</p> <p>---</p> <p>---</p>
<u>TOTAL CAPITAL CHANGES</u>	<u>(\$2M)</u>	

10.4

- Unfunded Capital Needs (adds)
 - Replace CNG Tanks on Buses 2801-2807

\$1.2M



FY15 & FY16 Final Budget Next Actions

- Approve FY15 & FY16 Final Budget at the June 27, 2014 Board meeting
- July 2014
 - Prepare and publish Final FY15 & FY16 Operating and Capital Budget documents

QUESTIONS

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 27, 2014

TO: Board of Directors

FROM: Erron Alvey, Purchasing Manager

SUBJECT: CONSIDERATION OF AUTHORIZING THE CEO/GENERAL MANAGER TO EXECUTE A CONTRACT AMENDMENT WITH MANSFIELD OIL COMPANY TO INCREASE THE CONTRACT NOT-TO-EXCEED AMOUNT BY \$550,000 FOR PURCHASE AND DELIVERY OF DIESEL FUEL

I. RECOMMENDED ACTION

Authorize the CEO/General Manager to execute a contract amendment with Mansfield Oil Company to increase the contract not-to-exceed amount by \$550,000 for purchase and delivery of diesel fuel.

II. SUMMARY OF ISSUES

- Santa Cruz METRO currently has twenty-eight (28) diesel-fueled buses and one (1) diesel-fueled non-revenue shop truck.
- Santa Cruz METRO has a contract with Mansfield Oil Company for purchase and delivery of CARB ultra-low sulfur diesel fuel.
- A contract amendment is required to increase the not-to-exceed limit to \$1,735,000. These funds were previously authorized in the FY14 budget, and planned for the FY15 budget, but not properly allocated to this contract.

III. DISCUSSION

Santa Cruz METRO currently has twenty-eight (28) diesel-fueled buses and one (1) diesel-fueled non-revenue shop truck. In order to fuel these vehicles, Santa Cruz METRO has a contract with Mansfield Oil Company for purchase and delivery of CARB ultra-low sulfur diesel fuel. The contract was established on May 1, 2012 for a three-year term. The Fleet Maintenance department underestimated its fuel usage during the contract award phase; however, funds were correctly budgeted. Additional funds are required to be added to the contract at this time in order to authorize spending the last year of the contract term.

Staff recommends that Santa Cruz METRO increase the contract total not-to-exceed amount to \$1,735,000. Staff further recommends that the Board of Directors authorize the CEO/General Manager to execute a contract amendment on behalf of Santa Cruz

METRO. Mike Stange, acting Fleet Maintenance Manager, will serve as the Contract Administrator and will ensure contract compliance.

IV. ALTERNATIVES

- Do not approve adding additional funding to this contract.

Staff recommends amending the contract to increase the total not-to-exceed amount in order to keep the diesel-fueled vehicles operational.

V. COORDINATION

This Staff Report has been coordinated with Halle Evans, Administrative Specialist.

VI. FINANCIAL CONSIDERATIONS

This contract has a current total not to exceed of \$1,185,000. Authority to spend additional funds up to \$1,735,000 is being requested at this time. These funds were included in the FY14 Fleet Maintenance Operating Budget and planned in the FY15 budget.

1. SOURCE OF FUNDING

- FY14 & FY15/FY16 Operating Budget for Fleet Maintenance

2. EXPENSE ACCOUNTS TO CHARGE

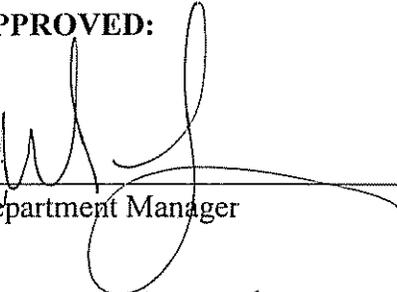
- Diesel Fuel (504012)

VII. ATTACHMENTS

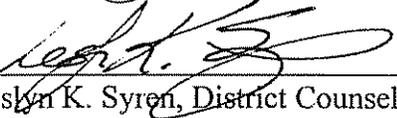
None

Prepared By: Erron Alvey, Purchasing Manager
Date Prepared: June 17, 2014

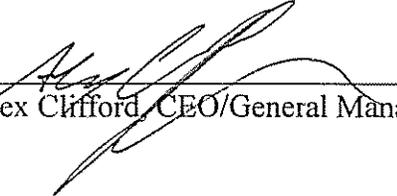
APPROVED:



Department Manager



Leslyn K. Syren, District Counsel



Alex Clifford, CEO/General Manager

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 27, 2014

TO: Board of Directors

FROM: Thomas Hiltner, Grants/Legislative Analyst

SUBJECT: CONSIDER THE DIRECTION FOR SUBSEQUENT DESIGN WORK AND A CONTRACT AMENDMENT FOR GROUP 4 ARCHITECTS RESEARCH + PLANNING ON PACIFIC STATION REDESIGN PROJECT.

I. RECOMMENDED ACTION

Authorize an “Add Service Request” to the Group 4 contract to produce additional designs for an expanded site at Pacific Station through 60% design completion.

II. SUMMARY OF ISSUES

- Approval of this recommendation will result in alternative conceptual designs for both the existing site and an expanded site through 60% completion, at which point staff will return to the Board for further direction to carry the design to 100% completion using either the existing or the expanded site option at Pacific Station.
- The Board awarded a contract to Group 4 Architecture, Research + Planning, Inc. (Group 4) on June 28, 2013 to produce alternative designs for the redevelopment of Pacific Station.
- The current Pacific Station footprint may be too constrained in order to meet the optimal redevelopment goals. By expanding the site to include the adjacent parcel, more options for the redesign are permitted.
- If the Board desires additional design related to an expanded footprint, Santa Cruz METRO will need to amend Group 4’s contract to add funding for the additional design work.
- The cost to perform the additional design alternatives begins at \$131,715 for 60% design completion. \$168,826 would be necessary if the Board desires 100% completion of the expanded design.
- Federal Transit Administration grants pay 80% of project costs, and these funds are available in the FY14 capital budget for the additional service options presented in this staff report.

- Staff recommends that the Board authorize an Add Service Request to produce alternative designs for the existing and an expanded site through 60% design completion at Pacific Station.

III. DISCUSSION

Pacific Station was built in 1984 and has outlived its serviceable use. The Board of Directors awarded a contract to Group 4 Architecture, Research + Planning (Group 4) on 6/28/13 to produce alternative designs for the redevelopment of Pacific Station. The project goals are to:

- accommodate more buses operating more efficiently to allow transit service growth;
- produce a better customer experience with improved amenities;
- create a transit- and pedestrian-oriented development with a mix of housing, parking and retail uses; and
- Conclude with selection of a design which complements the urban environment of downtown Santa Cruz.

The transit consultant for the redesign, Mark Thomas & Company, determined that the current project's footprint is too small to design a sufficient number of saw-tooth pattern bus berths with designated spaces for each route. Analysis of the project plan views revealed that joining an adjacent parcel into the redesign would incorporate enough area to produce more ideal configurations which would better meet the project goals. Developing alternative designs on both the existing and the expanded footprint would yield more options from which the Board will consider selecting a preferred option in November.

Directing Group 4 to produce additional design options using an expanded site will entail more work in the disciplines of architecture, engineering, market analysis, financial analysis, parking, housing and landscape design and will require a contract amendment. As the Board directs, Group 4 can proceed in one of the following ways from this point forward:

1. Produce designs simultaneously on both the existing and the expanded sites through 60% design completion, at which point the Board would choose either an expanded site or the existing footprint for the remaining design work. Producing designs for both sites through 60% completion would cost \$131,715.
2. Produce complete designs simultaneously along parallel paths through 100% design completion for both the existing and expanded footprints at a cost of \$168,826; or
3. Produce conceptual designs for *only* the expanded site from this point forward. Group 4 would provide a new cost estimate for this direction.
4. Continue with design work on just the existing footprint, eliminating the need to amend the contract.

At 60% design completion, Group 4 will have facilitated stakeholder focus groups and two rounds of public input; performed a market area analysis; completed initial environmental assessment; evaluated alternative land use programs; and evaluated alternative transit operating configurations. This stage does not include engineering documents. The deliverables at 60% design completion include:

- Alternative transit terminal sketches
- Three alternative development schemes
- Presentation packages for the third and final round of public consideration
- Preliminary cost plans for each conceptual option

Based upon the Santa Cruz METRO Board and City Council responses at 60% completion, Group 4 will refine the three alternatives and bring them to 100% completion for final selection of the preferred alternative. Group 4 will create detailed plan views, 3-D representations and fly-over and walk-through presentations. The 100% design stage does not include any engineering documents, and a subsequent contract amendment is required to develop engineering documents for the preferred alternative. Deliverables at 100% design completion include:

- Plan views, elevations 3-D views and renderings into Front Street and Pacific Avenue street frontages
- A Scope of Development for the recommended design in sufficient detail to perform a financial pro-forma
- Presentations to the Santa Cruz METRO Board and City Council for selection of the preferred alternative
- A Final Report which synthesizes all work: *Conceptual Design Alternatives and Final Design for Pacific Station*

Authorizing an Add Service Request now to produce design alternatives through 60% completion for both sites would give the Board the greatest flexibility in deciding which configuration to use for design completion. When the alternative designs reach 60% completion, staff will again request the Board's preference to either continue with designs for the expanded site option or drop it from further consideration. At that point, the Board would either:

1. Choose one of the project footprints to continue through 100% design completion, or
2. Amend the design contract again and direct Group 4 to proceed with both site options through 100% completion.

Staff recommends that the Board approve an Add Service Request to the Group 4 contract to perform design work through 60% design completion on both the current and an expanded footprint and direct staff to amend the Group 4 contract accordingly. This option gives the Board the ultimate flexibility in determining when to choose the final project footprint without compromising the number of design alternatives it can review.

IV. ALTERNATIVES

Alternatives for moving forward with the Pacific Station design are:

- Do nothing and proceed through 100% design completion on the existing site. This option does not allow design consideration for potential future transit service growth, limits the bus operating configuration and reduces the area for complementary mixed-use development. This option has no cost.
- Add services to Group 4's contract to continue alternative designs on the existing and the expanded sites through 100% completion. This option would give the Board the

maximum number of designs from which to select a preferred design but does not allow as much flexibility for less design work if the Board decides to choose one site over the other prior to reaching 100% design completion. This is the most costly alternative.

