



AGENDA
REGULAR MEETING OF JUNE 24, 2011
SANTA CRUZ CITY COUNCIL CHAMBERS
809 CENTER STREET
SANTA CRUZ, CALIFORNIA
9:00 a.m. – 12:00 p.m.

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

NOTE: THE BOARD CHAIR MAY TAKE ITEMS OUT OF ORDER

SECTION I: OPEN SESSION - 9:00 a.m.

1. ROLL CALL
2. **ORAL ANNOUNCEMENT:** AMY WEISS WILL BE AVAILABLE FOR SPANISH LANGUAGE INTERPRETATION DURING "ORAL COMMUNICATIONS" AND FOR ANY OTHER AGENDA ITEM FOR WHICH THESE SERVICES ARE NEEDED. TODAY'S MEETING IS BEING BROADCAST ON CHANNEL 26 BY COMMUNITY TELEVISION OF SANTA CRUZ.
3. ORAL AND WRITTEN COMMUNICATION TO THE BOARD OF DIRECTORS
 - a. Alvina Fuentes Cathrena Strates re: Support for Santa Cruz METRO
4. LABOR ORGANIZATION COMMUNICATIONS
5. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

CONSENT AGENDA

- 6-1. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS FOR THE MONTH OF APRIL 2011
Submitted by: Angela Aitken, Acting Asst. General Manager & Finance Manager
- 6-2. MONTHLY BUDGET STATUS REPORTS FOR APRIL 2011 AND APPROVAL OF BUDGET TRANSFERS
Submitted by: Angela Aitken, Acting Asst. General Manager & Finance Manager
- 6-3. ACCEPT AND FILE PARACRUZ OPERATIONS STATUS REPORT FOR THE MONTH OF APRIL 2011
Submitted by: April Warnock, Paratransit Superintendent

- 6-4. ACCEPT AND FILE RIDERSHIP AND PERFORMANCE REPORT FOR APRIL 2011
Submitted by: Angela Aitken, Acting Asst. General Manager & Finance Manager
- 6-5. ACCEPT AND FILE STATUS REPORT OF ACTIVE GRANTS AND SUBMITTED GRANT PROPOSALS FOR JUNE 2011
Submitted by: Angela Aitken, Acting Asst. General Manager & Finance Manager
- 6-6. ACCEPT AND FILE STATUS REPORT OF FEDERAL AND STATE LEGISLATION AND CURRENT LEGISLATIVE ISSUES
Submitted by: Angela Aitken, Acting Asst. General Manager & Finance Manager
- 6-7. CONSIDERATION OF AWARD TO CONTRACT WITH AAA FENCE COMPANY, INC FOR PERIMETER FENCING INTALLATION AT THE FLEET MAINTENANCE BUILDING LOCATED AT 138 GOLF CLUB DRIVE FOR AN AMOUNT NOT TO EXCEED \$24,745.00 AND APPROVAL OF CONTRACT CHANGE ORDER PROCEDURES
Submitted by: Frank Cheng, IT Manager and MetroBase Project Manager
- 6-8. CONSIDERATION OF A CHANGE ORDER FOR NORTH STAR INC., PURCHASE ORDER IN THE AMOUNT OF \$45,000 FOR THE LCNG FUELING STATION
Submitted by: Robert Cotter, Maintenance Manager
- 6-9. CONSIDERATION OF AWARD TO PURCHASE WARRANTY PROTECTION WITH CUMMINS WEST, INC.
Submitted by: Robert Cotter, Maintenance Manager
- 6-10. CONSIDERATION OF AMENDING THE CONTRACT WITH TIRE DISTRIBUTION SERVICES (TDS) TO INCLUDE TIRES FOR THE PARACRUZ FLEET FOR A TOTAL ADDITIONAL AMOUNT NOT TO EXCEED \$5,375
Submitted by: Robert Cotter, Maintenance Manager
- 6-11. RENEWAL OF LIABILITY AND VEHICLE PHYSICAL DAMAGE INSURANCE PROGRAM COVERAGE WITH CALTIP FOR FY12
Submitted by: Angela Aitken, Finance Manager & Acting Assistant General Manager
- 6-12. CONSIDERATION OF RESPONSES TO THE RECOMMENDATIONS CONTAINED IN THE TRIENNIAL PERFORMANCE AUDIT CONDUCTED BY LSC TRANSPORTATION CONSULTANTS, INC. ON BEHALF OF THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION
Submitted by: Angela Aitken, Finance Manager & Acting Assistant General Manager

REGULAR AGENDA

- 7. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS
Presented by: Ellen Pirie, Chair

8. **PUBLIC HEARING:** RECEIVE PUBLIC COMMENTS ON SANTA CRUZ METRO'S PROPOSED DISADVANTAGED BUSINESS ENTERPRISE (DBE) GOAL OF 1.54% FOR FEDERAL FISCAL YEARS 2012-2014 (FFY12-FFY14). CONSIDERATION OF ADOPTING A FFY12-FFY14 GOAL OF 1.54% FOR DBE PARTICIPATION IN FEDERALLY ASSISTED PROCUREMENTS

Presented by: Angela Aitken, Finance Manager & Acting Assistant General Manager

PUBLIC HEARING WILL TAKE PLACE AT 9:00 A.M.

9. CONSIDERATION OF APPROVAL OF THE PROPOSED METRO FIXED ROUTE SERVICE REDUCTIONS FOR FALL 2011

Presented by: Ciro Aguirre, Operations Manager

10. **PUBLIC HEARING:** ADOPTION OF THE FY12 FINAL BUDGET

Presented by: Angela Aitken, Finance Manager & Acting Assistant General Manager

PUBLIC HEARING WILL TAKE PLACE AT 9:00 A.M.

11. CONSIDERATION OF AMENDING SANTA CRUZ METRO'S FARE ORDINANCE 84-2-1 WITH SUBSEQUENT RESOLUTION AND REGULATION TO INCLUDE INCREASED FARES, NEW BUS PASSES, AND SMART CARD FARE MEDIA.

Presented by: Angela Aitken, Finance Manager & Acting Assistant General Manager

12. CONSIDERATION OF APPROVAL OF SANTA CRUZ METRO BECOMING A PARTNER IN THE "INVEST IN TRANSIT" CAMPAIGN IN SUPPORT OF THE NON-PROFIT TRANSFORM'S STATEWIDE AND REGIONAL EFFORTS TO SIGNIFICANTLY INCREASE FUNDING FOR PUBLIC TRANSIT IN CALIFORNIA

Presented by: Leslie R. White, General Manager

13. CONSIDER APPROVAL OF CLASS SPECIFICATION CHANGE FROM SENIOR ACCOUNTING TECHNICIAN TO PAYROLL ACCOUNTING SUPPORT SPECIALIST

Presented by: Robyn Slater, Human Resources Manager

14. CONSIDERATION OF THE RECOMMENDATION FROM THE METRO ADVISORY COMMITTEE TO MOVE THE LOCATION OF THE FIRST BOARD MEETING OF THE MONTH FROM THE CURRENT 110 VERNON LOCATION TO A LOCATION THAT IS MORE ACCESSIBLE BY PUBLIC TRANSPORTATION SERVICE

Presented by: Leslie R. White, General Manager

15. **ORAL ANNOUNCEMENT:** THE NEXT REGULARLY SCHEDULED BOARD MEETING WILL BE HELD FRIDAY, AUGUST 12, 2011 AT 8:30 A.M. AT THE SANTA CRUZ METRO ADMINISTRATIVE OFFICES LOCATED AT 110 VERNON STREET, SANTA CRUZ

Presented by: Ellen Pirie, Chair

16. REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION: District Counsel

17. ORAL AND WRITTEN COMMUNICATIONS REGARDING CLOSED SESSION

SECTION II: CLOSED SESSION

1. CONFERENCE WITH LABOR NEGOTIATORS
(Pursuant to Government Code Section 54957.6)
 - a) Agency Negotiators: Robyn Slater, Human Resources Manager; Angela Aitken, Acting Assistant General Manager/Finance Manager; Ciro Aguirre, Operations Manager; and Mary Ferrick, Fixed Route Superintendent
 1. Employee Organizations: United Transportation Union (UTU), Local 23 (Fixed Route)
2. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
(Pursuant to Government Code Section 54956.9)
 - a) Name of Case: Mario De la Garza v. Santa Cruz METRO
(Before the Superior Court of Santa Cruz County)
 - b) Name of Case: Joseph Blair v. Santa Cruz METRO
(Before the Superior Court of Santa Cruz County)
 - c) Name of Case: Commerce West Insurance Company, Subrogating for Vince Tabula and Erika Guido v. Santa Cruz METRO

SECTION III: RECONVENE TO OPEN SESSION

18. REPORT OF CLOSED SESSION

ADJOURN

NOTICE TO PUBLIC

Members of the public may address the Board of Directors on a topic not on the agenda but within the jurisdiction of the Board of Directors or on the consent agenda by approaching the Board during consideration of Agenda Item #3 "Oral and Written Communications", under Section I. Presentations will be limited in time in accordance with District Resolution 69-2-1.

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.

Members of the public may address the Board of Directors on a topic on the agenda by approaching the Board immediately after presentation of the staff report but before the Board of Directors' deliberation on the topic to be addressed. Presentations will be limited in time in accordance with Santa Cruz METRO Resolution 69-2-1.

The Santa Cruz Metropolitan Transit District does not discriminate on the basis of disability. The City Council Chambers is located in an accessible facility. Any person who requires an accommodation or an auxiliary aid or service to participate in the meeting, or to access the agenda and the agenda packet, should contact Tony Tapiz, Administrative Services Coordinator, at 831-426-6080 as soon as possible in advance of the Board of Directors meeting. Hearing impaired individuals should call 711 for assistance in contacting Santa Cruz METRO regarding special requirements to participate in the Board meeting. A Spanish language translator will be available during "Oral Communications" and for any other agenda item for which these services are needed. This meeting will be broadcast by Community Television of Santa Cruz.

original copy June 7, 2011
Bank Note: Time 6:20
Tuesday

Board of Directors
Mr Les White
110 Vernon Street
Santa Cruz, California 95060
Mr Les White S.W.

I take the Metro Buses on
Monday 9. Thank you for
letting me ride the Bus.

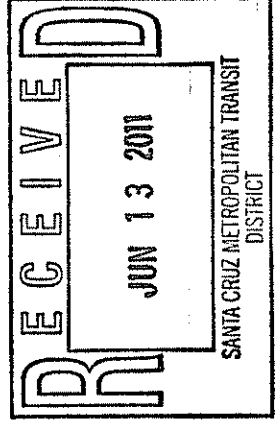
I have some Photo's
for you in case you have
to go to court for some
reason where Photos Buses
is concern. I also want
to offer you a bit of
a Transfer. Alvinia Jim Fuentes
Cathena Strates give permission
to transfer \$3 million Dollars into
Mr Les White Bank Account

original copy June 7, 2011
Bank Note: Time 6:30 P.M.

Tuesday
There will be dedications
Attorney, Bookkeeper Accountant
Tax Auditor.

Take this letter to your
Attorney to get the money. #
Signed Alvinia J. M. Fuentes
Cathena Strates. #

God Bless you!
Good Luck!

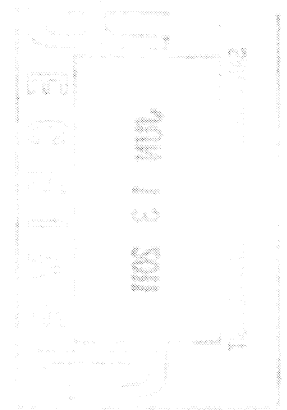




Metro Bus Station
"20H"



Metro Bus Station
"20H"



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

DATE: 04/01/11 THRU 04/30/11

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
39034	04/04/11	26.76 002069	A TOOL SHED, INC.	39219		JAN FIN CHRG	26.76		
39035	04/04/11	188.49 002941	AA SAFE & LOCK CO	39167		PROF SVCS/PT	188.49		
39036	04/04/11	1,292.32 E437	AITKEN, ANGELA	39166		2011 APTA CONFERENCE	1,292.32		
39037	04/04/11	3,940.69 059	BATTERIES USA, INC.	39168		REV VEH PARTS/FL	3,940.69		
39038	04/04/11	100.00 B028	BRYANT, HILARY	39164	7	3/11-3/25 BOD MTG	100.00		
39039	04/04/11	100.00 B018	BUSTICHI, DENE	39158	7	3/11-3/25 BOD MTG	100.00		
39040	04/04/11	2,813.51 909	CLASSIC GRAPHICS	39171		OUT RPR #2237	2,813.51		
39041	04/04/11	7,721.32 001124	CLEAN ENERGY	39172		LNG 3/14/11	7,721.32		
39042	04/04/11	300.00 002448	CLEAR VIEW, LLC	39169	0	WINDOWS/WTC	300.00		
39043	04/04/11	281.51 002949	DEANE INDUSTRIAL MACHINING	39173		OUT RPR #9831	281.51		
39044	04/04/11	707.30 085	DIXON & SON TIRE, INC.	39174		MAR TIRES & TUBES/PT	118.43		
				39175		MAR TIRES & TUBES/PT	126.87		
				39176		MAR TIRES & TUBES/PT	462.00		
39045	04/04/11	144.54 001329	DOC AUTO LLC	39177		OUT RPR REV VEH/PT	72.97		
				39220		OUT RPR REV VEH/PT	71.57		
39046	04/04/11	100.00 B029	DODGE, DANIEL	39165	7	3/11-3/25 BOD MTG	100.00		
39047	04/04/11	484.72 001492	EVERGREEN OIL INC.	39180		HAZ WASTE DISP	484.72		
39048	04/04/11	3,220.00 432	EXPRESS EMPLOYMENT PROS	39178		TEMP/FAC W/E 3/13	900.00		
				39179		TEMPS/FAC W/E 3/13	2,320.00		
39049	04/04/11	235.29 372	FEDERAL EXPRESS	39181		POSTAGE/MAIL/ADM	212.40		
				39182		POSTAGE/MAIL/ADM	22.89		
39050	04/04/11	99.41 959	FIRST ADVANTAGE CORPORATION	39221		EMPLOY EXAMS/HR	99.41		
39051	04/04/11	338,702.80 647	GFI GENFARE	39183		FINAL INVOICE	338,702.80		
39052	04/04/11	50.00 B023	GRAVES, RON	39161		3/25 BOD MTG	50.00		
39053	04/04/11	100.00 B021	HAGEN, DONALD N.	39159	7	3/11-3/25 BOD MTG	100.00		
39054	04/04/11	50.00 B006	HINKLE, MICHELLE	39156	7	3/11-3/25 BOD MTG	50.00		
39055	04/04/11	3,153.87 001254	JOS. J. ALBANESE, INC.	39222		BUS WASH DEMO	3,153.87		
39056	04/04/11	876.71 167	KEYSTON BROTHERS	39184		PARTS & SUPPLY/FL	107.05		
				39185		PARTS & SUPPLY/FL	592.42		
				39186		PARTS & SUPPLY/FL	177.24		
39057	04/04/11	100.00 B026	LEOPOLD, JOHN	39163	7	3/11-3/25 BOD MTG	100.00		
39058	04/04/11	142.05 041	MISSION UNIFORM	39187		UNIF & LAUNDRY/FAC	10.93		
				39188		UNIF & LAUNDRY/FAC	13.11		
				39189		UNIF & LAUNDRY/FAC	8.37		
				39190		UNIF & LAUNDRY/FAC	69.27		
				39191		UNIF & LAUNDRY/FL	26.00		
				39192		UNIF & LAUNDRY/FL	14.37		
39059	04/04/11	6,945.94 001063	NEW FLYER INDUSTRIES LIMITED	39194		OUT RPR REV VEH/PT	1,279.09		
				39195		REV VEH PARTS/FL	457.05		
				39196		REV VEH PARTS/FL	690.48		
				39197		REV VEH PARTS/FL	388.97		
				39198		REV VEH PARTS/FL	3,977.21		
				39199		REV VEH PARTS/FL	153.14		
39060	04/04/11	2,671.05 001176	NORTHSTAR, INC.	39193		OUT RPR EQUIP/FAC	2,671.05		
39061	04/04/11	1,185.95 009	PACIFIC GAS & ELECTRIC	39200		2/10-3/11 RES PARK	1,185.95		
39062	04/04/11	100.00 B024	PIRIE, ELLEN	39162	7	3/11-3/25 BOD MTG	100.00		
39063	04/04/11	1,004.00 001098	ROBERT HALF MANAGEMENT RESOURCE	39201		TEMP/ADM W/E 3/11	1,004.00		
39064	04/04/11	100.00 B022	ROBINSON, LYNN MARIE	39160	7	3/11-3/25 BOD MTG	100.00		
39065	04/04/11	992.68 001286	SAFE-CARD ID SERVICES, INC	39202		OFFICE SUPPLY/IT	992.68		
39066	04/04/11	2,212.61 001379	SAFETY-KLEEN	39203		HAZ WASTE DISP	2,212.61		

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
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 ALL CHECKS FOR ACCOUNTS PAYABLE

DATE: 04/01/11 THRU 04/30/11

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
39067	04/04/11	079	7,010.91	SANTA CRUZ MUNICIPAL UTILITIES		39204	2/15-3/11 VERNON	48.53	
39068	04/04/11	B017	50.00	STONE, MARK	7	39205	2/15-3/11 VERNON	443.21	
39069	04/04/11	001165	225.00	THANH N. VU MD	7	39206	2/15-3/11 1200A RVR	2,623.21	
						39207	2/15-3/11 PACIFIC	75.81	
						39208	2/15-3/11 PACIFIC	2,505.48	
						39209	2/15-3/11 1200B RVR	812.11	
						39223	BUS STOP BINS	502.56	
						39157	3/25 BOD MTG	50.00	
						39210	EMPLOY EXAM/OPS	75.00	
						39224	EMPLOY EXAM/OPS	75.00	
						39225	EMPLOY EXAM/OPS	75.00	
						39213	REV VEH PARTS/FL	1,381.07	
						39214	REV VEH PARTS/FL	152.28	
						39211	REV VEH PARTS/FL	203.64	
						39212	PC CARDS/ADM	90.02	
						39226	APR 11 VSP	10,587.50	
						39216	REV VEH PARTS/PT	540.67	
						39217	PROF SVCS/RISK	80.25	
						39215	HVAC/RES PARK	175.00	
						39218	CLEAN SUPPLY/FAC	282.22	
						39228	APRIL PAGES	258.81	
						39282	TREE TRIM/WTC	700.00	
						39373	APR 11 PERS CHOICE	1,048.08	
						39283	PHONES 2/19-3/18	2,735.59	
						39229	MAY 11 WORK COMP FEE	8,250.00	
						39374	DOOR SVCE/VERNON ST	275.00	
						39375	RPRS & MAINT/FAC	62.32	
						39376	RPRS & MAINT/FAC	10.31	
						39377	MAR JANITORIAL	774.00	
						39335	1/12-3/31 ADA CS SUR	5,000.00	
						39230	REV VEH PARTS/FL	2,717.62	
						39336	APR 11 FED LEG SVCS	5,000.00	
						39378	11/26-12/25 VERIZON	60.07	
						39379	12/26-1/25 VERIZON	60.07	
						39380	1/26-2/25 VERIZON	60.28	
						39381	2/26-3/25 VERIZON	60.30	
						39337	BUS STORAGE M/C CONS	2,376.00	
						39231	LNG 3/8/11	8,982.64	
						39232	LNG 3/17/11	10,030.45	
						39233	LNG 3/20/11	9,672.88	
						39338	3/25 BOD MTG	18.66	
						39234	CORE CREDIT	-143.45	
						39235	REV VEH PARTS/FL	1,396.49	
						39236	OUT RPR #2812	1,103.51	
						39237	REV VEH PARTS/FL	1,478.62	
						39284	OUT RPR #2808	1,736.72	
						39243	REV VEH PARTS/FL	5,047.27	
						39238	MAR TIRES & TUBES/FL	7,603.39	
						39239	MAR TIRES & TUBES/FL	102.96	
						39241	OUT RPR REV VEH/PT	816.69	
39091	04/11/11	001346	2,376.00	CITY OF SANTA CRUZ					
39092	04/11/11	001124	28,685.97	CLEAN ENERGY					
39093	04/11/11	002063	18.66	COSTCO					
39094	04/11/11	504	5,571.89	CUMMINS WEST, INC.					
39095	04/11/11	002624	5,047.27	DIGITAL RECORDERS					
39096	04/11/11	085	7,706.35	DIXON & SON TIRE, INC.					
39097	04/11/11	001329	1,719.35	DOC AUTO LLC					

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39099	04/11/11	1,835.00	916	DOCTORS ON DUTY MEDICAL CLINIC .		39242	OUT RPR			902.66	
						39285	EMPLOY EXAM			30.00	
						39286	EMPLOY EXAM			35.00	
						39287	EMPLOY EXAM			120.00	
						39288	EMPLOY EXAM			30.00	
						39289	EMPLOY EXAM			35.00	
						39290	EMPLOY EXAM			30.00	
						39291	EMPLOY EXAM			30.00	
						39292	EMPLOY EXAM			35.00	
						39293	EMPLOY EXAM			30.00	
						39294	EMPLOY EXAM			120.00	
						39295	EMPLOY EXAM			120.00	
						39296	EMPLOY EXAM			30.00	
						39297	EMPLOY EXAM			20.00	
						39298	EMPLOY EXAM			35.00	
						39299	EMPLOY EXAM			30.00	
						39300	EMPLOY EXAM			30.00	
						39301	EMPLOY EXAM			35.00	
						39302	EMPLOY EXAM			30.00	
						39303	EMPLOY EXAM			35.00	
						39304	EMPLOY EXAM			35.00	
						39305	EMPLOY EXAM			120.00	
						39306	EMPLOY EXAM			30.00	
						39307	EMPLOY EXAM			20.00	
						39308	EMPLOY EXAM			30.00	
						39309	EMPLOY EXAM			35.00	
						39310	EMPLOY EXAM			30.00	
						39311	EMPLOY EXAM			30.00	
						39312	EMPLOY EXAM			35.00	
						39313	EMPLOY EXAM			30.00	
						39314	EMPLOY EXAM			30.00	
						39315	EMPLOY EXAM			35.00	
						39316	EMPLOY EXAM			35.00	
						39317	EMPLOY EXAM			30.00	
						39318	EMPLOY EXAM			30.00	
						39319	EMPLOY EXAM			35.00	
						39320	EMPLOY EXAM			30.00	
						39321	EMPLOY EXAM			30.00	
						39322	EMPLOY EXAM			20.00	
						39323	EMPLOY EXAM			30.00	
						39324	EMPLOY EXAM			120.00	
						39325	EMPLOY EXAM			30.00	
						39326	EMPLOY EXAM			35.00	
						39327	EMPLOY EXAM			35.00	
						39328	EMPLOY EXAM			30.00	
						39329	EMPLOY EXAM			30.00	
						39240	OUT RPR REV		VEH/PT	75.00	
						39382	WATER DRAIN/MAR MB			500.00	
						39244	TEMP/FAC W/E		3/20	900.00	
						39245	TEMPS/FAC W/E		3/20	2,305.50	
39100	04/11/11	75.00	002388	DOGHERRA'S		7					
39101	04/11/11	500.00	002862	ECOLOGICAL CONCERNS INC.							
39102	04/11/11	3,205.50	432	EXPRESS EMPLOYMENT PROS							

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
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39103	04/11/11	FEDERAL EXPRESS	64.89	FEDERAL EXPRESS		39246	POSTAGE/MAIL/FIN	64.89	
39104	04/11/11	FIRST ALARM	129.00	FIRST ALARM		39247	SVCE CALL/1200 RVR	129.00	
39105	04/11/11	GARDA CL WEST, INC.	212.00	GARDA CL WEST, INC.		39339	APR ARMORED CAR SVC	212.00	
39106	04/11/11	GFI GENFARE	309.06	GFI GENFARE		39254	REV VEH PARTS/FL	309.06	
39107	04/11/11	GILLIG LLC	17.01	GILLIG LLC		39253	REV VEH PARTS/FL	17.01	
39108	04/11/11	GIRO, INC.	50,028.20	GIRO, INC.		39384	AMEND #2 20% GEO	9,689.40	
						39385	AMEND #2 BID 40%	40,338.80	
39109	04/11/11	GOVDELIVERY, INC.	670.33	GOVDELIVERY, INC.		39383	MAR 11 EMAIL SUBSCRIP	670.33	
39110	04/11/11	GRAINGER	420.86	GRAINGER		39248	RPRS & MAINT/FAC	40.52	
						39249	RPRS & MAINT/FAC	199.79	
						39250	RPRS & MAINT/FAC	8.35	
						39251	RPRS & MAINT/FAC	96.97	
						39252	RPRS & MAINT/FAC	75.23	
39111	04/11/11	HARTFORD LIFE AND ACCIDENT INS	15,539.37	HARTFORD LIFE AND ACCIDENT INS		39386	APR 11 LIFE/AD&D	5,211.69	
						39387	APR 11 LTD	10,327.68	
39112	04/11/11	HERRERA, LEO	39.00	HERRERA, LEO		39330	DMV FEE/PT	39.00	
39113	04/11/11	HOSE SHOP, THE	124.59	HOSE SHOP, THE		39255	PARTS & SUPPLY/FL	124.59	
39114	04/11/11	IBANZA, IRENE	25.00	IBANZA, IRENE		39331	SETTLEMENT/RISK	25.00	
39115	04/11/11	IKON FINANCIAL SERVICES	459.13	IKON FINANCIAL SERVICES		39256	3/18-4/17 LS/OPS	260.00	
						39257	MNT/OVRGES/TXS/OPS	199.13	
39116	04/11/11	IKON OFFICE SOLUTIONS	118.72	IKON OFFICE SOLUTIONS		39332	2/19-3/18 BK MNT/ADM	118.72	
39117	04/11/11	KALE, RICKY	49.00	KALE, RICKY		39340	DMV/VTT FEES/OPS	49.00	
39118	04/11/11	LAW OFFICES OF MARIE F. SANG	656.00	LAW OFFICES OF MARIE F. SANG	7	39258	WORK COMP FEE/FLT	384.00	
						39259	WORK COMP FEE/OPS	272.00	
39119	04/11/11	MCI SERVICE PARTS, INC.	264.19	MCI SERVICE PARTS, INC.		39267	REV VEH PARTS/FL	264.19	
39120	04/11/11	MISSION UNIFORM	687.13	MISSION UNIFORM		39260	UNIF & LAUNDRY/FAC	67.61	
						39261	UNIF & LAUNDRY/FAC	8.37	
						39262	UNIF & LAUNDRY/FL	14.53	
						39263	UNIF & LAUNDRY/FL	2.00	
						39264	UNIF & LAUNDRY/FL	59.25	
						39265	UNIF & LAUNDRY/FL	176.20	
						39388	UNIF & LAUNDRY/FAC	65.21	
						39389	UNIF & LAUNDRY/PT	33.41	
						39390	UNIF & LAUNDRY/FL	59.25	
						39391	UNIF & LAUNDRY/FL	176.20	
						39392	UNIF & LAUNDRY/FL	4.18	
						39393	UNIF & LAUNDRY/FL	20.92	
39121	04/11/11	MOHAWK MFG. & SUPPLY CO.	115.39	MOHAWK MFG. & SUPPLY CO.		39266	REV VEH PARTS/FL	115.39	
39122	04/11/11	MONTEREY BAY SYSTEMS	188.49	MONTEREY BAY SYSTEMS		39268	COPLER MAINT/FL	188.49	
39123	04/11/11	NEW FLYER INDUSTRIES LIMITED	3,257.36	NEW FLYER INDUSTRIES LIMITED		39269	REV VEH PARTS/FL	119.97	
						39270	REV VEH PARTS/FL	55.03	
						39271	REV VEH PARTS/FL	725.16	
						39272	REV VEH PARTS/FL	725.16	
						39273	REV VEH PARTS/FL	1,632.04	
39124	04/11/11	NORTH BAY FORD LINC-MERCURY	25.74	NORTH BAY FORD LINC-MERCURY		39394	OUT RPR REV VEH/PT	25.74	
39125	04/11/11	NORTHSTAR, INC.	15,449.78	NORTHSTAR, INC.		39274	MARCH MAINT	14,842.00	
						39333	OUT RPR EQUIP/FAC	607.78	
39126	04/11/11	ON TIME CONSULTING SVCS, INC.	925.00	ON TIME CONSULTING SVCS, INC.		39395	TASK 5-FF INTRFCE RP	925.00	
39127	04/11/11	PACHECO, NESLY AND RUCKA	22,500.00	PACHECO, NESLY AND RUCKA		39281	SETTLEMENT/RISK	22,500.00	
39128	04/11/11	PACIFIC GAS & ELECTRIC	14,960.07	PACIFIC GAS & ELECTRIC		39341	2/26-3/28 VERNON	4,575.46	

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39129	04/11/11	368.33 023	PACIFIC TRUCK PARTS, INC.		39342	2/26-3/28 1122 RVR	1,447.62		
39130	04/11/11	21.15 043	PALACE ART & OFFICE SUPPLY		39343	2/26-3/28 1122 RVR	116.28		
39131	04/11/11	887.00 950	PARADISE LANDSCAPE INC	0	39344	2/26-3/28 1200 RVR	1,384.47		
39132	04/11/11	241.00 481	PIED PIPER EXTERMINATORS, INC.		39345	2/26-3/28 GOLF CLUB	7,436.24		
39133	04/11/11	39,275.04 002939	PREFERRED BENEFIT		39276	REV VEH PARTS/FL	368.33		
39134	04/11/11	1,370.94 882	PRINT SHOP SANTA CRUZ	7	39277	OFFICE SUPPLY/FL	13.34		
39135	04/11/11	510.00 001309	PRIORITY ROOFING SOLUTIONS INC		39334	OFFICE SUPPLY/FL	7.81		
39136	04/11/11	395.02 107A	PROBUILD		39278	MARCH MAINT	887.00		
39137	04/11/11	425.48 001153	REPUBLIC ELEVATOR COMPANY		39275	MAR PEST CTRL	241.00		
39138	04/11/11	1,907.60 001098	ROBERT HALF MANAGEMENT RESOURCE		39346	APR 11 DENTAL	39,275.04		
39139	04/11/11	26,722.84 966	S. C. FUELS	0	39280	BUS SIGNS/LOGOS	1,370.94		
39140	04/11/11	3,095.73 018	SALINAS VALLEY FORD SALES		39279	SVCE LEAK/WTC	510.00		
39141	04/11/11	378.69 135	SANTA CRUZ AUTO PARTS, INC.		39396	RPRS & MAINT/FAC	42.92		
39142	04/11/11	48.78 848	SANTA CRUZ ELECTRONICS, INC.		39397	RPRS & MAINT/FAC	118.72		
39143	04/11/11	1,829.40 079	SANTA CRUZ MUNICIPAL UTILITIES		39398	RPRS & MAINT/FAC	65.02		
39144	04/11/11	2,872.16 001232	SPECIALIZED AUTO AND		39399	RPRS & MAINT/FAC	12.41		
39145	04/11/11	458.00 001976	SPORTWORKS NORTHWEST, INC.		39400	RPRS & MAINT/FAC	29.88		
39146	04/11/11	408.04 001040	TERRYBERRY CO., LLC		39401	PARTS & SUPPLY/FL	7.86		
39147	04/11/11	75.00 001165	THANH N. VU MD	7	39402	RPRS & MAINT/FAC	11.82		
39148	04/11/11	45.22 007	UNITED PARCEL SERVICE		39403	RPRS & MAINT/FAC	106.39		
39149	04/11/11	54.51 434B	VERIZON CALIFORNIA		39347	SVCE/RPR-MMF	425.48		
39150	04/11/11	1,595.00 001353	VISION COMMUNICATIONS		39348	TEMP/ADM W/E 3/18	1,004.00		
39151	04/11/11	70.00 682	WEISS, AMY L.		39354	TEMP/ADM W/E 3/25	903.60		
39152	04/07/11	1,153.00 009	PACIFIC GAS & ELECTRIC		39355	DIESEL 3/18/11	26,722.84		
39153	04/07/11	22.75 002945	SANTA CRUZ COMMUNITY		39356	REV VEH PARTS/FL	3,095.73		
39154	04/18/11	295.61 020	ADT SECURITY SERVICES INC.		39350	REV VEH PARTS/PT	6.59		
					39351	REV VEH/SFTY/PART/FL	251.65		
					39352	REV VEH PARTS/FL	78.45		
					39404	REV VEH PARTS/FL	42.00		
					39357	OFFICE SUPPLY/IT	27.09		
					39358	PARTS & SUPPLY/FL	21.69		
					39362	2/15-3/11 MMF	1,225.10		
					39363	2/15-3/11 MMF	48.53		
					39364	2/15-3/11 1217 RVR	118.37		
					39365	1/20-3/17 RES PARK	437.40		
					39359	OUT RPR REV VEH/PT	195.52		
					39360	OUT RPR REV VEH/PT	957.13		
					39361	OUT RPR REV VEH/PT	1,719.51		
					39353	REV VEH PARTS/FL	458.00		
					39355	EMPLOY INCENTIVE	141.92		
					39366	EMPLOY INCENTIVE	116.09		
					39367	EMPLOY INCENTIVE	150.03		
					39368	PHYS EXAM/OPS	75.00		
					39369	FRT OUT/FLT	45.22		
					39370	MT BIEWLASKI	54.51		
					39371	MARCH MAINT	1,595.00		
					39372	3/25 BOD MTG	70.00		
					9001544	1122 RIVER ST	1,153.00		
					39405	PROF SVCS 4/5/11/PT	22.75		
					39471	SVCE CALL/WTC	295.61		

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39155	04/18/11	87.66 E642	87.66	BEATTY, TOVE		39406	3/11 APTA CONFERENCE	87.66	
39156	04/18/11	5,660.09 001844	5,660.09	BRINKS INCORPORATED		39431	MAR 1200B SVC	1,889.84	
39157	04/18/11	1,499.34 002189	1,499.34	BUS & EQUIPMENT		39432	MAR 1200B SVC	3,770.25	
39158	04/18/11	865.67 001346	865.67	CITY OF SANTA CRUZ		39407	REV VEH PARTS/PT	336.15	
39159	04/18/11	1,096.11 130	1,096.11	CITY OF WATSONVILLE UTILITIES		39408	REV VEH PARTS/PT	1,069.99	
39160	04/18/11	1,338.20 909	1,338.20	CLASSIC GRAPHICS		39409	REV VEH PARTS/PT	93.20	
39161	04/18/11	10,101.25 001124	10,101.25	CLEAN ENERGY		39477	MARCH LANDFILL	15.67	
39162	04/18/11	14.19 002063	14.19	COSTCO		39478	PARKING DEF FEES	212.50	
39163	04/18/11	2,539.42 001000	2,539.42	DAIMLER BUSES N. AMERICA INC.		39479	PARKING DEF FEES	637.50	
39164	04/18/11	23,861.23 001316	23,861.23	DEVCO OIL		39472	2/28-3/29 WTC	205.94	
39165	04/18/11	1,439.93 480	1,439.93	DIESEL MARINE ELECTRIC, INC.		39473	2/28-3/29 WTC	17.88	
39166	04/18/11	1,607.59 085	1,607.59	DIXON & SON TIRE, INC.		39474	2/28-3/29 WTC	34.67	
39167	04/18/11	509.40 001329	509.40	DOC AUTO LLC		39475	CONTAINER/WTC	793.96	
39168	04/18/11	91.00 002388	91.00	DOGHERRA'S		39476	3/1-4/1 WTC	43.66	
39169	04/18/11	900.00 432	900.00	EXPRESS EMPLOYMENT PROS		39410	OUT RPR #9811	1,338.20	
39170	04/18/11	2,259.70 282	2,259.70	GRAINGER		39433	LNG 4/1/11	10,101.25	
39171	04/18/11	930.64 001097	930.64	GREENWASTE RECOVERY, INC.		39434	4/8 BOD MTG	14.19	
39172	04/18/11	72.27 510A	72.27	HASLER, INC.		39482	REV VEH PARTS/FL	1,196.58	
39173	04/18/11	209.21 166	209.21	HOSE SHOP, THE		39483	REV VEH PARTS/FL	2,539.42	
39174	04/18/11	107.15 215	107.15	IKON OFFICE SOLUTIONS		39484	CR REV VEH PARTS/FL	-1,196.58	
39175	04/18/11	556.65 001355	556.65	ITT SHARED SERVICES		39411	FUEL//PT	41.16	
39176	04/18/11	3,418.91 002117	3,418.91	IULIANO		39412	3/1-3/15 FUEL/PT	10,774.88	
						39413	3/16-3/30 FUEL/PT	6,723.06	
						39435	FUEL/LUBE FLT	42.55	
						39480	MAR FUEL/FLT	6,279.58	
						39416	REV VEH PARTS/FL	1,439.93	
						39481	TIRES & TUBES/FL	1,607.59	
						39415	OUT RPR REV VEH/PT	509.40	
						39414	OUT RPR REV VEH/PT	91.00	
						39417	TEMP/FAC W/E 3/27	900.00	
						39485	SAFETY SUPPLY/FL	1,752.00	
						39486	RPRS & MAINT/FAC	321.67	
						39487	RPRS & MAINT/FAC	186.03	
						39488	APR-JUNE AIRPORT	108.12	
						39489	APR-JUNE HWY 17	162.18	
						39490	APR-JUNE SOQUEL	54.06	
						39491	APR-JUNE BIG BASIN	54.06	
						39492	APR-JUNE LOMOND	54.06	
						39493	APR-JUNE FREEDOM	54.06	
						39494	APR-JUNE FREEDOM	54.06	
						39495	APR-JUNE SOQUEL	54.06	
						39496	MAR GARB/MT HERMON	89.70	
						39497	MAR GARB/GRN VALLEY	18.02	
						39498	MAR GARB/SVTC	228.26	
						39436	5/1-5/31 RENT/ADM	72.27	
						39499	PARTS & SUPPLY/FL	164.37	
						39500	PARTS & SUPPLY/FL	44.84	
						39437	1/1-3/31 DS MNT/AD	107.15	
						39501	REV VEH PARTS/FL	556.65	
						39438	115 DUBOIS RENT	3,418.91	

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39177	04/18/11	2,905.16 110	JESSICA GROCERY STORE, INC.	39439			CUSTODIAL SERVICES	2,905.16	
39178	04/18/11	8.25 074	KENVILLE LOCKSMITHS	39440	7		RPRS & MAINT/FAC	8.25	
39179	04/18/11	1,062.17 001233	KIMBALL MIDWEST	39418			PARTS & SUPPLY/FL	1,062.17	
39180	04/18/11	2,638.70 852	LAW OFFICES OF MARIE F. SANG	39441	7		WORK COMP FEE/PT	640.35	
				39442			WORK COMP FEE/OPS	1,783.30	
				39443			WORK COMP FEE/OPS	215.05	
39181	04/18/11	50.00 880	LEXISNEXIS	39502			MAR ACCESS CHARGES	50.00	
39182	04/18/11	1,710.38 001119	MACERICH PARTNERSHIP LP	39445	7		CAPITOLA MALL RENT	1,710.38	
39183	04/18/11	389.42 001454	MONTEREY BAY SYSTEMS	39444			4/1-6/30/OVR/ADM	389.42	
39184	04/18/11	259.14 001063	NEW FLYER INDUSTRIES LIMITED	39446			REV VEH PARTS/FL	388.97	
				39447			CR REV VEH PARTS/FL	-388.97	
				39448			REV VEH PARTS/FL	9.49	
				39449			REV VEH PARTS/FL	26.90	
				39450			REV VEH PARTS/FL	222.75	
39185	04/18/11	6,000.00 002863	OFFICESTAR	39451			12/10-12/12 VOUCHERS	6,000.00	
39186	04/18/11	49.00 E349	OSORIO, ERLYN E.	39452			DMV/VTT FEES/OPS	49.00	
39187	04/18/11	2,213.26 009	PACIFIC GAS & ELECTRIC	39454			2/26-3/28 1217 RVR	63.45	
				39455			2/26-3/25 115 DUBOIS	80.78	
				39456			3/1-3/28 115 DUBOIS	8.21	
				39457			2/26-3/28 115 DUBOIS	14.90	
				39458			3/4-3/31 PACIFIC	2,045.92	
39188	04/18/11	790.44 043	PALACE ART & OFFICE SUPPLY	39419			OFFICE SUPPLY/PT	648.23	
				39420			OFFICE SUPPLY/PT	39.77	
				39421			OFFICE SUPPLY/PT	35.96	
				39422			OFFICE SUPPLY/PT	22.16	
				39423			OFFICE SUPPLY/PT	22.16	
				39424			OFFICE SUPPLY/PT	22.16	
39189	04/18/11	183.00 481	PIED PIPER EXTERMINATORS, INC.	39453			MAR PEST CTRL	183.00	
39190	04/18/11	53.66 882	PRINT SHOP SANTA CRUZ	39425	7		BUSINESS CARDS/PT	53.66	
39191	04/18/11	130.23 107A	PROBUILD	39459			RPRS & MAINT/FAC	29.46	
				39460			RPRS & MAINT/FAC	89.95	
39192	04/18/11	28,578.90 966	S.C. FUELS	39461			RPRS & MAINT/FAC	10.82	
39193	04/18/11	438.96 135	SANTA CRUZ AUTO PARTS, INC.	39426	0		DIESEL 4/1/11	28,578.90	
				39464			REV VEH/SUPPLY/FL	264.81	
				39503			QUARTERLY COPY CHRG	174.15	
39194	04/18/11	15.00 001944	SANTA CRUZ COUNTY LAW LIBRARY	39466			SHRED SVCE	15.00	
39195	04/18/11	300.00 001292	SANTA CRUZ RECORDS MNGMT INC	39466			APR 11 LEG SVCS	300.00	
39196	04/18/11	2,500.00 002267	SHAW / YODER / ANTIWIH, INC.	39462			4/1-6/30 ALARMS	2,500.00	
39197	04/18/11	210.00 001121	SILENT PARTNER SECURITY SYS.	39465			RES PARK RENT	210.00	
39198	04/18/11	12,461.74 001075	SOQUEL III ASSOCIATES	39463	7		OUT RPR REV VEH/PT	12,461.74	
39199	04/18/11	2,102.15 001232	SPECIALIZED AUTO AND	39427			OUT RPR REV VEH/PT	42.39	
				39428			OUT RPR REV VEH/PT	42.35	
				39429			OUT RPR REV VEH/PT	897.85	
				39430			OUT RPR REV VEH/PT	1,119.56	
39200	04/18/11	75.00 001165	THANH N. VU MD	39468	7		EMPLOY EXAM/OPS	75.00	
39201	04/18/11	25.72 007	UNITED PARCEL SERVICE	39469			FRT OUT/FLT	25.72	
39202	04/18/11	10.96 946	UNITED SITE SERVICES	39470			3/30-4/26 RENTAL	10.96	
39203	04/18/11	323.19 436	WEST PAYMENT CENTER	39504			MAR INFO CHARGES	323.19	
39204	04/13/11	22.75 002945	SANTA CRUZ COMMUNITY	39505			PROF SVCS 4/12/11/PT	22.75	
39220	04/25/11	606.49 020	ADT SECURITY SERVICES INC.	39574			MAY ALARMS	47.53	

