



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (METRO)
BOARD OF DIRECTORS AGENDA
REGULAR MEETING
MAY 19, 2023 – 9:00 AM
HYBRID MEETING**

Members of the public may attend in-person or participate remotely via Zoom.

**METRO Admin Office
110 Vernon Street
Santa Cruz, CA**

**Zoom [Link](#)
Dial In: 1-669-900-6833
Meeting ID: 823 2842 5369**

The Board of Directors Meeting Agenda Packet can be found online at www.SCMTD.com and is available for inspection at Santa Cruz METRO's Administrative Office at 110 Vernon Street, Santa Cruz, CA.

Public comment may be submitted via email to boardinquiries@scmttd.com. Please indicate in your email the Agenda item to which your comment applies. Comments submitted before the meeting will be provided to the Directors before or during the meeting. Comments submitted after the meeting is called to order will be included in the Board's correspondence that is posted online at the Board meeting packet link. Oral public comments will also be accepted during the meeting through Zoom. Each public comment is limited to three minutes or less. Board and Committee Chairs have the discretion to manage the public comment process in a manner that achieves the purpose of public communication and assures the orderly conduct of the meeting.

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

BOARD ROSTER

Director Kristen Brown	City of Capitola
Director Rebecca Downing	County of Santa Cruz
Director Jimmy Dutra	City of Watsonville
Director Shebreh Kalantari-Johnson	City of Santa Cruz
Director Manu Koenig	County of Santa Cruz
Director Donna Lind	City of Scotts Valley
Director Bruce McPherson	County of Santa Cruz
Director Scott Newsome	City of Santa Cruz
Director Larry Pageler	County of Santa Cruz
Director Vanessa Quiroz-Carter	City of Watsonville
Director Mike Rotkin	County of Santa Cruz
Ex-Officio Director Dan Henderson	UC Santa Cruz
Ex-Officio Director Alta Northcutt	Cabrillo College
Michael Tree	METRO CEO/General Manager
Julie Sherman	METRO General Counsel

SECTION I: OPEN SESSION

NOTE: THE BOARD CHAIR MAY TAKE ITEMS OUT OF ORDER

1 CALL TO ORDER

2 SAFETY ANNOUNCEMENT

Curtis Moses, Safety, Security & Risk Management Director

3 ROLL CALL

4 ANNOUNCEMENTS

4.1 Today's meeting is being broadcast by Community Television of Santa Cruz County.

4.2 Language Line Services is providing Spanish interpretation services, which will be available during "Oral Communications" and for any other Agenda item for which these services are needed.

5 BOARD OF DIRECTORS COMMENTS

6 ORAL AND WRITTEN COMMUNICATIONS TO THE BOARD OF DIRECTORS

This time is set aside for Directors and members of the general public to address any item not on the Agenda which is within the subject matter jurisdiction of the Board. No action or discussion shall be taken on any item presented except that any Director may respond to statements made or questions asked, or may ask questions for clarification. All matters of an administrative nature will be referred to staff. Each public comment is limited to three minutes or less. Board and Committee Chairs have the discretion to manage the public comment process in a manner that achieves the purpose of public communication and assures the orderly conduct of the meeting. 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.

6.1 Email Dated 5/14/23 From Brian Peoples

7 LABOR ORGANIZATION COMMUNICATIONS

8 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.

9.1 ACCEPT AND FILE: PRELIMINARY APPROVED CHECK JOURNAL DETAIL FOR THE MONTH OF APRIL 2023

Chuck Farmer, CFO

- 9.2 ACCEPT AND FILE MINUTES OF:**
A. APRIL 28, 2023 BOARD OF DIRECTORS REGULAR MEETING
B. MAY 12, 2023 FINANCE, BUDGET & AUDIT STANDING COMMITTEE MEETING
Michael Tree, CEO/General Manager
- 9.3 ACCEPT AND FILE: THE YEAR TO DATE MONTHLY FINANCIAL REPORT AS OF APRIL 30, 2023**
Chuck Farmer, CFO
- 9.4 ACCEPT AND FILE: THE YEAR TO DATE KEY PERFORMANCE INDICATORS (KPI) REPORT FOR THE THIRD QUARTER AS OF MARCH 31, 2023**
Chuck Farmer, CFO
- 9.5 ACCEPT AND FILE: QUARTERLY STATUS REPORT OF GRANT APPLICATIONS, ACTIVE AND PENDING GRANTS FOR THE THIRD QUARTER OF FY23**
Wondimu Mengistu, Capital Planning & Grants Program Manager
- 9.6 ACCEPT AND FILE: THE METRO PARACRUZ OPERATIONS STATUS REPORT FOR JANUARY, FEBRUARY AND MARCH 2023**
Daniel Zaragoza, Operations Manager, Paratransit Division
- 9.7 ACCEPT AND FILE: THE METRO SYSTEM RIDERSHIP REPORTS FOR THE THIRD QUARTER OF FY23**
John Urgo, Planning and Development Director
- 9.8 APPROVE: CONSIDERATION OF ADOPTING A RESOLUTION APPROVING THE FY23 REVISED CAPITAL BUDGET/PORTFOLIO**
Kristina Mihaylova, Deputy Finance Director
- 9.9 APPROVE: CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A 5TH AMENDMENT EXTENDING THE CONTRACT WITH ALLIED UNIVERSAL D/B/A FIRST ALARM SECURITY & PATROL, INC. FOR SECURITY GUARD SERVICES, INCREASING THE CONTRACT TOTAL BY \$656,686**
Curtis Moses, Safety, Security & Risk Management Director
- 9.10 APPROVE: CONSIDERATION OF AUTHORIZING THE USE OF STATE OF CALIFORNIA DEPARTMENT OF GENERAL SERVICES CONTRACT FOR THE PURCHASE OF A 2ND NON-REVENUE EMERGENCY SERVICE TRUCK**
Eddie Benson, Maintenance Manager
- 9.11 APPROVE: CONSIDERATION OF AUTHORIZING THE CHIEF EXECUTIVE OFFICER (CEO) TO ENTER INTO MEMORANDA OF AGREEMENTS WITH THE SAN DIEGO METROPOLITAN TRANSIT SYSTEM (MTS) FOR THE SALE OF TEN (10) 2013 NEW FLYER 60-FT COMPRESSED NATURAL GAS (CNG) ARTICULATED BUSES**
Wondimu Mengistu, Capital Planning & Grants Program Manager

REGULAR AGENDA

- 10 **PRESENTATION OF EMPLOYEE LONGEVITY AWARDS: (10 YEARS) EFRAIN ARELLANO, JOSEFINA CRUZ, JOSE ESCOBAR, DAVID HORVATH, MANUEL PEREZ AND (15 YEARS) MITCHELL DOUKAS**
Board Chair Kalantari-Johnson
- 11 **RETIREE RESOLUTION OF APPRECIATION FOR: DELEE BRUBECK**
Board Chair Kalantari-Johnson
- 12 **APPROVE: CONSIDERATION OF SANTA CRUZ METRO'S DRAFT FY24 AND FY25 OPERATING BUDGETS, FY24 CAPITAL BUDGET, AND A RESOLUTION SETTING A PUBLIC HEARING ON JUNE 23, 2023**
Chuck Farmer, CFO
- 13 **PUBLIC HEARING: ADOPTION OF CALIFORNIA UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT ORDINANCE TO PROVIDE INFORMAL BIDDING PROCEDURES FOR PUBLIC PROJECTS**
Julie Sherman, General Counsel
- 14 **APPROVE: WAIVE THE SECOND READING AND ADOPT AN ORDINANCE TO PROVIDE INFORMAL BIDDING PROCEDURES FOR PUBLIC PROJECTS; ADOPT A RESOLUTION TO AMEND TITLE II OF THE ADMINISTRATIVE CODE—PROCUREMENT POLICY**
Julie Sherman, General Counsel
- 15 **CEO ORAL REPORT**
Michael Tree, CEO/General Manager
- 16 **RECESS TO CLOSED SESSION**

SECTION II: CLOSED SESSION

A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION PURSUANT TO GOVERNMENT CODE SECTION 54957(B)(1); CONFERENCE WITH LABOR NEGOTIATOR PURSUANT TO GOVERNMENT CODE SECTION 54957.6

Agency Designated Representative: Shebreh Kalantari-Johnson, Board Chair
Title/Unrepresented Employee: Michael Tree, CEO/General Manager

Following the Closed Session, the Board may consider potential actions to amend the Employment Agreement of the CEO/General Manager and to adopt a revised Salary Schedule.

B. CONFERENCE WITH LABOR NEGOTIATORS (GOVERNMENT CODE SECTION 54957.6)

Agency Negotiators: Michael Tree, CEO/General Manager
Patrick Glenn, Legal Counsel

Employee Organizations: SMART, Local 23 - Fixed Route
SMART, Local 23 - ParaCruz
SEIU, Local 521

SECTION III: RECONVENE TO OPEN SESSION

17 REPORT OF CLOSED SESSION ITEMS

Julie Sherman, General Counsel

The Board may consider potential actions to amend the Employment Agreement of the CEO/General Manager and to adopt a revised Salary Schedule.

18 ANNOUNCEMENT OF NEXT MEETING: FRIDAY, JUNE 23, 2023 AT 9:00 AM, METRO ADMIN OFFICE, 110 VERNON STREET, SANTA CRUZ

Board Chair Kalantari-Johnson

19 ADJOURNMENT

Board Chair Kalantari-Johnson

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

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

ACCESSIBILITY FOR INDIVIDUALS WITH DISABILITIES

This document has been created with accessibility in mind. With the exception of certain 3rd party and other attachments, it passes the Adobe Acrobat XI Accessibility Full Check. If you have any questions about the accessibility of this document, please email your inquiry to accessibility@scmttd.com. Upon request, Santa Cruz METRO will provide written Agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in and provide comments at/related to public meetings. Please submit a request, including your name, phone number and/or email address, and a description of the modification, accommodation, auxiliary aid, service or alternative format requested at least two days before the meeting. Requests should be emailed to boardinquiries@scmttd.com or submitted by phone to the Executive Assistant at 831-426-6080. Requests made by mail (sent to the Executive Assistant, Santa Cruz METRO, 110 Vernon Street, Santa Cruz, CA 95060) must be received at least two days before the meeting. Requests will be granted whenever possible and resolved in favor of accessibility.

PUBLIC COMMENT

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

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

WRITTEN COMMUNICATIONS TO THE BOARD OF DIRECTORS

From: [Brian Peoples](#)
To: Justin.cummings@santacruzcounty.us
Cc: Andy.Schiffirin@cats.ucsc.edu; Felipe.hernandez@santacruzcounty.us; eduardo.montesino@cityofwatsonville.org; vanessa.quiroz@cityofwatsonville.org; [Manu Koenig](#); [Bruce McPherson](#); Guy.Preston; Zach.Friend; Robertquinn@gmail.com; rj12@comcast.net; ladykpetersen@gmail.com; apedersen@ci.capitola.ca.us; sbrown@cityofsantacruz.com; [City Council](#); citycouncil@cityofwatsonville.org; citycouncil@ci.capitola.ca.us; boardinquiries@scmtcd.com
Subject: Coastal Commission vote on Optional Interim Trail
Date: Sunday, May 14, 2023 7:22:05 AM

This Message Is From an External Sender

This message came from outside your organization.

~ Please exercise caution when clicking links or opening attachments. ~

Supervisor Cummings,

Congratulations on being appointed to the California Coastal Commission (Commission). A Santa Cruz County representative on the Commission is great news for our community, especially since you have been clear that both resource protection and access are key values for you. We look forward to your leadership in that venue to ensure the protection of the Santa Cruz County coastline.

In that regard, we write specifically to encourage you to think about the current plans for building a new passenger rail along the Santa Cruz coastline and how it would likely not meet regulatory requirements of the Commission. Building a new passenger rail system along the Santa Cruz coastline does not align with the Coastal Act in either resource protection or access to the coast. Additionally, sea level rising requirements, as established by the Commission, will likely place restrictions on the use of the Coastal Corridor that travels from Davenport to Watsonville.

The Santa Cruz County Regional Transportation Commission (RTC) staff recognizes these restrictions by addressing them in the RFP of the recently contracted feasibility and engineering analysis scope of work for the proposed new passenger rail. On page 2 of the RFP are guidelines for “adjustments in horizontal and vertical alignment” of transit facilities to address sea level rise and climate resiliency. This would, at a minimum, require a costly causeway to be constructed through Harkins Slough, the construction of which will create major environmental harm to the wetland. Additionally, the corridor above Manresa Beach is vulnerable to cliffside erosion.

RTC staff recognizes that the Coastal Act requirements will likely constrain or maybe even prevent a future rail system in the Santa Cruz Coastal Corridor. This is why the RTC's Executive Director, Guy Preston, recommended the Interim Coastal Trail (over the tracks) years ago as the best approach for opening the Coastal Trail.

WRITTEN COMMUNICATIONS TO THE BOARD OF DIRECTORS

When the next Segment of the Rail Trail project comes before the California Coastal Commission, we urge you to lobby for the approval of the Optional Interim Coastal Trail as described in the Final EIR for Segment 9.

Best regards,

Trail Now



DATE: May 19, 2023

TO: Board of Directors

FROM: Chuck Farmer, CFO

**SUBJECT: ACCEPT AND FILE PRELIMINARY APPROVED CHECK JOURNAL
DETAIL FOR THE MONTH OF APRIL 2023**

I. RECOMMENDED ACTION

That the Board of Directors accept and file the preliminary approved Check Journal Detail for the month of April 2023

II. SUMMARY

- This staff report provides the Board of Directors (Board) with a preliminary approved Check Journal Detail for the month of April 2023.
- The Finance Department is submitting the check journals for Board acceptance and filing.

III. DISCUSSION/BACKGROUND

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

All invoices submitted for the month of April 2023 have been processed, the checks have been issued and signed by the Deputy Finance Director.

IV. STRATEGIC PLAN PRIORITIES ALIGNMENT

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

V. FINANCIAL CONSIDERATIONS/IMPACT

The check journal present the invoices paid in April 2023 for Board review, agency disclosure and transparency.

VI. CHANGES FROM COMMITTEE

N/A.

VII. ALTERNATIVES CONSIDERED

None.

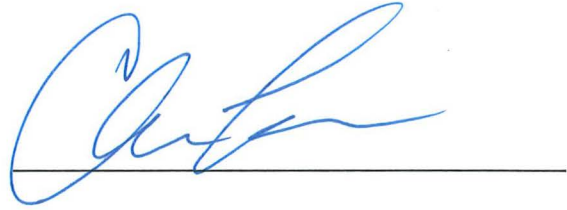
VIII. ATTACHMENTS

Attachment A: Check Journal Detail for the Month of April 2023

Prepared by: Holly Alcorn, Accounting Specialist

IX. APPROVALS

Chuck Farmer, CFO



Michael Tree CEO/General Manager



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DATE: 04/01/23 THRU 04/30/23

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
81471	04/21/23	-61.48 M403		PAULSON, STEVEN		9007270	MEDICAL SUPPLEMENTAL	-61.48	**VOID
83209	04/03/23	200.68 001122		4IMPRINT, INC.		120506	EMBROIDERED PONCHOS	200.68	
83210	04/03/23	629.90 003596		AMAZON CAPITAL SERVICES, INC.		120476	MARKETING SUPPLIES	30.04	
						120477	OFFICE SUPPLIES	63.79	
						120481	OFFICE SUPPLIES	116.31	
						120482	OFFICE SUPPLIES	15.28	
						120483	OFFICE EQUIPMENT	390.32	
						120500	OFFICE SUPPLIES	14.16	
83211	04/03/23	8,653.23 001D		AT&T		120480	2/10-3/9 INTERNET	929.56	
						120502	2/19-3/18 MAIN ACCT	5,686.26	
						120503	2/19-3/18 OPS ELEV	168.03	
						120504	2/13-3/12 PT TO PT1	1,869.38	
83212	04/03/23	623.94 003248		BALCO HOLDINGS, INC.		120572	4/23-6/23 VERNON	623.94	
83213	04/03/23	358.47 E1083		BAUER, DONNA		120534	MEETING EXP/EMPL INC	358.47	
83214	04/03/23	193.98 107A		BFS GROUP LLC		120468	SUPPLIES MMF	73.10	
						120471	DOOR STOP MMF	11.79	
						120472	POWER OUTLET WTC	18.47	
						120516	TV INSTALL PARTS WTC	10.58	
						120517	BUS STOP CONCRETE	55.68	
						120529	SAW PARTS MMF	24.36	
83215	04/03/23	21,752.78 001159		CATTO'S GRAPHICS, INC.		120478	BUS WRAPS/INSTALL	21,035.53	
83216	04/03/23	17,473.94 001124		CLEAN ENERGY		120540	3/17 LNG CHARGES	7,762.17	
83217	04/03/23	1,009.91 075		COAST PAPER & SUPPLY INC.		120541	3/15 LNG CHARGES	9,711.77	
83218	04/03/23	3,104.64 163		COMMUNITY PRINTERS, INC.		120474	INVENTORY ORDER	1,009.91	
						120509	CAR CARDS	274.55	
						120510	ENG/SPAN FLYERS	253.35	
						120511	ENG/SPAN FLYERS	306.58	
						120512	SIGNAGE	710.59	
						120513	BROCHURES	1,559.57	
83219	04/03/23	688.91 002814		CREATIVE BUS SALES, INC.		120553	INVENTORY ORDER	573.56	
83220	04/03/23	3,238.03 003116		CUMMINS, INC		120554	INVENTORY ORDER	115.35	
83221	04/03/23	187.78 E986		DELFIN, MONIK		120488	VEH# 1005 PARTS	1,475.91	
83222	04/03/23	2,021.52 003274		EAST BAY TIRE CO.		120539	INVENTORY ORDER	1,762.12	
						120514	BUS DRIVER RECRUIT	187.78	
						120547	REVENUE TIRES	1,306.90	
						120548	REVENUE TIRES	280.84	
						120550	NON REVENUE TIRES	128.18	
						120551	REVENUE TIRES	305.40	
83223	04/03/23	650.00 001712		EDWARD HERD AND RODNEY HERD	7	120530	FENCE RPR VERNON	650.00	
83224	04/03/23	7,544.63 003485		EMPLOYNET, INC		120507	TEMP W/E 3/19	1,224.00	
						120515	TEMP W/E 3/19	2,160.00	
						120543	TEMP W/E 3/12	2,060.63	
						120544	TEMP W/E 2/26	2,100.00	
83225	04/03/23	370.59 001297		FASTENAL COMPANY INC		120489	NON INVENTORY ORDER	162.08	
						120490	INV/NON INV ORDER	137.48	

DATE: 04/01/23 THRU 04/30/23

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
83226	04/03/23	003431	4,428.00	FIRST ALARM		120552	INVENTORY ORDER	71.03	
						120574	FIREALARM PERMIT SBF	464.00	
						120575	NEW FIRE ALARM SBF	1,750.00	
						120576	FIREALARM PERMIT MMF	464.00	
						120577	NEW FIRE ALARM MMF	1,750.00	
83227	04/03/23	117	375.68	GILLIG LLC		120491	VEH# 2001 PARTS	10.46	
						120492	VEH# 4206 PARTS	364.56	
						120493	VEH# 4204 PARTS	0.66	
83228	04/03/23	T364	306.00	GGIN, RONALD		120533	REFUND CUSTOMER#6310	306.00	
83229	04/03/23	E162	108.70	GOUVEIA, ANNA		120501	TRANSIT EMP APPR DAY	108.70	
83230	04/03/23	282	1,628.30	GRAINGER		120473	MICROFIBER CLOTH MMF	14.71	
						120484	HVAC PARTS MMF	248.38	
						120485	UTILITY CONTAINER	115.07	
						120486	INVENTORY ORDER	1,149.23	
						120487	CREDIT INV958352263	-189.46	
						120494	INVENTORY ORDER	216.00	
						120528	TOWEL BAR OPS	74.37	
83231	04/03/23	E929	150.00	GUILD, WESLEY		120570	DOT/DMV EXAM	150.00	
83232	04/03/23	003011	599.75	IFAX SOLUTIONS, INC		120565	3/23-3/24SUPPL/MAINT	599.75	
83233	04/03/23	003223	5,042.38	JASPER WELLER LLC		120561	VEH# 1005 PARTS	5,205.88	
						120562	CORE CR 402846427	-163.50	
83234	04/03/23	003552	590.00	JOHNSON & CODY ELECTRIC, INC.		120525	GENERATOR RPR SBF	590.00	
83235	04/03/23	1117	1,178.26	KELLEY'S SERVICE INC.		120495	INVENTORY ORDER	174.44	
						120496	VEH# 501 PARTS	10.15	
						120537	INVENTORY ORDER	4.81	
						120538	VEH# PCL705 PARTS	475.48	
						120549	CREDIT INV K-2066684	-21.36	
						120557	INVENTORY ORDER	8.06	
						120558	INVENTORY ORDER	526.68	
83236	04/03/23	003271	282.00	KJRB, INC.		120555	VEH# 2803 TOW	282.00	
83237	04/03/23	E410	130.00	LONA, SERGIO GONZALEZ		120578	TORT CLAIM HEARING	130.00	
83238	04/03/23	003017	17,492.03	MANSFIELD OIL CO OF GAINSVILLE		120556	3/24 DIESEL FUEL	17,492.03	
83239	04/03/23	001052	524.40	MID VALLEY SUPPLY INC.		120470	INVENTORY/PPD SUPPL	524.40	
83240	04/03/23	041	646.86	MISSION UNIFORM		120475	TOWELS/MOPS/MATS MMF	41.75	
						120479	TOWELS/MATS PRC	18.50	
						120497	VMU/VSW UNIFORM SUPP	336.82	
						120498	FUEL STATION TOWELS	156.00	
						120520	TOWELS/MOPS/MATS MMF	41.75	
						120522	LAUNDRY/CUSTODIAL	26.02	
						120523	LAUNDRY/CUSTODIAL	26.02	
83241	04/03/23	009	1,053.65	PACIFIC GAS & ELECTRIC		120466	2/13-3/14 PRC	1,053.65	
83242	04/03/23	E152	943.16	PENA, LEONARDO		120579	TORT CLAIM HEARING	943.16	
83243	04/03/23	003630	51,380.00	PORTOLA SYSTEMS, INC.		120566	DEC 22 REMOTE SUPP	380.00	
						120573	2407 MS 365/RDS	51,000.00	
83244	04/03/23	003443	50.74	PROTERRA OPERATING COMPANY, INC		120564	INVENTORY ORDER	50.74	
83245	04/03/23	003024	66.76	RICOH USA, INC CA		120527	3/14-4/13 PRC	66.76	

Attachment A

DATE: 04/01/23 THRU 04/30/23

CHECK NUMBER	CHECK DATE	CHECK VENDOR NAME	CHECK VENDOR AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
83246	04/03/23	267.66 215	RICOH USA, INC. TX	120526			3/3-4/2 CS	267.66	
83247	04/03/23	1,655.14 536	RIVERSIDE LIGHTING, INC.	120469			PARKING LOT LIGHT	1,655.14	
83248	04/03/23	45.00 001292	SANTA CRUZ RECORDS MNGMT INC	120499			3/17 SHRED PRC	45.00	
83249	04/03/23	1,383.75 001307	SANTA CRUZ STAFFING, LLC	120505			TEMP W/E 3/19	1,383.75	
83250	04/03/23	3,351.60 003292	SLINGSHOT CONNECTIONS LLC	120567			TEMP W/E 3/5	1,117.20	
				120568			TEMP W/E 3/12	1,117.20	
				120569			TEMP W/E 3/19	1,117.20	
83251	04/03/23	2,961.55 003285	THE AFTERMARKET PARTS CO LLC	120467			VEH# 2229 PARTS	759.09	
				120535			INVENTORY ORDER	419.37	
				120536			VEH# 1005 PARTS	1,783.09	
				120545			CREDIT INV# 82887742	-49.74	
				120546			SAMPLE HANDLE	49.74	
83252	04/03/23	242.55 166	THE HOSE SHOP, INC	120519			PRESSURE WASHER HOSE	242.55	
83253	04/03/23	253.24 E1098	TREE, MICHAEL	120571			MEETINGS/SUPPLIES	253.24	
83254	04/03/23	227.35 043	TROWBRIDGE ENTERPRISES	120465			TONER FOR DISPATCH	227.35	
83255	04/03/23	105.84 007	UNITED PARCEL SERVICE	120531			FREIGHT	58.15	
				120532			FREIGHT	47.69	
83256	04/03/23	1,009.73 002829	VALLEY POWER SYSTEMS, INC.	120542			INVENTORY ORDER	792.04	
				120559			INVENTORY ORDER	135.79	
				120560			INVENTORY ORDER	81.90	
83257	04/03/23	2,255.58 221	VEHICLE MAINTENANCE PROG INC	120563			INVENTORY ORDER	2,255.58	
83258	04/03/23	341.04 003354	VIA HEART PROJECT CORP	120521			SAFETY SUPPLIES	341.04	
83259	04/03/23	2,590.00 676	WEBER, HAYES & ASSOCIATES INC	120524			REPORTS 425 FRONT ST	2,590.00	
83260	04/03/23	3,746.25 003524	YORKE ENGINEERING, LLC	120518			MOLD EVALUATION SMC	3,746.25	
83478	04/10/23	169.42 003151	ABC BUS INC	120591			INVENTORY ORDER	117.33	
				120611			INVENTORY ORDER	52.09	
83479	04/10/23	150.00 E1096	ALVAREZ, CESAR	120733			DOT/DMV PHYSICAL	150.00	
83480	04/10/23	2,629.21 192	ALWAYS UNDER PRESSURE	120722			GENERATOR AND PULLEY	2,629.21	
83481	04/10/23	2,996.83 003596	AMAZON CAPITAL SERVICES, INC.	120671			OFFICE SUPPLIES	17.13	
				120692			3/29 EVENT SUPPLIES	19.22	
				120720			PRESSURE WASHER	409.68	
				120737			MARKETING SUPPLIES	252.01	
				120740			OFFICE SUPPLIES	162.55	
				120741			HDMI PLUS ADAPTERS	155.08	
				120742			REPLACE VOIP PHONES	1,032.42	
				120743			OFFICE SUPPLIES	310.97	
				120770			SUPPL FOR EVENT	71.40	
				120771			MARKETING SUPPLIES	566.37	
83482	04/10/23	997.02 003105	AT&T MOBILITY	120761			2/24-3/23 BUS WIFI	997.02	
83483	04/10/23	6,834.92 001348	ATHENS INSURANCE SERVICE, INC.	120784			APR 23 MO/ANNUAL FEE	6,834.92	
83484	04/10/23	3,587.27 003199	B & H FOTO & ELECTRONICS CORP	120654			LAPTOPS	2,751.73	
				120655			MONITOR ARMS/USB CHG	797.31	
				120695			OWC TOOL KIT	38.23	
83485	04/10/23	4,283.49 002802	BATTERY SYSTEMS INC.	120712			INVENTORY ORDER	4,348.05	
				120713			CREDIT3522212011449	-32.28	
				120714			CREDIT35222301131018	-32.28	

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83486	04/10/23	BFS GROUP LLC	107A	48.78			120652	SUPPLIES SVT	48.78	
83487	04/10/23	CASTILLO, JUAN	E975	150.00			120734	DOT/DMV PHYSICAL	150.00	
83488	04/10/23	CATTO'S GRAPHICS, INC.	001159	355.06			120704	BUS ROUTE STICKERS	109.25	
							120705	FOAMCORE FOR EVENT	245.81	
83489	04/10/23	CITY OF WATSONVILLE UTILITIES	130	1,822.08			120779	3/22 WTC	40.19	
							120780	3/22 WTC	1,261.14	
							120781	3/22 WTC	344.39	
							120782	3/22 WTC	110.54	
							120783	3/22 WTC	65.82	
83490	04/10/23	CLAREMONT EAP	733	686.76			120690	APR 23 EAP PREMIUM	686.76	
83491	04/10/23	CLEAN ENERGY	001124	70,160.92			120648	3/3 LNG CHARGES	3,881.08	
							120649	3/14 LNG CHARGES	11,868.56	
							120650	3/7 LNG CHARGES	11,233.40	
							120651	3/10 LNG CHARGES	11,422.48	
							120681	3/24 LNG CHARGES	11,824.40	
							120725	MAR 23 MAINT SBF	19,931.00	
83492	04/10/23	COASTAL LANDSCAPING INC.	003034	2,890.00			120723	APR 23 LANDSCAPING	2,890.00	
83493	04/10/23	COMCAST HOLDINGS CORPORATION	003601	3,966.87			120772	2/27-3/26 TV ADS	3,966.87	
83494	04/10/23	COMMUNITY PRINTERS, INC.	163	200.19			120696	PRESS EVENT FLYERS	200.19	
83495	04/10/23	COMMUNITY TELEVISION OF	367	339.00			120738	2/24 BOD MEE MEETING	339.00	
83496	04/10/23	CREATIVE BUS SALES, INC.	002814	694.45			120746	VEH# PC 1706 PARTS	694.45	
83497	04/10/23	CUMMINS, INC	003116	5,997.55			120589	VEH# 1204 REPAIRS	3,421.40	
							120590	INVENTORY ORDER	161.84	
							120607	INVENTORY ORDER	1,646.69	
							120624	VEH# 4207 PARTS	767.62	
83498	04/10/23	DEPARTMENT OF JUSTICE	002567	224.00			120747	FEB 23 FINGERPRINTS	224.00	
83499	04/10/23	EAST BAY TIRE CO.	003274	7,701.05			120617	REVENUE TIRES	4,886.14	
							120619	INVENTORY ORDER	147.00	
							120620	REVENUE TIRES	483.02	
							120621	VEH# 1724 PARTS	1,531.31	
							120642	REVENUE TIRES	653.58	
83500	04/10/23	EMPLOYNET, INC	003485	8,946.63			120582	TEMP W/E 3/19	1,850.63	
							120626	TEMP W/E 3/26	900.00	
							120653	TEMP W/E 3/19	300.00	
							120689	TEMPS W/E 3/26	2,400.00	
							120702	TEMP W/E 3/26	1,120.00	
							120724	TEMP W/E 3/26	2,376.00	
83501	04/10/23	FASTENAL COMPANY INC	001297	427.58			120588	NON INVENTORY ORDER	109.48	
							120615	VEH# 4201 PARTS	87.95	
							120616	NON INVENTORY ORDER	62.00	
83502	04/10/23	FLYERS ENERGY, LLC	002952	15,288.67			120622	INVENTORY ORDER	168.15	
83503	04/10/23	GARCIA-RAMOS, EDGAR	E1087	150.00			120775	3/16-3/31 NONREVFUEL	2,956.78	
83504	04/10/23	GILLIG LLC	117	3,332.18			120776	3/16-3/31REVENUEFUEL	12,331.89	
							120735	DOT/DMV PHYSICAL	150.00	
							120583	VEH# 0322 PARTS	57.91	
							120584	VEH# 4209 PARTS	74.18	

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83505	04/10/23	10,000.00	003425	GMV SYNCRONMATICS CORPORATION		120585	VEH# 1612 PARTS	18.03	
83506	04/10/23	232.42	282	GRAINGER		120612	VEH# 0121 PARTS	138.59	
						120613	INVENTORY ORDER	1,158.54	
						120614	VEH# 0521/0222 PARTS	277.23	
						120670	VEH# 4208 PARTS	728.66	
						120680	INVENTORY ORDER	18.35	
						120682	INVENTORY ORDER	857.67	
						120767	CREDIT INV# 41015238	-53.68	
						120768	INVENTORY ORDER	56.70	
83505	04/10/23	10,000.00	003425	GMV SYNCRONMATICS CORPORATION		120708	MAR 23 SERVICES	10,000.00	
83506	04/10/23	232.42	282	GRAINGER		120664	NON INVENTORY ORDER	6.30	
						120666	VSW SUPPLY ORDER	82.84	
						120667	VSW SUPPLY ORDER	394.62	
						120668	NON INVENTORY ORDER	4.78	
						120669	NON INVENTORY ORDER	45.66	
						120774	CREDIT TRAFFIC CONES	-301.78	
83507	04/10/23	14,040.00	003106	GROUP 4 ARCHITECTURE, RESEARCH		120672	CONCEPTUAL DESIGN	14,040.00	
83508	04/10/23	75.00	E649	GUTIERREZ, ALMA		120736	REIMB DAMAGED PANTS	75.00	
83509	04/10/23	15,222.66	001745	HARTFORD LIFE AND ACCIDENT INS		120691	MAR 23 LTD	10,773.58	
						120697	MAR 23 LIFE AD&D	4,449.08	
83510	04/10/23	2,600.15	003685	JOSEPH SCHULTZ		120706	CATERING PRESS EVENT	2,600.15	
83511	04/10/23	8,316.39	1117	KELLEY'S SERVICE INC.		120639	VEH# PC1702 PARTS	42.96	
						120640	INVENTORY ORDER	59.61	
						120659	INVENTORY ORDER	671.49	
						120660	VEH# PC 2405 PARTS	437.08	
						120661	INVENTORY ORDER	76.58	
						120662	INVENTORY ORDER	151.60	
						120676	INVENTORY ORDER	9,326.73	
						120678	CREDIT 3 INVOICES	-2,317.58	
						120679	CREDIT INV K-2078542	-6.00	
						120744	CREDIT INV K-2073571	-126.08	
83512	04/10/23	23,627.38	003366	KEY GOVERNMENT FINANCE INC		120777	APR 23 LEASE PAYMENT	23,627.38	
83513	04/10/23	2,159.00	003271	KJRB, INC.		120751	VEH# PC 2405 TOW	420.00	
						120752	VEH# 2803 TOW	423.00	
						120753	VEH# 2212 TOW	752.00	
						120754	VEH# 0420 TOW	564.00	
83514	04/10/23	100.00	003450	LANGUAGE LINE SERVICES INC		120763	MAR 23 TRANSLATE SVC	100.00	
83515	04/10/23	2,295.00	852	LAW OFFICES OF MARIE F. SANG	7	120627	CL# 22001522	170.00	
						120628	CL# 23003664	782.00	
						120629	CL# 21000556	442.00	
						120630	CL# 22000654	153.00	
						120631	CL# 23003232	510.00	
						120632	CL# 19009481	238.00	
83516	04/10/23	174.80	003362	LUMINATOR TECH GROUP GLOBAL,		120658	REPL/REP CAMERA	174.80	
83517	04/10/23	18,665.49	003017	MANSFIELD OIL CO OF GAINSVILLE		120638	3/7 DIESEL FUEL	18,665.49	
83518	04/10/23	48,500.00	003361	MILLER MAXFIELD INC		120633	RESEARCH/SURVEY	48,500.00	

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83519	04/10/23	MISSION UNIFORM	1,048.66	041		120657	TOWELS/MATS PRC	18.50	
						120665	VMU/VSW UNIFORM SUPP	336.82	
						120683	VMU/VSW UNIFORM SUPP	336.82	
						120684	FUEL ST TOWELS	156.00	
						120703	TOWELS/MATS PARACRUZ	18.50	
						120711	LAUNDRY/CUSTODIAL	26.02	
						120745	FUELING ST TOWELS	156.00	
83520	04/10/23	NIDAL HALABI & NADA ALGHARIB	1,586.31	003326		120709	NAME BADGES	176.98	
						120710	NAME PLATES CS/MKTG	775.67	
						120716	CRYSTAL AWARDS	633.66	
83521	04/10/23	NORTH BAY FORD LINC-MERCURY	307.40	004		120596	INVENTORY ORDER	83.04	
						120597	INVENTORY ORDER	100.95	
						120598	INVENTORY ORDER	4.37	
83522	04/10/23	PACIFIC GAS & ELECTRIC	33,658.99	009		120623	VEH# PC 1710 PARTS	119.04	
						120644	2/23-3/23 VERNON	6,307.36	
						120645	2/24-3/24 SBF GAS	479.38	
						120646	2/23-3/23 SBF	3,270.32	
						120647	2/23-3/23 MMF	7,794.30	
						120685	2/28-3/28 RIVER CHG	3,770.61	
						120726	2/28-3/28 SMC	4,304.50	
						120727	2/28-3/28 OPS	7,732.52	
83523	04/10/23	PACIFIC TRUCK PARTS, INC.	2,585.95	023		120594	INVENTORY ORDER	442.77	VOIDED
						120595	VEH# 2318 PARTS	176.25	
						120610	INVENTORY ORDER	2,014.66	
83523	04/10/23	PACIFIC TRUCK PARTS, INC.	-2,585.95	023		120762	CREDIT INV# 872893	-47.73	
						120594	INVENTORY ORDER	-442.77	**VOID
						120595	VEH# 2318 PARTS	-176.25	
						120610	INVENTORY ORDER	-2,014.66	
83524	04/10/23	PASSPORT SOFTWARE INC	19.36	003376		120762	CREDIT INV# 872893	47.73	
83525	04/10/23	PEDX COURIER AND CARGO	37.00	002947	7	120760	FEDEX SHIPPING CHG	19.36	
83526	04/10/23	PENA, LEONARDO	168.88	E152		120739	CITY HALL DELIVERY	37.00	
83527	04/10/23	PENO, MICHAEL	53.00	E1078		120732	TORT HEARING	168.88	
83528	04/10/23	PITNEY BOWES INC.	147.49	050		120730	DWV DL RENEWAL	53.00	
83529	04/10/23	QUADIANT FINANCE USA INC	600.00	003061		120755	4/23-6/23 LEASE C/S	147.49	
83530	04/10/23	QUEST DIAGNOSTIC INC.	315.60	003020		120717	MAR 23 POSTAGE	600.00	
83531	04/10/23	RANDY & LARAE WEST	75.38	882	7	120778	MAR DOT DRUG TESTS	315.60	
83532	04/10/23	RICOH USA, INC CA	4,141.86	003024		120707	BUSINESS CARDS RS	75.38	
						120756	4/1-4/30 2ND FL OPS	110.17	
						120769	3/23-3/24 ANNUAL FM	2,219.02	
						120773	1/23-3/31 ADMIN	1,812.67	
83533	04/10/23	RNS COMMUNICATIONS, INC.	900.00	003681		120749	4/10-5/9 BUS OP ADS	900.00	
83534	04/10/23	SAFE-CARD ID SERVICES, INC	443.27	001286		120718	PVC CARDS CS/MKTG	443.27	
83535	04/10/23	SANTA CRUZ AUTO PARTS, INC.	239.37	135		120592	INVENTORY ORDER	38.16	
						120593	INVENTORY ORDER	69.17	
						120618	INVENTORY ORDER	46.89	
						120686	VEH# 2229 WELDING	60.00	

Attachment A

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83536	04/10/23	001307	1,012.50	SANTA CRUZ STAFFING, LLC		120687	INVENTORY ORDER	25.15	
83537	04/10/23	003625	42,812.80	SELF INSURED SERVICES COMPANY		120625	TEMP W/E 3/26	1,012.50	
83538	04/10/23	003292	1,990.40	SLINGSHOT CONNECTIONS LLC		120693	MAR 23 DENTAL	34,982.80	
83539	04/10/23	003669	1,106.07	SPX TECHNOLOGIES, INC.		120694	MAR 23 VSP	7,830.00	
83540	04/10/23	003595	77.00	STAPLES INC		120643	TEMP W/E 3/26	1,117.20	
83541	04/10/23	003671	23.80	T-MOBILE USA, INC.		120698	TEMP W/E 3/5	99.23	
83542	04/10/23	003285	17,844.92	THE AFTERMARKET PARTS CO LLC		120699	TEMP W/E 3/26	423.37	
						120700	TEMP W/E 3/19	59.54	
						120701	TEMP W/E 3/12	291.06	
						120586	TVM 103 REPAIR	723.55	
						120587	INVENTORY ORDER	382.52	
						120729	OFFICE SUPPL FLEET	77.00	
						120748	2/21-3/20/23 TVMS	23.80	
						120599	INVENTORY ORDER	914.55	
						120600	VEH# 1301 PARTS	213.03	
						120601	INVENTORY ORDER	3,868.72	
						120602	VEH# 9810 PARTS	838.73	
						120603	VEH# 1305 PARTS	518.16	
						120604	INVENTORY ORDER	2,205.53	
						120608	INVENTORY ORDER	236.33	
						120609	VEH# 2316 PARTS	585.61	
						120757	INVENTORY ORDER	962.97	
						120758	INVENTORY ORDER	6.42	
						120759	INVENTORY ORDER	4,560.15	
						120764	VEH# 1301 PARTS	184.78	
						120765	INVENTORY ORDER	1,367.77	
						120766	INVENTORY ORDER	1,382.17	
83543	04/10/23	00166	1,247.10	THE HOSE SHOP, INC		120605	NON INVENTORY ORDER	49.16	
						120606	NON INV/INV ORDER	161.47	
						120641	INVENTORY ORDER	544.28	
						120663	VEH# 2229 PARTS	317.39	
						120721	PRESSURE WASHER HOSE	174.80	
						120731	LAMINATING SIGNS	122.91	
						120634	OFFICE SUPPLIES	32.92	
						120635	OFFICE SUPPLIES PRC	361.50	
						120636	OFFICE SUPPLIES PRC	147.59	
						120637	OFFICE SUPPLIES PRC	140.04	
						120656	CASES OF WATER	39.75	
						120719	3/23-2/29/24MEASUREG	2,300.00	
						120785	*****-****-5971	26,339.39	
						120688	FREIGHT	73.12	
						120728	FREIGHT	32.96	
						120673	INVENTORY ORDER	2,478.86	VOIDED
						120673	INVENTORY ORDER	-2,478.86	**VOID
						120674	2/23-3/22 BUS WIF1	4,171.36	
						120675	CREDIT FLEET BILL	-604.66	

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83551	04/10/23	64.00 003290	WORKFORCEQA, LLC		120677	12/2-1/1 CR PARACRUZ	-6.93		
83552	04/07/23	34.13 002861	AMERICAN MESSAGING SVCS, LLC		120715	03/02-4/1 TABLET	38.52		
83553	04/07/23	2,500.00 003676	ANDREW J. O'KEEFE II		120750	FEB23 DOT DRUG TESTS	64.00		
83554	04/07/23	40.00 E1130	FARILLAS, ANN		120786	APR 23 PAGERS	34.13		
83555	04/07/23	38.00 E1126	HERNANDEZ, LIVAN		120787	PHOTOGRAPHY/VIDEO	2,500.00		
83556	04/07/23	38.00 E1121	MARTINEZ, EDDIE MANUEL		120793	LIVE SCAN	40.00		
83557	04/07/23	35.00 E1127	RAMIREZ, JUAN		120789	LIVE SCAN	38.00		
83558	04/07/23	38.00 E1129	SEGOVIANO, SERGIO		120790	LIVE SCAN	38.00		
83559	04/07/23	35.00 E1122	WOOD, SCOTT		120792	LIVE SCAN	35.00		
83560	04/10/23	1,922.26 023	PACIFIC TRUCK PARTS, INC.		120791	LIVE SCAN	35.00		
83561	04/10/23	2,478.86 003687	VALLEY POWER SYSTEMS NORTH, INC		120795	INVENTORY ORDER	442.77		
83562	04/17/23	71,768.02 003655	AVAAP USA LLC		120796	INVENTORY ORDER	176.25		
83563	04/17/23	335.39 667	CITY OF SCOTTS VALLEY		120797	INVENTORY ORDER	2,014.66		
83564	04/17/23	6,498.60 003485	EMPLOYNET, INC		120798	INVENTORY ORDER	-47.73		
83565	04/17/23	294.96 039	FEDEX OFFICE		120799	CREDIT	-663.69		
83566	04/17/23	51,729.90 002295	FIRST ALARM SECURITY & PATROL		120794	INVENTORY ORDER	2,478.86		
83567	04/17/23	932.78 001097	GREENWASTE RECOVERY, INC.		120826	1904 MTH FEE MAR 23	71,768.02		
83568	04/17/23	563.48 914	J.J.R ENTERPRISES, INC.		120818	1/16-3/15 SEWER SVT	335.39		
83569	04/17/23	1,689.38 003442	JOHNSON CONTROLS INC		120802	TEMP W/E 4/2	1,058.25		
83570	04/17/23	1,612.06 003135	NORCON COMMUNICATIONS, INC.		120803	TEMP W/E 4/2	1,365.04		
83571	04/17/23	11,075.43 002940	OYO TECHNOLOGY, INC.		120804	TEMP W/E 4/2	2,205.00		
83572	04/17/23	2,987.68 009	PACIFIC GAS & ELECTRIC		120816	TEMP W/E 3/26	1,870.31		
83573	04/17/23	75.38 882	RANDY & LARAE WEST		120808	SELL SHEET PACKAGE	147.48		
83574	04/17/23	5,720.00 003502	RICHARD IRISH		120809	SELL SHEET PACKAGE	147.48		
83575	04/17/23	9,866.75 001286	SAFE-CARD ID SERVICES, INC		120811	MAR 23 SECURITY	51,729.90		
83576	04/17/23	2,859.00 001307	SANTA CRUZ STAFFING, LLC		120820	MAR 23 SVT	454.19		
83577	04/17/23	875.00 003669	SPX TECHNOLOGIES, INC.		120821	MAR 23 PRC	478.59		
83578	04/17/23	762.20 002207	T.Y. CUSTOM DESIGN, INC.		120813	TONER	563.48		
83579	04/20/23	1,310.98 003596	AMAZON CAPITAL SERVICES, INC.		120823	4/1/23-6/30/23 WTC	479.12		
83579	04/20/23	-1,310.98 003596	AMAZON CAPITAL SERVICES, INC.		120824	4/1/23-6/30/23 SVT	764.51		
83579	04/20/23	-1,310.98 003596	AMAZON CAPITAL SERVICES, INC.		120825	4/1/23-6/30/23 SMC	445.75		
83579	04/20/23	-1,310.98 003596	AMAZON CAPITAL SERVICES, INC.		120815	INVENTORY ORDER MMF	1,612.06		
83579	04/20/23	-1,310.98 003596	AMAZON CAPITAL SERVICES, INC.		120827	2304 CAMERA INST WTC	4,890.84		
83579	04/20/23	-1,310.98 003596	AMAZON CAPITAL SERVICES, INC.		120828	2304 CAMERA INST WTC	6,184.59		
83579	04/20/23	-1,310.98 003596	AMAZON CAPITAL SERVICES, INC.		120819	3/6-4/3 SVT/WTC/PNR	2,987.68		
83579	04/20/23	-1,310.98 003596	AMAZON CAPITAL SERVICES, INC.		120810	BUSINESS CARDS MT	75.38		
83579	04/20/23	-1,310.98 003596	AMAZON CAPITAL SERVICES, INC.		120817	1906 MAINT FAC/HVAC	5,720.00		
83579	04/20/23	-1,310.98 003596	AMAZON CAPITAL SERVICES, INC.		120822	23-04 BADGE PRINTERS	9,866.75		
83579	04/20/23	-1,310.98 003596	AMAZON CAPITAL SERVICES, INC.		120805	TEMP W/E 4/2	1,417.50		
83579	04/20/23	-1,310.98 003596	AMAZON CAPITAL SERVICES, INC.		120806	TEMP W/E 4/9	1,240.00		
83579	04/20/23	-1,310.98 003596	AMAZON CAPITAL SERVICES, INC.		120807	TEMP W/E 4/2	201.50		
83579	04/20/23	-1,310.98 003596	AMAZON CAPITAL SERVICES, INC.		120814	FARE STRUCTURE CHANG	875.00		
83579	04/20/23	-1,310.98 003596	AMAZON CAPITAL SERVICES, INC.		120812	OPERATOR PATCHES	762.20		
83579	04/20/23	-1,310.98 003596	AMAZON CAPITAL SERVICES, INC.		120995	PRINTERS DIPATCH/HR	1,310.98		VOIDED
83579	04/20/23	-1,310.98 003596	AMAZON CAPITAL SERVICES, INC.		120995	PRINTERS DIPATCH/HR	-1,310.98		**VOID

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CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
83580	04/20/23	1,250,463.65	003102	CLEVER DEVICES LTD.		120800	1927 AVL PROJECT	730,489.20	
						120801	2205 APC 3/30/23	356,736.21	
						121001	1927 AVL PROJECT	163,238.24	
83581	04/20/23	59.26	001297	FASTENAL COMPANY INC		120918	NON INVENTORY ORDER	59.26	
83582	04/20/23	28,124.23	002917	SANTA CRUZ METRO TRANSIT W/C		121002	PREFUND CL# 23008724	28,124.23	
83583	04/20/23	403.04	788	SCMTD PETTY CASH - FINANCE		121003	PETTY CASH REPLENISH	403.04	
83584	04/24/23	22.88	002941	AA SAFE & SECURITY CO		120877	KEY COPIES	22.88	
83585	04/24/23	2,678.10	003151	ABC BUS INC		120837	INVENTORY ORDER	812.69	
						120838	INVENTORY ORDER	1,382.79	
						120902	INVENTORY ORDER	180.00	
83586	04/24/23	1,880.00	382	AIRTEC SERVICE INC.		120904	INVENTORY ORDER	302.62	
						120864	HVAC MAINTENANCE	388.00	
						120865	HVAC MAINTENANCE	262.00	
						120866	HVAC MAINTENANCE	257.00	
83587	04/24/23	343.50	192	ALWAYS UNDER PRESSURE		120868	HVAC MAINTENANCE	973.00	
						120871	HOSE STORAGE	312.71	
						120890	SWITCH	30.79	
83588	04/24/23	2,218.57	003596	AMAZON CAPITAL SERVICES, INC.		120856	OFFICE SUPPLIES	543.18	VOIDED
						120912	OFFICE SUPPLIES	46.86	
						120920	OFFICE SUPPLIES	24.99	
						120926	IT OFFICE SUPPLIES	25.12	
						120981	OFFICE SUPPLIES	267.44	
						120996	CREDIT 1TQWL4HR93LK	-655.49	
						120997	CREDIT 11KPL1T34Q07	655.49	
83588	04/24/23	-2,218.57	003596	AMAZON CAPITAL SERVICES, INC.		121004	PRINTERS HR/DISPATC	1,310.98	**VOID
						120856	OFFICE SUPPLIES	-543.18	
						120912	OFFICE SUPPLIES	-46.86	
						120920	OFFICE SUPPLIES	-24.99	
						120926	IT OFFICE SUPPLIES	-25.12	
						120981	OFFICE SUPPLIES	-267.44	
						120996	CREDIT 1TQWL4HR93LK	655.49	
						120997	CREDIT 11KPL1T34Q07	-655.49	
						121004	PRINTERS HR/DISPATC	-1,310.98	
83589	04/24/23	1,519.98	001D	AT&T		120885	3/10-4/9 INTERNET	929.56	
						120966	3/1-3/31 PT TO PT 2	590.42	
83590	04/24/23	815.00	247	AUTOMATIC DOOR SYSTEMS, INC.		120862	RPR DOOR WTC	815.00	
83591	04/24/23	377.36	107A	BFS GROUP LLC		120836	PVC PLUG VERNON	22.52	
						120853	CEMENT/GROUT/BRUSHES	168.20	
						120854	CLEAR SILICONE SMC	67.79	
						120855	STUD FINDER MMF	10.89	
						120858	CORNER BRACE/SCREWS	41.23	
						120875	TEK SCREWS VERNON	10.31	
						120961	EPOXY MMF	8.18	
						120962	TAPE OPS	5.40	
						120963	EYE BOLTS MMF	3.52	
						120964	CARTRIDGE MMF	39.32	

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CHECK NUMBER	CHECK DATE	CHECK VENDOR NAME	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
83592	04/24/23	53.51 E1118			BOIS, MICHAEL		120949	MEETING EXP	53.51	
83593	04/24/23	1,536.00 080			CALIFORNIA DEPARTMENT OF TAX		120951	JAN-MAR 23 SALES TAX	1,536.00	
83594	04/24/23	300.00 080A			CALIFORNIA DEPARTMENT OF TAX		120950	JAN-MAR 23 DIESEL TX	300.00	
83595	04/24/23	112.75 003634			CALIFORNIA NEWSPAPER P'SHIP		120986	13 WEEKS-7DAY ACCESS	112.75	
83596	04/24/23	5,250.00 001324			CAPITALEDGE ADVOCACY, INC.		120852	APR 23 LEGISLATE SVC	5,250.00	
83597	04/24/23	405.58 001159			CAPTO'S GRAPHICS, INC.		120903	VINYL SIGNS	405.58	
83598	04/24/23	6,401.26 002627			CDW GOVERNMENT, INC.		120992	2304 CONF SYS UPDATE	1,893.54	
							120993	2304 CONF SYS UPDATE	4,458.72	
							120994	2304 CONG SYS UPDATE	49.00	
							120979	MAR 23 LANDFILL	39.36	
83599	04/24/23	39.36 003373			CITY OF SANTA CRUZ FINANCE RRF		120971	3/31 LNG CHARGES	11,560.60	
83600	04/24/23	62,006.72 001124			CLEAN ENERGY		120972	3/28 LNG CHARGES	11,459.84	
							120973	3/22 LNG CHARGES	11,353.41	
							120974	4/4 LNG CHARGES	10,038.06	
							120975	4/11 LNG CHARGES	9,655.43	
							120977	4/7 LNG CHARGES	7,939.38	
83601	04/24/23	609.93 075			COAST PAPER & SUPPLY INC.		120861	INVENTORY ORDER	522.21	
							120863	CLEANING SUPPL MMF	87.72	
83602	04/24/23	2,989.06 163			COMMUNITY PRINTERS, INC.		120905	CAR CARDS	1,524.14	
							120907	CAR CARDS	1,464.92	
83603	04/24/23	12,651.27 003568			CORPORATE INTERIOR SOLUTIONS		120850	MODULAR WALLS SMC	8,792.77	
							120851	MODULAR WALLS SMC	3,858.50	
83604	04/24/23	304.42 002814			CREATIVE BUS SALES, INC.		120857	INVENTORY ORDER	122.61	
							120859	INVENTORY ORDER	181.81	
83605	04/24/23	16,061.85 588			CTSJPA (CAL TIP)		120983	MAR 23 CODE-5100	16,061.85	
83606	04/24/23	601.72 003116			CUMMINS, INC		120906	CREDIT INV# Y9-57292	-59.00	
							120909	VEH# 1005 PARTS	83.16	
							120911	INVENTORY ORDER	12.95	
							120940	INVENTORY ORDER	1,110.32	
							120941	CORE CREDIT Y9-99961	-250.73	
							120942	CREDIT INV# Y9-95174	-294.98	
83607	04/24/23	64.00 002567			DEPARTMENT OF JUSTICE		120976	MAR 23 FINGERPRINTS	64.00	
83608	04/24/23	4,282.40 003274			EAST BAY TIRE CO.		120913	REVENUE TIRES	1,852.46	
							120914	REVENUE TIRES	1,307.17	
							120915	REVENUE TIRES	483.02	
83609	04/24/23	6,101.25 003485			EMPLOYNET, INC		120916	VEH# 203 REV TIRES	639.75	
							120829	TEMP W/E 4/9	1,050.00	
							120830	TEMP W/E 4/9	1,020.00	
							120834	TEMP W/E 4/2	1,481.25	
							120954	TEMP W/E 4/9	1,200.00	
							120960	TEMP W/E 4/9	1,350.00	
83610	04/24/23	6,000.00 003688			ESKILL CORPORATION		120989	1.2 MONTH SUBSCRIPT	6,000.00	
83611	04/24/23	514.63 001297			FASTENAL COMPANY INC		120876	NON INVENTORY ORDER	317.89	
							120878	SAFETY SUPPLIES	76.48	
							120917	NON INVENTORY ORDER	120.26	
83612	04/24/23	52.84 003640			FERGUSON US HOLDINGS, INC.		120894	RPR SINK SVT	52.84	

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83613	04/24/23	53.78 003418		FRONTIER COMMUNICATIONS - 6145		120944	4/13-5/12 SKY-OCEAN	53.78	
83614	04/24/23	10,271.32 001302		GARDA CL WEST, INC.		120987	APR 23 SERVICES	474.96	
83615	04/24/23	1,377.88 117		GILLIG LLC		120988	APR 23 VAULT SVC	9,796.36	
83616	04/24/23	702.16 E1073		GLAGOLA, DANIELLE		120919	INVENTORY ORDER	1,361.66	
83617	04/24/23	285.00 003316		GLOBAL WATER TECHNOLOGY INC		120921	INVENTORY ORDER	16.22	
83618	04/24/23	1,323.88 282		GRAINGER		120991	ORAT EVENT SUPPLIES	702.16	
83619	04/24/23	150.00 E604		GUTIERREZ, PEDRO		120869	MONTHLY WATER TREAT	285.00	
83620	04/24/23	44,854.05 003109		HANSON BRIDGETT LLP		120867	LOGGERS HELMET MMF	62.44	
83621	04/24/23	5,192.89 002979		HUNT & SONS, INC.		120922	INVENTORY ORDER	110.70	
83622	04/24/23	1,391.29 003230		JOBBERS EQUIPMENT WAREHOUSE		120924	NON INVENTORY ORDER	22.12	
83623	04/24/23	371.71 1117		KELLEY'S SERVICE INC.		120925	SHOP TOOL-LADDER	1,108.35	
83624	04/24/23	2,224.05 852		LAW OFFICES OF MARIE F. SANG	7	120927	NON INVENTORY ORDER	20.27	
83625	04/24/23	17,171.33 003017		MANSFIELD OIL CO OF GAINSVILLE		120948	DWV EXAM	150.00	
83626	04/24/23	150.00 E1121		MARTINEZ, EDDIE MANUEL		120948	DWV EXAM	150.00	
83627	04/24/23	242.25 003249		MAXIMUM OIL SERVICE LLC		120842	M# 032117.003003	4,915.70	
83628	04/24/23	2,450.56 003273		MGP XI REIT,LLC		120843	M# 032117.004002	1,601.60	
83629	04/24/23	2,350.84 001052		MID VALLEY SUPPLY INC.		120844	M# 032117.004003	220.20	
83630	04/24/23	7,517.26 003361		MILLER MAXFIELD INC		120845	M# 032117.006001	1,917.80	
83631	04/24/23	155.02 041		MISSION UNIFORM		120846	M# 032117.006012	3,379.20	
83632	04/24/23	197.09 003464		MPRESS DIGITAL, INC		120847	M# 032117.006013	5,164.50	
83633	04/24/23	53.00 E631		NEVIN, JOHN		120848	M# 032117.006023	492.05	
83634	04/24/23	177.80 003326		NIDAL HALABI & NADA ALGHARIB		120849	MAR 23 RETAINER	27,163.00	
						120841	INVENTORY ORDER	5,192.89	
						120860	INVENTORY ORDER	1,391.29	
						120882	PARTS ORDER	145.17	
						120884	RETURN CR K-2103506	-19.67	
						120928	INVENTORY ORDER	246.21	
						120874	CL#11000452/11001281	391.00	
						120967	CL# 1999103213	1,360.00	
						120970	CL# 21006947	473.05	
						120840	4/12 DIESEL FUEL	17,171.33	
						120952	DWV EXAM	150.00	
						120956	HAZARD WASTE DISP	242.25	
						120945	MAY 23 RENT	2,450.56	
						120887	INVENTORY ORDER	2,228.48	
						120889	INVENTORY ORDER	122.36	
						120908	MAR 23 PUB OUTREACH	5,367.26	
						120910	MAR 23 PUB OUTREACH	2,150.00	
						120833	UNIFORM REPAIR JR	27.00	
						120881	CUSTODIAL SUPPLIES	26.02	
						120929	CUSTODIAL SUPPLIES	18.50	
						120931	CUSTODIAL SUPPLIES	41.75	
						120957	TOWELS,MOPS,MATS MMF	41.75	
						120900	SPRING HEADWAYS	197.09	
						120990	CDL RENEWAL	53.00	
						120953	OPERATOR NAME TAGS	150.49	
						120965	BOTTOM TITLE PLATE	27.31	

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83635	04/24/23	004	365.41	NORTH BAY FORD LINC-MERCURY		120886	VEH# PC 1110 PARTS	365.41	
83636	04/24/23	481	79.50	PIED PIPER EXTERMINATORS, INC.		120978	APR 23 PEST WTC MKT	79.50	
83637	04/24/23	050	500.00	PITNEY BOWES INC.		120947	RESEERVE # 32789216	500.00	
83638	04/24/23	003059	212.55	QUADIENT LEASING USA, INC.	7	121000	5/3-8/2/23 PARACRUZ	212.55	
83639	04/24/23	882	68.83	RANDY & LARAE WEST		120969	BUSINESS CARDS MM	68.83	
83640	04/24/23	003024	101.59	RICOH USA, INC CA		120946	4/12-5/11 OPS COPIER	101.59	
83641	04/24/23	536	24.15	RIVERSIDE LIGHTING, INC.		120958	TV INSTALL OPS	9.82	
						120959	BEAM LIGHTS MMF	14.33	
83642	04/24/23	003154	3,056.34	ROMAINE ELECTRIC CORP		120888	INVENTORY ORDER	475.24	
						120891	INVENTORY ORDER	2,581.10	
83643	04/24/23	E1131	42.66	ROMERO, VERONICA		120984	MILEAGE/PARKING	42.66	
83644	04/24/23	003490	161.55	S & A SYSTEMS, INC		120893	REPLACE SHOP TOOL	161.55	
83645	04/24/23	135	417.18	SANTA CRUZ AUTO PARTS, INC.		120895	INVENTORY ORDER	50.60	
						120896	VEH# PC1110 REPAIR	173.38	
						120897	INVENTORY ORDER	62.07	
83646	04/24/23	079	494.99	SANTA CRUZ MUNICIPAL UTILITIES		120899	VEH# 805 REPAIR	131.13	
						120879	MAR 23 IRRIG VERNON	200.07	
83647	04/24/23	003545	751.36	SCHINDLER ELEVATOR CORPORATION		120883	MAR 23 IRRIG OPS	294.92	
83648	04/24/23	002459	422.89	SCOTT'S VALLEY WATER DISTRICT		120998	APR23 ELEV SVC MULTI	751.36	
						120898	MAR 23 SVT WATER IRR	101.65	
						120999	MAR 23 WATER SVT	321.24	
83649	04/24/23	002267	5,700.00	SHAW YODER ANTWIH		120982	APR 23 LEGISLATE SVC	5,700.00	
83650	04/24/23	003292	1,117.20	SLINGSHOT CONNECTIONS LLC		120835	TEMP W/E 4/2	1,117.20	
83651	04/24/23	115	324.30	*DO NOT USE*SNAP-ON INDUSTRIAL	7	120943	SHOP TOOLING	324.30	
83652	04/24/23	001075	10,068.28	SOUQUEL III ASSOCIATES		120955	MAY 23 RENT RESEARCH	10,068.28	
83653	04/24/23	001040	420.11	TERRYBERRY CO., LLC		120923	EMPLOYEE INCENTIVE	148.64	
						120968	ANNIVERSARY AWARDS	271.47	
83654	04/24/23	003285	2,042.40	THE AFTERMARKET PARTS CO LLC		120831	INVENTORY ORDER	160.11	
						120832	VEH# 2333 PARTS	755.83	
						120930	VEH# 2318 PARTS	2.58	
						120932	INVENTORY ORDER	94.84	
						120935	INVENTORY ORDER	440.35	
						120936	INVENTORY ORDER	440.35	
						120937	VEH# 2806 PARTS	84.18	
						120939	INVENTORY ORDER	64.16	
83655	04/24/23	166	67.61	THE HOSE SHOP, INC		120880	INVENTORY ORDER	67.61	
83656	04/24/23	001800	4,727.14	THERMO KING OF SALINAS, INC		120901	INVENTORY ORDER	4,727.14	
83657	04/24/23	003684	1,283.40	TK ELEVATOR CORPORATION		120873	ELEVATOR RPR OPS	1,283.40	
83658	04/24/23	001506	4,680.37	TOM LOPES DISTRIBUTING, INC		120839	INVENTORY ORDER	4,680.37	
83659	04/24/23	043	345.99	TROWBRIDGE ENTERPRISES		120870	OFFICE SUPPLIES	16.24	
						120872	OFFICE SUPPLIES PRC	243.99	
						120980	OFFICE SUPPLIES	85.76	
83660	04/24/23	007	97.16	UNITED PARCEL SERVICE		120938	FREIGHT	97.16	
83661	04/24/23	434	710.29	VERIZON WIRELESS	0	120985	3/2-4/1 PARACRUZ	710.29	
83662	04/24/23	003682	1,284.00	WINDOW INNOVATIONS, INC.		120933	WINDOW TINTING OPS	1,284.00	
83663	04/24/23	003596	907.59	AMAZON CAPITAL SERVICES, INC.		121006	OFFICE SUPPLIES	24.99	

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						121007	PRINTERS HR/DISPATCH	1,310.98	
						121008	LEXMARK PRINTER	-655.49	
						121009	LEXMARK PRINTER	-655.49	
						121010	OFFICE SUPPLIES	267.44	
						121011	HDMI CABLE CONF ROOM	25.12	
						121012	OFFICE FILING RACK	543.18	
						121013	BOTTLED WATER	46.86	
						121005	DEC 22 MEDICAL SUPPL	61.48	
				PAULSON, STEVEN		9008155	MEDICAL SUPPLEMENTAL	21.00	
83665	04/24/23	ADAMS, ELLEN	21.00	ADAMS, ELLEN		9008323	MEDICAL SUPPLEMENTAL	14.16	
83666	04/24/23	AGUIRRE, CIRO	14.16	AGUIRRE, CIRO		9008324	MEDICAL SUPPLEMENTAL	134.58	
83667	04/24/23	AITKEN, ANGELA	134.58	AITKEN, ANGELA		9008156	MEDICAL SUPPLEMENTAL	14.98	
83668	04/24/23	ALLEN, ROBERT	14.98	ALLEN, ROBERT		9008293	MEDICAL SUPPLEMENTAL	21.00	
83669	04/24/23	ANDERSON, WILLIAM	21.00	ANDERSON, WILLIAM		9008157	MEDICAL SUPPLEMENTAL	41.36	
83670	04/24/23	ANDRADE, GERALD	41.36	ANDRADE, GERALD		9008158	MEDICAL SUPPLEMENTAL	20.68	
83671	04/24/23	ANN, DORICE	20.68	ANN, DORICE		9008159	MEDICAL SUPPLEMENTAL	16.81	
83672	04/24/23	ARCHIBOQUE, ELEANOR	16.81	ARCHIBOQUE, ELEANOR		9008160	MEDICAL SUPPLEMENTAL	42.00	
83673	04/24/23	ARCHIBOQUE, JUANITA	42.00	ARCHIBOQUE, JUANITA		9008161	MEDICAL SUPPLEMENTAL	42.00	
83674	04/24/23	ASPESI, JOHN	42.00	ASPESI, JOHN		9008325	MEDICAL SUPPLEMENTAL	21.00	
83675	04/24/23	AVILES, PATRICIA	21.00	AVILES, PATRICIA		9008162	MEDICAL SUPPLEMENTAL	42.00	
83676	04/24/23	BAILEY, EDWIN	42.00	BAILEY, EDWIN		9008294	MEDICAL SUPPLEMENTAL	14.98	
83677	04/24/23	BARRY, BARTOLOMEW	14.98	BARRY, BARTOLOMEW		9008295	MEDICAL SUPPLEMENTAL	5.21	
83678	04/24/23	BARTZ, GLENN	5.21	BARTZ, GLENN		9008163	MEDICAL SUPPLEMENTAL	21.00	
83679	04/24/23	BASS, BETTY	21.00	BASS, BETTY		9008164	MEDICAL SUPPLEMENTAL	38.78	
83680	04/24/23	BAUER, FRANK	38.78	BAUER, FRANK		9008165	MEDICAL SUPPLEMENTAL	14.98	
83681	04/24/23	BLAIR, GARY	14.98	BLAIR, GARY		9008166	MEDICAL SUPPLEMENTAL	21.00	
83682	04/24/23	BLAKE, GENEVA	21.00	BLAKE, GENEVA		9008167	MEDICAL SUPPLEMENTAL	42.00	
83683	04/24/23	BLIGHT, KAREN	42.00	BLIGHT, KAREN		9008168	MEDICAL SUPPLEMENTAL	21.00	
83684	04/24/23	BOYD, MICHAEL	21.00	BOYD, MICHAEL		9008169	MEDICAL SUPPLEMENTAL	14.98	
83685	04/24/23	BREGANTE, BATTISTA	14.98	BREGANTE, BATTISTA		9008296	MEDICAL SUPPLEMENTAL	21.00	
83686	04/24/23	BRONDSATTER, CHERYL	21.00	BRONDSATTER, CHERYL		9008326	MEDICAL SUPPLEMENTAL	42.00	
83687	04/24/23	BRONDSATTER, WALLACE	42.00	BRONDSATTER, WALLACE		9008170	MEDICAL SUPPLEMENTAL	42.00	
83688	04/24/23	BROWN, ERNEST	42.00	BROWN, ERNEST		9008171	MEDICAL SUPPLEMENTAL	42.00	
83689	04/24/23	BROWN, KENNETH	42.00	BROWN, KENNETH		9008172	MEDICAL SUPPLEMENTAL	21.00	
83690	04/24/23	BURKET, JANET	21.00	BURKET, JANET		9008327	MEDICAL SUPPLEMENTAL	50.19	
83691	04/24/23	BUSH, DEBBIE	50.19	BUSH, DEBBIE		9008173	MEDICAL SUPPLEMENTAL	17.88	
83692	04/24/23	BYTHEWAY, MARY	17.88	BYTHEWAY, MARY		9008297	MEDICAL SUPPLEMENTAL	28.32	
83693	04/24/23	CANALES, DONNA	28.32	CANALES, DONNA		9008174	MEDICAL SUPPLEMENTAL	81.21	
83694	04/24/23	CAPELLA, KATHLEEN	81.21	CAPELLA, KATHLEEN		9008175	MEDICAL SUPPLEMENTAL	14.98	
83695	04/24/23	CARLSON, MERRYL	14.98	CARLSON, MERRYL		9008176	MEDICAL SUPPLEMENTAL	21.00	
83696	04/24/23	CARR, DALE	21.00	CARR, DALE		9008177	MEDICAL SUPPLEMENTAL	14.98	
83697	04/24/23	CASANECA, RICHARD	14.98	CASANECA, RICHARD		9008298	MEDICAL SUPPLEMENTAL	35.77	
83698	04/24/23	CAVATAIO, PASQUALE	35.77	CAVATAIO, PASQUALE		9008179	MEDICAL SUPPLEMENTAL	14.98	
83699	04/24/23	CENTER, DOUGLAS	14.98	CENTER, DOUGLAS		9008328	MEDICAL SUPPLEMENTAL	83.21	
83700	04/24/23	CERVANTES, GLORIA	14.98	CERVANTES, GLORIA		9008299	MEDICAL SUPPLEMENTAL	14.98	
83701	04/24/23	CHANDLRY, PAUL	83.21	CHANDLRY, PAUL					
83702	04/24/23	CHAVARRIA, JOHNNY	14.98	CHAVARRIA, JOHNNY					

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CHECK NUMBER	CHECK DATE	CHECK VENDOR NAME	CHECK VENDOR AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
83703	04/24/23	M420	24.82	CHAVEZ, JESSE		9008353	MEDICAL SUPPLEMENTAL	24.82	
83704	04/24/23	M343	21.00	CLARKE, PATRICIA		9008300	MEDICAL SUPPLEMENTAL	21.00	
83705	04/24/23	M180	14.98	CLAYTON, MICHAEL		9008180	MEDICAL SUPPLEMENTAL	14.98	
83706	04/24/23	M181	59.49	COLWELL, ARLAN		9008181	MEDICAL SUPPLEMENTAL	59.49	
83707	04/24/23	M182	21.00	CONTRERAS-NAVARRO, FRANCISCO		9008182	MEDICAL SUPPLEMENTAL	21.00	
83708	04/24/23	M183	50.19	COON, RICHARD		9008183	MEDICAL SUPPLEMENTAL	50.19	
83709	04/24/23	M387	42.00	COTTER, ROBERT		9008329	MEDICAL SUPPLEMENTAL	42.00	
83710	04/24/23	M346	21.00	COUSINS, DOROTHY		9008301	MEDICAL SUPPLEMENTAL	21.00	
83711	04/24/23	M185	42.13	COWELL, RICHARD		9008184	MEDICAL SUPPLEMENTAL	42.13	
83712	04/24/23	M186	21.00	CRAMBLETT, LAWRENCE		9008185	MEDICAL SUPPLEMENTAL	21.00	
83713	04/24/23	M376	50.19	CRANDELL, DANA		9008322	MEDICAL SUPPLEMENTAL	50.19	
83714	04/24/23	M187	21.00	CRAWFORD, FLOYD		9008186	MEDICAL SUPPLEMENTAL	21.00	
83715	04/24/23	M188	21.00	CRUISE, RICHARD		9008187	MEDICAL SUPPLEMENTAL	21.00	
83716	04/24/23	M190	42.00	CRUTCH, SHELTON		9008188	MEDICAL SUPPLEMENTAL	42.00	
83717	04/24/23	M192	14.98	CUMMINGS, CYNTHIA		9008302	MEDICAL SUPPLEMENTAL	14.98	
83718	04/24/23	M192	42.00	CUMMINS, MAJOR		9008189	MEDICAL SUPPLEMENTAL	42.00	
83719	04/24/23	M195	41.36	DAVIDOSKI, PATTI		9008190	MEDICAL SUPPLEMENTAL	41.36	
83720	04/24/23	M196	14.98	DAVILA, ANA		9008191	MEDICAL SUPPLEMENTAL	14.98	
83721	04/24/23	M373	14.98	DEL PO, CAROLYN		9008320	RETIREE SUPPLEMENTAL	14.98	
83722	04/24/23	M197	42.13	DEVIVO, WILLIAM		9008192	MEDICAL SUPPLEMENTAL	42.13	
83723	04/24/23	M427	14.98	DOBBS, LILLIAN		9008360	MEDICAL SUPPLEMENTAL	14.98	
83724	04/24/23	M389	21.00	DORFMAN, IRIS		9008330	MEDICAL SUPPLEMENTAL	21.00	
83725	04/24/23	M421	43.47	DOVE, WILLIAM		9008354	MEDICAL SUPPLEMENTAL	43.47	
83726	04/24/23	M199	14.98	DRAKE, JUDITH		9008193	MEDICAL SUPPLEMENTAL	14.98	
83727	04/24/23	M200	14.98	ELIA, LARRY		9008194	MEDICAL SUPPLEMENTAL	14.98	
83728	04/24/23	M390	42.00	EMERSON, WILLIAM		9008331	MEDICAL SUPPLEMENTAL	42.00	
83729	04/24/23	M201	42.00	ESCARCEGA, MIGUEL		9008195	MEDICAL SUPPLEMENTAL	42.00	
83730	04/24/23	M202	45.69	FALLAU, NICHOLAS		9008196	MEDICAL SUPPLEMENTAL	45.69	
83731	04/24/23	M435	25.20	FELDER, KRISTAAN		9008365	MEDICAL SUPPLEMENTAL	25.20	
83732	04/24/23	M391	21.00	FENN, MARILYN		9008332	MEDICAL SUPPLEMENTAL	21.00	
83733	04/24/23	M203	14.16	FLAGG, PAULA		9008197	MEDICAL SUPPLEMENTAL	14.16	
83734	04/24/23	M352	14.98	FLOREZ, ROSIE		9008303	MEDICAL SUPPLEMENTAL	14.98	
83735	04/24/23	M394	28.32	FRANCIS, RUFUS		9008333	MEDICAL SUPPLEMENTAL	28.32	
83736	04/24/23	M354	13.70	GABRIELE, BERNARD		9008304	MEDICAL SUPPLEMENTAL	13.70	
83737	04/24/23	M355	13.70	GABRIELE, CATHLEEN		9008305	MEDICAL SUPPLEMENTAL	13.70	
83738	04/24/23	M395	42.00	GALLE, TERRY		9008334	MEDICAL SUPPLEMENTAL	42.00	
83739	04/24/23	M396	14.98	GALLOWAY, SCOTT		9008335	MEDICAL SUPPLEMENTAL	14.98	
83740	04/24/23	M206	14.98	GARBEZ, LINDA		9008198	MEDICAL SUPPLEMENTAL	14.98	
83741	04/24/23	M207	14.98	GARBEZ, MANNY		9008199	MEDICAL SUPPLEMENTAL	14.98	
83742	04/24/23	M208	29.74	GARCIA, DANIEL		9008200	MEDICAL SUPPLEMENTAL	29.74	
83743	04/24/23	M209	14.98	GARCIA, HELEN		9008201	MEDICAL SUPPLEMENTAL	14.98	
83744	04/24/23	M210	38.78	GARCIA, SAMUEL		9008202	MEDICAL SUPPLEMENTAL	38.78	
83745	04/24/23	M041	51.76	GOUVEIA, ROBERT	0	9008153	MEDICAL SUPPLEMENTAL	51.76	
83746	04/24/23	M213	41.36	GRANADOS-BOYCE, MARIA		9008203	MEDICAL SUPPLEMENTAL	41.36	
83747	04/24/23	M214	14.98	GROBMAN, BRUCE		9008204	MEDICAL SUPPLEMENTAL	14.98	
83748	04/24/23	M215	29.97	GROSJEAN, DOUGLAS		9008205	MEDICAL SUPPLEMENTAL	29.97	

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CHECK NUMBER	CHECK DATE	CHECK VENDOR	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
83749	04/24/23	M216	HALL, SHIRLEY		9008206	MEDICAL SUPPLEMENTAL	14.98	
83750	04/24/23	M217	HAMM, CAROLYN		9008207	MEDICAL SUPPLEMENTAL	14.98	
83751	04/24/23	M422	HERNANDEZ, ALICIA		9008355	MEDICAL SUPPLEMENTAL	31.06	
83752	04/24/23	M219	HERNANDEZ, JUAN		9008208	MEDICAL SUPPLEMENTAL	41.36	
83753	04/24/23	M220	HERNANDEZ, MARGARITO		9008209	MEDICAL SUPPLEMENTAL	14.98	
83754	04/24/23	M221	HERSHEY, ANDREA		9008210	MEDICAL SUPPLEMENTAL	42.13	
83755	04/24/23	M397	HETH, KATHRYN		9008336	MEDICAL SUPPLEMENTAL	21.00	
83756	04/24/23	M398	HICKLIN, LUCILLE		9008337	MEDICAL SUPPLEMENTAL	21.00	
83757	04/24/23	M222	HILL, ANDREW		9008211	MEDICAL SUPPLEMENTAL	21.00	
83758	04/24/23	M437	HILTNER, THOMAS		9008367	MEDICAL SUPPLEMENTAL	405.05	
83759	04/24/23	M223	HINDIN, LENORE		9008212	MEDICAL SUPPLEMENTAL	14.98	
83760	04/24/23	M224	HOBBS, JAMES		9008213	MEDICAL SUPPLEMENTAL	42.00	
83761	04/24/23	M225	HOLCOMB, MICHAEL		9008214	MEDICAL SUPPLEMENTAL	21.00	
83762	04/24/23	M226	HOLDNICK, JAMES		9008215	MEDICAL SUPPLEMENTAL	101.31	
83763	04/24/23	M356	HOWARD, CAROL		9008306	MEDICAL SUPPLEMENTAL	21.00	
83764	04/24/23	M228	HOWARD, WARD		9008216	MEDICAL SUPPLEMENTAL	42.00	
83765	04/24/23	M229	HYMAN, JOE		9008217	MEDICAL SUPPLEMENTAL	42.00	
83766	04/24/23	M230	JACINTO, FRANK		9008218	MEDICAL SUPPLEMENTAL	41.36	
83767	04/24/23	M231	JAHNKE, EILEEN		9008219	MEDICAL SUPPLEMENTAL	21.00	
83768	04/24/23	M232	JENSEN, MERAL		9008220	MEDICAL SUPPLEMENTAL	29.97	
83769	04/24/23	M357	JUSSEL, PETE		9008307	MEDICAL SUPPLEMENTAL	14.98	
83770	04/24/23	M233	KALE, RICKEY		9008221	MEDICAL SUPPLEMENTAL	42.00	
83771	04/24/23	M434	KAMEDA, TERRY		9008364	MEDICAL SUPPLEMENTAL	21.00	
83772	04/24/23	M235	KELLY, ELOISE		9008222	MEDICAL SUPPLEMENTAL	14.98	
83773	04/24/23	M399	KONNO, DAVID		9008338	MEDICAL SUPPLEMENTAL	51.97	
83774	04/24/23	M236	KORBA, PATRICIA		9008223	MEDICAL SUPPLEMENTAL	42.00	
83775	04/24/23	M423	LAM, JAMES		9008356	MEDICAL SUPPLEMENTAL	8.99	
83776	04/24/23	M433	LANAGAN, CHRIS		9008363	MEDICAL SUPPLEMENTAL	25.20	
83777	04/24/23	M238	LAWHON, JACK		9008224	MEDICAL SUPPLEMENTAL	21.00	
83778	04/24/23	M239	LAWSON, LOIS		9008225	MEDICAL SUPPLEMENTAL	21.00	
83779	04/24/23	M428	LEE, VIRGINIA		9008361	MEDICAL SUPPLEMENTAL	25.20	
83780	04/24/23	M241	LEFFLER, JEAN		9008226	MEDICAL SUPPLEMENTAL	21.00	
83781	04/24/23	M242	LEGORRETA, PETE		9008227	MEDICAL SUPPLEMENTAL	91.36	
83782	04/24/23	M243	LOGIUDICE, FRED		9008228	MEDICAL SUPPLEMENTAL	21.00	
83783	04/24/23	M244	LONGNECKER, LLOYD		9008229	MEDICAL SUPPLEMENTAL	42.00	
83784	04/24/23	M245	LUCIER, MARILYN		9008230	MEDICAL SUPPLEMENTAL	14.98	
83785	04/24/23	M246	LYNCH, GLENN		9008231	MEDICAL SUPPLEMENTAL	42.00	
83786	04/24/23	M400	MACHADO, MARGARET		9008339	MEDICAL SUPPLEMENTAL	14.98	
83787	04/24/23	M248	MALPHRUS, BRENDA		9008232	MEDICAL SUPPLEMENTAL	20.68	
83788	04/24/23	M249	MARCUS, STEVEN		9008233	MEDICAL SUPPLEMENTAL	29.74	
83789	04/24/23	M250	MARTIN, DAWN		9008234	MEDICAL SUPPLEMENTAL	42.00	
83790	04/24/23	M252	MARTINEZ, MARK		9008235	MEDICAL SUPPLEMENTAL	41.36	
83791	04/24/23	M254	MCDONALD, JAMIE		9008236	MEDICAL SUPPLEMENTAL	34.80	
83792	04/24/23	M255	MCDONALD, KEVIN		9008237	MEDICAL SUPPLEMENTAL	14.98	
83793	04/24/23	M358	MCFADDEN, IAN		9008308	MEDICAL SUPPLEMENTAL	21.00	
83794	04/24/23	M359	MCGINNIS, POLLY		9008309	MEDICAL SUPPLEMENTAL	29.97	

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CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
83795	04/24/23	21.00	M360		9008310	MEDICAL SUPPLEMENTAL	21.00	
83796	04/24/23	14.98	M361		9008311	MEDICAL SUPPLEMENTAL	14.98	
83797	04/24/23	14.98	M256		9008238	MEDICAL SUPPLEMENTAL	14.98	
83798	04/24/23	14.98	M362		9008312	MEDICAL SUPPLEMENTAL	14.98	
83799	04/24/23	21.00	M261		9008239	MEDICAL SUPPLEMENTAL	21.00	
83800	04/24/23	41.36	M262		9008240	MEDICAL SUPPLEMENTAL	41.36	
83801	04/24/23	21.00	M264		9008241	MEDICAL SUPPLEMENTAL	21.00	
83802	04/24/23	29.97	M265		9008242	MEDICAL SUPPLEMENTAL	29.97	
83803	04/24/23	21.00	M402		9008340	MEDICAL SUPPLEMENTAL	21.00	
83804	04/24/23	8.99	M424		9008357	MEDICAL SUPPLEMENTAL	8.99	
83805	04/24/23	21.00	M266		9008243	MEDICAL SUPPLEMENTAL	21.00	
83806	04/24/23	14.98	M267		9008244	MEDICAL SUPPLEMENTAL	14.98	
83807	04/24/23	42.00	M268		9008245	MEDICAL SUPPLEMENTAL	42.00	
83808	04/24/23	29.97	M269		9008246	MEDICAL SUPPLEMENTAL	29.97	
83809	04/24/23	406.05	M271		9008247	MEDICAL SUPPLEMENTAL	406.05	
83810	04/24/23	57.77	M272		9008248	MEDICAL SUPPLEMENTAL	57.77	
83811	04/24/23	42.00	M273		9008249	MEDICAL SUPPLEMENTAL	42.00	
83812	04/24/23	21.00	M274		9008250	MEDICAL SUPPLEMENTAL	21.00	
83813	04/24/23	21.00	M277		9008252	MEDICAL SUPPLEMENTAL	21.00	
83814	04/24/23	42.00	M275		9008251	MEDICAL SUPPLEMENTAL	42.00	
83815	04/24/23	21.00	M278		9008253	MEDICAL SUPPLEMENTAL	21.00	
83816	04/24/23	21.00	M280		9008254	MEDICAL SUPPLEMENTAL	21.00	
83817	04/24/23	42.00	M281		9008255	MEDICAL SUPPLEMENTAL	42.00	
83818	04/24/23	29.97	M282		9008256	MEDICAL SUPPLEMENTAL	29.97	
83819	04/24/23	51.76	M109		9008154	MEDICAL SUPPLEMENTAL	51.76	
83820	04/24/23	21.00	M284		9008257	MEDICAL SUPPLEMENTAL	21.00	
83821	04/24/23	14.98	M285		9008258	MEDICAL SUPPLEMENTAL	14.98	
83822	04/24/23	14.98	M404		9008341	MEDICAL SUPPLEMENTAL	14.98	
83823	04/24/23	14.98	M286		9008259	MEDICAL SUPPLEMENTAL	14.98	
83824	04/24/23	29.74	M288		9008260	MEDICAL SUPPLEMENTAL	29.74	
83825	04/24/23	14.98	M363		9008313	MEDICAL SUPPLEMENTAL	14.98	
83826	04/24/23	42.00	M290		9008261	MEDICAL SUPPLEMENTAL	42.00	
83827	04/24/23	21.00	M291		9008262	MEDICAL SUPPLEMENTAL	21.00	
83828	04/24/23	42.00	M293		9008263	MEDICAL SUPPLEMENTAL	42.00	
83829	04/24/23	42.00	M418		9008352	MEDICAL SUPPLEMENTAL	42.00	
83830	04/24/23	14.16	M295		9008264	MEDICAL SUPPLEMENTAL	14.16	
83831	04/24/23	77.34	M296		9008265	MEDICAL SUPPLEMENTAL	77.34	
83832	04/24/23	14.98	M364		9008314	MEDICAL SUPPLEMENTAL	14.98	
83833	04/24/23	77.68	M297		9008266	MEDICAL SUPPLEMENTAL	77.68	
83834	04/24/23	21.00	M298		9008267	MEDICAL SUPPLEMENTAL	21.00	
83835	04/24/23	20.68	M299		9008268	MEDICAL SUPPLEMENTAL	20.68	
83836	04/24/23	21.00	M300		9008269	MEDICAL SUPPLEMENTAL	21.00	
83837	04/24/23	21.00	M405		9008342	MEDICAL SUPPLEMENTAL	21.00	
83838	04/24/23	21.00	M406		9008343	MEDICAL SUPPLEMENTAL	21.00	
83839	04/24/23	41.36	M301		9008270	MEDICAL SUPPLEMENTAL	41.36	
83840	04/24/23	60.01	M302		9008271	MEDICAL SUPPLEMENTAL	60.01	

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CHECK NUMBER	CHECK DATE	CHECK VENDOR	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
83841	04/24/23	M303	ROY, ARLEN		9008272	MEDICAL SUPPLEMENTAL	21.00	
83842	04/24/23	M305	RYLANDER, REED		9008273	MEDICAL SUPPLEMENTAL	35.77	
83843	04/24/23	M306	SALGUEIRO, MICHAEL		9008274	MEDICAL SUPPLEMENTAL	41.36	
83844	04/24/23	M366	SANDOVAL, ANGEL		9008315	MEDICAL SUPPLEMENTAL	21.00	
83845	04/24/23	M408	SCHRAEDER, PAUL		9008344	MEDICAL SUPPLEMENTAL	29.97	
83846	04/24/23	M308	SCILLA, JOSEPH		9008275	MEDICAL SUPPLEMENTAL	21.00	
83847	04/24/23	M309	SERRATO, JUAN		9008276	MEDICAL SUPPLEMENTAL	41.36	
83848	04/24/23	M367	SILVA, EDUARDO		9008316	MEDICAL SUPPLEMENTAL	14.98	
83849	04/24/23	M409	SLATER, ROBYN		9008345	MEDICAL SUPPLEMENTAL	110.99	
83850	04/24/23	M310	SLOAN, SUZANNE		9008277	MEDICAL SUPPLEMENTAL	14.98	
83851	04/24/23	M311	SMITH, DONNA		9008278	MEDICAL SUPPLEMENTAL	19.39	
83852	04/24/23	M410	STARKEY, THOMAS		9008346	MEDICAL SUPPLEMENTAL	20.68	
83853	04/24/23	M411	STICKEL, THOMAS		9008347	MEDICAL SUPPLEMENTAL	29.97	
83854	04/24/23	M425	SWAIN, LAWRENCE		9008358	MEDICAL SUPPLEMENTAL	8.99	
83855	04/24/23	M369	SWART, RANDY		9008317	MEDICAL SUPPLEMENTAL	29.97	
83856	04/24/23	M370	TAYLOR, THOMAS		9008318	MEDICAL SUPPLEMENTAL	14.98	
83857	04/24/23	M313	THOMAS, RUSSELL		9008279	MEDICAL SUPPLEMENTAL	42.00	
83858	04/24/23	M314	TICHENOR, KENNETH		9008280	MEDICAL SUPPLEMENTAL	77.68	
83859	04/24/23	M436	TOLENTINO, SALVADOR		9008366	MEDICAL SUPPLEMENTAL	36.19	
83860	04/24/23	M315	TOLINE, DONALD		9008281	MEDICAL SUPPLEMENTAL	14.98	
83861	04/24/23	M316	TOVAR, SERENA		9008282	MEDICAL SUPPLEMENTAL	21.00	
83862	04/24/23	M317	TRENT, VICKI		9008283	MEDICAL SUPPLEMENTAL	20.68	
83863	04/24/23	M432	TREPAGNIER, NOEL		9008362	MEDICAL SUPPLEMENTAL	12.60	
83864	04/24/23	M426	TRINIDAD, AURORA		9008359	MEDICAL SUPPLEMENTAL	8.99	
83865	04/24/23	M319	VALDEZ, JOSE		9008284	MEDICAL SUPPLEMENTAL	41.36	
83866	04/24/23	M321	VAN DYKE, CURTIS		9008285	MEDICAL SUPPLEMENTAL	29.74	
83867	04/24/23	M413	VANDERZANDE, ED		9008348	MEDICAL SUPPLEMENTAL	42.00	
83868	04/24/23	M375	VEST, SHELLY		9008321	MEDICAL SUPPLEMENTAL	21.00	
83869	04/24/23	M323	VONWAL, YVETTE		9008286	MEDICAL SUPPLEMENTAL	21.00	
83870	04/24/23	M324	WADSWORTH, RITA		9008287	MEDICAL SUPPLEMENTAL	14.98	
83871	04/24/23	M325	WALTER, KEVIN		9008288	MEDICAL SUPPLEMENTAL	29.97	
83872	04/24/23	M415	WHITE, LESLIE		9008349	MEDICAL SUPPLEMENTAL	21.00	
83873	04/24/23	M326	WHITNEY, LUCERE		9008289	MEDICAL SUPPLEMENTAL	42.00	
83874	04/24/23	M416	WILLIS, GREGORY		9008350	MEDICAL SUPPLEMENTAL	103.52	
83875	04/24/23	M372	WILSON, BONNIE		9008319	MEDICAL SUPPLEMENTAL	42.00	
83876	04/24/23	M417	WYANT, JUDI		9008351	MEDICAL SUPPLEMENTAL	21.00	
83877	04/24/23	M330	YAGI, RANDY		9008290	MEDICAL SUPPLEMENTAL	14.98	
83878	04/24/23	M331	YANCY, TERRY		9008291	MEDICAL SUPPLEMENTAL	21.00	
83879	04/24/23	M332	ZENKER, JEFFREY		9008292	MEDICAL SUPPLEMENTAL	45.69	

TOTAL 2,346,435.93 TOTAL CHECKS 459 2,346,435.93

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**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (METRO)
BOARD OF DIRECTORS MEETING MINUTES*
APRIL 28, 2023 – 9:00 AM**

A regular meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District (METRO) convened on Friday, April 28, 2023 as a hybrid meeting.