- Commit to acquiring the expansion parcel now and add contract services to continue developing design alternatives *only* for the expanded site. This eliminates the existing footprint from further consideration. While this option would maximize the available area for all land uses, it does not develop any further information on possible designs for the current footprint and leads directly to right-of-way acquisition. A cost estimate has not been prepared yet for this alternative.

V. COORDINATION

This Staff Report has been coordinated with the Administration Department, the Legal Department and Group 4.

IV. FINANCIAL CONSIDERATIONS

The following table shows the cost of the alternative design paths

**Group 4
 Current and Additional Services
 Total Cost, Federal and Local Shares**

Item	Added Cost	Total Cost	Federal 80%	Local Cash 20%
Current Contract	\$ -	\$ 652,175	\$ 521,740	\$ 130,435
<i>Add Both Footprints through 60%</i>	<i>\$ 131,715</i>	<i>\$ 783,890</i>	<i>\$ 627,112</i>	<i>\$ 156,778</i>
<i>Add Both Footprints through 100%</i>	<i>\$ 168,826</i>	<i>\$ 821,001</i>	<i>\$ 656,801</i>	<i>\$ 164,200</i>

VII. NEXT STEPS

With Group 4+ resuming full project capacity according to Board direction, the anticipated project schedule to complete Pacific Station redevelopment (assuming full funding) would be as follows:

<i>Date</i>	<i>Milestone</i>
11/14/14	Preferred Design selected
12/12/14	Amend Group 4+ Contract - add engineering option
12/31/15	Construction Contract ready to bid
3/23/16	Construction Contract Award
9/30/18	Construction Complete; Pacific Station re-opens

VI. ATTACHMENTS

Attachment A: Pacific Station Redesign Contract Amendment #3a (60%)

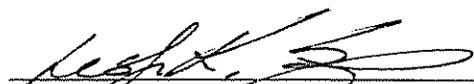
Attachment B: Pacific Station Redesign Contract Amendment #3b (100%)

Attachment C: Group 4 Schedule to Complete the Pacific Station Redesign Project

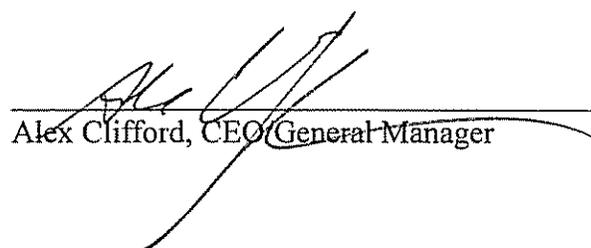
Board of Directors
Board Meeting of June 27, 2014

Prepared By: Thomas Hiltner, Grants/Legislative Analyst
Date Prepared: June 19, 2014

APPROVED:



Department Manager



Alex Clifford, CEO/General Manager

Attachment A



GROUP 4

20 February 2014

ADD SERVICE REQUEST

ARCHITECTURE
RESEARCH +
PLANNING, INC

Thomas Hiltner
SANTA CRUZ METROPOLITAN
TRANSIT DISTRICT

CLIENT CONTR #:

211 LINDEN AVENUE
SO. SAN FRANCISCO

110 Vernon Street
Santa Cruz, CA 95060

ADD SERVICE #: 003 a

CA 94080 USA

PROJECT NAME:
Santa Cruz METRO Pacific Station

BILLING TYPE: Time & Material

T: 650-871-0709

PROJECT #: 13428-01
GROUP 4 PHASE #: I-0110

F: 650-871-7911

SCOPE SUMMARY:

www.g4orch.com

Task 3 to 5 and Task 9: Through work completed to date and input gathered from METRO and City stakeholders it has been determined that expanding the SCMPS site to include the adjacent southeast parcel at 333 Front Street would provide significant benefits for improving SCMPS operations and complementary mixed use development options.

Current contract scope is to develop options for the existing site that includes the METRO owned parcels and the adjacent City owned parking lot. Current basic services includes preparing a preferred alternative for Pacific Station bus, passenger, and related operations and three mixed use options above the station. This ASR will not change this scope.

ASR 003 a. will increase scope to include the preparation of additional options or hybrid options for the expanded site that includes the 333 Front Street parcel through the 30% and 60% Conceptual Design level. 3 additional Focus groups or Technical Meetings has been included in the ASR 003 a. This scope also include a bus advertisement program.

WAYNE GEHRKE
ARCHITECT

DAWN E. MERKES
ARCHITECT

DAVID SCHNEE
ARCHITECT

DAVID M. STURGES
ARCHITECT

ASR 003 a. includes the services of project consultants and subconsultants in the disciplines of: transportation engineering, architecture, housing design specialist, parking design specialist, landscape/urban design specialist, finance/economist.

JILL EYRES
ARCHITECT

ANDREA GIFFORD
ARCHITECT

JONATHAN HARTMAN
ARCHITECT

PAUL JAMTGAARD
ARCHITECT

WILLIAM LIM
ARCHITECT

Attachment B



GROUP 4

20 February 2014

ADD SERVICE REQUEST

ARCHITECTURE
RESEARCH +
PLANNING, INC

Thomas Hiltner
SANTA CRUZ METROPOLITAN
TRANSIT DISTRICT
110 Vernon Street
Santa Cruz, CA 95060

CLIENT CONTR #:

211 LINDEN AVENUE
SO. SAN FRANCISCO

ADD SERVICE #: 003 b

CA 94080 USA

BILLING TYPE: Time & Material

T: 650-871-0709

PROJECT NAME:
Santa Cruz METRO Pacific Station

PROJECT #: I3428-01
GROUP 4 PHASE #: I-0110

F: 650-871-7911

SCOPE SUMMARY:
Task 6: An optional ASR 003 b. will include developing two site options to the 100% Conceptual Design levels.

www.g4arch.com

ASR 003 b. option includes the services of project consultants and subconsultants in the disciplines of: transportation engineering, architecture, housing design specialist, parking design specialist, landscape/urban design specialist, finance/economist.

COMPANY	DATED	EST. HOURS	RATE	FEE (NTE)	10%	EXTENSION
Marck Thomas & Company	02.10.14	37	\$125	\$4,600	\$460	\$5,060
Merrill Morris and Partners	LANDSCAPE 02.10.14	18	\$125	\$2,200	\$220	\$2,420
Mack 5	LOST 02.10.14	51	\$125	\$6,400	\$640	\$7,040
Van Meter	HOU 02.10.14	10	\$125	\$1,200	\$120	\$1,320
Williams Pollack	02.10.14	10	\$125	\$1,200	\$120	\$1,320
Watry Design	PARKING 02.10.14	10	\$125	\$1,200	\$120	\$1,320
Group 4	02.10.14	136	\$137	\$18,600		\$18,600
DESIGN FEE SUB-TOTAL:						\$35,760

JILL EYRES
ARCHITECT

ANDREA GIFFORD
ARCHITECT

JONATHAN HARTMAN
ARCHITECT

PAUL JAMTGAARD
ARCHITECT

WILLIAM LIM
ARCHITECT

Attachment B



G R O U P 4

ARCHITECTURE
RESEARCH +
PLANNING, INC

211 LINDEN AVENUE
SO. SAN FRANCISCO
CA 94080 USA
T: 650-871-0709
F: 650-871-7911
www.g4arch.com

REIMBURSABLE EXPENSES	PROPOSAL DATED	REIMB. ESTIMATE	MARKUP 5%	R.E. MAXIMUM
Include in first C2 exhibit	02.10.14	\$1,280	\$70	\$1,350
MAX. REIMBURSABLES SUB-TOTAL:				\$1,350
MAX. INCLUDING REIMB. EXPENSES:				\$37,111