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39221	04/25/11	176.75	ALERE TOXICOLOGY SERVICES, INC	0	39575	MAY ALARMS	68.89		
39222	04/25/11	15.97	ANDY'S AUTO SUPPLY	0	39576	MAY ALARMS	51.94		
39223	04/25/11	399.47	AT&T	0	39577	MAY ALARMS	93.24		
					39578	MAY ALARMS	104.23		
					39579	MAY ALARMS	71.74		
					39580	FIREPANEL/1200 RVR	168.92		
					39506	PROF SVCS/HR	176.75		
					39507	PARTS & SUPPLY/FL	15.97		
					39581	REPEATER/OPS	84.95		
					39582	OPS PHONE	8.72		
					39583	REPEATERS/OPS	305.80		
39224	04/25/11	2,062.69	ATCHISON, BARISON, CONDOTTI & B & B SMALL ENGINE	7	39608	425 THRU 3/31	2,062.69		
39225	04/25/11	9.82			39508	RPRS & MAINT/FAC	9.82		
39226	04/25/11	534,851.33	CA PUBLIC EMPLOYEES'	7	39610	MAY 11 MEDICAL	534,851.33		
39227	04/25/11	72.97	CHEVROLET OF WATSONVILLE	7	39509	REV VEH PARTS/FL	72.97		
39228	04/25/11	55.90	CITY OF SCOTT'S VALLEY		39513	1/15-3/15 SVTC	55.90		
39229	04/25/11	30,451.79	CLEAN ENERGY		39512	LNG 4/4/11	9,642.15		
					39585	LNG 4/7/11	10,398.38		
					39586	LNG 4/10/11	10,411.26		
					39609	3/25 BOD MTG	184.00		
39230	04/25/11	184.00	COMMUNITY TELEVISION OF CSAA - IIB		39587	SETTLEMENT/RISK	3,051.31		
39231	04/25/11	3,051.31	CUMMINS WEST, INC.		39510	REV VEH PARTS/FL	279.72		
39232	04/25/11	19,001.60			39511	INSITE RENEWAL	452.95		
					39584	OUT RPR #2202	18,268.93		
39233	04/25/11	1,622.06	DOC AUTO LLC		39514	OUT RPR REV VEH/PT	715.82		
					39515	OUT RPR REV VEH/PT	906.24		
39234	04/25/11	88.00	DOGHERRA'S	7	39516	OUT RPR REV VEH/PT	88.00		
39235	04/25/11	1,877.04	ECOLAB VEHICLE CARE DIVISION		39517	CLEAN SUPPLY/FAC	1,877.04		
39236	04/25/11	4,496.00	EXPRESS EMPLOYMENT PROS		39518	TEMP/FAC W/E 3/27	1,160.00		
					39519	TEMP/FAC W/E 3/27	348.00		
					39520	TEMP/FAC W/E 4/3	1,160.00		
					39521	TEMP/FAC W/E 4/3	900.00		
					39522	TEMP/FAC W/E 4/3	928.00		
					39524	RPRS & MAINT/FAC	124.32		
39237	04/25/11	124.32	FERGUSON ENTERPRISES INC.		39588	LIFT RPR/MMF	721.80		
39238	04/25/11	811.98	FERRIS HOIST & REPAIR, INC.		39589	RPRS & MAINT/FAC	90.18		
					39523	EMPLOY EXAM/HR	67.07		
39239	04/25/11	67.07	FIRST ADVANTAGE CORPORATION		39525	MAR GARB/RES PARK	216.81		
39240	04/25/11	216.81	GREENWASTE RECOVERY, INC.		39526	5/1-5/31 RENT/PT	43.06		
39241	04/25/11	43.06	HASLER, INC.		39590	RPRS & MAINT/FAC	12.61		
39242	04/25/11	12.61	KENVILLE LOCKSMITHS	7	39529	PUB HRG 4/22/11	175.00		
39243	04/25/11	175.00	LA GANGA PUBLICATION		39527	WORK COMP FEE/FIN	112.00		
39244	04/25/11	1,950.90	LAW OFFICES OF MARIE F. SANG	7	39528	WORK COMP FEE/OPS	192.00		
					39591	WORK COMP FEE/PT	1,630.90		
					39611	WORK COMP FEE/OPS	16.00		
39245	04/25/11	238.45	MCW ASSOCIATES, INC.		39594	MAR 11 OUT RPR/PT	238.45		
39246	04/25/11	684.25	MISSION UNIFORM		39530	UNIF & LAUNDRY/FAC	64.29		
					39531	UNIF & LAUNDRY/PT	66.42		
					39532	UNIF & LAUNDRY/PT	32.44		
					39533	UNIF & LAUNDRY/FL	20.91		

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

DATE: 04/01/11 THRU 04/30/11

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
39247	04/25/11		170.05	MOHAWK MFG. & SUPPLY CO.		39534	UNIF & LAUNDRY/FL	176.20	
39248	04/25/11		7,314.02	NEW FLYER INDUSTRIES LIMITED		39535	UNIF & LAUNDRY/FL	59.25	
						39536	UNIF & LAUNDRY/FL	176.20	
						39537	UNIF & LAUNDRY/FL	59.25	
						39592	UNIF & LAUNDRY/FL	29.29	
39249	04/25/11		1,656.33	NEXTEL COMMUNICATIONS		39538	REV VEH PARTS/FL	170.05	
39250	04/25/11		355.18	NORTH BAY FORD LINC-MERCURY		39540	REV VEH PARTS/FL	7,033.14	
39251	04/25/11		1,740.00	OLANDER, JOY		39593	REV VEH PARTS/FL	280.88	
						39541	3/4-4/3/PT	1,656.33	
39252	04/25/11		13.37	PACIFIC GAS & ELECTRIC		39612	ED EXP/FIN	90.00	
39253	04/25/11		220.00	PIED PIPER EXTERMINATORS, INC.		39613	ED EXP/FIN	1,650.00	
						39599	3/9-4/6 SVTC	13.37	
						39595	MAR PEST CTRL	70.00	
						39596	MAR PEST CTRL	53.00	
						39597	MAR PEST CTRL	48.50	
						39598	MAR PEST CTRL	48.50	
39254	04/25/11		301.66	QUEST TECHNOLOGIES, INC.		39600	OUT RPR EQUIP/FL	301.66	
39255	04/25/11		2,435.05	REGAN, MICHAEL		39603	MEDICAL EQUIPMENT	2,435.05	
39256	04/25/11		137.90	REGISTER PAJARONIAN		39544	PUB HRG 4/22/11	137.90	
39257	04/25/11		1,267.44	REPUBLIC ELEVATOR COMPANY		39542	SVCE/MMF ELEVATOR	220.44	
						39543	FAN RPR/PACIFIC	528.00	
						39601	VERNON/JAN-MAR SVCE	381.00	
39258	04/25/11		1,004.00	ROBERT HALF MANAGEMENT RESOURCE		39602	MAR SVCE/MMF	138.00	
39259	04/25/11		1,734.98	SALINAS VALLEY FORD SALES		39545	TEMP/ADM W/E 4/1	1,004.00	
39260	04/25/11		722.93	SANTA CRUZ AUTO PARTS, INC.		39547	REV VEH PARTS/FL	1,734.98	
						39550	REV VEH PARTS/FL	32.80	
						39551	REV VEH PARTS/FL	93.02	
						39552	CR REV VEH PARTS/FL	-105.97	
						39553	REV VEH PARTS/FL	153.61	
						39554	OTH MOB SUPPLY/FL	97.73	
						39555	PARTS & SUPPLY/FL	45.07	
						39556	REV VEH PARTS/PT	108.71	
						39557	REV VEH PARTS/PT	9.00	
						39558	REV VEH PARTS/PT	32.06	
						39559	REV VEH PARTS/PT	224.15	
						39560	REV VEH PARTS/PT	32.75	
39261	04/25/11		29,543.76	SANTA CRUZ METRO TRANSIT DIST		39606	3/1-3/31 WC FUND	29,543.76	
39262	04/25/11		2,320.00	SOILCONTROL LAB		39548	SOIL SAMPLES	1,160.00	
						39549	SOIL SAMPLES	1,160.00	
39263	04/25/11		2,470.58	SPECIALIZED AUTO AND		39561	OUT RPR REV VEH/PT	690.70	
						39562	OUT RPR REV VEH/PT	547.00	
						39563	OUT RPR REV VEH/PT	1,232.88	
39264	04/25/11		971.25	SPECTRUM HUMAN RESOURCE		39604	IMPLEMENT/PLANNING	740.00	
39265	04/25/11		244.08	STAPLES ADVANTAGE		39605	HASTUS/PAYROLL	231.25	
39266	04/25/11		150.00	THANH N. VU MD	7	39546	OFFICE SUPPLY/PT	244.08	
						39564	PHYS EXAM/FL	75.00	
						39565	PHYS EXAM/FL	75.00	
39267	04/25/11		13,113.80	U.S. BANK		39614	424604455645971	8,134.24	
						39615	424604455645971	148.00	

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

DATE: 04/01/11 THRU 04/30/11

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
39268	04/25/11			UNITED PARCEL SERVICE		39616	4246044555645971	147.26	
39269	04/25/11			VALLEY POWER SYSTEMS, INC.		39617	4246044555645971	591.80	
			2,262.97			39618	4246044555645971	113.86	
						39619	4246044555645971	7.56	
						39620	4246044555645971	1,783.45	
						39621	4246044555645971	200.00	
						39622	4246044555645971	665.00	
						39623	4246044555645971	538.40	
						39624	4246044555645971	300.12	
						39625	4246044555645971	28.23	
						39626	4246044555645971	455.88	
			27.69			39566	FRT OUT/FLT	27.69	
						39567	REV VEH PARTS/FL	56.55	
						39568	REV VEH PARTS/FL	809.01	
						39569	REV VEH PARTS/FL	926.33	
						39570	REV VEH PARTS/FL	471.08	
						39572	REV VEH PARTS/PT	493.09	
						39571	HVAC SVCE/PACIFIC	2,500.00	
						39607	JOB PLACE/PA	334.00	
						39573	SAFETY SUPPLY/FAC	92.19	
						39627	PROF SVCS 4/19/11/PT	22.75	
						39628	RELEASE LMST/SN	128,303.00	
						39629	MAY 11 RET SUPP	67.55	
						39641	MAY 11 RET SUPP	67.55	
						39630	MAY 11 RET SUPP	33.78	
						39631	MAY 11 RET SUPP	33.78	
						39632	MAY 11 RET SUPP	33.78	
						39633	MAY 11 RET SUPP	67.55	
						39634	MAY 11 RET SUPP	87.87	
						39642	MAY 11 RET SUPP	229.03	
						39635	MAY 11 RET SUPP	33.78	
						39643	MAY 11 RET SUPP	252.22	
						39636	MAY 11 RET SUPP	33.78	
						39644	MAY 11 RET SUPP	177.45	
						39645	MAY 11 RET SUPP	33.78	
						39646	MAY 11 RET SUPP	252.22	
						39637	MAY 11 RET SUPP	67.55	
						39638	MAY 11 RET SUPP	33.78	
						39647	MAY 11 RET SUPP	160.87	
						39639	MAY 11 RET SUPP	33.78	
						39648	MAY 11 RET SUPP	229.03	
						39640	MAY 11 RET SUPP	33.78	
						39685	PUB MTG DEPOSIT/FEE	250.00	
						39686	PUBLIC MEETING	104.00	
						39803	PROF SVCS 4/26/11/PT	22.75	
						39802	JAN-MAR USE TAX	2,298.00	
						39801	JAN-MAR 2011 FUEL TA	533.77	
TOTAL			1,631,611.05	ACCOUNTS PAYABLE			TOTAL CHECKS	250	1,631,611.05

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 24, 2011
TO: Board of Directors
FROM: Angela Aitken, Finance Manager and Acting Assistant General Manager
SUBJECT: MONTHLY BUDGET STATUS REPORTS FOR APRIL 2011 AND APPROVAL OF BUDGET TRANSFERS

I. RECOMMENDED ACTION

That the Board of Directors accept and file the monthly budget status reports for April 2011 and approve the budget transfers for April 2011.

II. SUMMARY OF ISSUES

- **Operating Revenues** for the month of April 2011 were \$60K or 3 % over the amount of revenue expected for April 2011.
- **Consolidated Operating Expenses** for the month of April 2011 were \$184K or 6 % over budget for the month of April 2011.
- **Capital Budget** spending year to date through April 2011 was \$10,096K or 72 % of the Capital budget.

III. DISCUSSION

An analysis of Santa Cruz METRO's budget status is prepared monthly in order to apprise the Board of Directors of Santa Cruz METRO's actual revenues, expenses and capital in relation to the adopted operating and capital budgets for the fiscal year. The attached monthly revenue, expense and capital reports represent the status of Santa Cruz METRO's FY11 operating and capital budgets versus actual expenditures for the month.

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

A. Operating Revenue

For the month of April 2011 Operating Revenues were \$60K or 3 % over the amount of revenue expected for April 2011. Revenue variances are explained in the notes at the end of the revenue report.

B. Operating Expense by Department

Total Operating Expenses by Department for the month of April 2011 were \$184K or 6 % over budget; 2 % over where we were in FY10. The majority of the variance is due to higher than anticipated Medical and Worker's Comp. Insurance expenses.

C. Consolidated Operating Expenses

Consolidated Operating Expenses for the month of April 2011 were \$184K or 6 % over budget. Personnel Expenses (Medical and Worker's Comp. Insurance), Fuel & Lube Rev. Veh., and Settlement costs all contributed to the variance. Further explanation of these accounts is contained in the notes following the report.

D. Capital Budget

Capital Budget spending year to date through April 2011 was \$10,096K or 72 % of the Capital budget. Of this, \$603K or 30 % has been spent on the MetroBase Maintenance Facility project, \$2,348K or 98 % has been spent on the Smartcard Farebox System project, \$ 2,097K or 101% has been spent on the Purchase of 425 Front Street, and \$1,532K or 88% has been spent on the Purchase of 27 ParaCruz Vehicles.

IV. FINANCIAL CONSIDERATIONS

Due to the severe economic downturn and the resulting significant decline in revenue, staff is implementing cost - cutting strategies and diligently looking at different scenarios and options in order to close the projected budget gap.

Approval of the budget transfers will increase some line item expenses and decrease others. Overall, the changes are expense-neutral.

- Attachment A:** FY11 Operating Revenue for the month ending – 04/30/11
- Attachment B:** FY11 Operating Expenses by Department for the month ending – 04/30/11
- Attachment C:** FY11 Consolidated Operating Expenses for the month ending – 04/30/11
- Attachment D:** FY11 Capital Budget Reports for the month ending – 04/30/11
- Attachment E:** FY11 Budget Transfers for the month ending – 04/30/11

Prepared by: Kristina Mihaylova, Financial Analyst

Date Prepared: June 15, 2011



FY11
Operating Revenue
For the month ending - April 30, 2011

SANTA CRUZ METRO iod

Year to Date
 YTD Year Over Year Comparison
 Actual

Revenue Source	Year to Date				YTD Year Over Year Comparison				
	Actual	Budget	\$ Var	% Var	Actual	FY11	FY10	\$ Var	% Var
Passenger Fares	\$ 248,973	\$ 281,483	\$ (32,510)	-12%	\$ 2,831,004	\$ 2,664,621	\$ 2,662,272	\$ 168,732	6%
Paratransit Fares	\$ 21,036	\$ 21,135	\$ (99)	0%	\$ 200,924	\$ 204,557	\$ 198,695	\$ 2,229	1%
Special Transit Fares	\$ 403,021	\$ 386,096	\$ 16,925	4%	\$ 2,881,264	\$ 2,694,941	\$ 2,893,109	\$ (11,845)	0%
Highway 17 Fares	\$ 123,571	\$ 109,641	\$ 13,930	13%	\$ 948,461	\$ 1,004,636	\$ 894,135	\$ 54,326	6%
Highway 17 Payments	\$ 17,948	\$ 33,036	\$ (15,088)	-46%	\$ 326,746	\$ 362,254	\$ 355,805	\$ (29,059)	-8%
Subtotal Passenger Revenue	\$ 814,548	\$ 831,391	\$ (16,843)	-2%	\$ 7,188,399	\$ 6,831,009	\$ 7,004,017	\$ 184,382	3%
Commissions	\$ -	\$ 458	\$ (458)	-100%	\$ 3,282	\$ 4,583	\$ 4,015	\$ (734)	-18%
Advertising Income	\$ 16,581	\$ 17,917	\$ (1,336)	-7%	\$ 180,889	\$ 179,167	\$ 209,534	\$ (28,645)	-14%
Rent Income - SC Pacific Station	\$ 7,056	\$ 7,648	\$ (592)	-8%	\$ 70,559	\$ 76,478	\$ 76,300	\$ (5,741)	-8%
Rent Income - Watsonville TC	\$ 3,698	\$ 2,867	\$ 831	29%	\$ 34,677	\$ 28,666	\$ 28,916	\$ 5,761	20%
Rent Income - General	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	\$ -	0%
Interest Income	\$ 9,633	\$ 4,813	\$ 4,820	100%	\$ 112,518	\$ 48,125	\$ 163,270	\$ (50,752)	-31%
Other Non-Transp Revenue	\$ 14,334	\$ 667	\$ 13,668	2050%	\$ 27,914	\$ 6,667	\$ 7,188	\$ 20,726	288%
Sales Tax Revenue	\$ 899,900	\$ 827,540	\$ 72,360	9%	\$ 12,311,846	\$ 11,556,302	\$ 11,705,494	\$ 606,353	5%
Transp Dev Act (TDA) - Op Asst	\$ -	\$ -	\$ -	0%	\$ 3,749,032	\$ 3,730,859	\$ 3,806,710	\$ (57,679)	-2%
FTA Sec 5307 - Op Asst	\$ -	\$ -	\$ -	0%	\$ 3,696,155	\$ 3,696,155	\$ 3,645,442	\$ 50,713	1%
FTA Sec 5311 - Rural Op Asst	\$ 156,618	\$ 170,894	\$ (14,276)	-8%	\$ 156,618	\$ 170,894	\$ 170,894	\$ (14,276)	-8%
Sec 5303 - AMBAG Funding	\$ 4,544	\$ 2,917	\$ 1,627	56%	\$ 11,009	\$ 29,167	\$ 4,351	\$ 6,658	153%
FTA Sec 5317 - Op Assistance	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	\$ -	0%
Subtotal Other Revenue	\$ 1,112,363	\$ 1,035,719	\$ 76,644	7%	\$ 20,354,499	\$ 19,527,063	\$ 19,822,114	\$ 532,385	3%
Subtotal Operating Revenue	\$ 1,926,911	\$ 1,867,110	\$ 59,801	3%	\$ 27,542,898	\$ 26,358,072	\$ 26,826,131	\$ 716,767	3%
Total Operating Expenses	\$ 3,207,510				\$ 30,004,923		\$ 29,500,748		
Variance	\$ (1,280,598)				\$ (2,462,024)		\$ (2,674,617)		
Extraordinary/Non -Oprtg Revenue									
FTA Sec 5309 - ARRA Oprtg	\$ -	\$ -	\$ -	0%	\$ 270,000	\$ 270,000	\$ -	\$ 270,000	100%
STA - Op Assistance	\$ -	\$ -	\$ -	0%	\$ 2,801,550	\$ 2,800,000	\$ 1,550	\$ 2,801,550	100%
STIC -Op Assistance	\$ -	\$ -	\$ -	0%	\$ 1,202,159	\$ 1,202,159	\$ -	\$ 1,202,159	100%
Fuel Tax Credit	\$ -	\$ -	\$ -	0%	\$ 536,438	\$ -	\$ 536,438	\$ -	100%
Subtotal Extraordinary/Non-Oprtg Revenue	\$ -	\$ -	\$ -	0%	\$ 4,810,147	\$ 4,272,159	\$ -	\$ 4,810,147	100%
Transfers from Reserves									
Transfer (to)/from Capital Reserves	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	\$ -	0%
Transfer (to)/from Cash Flow Res	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	\$ -	0%
Transfer (to)/from W/C Reserve	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	\$ -	0%
Transfer (to)/from Liab Ins Res	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	\$ -	0%
Carryover from Previous Year	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	\$ -	0%
Subtotal Transfers from Reserves	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	\$ -	0%
Total Revenue	\$ 1,926,911	\$ 1,867,110	\$ 59,801	3%	\$ 32,353,045	\$ 30,630,231	\$ 1,722,815	\$ 5,526,914	21%
Total Operating Expenses	\$ 3,207,510				\$ 30,004,923		\$ 29,500,748		
Variance	\$ (1,280,598)				\$ 2,348,123		\$ (2,674,617)		

02.a1



FY11
Operating Revenue
For the month ending - April 30, 2011

Revenue Source	Year to Date			YTD Year Over Year Comparison		
	Actual	Budget	% Var	FY11 Actual	FY10	\$ Var

Current Period Notes:

- 1) **Passenger Revenue** is under budget due to decreased ridership.
- 2) **Interest Income** is over budget due to revenue budgeted using County Treasury estimates, while a higher interest rate was actually paid.
- 3) **Other Non-Transp Revenue** is over budget due to gain on the sale of the revenue and non-revenue vehicles in April 2011.
- 4) **Sales Tax Revenue** is over budget for the month due to higher than anticipated receipts in April 2011.
- 5) **FTA Sec 5311 - Rural Op Asst** is under budget because the data used to calculate the annual allocation was not available at the time the budget was published; therefore the prior year amount received was budgeted.

6-2.a2

Attachment B

FY11 Operating Expenses by Department For the month ending - April 30, 2011



Current Period

Year to Date

YTD Year Over Year Comparison

Departmental Personnel Expenses	Budget	Actual	Notes	Actual	Budget	Notes	Year to Date			YTD Year Over Year Comparison					
							\$ Var	% Var	Actual	Budget	\$ Var	% Var	FY11	FY10	\$ Var
700 - SCCIC	\$ -	\$ -		\$ -	\$ -		\$ -	0%	\$ -	\$ -		\$ -	\$ -	\$ -	0%
1100 - Administration	\$ 27,334	\$ 29,836		\$ (2,502)	\$ 415,895		\$ 394,204	-8%	\$ 394,204	\$ 577,884		\$ (183,680)	\$ 577,884	\$ (183,680)	-32%
1200 - Finance	\$ 94,798	\$ 92,920		\$ 1,878	\$ 1,065,380		\$ 1,012,793	2%	\$ 1,012,793	\$ 879,053		\$ 133,741	\$ 879,053	\$ 133,741	15%
1300 - Customer Service	\$ 39,338	\$ 39,863		\$ (525)	\$ 410,634		\$ 404,109	-1%	\$ 404,109	\$ 313,650		\$ 90,459	\$ 313,650	\$ 90,459	29%
1400 - Human Resources	\$ 44,063	\$ 44,239		\$ (175)	\$ 442,386		\$ 450,380	0%	\$ 450,380	\$ 431,475		\$ 18,905	\$ 431,475	\$ 18,905	4%
1500 - Information Technology	\$ 54,896	\$ 56,850		\$ (1,955)	\$ 467,189		\$ 464,657	-3%	\$ 464,657	\$ 434,421		\$ 30,236	\$ 434,421	\$ 30,236	7%
1700 - District Counsel	\$ 39,508	\$ 40,677		\$ (1,169)	\$ 406,776		\$ 415,612	-3%	\$ 415,612	\$ 401,105		\$ 14,507	\$ 401,105	\$ 14,507	4%
1800 - Risk Management	\$ -	\$ -		\$ -	\$ -		\$ -	0%	\$ -	\$ -		\$ -	\$ -	\$ -	0%
2200 - Facilities Maintenance	\$ 75,194	\$ 70,950		\$ 4,244	\$ 764,035		\$ 735,545	6%	\$ 735,545	\$ 783,229		\$ (47,683)	\$ 783,229	\$ (47,683)	-6%
3100 - Paratransit Program	\$ 315,252	\$ 302,053		\$ 13,199	\$ 3,018,024		\$ 2,909,416	4%	\$ 2,909,416	\$ 2,620,587		\$ 288,829	\$ 2,620,587	\$ 288,829	11%
3200 - Operations	\$ 193,148	\$ 169,420		\$ 23,728	\$ 1,701,639		\$ 1,705,852	14%	\$ 1,705,852	\$ 1,700,231		\$ 5,621	\$ 1,700,231	\$ 5,621	0%
3300 - Bus Operators	\$ 1,137,327	\$ 1,105,754		\$ 31,574	\$ 11,166,806		\$ 11,166,806	3%	\$ 11,166,806	\$ 11,394,953		\$ (228,147)	\$ 11,394,953	\$ (228,147)	-2%
4100 - Fleet Maintenance	\$ 277,594	\$ 274,175		\$ 3,419	\$ 2,758,009		\$ 2,740,722	1%	\$ 2,740,722	\$ 2,975,491		\$ (234,768)	\$ 2,975,491	\$ (234,768)	-8%
9001 - Cobra Benefits	\$ (39)	\$ -		\$ (39)	\$ (526)		\$ (526)	100%	\$ (526)	\$ (526)		\$ -	\$ (526)	\$ (526)	-109%
9005 - Retired Employee Benefits	\$ 176,930	\$ 135,108		\$ 41,822	\$ 1,484,232		\$ 1,647,007	31%	\$ 1,647,007	\$ 1,359,014		\$ 287,993	\$ 1,359,014	\$ 287,993	21%
9014 - Operating Grants	\$ -	\$ -		\$ -	\$ -		\$ -	0%	\$ -	\$ -		\$ -	\$ -	\$ -	0%
110020 - Operating Grants	\$ -	\$ -		\$ -	\$ -		\$ -	0%	\$ -	\$ -		\$ -	\$ -	\$ -	0%
100 - New Flyer Parts Credit	\$ -	\$ -		\$ -	\$ -		\$ -	0%	\$ -	\$ -		\$ -	\$ -	\$ -	0%
Subtotal Personnel Expenses	\$ 2,475,344	\$ 2,361,845		\$ 113,498	\$ 24,171,295		\$ 24,046,578	5%	\$ 24,046,578	\$ 23,876,772		\$ 169,805	\$ 23,876,772	\$ 169,805	1%
Departmental Non-Personnel Expenses															
700 - SCCIC	\$ -	\$ -		\$ -	\$ 300		\$ 270	0%	\$ 270	\$ 250		\$ 20	\$ 250	\$ 20	8%
1100 - Administration	\$ 26,971	\$ 40,161		\$ (13,190)	\$ 390,038		\$ 260,714	-33%	\$ 260,714	\$ 210,842		\$ 49,872	\$ 210,842	\$ 49,872	24%
1200 - Finance	\$ 57,229	\$ 70,021		\$ (12,791)	\$ 862,059		\$ 729,019	-18%	\$ 729,019	\$ 803,436		\$ (74,418)	\$ 803,436	\$ (74,418)	-9%
1300 - Customer Service	\$ 1,554	\$ 6,108		\$ (4,554)	\$ 84,683		\$ 46,703	-75%	\$ 46,703	\$ 64,085		\$ (17,381)	\$ 64,085	\$ (17,381)	-27%
1400 - Human Resources	\$ 1,529	\$ 7,560		\$ (6,031)	\$ 55,603		\$ 38,402	-80%	\$ 38,402	\$ 56,968		\$ (18,566)	\$ 56,968	\$ (18,566)	-33%
1500 - Information Technology	\$ 7,887	\$ 16,022		\$ (8,135)	\$ 160,223		\$ 101,195	-51%	\$ 101,195	\$ 146,102		\$ (44,907)	\$ 146,102	\$ (44,907)	-31%
1700 - District Counsel	\$ 510	\$ 1,658		\$ (1,148)	\$ 16,583		\$ 10,893	-69%	\$ 10,893	\$ 13,780		\$ (2,887)	\$ 13,780	\$ (2,887)	-21%
1800 - Risk Management	\$ 11,431	\$ 18,697		\$ (7,266)	\$ 212,609		\$ 167,763	-24%	\$ 167,763	\$ 229,372		\$ (61,609)	\$ 229,372	\$ (61,609)	-28%
2200 - Facilities Maintenance	\$ 114,291	\$ 104,457		\$ 9,834	\$ 1,176,316		\$ 1,069,105	9%	\$ 1,069,105	\$ 1,307,403		\$ (238,299)	\$ 1,307,403	\$ (238,299)	-18%
3100 - Paratransit Program	\$ 81,492	\$ 90,388		\$ (8,896)	\$ 883,177		\$ (202,798)	-23%	\$ (202,798)	\$ 680,380		\$ 102,798	\$ 680,380	\$ 102,798	13%
3200 - Operations	\$ 37,916	\$ 38,503		\$ (586)	\$ 425,786		\$ 389,439	-2%	\$ 389,439	\$ 409,136		\$ (19,697)	\$ 409,136	\$ (19,697)	-5%
3300 - Bus Operators	\$ -	\$ 417		\$ (417)	\$ 4,167		\$ 4,355	100%	\$ 4,355	\$ 4,574		\$ (219)	\$ 4,574	\$ (219)	-5%
4100 - Fleet Maintenance	\$ 291,355	\$ 268,083		\$ 23,272	\$ 2,680,746		\$ (261,045)	-10%	\$ (261,045)	\$ 1,947,567		\$ 472,134	\$ 1,947,567	\$ 472,134	24%
9001 - Cobra Benefits	\$ -	\$ -		\$ -	\$ -		\$ -	0%	\$ -	\$ (4,935)		\$ 4,935	\$ (4,935)	\$ 4,935	-100%
9005 - Retired Employee Benefits	\$ -	\$ -		\$ -	\$ -		\$ -	0%	\$ -	\$ -		\$ -	\$ -	\$ -	0%
9014 - Operating Grants	\$ -	\$ -		\$ -	\$ -		\$ -	0%	\$ -	\$ -		\$ -	\$ -	\$ -	0%
110020 - Operating Grants	\$ -	\$ -		\$ -	\$ -		\$ -	0%	\$ -	\$ -		\$ -	\$ -	\$ -	0%
100 - New Flyer Parts Credit	\$ -	\$ -		\$ -	\$ -		\$ -	0%	\$ -	\$ -		\$ -	\$ -	\$ -	0%
Subtotal Non-Personnel Expenses	\$ 732,166	\$ 662,075		\$ 70,091	\$ 6,952,290		\$ (993,945)	-14%	\$ (993,945)	\$ 5,958,345		\$ 5,623,974	\$ 5,958,345	\$ 5,623,974	6%

6-2.b1

Attachment B

FY11 Operating Expenses by Department For the month ending - April 30, 2011



Current Period

Year to Date

YTD Year Over Year Comparison

	Budget	Actual	% Var	Notes	Year to Date			YTD Year Over Year Comparison				
					Budget	Actual	% Var	FY11	FY10	% Var		
Total Departmental Expenses												
700 - SCIC	\$ -	\$ -	0%		\$ 270	\$ 270	0%	\$ 270	\$ 250	8%	\$ (133,808)	-17%
1100 - Administration	\$ 54,305	\$ 69,997	-22%	1	\$ 654,917	\$ 805,933	-19%	\$ 654,917	\$ 788,726	-17%	\$ (133,808)	-17%
1200 - Finance	\$ 152,028	\$ 162,940	-7%	2	\$ 1,741,812	\$ 1,927,439	-10%	\$ 1,741,812	\$ 1,682,489	4%	\$ 59,323	4%
1300 - Customer Service	\$ 40,892	\$ 45,971	-11%		\$ 450,812	\$ 495,318	-9%	\$ 450,812	\$ 377,735	19%	\$ 73,077	19%
1400 - Human Resources	\$ 45,593	\$ 51,799	-12%		\$ 467,581	\$ 497,989	-6%	\$ 467,581	\$ 488,443	-4%	\$ (20,862)	-4%
1500 - Information Technology	\$ 62,782	\$ 72,873	-14%	3	\$ 565,852	\$ 627,412	-10%	\$ 565,852	\$ 580,523	3%	\$ (14,671)	-3%
1700 - District Counsel	\$ 40,018	\$ 42,336	-5%		\$ 426,505	\$ 423,360	1%	\$ 426,505	\$ 414,885	3%	\$ 11,620	3%
1800 - Risk Management	\$ 111,431	\$ 18,697	496%	4	\$ 229,372	\$ 212,609	8%	\$ 229,372	\$ 63,312	262%	\$ 166,060	262%
2200 - Facilities Maintenance	\$ 189,486	\$ 175,407	8%	5	\$ 1,804,650	\$ 1,940,351	-7%	\$ 1,804,650	\$ 2,090,632	-14%	\$ (285,982)	-14%
3100 - Paratransit Program	\$ 396,743	\$ 392,441	1%		\$ 3,589,796	\$ 3,901,201	-8%	\$ 3,589,796	\$ 3,222,040	11%	\$ 367,755	11%
3200 - Operations	\$ 231,064	\$ 207,923	11%	6	\$ 2,127,424	\$ 2,127,424	-2%	\$ 2,095,291	\$ 2,109,367	-1%	\$ (14,076)	-1%
3300 - Bus Operators	\$ 1,137,327	\$ 1,106,170	3%	7	\$ 11,171,161	\$ 11,241,263	-1%	\$ 11,171,161	\$ 11,399,527	-2%	\$ (228,366)	-2%
4100 - Fleet Maintenance	\$ 568,949	\$ 542,258	5%	8	\$ 5,160,424	\$ 5,438,755	-5%	\$ 5,160,424	\$ 4,923,058	5%	\$ 237,366	5%
9001 - Cobra Benefits	\$ (39)	\$ -	100%		\$ (526)	\$ -	100%	\$ (526)	\$ 746	-171%	\$ (1,272)	-171%
9005 - Retired Employee Benefits	\$ 176,930	\$ 135,108	31%	9	\$ 1,647,007	\$ 1,484,232	11%	\$ 1,647,007	\$ 1,359,014	21%	\$ 287,993	21%
9014 - Operating Grants	\$ -	\$ -	0%		\$ -	\$ -	0%	\$ -	\$ -	0%	\$ -	0%
110020 - Operating Grants	\$ -	\$ -	0%		\$ -	\$ -	0%	\$ -	\$ -	0%	\$ -	0%
100 - New Flyer Parts Credit	\$ -	\$ -	0%		\$ -	\$ -	0%	\$ -	\$ -	0%	\$ -	0%
Total Operating Expenses	\$ 3,207,510	\$ 3,023,920	6%		\$ 30,004,923	\$ 31,123,585	-4%	\$ 30,004,923	\$ 29,500,748	2%	\$ 504,175	2%

** does not include depreciation

Current Period Notes:

- 1) **Administration** is under budget due to a vacant funded position and cost cutting measures in place.
- 2) **Finance** is under budget due to less than anticipated insurance expenses in April 2011.
- 3) **IT** is under budget due to less than anticipated Repair-Equipment expenses in April 2011.
- 4) **Risk Management** is over budget due to higher than anticipated settlement costs for the month.
- 5) **Facilities Maintenance** is over budget due to higher than anticipated custodial services, cleaning supplies, and equipment rental for the month.
- 6) **Operations** is over budget due to contractual payouts of accumulated accruals.
- 7) **Bus Operators** is over budget due to higher than anticipated Medical Insurance (Medical Ins increased 17%, effective January 2011), Workers Comp Insurance and Overtime expenses.
- 8) **Fleet** is over budget due to higher than anticipated prices of fuel in April 2011.
- 9) **Retired Employee Benefits** is over budget due to higher than anticipated Medical Insurance expenses (Medical Ins increased 17%, effective January 2011).

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FY11
Consolidated Operating Expenses
For the month ending - April 30, 2011

	Current Period				Year to Date				YTD Year Over Year Comparison				
	Actual	Budget	% Var	Notes	Actual	Budget	% Var		Actual	FY10	\$ Var	% Var	
	\$	\$			\$	\$			\$	\$	\$		
LABOR													
501011 Bus Operator Pay	\$ 607,264	\$ 661,071	-8%		\$ 6,151,796	\$ 6,610,713	-7%		\$ 6,151,796	\$ 6,212,618	\$ (60,822)	-1%	
501013 Bus Operator Overtime	\$ 155,201	\$ 128,466	21%		\$ 1,365,578	\$ 1,284,658	6%		\$ 1,365,578	\$ 1,465,014	\$ (99,436)	-7%	
501021 Other Salaries	\$ 518,399	\$ 524,914	-1%		\$ 5,363,276	\$ 5,324,359	1%		\$ 5,363,276	\$ 5,337,362	\$ 25,915	0%	
501023 Other Overtime	\$ 21,998	\$ 29,757	-26%		\$ 250,327	\$ 293,968	-15%		\$ 250,327	\$ 276,070	\$ (25,743)	-9%	
Total Labor -	\$ 1,302,862	\$ 1,344,208	-3%		\$ 13,130,978	\$ 13,513,698	-3%		\$ 13,130,978	\$ 13,291,064	\$ (160,086)	-1%	
FRINGE BENEFITS													
502011 Medicare/Soc. Sec.	\$ 19,223	\$ 20,731	-7%		\$ 192,846	\$ 208,557	-8%		\$ 192,846	\$ 192,361	\$ 485	0%	
502021 Retirement	\$ 172,531	\$ 189,780	-9%		\$ 1,799,215	\$ 1,930,207	-7%		\$ 1,799,215	\$ 1,815,210	\$ (15,995)	-1%	
502031 Medical Insurance	\$ 527,399	\$ 422,332	25%		\$ 4,810,550	\$ 4,522,662	6%		\$ 4,810,550	\$ 4,291,700	\$ 518,849	12%	
502041 Dental Insurance	\$ 38,588	\$ 39,153	-1%		\$ 365,851	\$ 395,817	-8%		\$ 365,851	\$ 399,983	\$ (34,132)	-9%	
502045 Vision Insurance	\$ 10,279	\$ 11,162	-8%		\$ 109,569	\$ 112,649	-3%		\$ 109,569	\$ 113,125	\$ (3,555)	-3%	
502051 Life Insurance	\$ 5,187	\$ 3,538	47%		\$ 34,956	\$ 36,289	-4%		\$ 34,956	\$ 36,004	\$ (1,048)	-3%	
502060 State Disability	\$ 18,393	\$ 15,347	20%		\$ 170,197	\$ 154,409	10%		\$ 170,197	\$ 164,909	\$ 5,288	3%	
502061 Disability Insurance	\$ 10,328	\$ 18,784	-45%		\$ 147,299	\$ 187,838	-22%		\$ 147,299	\$ 174,648	\$ (27,349)	-16%	
502071 State Unemp. Ins	\$ 146	\$ 5,219	-97%		\$ 78,075	\$ 56,787	37%		\$ 78,075	\$ 63,057	\$ 15,018	24%	
502081 Worker's Comp Ins	\$ 117,119	\$ 58,333	101%		\$ 755,734	\$ 583,332	30%		\$ 755,734	\$ 778,775	\$ (23,042)	-3%	
502083 Worker's Comp IBNR	\$ -	\$ -	0%		\$ -	\$ -	0%		\$ -	\$ -	\$ -	0%	
502101 Holiday Pay	\$ 1,090	\$ 25,897	-96%		\$ 253,055	\$ 338,579	-25%		\$ 253,055	\$ 260,156	\$ (7,101)	-3%	
502103 Floating Holiday	\$ 7,245	\$ 5,848	24%		\$ 20,752	\$ 57,886	-64%		\$ 20,752	\$ 25,173	\$ (4,421)	-18%	
502109 Sick Leave	\$ 59,604	\$ 65,915	-10%		\$ 538,943	\$ 666,656	-19%		\$ 538,943	\$ 576,442	\$ (37,499)	-7%	
502111 Annual Leave	\$ 162,317	\$ 118,895	37%		\$ 1,436,442	\$ 1,227,649	17%		\$ 1,436,442	\$ 1,487,924	\$ (51,482)	-3%	
502121 Other Paid Absence	\$ 15,584	\$ 10,291	51%		\$ 132,874	\$ 103,040	29%		\$ 132,874	\$ 127,819	\$ 5,055	4%	
502251 Physical Exams	\$ 1,060	\$ 1,142	-8%		\$ 5,500	\$ 11,416	-52%		\$ 5,500	\$ 8,412	\$ (2,912)	-35%	
502253 Driver Lic Renewal	\$ 147	\$ 378	-61%		\$ 1,540	\$ 3,877	-60%		\$ 1,540	\$ 2,128	\$ (588)	-28%	
502999 Other Fringe Benefits	\$ 6,241	\$ 4,894	28%		\$ 62,203	\$ 59,948	4%		\$ 62,203	\$ 62,948	\$ (745)	-1%	
Total Fringe Benefits -	\$ 1,172,482	\$ 1,017,637	15%		\$ 10,915,600	\$ 10,657,597	2%		\$ 10,915,600	\$ 10,580,774	\$ 334,826	3%	
Total Personnel Expenses -	\$ 2,475,344	\$ 2,361,845	5%	1	\$ 24,046,578	\$ 24,171,295	-1%		\$ 24,046,578	\$ 23,871,838	\$ 174,740	1%	

6-2.c1



FY11
Consolidated Operating Expenses
For the month ending - April 30, 2011

Current Period
 Budget

Year to Date
 Budget

YTD Year Over Year Comparison
 Actual

	\$	% Var	Notes	Actual	Budget	\$ Var	% Var	FY11	FY10	\$ Var	% Var
SERVICES											
503011 Acctg & Audit Fees	\$ 500	100%		\$ 74,742	\$ 85,250	\$ (10,508)	-12%	\$ 74,742	\$ 78,207	\$ (3,465)	-4%
503012 Admin & Bank Fees	\$ 9,988	0%		\$ 174,478	\$ 192,467	\$ (17,989)	-9%	\$ 174,478	\$ 150,474	\$ 24,005	16%
503031 Prof & Tech Fees	\$ 7,408	-54%	2	\$ 106,540	\$ 191,449	\$ (84,909)	-44%	\$ 106,540	\$ 132,014	\$ (25,474)	-19%
503032 Legislative Services	\$ 7,500	-13%		\$ 75,000	\$ 86,167	\$ (11,167)	-13%	\$ 75,000	\$ 75,000	\$ -	0%
503033 Legal Services	\$ 605	-87%		\$ 1,468	\$ 45,833	\$ (44,366)	-97%	\$ 1,468	\$ 29,041	\$ (27,574)	-95%
503034 Pre-Employ Exams	\$ 74	-88%		\$ 1,556	\$ 6,083	\$ (4,528)	-74%	\$ 1,556	\$ 10,700	\$ (9,144)	-85%
503041 Temp Help	\$ 20,920	-1%		\$ 136,510	\$ 138,950	\$ (2,440)	-2%	\$ 136,510	\$ 220,901	\$ (84,391)	-38%
503161 Custodial Services	\$ 5,201	25%		\$ 55,886	\$ 41,667	\$ 14,220	34%	\$ 55,886	\$ 53,257	\$ 2,630	5%
503162 Uniform & Laundry	\$ 1,687	-27%		\$ 15,724	\$ 27,500	\$ (11,776)	-43%	\$ 15,724	\$ 16,054	\$ (330)	-2%
503171 Security Services	\$ 32,147	3%		\$ 311,105	\$ 312,777	\$ (1,672)	-1%	\$ 311,105	\$ 285,873	\$ 25,231	9%
503221 Classified/Legal Ads	\$ 3,269	84%		\$ 7,247	\$ 24,250	\$ (17,003)	-70%	\$ 7,247	\$ 9,704	\$ (2,457)	-25%
503222 Legal Advertising	\$ -	0%		\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
503225 Graphic Services	\$ -	-100%		\$ -	\$ 3,333	\$ (3,333)	-100%	\$ -	\$ -	\$ -	0%
503351 Repair - Bldg & Impr	\$ 9,311	33%		\$ 63,235	\$ 82,000	\$ (18,765)	-23%	\$ 63,235	\$ 30,154	\$ 33,081	110%
503352 Repair - Equipment	\$ 32,934	-31%	3	\$ 409,304	\$ 499,925	\$ (90,621)	-18%	\$ 409,304	\$ 372,711	\$ 36,593	10%
503353 Repair - Rev Vehicle	\$ 38,696	13%		\$ 321,359	\$ 341,667	\$ (20,307)	-6%	\$ 321,359	\$ 261,173	\$ 60,186	23%
503354 Repair - Non Rev Vehicle	\$ -	-100%		\$ 10,235	\$ 19,833	\$ (9,599)	-48%	\$ 10,235	\$ 17,367	\$ (7,132)	-41%
503363 Haz Mat Disposal	\$ 10,849	163%	4	\$ 39,522	\$ 41,250	\$ (1,728)	-4%	\$ 39,522	\$ 38,887	\$ 635	2%
Total Services -	\$ 181,088	-7%		\$ 1,803,910	\$ 2,140,402	\$ (336,492)	-16%	\$ 1,803,910	\$ 1,781,516	\$ 22,394	1%
MOBILE MATERIALS AND SUPPLIES											
504011 Fuels & Lube Non Rev Veh	\$ 6,206	-51%		\$ 51,734	\$ 125,917	\$ (74,183)	-59%	\$ 51,734	\$ 109,178	\$ (57,445)	-53%
504012 Fuels & Lube Rev Veh	\$ 212,233	22%	5	\$ 1,690,934	\$ 1,735,101	\$ (44,166)	-3%	\$ 1,690,934	\$ 1,148,121	\$ 542,813	47%
504021 Tires & T Lubes	\$ 21,830	8%		\$ 163,392	\$ 202,500	\$ (39,108)	-19%	\$ 163,392	\$ 168,404	\$ (5,011)	-3%
504161 Other Mobile Supplies	\$ 195	100%		\$ 1,604	\$ 5,000	\$ (3,396)	-68%	\$ 1,604	\$ 505	\$ 1,098	217%
504191 Rev Vehicle Parts	\$ 46,028	-14%		\$ 498,916	\$ 518,133	\$ (19,217)	-4%	\$ 498,916	\$ 446,424	\$ 52,492	12%
Total Mobile Materials & Supplies -	\$ 286,491	10%		\$ 2,406,580	\$ 2,586,650	\$ (180,070)	-7%	\$ 2,406,580	\$ 1,872,633	\$ 533,948	29%