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

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

1 CALLED TO ORDER at 9:01 AM by Board Chair Kalantari-Johnson.

2 SAFETY ANNOUNCEMENT

Curtis Moses, METRO’s Safety, Security and Risk Management Director, highlighted responding to a medical emergency as well as where the exits are in case the Chambers need to be evacuated.

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

Director Kristen Brown	City of Capitola
Director Rebecca Downing*	County of Santa Cruz
Director Jimmy Dutra	City of Watsonville
Director Shebreh Kalantari-Johnson	City of Santa Cruz
Director Manu Koenig	County of Santa Cruz
Director Donna Lind	City of Scotts Valley
Director Bruce McPherson	County of Santa Cruz
Director Scott Newsome	City of Santa Cruz
Director Larry Pageler	County of Santa Cruz
Director Quiroz-Carter	City of Watsonville
Director Mike Rotkin	County of Santa Cruz
Ex-Officio Director Dan Henderson	UC Santa Cruz
Ex-Officio Director Alta Northcutt	Cabrillo College

*Attended via teleconference at 110 F Street, Davis, CA

Michael Tree

CEO/General Manager

Julie Sherman

General Counsel

4 ANNOUNCEMENTS

Today’s meeting is being broadcast by Community Television of Santa Cruz County.

We anticipated providing Spanish language interpretation services but due to technical difficulties, are not able to provide that service today.

5 BOARD OF DIRECTORS COMMENTS

Hearing none, Board Chair Kalantari-Johnson moved to the next agenda item.

6 ORAL AND WRITTEN COMMUNICATIONS TO THE BOARD OF DIRECTORS

Brian Peoples, Trail Now, congratulated METRO on the recent grant awarded to the agency and spoke to his email dated April 26, 2023 (attached).

Lani Faulkner, Equity Transit, thanked CEO Tree, Board Chair Kalantari-Johnson, and Wondimu Mengistu, Capital Planning and Grants Program Manager, and the METRO team on the TIRCP Grant won to make a more robust transit system and providing affordable housing options.

Jonathan Goren, UCSC student, requested more service to the UCSC campus.

Hearing nothing further, Board Chair Kalantari-Johnson moved to the next agenda item.

7 LABOR ORGANIZATION COMMUNICATIONS

Jordan Vascones, SEA President, spoke to the retention problems with new and existing employees. He also expressed that labor negotiations are going well. He also mentioned working on the rollout of the Intelligent Transportation Systems (ITS) Project with Clever Devices and happy to see the deployment on METRO's buses.

James Sandoval, SMART General Chairperson, Local 0023, also spoke to the retention problems in the agency and addressing them in the labor negotiations.

Ex-Officio Director Henderson requested an update on the current terms of the existing labor contracts. Dawn Crummié, METRO Human Resources Director, provided those details.

Hearing nothing further, Board Chair Kalantari-Johnson moved to the next agenda item.

8 ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

Having none, Board Chair Kalantari-Johnson moved to the next agenda item.

CONSENT AGENDA

9.1 ACCEPT AND FILE: PRELIMINARY APPROVED CHECK JOURNAL DETAIL FOR THE MONTH OF MARCH 2023

Chuck Farmer, CFO

9.2 ACCEPT AND FILE MINUTES OF THE MARCH 24, 2023 BOARD OF DIRECTORS REGULAR MEETING

Michael Tree, CEO/General Manager

9.3 ACCEPT AND FILE: THE YEAR TO DATE MONTHLY FINANCIAL REPORT AS OF MARCH 31, 2023

Chuck Farmer, CFO

- 9.4 APPROVE: CONSIDERATION OF AUTHORIZING THE CEO/GENERAL MANAGER TO EXECUTE A 4TH AMENDMENT EXTENDING THE CONTRACT FOR TWO YEARS WITH LAW OFFICES OF MARIE F. SANG FOR LEGAL SERVICES IN THE AREA OF WORKERS' COMPENSATION, INCREASING THE CONTRACT TOTAL BY \$24,000
Dawn Crummié, HR Director
- 9.5 APPROVE: CONSIDERATION OF DECLARING VEHICLES AND/OR EQUIPMENT AS EXCESS FOR PURPOSES OF DISPOSAL OR AUCTION
Chuck Farmer, CFO
- 9.6 APPROVE: CONSIDER A RESOLUTION DESIGNATING THE CEO/GENERAL MANAGER AS THE AUTHORIZED AGENT TO SUBMIT A GRANT APPLICATION AND EXECUTE ACTIONS NECESSARY TO RECEIVE FORMULA FUNDS FROM THE FY23 LOW CARBON TRANSIT OPERATIONS PROGRAM
Wondimu Mengistu, Capital Planning & Grants Program Manager
- 9.7 APPROVE: CONSIDERATION OF RATIFICATION OF USE OF STATE OF CALIFORNIA DEPARTMENT OF GENERAL SERVICES CONTRACT FOR THE PURCHASE OF ONE NON-REVENUE EMERGENCY SERVICE TRUCK
Eddie Benson, Maintenance Manager
- 9.8 APPROVE: CONSIDERATION OF AUTHORIZING THE CEO/GENERAL MANAGER TO EXECUTE A 3RD AMENDMENT EXTENDING THE CONTRACT FOR TWO YEARS WITH BROWN ARMSTRONG ACCOUNTANCY CORPORATION FOR FINANCIAL AUDIT AND TAX SERVICES, INCREASING THE CONTRACT TOTAL BY \$95,150
Chuck Farmer, CFO
- 9.9 APPROVE: CONSIDER A RESOLUTION SUPPORTING ASSEMBLY BILL (AB) 610 AND DIRECTING METRO STAFF TO ENGAGE ASSEMBLYMEMBER HOLDEN AND ALL RELEVANT STAKEHOLDERS TO ADVANCE THE LEGISLATION IN THE 2023-24 REGULAR LEGISLATIVE SESSION
Wondimu Mengistu, Capital Planning & Grants Program Manager
- 9.10 RECOMMENDED ACTION ON TORT CLAIMS
Curtis Moses, Safety, Security & Risk Management Director

There were no public comments.

ACTION: MOTION TO APPROVE THE CONSENT AGENDA AS PRESENTED

MOTION: DIRECTOR ROTKIN

SECOND: DIRECTOR BROWN

MOTION PASSED WITH 10 AYES (Directors Brown, Downing, Dutra, Kalantari-Johnson, Koenig, McPherson, Newsome, Pageler, Quiroz-Carter, and Rotkin). Director Lind was absent.

REGULAR AGENDA

10 PRESENTATION OF EMPLOYEE LONGEVITY AWARD: (15 YEARS) NOAH VASSEUR

Board Chair Kalantari-Johnson acknowledged Mr. Vasseur for his years of service.

11 PRESENTATION OF SAFETY CERTIFICATE OF ACHIEVEMENT FOR THIRD QUARTER ENDING MARCH 31, 2023

Curtis Moses spoke to the new Federal Transit Agency (FTA) guidelines. This safety award is going to Customer Service for consistently promoting safety within the agency and with the public riders. A group photo (attached) was displayed.

There were no public comments.

Hearing nothing further, Board Chair Kalantari-Johnson moved to the next agenda item.

12 APPROVE: ADOPTION OF THE CALIFORNIA UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT AND INTRODUCTION OF THE INFORMAL BIDDING ORDINANCE

Julie Sherman, General Counsel, spoke to the item. She reviewed METRO's current formal bidding process and explained that by joining the California Uniform Public Construction Cost Accounting Act (CUPCCAA), it would allow METRO to utilize informal bidding procedures for contracts of low value public works projects, thus providing a more effective and streamlined procurement process. She requested the Board adopt a resolution to opt-in to CUPCCAA and introduce the informal bidding ordinance to open up the public hearing period.

Director Rotkin asked how these companies would be held accountable in complying with METRO's needs under CUPCCAA. General Counsel Sherman explained that there will still be a written contract in place detailing the scope of work needed and labor laws and compliance requirements still need to be followed.

There was no public comment.

ACTION: MOTION TO ADOPT THE CALIFORNIA UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT AND INTRODUCTION OF THE INFORMAL BIDDING ORDINANCE

MOTION: DIRECTOR PAGELER

SECOND: DIRECTOR ROTKIN

MOTION PASSED WITH 10 AYES (Directors Brown, Downing, Dutra, Kalantari-Johnson, Koenig, McPherson, Newsome, Pageler, Quiroz-Carter, and Rotkin). Director Lind was absent.

13 CEO ORAL REPORT

Michael Tree, CEO/General Manager, provided updates on the following:

- Six new Bus Operators now have their licenses.
- Twenty-two new Bus Operators will start a new class in May and thanked staff for their recruitment efforts. Ms. Crummié thanked the unions for the work they did in making this come together.

- One Ride At a Time Press Event on March 29, 2023 and vendor support.
- Mass Transit Magazine – METRO was on the cover of the April edition.
- CALACT “Above and Beyond” Award for storm assistance.
- Groundbreaking for Hwy. 1 Bus-on-Shoulder Project.
- Ten articulated buses arriving from San Diego, CA.
- Automatic Vehicle Location (AVL) and Automated Passenger Counter (APC) systems.
- Website redesign.
- Scotts Valley receiving \$1.6 million grant to improve the storm water drainage by the Cavallaro Transit Center.
- TIRCP Grant Award of \$38.6 million and the projects it will cover.

Director McPherson congratulated CEO Tree and staff for such a positive report.

Director Rotkin asked if the timing of receiving the hydrogen buses and the completion of the future hydrogen station are in sync. CEO Tree responded that METRO is coordinating that effort and it currently has a 30-day gap. Discussion continued on the capabilities of the AVL and APC systems.

Director Dutra appreciated the credit card option being implemented. He explained how he used it in New York recently and it worked well. He also expressed concern on updating bus shelters in the South County and would like to see digital signage used there. He’s looking forward to an update on the Reimagine METRO program and route alignments. He expressed concern that the recent media event was not held at the Watsonville Transit Center and suggested an event be held there in the near future to highlight the funds received for that community. CEO Tree explained that California State Transportation Agency (CalSTA) coordinated that effort and agreed a Watsonville event would be appropriate. Director Dutra also asked if any of the proposed housing will benefit METRO employees. CEO Tree said he will meet with MidPen Housing to work on those details; the current description is listed as affordable housing.

Director Pageler thanked METRO for pulling together and providing the link to the news clips.

Director Koenig requested an update on the Soquel Corridor bus stops. John Urgo, METRO Planning and Development Director, responded that staff has identified that 38 bus stop improvements are needed on that corridor. Director Koenig asked if the AVL will be seen on Google Maps. Isaac Holly, METRO IT and ITS Director, said it is already available on Google.

Director Koenig asked who owns the Cavallaro Transit Center in Scotts Valley and perhaps looking at Scotts Valley’s housing needs. CEO Tree responded that the City of Scotts Valley and METRO hold a joint ownership in the 2.5 acre parcel.

Director Brown mentioned that CEO Tree is a testament to the agency’s leadership and successes.

Board Chair Kalantari-Johnson acknowledged the hard work that goes into writing grants and thanked Mr. Mengistu and Mr. Urgo for getting it right. METRO is demonstrating that it is relevant and a community partner. People are noticing and talking about METRO.

14 ANNOUNCEMENT OF NEXT MEETING

Board Chair Kalantari-Johnson announced the next Board Meeting will be held on Friday, May 19, 2023 AT 9:00 AM at the METRO Admin Office, 110 Vernon Street, Santa Cruz.

15 ADJOURNMENT

Board Chair Kalantari-Johnson adjourned the meeting at 9:59 AM.

Respectfully submitted,

Donna Bauer
Executive Assistant

DRAFT

Attachment

From: [Brian Peoples](#)
To: boardinquiries@scmtcd.com; [Michael Tree](#)
Cc: [Donna Bauer](#); [Michael Tree](#); [Guy Preston](#); [Manu Koenig](#); "jimmy.dutra@cityofwatsonville.org"; [Bruce McPherson](#); Justin.cummings@santacruzcounty.us; Felipe.hernandez@santacruzcounty.us; rj12@comcast.net; sbrown@cityofsantacruz.com; [Shebreh Kalantari-Johnson](#); thekristenbrown@gmail.com; apedersen@ci.capitola.ca.us; vanessa.quiroz@cityofwatsonville.org; eduardo.montesino@cityofwatsonville.org; openup@cats.ucsc.edu; [Zach Friend](#); Robertpquinn@gmail.com; [Gine Johnson](#); citycouncil@cityofwatsonville.org; info@scrrtc.org
Subject: Metro Comments / support Mr. Guy Prestons recommendations (1st term)
Date: Wednesday, April 26, 2023 8:36:37 AM

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Metro Directors,

The following in our verbal statement at the upcoming Metro Board of Directors' meeting - in support of our written statement within the Metro Agenda.

Oral Statement:

First of all, we want to congratulate Santa Cruz Metro on the new grant funds for the new e-buses – what a great win for Metro and our community! Congratulations!!

Mr. Tree hopefully this makes it so a new sales tax measure is not needed to support Metro operations. Having said that, we need to get Metro the funds necessary for a world-class bus system – so if additional operational funds are required – we support providing Metro more funds from Measure D.

Following up with the letter and photo of the eagle/hawk we submitted for Oral Communications, we received this photo from a supporter who is saddened by the environmental damage that is occurring in the construction of the Coastal Trail next to the old railroad tracks.

During RTC Executive Director Guy Preston's first term as Executive Director, he recommended to the RTC Board the Interim Coastal Trail plan – based on his expertise and experience in transportation projects and systems. Mr. Preston

Attachment

understands the laws associated with railbanking and preserving the publicly-owned property as a transportation resource. When Mr. Preston recommended the Interim Coastal Trail years ago, I felt so bad for him because of the false claims made by Roaring Camp, Ms. Clark and other train advocates. They falsely claimed that their Beach Train would be closed. **More humiliating was watching the RTC Board not support Mr. Preston but listening to the false claims against Mr. Preston and his recommendation.**

These false claims carried over to the Measure D elections resulting in a “distorted message” on the community desires for the Coastal Corridor. The fact is, the public did not vote to move forward with a train on the corridor. We believe more accurate election results is the **landslide defeat of former Supervisor John Leopold** who was a big train advocate, **approval of Measure L** where Capitola residences supported using the Capitola Trestle for a trail and **2016 Measure D Sales Tax to widen Highway 1, invest in Metro and build the Coastal Trail.**

Mr. Preston has offered to walk the Coastal Corridor with RTC Board members to help inform them on the best approach to building the trail. Some have accepted his invitation and walked and heard of his personal recommendations. If you have not walked the corridor with Mr. Preston, please reach out to him and schedule a walk. We need to listen to his expertise. We find it so frustrating and sad that RTC Board would put false claims by a private company over the expert guidance by the transit expert.

Those of you who believe that Measure D was a message that the public wants a train, well, the \$8M train study is moving forward. Those who believe the public wants to preserve the corridor for a future train – that is what the Interim Trail will do. Just as thousands of other communities have done across America, we need to railbank the corridor to preserve it for future transit. **We do not need to keep the old railroad tracks to preserve if for transit in the future – as stated by Mr. Preston years ago.**

We ask Metro RTC members to listen to Mr. Preston’s recommendations years ago and not be deceived by private interest in preventing the use of the Coastal Corridor for transportation today. Please contact Mr. Preston and schedule a

Attachment

tour of the corridor and listen to his viewpoints. We need to open the Coastal Corridor as a transportation resource and that can only be done effectively by moving forward with the Interim Coastal Trail.

Best regards,

Brian Peoples
Trail Now

DRAFT





**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (METRO)
FINANCE, BUDGET, AND AUDIT STANDING COMMITTEE
MEETING MINUTES*
MAY 12, 2023 – 8:00 AM**

A regular meeting of the Finance, Budget, and Audit Standing Committee of the Santa Cruz Metropolitan Transit District (METRO) was convened on Friday, May 12, 2023.

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

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

- 1 CALLED TO ORDER** by Director Kalantari-Johnson at 8:02 AM.
- 2 SAFETY ANNOUNCEMENT**
Curtis Moses, Safety, Security and Risk Management Director, provided a brief safety announcement, highlighting METRO’s response to a medical emergency and its evacuation plan.
- 3 ROLL CALL:** The following Directors were **present** via teleconference, representing a quorum:

Director Shebreh Kalantari-Johnson	City of Santa Cruz
Director Manu Koenig*	County of Santa Cruz
Director Donna Lind	City of Scotts Valley
Director Mike Rotkin	County of Santa Cruz

*An announcement was made, pursuant to Government Code Section 54953, that Director Koenig was joining via teleconference using the “just cause” exemption.

Michael Tree	METRO CEO/General Manager
Julie Sherman	METRO General Counsel

- 4 ORAL AND WRITTEN COMMUNICATIONS TO THE FINANCE, BUDGET AND AUDIT STANDING COMMITTEE**
Hearing none, Director Kalantari-Johnson moved to the next agenda item.
- 5 ADDITIONS OR DELETIONS FROM AGENDA/ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS**
Having none, Director Kalantari-Johnson moved to the next agenda item.

6 MONTHLY FINANCIAL UPDATE

Chuck Farmer, CFO, spoke to the presentation. He reviewed the April year-to-date revenues and expenses, as well as the capital budget spends.

Discussion centered on:

- Arrival of buses from San Diego
- Time required to inspect and wrap the buses before they can be driven
- Status update on Bus Operator training

Staff responded to all concerns.

There were no public comments.

Hearing nothing further, Director Kalantari-Johnson moved to the next agenda item.

7 KEY PERFORMANCE INDICATORS (KPI) REPORT FOR 3RD QUARTER THROUGH MARCH 31, 2023

Kristina Mihaylova, Finance Deputy Director, spoke to the presentation and provided updates on farebox recovery, fixed route and paratransit costs per revenue service hours. John Urgo, Planning and Development Director, reported on the ridership trends for UCSC, Cabrillo and Hwy. 17. Productivity continues to increase. Curtis Moses, METRO's Safety, Security and Risk Management Director, reviewed traffic and passenger accidents. Ms. Mihaylova covered reliability (chargeable road calls for fixed route, Hwy. 17 and ParaCruz) and dependability (cancelled trips and pass-ups).

Discussion followed on:

- Comparison of METRO's farebox recovery versus national average
- Free Fares Youth Program
- Impacts of winter storms
- Increasing service and the impact on road calls
- Pass-ups and contributing factors

Staff responded to all concerns.

There were no public comments.

Hearing nothing further, Director Kalantari-Johnson moved to the next agenda item.

8 REVIEW AND RECOMMEND APPROVAL OF SANTA CRUZ METRO'S DRAFT FY24 AND FY25 OPERATING BUDGETS AND FY24 CAPITAL BUDGET PORTFOLIO

Chuck Farmer, CFO, spoke to the presentation, focusing on changes since March 2023 in operating and non-operating revenue and expenses as well as reviewing the FY24 capital budget in detail.

Discussion followed on:

- CNG fuel sales
- Labor negotiations

- Reviewing the budget with the unions
- Workers' Compensation
- Rapid bus enhancements
- Purchase price of CNG versus electric or hydrogen buses
- Board Member travel to lobby Congress
- Employee events and providing notices to the Board sooner
- Restrictions of grants
- Request to add reserve bucket slide to May Board Agenda Packet

James Sandoval, SMART Chairperson, Local 0023, asked if it is necessary to continue transferring money from the operational budget to the capital budget with the recent grants received. CFO Farmer explained that we still need to transfer the money over. We have a backlog of replacing buses that are old and we need to keep replenishing our reserves so that we can replace 6-7 buses every year. Mr. Sandoval asked what the reserves look like at this time. CFO Farmer and Ms. Mihaylova reviewed the current status of the reserve buckets.

There were no further comments.

MOTION: RECOMMEND APPROVAL OF SANTA CRUZ METRO'S DRAFT FY24 AND FY25 OPERATING BUDGETS AND FY24 CAPITAL BUDGET PORTFOLIO TO THE FULL BOARD AS PRESENTED

MOTION: DIRECTOR ROTKIN

SECOND: DIRECTOR LIND

Motion passed unanimously.

9 ADJOURNMENT

Director Kalantari-Johnson adjourned the meeting at 9:05 AM.

Respectfully submitted,

Donna Bauer
Executive Assistant

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DATE: May 19, 2023
TO: Board of Directors
FROM: Chuck Farmer, Chief Financial Officer
SUBJECT: ACCEPT AND FILE THE YEAR TO DATE MONTHLY FINANCIAL REPORT AS OF APRIL 30, 2023

I. RECOMMENDED ACTION

That the Board of Directors accept and file the Year to Date Monthly Financial Report as of April 30, 2023.

II. SUMMARY OF ISSUES

An analysis of Santa Cruz Metropolitan Transit District's (METRO) financial status is prepared monthly in order to inform the Board of Directors (Board) regarding METRO's actual revenues and expenses in relation to the adopted operating and capital budgets for the fiscal year.

This staff report is the web-accessible companion document to the attached PowerPoint presentation titled "Year to Date Monthly Financial Report as of April 30, 2023."

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

III. DISCUSSION/BACKGROUND

Below are the written explanations of the various charts and graphs in the attached Year to Date Monthly Financial Report as of April 30, 2023. The fiscal year has elapsed 83%.

Slide 1

(Cover) Year to Date Monthly Financial Report as of April 30, 2023

Slide 2

April 2023 Key Financial Highlights

- Service
 - Fixed Route (including Hwy 17) Cost per Revenue Service Hour is \$245 vs Budget of \$379
 - 31 canceled trips – 30 due to no Operators
 - ParaCruz Cost per Trip is \$53 vs Budget of \$83
 - Non-Student/Hwy 17 Passengers is 113,664 vs Budget of 115,140
 - Total Monthly Youth Cruz Free Boardings 15,225

- Financials
 - Total Operating Surplus/(Deficit) is favorable \$0.7M driven by lower wages of \$0.5M, fringe of \$0.4M; partially offset by higher OT of \$0.2M and Non-Personnel of \$0.06M
 - Non-Operating Revenues/Expense of \$2.13M is \$0.05M higher than budget of \$2.08M, primarily due to higher interest income partially offset by lower sales tax
- Capital
 - Capital spend of \$441K is under budget of \$546K primarily due to timing of projects – Security Gates, Parts Washer, and non-revenue Service Trucks
- Personnel
 - 287 Active Personnel vs 329* Funded Personnel
 - 45 Vacancies at end of April, 23 related to Paratransit and Bus Operators
 - Recruitment completed for 19 Bus Operators will start training class on May 15th

Slide 3

(Cover) April 2023, YTD Pre-Close Financials

Slide 4

April YTD FY23 Operating Surplus/(Deficit) Actual vs. Budget

- Actuals are \$3.8M favorable to budget – excludes UAL/Bond Payment and COVID related costs
 - Passenger Fares – favorable by \$505K, Ridership is still below pre-pandemic levels, but is recovering
 - Labor, Regular – favorable by \$2,751K, due to funded/vacant positions
 - Labor, OT – unfavorable by \$1,641K, increased overtime for Bus Operators
 - Fringe Benefits – favorable by \$2,590K due to retirement and medical insurance savings from funded/vacant positions
 - Non-Personnel – unfavorable by \$444K, primarily due to high fuel costs along with marketing and propositional campaigns

Slide 5

April 30, 2023 YTD Operating Revenue and Expenses

- Operating Revenue, net favorable by \$505K
 - Passenger Fares - favorable by \$399K

- Special Transit Fares – favorable by \$106K
- Operating Expense, net favorable by \$3,256K– Favorable wages and fringe driven by shortage of bus drivers and other vacant positions; partially offset by increased OT
 - Labor Regular – favorable by \$2,751K
 - Labor OT – unfavorable by \$1,641K
 - Fringe Benefits – favorable by \$2,590K, excludes UAL related costs
 - Non-Personnel – unfavorable by \$444K, excludes all COVID and Bond payment related costs
- Operating Deficit lower by \$3,761K
 - Farebox Recovery – 17.7% vs 15.3% budget
- Non-Operating Revenue/(Expense), net favorable by \$1,042K - Revenues favorable due to higher Sales Tax revenues, TDA/STA Grants, and Interest Income; partially offset by lower ARPA COVID drawdowns as a result of lower reimbursable costs
 - Sales Tax/including Measure D – favorable by \$1,407K
 - Federal/State Grants – favorable by \$2,386K
 - COVID Relief Grants – unfavorable by \$3,634K
 - COVID Related costs – favorable by \$184K
 - Pension UAL/Bond Payment costs – no variance
 - All Other Revenues – favorable by \$699K
- Operating Surplus before Transfers higher by \$4,802K
- Bus Replacement Fund – higher by \$288K due to increased Measure D sales tax revenues
 - Bus Replacement Fund – Minimum \$3M annual commitment from Measure D sales tax and STA-SGR; FY23 budgeted transfer is \$3.1M
- Operating Surplus after Transfers higher by \$4,514K

Slide 6

(Cover) Capital Spending & Project Completion

Slide 7

April 30, 2023 Capital Budget Spend

Total Capital Projects spending month to date is \$441K against budget of \$546K

- Construction Related Projects – no spending, no budget

- IT Projects – spending of \$72K against budget of \$72K
- Facilities Repair & Improvements – spending of \$18K against budget of \$121K
- Revenue Vehicle Replacement – spending of \$336K against budget of \$350K
- Revenue Vehicle Electrification Projects – no spending, no budget
- Non-Revenue Vehicle Replacement – no spending, no budget
- Fleet & Maintenance Equipment – no spending, no budget
- Miscellaneous – spending of \$15K against budget of \$3K

Total Capital Projects spending year to date is \$3,688K against budget of \$3,870K, which is 41.7% of \$8,844K approved annual budget from November 2022

- Construction Related Projects – spending of \$11K against budget of \$9K, which is 1.0% of \$1,050K annual budget
- IT Projects – spending of \$890K against budget of \$862K, which is 53.9% of \$1,650K annual budget
- Facilities Repair & Improvements – spending of \$439K against budget of \$697K, which is 42.5% of \$1,032K annual budget
- Revenue Vehicle Replacement – spending of \$2,090K against budget of \$1,824K, which is 79.6% of \$2,626K annual budget
- Revenue Vehicle Electrification Projects – spending of \$45K, against budget of \$6K, which is 3.6% of \$1,251K annual budget
- Non-Revenue Vehicle Replacement – spending of \$63K against budget of \$218K, which is 13.5% of \$468K annual budget
- Fleet & Maintenance Equipment – no spending against budget of \$75K, which is 0.0% of \$75K annual budget
- Miscellaneous – spending of \$150K against budget of \$179K, which is 21.7% of \$692K annual budget

Overall YTD spending is at 95.3%, or \$3.7M, of budget of \$3.9M; primarily lower due to timing of projects – Security Gates, Parts Washer, and non-revenue Service Trucks

Active Projects include:

- ERP System
- AVL/ITS, Automatic Passenger Counters
- ZEB Chargers/Infrastructure

Slide 8

Questions

Slide 9

(Cover) Appendix

Slide 10

April 30, 2023 Monthly Operating Revenue and Expenses

- Operating Revenue, net unfavorable by \$20K
 - Passenger Fares - favorable by \$25K
 - Special Transit Fares – unfavorable by \$45K
- Operating Expense, net favorable by \$706K – Favorable labor/fringe driven by shortage of bus drivers and other vacant positions
 - Labor Regular – favorable by \$514K
 - Labor OT – unfavorable by \$167K
 - Fringe Benefits – favorable by \$417K, excludes UAL related costs
 - Non-Personnel – unfavorable by \$57K, excludes all COVID and Bond payment related costs
- Operating Surplus of \$686K
 - Farebox Recovery – 16.3% vs 14.2% budget
- Non-Operating Revenue/(Expense), net favorable by \$49K – higher interest income and reduced spending on COVID related expenses; partially offset by lower Sales Tax
 - Sales Tax/including Measure D – unfavorable by \$67K
 - COVID Related costs – favorable by \$18K
 - Pension UAL/Bond Payment costs – no variance
 - All Other Revenues – favorable by \$98K
- Operating Surplus/(Deficit) before Transfers lower by \$735K
- Bus Replacement Fund – lower by \$29K due to decreased Measure D sales tax revenues
 - Bus Replacement Fund – Minimum \$3M annual commitment from Measure D sales tax and STA-SGR; FY23 budgeted transfer is \$3.1M
- Operating Surplus/(Deficit) after Transfers lower by \$764K

IV. STRATEGIC PLAN PRIORITIES ALIGNMENT

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

V. FINANCIAL CONSIDERATIONS/IMPACT

Favorable budget variances in Operating Revenues and Expenses contribute to favorable budget variance in Operating Balance, Year to Date as of April 30, 2023.

VI. CHANGES FROM COMMITTEE

Updated slide 2 for key financial data points

VII. ALTERNATIVES CONSIDERED

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

VIII. ATTACHMENTS

Attachment A: Year to Date Monthly Financial Report as of April 30, 2023
Presentation

Prepared by: Cathy Downes, Sr. Financial Analyst

IX. APPROVALS

Chuck Farmer,
Chief Financial Officer



Michael S. Tree, CEO/General Manager



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Year to Date Monthly Financial Report as of April 30, 2023

Board of Directors

May 19, 2023

Chuck Farmer, Chief Financial Officer

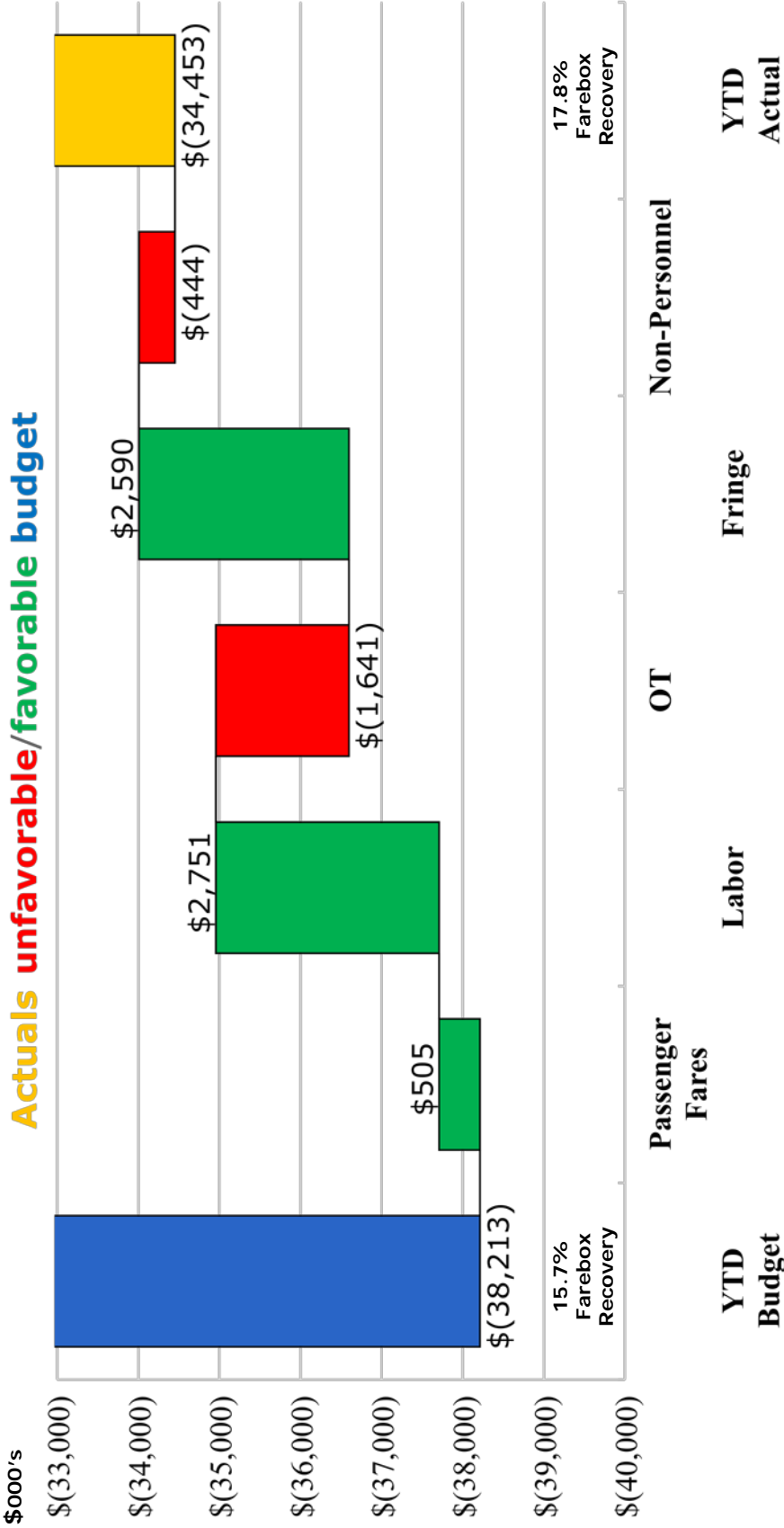
April 2023 Key Financial Highlights

<p>Service</p>	<ul style="list-style-type: none"> • Fixed Route (including Hwy 17) Cost per Revenue Service Hour is \$245 vs Budget of \$379 <ul style="list-style-type: none"> • 31 canceled trips – 30 due to no Operators • ParaCruz Cost per Trip is \$53 vs Budget of \$83 • Non-Student/Hwy 17 Passengers is 113,664 vs Budget of 115,140 • Total Monthly Youth Cruz Free Boardings 15,225
<p>Financials</p>	<ul style="list-style-type: none"> • Total Operating Surplus/(Deficit) is favorable \$0.7M driven by lower wages of \$0.5M, fringe of \$0.4M; partially offset by higher OT of \$0.2M and Non-Personnel of \$0.06M • Non-Operating Revenues/Expense of \$2.13M is \$0.05M higher than budget of \$2.08M, primarily due to higher interest income partially offset by lower sales tax
<p>Capital</p>	<ul style="list-style-type: none"> • Capital spending of \$441K is under budget of \$546K primarily due to timing of projects – Security Gates, Parts Washer, and non-revenue Service Trucks
<p>Personnel</p>	<ul style="list-style-type: none"> • 287 Active Personnel vs 329* Funded Personnel • 45 Vacancies at end of April, 23 related to Paratransit and Bus Operators <ul style="list-style-type: none"> • Recruitment completed for 19 Bus Operators will start training class on May 15th

April 2023, YTD Pre-Close Financials

April YTD FY23 Operating Surplus/(Deficit) Actual* vs. Budget

Overall 3.8M favorable



9.3A.4

* Pre-close financials, subject to adjustments post close; may not foot due to rounding

April 30, 2023

YTD Operating Revenue and Expenses

\$ 000's	Actual*	Budget	Fav / (Unfav)
Operating Revenue			
Passenger Fares	\$ 2,421	\$ 2,022	\$ 399
Special Transit Fares	4,968	4,862	106
Total Operating Revenue	\$ 7,389	\$ 6,884	\$ 505
Operating Expense			
Labor - Regular	\$ 13,958	\$ 16,709	\$ 2,751
Labor - OT	2,796	1,155	(1,641)
Fringe	14,874	17,464	2,590
Non-Personnel (excludes COVID costs)	10,214	9,770	(444)
Total OpEx	\$ 41,842	\$ 45,098	\$ 3,256
Operating Surplus/(Deficit)	(\$ 34,453)	(\$ 38,213)	\$ 3,761
	17.7%	15.3%	2.4%
Non-Operating Revenue/(Expense)			
Sales Tax/including Measure D	\$ 27,023	\$ 25,617	\$ 1,407
Federal/State Grants	12,657	10,271	2,386
COVID Relief Grants	7,974	11,607	(3,634)
COVID Related Costs	(82)	(266)	184
Pension UAL/Bond Interest Payment	(2,176)	(2,176)	0
All Other	1,266	567	699
Total Non-Operating Revenue/(Expense)	\$ 46,662	\$ 45,620	\$ 1,042
Operating Surplus/(Deficit) before Transfers	\$ 12,209	\$ 7,407	\$ 4,802
Transfers and Other			
Transfers to Bus Replacement Fund	(\$ 2,247)	(\$ 1,959)	(\$ 288)
Operating Surplus/(Deficit) after Transfers	\$ 9,962	\$ 5,448	\$ 4,514

- \$3.8M Operating Surplus driven by lower labor & fringe due to shortage of bus drivers; partially offset by increased OT and Non-Personal costs related to higher fuel costs

- Non-Operating Revenues favorable due to higher Sales Tax revenues, TDA/STA Grants, and Interest Income; partially offset by lower ARPA COVID drawdowns as a result of lower reimbursable costs

9.3A.5

* Pre-close financials, subject to adjustments post close

Capital Spending

9.3A.6

April 30, 2023 Capital Budget Spend

Project Category:	Month to Date		Year to Date		Full Year	
	Actuals*	Budget	Actuals*	Budget	Budget**	% Spend
Construction Related Projects	\$ -	-	\$ 11	9	\$ 1,050	1.0%
IT Projects	72	72	890	862	1,650	53.9%
Facilities Repair & Improvements	18	121	439	697	1,032	42.5%
Revenue Vehicle Replacement	336	350	2,090	1,824	2,626	79.6%
Revenue Vehicle Electrification Projects	-	-	45	6	1,251	3.6%
Non-Revenue Vehicle Replacement	-	-	63	218	468	13.5%
Fleet & Maintenance Equipment	-	-	-	75	75	0.0%
Misc.	15	3	150	179	692	21.7%
Total \$	441	546	\$ 3,688	\$ 3,870	\$ 8,844	41.7%

- Overall YTD spending is at 95.3%, or \$3.7M, of budget of \$3.9M; primarily lower due to timing of projects – Security Gates, Parts Washer, and non-revenue Service Trucks
- Active Projects include:
 - ERP Financial System
 - AVL/ITS, Automatic Passenger Counter
 - ZEB Chargers/Infrastructure

9.3A.7

* Pre-close financials, subject to adjustments post close

** Revised budget approved in December, 2022

Questions?

Appendix

April 30, 2023

Monthly Operating Revenue and Expenses

\$ 000's	Actual*	Budget	Fav / (Unfav)
Operating Revenue			
Passenger Fares	\$ 234	\$ 208	\$ 25
Special Transit Fares	403	448	(45)
Total Operating Revenue	\$ 637	\$ 657	(\$ 20)
Operating Expense			
Labor - Regular	\$ 1,332	\$ 1,846	\$ 514
Labor - OT	247	80	(167)
Fringe	1,308	1,725	417
Non-Personnel (<i>excludes COVID costs</i>)	1,030	973	(57)
Total OpEx	\$ 3,918	\$ 4,624	\$ 706
Operating Surplus/(Deficit)	(\$ 3,281)	(\$ 3,967)	\$ 686
	<i>16.3%</i>	<i>14.2%</i>	<i>2.1%</i>
	<i>Farebox Recovery</i>		
Non-Operating Revenue/(Expense)			
Sales Tax/including Measure D	\$ 2,195	\$ 2,262	(\$ 67)
COVID Related Costs	(3)	(22)	18
Pension UAL/Bond Interest Payment	(217)	(217)	-
All Other	155	57	98
Total Non-Operating Revenue/(Expense)	\$ 2,129	\$ 2,080	\$ 49
Operating Surplus/(Deficit) before Transfers	(\$ 1,152)	(\$ 1,887)	\$ 735
Transfers and Other			
Transfers to Bus Replacement Fund	(\$ 144)	(\$ 173)	\$ 29
Operating Surplus/(Deficit) after Transfers	(\$ 1,296)	(\$ 2,060)	\$ 764

9.3A.10

* Pre-close financials, subject to adjustments post close

*Santa Cruz Metropolitan
Transit District*



DATE: May 19, 2023

TO: Board of Directors

FROM: Chuck Farmer, Chief Financial Officer

SUBJECT: ACCEPT AND FILE THE YEAR TO DATE KEY PERFORMANCE INDICATORS (KPI) REPORT FOR THE THIRD QUARTER AS OF MARCH 31, 2023

I. RECOMMENDED ACTION

That the Board of Directors accept and file the Year to Date Quarterly KPI Report as of March 31, 2023

II. SUMMARY

- Santa Cruz Metropolitan Transit District (METRO) has established five categories of common Key Performance Indicators (KPIs) which are prepared quarterly in order to inform the Board of Directors regarding METRO's financial and operational performance.
- This staff report is the web-accessible companion document to the attached PowerPoint presentation titled "Key Performance Indicators (KPI) Report for 3rd Quarter through March 31, 2023"
- Staff recommends that the Board of Directors accept and file the attached report.

III. DISCUSSION/BACKGROUND

METRO has established five categories of common Key Performance Indicators (KPIs) to ensure that the organization is constantly monitoring and improving its performance. The KPIs are a set of quantifiable measures that the District can utilize to gauge its performance and determine if it is meeting its strategic and operational goals.

Additionally, these metrics allow METRO to make data-driven decisions and work towards achieving its objectives by leveraging verified and carefully analyzed data, ultimately providing improved service to the community.

Financial Performance KPIs evaluate how efficiently agencies use resources to meet transit demand within their budget constraints. Financial Performance measures are the most widely used measures for transit agencies, due in part to National Transit Database (NTD) reporting requirements, which require transit agencies to annually report data on

measures such as Farebox Recovery Ratio and Cost per Revenue Service Hour.

Productivity KPIs provide valuable insights regarding type of ridership (Fixed Route, Commuter, Student), locations (UCSC, Intercity, Highway 17, Local, Rural), route productivity (riders per hour by route), as well as seasonal fluctuations in ridership and routes.

Risk Management & Safety KPIs track and determine progress on specific objectives and evaluate protocols. Safety performance is commonly tracked at transit agencies for NTD reporting and OSHA requirements. Traffic accidents are broken down into different categories such as location (loading zones, intersections, etc.), moving objects (bicycles, vehicles, etc.), or stationary objects. Passenger Incidents report when the incident occurred (boarding the bus, on board the bus, or descending the bus).

Reliability KPIs assess the quality of the agency's vehicles and help fleet maintenance staff to run the department as efficiently as possible. The mean distance between chargeable road calls is a transit industry standard that measures the mechanical reliability of an agency's fleet by tracking the mean distance between bus breakdowns or failures. It is an important measure of the success of the agency's maintenance department and the investment in newer busses, which are less prone to maintenance issues.

Dependability KPIs evaluate the quality of a passenger's day-to-day experiences using transit, such as service reliability. In addition, they allow agencies to pinpoint the key reasons behind cancelled trips (lack of drivers, road calls, traffic accidents, or traffic congestion) and embark on corrective actions.

Below are the written explanations of the various charts and graphs in the attached Key Performance Indicators (KPI) Report for 3rd Quarter through March 31, 2023.

Slide 1

(Cover) Key Performance Indicators (KPI) Report for 3rd Quarter through March 31, 2023

Slide 2

Overview of Today's Presentation

- Financial Performance
 - System Farebox Recovery Ratio
 - Fixed Route & Commuter Cost / Revenue Service Hours
 - ParaCruz Cost / Trip

- Productivity
 - Total Ridership and Total Ridership / Hour
 - USCS, Cabrillo, Highway 17, & Local Ridership
 - Passengers /Revenue Service Hours by Route
- Risk Management & Safety
 - Traffic Accidents
 - Passenger Incidents
- Reliability
 - Mean Miles between Chargeable Road Calls for Fixed Route, Highway 17, & ParaCruz
- Dependability
 - Cancelled Trips by Cause & Region
 - Pass-Ups for Fixed Route, UCSC by Quarter, and Year to Date Pass-Ups by Route

Slide 3

(Cover) Financial Performance KPI's

Slide 4

System Farebox Recovery Ratio

- Q3 FY23 Farebox Recovery is 17.8%, a year-over-year improvement of 0.6%; 3.4% and 2.9% lower than target and Q3 FY23, respectively
- Extreme weather conditions in January and early February significantly contributed to the declining Farebox ratio in Q3, compared to Q2, resulting in decreasing revenues, while costs increased driven by higher fuel costs and marketing and promotional campaigns
- The Farebox Recovery Target of 21.1% is based on the average actuals from FY18, FY19, FY22 (excludes FY20/FY21 due to COVID impact)

Slide 5

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

- Q3 FY23 Cost per RSH is \$259, slight improvement (\$4) over last year's Q3 costs, and \$26 lower than average
- Revenue Service Hours increased 5.9% and Fixed Route costs had an increase of 3.9%

- The Fixed Route/Commuter cost per RSH average of \$285 is based on the average actuals from FY18, FY19, FY22 (excludes FY20/FY21 due to COVID impact)

Slide 6

ParaCruz Cost per Trip

- Q3 FY23 Cost per Trip is \$70, a year-over-year improvement of \$18, and \$6 lower than average
- Trips delivered increased 19.8% while costs decreased 3.8%
- The ParaCruz Cost per Trip average of \$76 is based on the average actuals from FY18, FY19, FY22 (excludes FY20/FY21 due to COVID impact)

Slide 7

(Cover) Productivity KPI's

Slide 8

Total Ridership and Total Ridership per Hour (RPH)

- A 16.7% increase in ridership in local, non-student ridership service
- A 19.8% increase in Student ridership
- A 5.2% decrease in Highway 17 ridership
- The Quarterly Ridership Target is based on the average quarterly actuals from FY18, FY19, FY22 (excludes FY20/FY21 due to COVID impact)
- UCSC ridership increased 17.4% over Q3 of FY22
- Cabrillo ridership increased 82.5%
- The Quarterly RPH Target is based on the average quarterly actuals from FY18, FY19, FY22 (excludes FY20/FY21 due to COVID impact)

Slide 9

UCSC Ridership

- Q3 Ridership increased 17.4% due to rising demand for service to and from campus. Pass-bys on the UCSC routes occur regularly as demand is higher than the available service
- The Quarterly Ridership Target is based on the average quarterly actuals from FY18, FY19, FY22 (excludes FY20/FY21 due to COVID impact); Q1 is typically low due to lower student count for summer sessions

Slide 10

Cabrillo College Ridership

- Q3 Ridership increased 82.5% due to high demand for service as students continued to attend classes in person
- The Quarterly Ridership Target is based on the average quarterly actuals from FY18, FY19, FY22 (excludes FY20/FY21 due to COVID impact); Q1 is typically low due to lower student count for summer sessions.

Slide 11

Highway 17 Ridership

- Q3 Ridership decreased 5.2% primarily due to extreme winter storms in January and early February. However, boardings for March are showing a steady recovery
- The Quarterly Ridership Target is based on the average quarterly actuals from FY18, FY19, FY22 (excludes FY20/FY21 due to COVID impact)

Slide 12

Local Ridership

- Q3 Ridership increased 16.7% due to growth in UCSC ridership and non-student pass holders
- The Quarterly Ridership Target is based on the average quarterly actuals from FY18, FY19, FY22 (excludes FY20/FY21 due to COVID impact)

Slide 13

YTD FY23 Passengers/Service Hours by Route

- Total Passengers/Service Hours increased 20.9% in FY23 Q3 YTD, when compared to FY22 Q3 YTD.
- Combined UCSC Passengers/Service Hours was 40.3
- Combined Intercity Passengers/Service Hours was 13.8
- Combined Local Passengers/Service Hours was 8.7
- Combined Rural Passengers/Service Hours was 9.7
- Combined Highway 17 Passengers/Service Hours was 9.2

Slide 14

(Cover) Risk Management & Safety KPI's

Slide 15

Traffic Accidents

- Total Traffic Accidents in Q3 FY23 increased by 10 (67%) over Q2 FY23 and increased by 12 (92%) from a year ago, Q3 FY22
- Collisions with Fixed Objects Q3 FY23 increased by 9 (129%) over Q2 FY23 and increased by 12 (300%) from a year ago, Q3 FY22
- Metro average of 107 is based on pre-pandemic 3 year average (FY18, FY19, FY20)
- Quarterly categories are only reported if any reporting/presented quarter has 3 or more incidents.
- The YTD total is ***all*** incidents (Collisions between/at intersections, fixed object and rear end collisions, along with collisions between District vehicles)

Slide 16

Passenger Incidents

- Safety, Fleet Maintenance, and Information Technology departments are collaborating to identify further methods to reduce the number of incidents.
- Most boarding incidents occur when the passengers are using cell phones, not paying attention, or sleeping.
- Full Year Ridership numbers are 907,140 and 2,775,283 for FY21 and FY22, respectively, with 2,315,580 YTD in FY23
- Metro average of 158 is based on pre-pandemic 3 year average (FY18, FY19, FY20)

Slide 17

(Cover) Reliability KPI's

Slide 18

Mean Miles between Chargeable Road calls – Fixed Route (Local)

- Q3 FY23 decreased by 6,862 and road calls increased by 10 compared to the same time period in FY22
- Chargeable road calls in Q3 FY23 are 8, 19, and 17 in January, February, and March, respectively
- The current target of 43,800 and is based off a 3 year monthly average from FY20-FY22, times three to get to a quarterly number

Slide 19

Mean Miles between Chargeable Road calls – Highway 17

- The Highway 17 fleet is newer so it has less wear and tear and tends to perform better
- Chargeable road calls in Q3 FY23 are 1 and 4 in January and February, respectively with none in March
- The current target is 64,629 and is based off a 3 year monthly average from FY20-FY22, times three to get to a quarterly number

Slide 20

Mean Miles between Chargeable Road calls – ParaCruz

- In Q3 FY23 chargeable road calls were none in January, with 3 in February, and 1 in March
- ParaCruz Q3 FY23 mileage increased by 45,624 and road calls decreased by 3 compared to the same time period in FY22
- The current target is 110,934 and is based off a 3 year monthly average from FY20-FY22, times three to get to a quarterly number

Slide 21

(Cover) Dependability KPI's

Slide 22

Cancelled Trips by Cause & Region

- In Q3 FY23 there were 38 cancelled trips in January, 48 in February, and 12 in March
- Cancellations were primarily the Scotts Valley and SLV route (40.8%) and Highway 17 (27.6%), with Capitola/Cabrillo & South County, Local Watsonville, Live Oak, and Soquel/South County the remaining 31.6%
- 54% of these cancellations were due to "No Operator" and 43% due to Road Conditions as a result of storms in January
- Full year average of 212 is based on the average of FY18, FY19, and FY22 (excludes FY20/FY21 due to COVID impact)

Slide 23

Pass-Ups by Quarter/Reason – Fixed Route

- In Q3 FY23, total pass-ups were 496 (38.2%) lower when compared to Q3 FY22

- January had an increase of 122 pass-ups, or ~40% year-over-year for the same time period
- February and March had 133 and 240 pass-ups, respectively, and were down ~64% and 61% year-over-year for the same time period
- 59% of Year to Date total pass-ups are caused by full bus capacity, followed by 19% of Other, which covers a wide range of issues (such as Surfboards, No Shoes, Smoking/Vaping, and Hygiene to name a few)

Slide 24

Pass-Ups by Quarter/Reason – UCSC

- UCSC data has not been collected/reported in the past
- January had 25 pass-ups due to full buses vs. 1 in the same time period last year which was due to No Mask
- February and March had zero pass-ups in FY23 vs 40 and 80, respectively, in FY22
- 90% of Year to Date total pass-ups are caused by full bus capacity

Slide 25

YTD FY23 Pass-Ups by Route

- Only routes with greater than 10 pass-ups are presented
- YTD Pass-ups total 3,261
- UCSC Routes comprised 2,209 (67.7%), of which 83.6% were due to full bus capacity
- Highway 17 Routes comprised 342 (10.5%), of which 60.2% were due to full bus capacity
- Local Routes comprised 104 (3.2%), 33.7% were due to Intoxicated/Belligerent/Bio-hazard
- Intercity Routes comprised 453 (13.9%), of which 41.5% were due to various misc. issues
- Rural Routes comprised 153 (4.7%), of which 28.8% were due to various misc. issues

Slide 26

(Cover) Questions

Slide 27 thru Slide 29

KPI Metric Descriptions & Importance

Financial Performance

The Farebox Recovery Ratio represents the passenger fares (Fixed Route and Commuter) coverage of Metro's agency costs; this provides insight to the amount of non-passenger revenue (subsidy) needed to cover costs. Additionally, it allows the agency to compare cost-effectiveness within its own service.

Fixed Route and Commuter Cost per Revenue Service Hour (RSH) along with the ParaCruz Cost per Trip depict the cost per hour of service/trip. By effectively tracking and minimizing costs, this measurement ensures efficient delivery of transit services.

Data presented is by Quarter, for the current and past two fiscal years.

Productivity

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

Student ridership, historically a large portion of METRO's total ridership, shows changes in student enrollment and seasonal trends can be seen year over year.

Highway 17 demonstrates METRO's commuter ridership, connecting Santa Cruz to San Jose.

Local Ridership excludes student and commuter routes and reflects all other routes within the county.

Passengers per Revenue Service Hour (RSH) depicts the productivity of each route. This ratio brings the true productivity of each route to scale and can stimulate discussions about frequency of service in urban and semi-urban areas of the county versus geographic coverage.

Data presented is by Quarter, for the current and past two fiscal years.

Risk Management & Safety

Traffic Accidents are broken down into different categories: Collisions between intersections, at the intersection, with fixed objects, with other district vehicles

Passenger Incidents happen with METRO passengers either while boarding a bus, on board a bus, or alighting (descending) a bus.

Data presented is by Quarter, for the current quarter, previous quarter, and the current quarter for the last fiscal year.

Quarterly categories are only reported if any reporting/presented quarter has 3 or more incidents.

The YTD total is **all** incidents (Collisions between/at intersections, fixed object and rear end collisions, along with collisions between District vehicles)

Reliability

Any a mechanical failure that impedes the vehicle from starting or completing a scheduled revenue trip because actual movement is limited, or there are safety concerns are used to calculate the Mean Miles Between Chargeable Road Call.

The metric is calculated using the number of miles for the month divided by the number of chargeable road calls for each service type (Fixed Route, Commuter, and ParaCruz).

Data presented is by Quarter, for the current and past two fiscal years.

Dependability

Cancelled Trips are presented by Region and Cause for the current quarter and total for three years.

Pass-Ups occur when a bus operator must leave behind a passenger for a variety of reasons: No Fare, Exceeds Capacity Load (Full Bus), Intoxicated/Belligerent/Biohazard, No Mask, and All Other.

Pass-Ups data are presented by Quarter, for the current and past two fiscal years for both Fixed Route and UCSC along with a YTD presentation of Routes with 10 or more Pass-Ups.

Slide 30

Historical Metrics for the past five years and the current year-to-date

IV. STRATEGIC PLAN PRIORITIES ALIGNMENT

This report pertains to METRO's Financial Stability, Stewardship & Accountability and assist in management's effort for continuous improvement of the performance of the agency.

V. FINANCIAL CONSIDERATIONS/IMPACT

None

VI. CHANGES FROM COMMITTEE

Minor changes to the narrative for clarity

VII. ALTERNATIVES CONSIDERED

There are no alternatives to consider, as this is an accept and file KPI Report as of March 31, 2023

VIII. ATTACHMENTS


Attachment A: KPI Presentation as of March 31, 2023

Prepared by: Cathy L. Downes, Sr. Financial Analyst

IX. APPROVALS

Approved as to fiscal impact:

Chuck Farmer, Chief Financial Officer



Michael S. Tree, CEO/General Manager





KEY PERFORMANCE INDICATORS (KPI) REPORT

FOR 3rd Quarter through March 31, 2023

Board of Directors

May 19, 2023

Chuck Farmer, Chief Financial Officer

Overview of Today's Presentation:

KPI Category Criteria / Metric

- ✓ System Farebox Recovery Ratio
- ✓ Fixed Route & Commuter Cost / RSH
- ✓ ParaCruz Cost / Trip

- ✓ Total Ridership and Total Ridership / Hour
- ✓ UCSC, Cabrillo, Highway 17, & Local Ridership
- ✓ Passengers / RSH by Route

- ✓ Risk Management & Safety
- ✓ Traffic Accidents
- ✓ Passenger Incidents

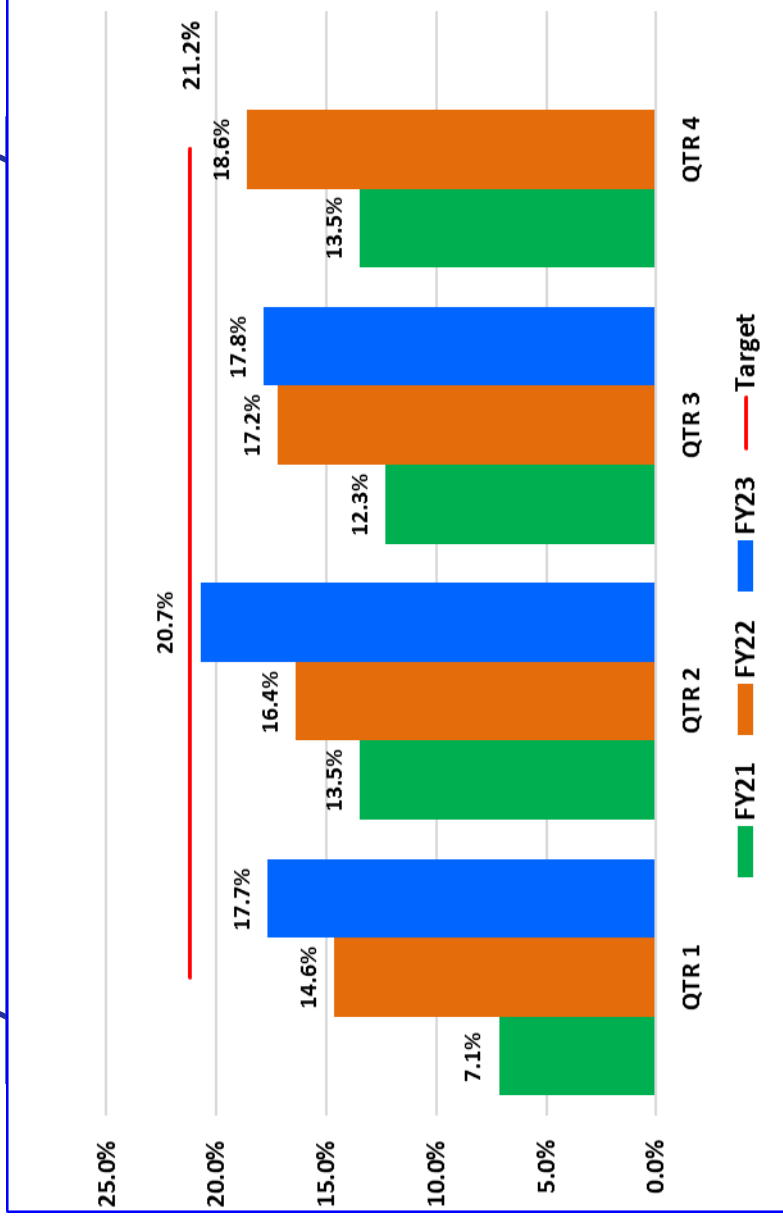
- ✓ Reliability
- ✓ Miles between Chargeable Road Calls for Fixed Route, Highway 17, & ParaCruz

- ✓ Dependability
- ✓ Cancelled Trips by Cause & Region
- ✓ Pass-Ups for Fixed Route, UCSC, & Routes

Financial Performance KPI's

9.4A.3

System Farebox Recovery:

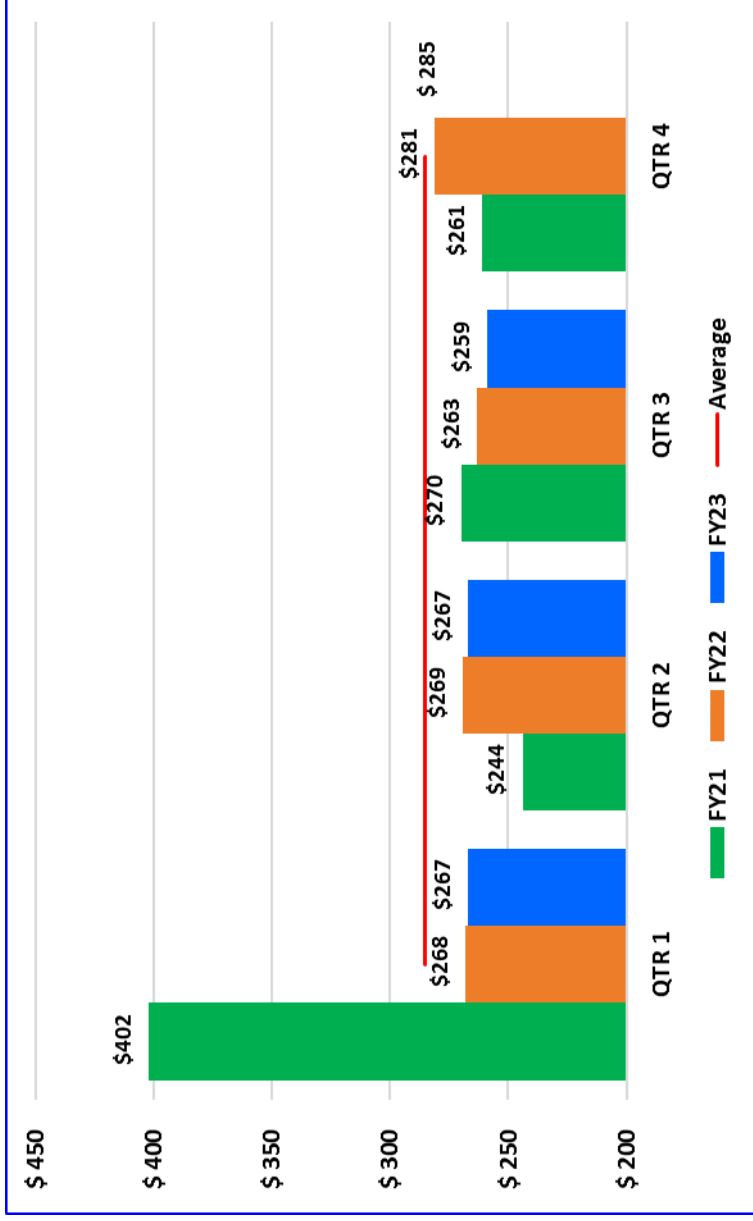


Q3 FY23 Farebox Recovery is 17.8%, a year-over-year improvement of 0.6%; 3.4% and 2.9% lower than target and Q2 FY23, respectively

Extreme weather conditions in January and early February significantly contributed to the declining Farebox ratio in Q3, compared to Q2, resulting in decreasing revenues, while costs increased driven by higher fuel costs and marketing and promotional campaigns

The Farebox Recovery Target of 21.2% is based on the average actuals from FY18, FY19, FY22 (excludes FY20/FY21 due to COVID impact)

Fixed Route/Commuter Cost per RSH*

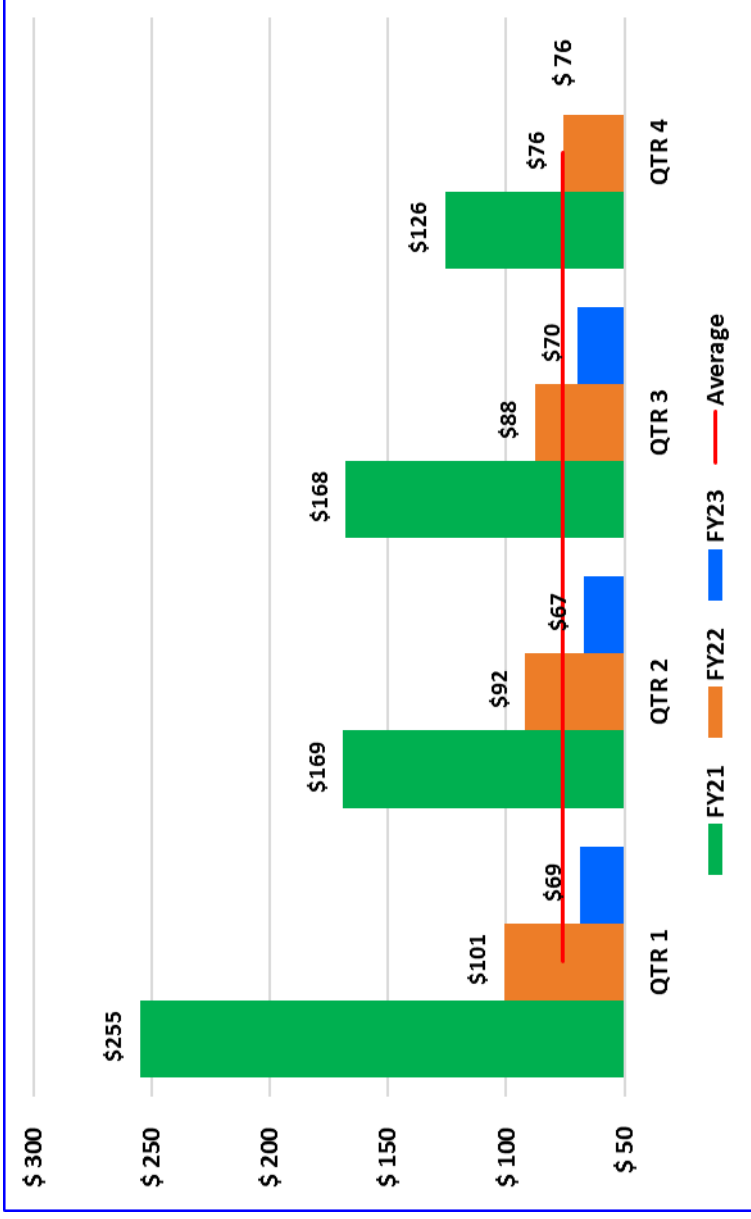


Q3 FY23 Cost per RSH is \$259, slight improvement (\$4) over last year's Q3 costs, and \$26 lower than average

Revenue Service Hours increased 5.9% and Fixed Route costs had an increase of 3.9%

The Fixed Route/Commuter cost per RSH average of \$285 is based on the average actuals from FY18, FY19, FY22 (excludes FY20/FY21 due to COVID impact)

ParaCruz Cost per Trip



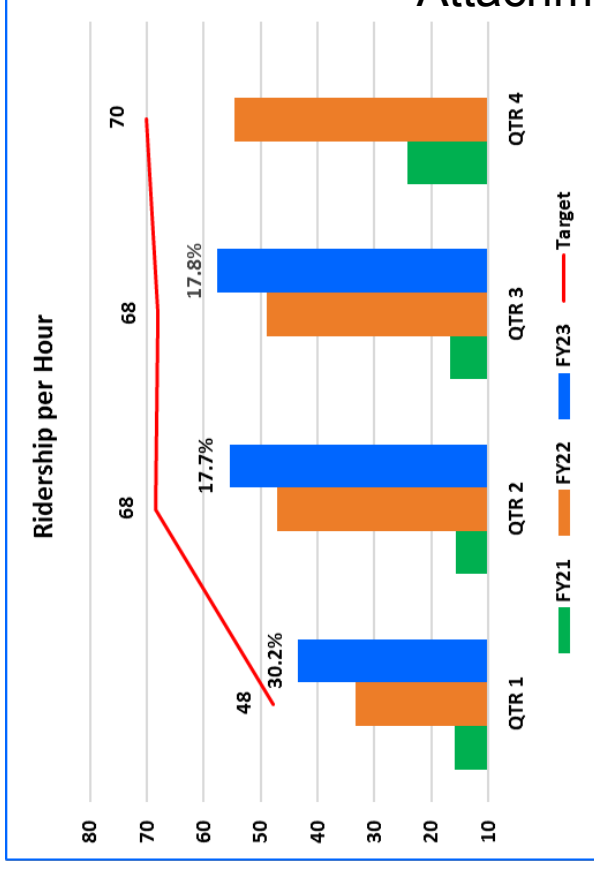
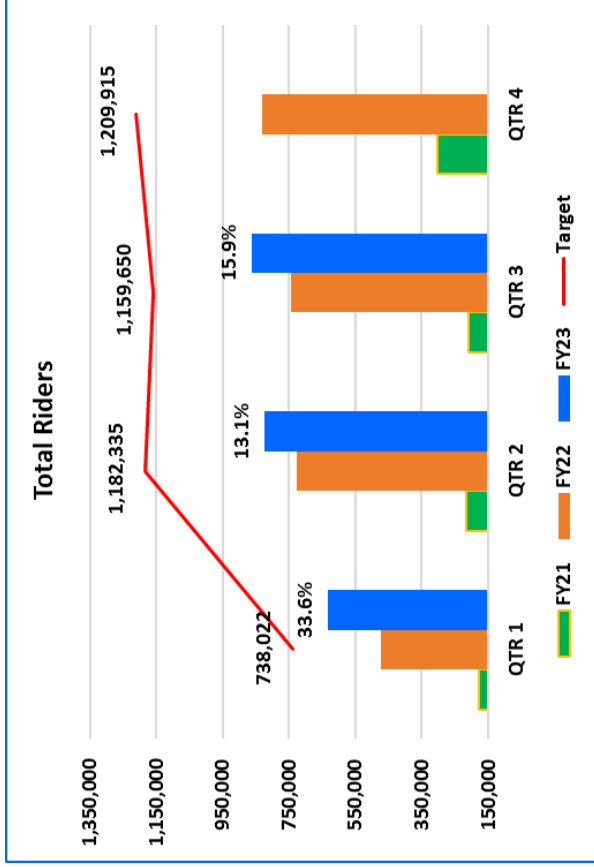
Q3 FY23 Cost per Trip is \$70, a year-over-year improvement of \$18, and \$6 lower than average

Trips delivered increased 19.8% while costs decreased 3.8%

The ParaCruz Cost per Trip average of \$76 is based on the average actuals from FY18, FY19, FY22 (excludes FY20/FY21 due to COVID impact)

Productivity KPI's

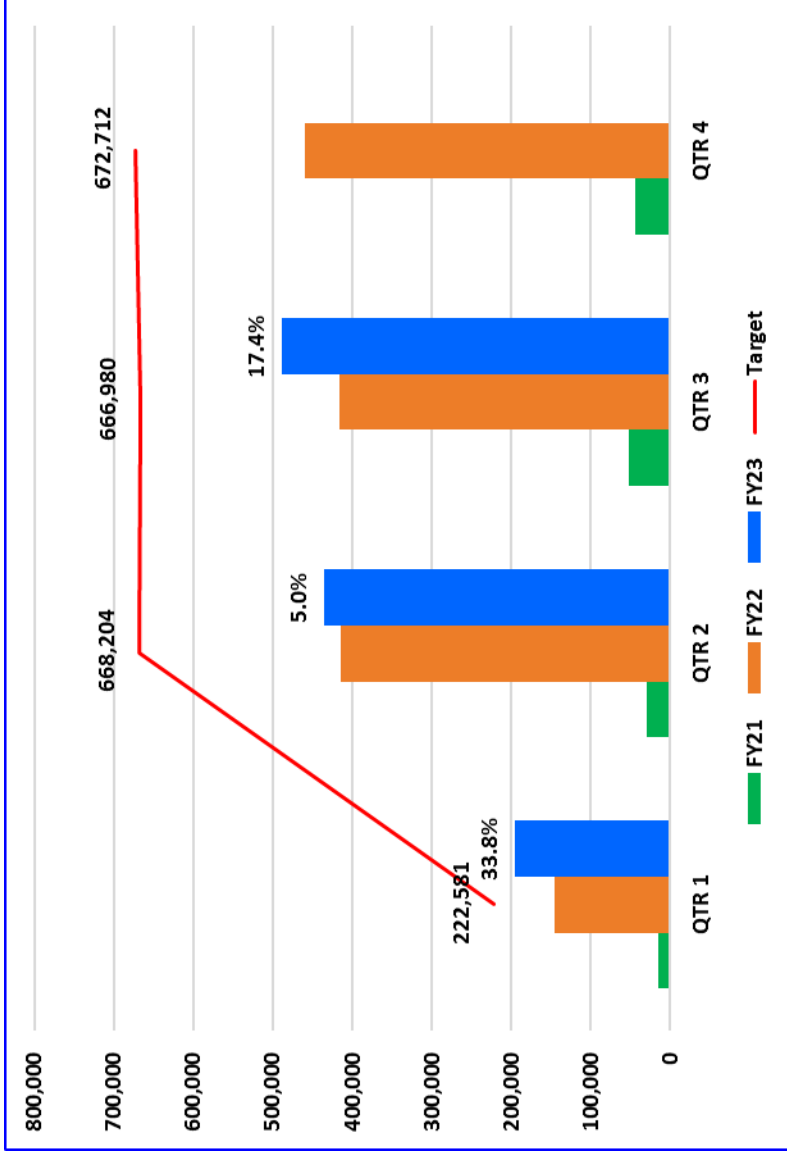
Total Ridership / Ridership per Hour (RPH)



- A 16.7% increase in ridership in local, non-student ridership service
 - A 19.8% increase in Student ridership
 - A 5.2% decrease in Highway 17 ridership
- The Quarterly Ridership Target is based on the average quarterly actuals from FY18, FY19, FY22 (excludes FY20/FY21 due to COVID impact)

- UCSC ridership increased 17.4% over Q3 of FY22.
- Cabrillo ridership increased 82.5%
- The Quarterly RPH Target is based on the average quarterly actuals from FY18, FY19, FY22 (excludes FY20/FY21 due to COVID impact)

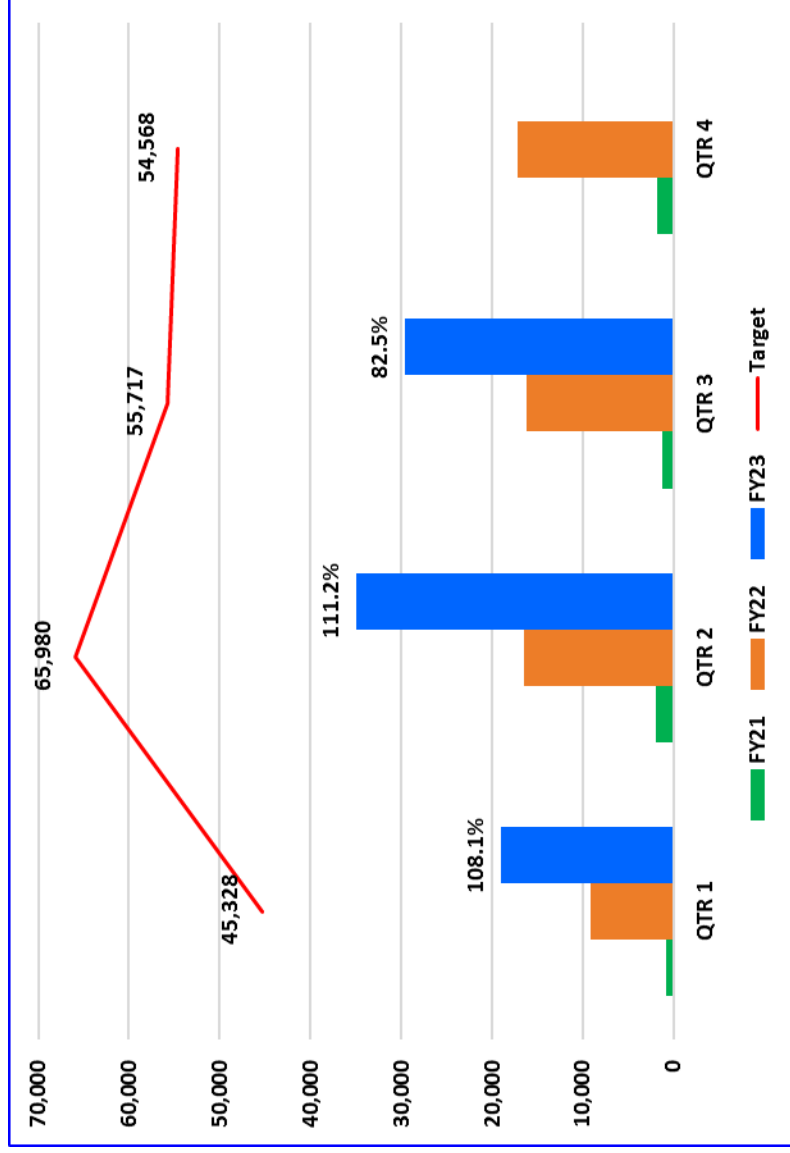
UCSC Ridership



Q3 Ridership increased 17.4% due to rising demand for service to and from campus. Pass-bys on the UCSC routes occur regularly as demand is higher than the available service

The Quarterly Ridership Target is based on the average quarterly actuals from FY18, FY19, FY22 (excludes FY20/FY21 due to COVID impact); Q1 is typically low due to lower student count for summer sessions.

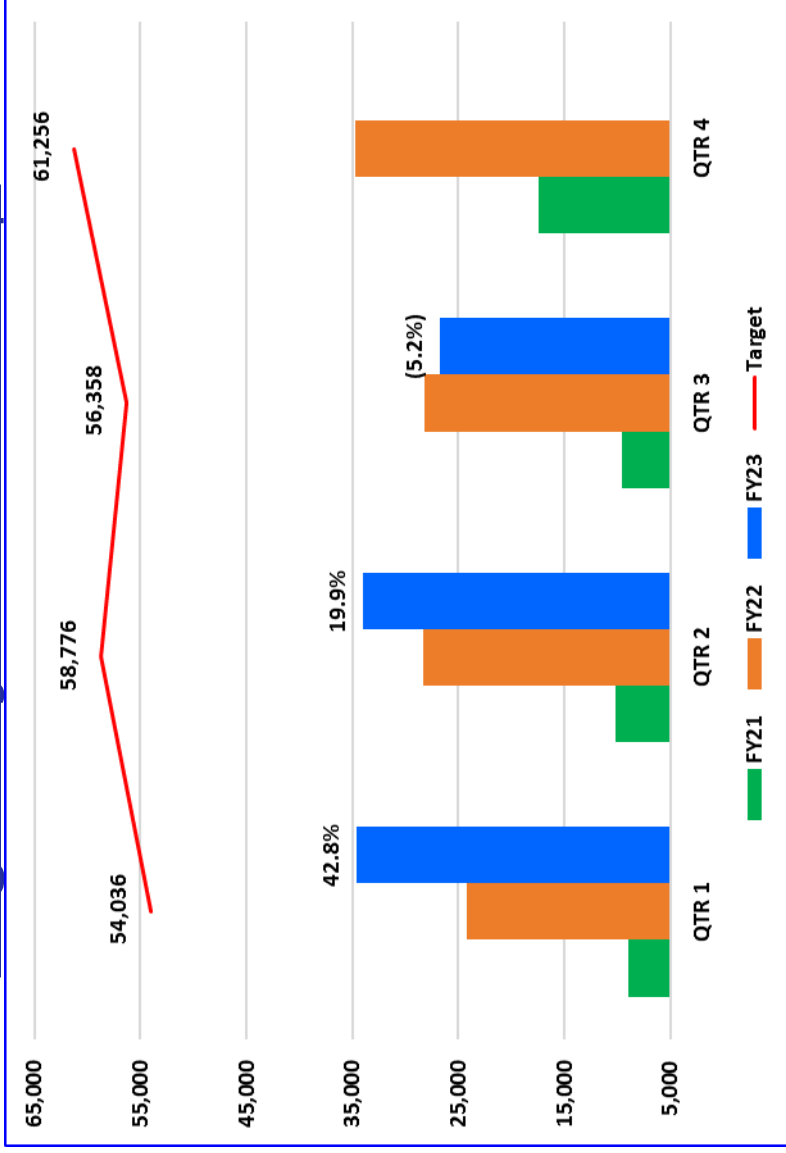
Cabrillo College Ridership



Q3 Ridership increased 82.5% due to high demand for service as students continued to attend classes in person.

The Quarterly Ridership Target is based on the average quarterly actuals from FY18, FY19, FY22 (excludes FY20/FY21 due to COVID impact); Q1 is typically low due to lower student count for summer sessions.

Highway 17 Ridership



Q3 Ridership decreased 5.2% primarily due to extreme winter storms in January and early February. However, boardings for March are showing a steady recovery.

The Quarterly Ridership Target is based on the average quarterly actuals from FY18, FY19, FY22 (excludes FY20/FY21 due to COVID impact)

Local Ridership



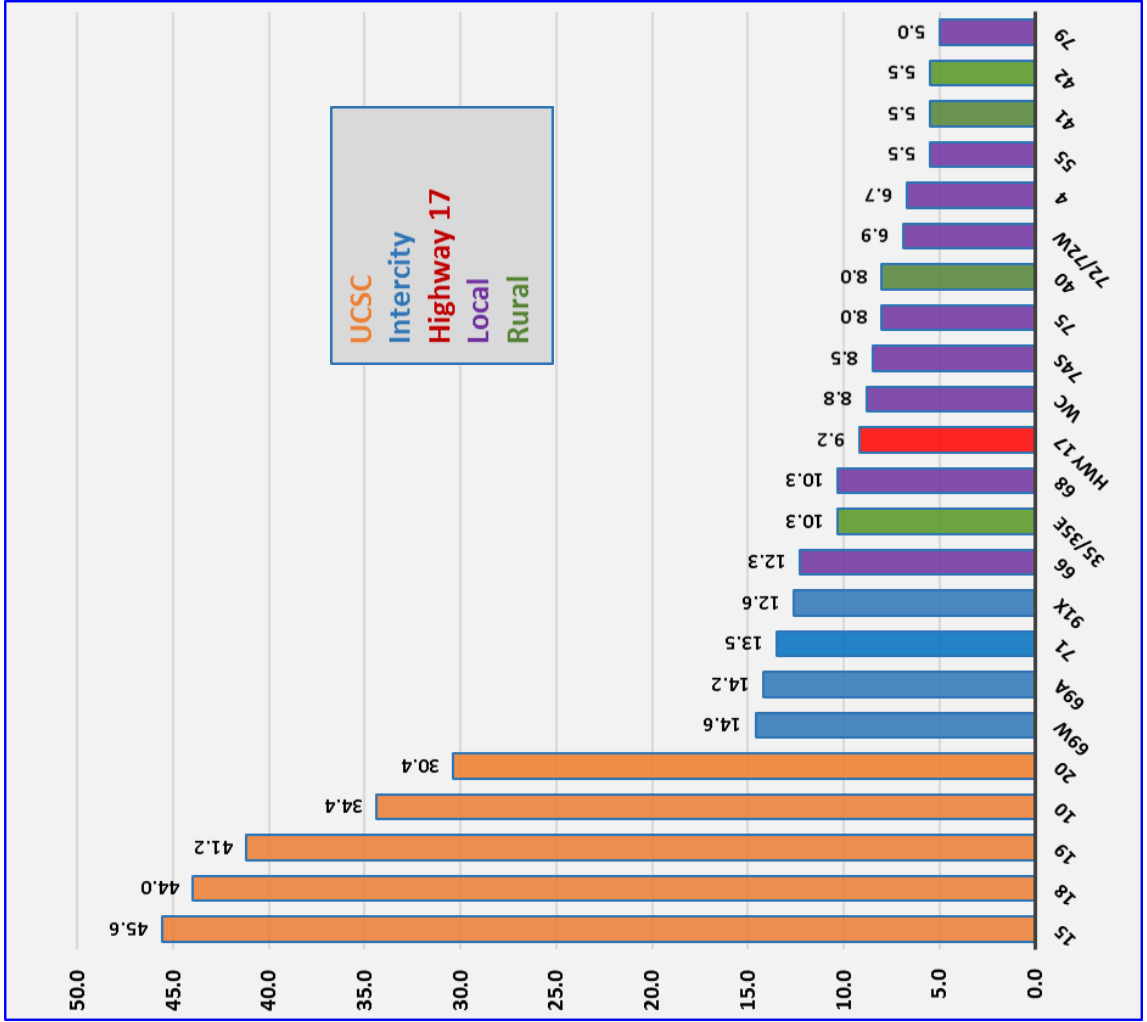
Q3 Ridership increased 16.7% due to growth in UCSC ridership and non-student pass holders.