David Schnee Date
Principal in Charge

Thomas Hiltner Date
Project Lead

Katherine Donovan Date
Project Manager, City of Santa Cruz

WAYNE GEHRKE
ARCHITECT

DAWN E. MERKES
ARCHITECT

DAVID SCHNEE
ARCHITECT

DAVID M. STURGES
ARCHITECT

JILL EYRES
ARCHITECT

ANDREA GIFFORD
ARCHITECT

JONATHAN HARTMAN
ARCHITECT

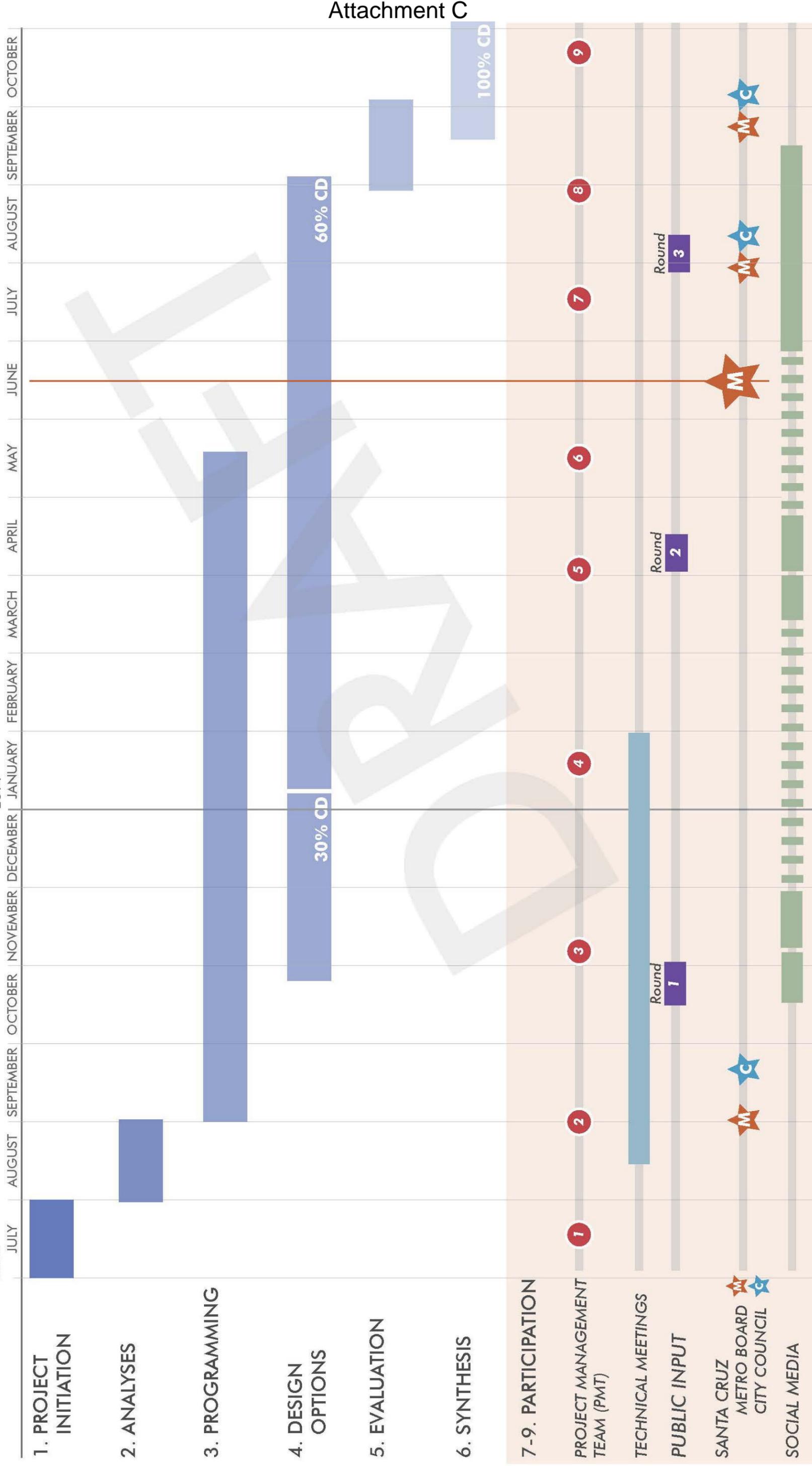
PAUL JAMTGAARD
ARCHITECT

WILLIAM LIM
ARCHITECT

DESIGN SCHEDULE

2014-5-7 Draft

2014



Attachment C



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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 27, 2014

TO: Board of Directors

FROM: Chair Dene Bustichi

**SUBJECT: NOMINATION OF AD HOC COMMITTEE FOR THE PACIFIC
STATION REDESIGN PROJECT**

I. RECOMMENDED ACTION

That the Board of Directors create an ad hoc committee.

Chair Bustichi to discuss the creation of an ad hoc committee to aid and oversee the Pacific Station redesign project.

- Recommending the Board discuss the creation of the committee & nominate appointees

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 27, 2014

TO: Board of Directors

FROM: Erich R. Friedrich, Senior Transportation Planner

SUBJECT: PUBLIC HEARING TO APPROVE A RESOLUTION TO ADOPT A PILOT PROGRAM TO PROVIDE SUMMER (JULY, AUGUST AND SEPTEMBER - 2014) STUDENT DISCOUNTED FARE WITH A VALID STUDENT IDENTIFICATION CARD

I. RECOMMENDED ACTION

That the Board of Directors hold a public hearing to consider a resolution for a pilot summer student discount fare program for K-12 students with a valid student identification card for July, August, and September 2014.

II. SUMMARY OF ISSUES

- Hold a public hearing to solicit public input regarding the change in fares to \$1.00 for K-12 students with a valid student identification card for July, August, and September of 2014.
- Consider adoption of a resolution implementing a pilot program to prove during the summer months a discounted fare to students who hold a valid student identification card for July, August, and September 2014.
- Fare would be discounted 50%, from \$2.00 to \$1.00 per day.

III. DISCUSSION/BACKGROUND

Santa Cruz METRO's current base fare for K-12 students is \$2.00 which is the same fare charged all members of the general public. In order to spur young persons to utilize transit, particularly in the summer months, many transit agencies across the country offer discount fare incentives for K-12 students. Santa Cruz METRO is proposing to offer a \$1.00 fare for K-12 students with a valid student Identification card for the months of July, August, and September of 2014, as an incentive to take public transit during the summer months. This will be a pilot program that will assess how Santa Cruz METRO can better serve this population and to assess the needs of young riders.

By offering a reduced fare to K-12 students, these students may choose to utilize METROs fixed route service for their various transportation needs. Even though school is not in session, many K-12 students have various activities around the county and it is an opportunity for Santa Cruz METRO to offer transit services to the younger members of the community who may otherwise have fewer transportation options.

This Pilot Program will not result in an amendment to the current fare ordinance, because of the short duration of the Pilot Program. The attached Resolution will establish the summer student discounted fare pilot program in lieu of amending the fare ordinance. Bilingual notifications for the public hearing were posted in the following locations:

- Administration Building
- Watsonville Transit Center
- Cabrillo College
- Capitola Mall Transit Center
- Scotts Valley Transit Center
- Pacific Station

Santa Cruz METRO Staff recommends approval of the Resolution and the Board’s direction to establish a summer student discount fare pilot program.

This action is consistent with the following General Budgeting Principles:

- Focus on protecting our vital core bus transportation services for both the short- and long-term
- Continue to innovate, integrate, streamline, and simplify our operations so that we can deliver transportation services at a higher quality level, with better flexibility, at a lower cost
- Mission Statement “To provide a public transportation service that enhances personal mobility and creates a sustainable transportation option in Santa Cruz County through a cost-effective, reliable, accessible, safe, clean and courteous transit service.”

IV. ALTERNATIVES

- The Board of Directors could maintain status quo by not approving the recommend resolution; however Santa Cruz METRO may lose out on an opportunity to expand summer ridership which has traditionally been much lower than other times of the year.

V. COORDINATION

This Staff Report has been coordinated with Planning, Legal, Finance, Operations, and Administration Departments.

VI. FINANCIAL CONSIDERATIONS

The following, outlines the elements of the recommendation:

- 1. AMOUNT OF RECOMMENDATION: N/A**
- 2. SOURCE OF FUNDING CHARGE:**

- FY15 - FY16 Final Operating Budget – Operating Revenue

3. EXPENSE ACCOUNTS TO CHARGE: N/A

4. FISCAL IMPACT:

- The cost for the recommendation of approving the resolution establishing the summer student discount fare pilot program is inconclusive at this time. At the end of the pilot period, Staff will report to the Board any fiscal and operational impacts and make further recommendations.

VII. ATTACHMENTS

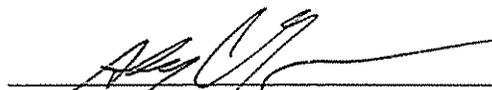
Attachment A: Resolution Establishing a Summer Student Discount Fare Pilot Program

Prepared By: Erich R. Friedrich, Senior Transportation Planner
Claire Fliesler, Junior Transportation Planner, Acting Grants/Legislative Analyst
Date Prepared: June 18, 2014

APPROVED:



Leslyn K. Syren, District Counsel



Alex Clifford, CEO/General Manager

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ATTACHMENT A

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

Resolution No. _____

On the Motion of Director: _____

Duly Seconded by Director: _____

The Following Resolution is Adopted: _____

ESTABLISH A PILOT SUMMER STUDENT DISCOUNT FARE PROGRAM FOR K-12 STUDENTS WITH A VALID STUDENT IDENTIFICATION CARD FOR THE MONTHS OF JULY, AUGUST AND SEPTEMBER 2014

WHEREAS, A PUBLIC HEARING WAS HELD ON June 27, 2014, to consider the adoption of a discounted fare program for students during the summer months;

WHEREAS, Santa Cruz METRO's current base fare for K-12 students is \$2.00, which is the same for the general public;

WHEREAS, Santa Cruz METRO's Summer Ridership has been traditionally much lower than other times of the year;

WHEREAS, K-12 students may choose to utilize METRO's fixed route service for their various transportation needs if Santa Cruz METRO offers a reduce fare to K-12 students;

WHEREAS, there is no requirement to make an amendment to the current fare ordinance because this is a Pilot Program;

WHEREAS, by offering a reduced fare of \$1.00 for K-12 students with a valid student Identification card for the months of July, August and September of 2014, Santa Cruz METRO offers an incentive to take public transit during the summer months and will be able to assess how Santa Cruz METRO can better serve the youth in the community;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT, hereby establishing a Pilot Summer Student Discount Fare Program for K-12 students with a valid student identification card for July, August and September 2014.

PASSED AND ADOPTED by the Board of Directors of the Santa Cruz Metropolitan Transit District on June 27, 2014 by the following vote:

AYES: DIRECTORS –

NOES: DIRECTORS –

ABSENT: DIRECTORS –

ATTACHMENT A

DENE BUSTICHI
Board Chair

ATTEST:

ALEX CLIFFORD
CEO/General Manager

APPROVED AS TO FORM:

LESLYN SYREN
District Counsel

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 27, 2014

TO: Board of Directors

FROM: Robyn D. Slater, Human Resources Manager

SUBJECT: CONSIDERATION OF A FORMAL RATIFICATION OF A LABOR AGREEMENT BETWEEN THE UNITED TRANSPORTATION UNION LOCAL 23, FIXED ROUTE FOR THE PERIOD JULY 1, 2015 THROUGH JUNE 30, 2016 THAT CONTAINS A 2% CONTRACTUAL WAGE ADJUSTMENT

I. RECOMMENDED ACTION

That the Board of Directors approve a proposal for a one year agreement between the United Transportation Union Local 23 (UTU) covering Fixed Route Operations and the Santa Cruz Metropolitan Transit District (Santa Cruz METRO).

II. SUMMARY OF ISSUES

- When Santa Cruz METRO and UTU Fixed Route negotiated in 2012 a clause was added to the Labor Agreement that provided UTU the opportunity to request reopening only two sections of the contract: Wages and Term of Agreement.
- UTU Fixed Route exercised that option within the contractually required timeframe, and asked Santa Cruz METRO to negotiate the terms of those sections only.
- UTU Fixed Route and Santa Cruz METRO have reached a tentative agreement on a proposal for a one year Labor Agreement. The proposed agreement includes a 2% contractual wage adjustment.