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FY11
Consolidated Operating Expenses
For the month ending - April 30, 2011

	Current Period			Year to Date			YTD Year Over Year Comparison					
	Actual	\$ Var	% Var	Notes	Actual	Budget	\$ Var	% Var	FY11	FY10	\$ Var	% Var
										Actual		
OTHER MATERIALS & SUPPLIES												
504205 Freight Out	\$ 155	\$ 708	78%		\$ 2,434	\$ 2,583	\$(149)	-6%	\$ 2,434	\$ 1,365	\$ 1,069	78%
504211 Postage & Mailing	\$ 43	\$ 1,700	97%		\$ 8,360	\$ 19,997	\$(11,637)	-58%	\$ 8,360	\$ 10,286	\$(1,927)	-19%
504214 Promotional Items	\$ -	\$ -	0%		\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
504215 Printing	\$ -	\$ 4,791	100%		\$ 36,141	\$ 80,609	\$(44,468)	-55%	\$ 36,141	\$ 66,396	\$(30,255)	-46%
504217 Photo Supply/Processing	\$ -	\$ 467	100%		\$ 186	\$ 4,967	\$(4,780)	-96%	\$ 186	\$ 450	\$(264)	-59%
504311 Office Supplies	\$ 2,961	\$ 7,185	59%		\$ 52,631	\$ 62,447	\$(9,817)	-16%	\$ 52,631	\$ 50,116	\$ 2,515	5%
504315 Safety Supplies	\$ 2,320	\$ 3,692	37%		\$ 15,025	\$ 15,917	\$(892)	-6%	\$ 15,025	\$ 11,823	\$ 3,201	27%
504317 Cleaning Supplies	\$ 7,124	\$ 4,092	74%		\$ 30,479	\$ 28,917	\$ 1,562	5%	\$ 30,479	\$ 26,721	\$ 3,758	14%
504409 Repair/Maint Supplies	\$ 3,582	\$ 3,333	7%		\$ 27,002	\$ 33,333	\$(6,331)	-19%	\$ 27,002	\$ 40,981	\$(13,979)	-34%
504421 Non-Inventory Parts	\$ 583	\$ 2,450	76%		\$ 13,467	\$ 36,500	\$(23,033)	-63%	\$ 13,467	\$ 8,096	\$ 5,371	66%
504511 Small Tools	\$ -	\$ 725	100%		\$ 2,201	\$ 7,250	\$(5,049)	-70%	\$ 2,201	\$ 1,503	\$ 698	46%
504515 Employee Tool Rplcmt	\$ 386	\$ 250	54%		\$ 1,020	\$ 2,500	\$(1,480)	-59%	\$ 1,020	\$ 1,014	\$ 6	1%
Total Other Materials & Supplies -	\$ 17,152	\$ 29,392	42%	6	\$ 188,945	\$ 295,020	\$(106,075)	-36%	\$ 188,945	\$ 218,750	\$(29,805)	-14%
UTILITIES												
505011 Gas & Electric	\$ 17,173	\$ 18,750	8%		\$ 193,992	\$ 187,500	\$ 6,492	3%	\$ 193,992	\$ 148,768	\$ 45,225	30%
505021 Water & Garbage	\$ 9,955	\$ 12,500	20%		\$ 102,878	\$ 125,000	\$(22,122)	-18%	\$ 102,878	\$ 109,545	\$(6,667)	-6%
505031 Telecommunications	\$ 7,989	\$ 13,083	39%		\$ 86,807	\$ 144,066	\$(57,259)	-40%	\$ 86,807	\$ 118,949	\$(32,142)	-27%
Total Utilities -	\$ 35,117	\$ 44,333	21%		\$ 383,677	\$ 456,566	\$(72,889)	-16%	\$ 383,677	\$ 377,261	\$ 6,416	2%
CASUALTY & LIABILITY												
506011 Insurance - Property	\$ 8,569	\$ 9,583	11%		\$ 78,837	\$ 95,833	\$(16,996)	-18%	\$ 78,837	\$ 68,666	\$ 10,171	15%
506015 Insurance - PL & PD	\$ 36,531	\$ 43,775	17%		\$ 365,307	\$ 437,750	\$(72,443)	-17%	\$ 365,307	\$ 381,008	\$ 15,701	4%
506021 Insurance - Other	\$ -	\$ -	0%		\$ 711	\$ 750	\$(39)	-5%	\$ 711	\$ 711	\$ -	0%
506123 Settlement Costs	\$ 110,776	\$ 10,364	969%	7	\$ 222,441	\$ 129,376	\$ 93,065	72%	\$ 222,441	\$ 24,399	\$ 198,042	812%
506127 Repairs - Dist Prop	\$ (1,968)	\$ -	100%		\$ (83,901)	\$ -	\$(83,901)	100%	\$ (83,901)	\$ -	\$ (83,901)	100%
Total Casualty & Liability -	\$ 153,908	\$ 63,722	142%		\$ 583,395	\$ 663,709	\$(80,314)	-12%	\$ 583,395	\$ 474,784	\$ 108,611	23%
TAXES												
507051 Fuel Tax	\$ 1,490	\$ 1,167	32%		\$ 11,239	\$ 11,667	\$(428)	-4%	\$ 11,239	\$ 10,679	\$ 560	5%
507201 Licenses & permits	\$ 3,235	\$ 2,958	9%		\$ 11,652	\$ 19,683	\$(7,931)	-40%	\$ 11,652	\$ 17,012	\$(5,359)	-32%
507999 Other Taxes	\$ 850	\$ 1,000	15%		\$ 14,315	\$ 30,000	\$(15,685)	-52%	\$ 14,315	\$ 16,868	\$(2,552)	-15%
Total Taxes -	\$ 5,574	\$ 5,125	9%		\$ 37,207	\$ 61,250	\$(24,043)	-39%	\$ 37,207	\$ 44,559	\$(7,352)	-16%

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FY11 Consolidated Operating Expenses For the month ending - April 30, 2011



	Current Period				Year to Date				YTD Year Over Year Comparison			
	Budget	\$ Var	% Var	Notes	Actual	Budget	\$ Var	% Var	FY11	FY10	\$ Var	% Var
									Actual			
PURCHASED TRANSPORTATION												
503406 Contr/Paratrans	\$ 22,393	\$ 1,560	7%		\$ 163,207	\$ 208,333	\$ (45,126)	-22%	\$ 163,207	\$ 252,557	\$ (89,350)	-35%
Total Purchased Transportation -	\$ 22,393	\$ 1,560	7%		\$ 163,207	\$ 208,333	\$ (45,126)	-22%	\$ 163,207	\$ 252,557	\$ (89,350)	-35%
MISC												
509011 Dues & Subscriptions	\$ 5,105	\$ (314)	-6%		\$ 53,562	\$ 55,186	\$ (1,624)	-3%	\$ 53,562	\$ 51,596	\$ 1,966	4%
509085 Advertising - Rev Product	-	-	0%		-	-	-	0%	-	-	-	0%
509101 Emp Incentive Prog	\$ 2,883	\$ (2,883)	-100%		\$ 8,053	\$ 28,733	\$ (20,680)	-72%	\$ 8,053	\$ 6,014	\$ 2,039	34%
509121 Employee Training	\$ 2,027	\$ (3,080)	-60%		\$ 24,425	\$ 45,360	\$ (20,935)	-46%	\$ 24,425	\$ 17,484	\$ 6,941	40%
509123 Travel	\$ 2,744	\$ (4,821)	-64%		\$ 36,663	\$ 71,650	\$ (34,987)	-49%	\$ 36,663	\$ 26,504	\$ 10,159	38%
509125 Local Meeting Exp	\$ 246	\$ (167)	-40%		\$ 2,730	\$ 4,125	\$ (1,395)	-34%	\$ 2,730	\$ 2,191	\$ 539	25%
509127 Board Director Fees	\$ 850	\$ (250)	-23%		\$ 6,050	\$ 11,000	\$ (4,950)	-45%	\$ 6,050	\$ 6,750	\$ (700)	-10%
509150 Contributions	-	\$ (54)	-100%		-	\$ 542	\$ (542)	-100%	-	\$ 3,780	\$ (3,780)	-100%
509197 Sales Tax Expense	-	-	0%		-	-	-	0%	-	-	-	0%
509198 Cash Over/Short	\$ (1)	\$ (43)	-103%		\$ 304	\$ 417	\$ (112)	-27%	\$ 304	\$ 204	\$ 101	49%
Total Misc -	\$ 10,970	\$ (11,613)	-51%	8	\$ 131,788	\$ 217,013	\$ (85,225)	-39%	\$ 131,788	\$ 114,523	\$ 17,265	15%
LEASES & RENTALS												
512011 Facility Rentals	\$ 17,643	\$ 227	1%		\$ 249,168	\$ 304,163	\$ (54,995)	-18%	\$ 249,168	\$ 482,685	\$ (233,516)	-48%
512061 Equipment Rentals	\$ 1,829	\$ 71	4%		\$ 10,468	\$ 19,183	\$ (8,716)	-45%	\$ 10,468	\$ 9,642	\$ 825	9%
Total Leases & Rentals -	\$ 19,472	\$ 297	2%		\$ 259,636	\$ 323,347	\$ (63,711)	-20%	\$ 259,636	\$ 492,327	\$ (232,691)	-47%
Total Non-Personnel Expenses -	\$ 732,166	\$ 70,091	11%		\$ 5,958,345	\$ 6,952,290	\$ (993,945)	-14%	\$ 5,958,345	\$ 5,628,909	\$ 329,436	6%
TOTAL OPERATING EXPENSE -	\$ 3,207,510	\$ 183,590	6%		\$ 30,004,923	\$ 31,123,585	\$ (1,118,662)	-4%	\$ 30,004,923	\$ 29,500,748	\$ 504,175	2%

** does not include depreciation

Current Period Notes:

- 1) **Total Personnel Expenses** are over budget due to higher than anticipated Bus operator overtime, Medical insurance, as well as Worker's comp insurance expenses in April 2011.
- 2) **Prof & Tech Fees** are under budget due to cost cutting measures and straight lining of the budget.
- 3) **Repair - Equipment** is under budget due to inability to anticipate when repair costs will be incurred and straight lining of the budget.
- 4) **Haz Mat Disposal** is over budget due to solids waste in addition to oil and water Haz Mat liquid waste in April 2011.
- 5) **Oil & Lube Rev Veh** is over budget due to higher than anticipated prices of diesel in April 2011.
- 6) **Other Materials & Supplies** are under budget due to cost cutting measures in all departments.
- 7) **Travel** costs are over budget due to higher than anticipated settlement costs for the month.
- 8) **Miscellaneous expenses** are under budget due to cost cutting measures in all departments.



SANTA CRUZ
METRO

FY11 CAPITAL BUDGET For the month ending - April 30, 2011

Grant-Funded Projects

	YTD Actual	FY11 Budget	Remaining Budget	% Spent YTD
MetroBase Maintenance Facility (5309) / (PTMISEA)	\$ 602,790	\$ 2,000,000	\$ 1,397,210	30%
Purchase Smartcard Farebox System (ARRA) (5311)	\$ 2,347,958	\$ 2,385,750	\$ 37,792	98%
Purchase of 425 Front Street (FTA) / (TCRP)	\$ 2,096,915	\$ 2,075,000	\$ (21,915)	101%
Purchase 27 ParaCruz Vehicles (ARRA)	\$ 1,531,670	\$ 1,750,000	\$ 218,330	88%
2nd CNG Tank (MBUAPCD) **	\$ 176	\$ 200,000	\$ 199,824	0%
Transit Mgmt. Info. Technology (ARRA)	\$ 396,439	\$ 1,160,403	\$ 763,964	34%
Bus Stop Improvements (STIP) **	\$ 182	\$ 500,000	\$ 499,818	0%
Comprehensive Security & Surveillance Sys (OHS-1B)	\$ -	\$ 440,505	\$ 440,505	0%
Facilities Video Surveillance Project - CCTV (OHS-1B)	\$ 175,592	\$ 185,000	\$ 9,408	95%
Fleet - Land Mobile Radio Project - LMR - (OHS-1B)	\$ 194,762	\$ 195,000	\$ 238	100%
Trapeze Pass Interactive Voice Response System - IVR *	\$ 22,427	\$ 22,427	\$ -	100%
Subtotal Grant Funded Projects	\$ 7,368,911	\$ 10,914,085	\$ 3,545,174	68%

IT Projects

Replace Fleet & Facilities Maintenance Software	\$ 55,142	\$ 170,000	\$ 114,858	32%
HR Software Upgrade	\$ 127,603	\$ 250,000	\$ 122,397	51%
Trapeze Pass Customer Certification Software	\$ -	\$ 5,000	\$ 5,000	0%
Automated Purchasing System Software	\$ 44,022	\$ 84,000	\$ 39,978	52%
Subtotal IT Projects	\$ 226,767	\$ 509,000	\$ 282,233	45%

Facilities Repair & Improvements

MTC Lane Four Shelter Replacement	\$ 188	\$ 75,000	\$ 74,812	0%
Repair, Reseal, Restripe (Sinkholes) - Operations	\$ -	\$ 4,000	\$ 4,000	0%
Subtotal Facilities Repairs & Improvements Projects	\$ 188	\$ 79,000	\$ 78,812	0%



FY11
CAPITAL BUDGET
For the month ending - April 30, 2011

	YTD Actual	FY11 Budget	Remaining Budget	% Spent YTD
Highway 17 Buses (5) - VTA - (Measure A)	\$ 2,500,171	\$ 2,500,000	\$ (171)	100%
Subtotal Revenue Vehicle Replacements	\$ 2,500,171	\$ 2,500,000	\$ (171)	100%
<u>Non-Revenue Vehicle Replacement</u>				
NONE	\$ -	\$ -	\$ -	0%
Subtotal Non-Revenue Vehicle Replacements	\$ -	\$ -	\$ -	0%
<u>Maint Equipment</u>				
NONE	\$ -	\$ -	\$ -	0%
Subtotal Non-Revenue Vehicle Replacements	\$ -	\$ -	\$ -	0%
<u>Office Equipment</u>				
NONE	\$ -	\$ -	\$ -	0%
Subtotal Office Equipment	\$ -	\$ -	\$ -	0%
TOTAL CAPITAL PROJECTS	\$ 10,096,037	\$ 14,002,085	\$ 3,906,048	72%



FY11
CAPITAL BUDGET
For the month ending - April 30, 2011

	YTD Actual	FY11 Budget	Remaining Budget	% Spent YTD
CAPITAL FUNDING				
Federal Capital Grants	\$ 5,354,170	\$ 7,483,855	\$ 2,129,685	72%
State - Measure A - (VTA)	\$ 2,500,171	\$ 2,500,000	\$ (171)	100%
State - PTMISEA (1B)	\$ 602,790	\$ 891,938	\$ 289,148	68%
State - Security Bond Funds (1B)	\$ 370,354	\$ 820,505	\$ 450,151	45%
State - CalTrans (Section 5311)	\$ 267,464	\$ 267,464	\$ -	100%
State - Traffic Congestion Relief Program - (TCRP)	\$ 584,450	\$ 617,333	\$ 32,883	95%
State Transit Assistance (STA) Carryover-Prior Yrs	\$ 416,280	\$ 684,860	\$ 268,580	61%
State - MBUAPCD **	\$ 176	\$ 200,000	\$ 199,824	0%
State - STIP **	\$ 182	\$ 500,000	\$ 499,818	0%
Local Operating Match	\$ -	\$ 36,130	\$ 36,130	0%
TOTAL CAPITAL FUNDING	\$ 10,096,037	\$ 14,002,085	\$ 3,906,048	72%

* Budget transfer from FY10 to FY11 for unspent funds on the Trapeze IVR project was approved at the 10/22 BOD meeting.

Attachment E

FY 11 BUDGET LINE ITEM TRANSFERS For the month ending - April 30, 2011

	ACCOUNT #	ACCOUNT TITLE	AMOUNT
TRANSFER # FY11-31			
TRANSFER FROM:	503351-2200	Repair - Bldg & Impr	\$ 4,000
TRANSFER TO:	504317-2200	Cleaning Supplies	\$ 4,000
REASON:	To cover cleaning supplies through the end of FY11.		
TRANSFER # FY11-32			
TRANSFER FROM:	504421-4100	Parts & Supplies	\$ (4,000)
TRANSFER TO:	504315-4100	Safety Supplies	\$ 4,000
REASON:	To cover safety supplies through the end of FY11.		
TRANSFER # FY11-33			
TRANSFER FROM:	501021-1200	Other Salaries	\$ (12,500)
	502021-1200	Retirement	\$ (4,000)
TRANSFER TO:	503041-1200	Temp Help	\$ 16,500
REASON:	Funds needed for Temp Help due to a vacant funded position.		
TRANSFER # FY11-34			
TRANSFER FROM:	503354-4100	Repair - Non Rev Vehicle	\$ (3,000)
TRANSFER TO:	504315-4100	Safety Supplies	\$ 3,000
REASON:	To cover respirator fit testing program.		
TRANSFER # FY11-35			
TRANSFER FROM:	503162-4100	Uniform & Laundry	\$ (1,500)
TRANSFER TO:	504205-4100	Freight Out	\$ 1,500
REASON:	To cover shipping costs through the end of FY11.		

Attachment E

FY 11 BUDGET LINE ITEM TRANSFERS For the month ending - April 30, 2011

	ACCOUNT #	ACCOUNT TITLE	AMOUNT
TRANSFER # FY11-37			
TRANSFER FROM:	502111-2200	Annual Leave	\$ (5,400)
	502021-2200	Retirement	\$ (3,600)
TRANSFER TO:	503041-2200	Temp Help	\$ 9,000
REASON:	Funds needed to cover Temp Help through the end of FY11.		
TRANSFER # FY11-38			
TRANSFER FROM:	501021-2200	Other Salaries	\$ (4,400)
TRANSFER TO:	503041-2200	Temp Help	\$ 6,472
REASON:	Funds needed to cover Temp Help.		
TRANSFER # FY11-39			
TRANSFER FROM:	505031-3200	Telecommunications	\$ (1,000)
TRANSFER TO:	504191-3200	Revenue Vehicle Parts	\$ 1,000
REASON:	To cover costs of truck straps needed for customer service.		

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 24, 2011

TO: Board of Directors

FROM: April Warnock, Paratransit Superintendent

SUBJECT: METRO PARACRUZ OPERATIONS STATUS REPORT

I. RECOMMENDED ACTION

This report is for information only - no action requested

II. SUMMARY OF ISSUES

- METRO ParaCruz is the federally mandated ADA complementary paratransit program of the Transit District, providing shared ride, door-to-door demand-response transportation to customers certified as having disabilities that prevent them from independently using the fixed route bus.
- METRO assumed direct operation of paratransit services November 1, 2004. This service had been delivered under contract since 1992.
- Discussion of ParaCruz Operations Status Report.
- Attachment A: On-time Performance Chart displays the percentage of pick-ups within the “ready window” and a breakdown in 5-minute increments for pick-ups beyond the “ready window”. The monthly Customer Service Reports summary is included.
- Attachment B: Report of ParaCruz’ operating statistics. Performance Averages and Performance Goals are reflected in the Comparative Operating Statistics Table in order to establish and compare actual performance measures, as performance is a critical indicator as to ParaCruz’ efficiency.
- Attachments C and D: ParaCruz Performance Charts displaying trends in rider-ship and mileage spanning a period of three years.
- Attachment E: Current calendar year’s statistical information on the number of ParaCruz in-person eligibility assessments, including a comparison to past years, since implementation in August of 2002.

III. DISCUSSION

From March 2011 to April 2011, ParaCruz rides decreased by 815 rides. This decrease trends with the past two years, although the actual decrease in rides is larger than before. The number of rides performed in March 2011, was 8990, the highest number of rides performed in a month in ParaCruz history.

The decrease in rides is attributed to the natural trending of monthly rides, inclement weather and there being twenty-one (21) week-days in the month, although the price of gasoline remained very high.

Call Center statistics are available only on a monthly basis at this time, reflecting that we experienced problems with the phone system attributed to wiring issues that have been identified. Corrective measures have been taken, but the disruption to the system makes cumulative data unavailable at this time.

IV. FINANCIAL CONSIDERATIONS

NONE

V. ATTACHMENTS

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

ATTACHMENT A

Board of Directors
Board Meeting June 24, 2011

ParaCruz On-time Performance Report		
	April 2010	April 2011
Total pick ups	8119	8175
Percent in “ready window”	96.02%	94.81%
1 to 5 minutes late	1.59%	1.97%
6 to 10 minutes late	1.08%	1.42%
11 to 15 minutes late	.59%	.80%
16 to 20 minutes late	.44%	.57%
21 to 25 minutes late	.09%	.17%
26 to 30 minutes late	.09%	.06%
31 to 35 minutes late	.02%	.10%
36 to 40 minutes late	.02%	.07%
41 or more minutes late (excessively late/missed trips)	.05%	.02%
Total beyond “ready window”	3.98%	5.19%

During the month of April 2011, ParaCruz received eight (8) Customer Service Reports. Two (2) of the reports were valid complaints, two (2) of the reports were not valid, two (2) reports were unverifiable, and one (1) of the reports were compliments. One (1) of the reports was regarding the Eligibility Department.

ATTACHMENT B

Board of Directors
Board Meeting June 24, 2011

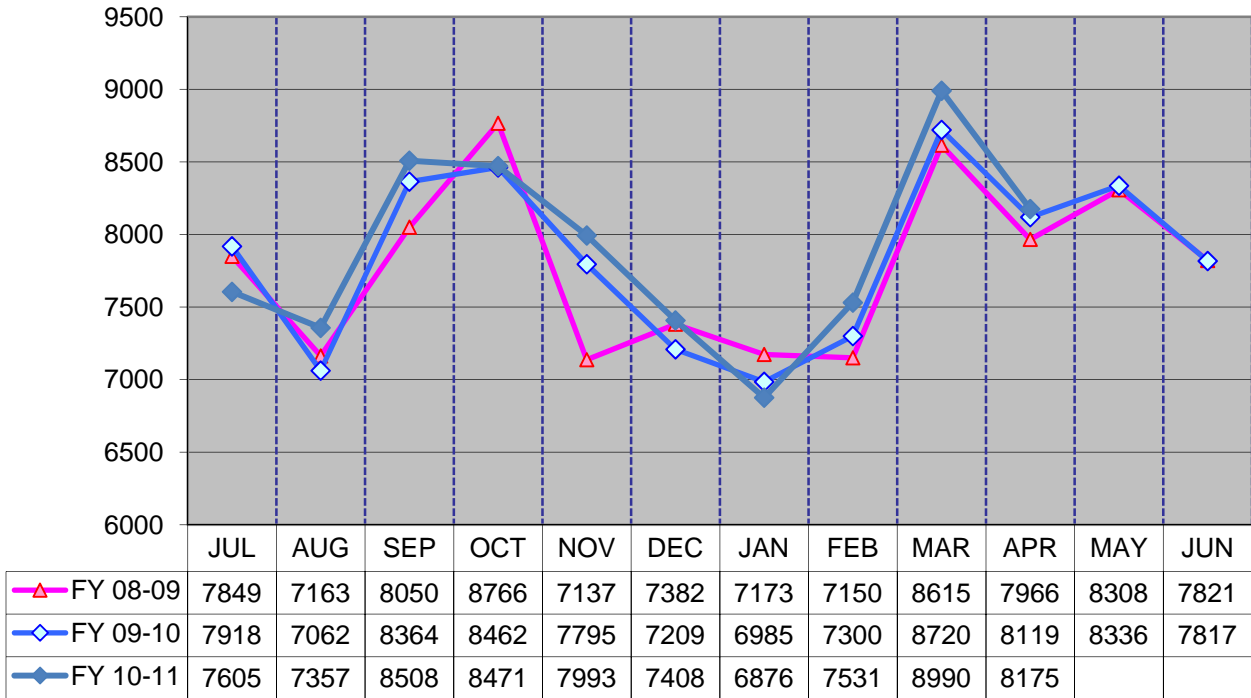
Comparative Operating Statistics This Fiscal Year, Last Fiscal Year through April 2011.

	Apr 10	Apr 11	Fiscal 09-10	Fiscal 10-11	Performance Averages	Performance Goals
Requested	8687	9057	84,713	54,265	8442	
Performed	8119	8175	77,921	78,907	7322	
Cancels	18.11%	20.88%	19.81%	18.36%	18.30%	
No Shows	2.53%	2.21%	2.06%	2.14%	2.21%	Less than 3%
Total miles	51,125	55910	507,695	536,630	52,440	
Av trip miles	4.97	4.80	5.09	5.01	4.99	
Within ready window	96.02%	94.81%	95.70%	95.78%	95.66%	92.00% or better
Excessively late/missed trips	4	2	15	13	1.83	Zero (0)
Call center volume	5673	5980	N/A	N/A	N/A	
Call average seconds to answer	32	31	N/A	N/A	N/A	Less than 2 minutes
Hold times less than 2 minutes	95%	96%	N/A	N/A	N/A	Greater than 90%
Distinct riders	812	804	1,692	1764	810	
Most frequent rider	56 rides	53 rides	306 rides	474 rides	58 rides	
Shared rides	60.7%	61.9%	60.3%	62.1%	62.60%	Greater than 60%
Passengers per rev hour	2.33	2.03	2.27	2.10	2.09	Greater than 1.6 passengers/hour
Rides by supplemental providers	11.05%	12.24%	12.60%	9.69%	9.88%	No more than 25%
Vendor cost per ride	\$24.85	\$22.20	\$25.14	\$21.01	\$21.39	
ParaCruz driver cost per ride (estimated)	\$22.46	\$21.95	\$25.18	\$24.06	\$24.37	
Rides < 10 miles	70.03%	70.17%	69.88%	70.44%	70.20%	
Rides > 10	29.97%	29.83%	30.12%	29.56%	29.80%	

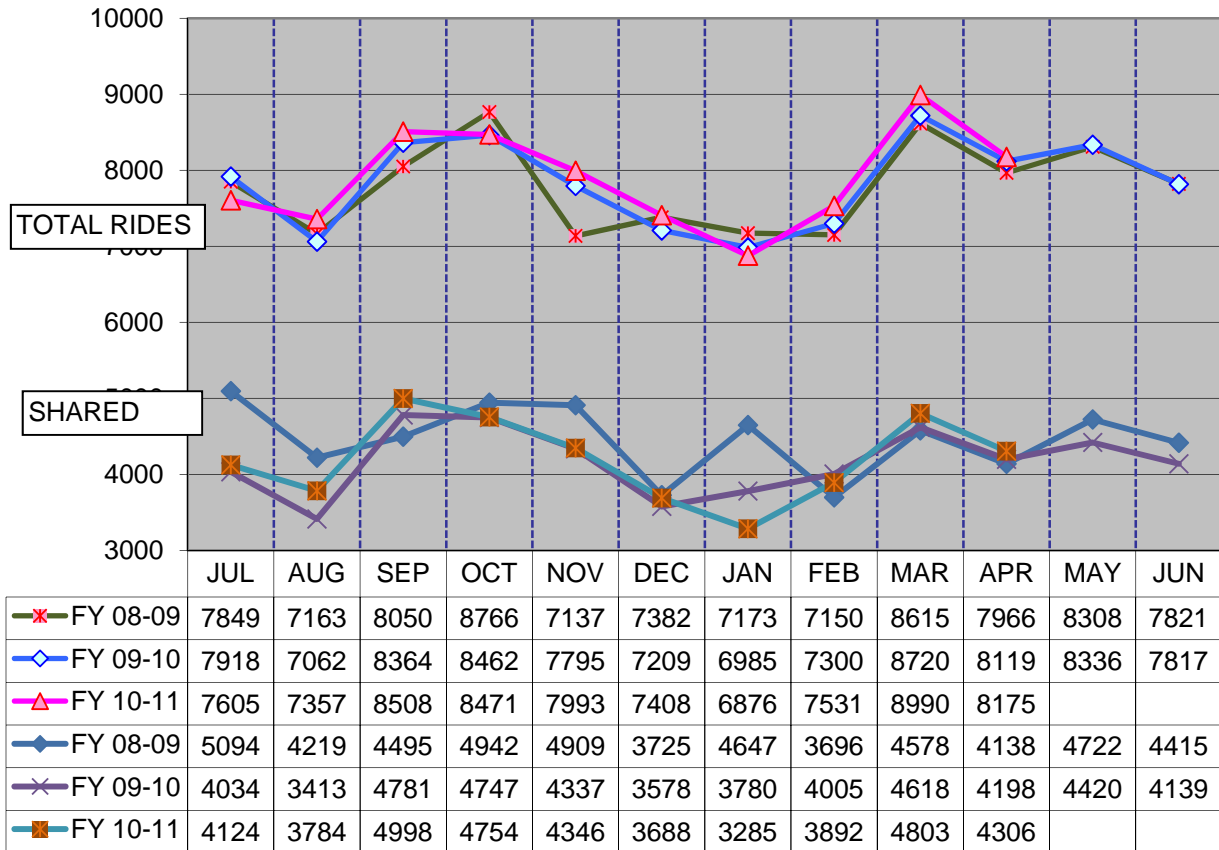
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ATTACHMENT C

NUMBER OF RIDES COMPARISON CHART

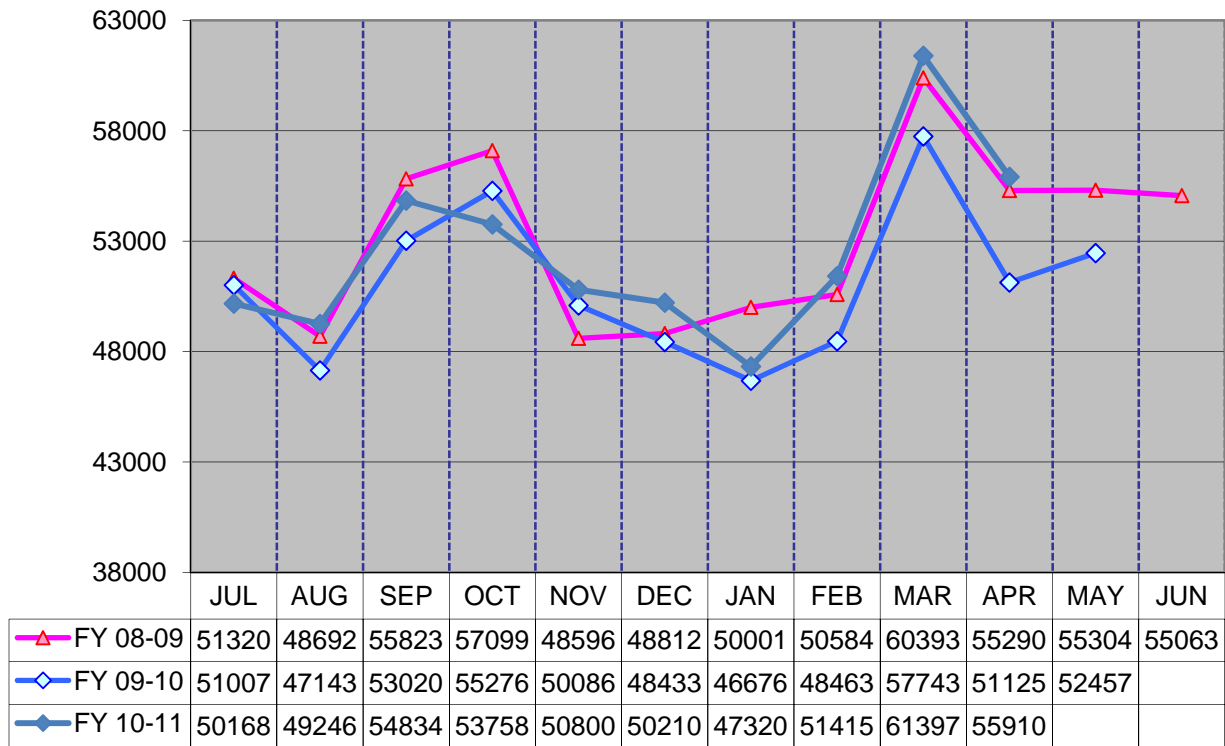


TOTAL RIDES vs. SHARED RIDES

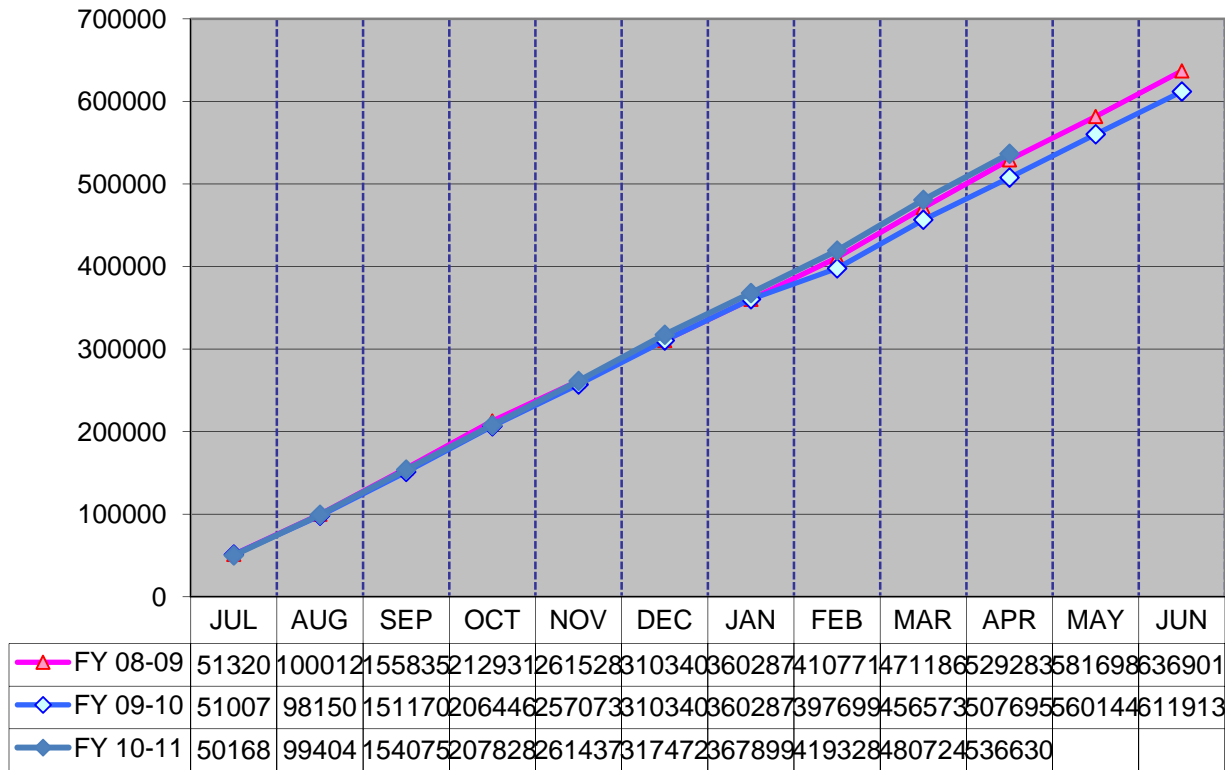


ATTACHMENT D

MILEAGE COMPARISON



YEAR TO DATE MILEAGE COMPARISON CHART



ATTACHMENT E

MONTHLY ASSESSMENTS						
	UNRESTRICTED	RESTRICTED	RESTRICTED	TEMPORARY	DENIED	TOTAL
		CONDITIONAL	TRIP BY TRIP			
APRIL 2010	29	2	7	5	0	43
MAY 2010	44	6	3	3	0	56
JUNE 2010	49	9	3	0	0	49
JULY 2010	33	4	7	1	0	45
AUGUST 2010	31	1	9	4	0	45
SEPTEMBER 2010	55	4	9	1	1	70
OCTOBER 2010	58	1	10	2	0	71
NOVEMBER 2010	45	0	4	5	1	55
DECEMBER 2010	32	0	7	5	0	44
JANUARY 2011	43	3	4	4	0	54
FEBRUARY 2011	41	2	14	4	0	61
MARCH 2011	43	3	5	7	0	58
APRIL 2011	44	0	3	4	0	51

NUMBER OF ELIGIBLE RIDERS	
YEAR	ACTIVE
2006	5315
2007	4820
2008	4895
2009	5291
2010	3314

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 24, 2011
TO: Board of Directors
FROM: Angela Aitken, Finance Manager & Acting Assistant General Manager
SUBJECT: SANTA CRUZ METRO SYSTEM RIDERSHIP REPORT FOR APRIL 2011

I. RECOMMENDED ACTION

This report is for informational purposes only. No action is required

II. SUMMARY OF ISSUES

- Total ridership for the month of April 2011 was 582,891, which is a decrease of 1,020 riders or 0.17% versus April 2010. System Daily Averages for April include:
 - 22,979 riders per Weekday, a gain of 0.52% (119 riders)
 - 12,164 riders per Saturday, a gain of 4.42% (515 riders)
 - 9,880 riders per Sunday, a gain of 14.89% (1,280 riders)
- Highway 17 Express ridership for the month of April 2011 was 30,309, which is a increase of 2,535 riders, or 9.13%, from April 2010. Daily averages include:
 - 1,134 riders per Weekday, a gain of 9.25% (96 riders)
 - 718 riders per Saturday, a gain of 18.86% (114 riders)
 - 729 riders per Sunday, a gain of 15.13% (96 riders)
- UCSC students and staff/faculty generated 295,162 rides in April 2011, a gain of 0.81%. Revenue generated from UCSC was \$378,273.85, a 2.19% increase from April 2010.
- Overall system wide ridership remains steady with a slight YTD decrease of 0.77% despite a 10% reduction in service implemented in September 2010.

III. DISCUSSION

In the twenty-one (21) weekdays, five (5) Saturdays, and four (4) Sundays of April 2011, Santa Cruz METRO's total ridership was 582,891 riders. This was a small loss from the previous year, decreasing by 1,020 riders or 0.17%. The flat line in ridership growth is actually a positive sign considering that transit service available to the public has been reduced by 10% effective September 2010. Currently, FY11 YTD ridership is 4,757,254, which is slightly down 0.77% from FY10.

Attachment A shows that during April 2011, Santa Cruz METRO averaged 22,979 riders per Weekday. This was a small gain from the previous April of 0.52% which is most likely due to continued high gasoline prices. Weekends experienced gains of 4.42% and 14.89% on Saturdays and Sundays respectively possibly due to the previously mentioned high gas prices.

Attachment A also shows Highway 17 Express total ridership at 30,309 riders. This was a gain from the previous year, increasing by 2,535 riders or simply 9.13%. Year to date ridership on Highway 17 Express has begun to rebound since the fares were raised nearly 25% in June of 2010.

FY11 average weekday ridership on the Highway 17 Express was 1,134 riders per weekday, a 9.25% increase from 1,038 riders per weekday in FY10. Simultaneously Highway 17 Express has seen gains of 18.86% in riders on Saturdays and 15.13% in riders on Sundays. These variations in ridership could possibly be due to San Jose Sharks playoff run, higher gas prices leading to changing commute patterns, and weekend travel demands from UCSC students.

Attachment B shows UCSC ridership continues to grow at a steady rate every month. In April 2011, UCSC generated 295,162 rides between students and staff/faculty. This accounts for over half of Santa Cruz METRO's total ridership count. During school term days, UCSC ridership was 11,938 per "School Term" day, a gain of 2.04%. All Weekdays saw an increase of 2.04%, while Weekends saw a gain of 11.58% in ridership. This month, the number of school term days was the same as the number of weekdays, leading to the same numbers for each. Total revenue derived from UCSC in April 2011 was \$378,273.85, a 2.19% increase from April 2010.

Attachment C depicts Weekday, Saturday, and Sunday ridership by route. Many of Santa Cruz METRO's main-lines service are well ridden while overall ridership remains flat. Overall, system wide ridership remains fairly steady with a small YTD decrease of 0.77% despite a recent 10% service cut which was implemented in September 2010.

IV. FINANCIAL CONSIDERATIONS.

Revenue derived from passenger fares and passes is reflected in the FY11 Revenue.