The Quarterly Ridership Target is based on the average quarterly actuals from FY18, FY19, FY22 (excludes FY20/FY21 due to COVID impact)

YTD FY23 Passengers/Service Hours by Route

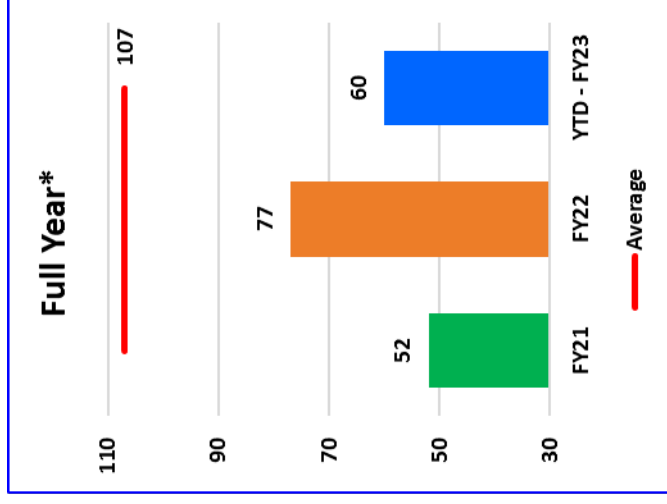
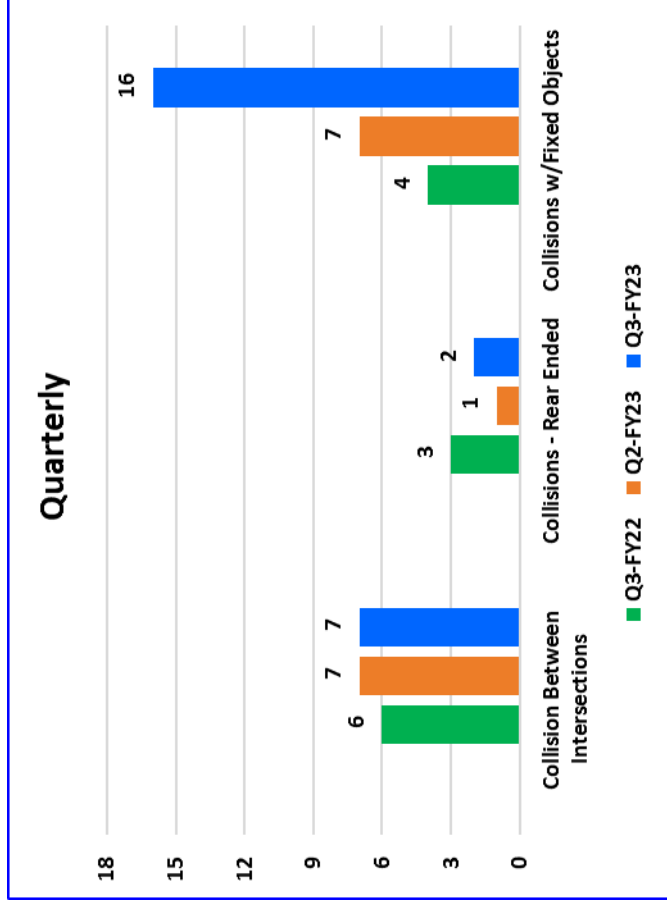
Attachment A

- Total Passengers/Service Hours increased 20.9% in FY23 Q3 YTD, when compared to FY22 Q3 YTD.
- Combined UCSC Passengers/Service Hours was 40.3
- Combined Intercity Passengers/Service Hours was 13.8
- Combined Local Passengers/Service Hours was 8.7
- Combined Rural Passengers/Service Hours was 9.7
- Combined Highway 17 Passengers/Service Hours was 9.2



Risk Management & Safety KPI's

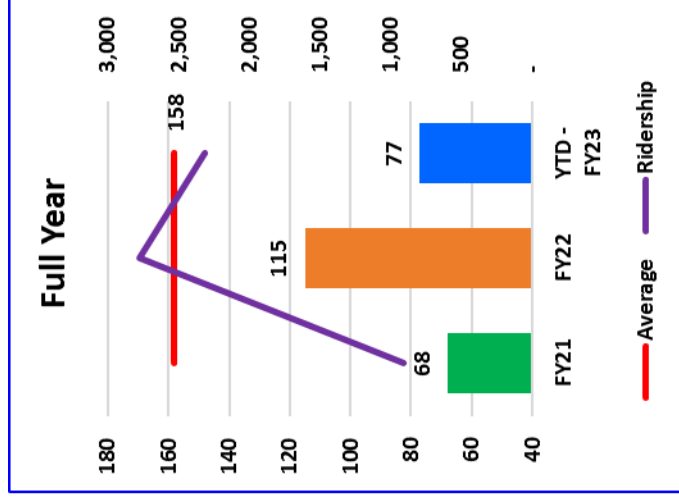
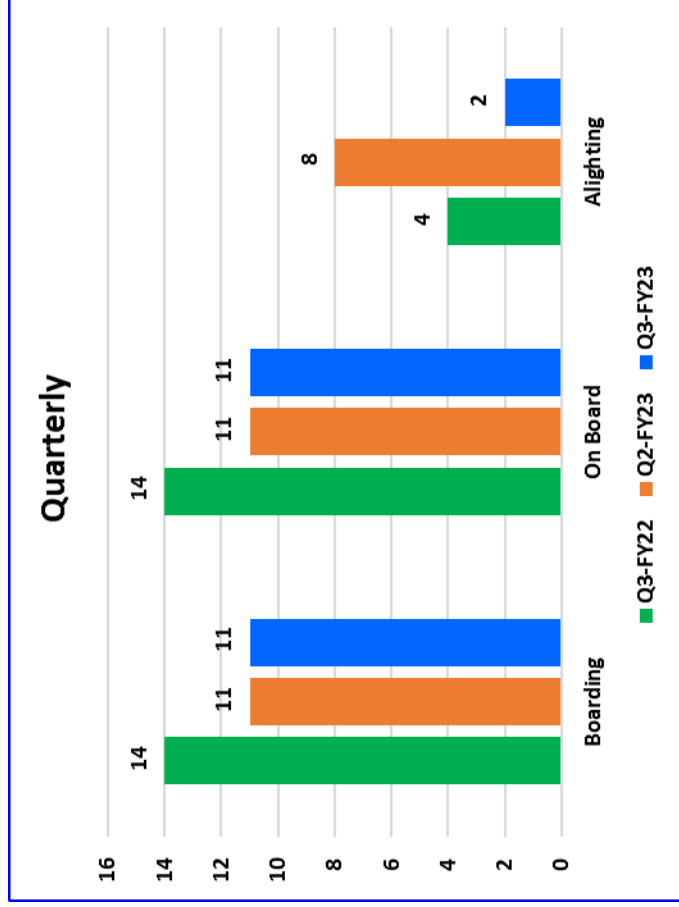
Traffic Accidents



Attachment A

- Total Traffic Accidents in Q3 FY23 increased by 10 (67%) over Q2 FY23 and increased by 12 (92%) from a year ago, Q3 FY22
- Collisions with Fixed Objects Q3 FY23 increased by 9 (129%) over Q2 FY23 and increased by 12 (300%) from a year ago, Q3 FY22
- Metro average of 107 is based on pre-pandemic 3 year average (FY18, FY19, FY20)
- Quarterly categories are only reported if any reporting/presented quarter has 3 or more incidents.
- The YTD total is **all** incidents (Collisions between/at intersections, fixed object and rear end collisions, along with collisions between District vehicles)

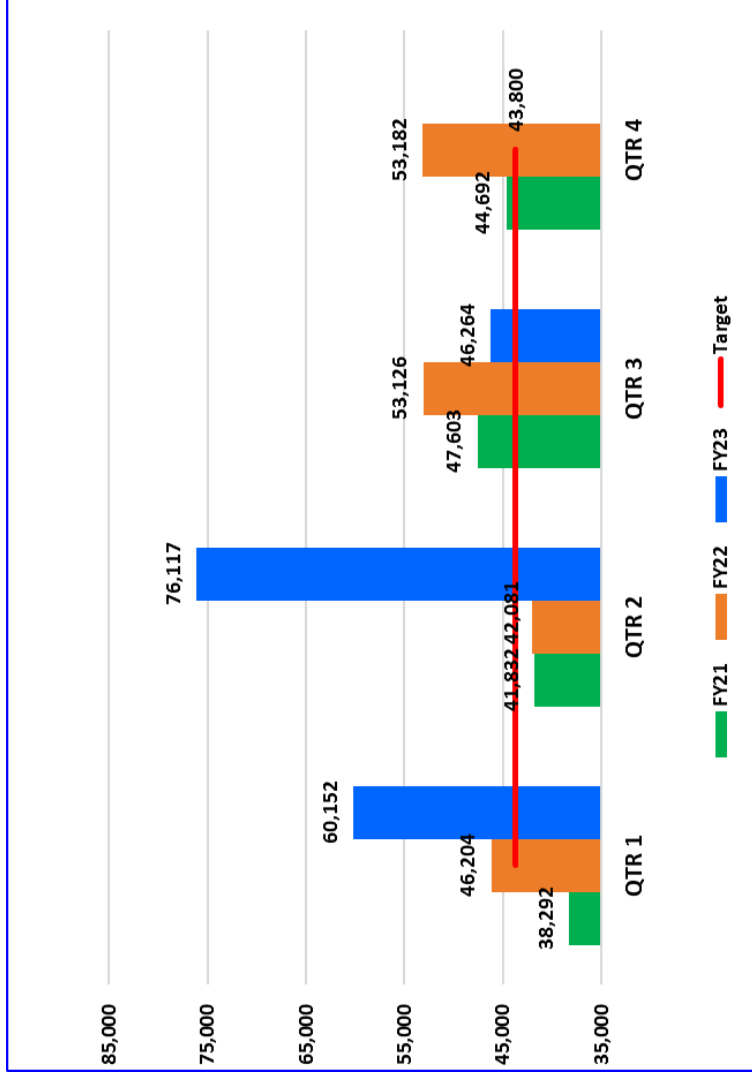
Passenger Incidents



- Safety, Fleet Maintenance, and Information Technology departments are collaborating to identify further methods to reduce the number of incidents.
- Most boarding incidents occur when the passengers are using cell phones, not paying attention, or sleeping.
- Full Year Ridership numbers are 907,140 and 2,775,283 for FY21 and FY22, respectively, with 2,315,580 YTD in FY23
- Metro Average of 158 is based on pre-pandemic 3 year average (FY18, FY19, FY20)

Reliability KPI's

Mean Miles Between Chargeable Road Calls - Fixed Route (Local)



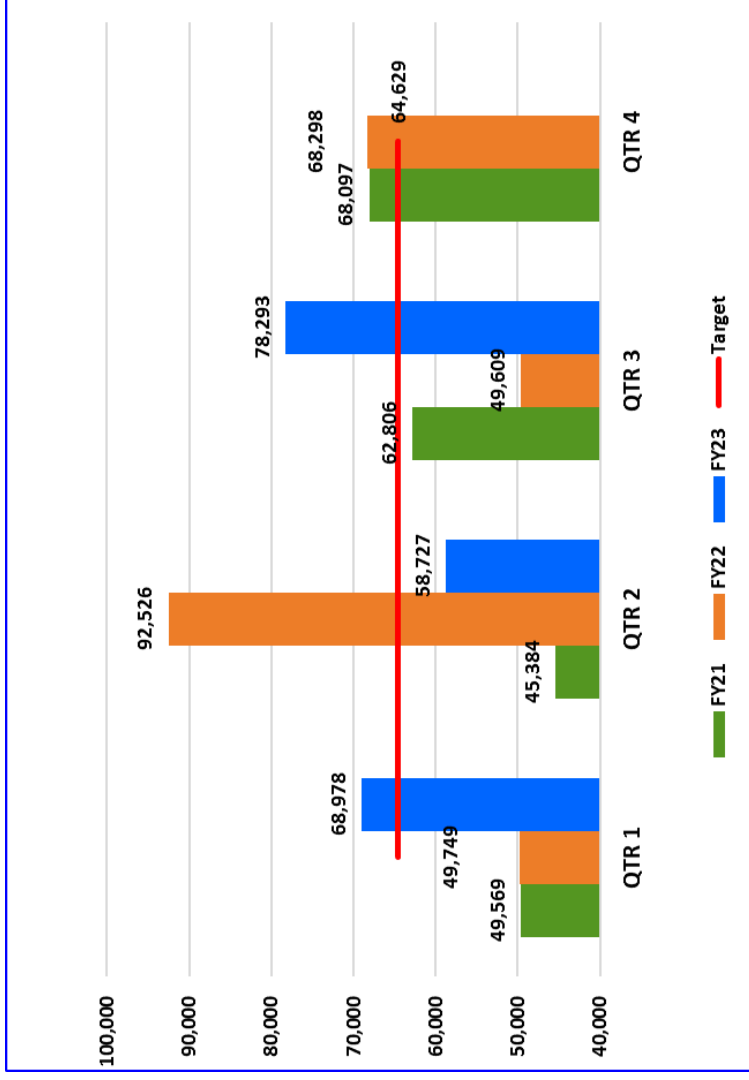
Q3 FY23 mileage decreased by 6,862 and road calls increased by 10 compared to the same time period in FY22

Chargeable road calls in Q3 FY23 are 8, 19, and 17 in January, February, and March, respectively

The current target of 43,800 and is based off a 3 year monthly average from FY20-FY22, times three to get to a quarterly number.

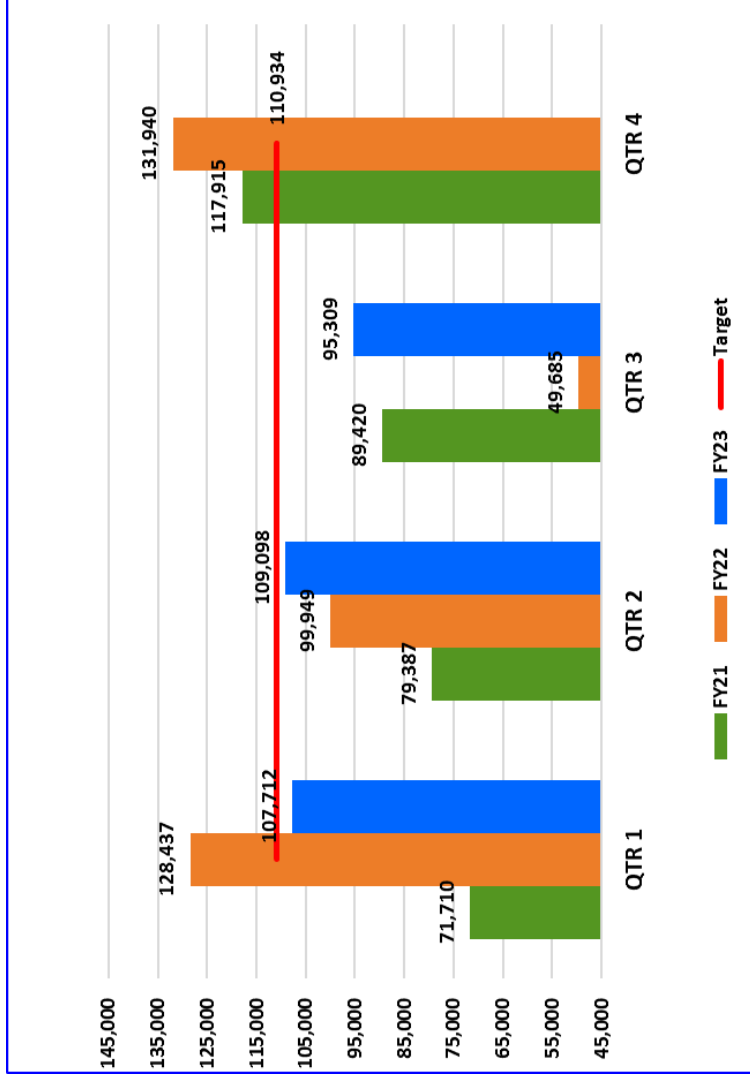
9.4A.18

Mean Miles Between Chargeable Road Calls - Highway 17



- The Highway 17 fleet is newer so it has less wear and tear and tends to perform better
- Chargeable road calls in Q3 FY23 are 1 and 4 in January and February, respectively with none in March
- The current target is 64,629 and is based off a 3 year monthly average from FY20-FY22, times three to get to a quarterly number.

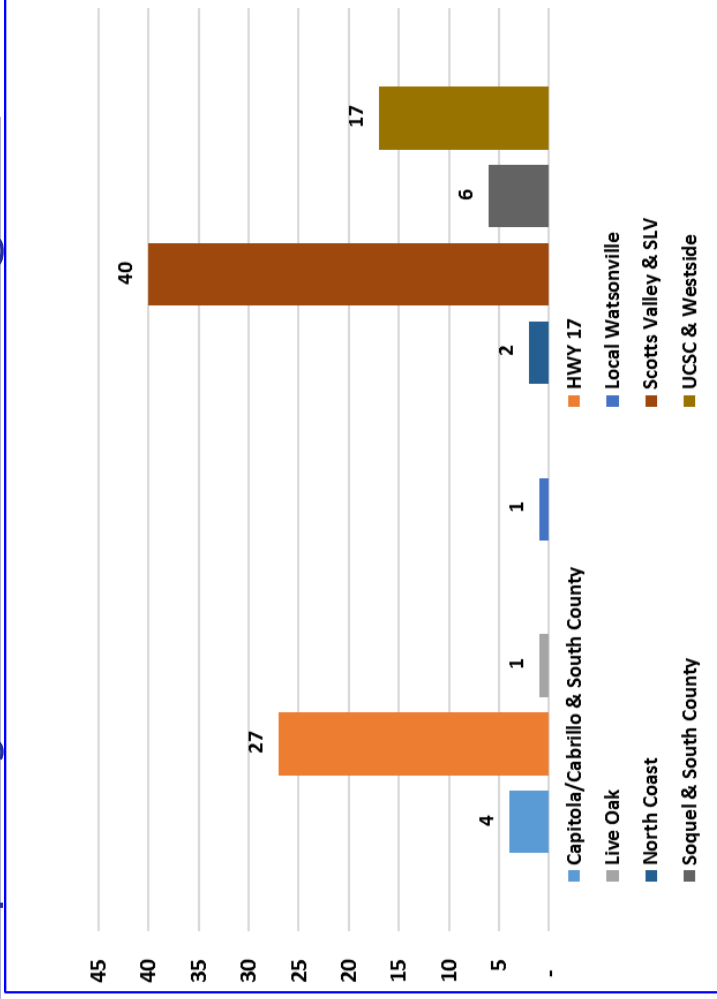
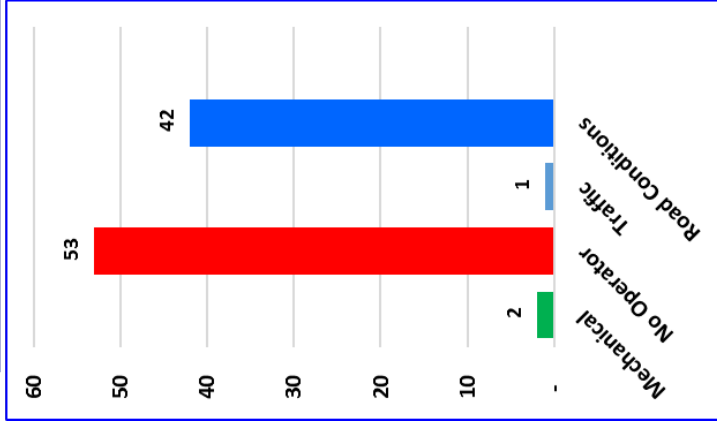
Mean Miles Between Chargeable Road Calls - ParaCruz



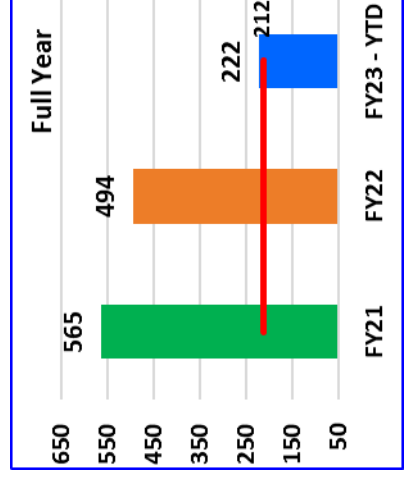
- 9.4A.20 • In Q3 FY23 chargeable road calls were none in January, with 3 in February, and 1 in March
- ParaCruz Q3 FY23 mileage increased by 45,624 and road calls decreased by 3 compared to the same time period in FY22
- The current target is 110,934 and is based off a 3 year monthly average from FY20-FY22, times three to get to a quarterly number.

Dependability KPI's

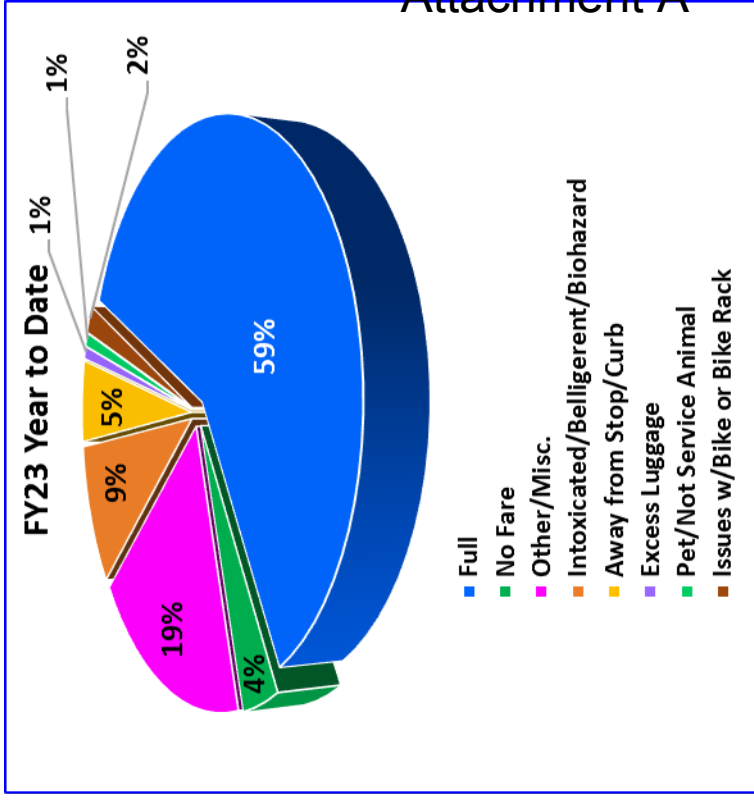
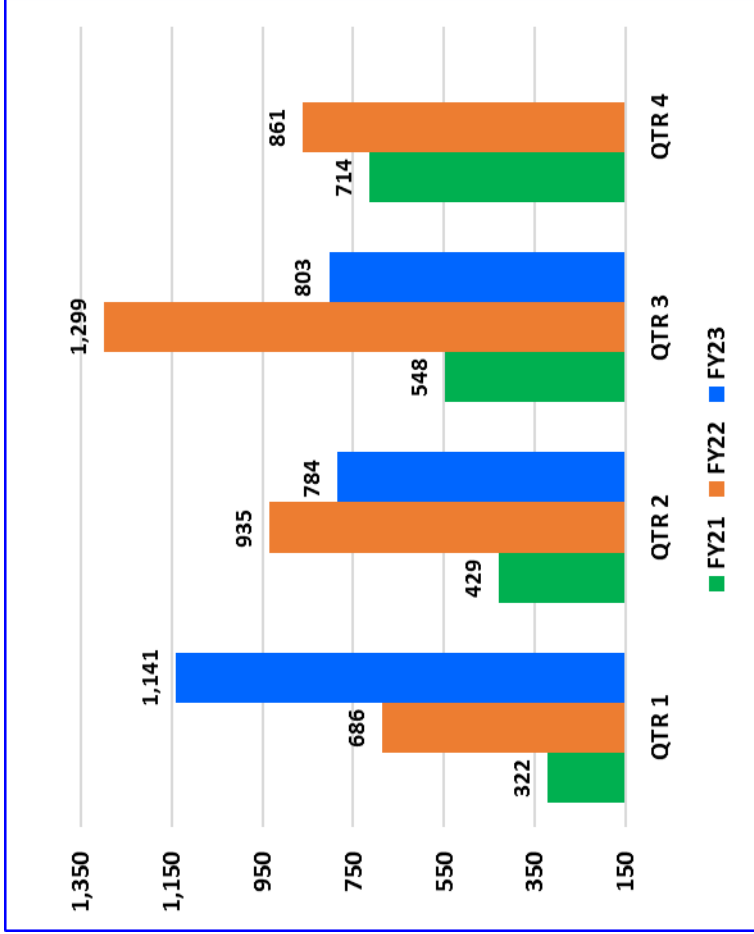
Cancelled Trips by Cause & Region



- In Q3 FY23 there were 38 cancelled trips in January, 48 in February, and 12 in March
- Cancellations were primarily the Scotts Valley and SLV route (40.8%) and Highway 17 (27.6%), with Capitola/Cabrillo & South County, Local Watsonville, Live Oak, and Soquel/South County the remaining 31.6%
- 54% of these cancellations were due to “No Operator” and 43% due to Road Conditions as a result of storms in January
- Full year average of 212 is based on the average of FY18, FY19, and FY22 (excludes FY20/FY21 due to COVID impact)

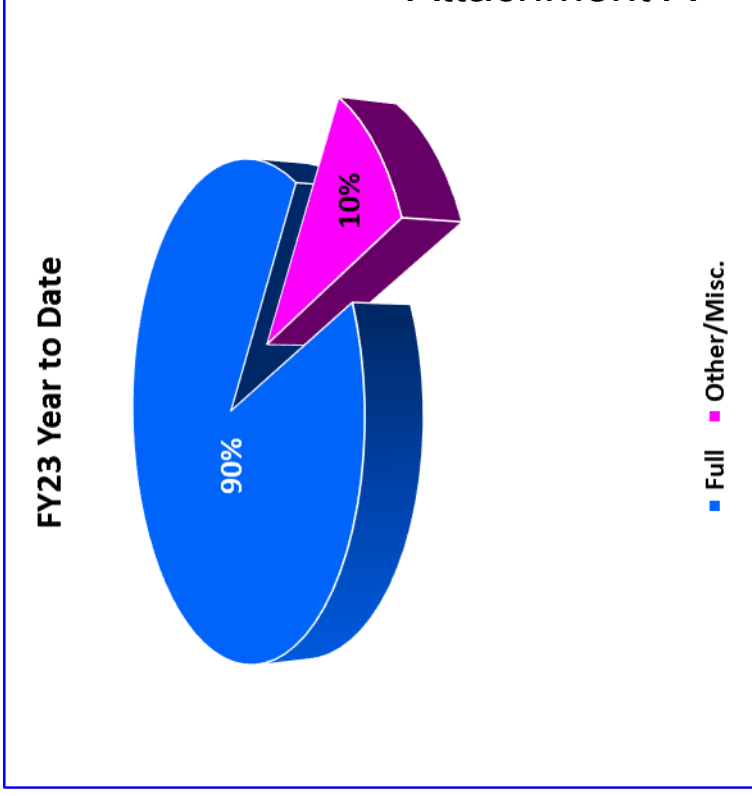
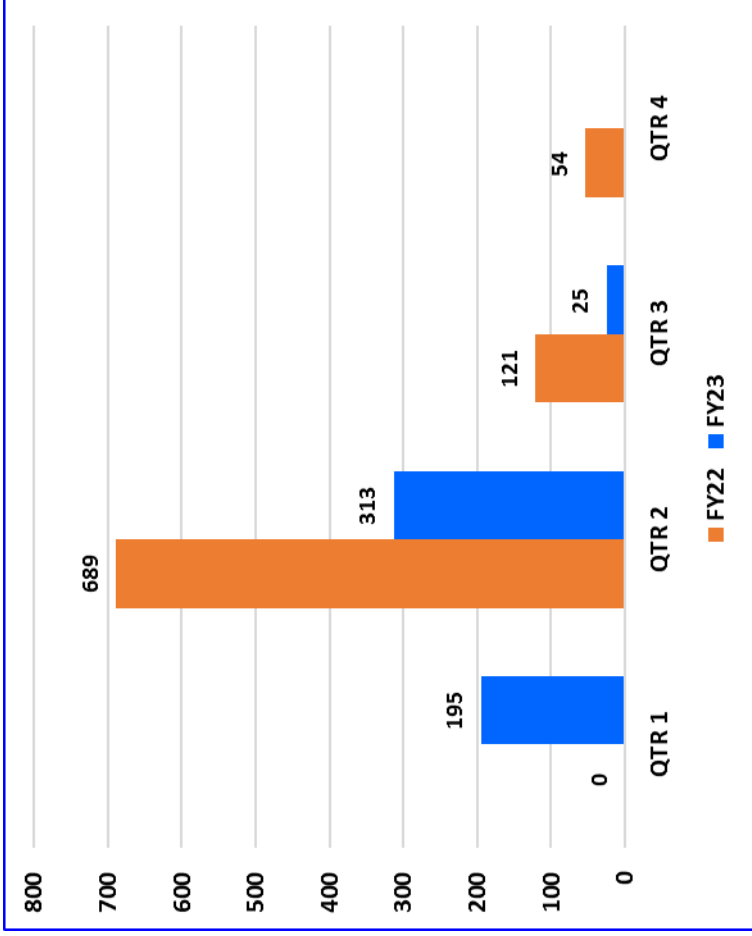


Pass-Ups by Quarter/Reason - Fixed Route



- In Q3 FY23, total pass-ups were 496 (38.2%) lower when compared to Q3 FY22
- January had an increase of 122 pass-ups, or ~40% year-over-year for the same time period
- February and March had 133 and 240 pass-ups, respectively, and were down ~64% and 61% year-over-year for the same time period
- 59% of Year to Date total pass-ups are caused by full bus capacity, followed by 19% of Other, which covers a wide range of issues (such as Surfboards, No Shoes, Smoking/Vaping, and Hygiene to name a few)

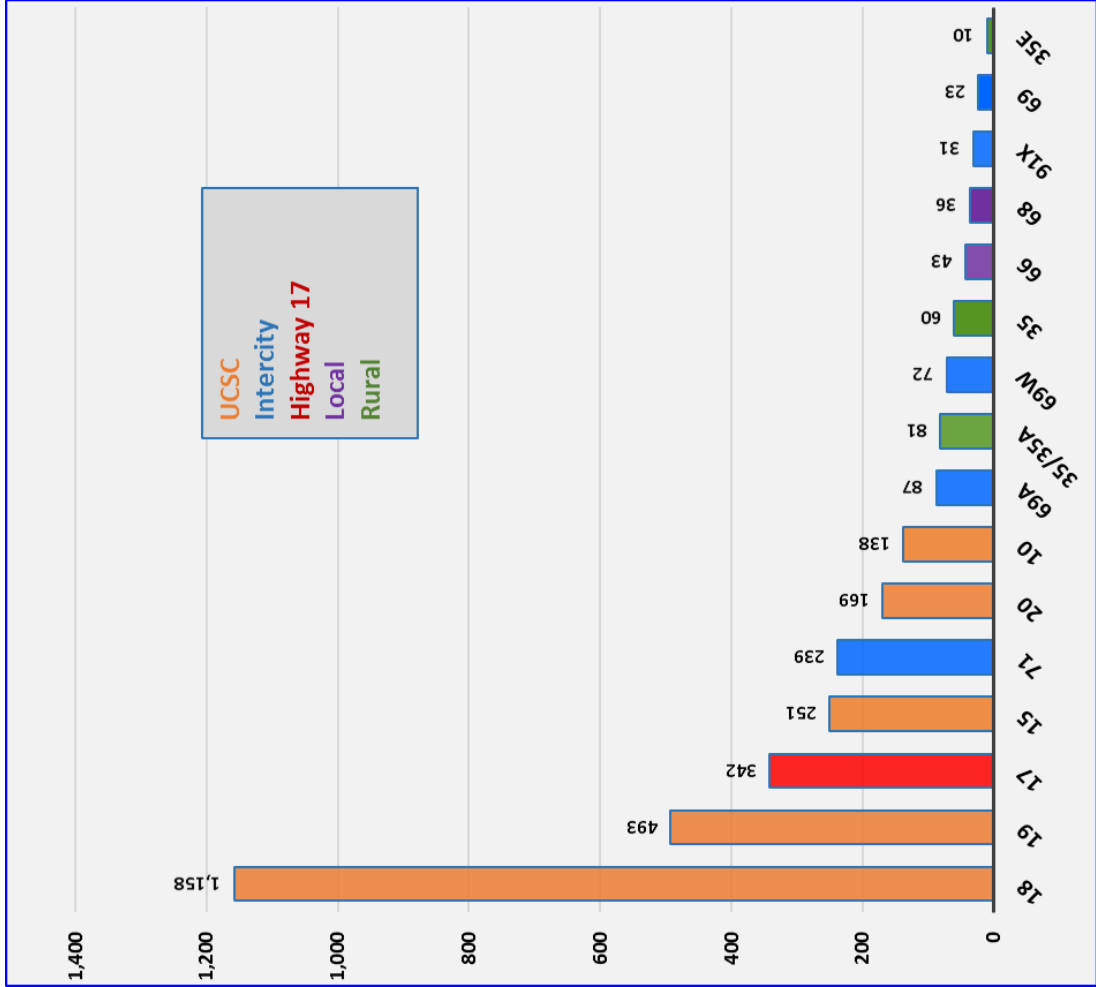
Pass-Ups by Quarter/Reason - UCSC



- UCSC data has not been collected/reported in the past
- January had 25 pass-ups due to full buses vs. 1 in the same time period last year which was due to No Mask
- February and March had zero pass-ups in FY23 vs 40 and 80, respectively, in FY22
- 90% of Year to Date total pass-ups are caused by full bus capacity

YTD FY23 Pass-Ups by Route

- Only routes with greater than 10 pass-ups are presented
- YTD Pass-ups total 3,261
- UCSC Routes comprised 2,209 (67.7%), of which 83.6% were due to full bus capacity
- Highway 17 Routes comprised 342 (10.5%), of which 60.2% were due to full bus capacity
- Local Routes comprised 104 (3.2%), 33.7% were due to Intoxicated/Belligerent/Bio-hazard
- Intercity Routes comprised 453 (13.9%), of which 41.5% were due to various misc. issues
- Rural Routes comprised 153 (4.7%), of which 28.8% were due to various misc. issues



Questions

KPI Metric Descriptions & Importance

Metric	Description & Importance
Financial Performance	<p>The Farebox Recovery Ratio represents the passenger fares (Fixed Route and Commuter) coverage of Metro's agency costs; this provides insight to the amount of non-passenger revenue (subsidy) needed to cover costs. Additionally, it allows the agency to compare cost-effectiveness within its own service.</p> <p>Fixed Route and Commuter Cost per Revenue Service Hour (RSH) along with the ParaCruz Cost per Trip depict the cost per hour of service/trip. By effectively tracking and minimizing costs, this measurement ensures efficient delivery of transit services.</p> <p>Data presented is by Quarter, for the current and past two fiscal years.</p>
Productivity	<p>Total Ridership and Ridership per hour are measures of productivity. The metrics depict seasonal fluctuations in ridership related to holidays, school terms, and other changes.</p> <p>Student ridership, historically a large portion of METRO's total ridership, shows changes in student enrollment and seasonal trends can be seen year over year.</p> <p>Highway 17 demonstrates METRO's commuter ridership, connecting Santa Cruz to San Jose.</p> <p>Local Ridership excludes student and commuter routes and reflects all other routes within the county.</p> <p>Passengers per Revenue Service Hour (RSH) depicts the productivity of each route. This ratio brings the true productivity of each route to scale and can stimulate discussions about frequency of service in urban and semi-urban areas of the of the county versus geographic coverage.</p> <p>Data presented is by Quarter, for the current and past two fiscal years.</p>

KPI Metric Descriptions & Importance, con't

Metric	Description & Importance
Risk Management & Safety	<p>Traffic Accidents are broken down into different categories: Collisions between intersections, at the intersection, with fixed objects, with other district vehicles</p> <p>Passenger Incidents happen with METRO passengers either while boarding a bus, on board a bus, or alighting (descending) a bus.</p> <p>Data presented is by Quarter, for the current quarter, previous quarter, and the current quarter for the last fiscal year.</p> <p>Quarterly categories are only reported if any reporting/presented quarter has 3 or more incidents.</p> <p>The YTD total is all incidents (Collisions between/at intersections, fixed object and rear end collisions, along with collisions between District vehicles)</p>
9.4.28 Reliability	<p>Any mechanical failure that impedes the vehicle from starting or completing a scheduled revenue trip because actual movement is limited, or there are safety concerns, are used to calculate the Mean Miles Between Chargeable Road Call.</p> <p>The metric is calculated using the number of miles for the month divided by the number of chargeable road calls for each service type (Fixed Route, Commuter, and ParaCruz).</p> <p>Data presented is by Quarter, for the current and past two fiscal years.</p>

KPI Metric Descriptions & Importance, con't

Metric	Description & Importance
Dependability	<p>Cancelled Trips are presented by Region and Cause for the current quarter only and YTD for the current year, and full year for the previous two fiscal years.</p> <p>Pass-Ups occur when a bus operator must leave behind a passenger for a variety of reasons: No Fare, Exceeds Capacity Load (Full Bus), Intoxicated/Belligerent/Biohazard, and All Other.</p> <p>Pass-Ups data are presented by Quarter, for the current and past two fiscal years for both Fixed Route and UCSC along with a YTD presentation of Routes with 10 or more Pass-Ups</p>

Historical Metrics

Metric	FY18	FY19	FY20	FY21	FY22	YTD FY23
Farebox Recovery	24.1%	22.7%	24.1%	11.2%	16.6%	18.6%
Fixed Route/Commuter Cost/RSH	218	211	270	298	271	247
ParaCruz Cost/Trip	69	72	129	181	91	69
Monthly Mean Miles Between Chargeable Road Calls - Fixed Route	13,524	13,610	13,216	14,368	16,216	20,281
Monthly Mean Miles Between Chargeable Road Calls - Highway 17	16,582	23,043	24,126	18,821	21,682	22,889
Monthly Mean Miles Between Chargeable Road Calls - ParaCruz	39,213	44,221	44,329	29,869	34,168	34,680
Average Age of Fleet - Fixed Route		13.8	12.6	12.9	12.8	
Average Age of Fleet - Highway 17		13.8	12.6	12.9	9.5	
Average Age of Fleet - ParaCruz		5.1	6.1	6.2	7.3	
Annual Road Miles - Fixed Route	2,385,515	2,443,157	2,139,917	1,999,474	2,325,531	1,744,218
Annual Road Miles - Highway 17	604,762	627,207	540,859	324,281	373,984	293,611
Annual Road Miles - ParaCruz	551,831	601,229	531,951	373,748	503,650	381,599



DATE: May 19, 2023
TO: Board of Directors
FROM: Wondimu Mengistu, Capital Planning and Grants Program Manager
SUBJECT: ACCEPT AND FILE QUARTERLY STATUS REPORT OF GRANT APPLICATIONS, ACTIVE AND PENDING GRANTS FOR THE THIRD QUARTER OF FY23

I. RECOMMENDED ACTION

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

II. SUMMARY

- During the third quarter (Q3) of FY23 (January 1-March 31, 2023), the Santa Cruz Metropolitan Transit District (METRO) received two formula grants and one discretionary, which will be used for operating assistance and capital improvements.
- Staff also submitted two formula and three discretionary grant applications for operating assistance and capital improvements during the quarter.
- Previously awarded grant-funded projects are underway to purchase replacement vehicles and upgrade facilities.
- A list of METRO's active grants (Attachment A) and pending applications (Attachment B) is provided quarterly to apprise the Board of Directors (Board) of grant funding status.
- No action is required; this report is for information only.

III. DISCUSSION/BACKGROUND

During Q3 of FY23, METRO received two formula grants.

Formula Grants

- METRO received \$12 million from FY23 Federal Transit Administration's (FTA) 5307 Urbanized Area Formula Grants, which will be used for operating assistance.

- METRO also received \$520,020 from FY23 FTA 5339 Bus and Bus Facilities Formula Grants for capital improvements. METRO's highest capital improvement priority is to reduce the number of buses beyond their useful life. Combined with the required 15% local match funded from the Bus Replacement Fund and California's Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project (HVIP), the FY23 FTA 5339 formula grant could fund one zero-emission bus (ZEB).

Discretionary Grants

- METRO in partnership with the California Department of Transportation (Caltrans) and the Santa Cruz County Regional Transportation Commission (RTC) was awarded \$4.8 million in Mega Grant funding from the U.S. Department of Transportation to purchase four new zero emission buses for use along METRO's regional bus lines connecting Watsonville to Santa Cruz.

During the quarter, staff submitted two formula and three discretionary grant applications for operating assistance and capital improvements.

Formula Grants

- FY24 Transportation Development Act (TDA): Annual claim for FY24 TDA–Local Transportation Fund (TDA–LTF) and FY24 TDA–State Transit Assistance (TDA–STA) formula funds to the RTC will contribute \$14,688,968 for fixed-route public transit and ADA complementary paratransit operations in Santa Cruz County for FY24.
- METRO staff submitted and received approval for \$524,355 funds from FTA FY21 5339a Bus and Bus Facilities formula funding. METRO has already committed its FY21 FTA 5339a funds for the installation of Automatic Passenger Counters (APCs). The APC project is being implemented alongside METRO's Computer-Aided Dispatch/Automatic Vehicle Location (CAD/AVL) project, saving resources on project mobilization and installation.

Discretionary Grants

- Staff submitted a discretionary grant application for California State Transportation Agency (CalSTA) 2023 Transit and Intercity Rail Capital Program (TIRCP). METRO requested \$38,589,000 to purchase 24 zero-emission buses and associated fueling infrastructure to expand frequency on Highways 1 and 17 while also redeveloping the Watsonville Transit Station and Pacific Station to include mixed-use, affordable housing units and implement real time

passenger information, bicycle amenities and other multimodal improvements at the stations.

- METRO also submitted a request to Senator Alex Padilla for an earmark \$1.2 million in the FY2024 transportation appropriations bill to replace one CNG bus with one ZEB, with METRO funding the required 20% (\$280,000) local match.
- METRO submitted a funding request to Assemblymember Gail Pellerin for an earmark of \$2.2 million in the FY2024 transportation appropriations bill for 1) Zero-Emission Bus (ZEB) Workforce Development and 2) Zero Emission Bus (ZEB) Maintenance Facility Upgrades. These projects will support METRO's transition to a 100% ZEB fleet and are of the highest priority for our agency.

Closed-out Grants

There are no closed-out grants during this quarter.

Active, Pending and Future Grants

Active operating and capital improvement grants total \$70,210,637 in formula and \$95,632,204 in competitive funds. Of this amount, \$35,911,512 is to replace and refurbish buses. The remaining awarded funds are for capital improvement projects.

Pending grant applications request \$55,916,089 of new formula funding and \$39,717,000 of new discretionary funding. Of the total of \$39,717,000 in funding requests, \$24,690,000 is to replace buses. The remaining applications request funds for capital improvement projects.

METRO staff continuously seeks grant funds for operating assistance and capital improvements. During the next three months, staff will prepare grant applications for the Transit and Intercity Rail Capital Program (TIRCP) and the Regional Early Action Program (REAP) 2.0 Program.

IV. STRATEGIC PLAN PRIORITIES ALIGNMENT

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

V. FINANCIAL CONSIDERATIONS/IMPACT

Current active grants (Attachment A) of \$165,842,841 for METRO's operations and capital improvements projects. The Operating and Capital Budgets will be amended as necessary when grants are awarded.

VI. CHANGES FROM COMMITTEE

N/A

VII. ALTERNATIVES CONSIDERED

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

VIII. ATTACHMENTS

Attachment A: Active Grants as of May 2023

Attachment B: Pending Grants as of May 2023

Prepared by: Wondimu Mengistu, Capital Planning and
Grants Program Manager

IX. APPROVALS

John Urgo, Planning
and Development Director



Approved as to fiscal impact:
Chuck Farmer, CFO



Michael Tree, CEO/General Manager



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Santa Cruz METRO						
Active Grants as of 05/19/2023						
Formula Grant						
#	Project Description	Project Scope	Funding Source	\$ Budget Grant	\$ Budget Total Project	Project % Complete
Operating Projects						
1	Operate Watsonville Circulator	Operate new circulator route w/ ZEB in Wats DAC	FY22 LCTOP	\$ 1,074,571	\$ 1,074,571	10%
2	Operate Watsonville Circulator	Operate new circulator route w/ ZEB in Wats DAC	FY21 LCTOP	\$ 489,213	\$ 489,213	99%
3	FY23 Operating assistance	Operating assistance	FY23 SCCRTC Transportation Development Act-Local Transportation Fund (TDA-LTF)	\$ 9,218,043	\$ 18,436,086	75%
4	FY23 CRRSAA Rural Transit Operation	Operating assistance	FY23 FTA 5311 Rural Operating Assistance	\$ 524,932	\$ 524,932	0%
5	FY22 &23 Rural Transit Operations	Operating assistance	FY22 &23 FTA 5311 Rural Operating Assistance	\$ 521,408	\$ 1,042,816	50%
6	FY21 ARPA	Operating assistance	FTA FFY21 Federal Section 5307 formula funds through the American Rescue Plan Act (ARPA)	\$ 26,020,080	\$ 26,020,080	50%

9.5A.1

Santa Cruz METRO

Active Grants as of 05/19/2023

7	FY23 operating and capital assistance	Operating and capital assistance	FY23 SCCRTC Transportation Development Act-State Transit Assistance (TDA-STA)	\$4,476,025	\$ 8,952,050	75%
End of Operating Projects						
Capital Projects						
8	Purchase 2 ZEBs	Purchase of 2 ZEBs	FY22/23 LPP, SGR, HVIP	\$ 3,975,000	\$ 3,975,000	15%
9	FY23 TDA-STA/SGR Claim	Capital assistance	FY23 SCCRTC TDA-SGR	\$ 770,861	\$ 770,861	50%
10	FY20 LCTOP Capital assistance	Purchase 1 ZEB	Caltrans FY20 Formula Capital assistance Award:7/28/2020	\$ 969,394	\$ 969,394	75%
11	FY18 STIP - AVL/ITS (STIP, Measure D)	AVL/ITS	Install AVL/ ITS	\$ 1,400,000	\$ 1,821,768	80%
12	FTA FY21 5339(a) Bus and Bus Facilities Formula Program	Install Automatic Passenger Counters (APCs)	FTA FY21 5339(a) Bus and Bus Facilities Formula Program	\$524,355	\$ 640,000	50%
13	Purchase 4 ZEBs for HWY17	Purchase 4 ZEBs, Depot and end-route charging	FTA FY16 5339(c) LoNo Award:8/21/17	\$ 3,810,348	\$ 4,936,512	90%

Santa Cruz METRO

Active Grants as of 05/19/2023

14	Pacific Station expansion and renovation architectural services	Design and engineering	FY08 FTA 5309 CA-04-0102 Award:9/12/08	\$	490,000	\$	612,500	90%
15	Pacific Station expansion and renovation architectural services	Design and engineering	FY06 FTA 5309 CA-04-0021 Award:2/14/07	\$	396,000	\$	495,000	90%
16	Bus replacement projects	Bus replacement projects	FY22 SCCRTC TDA-SGR	\$	760,226	\$	760,226	50%
17	Golf Club Parts Washers	Replace the JRI units purchased 2010	FY20 FTA 5339a Buses and Bus Facilities	\$	80,000	\$	80,000	95%
18	Non-revenue Electric Vehicles	Replace up to 3 old non-rev vehicles with electric non-rev vehicles	FY20 FTA 5339a Buses and Bus Facilities	\$	100,000	\$	100,000	95%
19	Service Truck	Road call fitted with service equipment	FY20 FTA 5339a Buses and Bus Facilities	\$	150,000	\$	150,000	75%
20	Fueling and Wash Facility - Awning Install	Construction phase -Awning at front of fueling island	FY20 FTA 5339a Buses and Bus Facilities	\$	238,908	\$	238,908	75%

Santa Cruz METRO

Active Grants as of 05/19/2023

21	ParaCruz Van Replacement	Purchase 6 replacement ParaCruz vans	FY19 LPP	\$ 302,000	\$ 904,000	25%
22	Replace two 1998 diesel-fueled buses with two CNG buses	FY20 State of California FTA Section 5339	CalTrans FY20 5339 Discretionary Funds	\$ 1,088,000	\$ 2,100,000	95%
23	Pacific Station Transit Center (Pacific Station)	Redevelop the existing Pacific Station bus terminal	Affordable Housing and Sustainable Communities (AHSC) Round 6	\$ 4,000,000	\$ 29,600,000	0%
24	FTA FY22 5339(a) the State Rural Discretionary	Vehicle Replacement Program	FTA FY22 5339(a) the State Rural Discretionary	\$ 2,100,000	\$ 3,975,000	5%
25	TIRCP 2023 Expand intercity transit service & Purchase 24 FCEBs	Purchase 12 FCEBs	CalSTA 2023 TIRCP	\$ 13,020,000	\$ 15,900,000	5%
26	TIRCP 2023 Hydrogen Fueling Station	Build Hydrogen Fueling Station	CalSTA 2023 TIRCP	\$ 8,600,000	\$ 8,600,000	1%
27	TIRCP 2023 Watsonville Infill Housing+ Bike Hub	60+ affordable housing project the Watsonville Station	CalSTA 2023 TIRCP	\$ 8,500,000	\$ 8,500,000	2%

Santa Cruz METRO

Active Grants as of 05/19/2023

28	TIRCP 2023 Maintenance Facility Upgrades	ZEB Maintenance Facility Upgrades	CalSTA 2023 TIRCP	\$ 1,500,000	\$ 1,500,000	3%
29	TIRCP 2023 Line 71 Rapid Bus Enhancements	Build Rapid Bus Enhancements	CalSTA 2023 TIRCP	\$ 5,100,000	\$ 7,500,000	5%
30	TIRCP 2023 Workforce Development (WFD)	ZEB Workforce Development	CalSTA 2023 TIRCP	\$ 644,000	\$ 644,000	2%
31	Project Mgt, Infra Ass & Outreach	Project Mgt, Infra Ass & Outreach	CalSTA 2023 TIRCP	\$ 350,000	\$ 350,000	5%
32	Pacific Station Bike Hub	Pacific Station Bike Hub	CalSTA 2023 TIRCP	\$ 500,000	\$ 500,000	2%
33	DOT Mega Grant	Purchase 4 news	DOT Mega Grant	\$ 4,800,000	\$ 4,800,000	0%
34	TIRCP 2023 Integrated Ticketing and Schedule Optimization (ITSO)	Integrated Ticketing and Schedule Optimization (ITSO)	CalSTA 2023 TIRCP	\$ 375,000	\$ 375,000	5%
35	FY21/22 Caltrans Sustainable Transportation Planning Grant funding	FY21/22 Transportation Planning Grant funding	FY21/22 Caltrans Sustainable Transportation Planning Grant funding	\$ 329,924	\$ 329,924	50%

9.5A.5

Santa Cruz METRO						
Active Grants as of 05/19/2023						
36	FTA FY22 5307 formula funds	Purchase 3 FCEBs	FTA FY22 5307 formula funds	\$ 3,975,000	\$ 3,975,000	0%
37	3 HFCEBs: VW Grant, Measure D	Purchase 3 FCEBs	VW Grant, Measure D	\$ 4,200,000	\$ 4,200,000	0%
			Total	\$ 115,373,288	\$ 165,842,841	
End of Active Grants						

Attachment B

Santa Cruz METRO Pending/Active Grants as of 5/19/2023						
Competitive Grant						
Formula Grant						
#	Project Description	Project Scope	Estimated Date of Award	Funding Source	\$ Budget Grant	\$ Budget Total Project
1	FTA FFY23 FTA Section 5307	FTA FY23 5307 Formula Operating	10/15/2023	FTA FY23 5307 Formula Operating	\$12,032,561	\$24,065,122
2	FY22 FTA 5339 Bus and Bus Facilities Formula Grants	Bus Replacement	11/22/2023	FTA FY22 5339 Formula Capital Assistance (Via Caltrans)	\$504,703	\$605,644
3	FY23 FTA 5339 Bus and Bus Facilities Formula Grants	Vehicle Replacement Program	11/22/2023	FY23 FTA 5339 Bus and Bus Facilities Formula Grants	\$520,020	\$624,024
4	FY23 LCTOP Operating assistance	Youth Cruz Free pilot program	6/30/2023	FY23 LCTOP Operating assistance	\$1,243,363	\$1,243,363
5	FY24 Congressionally Directed Funding	Purchase of a ZEB, Workforce Development and Maintenance Facility Upgrades	12/15/2024	FY24 Congressionally Directed Funding	\$3,540,000	\$3,540,000
6	FY24 TDA-LTF/STA Operating assistance	FY24 SCCRTC Transportation Development Act-Local Transportation Fund (TDA-LTF) and TDA-State Transit Assistance (TDA-STA)	5/4/2023	FY23 SCCRTC TDA-STA/TDA-STA	\$14,688,968	\$29,377,936
7	Vouchers for 5 ZEBs	HVIP for 5 ZEBs	11/15/2023	CALSTART Heavy-duty zero-emission Vehicle Incentive Program (HVIP) for 5 ZEBs	\$138,000	\$690,000
8	FY 2023 Low or No and Buses and Bus Facilities	Purchase 12 ZEBs	6/30/2023	FTA FY 2023 Low or No and Buses and Bus Facilitie	\$30,557,450	\$35,487,000
Total					\$ 63,225,065	\$ 95,633,089
End of Pending Grants						

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DATE: May 19 2023
TO: Board of Directors
FROM: Daniel L. Zaragoza, Operations Manager, Paratransit Division
SUBJECT: ACCEPT AND FILE THE METRO PARACRUZ OPERATIONS STATUS REPORT FOR JANUARY, FEBRUARY AND MARCH 2023

I. RECOMMENDED ACTION

That the Board of Directors accept and file the quarterly METRO ParaCruz Operations Status Report for January, February and March 2023.

II. SUMMARY

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

ParaCruz during the months of January, February and March provided 18,342 rides. On Time Performance for this period was 93.39%.

ParaCruz is currently funded for 31 Paratransit Operators; one of these positions are vacant.

III. DISCUSSION/BACKGROUND

- Summary review of monthly operational statistics for ParaCruz.
Comparing the monthly statistics of FY22 to the monthly statistics of FY23:
 - In January, the number of ParaCruz rides increased by: 979
 - In February, the number of ParaCruz rides increased by: 1,000
 - In March, the number of ParaCruz rides increased by: 1,146

- Summary review of monthly operational information about ParaCruz for FY23:
 - January number of total ParaCruz rides: 5,486
 - February number of total ParaCruz rides: 5,996
 - March number of total ParaCruz rides: 6,860

- Comparing December 2022 statistics to January 2023, ParaCruz rides decreased by 401
- Comparing January 2023 statistics to February 2023, ParaCruz rides increased by 510
- Comparing February 2023 statistics to March 2023, ParaCruz rides increased by 864

IV. STRATEGIC PLAN PRIORITIES ALIGNMENT

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

V. FINANCIAL CONSIDERATIONS/IMPACT

There are no financial considerations for this report.

VI. CHANGES FROM COMMITTEE

N/A

VII. COORDINATION

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

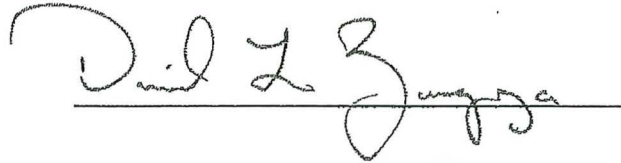
VIII. ATTACHMENTS

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

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

IX. APPROVALS

Daniel L. Zaragoza, Operations
Manager, Paratransit Division



Michael Tree,
CEO/General Manager



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Attachment A

ParaCruz On-time Performance Report for January 2023

	January 2022	January 2023
Total pick ups	4,507	5,486
Percent in “ready window” *	99.71%	97.19%
1 to 5 minutes late	.13%	.98%
6 to 10 minutes late	.05%	.66%
11 to 15 minutes late	.02%	.24%
16 to 20 minutes late	.07%	.36%
21 to 25 minutes late	.02%	.16%
26 to 30 minutes late	.00%	.06%
31 to 35 minutes late	.00%	.11%
36 to 40 minutes late	.00%	.09%
41 or more minutes late (excessively late/missed trips)	.00%	.15%
Total beyond “ready window”	0.29%	2.81%

*Target: 90%

On-time Performance

During January, ParaCruz' on time performance decreased by .89% from last month. Ridership decreased from last month. Paracruz has two Operator positions unfilled and two Operator out on medical leave. The total number of available working ParaCruz Operators is 21 per weekday, not including Operators on annual leave.

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

During the month of January 2023, ParaCruz received nine Customer Service Reports. Three not valid; and six were valid complaints.

Attachment A

ParaCruz On-time Performance Report for February 2023

	February 2022	February 2023
Total pick ups	4,996	5,996
Percent in “ready window”	99.60%	96.23%
1 to 5 minutes late	.16%	1.53%
6 to 10 minutes late	.04%	.78%
11 to 15 minutes late	.12%	.45%
16 to 20 minutes late	.02%	.32%
21 to 25 minutes late	.00%	.17%
26 to 30 minutes late	.00%	.17%
31 to 35 minutes late	.00%	.12%
36 to 40 minutes late	.02%	.03%
41 or more minutes late (excessively late/missed trips)	.04%	.20%
Total beyond “ready window”	.40%	3.77%

*Target: 90%

On-time Performance

During February, ParaCruz' on time performance decreased by .96% from last month. February ridership increased from last month. ParaCruz has four unfilled Operator positions and one Operator out on Medical leave. The total number of available working ParaCruz Operators is 21 per weekday, not including Operators on annual leave.

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

During the month of February 2023, ParaCruz received eight Customer Service Reports. One was a compliment, four were valid, and three not valid.

Attachment A

ParaCruz On-time Performance Report for March 2023

	March 2022	March 2023
Total pick ups	5,714	6,860
Percent in “ready window”	99.75%	95.89%
1 to 5 minutes late	.11%	2.00%
6 to 10 minutes late	.04%	.73%
11 to 15 minutes late	.00%	.54%
16 to 20 minutes late	.02%	.28%
21 to 25 minutes late	.04%	.16%
26 to 30 minutes late	.02%	.09%
31 to 35 minutes late	.00%	.07%
36 to 40 minutes late	.02%	.12%
41 or more minutes late (excessively late/missed trips)	.00%	.12%
Total beyond “ready window”	.25%	4.11%

*Target: 90%

On-time Performance

During March ParaCruz' on time performance decreased by .34 % from last month. March ridership increased from last month. ParaCruz has four Operator positions unfilled, and one Operators are out on medical leave. The total number of available working ParaCruz Operators is 22 per weekday, not including Operators on annual leave.

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

During the month of March 2023, ParaCruz received seven Customer Service Reports. Two were compliments, two were valid and three were not valid.

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Attachment B

Comparative Operating Statistics through January 2023

	January 2022	January 2023	FY 22	FY 23	Performance Averages	Performance Goals
Requested	6,517	6,561	43,783	60,903	7,847	
Performed	4,507	5,486	34,281	43,857	5,965	
Cancel	30.84%	16.38%	22.02%	25.42%	21.23%	
No Shows	4.39%	2.81%	3.72%	3.63%	3.74%	Less than 3%
Total miles	34,963	31,536	238,208	277,036	38,207	
Av trip miles	6.46	6.51	6.51	6.73	6.66	
Within ready window	99.71%	97.19%	99.46%	96.19%	97.61%	90.00% or better
Call center volume	4,196	5,876	32,461	40,832	5,426	
Hold times less than 2 minutes	98.75%	97.35%	98.78%	96.31%	97.29%	Greater than 90%
Distinct riders	525	600	923	1,304	632	
Most frequent rider	68 rides	76 rides	390 rides	502 rides	73 rides	
Shared rides	44.71%	40.87%	37.88%	44.58%	43.10%	Greater than 60%
Passengers per rev hour	2.00	1.90	2.02	2.04	2.05	Greater than 1.6 passengers/hour
Rides by supplemental providers	N/A	N/A	N/A	N/A	N/A	No more than 25%
Vendor cost per ride	N/A	N/A	N/A	N/A	N/A	
Rides < 10 miles	65.36%	63.80%	63.78%	64.66%	64.40%	
Rides > 10 miles	34.64%	36.20%	36.14%	35.23%	35.60%	
Denied Rides	0	0	0	0	0	Zero
Missed Trips	2	6	13	46	1	
Excessively Long Trips	0	2	1	8	1	
# Trips at Base Fare	2,726	3,426	20,518	26,963	3,651	
# Trips > Base Fare	901	899	6,306	7,380	1,026	

Attachment B

Comparative Operating Statistics through February 2023

	February 2022	February 2023	FY 22	FY 23	Performance Averages	Performance Goals
Requested	6,361	6,816	50,144	67,719	7,885	
Performed	4,496	5,996	39,277	49,853	6,049	
Cancel	19.35%	12.03%	21.66%	23.75%	20.62%	
No Shows	2.61%	4.00	3.58%	3.68%	3.85%	Less than 3%
Total miles	36,588	39,269	274,797	316,305	37,598	
Av trip miles	6.45	6.86	6.50	6.75	6.69	
Within ready window	99.60%	96.23%	99.48%	96.19%	97.33%	90.00% or better
Call center volume	4,234	5,700	36,695	46,531	5,549	
Hold times less than 2 minutes	98.98%	98.14%	98.80%	96.54%	96.67%	Greater than 90%
Distinct riders	576	625	1,231	1,369	637	
Most frequent rider	54 rides	66 rides	428 rides	533 rides	74 rides	
Shared rides	61.71%	42.99%	40.86%	44.38%	41.54%	Greater than 60%
Passengers per rev hour	2.10	2.04	2.03	2.04	2.04	Greater than 1.6 passengers/hour
Rides by supplemental providers	N/A	N/A	N/A	N/A	N/A	No more than 25%
Vendor cost per ride	N/A	N/A	N/A	N/A	N/A	
Rides < 10 miles	63.73%	61.27%	63.78%	64.24%	64.20%	
Rides > 10	36.127%	38.73%	36.22%	35.67%	35.80%	
Denied Rides	0	0	0	0	0	Zero
Missed Trips	3	14	16	60	5	
Excessively Long Trips	0	1	0	11	1	
# Trips Base Fare	2,878	3,620	23,396	30,583	3,713	
# Trips > Base Fare	1,086	1,078	7,392	8,458	1,025	

Attachment B

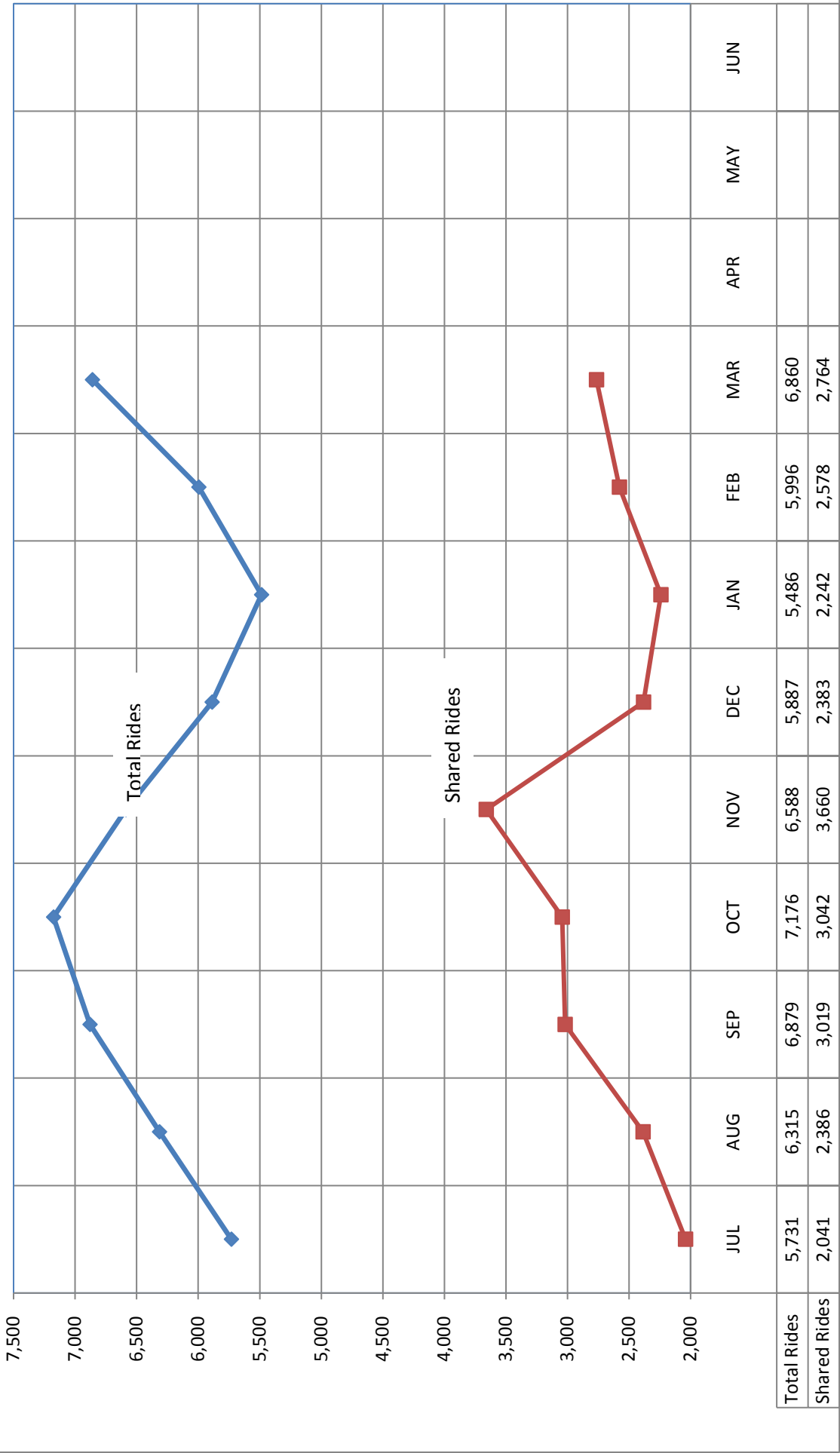
Comparative Operating Statistics through March 2023

	March 2022	March 2023	FY 22	FY 23	Performance Averages	Performance Goals
Requested	7,053	7,237	57,227	74,956	7,901	
Performed	5,714	6,860	44,991	56,713	6,144	
Cancel	14.97%	5.20%	20.94%	21.69%	19.80%	
No Shows	4.71%	4.16 %	3.71	3.73%	3.81%	Less than 3%
Total miles	33,857	43,732	308,654	360,037	38,421	
Av trip miles	6.63	6.66	6.51	6.74	6.69	
Within ready window	99.75%	95.89%	99.51%	96.16%	97.01%	90.00% or better
Call center volume	4,925	6,196	41,620	52,728	5,654	
Hold times less than 2 minutes	96.95%	97.68%	98.60%	96.66%	96.73%	Greater than 90%
Distinct riders	612	690	1,326	1,457	643	
Most frequent rider	58 rides	82 rides	530 rides	539 rides	76 rides	
Shared rides	33.75%	40.29%	40.07%	43.92%	42.08%	Greater than 60%
Passengers per rev hour	2.03	2.02	2.03	2.04	2.04	Greater than 1.6 passengers/hour
Rides by supplemental providers	N/A	N/A	N/A	N/A	N/A	No more than 25%
Vendor cost per ride	N/A	N/A	N/A	N/A	N/A	
Rides < 10 miles	62.79%	61.65%	63.67%	63.95%	64.10%	
Rides > 10 miles	37.21%	38.35%	36.33%	35.05%	35.90%	
Denied Rides	0	0	0	0	0	Zero
Missed Trips	0	11	17	60	6	N/A
Excessively Long Trips	0	2	1	13	1.17	
# Trips Base Fare	3,337	4,251	23,733	34,834	3,789	
# Trips > Base Fare	1,201	1,124	8,593	9,852	1,019	

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Attachment C

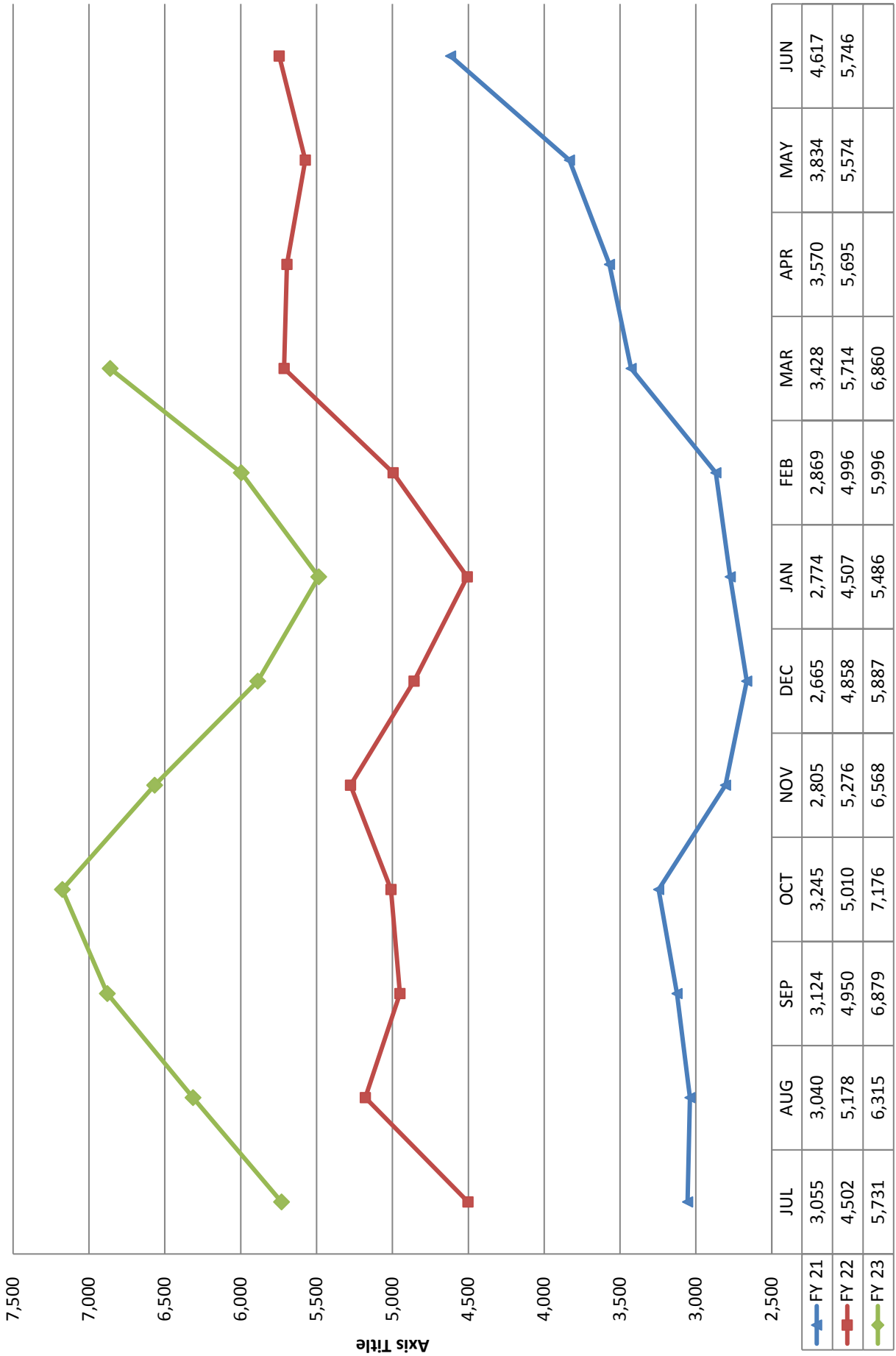
Total Ride vs. Shared Ride Count



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Attachment D

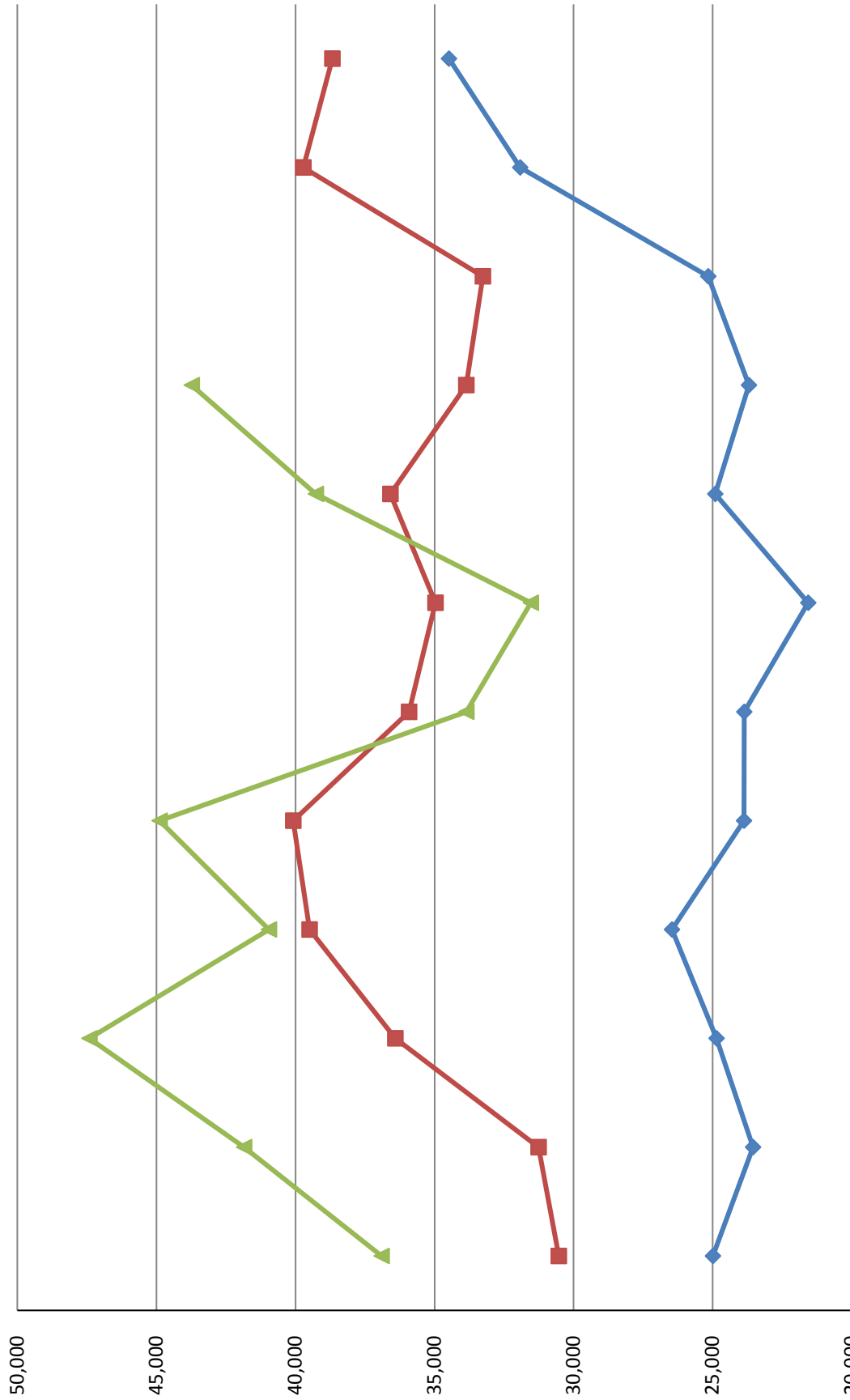
Number of Rides Comparison



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Attachment E

Annual Miles Comparison



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Attachment F

Monthly Assessments

MONTHLY ASSESSMENTS						
	UNRESTRICTED	RESTRICTED CONDITIONAL	RESTRICTED TRIP BY TRIP	TEMPORARY	DENIED	TOTAL
APRIL2022	49	0	0	22	0	71
MAY 2022	50	0	0	27	0	77
JUNE 2022	16	0	0	21	1	38
JULY 2022	45	0	0	26	0	71
AUGUST 2022	62	0	0	54	0	116
SEPTEMBER 2022	61	0	0	52	0	113
OCTOBER 2022	65	0	0	37	0	102
NOVEMBER 2022	70	0	0	35	0	105
DECEMBER 2022	18	0	0	34	0	52
JANUARY 2023	16	0	0	30	0	46
FEBRUARY 2023	9	0	0	61	0	70
MARCH 2023	9	0	0	28	0	37

Number of Eligible Riders for the month of January 2023 = 3,357

Number of Eligible Riders for the month of February 2023 = 3,368

Number of Eligible Riders for the month of March 2023 = 3,413

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

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

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

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

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Attachment G

Top Trip Destinations

LOCATION	January	February	March	Total	% of total rides
Satellite Dialysis - Capitola	807	693	796	2,296	12.52%
Cabrillo College 6500 Soquel Dr. Aptos	54	517	515	1,086	5.92%
Satellite Dialysis - Watsonville	262	286	321	869	4.74%
Santa Cruz Post-Acute 1115 Capitola Rd. SC	162	224	296	682	3.72%
Palo Alto Medical 2025 Soquel Ave. SC	120	140	172	432	2.36%
La Posada 609 Frederick St. SC	125	113	172	410	2.23%
Soquel High School 401 Soquel San Jose Rd.	114	136	158	408	2.13 %
Pacific Coast Manor 1935 Wharf Rd. Capitola	108	138	141	387	2.11%
Bay Avenue Senior Apartments 750 Bay Ave. Capitola	71	86	82	239	1.31%
Sutter Health 2907 Chanticleer Ave. SC	86	47	74	207	1.13%
Watsonville Community Hospital 65 Nielsen St. Watsonville	65	60	73	198	1.08%
Dignity Health 1595 Soquel Dr. SC	45	54	83	182	1.00%

Number of rides for the month of January 2023 = **5,486**
 Number of rides for the month of February 2023 = **5,996**
 Number of rides for the month of March 2023 = **6860**

ParaCruz Operations Status Report

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DATE: May 19, 2023
TO: Board of Directors
FROM: John Urgo, Planning & Development Director
SUBJECT: ACCEPT AND FILE THE METRO SYSTEM RIDERSHIP REPORTS FOR THE THIRD QUARTER OF FY23

I. RECOMMENDED ACTION

That the Board of Directors accept and file the METRO system ridership report for the third quarter of FY23

II. SUMMARY

- FY23 Q3 total ridership increased 15.9% (+118,276) compared to FY22 Q3. However, FY22 Q3 ridership decreased 36.4% (-493,794) compared to FY19 Q3.
- Local Non-student ridership increased 10.7% (+29,454) compared to FY22 Q3 but decreased 25.9% (-106,412) compared to FY19 Q3.
- Highway 17 (Hwy 17) ridership decreased 4.8% (-1,346) compared to FY22 Q3 and decreased 61.6% (-43,029) compared to FY19 Q3.
- UCSC ridership increased 17.4% (+72,232) compared to FY22 Q3 but decreased 38.9% (-311,028) compared to FY19 Q3.
- Cabrillo College ridership increased 82.5% (+13,383) compared to FY22 Q3 but decreased 60.2% (-44,801) compared to FY19 Q3.

III. DISCUSSION/BACKGROUND

This report contains ridership summaries and ridership by route for Santa Cruz Metropolitan Transit District (METRO) fixed route bus service for the third quarter (Q3) of FY23, January 1, 2023 – March 31, 2023. Quarterly ridership reports keep the Board of Directors (Board) apprised of METRO's ridership statistics and ridership trends:

- Attachment A shows system-wide and college student ridership statistics for Q3 of FY23 and makes year-over-year comparisons with ridership statistics.
- Attachment B shows the average ridership and pass/fare usage per route and system-wide.
- Attachment C shows the weekly ridership comparison for Q3 of FY23 with FY22 and FY19.

Total Fixed Route Ridership: FY23-22

METRO operates 23 Local routes and 1 Commuter route over Highway 17 (Hwy 17). Compared to the previous fiscal year's third quarter, FY23 Q3 total fixed-route ridership increased 15.9%:

- The Hwy 17 route ridership decreased 4.8%, likely due to weather related disruptions during the quarter, as well as the temporary suspension of downtown San Jose/San Jose State service.
- Local route ridership increased 16.7%.
 - Non-student ridership, which was 34.8% of local route ridership, increased 10.7%.

Student Pass program totals include UCSC, Cabrillo and Youth ridership and comprised 65.2% of local ridership. Total Student Pass ridership increased 21.1% in Q3 of FY23:

- Cabrillo ridership in Q3 of FY23 increased 85.5% compared to the same quarter of the previous fiscal year.
- UCSC ridership increased 17.4% during the same period.
- Youth ridership for the entirety of Q3 in FY23 increased 53.9%, compared to the same period in Q2. The new Youth Cruz Free Pass program was in operation for the final month of FY23 Q3 only. When comparing only the month of March, Youth ridership increased 165.8% in FY23 from FY22.

Though total fixed-route ridership increased 15.9% in FY23 Q3, METRO operated 2.0% fewer vehicle revenue hours (VRH). The canceled service this quarter was primarily due to dangerous road conditions and inaccessible roads affected by inclement weather. Compared to FY22, the third quarter of FY23 had 6.2% more canceled service hours.

Total Fixed Route Ridership: FY23-19

FY23 Q3 total fixed-route ridership was only 63.6% of the total fixed-route ridership in Q3 of FY19:

- Hwy 17 boardings were only 38.4% of Hwy 17 boardings in FY19 Q3.
- Local boardings recovered 64.9% of Local ridership for the same quarter in FY19.
- Non-student ridership recovered to 74.1% of FY19 Q3 levels.
- FY23 Q3 Student Pass boardings reached only 59.9% of FY19 Student Pass boardings for the same quarter.

Compared to FY19 Q3, METRO operated 15.2% less VRH in the third quarter of FY23. Ongoing operator shortages limited METRO's ability to restore service to pre-COVID levels in FY23. Furthermore, due to road conditions there was a 590.0% increase in canceled service in FY23 compared to FY19.

Regular and Discount Passes & Fares: FY23-22

Discount cash usage decreased 12.4% and Discount pass usage decreased 5.0% in FY23 Q3, compared to the same quarter in FY22. Overall, discount ridership decreased 8.4%. Studies on the impact of weather on urban bus ridership indicate that the poor weather can have a greater negative effect on elderly ridership than it does on adult and student ridership. The relative percentage of Discount boardings of total ridership was 2.4% less this quarter than in FY22, likely due to the poor weather conditions in FY23 Q3. Discount boardings comprised only 9.1% of all boardings in Q3 of FY23.

Pass boardings for regular fare adults increased 31.5%. Cash fares among this demographic increased only 3.0%. Overall, boardings from this segment of ridership increased 17.7% and comprised 29.5% of all boardings in the third quarter of FY23

Regular and Discount Passes & Fares: FY23-19

In Q3 of FY23, Discount cash usage was 69.8% of FY19 Discount cash boardings for the same period. Discount pass usage was only 46.2% of Discount pass usage in FY19 Q3. Overall, Q3 FY23 Discount ridership was only 53.4% of Q3 FY19 Discount boardings. The low recovery of Discount ridership in Q3 of FY23 compared to FY19 is likely due to inclement weather throughout Q3 this fiscal year. As mentioned previously, weather conditions have a greater impact on elderly ridership than on adult or student ridership.

Cash boardings for regular fare adults was 73.6% of pre-COVID levels. Pass boardings for regular fare adults was 81.6% of FY19 Q3 boardings for the same rider segment. Overall, METRO has recovered 78.0% of regular fare adult boardings when compared to FY19 Q3.

Weekly Ridership Growth: FY23-22

For the first two weeks of the third quarter of FY23, weekly ridership was on average 46.2% less than year-over-year weekly ridership in FY22. This was due to higher than normal rainfall, which disrupted operation of normal service and had a negative effect on ridership. The subsequent 8 weeks of Q3 had an average increase of 23.7% in overall ridership. The remaining three weeks of the quarter saw an average increase in ridership of 128.3% over the same period in FY22, largely due to UCSC finals week and spring break both commencing one week earlier in March of FY22.

Weekly Ridership Growth: FY23-19

The first two weeks of the third quarter of FY23 were on average 28.3% of year-over-year weekly ridership in FY19. This was largely due to rainier than normal weather conditions in Q3 of FY23. The following 8 weeks of Q3 was 68.9% of FY19 year-over-year weekly ridership. The remaining two weeks of the quarter saw an average increase of 18.5% compared to the same period in FY19. This was likely due to UCSC finals week and spring break occurring 4 days earlier in March of FY19.

Trip Ridership by Route: FY23-22

FY23 year-over-year total ridership per trip increased 20.5% compared to Q3 of FY22. Average weekday and weekend ridership per trip on all routes in Q3 of FY23 was similar with 23.2 average riders per weekday trip compared to an average of 22.4 riders per trip on the weekend. The weekday route with the highest average passenger load per revenue trip was the route 18 UCSC via Main Gate-Mission with 54.4 riders per trip. The weekend route with the greatest passenger loads was also the route 18 UCSC via Main Gate-Mission with an average of 75.6 riders per trip.

Trip Ridership by Route: FY23-19

Compared to FY19, overall riders per trip was only 67.8% of recorded riders per trip in FY19. Weekday riders per trip was 66.5% of FY19 Q3 levels. The average weekend riders per trip was 74.1% of weekend riders for the same period. The FY19 weekday route with the greatest trip loads was the weekday route 15. The weekend route with the largest trip loads was the route 16, replaced with the route 18 in FY22.

IV. STRATEGIC PLAN PRIORITIES ALIGNMENT

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

V. FINANCIAL CONSIDERATIONS/IMPACT

Revenue derived from passenger fares and passes was reflected in the FY23 operating budget. Farebox cash revenue this quarter decreased 16.1% compared to Q3 in FY22. However, pass usage increased 20.8% this quarter compared to the third quarter of FY22.

VI. CHANGES FROM COMMITTEE

N/A

VII. ALTERNATIVES CONSIDERED

There are no alternatives to consider.