III. DISCUSSION/BACKGROUND

The existing Labor Agreement with UTU Fixed Route will expire on June 30, 2015. When the current agreement was crafted, language was added that provided a mechanism for UTU to ask for an extension of the contract, opening only two articles; Wages and Term of Agreement.

On March 31, 2014 Santa Cruz METRO received notice from UTU Fixed Route that they were interested in exercising that clause. Santa Cruz METRO and UTU met on several occasions and reached a tentative agreement.

The proposed Labor Agreement was voted on by members of UTU Fixed Route on June 12, 2014 and passed with a 97% agreement of the negotiated conditions. The request was made by the Union and assists in creating union/agency harmony. The monetary changes requested by the Union are reasonable given the current economic climate.

IV. ALTERNATIVES

- The Board may chose to reject the proposal and open full negotiations next year. This alternative is not recommended by staff.

V. COORDINATION

This contract extension was the result of coordination between UTU Fixed Route representative and Santa Cruz METRO management, with the approval of the Board of Directors.

VI. FINANCIAL CONSIDERATIONS

The following outlines the elements of the recommendation:

1. AMOUNT OF RECOMMENDATION: \$290,000

2. SOURCE OF FUNDING:

- FY16 Final Operating Budget – Operating Revenue

3. EXPENSE ACCOUNTS TO CHARGE:

- Labor and Fringe (501011 – 502999)

4. FISCAL IMPACT:

- The cost for this recommendation is included in the suggested FY16 final operating budget.

VII. ATTACHMENTS

Attachment A: Signed Tentative Agreement – Article 5.02 Operator Base Wage Rates of Pay

Attachment B: Signed Tentative Agreement – Article 25 Effective Date-Duration-Termination

Attachment C: Salary Schedule effective June 18, 2015

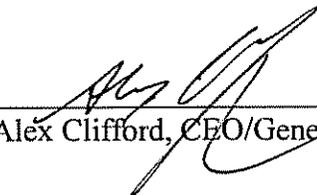
Prepared By: Angela Aitken, Finance Manager
 Robyn Slater, Human Resources Manager

Date Prepared: June 18, 2014

APPROVED:



Robyn Slater, Department Manager



Alex Clifford, CEO/General Manager

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Attachment A

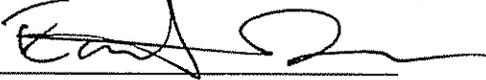
TENTATIVE AGREEMENT

Article 5.02 Operator Base Wage Rate of Pay

An increase of 2% shall be effective June 18, 2015

(Base wage scale to be provide to the union prior to ratification vote)

For the Union: Eduardo Montesino



Chief Negotiator

For Santa Cruz METRO: Robyn D. Slater



Chief Negotiator

Date: 6/2/14

Date: 6/2/14

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Attachment B

TENTATIVE AGREEMENT

Article 25 Effective Date-Duration-Termination

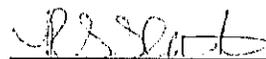
- A. Except as otherwise provided herein, this Agreement shall be made effective **July 1, 2015**, and shall remain in full force and effect to and including **June 30, 2016**, and shall continue in effect for additional periods of one (1) year thereafter, unless notice in writing of termination has been served by either party upon the other not later than ninety (90) calendar days prior to this expiration date or any subsequent yearly period. The duration and termination date of this Agreement shall remain in full force and effect regardless of the Local Union's affiliation with, or disaffiliation from, any International Union.
- B. Any requests to modify or change this Agreement or any portion thereof shall be made in writing and shall be served on the other party not later than ninety (90) calendar days prior to **June 30, 2016**, and in the event the Agreement is in effect after that date, by reason of the provisions of subsection (A) hereof, not later than ninety (90) calendar days prior to the expiration date of any subsequent yearly period.
- C. METRO shall provide release time without loss of compensation from work time for up to five employed Union Representatives to participate in collective bargaining pursuant to the modification or termination of this Agreement. Release time shall include one hour before the scheduled start time for those sessions scheduled less than a full day. If any Union Representative is required by the schedule of full day bargaining sessions to meet with METRO on her regular day or days off, she shall be granted an alternate day(s) off. When a Union Representative is released from work time with pay for time spent in bargaining, that time shall be counted as time worked for all provisions within the Labor Agreement.

For the Union: Eduardo Montesino


Chief Negotiator

Date: 6/2/14

For Santa Cruz METRO: Robyn D. Slater


Chief Negotiator

Date: 6/2/14

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Attachment C

6/4/2014

Santa Cruz Metropolitan Transit District
UTU Fixed Route Only
Proposed Contract Extension - 2%
Based on Rates Effective June 19, 2014

PROPOSED CONTRACT EXTENSION: 2%

UTU Fixed Route	
Step	
9	30.52
8	29.07
7	27.63
6	26.18
5	24.77
4	23.32
3	21.93
2	18.44
1	15.98


6/13/14

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 27, 2014

TO: Board of Directors

FROM: Robyn D. Slater, Human Resources Manager

SUBJECT: CONSIDERATION OF A FORMAL RATIFICATION OF A LABOR AGREEMENT BETWEEN THE UNITED TRANSPORTATION UNION LOCAL 23, PARACRUZ FOR THE PERIOD JULY 1, 2015 THROUGH JUNE 30, 2016 THAT CONTAINS A 2% CONTRACTUAL WAGE ADJUSTMENT

I. RECOMMENDED ACTION

That the Board of Directors approve a proposal for a one year agreement between the United Transportation Union Local 23 (UTU) covering ParaCruz Operations and the Santa Cruz Metropolitan Transit District (Santa Cruz METRO).

II. SUMMARY OF ISSUES

- When Santa Cruz METRO and UTU Fixed Route negotiated in 2012, a clause was added to the Labor Agreement that provided UTU the opportunity to request reopening only two sections of the contract: Wages and Term of Agreement.
- UTU Fixed Route exercised that option within the contractually required timeframe. The Union also requested that the same sections of the ParaCruz Labor Agreement be opened and negotiated.
- Santa Cruz METRO agreed to negotiate the same articles (wages and term of agreement) for both contracts.
- UTU ParaCruz and Santa Cruz METRO have reached a tentative agreement on a proposal for a one year Labor Agreement. The proposed agreement includes a 2% contractual wage adjustment.

III. DISCUSSION/BACKGROUND

The existing Labor Agreement with both the Fixed Route and ParaCruz divisions of UTU expires on June 30, 2015. When the current agreement was crafted, language was added to the Fixed Route labor agreement that provided a mechanism for UTU Fixed Route to ask for an extension of the contract, opening only two articles; Wages and Term of Agreement.

On March 31, 2014 Santa Cruz METRO received notice from UTU Fixed Route that they were interested in exercising that clause. The letter also requested that Santa Cruz METRO open the same articles of the ParaCruz Labor Agreement. Santa Cruz METRO

and UTU met on several occasions and reached a tentative agreement for both Fixed Route and ParaCruz.

The proposed Labor Agreement was voted on by members of UTU Paracruz on June 17, 2014 and passed with a 98% agreement of the negotiated conditions. The request was made by the Union, and assists in creating union/agency harmony. The monetary changes requested by the Union are reasonable given the current economic climate.

IV. ALTERNATIVES

The Board may chose to reject the proposal and open full negotiations next year. This alternative is not recommended by staff.

V. COORDINATION

This contract extension was the result of coordination between UTU ParaCruz representatives, and Santa Cruz METRO management with the approval of the Board of Directors.

VI. FINANCIAL CONSIDERATIONS

The following, outlines the elements of the recommendation:

- 1. AMOUNT OF RECOMMENDATION:** \$63,000
- 2. SOURCE OF FUNDING:**
 - FY16 Final Operating Budget – Operating Revenue
- 3. EXPENSE ACCOUNTS TO CHARGE:**
 - Labor and Fringe (501011 - 502999)
- 4. FISCAL IMPACT:**
 - The cost for this recommendation is included in the suggested FY16 final operating budget.

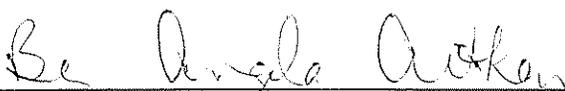
VII. ATTACHMENTS

- Attachment A:** Signed Tentative Agreement - Article 5.03 Base Wage Rates and Regular Wage Rates
- Attachment B:** Signed Tentative Agreement - Article 25 Effective Date-Duration-Termination
- Attachment C:** Salary Schedule effective June 18, 2015

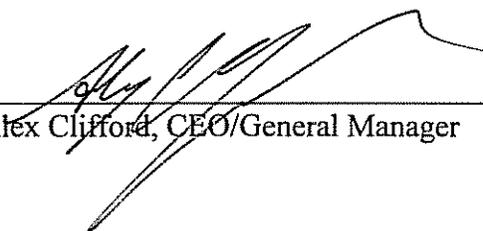
Prepared By: Angela Aitken, Finance Manager
 Robyn Slater, Human Resources Manager

Date Prepared: June 18, 2014

APPROVED:



Robyn Slater, Department Manager



Alex Clifford, CEO/General Manager

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Attachment A
TENTATIVE AGREEMENT

Article 5.03 Base Wage Rates and Regular Wage Rates

For the purpose of determining an employees wage rate as used in this Agreement, the following two terms or categories shall apply:

- A. Base wage rate: The hourly rate identified by one of the steps in this Article.
- B. Regular wage rate: The hourly rate actually paid to an employee. This rate includes all premium pay provisions such as but not limited to, bilingual pay, differentials and any other FLSA-required inclusion. When more than one premium is applicable, each premium shall separately be added to the employee's base wage rate. The employee's regular wage rate shall be used to compute overtime.