V. ATTACHMENTS

Attachment A: Monthly Ridership Summary

Attachment B: UCSC Ridership Summary

Attachment C: Ridership by Route

Prepared by: Erich Friedrich, Jr. Transportation Planner.
Date Prepared: June 14, 2011

Monthly Ridership Summary

APRIL 01, 2011 - APRIL 30, 2011

Calendar Operating Days

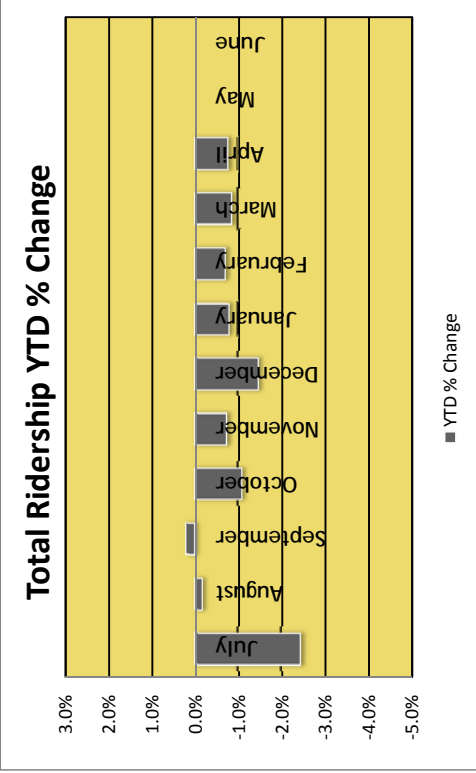
	This Year	Last Year
Weekdays	21	22
Saturdays	5	4
Sundays	4	4

Monthly System Totals

	Monthly Totals		
	This Year	Last Year	Difference % Change
Local Fixed Route	552,582	556,137	-3,555 -0.64%
AMTRAK/Highway 17 Express	30,309	27,774	2,535 9.13%
System Total	582,891	583,911	-1,020 -0.17%

System Daily Averages

	Weekdays			Saturday			Sunday		
	This Year	Last Year	Difference % Change	This Year	Last Year	Difference % Change	This Year	Last Year	Difference % Change
Local Fixed Route	21,845	21,822	23 0.10%	11,446	11,045	401 3.63%	9,152	7,967	1,185 14.87%
AMTRAK/Highway 17 Express	1,134	1,038	96 9.25%	718	604	114 18.86%	729	633	96 15.13%
System Total	22,979	22,860	119 0.52%	12,164	11,649	515 4.42%	9,880	8,600	1,280 14.89%



UCSC Ridership Summary

APRIL 01, 2011 - APRIL 30, 2011

Calendar Operating Days

	This Year	Last Year
School Term Days	21	22
Weekdays	21	22
Weekend Days	9	8

UCSC Revenue

	This Year	Last Year	\$ Difference	% Change
Student Billing	\$346,784.59	\$335,640.76	\$11,143.83	3.32%
Staff Billing	\$16,854.99	\$17,968.82	-\$1,113.83	-6.20%
Night Owl Service	\$10,921.15	\$11,416.52	-\$495.37	-4.34%
Route 20D Service	\$3,713.12	\$924.71	\$2,788.41	301.54%
Total	\$378,273.85	\$370,179.15	\$8,094.70	2.19%

UCSC Monthly System Totals

	Monthly Totals			Year to Date Totals				
	This Year	Last Year	Difference	% Change	This Year	Last Year	Difference	% Change
Students	281,481	277,945	3,536	1.27%	1,936,023	1,877,745	58,278	3.10%
Staff & Faculty	13,681	14,849	-1,168	-7.87%	125,460	126,535	-1,075	-0.85%
Total	295,162	292,794	2,368	0.81%	2,061,483	2,004,280	57,203	2.85%

UCSC System Daily Averages

	School Term Days			Weekdays			Weekend Days					
	This Year	Last Year	Difference	% Change	This Year	Last Year	Difference	% Change	This Year	Last Year	Difference	% Change
Students	11,347	11,069	277	2.51%	11,347	11,069	277	2.51%	4,800	4,303	497	11.56%
Staff & Faculty	591	629	-38	-6.08%	591	629	-38	-6.08%	141	125	17	12.37%
Total	11,938	11,699	239	2.04%	11,938	11,699	239	2.04%	4,941	4,428	513	11.58%

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Ridership by Route

APRIL 01, 2011 - APRIL 30, 2011								
Route	Corridor	Weekday Ridership	Weekday Average	Saturday Ridership	Saturday Average	Sunday Ridership	Sunday Average	Monthly Ridership
10	UCSC via High St.	29,714	1,415	2,551	510	2,005	501	34,270
13	UCSC via Walnut	15,233	725					15,233
15	UCSC via Laurel West	53,339	2,540					53,339
16	UCSC via Laurel East	92,639	4,411	16,530	3,306	10,117	2,529	119,286
16N	UCSC Night Owl - Laurel East	2,004	95	1,342	268	1,030	258	4,376
19	UCSC via Lower Bay	28,521	1,358	3,249	650	2,039	510	33,809
19N	UCSC Night Owl - Lower Bay			825	165	589	147	1,414
3	Mission/Beach	2,826	135					2,826
4	Harvey West/Emeline	4,336	206					4,336
8	Emeline	108	5					108
12A	UCSC East Side District	1,304	62					1,304
20	UCSC via West Side	21,662	1,032	3,202	640	1,898	475	26,762
20D	UCSC via West Side Supp.	10,301	491					10,301
30	Gramhill/Scotts Valley	813	39					813
33	Lompico SLV/Felton Faire	305	15					305
34	South Felton	114	5					114
35/35A	Santa Cruz/Scotts Valley/SLV	31,903	1,519	5,205	1,041	3,375	844	40,483
40	Davenport/North Coast	1,289	61	109	22	82	21	1,480
41	Bonny Doon	1,800	86	57	11	27	7	1,884
42	Davenport/Bonny Doon	312	15	165	33	104	26	581
54	Capitola/Aptos/La Selva Beach	196	9	100	20	53	13	349
55	Rio Del Mar	3,742	178					3,742
56	La Selva Beach	526	25					526
66	Live Oak via 17th	12,394	590	2,774	555	1,672	418	16,840
68	Like Oak via Broadway/Portola	8,077	385	1,421	284	925	231	10,423
69	Capitola Road	8,358	398	93	19	29	7	8,480
69A	Cap. Road/Cabrillo/Watsonville	18,670	889	3,993	799	2,542	636	25,205
69N	Capitola Road/Cabrillo Night	2,934	140					2,934
69W	Capitola Road/Watsonville	22,135	1,054	4,106	821	2,418	605	28,659
71	Santa Cruz to Watsonville	64,532	3,073	10,268	2,054	6,790	1,698	81,590
72	Corralitos	3,866	184					3,866
74	Ohlone Parkway/Rolling Hills	2,945	140					2,945
75	Green Valley Road	5,443	259	1,242	248	911	228	7,596
79	East Lake	1,861	89					1,861
91x	Santa Cruz/Watsonville Express	4,542	216					4,542
Hwy 17	AMTRAK/Hwy 17 Express	23,806	1,134	3,588	718	2,915	729	30,309
Monthly Total		482,550	22,979	60,820	12,164	39,521	9,880	582,891
Previous Year		502,916	22,860	46,595	11,649	34,400	8,600	583,911
% Change		-4.05%	0.52%	30.53%	4.42%	14.89%	14.89%	-0.17%

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 24, 2011

TO: Board of Directors

FROM: Angela Aitken, Finance Manager & Acting Assistant General Manager

SUBJECT: STATUS REPORT OF ACTIVE GRANTS AND SUBMITTED GRANT PROPOSALS FOR JUNE 2011

I. RECOMMENDED ACTION

This report is for informational purposes only. Active grants and grant proposals are current as of June 9, 2011. No action is required.

II. SUMMARY OF ISSUES

- Santa Cruz METRO relies upon grant funding from other agencies for more than 25% of its FY11 operating revenue and over 95% of its FY11 capital funding.
- A list of Santa Cruz METRO's active grants (Attachment A) and a list of grant proposals for new funds (Attachment B) are provided monthly in order to apprise the Board of the status of grants funding.
- Santa Cruz METRO has active grant awards totaling \$33,747,279.
- Items in **bold** on Attachments A and B depict changes from last month's report.
- Santa Cruz METRO staff is developing new operating and capital projects for approximately \$6.33 million in grant program funding: \$6.1 in State and Local Partnership (SLPP) funds and \$232,105 in Air District funding.

III. DISCUSSION

Santa Cruz METRO relies upon grants from a number of other entities throughout the year for more than 25% of its FY11 operating revenue and over 95% of its FY11 capital funding. Programs such as the Transportation Development Act (TDA) and the Federal Transit Administration (FTA) urbanized area program annually allocate funds by formula while others such as the Monterey Bay Unified Air Pollution Control District's AB2766 Motor Vehicle Emissions Reduction Program and the California Department of Transportation (Caltrans) discretionary planning grants are competitively awarded based on merit. Santa Cruz METRO relies on both formula and discretionary grant revenue to support its operating and capital budgets.

This staff report is to apprise the Board of Directors of active grants funding current projects and proposed grants for new projects and ongoing operating costs. **Attachment A** lists all of Santa Cruz METRO's active grants with the award amount, the remaining balance and the status of the

projects funded by the grant. **Attachment B** lists Santa Cruz METRO's open grant applications with a brief description, source and status of proposed funds. Items in **bold** on Attachments A and B depict changes from last month's report.

IV. FINANCIAL CONSIDERATIONS

Active grant awards for operating and capital projects total \$33,747,279 with an unspent balance of \$17,650,152. Changes from last month's amounts resulted from project close-outs and changes in allocation amounts for new applications. Current grant applications request \$16,676,206 for operating and capital projects.

Santa Cruz METRO staff is writing new discretionary grant applications for non-revenue vehicle replacement with alternatively fueled cars in the amount of \$232,105, alternative fuels projects and developing new capital projects for Proposition 1B SLPP formula funds. Total in new grant project development is approximately \$6.33 million.

V. ATTACHMENTS

Attachment A: Santa Cruz METRO Active Grants Status Report as of June 9, 2011

Attachment B: Santa Cruz METRO Grant Applications as of June 9, 2011

Staff Report prepared by Thomas Hiltner and Tove Beatty, Grants/Legislative Analysts

Date Prepared: June 9, 2011

ATTACHMENT A

Santa Cruz METRO Active Grants as of June 9, 2011

#	Grant	Description	\$ Grant Awarded	\$ Grant Balance	Funding Source	Grant Status
1	Smartcard Farebox; ParaCruz Vans; IT Upgrades; Operating Assistance	Upgrade dispatch, scheduling and customer information software; purchase 27 replacement paratransit vans; purchase new fareboxes with magnetic card readers; operating assistance.	\$ 4,909,939	\$ 1,681,333	Federal Transit Administration (FTA) 5307 American Recovery and Reinvestment Act (ARRA) funds	Project funding from ARRA through FTA urbanized area formula program. Santa Cruz METRO has received and installed fareboxes; is installing ticket vending machines; has accepted paratransit vans and expects to complete the Giro/Hastus roll-out by early 2012.
2	Smartcard Farebox	Purchase new fareboxes with magnetic card readers.	\$ 267,464	\$ -	California Department of Transportation (Caltrans 5311) ARRA funds	Project funding through Caltrans (FTA 5311) rural operating assistance program contributes to Smartcard farebox procurement. Santa Cruz METRO awarded contract to GFI for new fareboxes on 6/15/10. Per Caltrans, final payment has been received, grant to be closed out.
3	Smartcard Farebox	Purchase new fareboxes with magnetic card readers.	\$ 475,000	\$ 2,078	FTA 5309 Bus and Bus Facilities Program	Fareboxes installed, this grant will be closed-out with the final contract expenditure by 6/30/11.
4	Bus Stop Improvements	Improve bus stops in Santa Cruz METRO service area	\$ 500,000	\$ 500,000	Caltrans from State Transportation Improvement Program (STIP)	Bus stop IFB #1 released 4/4/11 for Pacific Station Lane 4 construction; IFB for supplies released; construction started 5/27/11.
5	CT Transit Planning-- Watsonville	18-month transit planning study of Watsonville service as subrecipient of MPO (AMBAG).	\$ 100,000	\$ 93,877	Caltrans (FTA 5304)	Planning Study kicked-off on 3/30/11; survey tool developed; surveys completed by 5/13/11; ride checks to commence. NGO partners to be selected by 6/10/11.
6	Prop 84 Challenge Grant	Discretionary grant proposals for planning/zoning of unincorporated areas (Live Oak, Soquel Dr. corridor) w/ County of Santa Cruz; and sustainable growth communities grant w/ AMBAG. All need METRO as a partner.	\$ 10,000	\$ 10,000	Funding from Proposition 84 Planning Grants from the State of California Strategic Growth Council.	County received \$500K for Prop. 84 Sustainable Communities Planning Grant Program for a project entitled "The Santa Cruz County Sustainable Community and Transit Corridors Plan" on December 6, 2010. Notification of award 6/3/11.
7	Sustainable Communities Planning Grant	Discretionary grant sub-award.	\$ 9,560	\$ 9,560	AMBAG sub-award.	Participating in development of Sustainable Communities Strategies June-Dec 2011.
8	Dispatch, Surveillance, Radio	Replace dispatch console, install video surveillance and upgrade the fleet mobile radio system (LMR).	\$ 25,000	\$ 8,714	FY08 California Transit Security Grant Program (CTSGBP) funds from California Emergency Management Agency (Cal EMA)	Dispatch console purchased. Ojo video surveillance project completed. Day Wireless continues work on \$530,000 contract for fleet mobile radio upgrade. \$ Grant Balance as of 5/26/11. Expires 3/31/12.
9	Comprehensive Security & Surveillance (LMR)	Continue LMR upgrade.	\$ 440,505	\$ 26,374	FY09 CTSGBP funds from Cal EMA	Day Wireless continues continues work on \$530,000 contract to upgrade fleet mobile radios. \$ Grant Balance as of 5/26/11. Expires 3/31/12.
10	Comprehensive Security & Surveillance	Continue video surveillance, LMR upgrade and install emergency generator.	\$ 440,505	\$ 440,505	FY10 CTSGBP funds from Cal EMA	Cal-EMA paid \$440,505 grant advance on 3/28/11. \$ Grant Balance as of 5/26/11. Expires 3/31/13.
11	FY10 Discretionary Bus/Facilities Program	Purchase 11 new CNG replacement buses from FTA discretionary grant program.	\$ 4,830,600	\$ 4,830,600	FTA 5309 Bus & Bus Facilities/State of Good Repair Program	Grant was resubmitted on 6/7/11 after Civil Rights review of all FTA subrecipients. METRO has pre-award authority to incur expenses prior to contract execution anticipated by 7/15/11. BOD to consider authorizing exercise of options held by San Diego MTS and contract with New Flyer for 11 CNG replacement buses. No expiration.
12	FY12 TDA Operating Assistance	FY12 Transportation Development Act (TDA) revenue for public transit operations.	\$ 5,244,963	\$ 5,244,963	SCCRIC	The SCCRTC approved Santa Cruz METRO's TDA/STA Claim 5/5/11. The FY12 TDA allocation is \$243,226 above the FY11 allocation. Funds will be paid quarterly, retroactively, beginning 10/30/11.

6-5.a1

ATTACHMENT A

Santa Cruz METRO Active Grants as of June 9, 2011

#	Grant	Description	\$ Grant Awarded	\$ Grant Balance	Funding Source	Grant Status
13	FY12 STA Funds	FY12 State Transit Assistance (STA) revenue for public transit.	\$ 2,311,643	\$ 2,311,643	SCRTC	The SCRTC approved Santa Cruz METRO's TDA/STA Claim 5/5/11. FY12 STA funding is \$489,907 less than FY11 due to a reduced statewide appropriation in the Governor's proposed budget. Receiving STA funds depends upon the FY12 CA Budget which has not yet passed. The SCRTC will make a lump-sum payment to Santa Cruz METRO when it receives the STA funds.
14	FY09 Operating/MetroBase const.	Operating Assistance and MetroBase construction funding.	\$ 4,753,504	\$ 1,108,062	FTA 5307 urbanized area formula funds and Small Transit Intensive Cities (STIC) funds for MetroBase construction.	FY09 transit operations were completed 6/30/09. MetroBase construction funds will be used with AB 2766 funds for the second LCNG tank installation. No expiration.
15	FY11 AB2766	MetroBase construction of second LCNG storage tank.	\$ 200,000	\$ 200,000	AB2766 Monterey Bay Unified Air Pollution Control District (Air District) AB 2766 Motor Vehicle Emissions Reduction Program	Project kicked-off 3/8/11. Schedule is revised. To be completed by 4/30/12.
16	MetroBase Development	MetroBase design, and construction. As of 9/15/10, funding from multiple years is reported within this single project rather than separately.	\$ 6,884,929	\$ 261,968	FY08, 09 funds from Prop. 1B Public Transportation Modernization and Service Enhancement Account (PTMISEA) through Caltrans	FY08, FY09 PTMISEA funds are being spent on MetroBase development. Santa Cruz METRO will not receive its FY10 allocation until the next bond sale (summer 2011?). \$ Grant balance as of 5/17/11.
17	Pacific Station Land	Purchase Greyhound property for Pacific Station (Metro Center) renovation	\$ 1,457,667	\$ 34,474	FY05 FTA 5309 Bus and Bus Facilities program - legislative earmark.	Environmental remediation and lot repaving at 425 Front Street is complete except for fencing, lighting, speed bumps and lot sealant. The bus parking lot re-opened for Santa Cruz METRO buses 5/13/11. \$ Grant balance as of 4/8/11.
18	Pacific Station Design Engineering	Contract architectural and engineering services for Pacific Station expansion and renovation	\$ 396,000	\$ 396,000	FY06 FTA 5309 Bus and Bus Facilities program - legislative earmark.	On hold pending Greyhound property decontamination and recovery of the real estate market. No expiration.
19	Pacific Station Design Engineering	Contract architectural and engineering services for Pacific Station expansion and renovation	\$ 490,000	\$ 490,000	FY08 FTA 5309 Bus and Bus Facilities program - legislative earmark.	On hold pending Greyhound property decontamination and recovery of the real estate market. No expiration.
Total			\$ 33,747,279	\$ 17,650,152		

6-5.a2

ATTACHMENT B

Santa Cruz METRO Grant Applications as of June 9, 2011

#	Application Date	Grant	Description	\$ Grant	Funding Source	Status of Award
1	3/30/2011	Caltrans CBTP Grant	Discretionary grant sub-award.	\$ 94,750	State of California	Developing proposal with County for sustainability along major transit corridors which dovetails with their planning efforts for transit oriented development in unincorporated areas. Award notification October 2011.
2	3/30/2011	Caltrans Small Urban Transit Planning Grant	Discretionary grant.	\$ 15,000	State of California	Developing proposal with SCCRTC for Small Urban Transit Planning study to inform the next RTP update. Award notification in October 2011.
3	6/17/2011	MBUAPCD AB2766 FY12 Grant	Discretionary Grant	\$ 232,105	MBUAPCD (Air District)	Conversion of non-revenue vehicles (staff/supervisor vehicles and forklift) to alternative fuel path. Awarded notification in August 2011.
4	4/30/2011	1B - SLPP	Prop 1B formula funds	~\$6 million	State of California	Requires 50% local sales tax match.
5	5/23/2011	FTA 5311(f) Intercity Bus	Discretionary Grant	~\$50,000	Caltrans	Requires 11.47% match for capital, 50% operating
6	7/1/2011	California Energy Commission AB118 Program	Implementation plan; then grants	unknown	CEC	AB118 grants to be announced in summer; plus rebates on purchase of CNG buses (looking into for last 5 purchased through YTA).
7	1/31/2011	FY11 Rural Operating Assistance	Operating assistance for public transit service in rural areas of Santa Cruz County.	\$ 156,312	Caltrans (FTA 5311)	Application submitted 1/26/11. Grant execution anticipated 6/11.
8	3/15/2011	FY11 Transit Security Project	Santa Cruz METRO security fencing and video surveillance projects	\$ 440,505	FY11 CTSGP funds from Cal EMA	Application submitted 3/11/11. Funds will expire 3/31/14.
9	6/1/2011	FY11 PTMISEA	FY11 Public Transportation Modernization Improvement and Service Enhancement Activity (PTMISEA) funding for the MetroBase Operations Building.	\$ 11,010,047	FY11 PTMISEA funds from Caltrans Division of Mass Transit	The State Controller's Office estimated FY11 allocation to Santa Cruz METRO is \$11,010,047. Santa Cruz METRO resubmitted its allocation request 5/27/11 for \$11,010,047.
10	6/30/2011	FY11 FTA Operating Assistance	Operating Assistance 7/1/10 - 6/30/11	\$ 4,727,487	FTA FY11 5307 urbanized area formula funds including the Small Transit Intensive Cities (STIC) allocation.	Congress appropriated the full amount of FY11 FTA funds 5/20/11 and Santa Cruz METRO submitted an application on 6/7/11. FY11 Operations conclude 6/30/11. We will draw the funds after the FY11 financial audit concludes in December.
Total				\$ 16,676,206		

6-5.b1

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 24, 2011

TO: Board of Directors

FROM: Angela Aitken, Finance Manager & Acting Assistant General Manager

SUBJECT: STATUS REPORTS OF PROPOSED FEDERAL AND STATE LEGISLATION AND CURRENT LEGISLATIVE ISSUES

I. RECOMMENDED ACTION

That the Board of Directors accept and file the status reports of proposed Federal and State legislation and current legislative issues through June 15, 2011.

II. SUMMARY OF ISSUES

- Status reports on Federal House of Representatives' and Senate's proposed legislation and related issues are provided monthly to inform the Board of the status of legislation of interest to Santa Cruz METRO.
- This month's Federal report reflects pertinent legislative activities which occurred May 20, 2011 – June 15, 2011. MAP-21 (Moving Ahead for Progress in the 21st Century) was the name assigned to the new long-term surface transportation act, and which is being worked on in both houses.
- The House version of the FY12 budget ("Ryan Budget") was passed in the House on April 15, 2011, but defeated in the Senate on May 25, 2011. FY12 budget activities are ongoing on Capitol Hill.
- VP Biden is working with legislators on the debt ceiling vote (imminent in late June or July) and corresponding budget cuts/deficit reduction that may total as much as \$2 trillion over the next ten years.
- Governor Brown's Constitutional deadline for receiving a state budget is today, June 15, 2011. Governor Brown may go against his campaign promises and agree to "stopgap" budget measures to plug the \$9.6 billion deficit, though he still has 12 days to work with reticent Republicans on a deal to extend several tax measures instead.
- Status reports on the State Assembly's and Senate's legislative issues are provided monthly to inform the Board of the status of State legislation of interest to Santa Cruz METRO.
- This month's report also includes updates on relevant legislative issues and reports on pertinent legislation in the 112th Congress and California State Legislature.

III. DISCUSSION

Santa Cruz METRO staff monitors and responds to Federal and State legislation on an ongoing basis. The purpose of this report is to inform the Board of Directors of the current status of pending legislation which may be of interest to or have an eventual impact on Santa Cruz METRO and/or the transit industry. The Federal and State Legislation Status Reports are updated monthly for this purpose.

This month's Federal report reflects pertinent legislative activities which occurred May 20, 2011 – June 15, 2011. MAP-21 (Moving Ahead for Progress in the 21st Century) was the name assigned in the Senate to the new long-term surface transportation act, now being worked on in both houses. While some Senators (namely Max Baucus (D-MT), chair of both the Finance and Environment and Public Works Committees) are pushing for a shorter-term bill (two-to-three years), Senator Boxer and Representative Mica (R-FL) are both promising to have some version of a six-year bill ready for review by July 4th.

What is clear as Congress moves forward with MAP-21 is that the financing mechanisms proposed are inadequate for infrastructure and long-term regional projects' needs. A shorter act will exhaust the Highway Trust Fund and kick the can down the road, post-2012 election. Though greater flexibility in federal loan programs may soften the blow of an under-funded act, it will by no means address the greater problem of the gas tax not being increased since the mid-1990s and transportation funding falling woefully short of present-day need. Simply put, the nation's bridges and overpasses are crumbling, while transit and rail systems struggle to maintain facilities and fleets in a state of good repair. Two or three more years of the same is only going to worsen the situation.

Distracting those on The Hill from further discussion of MAP-21 is the debt ceiling vote as it is tied to the FY12 budget. Amidst the vociferous public outcry from some quarters, Vice President Biden has been quietly meeting with legislators to negotiate a \$2 trillion increase in the debt ceiling (to early 2013) in exchange for equal cuts over the next decade. Some lawmakers want these cuts made in a single year, but this would not pass the full Congress and would be vetoed by the President before it hit his desk.

Please see **Attachment B** for additional relevant federal legislation being monitored.

Back at home in California, Governor Brown's Constitutional deadline for receiving a state budget is today, June 15, 2011. Reportedly, Governor Brown may go against his campaign promises and agree to "stopgap" budget measures to plug the \$9.6 billion deficit, though he still has 12 days to work with reticent Republicans on a deal to extend several tax measures instead. With May 2011 state revenues up by \$480 million, according to the State Controller, there is some good news, but most in Sacramento are focused on the measures being taken to close the budget gap before the deadline.

On the table are further cuts to state universities and restructuring of redevelopment agencies (instead of complete dismantling), which would require agencies to pay \$1.7 billion to the state in fees in the first year and \$400 million in fees each subsequent year. An additional \$1.2 billion in revenue is expected from the sale of state buildings, which originally was not on the table and may be delayed by court challenges. Troubling to transit advocates is the fact that a full deal has

not been reached and fears will arise that transit funding is again at risk, despite the re-passage of the “gas-tax swap” (AB105) and assurances from legislators that transit funding is safe. Nothing is currently safe in the state budget.

Pertinent state legislation that has been introduced in this session has been vetted by CTA and bills of interest are identified on **Attachment D**. During the period of this report, bills that started in the Assembly and passed moved on to the Senate and vice-versa, due to legislative deadlines.

IV. FINANCIAL CONSIDERATIONS

As most potential legislation carries a fiscal impact, staff will report on a monthly basis of newly implemented federal and/or State legislation which financially impacts Santa Cruz METRO.

Though the October 8, 2010 approved FY11 State budget appropriated approximately \$16 million in capital funding to Santa Cruz METRO through the PTMISEA program, the agency will not receive this capital funding until such time as a bond sale is held, perhaps late summer 2011. The STA program (\$2.3 - \$2.8 million/year to Santa Cruz METRO) is so-far preserved in the Governor’s budget with the passage of AB105, and the district has the codified authority to use this stream for operational expense as long as certain financial conditions are met, determined by a lengthy calculation. STA revenue may go up due to increased state revenues, at the same time, everything is now back on the table due to eleventh-hour state budget maneuvering.

V. ATTACHMENTS

- Attachment A:** Federal Legislative Issues and Status Report, June 15, 2011
- Attachment B:** Federal House and Senate Bills Status Report, June 15, 2011
- Attachment C:** State of California Legislative Issues and Status Report, June 15, 2011
- Attachment D:** State of California Assembly and Senate Bills Status Report, June 15, 2011

ATTACHMENT A

Federal Legislative Issues and Status Report at June 15, 2011

Current Legislative Issues

FY11 Federal Budget

Update at 6/15/11: No change to FY11 budget. (To be removed from report next month.)

Update at 5/19/11: The April 14, 2011 approved FY11 federal budget included \$39+ billion in cuts and an 18% reduction in discretionary budget authority to transportation. This included complete elimination of FY11 high-speed rail funding and a rescission of Florida's \$400 million. Discretionary programs suffered serious cuts, and all unspent earmarks were rescinded.

FY12 Federal Budget

Update at 6/15/11: The House passed the so-called "Ryan Budget" on April 15th, and on May 25th, the Senate rejected the same budget along party lines (57-40). The House Appropriations Committee has released spending limits on the FY12 budget, cutting \$30 billion from FY11 levels. These cuts will impact discretionary grants programs. It is anticipated that all 12 required appropriations bills will not be completed by the August recess, as previously expected.

Discussions on the impending debt ceiling increase continue quietly, despite heated public rhetoric, and a possible outline of the deal is being facilitated by VP Biden and will include a \$2 trillion increase to the debt ceiling (extending government borrowing into early 2013, past the 2012 election) pared with \$2 trillion in cuts over the next decade. Stay tuned.

Update at 5/19/11: The House Ryan budget, with its pointed attack on Medicare, has come back to bite GOP-ers on the stump, as older constituencies do not like anyone fooling with their Medicare. GOP Presidential hopefuls are back-pedaling on this proposal (as well as candidate Romney's "un-Obamacare" in MA).

Long Term Surface Transportation Act (MAP-21)

Update at 6/15/11: Now with a name (Moving Ahead for Progress in the 21st Century), MAP-21 is challenged by a lack of funding streams to finance it at desired and effective levels. Senate insiders now speculate that the alternative might be a shorter-term act (two-to-three years, sunseting just past the 2012 election), though Senator Boxer and Rep. Mica both say they are committed to six-year acts and will have versions by July 4th. Whether or not there will be a full reconciled MAP-21 on the President's desk for signature prior to the August recess becomes more and more uncertain as other matters—the debt ceiling vote and FY12 budget, for example—take up legislators' time on Capitol Hill.

Update at 5/19/11: In early May, a staff version of a long-term surface transportation act was "floated" around and included a funding mechanism based on taxing drivers on vehicle miles traveled (VMT) instead of a "gas tax." The White House denied any culpability and blamed it on staffers when the push-back was fast and furious.

ATTACHMENT A

The NAT GAS (New Alternative Transportation to Give Americans Solutions) Act (HR1380)

Updates at 6/15/11 and 5/19/11: No change at this time.

Update at 4/13/11: Santa Cruz METRO's Alternative Fuel Tax Credit for CNG fuel (50 cents per gallon equivalent tax credit) has now been rolled into the NAT GAS Act (HR1380). This bill extends the credit through 2016. The bill has bipartisan support.

House Resolution 5 (H.R. 5)

Updates at 6/15/11 and 5/19/11: We are still monitoring potential effects of HR5, which will probably be seen after the FY12 budget is authorized and appropriations commence.

Update at 1/18/11: In a secret caucus held on January 4th, House GOP members held an unrecorded vote on a proposed Rules package. Passed in this package was H.R. 5, a separation of the authorization and appropriations processes in regard to infrastructure (such as transit) funding. What this means to transit is that, for the first time in decades, the transparency of the authorization process driving the appropriations process is lost.

American Infrastructure Investment Fund Act of 2011 (S 936)

Update at 6/15/11: No change at this time.

Update at 5/19/11: Senators Rockefeller (D-WV) and Lautenberg (D-NJ) introduced this act to create a \$5 billion fund to drive private investment in transportation infrastructure. This allows better leveraging of federal funds for infrastructure investments, using a variety of means (loans, loans guarantees) to encourage private, regional, state and federal investment and authorizes \$5 billion a year for 2012 and 2013. It is intended to also provide states with greater flexibility for the types of projects they may fund with federal dollars.

Santa Cruz METRO
Federal House and Senate Bills
Status Report
June 15, 2011

ATTACHMENT B

Federal Bills House	Subject	Introduced	Status
MAP-21 (Moving Ahead for Progress in the 21st Century = New name for long-term surface transportation act) (Mica-R-FL; Boxer, D-CA)	<p>The current extension of SAFETEA-LU expires 9/30/11, and the path to a new long-term act is challenged by lack of acceptable funding streams to finance it. Insiders are speculating about alternatives, such as a two-year bill that would kick the can past the 2012 elections to a new Congress. The powerful Sen. Max Baucus (D-MT), Finance and EPW chair, has suggested a shorter-term act. Boxer is still committed to a six-year bill by July 4th. Basically, chronic underinvestment in infrastructure has/will exhaust the Highway Trust Fund and discussions of new revenue streams (re: taxes) are anathema on the Hill these days. Chair Mica (R-FL) forges ahead in the House, suggesting "innovative financing" and working within the balance of the trust fund.</p>	TBD	<p>Possible six-year version by July 4; possible alternate two-to-three year version on same timeline in the Senate; possible bill by July 4 in the House; still shooting to have something on the President's desk by August, prior to SAFETEA-LU extension running out.</p>
Federal Budget FY11	<p>A FY11 budget was passed on 4/14/11, which contained an additional \$39+ billion in cuts for the remainder of the fiscal year. Impacts on transportation funding include \$2.5 billion in cuts, the bulk from high speed rail programs, the New Starts program and previously unclaimed transportation earmarks. This is the largest non-defense spending cut in history.</p>	Week of 4/11/11	Passed 4/14/11
Federal Budget FY12	<p>The House Budget Committee's "Ryan proposal" included a 30% cut to transportation funding, no gas tax increase, prohibition of transfers from the General Fund to the Highway Trust Fund, and dismantling of entitlement programs such as Medicare and Medicaid. On May 25, the Senate voted down the House budget 57-40 along party lines. As the vote on raising the nation's debt ceiling looms, expect GOP to ask for 1:1 deficit reduction in exchange. VP Biden is busy this week negotiating with both parties on debt ceiling/budget votes.</p>	Week of 4/4/11	<p>Passed the House; died in the Senate, expect the ongoing FY12 budget battle to be fierce, especially as the debt ceiling vote looms in June-July. GOP wants cuts in trade for debt ceiling vote; Dems say they are agreeable to some; Biden is meeting with GOP this week on both matters--debt ceiling and FY12 budget.</p>

ATTACHMENT B

Santa Cruz METRO
Federal House and Senate Bills
Status Report
June 15, 2011

Federal Bills	Subject	Introduced	Status
HR 1380: New Alternative Transportation to Give Americans Solutions Act (NAT GAS Act) (Sullivan, R-OK)	Promotes the use of natural gas as fuel with an emphasis on heavy-duty and fleet vehicles, and includes various credits and incentives to promote production and use of such vehicles and fueling stations/pumps and discretionary/competitive grants for development of new technologies re: natural gas vehicles.	4/6/2011	4/6/11: Referred to House Energy & Commerce Committee (No change as of 6/15/11)
S936: American Infrastructure Investment Fund Act of 2011	Creates \$5 billion fund to drive private investment in transportation infrastructure in 2012 and 2013, creates leveraging ability at both federal and state levels for transportation projects.	5/10/2011	Introduced in Senate Science, Commerce and Transportation Committee on 5/10/11. (No change at 6/15/11.)

ATTACHMENT C
State of California
Legislative Issues and Status Report
June 15, 2011

FY12 State Budget

Update at 6/15/11: The day this report is being prepared is the Constitutional deadline for a state budget to go to the Governor. Brown has been unsuccessful in working with the remaining Republicans blocking the deal to go ahead with tax extenders to fill the remaining \$9.6 billion budget hole going into FY12. Assembly Speaker John Perez said they would approve the budget with a majority vote, which means the Governor has to go back on campaign promises to avoid “stopgap” budget fixes. In the current scenario, state universities and the proposed restructured redevelopment agencies take the biggest hit, with an additional \$50 million coming from counties and going into K-12 funding. The small bit of good news is that Controller John Chiang announced May revenues were up by \$480 million. The Governor has 12 days to hold the bill, and there are few who still hold out hope that he will be able to reach a deal with the stalwart Republicans who seem unlikely to make one.

Update at 5/19/11: On May 16th, the Governor’s “May Budget Revise” was released and reported higher than expected revenues and a deficit reduction from \$26.6 billion to \$9.6 billion. The \$9.6 billion consists of a \$4.8 billion shortfall for this fiscal year and a structural deficit of \$4.8 billion in FY12. There were no significant changes to funding for public transit. Revenues to the PTA account (which fund STA) have increased from \$329 million to \$416 million, which may result in additional funds to Santa Cruz METRO in FY12.

Because Santa Cruz METRO is dependent on a state bond sale to fund the construction of the Operations Building, it is important to note that the word in Sacramento, specifically from the Director of Finance, Ana Matosantos, is that there will potentially be a Summer or Fall bond sale (typically bond sales are not held until a state budget is approved) and another in the Spring of 2012. Transit is in line with palms up.

The California Legislature: Bills of Interest

Update at 6/15/11: CTA has identified bills to watch, which are presented on the attached grid. CTA has taken a “support” position on AB147, AB485, AB650, AB845, AB1097 and SB582, and a “watch” position on AB427. CTA attempted to influence the language coming out of committee on an issue regarding the provision of ADA paratransit service to regional centers as the funding for transportation for clients of such centers is going away. As ADA paratransit is an unfunded federal mandate, many larger systems have issues with the obligation to provide this service becoming their responsibility instead of the regional centers’. Despite attempts to insert some strong language in the legislation requiring consultation with transit providers, things did not go as planned and the language in the bill is nebulous at best. Though this will not be an issue for Santa Cruz METRO (we provide no paratransit service to regional centers), it is an issue with an attached expense for many other systems in the state.

ATTACHMENT D

Santa Cruz METRO
State of California
Assembly and Senate Bills Status Report
June 15, 2011

State Bills Assembly	Subject	Last Amended	Status
AB147: Transportation Impact Fees (Dickinson) (D)	<p>Under the Subdivision Map Act, cities and counties are authorized to charge developer fees to defray the costs of infrastructure improvements to support development projects. Fees levied are charged as a condition of the building permit. Current law limits the use of these fees for the mitigation of traffic impacts to bridges and major thoroughfares. This bill would authorize a local agency to use fees collected under the Subdivision Map Act for transit, bicycle and pedestrian facilities and augments the current powers of local government, not limits them.</p>	5/31/2011	5/31/11: In Senate, Government & Finance Committee; third reading; CTA supports.
AB427: Transportation bond funds: transit system safety (Perez) (D)	<p>Prop 1B Transit Safety capital projects: This bill would authorize operators of intercity rail systems/commuter rail to be eligible for funds designated for capital expenditures of planning agencies, transportation commissions and other specified transit-related agencies. Various fund distribution formulas have been amended throughout the bill and continue to be amended. Funds that are not used can be reallocated by Cal-EMA, but a transportation planning agency that is aware an entity in their region is not using the funds can request Cal-EMA redistribute the funds to the planning agency for subsequent distribution. If the transportation planning agency does not reallocate funds, then Cal-EMA may redistribute to an eligible entity.</p>	3/29/2011	6/9/11: To Senate Transportation and Housing Committee. CTA is adopting a watch position on this bill.
AB485: Local Planning: transit village development districts (Ma) (D)	<p>In an extension of the last session's Ma bill extending the area around a transit development to 1/2 mile, this bill requires that a city/county that uses infrastructure financing district bonds to finance a transit oriented development ("transit village") uses at least 20% of bond revenue for the purpose of increasing, improving and preserving the amount of low-income and moderate-income housing and requires that these units be occupied by low- to moderate-income tenants for at least 55 years for rental units and 45 for owner-occupied units.</p>	5/5/2011	5/16/11: To Senate Government and Finance Committee. CTA supports.

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Assembly and Senate Bills Status Report
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ATTACHMENT D

State Bills	Subject	Last Amended	Status
AB650: Blue Ribbon Task Force on Public Transportation for the 21st Century (Blumenthal) (D)	This bill would require a 12-member task force to prepare a written report containing findings and recommendations relating to the current state of California's transit system, among other things, and the cost of bringing the system to a state of good repair and potential sources of funding to do so. The report would be presented to the Governor, the Legislature, the Budget Committee, the Senate Rules Committee, the Assembly Speaker and various other committees by March 31, 2013, at which point the panel will disband.	3/31/2011	6/8/11: To Senate, in Transportation & Housing and Rules Committees. CTA supports.
AB845: Transportation Bond Funds (Ma) (D)	Proposition 1A, passed in 2008, governs high-speed rail and connectivity funds. This bill sets forth provisions for governing the distribution of Prop 1A connectivity funds (~\$950 million). This bill codifies guidelines established by the CTC, including the requirement that priority projects have in place matching funds, and this bill further defines matching funds for Proposition 1A funding. This bill confirms those guidelines.	5/10/2011	6/2/11: To Senate Committee on Rules. CTA Supports.
AB1097: Transit Projects: domestic content (Skinner) (D)	Requires Sec'y of Business, Transportation and Housing to adopt a policy that provides a preference on transit projects receiving FTA funding to bidders that use a higher percentage of domestic content in materials, supplies and equipment than required by federal law. Current guidance from the FTA (in the form of a "Dear Colleague" memo in February 2011) states that FTA Administrator Rogoff will no longer be issuing "Buy America" waivers for any transit projects, so all FTA direct recipient agencies (such as Santa Cruz METRO) are currently governed by more stringent guidance than proposed by AB1097. This could mean that projects proposed by FTA direct recipient agencies will likely score higher on state funding for projects funded in-part by the FTA.	6/13/2011	6/13/11: Referred to Senate Committee on Transportation and Housing. CTA supports.

Santa Cruz METRO
State of California
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ATTACHMENT D

State Bills Senate	Subject	Last Amended	Status
SB582: Commuter Benefit Policies (Emmerson) (D)	<p>Beginning on 1/1/13, this bill would authorize an MPO, in partnership with the local Air District, to adopt a commute benefit ordinance requiring employers with 20+ employees to offer commute benefits such as an option to pay for their transit, vanpools or bicycling expenses, as allowed by federal law, offering a transit/vanpool subsidy; and/or provide employees with a free shuttle or vanpool operated by the employer. The employer may also offer a more comprehensive program if they so wish.</p>	<p>5/17/2011</p>	<p>6/1/11: To Assembly; 6/9/11: Referred to Committee on Transportation. CTA supports.</p>

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 24, 2011

TO: Board of Directors

FROM: Frank Cheng, IT Manager and Project Manager

SUBJECT: CONSIDERATION OF AWARD TO CONTRACT WITH AAA FENCE COMPANY, INC FOR PERIMETER FENCING INTALLATION AT THE FLEET MAINTENANCE BUILDING LOCATED AT 138 GOLF CLUB DRIVE FOR AN AMOUNT NOT TO EXCEED \$24,745.00 AND APPROVAL OF CONTRACT CHANGE ORDER PROCEDURES

I. RECOMMENDED ACTION

That the Board of Directors authorize the General Manager to execute a contract with AAA Fence Company, Inc for perimeter fencing installation at the Fleet Maintenance Building located at 138 Golf Club Drive for an amount not to exceed \$24,745.00 and approve contract change order procedures.

II. SUMMARY OF ISSUES

- A competitive procurement was conducted to solicit bids from qualified firms.
- Four firms submitted a bid for the Santa Cruz METRO's review.
- Santa Cruz METRO staff has reviewed all submitted bids.

III. DISCUSSION

Santa Cruz METRO conducted a competitive procurement to solicit bids from qualified firms with perimeter fence installation. The installation is necessary for the Fleet Maintenance Building located at 138 Golf Club Drive, Santa Cruz, CA. On April 4, 2011, Invitation for Bid No.11-13 was sent to eleven (11) construction companies and was legally advertised. On May 5, 2011, four (4) bids were received and opened. Santa Cruz METRO staff reviewed the bids and determined AAA Fence Company, Inc., to be the lowest responsive bidder.

The evaluation of the bids was based on the following:

Qualifications of firm for services requested	20 points
Experience and capabilities in providing services requested including references	20 points
Cost proposal	35 points
Completeness and detail of the submitted proposal	20 points
Disadvantaged Business Enterprise Participation	5 points
Total Points Possible	100 points

6-7.1

The bid consist of two components: perimeter fencing around 138 Golf Club Drive, and fencing to connect with property located on 140 Vernon Street. The Golf Club component is \$20,695.00 and the Vernon component is \$4,050.00. The Vernon component will complete the fencing which will provide security and safety for the public, residents on Vernon Street and METRO employees. Per written agreements by property owners, METRO's shared cost is \$1,620.00 and the property owners will reimburse METRO an amount of \$2,430.00. METRO received Right of Way from Roaring Camp to proceed with the project according to the bid specifications.

Staff is recommending that the Board of Directors approve the following contract change order procedures that will apply to this contract:

1. For any change order request from the contractor that exceeds \$5,000.00, staff will review and present such request to the METRO's Board of Directors for approval.
2. For any change order request from the contract that is less than \$5,000.00 or less, approval of the change order will require review and approval from the following personnel:
 - a. METRO's Project Manager & IT Manager (Frank Cheng), and
 - b. Either the METRO's General Manager (Les White) or Finance Manager (Angela Aitken)

Santa Cruz METRO staff is recommending that the Board of Directors authorize the General Manager to execute a contract with AAA Fence Company, Inc for perimeter fencing installation at the Fleet Maintenance Building located at 138 Golf Club Drive, Santa Cruz, CA for an amount not to exceed \$24,745.00 and approve contract change order procedures.