VIII. ATTACHMENTS

Attachment A: Quarterly System Ridership Summary for FY23 Q3
January 1, 2023 – March 31, 2023

Attachment B: Quarterly Average Ridership by Route Report for FY23 Q3
January 1, 2023 – March 31, 2023

Attachment C: Quarterly Ridership by Week for FY23 Q3 October 1, 2022-
December 31, 2022

Prepared by: Cayla Hill, Planning Analyst

IX. APPROVALS

John Urgo
Planning and Development Director



Approved as to fiscal impact:
Chuck Farmer, CFO



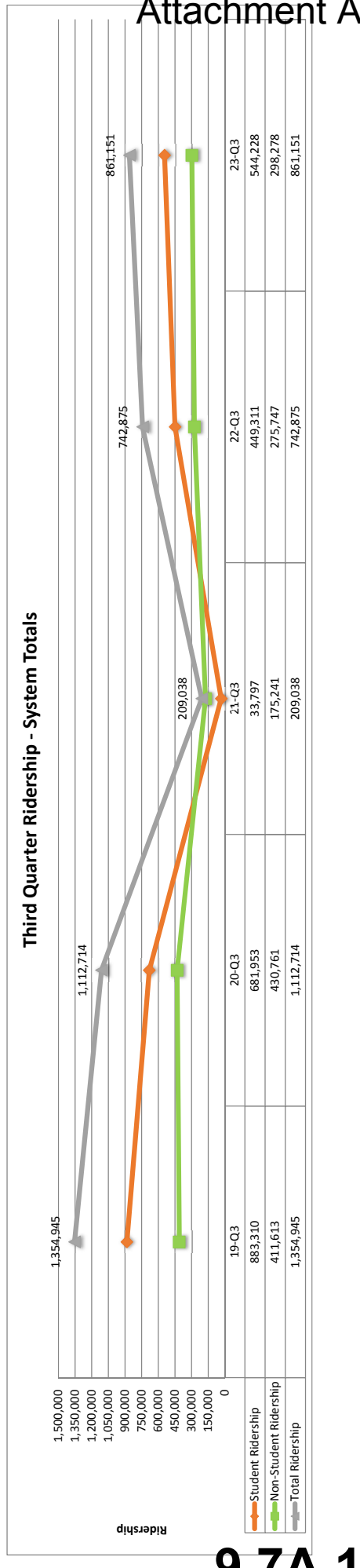
Michael Tree
CEO/General Manager



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Quarterly System Ridership Summary

Calendar Operating Days		Discounted Pass Usage (Senior/Disabled)			Regular Pass Usage				
This Year	Last Year	FY23 Q3	FY22 Q3	Quarterly Totals (Q2)	FY23 Q3	FY22 Q3	Quarterly Totals (Q2)		
Weekdays	64	43,505	45,779	Difference (2,274)	134,237	82,970	Difference 51,267		
Weekends	26	446	476	(30)	16,394	16,127	267		
UCSC Days of Instruction *	53	43,951	46,255	(2,304)	150,631	99,097	51,534		
Cabrillo Days of Instruction	38								
		% Change -5.0% -6.3% -11.3%			Local Pass Usage* Includes Free Boardings Hwy 17 Pass Usage Total Pass Usage			% Change 61.8% 1.7% 63.4%	
Discounted Cash Usage (Senior/Disabled)		Regular Cash Usage			Student Pass Program Totals				
FY23 Q3	FY22 Q3	Quarterly Totals (Q2)	FY23 Q3	FY22 Q3	Quarterly Totals (Q2)	FY23 Q3	FY22 Q3	Quarterly Totals (Q2)	
Local Single Cash Fare	32,124	36,276	(4,152)	Local Single Cash Fare	99,935	95,324	4,611	4.8%	
Hwy 17 Single Cash Fare	1,873	2,041	(168)	Hwy 17 Single Cash Fare	8,106	9,521	(1,415)	-14.9%	
Total Cash Usage	33,997	38,317	(4,320)	Total Cash Usage	108,041	104,845	3,196	3.0%	
		% Change -11.4% -8.2% -11.3%			Total Cash Usage Total Cash Usage			% Change 4.8% -14.9% 3.0%	
System Totals		System Totals			System Totals				
FY23 Q3	FY22 Q3	Quarterly Totals (Q2)	FY23 Q3	FY22 Q3	Quarterly Totals (Q2)	FY23 Q3	FY22 Q3	Quarterly Totals (Q2)	
Local Fixed Route	834,332	714,710	119,622	16.7%	UCSC	488,056	415,824	72,232	17.4%
Highway 17 Express	26,819	28,165	(1,346)	-4.8%	Cabrillo	29,599	16,216	13,383	82.5%
System Total	861,151	742,875	118,276	15.9%	Youth *	26,573	17,271	9,302	53.9%
		*Only include 1 month of Youth Cruz Free			Student Total			544,228 449,311 298,278 861,151	



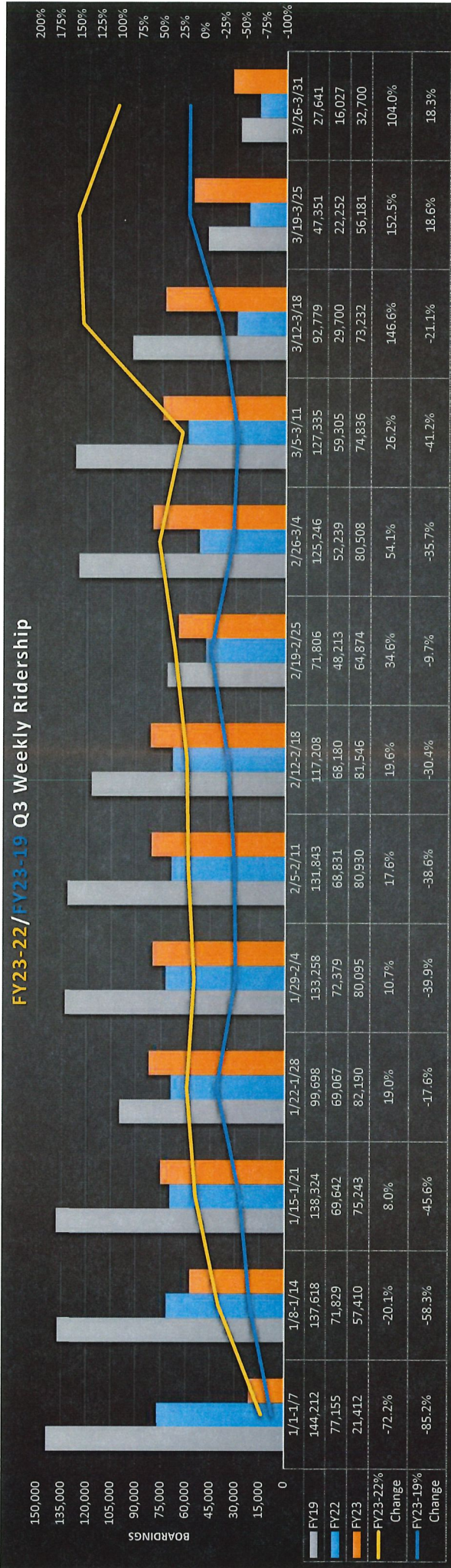
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Quarterly Average Ridership by Route Report

January 1, 2023 - March 31, 2023		Average Weekday Ridership per Trip					Average Weekend Ridership per Trip				
Route	Corridor	Total Riders	UCSC Riders %	Cabrillo Riders %	Discount Fares and Passes %	Regular Fares & Passes %	Total Riders	UCSC Riders %	Cabrillo Riders %	Discount Fares and Passes %	Regular Fares and Passes %
UCSC											
10	UCSC via High St.	52.5	95.2%	0.2%	0.7%	3.8%	49.1	86.3%	0.0%	1.5%	12.2%
15	UCSC via Laurel West	46.1	93.5%	0.2%	0.5%	5.8%					
18	UCSC via Main Gate-Mission	54.4	94.2%	0.5%	1.1%	4.3%	75.6	81.6%	0.3%	0.9%	17.2%
19	UCSC via Lower Bay	51.7	92.6%	0.4%	1.8%	5.2%	66.9	81.7%	0.2%	1.2%	16.8%
20	UCSC via West Side	48.2	92.2%	0.6%	2.0%	5.2%	58.5	81.0%	0.4%	1.4%	17.2%
Intercity											
35/35E	Santa Cruz/Scotts Valley/SLV	13.6	6.7%	3.4%	19.7%	70.2%	11.6	3.6%	2.0%	16.0%	78.5%
69A	Capitola Road/Watsonville	18.3	8.3%	12.0%	24.7%	55.1%	14.4	10.2%	5.9%	24.2%	59.8%
69W	Cap. Road/CRrillo/Watsonville	20.1	10.4%	15.9%	19.3%	54.3%	16.9	13.0%	2.7%	16.3%	68.1%
71	Santa CruB to Watsonville	20.5	7.4%	11.6%	22.5%	58.4%	14.4	5.8%	2.9%	19.9%	71.4%
North County											
40	Davenport/North Coast	8.5	4.7%	1.2%	5.0%	89.1%					
41	Bonny Doon	8.5	6.0%	1.1%	4.5%	88.4%					
42	Davenport/Bonny Doon	9.6	11.3%	0.6%	10.1%	78.0%	7.2	19.5%	1.3%	11.5%	67.8%
Live Oak											
66	Live Oak via 17th	9.6	17.4%	3.2%	22.8%	56.6%	8.4	19.5%	2.9%	17.7%	59.9%
68	Like Oak via Broadway/Portola	7.4	26.6%	3.0%	20.7%	49.8%	7.7	29.9%	2.4%	11.8%	56.0%
Local Santa Cruz											
4	Harvey West/Emeline	4.2	11.1%	1.4%	38.3%	49.2%					
Mid County											
55	Rio Del Mar	6.9	3.5%	30.7%	28.8%	37.0%	7.8	9.6%	10.9%	23.2%	56.2%
Local Watsonville											
72	Watsonville Hospital/Pinto Lake	8.3	0.9%	8.5%	32.3%	58.3%	4.5	0.2%	5.3%	22.8%	71.7%
74S	PVHS/Watsonville Hospital	8.9	0.0%	2.6%	8.5%	88.9%					
75	Green Valley Road	9.9	0.7%	6.4%	36.0%	56.8%	8.7	0.4%	2.4%	30.6%	66.6%
79	Pajaro/East Lake	4.5	0.9%	7.6%	36.5%	55.0%	3.2	4.3%	1.5%	28.2%	66.0%
WC	Watsonville Circulator	8.0	-	-	-	100.0%	9.4	-	-	-	100.0%
Express											
Hwy 17	Hwy 17 Express	8.1	-	-	10.5%	89.5%	10.7	-	-	6.0%	94.0%
	Avg. Ridership per Trip	23.2	58.0%	4.0%	9.4%	28.6%	22.4	51.2%	1.2%	7.5%	40.2%

38 Calendar School Days of Cabrillo
 53 Calendar School Days of UCSC
 43 Calendar School Days of SJSU

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DATE: May 19, 2023
TO: Board of Directors
FROM: Kristina Mihaylova, Deputy Finance Director
**SUBJECT: CONSIDERATION OF ADOPTING A RESOLUTION APPROVING THE
FY23 REVISED CAPITAL BUDGET/PORTFOLIO**

I. RECOMMENDED ACTION

That the Board of Directors adopt a resolution approving the FY23 Revised Capital Budget/Portfolio, as presented in Attachment B.

II. SUMMARY

- The Board of Directors (Board) adopted the FY23 Capital Budget/Portfolio on June 24, 2022.
- Periodic capital budget revisions may be required due to new grant awards, new projects, changes to the scope of existing projects, spending adjustments and removal of projects that are no longer active.
- Revisions to an adopted capital budget require Board approval and the adoption of a resolution.

III. DISCUSSION/BACKGROUND

The Board must adopt an Operating and Capital Budget by June 30th each year. The Board adopted the FY23 & FY24 Operating and FY23 Capital Budget/Portfolio on June 24, 2022.

Periodically, capital budget revisions are required to add new projects, revise project balances and funding sources, update project descriptions, etc. This will be the second revision to the FY23 Capital Budget/Portfolio since adoption.

Staff requests that the Board adopt a resolution (Attachment A) to approve the FY23 Revised Capital Budget/Portfolio (Attachment B).

A Reconciliation by Project as of May 19, 2023 (Attachment C) is provided; this reconciles the (current) FY23 Revised Capital Budget/Portfolio against the (original) Final FY23 Capital Budget/Portfolio adopted on June 24, 2022.

This revision impacts multiple projects.

IV. STRATEGIC PLAN PRIORITIES ALIGNMENT

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

V. FINANCIAL CONSIDERATIONS/IMPACT

The original FY23 Capital Budget/Portfolio adopted June 24, 2022 totals \$87,030,557.

- Revision 1 – November 18, 2022 – This revision added six new (6) projects, removed four (4) projects; revised the available budget balances for twenty (20) existing projects; added additional funding to five (5) existing project, and revised the description and scope for seven (7) projects. This revision resulted in a net decrease of \$27,937,251, for a Revised FY23 Capital Budget/Portfolio balance of \$59,093,306.
- Revision 2 – May 19, 2023 – This revision added five new (5) projects, removed three (3) projects; revised the available budget balances, funding sources, scope and project description for seven (7) existing projects. This revision resulted in a net increase of \$6,137,869, for a Revised FY23 Capital Budget/Portfolio balance of \$65,231,175.

The Reconciliation by Project as of May 19, 2023 (Attachment C) lists the detail of all changes by project since adoption on June 24, 2022, and includes an explanation for the action. The year to date change is a net decrease of \$21,799,382.

VI. ALTERNATIVES CONSIDERED

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

VII. ATTACHMENTS

Attachment A: FY23 Capital Budget/Portfolio Resolution

Attachment B: FY23 Revised Capital Budget/Portfolio as of May 19, 2023

Attachment C: FY23 Revised Capital Budget/Portfolio – Reconciliation by Project as of May 19, 2023

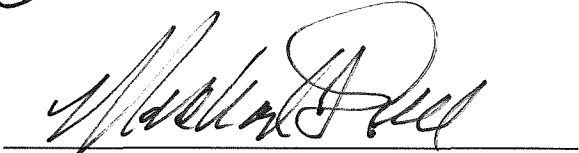
Prepared by: Kristina Mihaylova, Deputy Finance Director

VIII. APPROVALS

Approved as to fiscal impact:
Chuck Farmer, CFO

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Michael Tree, CEO/General Manager

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Attachment A



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

Resolution No. _____

On the Motion of Director _____

Duly Seconded by Director _____

The following Resolution is adopted:

A RESOLUTION OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT AUTHORIZING A REVISION TO THE FY23 CAPITAL BUDGET/PORTFOLIO

WHEREAS, the Board of Directors approved the FY23 Capital Budget/Portfolio on June 24, 2022 with a total budget of \$87,030,557; and

WHEREAS, it is necessary to revise the adopted FY23 Capital Budget/Portfolio by \$21,799,382;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Santa Cruz Metropolitan Transit District hereby amends the FY23 Capital Budget/Portfolio per Attachment B to this resolution for a total FY23 Revised Capital Budget/Portfolio of \$65,231,175.

PASSED AND ADOPTED this 19th day of May 2023 by the following vote:

AYES: Directors -

NOES: Directors -

ABSENT: Directors -

ABSTAIN: Directors -

APPROVED

SHEBREH KALANTARI-JOHNSON
Board Chair

9.8A.1

Attachment A

Resolution #
Page 2 of 2

ATTEST

MICHAEL TREE
CEO, General Manager

APPROVED AS TO FORM

JULIE A. SHERMAN
General Counsel

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY23 REVISED CAPITAL BUDGET/PORTFOLIO
AS OF MAY 19, 2023

	PROJECT/ACTIVITY	RESTRICTED	TIRCP	RESTRICTED	STIP	LCTOP	LPP	RESTRICTED	VW GRANT	PG&E REBATES & MBARD	BUS REPLACEMENT FUND		OPERATING & CAPITAL RESERVE FUND	TOTAL
											\$3M PER YEAR (MEASURE D + SB1 STA&SGR)	RESTRICTED		
Revenue Vehicle Purchases, Replacements & Campaigns-Fleet Electrification Projects														
	4 ZEBs & 4 Chargers - Highway 17 (FTA 5339c FY16, Measure D, HVIP: \$480K; PG&E Rebates: \$9K/Bus & \$25K/Charger)	\$ 3,507,967								\$ 136,000		\$ 1,078,809		\$ 4,722,776
22	19-0037 Completion of JKS Facility-ZEB Yard Charging Infrastructure												\$ 250,512	\$ 250,512
23	19-0041 T ZEB & Charger (FY20 LCTOP+Interest+HVIP: \$138K+ PG&E Rebates: \$9K/Bus & \$25K/Charger)	\$ 3,507,967		\$ 1,067,296						\$ 34,000		\$ 1,078,809		\$ 1,101,296
24	Subtotal	\$ 3,507,967		\$ 1,067,296						\$ 170,000		\$ 1,078,809	\$ 250,512	\$ 6,074,584
Non-Revenue Vehicle Purchases & Replacements														
25	21-0005 Non-Revenue Electric Vehicles (FTA 5339a FY20)	\$ 68,160												\$ 68,160
26	21-0006 2 Service Trucks (FTA 5339a FY20)	\$ 150,000												\$ 150,000
	Subtotal	\$ 218,160												\$ 218,160
Fleet & Maint Equipment														
27	21-0004 Golf Club Part Washers (FTA 5339a FY20 + Reserves)	\$ 80,000											\$ 100,000	\$ 180,000
	Subtotal	\$ 80,000											\$ 100,000	\$ 180,000
Office Equipment														
	Subtotal	\$ -												\$ -
Misc.														
28	23-0004 Misc Capital Contingency-\$800K - 11/15/19 BOD+\$100K 5/21/2021+\$1M 03/25/2022												\$ 879,353	\$ 879,353
29	23-0004a Scotts Valley & Watsonville Transit Centers Security												\$ 51,000	\$ 51,000
30	23-0004b Trash Enclosures												\$ 42,480	\$ 42,480
31	23-0004c Gym at OPS												\$ 36,600	\$ 36,600
32	23-0004d Refrigerators: 6 - Multiple Locations (PRC:SCM,VER,WTC:SBF,OPS)												\$ 10,000	\$ 10,000
33	23-0004e Safety - Information Display System & Monitors: 14 at multiple locations												\$ 15,000	\$ 15,000
34	23-0004f Office Furniture - Admin												\$ 8,500	\$ 8,500
35	23-0004g POS Square Machines: 2 & Badge Printers: 2 - Customer Service (PAC & WTC)												\$ 14,500	\$ 14,500
36	23-0004h Conference Room Upgrade for Hybrid Meetings												\$ 7,500	\$ 7,500
37	23-0004i Office Furniture - OPS												\$ 6,200	\$ 6,200
38	24-0007 Microsoft Windows upgrade licensing												\$ 21,000	\$ 21,000
	Subtotal	\$ -											\$ 1,092,133	\$ 1,092,133
TOTAL CAPITAL PROJECTS		\$ 11,079,614	\$ 18,620,000	\$ 658,539	\$ 1,067,296	\$ 2,102,000	\$ 3,200,000	\$ 170,000	\$ 1,345,399	\$ 13,442,672	\$ 13,645,654	\$ 65,231,175		

Attachment B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY23 REVISED CAPITAL BUDGET/PORTFOLIO AS OF MAY 19, 2023

PROJECT/ACTIVITY	RESTRICTED	TIRCP	RESTRICTED	STIP	LCTOP	LPP	RESTRICTED	VW GRANT	PG&E REBATES & MBARD	BUS REPLACEMENT FUND		OPERATING & CAPITAL RESERVE FUND	TOTAL
										\$3M PER YEAR (MEASURE D + SB1 STA&SGR)	RESTRICTED		
CAPITAL PROGRAM FUNDING													
Federal Sources of Funds:													
Federal Grants (FTA)	\$ 6,279,614												\$ 6,279,614
USDOT 2022 Multimodal Projects Discretionary Grant (MPDG)	\$ 4,800,000												\$ 4,800,000
State / Other Sources of Funds:													
PTMISEA (1B)													
State Transportation Improvement Program (STIP)			\$ 658,539										\$ 658,539
Low Carbon Transit Operations Program (LCTOP)			\$ 1,067,296										\$ 1,067,296
Local Partnership Program (LPP)					\$ 2,102,000								\$ 2,102,000
State Transit Assistance (STA)-Prior Years													
Transfers from Operating Budget (STA-SB1)											\$ 1,345,399		\$ 1,345,399
STA-SGR (SB1)											\$ 13,342,672		\$ 13,342,672
Transfers from Operating Budget (Measure D)													
TIRCP		\$ 18,620,000											\$ 18,620,000
VW GRANT							\$ 3,200,000						\$ 3,200,000
PG&E REBATES & MBARD								\$ 170,000					\$ 170,000
Local Sources of Funds:													
Operating and Capital Reserve Fund												\$ 13,645,654	\$ 13,645,654
TOTAL CAPITAL FUNDING BY FUNDING SOURCE	\$ 11,079,614	\$ 18,620,000	\$ 658,539	\$ 1,067,296	\$ 2,102,000	\$ 2,102,000	\$ 3,200,000	\$ 170,000	\$ 170,000	\$ 1,345,399	\$ 13,342,672	\$ 13,645,654	\$ 65,231,175
Restricted Funds	\$ 11,079,614												\$ 11,079,614
Unrestricted Funds												\$ 13,645,654	\$ 13,645,654
TOTAL CAPITAL FUNDING	\$ 11,079,614	\$ 18,620,000	\$ 658,539	\$ 1,067,296	\$ 2,102,000	\$ 2,102,000	\$ 3,200,000	\$ 170,000	\$ 170,000	\$ 1,345,399	\$ 13,342,672	\$ 13,645,654	\$ 65,231,175
* NOTE: The amounts listed here represent the amounts committed against awarded grants and projects, and therefore will not equal the \$3M allocated to the Bus Replacement Fund in any given year.													

**FY23 CAPITAL BUDGET/PORTFOLIO
RECONCILIATION BY PROJECT
AS OF MAY 19, 2023- 2nd REVISION**

Attachment C

FY23 FINAL CAPITAL BUDGET/PORTFOLIO ADOPTED JUNE 24, 2022: \$ 87,030,557

CAPITAL PROJECT	PJT#	SOURCE	AMOUNT	TOTAL
Revise Project Budget Balance: Multiple Projects	19-0001	OP & CAPITAL RESERVE	\$ 21,668	
	19-0002	MEASURE D	\$ (6,892)	
	19-0006	OP & CAPITAL RESERVE	\$ 10,000	
	19-0006b	OP & CAPITAL RESERVE	\$ (655)	
		OP & CAPITAL RESERVE	\$ -	
	19-0013	OP & CAPITAL RESERVE _ Misc. Contingency	\$ (21,622)	
		MEASURE D	\$ 60,778	
	19-0027	STIP	\$ 59,188	
		CAPITAL RESERVE: RESTRI	\$ 797,345	
		FTA	\$ (8,620)	
	19-0037	MEASURE D	\$ (258)	
	19-0041	OP & CAPITAL RESERVE	\$ 25,755	
		STA	\$ (21,720)	
	19-0042	OP & CAPITAL RESERVE	\$ (67,225)	
	19-0048			
	rolled into		\$ 192,133	
	23-0004	OP & CAPITAL RESERVE		
		FTA	\$ 30,224	
	20-0002	MEASURE D	\$ 155,938	
	21-0005	FTA	\$ 68,160	
		MEASURE D	\$ 131,609	
	21-0008	STA-SGR	\$ 145,399	
	22-0003	OP & CAPITAL RESERVE	\$ 40,000	

Reason: Adjust available budget based on prior year spending

Change Description Only: Scotts Valley & Watsonville Transit Centers Security

23-0004a N/A

Reason: Description change due to change in scope

Add Funds: Trash Enclosures	23-0004b	OP & CAPITAL RESERVE _ Misc. Contingency	\$ 35,480	
Transfer Funds: Funds needed	23-0004	OP & CAPITAL RESERVE _ Misc. Contingency	\$ (35,480)	

Reason: Additional funds needed for 10 single Big Belly trash containers for the Soquel Bus Stops

Add Funds: Exercise Equipment / Gym at OPS	23-0004c	OP & CAPITAL RESERVE _ Misc. Contingency	\$ 6,600	
Transfer Funds: Funds needed	23-0004	OP & CAPITAL RESERVE _ Misc. Contingency	\$ (6,600)	

Reason: JKS Fitness ACS (Access Control System)

Add project: Refrigerators: 6 - Multiple Locations (PRC,SCM,VER,WTC,SBF,OPS)	23-0004d	OP & CAPITAL RESERVE _ Misc. Contingency	\$ 10,000	
Transfer Funds: Funds needed for new project	23-0004	OP & CAPITAL RESERVE _ Misc. Contingency	\$ (10,000)	

Reason: Refrigerator replacements at employee break-rooms

Add project: Safety - Information Display System & Monitors: 14 at multiple locations	23-0004e	OP & CAPITAL RESERVE _ Misc. Contingency	\$ 15,000	
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**FY23 CAPITAL BUDGET/PORTFOLIO
RECONCILIATION BY PROJECT
AS OF MAY 19, 2023- 2nd REVISION**

Attachment C

CAPITAL PROJECT	PJT#	SOURCE	AMOUNT	TOTAL
Transfer Funds: Funds needed for new project	23-0004	OP & CAPITAL RESERVE – Misc. Contingency	\$ (15,000)	
Reason: To implement a corrective action from CalOSHA				
Add project: Office Furniture - Admin	23-0004f	OP & CAPITAL RESERVE – Misc Contingency	\$ 8,500	
Transfer Funds: Funds needed for new project	23-0004	OP & CAPITAL RESERVE – Misc Contingency	\$ (8,500)	
Reason: New Furniture for CEO Office & Conference Room				
Add project: POS Square Machines: 2 & Badge Printers: 2 - Customer Service (PAC & WTC)	23-0004g	OP & CAPITAL RESERVE – Misc Contingency	\$ 14,500	
Transfer Funds: Funds needed for new project	23-0004	OP & CAPITAL RESERVE – Misc Contingency	\$ (14,500)	
Reason: Additional Equipment needed for CS Watsonville & Pacific Station Booths .				
Add Funds: Automatic Passenger Counters (APCs)	22-0005	OP & CAPITAL RESERVE	\$ 47,503	
Reason: New Contract & 10% contingency				
Revise Project Budget, Funding and Change Scope & Description: 8 HFCBs: \$1.35M/Bus (FY22 FTA 5307 + VW Grant)	23-0001	FTA STA - SGR VW-Grant	\$ 320,000 \$ (1,820,000) \$ 3,200,000	
Add Project: 2 HFCBs: \$1.35M/Bus (FY22 FTA 5307 + HVIP used as a local match: \$480K)	23-0001a	FTA	\$ 2,220,000	
Reason: Change in scope, funding availability and strategy				
Revise Project Budget, Funding and Change Scope & Description: 5 CNGs: \$1M/Bus ARTICS (FY22 FTA 5307 + BRF: SGR - FY20 - FY23)	23-0002	FTA STA - SGR	\$ (1,820,000) \$ 2,820,000	
Reason: Change in scope, funding availability and strategy				
Revise Project Budget, Funding and Change Scope & Description: 1 ZEB & Charger (FY20 LCTOP+Interest+HVIP: \$138K+ PG&E Rebates: \$9K/Bus & \$25K/Charger)	23-0003	LCTOP PG & E Rebates	\$ (182,704) \$ 34,000	
Reason: Change in scope, funding availability and strategy				
Remove Project: 20 Fuel Cell Buses/Workforce Development (FY22 FTA LoNo + BRF: SGR FY23/24 + Measure D)	23-0005a	FTA STA - SGR Measure D	\$ (30,670,440) \$ (940,064) \$ (4,616,752)	
Reason: FTA Grant not awarded.				
Remove Project: New Hydrogen Fueling Station + Project Management	23-0005b	FTA OP & CAPITAL RESERVE	\$ (7,246,000) \$ (874,000)	
Reason: FTA Grant not awarded.				

**FY23 CAPITAL BUDGET/PORTFOLIO
RECONCILIATION BY PROJECT
AS OF MAY 19, 2023- 2nd REVISION**

Attachment C

CAPITAL PROJECT	PJT#	SOURCE	AMOUNT	TOTAL
Remove Project: Maintenance Facility Upgrades (FY22 FTA LoNo)	23-0005c	FTA	\$ (1,350,000)	
		OP & CAPITAL RESERVE	\$ (150,000)	
Reason: FTA Grant not awarded.				
Remove Project: 1 Diesel Artic (replacement) & 2 CNGs (FY22 Congressionally District Funding + BRF: Measure D)	23-0006	FTA	\$ (1,840,000)	
		Measure D	\$ (460,000)	
Reason: FTA Grant not awarded.				
Revise Project Budget, Funding and Change Scope & Description: 2 HFCEBs: \$1.35M/Bus (FY20,21,22 LPP+100% Match Measure D+ HVIP: \$480K)	23-0007	Measure D	\$ 414,000	
Reason: Change in scope, funding availability and strategy				
Revise Project Budget, Funding and Change Scope & Description: 3 HFCEBs: \$1.35M/Bus (FTA FY22 5339a - State Rural Discretionary+ Measure D+ HVIP: \$720K+ MBARD: \$400K)	23-0008	MBARD	\$ 400,000	
		Measure D	\$ 830,000	
Reason: Change in scope, funding availability and strategy				
Add Funds & Update Description: 4 ZEBs & 4 Chargers - Highway 17 (FTA 5339c FY16, Measure D, HVIP: \$480K; PG&E Rebates: \$9K/Bus & \$25K/Charger)	19-0037	PG & E Rebates	\$ 136,000	
Reason: New Funding Source identified.				
Add Project: Rapid Bus Enhancements - Soquel Drive & Main Street Corridor	23-0010	CTC SB1 SCCP GRANT	\$ 9,600,000	
		OP & CAPITAL RESERVE	\$ 2,400,000	
Reason: Implementing Rapid Bus Enhancements along the Soquel / Main Street Corridor				
Add project: Conference Room Upgrade for Hybrid Meetings	23-0004h	OP & CAPITAL RESERVE _ Misc Contingency	\$ 7,500	
Transfer Funds: Funds needed for new project	23-0004	OP & CAPITAL RESERVE _ Misc Contingency	\$ (7,500)	
Reason: Additional equipment to support hybrid meetings in the Santa Cruz Conference Room				
Add project: Office Furniture - OPS	23-0004i	OP & CAPITAL RESERVE _ Misc. Contingency	\$ 6,200	
Transfer Funds: Funds needed for new project	23-0004	OP & CAPITAL RESERVE _ Misc. Contingency	\$ (6,200)	
Reason: Replace Furniture in Driver's Break Area				
Add project: Microsoft Windows upgrade licensing	24-0007	OP & CAPITAL RESERVE _ Misc. Contingency	\$ 21,000	
Transfer Funds: Funds needed for new project	23-0004	OP & CAPITAL RESERVE _ Misc. Contingency	\$ (21,000)	
Reason: Microsoft Windows upgrade licensing needed				

**FY23 CAPITAL BUDGET/PORTFOLIO
RECONCILIATION BY PROJECT
AS OF MAY 19, 2023- 2nd REVISION**

Attachment C

CAPITAL PROJECT	PJT#	SOURCE	AMOUNT	TOTAL
Add project: Automated gates Design & Installation	19-0006c	OP & CAPITAL RESERVE Misc. Contingency	\$ 21,000	
Add project: HVAC Design & Installation	19-0006d	OP & CAPITAL RESERVE Misc. Contingency	\$ 38,000	
Transfer Funds: Funds needed for new project	19-0006	OP & CAPITAL RESERVE Misc. Contingency	\$ (59,000)	
Reason: Automated gates (Bay 11 & Route 4) & HVAC (Bay 11) Design Phase				
Add Funds: 7 Replacement Paracruz Vans (FY19 LPP, Measure D)	22-0005	Measure D	\$ 388,869	
Reason: New Quote provided 02/14/2023: \$142K / ParaCruz Van				
Remove Project: Replace 6 gasoline Non-Rev Vehicles (FTA Congressional Direct Funding)	23-0009	FTA OP & CAPITAL RESERVE	\$ (612,850) \$ (108,150)	
Reason: Project is on hold and added to the Unfunded Project List				
Remove Project: 5 CNGs: \$1M/Bus ARTICS (FY22 FTA 5307 + BRP: SGR - FY20 - FY23)	23-0002	FTA STA - SGR	\$ (1,380,000) \$ (3,620,000)	
Reason: Project will be removed and revised in FY24				
Update Description: 2 Service Trucks (FTA 5339a FY20)	21-0006			
Reason: Adding a second Service Truck.				
Update Funding Sources: Pacific Station/Metro Center Redevelopment w/ City of SC	19-0002	TIRCP	\$ 500,000	
Reason: New Grant award.				
Update Funding Sources: Rapid Bus Enhancements - Soquel Drive & Main Street Corridor	23-0010	CTC SB1 SCCP TIRCP OP & CAPITAL RESERVE	\$ (9,600,000) \$ 5,100,000 \$ 2,000,000	
Reason: New Grant award.				
Update Funding Sources and Change Scope & Project Description: 12 HFCBs: \$1.4M/Bus (TIRCP,LPP + HVIP: \$240K/Bus) FY25	23-0001	FTA VW Grant TIRCP LPP	\$ (7,600,000) \$ (3,200,000) \$ 13,020,000 \$ 900,000	
Update Funding Sources and Change Scope & Project Description: 12 HFCBs: 12 HFCB: \$1.4M/Bus (FTA 5339b, MPDG, LPP,BRF: SGR & Measure D + HVIP: \$240K/Bus) FY26	23-0001a	FTA LPP STA-SGR Measure D	\$ 4,260,000 \$ 900,000 \$ 1,200,000 \$ 5,340,000	
Update Funding Sources and Change Scope & Project Description: 3 HFCBs: \$1.4M/Bus (VW Grant, BRP: Measure D)	23-0008	FTA PG & E Rebates Measure D	\$ (1,680,000) \$ (400,000) \$ (250,000)	

**FY23 CAPITAL BUDGET/PORTFOLIO
RECONCILIATION BY PROJECT
AS OF MAY 19, 2023- 2nd REVISION**

Attachment C

CAPITAL PROJECT	PJT#	SOURCE	AMOUNT	TOTAL
		VW Grant	\$ 3,200,000	
Remove Project: 2 HFCEBs: \$1.35M/Bus (FY20,21,22 LPP+100% Match Measure D+ HVIP: \$480K)	23-0007	LPP	\$ (903,000)	
		Measure D	\$ (1,317,000)	
Reason: New Grant award.				

\$ (21,799,382)

FUNDING SUMMARY:				
		OP & CAPITAL RESERVE	\$ (26,357,688)	
		FTA	\$ (16,639,086)	
		LCTOP	\$ (182,704)	
		LPP	\$ 897,000	
		MEASURE D	\$ 670,292	
		VW GRANT	\$ 3,200,000	
		MBARD	\$ 400,000	
		TIRCP	\$ 18,598,280	
		STA-SGR	\$ (2,214,665)	
		PG\$E REBATES	\$ (230,000)	
		CTC SB1 SCC GRANT	\$ -	
TOTAL CAPITAL BUDGET REVISIONS THROUGH 05/19/23:		STIP	\$ 59,188	\$ (21,799,382)

FY23 REVISED CAPITAL BUDGET/PORTFOLIO AS OF MAY 19, 2023: \$ 65,231,175

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DATE: May 19, 2023
TO: Board of Directors
FROM: Curtis Moses, Safety, Security and Risk Management Director
SUBJECT: CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A 5TH AMENDMENT EXTENDING THE CONTRACT WITH ALLIED UNIVERSAL D/B/A FIRST ALARM SECURITY & PATROL, INC. FOR SECURITY GUARD SERVICES, INCREASING THE CONTRACT TOTAL BY \$656,686

I. RECOMMENDED ACTION

That the Board of Directors (Board) authorize the CEO/General Manager to execute a 5th amendment extending the contract, exercising the first option with Allied Universal d/b/a First Alarm Security & Patrol, Inc. for Security Guard Services, increasing the contract total by \$656,686 for the additional 1-year period, thereby increasing the total contract authority from \$1,935,034.47 to \$2,591,720.47.

II. SUMMARY

- The Santa Cruz Metropolitan Transit District (METRO) has a contract with Allied Universal d/b/a First Alarm Security & Patrol, Inc. (First Alarm) for Security Guard Services that is due to expire on June 30, 2023 but may be renewed.
- First Alarm has requested equitable rate increases for the new contract period.
- First Alarm has performed its duties very well under this contract, and therefore staff recommend that the Board of Directors (Board) authorize a one-year contract extension with the requested rate increases.

III. DISCUSSION/BACKGROUND

METRO utilizes contracted security services at various METRO facilities. Such services are crucial to ensure the safety of the public and METRO employees and to protect METRO property. METRO has a contract with First Alarm for these services that was established on June 1, 2020 for a 3-year period, with options to extend for up to four additional years. This contract is due to expire on June 30, 2023.

Per Curtis Moses, Safety, Security and Risk Management Director, over the past year the quality of service provided by First Alarm has been good. First Alarm has reviewed the contract and has requested an equitable rate increase for each of the

three job classifications under this contract for the new term. First Alarm has also chosen to participate in METRO's Sustainability Initiative, and will be contributing 5% of the total billed to METRO for FY23 towards this purpose. In accordance with the Board-adopted Social Equity and Community Funding Policy, this amount will be donated to one or more of METRO's community funding partners.

Staff recommends that the Board authorize the CEO to execute a 5th amendment to the contract with First Alarm to exercise the first option for a one-year contract extension, approve First Alarm's requested rate increases, and increase the contract authority by \$656,686 for the next year. Curtis Moses, Safety, Security and Risk Management Director, will continue to serve as the Contract Administrator and will ensure contract compliance.

IV. STRATEGIC PLAN PRIORITIES ALIGNMENT

This contract aligns to the following strategic priorities:

- Safety First Culture
- Service Quality and Delivery
- Strategic Alliances and Community Outreach

V. FINANCIAL CONSIDERATIONS/IMPACT

This contract has a total not to exceed of \$1,935,034.47. Additional funds in an amount of \$656,686 are requested for approval at this time. The new contract total not to exceed would be \$2,591,720.47.

Funds to support this contract are included in the Safety, Security & Risk FY24 Security Services (503171) Operating Budget.

VI. CHANGES FROM COMMITTEE

N/A

VII. ALTERNATIVES CONSIDERED

- Do not renew this contract. Staff does not recommend this option, as METRO does not have in-house staff trained or certified to perform these Security Guard Services.


VIII. ATTACHMENTS

Attachment A: 5th Amendment to the Contract with First Alarm


Prepared by: Joan Jeffries, Purchasing Manager
Ian Berry, Purchasing Assistant

IX. APPROVALS

Curtis Moses, Safety, Security
& Risk Management Director



Approved as to fiscal impact:
Chuck Farmer, CFO



Michael Tree, CEO/General Manager



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Attachment A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FIFTH AMENDMENT TO CONTRACT NO. 20-09 FOR SECURITY GUARD SERVICES

This Fifth Amendment to Contract No. 20-09 for Security Guard Services is made effective May 19, 2023 between the Santa Cruz Metropolitan Transit District (“Santa Cruz METRO”), a political subdivision of the State of California, and Allied Universal d/b/a First Alarm Security & Patrol, Inc. (“Contractor”).

I. RECITALS

- 1.1 Santa Cruz METRO and Contractor entered into a Contract for Security Guard Services (“Contract”) on June 1, 2020.
- 1.2 The Contract is due to expire on June 30, 2023.
- 1.3 The Contract allows for amendment upon mutual written consent, provides Santa Cruz METRO the option to extend the term of the Contract for four (4) additional one-year or two (2) additional two-year terms, and allows Contractor to request an annual rate adjustment for the option years.
- 1.4 Contractor has made a timely request for a rate adjustment, which is set forth in Attachment A to this Fifth Amendment dated May 8, 2023 and revised May 10, 2023, attached hereto and incorporated by this reference.
- 1.5 Santa Cruz METRO and Contractor desire to amend the Contract to incorporate the approved rate adjustment effective July 1, 2023, to extend the Contract term, and to increase the maximum amount payable under the Contract.

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

II. TERM

Articles 4.1 and 4.2 are replaced in their entirety by the following:

The term of this Contract shall be from June 1, 2020 through June 30, 2024. At the option of Santa Cruz METRO, this Contract may be renewed for up to three (3) additional one-year terms. Option terms may be exercised by Santa Cruz METRO in single or multiple-year periods.

III. COMPENSATION

Article 5.1 is amended to add the following language:

As of July 1, 2023, Santa Cruz METRO shall compensate Contractor at the rates agreed upon and set forth in Attachment A to the Fifth Amendment dated May 8, 2023 and revised May 10, 2023.

Under the terms of the Fifth Amendment, the maximum amount payable under the Contract is increased by \$656,686.00. The new maximum amount payable under the Contract is

Attachment A

\$2,591,720.47. Contractor understands and agrees that if it exceeds the maximum amount payable under this Contract, it does so at its own risk.

IV. REMAINING TERMS AND CONDITIONS

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

V. AUTHORITY

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

Signed on _____

Santa Cruz METRO –
SANTA CRUZ METROPOLITAN
TRANSIT DISTRICT

Michael Tree, CEO/General Manager

Contractor –
ALLIED UNIVERSAL d/b/a FIRST ALARM
SECURITY & PATROL, INC.

Matthew Luther, General Manager

Approved as to Form:

Julie Sherman, General Counsel





DATE: May 19, 2023

TO: Board of Directors

FROM: Eddie Benson, Maintenance Manager

SUBJECT: CONSIDERATION OF AUTHORIZING THE USE OF STATE OF CALIFORNIA DEPARTMENT OF GENERAL SERVICES CONTRACT FOR THE PURCHASE OF A 2ND NON-REVENUE EMERGENCY SERVICE TRUCK

I. RECOMMENDED ACTION

That the Board of Directors authorize the utilization of the State of California, Department of General Services Cooperative Vehicle Contract for the purchase of a 2nd non-revenue service truck from Downtown Ford Sacramento in the amount of \$67,877.42.

II. SUMMARY

- The Santa Cruz Metropolitan Transit District (METRO) has the need to replace a 2nd non-revenue service truck that has exceeded its useful life.
- Funds for this purchase are available through METRO's 5339a FY20 formula grant.
- This service truck will increase METRO's ability to provide roadside assistance to buses and other vehicles in its non-revenue fleet throughout Santa Cruz County. Replacing an end of life vehicle saves on costly repairs and continuous roadside breakdowns.
- Staff is requesting authorization to proceed with the purchase of this 2nd service truck utilizing the DGS Cooperative Vehicle Contract in an amount not to exceed \$67,877.42.

III. DISCUSSION/BACKGROUND

On April 20, 2023, the Board approved the purchase of a new service truck using the DGS Cooperative Vehicle Contract and FTA funds. METRO has the need for a 2nd service truck to replace aging vehicles in its non-revenue fleet. This new service truck will increase METRO's ability to provide roadside assistance to buses and other vehicles suffering breakdowns while on their route. It will help move these buses to safe locations when they fail in hazardous areas, avoiding unnecessary and expensive towing.

METRO was able to purchase the first service truck through Downtown Ford Sacramento after an exhaustive search. Downtown Ford has one more service truck available that meets METRO's needs.

Originally, grant funds in the amount of \$150,000 were available to purchase a larger service truck (Ford F550). Due to supply chain issues, manufacturers are currently not making the larger vehicle, so METRO purchased a smaller model (Ford F250) that would meet our needs at about half the cost. Because of the cost difference, METRO received approval to use the remaining funds to purchase a 2nd service truck. These funds expire if they are not utilized.

It has been a challenge for many years to locate a service truck meeting METRO's specifications. Being awarded grant funds for the purchase of a 2nd service truck affords us the opportunity to replace another end of useful life non-revenue vehicle and mitigate the ongoing shortage of available vehicles.

METRO is again able to utilize the DGS Cooperative Vehicle Contract for the 2nd service truck, also, a Ford F250 super cab pickup. Utilizing statewide cooperative purchasing agreements streamlines the procurement process and allows for better pricing than METRO would normally obtain on its own due to the larger quantities requested in the bids.

Staff recommends that the Board authorize the use of the DGS Cooperative Vehicle Contract for the purchase of a 2nd Ford F250 service truck in an amount not to exceed \$67,877.42.

IV. FINANCIAL CONSIDERATIONS/IMPACT

Funds in the amount of \$67,877.42 to support this procurement are available in the FY20 5339a formula grant and included in the FY23 Capital Budget/Portfolio.

V. CHANGES FROM COMMITTEE

N/A

VI. ALTERNATIVES CONSIDERED

- None

VII. ATTACHMENTS

Attachment A: Downtown Ford Sacramento Quote Sheet

Prepared by: Tanya Gilliam, Purchasing Agent

VIII. APPROVALS

Eddie Benson, Maintenance Manager 

Approved as to fiscal impact:
Chuck Farmer, CFO 

Michael Tree, CEO/General Manager 

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Attachment A



525 N16TH STREET, SACRAMENTO, CA 95811
PHONE: 916-299-3529

S040423 957

QUOTE

Customer

Name ED BENSON

Address SANTA CRUZ METRO

City _____ State _____ Zip _____

Phone _____

DATE 4/4/2023

SALES REP SANDRA

PHONE 9162526260

FOB SACRAMENTO

Qty	Description	Unit Price	TOTAL
1	2022 FORD F250 4X2 SUPER CAB PICKUP	\$43,000.00	\$43,000.00
	EXTERIOR COLOR: WHITE		
1	LONGBED	\$214.00	\$214.00
1	BACKUP ALARM	\$141.00	\$141.00
1	HD SERVICE SUSPENSION	\$127.00	\$127.00
1	POWER GROUP	\$926.00	\$926.00
1	BOX DELETE	\$200.00	\$200.00
1	RUNNING BOARDS	\$445.00	\$445.00
1	TRAILER BRAKE CONTROLLER	\$274.00	\$274.00
1	UPFITTER SWITCHES	\$165.00	\$165.00
1	REAR CAMERA PREP KIT	\$415.00	\$415.00
1	CLOTH SEATING	\$100.00	\$100.00
1	KNAPHEIDE SERVICE BODY	\$15,000.00	\$15,000.00
1	DOC FEE	\$85.00	\$85.00
2	EXTRA KEY	\$299.00	\$598.00
	INVENTORY - READY FOR DELIVERY		
	SALES TAX CALCULATED AT 9.25 BASED ON REGISTRATION ADDRESS		

SubTotal	\$61,690.00
DELIVERY	\$500.00
SALES TAX	\$5,678.67
CA Tire Tax	\$8.75
TOTAL	\$67,877.42

Payment Details

Cash

Check

Credit Card

Name _____

CC # _____

Expires _____

Office Use Only

NET

SIGNATURE _____

DATE _____

9.10A.1

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DATE: May 19, 2023
TO: Board of Directors
FROM: Wondimu Mengistu, Capital Planning and Grants Program Manager
SUBJECT: CONSIDERATION OF AUTHORIZING THE CHIEF EXECUTIVE OFFICER (CEO) TO ENTER INTO MEMORANDA OF AGREEMENTS WITH THE SAN DIEGO METROPOLITAN TRANSIT SYSTEM (MTS) FOR THE SALE OF TEN (10) 2013 NEW FLYER 60-FT COMPRESSED NATURAL GAS (CNG) ARTICULATED BUSES

I. RECOMMENDED ACTION

That the Board of Directors authorize the CEO to execute Memoranda of Agreements with MTS allowing for the purchase of ten (10) 2013 New Flyer CNG Articulated buses.

II. SUMMARY

- The Santa Cruz Metropolitan Transit District (METRO) has a need for acquiring articulated buses to relieve overcrowding and reduce pass-bys on the District's most heavily utilized routes.
- Currently, METRO's four 2002 diesel-fueled articulated buses have exceeded their useful life and need to be replaced as soon as possible.
- Heavy passenger loads on METRO routes serving UCSC have often resulted in overcrowding, leading to full buses and stranded passengers.
- In February 2023, a proposal was made by METRO to MTS to purchase ten (10) 2013 New Flyer 60' CNG articulated buses.
- MTS has agreed to the sale of ten (10) 2013 New Flyer CNG buses.
- Staff is requesting that the Board authorize the CEO to enter into Memoranda of Agreements relating to the sale of these buses for use by METRO.

III. DISCUSSION/BACKGROUND

METRO provides essential transit service to the UCSC community, accounting for more than ¼ of all person-trips made to and from the campus each day. On average, more than 11,600 UCSC students, staff and faculty rode METRO each weekday during the 2018-19 academic year. UCSC affiliates made more than 2.51 million METRO boardings during FY2018, accounting for more than 53% of METRO's total in-county ridership. To address the UCSC service demand, METRO

leased two articulated buses. In 2018, METRO purchased four (4) 2002 New Flyer Diesel Articulated buses from the Santa Clara Valley Transportation Authority (VTA) to be used on METRO's fixed routes that serve UCSC. Currently, these buses have an average age of 21.7 years and over 715,000 miles and need to be replaced as soon as possible. These buses have an average availability of 50% due to mechanical failures impeding the vehicles from completing or starting scheduled revenue trips.

Additionally, over the years, heavy passenger loads on METRO routes serving UCSC have often resulted in overcrowding, leading to pass-bys and stranded passengers. Pass-bys have increased post-COVID due to operator shortages preventing the return of service to pre-COVID levels. During peak times, buses can fill before reaching campus, leaving behind passengers at bus stops along routes.

In February 2023, a proposal was made by METRO to MTS to purchase ten (10) 2013 New Flyer 60' CNG articulated buses. MTS has agreed to the sale. MTS placed these buses into service between September 2013 and January 2014, and plans on retiring them around July to September of 2023. By this time, they will have reached the end of their useful life based on mileage as designated by Federal Transit Administration (FTA) regulations. MTS agreed to allow the purchase of these buses for a purchase price of \$9,000 for each vehicle, for a total of \$90,000 for all ten (10) vehicles.

METRO agrees that radio system, farebox and PRONTO card reader system, traffic signal emitter and tires will not be included in the vehicles. MTS will remove all logos while METRO agrees to repaint the vehicles to differentiate them from the MTS brand.

These buses will improve access and mobility for the transit riding public by increasing passenger capacity on routes currently experiencing overcrowding. Because trips are frequently overcrowded with many passengers unable to board, this capacity expansion is expected to increase ridership.

Staff is requesting that the Board authorize the CEO to enter into Memoranda of Agreements relating to the sale of these buses for use by METRO.

IV. STRATEGIC PLAN PRIORITIES ALIGNMENT

The actions taken in this report tie to METRO's Safety, Financial Stability, Stewardship and Accountability, Service Quality and Delivery, and State of Good Repair Strategic Priorities.

V. FINANCIAL CONSIDERATIONS/IMPACT

MTS agreed to allow the purchase of these buses for a purchase price of \$9,000 for each Vehicle, for a total of \$90,000 for all ten (10) Vehicles. Funding for this bus

purchase is currently available from the Bus Replacement Plan, which commits \$3 million annually of capital funding to this program, available as a result of the passage of Measure D and Senate Bill 1.

METRO will also be coordinating and funding the retrofit of these buses to meet specific service demands for UCSC fixed route service. Costs for retrofitting the buses are estimated to be \$200,000, which will be funded from METRO's Bus Replacement Fund.

VI. CHANGES FROM COMMITTEE

N/A

VII. ALTERNATIVES CONSIDERED

Do not approve purchase of ten (10) articulated buses – Not recommended.

The articulated buses already in service on UCSC routes have proven to be successful in meeting passenger load demands. The acquisition of the MTS buses will more than double METRO's fleet of articulated buses, further helping to reduce standing loads and passbys without requiring additional operators.

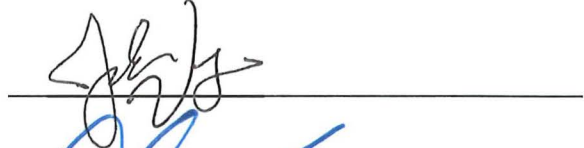
VIII. ATTACHMENTS

Attachment A: Memorandum of Agreement MTS/METRO for Sale of Surplus Property

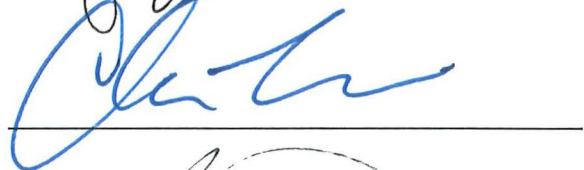
Prepared by: Wondimu Mengistu
Capital Planning and Grants Program Manager

IX. APPROVALS

John Urgo, Planning
and Development Director



Approved as to fiscal impact:
Chuck Farmer, CFO



Michael Tree, CEO/General Manager





**Metropolitan
Transit
System**

AGREEMENT FOR SALE OF SURPLUS PROPERTY

MTS DOC. NO. B0757.0-23

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT AGREEMENT NO. _____

This AGREEMENT FOR SALE OF SURPLUS PROPERTY ("Agreement") is made this _____ day of _____ 2023 ("Date of Sale") by and between the San Diego Metropolitan Transit System (MTS), a California Public Agency, and the Santa Cruz Metropolitan Transit District ("Buyer").

For good consideration it is agreed between the parties that:

1. MTS agrees to sell, and Buyer agrees to buy ten (10) 2013 New Flyer 60' CNG articulated buses ("Vehicles"), shown as Attachment 1, described as surplus property.
2. MTS warrants it has full legal titles to said Vehicles.
3. Buyer agrees to pay to MTS the total purchase price of Nine Thousand Dollars and no/100 (\$9,000) for each Vehicle, for a total of Ninety Thousand Dollars and no/100 (\$90,000) for all ten (10) Vehicles; payable thirty (30) days after the last signature date ("Pay by Date").

Payable To:

San Diego Metropolitan Transit System
1255 Imperial Avenue #1000
San Diego, CA 92101

4. Buyer shall pay all taxes, costs, and fees imposed by any governmental entity upon the Vehicle, as well as all operating costs and expenses associated with the Vehicle.
5. Buyer is responsible for all transportation costs of the Vehicles from the MTS location to Buyer's facility.
6. Buyer agrees that the following items will not be included in the Vehicles:
 - A. Radio system.
 - B. Farebox and PRONTO card reader system.
 - C. Traffic signal emitter.
 - D. Tires will be at the end of useful life, as MTS leases tires.
7. MTS will remove all the logos. Buyer agrees to repaint the Vehicle to differentiate it from the MTS brand.



Attachment A

8. The parties agree that the MTS will be released of all liability resulting from the operation of the Vehicle effective upon the Date of Sale (California Vehicle Code §5602). MTS shall cause the *Notice of Release of Liability* to be properly filed with the California Department of Motor Vehicles upon the Date of Sale.

9. Release of Liability:

The undersigned hereby certifies that they are authorized to sign this document on behalf of the organization or governmental agency herein after referred to as the Buyer. The Buyer thereby agrees to indemnify and hold harmless, at its own risk, cost and expense, defend MTS, its officers, agents, employees, and volunteers hereinafter referred to as MTS from and against any and all liability, loss, or expense to persons or property, including defense costs, legal fees, and claims for damages, arising out of, or related to, the access to or use of MTS property, including access to MTS facilities, and viewing, selection, removal, loading/unloading, or eventual use or transfer of vehicle by the Buyer and any person using, operating or handling that property.

10. No warranties - asset is being sold "As Is":

MTS makes no representations whatsoever, extend no warranties of any kind, either express or implied, including but not limited to the implied warranties of merchantability or fitness for a particular purpose, and assumes no responsibilities whatsoever with respect to design, development, manufacture, or use of the vehicle. Furthermore, in no event shall MTS be liable for direct, indirect, special, consequential, incidental or punitive loss, damage, or expenses arising out of or in connection with this vehicle, including but not limited to Buyer's use of the vehicle or removal of the vehicle from the MTS's premises, whether based on breach of contract or tort which would include any negligence by MTS.

11. The parties agree to transfer title of the subject vehicle upon receipt of the full payment, at the MTS address located at:

San Diego Metropolitan Transit System
100 16th Street
San Diego, CA 92101

12. This agreement shall be binding and inure to the benefit of the parties, their successors, assigns and personal representatives.

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9.11A.2

Attachment A

IN WITNESS WHEREOF, the parties have read and fully understand the terms and conditions as set out in this Agreement.

Executed on the dates written below.

SAN DIEGO METROPOLITAN TRANSIT SYSTEM	SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
By: _____ Sharon Cooney, Chief Executive Officer	By: _____ Michael Tree, Chief Executive Officer/General Manager
Date	Date
Approved as to form: By: _____ Karen Landers, General Counsel	

ATTACHMENT A (DRAFT)

Item	Serial # or Vehicle Identification #	Tag #, Stock Code, or License #	MTS Vehicle # (If Applicable)	MTS Vehicle Mileage (If Applicable)	Quantity	Est. Market Value
1	5FYC8YC1XDB042050	1383813	1111	614,557	1	\$ 9,000.00
2	5FYC8YC13DB042052	1416625	1113	580,054	1	\$ 9,000.00
3	5FYC8YC17DB042054	1416627	1115	604,663	1	\$ 9,000.00
4	5FYC8YC19DB042055	1383832	1116	582,925	1	\$ 9,000.00
5	5FYC8YC10DB042056	1383814	1117	603,322	1	\$ 9,000.00
6	5FYC8YC12DB042057	1383829	1118	628,857	1	\$ 9,000.00
7	5FYC8YC14DB042058	1383830	1119	605,804	1	\$ 9,000.00
8	5FYC8YC16DB042059	1383853	1120	612,726	1	\$ 9,000.00
9	5FYC8YC12DB042060	1383831	1121	602,062	1	\$ 9,000.00
10	5FYC8YC14DB042061	1416635	1122	587,299	1	\$ 9,000.00
TOTAL					10	\$ 90,000.00



THE BOARD OF DIRECTORS PROUDLY PRESENTS THIS

CERTIFICATE OF APPRECIATION

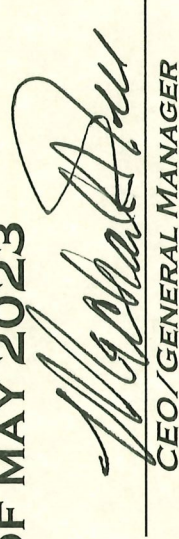
To

EFRAIN ARELLANO BUS OPERATOR

FOR THE COMPLETION OF 10 YEARS OF SERVICE
BETWEEN 2013 AND 2023

GIVEN THIS 19TH DAY OF MAY 2023


CHAIR, BOARD OF DIRECTORS


CEO/GENERAL MANAGER



THE BOARD OF DIRECTORS PROUDLY PRESENTS THIS


CERTIFICATE OF APPRECIATION


To

JOSEFINA CRUZ BUS OPERATOR

FOR THE COMPLETION OF 10 YEARS OF SERVICE
BETWEEN 2013 AND 2023

GIVEN THIS 19TH DAY OF MAY 2023


CHAIR, BOARD OF DIRECTORS


CEO/GENERAL MANAGER



THE BOARD OF DIRECTORS PROUDLY PRESENTS THIS

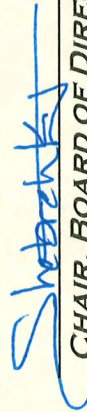
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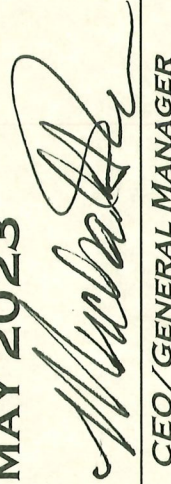
To

JOSE M. ESCOBAR BUS OPERATOR

FOR THE COMPLETION OF 10 YEARS OF SERVICE
BETWEEN 2013 AND 2023

GIVEN THIS 19TH DAY OF MAY 2023


CHAIR, BOARD OF DIRECTORS


CEO/GENERAL MANAGER



THE BOARD OF DIRECTORS PROUDLY PRESENTS THIS

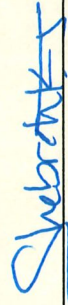
CERTIFICATE OF APPRECIATION


TO

**DAVID W. HORVATH
BUS OPERATOR**

FOR THE COMPLETION OF 10 YEARS OF SERVICE
BETWEEN 2013 AND 2023

GIVEN THIS 19TH DAY OF MAY 2023


CHAIR, BOARD OF DIRECTORS


CEO/GENERAL MANAGER



THE BOARD OF DIRECTORS PROUDLY PRESENTS THIS

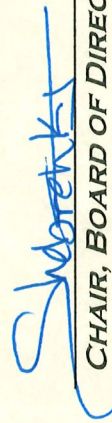
CERTIFICATE OF APPRECIATION

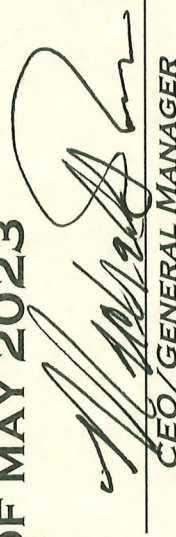
To

MANUEL A. PEREZ BUS OPERATOR

FOR THE COMPLETION OF 10 YEARS OF SERVICE
BETWEEN 2013 AND 2023

GIVEN THIS 19TH DAY OF MAY 2023


CHAIR, BOARD OF DIRECTORS


CEO/GENERAL MANAGER



THE BOARD OF DIRECTORS PROUDLY PRESENTS THIS

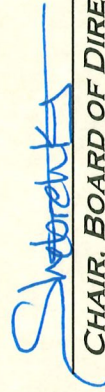
CERTIFICATE OF APPRECIATION

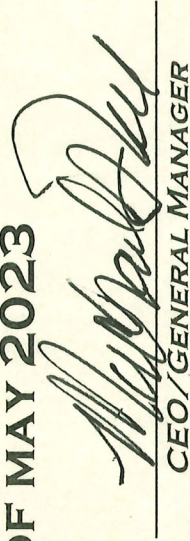
To

**MITCHELL B. DOUKAS
DISPATCHER / SCHEDULER**

FOR THE COMPLETION OF 15 YEARS OF SERVICE
BETWEEN 2008 AND 2023

GIVEN THIS 19TH DAY OF MAY 2023


CHAIR, BOARD OF DIRECTORS


CEO / GENERAL MANAGER



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 APPRECIATION FOR THE SERVICES OF DELEE BRUBECK AS ADMINISTRATIVE ASSISTANT FOR THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

WHEREAS, the Santa Cruz Metropolitan Transit District (METRO) 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, METRO, requiring an employee with expertise and dedication, appointed Delee Brubeck to serve in the position of Administrative Assistant, and

WHEREAS, Delee Brubeck served as a member of the Human Resources Department of METRO for the time period of May 29, 2012 to January 5, 2022, and

WHEREAS, Delee Brubeck also served as a member of the Operations Department of METRO for the time period of January 6, 2022 to May 1, 2023, and

WHEREAS, Delee Brubeck provided METRO with dedicated service and commitment during the time of her employment, and

WHEREAS, Delee Brubeck served METRO with distinction, and

WHEREAS, the service provided to the residents of Santa Cruz County by Delee Brubeck resulted in reliable, quality public transportation being available in the most difficult of times, and

WHEREAS, during the time of Ms. Brubeck's service, METRO improved existing and built new operating facilities, converted the fleet to a CNG propulsion system, developed accessible bus stops, improved ridership, responded to adverse economic conditions, assumed direct operational responsibility for the Highway 17 Express service and the Amtrak Connector service, and assumed direct operational responsibility for the ParaCruz service, and

WHEREAS, the quality of life in Santa Cruz County was improved dramatically as a result of the exemplary service provided by Delee Brubeck.

NOW, THEREFORE, BE IT RESOLVED, that upon her retirement as Administrative Assistant, the Board of Directors of METRO does hereby commend her efforts in advancing public transit service in Santa Cruz County and expresses sincere appreciation on behalf of itself, the METRO staff and all of the residents of Santa Cruz County.

BE IT FURTHER RESOLVED, that a copy of this resolution be entered into the official records of the Santa Cruz Metropolitan Transit District.

PASSED AND ADOPTED this 19th Day of May 2023 by the following vote:

AYES: Directors -

NOES: Directors -

ABSTAIN: Directors -

ABSENT: Directors -

Approved:

Shebreh Kalantari-Johnson
Board Chair

Attest:

Michael Tree
CEO/General Manager

Approved as to form:

Julie Sherman, General Counsel



DATE: May 19, 2023

TO: Board of Directors

FROM: Chuck Farmer, Chief Financial Officer

SUBJECT: CONSIDERATION OF SANTA CRUZ METRO'S DRAFT FY24 AND FY25 OPERATING BUDGETS, FY24 CAPITAL BUDGET, AND A RESOLUTION SETTING A PUBLIC HEARING ON JUNE 23, 2023

I. RECOMMENDED ACTION

That the Board of Directors adopt a resolution setting a public hearing, on June 23, 2023 to commence at 9:00am, or as soon as thereafter, the matter can be heard, for final adoption of the Final FY24 and FY25 Operating Budget and FY24 Capital Budget.

II. SUMMARY

- The FY24 and FY25 Operating Budget, and FY24 Capital Budget-Portfolio are presented this month for Board of Directors (Board) and public review. A public hearing has been scheduled for 9:00 am, or as soon thereafter as possible, during the June 23, 2023 board meeting.
- On June 24, 2022, the Board adopted the Final FY23 and FY24 Operating Budget. Santa Cruz METRO produces a 2-year rolling Budget. This Budget revises the June 2022 FY24 Budget and presents a new FY25 Operating Budget.
- The 5 – Year Plan for Santa Cruz Metropolitan Transit District (METRO) is presented in Attachment B. It depicts the proposed two-year FY24 and FY25 Operating Budget and Forecasts for FY26 to FY28.
- The proposed two-year FY24 and FY25 Operating Budgets – Attachment C total \$65,046,358 and \$66,352,561 respectively.
- In addition, METRO will be transferring:
 - \$2.3M in FY24 and FY25 to the Capital Budget (Bus Replacement Fund)
 - \$2.0M in FY24 and FY25 for the UAL & OPEB liability
 - \$4.0M in FY24 and FY25 for Grant matching
 - \$1.3M in FY24 and \$0.5M in FY25 to Reserve Replenishment
 - \$2.4M in FY24 and \$5.6M in FY25 from the COVID-19 Recovery Fund

- These results match the total Operating Revenue Budget of \$72,567,671 in FY24 and \$69,789,354 in FY25. This is a Draft Budget, which reflects available data regarding revenues and expenses. The Final two-year Budget will be presented to the Board of Directors on June 23, 2023.
- The year over year Operating Budget growth of approximately \$5,854K in expenses in FY24 is detailed in Sections B and C.
- Metro held a Budget Workshop with the Unions on May 1, 2023 to answer questions about the two-year draft FY24 and FY25 Operating Budget and the FY24 Capital Budget-Portfolio and to obtain input from its union partners.
- The Authorized and Funded Personnel lists are presented in Attachment D.
- The Draft FY24 Capital Budget-Portfolio – Attachment E totals \$78,651,175
- Staff recommends that the Finance, Budget and Audit Standing Committee Board receive input on the Draft FY24 and FY25 Operating Budget and FY24 Capital Budget-Portfolio and provide additional direction to staff as necessary regarding the contents of the Draft Operating and Capital Budgets, for final adoption on June 23, 2023 and forward the Budget to the full Board for initiation at the Public Hearing.

III. DISCUSSION/BACKGROUND

The Board of Directors must adopt the Final FY24 and FY25 Operating Budget and FY24 Capital Budget-Portfolio by June 30, 2023. The Draft FY24 and FY25 Operating Budget and the FY24 Capital Budget-Portfolio are presented this month for Board and public review. A public hearing has been scheduled for 9:00 am, June 23, 2023.

On June 24, 2022, the Board adopted the Final FY23 and FY24 Operating Budgets. Santa Cruz METRO produces a 2-year rolling Budget. This Budget revises the June 2022 FY24 Operating Budget and presents a new FY25 Preliminary Draft Operating Budget.

Metro held a Budget Workshop with the Unions on May 1, 2023 to answer questions about the two-year Draft FY24 and FY25 Operating Budget and FY24 Capital Budget-Portfolio to obtain input from its union partners.

The presentation of financials on the Summary page in Attachment C are presented in this format:

Operating Revenues are directly associated with ridership and represent the amounts paid by the rider or organizations to use transit services. The categories includes Passenger-paid fares (Local and Highway 17 Fares) and Organization-paid fares (Special transit fares: contracts with the local colleges and Highway 17 partners).

Operating Expenses are the expenses associated with the operation of the transit agency and goods and services purchased for the operation of the system, such as Labor (Salaries & Wages), Fringe Benefits, Non-Personnel Expenses (Services, Materials and Supplies, Utilities, Insurance, and Other expenses). This provides a quick and easy view of the Farebox Recovery.

The Non-Operating Revenue and Expenses section provides insight into revenue and expenses that are not directly or/and immediately impacted by increase/decrease of ridership.

Non-Operating Revenues represent external sources such as Sales Tax Revenue, Federal/State Grants, and all other forms of income (Advertising, Rental, etc.) that is used to support Metro operations and capital investments.

Non-Operating Expenses are for non-recurring, or limited time frame, costs such as those related to COVID for testing and cleaning protocols, expected to go away in the next year or two. Pension UAL costs (previously reported as part of Fringe benefits) which are the additional costs incurred to cover the shortfall of pension funding have been replaced by the Sales Tax Revenue Bond payments (reported as part of non-personnel costs) in FY24.

These changes will align Metro's financial reporting more closely to other transportation agencies and allow for an easier comparison of revenues and costs related to ridership and external sources.

Attachment C – Page 1

A. Operating Revenues

Operating Revenues, related to ridership, total \$9,175K in FY24 and \$9,407K in FY25. Major Operating Revenue assumptions in the Draft FY24 Budget over the FY23 Final Budget, adopted in June 2022, include:

- Passenger Fares – overall increase \$643K, or 26.4%, to \$3,080K due to increased ridership across all modes: Fixed Route increase \$237K, or 14.6%, to \$1,882K, Paratransit increase \$16K, or 8.0%, to \$210K, Highway 17 Fares increase \$394K, or 66.4%, to \$988K
- Special Transit Fares – overall increase of \$142K, or 2.4%, to \$6,095K; primarily due to contractual increases and increased ridership recovery as impact from COVID declines: UCSC increase \$95K, or 2.0%, to \$4,876K, Cabrillo College increase \$12K, or 2.0%, to \$595K, City of Santa Cruz increase \$25K, or 73.1%, to \$59K, Highway 17 Contracts increase \$11K, or 2.0%, to \$562K

Moderate increases of ~2.5% to \$9,407K overall for Operating Revenue sources are budgeted in FY25.

B. Operating Expenses

Operating Expenses, excluding Pension UAL/Sales Tax Revenue Bond payments (which are discussed in Section C), total \$60,874K in FY24 and \$62,175K in FY25. Operating Expenses assumptions in the Draft FY24 Budget over the FY23 Final Budget, adopted in June 2022, include:

Personnel Expenses (Labor and Fringe Benefits) increased overall by \$264K, or 0.6%, to \$43,175K vs. FY23 Budget

- Regular Labor Costs – decrease \$201K, or 1.0%, to \$20,214K
 - Contractual items of step and longevity increases
 - Net 2 new FTE added, proposed incremental positions
 - Sr. Customer Service Representative
 - Safety & Training Coordinator
 - Maintenance Trainer
 - Assistant Ops & Customer Service Manager
 - HR Analyst I - *two year provisional*
 - Grants/Legislative Analyst
 - Mechanic III
 - Sr. Payroll Administrator
 - Dispatcher/Scheduler – 2 FTE
 - Parts & Materials Manager

Offset by proposed positions to be defunded

- Mechanic I & II
- Assistant Safety & Training Coordinator
- Financial Analyst
- Upholster I
- Paratransit Clerk III
- Customer Service Rep – 2 FTEs
- Parts & Materials Clerk
- Customer Service Assistant
- Overtime - decrease of \$154K, or 11.6%, to \$1,171 as recruitment increases to fill vacancies
- Fringe Benefits costs - increase of \$619K, or 2.9%, to \$21,790K; primarily due to increased cost for Medical/Dental/Vision insurance (\$298K, or 2.4%, to \$12,569K), along with higher Retirement CalPERS cost (\$331K, or 13.9%, to \$2,709K); partially offset by lower SDI (\$46K,

or 16.9%, to \$228K), SUI (\$12K, or 25.8%, to \$35K), and Other Fringe Benefits (\$22K, or 10.8%, to 185K)

Non-Personnel Expenses Excluding Sales Tax Revenue Bond related costs (which are represented in Section C below) increase of \$5,293K, or 42.7%, to \$17,699K vs FY23 Budget

- Services – \$7,702, an increase 32.4% or \$1,886K due to:
 - Admin/Bank Fees increase 42.5% in anticipation of restoring the cash revenue pick-ups to twice a week, as ridership slowly returns to pre-pandemic levels;
 - Professional/Technical Fees increase 41.8% due to multiple initiatives and programs, among which the launch of a multidimensional organizational rebranding program aimed to reposition Metro as a strong community partner and to meet our strategic goals of attracting and increasing ridership, Internal Audits for Advanced Technology, Facilities Master Plan, Maintenance & Operations, Safety Plan, Strategic Revenue Planning, Long Range Plan along with Project Management for the TIRCP Grant;
 - Legislative Services increase 155.8% due to anticipated spending for consultant services to assist with future funding of the zero emission program;
 - Legal Services increase 21.8% due to Strategic Revenue planning costs;
 - Repair – Equipment increase 62.2% primarily due to IT contracts for maintenance/cloud hosting and increased costs on CNG equipment maintenance and repair
- Mobile Materials & Supplies – \$5,492, an increase of 63.1% or \$2,100K due to:
 - Fuel & Lube increase 88.2% as a result of higher costs for both Revenue and Non-Revenue vehicles, primarily the CNG costs which have had a significant price increase in 2023
 - Revenue Vehicle Parts increase 32.4% primarily due to higher costs for Cummins and New Flyer bus parts
- Other Materials & Supplies – \$903K, an overall increase of 21.7% or \$161K primarily related to printing for new marketing campaigns, One Ride at a Time bus wraps, and materials related to the Strategic Revenue planning initiatives and workshops; partially offset by decreased spending related to COVID supplies
- Utilities – \$911K, an increase of 10.2% or \$84K primarily due to estimated increase for Gas & Electric (expected rate increase from

PG&E) along with increased Propulsion Power as more ZEB buses are purchased and put into service

- Casualty & Liability – \$1,327K, an increase of 22.7% or \$245K related to the increase of insurance premiums; will be adjusted when the invoices are available in May 2023
- Taxes – \$58K, an increase of 3.3% or \$2K due to higher costs for Customer Service parking permits and increased Co-Op fees; partially offset by lower Fuel Tax
- Misc. Expense – \$1,041K, an increase of 176.1% or \$664K primarily due to increased Local Meeting Expenses as monthly BoD meetings will return to in-person meetings, Employee Training for Workforce Training for new Hydrogen Bus & Infrastructure, and increased Marketing costs for Advertising
- Interest Expense & Debt Service
 - Interest Expense - Loan – \$0.9K, a decrease of 89.0% or \$7K due to interest payment on bus lease contract ending in FY24
 - Debt Service – Interest Expense POB and Principal POB are discussed in Section C below
- Leases & Rentals – \$327K, an increase 93.8% or \$158K primarily due to lease of new facility in Watsonville for ParaCruz and Operations

Major Operating Expense assumptions in the preliminary Draft FY25 Budget over the FY24 Budget include:

Personnel Expenses (Wages, Overtime, and Fringe Benefits) increased overall by \$1,383K, or 3.2%, to \$44,558K excluding the Pension UAL costs

- Wages – increase \$274K, or 1.4%, to \$20,488K
 - Only contractual items of step and longevity increases
- Overtime - increase of \$25K, or 2.2%, to \$1,196K
- Fringe Benefits costs– increase \$1,084K, or 5.0%, to \$22,874K
 - Anticipated increase in Medical insurance premiums, effective in January 2024, partially offset by;
 - Projected decrease in Retirement as per CalPERS Annual Valuation Report from 11.0% in FY24 to 10.8% in FY25

Non-Personnel Expenses Excluding Sales Tax Bond related costs (which are represented in Section C below) decreased by \$81K, or 0.5%, to \$17,617K; primarily due to non-recurring costs from FY24

C. Non-Operating Revenue/(Expense)

Non-Operating Revenue/(Expense) totals \$59,220K in FY24 and \$56,205K in FY25. Non-Operating Revenue/(Expense) assumptions in the Draft FY24 Budget over the FY23 Final Budget, adopted in June 2022, include:

Sales Tax Revenues

- 1979 Gross Sales Tax (1/2 cent) – increase of \$926K, or 3.5%, to \$27,540K which is a conservative estimate based on overall inflation and decline of amounts received in FY23
- 2016 Net Sales Tax (Measure D) – increase of \$107K, or 2.6%, to \$4,269K. The projected increase mirrors the anticipated increase in the 1979 Gross Sales Tax (1/2 cent).

Federal/State Grants

- Transportation Development Act (TDA-LTF) - \$9,255K, an increase of 0.4% or \$37K, as per recent allocations, as well as CPI projections for a modest growth and recovery from the COVID-19 pandemic
- FTA 5307 – \$629K, an increase 100%, based on the amount needed to cover operating expenses as a result of available American Rescue Plan Act of 2021 (ARPA) funding in FY24
- LCTOP – \$747K, an increase of 38.9% or \$209K, amounts are based on funding allocated from the State Controller’s Office (SCO) from the Greenhouse Gas Reduction Fund via the Regional Transportation Commission (RTC).
- TDA – STA – Operating (includes SB1) – \$8,872K, an increase of 98.2% or \$4,396K, reflecting the recent increased allocation estimates from the State Controller’s Office (SCO), as well as anticipated one-time additional allocation in FY24 (due to the overall increase in revenue for Metro in FY22 resulting from the influx of Covid relief grants and ridership and economic recovery); STA funds are derived from the statewide excise tax on diesel fuel and are allocated based on population and revenue for the prior fiscal year

COVID Relief Grants

- American Rescue Plan Act of 2021 (ARPA) – \$9,959K, a decrease 36.4% or \$5,633K; based on the anticipated draw down in FY24 for reimbursement of allowable personnel and operating expenses.

All Other Revenue

- Advertising Income – \$172K, a decrease of 11.6% or \$23K, as a result of limited availability of space for advertising on some buses after the launch of the One Ride at a Time campaign
- Rental Income – \$105K, a decrease of 20.6% or \$27K, as a result of the remodel of Pacific Station Metro will be unable to rent space at that

location until the construction is finished along with diminishing rentals at the Watsonville Transit Center

- Interest Income – \$756K, an increase of 202.2% or \$506K, based on current trends and the cash balance at the Treasury
- All Other Income – \$206K, an increase of 111.8% or \$109K, primarily due to the CNG sales as a result of higher prices Metro can pass through to customers

COVID-19 Related Expense

Decrease of 100% or \$298K, as a result of both the California and Federal governments ending the COVID-19 State of Emergency. Going forward any/all costs will be absorbed in the general operating expenses.

Pension UAL/Sales Tax Revenue Bond Debt Service

Expense of \$4,173K is a decrease of 35.2%, or \$1,470K, primarily due to the Pension UAL payment that was eliminated for FY24 as a result of the sale of the Bond in March 2022

Increases in Non-Operating Revenue Sources budgeted in FY25, are:

- Sales Tax, including Measure D – increase of 1.0%, to \$32.1M
- American Rescue Plan Act (ARPA) COVID Relief grant, decrease of 100.0% driven by the final drawdown of remaining available funds occurring in FY24
- Federal/State Grants – increase \$6.7M, or 31.9%, \$27.0M due to FTA 5307 and STIC grants increase of \$10.9M; partially offset by TDA – STA decrease of \$4.3M

Attachment C – Page 4

D. Transfers & Operating Balance

Operating Balance before Transfers total \$7,521,313 in FY24 and \$3,436,793 in FY25. Assumptions in the preliminary FY24 budget over the FY23 Final budget, adopted in June 2022, include:

- Transfers to Capital Budget/Bus Replacement Fund of \$2,350K is a decrease by 0.2% or \$4K. This amount is consistent with the goal to honor our commitment to the Capital Budget and maintain assets in a state of good repair by committing a minimum of \$3.0M each year from the Measure D and TDA-STA transfer from Operating, along with STA-SGR that goes directly to the Capital Budget.
 - Available Measure D revenues are 0.2% or \$4K lower than FY23

- STA-SGR grant of \$1,205K is 56.4% ,or \$434K, higher than FY23 (due to the one-time additional STA funding, going directly to the Bus Replacement Fund / Capital Budget)
- Total Transfer to Bus Replacement Fund is \$3,555K in FY24
- Transfers to/(from) Operating and Capital Reserve Fund of \$7,615K is an increase of 17.1% or \$1,115K
 - Fuel Tax – increase by 100% or \$291K due to the renewal of the Fuel tax credit through December 2024.
 - UAL & OPEB – the \$2,000K transfer is flat with FY23
 - Reserves Replenishments – increase by 100% or \$1,323K transfer to the Operational Sustainability Reserve Fund to meet target balance of three (3) months of the average operating expenses for the most current fiscal year’s budget, in accordance with Metro’s Revised Reserves Policy, adopted on Nov, 15, 2019).
 - Operating and Capital Reserve Fund of \$4,000K is a decrease of 11.1% or \$500K; Funds are committed 100% or as local match for multiple Capital Projects (detailed in Attachment B) presented to the Board for consideration and approval as part of the Adoption of the Final Budget in June 2023.
- Transfers from Covid Recovery Fund of \$2,442K is an increase of 100%; Funds from the Covid Recovery Fund will be reinvested in the FY24 Budget and beyond to sustain services during the period of ridership recovery to pre-pandemic levels and will be primarily allocated to one time programs and initiatives.

Changes in the budgeted Transfers & Operating Balance in FY25 of \$8,989K is 9.8%, or \$976K, lower

- Reserves Replenishments will decrease by 61.3%, or \$811K, to \$512K
- Operating & Capital Reserve Fund will decrease by 50.0%, or \$146K
- Covid Recovery Fund transfer will increase 127.3%, or \$3,109K, \$5,552K

E. Capital Budget

The Draft FY24 Capital Budget-Portfolio as shown in Attachment E totals \$78,651K.

The current FY24 Capital Budget-Portfolio consists of ongoing projects rolled forward from FY23 along with new projects which are funded by a variety of sources.

In FY18, a new capital Budget funding strategy was adopted by the Board that results in a minimum of \$3.0M per year being dedicated to the annual capital Budget. This new strategy created the “Bus Replacement Fund” and establishes consistent annual transfers of STA-SB1 funds and Measure D funds to the capital Budget that are needed to provide funding and stability for the required local match for obsolete fixed-route buses and Paratransit vehicles.

Annual unspent Measure D and STA-SGR funds will ‘accumulate’ in the Bus Replacement Fund until they are allocated to specific projects and spent on new replacement buses and vans.

The following amounts are dedicated to the Bus Replacement Fund in FY24:

- (2016 Net Sales Tax) – Measure D - \$2,350K (transfer from Operating Budget)
- STA-SGR - \$1,205K (goes directly to the capital Budget)
- Total = \$3,555K

Noteworthy ongoing capital project activity (> \$100K) this fiscal year includes:

- New and Ongoing Construction Related Projects:
 - Ongoing – METRO Owned ParaCruz Facility Project – \$2,040K from the Operating & Capital Reserve Fund. The project is identified as critical to move the agency forward towards a sustainable future, in support of the METRO 10-Year Strategic Business Plan, and was approved by the Board on November 15, 2019.
 - Ongoing – Pacific Station/Metro Center Redevelopment with the City of Santa Cruz – \$4,491K, over four years, \$3,991K from the Bus Replacement Fund and the remaining \$500K from The Transit and Intercity Rail Capital Program (TIRCP) grant toward the redevelopment of the facility.
 - New – Hydrogen Fueling Station – \$11,950K funded by a \$8,950K TIRCP grant and \$3,000K from the Operating & Capital Reserve Fund for the design and construction of a permanent hydrogen fueling station. Metro will partner with several experts in the industry to design and construct the fueling station. It is anticipated that the construction will begin in late 2023 and conclude by 2025 when the vehicles are delivered for testing and acceptance.
 - New – Rapid Bus Enhancement - \$9,500K funded by a \$5,100K TIRCP grant and \$4,400K from the Operating & Capital Reserve Fund to provide transit enhancements along

the Soquel Drive Corridor in the County of Santa Cruz, from La Fonda Avenue to Freedom Boulevard.

- New – Scotts Valley Transit Center roof replacement - \$100K from the Operating & Capital Reserve Fund will be used to replace the roof that is past its useful life and is showing signs of deterioration. Solar panels will be added to reduce overall expenses to the site.
- New – Watsonville Parking Lot - \$1,500K from the Operating & Capital Reserve Fund.
- New – Watsonville Station Redevelopment - \$8,500K from the TIRCP grant to redevelop the Watsonville Transit Center into an updated Transit and Mobility Center, with a four-story, 60+-unit, net-zero affordable housing development, to assist in serving historically disadvantaged communities with increased access to affordable housing and supporting mode shift from Single Occupancy Vehicle (SOV) use to transit.
- New & Ongoing- IT Projects
 - Ongoing – Enterprise Resource Planning (ERP) System – The current financial system was purchased in the late 1990's, more than 20 years ago. The new system will incorporate Core Financials, Fixed Assets, HCM, Payroll, Purchasing, and Budgeting for a more efficient and integrated system. The total Budget is \$3,850K – of which \$200K for consulting costs were paid in FY23 from Operating Expenses with the remaining \$3,650K to be capitalized and funded from the Operating & Capital Reserve Fund.
 - New – Metro Website - \$250K from the Operating & Capital Reserve Fund to revamp the METRO website to be more user friendly, easier to navigate, with information for the community beyond services provided by METRO
 - New – Integrated Ticketing & Schedule Optimization - \$375K from the TIRCP grant that will seek to increase transit ridership by improving the customer experience through the implementation of contactless payments via contactless debit or credit card tap and go. Phase 2 will involve schedule optimization across local and regional agencies in order to reduce transfer times.
- New & Ongoing – Facilities Upgrades and Improvements
 - Ongoing - Maintenance Yard – Security Hardening and Expanded Parking - \$404K from the Operating & Capital Reserve Fund. This is Phase 3 of the project which will continue to improve the security and access to the

Maintenance yard. Tasks to be completed include, but are not limited to, retrofit of Bay 11 for the ARTIC buses and gate relocation.

- Ongoing - JKS Facility – Upper security gates; this project will automate two gates, installation of a pedestrian access gate at JKS which will be funded with \$195K from the Operating & Capital Reserve Fund.
- Ongoing - Fueling Station Awning – construction of an awning over the fueling station to protect staff and equipment from the weather elements. This project is funded with Federal funds of \$235K.
- New – Hydrogen Maintenance Facility Upgrades - \$1,500K from TIRCP grant for the infrastructure improvement and modifications needed to maintain and support the addition of hydrogen cell buses to METRO's fleet
- New – 12 Bus Shelters - \$300K from the Operating & Capital Reserve Fund to purchase and install bus shelters, including the creation of a pad if needed and solar lighting. This will provide safer locations for riders to wait for the bus, as well as provide consistent branding for METRO as it looks to increase ridership over the next several years
- New & Ongoing – Vehicle Replacement & Infrastructure Projects – Santa Cruz METRO has been awarded grants from a variety of Federal, State, and local agencies to replace aging revenue and non-revenue (service) vehicles which are in alignment with Santa Cruz METRO's strategy to begin replacing its fossil-fueled bus fleet with all zero emission buses by 2040.
 - Ongoing - JKS Facility-ZEB Yard Charging Electric Bus Infrastructure \$231K
 - Ongoing - Automatic Vehicle Locator (AVL/ITS) \$422K.
 - Ongoing - CNG buses (3) Capital Lease, final year \$117K
 - New - Hydrogen Fuel Cell buses (27) to assist in the replacement of obsolete CNG and Diesel vehicles \$32,040K; vehicles are expected to be delivered in 2025 and 2026 for testing and acceptance
 - New - ParaCruz Van Replacements (7) \$994K
- Miscellaneous – reflects a proposed transfer of \$737K from the Operating & Capital Reserve Funds to the FY24 Capital Budget-Portfolio for small projects, typically costing less than \$100K that are identified throughout the year and do not qualify for Federal or State grants.

F. Projected Operating Reserves as of June 30, 2023

Balances in the various Reserve categories are aligned with METRO Reserve Fund policy (revised and adopted by the Board on Nov 15, 2019). Estimates as of May 12, 2023.

- \$2.3M Worker's Compensation Fund
- \$0.7M Liability Insurance Fund
- \$16.3M Operations Sustainability Fund
- \$3.0M Cash Flow Fund
- \$31.5M COVID Recovery Fund
- \$6.0M UAL/OPEB
- Committed against Projects in the FY24 Capital Portfolio
 - \$10.8M Bus Replacement Fund
 - \$13.2M Operating & Capital Reserve Fund

IV. STRATEGIC PLAN PRIORITIES ALIGNMENT

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

V. FINANCIAL CONSIDERATIONS/IMPACT

The proposed two-year FY24 and FY25 Operating Budgets – Attachment C total \$65,046,358 and \$66,352,561 respectively. In addition, METRO will be transferring: \$2,349,727 in FY24 and \$2,330,955 in FY25 to the Capital Budget (Bus Replacement Fund), \$2,000,000 in FY24 and FY25 for the UAL & OPEB liability, \$4,291,096 in FY24 and \$4,145,548 in FY25 for Grant matching (includes Fuel Tax Credit), \$1,323,477 in FY24 and \$512,043 in FY25 to Reserve Replenishment, and \$2,442,987 in FY24 and \$5,551,753 in FY25 from the COVID-19 Recovery Fund

These results match the total Operating Revenue Budget of \$72,567,671 in FY24 and \$69,789,354 in FY25. This is a Draft Budget, which reflects available data regarding revenues and expenses. The Final two-year Budget will be presented to the Board of Directors on June 23, 2023.