**C. Pay rates for ParaCruz employees have been increased by:
2% effective June 18, 2015**

(Base wage scale to be provide to the union prior to ratification vote)

For the Union: Eduardo Montesino


Chief Negotiator

Date: 6/2/14

For Santa Cruz METRO: Robyn D. Slater


Chief Negotiator

Date: 6/2/14

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Attachment B
TENTATIVE AGREEMENT

Article 25 Effective Date-Duration-Termination

- A. Except as otherwise provided herein, this Agreement shall be made effective **July 1, 2015**, and shall remain in full force and effect to and including **June 30, 2016**, and shall continue in effect for additional periods of one (1) year thereafter, unless notice in writing of termination has been served by either party upon the other not later than ninety (90) calendar days prior to this expiration date or any subsequent yearly period. The duration and termination date of this Agreement shall remain in full force and effect regardless of the Local Union's affiliation with, or disaffiliation from, any International Union.
- B. Any requests to modify or change this Agreement or any portion thereof shall be made in writing and shall be served on the other party not later than ninety (90) calendar days prior to **June 30, 2016**, and in the event the Agreement is in effect after that date, by reason of the provisions of subsection (A) hereof, not later than ninety (90) calendar days prior to the expiration date of any subsequent yearly period.
- C. METRO shall provide release time without loss of compensation from work time for up to three (3) employed Union Representatives to participate in collective bargaining pursuant to the modification or termination of this Agreement. Release time shall include one hour before the scheduled start time for those sessions scheduled less than a full day. If any Union Representative is required by the schedule of full day bargaining sessions to meet with METRO on her regular day or days off, she shall be granted an alternate day(s) off.
When a Union Representative is released from work time with pay for time spent in bargaining, that time shall be counted as time worked for all provisions within the Labor Agreement.

For the Union: Eduardo Montesino



Chief Negotiator

Date:

6/2/14

For Santa Cruz METRO: Robyn D. Slater



Chief Negotiator

Date:

6/2/14

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Santa Cruz Metropolitan Transit District
 UTU Paracruz Only
 Proposed Contract Extension - 2%
 Based on Rates Effective June 19, 2014

6/4/2014

PROPOSED CONTRACT EXTENSION: 2%

UTU Paracruz Class Title	New Hire	Fully Qualified	After 6 Months	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
CLERK I	13.85	14.54	15.26	16.03	16.83	17.68	18.56	19.49	20.47
CLERK II	14.15	14.85	15.60	16.37	17.20	18.05	18.95	19.91	20.90
CLERK III	14.64	15.37	16.14	16.95	17.80	18.69	19.61	20.60	21.63
DISPATCHER/SCHDLR	15.26	16.03	16.83	17.68	18.56	19.49	20.47	21.50	22.57
DISPATCHER	14.64	15.37	16.14	16.95	17.80	18.69	19.61	20.60	21.63
MECHANIC I	14.52	15.25	16.01	16.81	17.66	18.54	19.47	20.45	21.46
MECHANIC II	14.64	15.37	16.14	16.95	17.80	18.69	19.61	20.60	21.63
RESERVATIONIST	13.85	14.54	15.26	16.03	16.83	17.68	18.56	19.49	20.47
RESERVATIONIST/ SCHED COOR	17.73	18.62	19.55	20.52	21.55	22.64	23.78	24.96	26.19
SAFETY/RD RSP COOR	17.73	18.62	19.55	20.52	21.55	22.64	23.78	24.96	26.19
VAN OPERATOR	14.52	15.25	16.01	16.81	17.66	18.54	19.47	20.45	21.46
PARATRANSIT SUPERVISOR	19.55	20.52	21.55	22.64	23.78	24.96	26.19	27.52	28.89

Attachment C

Edgar
 6/13/14

18c.1

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 27, 2014

TO: Board of Directors

FROM: Robyn D. Slater, Human Resources Manager

SUBJECT: CONSIDERATION OF A FORMAL RATIFICATION OF A LABOR AGREEMENT BETWEEN THE SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL 521 FOR THE PERIOD JULY 1, 2015 THROUGH JUNE 30, 2016 THAT CONTAINS A 2% CONTRACTUAL WAGE ADJUSTMENT

I. RECOMMENDED ACTION

That the Board of Directors approve a proposal for a one year agreement between the Service Employees International Union, Local 521 (SEIU) and the Santa Cruz Metropolitan Transit District (Santa Cruz METRO).

II. SUMMARY OF ISSUES

- Santa Cruz METRO staff met with SEIU in May and requested that the two articles covering Wages and Term of Agreement be opened.
- SEIU agreed to open those two articles early, discuss a wage adjustment, and an extension of the remaining articles, with no changes for one year.
- SEIU and Santa Cruz METRO have reached a tentative agreement on a proposal for a one year Memorandum of Understanding. The proposed agreement includes a 2% contractual wage adjustment.

III. DISCUSSION/BACKGROUND

The existing Memorandum of Understanding with SEIU will expire on June 30, 2015. Santa Cruz METRO initiated a conversation with SEIU about opening up specific articles covering wages and term of agreement.

Santa Cruz METRO and SEIU met on several occasions to discuss wage increases and were able to come to an agreement of a 2% wage adjustment effective June 18, 2015.

The proposed Labor Agreement was voted on by members of SEIU on June 11, 2014. The ratification vote passed with a 95% agreement of the negotiated conditions. The monetary changes agreed to by Santa Cruz METRO and the union are reasonable given the current economic climate.

IV. ALTERNATIVES

- The Board may chose to reject the proposal and open full negotiations next year. This alternative is not recommended by staff.

V. COORDINATION

This contract extension was the result of coordination between SEIU representatives and Santa Cruz METRO management, with the approval of the Board of Directors.

VI. FINANCIAL CONSIDERATIONS

The following, outlines the elements of the recommendation:

1. AMOUNT OF RECOMMENDATION: \$184,000

2. SOURCE OF FUNDING:

- FY16 Final Operating Budget – Operating Revenue

3. EXPENSE ACCOUNTS TO CHARGE:

- Labor and Fringe (501011 – 502999)

4. FISCAL IMPACT:

- The cost for this recommendation is included in the suggested FY16 final operating budget.

VII. ATTACHMENTS

- Attachment A:** Signed Tentative Agreement – Article 10.1 Pay Rates
Attachment B: Signed Tentative Agreement – Article 23 Term
Attachment C: Salary Schedule effective June 18, 2015 - VMU
Attachment D: Salary Schedule effective June 18, 2015 - PSA
Attachment E: Salary Schedule effective June 18, 2015 - SEA

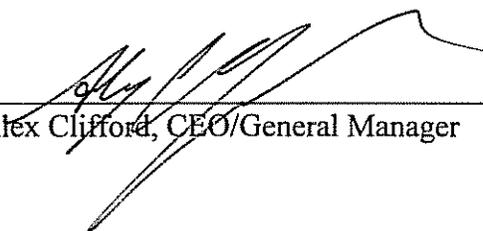
Prepared By: Angela Aitken, Finance Manager
 Robyn Slater, Human Resources Manager

Date Prepared: June 18, 2014

APPROVED:



Robyn Slater, Department Manager



Alex Clifford, CEO/General Manager

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Attachment A

TENTATIVE AGREEMENT

Article 10.1 Pay Rates

Pay rates for represented classes shown in Appendix are increased as follows:

- An increase of 2% shall be effective June 18, 2015

For the Union:

For Santa Cruz METRO:

Gary Klemz
Gary Klemz, Chief Spokesperson

Date: 6/12/2014

Robyn D. Slater
Robyn D. Slater, Chief Spokesperson

Date: 6/12/14

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Attachment B

TENTATIVE AGREEMENT

ARTICLE 23 TERM

This contract shall commence on July 1, 2015, and shall expire June 30, 2016.

For the Union:

Gary Klemz
Gary Klemz, Chief Spokesperson

Date: 6/12/2014

For Santa Cruz METRO:

Robyn D. Slater
Robyn D. Slater, Chief Spokesperson

Date: 6/12/14

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Attachment C

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
VMU SALARY SCHEDULE						
BODY REPAIR MECHANIC	25.29	26.55	27.88	29.27	30.73	32.27
FM LEAD MECHANIC	27.91	29.31	30.78	32.32	33.94	35.64
FM MECHANIC I	24.10	25.31	26.58	27.91	29.31	30.78
FM MECHANIC II	25.31	26.58	27.91	29.31	30.78	32.32
FM MECHANIC III	26.58	27.91	29.31	30.78	32.32	33.94
LEAD PARTS CLERK-FM	25.04	26.29	27.60	28.98	30.43	31.95
PARTS CLERK	20.15	21.16	22.22	23.33	24.50	25.73
RECEIVING PARTS CLERK	20.15	21.16	22.22	23.33	24.50	25.73
UPHOLSTERER I	21.73	22.82	23.96	25.16	26.42	27.74
UPHOLSTERER II	22.82	23.96	25.16	26.42	27.74	29.13

6/12/14
WAL

Formula used for all wage scales except VMU; example is for Step 2:

=ROUND("Eff June 19 2014"IC9 * 1.02,2)

Formula used for VMU only; example is for Step 2:

=ROUND(B107 * 1.05,2)

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Attachment D

6/12/14

Santa Cruz Metropolitan Transit District
 SEIU Only
 Proposed Contract Extension - 2%
 Based on Rates Effective June 19, 2014

6/4/2014

PROPOSED CONTRACT EXTENSION: 2%

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
PSA SALARY SCHEDULE						
FLT MAINT SUPERVISOR	31.13	32.68	34.31	36.01	37.80	39.67
SAFETY&TRAINING COORDINATOR	31.80	33.38	35.05	36.79	38.64	40.57
SERVICE PLANNING SUPERVISOR	33.50	35.20	36.99	38.85	40.78	42.83
SUPERVISOR OF PARTS & MATERIAL - FM	30.10	31.64 32.75	33.19	34.82	36.51	38.32
SUPERVISING ACCOUNTANT	33.37	35.03	36.77	38.62	40.53	42.56
TRANSPORT PLAN SUPV	33.50	35.18	36.92	38.78	40.72	42.76
TRANSIT SUPERVISOR	28.60	30.03	31.52	33.10	34.77	36.50

Agree with one change as noted to Supervisor of Parts & Materials Step 2

RD/rtw for Santa Cruz METRO

Jary Klemm, SEIU 521 for
 MANNY MARTINEZ, PSA CHAIR

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6/12/14

Attachment E

Santa Cruz Metropolitan Transit District
 SEIU Only
 Proposed Contract Extension - 2%
 Based on Rates Effective June 19, 2014