IV. FINANCIAL CONSIDERATIONS

Funding to support this contract are included in the MetroBase Capital Construction Funds

V. ATTACHMENTS

Attachment A: List of Bids

Attachment B: Contract with AAA Fence Co., Inc

Note: The IFB along with its Exhibits and any Addendum(s) are available for review at the Administration Office of Santa Cruz METRO or online at www.scmtd.com

Prepared By: Frank Cheng, Project Manager & IT Manager
Date Prepared: June 15, 2011

Attachment A

SUMMARY OF BIDS RECEIVED FOR SANTA CRUZ METRO IFB NO. 11-13 FOR PERIMETER FENCING

<u>FIRM</u>	<u>TOTAL BID</u>
1. AAA Fence Co, Inc., of Santa Clara, CA	\$24,745.00
2. Central Fence Co., Inc., of Santa Cruz, CA	\$32,500.00
3. Crusader Fence Co., Inc., of Vallejo, CA	\$29,684.00
4. Woida Enterprise, Inc DBA Arrow Fencing of Santa Cruz, CA	\$50,000.00

ATTACHMENT B

CONTRACT FOR Perimeter Fencing at the Fleet Maintenance Building IFB. 11-13

THIS CONTRACT is made effective on June 24, 2011 between the SANTA CRUZ METROPOLITAN TRANSIT DISTRICT, a political subdivision of the State of California ("Santa Cruz METRO"), and **AAA Fence Company, Inc.** ("Contractor").

1. RECITALS

1.01 Santa Cruz METRO's Primary Objective

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

1.02 Santa Cruz METRO's Need For Perimeter Fencing

Santa Cruz METRO requires Perimeter Fencing at the Fleet Maintenance Building to encapsulate the area between the railroad and the Fleet Maintenance Building for safety and security. In order to obtain said Perimeter Fencing at the Fleet Maintenance Building. Santa Cruz METRO issued an Invitation for Bids, dated April 4, 2011 setting forth specifications Perimeter Fencing at the Fleet Maintenance Building. The Invitation for Bids is attached hereto and incorporated herein by reference as **Exhibit A.**

1.03 Contractor's Bid Form

Contractor is a licensed general contractor desired by Santa Cruz METRO and whose principal place of business is 2746 Scott Blvd, Santa Clara, California. Pursuant to the Invitation for Bids by Santa Cruz METRO, Contractor submitted a bid for Provision of said Perimeter Fencing at the Fleet Maintenance Building, which is attached hereto and incorporated herein by reference as **Exhibit B.**

1.04 Selection of Contractor and Intent of Contract

On May 5, 2011 Santa Cruz METRO selected Contractor's bid and deemed it as a responsive, responsible bidder to provide said Perimeter Fencing at the Fleet Maintenance Building. The purpose of this Contract is to set forth the provisions of this procurement.

1.05 Contractor and Supplier Synonymous

For the purposes of this Contract, the terms "contractor" and "supplier" are synonymous.

Santa Cruz METRO and Contractor agree as follows:

2. INCORPORATED DOCUMENTS AND APPLICABLE LAW

2.01 Documents Incorporated in This Contract

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

a) Exhibit A

Santa Cruz Metro's "Invitation for Bids No. 11-13" dated April 4, 2011 including Addendum number one.

6-7.b1

ATTACHMENT B

b) Changes to Terms and Conditions

Contractor's Submitted Bid to Santa Cruz METRO for Perimeter Fencing at the Fleet Maintenance Building as signed by Contractor.

2.02 Conflicts

Refer to PART I, Item 1.03, item B.

2.03 Recitals

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

3. TIME OF PERFORMANCE

3.01 General

The work under this Contract shall be completed 60 calendar days after the date of commencement specified in the Notice to Proceed, unless modified by the parties under Part III, section 13.14 of the General Conditions, Instructions and Information for Bidders of this Contract or terminated pursuant to Part III, section 2.

Term

The term of this Contract commences on the date of execution and shall remain in force for one (1) year after the date of commencement specified in the Notice to Proceed. Santa Cruz METRO and Contractor may extend the term of this Contract at any time for any reason upon mutual written consent.

Acceptance of Terms

Execution of this documents shall be deemed as acceptance of all of the terms and conditions as set forth herein and those contained in the Notice and Invitation to Bidders, the General Conditions, the Special Conditions, the FTA Requirements for Construction Contracts, the Specifications and all attachments and addenda, which are incorporated herein by reference as integral parts of this Contract

4. SCOPE OF WORK

4.01

Contractor shall furnish Santa Cruz METRO all supervision, labor, equipment, supplies, material, freight, transportation, tools and other work and services as specified in and in full accordance with the Invitation for Bid (IFB) No. 11-13 dated April 4, 2011 for Perimeter Fencing at the Fleet Maintenance Building. The Contractor shall provide a complete project in conformance with the specifications specified herein and as provided for and set forth in the IFB.

4.02

Contractor and Santa Cruz METRO agree to comply with and fulfill all obligations, promises, covenants and conditions imposed upon each of them in the Contract Documents. All of said work done under this Contract shall be performed to the satisfaction of Santa Cruz METRO or its representative, who shall have the right to reject any and all materials and supplies furnished by Contractor which do not strictly comply with the requirements contained herein, together with the right to require Contractor to replace any and all work furnished by Contractor which shall not either in workmanship or material be in strict accordance with the contract documents.

5. COMPENSATION

ATTACHMENT B

5.01 Terms of Payment

Upon written acceptance, Santa Cruz METRO agrees to pay Contractor as identified in the Bid Form, Exhibit B, not to exceed \$24,745 for satisfactory completion of all work, including all costs for labor, materials, tools, equipment, services, freight, insurance, overhead, profit and all other costs incidental to the performance of the services specified under this contract, under the terms and provisions of this Contract within forty-five (45) days thereof. Contractor understands and agrees that if he/she exceeds the \$24,745 maximum amount payable under this contract, that it does so at its own risk.

Release of Claims

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

Retention of progress payments

Santa Cruz METRO will retain ten (10%) percent of the contract price from each progress payment made pursuant to the construction contract through the completion of the contract. The retention shall be released, with the exception of 150 percent (150%) of any disputed amount within 60 days after the date of completion of the work. Pursuant to Section 22300 of the Public Contract Code, the Contractor may substitute a deposit of securities in lieu of Santa Cruz METRO withholding any monies to ensure Contractor's performance under the Contract, or alternatively, request that Santa Cruz METRO make payment of retentions earned directly to an escrow agent at the expense of Contractor. The provisions of Public Contract Code Section 22300 are incorporated herein by reference as though set forth in full, and shall govern the substitution of securities and/or escrow account. If a Stop Notice is filed Santa Cruz METRO will retain 125% of the amount set forth in the Stop Notice from the next progress payment made to Contractor.

Change in Contract Price

5.04.01. General

The Contract price constitutes the total compensation payable to the Contractor for performing the work. All duties, responsibilities, and obligations assigned to or undertaken by the Contractor to perform the work shall be at the Contractor's expense without change in the Contract price.

The Contract price may only be changed by a change order. Any request for an increase in the Contract price shall be based on written notice delivered by the Contractor to Santa Cruz METRO's Project Manager promptly, but in no event later than 10 days after the date of the occurrence of the event giving rise to the request and stating the general nature of the request. Notice of the amount of the request with supporting data shall be delivered within 45 days after the date of the occurrence, unless Santa Cruz METRO's Project Manager allows an additional period of time to ascertain more accurate data in support of the request, and shall be accompanied by the Contractor's written statement that the amount requested covers all amounts (direct, indirect, and consequential) to which the Contractor is entitled as a result of the occurrence of the event. No request for an adjustment in the Contract price will be valid if not submitted in accordance with this Article.

The value of any work covered by a change order or of any request for an increase or decrease in the Contract price shall be determined in one of the following ways:

Where the work involved is covered by unit prices contained in the Contract documents, by application of unit prices to the quantities of the items involved; or

ATTACHMENT B

By mutual acceptance of a lump sum, which may include an allowance for overhead and profit not necessarily in accordance with Article 5.04.04; or on the basis of the cost of work (determined as provided in Articles 5.04.02. and 5.04.03.) plus a Contractor's fee for overhead and profit (determined as provided in Article 5.04.04.)

5.04.02 Cost of Work (Based on Time and Materials)

General: The term "cost of work" means the sum of all costs necessarily incurred and paid by the Contractor for labor, materials, and equipment in the proper performance of work. Except as otherwise may be agreed to in writing by Santa Cruz METRO, such costs shall be in amounts no higher than those prevailing in the locality of the project.

Labor: The cost of labor used in performing work by the Contractor, a subcontractor, or other forces, will be the sum of the following:

The actual wages paid plus any employer payments to or on behalf of workers for fringe benefits, including health and welfare, pension, vacation, and similar purposes. The cost of labor may include the wages paid to foremen when it is determined by Santa Cruz METRO's Project Manager that the services of foremen do not constitute a part of the overhead allowance.

There will be added to the actual wages as defined above, a percentage set forth in the latest "Labor Surcharge and Equipment Rental Rates" in use by the California State Department of Transportation which is in effect on the date upon which the work is accomplished. This percentage shall constitute full compensation for all payments imposed by State and Federal laws including, but not limited to, workers' compensation insurance and Social Security payments.

The amount paid for subsistence and travel required by collective bargaining agreements.

For equipment operators, payment for the actual cost of labor and subsistence or travel allowance will be made at the rates paid by the Contractor to other workers operating similar equipment already on the work, or in the absence of such labor, established by collective bargaining agreements for the type of workers and location of the extra work, whether or not the operator is actually covered by such an agreement. A labor surcharge will be added to the cost of labor described herein in accordance with the provisions of subsection 2 of Article 5.04.02.B herein, which surcharge shall constitute full compensation for payments imposed by State and Federal laws, and all other payments made to on behalf of workers other than actual wages.

C. Materials: The cost of materials used in performing work will be the cost to the purchaser, whether Contractor or subcontractor, from the supplier thereof, except as the following are applicable:

Trade discounts available to the purchaser shall be credited to Santa Cruz METRO notwithstanding the fact that such discounts may not have been taken by the Contractor.

For materials secured by other than a direct purchase and direct billing to the purchaser, the cost shall be deemed to be the price paid to the actual supplier as determined by the Construction Manager. Markup, except for actual costs incurred in the handling of such materials, will not be allowed.

Payment for materials from sources owned wholly or in part by the purchaser shall not exceed the price paid by the purchaser for similar materials from said sources on extra work items or the current wholesale price for such materials delivered to the work site, whichever price is lower.

If, in the opinion of Santa Cruz METRO's Project Manager, the cost of material is excessive, or the Contractor does not furnish satisfactory evidence of the cost of such material, then the cost shall be deemed to be the lowest current wholesale price for the quantity concerned delivered to the work site, less trade

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discount. Santa Cruz METRO reserves the right to furnish materials for the extra work and no claim shall be made by the Contractor for costs and profit on such materials.

D. Equipment: The Contractor will be paid for the use of equipment at the rental rate listed for such equipment specified in the current edition of the Department of Transportation publication entitled, "Labor Surcharge and Equipment Rental Rates," which is in effect on the date upon which the work is accomplished. Such rental rates will be used to compute payments for equipment whether the equipment is under the Contractor's control through direct ownership, leasing, renting, or another method of acquisition. The rental rate to be applied for use of each item of equipment shall be the rate resulting in the least total cost to Santa Cruz METRO for the total period of use. If it is deemed necessary by the Contractor to use equipment not listed in the foregoing publication, Santa Cruz METRO's Project Manager will establish an equitable rental rate for the equipment. The Contractor may furnish cost data that might assist Santa Cruz METRO's Project Manager in the establishment of the rental rate.

The rental rates paid, as above provided, shall include the cost of fuel, oil, lubrication supplies, small tools, necessary attachments, repairs and maintenance of all kinds, depreciation, storage, insurance, and all incidentals. Operators of equipment will be separately paid for as provided in subsection 4 of Article 5.04.02.B.

All equipment shall be in good working condition and suitable for the purpose for which the equipment is to be used.

Before construction equipment is used on the extra work, the Contractor shall plainly stencil or stamp an identifying number thereon at a conspicuous location, and shall furnish to the Construction Manager, in duplicate, a description of the equipment and its identifying number.

Unless otherwise specified, manufacturer's ratings and manufacturer-approved modifications shall be used to classify equipment for the determination of applicable rental rates. Equipment, which has no direct power unit, shall be powered by a unit of at least the minimum rating recommended by the manufacturer.

Individual pieces of equipment or tools having a replacement value of \$500 or less, whether or not consumed by use, shall be considered to be small tools and no payment will be made therefore.

E. Owner-Operated Equipment: When owner-operated equipment is used to perform work and is to be paid for as extra work, the Contractor will be paid for the equipment and operator as follows:

Payment for the equipment will be made in accordance with the provisions in Article 5.04.02.D. "Equipment."

Payment for the cost of labor and subsistence or travel allowance will be made at the rates paid by the Contractor to other workers operating similar equipment already on the project, or, in the absence of such other workers, at the rates for such labor established by collective bargaining agreement for type of worker and location of the work, whether or not the owner-operator is actually covered by such an agreement. A labor surcharge will be added to the cost of labor described herein, in accordance with the provisions in subsection 2 of Article 5.04.02(B), "Labor."

To the direct cost of equipment rental and labor, computed as provided herein, will be added the markup for equipment rental and labor as provided in Article 5.04.04, "Contractor's Fee."

F. Equipment Time: The rental time to be paid for equipment on the work shall be the time the equipment is in productive operation on the work being performed and shall include the time required to move the equipment to the new location and return it to the original location or to another location requiring no more time than that required to return it to its original location; except, that moving time will not be paid if the equipment is used on other than the extra work. Loading and transporting costs will be allowed, in lieu of moving time, when the equipment is moved by means other than its own power. No payment will be made for loading and transporting costs when the equipment is used at the site of the extra

ATTACHMENT B

work on other than the extra work. The following shall be used in computing the rental time of equipment on the work:

1. When hourly rates are listed, any part of an hour less than 30 minutes of operation shall be considered to be ½-hour of operation, and any part of an hour in excess of 30 minutes will be considered 1-hour of operation.
2. When daily rates are listed, operation for any part of a day less than 4 hours shall be considered to be ½-day of operation.
3. Rental time will not be allowed while equipment is inoperative due to breakdowns or Contractor caused delays.

G. Cost of Work Documentation: The Contractor shall furnish Santa Cruz METRO's Project Manager Daily Extra Work Reports on a daily basis covering the direct costs of labor and materials and charges for equipment whether furnished by the Contractor, subcontractor, or other forces. Santa Cruz METRO will provide the Extra Daily Work Report forms to the Contractor. The Contractor or an authorized agent shall sign each Daily Extra Work Report. The Daily Extra Work Report shall provide names and classifications of workers and hours worked; size, type, and identification number of equipment; and the hours operated. Copies of certified payrolls and statement of fringe benefit shall substantiate labor charges. Valid copies of vendor's invoices shall substantiate material charges.

Santa Cruz METRO's Project Manager will make any necessary adjustments. When these reports are agreed upon and signed by both parties, they shall become the basis of payment for the work performed, but shall not preclude subsequent adjustment based on a later audit.

The Contractor shall inform Santa Cruz METRO's Project Manager when extra work will begin so that Santa Cruz METRO inspector can concur with the Daily Extra Work Reports. Failure to conform to these requirements may impact the Contractor's ability to receive proper compensation.

5.04.03. Special Services

Special services are defined as that work characterized by extraordinary complexity, sophistication, or innovations, or a combination of the foregoing attributes that are unique to the construction industry. The following may be considered by Santa Cruz METRO's Project Manager in making estimates for payment for special services:

When Santa Cruz METRO's Project Manager and the Contractor, by agreement, determine that a special service is required which cannot be performed by the forces of the Contractor or those of any of its subcontractors, the special service may be performed by an entity especially skilled in the work to be performed. After validation of invoices and determination of market values by the Construction Manager, invoices for special services based upon the current fair market value thereof may be accepted without complete itemization of labor, material, and equipment rental costs.

When the Contractor is required to perform work necessitating special fabrication or machining process in a fabrication or a machine shop facility away from the jobsite, the charges for that portion of the work performed at the offsite facility may, by agreement, be accepted as a special service and accordingly, the invoices for the work may be accepted without detailed itemization.

All invoices for special services will be adjusted by deducting all trade discounts offered or available, whether the discounts were taken or not. In lieu of the allowances for overhead and profit on labor, materials, and equipment specified in Article 5.04.04. herein, a single allowance of ten (10) percent will be added to invoices for special services.

5.04.04. Contractor's Fee

ATTACHMENT B

A. Work ordered on the basis of time and materials will be paid for at the actual and necessary cost as determined by the Construction Manager, plus allowances for overhead and profit which allowances shall constitute the "Contractor's Fee," except as provided in subparagraph B of this Article. For extra work involving a combination of increases and decreases in the work, the actual necessary cost will be the arithmetic sum of the additive and deductive costs. The allowance for overhead and profit shall include compensation for superintendence, bond and insurance premiums, taxes, all field and home office expenses, and all other items of expense or cost not included in the cost of labor, materials, or equipment provided for under Articles 5.04.02.B, C, D, and E, herein. The allowance for overhead and profit will be made in accordance with the following schedule:

Actual Necessary Cost Overhead and Profit Allowance

Labor	33 percent
Materials	15 percent
Equipment	15 percent

B. Labor, materials, and equipment may be furnished by the Contractor or by the subcontractor on behalf of the Contractor. When a subcontractor performs all or any part of the extra work, the allowance specified in subparagraph A of Article 5.04.04 shall only be applied to the labor, materials, and equipment costs of the subcontractors to which the Contractor may add 5 percent of the subcontractor's total cost for the extra work. Regardless of the number of hierarchical tiers of subcontractors, the 5 percent increase above the subcontractor's total cost, which includes the allowances for overhead and profit specified herein, may be applied one time only for each separate work transaction.

Compensation for Time Extensions

Adjustments in compensation for time extension will be allowed only for causes in Article 5.05.01.B.1 through Article 5.05.01.B.4 computed in accordance with Article 5.04 and the following. No adjustments in compensation will be allowed when Santa Cruz Metro-caused delays to a controlling item of work and Contractor-caused delays to a controlling item of work occur concurrently or for causes in Article 5.05.01.B.5 through Article 5.05.01.B.6.

Compensation for idle time of equipment will be determined in accordance with the provisions in Article 5.04.02.E and Section 8-1.09 of the State Specifications.

5.05. Change of Contract Time

5.05.01. General

A. The Contract time may only be changed by a change order. Any request for an extension of the Contract time shall be based on written notice delivered by the Contractor to Santa Cruz METRO's Project Manager promptly, but in no event later than 10 days after the date of the occurrence of the event giving rise to the request and stating the general nature of the request. Notice of the extent of the request with supporting data shall be delivered within 45 days after the date of such occurrence, unless Santa Cruz METRO's Project Manager allows an additional period of time to ascertain more accurate data in support of the request, and shall be accompanied by the Contractor's written statement that the adjustment requested is the entire adjustment to which the Contractor has reason to believe it is entitled as a result of the occurrence of said event. No request for an adjustment in the Contract time will be valid if not submitted in accordance with the requirements of this Article.

The Contract time will only be extended when a delay occurs which impacts a controlling item of work as shown on the work schedules required in the Special Provisions. Time extensions will be allowed only if the cause is beyond the control and without the fault or negligence of the Contractor. Time extensions will also be allowed when District-caused delays to a controlling item of work and Contractor-caused delays to

ATTACHMENT B

a controlling item of work occur concurrently. The Contractor will be notified if Santa Cruz METRO's Project Manager determines that a time extension is not justified.

B. The Contract time will be extended in an amount equal to time lost due to delays beyond the control of the Contractor if a request is made therefore as provided in this Article. An extension of Contract time will only be granted for days on which the Contractor is prevented from proceeding with at least 75 percent of the normal labor and equipment force actually engaged on the said work, by said occurrences or conditions resulting immediately therefrom which impact a controlling item of work as determined by the Construction Manager. Such delays shall include:

1. Changes.
2. Failure of Santa Cruz METRO to furnish access, right of way, completed facilities of related projects, Drawings, materials, equipment, or services for which Santa Cruz METRO is responsible.
3. Survey error by Santa Cruz METRO.
4. Suspension of work pursuant to Articles 7.05(A) and 7.05(C).
5. Occurrences of a severe and unusual nature including, but not restricted to, acts of God, fires, and excusable inclement weather. An "act of God" means an earthquake, flood, cloudburst, cyclone or other cataclysmic phenomena of nature beyond the power of the Contractor to foresee or to make preparation in defense against, but does not include ordinary inclement weather. Excusable inclement weather is any weather condition, the duration of which varies in excess of the average conditions expected, which is unusual for the particular time and place where the work is to be performed, or which could not have been reasonably anticipated by the Contractor, as determined from U.S. Weather Bureau records for the preceding 3-year period or as provided for in the Special Provisions.
6. Act of the public enemy, act of another governmental entity, public utility, epidemic, quarantine restriction, freight embargo, strike, or labor dispute. A delay to a subcontractor or supplier due to the above circumstances will be taken into consideration for extensions to the time of completion.

Extensions of Time for Delay Due to Excusable inclement Weather

A. The Contract time will be extended for as many days in excess of the average number of days of excusable inclement weather, as defined in Article 5.05.01.B.5., as the Contractor is specifically required under the Special Provisions to suspend construction operations, or as many days as the Contractor is prevented by excusable inclement weather, or conditions resulting immediately therefrom, from proceeding with at least 75 percent of the normal labor and equipment force engaged on critical items of work as shown on the schedule.

B. Should the Contractor prepare to begin work at the regular starting time at the beginning of any regular work shift on any day on which excusable inclement weather, or the conditions resulting from the weather prevents work from beginning at the usual starting time and the crew is dismissed as a result thereof, the Contractor will be entitled to a 1-day extension whether or not conditions change thereafter during said day and the major portion of the day could be considered to be suitable for such construction operations.

C. The Contractor shall base the construction schedule upon the inclusion of the number of days of excusable inclement weather specified in the Article titled "Excusable Inclement Weather Delays," of the Special Provisions. No extension of the Contract time due to excusable inclement weather will be considered until after the said aggregate total number of days of excusable inclement weather has been reached; however, no reduction in Contract time would be made if said number of days of excusable inclement weather is not reached.

ATTACHMENT B

5.06. Changed Site Conditions

If any work involves digging trenches or other excavations below the surface, the Contractor shall promptly and before the following conditions are disturbed, notify Santa Cruz METRO in writing of any:

- A. Material that the Contractor believes may be a regulated material that is required to be removed to a Class I, Class II, or Class III disposal site in accordance with provisions of existing law.
- B. Subsurface or latent physical conditions at the site differing from those indicated in this Contract.
- C. Unknown physical conditions at the site of any unusual nature, different materially from those ordinarily encountered and generally recognized as inherent in work of the character provided for in the Contract.

Santa Cruz METRO will promptly investigate the condition and if it finds that the conditions do materially so differ, or do involve regulated material, and cause a decrease or increase in the Contractor's cost of, or the time required for, performance of any part of the work, Santa Cruz METRO will issue a change order under the procedures described in this Contract. For regulated materials, Santa Cruz METRO reserves the right to use other forces for exploratory work to identify and determine the extent of such material and for removing regulated material from such areas.

In the event that a dispute arises between Santa Cruz METRO and the Contractor on whether the conditions materially differ or on the Contractor's cost of, or time required for, performance of any part of the work, the Contractor shall not be excused from any scheduled completion date provided for by this Contract but shall proceed with all work to be performed under the Contract. The Contractor shall retain any and all rights provided either by this Contract or by law, which pertain to the resolution of disputes and protests between the contracting parties.

5.07 Waivers and Releases

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

ATTACHMENT B

6. NOTICES

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

Santa Cruz METRO

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

Attention: General Manager

CONTRACTOR

AAA Fencing Company, INC.
2746 Scott Blvd, Santa Clara, CA
Attention: President

7. ENTIRE AGREEMENT

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

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

ATTACHMENT B

8. AUTHORITY

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

Signed on _____

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Leslie R. White
General Manager

CONTRACTOR – AAA FENCE COMPANY, INC.

By _____
Scott R. Hutchings
President

Approved as to Form:

Margaret Rose Gallagher
District Counsel

6-7.b11

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 24, 2010

TO: Board of Directors

FROM: Robert Cotter, Maintenance Manager

**SUBJECT: CONSIDERATION OF A CHANGE ORDER FOR NORTH STAR INC.,
PURCHASE ORDER IN THE AMOUNT OF \$45,000 FOR THE LCNG
FUELING STATION**

I. RECOMMENDED ACTION

That the Board of Directors authorize the General Manager to excute a Change Order for Northstar Inc., in the amount of \$45,000 for additional parts and repairs.

II. SUMMARY OF ISSUES

- Santa Cruz METRO has a five (5)-year \$1,000,000 contract with Northstar Inc., for Maintenance of LCNG fueling station located at 1200B River Street.
- Maintenance costs of the LCNG fueling station have exceeded the original purchase order for FY11, that is not-to-exceed: \$235,000.
- Due to the extraordinary circumstances of repairs, the forecasted repair budget will exceed the original allocation by approximately \$45,000.
- To pay anticipated invoices that will be incurred in FY11, the current purchase order needs to be increased by \$45,000 and requires Board approval.
- Staff recommends that the Board of Directors authorize the General Manager to excute a change order for Northstar Inc., in the amount of \$45,000 for additional parts and repairs for FY11.

III. DISCUSSION

Santa Cruz METRO has a five (5)-year \$1,000,000 contract with Northstar Inc., for Maintenance of LCNG fueling station located at 1200B River Street. Maintenance costs of the LCNG fueling station have exceeded the original purchase order for FY11 that is not-to-exceed: \$235,000. Due to the extraordinary circumstances of repairs, the forecasted repair budget will exceed the original allocation by approximately \$45,000.

Examples of extraordinary repair expenses incurred are:

- 7/15/10 Replacement of Offload Valve \$3,220.80
- 10/24/10 Oil Injection System \$13,255.00
- 1/28/11 ACD LNG Pump and Murphy Pressure Switch \$20,990.29

Additional repair costs are included in Attachment A “Expense detailed report”

To pay anticipated invoices that will be incurred in FY11, the current purchase order needs to be increased by \$45,000 and requires Board approval.

Staff recommends that the Board of Directors authorize the General Manager to execute a change order for Northstar Inc., in the amount of \$45,000 for additional parts and repairs for FY11.

V. ATTACHMENTS

Attachment A: Expense detailed report

IV. FINANCIAL CONSIDERATIONS

Funds for this change order are contained in the Maintenance FY11 Operating Budget.

Prepared By: Claire Owens, Temporary Purchasing Agent
Date Prepared: June 17, 2011

ATTACHMENT A

Additional Equipment Repair Expense Incurred During FY11 Above the Monthly Maintenance Cost		
Date	Description	Amt
7/6/2010	1/2" Nutron Ball Valve	\$ 658.19
7/15/2010	Replacement of Offload Valve	\$ 3,220.80
7/15/2010	Mercaptan fill	\$ 180.90
7/15/2010	Check Valve Repair	\$ 574.75
7/15/2010	1" Swageback Repair Kit	\$ 172.27
7/15/2010	Graphite Seals	\$ 260.53
7/15/2010	Gas Sample	\$ 825.00
7/15/2010	Analysis of Gas Sample	\$ 323.81
7/15/2010	Male Connector	\$ 9.30
7/15/2010	Tube Cap	\$ 40.10
7/15/2010	Stainless Steel Gauge	\$ 24.83
7/15/2010	Clamp	\$ 4.20
8/5/2010	Check Valves	\$ 640.68
9/20/2010	Temperature Probe	\$ 330.79
9/20/2010	Break-away Repair	\$ 508.46
10/24/2010	Oil Injection System	\$ 13,255.00
10/25/2010	Air Filter	\$ 257.21
10/25/2010	Electronic Board Repairs	\$ 139.54
10/25/2010	Drive Belt	\$ 376.82
11/24/2010	Pump Repair	\$ 4,186.35
11/24/2010	Murphy Pressure Switch	\$ 277.53
12/21/2010	Solenoid Valves 3-way	\$ 752.40
12/21/2010	Vac Gauge	\$ 25.93
12/21/2010	Bushing	\$ 3.15
12/21/2010	Spiral Wound Basket	\$ 211.20
12/21/2010	1.5" Spiral Wound Basket	\$ 22.00
12/21/2010	Cold End Repairs	\$ 1,444.99
12/21/2010	Rental Equipment-Forklift	\$ 668.68
12/21/2010	CNG Filter	\$ 105.49
12/21/2010	O-Rings and Graphite Seals	\$ 253.24
12/21/2010	21 Qrts Oil	\$ 176.20
1/8/2011	Check Valve Repair	\$ 511.78
1/8/2011	Break-away Repair	\$ 464.46
1/13/2011	Lever Action Drum Pump	\$ 133.34
1/28/2011	Temp Probe	\$ 291.50
1/28/2011	Warm End Repair	\$ 7,886.10
1/28/2011	Test & Re-Certify Relief Valve	\$ 181.50
1/28/2011	Test/Re-Bulid & Re-Certify Valve	\$ 467.50
1/28/2011	Bushing Repair Kit	\$ 107.54
1/28/2011	Test & Re-Certify Relief Valve	\$ 137.50
1/28/2011	Control Valve	\$ 36.18
1/28/2011	Test/Re-Bulid & Re-Certify PSI Valve	\$ 467.50
1/28/2011	Valve Repair Kit	\$ 160.51
1/28/2011	ACD LNG Pump and Murphty Pressure Switch	\$ 20,990.29

Date	Description	Amt
1/28/2011	Oil Injection System	\$ 13,747.61
2/5/2011	Butech 3/4" Needle Valve Rebuild	\$ 539.00
2/25/2011	Hex Reducing Nipples	\$ 238.38
3/11/2011	ReBulid Nozzle	\$ 1,402.03
3/11/2011	Cold End Repairs	\$ 1,269.02
3/31/2011	Rebulit Valves	\$ 607.78
4/4/2011	Pressure Switch Out Repair	\$ 2,671.05
4/11/2011	Cylinder Repair	\$ 607.78
	Total	\$ 82,848.69

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 24, 2011
TO: Board of Directors
FROM: Robert Cotter, Maintenance Manager
SUBJECT: CONSIDERATION OF AWARD TO PURCHASE WARRANTY PROTECTION WITH CUMMINS WEST, INC.

I. RECOMMENDED ACTION

That the Board of Directors authorize the General Manager to execute purchase warranty protection with Cummins West, Inc., for \$38,872

II. SUMMARY OF ISSUES

- Santa Cruz METRO purchased five (5) New Flyer buses with Cummins Engines.
- The standard warranty new bus engine expires after one (1)-year.
- The extended warranty is for five (5) years or 300,000 miles.
- Cummins West Inc., is the sole source for this warranty as the engine manufacturer.
- Staff recommends that the Board of Directors authorize the General Manager to execute a purchase of a bus engine warranty protection with Cummins West, Inc., in the amount of \$38,872.

III. DISCUSSION

Santa Cruz METRO has a need to purchase an engine warranty protection for the engines of five (5) New Flyer buses. The warranty coverage surpasses the standard warranty of one (1)-year. The extended warrant is five (5) years or 300,000 miles. Cummins West, Inc., is the only vendor providing a warranty on Cummins West Engines. Santa Cruz METRO staff evaluated the purchase and deemed it to be fair and reasonable.

Santa Cruz METRO staff recommends the purchase of the extended warranty from Cummins West, Inc., for \$38,872.

IV. FINANCIAL CONSIDERATIONS

Funding for this procurement is contained in the FY 2011 Revenue Vehicle Parts budget.

V. ATTACHMENTS

Attachment A: Sole Source Memorandum

Attachment B: Letter of Justification from Cummins West, Inc.

Note: The IFB along with its Exhibits and any Addendum(s) are available for review at the Administration Office of Santa Cruz METRO or online at www.scmttd.com

Prepared By: Claire Owens, Temporary Purchasing Agent
Date Prepared: June 16, 2011

ATTACHMENT A

M E M O R A N D U M

Date: June 16, 2011

To: Procurement File for Cummins West Inc.

From: Claire Owens, Temporary Purchasing Agent

Subject: Procurement for Extended Warranty

Santa Cruz METRO currently has buses with Cummins West Inc., engines. An extended warranty is desired to extend the life of the engines: the standard warranty is one (1)-year, the extended warranty is five (5)-years or 300,000 miles.

According to the requirements of Section 9.h of FTA Circular 4220.1E:

Procurement By Noncompetitive Proposals (Sole Source). Sole source procurements are accomplished through solicitation or acceptance of a proposal from only one source, or after solicitation of a number of sources, competition is determined inadequate. A contract amendment or change order that is not within the scope of the original contract is considered a sole source procurement that must comply with this subparagraph.

1. Procurement by noncompetitive proposals may be used only when the award of a contract is infeasible under small purchase procedures, sealed bids, or competitive proposals and at least one of the following circumstances applies:

The item is available only from a single source;

(b) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;

(c) FTA authorizes noncompetitive negotiations;

(d) After solicitation of a number of sources, competition is determined inadequate; or

(e) The item is an associated capital maintenance item as defined in 49 U.S.C. § 5307(a) (1) that is procured directly from the original manufacturer or supplier of the item to be replaced. The grantee must first certify in writing to FTA: (i) that such manufacturer or supplier is the only source for such item; and (ii) that the price of such item is no higher than the price paid for such item by like customers.

Cummins West, Inc. is the only vendor providing a warranty on Cummins West engines.

Pricing was also reviewed and the costs offered by Cummins West, Inc., were determined to be fair and reasonable based on comparison with if the engines were (a) towed to be service (b) serviced by a non-Cummins West, Inc.

Summary:

The purchase of an extended warranty from Cummins West, Inc., benefits the goals of Santa Cruz METRO.

6-9.a1

Attachment B



June 15, 2011

Ms. Claire Owens
Purchasing
Santa Cruz Metro
920 Pacific Avenue
Santa Cruz, CA 95060

Dear Claire:

As per our last conversation, I would like to define the role of Cummins West as it pertains to Cummins Engine products, including Cummins Extended Engine Warranty.

Cummins Inc., globally headquartered in Columbus, IN authorizes:

“Cummins West, Inc. as the sole authorized Cummins Distributor in Northern California.”

CWI is responsible for the territories:

- North: To the California/Oregon Stateline.
- South: To the Bakersfield City limit.
- East: To the California/Nevada Stateline.
- West: To the Pacific Coast.

Should you have any questions or concerns please let me know 510.604.9290.

Best regards.

A handwritten signature in black ink, appearing to read 'Jerry D. Moeckel'.

Jerry D. Moeckel
Territory Manager – Power and Retrofit Solutions
Cummins West, Inc.
14775 Wicks Blvd.
San Leandro, Ca 94577

Cummins West, Inc.
14775 Wicks Blvd.
San Leandro, CA 94577
Phone 510 351 6101
Fax 510 351 1469
west.cummins.com

Service Locations: Arcata, Bakersfield, Fresno, Redding, Stockton,
W. Sacramento - CA

6-9.b1

REVISED
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 24, 2011

TO: Board of Directors

FROM: Ciro Aguirre, Operations Manager

SUBJECT: CONSIDERATION OF AMENDING THE CONTRACT WITH TIRE DISTRIBUTION SYSTEMS (TDS) TO INCLUDE TIRES FOR THE PARACRUZ FLEET FOR A TOTAL ADDITIONAL AMOUNT NOT TO EXCEED \$49,482.00

I. RECOMMENDED ACTION

That the Board of Directors authorize the General Manager to execute a contract amendment with Tire Distribution Systems (TDS), to include the ParaCruz fleet to the existing contract for a total additional amendment to not to exceed \$49,482.

II. SUMMARY OF ISSUES

- On May 13, 2011, Santa Cruz METRO entered into a contract with Tire Distribution Systems for Revenue and Non-Revenue Tires (TDS) for a total amount not to exceed \$233,533.
- At the time of the bid, ParaCruz fleet was not included in the bid specifications.
- The additional ParaCruz fleet will add \$49,482 to the existing contract with TDS.
- Staff requests that Santa Cruz METRO Board of Directors authorize amendment to the TDS contract to include tires for the ParaCruz fleet.

III. DISCUSSION

On May 10, 2011 Santa Cruz METRO entered into a contract with Tire Distribution Systems for the purchase of Revenue and Non-Revenue Tires for a total amount not to exceed \$233,533. At the time of contract award, ParaCruz' fleet was not included in the bid specifications.

Staff requests that ParaCruz tires be included to the contract for the amount of \$49,482.00.

Staff is recommending that the Board of Directors authorize the General Manager to execute a contract amendment with Tire Distribution Systems to include ParaCruz tires for a total contract amount not to exceed \$283,015.

REVISED

Board of Directors
Board Meeting of June 24, 2011
Page 2

IV. FINANCIAL CONSIDERATIONS

Funds to support the contract amendment are included in the FY12 Paracruz Tires and Tube budget.

V. ATTACHMENTS

Attachment A: Tire Distribution Systems bid for additional ParaCruz fleet tires

Attachment B: Contract Amendment with Tire Distribution Systems, Inc. No. 11-10

Prepared By: Claire Owens, Temporary Purchasing Agent
Date Prepared: June 16, 2011

REVISED Attachment A

Tire Distribution Systems, Inc.
Amendment Bid (11-10)
1144 TERVEN AVE.
SALINAS, CA. 93901

SANTA CRUZ METRO

BID AMENDMENT 6/16/2011

TIRE SIZE	DESCRIPTION	QUANTITY	UNIT PRICE	TAX(9.5%)	EXTENDED
P215/70R15	FIRESTONE FR710	48	\$61.43	\$5.84	\$3,228.76
225/65R16	BS INSIGNIA SE200	40	\$82.52	\$7.84	\$3,614.38
245/70R19.5	BS R250 14 PR	12	\$212.50	\$20.19	\$2,792.25
LT225/75R16	FS TRANS FRCE HT	72	\$90.97	\$8.64	\$7,172.07
LT245/75R16	FS TRANS FRCE HT	192	\$96.55	\$9.17	\$20,298.67
Mount and Dismount			\$15.00		\$5,460.00
Balance			\$12.00		\$4,368.00
Valve Stems			\$2.00		\$728.00
Disposal			\$5.00		\$1,820.00
				Total:	\$49,482.13

6-10.a1

REVISED ATTACHMENT B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FIRST AMENDMENT TO CONTRACT FOR PURCHASE OF REVENUE AND NON – REVENUE TIRES (11-10)

This First Amendment to the Contract to include ParaCruz Fleet Revenue and Non-Revenue tires to the contract with Tire Distribution Systems, Inc (TDS) made effective June 24, 2011 between the Santa Cruz Metropolitan Transit District, a political subdivision of the State of California (“Santa Cruz METRO”) and Tire Distribution Systems, Inc. (TDS) (“Contractor”).

1. RECITALS

- 1.1 Santa Cruz METRO and Contractor entered into a Contract for Revenue and Non-Revenue Tires (“Contract”) on May 13, 2011.
- 1.2 Santa Cruz METRO desires to include ParaCruz Fleet tires.

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

2. COMPENSATION/SPECIFICATIONS

- 2.1 Santa Cruz METRO agrees to compensate Contractor an additional \$621.00 including tax for ParaCruz Fleet Tires.
- 2.2 Total additional compensation to this contract including sales tax is \$49,482. Contractor understands and agrees that if he/she exceeds the \$288,390. (The new contract total) maximum amount payable under this contract, that it does so at its own risk.

3. REMAINING TERMS AND CONDITIONS

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

4. AUTHORITY

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

SIGNATURES ON NEXT PAGE

6-10.b1

REVISED ATTACHMENT B

Signed on _____

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Leslie R. White
General Manager

CONTRACTOR
TIRE DISTRIBUTION SYSTEM, INC.

By _____
John McErlanre
President

Approved as to Form:

Margaret R. Gallagher
Santa Cruz METRO Counsel

6-10.b2

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 24, 2011
TO: Board of Directors
FROM: Angela Aitken, Finance Manager and Acting Assistant General Manager
SUBJECT: RENEWAL OF LIABILITY AND VEHICLE PHYSICAL DAMAGE INSURANCE PROGRAM COVERAGE WITH CALTIP FOR FY12

I. RECOMMENDED ACTION

That the Board of Directors authorize payment to the California Transit Insurance Pool (CalTIP) in the amount of \$476,643 for participation in the FY12 liability and vehicle physical damage insurance coverage programs.

II. SUMMARY OF ISSUES

- Santa Cruz METRO carries liability and vehicle physical damage insurance through CalTIP, a pool of California public transit properties established in 1987
- The Liability Program Contribution Deposit for FY12 is in the amount of \$399,717 for liability insurance, and includes \$10 million in excess coverage
- The Vehicle Physical Damage Program Contribution Deposit for FY12 is \$76,186 for vehicle physical damage insurance

III. DISCUSSION

Santa Cruz METRO has been a member of CalTIP since its inception in 1987. Each member agency has a representative on CalTIP's Board of Directors. Assistant Finance Manager Debbie Kinslow is the Santa Cruz METRO representative. Coverage limits are \$20 million for liability with a \$250,000 deductible per occurrence.

The premium for **Liability** coverage for FY12 is \$399,717, an increase of \$29,909 or 8% from FY11, primarily due to an increase in the projected experience modification (ex mod) factor, which is a measure of whether a CalTIP member's loss experience is better or worse than CalIP's average. This increase is attributed to Santa Cruz METRO's losses within the last year.

Vehicle Physical Damage coverage is for actual cash value of the vehicle with a \$25,000 deductible on buses and a \$500 deductible on non-revenue vehicles. The premium for vehicle physical damage coverage for FY12 is \$76,746, an increase of \$8,185 or 12% from FY11. This increase is primarily due to an increase in the excess insurance rates.

The net cost of this coverage has been very favorable to Santa Cruz METRO and the liability coverage includes errors and omissions coverage.

IV. FINANCIAL CONSIDERATIONS

The above insurance cost is included in the FY12 budget.

V. ATTACHMENTS

NONE

Prepared by Debbie Kinslow, Assistant Finance Manager

Date Prepared: June 9, 2011

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 24, 2011

TO: Board of Directors

FROM: Angela Aitken, Finance Manager, Acting Assistant General Manager

SUBJECT: CONSIDERATION OF RESPONSES TO THE RECOMMENDATIONS CONTAINED IN THE TRIENNIAL PERFORMANCE AUDIT CONDUCTED BY LSC TRANSPORTATION CONSULTANTS, INC. ON BEHALF OF THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION

I. RECOMMENDED ACTION

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

II. SUMMARY OF ISSUES

- Pursuant to Section 99246 of the California Public Utilities Code the Santa Cruz County Regional Transportation Commission (SCCRTC) contracted with LSC Transportation Consultants, Inc. to conduct a Triennial Performance Audit of the SCCRTC, and the Santa Cruz County Transit Operators (Community Bridges, The Volunteer Center, and Santa Cruz METRO.)
- The staff of LSC Transportation Consultants, Inc. reviewed information that was requested of, and provided by, Santa Cruz METRO.
- LSC Transportation Consultants, Inc. staff also visited Santa Cruz METRO facilities on May 27, 2010.
- Santa Cruz METRO staff members were provided with an opportunity to respond to the Draft Audit.
- The Final Triennial Performance Audits for the Santa Cruz County Transit Operators and the Santa Cruz County Regional Transportation Commission (SCCRTC) are attached to this Staff Report.
- The Staff Report for the SCCRTC regarding the Triennial Performance Audit is attached to this Staff Report, and requests a response from Santa Cruz METRO to the recommendations contained in the Triennial Performance Audit.
- A Proposed Response Letter to the Triennial Performance Audit is attached to this Staff Report.