The Draft FY24 Capital Budget-Portfolio– Attachment E totals \$78,651,176.

VI. ALTERNATIVES CONSIDERED

There are no recommended alternatives at this time. Staff recommends that the Finance, Budget and Audit Committee take input on the Draft FY24 and FY25 Operating Budget and FY24 Capital Budget-Portfolio and provide

additional direction to staff as necessary regarding the contents of the Operating and Capital Budgets.

VII. CHANGES FROM COMMITTEE

Minor changes to narrative for clarification; added estimated Projected Operating Reserve Balances as of June 30, 2023.

VIII. ATTACHMENTS

Attachment A: Presentation of FY24 and FY25 Draft Operating Budgets and FY24 Capital Budget-Portfolio

Attachment B: 5 – Year Budget Plan

Attachment C: FY24 and FY25 Draft Operating Budgets

Attachment D: Authorized and Funded Personnel

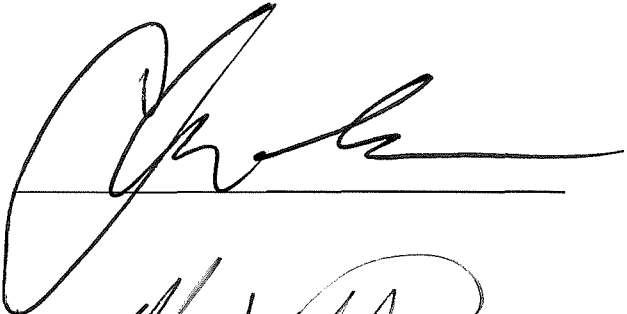
Attachment E: FY24 Draft Capital Budget-Portfolio


Attachment F: Resolution to Set a Public Hearing

Prepared By: Cathy Downes, Sr. Financial Analyst

IX. APPROVALS:

Approved as to fiscal impact:
Chuck Farmer, CFO





Michael S. Tree,
CEO/General Manager

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FY24 & FY25 Draft Operating Budget Review

Board of Directors

May 19, 2023

Chuck Farmer, Chief Financial Officer

Overview of Today's Presentation

- FY24 Draft Operating Budget
 - Changes from March Budget
 - FY23 – FY24 Budget Summary
 - FTE Changes
 - Transfers
- FY25 Draft Operating Budget
 - FY24 – FY25 Budget Summary
- Budget Risks
- FY24 Capital Budget/Portfolio
- FY24 & FY25 Additional Information
- Budget Timeline
- Appendix
 - FY24 & FY25 Budget Assumptions

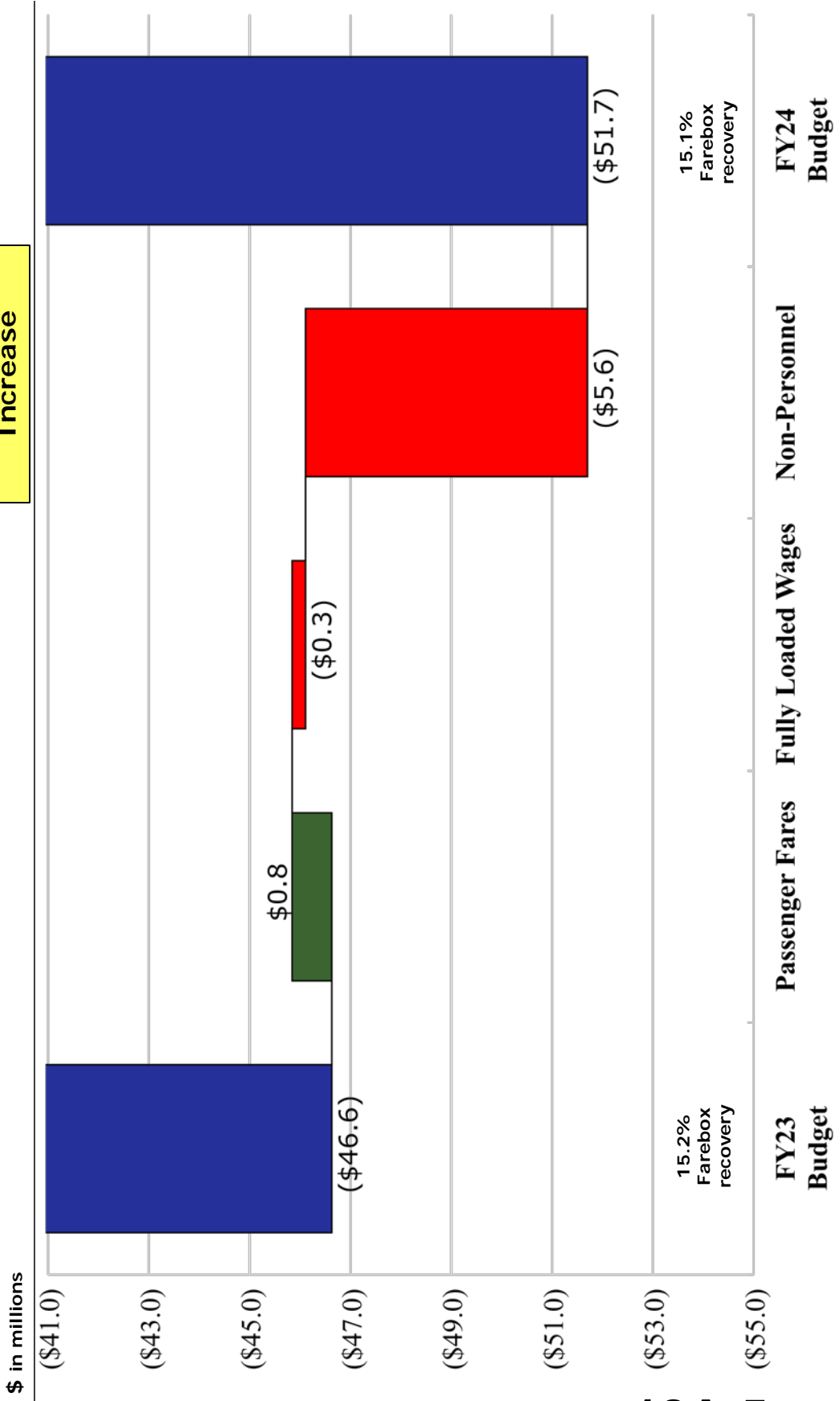
FY24 Draft Operating Budget

March to May FY24 Walk down Draft

	\$ 6,836
March FY24 Budget Operating Surplus before Transfers	\$ 6,836
<u>Changes in Revenue</u>	
Passenger Fares increase (revised ridership forecast)	\$ 76
Total Operating Revenues	\$ 76
<u>Change in Expenses</u>	
Salary/Fringe changes due to FTE position changes	(\$ 58)
Professional Fees - PM for TIRCP Grant	(200)
CNG Fuel adjustment per projected CPI	868
Casualty & Liability Insurance rate increases	(202)
Total OpEx	\$ 408
Operating Surplus/(Deficit)	\$ 484
<u>Changes in Non-Operating Revenue/(Expense)</u>	
Federal/State Grants (FTA 5307, TIRCP, LCTOP)	\$ 238
COVID Relief Grant	66
All Other (Sales of CNG fuel)	(103)
Total Non-Operating Revenue	\$ 201
Sub Total of Changes	\$ 685
FY24 Budget Operating Surplus before Transfers	\$ 7,521

FY23-FY24 Budget Drivers of Operating Surplus/(Deficit)

Overall \$5.1M Increase



FY23 – FY24 Budget Summary Draft

	FY23 Budget	FY24 Budget	Year over Year Change
<i>\$000's</i>			
Operating Revenue			
Passenger Fares	\$ 2,437	\$ 3,080	26.4%
Special Transit Fares	5,953	6,095	2.4%
Total Operating Revenues	\$ 8,390	\$ 9,175	9.4%
Operating Expense			
Labor - Regular **	\$ 20,415	\$ 20,214	(1.0%)
Labor - OT	1,325	1,171	(11.6%)
Fringe	21,172	21,790	2.9%
Non-Personnel	12,108	17,699	46.2%
Total OpEx	\$ 55,019	\$ 60,874	10.6%
Operating Surplus/(Deficit)	(\$ 46,629)	(\$ 51,699)	10.9%
	<i>15.2%</i>	<i>15.1%</i>	<i>0.0%</i>
Non-Operating Revenue/(Expense)			
Sales Tax/including Measure D	\$ 30,775	\$ 31,808	3.4%
Federal/State Grants	14,496	20,501	41.4%
COVID Relief Grants	15,477	9,843	(36.4%)
Pension UAL/Bond Payment*	(5,643)	(4,173)	35.2%
All Other	676	1,240	83.4%
Total Non-Operating Revenue	\$ 55,483	\$ 59,220	6.7%
Operating Surplus/(Deficit) before Transfers and Other	\$ 8,853	\$ 7,521	(15.0%)
Transfers to Capital/Bus Replacement/Sustainability Funds	(\$ 8,853)	(\$ 9,964)	12.5%
Operating Surplus/(Deficit) after Transfers	-	(\$ 2,443)	N/A

*Bond Payment started in FY23

** No COLA's have been considered for this budget

FY23 – FY24 Proposed FTE Changes

Final Adopted FY23 Budget,
06-24-2022

329 Funded FTEs :

<p>De-Fund FTEs: 9</p>	<ul style="list-style-type: none"> • Mechanic I– II • Assistant Safety & Training Coordinator • Financial Analyst • Upholster I • Customer Service Rep– 2 FTE • Customer Service Assistant • Parts & Materials Clerk • Paratransit Clerk III
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<p>Fund FTEs: 11</p>	<ul style="list-style-type: none"> • Grants/Legislative Analyst • Mechanic III • Sr. Payroll Administrator • Dispatcher/Scheduler– 2 FTE • Assistant Ops & Customer Service Manager • Parts and Materials Manager • Sr. Customer Service Representative* • Safety & Training Coordinator* • Maintenance Trainer* • HR Analyst I (24 month provisional position) *
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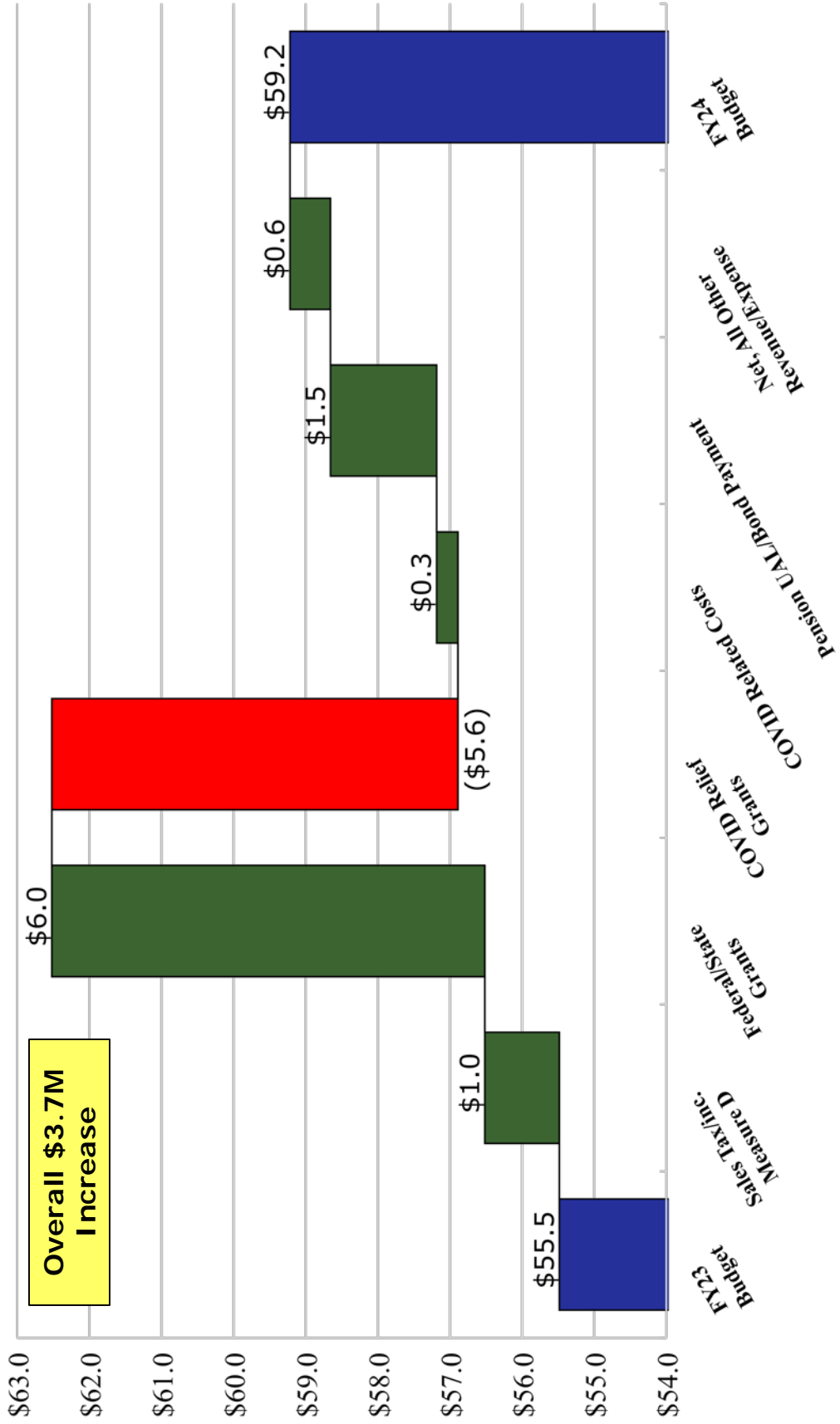
331 Funded FTEs :

Draft FY24 Budget,
05-19-2023

* FTE's approved for hire in FY23, **bolded** positions are changes from March

FY23-FY24 Drivers of Non-Operating Revenue/Expense

\$ in millions



Attachment A

Transfers

- **Transfers**
 - Total transfers increase 12.5% vs. FY23 budget; driven by Reserve Replenishment increase of \$1.3M and increase of \$0.3M related to the Fuel Tax Credit
 - The Fuel Tax Credit was renewed through December 2024 as part of the Federal Inflation Reduction Act

Attachment A

	FY23 Budget	FY24 Budget	Year over Year Change
<i>\$000's</i>			
Capital/Bus Replacement Fund	\$ 2,353	\$ 2,350	(0.2%)
CaPERS UAL & OPEB liability	2,000	2,000	0.0%
Fuel Tax Credit	-	291	100.0%
Grant Matching	4,500	4,000	(11.1%)
Reserve Replenishments	-	1,323	100.0%
TOTAL OPERATING/CAPITAL TRANSFERS	\$ 8,853	\$ 9,964	12.5%

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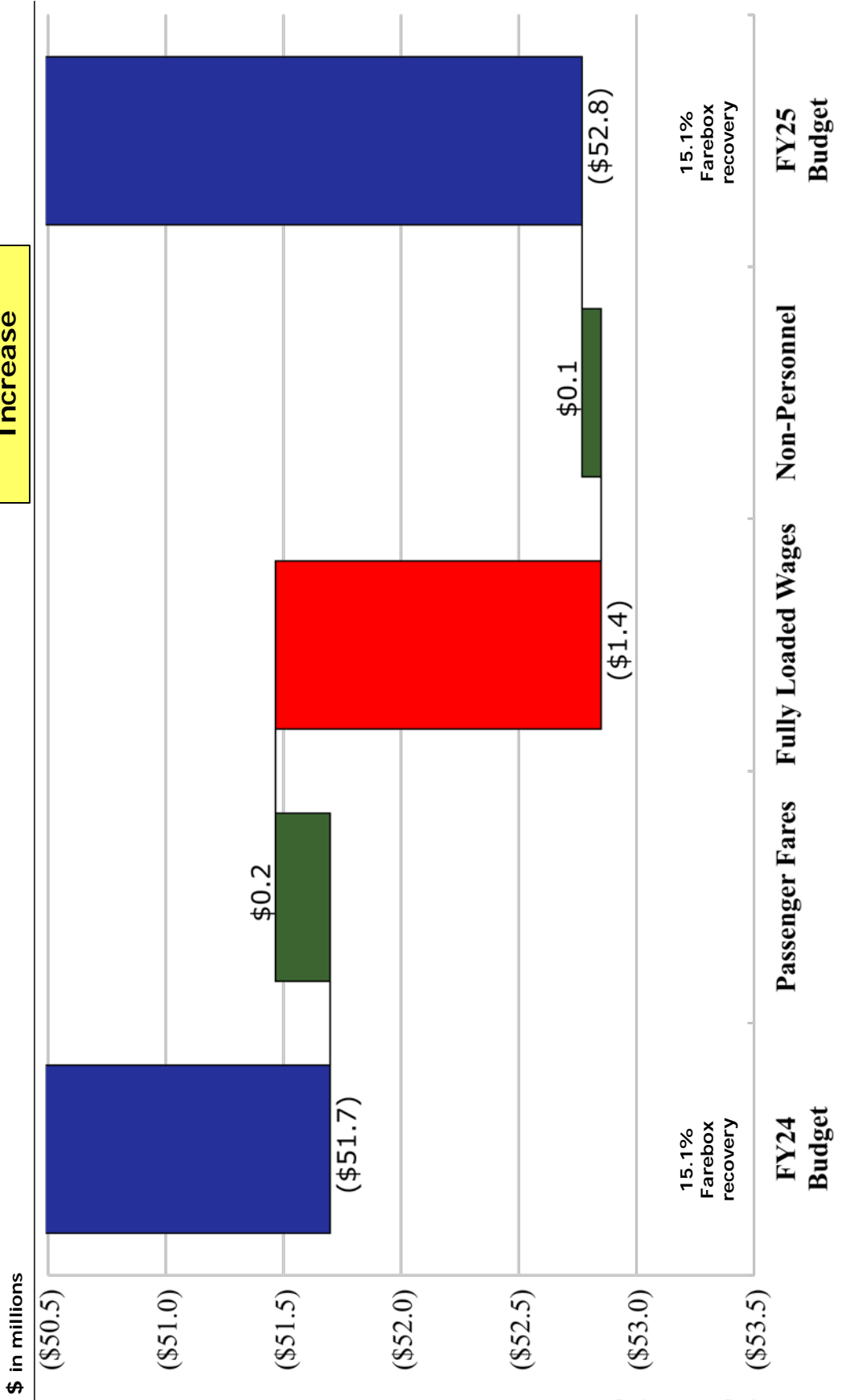
FY24 – FY25 Draft Operating Budget

FY24 TO FY25 Walk down Draft

\$000's		
FY24 Budget Operating Surplus		\$ 7,521
<u>Changes in Revenue</u>		
Passenger Fares increase in ridership	\$ 106	
Contracted Increases	126	
Total Operating Revenues	\$ 232	
<u>Change in Expenses</u>		
Salary/Fringe step/longivity increases	(\$ 1,383)	
All Other	81	
	Total OpEx	(\$ 1,302)
	Operating Surplus/(Deficit)	(\$ 1,070)
<u>Changes in Non-Operating Revenue/(Expense)</u>		
Sales Tax/including Measure D	\$ 318	
Federal/State Grants	6,535	
COVID Relief Grants	(9,843)	
All Other	(24)	
	Total Non-Operating Revenue	(\$ 3,015)
	Sub Total of Changes	(\$ 4,085)
FY25 Budget Operating Surplus before Transfers		\$ 3,437

FY24-FY25 Budget Drivers of Operating Surplus/(Deficit)

Overall \$1.1M Increase



FY24 – FY25 Budget Summary Draft

	FY24 Budget	FY25 Budget	Year over Year Change
<i>\$000's</i>			
Operating Revenue			
Passenger Fares	\$ 3,080	\$ 3,186	3.4%
Special Transit Fares	6,095	6,221	2.1%
Total Operating Revenues	\$ 9,175	\$ 9,407	2.5%
Operating Expense			
Labor - Regular **	\$ 20,214	\$ 20,488	1.4%
Labor - OT	1,171	1,196	2.2%
Fringe	21,790	22,874	5.0%
Non-Personnel	17,699	17,617	(0.5%)
Total OpEx	\$ 60,874	\$ 62,175	2.1%
	(\$ 51,699)	(\$ 52,769)	2.1%
	<i>15.1%</i>	<i>15.1%</i>	<i>0.1%</i>
Operating Surplus/(Deficit)			
<i>Farebox Recovery</i>			
Non-Operating Revenue/(Expense)			
Sales Tax/including Measure D	\$ 31,808	\$ 32,126	1.0%
Federal/State Grants	20,501	27,036	31.9%
COVID Relief Grants	9,843	-	N/A
Pension UAL/Bond Payment*	(4,173)	(4,177)	0.1%
All Other	1,240	1,220	(1.6%)
Total Non-Operating Revenue	\$ 59,220	\$ 56,205	(5.1%)
Operating Surplus/(Deficit) before Transfers	\$ 7,521	\$ 3,437	(54.3%)
Transfers and Other			
Transfers to Capital/Bus Replacement/Sustainability Funds	(\$ 9,964)	(\$ 8,989)	(9.8%)
Operating Surplus/(Deficit) after Transfers	(\$ 2,443)	(\$ 5,552)	N/A

*Bond Payment started in FY23

** No COLA's have been considered for this budget

FY24 – FY25 Operating Budget Risks

FY24 & FY25 Operating Budget Risks

- **Revenues**
 - Passenger Fares and Paratransit Fares
 - Fluctuations in ridership
 - Special Transit Fares
 - Contracts being eliminated or severely reduced (UCSC, Cabrillo, City of Santa Cruz)
 - Sales Tax and TDA – LTF
 - Consumer spending uncertain as inflation continues and the country faces a possible recession
 - Federal FTA 5307, STIC, 5311
 - Subject to appropriation/reauthorization
 - Economic downturn from recession
 - Natural disaster such as fires, floods or earthquakes

FY24 & FY25 Operating Budget Risks

- **Expenses**
 - CNG/Electric/Diesel Engine Failures
 - Fuel Costs Volatility
 - Workers Comp Insurance
 - Medical Insurance
 - Final costs come out in January
 - Contract renewals and rebids
 - Costs could come in higher than budgeted
 - Settlement Costs
 - Costs could come in higher than previous years
 - Aging Fleet
 - Increased Maintenance Costs
 - Changes in Unfunded Mandates
 - Overtime costs due to shortage of drivers
 - Government mandates for employee paid leaves

FY24 Draft Capital Budget/Portfolio

FY24 Draft Capital Budget Projects

<i>\$000's</i>	Project Category:	FY24 Budget	FY25 & Beyond	Total Portfolio
Revenue Vehicle				
27	Hydrogen Buses	\$ 0	\$ 32,040	\$ 32,040
10	CNG Artic Buses	90	-	90
7	Paratransit Vans	994	-	994
5	Electric Buses	231	-	231
3	New Flyer Lease	117	-	117
	AVL/APC	422	-	422
	Sub Total	\$ 1,853	\$ 32,040	\$ 33,893
Construction Projects				
	ParaCruz Facility	\$ 1,020	\$ 1,020	\$ 2,040
	Pacific Station Redevelopment	1,662	2,829	4,491
	Hydrogen Fueling Station	5,975	5,975	11,950
	Rapid Bus Enhancements - Soquel Drive	2,159	7,341	9,500
	Scotts Valley Roof, including Solar	100	-	100
	Watsonville Parking Lot	1,500	-	1,500
	Watsonville Station Redevelopment	-	8,500	8,500
	Sub Total	\$ 12,416	\$ 25,665	\$ 38,081

Notes:

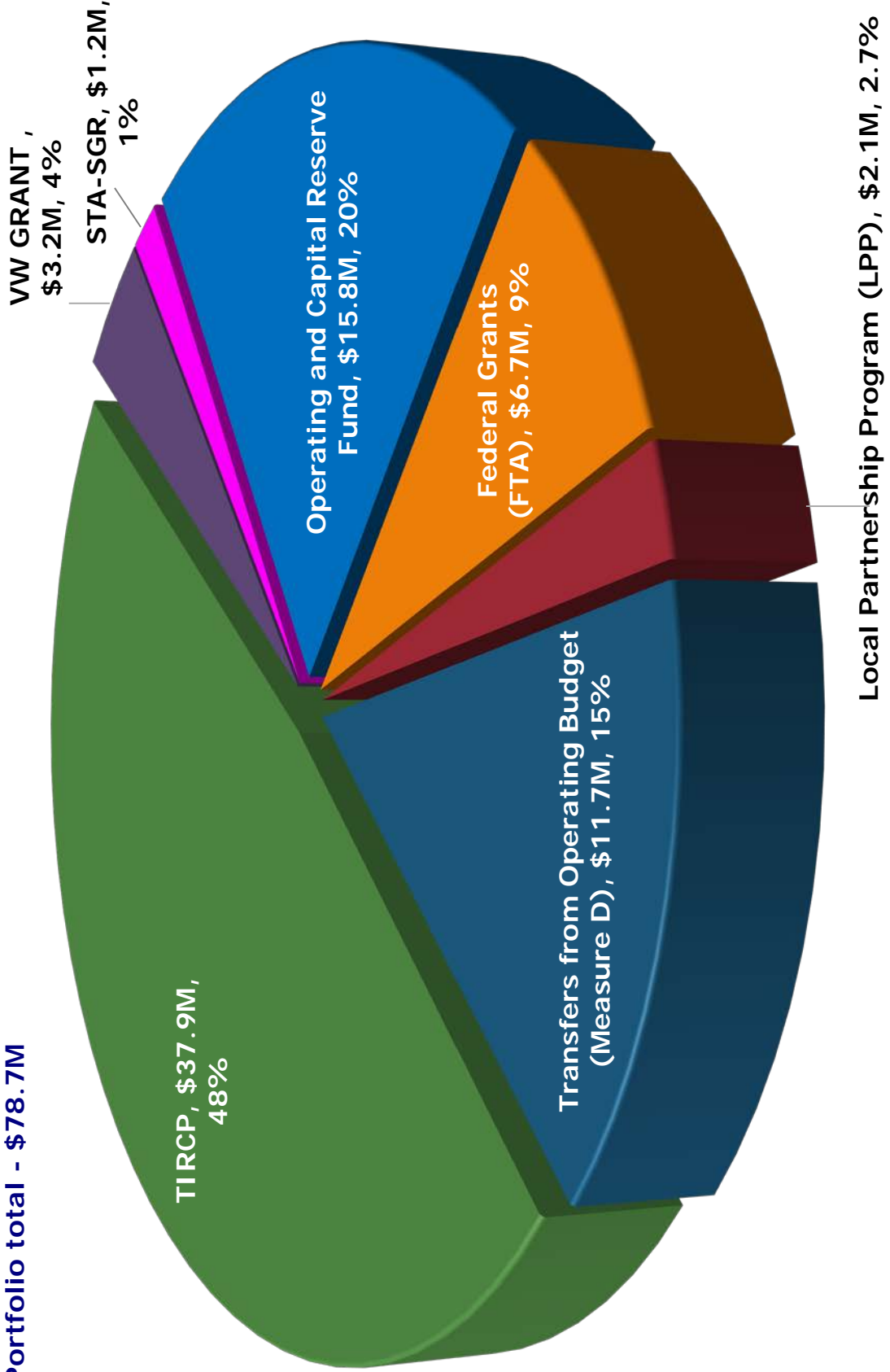
- ✓ Only projects with identified and approved funding are represented

FY24 Draft Capital Budget Projects, con't

Project Category:		FY24 Budget	FY25 & Beyond	Total Portfolio
Facilities Repair & Improvements				
Maintenance Facility Upgrade for Hydrogen Buses		\$ 1,500	\$ 0	\$ 1,500
12 Bus Shelters		300	-	300
Security Gates - Automated		295	-	295
All Other Facilities projects		604	-	604
	Sub Total	\$ 2,700	\$ 0	\$ 2,700
IT Projects				
ERP System		\$ 2,119	\$ 497	\$ 2,616
Website Design		250	-	250
Integrated Ticket & Scheduling Optimazation		375	-	375
	Sub Total	\$ 2,744	\$ 497	\$ 3,241
Other Miscellaneous				
Security Cameras - Buildings & Buses		\$ 200	\$ 0	\$ 200
Other Miscellaneous		537	-	537
	Sub Total	\$ 737	\$ 0	\$ 737
	Grand Total	\$ 20,449	\$ 58,202	\$ 78,651

FY24 Draft Capital Budget/Portfolio* – Funding Source (in \$ millions)

Portfolio total - \$78.7M



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* Projects that are funded and may or may not have yet been started. All commitments from the prior year rollover into the new year.

**Projected Operating Reserve
Balances
As of June 30, 2023
(estimate)**

Operating Reserves as of 06/30/2023: (estimate as of 5/12/2023)

\$2.3M



Fully Funded

\$0.7M



Fully Funded

\$16.3M



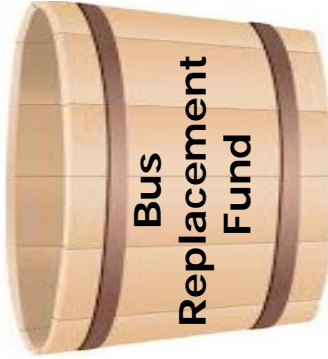
Fully Funded

\$3.0M

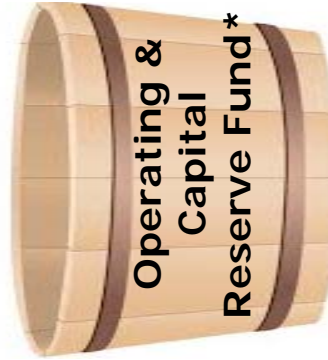


Fully Funded

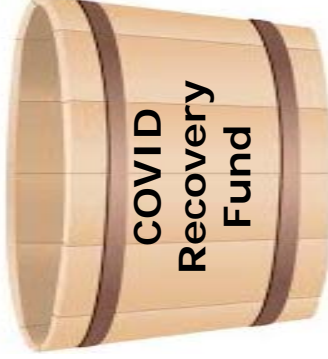
No minimum Balances for these Funds



\$10.8M**



\$13.2M**



\$31.5M



\$6.0M

****Balances committed against Projects in the FY24 Capital Portfolio:**

*Balances in the various Reserve categories are aligned with METRO Reserve Fund policy (revised and adopted by the Board on Nov 15, 2019)
 Bus Replacement Fund – Minimum \$3M annual commitment from Measure D sales tax and STA-SGR, uncommitted balance shown
 UAL & OPEB – Minimum \$2M annual commitment

Reserve Fund Explanations/Uses

Fund Title	Explanation and Use:
Operating and Capital Reserve Fund	Support operations and grant matching for Capital projects
Operations Sustainability Reserve Fund	3 Months of Reserves to cover all Operating Expenses
CalPERS UAL & OPEB Liability Reserve	Reserves future CalPERS unfunded pension liability and supplement the increasing costs for retiree health care liabilities
Cash Flow Reserve Fund	Funding to cover the timing of cash “inflows” and “outflows” during various time frames
COVID Recovery Reserve Fund	Reserves to cover operating losses as METRO recovers from COVID and help extend the Fiscal Cliff another year or two
Workers Compensation Reserve Fund	Funds set aside for the possible payment on the long term portion of workers compensation
Liability Insurance Reserve Fund	Funds set aside to pay the cost of outstanding liability and physical damage claims

FY24 & FY25 Additional Information

Board Authorized METRO Support Activities

Santa Cruz County Fair	Trunk or Treat (Soquel/Santa Cruz & Watsonville)
Christmas Parade - Tentatively Santa Cruz & Watsonville	One Ride at a Time Events – World Wetland’s Day, Beach Clean-Ups, Youth Field Trips, etc.
4th of July Parades - Tentatively Scotts Valley, Aptos, & Watsonville	Youth Cruz Free Events – school outreach, events, etc. Grades K – 12
Leadership Santa Cruz	Press Events – to launch new campaigns to the public
Santa Cruz County Chamber of Commerce Business Expo	Senior Events – for ParaCruz
Earth Day Event - SJ State University, Pacific Station, & potentially Watsonville	Employee Event
CA Clean Air Day Event - Pacific Station & potentially Watsonville	Transit Worker Appreciation Day
Stuff the Bus – Potentially one in November, one in December	Operator Appreciation Day
Transit Equity Day	Customer Service Appreciation Day
Downtown Santa Cruz Kids Day	Employee Picnic
Downtown Day (for UCSC students)	Holiday Party
Veterans Day	Roadeo

Memberships

Administration

American Public Transportation Association (APTA) Annual Dues	\$	40,035
Bus Coalition		7,915
California Association for Coordinated Transportation (CALACT) Membership Dues		1,220
Chamber of Commerce Membership		2,427
Community Transportation Association of America (CTAA)		4,116
California Transit Association (CTA)		20,000
Center for Transportation (CTE)		5,276
Eastern Contra Costa Transit Agency (ZEBRA)		3,166
Monterey Bay Economic Partnership (MBEP)		5,276
Press Banner Annual Subscription		75
San Jose Mercury News Annual Subscription		180
San Lorenzo Valley Post Annual Subscription		50
SC Sentinel		452
The Pajaronian Annual Subscription		75
Total	\$	90,263

Finance

California Society of Municipal Finance Officers (CSMFO) Membership	\$	233
Government Finance Officers Association (GFOA) Membership		316
Kiplinger Letters		105
Total	\$	654

Memberships

Human Resources

California Chamber of Commerce (CalChamber)	\$	896
California Public Employers Labor Relations Association (CALPELRA)		1,055
John Dash		501
Next Concept HR Association (NCHRA)		527
Society of Human Resources Management (SHRM)		883
Total	\$	3,862

Planning

American Planning Association and American Planning Association (AICP) annual dues	\$	800
Total	\$	800

Safety & Risk Management

Professional Associations	\$	422
Total	\$	422

Purchasing

Amazon Prime annual fees	\$	208
California Association of Public Procurement Officials (CAPPO)		140
Total	\$	348

Memberships

Fleet Maintenance

All Data	\$	1,500
Allison Doc (Transmission Software)		720
Cummins (Insite Pro Fleet Books Software)		2,350
Mitchell (Online Vehicle Manuals)		500
Snap-On (Fleet Scanner Software)		300
Valley Power (John Deere Software)		600
Total	\$	5,970

12A.28

FY24 Total: \$102,319

FY25 Total: \$107,193

Board Member Travel Budget Assumptions

American Public Transportation Association (APTA) Meetings

Annual Conference October 2023 Orlando, FL Two Board Members	Legislative Conference March 2024 Washington, DC Three Board Members
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California Transit Association (CTA) Meetings

Annual Meeting November 2023 Pasadena Convention Center One Board Member	Legislative Conference May 2024 TBD One Board Member
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Additional Travel

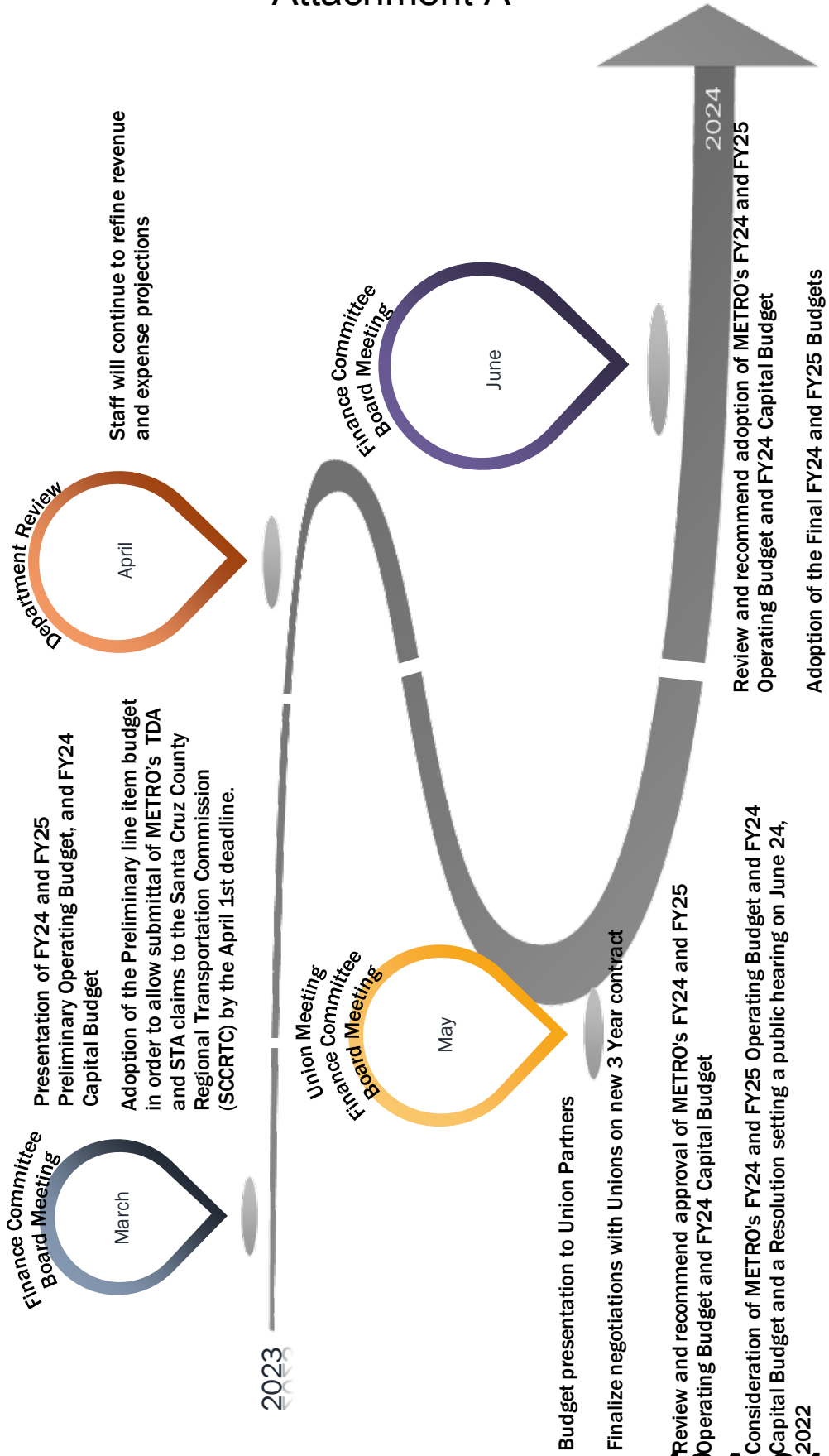
Meetings with legislators and government officials in Washington, San Francisco and Sacramento, as approved by the Chair of the Board.

Expenses related to Board Members meeting with CEO/General Manager and Staff.

Employee Incentive Programs:

Event/Activity	FY24	FY25	Department
Agency Rodeo			
Company Picnic	\$ 22,555	\$ 23,683	Administration
Holiday Party			
Transit Driver Appreciation Day			
Awards			
Safe Driver Patches	9,690	10,175	Bus Operators
Line Instruction Patches			
Awards	2,500	2,500	ParaCruz
Incentive program			
Bus Rodeo			
Safety awards	12,534	12,910	Safety & Risk Mgmt
Summer Driver Appreciation Event			
District Service Awards	4,222	4,433	Administration
			Administration
			Finance
Employee Appreciation Event	26,143	27,390	Customer Service
			Human Resources
			Operations
			Fleet Maintenance
Employee Welcome & Promotion kits	2,500	2,500	Human Resources
Total	\$ 80,144	\$ 83,591	

Budget Timeline



Appendix

FY23 – FY24 Budget Operating Revenue Assumptions

- Passenger Fares increase \$643K, or 26.4%, to \$3,080K due to increased ridership across all modes
 - Fixed Route increase \$237K, or 14.6%, to \$1,882K
 - Paratransit increase \$16K, or 8.0%, to \$210K
 - Highway 17 Fares increase \$394K, or 66.4%, to \$988K
- Special Transit Fares increase \$142K, or 2.4%, to \$6,095K; primarily due to contractual increases and increased ridership recovery as impact from COVID declines
 - UCSC increase \$95K, or 2.0%, to \$4,876K
 - Cabrillo College increase \$12K, or 2.0%, to \$595K
 - City of Santa Cruz increase \$25K, or 73.1%, to \$59K
 - Highway 17 Contracts increase \$11K, or 2.0%, to \$562K
- Overall increase \$785K, or 9.4%, to \$9,175K vs FY23 Budget

Operating Expense Assumptions

Personnel – Overall increase \$264K, or 0.6 %, to \$43,175K

- Regular Labor Costs – decrease \$201K, or 1.0%, to \$20,214K
 - No labor increase year over year except step and longevity increases
 - Incremental net 2 new position added
 - Overtime costs - decrease of \$154K, or 11.6%, to \$1,171K as recruitment increases to fill vacancies
 - Fringe costs - increase of \$619K, or 2.9%, to \$21,790K; primarily due to increased cost for Medical/Dental/Vision insurance (\$298K, or 2.4%, to \$12,569K), along with higher Retirement CalPERS cost (\$331K, or 13.9%, to \$2,709K); partially offset by lower SDI (\$46K, or 16.9%, to \$228K), SUI (\$12K, or 25.8%, to \$35K), and Other Fringe Benefits (\$22K, or 10.8%, to 185K)

Operating Expense Assumptions, con't

Non-Personnel - Overall increase \$5,293K, or 46.2%, to \$17,699K

One Time Costs - \$2,782K, primarily driven by:

- Marketing - \$707K due to the launch of a multidimensional organizational rebranding program aimed to reposition METRO as a strong community partner and ultimately contribute to meeting our strategic goals of attracting and increasing ridership
- Internal Audits/Strategic Planning - \$1,068K due to Audits for Safety, Advance Technology, Maintenance & Operations, Strategic Revenue Planning, Facilities Master Plan, and Long Range Plan
- Hydrogen Infrastructure Training in Fleet Department - \$322K to ensure staff is ready for Hydrogen Bus Fleet
- All Other one time costs - \$685K to cover things like Bus Stop & Facilities upgrades/studies, Project Manager for TIRCP Grant, as well as one time recruitment costs

Operating Expense Assumptions, con't

Non-Personnel –

Ongoing cost increases – \$2,180K, or 12.9%, to \$19,089K primarily driven by:

- Fuel Revenue Vehicles - \$1,764K, or 88.2%, to \$3,764K due to CNG fuel costs experiencing significant price increases
- Repair Equipment - \$594K, or 62.2%, to \$1,549K primarily due to IT contracts for maintenance/cloud hosting and CNG equipment maintenance and repair

Non-Operating Revenue/Expense Assumptions

- **Increased Non-Operating Revenue**
 - Sales Tax, including Measure D increase \$1,033K, or 3.4%, to \$31,8M
 - American Rescue Plan Act (ARPA) COVID Relief grants decrease \$5.6M, or 36.4%, to \$10.0M based on reimbursable costs and previous drawdowns
 - Federal/State Grants, net increase \$5.9M, or 40.6%, to \$20.4M primarily due to
 - TDA – STA Operating grant increase \$4.4M, or 98.2%, to \$8.9M as a result of higher allocations from State Transit Assistance for FY24
 - LCTOP Grant increase \$0.2M, or 38.9%, to \$0.7M
 - TIRCP Grant increase \$0.3M, or 100%, to \$0.3M
 - FTA 5307 Op Assistance grant increase \$0.6M, or 100%, to \$0.6M
 - Fuel Tax Credit increase \$0.3M, or 100.0%, to \$0.3M due to renewal of the Fuel tax credit through December 2024
 - All Other Revenue increased \$0.6M, or 83.4%, to \$1.2M primarily due to increased interest income on the cash balance at the Treasury
- **Decreased Non-Operating Expense**
 - Unfunded Accrued Liability (UAL) decrease \$1.5M, or 35.2%, to \$4.2M due to Sales Tax Bond sold in FY23 which eliminated the UAL for FY24
 - COVID related costs decrease \$0.3M, or 100.0%, as a result of both the California and Federal governments ending the COVID-19 State of Emergency

FY25 Budget Operating Assumptions

- **Operating Revenue**
 - Passenger Fares increase \$106K, or 3.4%, to \$3,186K
 - UCSC, Cabrillo College, and Highway 17 partners based on contracted amount, increase of \$126K, or 2.1%, to \$6,220K
- **Operating Expenses**
 - Salary and wages only include step and longevity increases of \$274K, or 1.4%, to \$20,488K
 - Overtime increase of \$25K, or 2.2%, to \$1,196K in line with step/longevity increases
 - Fringe, increase \$1,084K, or 5.0%, to \$22,874K primarily due to increased Medical costs assumed to be 7.2%
 - Non-Personnel decrease of \$81K, or 0.5%, to \$17,617K primarily due to non-recurring costs from FY24, partially offset by CPI increase in other areas

FY25 Budget Non-Operating Assumptions

- **Non-Operating Revenue**
 - Sales Tax/including Measure D, increase \$0.3M, or 1.0%, to \$32.1M
 - American Rescue Plan Act (ARPA) COVID Relief grant, decrease of \$10.0M, or 100.0% driven by the final drawdown of remaining available funds occurring in FY24
 - Federal/State Grants, increase \$6.7M, or 31.9%, \$27.0M due to FTA 5307 and STIC grants increase of \$10.9M; partially offset by TDA – STA decrease of \$4.3M
- **Non-Operating Expenses**
 - Sales Tax Revenue Bond Payment – virtually flat with a \$5K increase

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DRAFT SANTA CRUZ METROPOLITAN TRANSIT DISTRICT As of July 1, 2023

REVENUE:	May-23 BUDGET		May-23 PLAN		Increase/(Decrease)		May-23 PLAN		Increase/(Decrease)		May-23 PLAN		Increase/(Decrease)				
	FY23	FY24	FY23	FY25	\$ VAR	% VAR	FY26	FY27	\$ VAR	% VAR	FY28	FY29	\$ VAR	% VAR			
Operating Revenue																	
Passenger Fares	\$ 2,437,388	\$ 3,080,194	\$ 642,806	26.4%	\$ 3,186,199	106,005	3.4%	\$ 3,256,286	\$ 70,087	2.2%	\$ 3,328,103	\$ 71,817	2.2%	\$ 3,401,701	\$ 73,598	2.2%	
Special Transit Fares	5,952,851	6,094,772	141,921	2.4%	6,220,501	125,729	2.1%	6,344,248	123,747	2.0%	6,470,637	126,389	2.0%	6,599,677	129,040	2.0%	
Total Operating Revenue	\$ 8,390,239	\$ 9,174,966	\$ 784,727	9.4%	\$ 9,406,700	\$ 231,734	2.5%	\$ 9,600,534	\$ 193,834	2.1%	\$ 9,798,740	\$ 198,206	2.1%	\$ 10,001,378	\$ 202,638	2.1%	
Operating Expense																	
Labor - Regular	\$ 1,324,597	\$ 20,213,520	\$ (201,017)	(1.0%)	\$ 20,487,625	\$ 274,105	1.4%	\$ 20,671,530	\$ 183,905	0.9%	\$ 21,046,369	\$ 374,839	1.8%	\$ 21,245,926	\$ 199,557	0.9%	
Labor - OT	1,324,597	1,170,921	(153,676)	(11.6%)	1,196,227	25,306	2.2%	1,220,149	23,922	2.0%	1,244,519	24,370	2.0%	1,269,426	24,907	2.0%	
Fringe	21,171,861	21,790,475	618,614	2.9%	22,874,036	1,083,561	5.0%	23,913,904	1,039,868	4.5%	25,137,502	1,223,598	5.1%	26,429,271	1,291,769	5.1%	
Non-Personnel	12,108,451	17,698,777	5,590,326	46.2%	17,617,470	(81,307)	(0.5%)	18,413,842	796,372	4.5%	19,809,526	1,395,684	7.6%	21,249,994	1,440,468	7.3%	
Total Operating Expense	\$ 55,019,446	\$ 60,873,693	\$ 5,854,247	10.6%	\$ 62,175,558	\$ 1,301,665	2.1%	\$ 64,219,425	\$ 2,044,067	3.3%	\$ 67,237,916	\$ 3,018,491	4.7%	\$ 70,194,617	\$ 2,955,701	4.4%	
Operating Surplus/(Deficit)	\$ (46,629,207)	\$ (51,698,727)	\$ (5,069,520)	10.9%	\$ (52,768,858)	\$ (1,069,931)	2.1%	\$ (54,618,891)	\$ (1,850,233)	3.5%	\$ (57,439,176)	\$ (2,820,285)	5.2%	\$ (60,193,239)	\$ (2,754,063)	4.8%	
<i>Farebox Recovery</i>																	
Non-Operating Revenue/(Expense)																	
Sales Tax/Including Measure D	\$ 30,774,884	\$ 31,808,185	\$ 1,033,301	3.4%	\$ 32,126,267	\$ 318,082	1.0%	\$ 32,768,792	\$ 642,525	2.0%	\$ 33,424,168	\$ 655,376	2.0%	\$ 34,092,651	\$ 668,483	2.0%	
Federal/State Grants	14,495,688	20,385,751	5,890,063	40.6%	27,036,316	6,650,565	32.6%	27,266,641	230,325	0.9%	28,022,718	756,075	2.8%	28,801,262	778,546	2.8%	
COVID Relief Grants	15,476,595	9,959,064	(5,517,531)	(35.7%)	(9,959,064)	(9,959,064)	(100.0%)	-	-	0.0%	-	-	0.0%	-	-	0.0%	
COVID Related Costs	(297,712)	-	297,712	(100.0%)	-	-	0.0%	-	-	0.0%	-	-	0.0%	-	-	0.0%	
Pension UAL/Bond Payment*	(5,642,781)	(4,172,665)	1,470,116	(26.1%)	(4,177,203)	(4,538)	(0.1%)	(4,181,307)	(4,104)	0.1%	(4,183,464)	(2,157)	0.1%	(4,185,812)	(2,348)	0.1%	
All Other Revenue	675,833	1,239,705	563,872	83.4%	1,220,071	(19,634)	(1.6%)	1,205,373	(14,698)	(1.2%)	1,191,532	(13,841)	(1.1%)	1,178,534	(12,998)	(1.1%)	
Total Non-Operating Revenue/(Expense)	\$ 55,482,507	\$ 59,220,040	\$ 3,737,533	6.7%	\$ 56,205,451	\$ (3,014,569)	(5.1%)	\$ 57,059,499	\$ 854,048	1.5%	\$ 58,454,952	\$ 1,395,453	2.4%	\$ 59,886,635	\$ 1,431,683	2.4%	
Operating Surplus/(Deficit) before Transfers	\$ 8,853,300	\$ 7,521,313	\$ (1,331,987)	(15.0%)	\$ 3,436,793	\$ (4,084,520)	(54.3%)	\$ 2,440,608	\$ (996,185)	(29.0%)	\$ 1,015,776	\$ (1,424,832)	(58.4%)	\$ (306,604)	\$ (1,322,380)	(130.2%)	
Transfers and Other																	
Transfers to Capital/Operating & Capital Reserve Fund	\$(8,853,300)	\$(9,964,300)	\$(1,111,000)	12.5%	\$(6,988,546)	\$ 975,754	(9.8%)	\$(7,100,879)	\$ 1,887,667	(21.0%)	\$(7,104,454)	\$(3,575)	0.1%	\$(6,911,433)	\$ 193,021	(2.7%)	
(10) From COVID Recovery Fund	-	2,442,987	2,442,987	100.0%	-	5,951,753	3,108,766	127.3%	4,860,271	(891,482)	(16.1%)	6,086,678	1,428,407	30.7%	7,218,037	1,128,359	18.5%
Operating Surplus/(Deficit) after Transfers	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%	

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
As of July 1, 2023

	BUDGET		May-23		May-23		Increase/(Decrease)	
	FY23	BUDGET FY24	BUDGET FY24	PLAN FY25	\$ VAR	% VAR	\$ VAR	% VAR
REVENUE:								
Operating Revenue								
Passenger Fares	\$ 2,437,388	\$ 3,080,194	\$ 3,080,194	\$ 3,186,199	\$ 642,806	26.4%	\$ 106,005	3.4%
Special Transit Fares	5,952,851	6,094,772	6,094,772	6,220,501	141,921	2.4%	125,729	2.1%
Total Operating Revenue	\$ 8,390,239	\$ 9,174,966	\$ 9,174,966	\$ 9,406,700	\$ 784,727	9.4%	\$ 231,734	2.5%
Operating Expense								
Labor - Regular	\$ 20,414,537	\$ 20,213,520	\$ 20,213,520	\$ 20,487,625	\$ (201,017)	(1.0%)	\$ 274,105	1.4%
Labor - OT	1,324,597	1,170,921	1,170,921	1,196,227	(153,676)	(11.6%)	25,306	2.2%
Fringe	21,171,861	21,790,475	21,790,475	22,874,036	618,614	2.9%	1,083,561	5.0%
Non-Personnel	12,108,451	17,698,777	17,698,777	17,617,470	5,590,326	46.2%	(81,307)	(0.5%)
Total Operating Expense	\$ 55,019,446	\$ 60,873,693	\$ 60,873,693	\$ 62,175,358	\$ 5,854,247	10.6%	\$ 1,301,665	2.1%
Operating Surplus/(Deficit)	\$ (46,629,207)	\$ (51,698,727)	\$ (51,698,727)	\$ (52,768,658)	\$ (5,069,520)	10.9%	\$ (1,069,931)	2.1%
	15.2%			15.1%			15.1%	
Non-Operating Revenue/(Expense)								
Sales Tax/including Measure D	\$ 30,774,884	\$ 31,808,185	\$ 31,808,185	\$ 32,126,267	\$ 1,033,301	3.4%	\$ 318,082	1.0%
Federal/State Grants	14,495,688	20,385,751	20,385,751	27,036,316	5,890,063	40.6%	6,650,565	32.6%
COVID Relief Grants	15,476,595	9,959,064	9,959,064	-	(5,517,531)	(35.7%)	(9,959,064)	(100.0%)
COVID Related Costs	(297,712)	-	-	-	297,712	(100.0%)	-	0.0%
Pension UAL/Bond Payment*	(5,642,781)	(4,172,665)	(4,172,665)	(4,177,203)	1,470,116	(26.1%)	(4,538)	0.1%
All Other Revenue	675,833	1,239,705	1,239,705	1,220,071	563,872	83.4%	(19,634)	(1.6%)
Total Non-Operating Revenue/(Expense)	\$ 55,482,507	\$ 59,220,040	\$ 59,220,040	\$ 56,205,451	\$ 3,737,533	6.7%	\$ (3,014,589)	(5.1%)
Operating Surplus/(Deficit) before Transfers	\$ 8,853,300	\$ 7,521,313	\$ (1,331,987)	\$ 3,436,793	\$ (1,331,987)	(15.0%)	\$ (4,084,520)	(54.3%)
Transfers and Other								
Transfers to Capital/Operating & Capital Reserve Fund	\$ (8,853,300)	\$ (9,964,300)	\$ (9,964,300)	\$ (8,988,546)	\$ (1,111,000)	12.5%	\$ 975,754	(9.8%)
(To)/From COVID Recovery Fund	-	2,442,987	2,442,987	5,551,753	2,442,987	100.0%	3,108,766	127.3%
Operating Surplus/(Deficit) after Transfers	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY24 & FY25 OPERATING BUDGET**

REVENUE SOURCES

REVENUE SOURCE	June-22	May-23	May-23		Increase/(Decrease) \$ VAR	% VAR	Increase/(Decrease) \$ VAR	% VAR
	BUDGET FY23	BUDGET FY24	PLAN FY25	PLAN FY25				
Passenger Fares								
Fixed Route Fares	\$ 1,621,499	\$ 1,858,000	\$	\$	236,501	14.6%	\$	3.0%
Paratransit Fares	194,184	209,719	15,535	220,205	15,535	8.0%	10,486	5.0%
Highway 17 Fares	593,999	988,475	394,476	1,028,014	394,476	66.4%	39,539	4.0%
Park & Ride Revenue	27,706	24,000	(3,706)	24,240	(3,706)	(13.4%)	240	1.0%
Special Transit Fares								
UCSC	4,780,072	4,875,674	95,602	4,973,187	95,602	2.0%	97,513	2.0%
Cabrillo	583,388	595,056	11,668	606,957	11,668	2.0%	11,901	2.0%
City of SC	34,070	58,980	24,910	64,878	24,910	73.1%	5,898	10.0%
Shaffer	4,549	3,275	(1,274)	2,456	(1,274)	(28.0%)	(819)	(25.0%)
Highway 17 Payments								
VTA	375,000	382,500	7,500	390,150	7,500	2.0%	7,650	2.0%
San Jose State	-	-	-	-	-	0.0%	-	2.0%
Amtrak	175,772	179,287	3,515	182,873	3,515	2.0%	3,586	2.0%
Sales Tax/Including Measure D								
1979 Gross Sales Tax (1/2 cent)	26,613,630	27,539,554	925,924	27,814,950	925,924	3.5%	275,396	1.0%
2016 Net Sales Tax (Measure D)	4,161,254	4,268,631	107,377	4,311,317	107,377	2.6%	42,686	1.0%
Federal/State Grants								
Transp Dev Act (TDA - LTF) Funds	9,218,043	9,254,915	36,872	9,532,562	36,872	0.4%	277,647	3.0%
FTA Sec 5307 - Op Assistance*	-	629,357	629,357	6,030,232	629,357	100.0%	5,400,875	858.2%
FTA Sec 5311 - Rural Op Asst*	263,285	269,051	5,766	274,943	5,766	2.2%	5,892	2.2%
FTA Sec 5307 - ARPA	15,476,595	9,959,064	(5,517,531)	-	(5,517,531)	(35.7%)	(9,959,064)	(100.0%)
Medicare Subsidy	550	400	(150)	400	(150)	(27.3%)	-	0.0%
TIRCP Grant	-	322,000	322,000	322,000	322,000	100.0%	-	0.0%
AMBAG (FTA 5304)	-	-	-	-	-	0.0%	-	0.0%
LCTOP Grant	537,785	746,737	208,952	534,914	208,952	38.9%	(211,823)	(28.4%)
TDA - STA - Operating (Includes SB1)	4,476,025	8,872,195	4,396,170	4,582,438	4,396,170	98.2%	(4,289,757)	(48.4%)
STIC - Op Assistance	-	-	-	5,613,279	-	0.0%	5,613,279	100.0%
Fuel Tax Credit	-	291,096	291,096	145,548	291,096	100.0%	(145,548)	(50.0%)

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY24 & FY25 OPERATING BUDGET
REVENUE SOURCES

REVENUE SOURCE	June-22	May-23	May-23		Increase/(Decrease) \$ VAR	% VAR
	BUDGET FY23	BUDGET FY24	PLAN FY25	PLAN FY25		
All Other Revenue						
Commissions	1,000	500	500	500	-	0.0%
Advertising Income	195,000	172,320	(22,680)	172,320	-	0.0%
Rent Income - SC Pacific Station	60,187	41,798	(18,389)	43,052	1,254	3.0%
Rent Income - Scotts Valley	29,862	32,959	3,097	29,761	(3,198)	(9.7%)
Rent Income - Watsonville TC	42,536	30,560	(11,976)	31,477	917	3.0%
Interest Income	250,000	755,568	505,568	732,901	(22,667)	(3.0%)
Other Non-Transp Revenue - LCFS Credits	15,000	15,000	15,000	15,150	150	1.0%
Other Non-Transp Revenue - CNG Sales	62,953	100,000	37,047	103,000	3,000	3.0%
Other Non-Transp Revenue - All Other	34,295	91,000	56,705	91,910	910	1.0%
TOTAL OPERATING REVENUE	\$ 69,813,239	\$ 72,567,671	\$ 2,754,432	\$ 69,789,354	\$ (2,778,317)	-3.8%

TRANSFERS TO CAPITAL/OPERATING & CAPITAL RESERVE FUND	\$ (8,853,300)	\$ (9,964,300)	\$ (1,111,000)	\$ (8,988,546)	\$ 975,754	(9.8%)
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TRANSFERS (TO) / FROM COVID-19 RECOVERY FUND	\$ -	\$ 2,442,987	\$ 2,442,987	\$ 5,551,753	\$ 3,108,766	127.3%
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TOTAL REVENUE SOURCES	\$ 60,959,939	\$ 65,046,358	\$ 4,086,419	\$ 66,352,561	\$ 1,306,203	2.0%
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* FTA funding is used solely to fund labor expense

TOTAL EXPENSES	60,959,939	65,046,358	4,086,419	66,352,561	1,306,203	2.0%
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TRANSFERS TO CAPITAL (BUS REPLACEMENT FUND)	2,353,300	2,349,727	(3,573)	2,330,955	(18,772)	(0.8%)
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TRANSFERS TO OPERATING & CAPITAL RESERVE FUNDS						
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OPERATING & CAPITAL RESERVE FUNDS	4,500,000	5,323,477	823,477	4,512,043	(811,434)	(15.2%)
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UAL & OPEB	2,000,000	2,000,000	-	2,000,000	-	0.0%
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FUEL TAX CREDIT	-	291,096	291,096	145,548	(145,548)	
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SURPLUS/(DEFICIT)	-	(2,442,987)	(2,442,987)	(5,551,753)	(3,108,766)	
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Revenue - (Expenses + Transfer to Capital Budget + Fuel Tax Credit)

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**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY24 & FY25 OPERATING BUDGET
Transfers & Operating Balance**

TRANSFERS	June-22		May-23		May-23	
	BUDGET FY23	BUDGET FY24	Increase/(Decrease) \$ VAR	% VAR	PLAN FY25	Increase/(Decrease) \$ VAR % VAR
Transfers to Capital Budget						
2016 Net Sales Tax Measure D*	\$ (2,353,300)	\$ (2,349,727)	\$ 3,573	(0.2%)	\$ (2,330,955)	\$ 18,772 (0.8%)
TDA - STA - Operating , Includes SB1	-	-	-	0.0%	-	- 0.0%
Total	\$ (2,353,300)	\$ (2,349,727)	\$ 3,573	(0.2%)	\$ (2,330,955)	\$ 18,772 (0.8%)
Transfers to/(from) Operating & Capital Reserve Fund						
Fuel Tax Credit**	\$ -	\$ (291,096)	\$ (291,096)	100.0%	\$ (145,548)	\$ 145,548 (50.0%)
CaIPERS UAL & OPEB	(2,000,000)	(2,000,000)	-	0.0%	(2,000,000)	- 0.0%
Reserves Replenishment	-	(1,323,477)	(1,323,477)	100.0%	(512,043)	811,434 (61.3%)
Operating & Capital Reserve Fund	(4,500,000)	(4,000,000)	500,000	(11.1%)	(4,000,000)	- 0.0%
Total	\$ (6,500,000)	\$ (7,614,573)	\$ (1,114,573)	17.1%	\$ (6,657,591)	\$ 956,982 (12.6%)
TOTAL OPERATING/CAPITAL TRANSFERS	\$ (8,853,300)	\$ (9,964,300)	\$ (1,111,000)	12.5%	\$ (8,988,546)	\$ 975,754 (9.8%)
Transfers (To) / From Covid-19 Recovery Fund						
Transfers (To) / From Covid-19 Recovery Fund	\$ -	\$ 2,442,987	\$ 2,442,987	100.0%	\$ 5,551,753	\$ 3,108,766 127.3%
Total	\$ -	\$ 2,442,987	\$ 2,442,987	100.0%	\$ 5,551,753	\$ 3,108,766 127.3%
TOTAL REVENUE	\$ 69,813,239	\$ 72,567,671	\$ 2,754,432	3.9%	\$ 69,789,354	\$ (2,778,317) (3.8%)
TOTAL EXPENSES	\$ 60,959,939	\$ 65,046,358	\$ 4,086,419	6.7%	\$ 66,352,561	\$ 1,306,203 2.0%
TOTAL OPERATING/CAPITAL TRANSFERS	\$ (8,853,300)	\$ (9,964,300)	\$ (1,111,000)	12.5%	\$ (8,988,546)	\$ 975,754 (9.8%)
TOTAL COVID TRANSFERS	\$ -	\$ 2,442,987	\$ 2,442,987	100.0%	\$ 5,551,753	\$ 3,108,766 127.3%
OPERATING BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

*Beginning in FY19, 2016 Net Sales Tax Measure D is transferred to the Capital Budget as per 5-Year Program of Projects, provided to RTC. The 5-Year Program of Projects should be updated yearly, after the budget is adopted in June, in order to reflect Santa Cruz METRO's latest Measure D growth projections, presented above.

**Subject to annual renewal of the tax extenders 5/4/2023

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 FY24 & FY25 OPERATING BUDGET

CONSOLIDATED EXPENSES

ACCOUNT	DESCRIPTION	June-22	May-23	May-23		Increase/(Decrease) \$ VAR	Increase/(Decrease) % VAR	PLAN FY25	Increase/(Decrease) \$ VAR	% VAR
		BUDGET FY23	BUDGET FY24	BUDGET FY24	PLAN FY25					
LABOR										
501011	Bus Operator Pay	10,551,285	10,325,261	(226,024)	(2.1%)	10,426,025	100,764	10,426,025	100,764	1.0%
501013	Bus Operator OT	825,527	774,478	(51,049)	(6.2%)	788,230	13,752	788,230	13,752	1.8%
501021	Other Salaries	9,863,252	9,888,259	25,007	0.3%	10,061,600	173,341	10,061,600	173,341	1.8%
501023	Other OT	499,070	396,443	(102,627)	(20.6%)	407,997	11,554	407,997	11,554	2.9%
Totals		21,739,134	21,384,441	(354,693)	(1.6%)	21,683,852	299,411	21,683,852	299,411	1.4%
FRINGE BENEFITS										
502011	Medicare/Soc. Sec.	372,628	374,076	1,448	0.4%	380,404	6,328	380,404	6,328	1.7%
502021	Retirement	2,377,972	2,708,684	330,712	13.9%	2,719,761	11,077	2,719,761	11,077	0.4%
502022	Retirement UAL	1,139,812	-	(1,139,812)	(100.0%)	-	-	-	-	0.0%
502031	Medical Ins	11,680,051	11,960,409	280,358	2.4%	12,823,045	862,636	12,823,045	862,636	7.2%
502041	Dental Ins	483,531	502,849	19,318	4.0%	512,292	9,443	512,292	9,443	1.9%
502045	Vision Ins	107,496	105,936	(1,560)	(1.5%)	105,936	-	105,936	-	0.0%
502051	Life Ins/AD&D	47,442	48,509	1,067	2.2%	49,825	1,316	49,825	1,316	2.7%
502060	State Disability Ins (SDI)	274,285	228,051	(46,234)	(16.9%)	240,865	12,814	240,865	12,814	5.6%
502061	Long Term Disability Ins	155,101	160,543	5,442	3.5%	162,415	1,872	162,415	1,872	1.2%
502071	State Unemployment Ins (SUI)	46,718	34,650	(12,068)	(25.8%)	36,960	2,310	36,960	2,310	6.7%
502081	Worker's Comp Ins	1,014,944	1,045,388	30,444	3.0%	1,076,756	31,368	1,076,756	31,368	3.0%
502101	Holiday Pay	739,860	746,064	6,204	0.8%	762,359	16,295	762,359	16,295	2.2%
502103	Floating Holiday	131,257	139,405	8,148	6.2%	142,829	3,424	142,829	3,424	2.5%
502109	Sick Leave	1,134,427	1,143,772	9,345	0.8%	1,168,782	25,010	1,168,782	25,010	2.2%
502111	Annual Leave	2,205,190	2,209,733	4,543	0.2%	2,298,189	88,456	2,298,189	88,456	4.0%
502121	Other Paid Absence	173,386	174,856	1,470	0.8%	178,687	3,831	178,687	3,831	2.2%
502251	Phys. Exams	17,832	19,371	1,539	8.6%	20,505	1,134	20,505	1,134	5.9%
502253	Driver Lic Renewal	2,540	3,422	882	34.7%	3,687	265	3,687	265	7.7%
502999	Other Fringe Benefits	207,201	184,757	(22,444)	(10.8%)	190,739	5,982	190,739	5,982	3.2%
Totals		22,311,673	21,790,475	(521,198)	(2.3%)	22,874,036	1,083,561	22,874,036	1,083,561	5.0%

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 FY24 & FY25 OPERATING BUDGET

CONSOLIDATED EXPENSES

ACCOUNT	DESCRIPTION	June-22		May-23		PLAN FY25	Increase/(Decrease) \$ VAR	% VAR	Increase/(Decrease) \$ VAR	% VAR
		BUDGET FY23	BUDGET FY24	BUDGET FY24	PLAN FY25					
SERVICES										
503011	Acting/Audit Fees	106,386	105,250	(1,136)	(1.1%)	107,750	2,500	2.4%	2,500	2.4%
503012	Admin/Bank Fees	439,895	627,000	187,105	42.5%	655,800	28,800	4.6%	28,800	4.6%
503031	Prof/Technical Fees	1,983,868	2,813,153	829,285	41.8%	2,123,547	(689,606)	(24.5%)	(689,606)	(24.5%)
503032	Legislative Services	101,121	258,703	157,582	155.8%	189,988	(68,715)	(26.6%)	(68,715)	(26.6%)
503033	Legal Services	455,096	554,346	99,250	21.8%	567,963	13,617	2.5%	13,617	2.5%
503034	Pre-Employment Exams	9,179	10,219	1,040	11.3%	10,710	491	4.8%	491	4.8%
503041	Temp Help	72,000	-	(72,000)	(100.0%)	-	-	0.0%	-	0.0%
503161	Custodial Services	9,581	8,722	(859)	(9.0%)	9,158	436	5.0%	436	5.0%
503162	Uniforms/Laundry	98,277	41,795	(56,482)	(57.5%)	43,439	1,644	3.9%	1,644	3.9%
503171	Security Services	632,501	672,869	40,368	6.4%	699,997	27,128	4.0%	27,128	4.0%
503221	Classified/Legal Ads	23,282	34,992	11,710	50.3%	35,341	349	1.0%	349	1.0%
503222	Legal Ads	-	-	-	0.0%	-	-	0.0%	-	0.0%
503225	Graphic Services	-	-	-	0.0%	-	-	0.0%	-	0.0%
503351	Repair - Bldg & Impr	200,000	225,000	25,000	12.5%	232,500	7,500	3.3%	7,500	3.3%
503352	Repair - Equipment	955,203	1,549,056	593,853	62.2%	1,599,052	49,996	3.2%	49,996	3.2%
503353	Repair - Rev Vehicle	611,480	654,926	43,446	7.1%	595,081	(59,845)	(9.1%)	(59,845)	(9.1%)
503354	Repair - Non Rev Vehicle	58,575	72,075	13,500	23.0%	72,176	101	0.1%	101	0.1%
503363	Haz Mat Disposal	59,753	74,096	14,343	24.0%	77,801	3,705	5.0%	3,705	5.0%
Totals		5,816,197	7,702,202	1,886,005	32.4%	7,020,303	(681,899)	(8.9%)	(681,899)	(8.9%)
MOBILE MATERIALS & SUPPLIES										
504011	Fuels & Lubricants - Non Rev Veh	78,592	78,655	63	0.1%	82,588	3,933	5.0%	3,933	5.0%
504012	Fuels & Lubricants - Rev Veh	2,000,000	3,764,296	1,764,296	88.2%	3,896,958	132,662	3.5%	132,662	3.5%
	Hydro Hydrogen fuel	-	-	-	0.0%	250,000	250,000	100.0%	250,000	100.0%
504021	Tires & Tubes	217,000	217,000	-	0.0%	227,850	10,850	5.0%	10,850	5.0%
504161	Other Mobile Supplies	-	-	-	0.0%	-	-	0.0%	-	0.0%
504191	Rev Vehicle Parts	1,033,840	1,369,299	335,459	32.4%	1,431,314	62,015	4.5%	62,015	4.5%
Totals		3,329,432	5,429,250	2,099,818	63.1%	5,888,710	459,460	8.5%	459,460	8.5%

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 FY24 & FY25 OPERATING BUDGET

CONSOLIDATED EXPENSES

ACCOUNT	DESCRIPTION	June-22	May-23	May-23		Increase/(Decrease) \$ VAR	% VAR
		BUDGET FY23	BUDGET FY24	PLAN FY25	Increase/(Decrease) \$ VAR		
OTHER MATERIALS & SUPPLIES							
504205	Freight Out	8,300	5,000	5,500	500	500	10.0%
504211	Postage & Mailing	43,689	34,454	34,686	232	232	0.7%
504214	Promotional Items	25,000	61,000	61,000	-	-	0.0%
504215	Printing	128,859	412,225	275,707	(136,518)	(136,518)	(33.1%)
504217	Photo Supp/Process	2,060	1,000	2,060	1,060	1,060	106.0%
504311	Office Supplies	66,235	84,817	87,111	2,294	2,294	2.7%
504315	Safety Supplies	104,785	28,116	29,493	1,377	1,377	4.9%
504316	COVID-19	-	-	-	-	-	0.0%
504317	Cleaning Supplies	80,127	63,540	66,716	3,176	3,176	5.0%
504409	Repair/Maint Supplies	198,047	127,409	133,782	6,373	6,373	5.0%
504417	Tenant Repairs	10,302	10,508	11,033	525	525	5.0%
504421	Non-Inventory Parts	52,475	52,475	55,099	2,624	2,624	5.0%
504511	Small Tools	19,132	19,275	20,238	963	963	5.0%
504515	Employee Tool Replacement	3,000	3,000	3,150	150	150	5.0%
Totals		742,011	902,819	785,575	(117,244)	(117,244)	(13.0%)
UTILITIES							
505010	Propulsion Power	100,000	150,000	157,500	7,500	7,500	5.0%
505011	Gas & Electric	369,600	388,080	407,484	19,404	19,404	5.0%
505021	Water & Garbage	155,435	175,973	184,772	8,799	8,799	5.0%
505031	Telecommunications	201,580	196,723	204,789	8,066	8,066	4.1%
Totals		826,615	910,776	954,545	43,769	43,769	4.8%
CASUALTY & LIABILITY							
506011	Insurance - Property	70,553	92,950	102,957	10,007	10,007	10.8%
506015	Insurance - PL/PD	756,794	983,833	1,278,984	295,151	295,151	30.0%
506021	Insurance - Other	99,591	86,700	90,920	4,220	4,220	4.9%
506123	Settlement Costs	154,530	163,040	167,931	4,891	4,891	3.0%
506127	Repairs - District Prop	-	-	-	-	-	0.0%
Totals		1,081,468	1,326,523	1,640,792	314,269	314,269	23.7%

FY24- FY25_OpEX_Budget_V11_May
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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

FY24 & FY25 OPERATING BUDGET

CONSOLIDATED EXPENSES

June-22 May-23 May-23

ACCOUNT	DESCRIPTION	BUDGET FY23	BUDGET FY24	Increase/(Decrease) \$ VAR	% VAR	PLAN FY25	Increase/(Decrease) \$ VAR	% VAR
TAXES								
507051	Fuel Tax	17,500	15,000	(2,500)	(14.3%)	15,000	-	0.0%
507201	Licenses & Permits	28,756	31,179	2,423	8.4%	33,778	2,599	8.3%
507999	Other Taxes	10,302	12,254	1,952	18.9%	12,867	613	5.0%
Totals		56,558	58,433	1,875	3.3%	61,645	3,212	5.5%
MISC EXPENSE								
509011	Dues/Subscriptions	101,336	102,319	983	1.0%	107,193	4,874	4.8%
509081	Advertising - District Promo	-	245,000	245,000	100.0%	245,000	-	0.0%
509101	Employee Incentive Program	46,486	80,144	33,658	72.4%	83,591	3,447	4.3%
509121	Employee Training	102,904	450,588	347,684	337.9%	453,447	2,859	0.6%
509122	BOD Travel	13,393	13,719	326	2.4%	14,405	686	5.0%
509123	Travel	87,275	111,154	23,879	27.4%	114,863	3,709	3.3%
509125	Local Meeting Expense	12,640	27,865	15,225	120.5%	28,853	988	3.5%
509127	Board Director Fees	12,981	10,000	(2,981)	(23.0%)	10,500	500	5.0%
509150	Contributions	-	-	-	0.0%	-	-	0.0%
509198	Cash Over/Short	-	-	-	0.0%	-	-	0.0%
509999	Other Misc Expense	-	-	-	0.0%	-	-	0.0%
Totals		377,015	1,040,789	663,774	176.1%	1,057,852	17,063	1.6%
INTEREST EXPENSE & DEBT SERVICE								
511102	Interest Expense - Loan	8,120	893	(7,227)	(89.0%)	-	(893)	(100.0%)
511103	Interest Expense - POB	1,470,969	1,426,832	(44,137)	(3.0%)	1,376,786	(50,046)	(3.5%)
524000	Principal - POB	3,032,000	2,745,833	(286,167)	(9.4%)	2,800,417	54,584	2.0%
Totals		4,511,089	4,173,558	(337,531)	(7.5%)	4,177,203	3,645	0.1%

12C.8

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY24 & FY25 OPERATING BUDGET**

CONSOLIDATED EXPENSES

ACCOUNT	DESCRIPTION	June-22		May-23		PLAN FY25	Increase/(Decrease) \$ VAR	Increase/(Decrease) % VAR	Increase/(Decrease) \$ VAR	% VAR
		BUDGET FY23	BUDGET FY24	BUDGET FY24	PLAN FY25					
LEASES & RENTALS										
512011	Facility Lease	152,346	310,628	310,628	158,282	191,105	158,282	103.9%	(119,523)	(38.5%)
512061	Equipment Rental	16,401	16,464	16,464	63	16,943	63	0.4%	479	2.9%
Totals		168,747	327,092	327,092	158,345	208,048	158,345	93.8%	(119,044)	(36.4%)
PERSONNEL TOTAL		44,050,807	43,174,916	43,174,916	(875,891)	44,557,888	(875,891)	(2.0%)	1,382,972	3.2%
NON-PERSONNEL TOTAL		16,909,132	21,871,442	21,871,442	4,962,310	21,794,673	4,962,310	29.3%	(76,769)	(0.4%)
TOTAL OPERATING EXPENSES		60,959,939	65,046,358	65,046,358	4,086,419	66,352,561	4,086,419	6.7%	1,306,203	2.0%

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

FY24 & FY25 OPERATING BUDGET

Departmental Expenses

	June-22		May-23		May-23			
	BUDGET		BUDGET		PLAN			
	FY23	FY24	FY24	FY25	FY25	FY25		
	\$	\$	\$	\$	\$	\$	\$	\$
			Increase/(Decrease)	% VAR	Increase/(Decrease)	% VAR	Increase/(Decrease)	% VAR
1100 Administration	1,345,167	1,754,868	409,701	30.5%	1,631,597	(123,271)	(7.0%)	
1200 Finance	7,665,753	7,896,500	230,747	3.0%	8,041,837	145,337	1.8%	
1300 Customer Service	2,275,298	1,254,191	(1,021,107)	(44.9%)	1,290,943	36,752	2.9%	
1325 Marketing	-	1,574,833	1,574,833	100.0%	1,453,605	(121,228)	(7.7%)	
1400 Human Resources	1,073,815	1,317,850	244,035	22.7%	1,359,815	41,965	3.2%	
1500 Information Technology	1,594,947	2,044,303	449,356	28.2%	2,078,456	34,153	1.7%	
1600 Planning, Grants, Governmental Affairs	2,073,187	1,937,353	(135,834)	(6.6%)	1,867,979	(69,374)	(3.6%)	
1700 District Counsel	438,187	557,512	119,325	27.2%	571,287	13,775	2.5%	
1800 Safety, Security, and Risk Management	1,101,541	1,191,390	89,849	8.2%	1,198,331	6,941	0.6%	
1900 Purchasing	1,026,650	489,621	(537,029)	(52.3%)	515,117	25,496	5.2%	
2000 Inventory Management	-	443,663	443,663	100.0%	461,380	17,717	4.0%	
2200 Facilities Maintenance	3,592,046	4,002,397	410,351	11.4%	3,894,883	(107,514)	(2.7%)	
3100 Paratransit	4,514,485	4,957,500	443,015	9.8%	5,041,501	84,001	1.7%	
3200 Operations	2,829,072	2,795,292	(33,780)	(1.2%)	2,864,020	68,728	2.5%	
3300 Bus Operators	18,525,461	17,630,545	(894,916)	(4.8%)	18,094,581	464,036	2.6%	
4100 Fleet Maintenance	8,984,002	11,421,673	2,437,671	27.1%	11,942,411	520,738	4.6%	
9002 COVID Related Costs	297,712	-	(297,712)	(100.0%)	-	-	0.0%	
9005 Retired Employee Benefits	3,622,340	3,776,617	154,277	4.3%	4,044,568	267,951	7.1%	
700 SCCIC	275	250	(25)	(9.1%)	250	-	0.0%	
TOTAL OPERATING EXPENSES	\$ 60,959,938	\$ 65,046,358	\$ 4,086,420	6.7%	\$ 66,352,562	\$ 1,306,203	2.0%	

12C.10

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY24 & FY25 OPERATING BUDGET

Admin - 1100

ACCOUNT	June-22		May-23		May-23		Increase/(Decrease)		Increase/(Decrease)	
	BUDGET	FY23	BUDGET	FY24	PLAN	FY25	\$ VAR	% VAR	\$ VAR	% VAR
LABOR										
501011 Bus Operator Pay	\$	-	\$	-	\$	-	\$	0.0%	\$	0.0%
501013 Bus Operator OT		-		-		-		0.0%		0.0%
501021 Other Salaries		496,092		514,950		18,858		3.8%	17,218	3.3%
501023 Other OT		5,055		5,178		123		2.4%	259	5.0%
Totals	\$	501,146	\$	520,128	\$	18,982	\$	3.8%	17,477	3.4%
FRINGE BENEFITS										
502011 Medicare/Soc. Sec.	\$	8,829	\$	9,245	\$	416	\$	4.7%	\$	315
502021 Retirement		80,422		88,129		7,707		9.6%	3,534	4.0%
502022 Retirement UAL		21,766		-		(21,766)		(100.0%)	-	0.0%
502031 Medical Ins		98,571		54,588		(43,983)		(44.6%)	3,940	7.2%
502041 Dental Ins		5,608		4,519		(1,089)		(19.4%)	89	2.0%
502045 Vision Ins		1,104		1,104		-		0.0%	-	0.0%
502051 Life Ins/AD&D		676		2,850		2,174		321.6%	85	3.0%
502060 State Disability Ins (SDI)		4,586		4,177		(409)		(8.9%)	298	7.1%
502061 Long Term Disability Ins		2,976		3,097		121		4.1%	59	1.9%
502071 State Unemployment Ins (SUI)		568		420		(148)		(26.1%)	28	6.7%
502081 Worker's Comp Ins		11,871		12,671		800		6.7%	381	3.0%
502101 Holiday Pay		17,892		18,691		799		4.5%	635	3.4%
502103 Floating Holiday		24,601		25,700		1,099		4.5%	874	3.4%
502109 Sick Leave		26,838		28,037		1,199		4.5%	953	3.4%
502111 Annual Leave		38,800		40,609		1,809		4.7%	1,620	4.0%
502121 Other Paid Absence		4,194		4,380		186		4.4%	150	3.4%
502251 Phys. Exams		-		-		-		0.0%	-	0.0%
502253 Driver Lic Renewal		-		-		-		0.0%	-	0.0%
502999 Other Fringe Benefits		17,916		17,916		-		0.0%	4	0.0%
Totals	\$	367,218	\$	316,133	\$	(51,085)	\$	(13.9%)	12,965	4.1%

12C.11

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY24 & FY25 OPERATING BUDGET**

Admin - 1100

ACCOUNT	June-22		May-23		May-23		Increase/(Decrease)		Increase/(Decrease)	
	BUDGET	FY23	BUDGET	FY24	PLAN	FY25	\$ VAR	% VAR	\$ VAR	% VAR
SERVICES										
503011 Accting/Audit Fees	\$	-	\$	-	\$	-	0.0%	\$	-	0.0%
503012 Admin/Bank Fees		-		-		-	0.0%		-	0.0%
503031 Prof/Technical Fees		168,280		421,225		252,945	150.3%		(96,439)	(22.9%)
503032 Legislative Services		101,121		258,703		157,582	155.8%		(68,715)	(26.6%)
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		4,120		2,560		(1,560)	(37.9%)		128	5.0%
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		8,242		8,443		201	2.4%		422	5.0%
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	\$	281,763	\$	690,931	\$	409,168	145.2%	\$	(164,604)	(23.8%)
MOBILE MATERIALS & SUPPLIES										
504011 Fuels & Lubricants - Non Rev Veh	\$	-	\$	-	\$	-	0.0%	\$	-	0.0%
504012 Fuels & Lubricants - Rev Veh		-		-		-	0.0%		-	0.0%
Hydrogen fuel		-		-		-	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%

12C.12

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY24 & FY25 OPERATING BUDGET

Admin - 1100

May-23

May-23

June-22

ACCOUNT	June-22 BUDGET FY23	May-23 BUDGET FY24	Increase/(Decrease) \$ VAR	% VAR	May-23 PLAN FY25	Increase/(Decrease) \$ VAR	% VAR
OTHER MATERIALS & SUPPLIES							
504205 Freight Out	\$ -	\$ -	\$ -	0.0%	-	\$ -	0.0%
504211 Postage & Mailing	5,800	6,094	294	5.1%	6,276	182	3.0%
504214 Promotional Items	-	-	-	0.0%	-	-	0.0%
504215 Printing	6,697	4,221	(2,476)	(37.0%)	4,432	211	5.0%
504217 Photo Supp/Process	-	-	-	0.0%	-	-	0.0%
504311 Office Supplies	14,112	19,535	5,423	38.4%	20,514	979	5.0%
504315 Safety Supplies	-	-	-	0.0%	-	-	0.0%
504316 COVID-19	-	-	-	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	\$ 26,609	\$ 29,850	\$ 3,241	12.2%	\$ 31,222	\$ 1,372	4.6%
UTILITIES							
505010 Propulsion Power	\$ -	\$ -	\$ -	0.0%	-	\$ -	0.0%
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%

Attachment C

12C.13

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY24 & FY25 OPERATING BUDGET

Admin - 1100

May-23

May-23

June-22

ACCOUNT	BUDGET FY23	BUDGET FY24	Increase/(Decrease) \$ VAR	% VAR	PLAN FY25	Increase/(Decrease) \$ VAR	% VAR
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%
MISC EXPENSE							
509011 Dues/Subscriptions	88,075	90,263	2,188	2.5%	94,778	4,515	5.0%
509081 Advertising - District Promo	-	-	-	0.0%	-	-	0.0%
509101 Employee Incentive Program	18,544	35,220	16,676	89.9%	36,981	1,761	5.0%
509121 Employee Training	2,473	2,533	60	2.4%	2,660	127	5.0%
509122 BOD Travel	13,393	13,719	326	2.4%	14,405	686	5.0%
509123 Travel	20,603	21,121	518	2.5%	22,177	1,056	5.0%
509125 Local Meeting Expense	10,302	22,860	12,558	121.9%	23,628	768	3.4%
509127 Board Director Fees	12,981	10,000	(2,981)	(23.0%)	10,500	500	5.0%
509150 Contributions	-	-	-	0.0%	-	-	0.0%
509198 Cash Over/Short	-	-	-	0.0%	-	-	0.0%
509999 Other Misc Expense	-	-	-	0.0%	-	-	0.0%
Totals	\$ 166,371	\$ 195,716	\$ 29,345	17.6%	\$ 205,129	\$ 9,413	4.8%
INTEREST EXPENSE & DEBT SERVICE							
511102 Interest Expense - Loan	-	-	-	0.0%	-	-	0.0%
511103 Interest Expense - POB	-	-	-	0.0%	-	-	0.0%
524000 Principal - POB	-	-	-	0.0%	-	-	0.0%
Totals	\$ -	\$ -	\$ -	0.0%	-	\$ -	0.0%
LEASES & RENTALS							
512011 Facility Lease	-	-	-	0.0%	-	-	0.0%
512061 Equipment Rental	2,060	2,110	50	2.4%	2,216	106	5.0%
Totals	\$ 2,060	\$ 2,110	\$ 50	2.4%	\$ 2,216	\$ 106	5.0%
PERSONNEL TOTAL	\$ 868,364	\$ 836,261	\$ (32,103)	(3.7%)	\$ 866,703	\$ 30,442	3.6%
NON-PERSONNEL TOTAL	\$ 476,803	\$ 918,607	\$ 441,804	92.7%	\$ 764,894	\$ (153,713)	(16.7%)
TOTAL OPERATING EXPENSES	\$ 1,345,167	\$ 1,754,868	\$ 409,701	30.5%	\$ 1,631,597	\$ (123,271)	(7.0%)