6/4/2014

PROPOSED CONTRACT EXTENSION: 2%

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
SEA SALARY SCHEDULE						
ACCESS SERVICES COORDINATOR	22.22	23.34	24.50	25.68	27.03	28.36
ACCOUNTANT I	26.91	28.23	29.68	31.16	32.75	34.40
ACCOUNTANT II	28.23	29.68	31.16	32.75	34.37	36.08
ACCOUNTING CLERK	17.61	18.53	19.44	20.41	21.46	22.53
ACCOUNTING SPECIALIST	24.30	25.52	26.76	28.12	29.54	31.00
ACCOUNTING TECH	20.15	21.15	22.20	23.33	24.48	25.68
ADMIN ASSISTANT	23.03	24.20	25.40	26.67	28.01	29.42
ADMIN ASSISTANT/SUPERVISOR	24.19	25.39	26.66	28.00	29.41	30.87
ADMIN CLERK I	17.85	18.75	19.68	20.67	21.71	22.79
ADMIN SERVICES COORDINATOR	30.77	32.31	33.93	35.62	37.41	39.29
ADMIN SPECIALIST	24.19	25.37	26.66	28.01	29.37	30.84
BENEFITS ADMINISTRATOR	24.46	25.67	26.95	28.33	29.73	31.24
CLAIMS INVESTIGATOR I	24.24	25.41	26.71	28.03	29.49	30.96
CLAIMS INVESTIGATOR II	26.91	28.24	29.66	31.16	32.76	34.40
CUSTODIAL SERVICE WORKER I	16.97	17.79	18.65	19.57	20.53	21.56
CUSTODIAL SERVICE WORKER II	18.48	19.42	20.39	21.39	22.42	23.54
CUSTOMER SERVICE COORDINATOR	22.51	23.65	24.83	26.00	27.35	28.68
CUSTOMER SERVICE REP	18.54	19.46	20.44	21.43	22.50	23.64
FAC MAINT SUPERVISOR	31.13	32.68	34.31	36.01	37.80	39.67
FAC MAINT WKR I	19.01	19.97	20.92	21.94	23.02	24.16
FAC MAINT WKR II	22.22	23.33	24.48	25.67	26.94	28.27
FINANCIAL ANALYST	29.70	31.21	32.77	34.40	36.11	37.91
GRANTS/LEGISLATIVE ANALYST	32.04	33.67	35.34	37.08	38.95	40.91
HR CLERK	21.77	22.91	24.03	25.28	26.50	27.84
HR SPECIALIST	23.34	24.50	25.68	27.03	28.36	29.79
IT TECH	22.97	24.10	25.32	26.58	27.95	29.30
JR.TRANS PLANNER	23.87	25.05	26.34	27.63	29.03	30.47
LEAD CUSTODIAN	20.88	21.94	23.02	24.19	25.37	26.64
LEGAL SECRETARY	21.77	22.91	24.03	25.28	26.50	27.84
PARALEGAL	26.91	28.24	29.66	31.16	32.76	34.40
PARATRANSIT ELIGIBILITY COORDINATOR	26.91	28.24	29.66	31.16	32.76	34.40
PAYROLL ACCT SP SPEC	22.91	24.03	25.28	26.52	27.84	29.22
PAYROLL SPECIALIST	21.77	22.91	24.03	25.28	26.50	27.84
PERSONNEL TECHNICIAN	25.21	26.47	27.75	29.18	30.64	32.19
PURCHASING AGENT	30.96	32.47	34.13	35.83	37.64	39.55
PURCHASING ASSISTANT	22.91	24.03	25.28	26.52	27.84	29.22
REVENUE SPECIALIST	18.54	19.46	20.44	21.43	22.50	23.64
SCHEDULE ANALYST	29.71	31.19	32.78	34.40	36.11	37.90
SR ACCOUNTING TECHNICIAN	22.91	24.03	25.28	26.52	27.84	29.22
SR CUSTOMER SERVICE REP	21.43	22.51	23.63	24.81	26.02	27.36
SR FAC MAINT WKR	24.24	25.41	26.66	27.97	29.31	30.78
SR, FINANCIAL ANALYST	32.97	34.64	36.37	38.19	40.09	42.09
SR IT TECH	26.58	27.95	29.29	30.76	32.33	33.94
SR SYS ADMIN	38.39	40.29	42.32	44.46	46.68	49.02
SR.TRANS PLANNER	31.90	33.50	35.18	36.92	38.78	40.72
SUPERVISOR OF REVENUE COLLECTIONS	28.28	29.74	31.25	32.80	34.43	36.14
SYS ADMIN	33.18	34.81	36.58	38.39	40.29	42.32
TICKET & PASS PROGRAM SPECIALIST	20.03	21.05	22.09	23.23	24.37	25.58
TRANSIT SURVEYOR	17.00	17.91	18.79	19.70	20.72	21.75
TRANSPORT PLAN AID	22.74	23.87	25.05	26.34	27.63	29.03
TRANSPORT PLANNER	30.38	31.90	33.50	35.18	36.92	38.78
VEH SERV DETAILER	19.66	20.61	21.62	22.68	23.80	24.96
VEH SERV TECHNICIAN	21.62	22.68	23.80	24.96	26.15	27.48
VEH SERV WKR I	16.99	17.82	18.68	19.59	20.58	21.60
VEH SERV WKR II	18.71	19.66	20.61	21.62	22.68	23.80

6/11/2014 \\metrostor2\ops\$\cderwing\Documents\Personal\SEIU\Negotiations\2012 - 2015 MOU\Pay Rates for 2% Contract Extension - SEIU - 060414.xlsx

Agree to salaries as provided
 PS/lets for Santa Cruz METRO
 Carolyn De... for SEA 6/12/14

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 27, 2014

TO: Board of Directors

FROM: Robyn D. Slater, Human Resources Manager

SUBJECT: CONSIDERATION OF A FORMAL RATIFICATION OF THE MANAGEMENT COMPENSATION PLAN FOR THE PERIOD JULY 1, 2015 THROUGH JUNE 30, 2016 THAT CONTAINS A 2% WAGE ADJUSTMENT

I. RECOMMENDED ACTION

That the Board of Directors approve a proposal for a one year Management Compensation Plan that includes a 2% wage adjustment

II. SUMMARY OF ISSUES

- The current Management Compensation Plan expires on June 30, 2015.
- The CEO/General Manager is seeking to extend the compensation plan with a 2% COLA.

III. DISCUSSION/BACKGROUND

The current Management Compensation Plan expires on June 30, 2015. The proposed compensation plan includes a 2% wage adjustment and a one year extension.

IV. ALTERNATIVES

The Board may choose to reject the proposal and review the Management Compensation plan.

V. FINANCIAL CONSIDERATIONS

The following, outlines the elements of the recommendation:

1. Amount of Recommendation:

- \$53,000

1. Source of Funding:

- FY16 Final Operating Budget – Operating Revenue

2. Expense Accounts To Charge:

- Labor and Fringe (501011 – 502999)

3. Fiscal Impact:

- The cost for this recommendation is included in the suggested FY16 final operating budget.

VI. ATTACHMENTS

Attachment A: Revised Management Compensation Plan – July 2014 – June 30, 2016

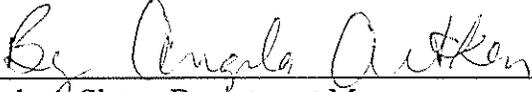
Attachment B: Management Schedule effective June 19, 2014 (Hourly and Monthly)

Attachment C: Management Schedule effective June 18, 2015 (Hourly and Monthly)

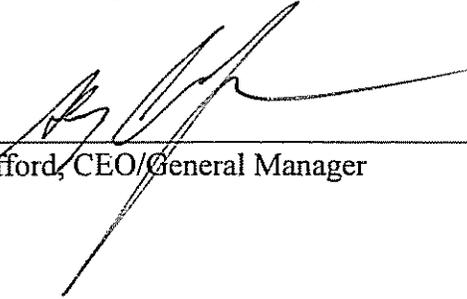
Prepared By: Angela Aitken, Finance Manager
 Robyn Slater, Human Resources Manager

Date Prepared: June 18, 2014

APPROVED:



Robyn Slater, Department Manager



Alex Clifford, CEO/General Manager

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

MANAGEMENT COMPENSATION PLAN

JULY 1, 2014 – JUNE 30, 2016

Attachment A



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I. MANAGEMENT POSITIONS

An employee in a regular budgeted management position identified in Exhibit A is engaged in developing, implementing or recommending policy and in affecting employer-employee relations, and shall receive salary and benefits as provided in this plan.

II. PROBATIONARY STATUS

An employee shall serve a probationary period for twelve (12) months following the date of appointment or promotion to a regular budgeted management position.

III. SALARY PLAN

A. Management salary schedules are listed in Exhibit A.

B. Longevity

Santa Cruz METRO shall compensate an employee with longevity increments as follows:

- 5.0% of the base salary after ten years continuous service.
- An additional 5.0% of the base salary after fifteen years continuous service.

C. Supplemental Cash Payment

In the payroll period of June 21, 2012, employees covered by the Management Compensation plan will receive a \$1,750 supplemental cash taxable payment.

IV. HEALTH & WELFARE BENEFITS

A. Medical Insurance

Santa Cruz METRO shall provide medical insurance coverage for an employee, retiree and eligible dependents under the provisions of CalPERS. Santa Cruz METRO shall pay premiums at a level sufficient to cover the cost of the basic monthly medical insurance premiums for HMO plans offered in Santa Cruz County by the CalPERS medical program. Santa Cruz METRO will continue to offer the H-Care Plan (IRC Section 125 pre-tax medical reimbursement plan) as allowed by the County of Santa Cruz. The amount Santa Cruz METRO pays towards medical premiums for retirees will be consistent with the premium participation amount specified in the Management Compensation Plan in effect at the time of the individual's retirement or the amount stated in Santa Cruz METRO's contract with CalPERS, whichever is greater. Qualifying individuals who retired prior to July 1st 2005 shall continue to receive supplemental premium payments in accordance with Santa Cruz METRO's Retiree supplemental Premium Participation Plan adopted August 25th, 2006.