III. DISCUSSION

Pursuant to Section 99246 of the California Public Utilities Code the Santa Cruz County Regional Transportation Commission (SCCRTC) contracted with LSC Transportation Consultants, Inc. to conduct a Triennial Performance Audit of the SCCRTC, Community Bridges, The Volunteer Center, and Santa Cruz METRO. The staff of LSC Transportation Consultants, Inc. reviewed information that was requested of, and provided by, Santa Cruz METRO. LSC Transportation Consultants, Inc. staff also visited Santa Cruz METRO facilities on May 27, 2010. Santa Cruz METRO staff members were provided with an opportunity to respond to the Draft Audit. The Final Triennial Performance Audits for the Santa Cruz County Transit Operators (Attachment A) and the Santa Cruz County Regional Transportation Commission (SCCRTC) (Attachment B) are attached to this Staff Report. As the Staff Report to the SCCRTC recommends that the Santa Cruz METRO Board of Directors respond to the recommendations contained in the Audit, I have attached the SCCRTC Staff Report to this report. (Attachment C)

The Final Triennial Performance Audit of the Santa Cruz County Transit Operators contains six (6) recommendations; only four (4) pertain to Santa Cruz METRO. The four (4) Santa Cruz METRO recommendations are:

- 1) Santa Cruz METRO should continue to work closely with the SCCRTC and AMBAG to secure state and federal funding to replace its aging fleet as soon as feasible.
- 2) Santa Cruz METRO should work closely with SCCRTC, Community Bridges and the Volunteer Center to develop an SRTP update, including the following plan elements:
 - Financially sustainable public transportation service levels;
 - Vehicle replacement needs for the Santa Cruz METRO and Community Bridges; and
 - Development of comprehensive performance goals, objectives and measurable standards.
- 3) Santa Cruz METRO should consider developing a succession plan for its general manager and other possible departures of senior staff.
- 4) Santa Cruz METRO should continue to work with staff from the SCCRTC and AMBAG to better align and streamline planning procedures to avoid possible delays in project delivery on future federally funded transit projects.

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

The proposed Letter of Response from the Board of Directors to the SCCRTC regarding Recommendation #1 agrees that Santa Cruz METRO should continue to work closely with the SCCRTC, and AMBAG, to secure state and federal funding to replace its aging fleet as soon as feasible. In October 2010 Santa Cruz METRO was awarded an FTA Section 5309 “State of Good Repair” grant and plans to replace 11 (eleven) diesel-fueled buses with compressed natural gas (CNG) buses in early 2012. In addition, Santa Cruz METRO is currently working with the local Air District on a grant application to replace gas-fueled staff vehicles, with CNG vehicles. Additional funding for replacement vehicles may be available through the California Transportation Commission’s (CTC) State-Local Partnership Program (SLPP.) This particular funding source requires a 1/1 local sales tax match, therefore further research is required due to current budget instability.

The proposed Letter of Response from the Board of Directors to the SCCRTC regarding Recommendation #2 demonstrates agreement that Santa Cruz METRO work closely with the SCCRTC, Community Bridges, and the Volunteer Center to develop an SRTP update, including the following plan elements:

- Development of comprehensive performance goals, objectives and measurable standards.
 - Santa Cruz METRO is participating in AMBAG’s development of the Sustainable Communities Strategy which will be included in the next SRTP.
- Vehicle replacement needs for the Santa Cruz METRO (and Community Bridges);
 - See proposed Letter of Response from the Board of Directors to the SCCRTC regarding Recommendation #1 above.
- Financially sustainable public transportation service levels:
 - In August 2010, Santa Cruz METRO was awarded an FTA Section 5304 grant through Caltrans for a “Watsonville Transit Planning Study.” This study will be conducted along with the area’s Metropolitan Planning Organization (MPO), AMBAG, and will include both Santa Cruz METRO’s and Monterey Salinas Transit’s (MST) inter-regional service to and from the Watsonville area in the scope for the study. This study will include sustainability strategies for the south county area, as well as requiring participation of local nonprofits such as the Volunteer Center in reaching out to transit users and stakeholders.

The proposed Letter of Response from the Board of Directors to the SCCRTC regarding Recommendation 3# indicates that Santa Cruz METRO recognizes the need to consider and develop a succession plan for its general manager and other possible departures of senior staff. At the April 8, 2011 Board of Directors meeting, the contract for General Manager Leslie R. White was extended through December 31, 2012, along with examining the best strategy for the agency going forward in regard to succession planning.

The proposed Letter of Response from the Board of Directors to the SCCRTC regarding Recommendation 4# recognizes the need to continue to work collaboratively with staff from SCCRTC and AMBAG to avoid possible delays in the delivery of both federally and state funded transit projects. Santa Cruz METRO is currently working with the SCCRTC staff regarding the CTC SLPP funding source mentioned above, and possible solutions to the current budget obstacle of the 1/1 local sales tax match requirement.

Staff recommends that the Board of Directors review the Triennial Performance Reports for both Santa Cruz METRO and the SCCRTC. It is further recommended that the Board of Directors review the proposed Letter of Response and make necessary revisions so that the Chair can be authorized to send the letter to the SCCRTC.

IV. FINANCIAL CONSIDERATIONS

The “State of Good Repair” grant mentioned in recommendation # 1 above requires a local funding match of 17% or \$989,400. This local match is funded in the FY12 capital budget with \$854,865 from the Reserved Retained Earnings account, and the difference of \$134,535 funded by a salary match as part of a workforce justification plan that is based on future maintenance costs related to this grant. All other financial considerations relating to staff time required to fully comply with all recommendations are not known at this time.

V. ATTACHMENTS

- Attachment A:** Triennial Performance Audit - of the Santa Cruz County Transit Operators for Fiscal Years 2006-07 through 2008-09
- Attachment B:** Triennial Performance Audit-of the Santa Cruz County Regional Transportation Commission for Fiscal Years 2006-07 through 2008-09
- Attachment C:** SCCRTC – October 7, 2010 Staff Report Regarding the Triennial Performance Audit
- Attachment D:** Proposed Triennial Performance Audit Response Letter

Prepared by: Debbie A. Kinslow

Sate Prepared: June 10, 2011

TRIENNIAL PERFORMANCE AUDIT
of the Santa Cruz County Transit Operators
for Fiscal Years 2006-07 through 2008-09

Final

Prepared for the

Santa Cruz County
Regional Transportation Commission

Prepared by

LSC Transportation Consultants, Inc.



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TRIENNIAL PERFORMANCE AUDIT
of the
Santa Cruz County Transit Operators
for
Fiscal Years 2006-07 through 2008-09

Final Report

Prepared for the

Santa Cruz County Regional Transportation Commission
1523 Pacific Avenue
Santa Cruz, California 95060
831 ♦ 460-3200

Prepared by

LSC Transportation Consultants, Inc.
P.O. Box 5875
2690 Lake Forest Road, Suite C
Tahoe City, California 96145
530 ♦ 583-4053

August 26, 2010

LSC #107090

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Chapter 1

Executive Summary

The *California Public Utilities Code* (PUC) requires that all transit operators that receive funding under Article 4 of the Transportation Development Act (TDA) commission a performance audit every three years. This document presents the findings from the performance audit of transit operations, which include fixed-route and demand response programs provided by the Santa Cruz Metropolitan Transit District (Santa Cruz METRO), as well as findings for the Community Bridges and the Volunteer Center transit programs. As the Regional Transportation Planning Entity responsible for TDA funding, these audits were performed under the authority of the Santa Cruz County Regional Transportation Commission.

This audit report covers Fiscal Year (FY) 2006-07 through FY 2008-09, and was conducted by LSC Transportation Consultants, Inc. The field reviews and data collection efforts were conducted in early 2010, and telephone interviews of eight of twelve Santa Cruz METRO Board members were completed in June and July 2010.

BACKGROUND

The Santa Cruz METRO was formed in 1968 by the Santa Cruz Metropolitan District Act of 1967, Part 5 of the California PUC. Santa Cruz METRO provides service to Santa Cruz, Watsonville, Scotts Valley, Capitola, and unincorporated portions of Santa Cruz County. In addition, Santa Cruz METRO operates an intercity service between Santa Cruz and San Jose on State Route 17 over the Santa Cruz Mountains. The Santa Cruz METRO is governed by a 12-member Board of Directors, comprised of elected officials from the Cities of Capitola, Santa Cruz, Scotts Valley and Watsonville, as well as appointed individuals from Santa Cruz County and one appointed ex-officio official from the University of California at Santa Cruz.

Community Bridges is a non-profit agency that receives TDA Article 8 funds for its Lift Line service through an annual agreement with the City of Santa Cruz. Besides its Lift Line service, Community Bridges also provides a wide range of services for county residents. The Volunteer Center is a non-profit agency that also receives TDA Article 8 funds for its mileage reimbursement volunteer transportation program through the City of Santa Cruz. These two agencies have not been included in previous performance audit reviews.

FINDINGS

1. Given the demographic characteristics and geographic constraints in Santa Cruz County, the transit program size and scope provided during the audit period appeared to be appropriate.
2. Santa Cruz METRO's staff is generally highly regarded, especially its general manager. He is regarded by many in the transit industry to be an expert in federal and state funding mechanisms, strategic planning, and organizational planning.

3. As of June 2010, 47 of the 112 buses currently used by the Santa Cruz METRO for fixed-route service, and 34 of the 38 vehicles used for ParaCruz services have reached the end of their economically useful lives as defined in Federal Transit Administration (FTA) Circular 5010.1C and are eligible for immediate replacement. Of the 22 vehicles on the current Community Bridges fleet list, 7 are eligible for immediate replacement, though Community Bridges has adopted a replacement schedule that exceeds federal guidelines.
4. The planning horizon for the Short Range Transit Plan (SRTP) for Santa Cruz County's ends in FY 2010-11. In addition, the SRTP primarily focuses on fixed-route services in the county.
5. The agreements between the City of Santa Cruz and both Community Bridges and the Volunteer Center do not specify all of the performance measures identified under PUC Section 99246(d).
6. Santa Cruz METRO's general manager is approaching an age when many in transit leadership positions contemplate retirement. He has agreed to contract through 2010 to assist the agency in responding to declining revenues due to the economic recession.
7. Santa Cruz METRO works with the Association of Monterey Bay Area Governments (AMBAG) for federal transportation planning and funding issues, since AMBAG is the designated Metropolitan Planning Organization (MPO) for the Santa Cruz, Monterey, and Hollister Urbanized Areas. At the same time, Santa Cruz METRO works with the Santa Cruz County Regional Transportation Commission (SCCRTC) for state transportation planning and funding issues, since it serves as the Regional Transportation Planning Agency for Santa Cruz County. This bifurcation of federal vs. state funding could create challenges in delivering projects due to the sometimes conflicting deadlines and procedures of the two agencies.
8. The auditor has determined that Community Bridges and the Volunteer Center meet the TDA definition of a transit services claimant. As such, both organizations should have completed annual fiscal and compliance audits that measure transportation related costs and revenues.

RECOMMENDATIONS

1. Santa Cruz METRO should continue to work closely with SCCRTC and AMBAG to secure state and federal funding to replace its aging fleet as soon as feasible.
2. Santa Cruz METRO should work closely with SCCRTC, Community Bridges and the Volunteer Center to develop an SRTP update, including the following plan elements:
 - Financially sustainable public transportation service levels;
 - Vehicle replacement needs for the Santa Cruz METRO and Community Bridges; and
 - Development of comprehensive performance goals, objectives and measurable standards.

3. The current and future agreements that permit the pass-through of TDA Article 8 funds from the City of Santa Cruz to Community Bridges and the Volunteer Center should be amended to include the pertinent performance measures identified in PUC Section 99246(d) be reported at least annually to the City and to SCCRTC.
4. Santa Cruz METRO should consider developing a succession plan for its general manager and other possible departures of senior staff.
5. Santa Cruz METRO should continue to work with staff from the SCCRTC and the AMBAG to better align and streamline planning procedures to avoid possible delays in project delivery on future federally funded transit projects.
6. Community Bridges and the Volunteer Center should work with their respective annual fiscal and compliance auditors to evaluate the transportation related measures identified under the TDA, including annual operating costs and revenues.

Chapter 2

Triennial Performance Audit Results

BACKGROUND

The TDA, also known as the “Mills-Alquist Deddeh Act,” provides two major sources of funding for public transportation providers in California: the Local Transportation Fund (LTF) and the State Transit Assistance (STA) program. The LTF is derived from 0.25 percent of the 7.25 percent retail sales tax collected statewide, and can be used for a variety of transportation purposes according to a set of priorities detailed in the Act. The State Board of Equalization returns the LTF to each county according to the amount of tax collected in that county. STA funds are derived from statewide sales tax on gasoline and diesel fuel and are allocated to each county based on the following formula: 50 percent according to population, and 50 percent according to operator revenues from the prior fiscal year. STA funds can only be used to pay for transit planning, capital projects and operations.

The California PUC requires that a Triennial Performance Audit be conducted for all transit operators and Regional Transportation Planning Entities. A performance audit is a systematic process of evaluating an organization’s effectiveness, efficiency and economy of operations under management control. The objectives of the audit are to provide a means for evaluating an organization’s performance and to enhance the performance by making recommendations for improvements. In addition, the audit evaluates the adequacy of an organization’s systems and the degree of compliance with established policies and procedures. Transit operators who make claims under Article 4 of the TDA in an urbanized area in a county with a population of less than 500,000 must maintain a minimum farebox recovery ratio of 15 percent, unless they achieved a higher ratio in the FY 1978-79 “TDA base year.” According to Santa Cruz County Regional Transportation Commission (SCCRTC) rules and regulations, the Santa Cruz METRO must achieve the minimum 15 percent farebox recovery ratio.

PERFORMANCE AUDIT AND REPORT ORGANIZATION

The performance audit consisted of seven elements, including:

- Review of compliance requirements
- Follow-up review of prior performance audit recommendations
- Initial review of transit operator functions
- Verification and use of performance indicators
- Detailed review of transit operator functions
- Preparation of the draft Audit report
- Preparation and presentation of the final Audit report

TRANSIT PROGRAM DESCRIPTION

The Santa Cruz METRO began operating public transit services in 1968, and currently operates fixed-route, intercity and ParaCruz Americans with Disabilities Act (ADA) complementary

paratransit service. At present, Santa Cruz METRO uses a peak of 85 vehicles to operate 40 fixed-routes, the Highway 17 Express commuter route, and the ParaCruz ADA complementary paratransit service that is available within three-quarters of a mile of the fixed-routes. Santa Cruz METRO provides four transit centers, including the Santa Cruz METRO Center in Santa Cruz (Pacific Station), the Watsonville Transit Center, the Capitola Mall Transit Center, and the Cavallaro Transit Center in Scotts Valley. The intercity Highway 17 Express, jointly funded by Santa Cruz METRO, Valley Transportation Authority, Caltrans and Amtrak, operates 26 weekday and 15 weekend/holiday trips between the Santa Cruz area and downtown San Jose. As of January 2010, the Santa Cruz METRO's active fleet was comprised of 113 fixed-route and 38 ADA complementary paratransit revenue vehicles.

Two other transit programs are funded with TDA funding in Santa Cruz County: the Community Bridges program and the Volunteer Center. Descriptions of these two programs are provided following the description of Santa Cruz METRO services below.

Santa Cruz METRO Local Fixed-Route and Highway 17 Services

Currently, Santa Cruz METRO operates 40 fixed bus routes within Santa Cruz, Watsonville, Capitola, Scotts Valley, and unincorporated areas of the Santa Cruz Mountains, such as Soquel, Aptos, Live Oak, Bonny Doon, Davenport, and the San Lorenzo Valley region. General operating hours for the fixed-route services are between 5:30 AM and 12:30 AM Monday through Friday, and between 7:00 AM and 12:00 AM Saturday and Sunday. The Highway 17 Express route also provides service to the Silicon Valley via Highway 17, offering a commuter route as well as connections to other Bay Area transit services.

The fixed-routes serve many major destinations, including Cabrillo College, the Santa Cruz Government Center, other government agencies (i.e. DMV) and social services centers/agencies. Additionally, service is provided to popular visitor destinations such as the Santa Cruz Boardwalk, Santa Cruz wharf, California State and County parks and beaches (i.e. Natural Bridges State Park, New Brighton State Park/Beach, Henry Cowell State Park), and the Santa Cruz Natural History Museum, to name a few.

Contracted service to the University of California at Santa Cruz (UCSC) is also offered, with routes connecting the campus with downtown Santa Cruz, the Boardwalk and other neighborhoods. Santa Cruz METRO Night Owl demand response service is also available between the Santa Cruz METRO Transit Center in downtown Santa Cruz and the UCSC campus from 12:00 AM until 2:00 AM Sunday through Thursday, and until 3:15 AM Friday and Saturday. Late night ParaCruz ADA complementary paratransit service is also available within three-quarters of a mile of the fixed-route service area during these hours and is open to eligible riders whose disabilities prevent them from utilizing the fixed route service; ParaCruz service is discussed in more detail in the following section.

Santa Cruz METRO adult fixed-route cash fares on regular local routes are \$1.50 for one-way, \$4.50 for a day pass, \$22.00 for a 5-day/15-ride pass and \$50 for a monthly pass. Youth (through age 17), elderly and disabled riders are offered discounted fares, while youth under 46 inches tall ride free with a fare-paying adult. In June 2010, fares for the Highway 17 service were increased

roughly 25 percent to \$5.00 for a one-way ride, \$10.00 for a day pass, and \$113.00 for a monthly pass; discounted fares are available for elderly and disabled passengers for the one-way fare only.

Santa Cruz METRO ParaCruz ADA Complementary Paratransit Service

As required by the Americans with Disabilities Act (ADA) of 1990, the Santa Cruz METRO ADA complementary paratransit program provides complementary ADA paratransit service for those persons who cannot otherwise use traditional fixed-route services. Santa Cruz METRO ParaCruz is a door-to-door service that operates within a three-quarters of a mile boundary of all fixed-routes provided by Santa Cruz METRO, and is available during the same hours and days that the Santa Cruz METRO fixed-routes operate. Service is also available for visitors to the Santa Cruz area that are eligible for ADA complementary paratransit services by another transit agency. Cash fares on Santa Cruz METRO ParaCruz are \$3.00 per one-way passenger-trip.

As mentioned previously, ParaCruz service is also available to eligible riders during the same hours that UCSC Night Owl service operates. Specifically, eligible riders can use ParaCruz within the three-quarters of a mile boundary along the 16N and 19N routes.

Santa Cruz METRO Operating and Financial Statistics

Table 1 and Figure 1 present annual ridership data for services operated during the audit period, as well as data from the previous three-year period for comparison. Overall fixed-route ridership (including local fixed-routes and the Highway 17 route) increased annually between FY 2005-06 and FY 2008-09, equating to an average annual increase of 6.0 percent since the end of the previous audit period. Santa Cruz METRO ParaCruz ridership also increased annually over the past four years, although at a lower 2.4 percent average annual rate. Ridership declined each year of the previous audit period. To some degree, the substantial decline in fixed-route ridership in FY 2005-06 was due to the 37 day work stoppage that began in October 2005, and it took some time to rebuild ridership. Overall, ridership on all Santa Cruz METRO services declined in each year of the previous audit period, but rebounded by the end of the current audit period enough to best the high from the previous audit period. A large part of the ridership increases in the current audit period resulted from inclusion of the Highway 17 service ridership figures that were not reported in the previous audit period.

Mode Type	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09
<u>METRO Fixed-Route</u>						
Local Fixed-Route	5,769,004	5,523,126	4,765,454	5,360,699	5,522,943	5,708,338
Highway 17 / Commuter Route	N/A	N/A	N/A	244,618	270,044	318,582
Fixed-Route Totals	5,769,004	5,523,126	4,765,454	5,605,317	5,792,987	6,026,920
% Change from Previous Year	N/A	-4.3%	-13.7%	17.6%	3.3%	4.0%
<u>METRO Paracruz</u>	91,706	87,058	84,837	85,367	87,713	93,279
% Change from Previous Year	N/A	-5.1%	-2.6%	0.6%	2.7%	6.3%
Systemwide Total	5,860,710	5,610,184	4,850,291	5,690,684	5,880,700	6,120,199
% Change from Previous Year	N/A	-4.3%	-13.5%	17.3%	3.3%	4.1%

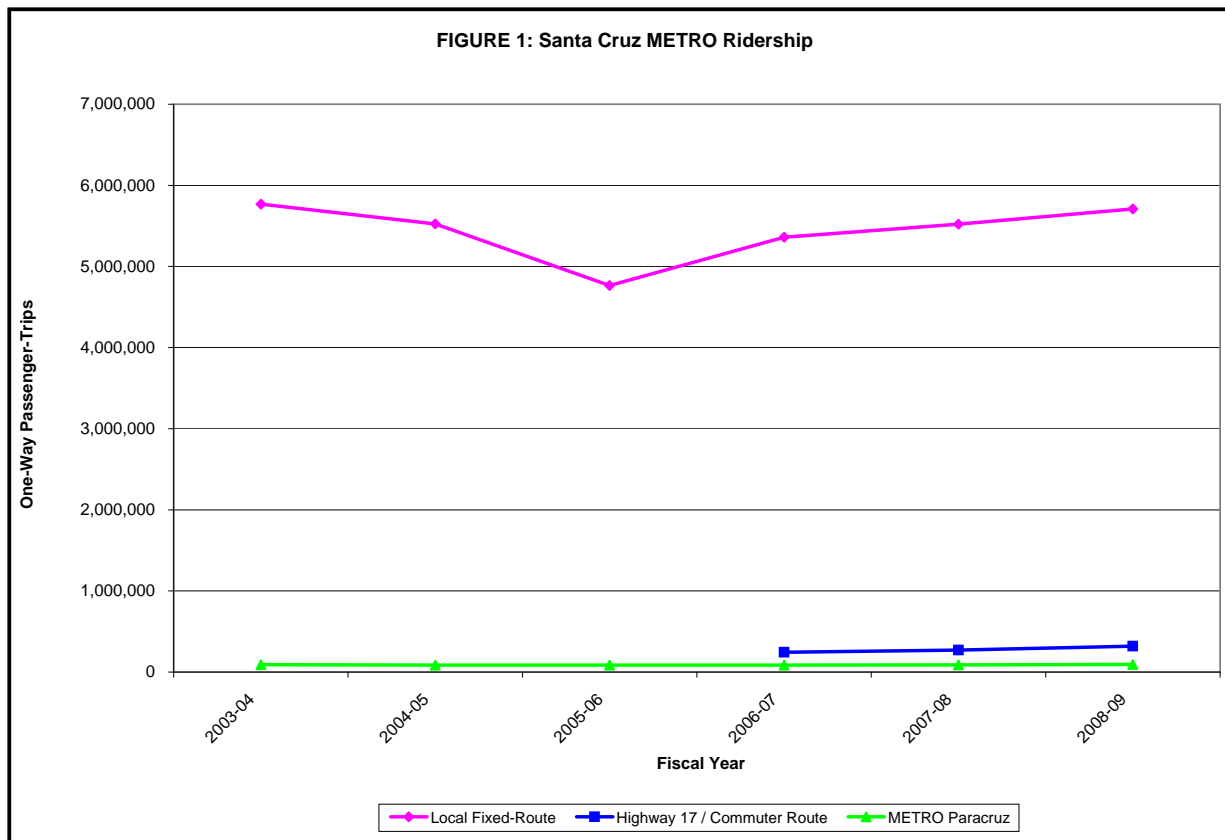


Table 2 and Figure 2 present annual vehicle revenue hour data for the Santa Cruz METRO services as reported in the annual State Controller Reports. Service levels tracked relatively closely with the ridership figures discussed above, although vehicle revenue hours declined in each year of the previous audit period and then increased annually from FY 2007-08 and FY 2008-09. A large part of this increase was the addition of the Highway 17 in FY 2006-07. Again, due to the fixed-route work stoppage in October 2005, total vehicle revenue hours declined substantially in FY 2005-06 in comparison to the previous fiscal year.

TABLE 2: Santa Cruz METRO Annual Vehicle Revenue Hours

Mode Type	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09
<u>METRO Fixed-Route</u>						
Local Fixed-Route	233,518	215,842	190,098	200,130	202,108	202,149
Highway 17 / Commuter Route	N/A	N/A	N/A	21,057	21,760	21,705
Fixed-Route Totals	233,518	215,842	190,098	221,187	223,868	223,854
% Change from Previous Year	N/A	-7.6%	-11.9%	16.4%	1.2%	0.0%
<u>METRO Paracruz</u>						
METRO Paracruz	33,062	31,385	47,580	38,401	39,333	44,631
% Change from Previous Year	N/A	-5.1%	51.6%	-19.3%	2.4%	13.5%
Systemwide Total	266,580	247,227	237,678	259,588	263,201	268,485
% Change from Previous Year	N/A	-7.3%	-3.9%	9.2%	1.4%	2.0%

Table 3 and Figure 3 present annual vehicle revenue miles data for Santa Cruz METRO services during the audit period as reported in the annual State Controller Reports. Not surprisingly, the annual vehicle revenue miles operated by Santa Cruz METRO tracked closely with the annual vehicle revenue hours operated.

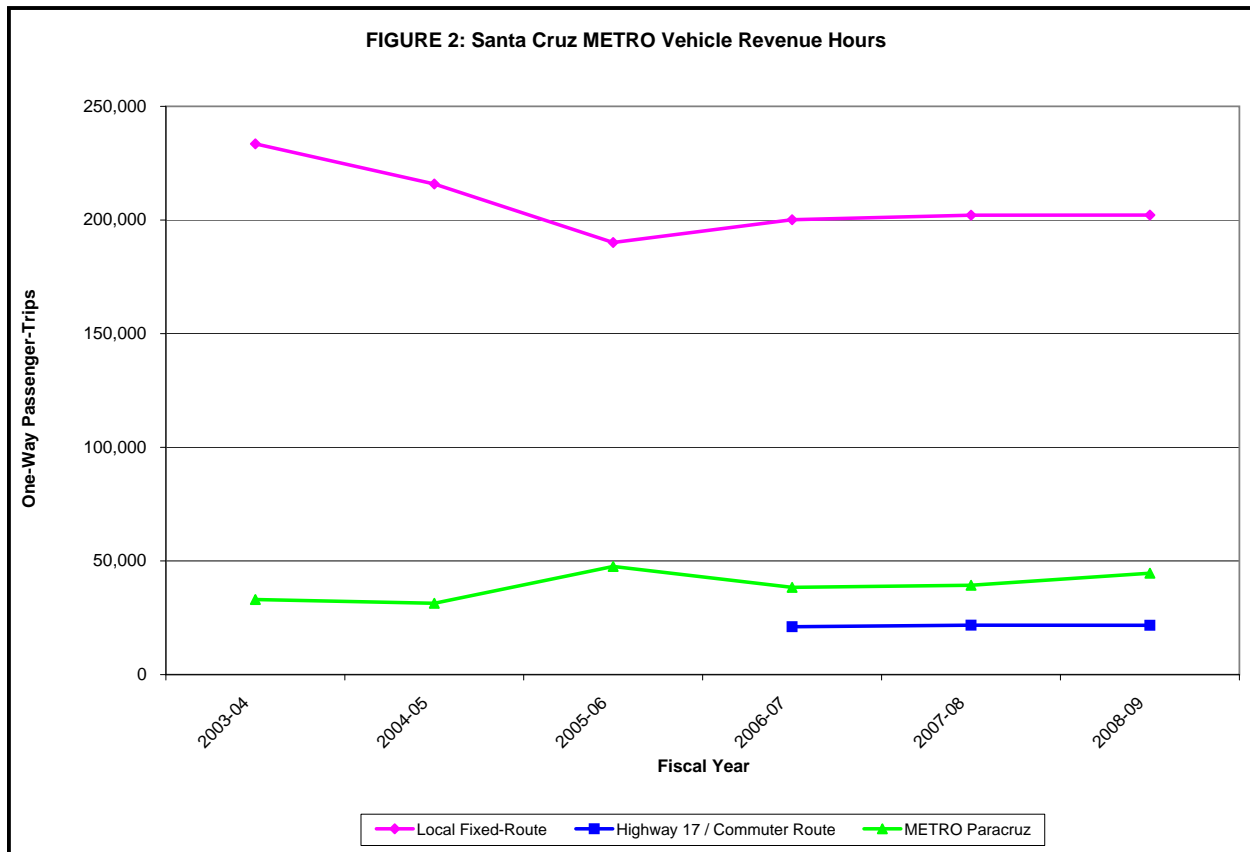


TABLE 3: Santa Cruz METRO Annual Vehicle Revenue Miles

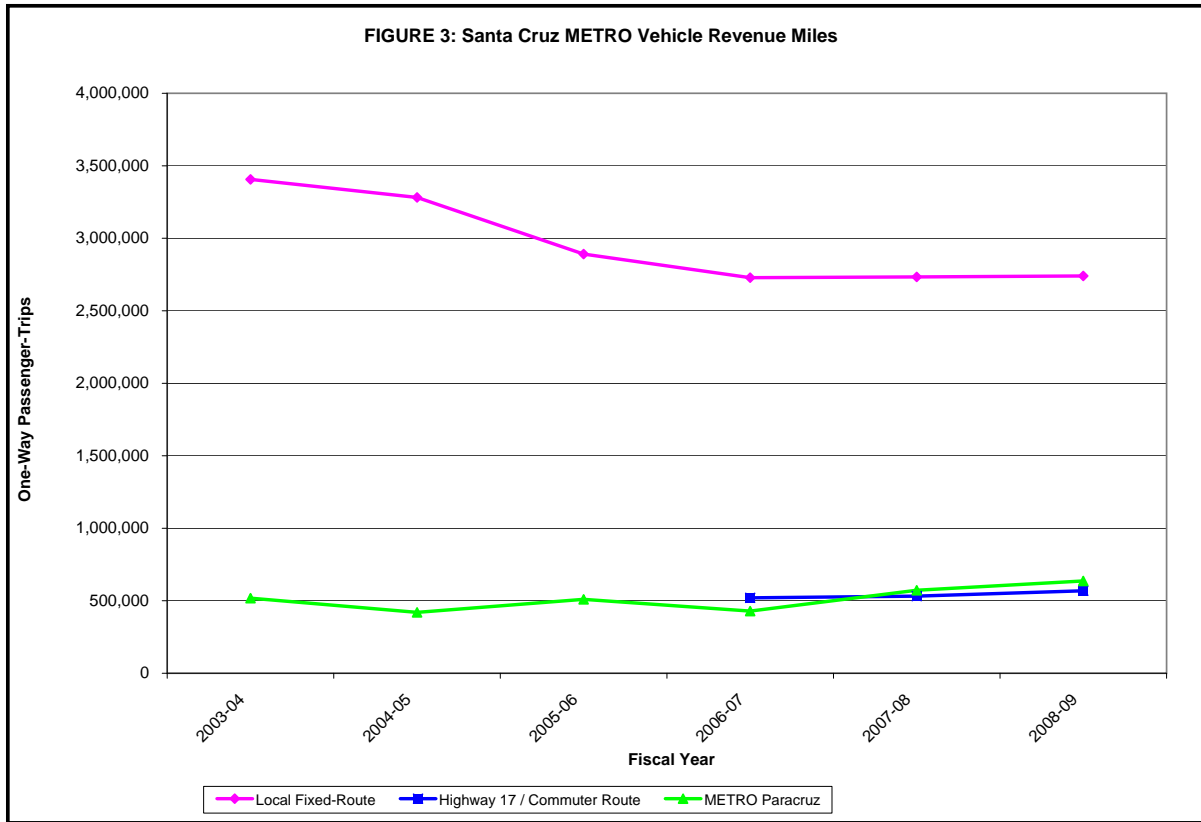
Mode Type	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09
METRO Fixed-Route						
Local Fixed-Route	3,405,813	3,281,732	2,891,032	2,728,654	2,733,824	2,740,218
Highway 17 / Commuter Route	N/A	N/A	N/A	520,407	532,248	569,085
Fixed-Route Totals	3,405,813	3,281,732	2,891,032	3,249,061	3,266,072	3,309,303
% Change from Previous Year	N/A	-3.6%	-11.9%	12.4%	0.5%	1.3%
METRO Paracruz						
	517,763	420,208	509,820	428,758	572,750	636,901
% Change from Previous Year	N/A	-18.8%	21.3%	-15.9%	33.6%	11.2%
Systemwide Total	3,923,576	3,701,940	3,400,852	3,677,819	3,838,822	3,946,204
% Change from Previous Year	N/A	-5.6%	-8.1%	8.1%	4.4%	2.8%

Data Collection Methods

Six performance measures must be reported in the Triennial Performance Audit report:

- ◆ Annual Passenger Count
- ◆ Annual Vehicle Revenue Miles
- ◆ Annual Fare Revenue
- ◆ Annual Vehicle Revenue Hours
- ◆ Annual Employee Hours
- ◆ Annual Operating Cost

Performance measure data for the current audit period was obtained from State Controller Reports unless noted below. It should be noted that the Santa Cruz METRO maintains an ongoing database of operating data collected and reported monthly.



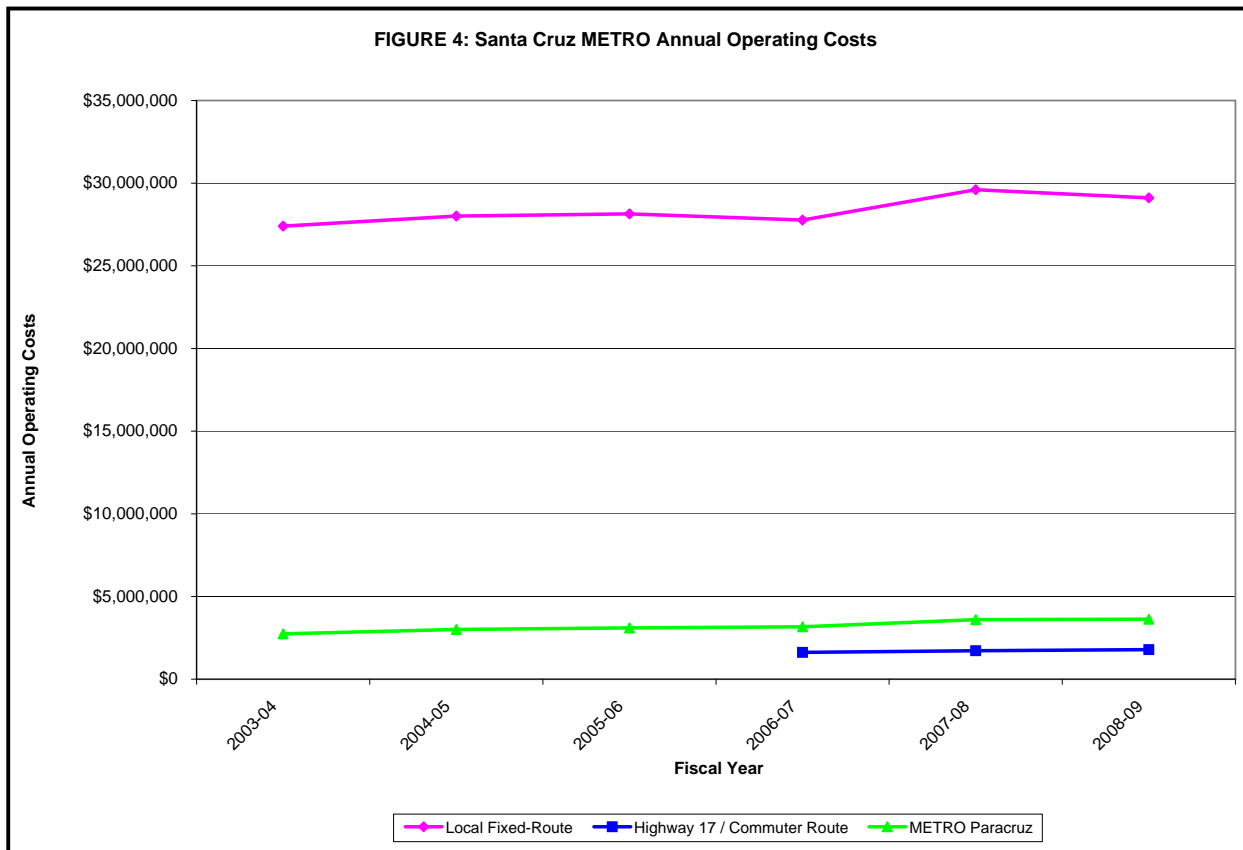
The **Operating Cost** data is reported in Table 4 and Figure 4. These data were obtained from annual Fiscal and Compliance Audit reports. These data include total operating expenses for each object class as presented in the Chart of Accounts for the Uniform System of Accounts and Records presented in each of the three Fiscal Audits, minus new line services, depreciation costs and charter expenses. The fiscal auditor's tests of Santa Cruz METRO's financial statements disclosed no instance of noncompliance that would be required to be reported under Government Auditing Standards. According to Section 99247(a), operating costs include all costs except depreciation, direct costs for charter services and vehicle lease costs. Extension of service can be excluded per Section 6633.8. It should be noted that the operating cost data presented in Table 4 is not entirely consistent with the data presented in the State Controller Report and internal Santa Cruz METRO reports for all three years of the audit period. This is not especially unusual, since State Controller Report data is due prior to the time that the annual fiscal and compliance audits are typically completed. Nonetheless, an internal reconciliation process apparently was not completed by Santa Cruz METRO staff, although staff was easily able to explain the slight discrepancies during the site visit.

As depicted in the table and graph, annual operating costs increased by a relatively large amount in FY 2007-08 in comparison to previous years. Since that increase was higher than the rate of inflation, Santa Cruz METRO was technically barred from using STA funds for operations in FY 2008-09. According to discussions with SCCRTC and Santa Cruz METRO staff, STA funds were not used for operating costs in FY 2008-09.

TABLE 4: Santa Cruz METRO Annual Operating Costs

Mode Type	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09
<u>METRO Fixed-Route</u>						
Local Fixed-Route	\$27,401,601	\$28,010,207	\$28,145,868	\$27,766,768	\$29,605,178	\$29,106,833
Highway 17 / Commuter Route	N/A	N/A	N/A	\$1,620,992	\$1,722,320	\$1,786,045
Fixed-Route Totals	\$27,401,601	\$28,010,207	\$28,145,868	\$29,387,760	\$31,327,498	\$30,892,878
% Change from Previous Year	N/A	2.2%	0.5%	4.4%	6.6%	-1.4%
<u>METRO Paracruz</u>	\$2,743,269	\$3,010,156	\$3,100,705	\$3,169,853	\$3,602,134	\$3,626,157
% Change from Previous Year	N/A	9.7%	3.0%	2.2%	13.6%	0.7%
Systemwide Total	\$30,144,870	\$31,020,363	\$31,246,573	\$32,557,613	\$34,929,632	\$34,519,035
% Change from Previous Year	N/A	2.9%	0.7%	4.2%	7.3%	-1.2%

FIGURE 4: Santa Cruz METRO Annual Operating Costs



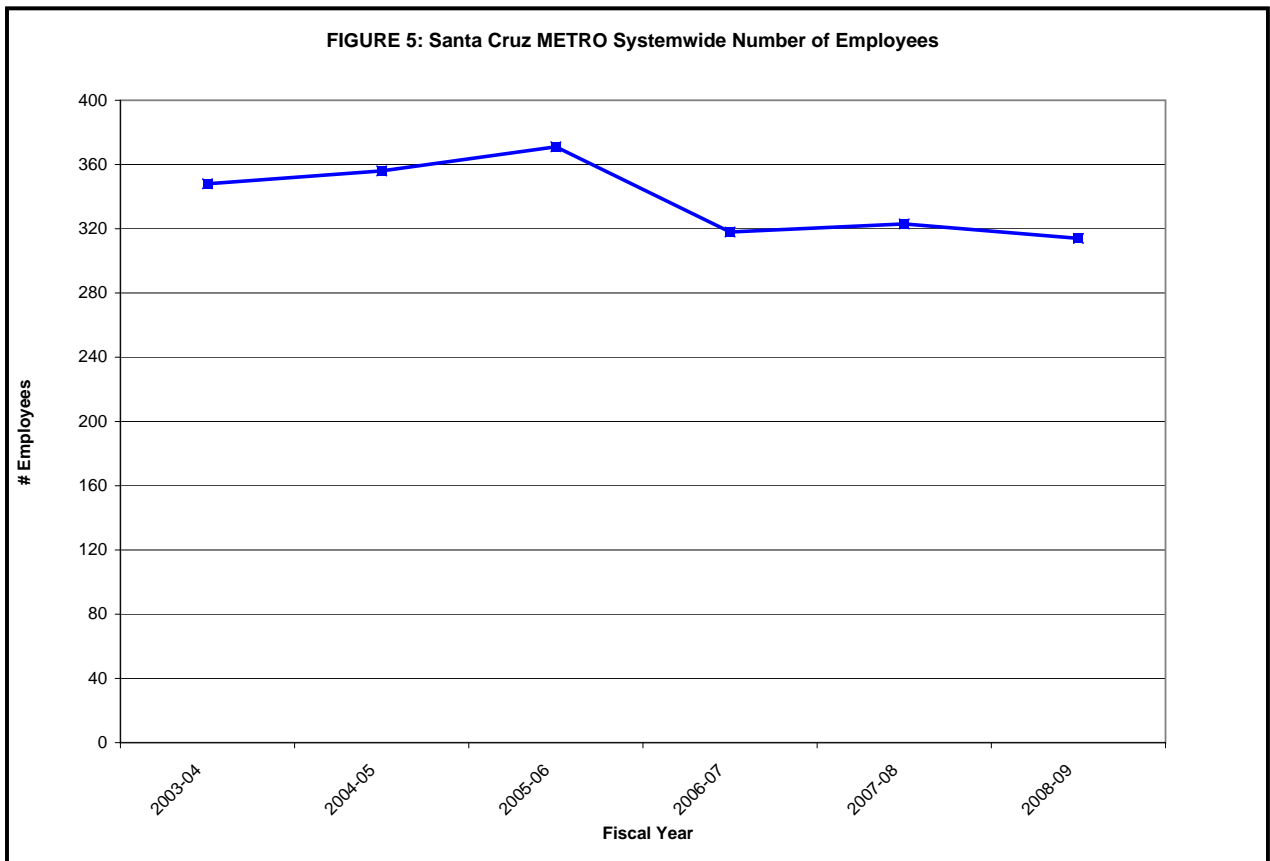
The **Passenger Count** data is presented in Table 1 and Figure 1 above. These data are currently reported as unlinked one-way passenger-trips (single boarding and alighting). This data was obtained from State Controller Reports. As an example for clarification, if a passenger boards Route 3 and transfers to Route 4, it is correctly counted as two unlinked one-way passenger-trips.

The **Vehicle Revenue Hour** data is reported in Table 2 and Figure 2 above. These data were obtained from State Controller Reports. The definition of a Vehicle Revenue Hour as currently used by the Santa Cruz METRO is consistent with the definition presented in Appendix B of the *Performance Audit Guidebook*.

The **Vehicle Revenue Mile** data is presented in Table 3 and Figure 3, above. As noted above, data was obtained from State Controller Reports. The definition of a Vehicle Service Mile as currently used by the Santa Cruz METRO is consistent with the definition presented in Appendix B of the *Performance Audit Guidebook*.

The **Number of Employees** data presented in Table 5 and Figure 5 below was obtained from the State Controller's Reports. The Full-Time Equivalent (FTE) definition currently used by the Santa Cruz METRO is consistent with the definition presented in Appendix B of the *Performance Audit Guidebook*. Reported employee levels declined substantially in FY 2006-07, but remained relatively consistent in the ensuing years.