Attachment C

12C.14

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY24 & FY25 OPERATING BUDGET

Finance - 1200

ACCOUNT	June-22		May-23		May-23		Increase/(Decrease) \$ VAR	% VAR	PLAN FY25	Increase/(Decrease) \$ VAR	% VAR
	BUDGET FY23	BUDGET FY24	BUDGET FY24	BUDGET FY24	PLAN FY25	PLAN FY25					
LABOR											
501011 Bus Operator Pay	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	-	-	\$ -	0.0%	0.0%
501013 Bus Operator OT	-	-	-	-	0.0%	-	-	-	-	0.0%	0.0%
501021 Other Salaries	944,242	934,030	934,030	(10,212)	(1.1%)	958,985	24,955	24,955	24,955	2.7%	2.7%
501023 Other OT	5,001	2,999	2,999	(2,002)	(40.0%)	3,500	501	501	501	16.7%	16.7%
Totals	\$ 949,243	\$ 937,029	\$ 937,029	\$(12,214)	(1.3%)	\$ 962,485	\$ 25,456	\$ 25,456	\$ 25,456	2.7%	2.7%
FRINGE BENEFITS											
502011 Medicare/Soc. Sec.	\$ 16,589	\$ 16,663	\$ 16,663	74	0.4%	17,108	445	445	445	2.7%	2.7%
502021 Retirement	108,086	122,780	122,780	14,694	13.6%	123,702	922	922	922	0.8%	0.8%
502022 Retirement UAL	52,596	-	-	(52,596)	(100.0%)	-	-	-	-	0.0%	0.0%
502031 Medical Ins	307,869	334,747	334,747	26,878	8.7%	358,890	24,143	24,143	24,143	7.2%	7.2%
502041 Dental Ins	16,826	18,014	18,014	1,188	7.1%	18,360	346	346	346	1.9%	1.9%
502045 Vision Ins	3,036	3,036	3,036	-	0.0%	3,036	-	-	-	0.0%	0.0%
502051 Life Ins/AD&D	1,602	1,703	1,703	101	6.3%	1,756	53	53	53	3.1%	3.1%
502060 State Disability Ins (SDI)	11,678	9,875	9,875	(1,803)	(15.4%)	10,485	610	610	610	6.2%	6.2%
502061 Long Term Disability Ins	6,416	6,642	6,642	226	3.5%	6,673	31	31	31	0.5%	0.5%
502071 State Unemployment Ins (SUI)	1,562	1,155	1,155	(407)	(26.1%)	1,232	77	77	77	6.7%	6.7%
502081 Worker's Comp Ins	32,644	34,846	34,846	2,202	6.7%	35,892	1,046	1,046	1,046	3.0%	3.0%
502101 Holiday Pay	34,408	34,664	34,664	256	0.7%	35,573	909	909	909	2.6%	2.6%
502103 Floating Holiday	20,780	21,655	21,655	875	4.2%	22,211	556	556	556	2.6%	2.6%
502109 Sick Leave	51,611	51,993	51,993	382	0.7%	53,359	1,366	1,366	1,366	2.6%	2.6%
502111 Annual Leave	95,213	95,769	95,769	556	0.6%	97,834	2,065	2,065	2,065	2.2%	2.2%
502121 Other Paid Absence	8,066	8,125	8,125	59	0.7%	8,336	211	211	211	2.6%	2.6%
502251 Phys. Exams	-	-	-	-	0.0%	-	-	-	-	0.0%	0.0%
502253 Driver Lic Renewal	-	-	-	-	0.0%	-	-	-	-	0.0%	0.0%
502999 Other Fringe Benefits	8,119	8,119	8,119	-	0.0%	8,130	11	11	11	0.1%	0.1%
Totals	\$ 777,101	\$ 769,786	\$ 769,786	\$(7,315)	(0.9%)	\$ 802,577	\$ 32,791	\$ 32,791	\$ 32,791	4.3%	4.3%

12C.15

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY24 & FY25 OPERATING BUDGET

Finance - 1200

ACCOUNT	June-22		May-23		May-23		Increase/(Decrease)		Increase/(Decrease)		
	BUDGET	FY23	BUDGET	FY24	PLAN	FY25	\$ VAR	% VAR	\$ VAR	% VAR	
SERVICES											
503011	\$	106,111	\$	105,000	\$	107,500	\$	(1.0%)	\$	2,500	2.4%
503012		439,895		627,000	187,105	655,800	28,800	42.5%	28,800	4.6%	
503031		51,357		269,550	218,193	67,450	(202,100)	424.9%	(202,100)	(75.0%)	
503032		-		-	-	-	-	0.0%	-	0.0%	
503033		-		-	-	-	-	0.0%	-	0.0%	
503034		-		-	-	-	-	0.0%	-	0.0%	
503041		-		-	-	-	-	0.0%	-	0.0%	
503161		-		-	-	-	-	0.0%	-	0.0%	
503162		-		-	-	-	-	0.0%	-	0.0%	
503171		-		-	-	-	-	0.0%	-	0.0%	
503221		-		-	-	-	-	0.0%	-	0.0%	
503222		-		-	-	-	-	0.0%	-	0.0%	
503225		-		-	-	-	-	0.0%	-	0.0%	
503351		-		-	-	-	-	0.0%	-	0.0%	
503352		-		-	-	-	-	0.0%	-	0.0%	
503353		-		-	-	-	-	0.0%	-	0.0%	
503354		-		-	-	-	-	0.0%	-	0.0%	
503363		-		-	-	-	-	0.0%	-	0.0%	
Totals	\$	597,363	\$	1,001,550	\$ 404,187	\$ 830,750	\$ (170,800)	67.7%	\$ (170,800)	(17.1%)	
MOBILE MATERIALS & SUPPLIES											
504011	\$	-	\$	-	\$	-	\$	0.0%	\$	-	0.0%
504012		-		-	-	-	-	0.0%	-	-	0.0%
Hydro		-		-	-	-	-	0.0%	-	-	0.0%
504021		-		-	-	-	-	0.0%	-	-	0.0%
504161		-		-	-	-	-	0.0%	-	-	0.0%
504191		-		-	-	-	-	0.0%	-	-	0.0%
Totals	\$	-	\$	-	\$	-	\$	0.0%	\$	-	0.0%

Attachment C

12C.16

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY24 & FY25 OPERATING BUDGET

Finance - 1200

ACCOUNT	June-22		May-23		May-23		Increase/(Decrease) \$ VAR	% VAR	Increase/(Decrease) \$ VAR	% VAR
	BUDGET FY23	BUDGET FY24	BUDGET FY24	BUDGET FY25	PLAN FY25					
OTHER MATERIALS & SUPPLIES										
504205 Freight Out	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%	
504211 Postage & Mailing	1,000	1,000	1,000	1,050	1,050	50	0.0%	50	5.0%	
504214 Promotional Items	-	-	-	-	-	-	0.0%	-	0.0%	
504215 Printing	2,060	2,110	2,110	1,100	1,100	(1,010)	2.4%	(1,010)	(47.9%)	
504217 Photo Supp/Process	-	-	-	-	-	-	0.0%	-	0.0%	
504311 Office Supplies	-	-	-	-	-	-	0.0%	-	0.0%	
504315 Safety Supplies	-	-	-	-	-	-	0.0%	-	0.0%	
504316 COVID-19	-	-	-	-	-	-	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	\$ 3,060	\$ 3,110	\$ 3,110	\$ 2,150	\$ 2,150	\$(960)	1.6%	\$(960)	(30.9%)	
UTILITIES										
505010 Propulsion Power	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%	
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	\$ 70,553	\$ 92,950	\$ 92,950	\$ 102,957	\$ 102,957	\$ 10,007	31.7%	\$ 10,007	10.8%	
506015 Insurance - PL/PD	613,496	797,545	797,545	1,036,809	1,036,809	239,264	30.0%	239,264	30.0%	
506021 Insurance - Other	99,591	86,700	86,700	90,920	90,920	4,220	(12.9%)	4,220	4.9%	
506123 Settlement Costs	-	-	-	-	-	-	0.0%	-	0.0%	
506127 Repairs - District Prop	-	-	-	-	-	-	0.0%	-	0.0%	
Totals	\$ 783,640	\$ 977,195	\$ 977,195	\$ 1,230,686	\$ 1,230,686	\$ 253,491	24.7%	\$ 253,491	25.9%	

Attachment C

12C.17

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY24 & FY25 OPERATING BUDGET

Finance - 1200

ACCOUNT	June-22		May-23		May-23		Increase/(Decrease) \$ VAR	% VAR	Increase/(Decrease) \$ VAR	% VAR
	BUDGET FY23	BUDGET FY24	BUDGET FY24	BUDGET FY25	PLAN FY25					
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%	
MISC EXPENSE										
509011 Dues/Subscriptions	\$ 639	\$ 654	\$ 15	\$ 687	\$ 33	\$ 33	2.3%	\$ 33	5.0%	
509081 Advertising - District Promo	-	-	-	-	-	-	0.0%	-	0.0%	
509101 Employee Incentive Program	8,000	8,000	-	8,400	400	400	0.0%	400	5.0%	
509121 Employee Training	20,000	15,000	(5,000)	15,750	750	750	(25.0%)	750	5.0%	
509122 BOD Travel	-	-	-	-	-	-	0.0%	-	0.0%	
509123 Travel	15,000	10,000	(5,000)	10,500	500	500	(33.3%)	500	5.0%	
509125 Local Meeting Expense	-	-	-	-	-	-	0.0%	-	0.0%	
509127 Board Director Fees	-	-	-	-	-	-	0.0%	-	0.0%	
509150 Contributions	-	-	-	-	-	-	0.0%	-	0.0%	
509198 Cash Over/Short	-	-	-	-	-	-	0.0%	-	0.0%	
509999 Other Misc Expense	-	-	-	-	-	-	0.0%	-	0.0%	
Totals	\$ 43,639	\$ 33,654	\$ (9,985)	\$ 35,337	\$ 1,683	\$ 1,683	(22.9%)	\$ 1,683	5.0%	
INTEREST EXPENSE & DEBT SERVICE										
511102 Interest Expense - Loan	\$ 8,120	\$ 893	\$ (7,227)	\$ -	\$ (893)	\$ (893)	(89.0%)	\$ -	(100.0%)	
511103 Interest Expense - POB	1,470,969	1,426,832	(44,137)	1,376,786	(50,046)	(50,046)	(3.0%)	-	(3.5%)	
524000 Principal - POB	3,032,000	2,745,833	(286,167)	2,800,417	54,584	54,584	(9.4%)	54,584	2.0%	
Totals	\$ 4,511,089	\$ 4,173,558	\$ (337,531)	\$ 4,177,203	\$ 3,645	\$ 3,645	(7.5%)	\$ 3,645	0.1%	
LEASES & RENTALS										
512011 Facility Lease	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%	
512061 Equipment Rental	618	618	-	649	31	31	0.0%	31	5.0%	
Totals	\$ 618	\$ 618	\$ -	\$ 649	\$ 31	\$ 31	0.0%	\$ 31	5.0%	
PERSONNEL TOTAL	\$ 1,726,344	\$ 1,706,815	\$ (19,529)	\$ 1,765,062	\$ 58,247	\$ 58,247	(1.1%)	\$ 58,247	3.4%	
NON-PERSONNEL TOTAL	\$ 5,939,409	\$ 6,189,685	\$ 250,276	\$ 6,276,775	\$ 87,090	\$ 87,090	4.2%	\$ 87,090	1.4%	
TOTAL OPERATING EXPENSES	\$ 7,665,753	\$ 7,896,500	\$ 230,747	\$ 8,041,837	\$ 145,337	\$ 145,337	3.0%	\$ 145,337	1.8%	

12C.18

Attachment C

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY24 & FY25 OPERATING BUDGET

Customer Service - 1300

ACCOUNT	June-22		May-23		May-23		Increase/(Decrease) \$ VAR	% VAR	Increase/(Decrease) \$ VAR	% VAR
	BUDGET FY23	BUDGET FY24	BUDGET FY24	BUDGET FY25	PLAN FY25					
LABOR										
501011 Bus Operator Pay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%	
501013 Bus Operator OT	-	-	-	-	-	-	0.0%	-	0.0%	
501021 Other Salaries	845,853	586,301	(259,552)	591,840	591,840	5,539	(30.7%)	5,539	0.9%	
501023 Other OT	37,504	7,504	(30,000)	7,880	7,880	376	(80.0%)	376	5.0%	
Totals \$	883,357 \$	593,805 \$	(289,552)	599,720 \$	599,720 \$	5,915	(32.8%)	5,915	1.0%	
FRINGE BENEFITS										
502011 Medicare/Soc. Sec.	\$ 15,282	\$ 10,612	(4,670)	\$ 10,743	\$ 10,743	\$ 131	(30.6%)	\$ 131	1.2%	
502021 Retirement	98,721	79,684	(19,037)	79,156	79,156	(528)	(19.3%)	(528)	(0.7%)	
502022 Retirement UAL	48,038	-	(48,038)	-	-	-	(100.0%)	-	0.0%	
502031 Medical Ins	404,921	316,837	(88,084)	339,692	339,692	22,855	(21.8%)	22,855	7.2%	
502041 Dental Ins	20,034	15,728	(4,306)	16,038	16,038	310	(21.5%)	310	2.0%	
502045 Vision Ins	4,140	3,036	(1,104)	3,036	3,036	-	(26.7%)	-	0.0%	
502051 Life Ins/AD&D	1,963	1,391	(572)	1,437	1,437	46	(29.1%)	46	3.3%	
502060 State Disability Ins (SDI)	11,492	6,585	(4,907)	6,888	6,888	303	(42.7%)	303	4.6%	
502061 Long Term Disability Ins	7,497	5,405	(2,092)	5,447	5,447	42	(27.9%)	42	0.8%	
502071 State Unemployment Ins (SUI)	2,130	1,155	(975)	1,232	1,232	77	(45.8%)	77	6.7%	
502081 Worker's Comp Ins	56,386	34,846	(21,540)	35,892	35,892	1,046	(38.2%)	1,046	3.0%	
502101 Holiday Pay	30,654	21,939	(8,715)	22,200	22,200	261	(28.4%)	261	1.2%	
502103 Floating Holiday	9,027	3,917	(5,110)	3,917	3,917	-	(56.6%)	-	0.0%	
502109 Sick Leave	45,984	32,912	(13,072)	33,306	33,306	394	(28.4%)	394	1.2%	
502111 Annual Leave	96,092	74,195	(21,897)	76,447	76,447	2,252	(22.8%)	2,252	3.0%	
502121 Other Paid Absence	7,189	5,146	(2,043)	5,207	5,207	61	(28.4%)	61	1.2%	
502251 Phys. Exams	-	-	-	-	-	-	0.0%	-	0.0%	
502253 Driver Lic Renewal	-	-	-	-	-	-	0.0%	-	0.0%	
502999 Other Fringe Benefits	4,335	2,269	(2,066)	2,280	2,280	11	(47.7%)	11	0.5%	
Totals \$	863,885 \$	615,657 \$	(248,228)	642,918 \$	642,918 \$	27,261	(28.7%)	27,261	4.4%	

12C.19

Attachment C

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY24 & FY25 OPERATING BUDGET

Customer Service - 1300

May-23

May-23

June-22

ACCOUNT	BUDGET FY23	BUDGET FY24	Increase/(Decrease) \$ VAR	% VAR	PLAN FY25	Increase/(Decrease) \$ VAR	% VAR
SERVICES							
503011 Accting/Audit Fees	\$ -	\$ -	\$ -	0.0%	-	\$ -	0.0%
503012 Admin/Bank Fees	-	-	-	0.0%	-	-	0.0%
503031 Prof/Technical Fees	372,426	-	(372,426)	(100.0%)	-	-	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	1,100	-	(1,100)	(100.0%)	-	-	0.0%
503354 Repair - Non Rev Vehicle	-	-	-	0.0%	-	-	0.0%
503363 Haz Mat Disposal	-	-	-	0.0%	-	-	0.0%
Totals \$	377,226 \$	2,500 \$	(374,726)	(99.3%)	3,700 \$	1,200 \$	48.0%
MOBILE MATERIALS & SUPPLIES							
504011 Fuels & Lubricants - Non Rev Veh	\$ -	\$ -	\$ -	0.0%	-	\$ -	0.0%
504012 Fuels & Lubricants - Rev Veh	-	-	-	0.0%	-	-	0.0%
Hydro	-	-	-	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%

Attachment C

12C.20

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY24 & FY25 OPERATING BUDGET

Customer Service - 1300

May-23

May-23

June-22

ACCOUNT	BUDGET FY23	BUDGET FY24	Increase/(Decrease) \$ VAR	% VAR	PLAN FY25	Increase/(Decrease) \$ VAR	% VAR
OTHER MATERIALS & SUPPLIES							
504205 Freight Out	\$ -	\$ -	\$ -	0.0%	-	\$ -	0.0%
504211 Postage & Mailing	6,500	1,250	(5,250)	(80.8%)	1,250	-	0.0%
504214 Promotional Items	25,000	-	(25,000)	(100.0%)	-	-	0.0%
504215 Printing	80,510	3,000	(77,510)	(96.3%)	3,000	-	0.0%
504217 Photo Supp/Process	2,060	1,000	(1,060)	(51.5%)	2,060	1,060	106.0%
504311 Office Supplies	5,000	5,000	-	0.0%	5,500	500	10.0%
504315 Safety Supplies	-	-	-	0.0%	-	-	0.0%
504316 COVID-19	-	-	-	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 \$	119,070	10,250	\$(108,820)	(91.4%)	11,810	\$ 1,560	15.2%
UTILITIES							
505010 Propulsion Power	\$ -	\$ -	\$ -	0.0%	-	\$ -	0.0%
505011 Gas & Electric	-	-	-	0.0%	-	-	0.0%
505021 Water & Garbage	-	-	-	0.0%	-	-	0.0%
505031 Telecommunications	650	-	(650)	(100.0%)	-	-	0.0%
Totals \$	650	-	\$(650)	(100.0%)	-	\$ -	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%

12C.21

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY24 & FY25 OPERATING BUDGET

Customer Service - 1300

May-23

May-23

June-22

ACCOUNT	BUDGET FY23	BUDGET FY24	Increase/(Decrease) \$ VAR	% VAR	PLAN FY25	Increase/(Decrease) \$ VAR	% VAR
TAXES							
507051 Fuel Tax	\$ -	\$ -	-	0.0%	-	-	0.0%
507201 Licenses & Permits	13,200	13,000	(200)	(1.5%)	14,690	1,690	13.0%
507999 Other Taxes	-	-	-	0.0%	-	-	0.0%
Totals	\$ 13,200	\$ 13,000	(200)	(1.5%)	\$ 14,690	\$ 1,690	13.0%
MISC EXPENSE							
509011 Dues/Subscriptions	\$ -	\$ -	-	0.0%	-	-	0.0%
509081 Advertising - District Promo	-	-	-	0.0%	-	-	0.0%
509101 Employee Incentive Program	1,200	1,200	-	0.0%	1,200	-	0.0%
509121 Employee Training	7,068	8,513	1,445	20.4%	7,639	(874)	(10.3%)
509122 BOD Travel	-	-	-	0.0%	-	-	0.0%
509123 Travel	5,360	5,360	-	0.0%	5,360	-	0.0%
509125 Local Meeting Expense	300	300	-	0.0%	300	-	0.0%
509127 Board Director Fees	-	-	-	0.0%	-	-	0.0%
509150 Contributions	-	-	-	0.0%	-	-	0.0%
509198 Cash Over/Short	-	-	-	0.0%	-	-	0.0%
509999 Other Misc Expense	-	-	-	0.0%	-	-	0.0%
Totals	\$ 13,928	\$ 15,373	\$ 1,445	10.4%	\$ 14,499	\$ (874)	(5.7%)
INTEREST EXPENSE & DEBT SERVICE							
511102 Interest Expense - Loan	\$ -	\$ -	-	0.0%	-	-	0.0%
511103 Interest Expense - POB	-	-	-	0.0%	-	-	0.0%
524000 Principal - POB	-	-	-	0.0%	-	-	0.0%
Totals	\$ -	\$ -	-	0.0%	\$ -	-	0.0%
LEASES & RENTALS							
512011 Facility Lease	\$ -	\$ -	-	0.0%	-	-	0.0%
512061 Equipment Rental	3,982	3,606	(376)	(9.4%)	3,606	-	0.0%
Totals	\$ 3,982	\$ 3,606	(376)	(9.4%)	\$ 3,606	-	0.0%
PERSONNEL TOTAL	\$ 1,747,242	\$ 1,209,462	\$ (537,780)	(30.8%)	\$ 1,242,638	\$ 33,176	2.7%
NON-PERSONNEL TOTAL	\$ 528,056	\$ 44,729	\$ (483,327)	(91.5%)	\$ 48,305	\$ 3,576	8.0%
TOTAL OPERATING EXPENSES	\$ 2,275,298	\$ 1,254,191	#####	(44.9%)	\$ 1,290,943	\$ 36,752	2.9%

Attachment C

12C.22

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY24 & FY25 OPERATING BUDGET

Marketing - 1325

ACCOUNT	June-22		May-23		May-23		Increase/(Decrease) \$ VAR	% VAR	Increase/(Decrease) \$ VAR	% VAR
	BUDGET FY23	BUDGET FY24	BUDGET FY24	BUDGET FY25	PLAN FY25					
LABOR										
501011 Bus Operator Pay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%	
501013 Bus Operator OT	-	-	-	-	-	-	0.0%	-	0.0%	
501021 Other Salaries	-	157,670	157,670	165,539	165,539	7,869	100.0%	7,869	5.0%	
501023 Other OT	-	7,500	7,500	7,500	7,500	-	100.0%	-	0.0%	
Totals	\$ -	\$ 165,170	\$ 165,170	\$ 173,039	\$ 173,039	\$ 7,869	100.0%	\$ 7,869	4.8%	
FRINGE BENEFITS										
502011 Medicare/Soc. Sec.	\$ -	\$ 2,845	\$ 2,845	\$ 2,981	\$ 2,981	\$ 136	100.0%	\$ 136	4.8%	
502021 Retirement	-	20,756	20,756	21,395	21,395	639	100.0%	639	3.1%	
502022 Retirement UAL	-	-	-	-	-	-	0.0%	-	0.0%	
502031 Medical Ins	-	49,408	49,408	52,970	52,970	3,562	100.0%	3,562	7.2%	
502041 Dental Ins	-	2,405	2,405	2,448	2,448	43	100.0%	43	1.8%	
502045 Vision Ins	-	552	552	552	552	-	100.0%	-	0.0%	
502051 Life Ins/AD&D	-	338	338	348	348	10	100.0%	10	3.0%	
502060 State Disability Ins (SDI)	-	1,765	1,765	1,912	1,912	147	100.0%	147	8.3%	
502061 Long Term Disability Ins	-	1,422	1,422	1,444	1,444	22	100.0%	22	1.5%	
502071 State Unemployment Ins (SUI)	-	210	210	224	224	14	100.0%	14	6.7%	
502081 Worker's Comp Ins	-	6,336	6,336	6,526	6,526	190	100.0%	190	3.0%	
502101 Holiday Pay	-	5,656	5,656	5,938	5,938	282	100.0%	282	5.0%	
502103 Floating Holiday	-	5,366	5,366	5,635	5,635	269	100.0%	269	5.0%	
502109 Sick Leave	-	8,483	8,483	8,907	8,907	424	100.0%	424	5.0%	
502111 Annual Leave	-	10,187	10,187	10,695	10,695	508	100.0%	508	5.0%	
502121 Other Paid Absence	-	1,326	1,326	1,391	1,391	65	100.0%	65	4.9%	
502251 Phys. Exams	-	-	-	-	-	-	0.0%	-	0.0%	
502253 Driver Lic Renewal	-	-	-	-	-	-	0.0%	-	0.0%	
502999 Other Fringe Benefits	-	2,008	2,008	2,010	2,010	2	100.0%	2	0.1%	
Totals	\$ -	\$ 119,063	\$ 119,063	\$ 125,376	\$ 125,376	\$ 6,313	100.0%	\$ 6,313	5.3%	

Attachment C

12C.23

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY24 & FY25 OPERATING BUDGET**

Marketing - 1325

ACCOUNT	June-22	May-23	Increase/(Decrease)		May-23	Increase/(Decrease)	
	BUDGET FY23	BUDGET FY24	\$ VAR	% VAR	PLAN FY25	\$ VAR	% VAR
SERVICES							
503011 Accting/Audit Fees	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%
503012 Admin/Bank Fees	-	-	-	0.0%	-	-	0.0%
503031 Prof/Technical Fees	-	585,000	585,000	100.0%	585,000	-	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	-	-	-	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	\$ -	\$ 585,000	\$ 585,000	100.0%	\$ 585,000	\$ -	0.0%
MOBILE MATERIALS & SUPPLIES							
504011 Fuels & Lubricants - Non Rev Veh	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%
504012 Fuels & Lubricants - Rev Veh	-	-	-	0.0%	-	-	0.0%
Hydrogen fuel	-	-	-	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%

Attachment C

12C.24

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY24 & FY25 OPERATING BUDGET

Marketing - 1325

ACCOUNT	June-22		May-23		May-23		Increase/(Decrease) \$ VAR	% VAR	Increase/(Decrease) \$ VAR	% VAR
	BUDGET FY23	BUDGET FY24	BUDGET FY24	BUDGET FY25	PLAN FY25					
OTHER MATERIALS & SUPPLIES										
504205 Freight Out	\$ -	\$ -	\$ -	\$ -	\$ -	-	0.0%	\$ -	-	0.0%
504211 Postage & Mailing	-	24,000	24,000	24,000	24,000	24,000	100.0%	-	24,000	0.0%
504214 Promotional Items	-	61,000	61,000	61,000	61,000	61,000	100.0%	-	61,000	0.0%
504215 Printing	-	346,800	346,800	346,800	209,800	(137,000)	100.0%	(137,000)	209,800	(39.5%)
504217 Photo Supp/Process	-	-	-	-	-	-	0.0%	-	-	0.0%
504311 Office Supplies	-	5,000	5,000	5,000	5,250	250	100.0%	250	5,250	5.0%
504315 Safety Supplies	-	-	-	-	-	-	0.0%	-	-	0.0%
504316 COVID-19	-	-	-	-	-	-	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	\$ -	\$ 436,800	\$ 436,800	\$ 436,800	\$ 300,050	\$ (136,750)	100.0%	\$ (136,750)	300,050	(31.3%)
UTILITIES										
505010 Propulsion Power	\$ -	\$ -	\$ -	\$ -	\$ -	-	0.0%	\$ -	-	0.0%
505011 Gas & Electric	-	-	-	-	-	-	0.0%	-	-	0.0%
505021 Water & Garbage	-	-	-	-	-	-	0.0%	-	-	0.0%
505031 Telecommunications	-	1,000	1,000	1,000	1,000	-	100.0%	-	1,000	0.0%
Totals	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	100.0%	\$ -	1,000	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%

12C.25

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY24 & FY25 OPERATING BUDGET

Marketing - 1325

ACCOUNT	June-22		May-23		May-23		Increase/(Decrease) \$ VAR	% VAR	Increase/(Decrease) \$ VAR	% VAR
	BUDGET FY23	BUDGET FY24	BUDGET FY24	BUDGET FY25	PLAN FY25					
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%	
MISC EXPENSE										
509011 Dues/Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%	
509081 Advertising - District Promo	-	245,000	245,000	245,000	245,000	-	100.0%	-	0.0%	
509101 Employee Incentive Program	-	-	-	-	-	-	0.0%	-	0.0%	
509121 Employee Training	-	12,000	12,000	12,000	13,200	1,200	100.0%	1,200	10.0%	
509122 BOD Travel	-	-	-	-	-	-	0.0%	-	0.0%	
509123 Travel	-	10,000	10,000	10,000	10,100	100	100.0%	100	1.0%	
509125 Local Meeting Expense	-	800	800	800	840	40	100.0%	40	5.0%	
509127 Board Director Fees	-	-	-	-	-	-	0.0%	-	0.0%	
509150 Contributions	-	-	-	-	-	-	0.0%	-	0.0%	
509198 Cash Over/Short	-	-	-	-	-	-	0.0%	-	0.0%	
509999 Other Misc Expense	-	-	-	-	-	-	0.0%	-	0.0%	
Totals	\$ -	\$ 267,800	\$ 267,800	\$ 267,800	\$ 269,140	\$ 1,340	100.0%	\$ 1,340	0.5%	
INTEREST EXPENSE & DEBT SERVICE										
511102 Interest Expense - Loan	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%	
511103 Interest Expense - POB	-	-	-	-	-	-	0.0%	-	0.0%	
524000 Principal - POB	-	-	-	-	-	-	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	\$ -	\$ 284,233	\$ 284,233	\$ 284,233	\$ 298,415	\$ 14,182	100.0%	\$ 14,182	5.0%	
NON-PERSONNEL TOTAL	\$ -	\$ 1,290,600	\$ 1,290,600	\$ 1,290,600	\$ 1,155,190	\$ (135,410)	100.0%	\$ (135,410)	(10.5%)	
TOTAL OPERATING EXPENSES	\$ -	\$ 1,574,833	\$ 1,574,833	\$ 1,574,833	\$ 1,453,605	\$ (121,228)	100.0%	\$ (121,228)	(7.7%)	

12C.26

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY24 & FY25 OPERATING BUDGET

HR - 1400

ACCOUNT	June-22		May-23		May-23		Increase/(Decrease)		Increase/(Decrease)	
	BUDGET	FY23	BUDGET	FY24	PLAN	FY25	\$ VAR	% VAR	\$ VAR	% VAR
LABOR										
501011 Bus Operator Pay	\$	-	\$	-	\$	-	\$	0.0%	\$	0.0%
501013 Bus Operator OT		-		-		-		0.0%		0.0%
501021 Other Salaries		511,627		583,711		72,084		14.1%		13,161
501023 Other OT		5,336		1,000		(4,336)		(81.3%)		-
Totals	\$	516,963	\$	584,711	\$	67,748	\$	13.1%	\$	13,161
FRINGE BENEFITS										
502011 Medicare/Soc. Sec.	\$	8,988	\$	10,291	\$	1,303	\$	14.5%	\$	348
502021 Retirement		58,230		75,314		17,084		29.3%		1,833
502022 Retirement UAL		28,335		-		(28,335)		(100.0%)		-
502031 Medical Ins		146,845		151,518		4,673		3.2%		10,933
502041 Dental Ins		8,244		10,267		2,023		24.5%		191
502045 Vision Ins		1,656		1,932		276		16.7%		-
502051 Life Ins/AD&D		910		1,027		117		12.9%		32
502060 State Disability Ins (SDI)		6,349		6,092		(257)		(4.0%)		440
502061 Long Term Disability Ins		3,744		4,338		594		15.9%		-
502071 State Unemployment Ins (SUI)		852		735		(117)		(13.7%)		49
502081 Worker's Comp Ins		20,774		22,175		1,401		6.7%		665
502101 Holiday Pay		18,564		21,204		2,640		14.2%		903
502103 Floating Holiday		12,232		12,842		610		5.0%		643
502109 Sick Leave		27,845		31,807		3,962		14.2%		1,355
502111 Annual Leave		47,417		54,260		6,843		14.4%		7,643
502121 Other Paid Absence		4,351		4,971		620		14.2%		210
502251 Phys. Exams		-		-		-		0.0%		-
502253 Driver Lic Renewal		-		-		-		0.0%		-
502999 Other Fringe Benefits		4,074		8,103		4,029		98.9%		7
Totals	\$	399,410	\$	416,876	\$	17,466	\$	4.4%	\$	25,252

Attachment C

12C.27

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY24 & FY25 OPERATING BUDGET**

HR - 1400

ACCOUNT	June-22	May-23	May-23		Increase/(Decrease) \$ VAR	% VAR	May-23 PLAN FY25	Increase/(Decrease) \$ VAR	% VAR
	BUDGET FY23	BUDGET FY24	BUDGET FY24	PLAN FY25					
SERVICES									
503011 Accting/Audit Fees	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	-	\$ -	0.0%
503012 Admin/Bank Fees	-	-	-	-	-	0.0%	-	-	0.0%
503031 Prof/Technical Fees	92,647	224,576	131,929	228,805	4,229	142.4%	228,805	4,229	1.9%
503032 Legislative Services	-	-	-	-	-	0.0%	-	-	0.0%
503033 Legal Services	-	-	-	-	-	0.0%	-	-	0.0%
503034 Pre-Employment Exams	9,179	10,219	1,040	10,710	491	11.3%	10,710	491	4.8%
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	17,926	31,166	13,240	31,324	158	73.9%	31,324	158	0.5%
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 \$	119,752	265,961	146,209	270,839	4,878	122.1%	270,839	4,878	1.8%
MOBILE MATERIALS & SUPPLIES									
504011 Fuels & Lubricants - Non Rev Veh	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	-	\$ -	0.0%
504012 Fuels & Lubricants - Rev Veh	-	-	-	-	-	0.0%	-	-	0.0%
Hydro									
Hydrogen fuel	-	-	-	-	-	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%

12C.28

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY24 & FY25 OPERATING BUDGET**

HR - 1400

May-23

May-23

June-22

June-22

ACCOUNT	June-22	May-23	Increase/(Decrease)		May-23	Increase/(Decrease)	
	BUDGET FY23	BUDGET FY24	\$ VAR	% VAR	PLAN FY25	\$ VAR	% VAR
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	1,030	2,055	1,025	99.5%	1,108	(947)	(46.1%)
504217 Photo Supp/Process	-	-	-	0.0%	-	-	0.0%
504311 Office Supplies	-	-	-	0.0%	-	-	0.0%
504315 Safety Supplies	-	-	-	0.0%	-	-	0.0%
504316 COVID-19	-	-	-	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 \$	1,030 \$	2,055 \$	1,025 \$	99.5%	1,108 \$	(947) \$	(46.1%)
UTILITIES							
505010 Propulsion Power	\$ -	\$ -	\$ -	0.0%	-	\$ -	0.0%
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%

12C.29

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY24 & FY25 OPERATING BUDGET

HR - 1400

May-23

May-23

June-22

ACCOUNT	BUDGET FY23	BUDGET FY24	Increase/(Decrease) \$ VAR	% VAR	PLAN FY25	Increase/(Decrease) \$ VAR	% VAR
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%
MISC EXPENSE							
509011 Dues/Subscriptions	3,770	3,862	92	2.4%	4,055	193	5.0%
509081 Advertising - District Promo	-	-	-	0.0%	-	-	0.0%
509101 Employee Incentive Program	3,000	5,500	2,500	83.3%	5,650	150	2.7%
509121 Employee Training	23,110	25,693	2,583	11.2%	24,881	(812)	(3.2%)
509122 BOD Travel	-	-	-	0.0%	-	-	0.0%
509123 Travel	5,000	11,387	6,387	127.7%	11,387	-	0.0%
509125 Local Meeting Expense	1,780	1,805	25	1.4%	1,895	90	5.0%
509127 Board Director Fees	-	-	-	0.0%	-	-	0.0%
509150 Contributions	-	-	-	0.0%	-	-	0.0%
509198 Cash Over/Short	-	-	-	0.0%	-	-	0.0%
509999 Other Misc Expense	-	-	-	0.0%	-	-	0.0%
Totals	\$ 36,660	\$ 48,247	\$ 11,587	31.6%	\$ 47,868	\$ (379)	(0.8%)
INTEREST EXPENSE & DEBT SERVICE							
511102 Interest Expense - Loan	-	-	-	0.0%	-	-	0.0%
511103 Interest Expense - POB	-	-	-	0.0%	-	-	0.0%
524000 Principal - POB	-	-	-	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	\$ 916,373	\$ 1,001,587	\$ 85,214	9.3%	\$ 1,040,000	\$ 38,413	3.8%
NON-PERSONNEL TOTAL	\$ 157,442	\$ 316,263	\$ 158,821	100.9%	\$ 319,815	\$ 3,552	1.1%
TOTAL OPERATING EXPENSES	\$ 1,073,815	\$ 1,317,850	\$ 244,035	22.7%	\$ 1,359,815	\$ 41,965	3.2%

Attachment C

12C.30

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY24 & FY25 OPERATING BUDGET

IT - 1500

ACCOUNT	June-22		May-23		May-23		Increase/(Decrease)		Increase/(Decrease)	
	BUDGET	FY23	BUDGET	FY24	PLAN	FY25	\$ VAR	% VAR	\$ VAR	% VAR
LABOR										
501011 Bus Operator Pay	\$	-	\$	-	\$	-	0.0%	\$	-	0.0%
501013 Bus Operator OT		-		-		-	0.0%		-	0.0%
501021 Other Salaries		612,906		607,711		(5,195)	(0.8%)		10,934	1.8%
501023 Other OT		1,001		1,000		(1)	(0.1%)		1	0.1%
Totals	\$	613,907	\$	608,711	\$	(5,196)	(0.8%)	\$	10,935	1.8%
FRINGE BENEFITS										
502011 Medicare/Soc. Sec.	\$	10,944	\$	10,929	\$	(15)	(0.1%)		191	1.7%
502021 Retirement		73,201		82,805		9,604	13.1%		(91)	(0.1%)
502022 Retirement UAL		35,621		-		(35,621)	(100.0%)		-	0.0%
502031 Medical Ins		143,474		157,131		13,657	9.5%		11,332	7.2%
502041 Dental Ins		6,756		6,924		168	2.5%		132	1.9%
502045 Vision Ins		1,656		1,656		-	0.0%		-	0.0%
502051 Life Ins/AD&D		1,005		1,014		9	0.9%		30	3.0%
502060 State Disability Ins (SDI)		7,079		6,176		(903)	(12.8%)		414	6.7%
502061 Long Term Disability Ins		4,086		4,338		252	6.2%		-	0.0%
502071 State Unemployment Ins (SUI)		852		630		(222)	(26.1%)		42	6.7%
502081 Worker's Comp Ins		20,774		19,007		(1,767)	(8.5%)		570	3.0%
502101 Holiday Pay		22,645		22,593		(52)	(0.2%)		397	1.8%
502103 Floating Holiday		19,625		20,315		690	3.5%		255	1.3%
502109 Sick Leave		33,965		33,891		(74)	(0.2%)		594	1.8%
502111 Annual Leave		66,927		62,964		(3,963)	(5.9%)		836	1.3%
502121 Other Paid Absence		5,306		5,295		(11)	(0.2%)		92	1.7%
502251 Phys. Exams		-		-		-	0.0%		-	0.0%
502253 Driver Lic Renewal		-		-		-	0.0%		-	0.0%
502999 Other Fringe Benefits		6,024		6,024		-	0.0%		6	0.1%
Totals	\$	459,940	\$	441,692	\$	(18,248)	(4.0%)	\$	14,800	3.4%

Attachment C

12C.31

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY24 & FY25 OPERATING BUDGET**

IT - 1500

ACCOUNT	June-22	May-23	May-23		Increase/(Decrease) \$ VAR	% VAR	May-23 PLAN FY25	Increase/(Decrease) \$ VAR	% VAR
	BUDGET FY23	BUDGET FY24	BUDGET FY24	PLAN FY25					
SERVICES									
503011 Accting/Audit Fees	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	-	\$ -	0.0%
503012 Admin/Bank Fees	-	-	-	-	-	0.0%	-	-	0.0%
503031 Prof/Technical Fees	6,000	31,000	25,000	6,000	(25,000)	416.7%	6,000	(25,000)	(80.6%)
503032 Legislative Services	-	-	-	-	-	0.0%	-	-	0.0%
503033 Legal Services	-	-	-	-	-	0.0%	-	-	0.0%
503034 Pre-Employment Exams	-	-	-	-	-	0.0%	-	-	0.0%
503041 Temp Help	-	-	-	-	-	0.0%	-	-	0.0%
503161 Custodial Services	-	-	-	-	-	0.0%	-	-	0.0%
503162 Uniforms/Laundry	-	-	-	-	-	0.0%	-	-	0.0%
503171 Security Services	-	-	-	-	-	0.0%	-	-	0.0%
503221 Classified/Legal Ads	-	-	-	-	-	0.0%	-	-	0.0%
503222 Legal Ads	-	-	-	-	-	0.0%	-	-	0.0%
503225 Graphic Services	-	-	-	-	-	0.0%	-	-	0.0%
503351 Repair - Bldg & Impr	-	-	-	-	-	0.0%	-	-	0.0%
503352 Repair - Equipment	481,000	929,000	448,000	962,388	33,388	93.1%	962,388	33,388	3.6%
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 \$	487,000 \$	960,000 \$	473,000 \$	968,388 \$	8,388 \$	97.1%	968,388	8,388	0.9%
MOBILE MATERIALS & SUPPLIES									
504011 Fuels & Lubricants - Non Rev Veh	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	-	\$ -	0.0%
504012 Fuels & Lubricants - Rev Veh	-	-	-	-	-	0.0%	-	-	0.0%
Hydro									
Hydrogen fuel	-	-	-	-	-	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%

12C.32

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY24 & FY25 OPERATING BUDGET

IT - 1500

ACCOUNT	June-22	May-23	May-23		Increase/(Decrease) \$ VAR	% VAR	Increase/(Decrease) \$ VAR	% VAR
	BUDGET FY23	BUDGET FY24	PLAN FY25	PLAN FY25				
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	30,700	30,500	(200)	30,500	(200)	(0.7%)	-	0.0%
504315 Safety Supplies	-	-	-	-	-	0.0%	-	0.0%
504316 COVID-19	-	-	-	-	-	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 \$	30,700 \$	30,500 \$	(200)	30,500 \$	(200)	(0.7%)	\$ -	0.0%
UTILITIES								
505010 Propulsion Power	\$ -	\$ -	\$ -	\$ -	-	0.0%	\$ -	0.0%
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%

12C.33

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY24 & FY25 OPERATING BUDGET

IT - 1500

ACCOUNT	June-22	May-23	May-23		Increase/(Decrease) \$ VAR	% VAR	Increase/(Decrease) \$ VAR	% VAR
	BUDGET FY23	BUDGET FY24	PLAN FY25	PLAN FY25				
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%
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	1,200	1,200	1,200	1,230	30	2.5%	30	2.5%
509122 BOD Travel	-	-	-	-	-	0.0%	-	0.0%
509123 Travel	2,200	2,200	2,200	2,200	-	0.0%	-	0.0%
509125 Local Meeting Expense	-	-	-	-	-	0.0%	-	0.0%
509127 Board Director Fees	-	-	-	-	-	0.0%	-	0.0%
509150 Contributions	-	-	-	-	-	0.0%	-	0.0%
509198 Cash Over/Short	-	-	-	-	-	0.0%	-	0.0%
509999 Other Misc Expense	-	-	-	-	-	0.0%	-	0.0%
Totals	\$ 3,400	\$ 3,400	\$ 3,400	\$ 3,430	\$ 30	0.9%	\$ 30	0.9%
INTEREST EXPENSE & DEBT SERVICE								
511102 Interest Expense - Loan	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%
511103 Interest Expense - POB	-	-	-	-	-	0.0%	-	0.0%
524000 Principal - POB	-	-	-	-	-	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								
	\$ 1,073,847	\$ 1,050,403	\$ (23,444)	\$ 1,076,138	\$ 25,735	2.5%	\$ 25,735	2.5%
NON-PERSONNEL TOTAL								
	\$ 521,100	\$ 993,900	\$ 472,800	\$ 1,002,318	\$ 8,418	0.8%	\$ 8,418	0.8%
TOTAL OPERATING EXPENSES	\$ 1,594,947	\$ 2,044,303	\$ 449,356	\$ 2,078,456	\$ 34,153	1.7%	\$ 34,153	1.7%

12C.34

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY24 & FY25 OPERATING BUDGET

Planning Grants - 1600

May-23

May-23

June-22

ACCOUNT	June-22		May-23		May-23		Increase/(Decrease) \$ VAR	% VAR	Increase/(Decrease) \$ VAR	% VAR
	BUDGET FY23	BUDGET FY24	BUDGET FY24	BUDGET FY25	PLAN FY25					
LABOR										
501011 Bus Operator Pay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%	
501013 Bus Operator OT	-	-	-	-	-	-	0.0%	-	0.0%	
501021 Other Salaries	472,166	542,798	542,798	70,632	549,096	6,298	15.0%	6,298	1.2%	
501023 Other OT	12,001	20,000	20,000	7,999	12,853	(7,147)	66.7%	(7,147)	(35.7%)	
Totals	\$ 484,167	\$ 562,798	\$ 562,798	\$ 78,631	\$ 561,949	\$ (849)	16.2%	\$ (849)	(0.2%)	
FRINGE BENEFITS										
502011 Medicare/Soc. Sec.	\$ 8,386	\$ 9,882	\$ 9,882	\$ 1,496	\$ 9,957	\$ 75	17.8%	\$ 75	0.8%	
502021 Retirement	55,001	72,574	72,574	17,573	72,647	73	32.0%	73	0.1%	
502022 Retirement UAL	26,765	-	-	(26,765)	-	-	(100.0%)	-	0.0%	
502031 Medical Ins	127,291	166,367	166,367	39,076	178,364	11,997	30.7%	11,997	7.2%	
502041 Dental Ins	6,926	8,919	8,919	1,993	9,090	171	28.8%	171	1.9%	
502045 Vision Ins	1,380	1,656	1,656	276	1,656	-	20.0%	-	0.0%	
502051 Life Ins/AD&D	696	806	806	110	828	22	15.8%	22	2.7%	
502060 State Disability Ins (SDI)	6,056	6,038	6,038	(18)	6,255	217	(0.3%)	217	3.6%	
502061 Long Term Disability Ins	3,276	3,856	3,856	580	3,856	-	17.7%	-	0.0%	
502071 State Unemployment Ins (SUI)	710	630	630	(80)	672	42	(11.3%)	42	6.7%	
502081 Worker's Comp Ins	20,774	19,007	19,007	(1,767)	19,577	570	(8.5%)	570	3.0%	
502101 Holiday Pay	17,033	19,952	19,952	2,919	20,322	370	17.1%	370	1.9%	
502103 Floating Holiday	11,873	12,192	12,192	319	12,525	333	2.7%	333	2.7%	
502109 Sick Leave	25,550	29,928	29,928	4,378	30,484	556	17.1%	556	1.9%	
502111 Annual Leave	43,357	51,955	51,955	8,598	56,656	4,701	19.8%	4,701	9.0%	
502121 Other Paid Absence	3,992	4,676	4,676	684	4,763	87	17.1%	87	1.9%	
502251 Phys. Exams	-	-	-	-	-	-	0.0%	-	0.0%	
502253 Driver Lic Renewal	-	-	-	-	-	-	0.0%	-	0.0%	
502999 Other Fringe Benefits	4,045	4,074	4,074	29	4,080	6	0.7%	6	0.1%	
Totals	\$ 363,111	\$ 412,512	\$ 412,512	\$ 49,401	\$ 431,732	\$ 19,220	13.6%	\$ 19,220	4.7%	

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY24 & FY25 OPERATING BUDGET**

Planning Grants - 1600

May-23
PLAN
FY25

May-23
BUDGET
FY24

June-22
BUDGET
FY23

ACCOUNT	June-22 BUDGET FY23	May-23 BUDGET FY24	May-23 PLAN FY25	Increase/(Decrease) \$ VAR	% VAR	Increase/(Decrease) \$ VAR	% VAR
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SERVICES

503011 Accting/Audit Fees	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%
503012 Admin/Bank Fees	-	-	-	-	0.0%	-	0.0%
503031 Prof/Technical Fees	1,201,217	902,301	812,817	(298,916)	(24.9%)	(89,484)	(9.9%)
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	\$ 1,201,217	\$ 902,301	\$ 812,817	\$ (298,916)	(24.9%)	\$ (89,484)	(9.9%)

MOBILE MATERIALS & SUPPLIES

504011 Fuels & Lubricants - Non Rev Veh	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%
504012 Fuels & Lubricants - Rev Veh	-	-	-	-	0.0%	-	0.0%
Hydro	-	-	-	-	0.0%	-	0.0%
Hydrogen fuel	-	-	-	-	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%

12C.36

Attachment C

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY24 & FY25 OPERATING BUDGET

Planning Grants - 1600

ACCOUNT	June-22		May-23		May-23		Increase/(Decrease) \$ VAR	% VAR	Increase/(Decrease) \$ VAR	% VAR
	BUDGET FY23	BUDGET FY24	BUDGET FY24	BUDGET FY25	PLAN FY25					
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	15,453	40,828	25,375	41,620	41,620	792	164.2%	792	1.9%	
504217 Photo Supp/Process	-	-	-	-	-	-	0.0%	-	0.0%	
504311 Office Supplies	-	-	-	-	-	-	0.0%	-	0.0%	
504315 Safety Supplies	-	-	-	-	-	-	0.0%	-	0.0%	
504316 COVID-19	-	-	-	-	-	-	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 \$	15,453 \$	40,828 \$	25,375 \$	41,620 \$	41,620 \$	792 \$	164.2%	792 \$	1.9%	
UTILITIES										
505010 Propulsion Power	\$ -	\$ -	\$ -	\$ -	-	-	\$ -	0.0%	-	0.0%
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%	

12C.37

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY24 & FY25 OPERATING BUDGET

Planning Grants - 1600

May-23

May-23

June-22

ACCOUNT	BUDGET FY23	BUDGET FY24	Increase/(Decrease) \$ VAR	% VAR	PLAN FY25	Increase/(Decrease) \$ VAR	% VAR
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%
MISC EXPENSE							
509011 Dues/Subscriptions	\$ -	\$ 800	\$ 800	100.0%	840	\$ 40	5.0%
509081 Advertising - District Promo	-	-	-	0.0%	-	-	0.0%
509101 Employee Incentive Program	-	-	-	0.0%	-	-	0.0%
509121 Employee Training	3,799	6,008	2,209	58.1%	6,310	302	5.0%
509122 BOD Travel	-	-	-	0.0%	-	-	0.0%
509123 Travel	5,440	12,106	6,666	122.5%	12,711	605	5.0%
509125 Local Meeting Expense	-	-	-	0.0%	-	-	0.0%
509127 Board Director Fees	-	-	-	0.0%	-	-	0.0%
509150 Contributions	-	-	-	0.0%	-	-	0.0%
509198 Cash Over/Short	-	-	-	0.0%	-	-	0.0%
509999 Other Misc Expense	-	-	-	0.0%	-	-	0.0%
Totals	\$ 9,239	\$ 18,914	\$ 9,675	104.7%	19,861	\$ 947	5.0%
INTEREST EXPENSE & DEBT SERVICE							
511102 Interest Expense - Loan	\$ -	\$ -	\$ -	0.0%	-	\$ -	0.0%
511103 Interest Expense - POB	-	-	-	0.0%	-	-	0.0%
524000 Principal - POB	-	-	-	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	\$ 847,278	\$ 975,310	\$ 128,032	15.1%	\$ 993,681	\$ 18,371	1.9%
NON-PERSONNEL TOTAL	\$ 1,225,909	\$ 962,043	\$ (263,866)	(21.5%)	\$ 874,298	\$ (87,745)	(9.1%)
TOTAL OPERATING EXPENSES	\$ 2,073,187	\$ 1,937,353	\$ (135,834)	(6.6%)	\$ 1,867,979	\$ (69,374)	(3.6%)

Attachment C

12C.38

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY24 & FY25 OPERATING BUDGET

Risk Mgmt - 1800

ACCOUNT	June-22		May-23		May-23		Increase/(Decrease)		Increase/(Decrease)	
	BUDGET	FY23	BUDGET	FY24	PLAN	FY25	\$ VAR	% VAR	\$ VAR	% VAR
LABOR										
501011 Bus Operator Pay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%	\$ -	0.0%
501013 Bus Operator OT	-	-	-	-	-	-	0.0%	0.0%	-	0.0%
501021 Other Salaries	190,881	190,881	193,210	193,210	198,854	198,854	2,329	1.2%	5,644	2.9%
501023 Other OT	259	259	266	266	279	279	7	2.7%	13	4.9%
Totals	\$ 191,140	\$ 191,140	\$ 193,476	\$ 193,476	\$ 199,133	\$ 199,133	\$ 2,336	1.2%	\$ 5,657	2.9%
FRINGE BENEFITS										
502011 Medicare/Soc. Sec.	\$ 3,313	\$ 3,313	\$ 3,406	\$ 3,406	\$ 3,504	\$ 3,504	93	2.8%	98	2.9%
502021 Retirement	22,166	22,166	25,813	25,813	26,071	26,071	3,647	16.5%	258	1.0%
502022 Retirement UAL	10,786	10,786	-	(10,786)	-	-	(10,786)	(100.0%)	-	0.0%
502031 Medical Ins	10,044	10,044	10,794	10,794	11,577	11,577	750	7.5%	783	7.3%
502041 Dental Ins	2,348	2,348	2,405	2,405	2,448	2,448	57	2.4%	43	1.8%
502045 Vision Ins	552	552	552	552	552	552	-	0.0%	-	0.0%
502051 Life Ins/AD&D	336	336	338	338	348	348	2	0.6%	10	3.0%
502060 State Disability Ins (SDI)	2,491	2,491	2,115	2,115	2,248	2,248	(376)	(15.1%)	133	6.3%
502061 Long Term Disability Ins	1,404	1,404	1,446	1,446	1,446	1,446	42	3.0%	-	0.0%
502071 State Unemployment Ins (SUI)	284	284	210	210	224	224	(74)	(26.1%)	14	6.7%
502081 Worker's Comp Ins	5,935	5,935	6,336	6,336	6,526	6,526	401	6.8%	190	3.0%
502101 Holiday Pay	6,877	6,877	7,067	7,067	7,267	7,267	190	2.8%	200	2.8%
502103 Floating Holiday	5,224	5,224	5,485	5,485	5,760	5,760	261	5.0%	275	5.0%
502109 Sick Leave	10,316	10,316	10,601	10,601	10,900	10,900	285	2.8%	299	2.8%
502111 Annual Leave	16,381	16,381	16,642	16,642	16,917	16,917	261	1.6%	275	1.7%
502121 Other Paid Absence	1,611	1,611	1,656	1,656	1,703	1,703	45	2.8%	47	2.8%
502251 Phys. Exams	-	-	-	-	-	-	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	-	-	-	-	-	0.0%	-	0.0%
502999 Other Fringe Benefits	6,008	6,008	6,008	6,008	6,010	6,010	-	0.0%	2	0.0%
Totals	\$ 106,076	\$ 106,076	\$ 100,874	\$ 100,874	\$ 103,501	\$ 103,501	\$ (5,202)	(4.9%)	\$ 2,627	2.6%

12C.39

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY24 & FY25 OPERATING BUDGET

Risk Mgmt - 1800

ACCOUNT	June-22		May-23		May-23		Increase/(Decrease) \$ VAR	% VAR	Increase/(Decrease) \$ VAR	% VAR
	BUDGET FY23	BUDGET FY24	BUDGET FY24	BUDGET FY25	PLAN FY25					
SERVICES										
503011 Accting/Audit Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	-	0.0%	
503012 Admin/Bank Fees	-	-	-	-	-	-	0.0%	-	0.0%	
503031 Prof/Technical Fees	15,659	51,041	35,382	16,842	16,842	(34,199)	226.0%	(34,199)	(67.0%)	
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	611,722	651,674	39,952	677,741	677,741	26,067	6.5%	26,067	4.0%	
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 \$	627,381	702,715	75,334	694,583	694,583	(8,132)	12.0%	(8,132)	(1.2%)	
MOBILE MATERIALS & SUPPLIES										
504011 Fuels & Lubricants - Non Rev Veh	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	-	0.0%	
504012 Fuels & Lubricants - Rev Veh	-	-	-	-	-	-	0.0%	-	0.0%	
Hydro	-	-	-	-	-	-	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%	

12C.40

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY24 & FY25 OPERATING BUDGET

Risk Mgmt - 1800

ACCOUNT	June-22	May-23	May-23		May-23		
	BUDGET FY23	BUDGET FY24	Increase/(Decrease) \$ VAR	% VAR	PLAN FY25	Increase/(Decrease) \$ VAR	% VAR
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	3,091	1,000	(2,091)	(67.6%)	2,000	1,000	100.0%
504217 Photo Supp/Process	-	-	-	0.0%	-	-	0.0%
504311 Office Supplies	-	-	-	0.0%	-	-	0.0%
504315 Safety Supplies	2,782	2,964	182	6.5%	3,083	119	4.0%
504316 COVID-19	-	-	-	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 \$	5,873 \$	3,964 \$	(1,909)	(32.5%)	5,083 \$	1,119	28.2%
UTILITIES							
505010 Propulsion Power	\$ -	\$ -	\$ -	0.0%	-	\$ -	0.0%
505011 Gas & Electric	-	-	-	0.0%	-	-	0.0%
505021 Water & Garbage	-	-	-	0.0%	-	-	0.0%
505031 Telecommunications	-	3,400	3,400	100.0%	3,400	-	0.0%
Totals \$	- \$	3,400 \$	3,400	100.0%	3,400 \$	-	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	154,530	163,040	8,510	5.5%	167,931	4,891	3.0%
506127 Repairs - District Prop	-	-	-	0.0%	-	-	0.0%
Totals \$	154,530 \$	163,040 \$	8,510	5.5%	167,931 \$	4,891	3.0%

12C.41

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY24 & FY25 OPERATING BUDGET

Risk Mgmt - 1800

ACCOUNT	June-22	May-23	May-23		Increase/(Decrease) \$ VAR	% VAR	PLAN FY25	Increase/(Decrease) \$ VAR	% VAR
	BUDGET FY23	BUDGET FY24	PLAN FY25	PLAN FY25					
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%
MISC EXPENSE									
509011 Dues/Subscriptions	\$ 412	\$ 422	\$ 443	\$ 21	2.4%	443	\$ 21	5.0%	
509081 Advertising - District Promo	-	-	-	-	0.0%	-	-	0.0%	
509101 Employee Incentive Program	5,933	12,534	12,910	376	111.3%	12,910	376	3.0%	
509121 Employee Training	3,091	3,166	3,324	158	2.4%	3,324	158	5.0%	
509122 BOD Travel	-	-	-	-	0.0%	-	-	0.0%	
509123 Travel	7,105	7,499	7,723	224	5.5%	7,723	224	3.0%	
509125 Local Meeting Expense	-	300	300	-	100.0%	300	-	0.0%	
509127 Board Director Fees	-	-	-	-	0.0%	-	-	0.0%	
509150 Contributions	-	-	-	-	0.0%	-	-	0.0%	
509198 Cash Over/Short	-	-	-	-	0.0%	-	-	0.0%	
509999 Other Misc Expense	-	-	-	-	0.0%	-	-	0.0%	
Totals	\$ 16,541	\$ 23,921	\$ 24,700	\$ 779	44.6%	24,700	\$ 779	3.3%	
INTEREST EXPENSE & DEBT SERVICE									
511102 Interest Expense - Loan	\$ -	\$ -	\$ -	\$ -	0.0%	-	\$ -	-	0.0%
511103 Interest Expense - POB	-	-	-	-	0.0%	-	-	0.0%	
524000 Principal - POB	-	-	-	-	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	\$ 297,216	\$ 294,350	\$ 302,634	\$ 8,284	(1.0%)	302,634	\$ 8,284	2.8%	
NON-PERSONNEL TOTAL	\$ 804,325	\$ 897,040	\$ 895,697	\$ (1,343)	11.5%	895,697	\$ (1,343)	(0.1%)	
TOTAL OPERATING EXPENSES	\$ 1,101,541	\$ 1,191,390	\$ 1,198,331	\$ 6,941	8.2%	1,198,331	\$ 6,941	0.6%	

12C.42

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY24 & FY25 OPERATING BUDGET

Purchasing - 1900

ACCOUNT	June-22		May-23		May-23		Increase/(Decrease) \$ VAR	% VAR	PLAN FY25	Increase/(Decrease) \$ VAR	% VAR
	BUDGET FY23	BUDGET FY24	BUDGET FY24	BUDGET FY24	PLAN FY25						
LABOR											
501011 Bus Operator Pay	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	-	-	\$ -	0.0%	0.0%
501013 Bus Operator OT	-	-	-	-	0.0%	-	-	-	-	0.0%	0.0%
501021 Other Salaries	543,214	249,669	249,669	(293,545)	(54.0%)	262,146	12,477	12,477	12,477	5.0%	5.0%
501023 Other OT	1,920	201	201	(1,719)	(89.5%)	211	10	10	10	5.0%	5.0%
Totals	\$ 545,134	\$ 249,870	\$ 249,870	\$ (295,264)	(54.2%)	\$ 262,357	\$ 12,487	\$ 12,487	\$ 12,487	5.0%	5.0%
FRINGE BENEFITS											
502011 Medicare/Soc. Sec.	\$ 9,524	\$ 4,436	\$ 4,436	(5,088)	(53.4%)	\$ 4,658	\$ 222	\$ 222	\$ 222	5.0%	5.0%
502021 Retirement	63,590	33,633	33,633	(29,957)	(47.1%)	34,671	1,038	1,038	1,038	3.1%	3.1%
502022 Retirement UAL	30,945	-	-	(30,945)	(100.0%)	-	-	-	-	0.0%	0.0%
502031 Medical Ins	182,501	106,742	106,742	(75,759)	(41.5%)	114,433	7,691	7,691	7,691	7.2%	7.2%
502041 Dental Ins	9,678	4,519	4,519	(5,159)	(53.3%)	4,608	89	89	89	2.0%	2.0%
502045 Vision Ins	2,484	1,104	1,104	(1,380)	(55.6%)	1,104	-	-	-	0.0%	0.0%
502051 Life Ins/AD&D	1,080	572	572	(508)	(47.0%)	588	16	16	16	2.8%	2.8%
502060 State Disability Ins (SDI)	7,159	2,754	2,754	(4,405)	(61.5%)	2,988	234	234	234	8.5%	8.5%
502061 Long Term Disability Ins	4,473	2,275	2,275	(2,198)	(49.1%)	2,317	42	42	42	1.8%	1.8%
502071 State Unemployment Ins (SUI)	1,278	420	420	(858)	(67.1%)	448	28	28	28	6.7%	6.7%
502081 Worker's Comp Ins	32,644	12,671	12,671	(19,973)	(61.2%)	13,052	381	381	381	3.0%	3.0%
502101 Holiday Pay	19,989	9,285	9,285	(10,704)	(53.5%)	9,750	465	465	465	5.0%	5.0%
502103 Floating Holiday	4,368	4,367	4,367	(1)	(0.0%)	4,586	219	219	219	5.0%	5.0%
502109 Sick Leave	29,985	13,928	13,928	(16,057)	(53.6%)	14,626	698	698	698	5.0%	5.0%
502111 Annual Leave	61,693	26,331	26,331	(35,362)	(57.3%)	27,645	1,314	1,314	1,314	5.0%	5.0%
502121 Other Paid Absence	4,685	2,176	2,176	(2,509)	(53.6%)	2,285	109	109	109	5.0%	5.0%
502251 Phys. Exams	-	-	-	-	0.0%	-	-	-	-	0.0%	0.0%
502253 Driver Lic Renewal	-	-	-	-	0.0%	-	-	-	-	0.0%	0.0%
502999 Other Fringe Benefits	2,211	2,066	2,066	(145)	(6.6%)	2,070	4	4	4	0.2%	0.2%
Totals	\$ 468,287	\$ 227,279	\$ 227,279	\$ (241,008)	(51.5%)	\$ 239,829	\$ 12,550	\$ 12,550	\$ 12,550	5.5%	5.5%

12C.43

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY24 & FY25 OPERATING BUDGET**

Purchasing - 1900

ACCOUNT	June-22		May-23		May-23		Increase/(Decrease) \$ VAR	% VAR	Increase/(Decrease) \$ VAR	% VAR
	BUDGET FY23	BUDGET FY24	BUDGET FY24	BUDGET FY25	PLAN FY25					
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	2,100	-	(2,100)	-	-	(2,100)	(100.0%)	-	0.0%	
503171 Security Services	-	-	-	-	-	-	0.0%	-	0.0%	
503221 Classified/Legal Ads	1,236	1,266	30	-	1,329	63	2.4%	63	5.0%	
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 \$	3,336	1,266	(2,070)	\$	1,329	\$	(62.1%)	\$	5.0%	
MOBILE MATERIALS & SUPPLIES										
504011 Fuels & Lubricants - Non Rev Veh	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%	
504012 Fuels & Lubricants - Rev Veh	-	-	-	-	-	-	0.0%	-	0.0%	
Hydro	-	-	-	-	-	-	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%	

12C.44

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY24 & FY25 OPERATING BUDGET**

Purchasing - 1900

May-23
PLAN
FY25

May-23
BUDGET
FY24

June-22
BUDGET
FY23

Increase/(Decrease)
\$ VAR % VAR

Increase/(Decrease)
\$ VAR % VAR

Increase/(Decrease)
\$ VAR % VAR

ACCOUNT

OTHER MATERIALS & SUPPLIES

504205 Freight Out	\$ -	\$ -	\$ -	0.0%	-	\$ -	-	0.0%	-	\$ -	-	0.0%
504211 Postage & Mailing	103	-	(103)	(100.0%)	-	-	-	0.0%	-	-	-	0.0%
504214 Promotional Items	-	-	-	0.0%	-	-	-	0.0%	-	-	-	0.0%
504215 Printing	206	211	5	2.4%	222	11	222	5.2%	11	11	11	5.2%
504217 Photo Supp/Process	-	-	-	0.0%	-	-	-	0.0%	-	-	-	0.0%
504311 Office Supplies	1,545	1,265	(280)	(18.1%)	1,329	64	1,329	5.1%	64	64	64	5.1%
504315 Safety Supplies	-	-	-	0.0%	-	-	-	0.0%	-	-	-	0.0%
504316 COVID-19	-	-	-	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 \$	1,854	1,476	(378)	(20.4%)	1,551	75	1,551	5.1%	75	75	75	5.1%

UTILITIES

505010 Propulsion Power	\$ -	\$ -	\$ -	0.0%	-	\$ -	-	0.0%	-	\$ -	-	0.0%
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%

12C.45

Attachment C

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY24 & FY25 OPERATING BUDGET

Purchasing - 1900

May-23

May-23

June-22

ACCOUNT	BUDGET FY23	BUDGET FY24	Increase/(Decrease) \$ VAR	% VAR	PLAN FY25	Increase/(Decrease) \$ VAR	% VAR
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%
MISC EXPENSE							
509011 Dues/Subscriptions	\$ 340	\$ 348	\$ 8	2.4%	365	\$ 17	4.9%
509081 Advertising - District Promo	-	-	-	0.0%	-	-	0.0%
509101 Employee Incentive Program	-	-	-	0.0%	-	-	0.0%
509121 Employee Training	2,060	5,117	3,057	148.4%	5,201	84	1.6%
509122 BOD Travel	-	-	-	0.0%	-	-	0.0%
509123 Travel	5,381	3,965	(1,416)	(26.3%)	4,170	205	5.2%
509125 Local Meeting Expense	258	300	42	16.3%	315	15	5.0%
509127 Board Director Fees	-	-	-	0.0%	-	-	0.0%
509150 Contributions	-	-	-	0.0%	-	-	0.0%
509198 Cash Over/Short	-	-	-	0.0%	-	-	0.0%
509999 Other Misc Expense	-	-	-	0.0%	-	-	0.0%
Totals	\$ 8,039	\$ 9,730	\$ 1,691	21.0%	10,051	\$ 321	3.3%
INTEREST EXPENSE & DEBT SERVICE							
511102 Interest Expense - Loan	\$ -	\$ -	\$ -	0.0%	-	\$ -	0.0%
511103 Interest Expense - POB	-	-	-	0.0%	-	-	0.0%
524000 Principal - POB	-	-	-	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	\$ 1,013,421	\$ 477,149	\$ (536,272)	(52.9%)	\$ 502,186	\$ 25,037	5.2%
NON-PERSONNEL TOTAL	\$ 13,229	\$ 12,472	\$ (757)	(5.7%)	\$ 12,931	\$ 459	3.7%
TOTAL OPERATING EXPENSES	\$ 1,026,650	\$ 489,621	\$ (537,029)	(52.3%)	\$ 515,117	\$ 25,496	5.2%

12C.46

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY24 & FY25 OPERATING BUDGET

Inventory Mgmt - 2000

ACCOUNT	June-22		May-23		May-23		Increase/(Decrease) \$ VAR	% VAR	Increase/(Decrease) \$ VAR	% VAR
	BUDGET FY23	BUDGET FY24	BUDGET FY24	BUDGET FY25	PLAN FY25					
LABOR										
501011 Bus Operator Pay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%	
501013 Bus Operator OT	-	-	-	-	-	-	0.0%	-	0.0%	
501021 Other Salaries	-	231,151	231,151	231,151	239,002	7,851	100.0%	7,851	3.4%	
501023 Other OT	-	1,768	1,768	1,768	1,857	89	100.0%	89	5.0%	
Totals \$	\$ -	\$ 232,919	\$ 232,919	\$ 232,919	\$ 240,859	\$ 7,940	100.0%	\$ 7,940	3.4%	
FRINGE BENEFITS										
502011 Medicare/Soc. Sec.	\$ -	\$ 4,193	\$ 4,193	\$ 4,193	\$ 4,335	\$ 142	100.0%	\$ 142	3.4%	
502021 Retirement	-	31,618	31,618	31,618	32,086	468	100.0%	468	1.5%	
502022 Retirement UAL	-	-	-	-	-	-	0.0%	-	0.0%	
502031 Medical Ins	-	88,262	88,262	88,262	94,632	6,370	100.0%	6,370	7.2%	
502041 Dental Ins	-	4,810	4,810	4,810	4,896	86	100.0%	86	1.8%	
502045 Vision Ins	-	1,104	1,104	1,104	1,104	-	100.0%	-	0.0%	
502051 Life Ins/AD&D	-	468	468	468	480	12	100.0%	12	2.6%	
502060 State Disability Ins (SDI)	-	2,603	2,603	2,603	2,780	177	100.0%	177	6.8%	
502061 Long Term Disability Ins	-	1,928	1,928	1,928	1,928	-	100.0%	-	0.0%	
502071 State Unemployment Ins (SUI)	-	420	420	420	448	28	100.0%	28	6.7%	
502081 Worker's Comp Ins	-	12,671	12,671	12,671	13,052	381	100.0%	381	3.0%	
502101 Holiday Pay	-	8,844	8,844	8,844	9,142	298	100.0%	298	3.4%	
502103 Floating Holiday	-	-	-	-	-	-	0.0%	-	0.0%	
502109 Sick Leave	-	13,266	13,266	13,266	13,712	446	100.0%	446	3.4%	
502111 Annual Leave	-	32,102	32,102	32,102	33,090	988	100.0%	988	3.1%	
502121 Other Paid Absence	-	2,073	2,073	2,073	2,143	70	100.0%	70	3.4%	
502251 Phys. Exams	-	-	-	-	-	-	0.0%	-	0.0%	
502253 Driver Lic Renewal	-	-	-	-	-	-	0.0%	-	0.0%	
502999 Other Fringe Benefits	-	116	116	116	120	4	100.0%	4	3.4%	
Totals \$	\$ -	\$ 204,478	\$ 204,478	\$ 204,478	\$ 213,948	\$ 9,470	100.0%	\$ 9,470	4.6%	

12C.47

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY24 & FY25 OPERATING BUDGET**

Inventory Mgmt - 2000

May-23
PLAN
FY25

May-23
BUDGET
FY24

June-22
BUDGET
FY23

Increase/(Decrease)
\$ VAR % VAR

Increase/(Decrease)
\$ VAR % VAR

ACCOUNT

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	-	2,200	-	2,200	100.0%	-	110	5.0%
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 \$		\$	2,200	\$	2,200	100.0%	\$	2,310	5.0%

MOBILE MATERIALS & SUPPLIES

504011	Fuels & Lubricants - Non Rev Veh	\$	-	\$	-	0.0%	\$	-	0.0%
504012	Fuels & Lubricants - Rev Veh	-	-	-	-	0.0%	-	-	0.0%
504021	Hydrogen fuel	-	-	-	-	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%

12C.48

Attachment C

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY24 & FY25 OPERATING BUDGET

Inventory Mgmt - 2000

ACCOUNT	June-22	May-23	May-23		May-23		
	BUDGET FY23	BUDGET FY24	Increase/(Decrease) \$ VAR	% VAR	PLAN FY25	Increase/(Decrease) \$ VAR	% VAR
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	-	316	316	100.0%	332	16	5.1%
504315 Safety Supplies	-	-	-	0.0%	-	-	0.0%
504316 COVID-19	-	-	-	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 \$	\$ -	\$ 316	\$ 316	100.0%	332	\$ 16	5.1%
UTILITIES							
505010 Propulsion Power	\$ -	\$ -	\$ -	0.0%	-	\$ -	0.0%
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%

12C.49

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY24 & FY25 OPERATING BUDGET

Inventory Mgmt - 2000

May-23
PLAN
FY25

May-23
BUDGET
FY24

June-22
BUDGET
FY23

Increase/(Decrease)
\$ VAR % VAR

Increase/(Decrease)
\$ VAR % VAR

Increase/(Decrease)
\$ VAR % VAR

ACCOUNT	June-22 BUDGET FY23	May-23 BUDGET FY24	Increase/(Decrease) \$ VAR % VAR	May-23 PLAN FY25	Increase/(Decrease) \$ VAR % VAR
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%
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	-	2,000	2,000 100.0%	2,100	100 5.0%
509122 BOD Travel	-	-	- 0.0%	-	- 0.0%
509123 Travel	-	1,550	1,550 100.0%	1,621	71 4.6%
509125 Local Meeting Expense	-	200	200 100.0%	210	10 5.0%
509127 Board Director Fees	-	-	- 0.0%	-	- 0.0%
509150 Contributions	-	-	- 0.0%	-	- 0.0%
509198 Cash Over/Short	-	-	- 0.0%	-	- 0.0%
509999 Other Misc Expense	-	-	- 0.0%	-	- 0.0%
Totals	\$ -	\$ 3,750	\$ 3,750 100.0%	\$ 3,931	\$ 181 4.8%
INTEREST EXPENSE & DEBT SERVICE					
511102 Interest Expense - Loan	\$ -	\$ -	\$ - 0.0%	\$ -	\$ - 0.0%
511103 Interest Expense - POB	-	-	- 0.0%	-	- 0.0%
524000 Principal - POB	-	-	- 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	\$ -	\$ 437,397	\$ 437,397 100.0%	\$ 454,807	\$ 17,410 4.0%
NON-PERSONNEL TOTAL	\$ -	\$ 6,266	\$ 6,266 100.0%	\$ 6,573	\$ 307 4.9%
TOTAL OPERATING EXPENSES	\$ -	\$ 443,663	\$ 443,663 100.0%	\$ 461,380	\$ 17,717 4.0%

Attachment C

12C.50

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY24 & FY25 OPERATING BUDGET

Facilities Maint - 2200

ACCOUNT	June-22		May-23		May-23		Increase/(Decrease) \$ VAR	% VAR	PLAN FY25	Increase/(Decrease) \$ VAR	% VAR
	BUDGET FY23	BUDGET FY24	BUDGET FY24	BUDGET FY24	PLAN FY25						
LABOR											
501011 Bus Operator Pay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	-	\$ -	-	0.0%
501013 Bus Operator OT	-	-	-	-	-	-	0.0%	-	-	-	0.0%
501021 Other Salaries	953,476	916,015	916,015	(37,461)	934,090	18,075	(3.9%)	934,090	18,075	2.0%	
501023 Other OT	81,767	41,952	41,952	(39,815)	44,052	2,100	(48.7%)	44,052	2,100	5.0%	
Totals	\$ 1,035,243	\$ 957,967	\$ 957,967	\$ (77,276)	\$ 978,142	\$ 20,175	(7.5%)	\$ 978,142	\$ 20,175	2.1%	
FRINGE BENEFITS											
502011 Medicare/Soc. Sec.	\$ 17,856	\$ 17,016	\$ 17,016	(840)	\$ 17,427	\$ 411	(4.7%)	\$ 17,427	\$ 411	2.4%	
502021 Retirement	111,647	124,458	124,458	12,811	125,027	569	11.5%	125,027	569	0.5%	
502022 Retirement UAL	54,330	-	-	(54,330)	-	-	(100.0%)	-	-	0.0%	
502031 Medical Ins	412,452	452,400	452,400	39,948	485,050	32,650	9.7%	485,050	32,650	7.2%	
502041 Dental Ins	23,532	26,286	26,286	2,754	26,784	498	11.7%	26,784	498	1.9%	
502045 Vision Ins	4,968	4,968	4,968	-	4,968	-	0.0%	4,968	-	0.0%	
502051 Life Ins/AD&D	2,256	2,210	2,210	(46)	2,268	58	(2.0%)	2,268	58	2.6%	
502060 State Disability Ins (SDI)	13,280	10,561	10,561	(2,719)	11,174	613	(20.5%)	11,174	613	5.8%	
502061 Long Term Disability Ins	8,036	8,209	8,209	173	8,344	135	2.2%	8,344	135	1.6%	
502071 State Unemployment Ins (SUI)	2,556	1,890	1,890	(666)	2,016	126	(26.1%)	2,016	126	6.7%	
502081 Worker's Comp Ins	53,418	57,021	57,021	3,603	58,732	1,711	6.7%	58,732	1,711	3.0%	
502101 Holiday Pay	35,206	34,646	34,646	(560)	35,453	807	(1.6%)	35,453	807	2.3%	
502103 Floating Holiday	6,003	6,002	6,002	(1)	6,002	-	(0.0%)	6,002	-	0.0%	
502109 Sick Leave	52,809	51,968	51,968	(841)	53,180	1,212	(1.6%)	53,180	1,212	2.3%	
502111 Annual Leave	116,731	114,692	114,692	(2,039)	120,642	5,950	(1.7%)	120,642	5,950	5.2%	
502121 Other Paid Absence	8,252	8,122	8,122	(130)	8,312	190	(1.6%)	8,312	190	2.3%	
502251 Phys. Exams	-	-	-	-	-	-	0.0%	-	-	0.0%	
502253 Driver Lic Renewal	-	-	-	-	-	-	0.0%	-	-	0.0%	
502999 Other Fringe Benefits	6,472	2,472	2,472	(4,000)	2,490	18	(61.8%)	2,490	18	0.7%	
Totals	\$ 929,804	\$ 922,921	\$ 922,921	\$ (6,883)	\$ 967,869	\$ 44,948	(0.7%)	\$ 967,869	\$ 44,948	4.9%	

12C.51

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY24 & FY25 OPERATING BUDGET

Facilities Maint - 2200

ACCOUNT	June-22		May-23		May-23		Increase/(Decrease) \$ VAR	% VAR	Increase/(Decrease) \$ VAR	% VAR
	BUDGET FY23	BUDGET FY24	BUDGET FY24	BUDGET FY25	PLAN FY25					
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	46,978	298,765	251,787	51,203	536.0%	(247,562)	51,203	(247,562)	(82.9%)	(82.9%)
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	8,551	8,722	171	9,158	2.0%	436	9,158	436	5.0%	5.0%
503162 Uniforms/Laundry	2,576	2,628	52	2,759	2.0%	131	2,759	131	5.0%	5.0%
503171 Security Services	20,779	21,195	416	22,256	2.0%	1,061	22,256	1,061	5.0%	5.0%
503221 Classified/Legal Ads	-	-	-	-	0.0%	-	-	-	0.0%	0.0%
503222 Legal Ads	-	-	-	-	0.0%	-	-	-	0.0%	0.0%
503225 Graphic Services	-	-	-	-	0.0%	-	-	-	0.0%	0.0%
503351 Repair - Bldg & Impr	200,000	225,000	25,000	232,500	12.5%	7,500	232,500	7,500	3.3%	3.3%
503352 Repair - Equipment	421,401	580,413	159,012	596,969	37.7%	16,556	596,969	16,556	2.9%	2.9%
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	59,753	74,096	14,343	77,801	24.0%	3,705	77,801	3,705	5.0%	5.0%
Totals \$	760,038 \$	1,210,819 \$	450,781 \$	992,646 \$	59.3%	(218,173)	992,646	(218,173)	(18.0%)	(18.0%)
MOBILE MATERIALS & SUPPLIES										
504011 Fuels & Lubricants - Non Rev Veh	\$ 3,152	\$ 3,215	\$ 63	3,376	2.0%	161	3,376	161	5.0%	5.0%
504012 Fuels & Lubricants - Rev Veh	-	-	-	-	0.0%	-	-	-	0.0%	0.0%
Hydro	-	-	-	-	0.0%	-	-	-	0.0%	0.0%
504021 Tires & Tubes	-	-	-	-	0.0%	-	-	-	0.0%	0.0%
504161 Other Mobile Supplies	-	-	-	-	0.0%	-	-	-	0.0%	0.0%
504191 Rev Vehicle Parts	-	-	-	-	0.0%	-	-	-	0.0%	0.0%
Totals \$	3,152 \$	3,215 \$	63 \$	3,376 \$	2.0%	161	3,376	161	5.0%	5.0%

12C.52

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY24 & FY25 OPERATING BUDGET

Facilities Maint - 2200

ACCOUNT	June-22		May-23		May-23		Increase/(Decrease) \$ VAR	% VAR	Increase/(Decrease) \$ VAR	% VAR
	BUDGET FY23	BUDGET FY24	BUDGET FY24	BUDGET FY25	PLAN FY25					
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	2,060	2,101	41	2,206	2.0%	105	5.0%	105	5.0%	
504315 Safety Supplies	5,667	7,152	1,485	7,510	26.2%	358	5.0%	358	5.0%	
504316 COVID-19	-	-	-	-	0.0%	-	0.0%	-	0.0%	
504317 Cleaning Supplies	51,509	52,540	1,031	55,166	2.0%	2,626	5.0%	2,626	5.0%	
504409 Repair/Maint Supplies	123,047	127,409	4,362	133,782	3.5%	6,373	5.0%	6,373	5.0%	
504417 Tenant Repairs	10,302	10,508	206	11,033	2.0%	525	5.0%	525	5.0%	
504421 Non-Inventory Parts	-	-	-	-	0.0%	-	0.0%	-	0.0%	
504511 Small Tools	7,132	7,275	143	7,638	2.0%	363	5.0%	363	5.0%	
504515 Employee Tool Replacement	-	-	-	-	0.0%	-	0.0%	-	0.0%	
Totals \$	199,717	206,985	7,268	217,335	3.6%	10,350	5.0%	10,350	5.0%	
UTILITIES										
505010 Propulsion Power	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%	-	0.0%	
505011 Gas & Electric	357,000	368,080	11,080	386,484	3.1%	18,404	5.0%	18,404	5.0%	
505021 Water & Garbage	155,435	175,973	20,538	184,772	13.2%	8,799	5.0%	8,799	5.0%	
505031 Telecommunications	109,211	109,084	(127)	114,538	(0.1%)	5,454	5.0%	5,454	5.0%	
Totals \$	621,646	653,137	31,491	685,794	5.1%	32,657	5.0%	32,657	5.0%	
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%	

12C.53

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY24 & FY25 OPERATING BUDGET

Facilities Maint - 2200

ACCOUNT	June-22		May-23		May-23		Increase/(Decrease) \$ VAR	% VAR	Increase/(Decrease) \$ VAR	% VAR
	BUDGET FY23	BUDGET FY24	BUDGET FY24	BUDGET FY25	PLAN FY25					
TAXES										
507051 Fuel Tax	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%	\$ -
507201 Licenses & Permits	15,556	18,179	2,623	19,088	19,088	909	16.9%	909	5.0%	909
507999 Other Taxes	10,302	12,254	1,952	12,867	12,867	613	18.9%	613	5.0%	613
Totals	\$ 25,858	\$ 30,433	\$ 4,575	\$ 31,955	\$ 31,955	\$ 1,522	17.7%	\$ 1,522	5.0%	\$ 1,522
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	6,595	6,727	132	7,063	7,063	336	2.0%	336	5.0%	336
509122 BOD Travel	-	-	-	-	-	-	0.0%	-	0.0%	-
509123 Travel	3,297	3,363	66	3,531	3,531	168	2.0%	168	5.0%	168
509125 Local Meeting Expense	-	-	-	-	-	-	0.0%	-	0.0%	-
509127 Board Director Fees	-	-	-	-	-	-	0.0%	-	0.0%	-
509150 Contributions	-	-	-	-	-	-	0.0%	-	0.0%	-
509198 Cash Over/Short	-	-	-	-	-	-	0.0%	-	0.0%	-
509999 Other Misc Expense	-	-	-	-	-	-	0.0%	-	0.0%	-
Totals	\$ 9,892	\$ 10,090	\$ 198	\$ 10,594	\$ 10,594	\$ 504	2.0%	\$ 504	5.0%	\$ 504
INTEREST EXPENSE & DEBT SERVICE										
511102 Interest Expense - Loan	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%	\$ -
511103 Interest Expense - POB	-	-	-	-	-	-	0.0%	-	0.0%	-
524000 Principal - POB	-	-	-	-	-	-	0.0%	-	0.0%	-
Totals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%	\$ -
LEASES & RENTALS										
512011 Facility Lease	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%	\$ -
512061 Equipment Rental	6,696	6,830	134	7,172	7,172	342	2.0%	342	5.0%	342
Totals	\$ 6,696	\$ 6,830	\$ 134	\$ 7,172	\$ 7,172	\$ 342	2.0%	\$ 342	5.0%	\$ 342
PERSONNEL TOTAL	\$ 1,965,047	\$ 1,880,888	\$ (84,159)	\$ 1,946,011	\$ 1,946,011	\$ 65,123	(4.3%)	\$ 65,123	3.5%	\$ 65,123
NON-PERSONNEL TOTAL	\$ 1,626,999	\$ 2,121,509	\$ 494,510	\$ 1,948,872	\$ 1,948,872	\$ (172,637)	30.4%	\$ (172,637)	(8.1%)	\$ (172,637)
TOTAL OPERATING EXPENSES	\$ 3,592,046	\$ 4,002,397	\$ 410,351	\$ 3,894,883	\$ 3,894,883	\$ (107,514)	11.4%	\$ (107,514)	(2.7%)	\$ (107,514)