An employee who declines participation in Santa Cruz METRO's medical insurance program and produces satisfactory evidence of other medical insurance coverage shall be paid \$300 for each full three calendar month quarter beginning January 1 of each year while in active service and in which Santa Cruz METRO paid coverage would have been provided had Santa Cruz METRO's medical program been elected.

B. Dental Insurance

Santa Cruz METRO shall provide paid dental insurance coverage for an employee and eligible dependents.

C. Vision Insurance

Santa Cruz METRO shall provide paid vision insurance coverage for an employee and eligible dependents.

D. Life and AD&D Insurance

An employee shall be entitled to a \$50,000 term life and AD&D insurance policy paid by Santa Cruz METRO plus \$150,000 in optional supplementary life and AD&D insurance paid by the employee.



E. Survivor's Benefits

Upon the death of a covered employee, who is on Santa Cruz METRO's payroll and has dependents covered under Santa Cruz METRO's medical, vision and dental plans, Santa Cruz METRO's share of coverage of the eligible dependents shall continue for twenty-six (26) consecutive pay periods.

F. Retirement Benefits

An employee shall be enrolled in the Public Employees Retirement System (PERS) including the third level 1959 Survivors benefit as allowed by PERS. The Employee shall pay the "employee share" of PERS up to a maximum of eight percent.

Dental, vision, and life insurance plan coverage shall be provided by Santa Cruz METRO for an employee retired under the provisions of PERS and the employee's dependents until the retired employee reaches age 65. To qualify for this benefit, the retired employee shall have been an employee of Santa Cruz METRO for the equivalent of ten (10) full-time years immediately prior to the date of retirement and reached the age of 50 years.

G. State Disability Insurance

Santa Cruz METRO shall provide paid coverage for an employee for State Disability Insurance.

H. Long Term Disability Insurance

Santa Cruz METRO shall provide for a long term disability insurance plan (LTD). The plan shall provide for monthly payments to an eligible employee of up to \$10,000 per month. The plan shall start LTD one year and one month after month of hire.

I. Deferred Compensation Plan

Santa Cruz METRO shall provide a deferred compensation plan to an employee.

J. Industrial Injury

An employee shall be entitled to workers compensation insurance to be provided by Santa Cruz METRO.

K. Continuation of Insurance during an Unpaid Leave of Absence

An employee who is on an unpaid leave of absence exceeding one hundred eighty (180) calendar days must pay the total monthly premiums in advance to continue medical, dental and vision insurance coverage. Failure of an employee to make advance payments for insurance coverage shall result in the employee and any dependent(s) being dropped from the plans.

L. Principal Domestic Partner Coverages

Santa Cruz METRO medical, dental and vision insurance coverages may be extended to an employee's principal domestic partner (PDP) while the employee's own coverages are being paid by Santa Cruz METRO. In the absence of the PERS Medical Program allowing for PDP coverage, reimbursement of monthly premiums may be made to an individual medical plan to a maximum of \$185.

V. HOLIDAYS

An employee shall be entitled to the following holidays with pay:

Thanksgiving Day
Christmas Day
New Year's Day

Attachment A



Effective July 1, 2012 an employee shall also be entitled to the following holidays with pay:

- Labor Day
- Independence Day
- Memorial Day

Effective July 1, 2013 an employee shall also be entitled to the following holidays with pay:

- Martin Luther King Jr. Day
- Employee's Birthday

For an employee's birthday falling on February twenty-ninth (29th), the twenty-eighth (28th) day of February will be observed as the employee's birthday in years other than leap years. If an employee's birthday falls on the same day as a paid holiday the employee will be allowed to take the day off and receive the regular hourly rate for the holiday and the equivalent number of hours at the regular hourly rate for their birthday holiday, or, have the equivalent number of hours at the regular hourly rate for their birthday holiday added to his/her annual leave accrual.

In addition to the above-specified days, an employee may choose any (11) eleven additional days as floating holidays or when working a partial year, a prorated number of days as determined by the General Manager. An employee shall be compensated for any unused floating holiday time at the end of the fiscal year at the employee's regular rate of pay, not to exceed the total of eighty-eight (88) when combined with Administrative Leave.

An employee shall be entitled to receive any special non-recurring holiday designated as an official State holiday by the Governor of the State of California or as an official national holiday by the President of the United States, subject to the approval of the Board of Directors.

Upon departure from Santa Cruz METRO for any reason, an employee shall be compensated for any unused holiday time at the employee's hourly rate.

VI. PAID LEAVES

A. Annual Leave

An employee shall accrue annual leave at the following rates:

- a. for the first five years of employment.....ten (10) days/year
- b. between five and nine years of employment.....eighteen (18) days/year
- c. after nine years of employment.....twenty-three (23) days/year

Upon approval of the General Manager an employee shall be permitted to take a minimum of two weeks annual leave each calendar year.

An employee shall accrue the pro-rata portion of annual leave for which he/she is entitled for each pay period or major fraction thereof, for which he/she is in paid status.

An employee may not carryover into the next fiscal year more than (3) three times the annual allotted time. Annual leave accumulated beyond two hundred (200) hours shall upon two (2) weeks advance written request of the employee, be paid to the employee based on the employee's current base hourly rate. Payment shall be made in the subsequent pay period.

Upon departure from Santa Cruz METRO for any reason, an employee shall be compensated for any unused annual leave at the employee's regular rate.



B. Sick Leave

An employee shall be entitled to sick leave with pay at the rate of one day for each month of employment. Sick leave shall mean personal illness or physical incapacity caused by factors over which the employee has no reasonable immediate control, or the illness of a member of the immediate family of such employee which illness requires his/her personal care and attention. Immediate family shall include the parent, spouse, and children, brother, or sister of the employee.

An employee who has accumulated sick leave above 120 days (960 hours) may elect to receive a cash payment of 25% of the accrued sick leave above 120 days in lieu of retaining excess sick leave credits. Any sick leave accrued beyond a balance of 96 hours may, at the option of the employee, be converted to annual leave. All unused sick leave accrued shall be paid to an employee who retires immediately upon leaving Santa Cruz METRO under the provisions of PERS.

C. Administrative Leave

An employee shall be entitled to eighty (80) hours of administrative leave each year in lieu of overtime or when working a partial year, a prorated amount as determined by the General Manager. Upon approval of the General Manager, time worked in excess of eighty hours in a pay period may be saved and taken as time off in another pay period when the extra hours are earned through participation in unusual, lengthy activities which require the presence of the employee in meetings, hearings, or negotiations.

Administrative leave not taken during the fiscal year is lost. Upon the approval of the General Manager, an employee may elect to convert up to eighty (80) hours of Administrative Leave to a bonus payout. In no case will the Administrative Leave and the Floating Holiday amount paid to the employee total more than eighty-eight (88) hours.

D. Personal Leave

An employee shall be entitled to use 40 hours per year of personal leave, chargeable to accumulated sick leave.

E. Bereavement Leave

An employee shall be granted a leave with pay in the event of the death of any member of the employee's family. The leave shall be for a period of three (3) working days, five (5) working days if travel is required in excess of 350 miles. The family member is defined as spouse, parent, grandparent, sister, brother, child, grandchild, foster parent, stepparent, foster child, stepchild, father-in-law, mother-in-law, brother-in-law, sister-in-law, nieces, nephews, aunt, uncle, or any person living in the immediate household of the employee.

F. Hospice and Critical Care Leave

An employee shall be granted necessary leaves up to four (4) months for the care of a critically ill family member with appropriate verification. An employee shall be paid for these absences from his/her sick leave or annual leave accruals.

G. Paid Birth/Adoptive Leave

An employee is entitled to forty hours leave with pay at or about the time of the birth of the employee's child or at the time of adopting a child. The paid leave shall be within two months of the birth or adoption or at the employee's option at the expiration of State Disability Insurance payments.

H. Jury Duty

An employee required to report for jury duty (except for Grand jury) or to answer a subpoena, as a witness shall be granted leave with full pay until released by the court. An employee shall have court-paid per diems deducted from his/her daily pay during jury duty assignment.



I. Paid Military Leave

An employee in permanent status who is required to attend summer military training exercises as part of his/her military reserve obligation, shall be granted paid military leave not to exceed thirty (30) working days annually.

VII. UNPAID LEAVES OF ABSENCE

A. Maternity/Childcare Leave

Maternity/childcare leave shall be granted for a maximum period of twelve (12) months. If an employee does not have a sufficient paid leave balance to cover the period of absence, an unpaid leave of absence shall be granted.

B. FMLA / CFRA

Santa Cruz METRO will comply with the Family Medical Leave Act and the California Family Rights Act, as amended. Generally these Acts provide for up to twelve weeks leave for a serious health condition of the employee or an eligible family member and the employee has worked 1,250 hours in the twelve month period preceding the leave. Accrued sick leave must be used before any unpaid leave. This FMLA/CFRA leave will run concurrently with any other absence due to an employee's serious health condition.

VIII. EXEMPT MANAGEMENT PROVISION

An employee who has exhausted all leave accruals shall not have his/her salary reduced by being absent from work on an authorized absence of less than one full day.

IX. OTHER BENEFITS

A. Training

An employee shall be authorized to attend transit seminars and workshops, and to visit other properties as part of his/her ongoing job duties, and shall be compensated for receipted expenses incurred in so doing.

An employee may request release time and reimbursement of expenses for course work relevant to the employee's current duties and area of responsibility.

Expenses, which may be reimbursed, include tuition, fees, meals and books. For courses, which require an overnight stay out-of-town, the employee may receive a pro-rata meal allowance of \$20 per diem at the discretion of the General Manager.

Reimbursement will be made for academic or professional credentials, certifications, and/or degrees for courses directly related to the employee's current position, specific job tasks and areas of responsibility.

Approval of release time and reimbursement of expenses is at the discretion of the General Manager and subject to the demonstrated cost-benefit ratio of the training and the current workload of the employee.

B. Mileage reimbursement

If Santa Cruz METRO requires an employee to use the employee's private insured automobile to conduct Santa Cruz METRO business, the employee shall be reimbursed for automobile expenses at the rate established annually by the IRS.