	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09
Total Systemwide	348	356	371	318	323	314
% Change from Previous Year	N/A	2.3%	4.2%	-14.3%	1.6%	-2.8%

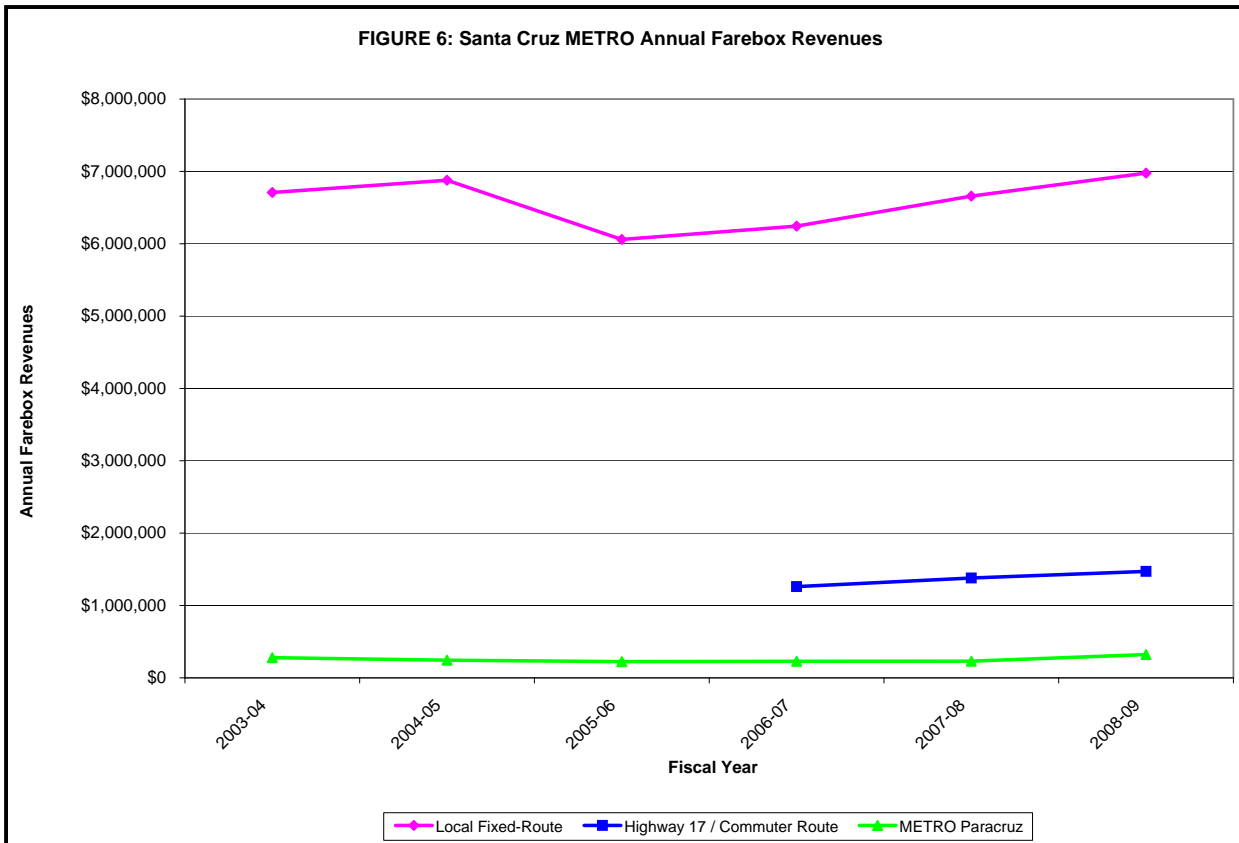


The **Fare Revenue** data presented in Table 6 and Figure 6 below was obtained from annual fiscal and compliance audit reports. It should be noted that PUC Section 99205.7 states that fare revenues are defined in revenue object classes 401, 402, and 403 as specified in Section 630.12 of Title 49 of the Code of Federal Regulations. Object class 401 revenues include full adult, senior, student, child, handicapped, park & ride lot revenues (must be operated by transit operator), as well as special and reduced fares collected from passengers. Object class 402 revenues include guaranteed revenues collected from an organization rather than a rider for rides given along special routes. Object class 403 revenues include revenues collected from schools for providing service to children to and from school. Fare revenue also includes the amount of revenue received by an entity (such as the senior centers) under contract for transit services yet

TABLE 6: Santa Cruz METRO Farebox Revenues

Mode Type	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09
<u>METRO Fixed-Route</u>						
Local Fixed-Route	\$6,708,330	\$6,877,157	\$6,059,730	\$6,244,014	\$6,658,567	\$6,976,305
Highway 17 / Commuter Route	N/A	N/A	N/A	\$1,260,251	\$1,379,662	\$1,470,755
Fixed-Route Totals	\$6,708,330	\$6,877,157	\$6,059,730	\$7,504,265	\$8,038,229	\$8,447,060
% Change from Previous Year	N/A	2.5%	-11.9%	23.8%	7.1%	5.1%
<u>METRO Paracruz</u>						
METRO Paracruz	\$278,588	\$243,712	\$223,860	\$229,100	\$229,769	\$322,124
% Change from Previous Year	N/A	-12.5%	-8.1%	2.3%	0.3%	40.2%
Systemwide Total	\$6,986,918	\$7,120,869	\$6,283,590	\$7,733,365	\$8,267,998	\$8,769,184
% Change from Previous Year	N/A	1.9%	-11.8%	23.1%	6.9%	6.1%

FIGURE 6: Santa Cruz METRO Annual Farebox Revenues



not transferred to the claimant. Additionally, the definition of fare revenues includes fares collected (1) for a specified group of employees, members, or clients, or (2) to guarantee a minimum revenue on a line operated especially for the benefit of the paying entity (e.g. an employer, shopping center, university, etc.), or (3) cash donations made by individual passengers in lieu of a prescribed fare. Fare revenue does not include other donations or general operating assistance, whether from public or private sources. However, neither charter nor advertising revenues can be included in the fare revenue category and neither can count toward the farebox recovery ratio calculation. As depicted, farebox revenues increased greatly in FY 2006-07 in comparison to the previous year primarily due to the addition of the Highway 17 service and a return to full service following the October 2005 work stoppage. Farebox levels continued to increase in the remaining two years of the audit period.

In summary, all operating data included in this Audit was derived from the Transit Operators Financial Transactions Reports, which are submitted annually to the State Controller. Financial data such as fare revenue and operating costs were derived from annual fiscal and compliance audits.

Calculation and Evaluation of Performance Indicators

Using the data described above, the following performance indicators were calculated as required in Section 99246(d) of the PUC:

- ♦ Operating Cost per Passenger
- ♦ Operating Cost per Vehicle Revenue Hour
- ♦ Passengers per Vehicle Revenue Hour
- ♦ Passengers per Vehicle Revenue Mile
- ♦ Vehicle Revenue Hours per Employee

In addition, the Farebox Recovery Ratio is calculated and evaluated herein, as required in Section 99268 *et seq.* of the PUC.

The **Operating Cost per Passenger** data is presented in Table 7 and Figure 7. This performance measure is a key indicator of a transit system's cost effectiveness. According to the available data, the operating cost per one-way passenger-trip varied considerably, depending largely on the changing service levels operated and ridership achieved in each year of the audit period. The year to year changes were lower than in the previous audit period, when the October 2005 work stoppage significantly affected this performance measure trend.

The **Operating Cost per Vehicle Revenue Hour** data is presented in Table 8 and Figure 8. This performance measure is a key indicator of a transit system's cost efficiency. The operating cost per vehicle revenue hour varied throughout the previous and current audit periods, although the variances were smaller in the current audit period in comparison to the previous period.

The **Passengers per Vehicle Revenue Hour** (commonly referred to as "productivity") is presented in Table 9 and Figure 9. As presented, overall productivity declined substantially during the previous audit period, although it rebounded in FY 2006-07 and remained relatively

TABLE 7: Santa Cruz METRO Operating Cost per One-Way Passenger-Trip

Mode Type	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09
<u>METRO Fixed-Route</u>						
Local Fixed-Route	\$4.75	\$5.07	\$5.91	\$5.18	\$5.36	\$5.10
Highway 17 / Commuter Route	N/A	N/A	N/A	\$6.63	\$6.38	\$5.61
Fixed-Route Totals	\$4.75	\$5.07	\$5.91	\$5.24	\$5.41	\$5.13
% Change from Previous Year	N/A	6.8%	16.5%	-11.2%	3.1%	-5.2%
<u>METRO Paracruz</u>						
METRO Paracruz	\$29.91	\$34.58	\$36.55	\$37.13	\$41.07	\$38.87
% Change from Previous Year	N/A	15.6%	5.7%	1.6%	10.6%	-5.3%
Systemwide Total						
Systemwide Total	\$5.14	\$5.53	\$6.44	\$5.72	\$5.94	\$5.64
% Change from Previous Year	N/A	7.5%	16.5%	-11.2%	3.8%	-5.0%

FIGURE 7: Santa Cruz METRO Operating Cost per One-Way Passenger-Trip

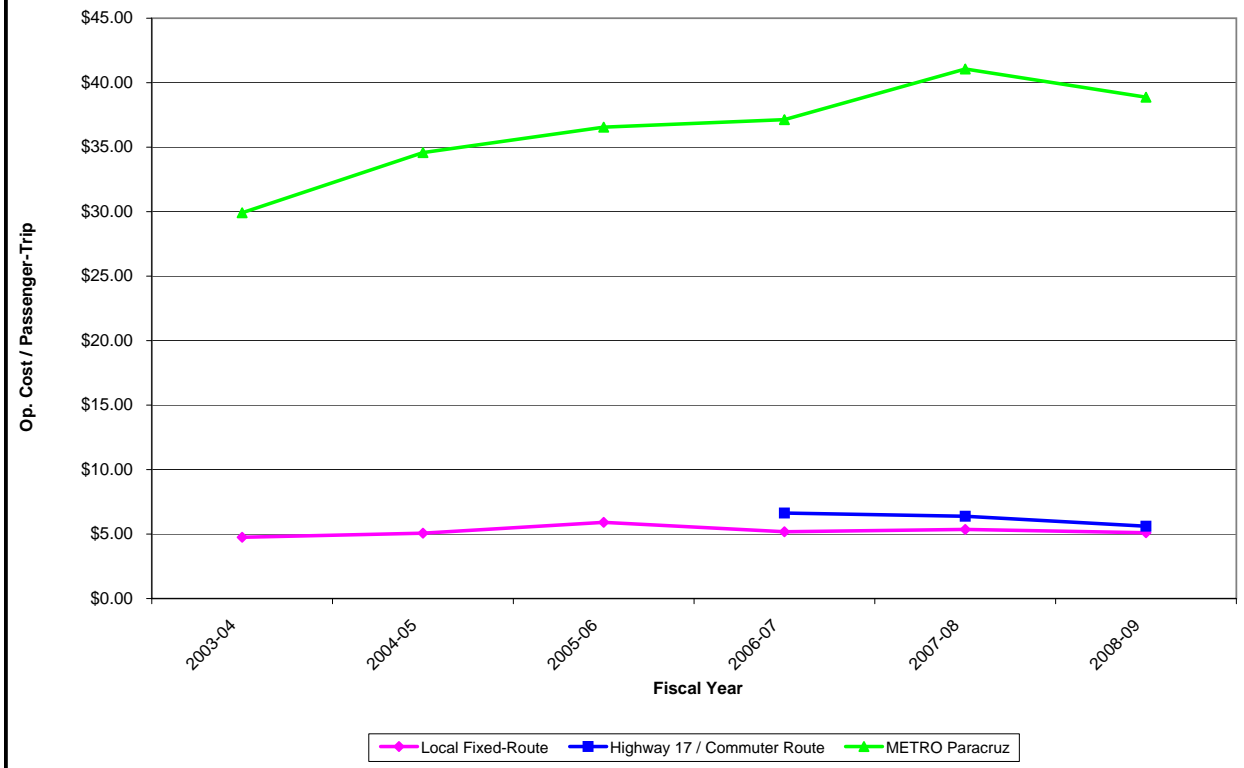


TABLE 8: Santa Cruz METRO Operating Cost per Vehicle Revenue Hour

Mode Type	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09
<u>METRO Fixed-Route</u>						
Local Fixed-Route	\$117.34	\$129.77	\$148.06	\$138.74	\$146.48	\$143.99
Highway 17 / Commuter Route	N/A	N/A	N/A	\$76.98	\$79.15	\$82.29
Fixed-Route Totals	\$117.34	\$129.77	\$148.06	\$132.86	\$139.94	\$138.00
% Change from Previous Year	N/A	10.6%	14.1%	-10.3%	5.3%	-1.4%
<u>METRO Paracruz</u>						
METRO Paracruz	\$82.97	\$95.91	\$65.17	\$82.55	\$91.58	\$81.25
% Change from Previous Year	N/A	15.6%	-32.1%	26.7%	10.9%	-11.3%
Systemwide Total						
Systemwide Total	\$113.08	\$125.47	\$131.47	\$125.42	\$132.71	\$128.57
% Change from Previous Year	N/A	11.0%	4.8%	-4.6%	5.8%	-3.1%

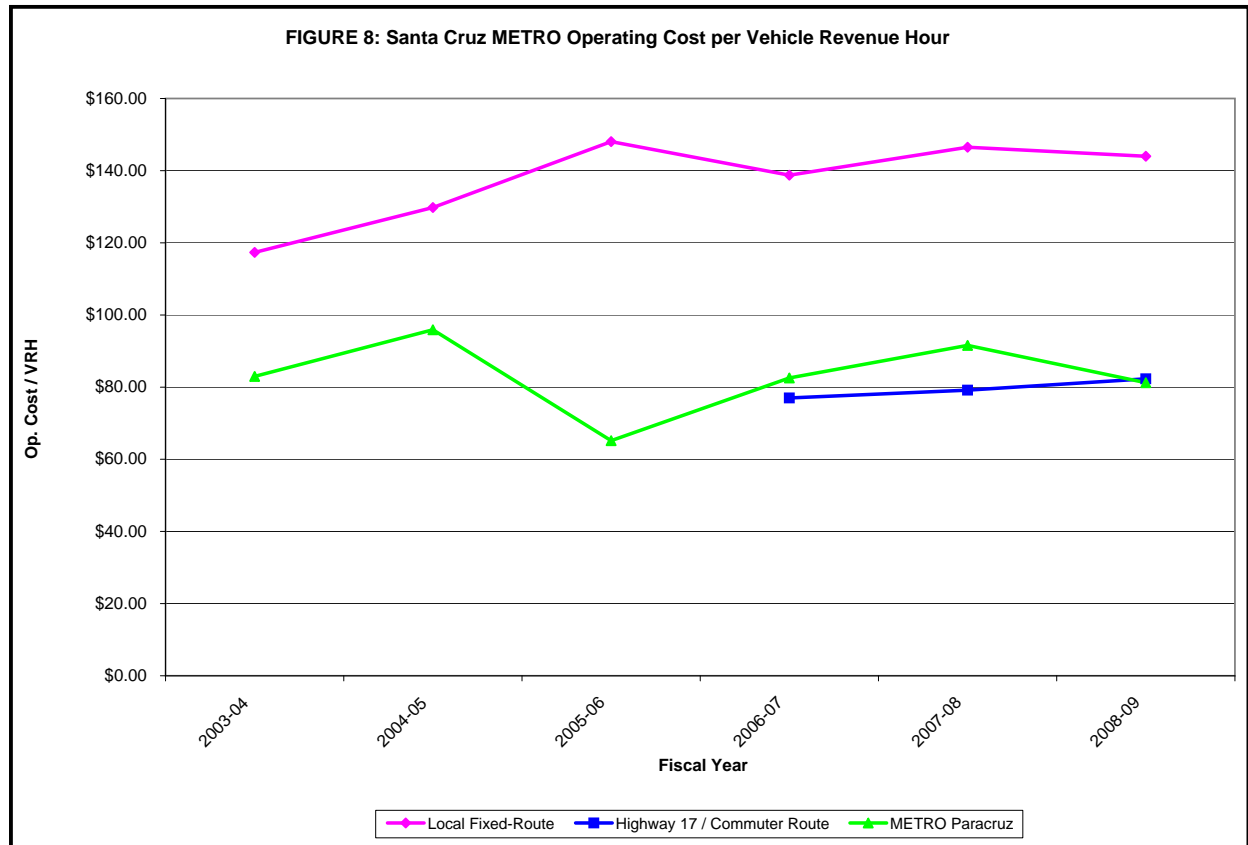


TABLE 9: Santa Cruz METRO Passenger-Trips per Vehicle Revenue Hour

Mode Type	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09
<u>METRO Fixed-Route</u>						
Local Fixed-Route	24.7	25.6	25.1	26.8	27.3	28.2
Highway 17 / Commuter Route	N/A	N/A	N/A	11.6	12.4	14.7
Fixed-Route Totals	24.7	25.6	25.1	25.3	25.9	26.9
% Change from Previous Year	N/A	3.6%	-2.0%	1.1%	2.1%	4.0%
<u>METRO Paracruz</u>						
METRO Paracruz	2.8	2.8	1.8	2.2	2.2	2.1
% Change from Previous Year	N/A	0.0%	-35.7%	24.7%	0.3%	-6.3%
Systemwide Total	22.0	22.7	20.4	21.9	22.3	22.8
% Change from Previous Year	N/A	3.2%	-10.1%	7.4%	1.9%	2.0%

consistent in the remaining two years of the current audit period. As presented in Table 1 and Table 2 above, both annual ridership and annual vehicle revenue hours increased throughout the current audit period, although ridership increased at a slightly greater pace.

The **Passengers per Vehicle Revenue Mile** data is presented in Table 10 and Figure 10. As presented, the fixed-route data reported to the State Controller's Office prior to FY 2006-07 were not separated between local fixed-route and Highway 17 service. Similar to the discussion on productivity above, the Santa Cruz METRO operated the service efficiently. The overall systemwide average was generally around 1.50 in the previous audit period, and 1.55 in the current audit period.

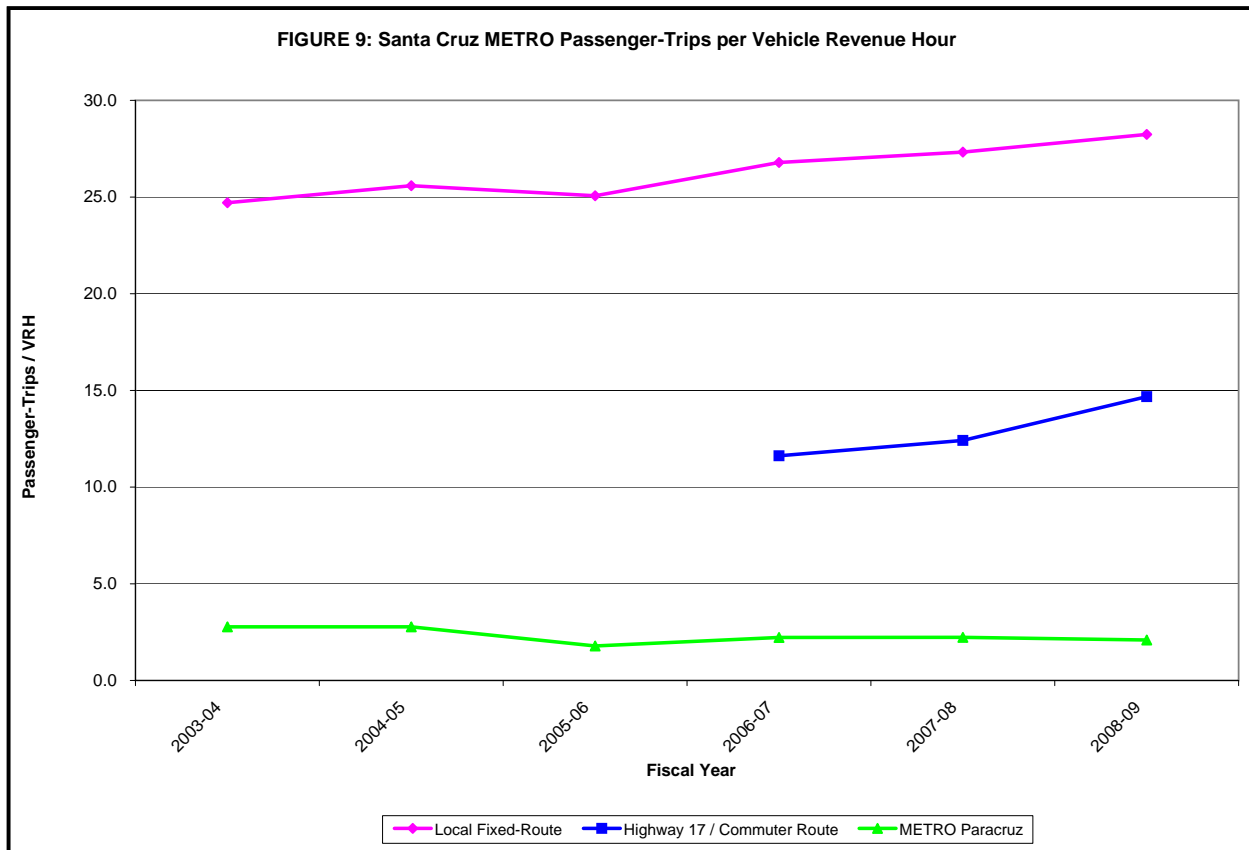


TABLE 10: Santa Cruz METRO Passenger-Trips per Vehicle Revenue Mile

Mode Type	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09
<u>METRO Fixed-Route</u>						
Local Fixed-Route	1.69	1.68	1.65	1.96	2.02	2.08
Highway 17 / Commuter Route	N/A	N/A	N/A	0.47	0.51	0.56
Fixed-Route Totals	1.69	1.68	1.65	1.73	1.77	1.82
% Change from Previous Year	N/A	-0.6%	-2.1%	4.7%	2.8%	2.7%
<u>METRO Paracruz</u>						
	0.18	0.21	0.17	0.20	0.15	0.15
% Change from Previous Year	N/A	17.0%	-19.7%	19.6%	-23.1%	-4.4%
Systemwide Total	1.49	1.52	1.43	1.55	1.53	1.55
% Change from Previous Year	N/A	101.5%	94.1%	108.5%	99.0%	101.2%

The **Vehicle Revenue Hours per Employee** data is presented in Table 11 and Figure 11. As presented, the number of system-wide vehicle revenue hours per full-time employee equivalent reversed the declining trend in the previous audit period starting in FY 2006-07, and then remained relatively steady in the final two years of the audit period. This suggests that the Santa Cruz METRO is utilizing its workforce resources in a cost-effective manner.

The **Farebox Recovery Ratio** data is presented in Table 12 and Figure 12. Beginning in FY 2006-07, the Santa Cruz METRO's overall farebox recovery ratio reversed a declining trend experienced in the previous audit period, remained relatively steady the next year and then achieved the highest ratio in the final year of the six year period. Again, the work stoppage in October 2005 resulted in a relatively large decline in FY 2005-06 in comparison to other fiscal years in the previous and current audit periods.

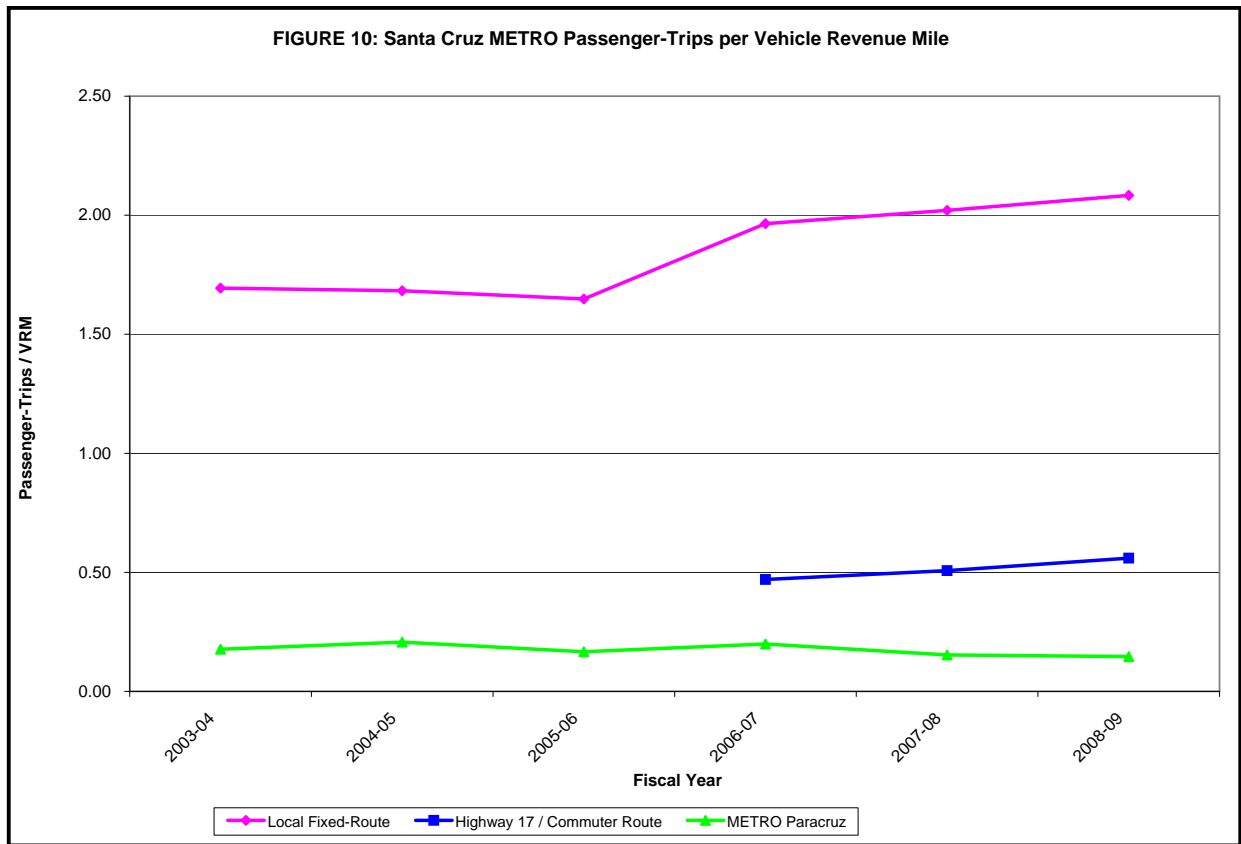


TABLE 11: Santa Cruz METRO Vehicle Revenue Hours per Employee

	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09
Systemwide Total	766.03	694.46	640.64	816.31	814.86	855.05
% Change from Previous Year	N/A	-9.3%	-7.7%	27.4%	-0.2%	4.9%

Community Bridges Service

Community Bridges is an IRS 501(c)(3) tax exempt, non-profit public benefit corporation that has provided a range of community services in Santa Cruz County since 1977. Its mission is to strengthen the diverse Santa Cruz community through innovative human services. Community Bridges receives TDA Article 8 funds for a wide array of transportation services, and has been designated by the SCCRTC as the Consolidated Transportation Services Agency in the county since 1982. However, it should be noted that this designation is technically in error, since TDA Article 4.5 funds are used for CTSA designated agencies. Nonetheless, Article 8 funds can be used for public transportation services when allocated through a city or county within a county that had fewer than 500,000 inhabitants in the 1970 census. The City of Santa Cruz acts as the claimant for TDA funds passed through to Community Bridges through an annual agreement process.

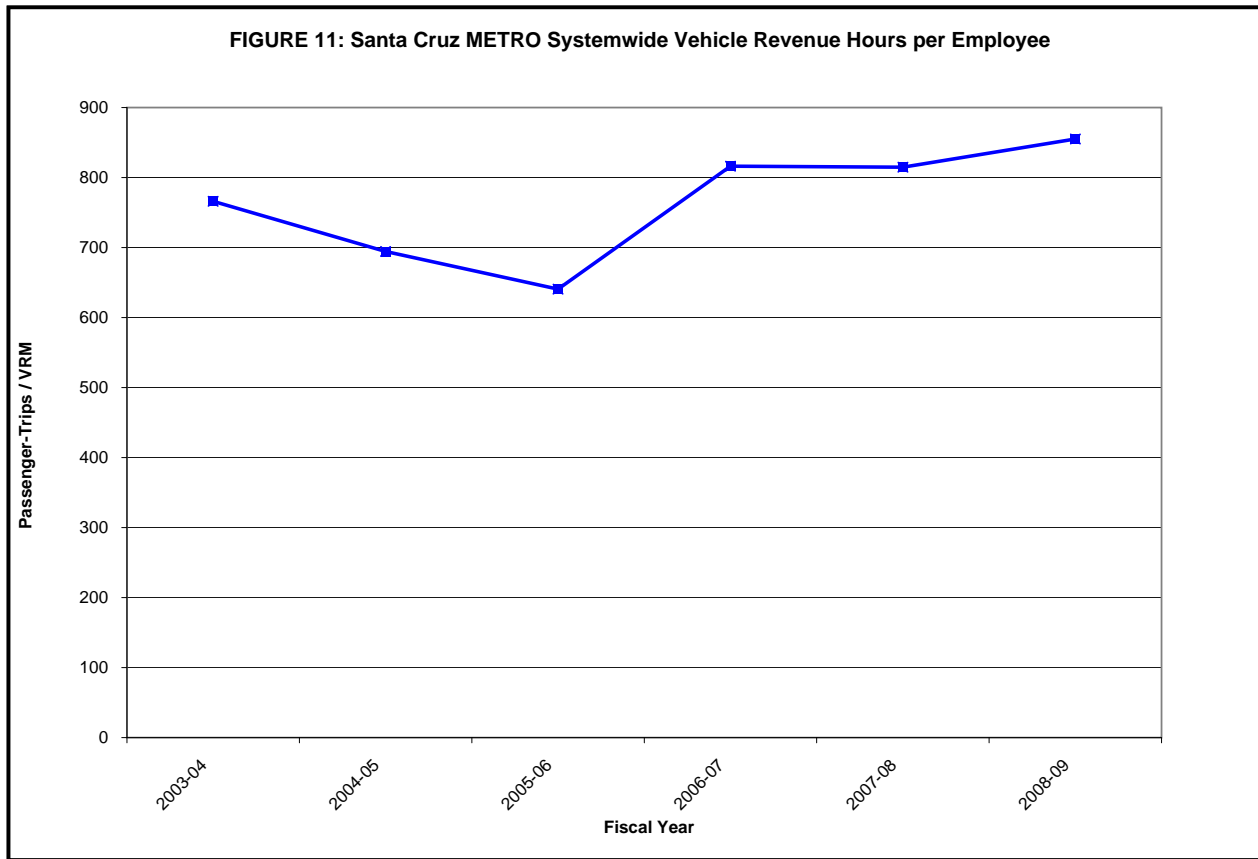
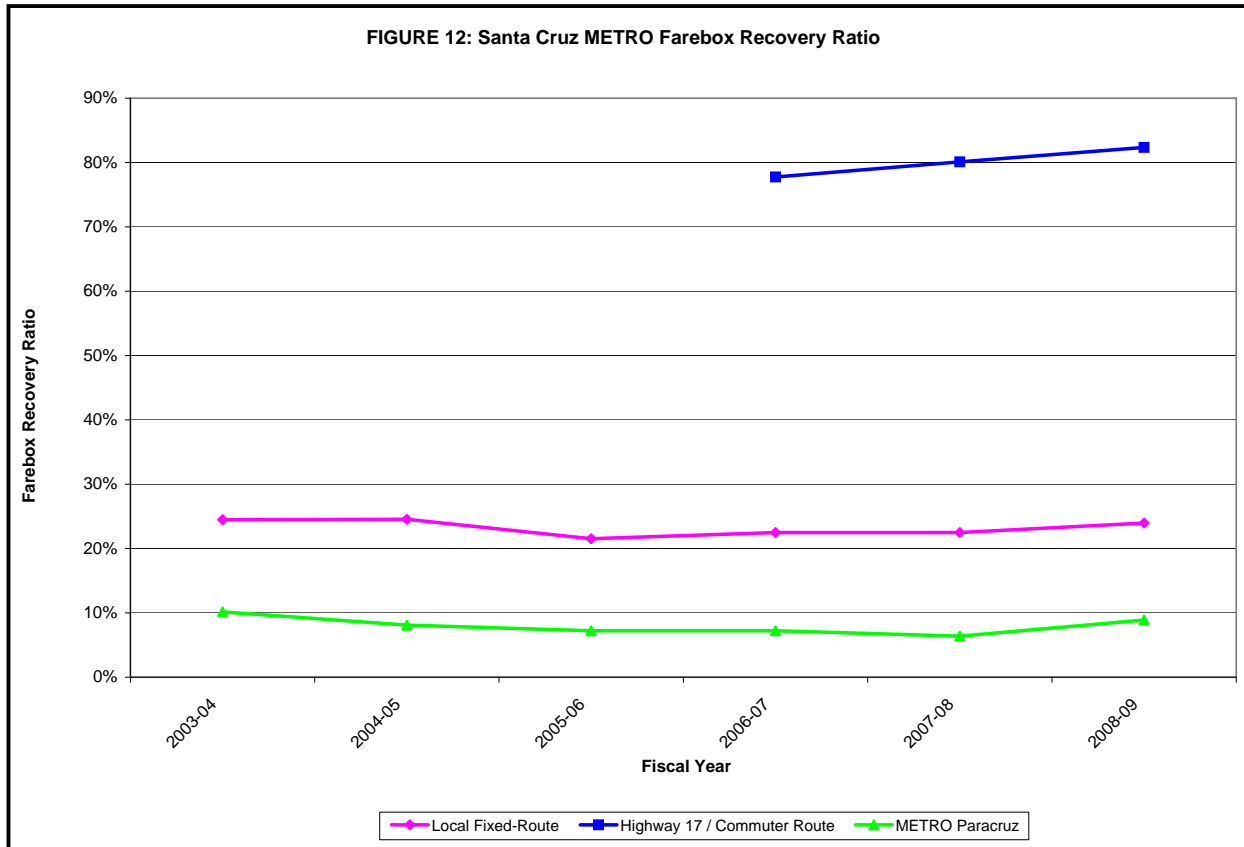


TABLE 12: Santa Cruz METRO Farebox Recovery Ratio

Mode Type	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09
<u>METRO Fixed-Route</u>						
Local Fixed-Route	24.5%	24.6%	21.5%	22.5%	22.5%	24.0%
Highway 17 / Commuter Route	N/A	N/A	N/A	77.7%	80.1%	82.3%
Fixed-Route Totals	12.2%	12.3%	10.8%	25.5%	25.7%	27.3%
% Change from Previous Year	N/A	0.3%	-12.3%	137.2%	0.5%	6.6%
<u>METRO Paracruz</u>						
METRO Paracruz	10.2%	8.1%	7.2%	7.2%	6.4%	8.9%
% Change from Previous Year	N/A	-20.3%	-10.8%	0.1%	-11.7%	39.3%
Systemwide Total	23.2%	23.0%	20.1%	23.8%	23.7%	25.4%
% Change from Previous Year	N/A	1.5%	-5.9%	8.5%	-1.0%	1.2%

The Lift Line program provides demand response, non-emergency health and medical transportation for low-income seniors and disabled residents of Santa Cruz County. Riders are not charged a fare for the service, although donations are accepted. Service is generally offered 5:30 AM to 10:30 PM, seven days a week (with the exception of published holidays). Service is focused on individuals that live outside the Santa Cruz METRO ParaCruz service area, those that are unable to afford the ParaCruz fare, those that do not meet the ADA eligibility requirements and those that need a higher level of service than can be provided by ParaCruz.



Community Bridges also partners with four local taxicab companies to provide subsidized taxi scrip service for those trips that cannot be accommodated by Lift Line or ParaCruz services. Scrip service is currently focused on low income persons below the Federal 200 percent poverty level. TDA funds are also used by Community Bridges to operate Meals on Wheels services and senior dining centers transportation, to coordinate with and partially fund American Red Cross transportation services to points beyond the county line, to operate specialized homeless transportation (supplementing the trips provided by Santa Cruz METRO), and to provide Elderday Adult Day Health Center transportation.

During the audit period, the Lift Line fleet expanded considerably, from 13 wheelchair accessible vans in FY 2006-07, to 15 in FY 2007-08, and to 23 in FY 2008-09. Community Bridges has designated vehicle life measures that exceed the minimum lives defined by the FTA for their dual-axle Ford minibuses (10-years/200,000 miles vs. FTA 7-year/150,000 miles). Despite those extended life definitions, of the 22 vehicles on the current fleet list, 7 are eligible for immediate replacement.

Community Bridges uses *Trapeze Pass*, a computer transportation management system, to track rides (by trip purpose), for scheduling and for real time dispatching. Operating data is summarized below in Table 13. It should be noted that this is the first triennial audit report to include Community Bridges operating and financial data. As a result, the auditor has not attempted to include historical data previous to the current audit period in the table below, since that historical data was not reviewed by the previous auditor and thus has not been tested. In

TABLE 13: Community Bridges Operating Data

Performance Measure	2006-07	2007-08	2008-09
Annual One-Way Passenger-Trips	82,582	89,774	69,593
Annual Vehicle Revenue Hours	13,635	15,009	11,808
Annual Vehicle Revenue Miles	299,102	345,627	260,589
Annual Operating Costs	\$1,094,746	\$1,271,533	\$971,520
<i>TDA Claim</i>	\$577,766	\$625,042	\$587,358
Number of Employees	14	14	14
Farebox Revenues (Donations)	\$106	\$1,441	\$3,470
Operating Cost per One-Way Passenger-Trip	\$13.26	\$14.16	\$13.96
Operating Cost per Vehicle Revenue Hour	\$80.29	\$84.72	\$82.28
Passenger-Trips per Vehicle Revenue Hour	6.1	6.0	5.9
Passenger-Trips per Vehicle Revenue Mile	0.28	0.26	0.27
Vehicle Revenue Hours per Employee	974	1,072	843
Farebox Recovery Ratio	0.01%	0.11%	0.36%

addition, previous fiscal and compliance audits of Community Bridges accounts did not report transportation related costs and revenues separately. As such, the operating cost and farebox revenue data included in Table 13 is self-reported by Community Bridges and must be considered “unaudited” in terms of TDA reporting requirements.

As depicted in the table, annual ridership increased almost 9 percent between FY 2006-07 and FY 2007-08, although it declined almost 23 percent the following year. The annual vehicle revenue hours and miles data, as well as annual operating costs, demonstrated similar trends. As depicted, the per hour costs of operating Community Bridges are similar to those reported in Table 8 for Santa Cruz Metro ParaCruz services. Community Bridges officials stated to the auditor that it reports its hourly operating costs differently to its various funding partners than how it is calculated for TDA purposes. Nonetheless, the hourly operating cost for Community Bridges depicted in Table 13 is in line with that of other TDA-funded specialized transportation providers in California.

Community Bridges currently contracts with a third-party auditor to complete annual single audits of its accounts. However, that report does not currently distinguish the transportation related operating costs and revenues from the rest of the Community Bridges accounts used to track costs and revenues for its wide array of services provided. It is herein recommended that Community Bridges include in future agreements with its auditor the requirement to report transportation related operating costs and farebox revenues to meet the requirements of PUC Section 99243.

It should be noted that the farebox recovery ratio is very low for Community Bridges, but that is typical for CTSA programs throughout the state since most CTSA's rely largely on donations for farebox revenues. As permitted in PUC Section 99405, Article 8 recipients are technically exempt from farebox recovery ratio requirements, although the SCCRTC could set any

requirement it deems appropriate. The SCCRTC has not set a minimum farebox recovery ratio for Community Bridges. Community Bridges provides quarterly reports to the City of Santa Cruz as part of its annual TDA agreement. Those reports include most of the TDA required operating data and performance measures.

Volunteer Center Services

The Volunteer Center is a nonprofit agency that operates a mileage reimbursement volunteer transportation program, with operating bases in the cities of Santa Cruz and Watsonville. It is governed by a 12-member Board of directors, representing a wide range of services besides the volunteer transportation program, and constituencies throughout the county. The Volunteer Center's Mission is to promote volunteerism throughout the community and to maintain a wide variety of volunteer opportunities which take into account the special needs and interests of all segments of the population. Their mission is accomplished by operating two types of programs: those designed to recruit and orient volunteers for placement in other nonprofit agencies and providing direct services to address specific needs using volunteer services.

The Volunteer Center receives TDA Article 8 funds for its volunteer transportation program. The City of Santa Cruz acts as the claimant for TDA funds, which are passed through to the Volunteer Center through an annual agreement process. The goal of the transportation program is to increase independence for senior citizens and disabled persons. Volunteer drivers provide up to one ride a week for senior citizens or disabled persons to medical appointments, grocery shopping, or banking. The Volunteer Center requires volunteer drivers to maintain a good driving record, have access to a reliable car, and liability insurance. The Volunteer Center provides supplemental insurance coverage, as well as dispatchers to help arrange trips.

The number of trips provided by the Volunteer Center has remained relatively steady during the audit period – ranging from a high of 6,400 in FY 2008-09 to a low of 5,867 in FY 2007-08. The Santa Cruz area receives the greatest number of annual trips, although the Watsonville service experienced the greatest year-to-year increase when ridership increased from 1,087 in FY 2007-08 to 1,416 in FY 2008-09. The total number of volunteers ranged from a low of 66 in FY 2006-07 to a high of 76 in FY 2008-09, while the total number of volunteer hours ranged from a low of 9,629 in FY 2008-09 to a high of 9,966 in FY 2006-07. However, given the nature of mileage reimbursement volunteer service, vehicle revenue hours and total employee hours are not tracked as part of the transportation program. As such, the auditor was not able to evaluate that information as part of this report.

TDA REQUIREMENTS

As an entity receiving TDA funds for transit purposes, Santa Cruz METRO is required to comply with the state's financial and reporting guidelines detailed in the *Performance Audit Guidebook for Transit Operators and Regional Transportation Planning Entities* pursuant to TDA requirements. The following is a compilation of the financial and reporting requirements applicable to the operating procedures of the Santa Cruz METRO services.

REVIEW OF COMPLIANCE REQUIREMENTS

Below is a discussion of each compliance section required in PUC 99246 as part of this Triennial Performance Audit:

1. In accordance with PUC Section 99243, Santa Cruz METRO has submitted annual reports to the SCCRTC and the State Controller based on the Uniform System of Accounts and Records established by the State Controller.
2. In accordance with PUC Section 99245, Santa Cruz METRO submitted annual fiscal and compliance audits to the SCCRTC and to the State Controller within 180 days following the end of each fiscal year. An independent auditor completed these fiscal and compliance audits, as required.
3. In accordance with PUC Section 99251, Santa Cruz METRO and Community Bridges have submitted evidence that the CHP has certified compliance with Vehicle Code Section 1808.1 within the 13 months prior to each TDA claim submitted.
4. In accordance with PUC Section 99261, Santa Cruz METRO, Community Bridges and Volunteer claims for TDA funds are submitted in compliance with rules and regulations adopted by the SCCRTC for such claims.
5. In accordance with PUC Section 99264, neither Santa Cruz METRO nor Community Bridges routinely staffs public transportation vehicles with two or more persons designed to be operated by one person.
6. PUC Section 99266 requires that Santa Cruz METRO's operating budgets not increase by more than 15 percent over the preceding year, and no substantial increase or decrease in the scope of operations or capital budget provisions for major new fixed facilities be realized unless the operator has reasonably supported and substantiated the change(s). See Table 4 and Figure 4 for actual operating costs between FY 2006-07 and FY 2008-09. During the Audit period, annual operating costs for all Santa Cruz METRO services never surpassed the 15 percent annual increase threshold.
7. As presented in Table 11 above, Santa Cruz METRO exceeded the minimum 15 percent ratio of fare revenues to operating costs, as detailed in California Code of Regulations Section 6645, throughout the audit period (PUC Sections 99268.2, 99268.4 and 99268.5 do not apply, since the Santa Cruz METRO serves both urbanized and nonurbanized areas).
8. Santa Cruz METRO offers a retirement plan to its transportation employees through the California Public Employees Retirement System. Community Bridges offers a deferred compensation plan for full-time employees, as described in its labor agreement with the United Transportation Union Local 23.