12C.54

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY24 & FY25 OPERATING BUDGET

Paratransit - 3100

ACCOUNT	June-22		May-23		May-23		Increase/(Decrease) \$ VAR	% VAR	Increase/(Decrease) \$ VAR	% VAR
	BUDGET FY23	BUDGET FY24	BUDGET FY24	BUDGET FY25	PLAN FY25					
LABOR										
501011 Bus Operator Pay	\$ 1,387,574	\$ 1,368,641	\$ 1,368,641	\$ 1,382,817	\$ 1,382,817	\$ 14,176	1.0%	\$ 14,176	1.0%	
501013 Bus Operator OT	133,982	274,490	274,490	288,212	288,212	13,722	5.0%	13,722	5.0%	
501021 Other Salaries	644,280	735,876	735,876	749,504	749,504	13,628	1.9%	13,628	1.9%	
501023 Other OT	49,259	50,459	50,459	52,983	52,983	2,524	5.0%	2,524	5.0%	
Totals	\$ 2,215,095	\$ 2,429,466	\$ 2,429,466	\$ 2,473,516	\$ 2,473,516	\$ 44,050	1.8%	\$ 44,050	1.8%	
FRINGE BENEFITS										
502011 Medicare/Soc. Sec.	\$ 37,254	\$ 41,572	\$ 41,572	\$ 42,488	\$ 42,488	\$ 916	2.2%	\$ 916	2.2%	
502021 Retirement	231,721	279,215	279,215	279,601	279,601	386	0.1%	386	0.1%	
502022 Retirement UAL	112,759	-	-	-	-	-	0.0%	-	0.0%	
502031 Medical Ins	932,734	1,048,368	1,048,368	1,123,994	1,123,994	75,626	7.2%	75,626	7.2%	
502041 Dental Ins	44,100	52,508	52,508	53,478	53,478	970	1.8%	970	1.8%	
502045 Vision Ins	11,592	12,144	12,144	12,144	12,144	-	0.0%	-	0.0%	
502051 Life Ins/AD&D	5,136	5,252	5,252	5,388	5,388	136	2.6%	136	2.6%	
502060 State Disability Ins (SDI)	27,989	25,768	25,768	27,247	27,247	1,479	5.7%	1,479	5.7%	
502061 Long Term Disability Ins	15,627	17,352	17,352	17,640	17,640	288	1.7%	288	1.7%	
502071 State Unemployment Ins (SUI)	5,964	4,620	4,620	4,928	4,928	308	6.7%	308	6.7%	
502081 Worker's Comp Ins	127,610	139,385	139,385	143,568	143,568	4,183	3.0%	4,183	3.0%	
502101 Holiday Pay	72,518	77,231	77,231	78,786	78,786	1,555	2.0%	1,555	2.0%	
502103 Floating Holiday	5,552	9,591	9,591	9,591	9,591	-	0.0%	-	0.0%	
502109 Sick Leave	112,883	120,103	120,103	122,527	122,527	2,424	2.0%	2,424	2.0%	
502111 Annual Leave	205,592	212,788	212,788	227,200	227,200	14,412	6.8%	14,412	6.8%	
502121 Other Paid Absence	16,994	18,103	18,103	18,470	18,470	367	2.0%	367	2.0%	
502251 Phys. Exams	2,782	2,700	2,700	3,000	3,000	300	11.1%	300	11.1%	
502253 Driver Lic Renewal	361	1,020	1,020	1,190	1,190	170	16.7%	170	16.7%	
502999 Other Fringe Benefits	3,168	5,176	5,176	5,220	5,220	44	0.9%	44	0.9%	
Totals	\$ 1,972,336	\$ 2,072,896	\$ 2,072,896	\$ 2,176,460	\$ 2,176,460	\$ 103,564	5.0%	\$ 103,564	5.0%	

12C.55

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY24 & FY25 OPERATING BUDGET

Paratransit - 3100

ACCOUNT	June-22		May-23		May-23		Increase/(Decrease) \$ VAR	% VAR	Increase/(Decrease) \$ VAR	% VAR
	BUDGET FY23	BUDGET FY24	BUDGET FY24	BUDGET FY25	PLAN FY25					
SERVICES										
503011	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	-	0.0%	\$ -	0.0%
503012	-	-	-	-	0.0%	-	-	0.0%	-	0.0%
503031	2,060	1,700	(360)	1,700	(17.5%)	1,700	-	0.0%	1,700	0.0%
503032	-	-	-	-	0.0%	-	-	0.0%	-	0.0%
503033	-	-	-	-	0.0%	-	-	0.0%	-	0.0%
503034	-	-	-	-	0.0%	-	-	0.0%	-	0.0%
503041	-	-	-	-	0.0%	-	-	0.0%	-	0.0%
503161	1,030	-	(1,030)	-	(100.0%)	-	-	0.0%	-	0.0%
503162	12,341	2,500	(9,841)	2,500	(79.7%)	2,500	-	0.0%	2,500	0.0%
503171	-	-	-	-	0.0%	-	-	0.0%	-	0.0%
503221	-	-	-	-	0.0%	-	-	0.0%	-	0.0%
503222	-	-	-	-	0.0%	-	-	0.0%	-	0.0%
503225	-	-	-	-	0.0%	-	-	0.0%	-	0.0%
503351	-	-	-	-	0.0%	-	-	0.0%	-	0.0%
503352	3,091	2,000	(1,091)	2,000	(35.3%)	2,000	-	0.0%	2,000	0.0%
503353	-	-	-	-	0.0%	-	-	0.0%	-	0.0%
503354	-	-	-	-	0.0%	-	-	0.0%	-	0.0%
503363	-	-	-	-	0.0%	-	-	0.0%	-	0.0%
Totals	\$ 18,522	\$ 6,200	\$(12,322)	\$ 6,200	(66.5%)	\$ 6,200	-	(66.5%)	\$ 6,200	0.0%
MOBILE MATERIALS & SUPPLIES										
504011	\$ -	\$ -	-	\$ -	0.0%	\$ -	-	0.0%	\$ -	0.0%
504012	-	-	-	-	0.0%	-	-	0.0%	-	0.0%
Hydro	-	-	-	-	0.0%	-	-	0.0%	-	0.0%
504021	-	-	-	-	0.0%	-	-	0.0%	-	0.0%
504161	-	-	-	-	0.0%	-	-	0.0%	-	0.0%
504191	-	-	-	-	0.0%	-	-	0.0%	-	0.0%
Totals	\$ -	\$ -	-	\$ -	0.0%	\$ -	-	0.0%	\$ -	0.0%

Attachment C

12C.56

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY24 & FY25 OPERATING BUDGET

Paratransit - 3100

ACCOUNT	June-22		May-23		May-23		Increase/(Decrease) \$ VAR	% VAR	Increase/(Decrease) \$ VAR	% VAR
	BUDGET FY23	BUDGET FY24	BUDGET FY24	BUDGET FY25	PLAN FY25					
OTHER MATERIALS & SUPPLIES										
504205 Freight Out	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	-	\$ -	0.0%
504211 Postage & Mailing	2,060	2,110	2,110	2,110	2,110	50	2.4%	-	2,110	0.0%
504214 Promotional Items	-	-	-	-	-	-	0.0%	-	-	0.0%
504215 Printing	3,812	3,500	3,500	3,500	3,500	(312)	(8.2%)	-	3,500	0.0%
504217 Photo Supp/Process	-	-	-	-	-	-	0.0%	-	-	0.0%
504311 Office Supplies	2,576	3,500	3,500	3,500	3,000	924	35.9%	(500)	3,000	(14.3%)
504315 Safety Supplies	124	-	-	-	-	(124)	(100.0%)	-	-	0.0%
504316 COVID-19	-	-	-	-	-	-	0.0%	-	-	0.0%
504317 Cleaning Supplies	618	-	-	-	-	(618)	(100.0%)	-	-	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 \$	9,190	9,110	9,110	9,110	8,610	(80)	(0.9%)	(500)	\$	(5.5%)
UTILITIES										
505010 Propulsion Power	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	-	\$ -	0.0%
505011 Gas & Electric	12,600	20,000	20,000	20,000	21,000	7,400	58.7%	1,000	21,000	5.0%
505021 Water & Garbage	-	-	-	-	-	-	0.0%	-	-	0.0%
505031 Telecommunications	13,393	13,000	13,000	13,000	14,000	(393)	(2.9%)	1,000	14,000	7.7%
Totals \$	25,993	33,000	33,000	33,000	35,000	7,007	27.0%	2,000	\$	6.1%
CASUALTY & LIABILITY										
506011 Insurance - Property	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	-	\$ -	0.0%
506015 Insurance - PL/PD	143,298	186,288	186,288	186,288	242,175	42,990	30.0%	55,887	242,175	30.0%
506021 Insurance - Other	-	-	-	-	-	-	0.0%	-	-	0.0%
506123 Settlement Costs	-	-	-	-	-	-	0.0%	-	-	0.0%
506127 Repairs - District Prop	-	-	-	-	-	-	0.0%	-	-	0.0%
Totals \$	143,298	186,288	186,288	186,288	242,175	42,990	30.0%	55,887	\$	30.0%

Attachment C

12C.57

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY24 & FY25 OPERATING BUDGET

Paratransit - 3100

ACCOUNT	June-22		May-23		May-23		Increase/(Decrease) \$ VAR	% VAR	Increase/(Decrease) \$ VAR	% VAR
	BUDGET FY23	BUDGET FY24	BUDGET FY24	BUDGET FY25	PLAN FY25					
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%	
MISC EXPENSE										
509011 Dues/Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%	
509081 Advertising - District Promo	-	-	-	-	-	-	0.0%	-	0.0%	
509101 Employee Incentive Program	309	2,500	2,191	2,500	2,500	2,500	709.1%	2,500	0.0%	
509121 Employee Training	2,225	7,000	4,775	7,000	7,000	7,000	214.6%	7,000	0.0%	
509122 BOD Travel	-	-	-	-	-	-	0.0%	-	0.0%	
509123 Travel	2,472	7,000	4,528	7,000	7,000	7,000	183.2%	7,000	0.0%	
509125 Local Meeting Expense	-	-	-	-	-	-	0.0%	-	0.0%	
509127 Board Director Fees	-	-	-	-	-	-	0.0%	-	0.0%	
509150 Contributions	-	-	-	-	-	-	0.0%	-	0.0%	
509198 Cash Over/Short	-	-	-	-	-	-	0.0%	-	0.0%	
509999 Other Misc Expense	-	-	-	-	-	-	0.0%	-	0.0%	
Totals \$	\$ 5,006	\$ 16,500	\$ 11,494	\$ 16,500	\$ 16,500	\$ 16,500	229.6%	\$ 16,500	0.0%	
INTEREST EXPENSE & DEBT SERVICE										
511102 Interest Expense - Loan	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%	
511103 Interest Expense - POB	-	-	-	-	-	-	0.0%	-	0.0%	
524000 Principal - POB	-	-	-	-	-	-	0.0%	-	0.0%	
Totals \$	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%	
LEASES & RENTALS										
512011 Facility Lease	\$ 123,500	\$ 201,040	\$ 77,540	\$ 201,040	\$ 80,040	\$ (121,000)	62.8%	\$ (121,000)	(60.2%)	
512061 Equipment Rental	1,545	3,000	1,455	3,000	3,000	-	94.2%	-	0.0%	
Totals \$	\$ 125,045	\$ 204,040	\$ 78,995	\$ 204,040	\$ 83,040	\$ (121,000)	63.2%	\$ (121,000)	(59.3%)	
PERSONNEL TOTAL	\$ 4,187,431	\$ 4,502,362	\$ 314,931	\$ 4,649,976	\$ 4,649,976	\$ 147,614	7.5%	\$ 147,614	3.3%	
NON-PERSONNEL TOTAL	\$ 327,054	\$ 455,138	\$ 128,084	\$ 391,525	\$ 391,525	\$ (63,613)	39.2%	\$ (63,613)	(14.0%)	
TOTAL OPERATING EXPENSES	\$ 4,514,485	\$ 4,957,500	\$ 443,015	\$ 5,041,501	\$ 5,041,501	\$ 84,001	9.8%	\$ 84,001	1.7%	

12C.58

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY24 & FY25 OPERATING BUDGET

Operations - 3200

ACCOUNT	June-22		May-23		May-23		Increase/(Decrease) \$ VAR	% VAR	Increase/(Decrease) \$ VAR	% VAR
	BUDGET FY23	BUDGET FY24	BUDGET FY24	PLAN FY25	PLAN FY25					
LABOR										
501011 Bus Operator Pay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%	
501013 Bus Operator OT	-	-	-	-	-	-	0.0%	-	0.0%	
501021 Other Salaries	1,332,105	1,330,016	1,330,016	1,346,046	1,346,046	16,030	(0.2%)	16,030	1.2%	
501023 Other OT	199,695	139,787	139,787	146,777	146,777	6,990	(30.0%)	6,990	5.0%	
Totals	\$ 1,531,800	\$ 1,469,803	\$ 1,469,803	\$ 1,492,823	\$ 1,492,823	\$ 23,020	(4.0%)	\$ 23,020	1.6%	
FRINGE BENEFITS										
502011 Medicare/Soc. Sec.	\$ 26,561	\$ 26,109	\$ 26,109	\$ 26,489	\$ 26,489	\$ 380	(1.7%)	\$ 380	1.5%	
502021 Retirement	158,488	182,685	182,685	181,470	181,470	(1,215)	15.3%	(1,215)	(0.7%)	
502022 Retirement UAL	77,126	-	-	-	-	-	(100.0%)	-	0.0%	
502031 Medical Ins	482,876	476,617	476,617	510,994	510,994	34,377	(1.3%)	34,377	7.2%	
502041 Dental Ins	24,900	24,762	24,762	25,236	25,236	474	(0.6%)	474	1.9%	
502045 Vision Ins	4,968	4,968	4,968	4,968	4,968	-	0.0%	-	0.0%	
502051 Life Ins/AD&D	2,250	2,210	2,210	2,270	2,270	60	(1.8%)	60	2.7%	
502060 State Disability Ins (SDI)	19,942	16,207	16,207	16,991	16,991	784	(18.7%)	784	4.8%	
502061 Long Term Disability Ins	8,890	9,156	9,156	9,158	9,158	2	3.0%	2	0.0%	
502071 State Unemployment Ins (SUI)	2,556	1,890	1,890	2,016	2,016	126	(26.1%)	126	6.7%	
502081 Worker's Comp Ins	56,386	57,021	57,021	58,732	58,732	1,711	1.1%	1,711	3.0%	
502101 Holiday Pay	49,737	50,562	50,562	51,162	51,162	600	1.7%	600	1.2%	
502103 Floating Holiday	5,552	5,553	5,553	5,553	5,553	-	0.0%	-	0.0%	
502109 Sick Leave	74,602	75,840	75,840	76,739	76,739	899	1.7%	899	1.2%	
502111 Annual Leave	184,203	186,950	186,950	188,771	188,771	1,821	1.5%	1,821	1.0%	
502121 Other Paid Absence	11,656	11,847	11,847	11,988	11,988	141	1.6%	141	1.2%	
502251 Phys. Exams	1,350	900	900	945	945	45	(33.3%)	45	5.0%	
502253 Driver Lic Renewal	295	236	236	248	248	12	(20.0%)	12	5.1%	
502999 Other Fringe Benefits	2,472	2,472	2,472	2,490	2,490	18	0.0%	18	0.7%	
Totals	\$ 1,194,810	\$ 1,135,985	\$ 1,135,985	\$ 1,176,220	\$ 1,176,220	\$ 40,235	(4.9%)	\$ 40,235	3.5%	

Attachment C

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY24 & FY25 OPERATING BUDGET

Operations - 3200

ACCOUNT	June-22		May-23		May-23		Increase/(Decrease)		Increase/(Decrease)	
	BUDGET	FY23	BUDGET	FY24	PLAN	FY25	\$ VAR	% VAR	\$ VAR	% VAR
SERVICES										
503011	\$	-	\$	-	\$	-	0.0%	\$	-	0.0%
503012		-		-		-	0.0%		-	0.0%
503031		15,453		15,829		16,620	2.4%		791	5.0%
503032		-		-		-	0.0%		-	0.0%
503033		-		-		-	0.0%		-	0.0%
503034		-		-		-	0.0%		-	0.0%
503041		-		-		-	0.0%		-	0.0%
503161		-		-		-	0.0%		-	0.0%
503162		-		-		-	0.0%		-	0.0%
503171		1,500		1,055		1,108	(29.7%)		53	5.0%
503221		-		-		-	0.0%		-	0.0%
503221		-		-		-	0.0%		-	0.0%
503222		-		-		-	0.0%		-	0.0%
503225		-		-		-	0.0%		-	0.0%
503351		-		-		-	0.0%		-	0.0%
503352		2,369		2,600		2,730	9.8%		130	5.0%
503353		-		-		-	0.0%		-	0.0%
503354		-		-		-	0.0%		-	0.0%
503363		-		-		-	0.0%		-	0.0%
Totals \$										
		19,322		19,484		20,458	0.8%		974	5.0%
MOBILE MATERIALS & SUPPLIES										
504011	\$	-	\$	-	\$	-	0.0%	\$	-	0.0%
504012		-		-		-	0.0%		-	0.0%
Hydro										
504021		-		-		-	0.0%		-	0.0%
504161		-		-		-	0.0%		-	0.0%
504191		-		-		-	0.0%		-	0.0%
Totals \$										
		-		-		-	0.0%		-	0.0%

Attachment C

12C.60

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY24 & FY25 OPERATING BUDGET

Operations - 3200

ACCOUNT	June-22		May-23		May-23		Increase/(Decrease) \$ VAR	% VAR	Increase/(Decrease) \$ VAR	% VAR
	BUDGET FY23	BUDGET FY24	BUDGET FY24	PLAN FY25						
OTHER MATERIALS & SUPPLIES										
504205 Freight Out	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%	
504211 Postage & Mailing	226	-	(226)	-	(100.0%)	-	0.0%	-	0.0%	
504214 Promotional Items	-	-	-	-	0.0%	-	0.0%	-	0.0%	
504215 Printing	7,500	7,500	-	7,875	0.0%	375	5.0%	375	5.0%	
504217 Photo Supp/Process	-	-	-	-	0.0%	-	0.0%	-	0.0%	
504311 Office Supplies	8,242	15,000	6,758	15,750	82.0%	750	5.0%	750	5.0%	
504315 Safety Supplies	-	-	-	-	0.0%	-	0.0%	-	0.0%	
504316 COVID-19	-	-	-	-	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 \$	15,968	22,500	6,532	23,625	40.9%	1,125	5.0%	1,125	5.0%	
UTILITIES										
505010 Propulsion Power	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%	
505011 Gas & Electric	-	-	-	-	0.0%	-	0.0%	-	0.0%	
505021 Water & Garbage	-	-	-	-	0.0%	-	0.0%	-	0.0%	
505031 Telecommunications	18,326	12,239	(6,087)	12,851	(33.2%)	612	5.0%	612	5.0%	
Totals \$	18,326	12,239	(6,087)	12,851	(33.2%)	612	5.0%	612	5.0%	
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%	

12C.61

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY24 & FY25 OPERATING BUDGET

Operations - 3200

ACCOUNT	June-22	May-23	May-23		May-23		
	BUDGET FY23	BUDGET FY24	Increase/(Decrease) \$ VAR	% VAR	PLAN FY25	Increase/(Decrease) \$ VAR	% VAR
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%
MISC EXPENSE							
509011 Dues/Subscriptions	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%
509081 Advertising - District Promo	-	-	-	0.0%	-	-	0.0%
509101 Employee Incentive Program	-	5,000	5,000	100.0%	5,250	250	5.0%
509121 Employee Training	12,583	12,790	207	1.6%	13,430	640	5.0%
509122 BOD Travel	-	-	-	0.0%	-	-	0.0%
509123 Travel	7,417	7,603	186	2.5%	7,983	380	5.0%
509125 Local Meeting Expense	-	300	300	100.0%	315	15	5.0%
509127 Board Director Fees	-	-	-	0.0%	-	-	0.0%
509150 Contributions	-	-	-	0.0%	-	-	0.0%
509198 Cash Over/Short	-	-	-	0.0%	-	-	0.0%
509999 Other Misc Expense	-	-	-	0.0%	-	-	0.0%
Totals	\$ 20,000	\$ 25,693	\$ 5,693	28.5%	\$ 26,978	\$ 1,285	5.0%
INTEREST EXPENSE & DEBT SERVICE							
511102 Interest Expense - Loan	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%
511103 Interest Expense - POB	-	-	-	0.0%	-	-	0.0%
524000 Principal - POB	-	-	-	0.0%	-	-	0.0%
Totals	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%
LEASES & RENTALS							
512011 Facility Lease	\$ 28,846	\$ 109,588	\$ 80,742	279.9%	\$ 111,065	\$ 1,477	1.3%
512061 Equipment Rental	-	-	-	0.0%	-	-	0.0%
Totals	\$ 28,846	\$ 109,588	\$ 80,742	279.9%	\$ 111,065	\$ 1,477	1.3%
PERSONNEL TOTAL	\$ 2,726,610	\$ 2,605,788	\$ (120,822)	(4.4%)	\$ 2,669,043	\$ 63,255	2.4%
NON-PERSONNEL TOTAL	\$ 102,462	\$ 189,504	\$ 87,042	85.0%	\$ 194,977	\$ 5,473	2.9%
TOTAL OPERATING EXPENSES	\$ 2,829,072	\$ 2,795,292	\$ (33,780)	(1.2%)	\$ 2,864,020	\$ 68,728	2.5%

12C.62

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY24 & FY25 OPERATING BUDGET

Bus Operators - 3300

ACCOUNT	June-22		May-23		May-23		Increase/(Decrease) \$ VAR	% VAR	Increase/(Decrease) \$ VAR	% VAR
	BUDGET FY23	BUDGET FY24	BUDGET FY24	BUDGET FY25	PLAN FY25					
LABOR										
501011 Bus Operator Pay	\$ 9,163,711	\$ 8,956,620	\$ (207,091)	(2.3%)	\$ 9,043,208	\$ 86,588	1.0%			
501013 Bus Operator OT	691,545	499,988	(191,557)	(27.7%)	500,018	30	0.0%			
501021 Other Salaries	-	-	-	0.0%	-	-	0.0%			
501023 Other OT	-	-	-	0.0%	-	-	0.0%			
Totals	\$ 9,855,256	\$ 9,456,608	\$ (398,648)	(4.0%)	\$ 9,543,226	\$ 86,618	0.9%			
FRINGE BENEFITS										
502011 Medicare/Soc. Sec.	\$ 166,917	\$ 163,681	\$ (3,236)	(1.9%)	\$ 165,738	\$ 2,057	1.3%			
502021 Retirement	1,043,963	1,176,631	132,668	12.7%	1,180,464	3,833	0.3%			
502022 Retirement UAL	508,030	-	(508,030)	(100.0%)	-	-	0.0%			
502031 Medical Ins	4,061,479	3,989,485	(71,994)	(1.8%)	4,277,269	287,784	7.2%			
502041 Dental Ins	206,474	213,464	6,990	3.4%	217,530	4,066	1.9%			
502045 Vision Ins	42,780	42,780	-	0.0%	42,780	-	0.0%			
502051 Life Ins/AD&D	18,540	18,083	(457)	(2.5%)	18,540	457	2.5%			
502060 State Disability Ins (SDI)	124,721	100,750	(23,971)	(19.2%)	106,298	5,548	5.5%			
502061 Long Term Disability Ins	71,015	72,821	1,806	2.5%	73,981	1,160	1.6%			
502071 State Unemployment Ins (SUI)	22,010	16,275	(5,735)	(26.1%)	17,360	1,085	6.7%			
502081 Worker's Comp Ins	459,989	491,017	31,028	6.7%	505,748	14,731	3.0%			
502101 Holiday Pay	328,078	326,476	(1,602)	(0.5%)	333,650	7,174	2.2%			
502103 Floating Holiday	-	-	-	0.0%	-	-	0.0%			
502109 Sick Leave	512,649	510,128	(2,521)	(0.5%)	521,363	11,235	2.2%			
502111 Annual Leave	928,950	918,726	(10,224)	(1.1%)	953,732	35,006	3.8%			
502121 Other Paid Absence	76,871	76,507	(364)	(0.5%)	78,202	1,695	2.2%			
502251 Phys. Exams	10,500	12,571	2,071	19.7%	13,200	629	5.0%			
502253 Driver Lic Renewal	1,534	1,666	132	8.6%	1,749	83	5.0%			
502999 Other Fringe Benefits	20,495	28,495	8,000	39.0%	28,650	155	0.5%			
Totals	\$ 8,604,995	\$ 8,159,556	\$ (445,439)	(5.2%)	\$ 8,536,254	\$ 376,698	4.6%			

Attachment C

12C.63

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY24 & FY25 OPERATING BUDGET**

Bus Operators - 3300

ACCOUNT	June-22	May-23	May-23		Increase/(Decrease) \$ VAR	% VAR	Increase/(Decrease) \$ VAR	% VAR
	BUDGET FY23	BUDGET FY24	PLAN FY25	PLAN FY25				
SERVICES								
503011 Acting/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	54,060	3,000	(51,060)	3,150	150	(94.5%)	150	5.0%
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 \$	54,060	3,000	(51,060)	3,150	150	(94.5%)	150	5.0%
MISC EXPENSE								
509011 Dues/Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%
509081 Advertising - District Promo	-	-	-	-	-	0.0%	-	0.0%
509101 Employee Incentive Program	9,500	9,690	190	10,175	485	2.0%	485	5.0%
509121 Employee Training	1,650	1,691	41	1,776	85	2.5%	85	5.0%
509122 BOD Travel	-	-	-	-	-	0.0%	-	0.0%
509123 Travel	-	-	-	-	-	0.0%	-	0.0%
509125 Local Meeting Expense	-	-	-	-	-	0.0%	-	0.0%
509127 Board Director Fees	-	-	-	-	-	0.0%	-	0.0%
509150 Contributions	-	-	-	-	-	0.0%	-	0.0%
509198 Cash Over/Short	-	-	-	-	-	0.0%	-	0.0%
509999 Other Misc Expense	-	-	-	-	-	0.0%	-	0.0%
Totals \$	11,150	11,381	231	11,951	570	2.1%	570	5.0%

FY24- FY25_OpEX_Budget_V11_May
Bus Operators - 3300

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY24 & FY25 OPERATING BUDGET**

Bus Operators - 3300

ACCOUNT	June-22	May-23	May-23		Increase/(Decrease) \$ VAR	% VAR	Increase/(Decrease) \$ VAR	% VAR
	BUDGET FY23	BUDGET FY24	PLAN FY25	PLAN FY25				
PERSONNEL TOTAL	\$ 18,460,251	\$ 17,616,164	\$ (844,087)	(4.6%)	\$ 463,316	2.6%		
NON-PERSONNEL TOTAL	\$ 65,210	\$ 14,381	\$ (50,829)	(77.9%)	\$ 720	5.0%		
TOTAL OPERATING EXPENSES	\$ 18,525,461	\$ 17,630,545	\$ (894,916)	(4.8%)	\$ 464,036	2.6%		

Attachment C

12C.65

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY24 & FY25 OPERATING BUDGET

Fleet Maint - 4100

ACCOUNT	June-22		May-23		May-23		Increase/(Decrease) \$ VAR	% VAR	Increase/(Decrease) \$ VAR	% VAR
	BUDGET FY23	BUDGET FY24	BUDGET FY24	BUDGET FY25	PLAN FY25					
LABOR										
501011 Bus Operator Pay	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%	\$ -	0.0%	0.0%
501013 Bus Operator OT	-	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%
501021 Other Salaries	2,316,410	2,305,151	2,305,151	2,318,813	2,318,813	(11,259)	(0.5%)	13,662	0.6%	0.6%
501023 Other OT	100,272	116,829	116,829	122,667	122,667	16,557	16.5%	5,838	5.0%	5.0%
Totals	\$ 2,416,682	\$ 2,421,980	\$ 2,421,980	\$ 2,441,480	\$ 2,441,480	\$ 5,298	0.2%	\$ 19,500	0.8%	0.8%
FRINGE BENEFITS										
502011 Medicare/Soc. Sec.	\$ 42,185	\$ 43,196	\$ 43,196	\$ 43,657	\$ 43,657	1,011	2.4%	461	1.1%	1.1%
502021 Retirement	272,736	312,589	312,589	311,947	311,947	39,853	14.6%	(642)	(0.2%)	(0.2%)
502022 Retirement UAL	132,715	-	-	-	-	(132,715)	(100.0%)	-	0.0%	0.0%
502031 Medical Ins	937,937	934,387	934,387	1,001,781	1,001,781	(3,550)	(0.4%)	67,394	7.2%	7.2%
502041 Dental Ins	50,660	52,400	52,400	53,406	53,406	1,740	3.4%	1,006	1.9%	1.9%
502045 Vision Ins	10,488	10,488	10,488	10,488	10,488	-	0.0%	-	0.0%	0.0%
502051 Life Ins/AD&D	4,656	4,550	4,550	4,668	4,668	(106)	(2.3%)	118	2.6%	2.6%
502060 State Disability Ins (SDI)	31,463	26,585	26,585	28,002	28,002	(4,878)	(15.5%)	1,417	5.3%	5.3%
502061 Long Term Disability Ins	17,661	18,258	18,258	18,349	18,349	597	3.4%	91	0.5%	0.5%
502071 State Unemployment Ins (SUI)	5,396	3,990	3,990	4,256	4,256	(1,406)	(26.1%)	266	6.7%	6.7%
502081 Worker's Comp Ins	115,739	120,378	120,378	123,990	123,990	4,639	4.0%	3,612	3.0%	3.0%
502101 Holiday Pay	86,259	87,254	87,254	88,693	88,693	995	1.2%	1,439	1.6%	1.6%
502103 Floating Holiday	6,420	6,420	6,420	6,420	6,420	-	0.0%	-	0.0%	0.0%
502109 Sick Leave	129,390	130,887	130,887	133,042	133,042	1,497	1.2%	2,155	1.6%	1.6%
502111 Annual Leave	303,834	311,563	311,563	320,628	320,628	7,729	2.5%	9,065	2.9%	2.9%
502121 Other Paid Absence	20,219	20,453	20,453	20,789	20,789	234	1.2%	336	1.6%	1.6%
502251 Phys. Exams	3,200	3,200	3,200	3,360	3,360	-	0.0%	160	5.0%	5.0%
502253 Driver Lic Renewal	350	500	500	500	500	150	42.9%	-	0.0%	0.0%
502999 Other Fringe Benefits	11,052	11,052	11,052	11,090	11,090	-	0.0%	38	0.3%	0.3%
Totals	\$ 2,182,360	\$ 2,098,150	\$ 2,098,150	\$ 2,185,066	\$ 2,185,066	\$(84,210)	(3.9%)	\$ 86,916	4.1%	4.1%

12C.66

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY24 & FY25 OPERATING BUDGET

Fleet Maint - 4100

ACCOUNT	June-22		May-23		May-23		Increase/(Decrease)		Increase/(Decrease)	
	BUDGET	FY23	BUDGET	FY24	PLAN	FY25	\$ VAR	% VAR	\$ VAR	% VAR
SERVICES										
503011 Accting/Audit Fees	\$	-	\$	-	\$	-	0.0%	-	0.0%	-
503012 Admin/Bank Fees		-		-		-	0.0%	-	0.0%	-
503031 Prof/Technical Fees		8,700		9,000		300	3.4%	9,000	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		22,000		27,912		5,912	26.9%	27,912	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		38,000		26,600		(11,400)	(30.0%)	26,100	(1.9%)	(500)
503352 Repair - Equipment		611,480		654,926		43,446	7.1%	595,081	(9.1%)	(59,845)
503353 Repair - Rev Vehicle		58,575		72,075		13,500	23.0%	72,176	0.1%	101
503354 Repair - Non Rev Vehicle		-		-		-	0.0%	-	0.0%	-
503363 Haz Mat Disposal		-		-		-	0.0%	-	0.0%	-
Totals	\$	738,755	\$	790,513	\$	51,758	7.0%	\$ 730,269	(7.6%)	\$ (60,244)
MOBILE MATERIALS & SUPPLIES										
504011 Fuels & Lubricants - Non Rev Veh	\$	75,440	\$	75,440	\$	-	0.0%	79,212	5.0%	3,772
504012 Fuels & Lubricants - Rev Veh		2,000,000		3,764,296		1,764,296	88.2%	3,896,958	3.5%	132,662
Hydrogen fuel		-		-		-	0.0%	250,000	100.0%	250,000
504021 Tires & Tubes		217,000		217,000		-	0.0%	227,850	5.0%	10,850
504161 Other Mobile Supplies		-		-		-	0.0%	-	0.0%	-
504191 Rev Vehicle Parts		1,033,840		1,369,299		335,459	32.4%	1,431,314	4.5%	62,015
Totals	\$	3,326,280	\$	5,426,035	\$	2,099,755	63.1%	\$ 5,885,334	8.5%	\$ 459,299

Attachment C

12C.67

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY24 & FY25 OPERATING BUDGET

Fleet Maint - 4100

ACCOUNT	June-22		May-23		May-23		Increase/(Decrease)		Increase/(Decrease)		
	BUDGET	FY23	BUDGET	FY24	PLAN	FY25	\$ VAR	% VAR	\$ VAR	% VAR	
OTHER MATERIALS & SUPPLIES											
504205 Freight Out	\$	8,300	\$	5,000	\$	5,500	\$	(39.8%)	\$	500	10.0%
504211 Postage & Mailing		-		-		-		0.0%		-	0.0%
504214 Promotional Items		-		-		-		0.0%		-	0.0%
504215 Printing		1,000		1,000		1,050		0.0%		50	5.0%
504217 Photo Supp/Process		-		-		-		0.0%		-	0.0%
504311 Office Supplies		2,000		2,600		2,730		30.0%		130	5.0%
504315 Safety Supplies		18,000		18,000		18,900		0.0%		900	5.0%
504316 COVID-19		-		-		-		0.0%		-	0.0%
504317 Cleaning Supplies		11,000		11,000		11,550		0.0%		550	5.0%
504409 Repair/Maint Supplies		-		-		-		0.0%		-	0.0%
504417 Tenant Repairs		-		-		-		0.0%		-	0.0%
504421 Non-Inventory Parts		52,475		52,475		55,099		0.0%		2,624	5.0%
504511 Small Tools		12,000		12,000		12,600		0.0%		600	5.0%
504515 Employee Tool Replacement		3,000		3,000		3,150		0.0%		150	5.0%
Totals \$	\$	107,775	\$	105,075	\$	110,579	\$	(2.5%)	\$	5,504	5.2%
UTILITIES											
505010 Propulsion Power	\$	100,000	\$	150,000	\$	157,500	\$	50.0%	\$	7,500	5.0%
505011 Gas & Electric		-		-		-		0.0%		-	0.0%
505021 Water & Garbage		-		-		-		0.0%		-	0.0%
505031 Telecommunications		60,000		58,000		59,000		(3.3%)		1,000	1.7%
Totals \$	\$	160,000	\$	208,000	\$	216,500	\$	30.0%	\$	8,500	4.1%
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%

Attachment C

12C.68

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY24 & FY25 OPERATING BUDGET

Fleet Maint - 4100

ACCOUNT	June-22		May-23		May-23		Increase/(Decrease)		Increase/(Decrease)	
	BUDGET	FY23	BUDGET	FY24	PLAN	FY25	\$ VAR	% VAR	\$ VAR	% VAR
TAXES										
507051 Fuel Tax	\$	17,500	\$	15,000	\$	15,000	\$	(14.3%)	\$	0.0%
507201 Licenses & Permits		-		-		-		0.0%		0.0%
507999 Other Taxes		-		-		-		0.0%		0.0%
Totals	\$	17,500	\$	15,000	\$	15,000	\$	(14.3%)	\$	0.0%
MISC EXPENSE										
509011 Dues/Subscriptions	\$	8,100	\$	5,970	\$	6,025	\$	(26.3%)	\$	0.9%
509081 Advertising - District Promo		-		-		-		0.0%		0.0%
509101 Employee Incentive Program		-		500		525		100.0%		5.0%
509121 Employee Training		17,050		341,150		341,883		1900.9%		0.2%
509122 BOD Travel		-		-		-		0.0%		0.0%
509123 Travel		8,000		8,000		8,400		0.0%		5.0%
509125 Local Meeting Expense		-		1,000		1,050		100.0%		5.0%
509127 Board Director Fees		-		-		-		0.0%		0.0%
509150 Contributions		-		-		-		0.0%		0.0%
509198 Cash Over/Short		-		-		-		0.0%		0.0%
509999 Other Misc Expense		-		-		-		0.0%		0.0%
Totals	\$	33,150	\$	356,620	\$	357,883	\$	975.8%	\$	0.4%
INTEREST EXPENSE & DEBT SERVICE										
511102 Interest Expense - Loan	\$	-	\$	-	\$	-	\$	0.0%	\$	0.0%
511103 Interest Expense - POB		-		-		-		0.0%		0.0%
524000 Principal - POB		-		-		-		0.0%		0.0%
Totals	\$	-	\$	-	\$	-	\$	0.0%	\$	0.0%
LEASES & RENTALS										
512011 Facility Lease	\$	-	\$	-	\$	-	\$	0.0%	\$	0.0%
512061 Equipment Rental		1,500		300		300		(80.0%)		0.0%
Totals	\$	1,500	\$	300	\$	300	\$	(80.0%)	\$	0.0%
PERSONNEL TOTAL										
PERSONNEL TOTAL	\$	4,599,042	\$	4,520,130	\$	4,626,546	\$	(1.7%)	\$	2.4%
NON-PERSONNEL TOTAL										
NON-PERSONNEL TOTAL	\$	4,384,960	\$	6,901,543	\$	7,315,865	\$	57.4%	\$	6.0%
TOTAL OPERATING EXPENSES	\$	8,984,002	\$	11,421,673	\$	11,942,411	\$	27.1%	\$	4.6%

12C.69

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY24 & FY25 OPERATING BUDGET

District Counsel - 1700

May-23

May-23

June-22

ACCOUNT	BUDGET FY23	BUDGET FY24	Increase/(Decrease) \$ VAR	% VAR	PLAN FY25	Increase/(Decrease) \$ VAR	% VAR
SERVICES							
503011 Accting/Audit Fees	\$ -	\$ -	\$ -	0.0%	-	\$ -	0.0%
503012 Admin/Bank Fees	-	-	-	0.0%	-	-	0.0%
503031 Prof/Technical Fees	3,091	3,166	75	2.4%	3,324	158	5.0%
503032 Legislative Services	-	-	-	0.0%	-	-	0.0%
503033 Legal Services	435,096	554,346	119,250	27.4%	567,963	13,617	2.5%
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	\$ 438,187	\$ 557,512	\$ 119,325	27.2%	\$ 571,287	\$ 13,775	2.5%
PERSONNEL TOTAL	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%
NON-PERSONNEL TOTAL	\$ 438,187	\$ 557,512	\$ 119,325	27.2%	\$ 571,287	\$ 13,775	2.5%
TOTAL OPERATING EXPENSES	\$ 438,187	\$ 557,512	\$ 119,325	27.2%	\$ 571,287	\$ 13,775	2.5%

Attachment C

12C.70

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY24 & FY25 OPERATING BUDGET
COVID - 9002**

ACCOUNT	June-22	May-23	May-23	Increase/(Decrease) \$ VAR	Increase/(Decrease) % VAR	May-23 PLAN FY25	Increase/(Decrease) \$ VAR	Increase/(Decrease) % VAR
	BUDGET FY23	BUDGET FY24	BUDGET FY24					
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	20,000	-	-	(20,000)	(100.0%)	-	-	0.0%
503034 Pre-Employment Exams	-	-	-	-	0.0%	-	-	0.0%
503041 Temp Help	72,000	-	-	(72,000)	(100.0%)	-	-	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 \$	92,000	\$ -	\$ -	\$(92,000)	(100.0%)	\$ -	\$ -	0.0%
OTHER MATERIALS & SUPPLIES								
504205 Freight Out	\$ -	\$ -	\$ -	\$ -	0.0%	-	\$ -	0.0%
504211 Postage & Mailing	28,000	-	-	(28,000)	(100.0%)	-	-	0.0%
504214 Promotional Items	-	-	-	-	0.0%	-	-	0.0%
504215 Printing	7,500	-	-	(7,500)	(100.0%)	-	-	0.0%
504217 Photo Supp/Process	-	-	-	-	0.0%	-	-	0.0%
504311 Office Supplies	-	-	-	-	0.0%	-	-	0.0%
504315 Safety Supplies	78,212	-	-	(78,212)	(100.0%)	-	-	0.0%
504316 COVID-19	-	-	-	-	0.0%	-	-	0.0%
504317 Cleaning Supplies	17,000	-	-	(17,000)	(100.0%)	-	-	0.0%
504409 Repair/Maint Supplies	75,000	-	-	(75,000)	(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 \$	205,712	\$ -	\$ -	\$(205,712)	(100.0%)	\$ -	\$ -	0.0%
PERSONNEL TOTAL	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%
NON-PERSONNEL TOTAL	\$ 297,712	\$ -	\$ -	\$(297,712)	(100.0%)	\$ -	\$ -	0.0%
TOTAL OPERATING EXPENSES	\$ 297,712	\$ -	\$ -	\$(297,712)	(100.0%)	\$ -	\$ -	0.0%

12C.71

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY24 & FY25 OPERATING BUDGET

Retirees - 9005

ACCOUNT	June-22		May-23		May-23		Increase/(Decrease) \$ VAR	% VAR	Increase/(Decrease) \$ VAR	% VAR
	BUDGET FY23	BUDGET FY24	BUDGET FY24	BUDGET FY25	PLAN FY25					
FRINGE BENEFITS										
502011 Medicare/Soc. Sec.	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%	
502021 Retirement	-	-	-	-	0.0%	-	0.0%	-	0.0%	
502022 Retirement UAL	-	-	-	-	0.0%	-	0.0%	-	0.0%	
502031 Medical	3,431,057	3,622,758	191,701	3,883,957	5.6%	261,199	7.2%	261,199	7.2%	
502041 Dental	57,445	54,919	(2,526)	55,848	(4.4%)	929	1.7%	929	1.7%	
502045 Vision	16,692	14,856	(1,836)	14,856	(11.0%)	-	0.0%	-	0.0%	
502051 Life/AD&D/EAP	6,336	5,697	(639)	5,868	(10.1%)	171	3.0%	171	3.0%	
502060 State Disability Ins (SDI)	-	-	-	-	0.0%	-	0.0%	-	0.0%	
502061 Long Term Disability Ins	-	-	-	-	0.0%	-	0.0%	-	0.0%	
502071 State Unemployment Ins (SUI)	-	-	-	-	0.0%	-	0.0%	-	0.0%	
502081 Worker's Comp Ins	-	-	-	-	0.0%	-	0.0%	-	0.0%	
502101 Holiday Pay	-	-	-	-	0.0%	-	0.0%	-	0.0%	
502103 Floating Holiday	-	-	-	-	0.0%	-	0.0%	-	0.0%	
502109 Sick Leave	-	-	-	-	0.0%	-	0.0%	-	0.0%	
502111 Annual Leave	-	-	-	-	0.0%	-	0.0%	-	0.0%	
502121 Other Paid Absence	-	-	-	-	0.0%	-	0.0%	-	0.0%	
502251 Phys. Exams	-	-	-	-	0.0%	-	0.0%	-	0.0%	
502253 Driver Lic Renewal	-	-	-	-	0.0%	-	0.0%	-	0.0%	
502999 Other Fringe Benefits	110,810	78,387	(32,423)	84,039	(29.3%)	5,652	7.2%	5,652	7.2%	
Totals	\$ 3,622,340	\$ 3,776,617	\$ 154,277	\$ 4,044,568	4.3%	\$ 267,951	7.1%	\$ 267,951	7.1%	
PERSONNEL TOTAL	\$ 3,622,340	\$ 3,776,617	\$ 154,277	\$ 4,044,568	4.3%	\$ 267,951	7.1%	\$ 267,951	7.1%	
NON-PERSONNEL TOTAL	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%	
TOTAL OPERATING EXPENSES	\$ 3,622,340	\$ 3,776,617	\$ 154,277	\$ 4,044,568	4.3%	\$ 267,951	7.1%	\$ 267,951	7.1%	

12C.72

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY24 & FY25 OPERATING BUDGET**

SCCIC - 700

ACCOUNT SERVICES	June-22	May-23	May-23		Increase/(Decrease) \$ VAR	% VAR	Increase/(Decrease) \$ VAR	% VAR
	BUDGET FY23	BUDGET FY24	PLAN FY25	PLAN FY25				
503011 Accting/Audit Fees	\$ 275	\$ 250	\$ (25)	(9.1%)	\$ 250	-	0.0%	
503012 Admin/Bank Fees	-	-	-	0.0%	-	-	0.0%	
503031 Prof/Technical Fees	-	-	-	0.0%	-	-	0.0%	
503032 Legislative Services	-	-	-	0.0%	-	-	0.0%	
503033 Legal Services	-	-	-	0.0%	-	-	0.0%	
503034 Pre-Employment Exams	-	-	-	0.0%	-	-	0.0%	
503041 Temp Help	-	-	-	0.0%	-	-	0.0%	
503161 Custodial Services	-	-	-	0.0%	-	-	0.0%	
503162 Uniforms/Laundry	-	-	-	0.0%	-	-	0.0%	
503171 Security Services	-	-	-	0.0%	-	-	0.0%	
503221 Classified/Legal Ads	-	-	-	0.0%	-	-	0.0%	
503222 Legal Ads	-	-	-	0.0%	-	-	0.0%	
503225 Graphic Services	-	-	-	0.0%	-	-	0.0%	
503351 Repair - Bldg & Impr	-	-	-	0.0%	-	-	0.0%	
503352 Repair - Equipment	-	-	-	0.0%	-	-	0.0%	
503353 Repair - Rev Vehicle	-	-	-	0.0%	-	-	0.0%	
503354 Repair - Non Rev Vehicle	-	-	-	0.0%	-	-	0.0%	
503363 Haz Mat Disposal	-	-	-	0.0%	-	-	0.0%	
Totals	\$ 275	\$ 250	\$ (25)	(9.1%)	\$ 250	-	0.0%	

PERSONNEL TOTAL	\$ -	\$ -	\$ -	0.0%	\$ -	-	0.0%
NON-PERSONNEL TOTAL	\$ 275	\$ 250	\$ (25)	(9.1%)	\$ 250	-	0.0%
TOTAL OPERATING EXPENSES	\$ 275	\$ 250	\$ (25)	(9.1%)	\$ 250	-	0.0%

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Attachment D

FY24 & FY25 OPERATING BUDGET Funded Personnel - Full Time Equivalent (FTE) Summary

Department	Authorized FY23 2022	Funded FY23 2022	Authorized FY24 2023	Funded FY24 2023	Authorized FY25 2023	Funded FY25 2023
Administration - 1100	5.00	4.00	5.00	4.00	5.00	4.00
Finance - 1200	12.00	11.00	13.00	11.00	13.00	11.00
Customer Service - 1300	19.25	13.00	19.25	10.00	19.25	10.00
Marketing - 1325	2.00	2.00	2.00	2.00	2.00	2.00
Human Resources - 1400	10.00	6.00	11.00	7.00	11.00	7.00
Information Technology - 1500	9.00	6.00	9.00	6.00	9.00	6.00
Planning, Grants, Governmental Affairs - 1600	13.00	5.00	13.00	6.00	13.00	6.00
District Counsel - 1700	3.00	0.00	3.00	0.00	3.00	0.00
Safety, Security, and Risk Management - 1800	3.00	2.00	3.00	2.00	3.00	2.00
Purchasing - 1900	5.00	4.00	5.00	4.00	5.00	4.00
Inventory Mgmt - 2000	5.00	5.00	6.00	5.00	6.00	5.00
Facilities Maintenance - 2200	23.00	18.00	23.00	18.00	23.00	18.00
Paratransit - 3100	54.00	42.00	58.00	45.00	58.00	45.00
Operations - 3200	23.00	18.00	24.00	18.00	24.00	18.00
Bus Operators - 3300	171.00	155.00	171.00	155.00	171.00	155.00
Fleet Maintenance - 4100	58.00	38.00	62.00	38.00	62.00	38.00
Total Full-Time Equivalents (FTEs)	415.25	329.00	427.25	331.00	427.25	331.00

**FY24 & FY25 OPERATING BUDGET
Funded Personnel - Full Time Equivalent (FTE)
Administration - 1100**

Position Title	Authorized FY23 2022	Funded FY23 2022	Authorized FY24 2023	Funded FY24 2023	Authorized FY25 2023	Funded FY25 2023
CEO/General Manager	1.00	1.00	1.00	1.00	1.00	1.00
Chief Operations Officer	1.00	1.00	1.00	1.00	1.00	1.00
Executive Assistant	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Assistant	1.00	0.00	1.00	0.00	1.00	0.00
Administrative Specialist	1.00	1.00	1.00	1.00	1.00	1.00
Total Full-Time Equivalents (FTEs)	5.00	4.00	5.00	4.00	5.00	4.00

**FY24 & FY25 OPERATING BUDGET
Funded Personnel - Full Time Equivalent (FTE)
Finance - 1200**

Position Title	Authorized FY23 2022	Funded FY23 2022	Authorized FY24 2023	Funded FY24 2023	Authorized FY25 2023	Funded FY25 2023
Chief Financial Officer (CFO)	1.00	1.00	1.00	1.00	1.00	1.00
Finance Deputy Director	1.00	1.00	1.00	1.00	1.00	1.00
Accountant II	1.00	1.00	1.00	1.00	1.00	1.00
Accountant III	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
Senior Accounting Tech	1.00	1.00	1.00	1.00	1.00	1.00
Senior Payroll Specialist	1.00	1.00	1.00	1.00	1.00	1.00
Senior Payroll Administrator *	1.00	1.00	1.00	1.00	1.00	1.00
Senior Financial Analyst	0.00	0.00	1.00	1.00	1.00	1.00
Financial Analyst *	1.00	1.00	1.00	0.00	1.00	0.00
Revenue Account Program Manager	1.00	1.00	1.00	1.00	1.00	1.00
Revenue Collection Clerk	1.00	0.00	1.00	0.00	1.00	0.00
Project Manager	1.00	1.00	1.00	1.00	1.00	1.00
Total Full-Time Equivalents (FTEs)	12.00	11.00	13.00	11.00	13.00	11.00

* Unfund Finance Analyst, Fund Senior Payroll Administrator in FY24/FY25 Budget

**FY24 & FY25 OPERATING BUDGET
Funded Personnel - Full Time Equivalent (FTE)
Customer Service - 1300**

Position Title	Authorized FY23 2022	Funded FY23 2022	Authorized FY24 2023	Funded FY24 2023	Authorized FY25 2023	Funded FY25 2023
Mobility Training Coordinator **	1.00	1.00	1.00	0.00	1.00	0.00
Customer Service Manager	1.00	1.00	1.00	1.00	1.00	1.00
Customer Service Supervisor	2.00	0.00	2.00	0.00	2.00	0.00
Customer Service Coordinator	0.00	0.00	0.00	0.00	0.00	0.00
Customer Service Representative **	12.00	9.00	12.00	7.00	12.00	7.00
Senior Customer Service Representative *	2.00	1.00	2.00	2.00	2.00	2.00
Revenue Account Program Manager	0.00	0.00	0.00	0.00	0.00	0.00
Customer Service Assistant **	1.25	1.00	1.25	0.00	1.25	0.00
Total Full-Time Equivalents (FTEs)	19.25	13.00	19.25	10.00	19.25	10.00

*Fund 1 FTE Sr. Customer Service Representative approved by BoD Jan 2023

** Unfund 2 FTE Customer Service Representatives, 1 FTE Mobility Training Coordinator, 1 FTE Customer Service Assistant in FY24/FY25 budget

**FY24 & FY25 OPERATING BUDGET
Funded Personnel - Full Time Equivalent (FTE)
Marketing - 1325**

Position Title	Authorized FY23 2022	Funded FY23 2022	Authorized FY24 2023	Funded FY24 2023	Authorized FY25 2023	Funded FY25 2023
Marketing, Communications and Customer Service Director	1.00	1.00	1.00	1.00	1.00	1.00
Marketing Assistant *	1.00	1.00	1.00	1.00	1.00	1.00
Total Full-Time Equivalents (FTEs)	2.00	2.00	2.00	2.00	2.00	2.00

Split off from Dept 1300 FY24 budget process, includes historical info

**FY24 & FY25 OPERATING BUDGET
Funded Personnel - Full Time Equivalent (FTE)
Human Resources - 1400**

Position Title	Authorized FY23 2022	Funded FY23 2022	Authorized FY24 2023	Funded FY24 2023	Authorized FY25 2023	Funded FY25 2023
Human Resources Director	1.00	1.00	1.00	1.00	1.00	1.00
Human Resources Deputy Director	1.00	1.00	1.00	1.00	1.00	1.00
Human Resources Technician	1.00	0.00	1.00	0.00	1.00	0.00
HR Analyst I *	2.00	2.00	3.00	3.00	3.00	3.00
HR Analyst II	1.00	1.00	1.00	1.00	1.00	1.00
Benefits Technician	1.00	0.00	1.00	0.00	1.00	0.00
Human Resources Specialist	1.00	0.00	1.00	0.00	1.00	0.00
Human Resources Clerk	1.00	0.00	1.00	0.00	1.00	0.00
Paralegal II	1.00	1.00	1.00	1.00	1.00	1.00
Total Full-Time Equivalents (FTEs)	10.00	6.00	11.00	7.00	11.00	7.00

Fund 1 FTE HR Analyst - 24 month Provisional, approved at Feb 2023 BoD meeting

**FY24 & FY25 OPERATING BUDGET
Funded Personnel - Full Time Equivalent (FTE)
Information Technology - 1500**

Position Title	Authorized FY23 2022	Funded FY23 2022	Authorized FY24 2023	Funded FY24 2023	Authorized FY25 2023	Funded FY25 2023
Information Technology and ITS Director	1.00	1.00	1.00	1.00	1.00	1.00
IT Project Coordinator*	1.00	1.00	1.00	1.00	1.00	1.00
Asst Manager of Information Technology	1.00	0.00	1.00	0.00	1.00	0.00
Senior Database Administrator	2.00	1.00	2.00	1.00	2.00	1.00
Database Administrator	1.00	1.00	1.00	1.00	1.00	1.00
Systems Administrator/Senior	1.00	1.00	1.00	1.00	1.00	1.00
Information Technology Support Analyst I/II	2.00	1.00	2.00	1.00	2.00	1.00
Total Full-Time Equivalents (FTEs)	9.00	6.00	9.00	6.00	9.00	6.00

*Provisional position (1 FTE) to be funded for 24 months

**FY24 & FY25 OPERATING BUDGET
Funded Personnel - Full Time Equivalent (FTE)
Planning, Grants, Governmental Affairs - 1600**

Position Title	Authorized FY23 2022	Funded FY23 2022	Authorized FY24 2023	Funded FY24 2023	Authorized FY25 2023	Funded FY25 2023
Planning and Development Director	1.00	1.00	1.00	1.00	1.00	1.00
Grants/Legislative Analyst*	2.00	0.00	2.00	1.00	2.00	1.00
Capital Planning and Grants Program Manager	1.00	1.00	1.00	1.00	1.00	1.00
Transportation Planning Supervisor	1.00	0.00	1.00	0.00	1.00	0.00
Senior Transportation Planner	1.00	0.00	1.00	0.00	1.00	0.00
Transit Surveyor	1.00	0.00	1.00	0.00	1.00	0.00
Planning Aide	1.00	0.00	1.00	0.00	1.00	0.00
Transportation Planner I	1.00	0.00	1.00	0.00	1.00	0.00
Transportation Planner II	1.00	1.00	1.00	1.00	1.00	1.00
Planning Data Analyst	1.00	1.00	1.00	1.00	1.00	1.00
Schedule Analyst	2.00	1.00	2.00	1.00	2.00	1.00
Total Full-Time Equivalents (FTEs)	13.00	5.00	13.00	6.00	13.00	6.00

*Fund 1 FTE Grants/Legislative Analyst in FY24/FY25 Budget

**FY24 & FY25 OPERATING BUDGET
Funded Personnel - Full Time Equivalent (FTE)
District Counsel - 1700**

Position Title	Authorized FY23 2022	Funded FY23 2022	Authorized FY24 2023	Funded FY24 2023	Authorized FY25 2023	Funded FY25 2023
District Counsel	1.00	0.00	1.00	0.00	1.00	0.00
Administrative Assistant	1.00	0.00	1.00	0.00	1.00	0.00
Paralegal II	1.00	0.00	1.00	0.00	1.00	0.00
Total Full-Time Equivalents (FTEs)	3.00	0.00	3.00	0.00	3.00	0.00

**FY24 & FY25 OPERATING BUDGET
 Funded Personnel - Full Time Equivalent (FTE)
 Safety, Security, and Risk Management - 1800**

Position Title	Authorized FY23 2022	Funded FY23 2022	Authorized FY24 2023	Funded FY24 2023	Authorized FY25 2023	Funded FY25 2023
Safety, Security and Risk Director	1.00	1.00	1.00	1.00	1.00	1.00
Claims Technician II	1.00	0.00	1.00	0.00	1.00	0.00
Safety and Training Program Specialist I	1.00	1.00	1.00	1.00	1.00	1.00
Total Full-Time Equivalents (FTEs)	3.00	2.00	3.00	2.00	3.00	2.00

**FY24 & FY25 OPERATING BUDGET
Funded Personnel - Full Time Equivalent (FTE)
Purchasing - 1900**

Position Title	Authorized FY23 2022	Funded FY23 2022	Authorized FY24 2023	Funded FY24 2023	Authorized FY25 2023	Funded FY25 2023
Purchasing Manager	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Specialist	1.00	0.00	1.00	0.00	1.00	0.00
Purchasing Agent	1.00	1.00	1.00	1.00	1.00	1.00
Purchasing Assistant	1.00	1.00	1.00	1.00	1.00	1.00
Buyer	1.00	1.00	1.00	1.00	1.00	1.00
Total Full-Time Equivalents (FTEs)	5.00	4.00	5.00	4.00	5.00	4.00

**FY24 & FY25 OPERATING BUDGET
Funded Personnel - Full Time Equivalent (FTE)
Purchasing - 1900**

Position Title	Authorized FY23 2022	Funded FY23 2022	Authorized FY24 2023	Funded FY24 2023	Authorized FY25 2023	Funded FY25 2023
Parts and Materials Manager	0.00	0.00	1.00	1.00	1.00	1.00
Parts and Materials Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Lead Parts and Materials Clerk	1.00	1.00	1.00	1.00	1.00	1.00
Parts and Materials Clerk*	3.00	3.00	3.00	2.00	3.00	2.00
Total Full-Time Equivalents (FTEs)	5.00	5.00	6.00	5.00	6.00	5.00

Split off from Dept 1900 FY24 budget process, includes historical info

** Fund Parts & Materials Manager, Unfund 1 FTE Parts & Materials Clerk in FY24/FY25 budget*

**FY24 & FY25 OPERATING BUDGET
Funded Personnel - Full Time Equivalent (FTE)
Facilities Maintenance - 2200**

Position Title	Authorized FY23 2022	Funded FY23 2022	Authorized FY24 2023	Funded FY24 2023	Authorized FY25 2023	Funded FY25 2023
Facilities Maintenance Manager	1.00	1.00	1.00	1.00	1.00	1.00
Facilities Maintenance Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Lead Facilities Maintenance Worker	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Specialist	1.00	1.00	1.00	1.00	1.00	1.00
Facilities Maintenance Worker II	7.00	4.00	7.00	4.00	7.00	4.00
Facilities Maintenance Worker I	2.00	2.00	2.00	2.00	2.00	2.00
Administrative Assistant	1.00	0.00	1.00	0.00	1.00	0.00
Custodial Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Lead Custodial Service Worker	1.00	1.00	1.00	1.00	1.00	1.00
Custodial Service Worker	7.00	6.00	7.00	6.00	7.00	6.00
Total Full-Time Equivalents (FTEs)	23.00	18.00	23.00	18.00	23.00	18.00

**FY24 & FY25 OPERATING BUDGET
Funded Personnel - Full Time Equivalent (FTE)
Paratransit - 3100**

Position Title	Authorized FY23 2022	Funded FY23 2022	Authorized FY24 2023	Funded FY24 2023	Authorized FY25 2023	Funded FY25 2023
Operations Manager: Paratransit Division	1.00	1.00	1.00	1.00	1.00	1.00
Accessible Services Coordinator	0.00	0.00	0.00	0.00	0.00	0.00
Paratransit Eligibility Coordinator	1.00	1.00	1.00	1.00	1.00	1.00
Assistant Operations Manager: Paratransit	1.00	0.00	1.00	0.00	1.00	0.00
Assistant Operations & Customer Service Manager*	0.00	0.00	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	5.00	0.00	5.00	0.00	5.00	0.00
Dispatcher/Scheduler*	5.00	5.00	7.00	7.00	7.00	7.00
Paratransit Clerk I-II-III **	2.00	1.00	2.00	0.00	2.00	0.00
Van Operator	34.00	31.00	34.00	31.00	34.00	31.00
Paratransit Supervisor	3.00	3.00	3.00	3.00	3.00	3.00
Total Full-Time Equivalents (FTEs)	54.00	42.00	57.00	44.00	57.00	44.00

* Fund 2 FTE Dispatcher/Scheduler, 1 FTE Assistant Operations & Customer Service Manager in FY24/FY25 budget

** Unfund Paratransit Clerk III in FY24/FY25 budget

**FY24 & FY25 OPERATING BUDGET
Funded Personnel - Full Time Equivalent (FTE)
Operations - 3200**

Position Title	Authorized FY23 2022	Funded FY23 2022	Authorized FY24 2023	Funded FY24 2023	Authorized FY25 2023	Funded FY25 2023
Operations Manager: Fixed Route Division	1.00	1.00	1.00	1.00	1.00	1.00
Assistant Operations Manager	1.00	0.00	1.00	0.00	1.00	0.00
Transit Supervisor	15.00	11.00	15.00	11.00	15.00	11.00
Safety & Training Coordinator *	2.00	2.00	3.00	3.00	3.00	3.00
Assistant Safety & Training Coordinator ***	1.00	1.00	1.00	0.00	1.00	0.00
Administrative Supervisor	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
Payroll Specialist	1.00	1.00	1.00	1.00	1.00	1.00
Total Full-Time Equivalents (FTEs)	23.00	18.00	24.00	18.00	24.00	18.00

* Fund Safety & Training Coordinator 1 FTE - approved at 10/28/22 BoD meeting
 *** Unfund Assistant Safety & Training Coordinator 1 FTE in FY24/FY25 budget process

**FY24 & FY25 OPERATING BUDGET
Funded Personnel - Full Time Equivalent (FTE)
Bus Operators - 3300**

Position Title	Authorized		Funded		Authorized		Funded		Authorized		Funded	
	FY23 2022	171.00	FY23 2022	155.00	FY24 2023	171.00	FY24 2023	155.00	FY25 2023	171.00	FY25 2023	155.00
Bus Operators	171.00		155.00		171.00		155.00		171.00		155.00	
Total Full-Time Equivalents (FTEs)	171.00		155.00		171.00		155.00		171.00		155.00	

Attachment D

FY24 & FY25 OPERATING BUDGET Funded Personnel - Full Time Equivalent (FTE) Fleet Maintenance - 4100

Position Title	Authorized FY23 2022	Funded FY23 2022	Authorized FY24 2023	Funded FY24 2023	Authorized FY25 2023	Funded FY25 2023
	Maintenance Manager	1.00	1.00	1.00	1.00	1.00
Maintenance Trainer ***	0.00	0.00	1.00	1.00	1.00	1.00
Fleet Maintenance Supervisor	3.00	2.00	3.00	2.00	3.00	2.00
Lead Mechanic	6.00	4.00	6.00	4.00	6.00	4.00
Mechanic III **	4.00	2.00	4.00	3.00	4.00	3.00
Mechanic I - II *	18.00	15.00	22.00	14.00	22.00	14.00
Assistant Maintenance Manager	1.00	0.00	1.00	0.00	1.00	0.00
Vehicle Body Repair Mechanic	1.00	0.00	1.00	0.00	1.00	0.00
Administrative Assistant Supervisor	1.00	0.00	1.00	0.00	1.00	0.00
Administrative Specialist	1.00	0.00	1.00	0.00	1.00	0.00
Administrative Clerk	1.00	0.00	1.00	0.00	1.00	0.00
Accounting Technician/Senior	2.00	1.00	2.00	1.00	2.00	1.00
Upholsterer I - II *	1.00	1.00	0.00	0.00	0.00	0.00
Lead Vehicle Service Worker	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	12.00	7.00	12.00	7.00	12.00	7.00
Electronic Technician	2.00	1.00	2.00	1.00	2.00	1.00
Total Full-Time Equivalents (FTEs)	58.00	38.00	62.00	38.00	62.00	38.00

* Fund Mechanics I 4 FTE, Unfund Upholster I FTE - approved at 9/23/22 BoD meeting

** Fund Mechanic III 1 FTE, Unfund Mechanic I-II 1 FTE in FY24/FY25 budget process

***Fund Maintenance Trainer 1 FTE - approved at Feb 2023 BoD meeting

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Attachment E

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT														
FY24 CAPITAL BUDGET/PORTFOLIO-ANTICIPATED SPENDING														
AS OF MAY 19, 2023														
PROJECT/ACTIVITY	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	BUS REPLACEMENT FUND \$3M PER YEAR (MEASURE D + SB1 STA&SGR)	TOTAL
CAPITAL PROGRAM FUNDING														
Federal Sources of Funds:														
Federal Grants (FTA)	\$ 235,328													\$ 235,328
USDOT 2022 Multimodal Projects Discretionary Grant (MPDG)	\$ -													\$ -
State /Other Sources of Funds:														
State Transportation Improvement Program (STIP)			\$ -											\$ -
Low Carbon Transit Operations Program (LCTOP)			\$ -											\$ -
Local Partnership Program (LPP)				\$ 302,000										\$ 302,000
State Transit Assistance (STA)-Prior Years														\$ -
Transfers from Operating Budget (STA-SB1)														\$ -
STA-SGR (SB1)													\$ -	\$ -
Transfers from Operating Budget (Measure D)													\$ 2,797,478	\$ 2,797,478
TIRCP		\$ 7,694,091												\$ 7,694,091
VW GRANT									\$ -					\$ -
PG&E REBATES & MBARD									\$ -					\$ -
Local Sources of Funds:														
Operating and Capital Reserve Fund														\$ 9,420,289
TOTAL CAPITAL FUNDING BY FUNDING SOURCE	\$ 235,328	\$ 7,694,091	\$ -	\$ -	\$ 302,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,797,478	\$ 20,449,186
Restricted Funds	\$ 235,328	\$ 7,694,091	\$ -	\$ -	\$ 302,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,797,478	\$ 11,028,897
Unrestricted Funds														\$ 9,420,289
TOTAL CAPITAL FUNDING	\$ 235,328	\$ 7,694,091	\$ -	\$ -	\$ 302,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,797,478	\$ 20,449,186
* NOTE: The amounts listed here represent the amounts committed against awarded grants and projects, and therefore will not equal the \$3M allocated to the Bus Replacement Fund in any given year.														

Attachment E

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY24 CAPITAL BUDGET/PORTFOLIO AS OF MAY 19, 2023

PROJECT/ACTIVITY	RESTRICTED	TIRCP	STIP	LCTOP	LPP	VW GRANT	PG&E REBATES & MBARD	BUS REPLACEMENT FUND		OPERATING & CAPITAL RESERVE FUND	TOTAL
								\$3M PER YEAR (MEASURE D + SB1 STA&SGR)	RESTRICTED		
CAPITAL PROGRAM FUNDING											
Federal Sources of Funds:											
Federal Grants (FTA)	\$ 1,915,328										\$ 1,915,328
USDOT 2022 Multimodal Projects Discretionary Grant (MPDG)	\$ 4,800,000										\$ 4,800,000
State / Other Sources of Funds:											
State Transportation Improvement Program (STIP)			\$ -								
Low Carbon Transit Operations Program (LCTOP)				\$ -							
Local Partnership Program (LPP)					\$ 2,102,000						\$ 2,102,000
State Transit Assistance (STA)-Prior Years											
Transfers from Operating Budget (STA-SB1)											
STA-SGR (SB1)									\$ 1,200,000		\$ 1,200,000
Transfers from Operating Budget (Measure D)										\$ 11,651,561	\$ 11,651,561
TIRCP											
VW GRANT						\$ 3,200,000					\$ 3,200,000
PG&E REBATES & MBARD							\$ -				
Local Sources of Funds:											
Operating and Capital Reserve Fund											\$ 15,837,286
TOTAL CAPITAL FUNDING BY FUNDING SOURCE	\$ 6,715,328	\$ 37,945,000	\$ -	\$ -	\$ 2,102,000	\$ 3,200,000	\$ -	\$ -	\$ 1,200,000	\$ 11,651,561	\$ 78,651,175
Restricted Funds	\$ 6,715,328	\$ 37,945,000	\$ -	\$ -	\$ 2,102,000	\$ 3,200,000	\$ -	\$ -	\$ 1,200,000	\$ 11,651,561	\$ 62,813,889
Unrestricted Funds											\$ 15,837,286
TOTAL CAPITAL FUNDING	\$ 6,715,328	\$ 37,945,000	\$ -	\$ -	\$ 2,102,000	\$ 3,200,000	\$ -	\$ -	\$ 1,200,000	\$ 11,651,561	\$ 78,651,175
* NOTE: The amounts listed here represent the amounts committed against awarded grants and projects, and therefore will not equal the \$3M allocated to the Bus Replacement Fund in any given year.											

Attachment F



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:

RESOLUTION OF THE BOARD OF DIRECTORS OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT TO SET A PUBLIC HEARING ON JUNE 23, 2023 TO ADOPT THE FINAL FY24 AND FY25 OPERATING BUDGETS AND FY24 CAPITAL BUDGET

WHEREAS, it is in the interest of the Santa Cruz Metropolitan Transit District to adopt a budget for each fiscal year; and

WHEREAS, a budget for Capital and Operating expenses and revenues has been developed for fiscal years 2024 and 2025.

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

A Public Hearing shall be held on June 23, 2023, at 9:00 am, or as soon thereafter as possible, for purposes of discussing the adoption of the Final FY24 & FY25 Operating Budget and FY24 Capital Budget. Public comments shall be solicited prior to the hearing as directed by the CEO/General Manager.

PASSED AND ADOPTED this 19th Day of May 2023 by the following vote:

AYES: Directors -

NOES: Directors -

ABSTAIN: Directors -

ABSENT: Directors -

APPROVED:

Shebreh Kalantari-Johnson, Board Chair

Attachment F

Resolution No. _____
Page 2

ATTEST:

Michael S. Tree, CEO/General Manager

APPROVED AS TO FORM:

Julie A. Sherman, General Counsel

PUBLIC HEARING

ADOPTION OF CUPCCAA ORDINANCE TO PROVIDE INFORMAL BIDDING PROCEDURES FOR PUBLIC PROJECTS

Julie Sherman

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DATE: May 19, 2023
TO: Board of Directors
FROM: Joan Jeffries, Purchasing Manager
SUBJECT: WAIVE THE SECOND READING AND ADOPT AN ORDINANCE TO PROVIDE INFORMAL BIDDING PROCEDURES FOR PUBLIC PROJECTS; ADOPT A RESOLUTION TO AMEND TITLE II OF THE ADMINISTRATIVE CODE—PROCUREMENT POLICY

I. RECOMMENDED ACTION

That the Board of Directors take the following actions:

- 1. Waive the second reading and adopt an ordinance to provide informal bidding procedures for public projects; and**
- 2. Adopt a resolution to amend Title II of the Administrative Code—Procurement Policy.**

II. SUMMARY

The California Uniform Public Construction Cost Accounting Act (“CUPCCAA” or “the Act”), enacted in 1983 under Public Contract Code Section 22000 *et seq.*, allows local agencies to replace their statutory public works bidding thresholds with higher thresholds if the agencies (1) adopt a resolution opting-in to the requirements of the Act and becoming subject to procedures adopted by the California Uniform Construction Cost Accounting Commission, (2) inform the State Controller's Office of such election, and (3) adopt an ordinance establishing informal bidding procedures for public works contracts below the Act's formal bidding threshold.

At its April 28, 2023 meeting, the Board of Directors (Board) approved a resolution opting-in to CUPCCAA. In order to comply with CUPCCAA's requirements, the Board must now adopt an ordinance setting forth Santa Cruz Metropolitan Transit District's (METRO) informal bidding procedures. In addition, METRO must make corresponding revisions to its own Procurement Policy (Title II of the Administrative Code).

III. DISCUSSION/BACKGROUND

Before electing to become subject to CUPCCAA, METRO was required to engage in formal bidding for public works contracts greater than \$10,000. By opting-in to CUPCCAA, METRO is now only required to bid out projects valued at over

\$60,000. In order to comply with CUPCCAA's requirements, the Board must now adopt an ordinance setting forth METRO's informal bidding procedures.

Under METRO's enabling legislation, it may not adopt an ordinance at the first reading and without holding a public hearing. At its April 28, 2023 meeting, the Board introduced the Ordinance Relating to the California Uniform Public Construction Cost Accounting Act to Provide Informal Bidding Procedures for Public Projects. Earlier at this meeting, the Board held a public hearing on the same.

Adoption of the informal bidding ordinance will establish procedures by which METRO will solicit bids on projects valued at between \$60,000 and \$200,000. In addition, the proposed revisions to the Procurement Policy align with METRO's election to become subject to CUPCCAA. Both the proposed ordinance and Procurement Policy revisions incorporate automatic adjustments to the bidding thresholds described in the Act, to accommodate periodic amendments to CUPCCAA.

IV. STRATEGIC PLAN PRIORITIES ALIGNMENT

1. Financial Responsibility, Stability, Stewardship, Accountability

V. FINANCIAL CONSIDERATIONS/IMPACT

There is no budget impact for this action.

VI. CHANGES FROM COMMITTEE

None – Board report only.

VII. ALTERNATIVES CONSIDERED

- Opt out of CUPCCAA and restore METRO's existing bid thresholds. This option is not advised as METRO will very likely continue to struggle to get adequate responses to its public works solicitations.

VIII. ATTACHMENTS

Attachment A: Ordinance Relating to the California Uniform Public Construction Cost Accounting Act to Provide Informal Bidding Procedures for Public Projects

Attachment B: Resolution to Amend Title II of the Santa Cruz Metropolitan Transit District Administrative Code—Procurement Policy

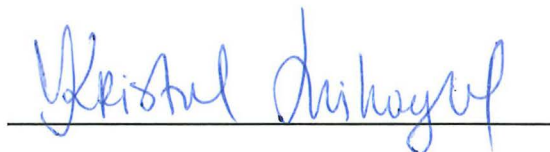
Prepared by: Joan Jeffries, Purchasing Manager

IX. APPROVALS

Chuck Farmer, CFO



Approved as to fiscal impact:
Kristina Mihaylova, Deputy Finance
Director



Michael Tree, CEO/General Manager



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Attachment A



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

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

RELATING TO THE CALIFORNIA UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT TO PROVIDE INFORMAL BIDDING PROCEDURES FOR PUBLIC PROJECTS

WHEREAS, California Public Contract Code Section 22000 *et seq.*, the California Uniform Public Construction Cost Accounting Act (the "Act"), establishes a uniform cost accounting standard for construction work contracted by local agencies; and

WHEREAS, the California Uniform Construction Cost Accounting Commission (the "Commission"), established under the Act, has developed uniform public construction cost accounting procedures for implementation by local public agencies in the performance of, or in the contracting for, construction of public projects; and

WHEREAS, the Board of Directors of the Santa Cruz Metropolitan Transit District ("Metro") elected for Metro to become subject to the procedures set forth in the Act, and to the Commission's policies and procedures manual and cost accounting review procedures, as they may each be amended from time to time.

BE IT ENACTED by the Board of Directors of the Santa Cruz Metropolitan Transit District:

SECTION 1. BIDDING PROCEDURES FOR PUBLIC PROJECTS

The Santa Cruz Metropolitan Transit District ("Metro") adopts the procedures set forth herein for bidding and award of Public Projects.

(a) Informal Bid Procedures.

Public Projects, as defined by the California Uniform Public Construction Cost Accounting Act (Section 22000 *et seq.* of the Public Contract Code) (the "Act"), and in accordance with the limits listed in Section 22032 of the Public Contract Code, may be let to contract by informal procedures as set forth in Section 22032, *et seq.*, of the Public Contract Code.

(b) Notice to Contractors Inviting Informal Bids.

Metro will comply with the requirements of Public Contract Code Section 22034.

Where a Public Project is to be performed, which is subject to the provisions of this Ordinance, a notice inviting informal bids will be circulated using one or both of the following:

- (1) Notices inviting informal bids may be mailed, emailed, or faxed to all contractors for the category of work to be bid as shown on the list developed in accordance with Public Contract Code Section 22034 and this Section 1.
- (2) Notices inviting informal bids may be mailed, emailed, or faxed to all construction trade journals as specified by the Commission in accordance with Section 22036 of the Public Contract Code.

Additional contractors and/or construction trade journals may be notified at Metro's discretion, provided however, if the product or service is proprietary in nature such that it can be obtained only from a certain contractor or contractors, the notice inviting informal bids may be sent exclusively to such contractor or contractors.

The notice inviting informal bids shall describe the project in general terms and how to obtain more detailed information about the project, and state the time and place for submission of bids.

(c) Award of contracts.

The CEO/General Manager or their designee is authorized to award informal contracts pursuant to this Ordinance.

If all bids received are in excess of the informal bidding limits listed in Section 22032 of the Public Contract Code, the Board of Directors may, by adoption of a resolution by a four-fifths vote, award the contract up to the amount listed in Section 22034(d) of the Public Contract Code or less, to the lowest responsible bidder, if it determines Metro's cost estimate was reasonable.

SECTION 2. SEVERABILITY

If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by the decision of a court of competent jurisdiction, the holding shall not affect the validity or enforceability of the remaining provisions, and the Board of Directors declares that it would have adopted each provision of this Ordinance irrespective of the validity of any other provision.

SECTION 3. EFFECTIVE DATE

This ordinance becomes effective on May 19, 2023.

PASSED AND ADOPTED this 19th Day of May, 2023 by the following vote:

AYES: Directors -

NOES: Directors -

ABSTAIN: Directors -

ABSENT: Directors -

APPROVED:

Shebreh Kalantri-Johnson, Chair

ATTEST:

Michael Tree, CEO/General Manager

APPROVED AS TO FORM:

Julie A. Sherman, General Counsel

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Attachment B



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

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

A RESOLUTION TO AMEND TITLE II OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT ADMINISTRATIVE CODE - PROCUREMENT POLICY

WHEREAS, the Santa Cruz Metropolitan Transit District was created pursuant to the "Santa Cruz Metropolitan Transit District Act of 1967" as codified in Public Utilities Code sections 98000 et. seq; and

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

WHEREAS, the Board of Directors pursuant to its authority established an Administrative Code for the proper administration of the District, which Code includes a Procurement Policy, Title II; and

WHEREAS, the Board of Directors desires to adopt revisions to its Procurement Policy.

NOW THEREFORE, BE IT RESOLVED by the Santa Cruz Metropolitan Transit District as follows:

Revisions to Title II of the Administrative Code of Santa Cruz Metropolitan Transit District are hereby adopted by the Board of Directors as set forth in Exhibit A to this Resolution, with the understanding that such revisions are effective May 19, 2023.

PASSED AND ADOPTED this 19th Day of May 2023 by the following vote:

AYES: Directors -

NOES: Directors -

Attachment B

ABSTAIN: Directors -

ABSENT: Directors -

Approved:

Shebreh Kalantari-Johnson, Chair

Attest:

Michael Tree,
CEO/General Manager

Approved as to form:

Julie A. Sherman, General Counsel

Attachment B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

ADMINISTRATIVE CODE

TITLE II – PROCUREMENT POLICY

CHAPTER 1

SOLICITATION AND AWARD OF CONTRACTS

(This Chapter replaces AR-1005, AR-1003 and AR-1027 pursuant to Resolution No. 15-09-05)

Table of Contents:

Article I	General Requirements
Article II	Santa Cruz METRO Code of Conduct
Article III	Contents of Solicitation Documents
Article IV	Solicitation Procedures
Article V	Evaluation of Bids and Proposals
Article VI	Methods of Procurements, Awarding Procurements and Issuing Change Orders
Article VII	Bid/Proposal Protest Procedures
Article VIII	Debarment

Article 1 General Requirements

§ 1.101 Definitions

The following capitalized words and phrases whenever used in this Chapter shall be construed as defined below:

BOARD shall mean the Board of Directors of the Santa Cruz Metropolitan Transit District (Santa Cruz METRO).

CONTRACT shall mean a written agreement, binding the parties thereto to legal obligations; including, without limitation, letter of agreement, memorandum of understanding, contract, contract change order, purchase order, or an amendment or supplemental agreement to any of the foregoing.

FTA shall mean the United States Department of Transportation, Federal Transit Administration.

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CEO/GENERAL MANAGER shall mean the chief executive officer of Santa Cruz METRO appointed by the Board of Directors.

INVITATION FOR BIDS (IFB) shall mean a solicitation for submittal of bids for SUPPLIES, NONPROFESSIONAL SERVICES or PUBLIC WORKS.

NONPROFESSIONAL SERVICES shall mean and include services of a nonprofessional character of any type, description or variety, including, without limitation, landscape maintenance services, janitorial services, repair of office machines and equipment, and security guard services.

PROCUREMENT shall mean a CONTRACT for SUPPLIES, SERVICES, or PUBLIC WORKS.

PROFESSIONAL SERVICES shall mean and include professional services of any type or variety, including, without limitation, services rendered by accountants, actuaries, appraisers, architects, attorneys, consultants, doctors, and engineers.

PUBLIC PROJECT shall mean Projects undertaken in which the work includes: (1) construction, reconstruction, erection, alteration, renovation, improvement, demolition, and repair work involving any publicly owned, leased, or operated facility and (2) Painting or repainting of any publicly owned, leased, or operated facility. For the purposes of this Code, "Public Projects" is synonymous with "Public Works."

PUBLIC WORKS shall mean a project for the erection, construction, alteration, repair or improvement of any kind. (*Public Contract Code* §1101.)

PURCHASE shall mean the acquisition, renting, or leasing of SUPPLIES.

"Santa Cruz METRO" shall mean the Santa Cruz Metropolitan Transit District as established and operated under Part 10, Division 10 of the *California Public Utilities Code*.

REQUEST FOR PROPOSAL (RFP) shall mean a solicitation for submittal of proposals for SUPPLIES or SERVICES.

REQUEST FOR QUALIFICATIONS (RFQ) shall mean a solicitation for submittal of qualifications to perform PROFESSIONAL SERVICES.

SERVICES shall mean PROFESSIONAL or NONPROFESSIONAL SERVICES, or both, in accordance with the solicitation.

SUPPLIES shall mean and include personal property, goods, equipment and materials, including, without limitation, materials required for the maintenance and repair of any property of Santa Cruz METRO or of any other person or agency for with it is the duty of Santa Cruz METRO to maintain or repair.

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§1.102 Administrative Procedures

The CEO/GENERAL MANAGER shall approve administrative procedures to carry out the intent of this Chapter. The procedures shall establish a system for informal bidding or informal proposals when advertising for bids or proposals is not required. The procedures shall establish additional guidance for staff and the public with regard to Santa Cruz METRO's formal procurement requirements, as an addition to this Chapter.

§1.103 Unauthorized Procurement

Any CONTRACT made contrary to the provisions of this Chapter shall be null and void unless the contrary action is waived or the CONTRACT is ratified by the BOARD upon a determination that it is in the best interest of Santa Cruz METRO to do so. Notwithstanding the foregoing, a CONTRACT for SERVICES approved by the BOARD or GENERAL MANAGER shall not be void or voidable by either party to the CONTRACT or any third party due to failure to adhere to any solicitation procedure set forth in Article III of this Chapter, or the Procedures adopted by the GENERAL MANAGER.

§ 1.104 Splitting Procurement Prohibited

Splitting or separating PROCUREMENTS into smaller units for the purpose of evading the provisions of this Chapter is prohibited. Splitting or separating a PROCUREMENT shall mean and include reducing the amount of any SUPPLIES, SERVICES, or PUBLIC WORKS to be furnished when there is reasonable knowledge that the same SUPPLIES, SERVICES, or PUBLIC WORKS will be additionally required within the same Santa Cruz METRO fiscal year, and when the primary purpose of splitting or separating the PROCUREMENT is to evade the purposes of this Chapter, including formally calling for bids or proposals.

§ 1.105 Collusion with Bidder or Proposer

A Santa Cruz METRO officer or employee is prohibited from engaging in collusion with a bidder or proposer. Collusion includes, without limitation, knowingly doing any of the following:

- A. Aiding or assisting a bidder or proposer in securing a PROCUREMENT at a higher price than that proposed by any other bidder or proposer; or
- B. Favoring one bidder or proposer over another by giving or withholding information; or
- C. Willfully misleading any bidder or proposer as the character of the work or service to be performed or product to be supplied; or
- D. Accepting SUPPLIES, SERVICES, or PUBLIC WORKS that are inferior to that called for in the CONTRACT; or

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- E. Falsely reporting the receipt of a greater amount or different kind of SUPPLIES, SERVICES or PUBLIC WORKS than has been actually received; or
- F. Intentionally acting or failing to act in relation to a bid/bidder or proposal/proposer by wrongfully favoring a bidder's or proposer's interest over Santa Cruz METRO's interests.

§ 1.106 Independent Price Determination

It is prohibited for a bidder or proposer to:

- A. Propose or bid prices that have not been arrived at independently without consultation, communication, or agreement with any other bidder, offeror or competitor for the purpose of restricting competition as to any matter relating to the prices bid or proposed; or
- B. Knowingly disclose any price bid or proposal to any other bidder, offeror, or to any competitor prior to opening of the bids or proposals, unless otherwise required by law; or
- C. Make or attempt to induce any other person, firm or other entity or association to submit or not to submit a bid or proposal for the purpose of restricting competition; or
- D. Knowingly be interested in more than one bid as the principal bidder; provided, however, subcontract bids to the principal bidders or proposers are excluded from this paragraph D.

In case of joint venture bids or proposals, the joint venture itself and each and every member of the joint venture shall, for purposes of the foregoing, be construed to be the person submitting the bid or proposal.

Any bid or proposal received or CONTRACT awarded where there was a violation of this section shall be null and void. Santa Cruz METRO shall dispose of the matter in that manner as if the bidder or proposer involved had failed to enter the CONTRACT after award.

§ 1.107 Compliance with Federal Law

A PROCUREMENT funded in full or in part pursuant to the terms of a federal grant or loan shall be advertised, prepared, awarded, performed, and administered in compliance with all applicable requirements of federal laws, regulations and orders whenever compliance with those laws, regulations and orders is a prerequisite of federal financial assistance.

§ 1.108 Execution of Contracts

The CEO/GENERAL MANAGER shall institute control procedures for the execution of CONTRACTS as required herein. Santa Cruz METRO's GENERAL COUNSEL shall approve the form and legality of all CONTRACTS prior to the execution thereof. If the

Attachment B

CEO/GENERAL MANAGER will be unavailable to sign a CONTRACT, he/she or the BOARD may delegate such authority in writing to a named Santa Cruz METRO employee who shall be authorized to sign CONTRACTS on behalf of the CEO/GENERAL MANAGER. A copy of such authorization shall be filed with the Administrative Services Coordinator to be included in the Santa Cruz METRO official records.

§ 1.109 Severance

If any provision or part of the Chapter conflicts with state or federal laws, regulations, or grant conditions applicable to Santa Cruz METRO PROCUREMENTS, or decisional law binding upon Santa Cruz METRO, the provision or part in conflict shall be deemed severed from this Chapter, and the remainder shall stay in full force and effect.

Article II Santa Cruz METRO Code of Conduct

§ 1.201 Purpose And Applicability

- A. As a public entity and recipient of state, federal and local funds, Santa Cruz METRO must be vigilant in its protection of the public trust. Toward that end, employees, officers, and agents of Santa Cruz METRO must conduct themselves in a manner that will foster public confidence in the integrity of the procurement system. This section is intended to prescribe standards of conduct to ensure honesty and integrity in all Santa Cruz METRO procurements.
- B. The standards established herein shall apply to all activities associated with all procurements by METRO.