C. On Call duty

If an employee is required to be on call, they shall be offered access to a Santa Cruz METRO vehicle in order to provide for home to work transportation. "On call" shall be defined as the requirement for the employee to report to work after or before normal duty hours to perform the functions, which cannot otherwise be performed during regular duty hours. When an employee is assigned such duties on a regular basis, he/she may be assigned a car for home to work transportation on a regular basis. If such work is assigned on a periodic or occasional basis, the assignment of a car for home to work transportation shall be on an as-needed basis only, as approved by the General Manager. The staff car assigned on an on-call basis to an employee shall be used to provide transportation only between the home and the work place. It shall not be used to make intermediate stops or for any other personal use. During normal duty hours, staff cars are similarly restricted for use only for official business of Santa Cruz METRO or for transportation between the facilities of Santa Cruz METRO.

D. Communication Allowance

When approved by the General Manager, an employee may receive a communication allowance of \$75 each two-week pay period. An employee on approved Santa Cruz METRO travel with the General Manager's approval, may be reimbursed for eligible roaming and long distance charges.

X. LAYOFF

A. Insurance

An employee separated from Santa Cruz METRO service as a result of layoff shall have his/her insurance benefits paid by Santa Cruz METRO at the same level while employed for a period of ninety (90) days from the date of separation.

B. Severance Pay

An employee laid off shall be given a severance payment equal to eight (8) hours at the base hourly rate for each 2,080 hours of active service up to a maximum of eighty (80) hours severance pay.

Attachment B

Exhibit A

MANAGEMENT HOURLY RATES SCHEDULE

Effective 06/19/2014
Corrected - 06/17/13
Updated - 03/28/14

<u>Title</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>
CEO/General Manager****	84.54	88.76	93.20	97.86	102.75	107.90
District Counsel	65.08	68.33	71.75	75.34	79.10	83.07
Assistant General Manager	56.33	59.15	62.11	65.22	68.48	71.91
Operations Manager	51.21	53.77	56.47	59.29	62.26	65.37
Maintenance Manager	51.21	53.77	56.47	59.29	62.26	65.37
Finance Manager	51.21	53.77	56.47	59.29	62.26	65.37
Human Resources Manager	46.13	48.43	50.86	53.41	56.07	58.87
Information Technology Manager	46.13	48.43	50.86	53.41	56.07	58.87
Planning & Marketing Manager	46.13	48.43	50.86	53.41	56.07	58.87
Purchasing Manager**	46.13	48.43	50.86	53.41	56.07	58.87
Senior Database Administrator	41.24	43.31	45.47	47.75	50.12	52.63
Asst. Manager of Information Technology *	41.24	43.31	45.47	47.75	50.12	52.63
Assistant Finance Manager	38.54	40.46	42.48	44.60	46.84	49.18
Assistant HR Manager	38.54	40.46	42.48	44.60	46.84	49.18
Fixed Route Superintendent	38.54	40.46	42.48	44.60	46.84	49.18
Paratransit Superintendent	38.54	40.46	42.48	44.60	46.84	49.18
Project Manager	38.54	40.46	42.48	44.60	46.84	49.18
Facilities Maintenance Manager	37.45	39.33	41.29	43.35	45.53	47.80
Database Administrator (alternately staffed/Sr. Db Admin)	35.62	37.41	39.28	41.24	43.31	45.47
Security and Risk Administrator ***	35.62	37.41	39.28	41.24	43.31	45.47
Asst. Paratransit Superintendent	32.20	33.81	35.50	37.28	39.14	41.10

* Asst Manager of Information Technology position added as per Board Action March 11, 2011

** Purchasing Manager position added as per Board Action June 28, 2013

*** Security and Risk Administrator position added per Board Action September 13, 2013

**** CEO/General Manager title / salary change per Board Action March 28, 2014

Attachment B

Exhibit A

MANAGEMENT MONTHLY SALARY SCHEDULE

Effective 06/19/2014
Corrected - 06/17/13
Updated - 03/28/14

<u>Title</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>
CEO/General Manager****	14,654	15,385	16,155	16,962	17,810	18,703
District Counsel	11,281	11,844	12,437	13,059	13,711	14,399
Assistant General Manager	9,764	10,253	10,766	11,305	11,870	12,464
Operations Manager	8,876	9,320	9,788	10,277	10,792	11,331
Maintenance Manager	8,876	9,320	9,788	10,277	10,792	11,331
Finance Manager	8,876	9,320	9,788	10,277	10,792	11,331
Human Resources Manager	7,996	8,395	8,816	9,258	9,719	10,204
Information Technology Manager	7,996	8,395	8,816	9,258	9,719	10,204
Planning & Marketing Manager	7,996	8,395	8,816	9,258	9,719	10,204
Purchasing Manager**	7,996	8,395	8,816	9,258	9,719	10,204
Senior Database Administrator	7,148	7,507	7,881	8,277	8,687	9,123
Asst. Manager of Information Technology *	7,148	7,507	7,881	8,277	8,687	9,123
Assistant Finance Manager	6,680	7,013	7,363	7,731	8,119	8,525
Assistant HR Manager	6,680	7,013	7,363	7,731	8,119	8,525
Fixed Route Superintendent	6,680	7,013	7,363	7,731	8,119	8,525
Paratransit Superintendent	6,680	7,013	7,363	7,731	8,119	8,525
Project Manager	6,680	7,013	7,363	7,731	8,119	8,525
Facilities Maintenance Manager	6,491	6,817	7,157	7,514	7,892	8,285
Database Administrator (alternately staffed/Sr. Db Admin)	6,174	6,484	6,809	7,148	7,507	7,881
Security and Risk Administrator ***	6,174	6,484	6,809	7,148	7,507	7,881
Asst. Paratransit Superintendent	5,581	5,860	6,153	6,462	6,784	7,124

* Asst Manager of Information Technology position added as per Board Action March 11, 2011

** Purchasing Manager position added as per Board Action June 28, 2013

*** Security and Risk Administrator position added per Board Action September 13, 2013

**** CEO/General Manager title / salary change per Board Action March 28, 2014

Attachment C

Exhibit A

MANAGEMENT HOURLY RATES SCHEDULE

Effective 06/18/15
Updated - 06/17/14

<u>Title</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>
CEO/General Manager****	86.23	90.54	95.06	99.82	104.81	110.06
District Counsel	66.38	69.70	73.19	76.85	80.68	84.73
Assistant General Manager	57.46	60.33	63.35	66.52	69.85	73.35
Operations Manager	52.23	54.85	57.60	60.48	63.51	66.68
Maintenance Manager	52.23	54.85	57.60	60.48	63.51	66.68
Finance Manager	52.23	54.85	57.60	60.48	63.51	66.68
Human Resources Manager	47.05	49.40	51.88	54.48	57.19	60.05
Information Technology Manager	47.05	49.40	51.88	54.48	57.19	60.05
Planning & Marketing Manager	47.05	49.40	51.88	54.48	57.19	60.05
Purchasing Manager**	47.05	49.40	51.88	54.48	57.19	60.05
Senior Database Administrator	42.06	44.18	46.38	48.71	51.12	53.68
Asst. Manager of Information Technology *	42.06	44.18	46.38	48.71	51.12	53.68
Assistant Finance Manager	39.31	41.27	43.33	45.49	47.78	50.16
Assistant HR Manager	39.31	41.27	43.33	45.49	47.78	50.16
Fixed Route Superintendent	39.31	41.27	43.33	45.49	47.78	50.16
Paratransit Superintendent	39.31	41.27	43.33	45.49	47.78	50.16
Project Manager	39.31	41.27	43.33	45.49	47.78	50.16
Facilities Maintenance Manager	38.20	40.12	42.12	44.22	46.44	48.76
Database Administrator (alternately staffed/Sr. Db Admin)	36.33	38.16	40.07	42.06	44.18	46.38
Security and Risk Administrator ***	36.33	38.16	40.07	42.06	44.18	46.38
Asst. Paratransit Superintendent	32.84	34.49	36.21	38.03	39.92	41.92

* Asst Manager of Information Technology position added as per Board Action March 11, 2011

** Purchasing Manager position added as per Board Action June 28, 2013

*** Security and Risk Administrator position added per Board Action September 13, 2013

**** CEO/General Manager title / salary change per Board Action March 28, 2014

Attachment C

Exhibit A

MANAGEMENT MONTHLY SALARY SCHEDULE

Effective 06/18/15
Updated - 06/17/14

<u>Title</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>
CEO/General Manager****	14,947	15,694	16,477	17,302	18,167	19,077
District Counsel	11,506	12,081	12,686	13,321	13,985	14,687
Assistant General Manager	9,960	10,457	10,981	11,530	12,107	12,714
Operations Manager	9,053	9,507	9,984	10,483	11,008	11,558
Maintenance Manager	9,053	9,507	9,984	10,483	11,008	11,558
Finance Manager	9,053	9,507	9,984	10,483	11,008	11,558
Human Resources Manager	8,155	8,563	8,993	9,443	9,913	10,409
Information Technology Manager	8,155	8,563	8,993	9,443	9,913	10,409
Planning & Marketing Manager	8,155	8,563	8,993	9,443	9,913	10,409
Purchasing Manager**	8,155	8,563	8,993	9,443	9,913	10,409
Senior Database Administrator	7,290	7,658	8,039	8,443	8,861	9,305
Asst. Manager of Information Technology *	7,290	7,658	8,039	8,443	8,861	9,305
Assistant Finance Manager	6,814	7,153	7,511	7,885	8,282	8,694
Assistant HR Manager	6,814	7,153	7,511	7,885	8,282	8,694
Fixed Route Superintendent	6,814	7,153	7,511	7,885	8,282	8,694
Paratransit Superintendent	6,814	7,153	7,511	7,885	8,282	8,694
Project Manager	6,814	7,153	7,511	7,885	8,282	8,694
Facilities Maintenance Manager	6,621	6,954	7,301	7,665	8,050	8,452
Database Administrator (alternately staffed/Sr. Db Admin)	6,297	6,614	6,945	7,290	7,658	8,039
Security and Risk Administrator ***	6,297	6,614	6,945	7,290	7,658	8,039
Asst. Paratransit Superintendent	5,692	5,978	6,276	6,592	6,919	7,266

* Asst Manager of Information Technology position added as per Board Action March 11, 2011

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*** Security and Risk Administrator position added per Board Action September 13, 2013

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