§ 1.202 Conflict of Interest

- A. No Santa Cruz METRO employee, officer, agent or his/her immediate family member, partner or organization that employs or is about to employ any of the foregoing individuals may participate in the selection, award, or administration of a Santa Cruz METRO contract if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when any of those previously listed individuals has a financial or other interest in a firm/individual who may be selected and/or is selected for the award.
- B. Santa Cruz METRO employees, officers and agents are prohibited from making, participating in or in any way attempting to use their METRO employment or affiliation to influence a Santa Cruz METRO decision in which they know or have reason to know they have a financial interest or other interest in the firm/individual who may be selected and/or is selected for the award.
- C. Santa Cruz METRO employees, officers, and agents and their immediate families, their business partners and/or an organization that employs or is about to

Attachment B

employ the employee, his/her immediate family and/or his/her business partner, shall not be financially interested in any Santa Cruz METRO contract made by them in their official capacity. They shall not be purchasers at any sale or vendors at any purchase made by them in their official capacity. The Santa Cruz METRO Board of Directors may void a contract made in violation of this section.

- D. Santa Cruz METRO employees, officers and agents shall be subject to the laws of the United States and the State of California concerning conflicts of interest. Anyone found to violate the standards established by such laws may be subject to statutory penalties or sanctions, criminal consequences and disciplinary action up to and including employment termination issued by Santa Cruz METRO.
- E. In a procurement in which a Santa Cruz METRO employee, officer and/or agent may have a conflict or potential conflict of interest, such individual(s) must promptly report the conflict in writing to the CEO/GENERAL MANAGER or designee so that appropriate action can be taken to assign the work to another employee to avoid the conflict of interest.
- F. In a procurement in which a vendor, contractor or consultant or a prospective vendor, contractor or consultant may have a conflict or potential conflict of interest, such individual or firm shall immediately report the nature of the conflict and the existence or potential existence of the conflict to Santa Cruz METRO's Purchasing and Special Projects Director who shall in consultation with the Santa Cruz METRO CEO/General Manager and the Santa Cruz METRO General Counsel determine the appropriate action to be taken.
- G. Santa Cruz METRO's Purchasing and Special Projects Director in consultation with the CEO/General Manager and the Santa Cruz METRO District Counsel is responsible to identify any real or apparent organizational conflict-of-interests that may exist in each procurement. An organizational conflict of interest exists when the nature of the work to be performed under a proposed third party contract or sub-agreement may, without some restrictions on future activities result in an unfair competitive advantage to the third party contractor or sub-recipient or impair their objectivity in performing the contract work.

§ 1.203

Gifts and Gratuities

- A. No Santa Cruz METRO employee, officer or agent shall solicit or accept gratuities, favors or anything of monetary value, including personal loans, from contractors, subcontractors, consultants, potential contractors, potential consultants, or potential subcontractors, except an unsolicited gift of nominal intrinsic value. Nominal intrinsic value for purposes of this section shall mean a value of less than \$25, within a twelve-month period from a single source.
- B. Invitations for business lunches, parties, or similar functions must be declined if received from bidders or other parties involved in a pending procurement. This

Attachment B

policy is intended to avoid any situation, which may give an appearance of improper influence in Santa Cruz METRO procurement activities.

§ 1.204 Contacts with Vendor, Bidders and Proposers

- A. Prior to the issuance of a procurement solicitation, informational and research contacts with prospective vendors may be made for the purpose of gathering data. However, in making such contacts, Santa Cruz METRO employees, officers, and agents shall avoid any commitment, or implication thereof, of a possible future award. Any such proposed contacts must be reported to the Santa Cruz METRO Purchasing and Special Projects Director.
- B. Accordingly, requests for substantial complimentary services or supplies, which may imply an obligation on the part of Santa Cruz METRO, are prohibited. Requests for testing services, product samples, or demonstrations, or free trips to examine vendor products are prohibited.
- C. Whenever a procurement is in progress (e.g., during the solicitation, evaluation, negotiation, and award phases) all contacts with potential contractors, consultants or vendors shall be made through the CEO/General Manager or the Purchasing and Special Projects Director.

§ 1.205 Release and Use of Information

- A. With the exception of formally advertised sealed bid procurements (i.e., Invitations for bid (IFB)) all cost and pricing information received by Santa Cruz METRO in negotiated procurements is to be treated as confidential, until the selection and award.
- B. All technical data received in response to Requests for Proposals (RFP), with the exception of data contained in any contracts awarded by Santa Cruz METRO shall be maintained in a confidential manner until the selection and award.
- C. No Santa Cruz METRO employee, officer, or agent shall use confidential information obtained through procurement for the actual or anticipated benefit of themselves, their relatives, persons with whom they have a common financial interest or any person.

Article III

Contents of Solicitation Documents

§ 1.301 Bid Forms

All formal bids shall be made on forms provided by Santa Cruz METRO. The execution of the forms by bidders shall be subject to procedures formulated by the CEO/GENERAL MANAGER and shall include controls over erasures, corrections, and interlineations.

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§ 1.302 Invitation for Bids (IFB)

All IFBs shall at a minimum, include all of the following information:

- A. A description of the PUBLIC WORKS, NONPROFESSIONAL SERVICES or SUPPLIES required without use of brand or trade names except as authorized by state law or federal grant conditions. (Public Contract code §3400.)
- B. Time for performance or delivery.
- C. The time period that the bidder's offer must be held open for Santa Cruz METRO acceptance.
- D. Disadvantaged Business Enterprise goals and good faith efforts requirements if required by the terms of the federal grant.
- E. Criteria for CONTRACT award to the lowest responsive and responsible bidder.
- F. Date, time, and location for bid submittal.
- G. Bid protest procedures as set forth in Article VII of this Chapter.
- H. For PUBLIC WORKS projects, the contractor licensing and subcontractor listing requirements, prevailing wage notification, the required bid security as set out in Section 1.305, and all statutorily required bonds.
- I. Federal and/or state requirements, including contract clauses, certifications, and bonds (bid, maintenance, performance, and payment). For federally funded SUPPLY and NONPROFESSIONAL SERVICES CONTRACTS, Santa Cruz METRO may allow submittal of an irrevocable letter of credit or other negotiable instrument in-lieu of a bond.
- J. Santa Cruz METRO contract clauses.
- K. Notification that Santa Cruz METRO reserves the right to reject all bids and to waive minor irregularities in a bidder's bid.

§ 1.303 Request for Proposals (RFP)

All REQUESTS FOR PROPOSALS shall include at a minimum all the following information:

- A. A description of the type of SUPPLIES or SERVICES required without use of brand or trade names except as authorized by state law or federal grant conditions.
- B. Time for performance, delivery or length of service.
- C. The time period that the proposer's proposal must be held open for Santa Cruz METRO acceptance.
- D. The required work products and/or tasks.
- E. A request for a description of the firm's qualifications, size and prior experience in performing similar SERVICES, unless a prior REQUEST FOR QUALIFICATIONS was issued to pre-qualify potential proposers.
- F. Disadvantaged business enterprise goals and good faith efforts requirements if required by the terms of a federal grant.
- G. Selection criteria, weighting factors and selection process.
- H. Date and time for proposal submittal.

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- I. Protest procedures as set out in Article VII of this Chapter.
- J. Federal and/or state contract clauses, certifications and insurance requirements.

Notwithstanding the foregoing, an RFQ may be issued for SERVICES if approved by the BOARD.

§ 1.304 Request for Qualifications (RFQ)

An RFQ may be issued in order to pre-qualify proposers for a particular RFP or to establish a listing of pre-qualified proposers when several RFPs for separate CONTRACTS will be issued for the same discipline of PROFESSIONAL SERVICES. The listing of pre-qualified professionals shall be effective if approved by the CEO/GENERAL MANAGER, unless BOARD approval is required. The listing must be approved by the BOARD to be effective if: (i) any one CONTRACT would require BOARD approval as set forth in Section 1.605 or (ii) the list will be effective for more than three years. The RFQ shall, at a minimum, include or request all of the following information:

- A. Description of the type of PROFESSIONAL SERVICES required.
- B. Number of years that the firm has provided such services.
- C. Size of firm and, if applicable, a breakdown of number of employees by employment classification.
- D. Prior experience in performing desired PROFESSIONAL SERVICES, and, if applicable, same work products.
- E. Listing of references.

§ 1.305 Bid Security on Public Works Contracts

For any PUBLIC WORKS CONTRACT, the solicitation documents shall require the bidder to submit with the bid as security one of the following:

- A. Cash; or
- B. Cashier's check or certified check made payable to Santa Cruz METRO; or
- C. Bidder's bond executed by an admitted surety insurer and made payable to Santa Cruz METRO.

The security shall be an amount determined by Santa Cruz METRO to be sufficient, but shall not exceed 10% of the bid amount.

If within twenty calendar days after CONTRACT award, the successful bidder fails to enter into the CONTRACT or, if applicable, provide all required insurance certificates and bonds, the bid security shall be forfeited in favor of Santa Cruz METRO. Upon good cause being shown, the CEO/GENERAL MANAGER in his/her discretion may extend the time for the bidder to enter the CONTRACT for a period not to exceed thirty (30) additional days.

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Upon award to the lowest responsible bidder, the security of an unsuccessful bidder shall be returned no later than sixty (60) days after CONTRACT award. However, if a bid protest is timely filed, the security of unsuccessful bidders shall not be returned until the expiration of the bid validity period. The bid security of the successful bidder shall be returned after execution of the CONTRACT and receipt of the applicable insurance certificate and performance, payment and service disruption bonds. (Public CONTRACT Code §20322.)

Article IV Solicitation Procedures

§ 1.401 Santa Cruz METRO's Current Needs

Santa Cruz METRO staff may contract/purchase only for Santa Cruz METRO's current and reasonably expected public transportation needs and may not add quantities or options to its third party contracts solely to permit assignment to another party at any time.

§ 1.402 Approval of Solicitations

With the exception of contracts procured pursuant to Section 1.507, for a PROCUREMENT expected to be awarded for an amount equal to or greater than the amount set out in Section 1.403 for a CONTRACT for PUBLIC WORKS, SUPPLIES, EQUIPMENT AND MATERIALS, NONPROFESSIONAL SERVICES or PROFESSIONAL SERVICES, respectively, a written IFB or RFP must be prepared and thereafter authorized for issuance by either the BOARD or the CEO/GENERAL MANAGER or his/her designee prior to its release. BOARD approval for the release of the IFB or RFP is required if the resulting contract would require BOARD approval as set forth in Section 1.605 of this Chapter.

§ 1.403 Submittal of Sealed Bids and Proposals

With the exception of contracts procured pursuant to Section 1.507, all bids/proposals for CONTRACTS expected to be awarded for an amount in excess of Sixty Thousand Dollars (\$60,000) (or the threshold in Public Contract Code section 22032(a) as it may be amended from time to time, whichever is higher) for PUBLIC WORKS, and Fifty Thousand (\$50,000) for SUPPLIES and SERVICES, shall be sealed, identified as a bid/proposal on the envelope, and shall be submitted to the CEO/GENERAL MANAGER or his/her designee at the place and time specified in the public notice inviting bids/proposals. The time specified in the public notice may be extended and notice of the extension may be given by addendum. Submittals received after the time shall not be accepted and shall be returned to the bidder or proposer unopened.

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The CEO/GENERAL MANAGER shall issue procurement policies for the procurement of PUBLIC WORKS, SUPPLIES and SERVICES in excess of the amounts set forth above, which shall include provisions for procurement procedures that require a price or cost analysis/independent cost estimate and the acquisition of quotes, bids or proposals.

§ 1.404 Opening of Bids/Proposals

Bids shall be opened by the CEO/GENERAL MANAGER or his/her designee, in public, at the time and place designated in the notice inviting bids or any extension that may be given by addendum to the bid documents. *(Adopted eff. April 25, 2014. Amended effective Sept. 25, 2015.)*

Article V Evaluation of Bids and Proposals

§ 1.501 Responsibility Factors

In determining whether a bidder is responsible, consideration shall be given to each of the following factors:

- A. The ability, capacity and skill of the bidder to satisfactorily perform the CONTRACT;
- B. The ability of the bidder to perform the CONTRACT within the time specified, without delay;
- C. The character, integrity, reputation, judgment, experience and efficiency of the bidder;
- D. The bidder possesses the required licenses/certifications and is not on any suspended or debarment list; and
- E. The quality of bidder's performance on previous CONTRACTS with Santa Cruz METRO.

§ 1.502 Responsiveness

- A. A bid/proposal is responsive if the bidder/proposer submits all information and documents required by the IFB, RFP, or RFQ in the form and at the time required by the IFB, RFP or RFQ, and the bidder/proposer is offering to perform pursuant to the IFB, RFP, or RFQ requirements.
- B. The BOARD may adopt programs or procedures to promote the participation and use of minority, women-owned or disadvantaged business enterprises, and/or small business enterprises.

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§ 1.503 Application of Responsibility Factors

The BOARD or CEO/GENERAL MANAGER shall award CONTRACTS solicited pursuant to a competitive sealed bid basis (IFB) to the lowest bidder submitting a responsive bid, unless the BOARD or CEO/GENERAL MANAGER makes a finding that such bidder is not responsible based upon its failure to satisfy one or more of the criteria set forth in Section 1.501 of this Chapter.

§ 1.504 Evaluation of Competitive Proposals

Proposals shall be evaluated based upon the criteria set out in the RFP. Santa Cruz METRO may reject any proposer that is nonresponsible or any proposal that is nonresponsive, it may waive any required information for all proposers, and it may waive minor irregularities in any proposal as provided in Section 1.611 of this Chapter.

§ 1.505 Noncompetitive and Sole Source Procurement

A noncompetitive or sole source PROCUREMENT is the award of CONTRACT to only one source. An amendment to an existing CONTRACT to include PUBLIC WORKS, SUPPLIES, or SERVICES outside the scope of that CONTRACT is also deemed a sole source PROCUREMENT. Noncompetitive and sole source PROCUREMENTS are not permitted unless at least one of the following circumstances occurs:

- A. The BOARD or CEO/GENERAL MANAGER, as applicable, has determined that the PUBLIC WORKS, SUPPLIES, or SERVICES can be provided only by one firm and that efforts to seek competition would be futile. The CEO/GENERAL MANAGER may not delegate his/her authority to make such a determination. However, if the CEO/GENERAL MANAGER is unavailable and has delegated authority for execution of CONTRACTS, such delegation may also include his/her authority under this paragraph.
- B. For PROCUREMENTS involving an expenditure in excess of Two Hundred Thousand Dollars (\$200,000) (or the threshold in Public Contract Code section 22032(b) as it may be amended from time to time, whichever is higher) for PUBLIC WORKS, upon four-fifths (4/5) vote of the BOARD if it finds that an emergency exists and that it is in the best interests of Santa Cruz METRO to suspend competitive bidding.
- C. Noncompetitive PROCUREMENT is otherwise authorized under applicable federal and state statutes and/or case law.

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The Board of Directors, or the CEO/GENERAL MANAGER for procurements within his or her procurement authority, may waive the requirements for formal competitive bidding or other procedures set forth in this Procurement Policy when permissible under applicable law, when the best interests of Santa Cruz METRO would be served by waiving such requirements under the circumstances, and when a determination is made that competitive bidding procedures would be unavailing, not in furtherance of the purposes of the competitive bidding statutes and Santa Cruz METRO's procurement policy. These circumstances shall be evaluated on a case-by-case basis, keeping in mind the fundamental principles of procurement followed by Santa Cruz METRO. In circumstances where services are needed on an expedited basis that do not permit the time required for the RFP or Simplified Negotiations Procurement process, and such circumstances were not caused by Santa Cruz METRO's action(s), e.g., lack of planning, the CEO/GENERAL MANAGER may waive such procedures, provided there is adequate documentation of the need for such services in accordance with Federal and State procurement requirements.

§ 1.506 Alternative Procurement Methods

The CEO/GENERAL MANAGER may establish procedures for Santa Cruz METRO's participation in Joint Procurements, State and Local Government Purchasing Schedules or Contracts and use of existing contract rights for the purchase of SUPPLIES, MATERIALS or SERVICES.

§ 1.507 Simplified Negotiations for Professional Service Contracts

1. Professional Services Not Exceeding \$10,000 Annually.

Professional services may be retained without obtaining competitive quotations, if the estimate does not exceed \$10,000 annually up to a maximum total contract amount of \$50,000. Work should not be arbitrarily segmented or split in order to avoid the requirements for competition.

a. Procurement and Evaluation Process.

When the District Counsel determines that a need exists for professional services not exceeding \$10,000, it will request that the consultant submit in writing a brief proposal that includes (a) a description of the services to be provided; (b) an estimated schedule for completion; (c) fee structure, including a total all-inclusive sum including hourly rates and expenses; and (d) indemnification and insurance requirements as prescribed by the District. (A separate description of the District's insurance and indemnification requirements is available to be used for this purpose.)

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The District Counsel must evaluate the proposed price and determine if it is fair and reasonable, and may negotiate final terms and conditions of the engagement with the proposer. Upon review and acceptance of the proposal, the District Counsel will create a Requisition and submit it to procurement staff. The consultant's written proposal shall be attached to the requisition.

The Requisition will indicate that the District Counsel has determined that the scope of work is suitable for a noncompetitive approach and that the cost is fair and reasonable. The Purchasing Department will process a purchase order, and the Legal Department will prepare a Professional Services Agreement to formalize the engagement.

2. Simplified Negotiations for Professional Service Contracts Over \$10,000 but not Exceeding \$50,000.

To retain professional services over \$10,000 annually but not exceeding a total contract value of \$50,000, a simplified negotiations process may be used in lieu of the formal competitive procurement process. To the extent practicable, such a method shall involve obtaining a minimum of three quotations, either written or oral. Generally, this process consists of the District issuing a written request for quotations to an adequate number of qualified sources, describing, to the extent practicable, the scope of services required, time frame, and deliverables. Formal advertising is not required, but the District will always endeavor to maximize competition. On a case-by-case basis, it may choose the appropriate method of publicizing procurements —such a method may, when appropriate, include posting on the District's website and/or formal advertisement. Selection is made based upon the proposer's qualifications and experience, timeliness, approach, and, for non-architectural/engineering services, cost. The District may negotiate the terms and conditions of the engagement with the highest ranked proposer, or may award the contract without negotiations.

The District shall not arbitrarily split work so as to avoid formal Request for Proposals process described in Section 1.403.

a. Procurement Process.

The District Counsel shall initiate the simplified negotiations process by creating a Requisition and submitting it to Procurement staff specifying the services desired and the estimated cost. The District Counsel should verify that funds are available within the approved budget. District Counsel shall prepare a simple written request for

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quotations describing the scope of services requested, time for completion, minimum qualifications, and selection criteria in relative order of importance, and attach a sample Professional Services Agreement that will apply to the engagement.

District Counsel, in consultation with the District's risk management department, will determine what types and levels of insurance, if any, shall apply, taking into consideration the risk factors associated with the engagement. Typically the consultant shall be required to have a minimum of \$1,000,000 per occurrence general and automobile liability insurance, and may be required to maintain professional liability insurance.

To the extent practicable, such a method shall involve obtaining a minimum of three quotations, either written or oral, but generally in writing, utilizing names obtained from locator files, internet, trade journals, trade sources, and the DBE Vendor Lists. Written proposals shall be submitted within the time frame specified in the request for quotations and shall describe the proposer's qualifications and experience, approach to the work, and cost proposal (for non-architectural/engineering contracts).

b. Evaluation and Award of Contract.

Proposals shall be evaluated by District Counsel. The proposer that best meets the District's needs in accordance with the selection criteria identified in the request for quotations shall be selected for award or for further negotiations as to the final scope of work and price, if necessary in order to reach agreement. Legal Department staff will draft the Professional Services Agreement for execution by the consultant and the District's authorized representative. If the service contract is over \$25,000 but does not exceed \$50,000, the Legal Department staff shall prepare and circulate a staff report to the BOARD OF DIRECTORS for review. The executed agreement will be retained by the Procurement Staff. Required insurance coverage shall be verified before the District issues the Notice to Proceed for all Simplified Negotiations. (Adopted eff. April 25, 2014. Amended effective Sept. 25, 2015.)

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Article VI

Methods of Procurements, Awarding Procurements and Issuing Change Orders

§ 1.601 General

All purchases and contracts, whether by informal bidding, formal bidding or proposals, shall be made on a competitive basis to the greatest extent practicable. The method of procurement, such as small purchases, informal bids or proposals, formal competitive bidding, requests for proposals, etc., shall be appropriate for the type of project or procurement and shall be in the best interest of the District.

§ 1.602 Public Works Projects of \$10,000 or less

CONTRACTS involving expenditures of Sixty Thousand Dollars (\$60,000) (or the threshold in Public Contract Code section 22032(a) as it may be amended from time to time, whichever is higher) or less for PUBLIC WORKS may be let by negotiated contract, purchase order, or performed by Santa Cruz METRO's employees by force account.

§ 1.603 Informal Procurements

An informal procurement method may be utilized for the purchase of SUPPLIES or SERVICES when the estimated expenditure is between \$5,000 and \$50,000, and for PUBLIC WORKS projects when the estimated expenditure is between \$60,000 (or the threshold in Public Contract Code section 22032(a) as it may be amended from time to time, whichever is higher) and \$200,000 (or the threshold in Public Contract Code section 22032(b) as it may be amended from time to time, whichever is higher). For SUPPLIES or SERVICES, such a method shall involve obtaining a minimum of three written or oral quotations, to the extent practical, that permit prices and other terms to be compared. For PUBLIC WORKS, such a method shall involve using informal competitive bidding in accordance with Santa Cruz METRO's informal bidding ordinance.

§ 1.604 Formal Competitive Procurements

Formal competitive bidding (IFB) should be used when purchasing SUPPLIES or NONPROFESSIONAL SERVICES over \$50,000, but a "best value" approach (RFP) may be used in circumstances where it is determined to be in the best interest of Santa Cruz METRO. "Best value" means a process in which the overall combination of quality, price, and other elements of a proposal that, when considered together, provide the greatest overall benefit to Santa Cruz METRO. Formal competitive bidding (IFB) should be used for PUBLIC WORKS projects over \$200,000 (or the

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threshold in Public Contract Code section 22032(c) as it may be amended from time to time, whichever is higher).

Formal competitive proposals (RFP), which consider and evaluate factors in addition to price, will be used to retain PROFESSIONAL SERVICES when the estimated expenditure exceeds \$50,000. Specialized State and federal laws will apply to the procurement of architectural and engineering services as defined by applicable laws and regulations, regardless of the estimated expenditure.

§ 1.605 Board Awarded Procurements

Unless otherwise provided herein, all PROCUREMENTS of SUPPLIES or SERVICES involving an expenditure exceeding Fifty Thousand Dollars (\$50,000) shall be subject to award and/or approval by the BOARD. All procurements of PUBLIC WORKS involving an expenditure exceeding \$200,000 (or the threshold in Public Contract Code section 22032(b) as it may be amended from time to time, whichever is higher) shall be subject to award and/or approval by the BOARD. Said PROCUREMENTS shall be formal written CONTRACTS executed by the BOARD Chair and/or CEO/GENERAL MANAGER on behalf of Santa Cruz METRO as set out in the authorizing resolution.

§ 1.606 CEO/General Manager Awarded Procurements

Subject to the availability of funds and the procedures set forth in this Chapter, the CEO/GENERAL MANAGER is authorized to award and bind Santa Cruz METRO to PROCUREMENTS involving a total expenditure of Fifty Thousand Dollars (\$50,000) or less for SUPPLIES and SERVICES and PUBLIC WORKS involving an expenditure of \$200,000 (or the threshold in Public Contract Code section 22032(b) as it may be amended from time to time, whichever is higher) or less. DISTRICT COUNSEL is authorized to award and bind Santa Cruz METRO to Professional Service contracts obtained through the Simplified Negotiated PROCUREMENTS involving a total expenditure of Fifty Thousand Dollars (\$50,000) or less.

§ 1.607 Authority to Approve Amendments to SUPPLY and SERVICE CONTRACTS

The CEO/GENERAL MANAGER is authorized to bind Santa Cruz METRO to amendments to BOARD approved SUPPLIES or SERVICE CONTRACTS provided that the sum of all such amendments for any single CONTRACT shall not exceed: \$50,000.

§ 1.608 Authority to Issue Change Orders for Public Works CONTRACTS

Subject to the availability of funds, the CEO/GENERAL MANAGER is authorized to bind Santa Cruz METRO to change orders for work being performed under a PUBLIC

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WORKS CONTRACT provided that the change order meets all of the following requirements:

- A. For CONTRACTS originally awarded for a price of Two-Hundred Thousand Dollars (\$200,000) (or the threshold in Public Contract Code section 22032(b) as it may be amended from time to time, whichever is higher) or less, the CEO/GENERAL MANAGER shall have authority to issue change orders, provided that the sum of all such change orders does not exceed Fifty Thousand Dollars (\$50,000).
- B. For CONTRACTS originally awarded for a price of greater than Two Hundred Thousand Dollars (\$200,000) (or the threshold in Public Contract Code section 22032(b) as it may be amended from time to time, whichever is higher) but less than One Million Dollars (\$1,000,000) the CEO/GENERAL MANAGER shall have authority to issue change orders up to \$50,000, provided that the sum of all such change orders for any single CONTRACT shall not exceed ten percent (10%) of the original CONTRACT price.
- C. For CONTRACTS originally awarded for a price of Million Dollars (\$1,000,000) or more, the CEO/GENERAL MANAGER shall have the authority to issue change orders up to \$50,000, provided that the sum of all such change orders for any single CONTRACT shall not exceed the following percentages of the original CONTRACT amount: ten percent (10%) of the first Million Dollars, plus eight percent (8%) of the next Nine Million Dollars, plus six percent (6%) of the balance.
- D. Notwithstanding the foregoing, any single change order which exceeds Fifty Thousand Dollars (\$50,000) shall require BOARD approval.
- E. Notwithstanding the foregoing, the CEO/GENERAL MANAGER shall have authority to issue change orders in such sums as may reasonably be necessary if the CEO/GENERAL MANAGER determines a change order is required to:
 - 1. Prevent interruption of the work which would result in a substantial increase in cost to Santa Cruz METRO; or
 - 2. Protect the work, or equipment or materials to be used in the work, human safety, or the environment at or near the site of the work from substantial and immediate danger or injury; or
 - 3. Protect the work, or equipment or materials to be used in the work, or human safety or the environment at or near the work site where damage or injury has occurred from further or additional damage or injury or deterioration caused by man, nature or other source.

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The CEO/GENERAL MANAGER shall report such action to the BOARD as soon as reasonably possible but in no event more than thirty (30) days after the action is taken.

§ 1.609 Delegation of Authority

- A. Notwithstanding anything to the contrary herein, the BOARD may by resolution delegate authority to the CEO/GENERAL MANAGER to bind Santa Cruz METRO to a CONTRACT for any amount under the terms and conditions set forth in the resolution delegating such authority.
- B. The CEO/GENERAL MANAGER may delegate his or her power under Sections 1.606, 1.607, 1.608 and 1.609 A, to bind Santa Cruz METRO by CONTRACT. The delegation shall be made in writing and shall specifically designate the Santa Cruz METRO employee(s) who may act for the CEO/GENERAL MANAGER. Santa Cruz METRO employees who are authorized to act for the CEO/GENERAL MANAGER to bind Santa Cruz METRO by CONTRACT shall be bonded for the faithful performance of their duties in such amounts as the CEO/GENERAL MANAGER reasonably determines to be adequate. A copy of the written delegation shall be retained in Santa Cruz METRO's official files. Upon request, the CFO shall certify the continuing validity of a written delegation made pursuant to this Section.

§ 1.610 Award in Case of Identical Bids

The CEO/GENERAL MANAGER or the BOARD shall determine by lot which bid shall be accepted when two (2) or more responsible bidders submit responsive bids in the same amount. (*Government Code Section 53064.*)

§ 1.611 Rejection of Bids/Proposals; Waiver of Minor Irregularities

The CEO/GENERAL MANAGER or the BOARD, as appropriate, may reject any and all bids or proposals and may waive minor irregularities in the bids or proposals. An irregularity in a bid or proposal may be waived if such waiver does not give the bidder/proposer an unfair advantage. If the CEO/GENERAL MANAGER or the BOARD rejects all bids or proposals, the CEO/GENERAL MANAGER or BOARD shall re-evaluate the cost estimates for the project. The project shall then either be abandoned, a new solicitation issued in the manner prescribed in Article IV. If a new solicitation is issued and the CEO/GENERAL MANAGER or BOARD again rejects all bids and proposals submitted, the CEO/GENERAL MANAGER or BOARD may proceed with the project using Santa Cruz METRO personnel, or issue another SOLICITATION.

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§ 1.612 Alternative Award; Failure to Enter Into Contract

If the bidder or proposer to whom the CONTRACT is awarded fails to enter into the CONTRACT as required, the CEO/GENERAL MANAGER or BOARD, as appropriate, may declare the award to that bidder or proposer a nullity and award the CONTRACT to the next lowest responsible and responsive bidder or proposer, or re-advertise. *(Adopted eff. April 25, 2014. Amended effective Sept. 25, 2015.)*

Article VII Bid/Proposal Protest Procedure

§ 1.701 Scope of Protest Procedure

METRO has established these Pre-Bid, Pre-Award and Post-Award Procurement Protest Policy and Procedures so that all procurement protests/disputes are filed, processed and resolved in a manner consistent with the requirements of the Federal Transit Administration (FTA) Circular (4220.1F) *Third Party Contracting Guidance*, dated November 1, 2008, which are on file at METRO's Administrative Offices, 110 Vernon Street, Santa Cruz, CA 95060, and available upon request.

§ 1.702 Types of Protests

There are three basic types of Protests pursuant to this regulation, based on the time in the procurement cycle when they occur:

- A. A pre-bid or solicitation phase Protest is received prior to the bid opening or proposal due date. Pre-bid protests are those based on the content of the initial Notice and/or solicitation published by METRO requesting bids from vendors or other interested parties.
- B. A pre-award Protest is a protest against making an award and is received after receipt of proposals or bids, but before award of a contract.
- C. A post-award Protest is a protest received after award of a contract. A post-award Protest must be received within 5 business days of the making of the award. A post-award Protest generally alleges a violation of applicable federal or state law and/or METRO policy or procedures relative to the seeking, evaluating and/or awarding of the contract.

§ 1.703 Protest Procedures

All Protests must be filed in writing with the METRO Administrative Offices, CFO, Santa Cruz Metropolitan Transit District, 110 Vernon Street, Santa Cruz, CA 95060, or electronically at financemanager@scmttd.com. No other location is acceptable.

The protest must be in writing and set forth the specific grounds of the dispute and shall be fully supported with technical data, test results, or other pertinent information

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related to the subject being protested. The Protest shall include the name and contact information of the Protester, solicitation/contract number or description, and what remedy the Protester is seeking. The Protester is responsible for adhering to this regulation.

§ 1.704 Santa Cruz METRO's Response to Protest

- A. METRO's CFO shall make a determination on the Protest generally within ten (10) working days from receipt of the Protest. The Decision of the CFO must be in writing and shall include a response to each substantive issue raised in the Protest.
- B. Any Decision by the CFO may be appealed to the Board of Directors. The Protester has the right within five (5) business days of receipt of the CFO's Decision to file an appeal restating the basis of the Protest and the grounds of the appeal. In the appeal, the Protester is only permitted to raise information and issues previously provided in the Protest or discovered after the Protest was submitted to the CFO for Decision and directly related to the grounds of the Protest. The Protester shall be provided with at least 72-hour notification of when the Board of Directors will hear the Appeal. The Protester may appear, be represented and present evidence and testimony at the Appeal Hearing. The Board of Directors' decision shall constitute METRO's final administrative determination.

§ 1.705 Appeal of Santa Cruz METRO's Decision

- A. In the event that the Protester is not satisfied with METRO's Board of Directors' final administrative determination, he/she may proceed within 90 days of the final decision to State Court for judicial relief. The Superior Court of the State of California for the County of Santa Cruz is the appropriate judicial authority having the jurisdiction over Protest(s) and Appeal(s).
- B. At any time, the Protester may request reconsideration of METRO's Final Decision if data or information becomes available that was not previously known, or there has been an error of law or regulations.
- C. The Protester may withdraw its Protest or Appeal at any time before METRO issues a final decision.
- D. If METRO postpones the date of proposal submission because of a Protest or Appeal of the solicitation specifications, addenda, dates or any other issue relating to the procurement, METRO will notify, via addendum, all parties who are on record as having obtained a copy of the solicitation documents that a Protest/Appeal had been filed, and the due date for proposal submission shall be postponed until METRO has issued its final Decision.

§ 1.706 Santa Cruz METRO's Responsibilities to FTA

In cases where Contracts are substantially funded by the FTA, as a best practice, Santa Cruz METRO's CFO will notify its FTA regional office when it receives a third party

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Contract protest and keep FTA informed about the status of the protest. Contracts and Procurements staff will advise Santa Cruz METRO's grants department of relevant information concerning protests so that appropriate reporting will be accomplished.

Article VIII Debarment

§ 1.801 Scope of Debarment Procedure

This Article specifies procedures for Santa Cruz METRO's debarring potential bidders or proposers from award of a Santa Cruz METRO CONTRACT. The provisions set forth in 49 CFR Part 29 are hereby incorporated by reference. "Debarment" is defined as an action which excludes a firm from contracting directly with Santa Cruz METRO or participating as a subcontractor for a Santa Cruz METRO CONTRACT.

§ 1.802 Violations Subject to Debarment

A contractor who commits, based on information sufficient to support a reasonable belief, any of the following acts or omissions is subject to a Santa Cruz METRO debarment action:

- A. Any action set forth in 49 CFR Section 29.305; or
- B. Willful failure to perform or violation of any term or condition of a CONTRACT with Santa Cruz METRO, including violation of any federal or state statutory or regulatory provision.

§ 1.803 Debarment Procedures

- A. If a contractor is alleged to have committed any one of the violations set forth in Section 1.802, the CEO/GENERAL MANAGER shall give notice in writing by certified mail, return receipt requested, of the reasons for the proposed debarment. The notice shall contain the following information:
 - 1. That debarment is being considered;
 - 2. The reasons for the proposed debarment;
 - 3. Conduct or transaction(s) upon which the action is based;
 - 4. Potential effect of a debarment;
 - 5. Proposed scope of debarment;
 - 6. Proposed period of debarment; and
 - 7. Opportunity to contest proposed debarment.

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- B. The contractor shall have thirty (30) days from the date of receipt of the notice of proposed debarment to submit any written objections. After consideration of the contractor's written response, the CEO/GENERAL MANAGER shall provide written notice by certified mail, return receipt requested, of the time, date and place of a meeting with the CEO/GENERAL MANAGER, or designee, to discuss the proposed debarment.
- C. In actions not based upon a conviction or civil judgment, if the CEO/GENERAL MANAGER finds that the contractor's response raises a dispute over facts material to the proposed debarment, the contractor shall be afforded an opportunity to appear with a representative before the CEO/GENERAL MANAGER, or designee, submit evidence, present witnesses, and confront any witness Santa Cruz METRO presents.
- D. Within thirty (30) days after the meeting, the CEO/GENERAL MANAGER shall provide written notice by certified mail, return receipt requested, of the final decision of the CEO/GENERAL MANAGER regarding the debarment. Within thirty (30) days after receipt of the CEO/GENERAL MANAGER's final decision, the contractor shall give the CEO/GENERAL MANAGER written notice of appeal of the debarment decision. Failure to submit a written notice of appeal shall constitute consent to the debarment and the CEO/GENERAL MANAGER's decision shall be final as of the date on the notice.
- E. If a written appeal is timely submitted, the CEO/GENERAL MANAGER shall provide written notice by certified mail, return receipt requested, of the date, time and place of the BOARD meeting at which the appeal of the contractor shall be considered and the date the contractor must submit written comments for submittal to the BOARD. The BOARD's debarment agenda package shall be sent to the contractor at least five (5) days before the meeting.
- F. At the BOARD meeting in which the matter is scheduled to be heard, the BOARD may elect to receive and file the CEO/GENERAL MANAGER's decision, set the matter for hearing at a subsequent BOARD meeting, or hire an impartial hearing officer to conduct a hearing and prepare a written decision, including findings of fact.
- G. Within thirty (30) days after the BOARD meeting, the CEO/GENERAL MANAGER shall provide written notification of the BOARD's action via certified mail, return receipt requested, to the appellant. If the BOARD receives and accepts the CEO/GENERAL MANAGER's decision, the debarment decision shall be final as of the date of the written notice described in this part.

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- H. If the BOARD elects to hold a hearing or to hire an impartial hearing officer to conduct a hearing, Santa Cruz METRO staff and the appellant may present evidence related to the appeal of the CEO/GENERAL MANAGER's decision at the hearing. At the beginning of the hearing, the BOARD Chair or hearing officer may announce time limits on testimony and any other procedural rules which, in their sole opinion, are reasonably necessary to preclude repetitious or irrelevant testimony. If either party arranges for the use of a court reporter to transcribe the hearing, the other party shall share the cost of transcribing the hearing if it requests a copy of the transcript.
- I. If an impartial hearing officer conducts the hearing, the CEO/GENERAL MANAGER shall provide written notice by certified mail, return receipt requested, of the selected hearing officer, the date, time and place of the BOARD meeting at which the hearing officer's recommendation will be considered for adoption, and the date that the contract must provide written comments for submittal to the BOARD. A copy of the BOARD of Directors' debarment agenda package shall be sent to the contractor at least five (5) days before the meeting.
- J. In rendering its decision on the debarment, the BOARD may elect to receive and file the CEO/GENERAL MANAGER's decision, adopt the written recommendation and findings of fact prepared by the hearing officer, or adopt a separate decision. Santa Cruz METRO shall provide contractor with written notice of the BOARD's decision by certified mail, return receipt requested, within thirty (30) days after the BOARD meeting. All BOARD decisions are final as of the date on the written notice of the BOARD's action.

§ 1.804 CEO/General Manager's/Board of Directors' Decision

- A. Debarment shall be imposed by the CEO/GENERAL MANAGER or BOARD only when it finds, based on a preponderance of the evidence, that the contract committed one of the violations referenced in Section 1.702 and that debarment is in the best interest of the public and the protection of Santa Cruz METRO. The seriousness of the contractor's acts or omissions and any mitigating factors shall be considered in making any debarment decision.
- B. Debarment constitutes debarment of all divisions or other organizational elements of the contractor, unless the debarment decision is limited by its terms to specific divisions, organizational elements or commodities.
- C. In imposing debarment, the CEO/GENERAL MANAGER or BOARD shall specify the scope and term of the debarment. Debarment shall not exceed three (3) years, unless circumstances warrant a longer period.

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- D. In order to protect the interests of Santa Cruz METRO, the period of debarment may be extended, modified or suspended by the CEO/GENERAL MANAGER or BOARD after compliance with the procedures set forth in Section 1.803. Such actions may be initiated by Santa Cruz METRO or by the contractor after receipt of a written request, including documentation of the proposed modifications.

§ 1.805 Affect of Debarment on Submittal of Bids or Proposals

If the CEO/GENERAL MANAGER or BOARD acts to debar a contractor, that contractor shall be precluded from submitting any bids or proposals for a PROCUREMENT as a prime contractor or subcontractor during the time of debarment, unless debarment is limited in scope and the contractor is authorized under the terms of the debarment to submit a bid or proposal for a particular CONTRACT.

A contractor that has been debarred or suspended by the federal government or the state shall be prohibited from submitting any bids or proposals for a federally-funded or State funded PROCUREMENT during the period of debarment or suspension.

If Santa Cruz METRO receives an unauthorized bid or proposal from a contractor debarred by Santa Cruz METRO and/or the federal or state governments, the bid or proposal shall be returned and such bid or proposal shall not be evaluated or considered in determining the lowest responsive and responsible bidder or the highest ranked proposer.

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

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TITLE II – PROCUREMENT POLICY

CHAPTER 1

SOLICITATION AND AWARD OF CONTRACTS

(This Chapter replaces AR-1005, AR-1003 and AR-1027 pursuant to Resolution No. 15-09-05)

Table of Contents:

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Article 1 General Requirements

§ 1.101 Definitions

The following capitalized words and phrases whenever used in this Chapter shall be construed as defined below:

BOARD shall mean the Board of Directors of the Santa Cruz Metropolitan Transit District (Santa Cruz METRO).

CONTRACT shall mean a written agreement, binding the parties thereto to legal obligations; including, without limitation, letter of agreement, memorandum of understanding, contract, contract change order, purchase order, or an amendment or supplemental agreement to any of the foregoing.

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FTA shall mean the United States Department of Transportation, Federal Transit Administration.

CEO/GENERAL MANAGER shall mean the chief executive officer of Santa Cruz METRO appointed by the Board of Directors.

INVITATION FOR BIDS (IFB) shall mean a solicitation for submittal of bids for SUPPLIES, NONPROFESSIONAL SERVICES or PUBLIC WORKS.

NONPROFESSIONAL SERVICES shall mean and include services of a nonprofessional character of any type, description or variety, including, without limitation, landscape maintenance services, janitorial services, repair of office machines and equipment, and security guard services.

PROCUREMENT shall mean a CONTRACT for SUPPLIES, SERVICES, or PUBLIC WORKS.

PROFESSIONAL SERVICES shall mean and include professional services of any type or variety, including, without limitation, services rendered by accountants, actuaries, appraisers, architects, attorneys, consultants, doctors, and engineers.

PUBLIC PROJECT shall mean Projects undertaken in which the work includes: (1) construction, reconstruction, erection, alteration, renovation, improvement, demolition, and repair work involving any publicly owned, leased, or operated facility and (2) Painting or repainting of any publicly owned, leased, or operated facility. For the purposes of this Code, "Public Projects" is synonymous with "Public Works."

PUBLIC WORKS shall mean a project for the erection, construction, alteration, repair or improvement of any kind. (*Public Contract Code* §1101.)

PURCHASE shall mean the acquisition, renting, or leasing of SUPPLIES.

"Santa Cruz METRO" shall mean the Santa Cruz Metropolitan Transit District as established and operated under Part 10, Division 10 of the *California Public Utilities Code*.

REQUEST FOR PROPOSAL (RFP) shall mean a solicitation for submittal of proposals for SUPPLIES or SERVICES.

REQUEST FOR QUALIFICATIONS (RFQ) shall mean a solicitation for submittal of qualifications to perform PROFESSIONAL SERVICES.

SERVICES shall mean PROFESSIONAL or NONPROFESSIONAL SERVICES, or both, in accordance with the solicitation.

SUPPLIES shall mean and include personal property, goods, equipment and materials, including, without limitation, materials required for the maintenance and repair of

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any property of Santa Cruz METRO or of any other person or agency for with it is the duty of Santa Cruz METRO to maintain or repair.

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§1.102 Administrative Procedures

The CEO/GENERAL MANAGER shall approve administrative procedures to carry out the intent of this Chapter. The procedures shall establish a system for informal bidding or informal proposals when advertising for bids or proposals is not required. The procedures shall establish additional guidance for staff and the public with regard to Santa Cruz METRO's formal procurement requirements, as an addition to this Chapter.

§1.103 Unauthorized Procurement

Any CONTRACT made contrary to the provisions of this Chapter shall be null and void unless the contrary action is waived or the CONTRACT is ratified by the BOARD upon a determination that it is in the best interest of Santa Cruz METRO to do so. Notwithstanding the foregoing, a CONTRACT for SERVICES approved by the BOARD or GENERAL MANAGER shall not be void or voidable by either party to the CONTRACT or any third party due to failure to adhere to any solicitation procedure set forth in Article III of this Chapter, or the Procedures adopted by the GENERAL MANAGER.

§ 1.104 Splitting Procurement Prohibited

Splitting or separating PROCUREMENTS into smaller units for the purpose of evading the provisions of this Chapter is prohibited. Splitting or separating a PROCUREMENT shall mean and include reducing the amount of any SUPPLIES, SERVICES, or PUBLIC WORKS to be furnished when there is reasonable knowledge that the same SUPPLIES, SERVICES, or PUBLIC WORKS will be additionally required within the same Santa Cruz METRO fiscal year, and when the primary purpose of splitting or separating the PROCUREMENT is to evade the purposes of this Chapter, including formally calling for bids or proposals.

§ 1.105 Collusion with Bidder or Proposer

A Santa Cruz METRO officer or employee is prohibited from engaging in collusion with a bidder or proposer. Collusion includes, without limitation, knowingly doing any of the following:

- A. Aiding or assisting a bidder or proposer in securing a PROCUREMENT at a higher price than that proposed by any other bidder or proposer; or
- B. Favoring one bidder or proposer over another by giving or withholding information; or
- C. Willfully misleading any bidder or proposer as the character of the work or service to be performed or product to be supplied; or

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- D. Accepting SUPPLIES, SERVICES, or PUBLIC WORKS that are inferior to that called for in the CONTRACT; or
- E. Falsely reporting the receipt of a greater amount or different kind of SUPPLIES, SERVICES or PUBLIC WORKS than has been actually received; or
- F. Intentionally acting or failing to act in relation to a bid/bidder or proposal/proposer by wrongfully favoring a bidder's or proposer's interest over Santa Cruz METRO's interests.

§ 1.106 Independent Price Determination

It is prohibited for a bidder or proposer to:

- A. Propose or bid prices that have not been arrived at independently without consultation, communication, or agreement with any other bidder, offeror or competitor for the purpose of restricting competition as to any matter relating to the prices bid or proposed; or
- B. Knowingly disclose any price bid or proposal to any other bidder, offeror, or to any competitor prior to opening of the bids or proposals, unless otherwise required by law; or
- C. Make or attempt to induce any other person, firm or other entity or association to submit or not to submit a bid or proposal for the purpose of restricting competition; or
- D. Knowingly be interested in more than one bid as the principal bidder; provided, however, subcontract bids to the principal bidders or proposers are excluded from this paragraph D.

In case of joint venture bids or proposals, the joint venture itself and each and every member of the joint venture shall, for purposes of the foregoing, be construed to be the person submitting the bid or proposal.

Any bid or proposal received or CONTRACT awarded where there was a violation of this section shall be null and void. Santa Cruz METRO shall dispose of the matter in that manner as if the bidder or proposer involved had failed to enter the CONTRACT after award.

§ 1.107 Compliance with Federal Law

A PROCUREMENT funded in full or in part pursuant to the terms of a federal grant or loan shall be advertised, prepared, awarded, performed, and administered in compliance with all applicable requirements of federal laws, regulations and orders whenever compliance with those laws, regulations and orders is a prerequisite of federal financial assistance.

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§ 1.108 Execution of Contracts

The CEO/GENERAL MANAGER shall institute control procedures for the execution of CONTRACTS as required herein. Santa Cruz METRO's GENERAL COUNSEL shall approve the form and legality of all CONTRACTS prior to the execution thereof. If the CEO/GENERAL MANAGER will be unavailable to sign a CONTRACT, he/she or the BOARD may delegate such authority in writing to a named Santa Cruz METRO employee who shall be authorized to sign CONTRACTS on behalf of the CEO/GENERAL MANAGER. A copy of such authorization shall be filed with the Administrative Services Coordinator to be included in the Santa Cruz METRO official records.

§ 1.109 Severance

If any provision or part of the Chapter conflicts with state or federal laws, regulations, or grant conditions applicable to Santa Cruz METRO PROCUREMENTS, or decisional law binding upon Santa Cruz METRO, the provision or part in conflict shall be deemed severed from this Chapter, and the remainder shall stay in full force and effect.

Article II Santa Cruz METRO Code of Conduct

§ 1.201 Purpose And Applicability

- A. As a public entity and recipient of state, federal and local funds, Santa Cruz METRO must be vigilant in its protection of the public trust. Toward that end, employees, officers, and agents of Santa Cruz METRO must conduct themselves in a manner that will foster public confidence in the integrity of the procurement system. This section is intended to prescribe standards of conduct to ensure honesty and integrity in all Santa Cruz METRO procurements.
- B. The standards established herein shall apply to all activities associated with all procurements by METRO.

§ 1.202 Conflict of Interest

- A. No Santa Cruz METRO employee, officer, agent or his/her immediate family member, partner or organization that employs or is about to employ any of the foregoing individuals may participate in the selection, award, or administration of a Santa Cruz METRO contract if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when any of those previously listed individuals has a financial or other interest in a firm/individual who may be selected and/or is selected for the award.
- B. Santa Cruz METRO employees, officers and agents are prohibited from making, participating in or in any way attempting to use their METRO employment or

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affiliation to influence a Santa Cruz METRO decision in which they know or have reason to know they have a financial interest or other interest in the firm/individual who may be selected and/or is selected for the award.

- C. Santa Cruz METRO employees, officers, and agents and their immediate families, their business partners and/or an organization that employs or is about to employ the employee, his/her immediate family and/or his/her business partner, shall not be financially interested in any Santa Cruz METRO contract made by them in their official capacity. They shall not be purchasers at any sale or vendors at any purchase made by them in their official capacity. The Santa Cruz METRO Board of Directors may void a contract made in violation of this section.
- D. Santa Cruz METRO employees, officers and agents shall be subject to the laws of the United States and the State of California concerning conflicts of interest. Anyone found to violate the standards established by such laws may be subject to statutory penalties or sanctions, criminal consequences and disciplinary action up to and including employment termination issued by Santa Cruz METRO.
- E. In a procurement in which a Santa Cruz METRO employee, officer and/or agent may have a conflict or potential conflict of interest, such individual(s) must promptly report the conflict in writing to the CEO/GENERAL MANAGER or designee so that appropriate action can be taken to assign the work to another employee to avoid the conflict of interest.
- F. In a procurement in which a vendor, contractor or consultant or a prospective vendor, contractor or consultant may have a conflict or potential conflict of interest, such individual or firm shall immediately report the nature of the conflict and the existence or potential existence of the conflict to Santa Cruz METRO's Purchasing and Special Projects Director who shall in consultation with the Santa Cruz METRO CEO/General Manager and the Santa Cruz METRO General Counsel determine the appropriate action to be taken.
- G. Santa Cruz METRO's Purchasing and Special Projects Director in consultation with the CEO/General Manager and the Santa Cruz METRO District Counsel is responsible to identify any real or apparent organizational conflict-of-interests that may exist in each procurement. An organizational conflict of interest exists when the nature of the work to be performed under a proposed third party contract or sub-agreement may, without some restrictions on future activities result in an unfair competitive advantage to the third party contractor or sub-recipient or impair their objectivity in performing the contract work.

§ 1.203 Gifts and Gratuities

B.A. No Santa Cruz METRO employee, officer or agent shall solicit or accept gratuities, favors or anything of monetary value, including personal loans, from

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contractors, subcontractors, consultants, potential contractors, potential consultants, or potential subcontractors, except an unsolicited gift of nominal intrinsic value. Nominal intrinsic value for purposes of this section shall mean a value of less than \$25, within a twelve-month period from a single source.

~~B.~~ Invitations for business lunches, parties, or similar functions must be declined if received from bidders or other parties involved in a pending procurement. This policy is intended to avoid any situation, which may give an appearance of improper influence in Santa Cruz METRO procurement activities.

§ 1.204 **Contacts with Vendor, Bidders and Proposers**

~~B.A.~~ Prior to the issuance of a procurement solicitation, informational and research contacts with prospective vendors may be made for the purpose of gathering data. However, in making such contacts, Santa Cruz METRO employees, officers, and agents shall avoid any commitment, or implication thereof, of a possible future award. Any such proposed contacts must be reported to the Santa Cruz METRO Purchasing and Special Projects Director.

~~B.~~ Accordingly, requests for substantial complimentary services or supplies, which may imply an obligation on the part of Santa Cruz METRO, are prohibited. Requests for testing services, product samples, or demonstrations, or free trips to examine vendor products are prohibited.

~~D.C.~~ Whenever a procurement is in progress (e.g., during the solicitation, evaluation, negotiation, and award phases) all contacts with potential contractors, consultants or vendors shall be made through the CEO/General Manager or the Purchasing and Special Projects Director.

§ 1.205 **Release and Use of Information**

- A. With the exception of formally advertised sealed bid procurements (i.e., Invitations for bid (IFB)) all cost and pricing information received by Santa Cruz METRO in negotiated procurements is to be treated as confidential, until the selection and award.
- B. All technical data received in response to Requests for Proposals (RFP), with the exception of data contained in any contracts awarded by Santa Cruz METRO shall be maintained in a confidential manner until the selection and award.
- C. No Santa Cruz METRO employee, officer, or agent shall use confidential information obtained through procurement for the actual or anticipated benefit of themselves, their relatives, persons with whom they have a common financial interest or any person.

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Article III Contents of Solicitation Documents

§ 1.301 Bid Forms

All formal bids shall be made on forms provided by Santa Cruz METRO. The execution of the forms by bidders shall be subject to procedures formulated by the CEO/GENERAL MANAGER and shall include controls over erasures, corrections, and interlineations.

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§ 1.302 Invitation for Bids (IFB)

All IFBs shall at a minimum, include all of the following information:

- A. A description of the PUBLIC WORKS, NONPROFESSIONAL SERVICES or SUPPLIES required without use of brand or trade names except as authorized by state law or federal grant conditions. (Public Contract code §3400.)
- B. Time for performance or delivery.
- C. The time period that the bidder's offer must be held open for Santa Cruz METRO acceptance.
- D. Disadvantaged Business Enterprise goals and good faith efforts requirements if required by the terms of the federal grant.
- E. Criteria for CONTRACT award to the lowest responsive and responsible bidder.
- F. Date, ~~and~~ time, and location for bid submittal.
- G. Bid protest procedures as set forth in Article VII of this Chapter.
- H. For PUBLIC WORKS projects, the contractor licensing and subcontractor listing requirements, prevailing wage notification, the required bid security as set out in Section 1.305, and all statutorily required bonds.
- I. Federal and/or state requirements, including contract clauses, certifications, and bonds (bid, maintenance, performance, and payment). For federally funded SUPPLY and NONPROFESSIONAL SERVICES CONTRACTS, Santa Cruz METRO may allow submittal of an irrevocable letter of credit or other negotiable instrument in-lieu of a bond.
- J. Santa Cruz METRO contract clauses.
- K. Notification that Santa Cruz METRO reserves the right to reject all bids and to waive minor irregularities in a bidder's bid.

§ 1.303 Request for Proposals (RFP)

All REQUESTS FOR PROPOSALS shall include at a minimum all the following information:

- A. A description of the type of SUPPLIES or SERVICES required without use of brand or trade names except as authorized by state law or federal grant conditions.

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- B. Time for performance, delivery or length of service.
- C. The time period that the proposer's proposal must be held open for Santa Cruz METRO acceptance.
- D. The required work products and/or tasks.
- E. A request for a description of the firm's qualifications, size and prior experience in performing similar SERVICES, unless a prior REQUEST FOR QUALIFICATIONS was issued to pre-qualify potential proposers.
- F. Disadvantaged business enterprise goals and good faith efforts requirements if required by the terms of a federal grant.
- G. Selection criteria, weighting factors and selection process.
- H. Date and time for proposal submittal.
- I. Protest procedures as set out in Article VII of this Chapter.
- J. Federal and/or state contract clauses, certifications and insurance requirements.

Notwithstanding the foregoing, an RFQ may be issued for SERVICES if approved by the BOARD.

§ 1.304 Request for Qualifications (RFQ)

An RFQ may be issued in order to pre-qualify proposers for a particular RFP or to establish a listing of pre-qualified proposers when several RFPs for separate CONTRACTS will be issued for the same discipline of PROFESSIONAL SERVICES. The listing of pre-qualified professionals shall be effective if approved by the CEO/GENERAL MANAGER, unless BOARD approval is required. The listing must be approved by the BOARD to be effective if: (i) any one CONTRACT would require BOARD approval as set forth in Section 1.605 or (ii) the list will be effective for more than three years. The RFQ shall, at a minimum, include or request all of the following information:

- A. Description of the type of PROFESSIONAL SERVICES required.
- B. Number of years that the firm has provided such services.
- C. Size of firm and, if applicable, a breakdown of number of employees by employment classification.
- D. Prior experience in performing desired PROFESSIONAL SERVICES, and, if applicable, same work products.
- E. Listing of references.

§ 1.305 Bid Security on Public Works Contracts

For any PUBLIC WORKS CONTRACT, the solicitation documents shall require the bidder to submit with the bid as security one of the following:

- A. Cash; or
- B. Cashier's check or certified check made payable to Santa Cruz METRO; or

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C. Bidder's bond executed by an admitted surety insurer and made payable to Santa Cruz METRO.

The security shall be an amount determined by Santa Cruz METRO to be sufficient, but shall not exceed 10% of the bid amount.

If within twenty calendar days after CONTRACT award, the successful bidder fails to enter into the CONTRACT or, if applicable, provide all required insurance certificates and bonds, the bid security shall be forfeited in favor of Santa Cruz METRO. Upon good cause being shown, the CEO/GENERAL MANAGER in his/her discretion may extend the time for the bidder to enter the CONTRACT for a period not to exceed thirty (30) additional days.

Upon award to the lowest responsible bidder, the security of an unsuccessful bidder shall be returned no later than sixty (60) days after CONTRACT award. However, if a bid protest is timely filed, the security of unsuccessful bidders shall not be returned until the expiration of the bid validity period. The bid security of the successful bidder shall be returned after execution of the CONTRACT and receipt of the applicable insurance certificate and performance, payment and service disruption bonds. (Public CONTRACT Code §20322.)

Article IV Solicitation Procedures

§ 1.401 Santa Cruz METRO's Current Needs

Santa Cruz METRO staff may contract/purchase only for Santa Cruz METRO's current and reasonably expected public transportation needs and may not add quantities or options to its third party contracts solely to permit assignment to another party at any time.

§ 1.402 Approval of Solicitations

With the exception of contracts procured pursuant to Section 1.507, for a PROCUREMENT expected to be awarded for an amount equal to or greater than the amount set out in Section 1.403 for a CONTRACT for PUBLIC WORKS, SUPPLIES, EQUIPMENT AND MATERIALS, NONPROFESSIONAL SERVICES or PROFESSIONAL SERVICES, respectively, a written IFB or RFP must be prepared and thereafter authorized for issuance by either the BOARD or the CEO/GENERAL MANAGER or his/her designee prior to its release. BOARD approval for the release of the IFB or RFP is required if the resulting contract would require BOARD approval as set forth in Section 1.605 of this Chapter.

§ 1.403 Submittal of Sealed Bids and Proposals

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With the exception of contracts procured pursuant to Section 1.507, all bids/proposals for CONTRACTS expected to be awarded for an amount in excess of ~~Ten-Sixty~~ Thousand Dollars (~~\$1060,000~~) (or the threshold in Public Contract Code section 22032(a) as it may be amended from time to time, whichever is higher) for PUBLIC WORKS, and Fifty Thousand (\$50,000) for SUPPLIES and SERVICES, shall be sealed, identified as a bid/proposal on the envelope, and shall be submitted to the CEO/GENERAL MANAGER or his/her designee at the place and time specified in the public notice inviting bids/proposals. The time specified in the public notice may be extended and notice of the extension may be given by addendum. Submittals received after the time shall not be accepted and shall be returned to the bidder or proposer unopened.

The CEO/GENERAL MANAGER shall issue procurement policies for the procurement of PUBLIC WORKS, SUPPLIES and SERVICES in excess of the amounts set forth above, which shall include provisions for procurement procedures that require a price or cost analysis/independent cost estimate and the acquisition of quotes, bids or proposals.

§ 1.4046 Opening of Bids/Proposals

Bids shall be opened by the CEO/GENERAL MANAGER or his/her designee, in public, at the time and place designated in the notice inviting bids or any extension that may be given by addendum to the bid documents. *(Adopted eff. April 25, 2014. Amended effective Sept. 25, 2015.)*

Article V Evaluation of Bids and Proposals

§ 1.501 Responsibility Factors

In determining whether a bidder is responsible, consideration shall be given to each of the following factors:

- A. The ability, capacity and skill of the bidder to satisfactorily perform the CONTRACT;
- B. The ability of the bidder to perform the CONTRACT within the time specified, without delay;
- C. The character, integrity, reputation, judgment, experience and efficiency of the bidder;
- D. The bidder possesses the required licenses/certifications and is not on any suspended or debarment list; and

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- E. The quality of bidder's performance on previous CONTRACTS with Santa Cruz METRO.

§ 1.502 Responsiveness

- A. A bid/proposal is responsive if the bidder/proposer submits all information and documents required by the IFB, RFP, or RFQ in the form and at the time required by the IFB, RFP or RFQ, and the bidder/proposer is offering to perform pursuant to the IFB, RFP, or RFQ requirements.
- B. The BOARD may adopt programs or procedures to promote the participation and use of minority, women-owned or disadvantaged business enterprises, and/or small business enterprises.

§ 1.503 Application of Responsibility Factors

The BOARD or CEO/GENERAL MANAGER shall award CONTRACTS solicited pursuant to a competitive sealed bid basis (IFB) to the lowest bidder submitting a responsive bid, unless the BOARD or CEO/GENERAL MANAGER makes a finding that such bidder is not responsible based upon its failure to satisfy one or more of the criteria set forth in Section 1.501 of this Chapter.

§ 1.504 Evaluation of Competitive Proposals

Proposals shall be evaluated based upon the criteria set out in the RFP. Santa Cruz METRO may reject any proposer that is nonresponsive or any proposal that is nonresponsive, it may waive any required information for all proposers, and it may waive minor irregularities in any proposal as provided in Section 1.611 of this Chapter.

§ 1.505 Noncompetitive and Sole Source Procurement

A noncompetitive or sole source PROCUREMENT is the award of CONTRACT to only one source. An amendment to an existing CONTRACT to include PUBLIC WORKS, SUPPLIES, or SERVICES outside the scope of that CONTRACT is also deemed a sole source PROCUREMENT. Noncompetitive and sole source PROCUREMENTS are not permitted unless at least one of the following circumstances occurs:

- A. The BOARD or CEO/GENERAL MANAGER, as applicable, has determined that the PUBLIC WORKS, SUPPLIES, or SERVICES can be provided only by one firm and that efforts to seek competition would be futile. The CEO/GENERAL MANAGER may not delegate his/her authority to make such a determination. However, if the CEO/GENERAL MANAGER is unavailable and has delegated authority for

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execution of CONTRACTS, such delegation may also include his/her authority under this paragraph.

- B. For PROCUREMENTS involving an expenditure in excess of ~~Two Hundred Thousand Dollars (\$200,000)~~ Two Hundred Thousand Dollars (\$200,000) (or the threshold in Public Contract Code section 22032(b) as it may be amended from time to time, whichever is higher) for PUBLIC WORKS, upon four-fifths (4/5) vote of the BOARD if it finds that an emergency exists and that it is in the best interests of Santa Cruz METRO to suspend competitive bidding.
- C. Noncompetitive PROCUREMENT is otherwise authorized under applicable federal and state statutes and/or case law.

The Board of Directors, or the CEO/GENERAL MANAGER for procurements within his or her procurement authority, may waive the requirements for formal competitive bidding or other procedures set forth in this Procurement Policy when permissible under applicable law, when the best interests of Santa Cruz METRO would be served by waiving such requirements under the circumstances, and when a determination is made that competitive bidding procedures would be unavailing, not in furtherance of the purposes of the competitive bidding statutes and Santa Cruz METRO's procurement policy. These circumstances shall be evaluated on a case-by-case basis, keeping in mind the fundamental principles of procurement followed by Santa Cruz METRO. In circumstances where services are needed on an expedited basis that do not permit the time required for the RFP or Simplified Negotiations Procurement process, and such circumstances were not caused by Santa Cruz METRO's action(s), e.g., lack of planning, the CEO/GENERAL MANAGER may waive such procedures, provided there is adequate documentation of the need for such services in accordance with Federal and State procurement requirements.

§ 1.506 Alternative Procurement Methods

The CEO/GENERAL MANAGER may establish procedures for Santa Cruz METRO's participation in Joint Procurements, State and Local Government Purchasing Schedules or Contracts and use of existing contract rights for the purchase of SUPPLIES, MATERIALS or SERVICES.

§ 1.507 Simplified Negotiations for Professional Service Contracts

1. Professional Services Not Exceeding \$10,000 Annually.

Professional services may be retained without obtaining competitive quotations, if the estimate does not exceed \$10,000 annually up to a maximum total contract amount of \$50,000. Work should not be

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arbitrarily segmented or split in order to avoid the requirements for competition.

a. Procurement and Evaluation Process.

When the District Counsel determines that a need exists for professional services not exceeding \$10,000, it will request that the consultant submit in writing a brief proposal that includes (a) a description of the services to be provided; (b) an estimated schedule for completion; (c) fee structure, including a total all-inclusive sum including hourly rates and expenses; and (d) indemnification and insurance requirements as prescribed by the District. (A separate description of the District's insurance and indemnification requirements is available to be used for this purpose.)

The District Counsel must evaluate the proposed price and determine if it is fair and reasonable, and may negotiate final terms and conditions of the engagement with the proposer. Upon review and acceptance of the proposal, the District Counsel will create a Requisition and submit it to procurement staff. The consultant's written proposal shall be attached to the requisition.

The Requisition will indicate that the District Counsel has determined that the scope of work is suitable for a noncompetitive approach and that the cost is fair and reasonable. The Purchasing Department will process a purchase order, and the Legal Department will prepare a Professional Services Agreement to formalize the engagement.

2. Simplified Negotiations for Professional Service Contracts Over \$10,000 but not Exceeding \$50,000.

To retain professional services over \$10,000 annually but not exceeding a total contract value of \$50,000, a simplified negotiations process may be used in lieu of the formal competitive procurement process. To the extent practicable, such a method shall involve obtaining a minimum of three quotations, either written or oral. Generally, this process consists of the District issuing a written request for quotations to an adequate number of qualified sources, describing, to the extent practicable, the scope of services required, time frame, and deliverables. Formal advertising is not required, but the District will always endeavor to maximize competition. On a case-by-case basis, it may choose the appropriate method of publicizing procurements —such a method may, when appropriate, include posting on the District's website and/or

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formal advertisement. Selection is made based upon the proposer's qualifications and experience, timeliness, approach, and, for non-architectural/engineering services, cost. The District may negotiate the terms and conditions of the engagement with the highest ranked proposer, or may award the contract without negotiations.

The District shall not arbitrarily split work so as to avoid formal Request for Proposals process described in Section 1.403.

a. Procurement Process.

The District Counsel shall initiate the simplified negotiations process by creating a Requisition and submitting it to Procurement staff specifying the services desired and the estimated cost. The District Counsel should verify that funds are available within the approved budget. District Counsel shall prepare a simple written request for quotations describing the scope of services requested, time for completion, minimum qualifications, and selection criteria in relative order of importance, and attach a sample Professional Services Agreement that will apply to the engagement.

District Counsel, in consultation with the District's risk management department, will determine what types and levels of insurance, if any, shall apply, taking into consideration the risk factors associated with the engagement. Typically the consultant shall be required to have a minimum of \$1,000,000 per occurrence general and automobile liability insurance, and may be required to maintain professional liability insurance.

To the extent practicable, such a method shall involve obtaining a minimum of three quotations, either written or oral, but generally in writing, utilizing names obtained from locator files, internet, trade journals, trade sources, and the DBE Vendor Lists. Written proposals shall be submitted within the time frame specified in the request for quotations and shall describe the proposer's qualifications and experience, approach to the work, and cost proposal (for non-architectural/engineering contracts).

b. Evaluation and Award of Contract.

Proposals shall be evaluated by District Counsel. The proposer that best meets the District's needs in accordance with the selection criteria identified in the request for quotations shall be selected for award or for further negotiations as to the final scope of work and

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price, if necessary in order to reach agreement. Legal Department staff will draft the Professional Services Agreement for execution by the consultant and the District's authorized representative. If the service contract is over \$25,000 but does not exceed \$50,000, the Legal Department staff shall prepare and circulate a staff report to the BOARD OF DIRECTORS for review. The executed agreement will be retained by the Procurement Staff. Required insurance coverage shall be verified before the District issues the Notice to Proceed for all Simplified Negotiations. (Adopted eff. April 25, 2014. Amended effective Sept. 25, 2015.)

Article VI

Methods of Procurements, Awarding Procurements and Issuing Change Orders

§ 1.601 General

All purchases and contracts, whether by informal bidding, formal bidding or proposals, shall be made on a competitive basis to the greatest extent practicable. The method of procurement, such as small purchases, informal bids or proposals, formal competitive bidding, requests for proposals, etc., shall be appropriate for the type of project or procurement and shall be in the best interest of the District.

§ 1.602 Public Works Projects of Exceeding \$10,000 or less

CONTRACTS involving expenditures ~~in excess of Ten-Sixty~~ Thousand Dollars (\$~~60,000~~) (or the threshold in Public Contract Code section 22032(a) as it may be amended from time to time, whichever is higher) or less for PUBLIC WORKS ~~shall be awarded to the responsible bidder submitting the lowest responsive bid.~~ may be let by negotiated contract, purchase order, or performed by Santa Cruz METRO's employees by force account.

§ 1.603 Informal Procurements

An informal procurement method may be utilized for the purchase of SUPPLIES or SERVICES when the estimated expenditure is between ~~\$5,000 and \$50,000, and for PUBLIC WORKS projects when the estimated expenditure is between \$605,000~~ (or the threshold in Public Contract Code section 22032(a) as it may be amended from time to time, whichever is higher) and \$2050,000, (or the threshold in Public Contract Code section 22032(b) as it may be amended from time to time, whichever is higher). For SUPPLIES or SERVICES, such a method shall involve obtaining a minimum of three written or oral quotations, to the extent practical, that permit prices and other terms to be compared. ~~and for~~ for PUBLIC WORKS, such a method shall involve using informal competitive bidding in accordance with Santa Cruz METRO's informal bidding

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~~ordinance, projects when the estimated expenditure is between \$5,000 and \$10,000. To the extent practicable, such a method shall involve obtaining a minimum of three quotations, either written or oral, that permit prices and other terms to be compared.~~

§ 1.604 Formal Competitive Procurements

Formal competitive bidding (IFB) should be used when purchasing SUPPLIES or NONPROFESSIONAL SERVICES over \$50,000, but a “best value” approach (RFP) may be used in circumstances where it is determined to be in the best interest of Santa Cruz METRO. “Best value” means a process in which the overall combination of quality, price, and other elements of a proposal that, when considered together, provide the greatest overall benefit to Santa Cruz METRO. Formal competitive bidding (IFB) should be used for PUBLIC WORKS projects over \$200,000 (or the threshold in Public Contract Code section 22032(c) as it may be amended from time to time, whichever is higher).

Formal competitive proposals (RFP), which consider and evaluate factors in addition to price, will be used to retain PROFESSIONAL SERVICES when the estimated expenditure exceeds \$50,000. Specialized State and federal laws will apply to the procurement of architectural and engineering services as defined by applicable laws and regulations, regardless of the estimated expenditure.

§ 1.605 ~~Board Authority to Awarded Procurements Exceeding \$50,000~~

Unless otherwise provided herein, all PROCUREMENTS of SUPPLIES or SERVICES involving an expenditure exceeding Fifty Thousand Dollars (\$50,000) shall be subject to award and/or approval by the BOARD. All procurements of PUBLIC WORKS involving an expenditure exceeding \$200,000 (or the threshold in Public Contract Code section 22032(b) as it may be amended from time to time, whichever is higher) shall be subject to award and/or approval by the BOARD. Said PROCUREMENTS shall be formal written CONTRACTS executed by the BOARD Chair and/or CEO/GENERAL MANAGER on behalf of Santa Cruz METRO as set out in the authorizing resolution.

§ 1.606 ~~CEO/General Manager Authority to Awarded Procurements of \$50,000 or less~~

Subject to the availability of funds and the procedures set forth in this Chapter, the CEO/GENERAL MANAGER is authorized to award and bind Santa Cruz METRO to PROCUREMENTS involving a total expenditure of Fifty Thousand Dollars (\$50,000) or less for SUPPLIES and SERVICES and PUBLIC WORKS involving an expenditure of \$200,000 (or the threshold in Public Contract Code section 22032(b) as it may

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be amended from time to time, whichever is higher) or less. DISTRICT COUNSEL is authorized to award and bind Santa Cruz METRO to Professional Service contracts obtained through the Simplified Negotiated PROCUREMENTS involving a total expenditure of Fifty Thousand Dollars (\$50,000) or less.

§ 1.607 Authority to Approve Amendments to SUPPLY and SERVICE CONTRACTS

The CEO/GENERAL MANAGER is authorized to bind Santa Cruz METRO to amendments to BOARD approved SUPPLIES or SERVICE CONTRACTS provided that the sum of all such amendments for any single CONTRACT shall not exceed: \$50,000.

§ 1.608 Authority to Issue Change Orders for Public Works CONTRACTS

Subject to the availability of funds, the CEO/GENERAL MANAGER is authorized to bind Santa Cruz METRO to change orders for work being performed under a PUBLIC WORKS CONTRACT provided that the change order meets all of the following requirements:

- A. For CONTRACTS originally awarded for a price of ~~One~~Two-Hundred Thousand Dollars (~~\$2~~400,000) (or the threshold in Public Contract Code section 22032(b) as it may be amended from time to time, whichever is higher) or less, the CEO/GENERAL MANAGER shall have authority to issue change orders, provided that the sum of all such change orders does not exceed Fifty Thousand Dollars (\$50,000).
- B. For CONTRACTS originally awarded for a price of greater than ~~One~~Two Hundred Thousand Dollars (~~\$2~~400,000) (or the threshold in Public Contract Code section 22032(b) as it may be amended from time to time, whichever is higher) but less than One Million Dollars (\$1,000,000) the CEO/GENERAL MANAGER shall have authority to issue change orders up to \$50,000, provided that the sum of all such change orders for any single CONTRACT shall not exceed ten percent (10%) of the original CONTRACT price.
- C. For CONTRACTS originally awarded for a price of Million Dollars (\$1,000,000) or more, the CEO/GENERAL MANAGER shall have the authority to issue change orders up to \$50,000, provided that the sum of all such change orders for any single CONTRACT shall not exceed the following percentages of the original CONTRACT amount: ten percent (10%) of the first Million Dollars, plus eight percent (8%) of the next Nine Million Dollars, plus six percent (6%) of the balance.
- D. Notwithstanding the foregoing, any single change order which exceeds Fifty Thousand Dollars (\$50,000) shall require BOARD approval.

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E. Notwithstanding the foregoing, the CEO/GENERAL MANAGER shall have authority to issue change orders in such sums as may reasonably be necessary if the CEO/GENERAL MANAGER determines a change order is required to:

1. Prevent interruption of the work which would result in a substantial increase in cost to Santa Cruz METRO; or
2. Protect the work, or equipment or materials to be used in the work, human safety, or the environment at or near the site of the work from substantial and immediate danger or injury; or
3. Protect the work, or equipment or materials to be used in the work, or human safety or the environment at or near the work site where damage or injury has occurred from further or additional damage or injury or deterioration caused by man, nature or other source.

The CEO/GENERAL MANAGER shall report such action to the BOARD as soon as reasonably possible but in no event more than thirty (30) days after the action is taken.

§ 1.609 Delegation of Authority

A. Notwithstanding anything to the contrary herein, the BOARD may by resolution delegate authority to the CEO/GENERAL MANAGER to bind Santa Cruz METRO to a CONTRACT for any amount under the terms and conditions set forth in the resolution delegating such authority.

B. The CEO/GENERAL MANAGER may delegate his or her power under Sections 1.606, 1.607, 1.608 and 1.609 A, to bind Santa Cruz METRO by CONTRACT. The delegation shall be made in writing and shall specifically designate the Santa Cruz METRO employee(s) who may act for the CEO/GENERAL MANAGER. Santa Cruz METRO employees who are authorized to act for the CEO/GENERAL MANAGER to bind Santa Cruz METRO by CONTRACT shall be bonded for the faithful performance of their duties in such amounts as the CEO/GENERAL MANAGER reasonably determines to be adequate. A copy of the written delegation shall be retained in Santa Cruz METRO's official files. Upon request, the CFO shall certify the continuing validity of a written delegation made pursuant to this Section.

§ 1.610 Award in Case of Identical Bids

The CEO/GENERAL MANAGER or the BOARD shall determine by lot which bid shall be accepted when two (2) or more responsible bidders submit responsive bids in the same amount. (*Government Code Section 53064.*)

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§ 1.611 Rejection of Bids/Proposals; Waiver of Minor Irregularities

The CEO/GENERAL MANAGER or the BOARD, as appropriate, may reject any and all bids or proposals and may waive minor irregularities in the bids or proposals. An irregularity in a bid or proposal may be waived if such waiver does not give the bidder/proposer an unfair advantage. If the CEO/GENERAL MANAGER or the BOARD rejects all bids or proposals, the CEO/GENERAL MANAGER or BOARD shall re-evaluate the cost estimates for the project. The project shall then either be abandoned, a new solicitation issued in the manner prescribed in Article IV. If a new solicitation is issued and the CEO/GENERAL MANAGER or BOARD again rejects all bids and proposals submitted, the CEO/GENERAL MANAGER or BOARD may proceed with the project using Santa Cruz METRO personnel, or issue another SOLICITATION.

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§ 1.612 Alternative Award; Failure to Enter Into Contract

If the bidder or proposer to whom the CONTRACT is awarded fails to enter into the CONTRACT as required, the CEO/GENERAL MANAGER or BOARD, as appropriate, may declare the award to that bidder or proposer a nullity and award the CONTRACT to the next lowest responsible and responsive bidder or proposer, or re-advertise. *(Adopted eff. April 25, 2014. Amended effective Sept. 25, 2015.)*

Article VII Bid/Proposal Protest Procedure

§ 1.701 Scope of Protest Procedure

METRO has established these Pre-Bid, Pre-Award and Post-Award Procurement Protest Policy and Procedures so that all procurement protests/disputes are filed, processed and resolved in a manner consistent with the requirements of the Federal Transit Administration (FTA) Circular (4220.1F) *Third Party Contracting Guidance*, dated November 1, 2008, which are on file at METRO's Administrative Offices, 110 Vernon Street, Santa Cruz, CA 95060, and available upon request.

§ 1.702 Types of Protests

There are three basic types of Protests pursuant to this regulation, based on the time in the procurement cycle when they occur:

- A. A pre-bid or solicitation phase Protest is received prior to the bid opening or proposal due date. Pre-bid protests are those based on the content of the initial Notice and/or solicitation published by METRO requesting bids from vendors or other interested parties.
- B. A pre-award Protest is a protest against making an award and is received after receipt of proposals or bids, but before award of a contract.
- C. A post-award Protest is a protest received after award of a contract. A post-award Protest must be received within 5 business days of the making of the award. A post-award Protest generally alleges a violation of applicable federal or state law and/or METRO policy or procedures relative to the seeking, evaluating and/or awarding of the contract.

§ 1.703 Protest Procedures

All Protests must be filed in writing with the METRO Administrative Offices, CFO, Santa Cruz Metropolitan Transit District, 110 Vernon Street, Santa Cruz, CA 95060, or electronically at financemanager@scmttd.com. No other location is acceptable.

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The protest must be in writing and set forth the specific grounds of the dispute and shall be fully supported with technical data, test results, or other pertinent information related to the subject being protested. The Protest shall include the name and contact information of the Protester, solicitation/contract number or description, and what remedy the Protester is seeking. The Protester is responsible for adhering to this regulation.

§ 1.704 Santa Cruz METRO's Response to Protest

- A. METRO's CFO shall make a determination on the Protest generally within ten (10) working days from receipt of the Protest. The Decision of the CFO must be in writing and shall include a response to each substantive issue raised in the Protest.
- B. Any Decision by the CFO may be appealed to the Board of Directors. The Protester has the right within five (5) business days of receipt of the CFO's Decision to file an appeal restating the basis of the Protest and the grounds of the appeal. In the appeal, the Protester is only permitted to raise information and issues previously provided in the Protest or discovered after the Protest was submitted to the CFO for Decision and directly related to the grounds of the Protest. The Protester shall be provided with at least 72-hour notification of when the Board of Directors will hear the Appeal. The Protestor may appear, be represented and present evidence and testimony at the Appeal Hearing. The Board of Directors' decision shall constitute METRO's final administrative determination.

§ 1.705 Appeal of Santa Cruz METRO's Decision

- A. In the event that the Protester is not satisfied with METRO's Board of Directors' final administrative determination, he/she may proceed within 90 days of the final decision to State Court for judicial relief. The Superior Court of the State of California for the County of Santa Cruz is the appropriate judicial authority having the jurisdiction over Protest(s) and Appeal(s).
- B. At any time, the Protester may request reconsideration of METRO's Final Decision if data or information becomes available that was not previously known, or there has been an error of law or regulations.
- C. The Protester may withdraw its Protest or Appeal at any time before METRO issues a final decision.
- D. If METRO postpones the date of proposal submission because of a Protest or Appeal of the solicitation specifications, addenda, dates or any other issue relating to the procurement, METRO will notify, via addendum, all parties who are on record as having obtained a copy of the solicitation documents that a Protest/Appeal had been filed, and the due date for proposal submission shall be postponed until METRO has issued its final Decision.

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§ 1.706 Santa Cruz METRO's Responsibilities to FTA

In cases where Contracts are substantially funded by the FTA, as a best practice, Santa Cruz METRO's CFO will notify its FTA regional office when it receives a third party Contract protest and keep FTA informed about the status of the protest. Contracts and Procurements staff will advise Santa Cruz METRO's grants department of relevant information concerning protests so that appropriate reporting will be accomplished.

Article VIII Debarment

§ 1.801 Scope of Debarment Procedure

This Article specifies procedures for Santa Cruz METRO's debarring potential bidders or proposers from award of a Santa Cruz METRO CONTRACT. The provisions set forth in 49 CFR Part 29 are hereby incorporated by reference. "Debarment" is defined as an action which excludes a firm from contracting directly with Santa Cruz METRO or participating as a subcontractor for a Santa Cruz METRO CONTRACT.

§ 1.802 Violations Subject to Debarment

A contractor who commits, based on information sufficient to support a reasonable belief, any of the following acts or omissions is subject to a Santa Cruz METRO debarment action:

- A. Any action set forth in 49 CFR Section 29.305; or
- B. Willful failure to perform or violation of any term or condition of a CONTRACT with Santa Cruz METRO, including violation of any federal or state statutory or regulatory provision.

§ 1.803 Debarment Procedures

- A. If a contractor is alleged to have committed any one of the violations set forth in Section 1.802, the CEO/GENERAL MANAGER shall give notice in writing by certified mail, return receipt requested, of the reasons for the proposed debarment. The notice shall contain the following information:
 - 1. That debarment is being considered;
 - 2. The reasons for the proposed debarment;
 - 3. Conduct or transaction(s) upon which the action is based;
 - 4. Potential effect of a debarment;
 - 5. Proposed scope of debarment;
 - 6. Proposed period of debarment; and

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7. Opportunity to contest proposed debarment.

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~~C.B.~~ The contractor shall have thirty (30) days from the date of receipt of the notice of proposed debarment to submit any written objections. After consideration of the contractor's written response, the CEO/GENERAL MANAGER shall provide written notice by certified mail, return receipt requested, of the time, date and place of a meeting with the CEO/GENERAL MANAGER, or designee, to discuss the proposed debarment.

~~D.C.~~ In actions not based upon a conviction or civil judgment, if the CEO/GENERAL MANAGER finds that the contractor's response raises a dispute over facts material to the proposed debarment, the contractor shall be afforded an opportunity to appear with a representative before the CEO/GENERAL MANAGER, or designee, submit evidence, present witnesses, and confront any witness Santa Cruz METRO presents.

~~E.D.~~ Within thirty (30) days after the meeting, the CEO/GENERAL MANAGER shall provide written notice by certified mail, return receipt requested, of the final decision of the CEO/GENERAL MANAGER regarding the debarment. Within thirty (30) days after receipt of the CEO/GENERAL MANAGER's final decision, the contractor shall give the CEO/GENERAL MANAGER written notice of appeal of the debarment decision. Failure to submit a written notice of appeal shall constitute consent to the debarment and the CEO/GENERAL MANAGER's decision shall be final as of the date on the notice.

~~F.E.~~ If a written appeal is timely submitted, the CEO/GENERAL MANAGER shall provide written notice by certified mail, return receipt requested, of the date, time and place of the BOARD meeting at which the appeal of the contractor shall be considered and the date the contractor must submit written comments for submittal to the BOARD. The BOARD's debarment agenda package shall be sent to the contractor at least five (5) days before the meeting.

~~G.F.~~ At the BOARD meeting in which the matter is scheduled to be heard, the BOARD may elect to receive and file the CEO/GENERAL MANAGER's decision, set the matter for hearing at a subsequent BOARD meeting, or hire an impartial hearing officer to conduct a hearing and prepare a written decision, including findings of fact.

~~H.G.~~ Within thirty (30) days after the BOARD meeting, the CEO/GENERAL MANAGER shall provide written notification of the BOARD's action via certified mail, return receipt requested, to the appellant. If the BOARD receives and accepts the CEO/GENERAL MANAGER's decision, the debarment decision shall be final as of the date of the written notice described in this part.

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~~H.~~ If the BOARD elects to hold a hearing or to hire an impartial hearing officer to conduct a hearing, Santa Cruz METRO staff and the appellant may present evidence related to the appeal of the CEO/GENERAL MANAGER's decision at the hearing. At the beginning of the hearing, the BOARD Chair or hearing officer may announce time limits on testimony and any other procedural rules which, in their sole opinion, are reasonably necessary to preclude repetitious or irrelevant testimony. If either party arranges for the use of a court reporter to transcribe the hearing, the other party shall share the cost of transcribing the hearing if it requests a copy of the transcript.

~~I.~~ If an impartial hearing officer conducts the hearing, the CEO/GENERAL MANAGER shall provide written notice by certified mail, return receipt requested, of the selected hearing officer, the date, time and place of the BOARD meeting at which the hearing officer's recommendation will be considered for adoption, and the date that the contract must provide written comments for submittal to the BOARD. A copy of the BOARD of Directors' debarment agenda package shall be sent to the contractor at least five (5) days before the meeting.

~~K.~~ In rendering its decision on the debarment, the BOARD may elect to receive and file the CEO/GENERAL MANAGER's decision, adopt the written recommendation and findings of fact prepared by the hearing officer, or adopt a separate decision. Santa Cruz METRO shall provide contractor with written notice of the BOARD's decision by certified mail, return receipt requested, within thirty (30) days after the BOARD meeting. All BOARD decisions are final as of the date on the written notice of the BOARD's action.

§ 1.804 CEO/General Manager's/Board of Directors' Decision

- A. Debarment shall be imposed by the CEO/GENERAL MANAGER or BOARD only when it finds, based on a preponderance of the evidence, that the contract committed one of the violations referenced in Section 1.702 and that debarment is in the best interest of the public and the protection of Santa Cruz METRO. The seriousness of the contractor's acts or omissions and any mitigating factors shall be considered in making any debarment decision.
- B. Debarment constitutes debarment of all divisions or other organizational elements of the contractor, unless the debarment decision is limited by its terms to specific divisions, organizational elements or commodities.
- C. In imposing debarment, the CEO/GENERAL MANAGER or BOARD shall specify the scope and term of the debarment. Debarment shall not exceed three (3) years, unless circumstances warrant a longer period.

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D. In order to protect the interests of Santa Cruz METRO, the period of debarment may be extended, modified or suspended by the CEO/GENERAL MANAGER or BOARD after compliance with the procedures set forth in Section 1.803. Such actions may be initiated by Santa Cruz METRO or by the contractor after receipt of a written request, including documentation of the proposed modifications.

§ 1.805 Affect of Debarment on Submittal of Bids or Proposals

If the CEO/GENERAL MANAGER or BOARD acts to debar a contractor, that contractor shall be precluded from submitting any bids or proposals for a PROCUREMENT as a prime contractor or subcontractor during the time of debarment, unless debarment is limited in scope and the contractor is authorized under the terms of the debarment to submit a bid or proposal for a particular CONTRACT.

A contractor that has been debarred or suspended by the federal government or the state shall be prohibited from submitting any bids or proposals for a federally-funded or State funded PROCUREMENT during the period of debarment or suspension.

If Santa Cruz METRO receives an unauthorized bid or proposal from a contractor debarred by Santa Cruz METRO and/or the federal or state governments, the bid or proposal shall be returned and such bid or proposal shall not be evaluated or considered in determining the lowest responsive and responsible bidder or the highest ranked proposer.

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VERBAL PRESENTATION

CEO ORAL REPORT

Michael Tree

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