9. In accordance with PUC Section 99314.5(c), neither Santa Cruz METRO nor Community Bridges was precluded by contract from employing part-time drivers or from contracting with common carriers during the audit period.
10. In accordance with California Code of Regulations Section 6754(a)(3), Santa Cruz METRO makes full use of funds if available to it under the Urban Mass Transportation Act of 1964 before TDA claims are granted. Specifically, Santa Cruz METRO uses FTA Section 5311 Non-Urbanized Area Formula Program funds administered by Caltrans, as well as FTA Section 5307 Urbanized Area Formula Program administered by the AMBAG (acting as the Metropolitan Planning Organization for the Santa Cruz Urbanized Area). Community Bridges makes use of FTA Section 5310 Elderly and Disabled Specialized Transit Program funds for capital purposes.

STATUS OF PRIOR AUDIT RECOMMENDATIONS

The previous Audit was completed by Moore & Associates and the recommendations from that effort are enumerated below. Again, it is worth noting that neither Community Bridges nor the Volunteer Center was reviewed as part of the previous audit.

1. PUC Section 99244 requires the Regional Transportation Commission (RTC) to establish a process to review SCMTD's operation for possible implementation of changes making the operation more efficient. We recommend the Santa Cruz METRO actively participate in the process set up by the RTC.

Status: Implementation Completed. Santa Cruz METRO has annually provided SCCRTC with operating statistics from Santa Cruz METRO via its TDA claim. In addition, major policy changes are presented to the SCCRTC, as well as the Elderly and Disabled Transportation Advisory Committee (E&DTAC). Santa Cruz METRO believes, and the auditor concurs, that this process in conjunction with constant communication in which Santa Cruz METRO and the RTC engage effectively serves the roles and responsibilities of a Transit Productivity Committee.

2. Participate in the Human Service Coordination Planning process which the AMBAG will begin in 2007.

Status: Implementation Completed. Santa Cruz METRO has created a plan in collaboration with the Council of San Benito County Governments (SBCOG), SCCRTC, Transportation Agency for Monterey County (TAMC), Monterey-Salinas Transit (MST), and California Department of Transportation (Caltrans); with additional input and review by the cities and counties in the region, other parties with an interest in the planning programs, and transportation policies of the Monterey Bay region. This input process is identified in the AMBAG Public Participation Plan that was adopted in June 2008. The implementation of this recommendation is complete.

3. Consider development/implementation of a strategic marketing plan.

Status: **Implementation In Progress.** The implementation of this recommendation is in progress. However, declining TDA and local sales tax revenues collected during the audit period has limited Santa Cruz METRO's ability to fully implement this recommendation due to competing operating cost needs.

INITIAL REVIEW OF TRANSIT OPERATOR FUNCTIONS

This section discusses activities of the Santa Cruz METRO program during the Audit period, and provides a series of recommendations for improving operations and/or maintaining compliance with state regulations.

Verification and Use of Performance Indicators

Performance indicators are frequently used to quantify and review the efficiency and effectiveness of a transit operator's activities. Such indicators can provide insight on current operations as well as on the operator's performance over a period of time. This section presents an assessment of the internal controls of each operator, a test of data collection methods, calculation of performance indicators, and evaluation of performance indicators.

Santa Cruz METRO has a well developed process of collecting, tracking, and evaluating the performance indicators required under PUC Section 99246(d). The auditor noted no instances of insufficient data collection for the Santa Cruz METRO. However, Community Bridges and the Volunteer Center do not track all of the data required under PUC Section 99246(d). As such, it is recommended that future agreements between the City of Santa Cruz and the two social service programs specify those performance measures and that data be reported at least annually to the city and to SCCRTC for evaluation in the next triennial performance audit. Pertinent performance measures include, but are not be limited to, a verification of the operator's operating cost per passenger, operating cost per vehicle service hour, passengers per vehicle service hour, passengers per vehicle service mile, and vehicle service hours per employee.

Assessment of Internal Controls

To ensure that the information gathered as part of this Audit is reliable and valid, a review of internal controls was necessary. A transit operator's internal controls are intended to do the following:

- ◆ Provide reasonable assurance that program goals and objectives are met
- ◆ Ensure that resources are adequately safeguarded and efficiently used
- ◆ Ensure that reliable data are obtained, maintained and fairly disclosed in reports
- ◆ Ensure that the transit operator complies with laws and regulations

Santa Cruz METRO appears to have a reasonably well developed system of internal controls appropriate to the size of the transit system. This statement is echoed in each of the three annual Independent Auditor's Reports completed by Brown Armstrong Certified Public Accountants, as well as through field visits by the auditor.

DETAILED REVIEW OF TRANSIT OPERATOR FUNCTIONS

This section presents a review of the various functions of the Santa Cruz METRO. Since functions of each transit operator in California will vary depending on the scope and breadth of its operations, not all parts of this section will apply to the Santa Cruz METRO. In general, transit operator functions can be divided into the following areas:

- ♦ General Management and Organization
- ♦ Service Planning
- ♦ Scheduling, Dispatch and Operations
- ♦ Personnel Management and Training
- ♦ Administration
- ♦ Marketing and Public Information
- ♦ Maintenance

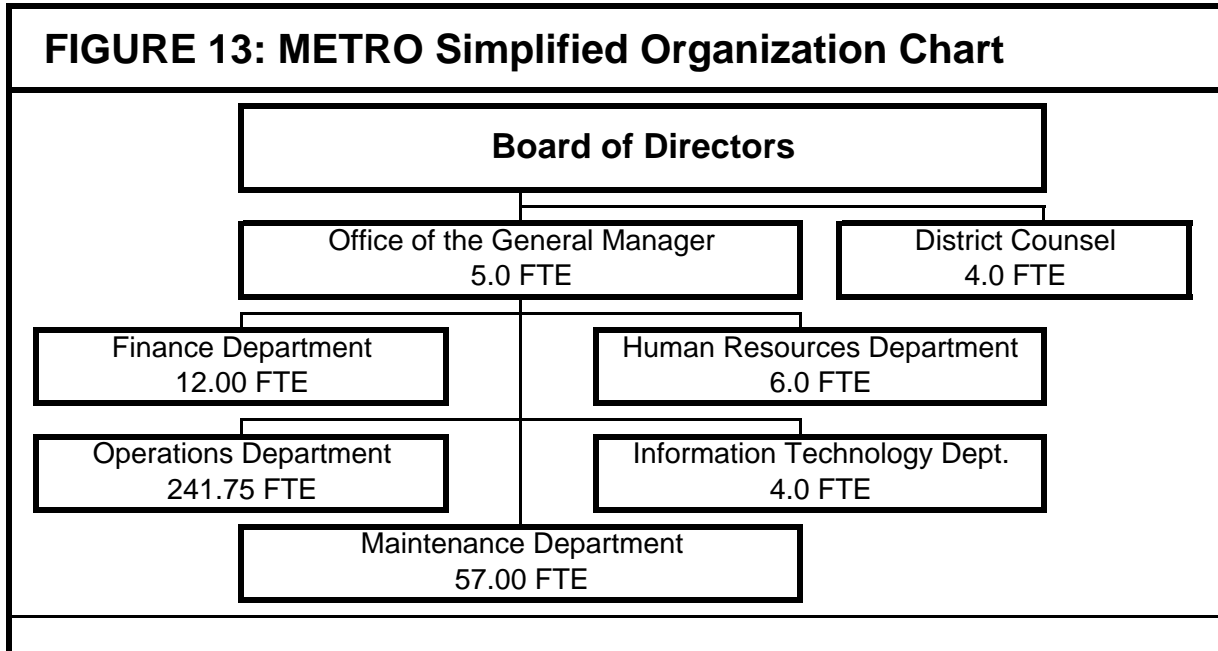
General Management and Organization

Santa Cruz METRO was formed in 1968 following voter ratification of a countywide election to establish the Santa Cruz METRO and grant it taxing authority. Service was initially contracted to the Santa Cruz Transit Company in September 1970. Santa Cruz METRO assumed in-house operations in 1971 following the purchase of six new GM coaches operating on five local Santa Cruz routes and one suburban route to Capitola. Following voter ratification of Measure G, the original countywide property tax was replaced with a half a cent sales tax in June 1979. This funding change resulted in a significant increase in services and permitted the purchase of new vehicles.

However, the 1980s were marked by funding cuts and resulting service reductions/fare increases. The 1989 Loma Prieta earthquake significantly altered Santa Cruz METRO services due to roadway damage and the accompanying economic downturn resulted in a 28 percent service reduction in 1990. Most importantly, the Watsonville Bus Maintenance and Operating Facility was demolished and the Santa Cruz Operating Facility was severely damaged in the earthquake. The Highway 17 Express service was jointly operated by the Santa Cruz METRO and Santa Clara VTA as an emergency measure to address traffic congestion on the mountain pass.

Santa Cruz METRO is currently in the implementation phase of a new Metro Base administration, operations, and maintenance facility “campus” on River Street that has been in the planning and design phase since their facilities were damaged in the Loma Prieta earthquake. The Santa Cruz METRO’s current staff is depicted in Figure 13, below. The general manager has been with Santa Cruz METRO since 1997, and has expressed an interest in retirement possibly after his current contract expires at the end of 2010. According to telephone discussions with Santa Cruz METRO Board members, the Board budgeted funds to hire a search firm when the general manager first expressed an interest in retirement two years ago, but no other formal succession planning has since occurred.

FIGURE 13: METRO Simplified Organization Chart



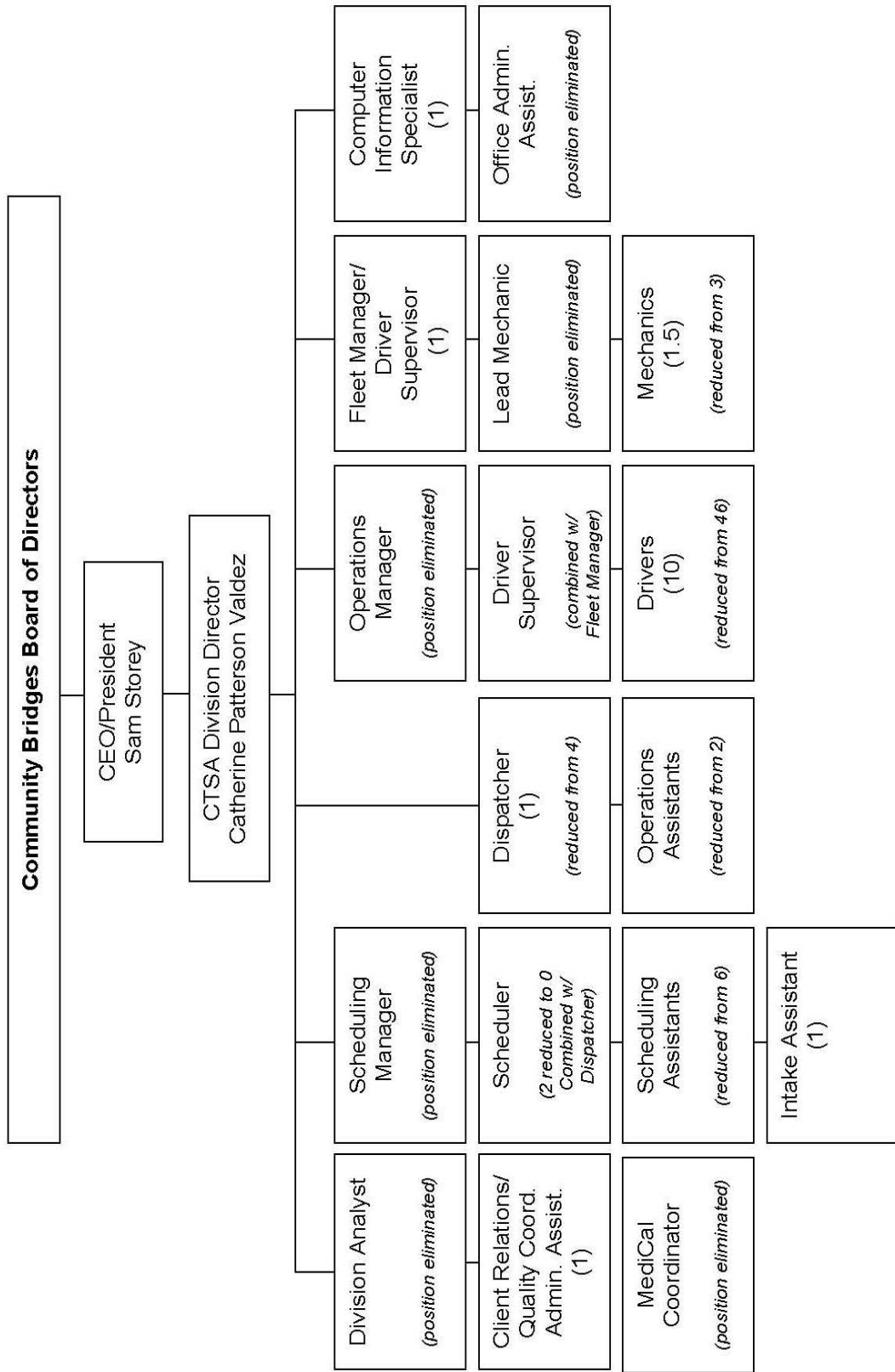
Santa Cruz METRO has an appropriately well-defined program of administrative oversight. It regularly receives, reviews, and acts upon performance and financial information compiled internally. Santa Cruz METRO senior staff members attend department and public meetings as appropriate, and use of email to keep junior staff members apprised of policy and/or procedure changes is used as appropriate. Santa Cruz METRO staff regularly compile, review, and act upon performance data. Subordinates are included in the decision making process regarding internal operating issues (as appropriate) at the agency and/or department level, and written notices are posted as needed in the operating facilities to inform all employees of operational or policy changes.

The Community Bridges Lift Line organization chart is depicted in Figure 14. It should be noted that several positions were eliminated due to budgetary constraints in the past three years, as reflected in the graphic. Despite these staff reductions and based on the auditor's review of documents provided by Community Bridges staff members, its TDA-funded operations appear to be well managed.

As part of the performance audit process, the auditor attempted to contact each Santa Cruz METRO Board member by telephone. In total, the auditor interviewed eight of the twelve Board members. Board members are almost universally supportive of the general manager and his staff, especially in light of the economic challenges currently being faced by the agency. One Board member questioned whether the three-year labor contract recently ratified is financially-feasible in these trying economic times. Another wondered aloud if Santa Cruz METRO Board meetings could be conducted in the evening and alternately in more remote areas of the county to entice better public participation. There is consensus that the Board is able to work together collegially, and equitable and cost-effective distribution of limited resources throughout the county appears to be a focal point of the agency. Many supported the idea of focused succession planning to ensure continued strong leadership in the organization.

FIGURE 14: Community Bridges CTSA / Lift Line Organization Chart

As of August 2010



Service Planning

The effectiveness of a transit system is highly dependent on the continued development of short- and long-range transit plans. Santa Cruz METRO staff members are responsible for service planning and evaluation, and input is provided formally through the SCCRTC Elderly and Disabled Transportation Advisory Committee. It should be noted that SCCRTC is not required to conduct the annual Unmet Transit Needs process, since all available TDA funds are used for public transportation services. Nonetheless, SCCRTC and Santa Cruz METRO staff members believe that the Unmet Transit Needs process provides valuable input from the community regarding current services and potential future new services. Informal input is also provided through customer services complaints/commendations and during public Santa Cruz METRO Board meetings.

Santa Cruz METRO and AMBAG jointly commissioned the *Santa Cruz METRO Short Range Transit Plan*, which was completed by Wilbur Smith Associates in December 2008. This document covers FYs 2007-08 through 2011-12, and recommended the following elements:

1. *Proposed trunk and feeder service design.* The consultants identified the primary service-related shortcoming as perceived poor on-time performance and reliability. Their suggested solution is to implement a trunk and feeder program, focusing on the Santa Cruz-Watsonville and Santa Cruz-UCSC corridors. The concept of route deviation service on the feeder routes was also explored.
2. *Organizational Structure.* The consultants identified a need to add a senior level position to address planning, policy, and process challenges in the agency.
3. *Complementary Paratransit Plan.* If the trunk and feeder service is implemented – including route deviation service on the feeder routes – there would be a need to update the ParaCruz services.
4. *Conservative Budget Projections.* Based on recent economic data, the consultants recommended using conservative estimates for future funding projections, with economic recovery occurring in 2011 or 2012.
5. *Capital Replacement.* In light of conservative revenue projections, the consultant focused on timely vehicle replacement, completing planned facility improvements, and implementing technology solutions where appropriate.

Subsequent to the July 2008 publication of the administrative draft SRTP document, further economic erosion in the region and throughout California necessitated revisions to the consultant's suggested service changes – in particular, delaying implementation of the trunk and feeder service plan. Those suggestions were included in the final draft SRTP document, which was accepted by the Santa Cruz METRO Board in December 2008, but not officially adopted. It is recommended that Santa Cruz METRO work with the SCCRTC to develop a countywide SRTP that addresses the public transit and specialized transportation needs of the county, as well as to address the aging fleets of Santa Cruz METRO and Community Bridges.

In terms of strategic planning, the Santa Cruz METRO has set clear and reasonable goals and objectives in the SRTP and through the SCCRTC's RTP process. However, since the SRTP was never formally adopted by the Board (merely accepted), the goals and objectives included in Chapter 3 of that document are merely used as a guideline during the budget making process. Nonetheless, the annual budget presents a range of well developed goals and objectives for each Santa Cruz METRO division, and Santa Cruz METRO senior staff members regularly review performance and financial data monthly with the Board to determine progress toward meeting stated goals and objectives. Monthly Board meeting notices are posted on the Santa Cruz METRO website. In addition, Santa Cruz METRO posts documents (Board agenda, minutes, etc.) on its website, including archived data from as far back as January 2000. In terms of short-range planning, the SRTP identified standards to assure that service planning includes land use and demographic analysis on an on-going basis. Santa Cruz METRO staff members regularly provide comments to jurisdiction planning staff on development process as a matter of course. As presented above, the SRTP focused on improving fixed-route on-time performance and reliability, in addition to capital improvement needs and possible institutional improvements.

As part of the SRTP process, a focused public outreach effort was undertaken, including interviews with several transit stakeholders, onboard passenger surveys, interviews with fixed-route bus drivers, community focus group meetings in Watsonville and Capitola, and an online survey for Cabrillo College constituents. Input from this outreach effort was used by the consultants to identify perceived shortcomings and to assist in the development of potential service, capital, and institutional improvements. In addition, public input is regularly provided through the Bus Stop Advisory Committee, which includes members representing a variety of constituencies. Finally, Santa Cruz METRO staff occasionally conduct focused surveys (both interviews and written) on Santa Cruz METRO buses and at key bus stops.

All the Santa Cruz METRO Board meetings are open to the public and are conducted in an ADA-accessible facility. Public hearings are governed by the AMBAG Public Participation Plan, which was adopted by the AMBAG Board in June 2008. That plan was intended to meet the public participation requirements identified in SAFETEA-LU for all of the agencies (including Santa Cruz METRO) that use funds administered by AMBAG.

Both Santa Cruz METRO and Community Bridges staff members participate on the SCCRTC Elderly and Disabled TAC, providing input on unmet needs requests. Community Bridges works closely with City of Santa Cruz staff throughout the year to manage the CTSA funds and to jointly determine how Lift Line and other transportation services should be operated.

Scheduling, Dispatch, and Operations

This functional area concerns the short-term scheduling of routes, drivers, and vehicles, the daily coordination and assurance that each customer is served, and the specific function of providing transportation service. Santa Cruz METRO uses the *HASTUS* computer scheduling program to create fixed-route blocks and driver assignment. A total of four different operating periods are scheduled, based on seasonal demand. The maximum service level is provided when UC Santa Cruz is in full session. As indicated in the Santa Cruz METRO's labor agreement with United

Transportation Union Local 23, fixed-route run selection is prioritized based on driver seniority. Shift selection for ParaCruz drivers is also prioritized based on seniority, as identified in the separate labor agreement UTU Local 23.

The ADA requires agencies that provide general public fixed-route service to also offer complementary paratransit service for those individuals with transportation disabilities who cannot otherwise use the fixed-route service. The ADA complementary paratransit service must be offered during the same hours and days as the fixed-route service. The Santa Cruz METRO ParaCruz program operates from 6:00 AM to 10:30 PM every day that the fixed-route operates, as well as during those times that the contracted UCSC Night Owl service is operated. The Santa Cruz METRO meets these requirements through operation of its ParaCruz service, a door to door ADA complementary paratransit program. ParaCruz estimates that approximately 35 percent of all trips are provided through subscription. ParaCruz also works with two local taxicab companies to assist in meeting high levels of demand. Under that scenario, the ParaCruz scheduler acts as a “broker,” and sends trips requests to the taxicab scheduler the previous service day. ParaCruz uses *Trapeze* computerized scheduling for mapping and trip assignment. The Santa Cruz METRO’s current fleet is ADA accessible, and each fixed-route bus features a bicycle rack on the front of the bus that accommodates three bicycles.

Santa Cruz METRO drivers are certified appropriately for the types of vehicles operated. Santa Cruz METRO employees are eligible for vacation, sick leave or any other employer-paid benefits as explained in the UTU and SEIU labor agreements. In FY 2010, the Santa Cruz METRO funded a total of 161 full-time equivalent drivers. Driver breaks and lunch reliefs are detailed in the UTU labor agreements. Vehicles are assigned to specific routes according to anticipated passenger loads.

Community Bridges uses *Trapeze Pass* software to track daily/monthly/annually client rides by trip purpose (medical, homeless shelters, social service agency and senior dining). *Trapeze Plus* is a computerized transportation management system that includes reservation, scheduling, and real-time dispatching modules.

Personnel Management and Training

Santa Cruz METRO recruits through a variety of means, including word of mouth, Caljobs, postings on the Santa Cruz METRO website, and on Santa Cruz METRO bulletin boards. Driver performance evaluations are conducted by Santa Cruz METRO’s safety and training staff members on an ongoing basis. Turnover at the Santa Cruz METRO is relatively low (only 15 separations in FY 2008-09 out of 163 employees), and the quality of staff appears to be high. The Santa Cruz METRO provides all initial and ongoing driver training/re-training and testing on-site. Drivers are trained on all aspects of each type of vehicle in the fixed-route and ParaCruz fleets, including first aid, accident procedures, wheelchair procedures, and driver empathy. ParaCruz drivers are also provided CPR training. The union contract details its formalized discipline program. All safety-sensitive employees are covered by the US DOT Drug and Alcohol Testing program, including employees from the above-mentioned paratransit taxicab contractors. Santa Cruz METRO recently adopted its 2009-11 Affirmative Action plan.

The Santa Cruz METRO has recently been faced with a relatively large number of staff member retirements. Fortunately, this has coincided with the need for staff reductions due to budgetary constraints. Nonetheless, some key retirements have resulted in the shifting of duties and responsibilities in the organization, including outright consolidation of some positions.

Administration

The Santa Cruz METRO has a well developed budget and reporting system that is appropriate to the size and scope of the transit program. Monthly reports are developed by senior staff members, who then present the information to the Santa Cruz METRO Board. During the Audit period, the Santa Cruz METRO possessed a shared management information system (Associated Business Systems), which provided accurate and timely performance and financial data to management.

The Santa Cruz METRO Board must approve substantial changes in the budget and/or spending, while the SCCRTC must approve TDA revenue allocations. Given the recent economic downturn in the region and nation, Santa Cruz METRO staff has worked closely with its Board to keep them apprised of changing revenue projections and methods to address funding shortfalls. A service reduction plan was recently presented to the Board and the public in a series of workshops throughout the county. That plan included a number of goals and objectives to help guide decision makers in the possible implementation of service cutbacks. According to a review of State Controller Reports, operating expenses did not exceed the adopted budget (revised, as needed) during the Audit period. The Santa Cruz METRO's general manager had primary oversight of grants management duties, service planning, operations management and public information during the Audit period, although many day-to-day duties are assigned to the finance manager or other senior staff members.

The Santa Cruz METRO participates in the CalTIP general liability and physical damage insurance program, which also provides ongoing training to Santa Cruz METRO staff on procedures for processing and investigating accident/injury claims. Coverage limits are \$20 million general and vehicular liability with a \$250,000 deductible per occurrence. Monthly loss reports are reviewed by the Santa Cruz METRO's operations manager, who is responsible for proactive safety/loss prevention initiatives.

The Santa Cruz METRO Board executes all contracts that exceed \$25,000 after considering the recommendation of staff. A contingency amount of 10 percent or \$5,000 (whichever is greater) is also permitted without Board approval. All Santa Cruz METRO contracts must have a limited and defined term, a clearly specified scope of work, and an explicit price for goods and services. Santa Cruz METRO's facility management (grounds keeping and building maintenance and repair) is provided by a Santa Cruz METRO employee. The administrative function is housed in a recently remodeled facility on 110 Vernon Street, and the building provides a modern and secure environment for Santa Cruz METRO administration employees. The primary operating facility is located at 1200 River Street, approximately one block from the administration facility. The operations facility building, though somewhat dated, provides adequate space for operations. As will be discussed in a subsequent section, Santa Cruz METRO is currently finalizing construction of new \$9 to 10 million dollar fueling/servicing facility and \$15 million dollar

vehicle maintenance facility adjacent to the administration building, providing a modern and effective Santa Cruz METROBASE campus that will likely enhance interdepartmental communications and cohesion. Santa Cruz METRO vehicles are currently parked outside in a fenced paved lot (no other security is provided) in Santa Cruz, while some remote ParaCruz vehicles are parked at fenced facilities in Soquel.

On-vehicle fare collection mechanisms are appropriately secure on the Santa Cruz METRO buses using GFI electronic registering fareboxes and locked vaults. Except when required to assist a disabled passenger with his or her fare, drivers are not permitted to touch cash fares. Each farebox is electronically probed daily, when the buses are being fueled. Two bonded/contracted employees complete the fare counting process daily, and cash is deposited weekly at the Santa Cruz METRO's local bank; those funds are reconciled back to a cash receipt document on at least a monthly basis (typically daily and weekly). In addition, on a weekly basis, one farebox vault is reconciled back to driver run sheets to ensure accuracy and to prevent fraud. Payroll services for the Santa Cruz METRO are provided through Santa Cruz County's internal payroll system, which uses a secure network and access to the county's database of employee records, pay rate, benefits, and other key data. Employees submit timesheets as a basis for payroll, and direct payroll deposit is available for Santa Cruz METRO employees.

The Santa Cruz METRO has a formal procurement policy that details procedures for competitive bids, quotes, and contracting. The Santa Cruz METRO has used bids to procure minibus vehicles in the past, while full-size transit coaches are typically piggyback procured directly through a competitive bid process. The activities of the Santa Cruz METRO are also reviewed by the SCCRTC as part of the annual TDA fiscal and compliance audit process, as well as the triennial performance audit process.

Community Bridges leases a combined administration and operations facility; the lease expires in June 2011. The agency also rents a 3,300 square foot maintenance facility on a month-to-month basis. The agency has a formal procurement policy that identifies various levels of purchasing authority and procedures.

Marketing and Public Information

As mentioned above, the Santa Cruz METRO completed a SRTP in December 2008, although that study effort did not have a strong focus on broad marketing initiatives. Instead, the SRTP briefly discussed potential website improvements that could be addressed with relatively little investment. However, no comprehensive marketing plan was pursued by the Santa Cruz METRO during the audit period. Any complaints received are included in the monthly management reports. Santa Cruz METRO employees effectively respond to telephone inquiries regarding service in the community. The primary responsibility for responding to complaints and commendations was assigned to the Santa Cruz METRO's operations manager. Surveys of riders are typically completed during the SRTP update process, although the Santa Cruz METRO continually solicits input. The public's perception of the Santa Cruz METRO's services is seemingly favorable, as evidenced by comments received during the onboard passenger surveys and focus group interviews/discussions completed as part of the SRTP.

Maintenance and Facilities

Santa Cruz METRO has developed a preventive maintenance schedule that meets the requirements of the bus manufacturers, and preventive maintenance services are provided primarily by Santa Cruz METRO staff. Third-party vendors provide specialized and warranty services when necessary. Santa Cruz METRO is currently finalizing construction of a new \$9 to 10 million fueling/servicing facility and \$15 million vehicle maintenance facility known collectively as Santa Cruz METROBASE. As noted above, Santa Cruz METRO's facilities were severely damaged during the 1989 Loma Prieta earthquake, and Santa Cruz METRO staff members were forced to use inadequate facilities for the ensuing years (including during the audit period). Thankfully, that situation will be rectified soon, as the new facilities come on-line.

The Santa Cruz METRO has a fleet of 112 heavy duty transit coaches (plus one rubber tired trolley replica) used for fixed-route and express services and 38 minibuses used for ParaCruz services. As of June 2010, a total of 47 heavy duty coaches (42 percent of sub-fleet total) and 34 minibuses (89 percent of sub-fleet total) have reached the end of their economically useful lives as defined in FTA Circular 5010.1C and are eligible for immediate replacement. Santa Cruz METRO should continue to work closely with SCCRTC and Caltrans to replace its aging fleet as soon as practicable.

Drivers perform daily pre-trip inspections prior to operating a vehicle in revenue services, and defects are noted on the daily vehicle inspection report. If a safety-related defect is discovered, the vehicle is "red-tagged" until the vehicle is repaired. Dispatch staff then contacts an on-duty mechanic to inform him of the problem and seek advice on how to proceed. To ensure vehicle availability, the maintenance staff seeks to complete simple repairs first and then concentrate on more labor intensive repairs next. The maintenance function operates on three shifts, together providing 24-hours per weekday servicing, as well as limited weekend servicing. This priority system seems to work well, since there is not typically a backlog of repairs. Santa Cruz METRO's on-site Maintenance Manager has ultimate responsibility for deciding whether or not in-house staff or an outside vendor will repair a defective unit or major component. ParaCruz vehicles based in Soquel are primarily serviced by one mechanic, although Santa Cruz METRO competitively procures third-party vendor services for more intensive repairs.

Other Pertinent Information and Recommendations

Santa Cruz METRO works with AMBAG for federal transportation planning and funding, since the AMBAG is the designated Metropolitan Planning Organization for the Santa Cruz, Monterey and Hollister Urbanized Areas. The AMBAG's oversight responsibilities include concurrence on federal aid project applications, adoption of a Metropolitan Transportation Improvement Plan, regional air quality monitoring, and development of a Metropolitan Transportation Plan. In addition, AMBAG manages the three-county region's transportation demand model and prepares regional housing, population and employment forecasts that are utilized in a variety of regional plans. At the same time, Santa Cruz METRO works with SCCRTC for state transportation planning and funding issues, since it serves as the California mandated Regional Transportation Planning Agency for Santa Cruz County.

This bifurcation of federal vs. state planning responsibilities and allocation of funding by two different agencies could create challenges in timely delivery of projects due to the sometimes conflicting deadlines and procedures of the two agencies. Santa Cruz METRO has done a good job negotiating these two sets of procedures, and no federal or state grants have lapsed or been denied due to noncompliance during the Audit period. Nonetheless, Santa Cruz METRO should continue to work with staff from SCCRTC and AMBAG to possibly better align and streamline procedures to avoid possible delays in project delivery on future projects.

Conclusions and Recommendations

The Auditor's analysis of Santa Cruz METRO, Community Bridges, and the Volunteer Center indicates that, in terms of operations, the systems were efficiently run and well managed during the Audit period. It should be noted that, due to the economic recession, funding declines have resulted in recent transit service cuts.

FINDINGS

1. Given the demographic characteristics and geographic constraints in Santa Cruz County, the transit program size and scope provided during the audit period appeared to be appropriate.
2. Santa Cruz METRO's staff is generally highly regarded, especially its general manager. He is regarded by many in the transit industry to be an expert in federal and state funding mechanisms, strategic planning, and organizational planning.
3. As of June 2010, 47 of the 112 buses currently used by the Santa Cruz METRO for fixed-route service, and 34 of the 38 vehicles used for ParaCruz services have reached the end of their economically useful lives as defined in Federal Transit Administration (FTA) Circular 5010.1C and are eligible for immediate replacement. Of the 22 vehicles on the current Community Bridges fleet list, 7 are eligible for immediate replacement, though Community Bridges has adopted a replacement schedule that exceeds federal guidelines.
4. The planning horizon for the Short Range Transit Plan (SRTP) for Santa Cruz County's ends in FY 2010-11. In addition, the SRTP primarily focuses on fixed-route services in the county.
5. The agreements between the City of Santa Cruz and both Community Bridges and the Volunteer Center do not specify all of the performance measures identified in PUC Section 99246(d).
6. Santa Cruz METRO's general manager is approaching an age when many in transit leadership positions contemplate retirement. He has agreed to contract through 2010 to assist the agency in responding to declining revenues due to the economic recession.
7. Santa Cruz METRO works with the Association of Monterey Bay Area Governments (AMBAG) for federal transportation planning and funding issues, since AMBAG is the designated Metropolitan Planning Organization (MPO) for the Santa Cruz, Monterey, and Hollister Urbanized Areas. At the same time, Santa Cruz METRO works with the Santa Cruz County Regional Transportation Commission (SCCRTC) for state transportation planning and funding issues, since it serves as the Regional Transportation Planning Agency for Santa Cruz County. This bifurcation of federal vs. state funding could create challenges in delivering projects due to the sometimes conflicting deadlines and procedures of the two agencies.

8. The auditor has determined that Community Bridges and the Volunteer Center meet the TDA definition of a transit services claimant. As such, both organizations should have completed annual fiscal and compliance audits that measure transportation related costs and revenues.

RECOMMENDATIONS

1. Santa Cruz METRO should continue to work closely with SCCRTC and AMBAG to secure state and federal funding to replace its aging fleet as soon as feasible.
2. Santa Cruz METRO should work closely with SCCRTC, Community Bridges and the Volunteer Center to develop an SRTP update, including the following plan elements:
 - Financially sustainable public transportation service levels;
 - Vehicle replacement needs for the Santa Cruz METRO and Community Bridges; and
 - Development of comprehensive performance goals, objectives and measurable standards.
3. The current and future agreements that permit the pass-through of TDA Article 8 funds from the City of Santa Cruz to Community Bridges and the Volunteer Center should be amended to include the requirement that the pertinent performance measures identified in PUC Section 99246(d) be reported at least annually to the City and to SCCRTC.
4. Santa Cruz METRO should consider developing a succession plan for its general manager and other possible departures of senior staff.
5. Santa Cruz METRO should continue to work with staff from the SCCRTC and the AMBAG to better align and streamline planning procedures to avoid possible delays in project delivery on future federally funded transit projects.
6. Community Bridges and the Volunteer Center should work with their respective annual fiscal and compliance auditors to evaluate the transportation related measures required under the TDA, including annual operating costs and revenues.

Attachment A

This bifurcation of federal vs. state planning responsibilities and allocation of funding by two different agencies could create challenges in timely delivery of projects due to the sometimes conflicting deadlines and procedures of the two agencies. Santa Cruz METRO has done a good job negotiating these two sets of procedures, and no federal or state grants have lapsed or been denied due to noncompliance during the Audit period. Nonetheless, Santa Cruz METRO should continue to work with staff from SCCRTC and AMBAG to possibly better align and streamline procedures to avoid possible delays in project delivery on future projects.

Attachment A

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Attachment A

Chapter 3

Conclusions and Recommendations

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6. Santa Cruz METRO's general manager is approaching an age when many in transit leadership positions contemplate retirement. He has agreed to contract through 2010 to assist the agency in responding to declining revenues due to the economic recession.
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Attachment A

8. The auditor has determined that Community Bridges and the Volunteer Center meet the TDA definition of a transit services claimant. As such, both organizations should have completed annual fiscal and compliance audits that measure transportation related costs and revenues.

RECOMMENDATIONS

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2. Santa Cruz METRO should work closely with SCCRTC, Community Bridges and the Volunteer Center to develop an SRTP update, including the following plan elements:
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 - Vehicle replacement needs for the Santa Cruz METRO and Community Bridges; and
 - Development of comprehensive performance goals, objectives and measurable standards.
3. The current and future agreements that permit the pass-through of TDA Article 8 funds from the City of Santa Cruz to Community Bridges and the Volunteer Center should be amended to include the requirement that the pertinent performance measures identified in PUC Section 99246(d) be reported at least annually to the City and to SCCRTC.
4. Santa Cruz METRO should consider developing a succession plan for its general manager and other possible departures of senior staff.
5. Santa Cruz METRO should continue to work with staff from the SCCRTC and the AMBAG to better align and streamline planning procedures to avoid possible delays in project delivery on future federally funded transit projects.
6. Community Bridges and the Volunteer Center should work with their respective annual fiscal and compliance auditors to evaluate the transportation related measures required under the TDA, including annual operating costs and revenues.

**TRIENNIAL PERFORMANCE AUDIT
of the Santa Cruz County
Regional Transportation Commission
for Fiscal Years 2006-07 through 2008-09**

Final

Prepared for the

Santa Cruz County
Regional Transportation Commission

Prepared by

LSC Transportation Consultants, Inc.



Attachment B

TRIENNIAL PERFORMANCE AUDIT
of the Santa Cruz County Regional Transportation
Commission
for Fiscal Years 2006-07 through 2008-09

Final Report

Prepared for the

Santa Cruz County Regional Transportation Commission
1523 Pacific Avenue
Santa Cruz, CA 95060
831 ♦ 460-3200

Prepared by

LSC Transportation Consultants, Inc.
P.O. Box 5875
2690 Lake Forest Road, Suite C
Tahoe City, California 96145
530 ♦ 583-4053

August 26, 2010

LSC #107090

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Chapter 1 Executive Summary

California Public Utilities Code (PUC) Section 99246 requires that regional transportation planning agencies such as the Santa Cruz County Regional Transportation Commission (SCCRTC) conduct triennial performance audits of both their own activities and those of their associated transit operators. This performance audit of the SCCRTC covers the three-year period from July 1, 2006, to June 30, 2009. The primary objective of a triennial performance audit is to provide the SCCRTC with an independent and objective evaluation of its effectiveness, efficiency, and economy in its role as the Regional Transportation Planning Agency (RTPA) for Santa Cruz County. It should be noted that the triennial performance audit for Santa Cruz Metropolitan Transit District (Santa Cruz METRO), Community Bridges, and the Volunteer Center (under separate cover) was also performed for the three-year period from July 1, 2006, to June 30, 2009. As required under California Transportation Development Act (TDA) law, the SCCRTC will submit this report to the California Department of Transportation (Caltrans) and certify that the transit operator performance audit was completed.

There is almost unanimous support among member agencies and associated stakeholders that the SCCRTC is managed and operated in an effective, efficient, and economical manner. The SCCRTC formally separated from the County of Santa Cruz in November 2006 as a separate entity, and all employees from the County were hired by the SCCRTC at that time. The SCCRTC provides a strong organization that effectively pulls together transportation policy throughout Santa Cruz County and provides policy balance between the County of Santa Cruz and the four incorporated cities (Capitola, Santa Cruz, Scotts Valley and Watsonville).

The SCCRTC Board members are considered to be knowledgeable, fair, and effective, and its executive director and his staff members enjoy a strong reputation in the region for skill and excellence in performance. The SCCRTC Board is composed of capable and seasoned officials, both elected and appointed, who meet regularly, conduct themselves with efficiency, and generally put aside parochial jurisdictional differences as they meet in the SCCRTC setting to determine transportation planning and funding policies. It should be noted that of the twelve current SCCRTC voting members – including the ex officio Caltrans member – seven also serve on the Santa Cruz METRO Board of Directors. During the audit period, generally five SCCRTC members also served on the Santa Cruz METRO Board.

The Regional Transportation Plan (RTP), most recently updated in May 2005, proactively represents the region's transportation needs. The SCCRTC began an RTP update effort in Fiscal Year (FY) 2008-09 and local staff members expect to complete that process in 2010.

FINDINGS

1. SCCRTC staff is generally highly regarded, both by local elected officials and outside organizations. Board members appear to put aside parochial differences when meeting in the SCCRTC setting in order to equitably plan for transportation needs in the region.

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2. The planning horizon for the Short Range Transit Plan (SRTP) for Santa Cruz County ends in FY 2011-12. In addition, the SRTP only focuses on fixed-route services in the county. Finally, the transit vehicle replacement needs for the Santa Cruz METRO and Community Bridges dictate that significant capital resources will be required in the coming years.
3. Community Bridges and the Volunteer Center submit quarterly reports to the City of Santa Cruz as part of their agreement to pass-through TDA Article 8 funds. However, a review of those reports demonstrates that not all of the pertinent performance measures identified in PUC Section 99246(d) are included in those reports. Although reporting those performance measures is not technically required under TDA law, obtaining it from the sub-recipients could permit local decision-makers to identify trends and seek to improve specialized transportation services over time.
4. There is often misalignment of schedules, milestones, and objectives between state-mandated planning efforts of the SCCRTC and the federally-mandated planning efforts of the Association of Monterey Bay Area Governments (AMBAG). Moreover, there were instances during the audit period where AMBAG's expectations and deadlines were not clearly articulated to SCCRTC, which required significant last-minute efforts by SCCRTC staff to meet AMBAG's deadlines.

RECOMMENDATIONS

1. The SCCRTC should work closely with Santa Cruz METRO, Community Bridges, and the Volunteer Center to develop an SRTP update, including the following plan elements:
 - Financially sustainable public transportation service levels;
 - Vehicle replacement needs for each agency; and
 - Development of countywide performance goals, objectives, and measurable standards.

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

2. The SCCRTC should require that the sub-recipients of TDA Article 8 funds report the pertinent performance measures identified in PUC Section 99246(d) at least annually to the City of Santa Cruz and to the SCCRTC. Those performance measures should be evaluated in future triennial performance audits.
3. The SCCRTC should continue to work with the AMBAG to align and refine to the extent possible planning objectives, schedules and milestones for the region, and to continue to improve communications between the two agencies.

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Chapter 2 Triennial Performance Audit Results

BACKGROUND

This triennial performance audit has been prepared in compliance with the requirements of California PUC Section 99246, which requires that the SCCRTC cause a performance audit to be conducted of its activities every three years. The primary objective of this audit is to provide the SCCRTC with an independent and objective evaluation of its performance as it relates its responsibilities in its role as the RTPA for Santa Cruz County.

This audit evaluates the operations of the SCCRTC in terms of the efficiency, effectiveness, economy, and results of its programs. In addition, this audit includes a review of the SCCRTC's implementation of the recommendations that were contained in the previous audit report, which was completed in June 2007. This current audit covers the three-year period from FY 2006-07 through 2008-09. Finally, this audit includes a discussion of relevant issues currently facing the organization, based on interviews with area decision makers and discussions with SCCRTC staff.

PERFORMANCE AUDIT AND REPORT ORGANIZATION

This audit was prepared in the following steps:

- ♦ A review of pertinent documents, including the SCCRTC RTP, SRTP, annual Overall Work Programs, annual fiscal audits and State Controller's Reports, and board agendas, minutes, and supporting staff reports.
- ♦ On-site interviews with SCCRTC staff, including the executive director, the deputy director and the fiscal officer.
- ♦ Telephone interviews with eight of the twelve SCCRTC Board members.
- ♦ Telephone interviews with key stakeholders, including staff members from Community Bridges and the Volunteer Center.
- ♦ On-site interviews with staff members from the Santa Cruz METRO, the general public transit operator in Santa Cruz County.
- ♦ Review of prior triennial performance audit reports for SCCRTC and Santa Cruz METRO.
- ♦ Review of the requirements of the PUC, Administrative Code, and other appropriate statutes, followed by an assessment of the SCCRTC's compliance with the specified requirements.
- ♦ Preparation of a draft audit report with findings and recommendations, and the review of that document with SCCRTC staff.

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- ♦ Preparation of a final audit report, and presentation of that audit to the SCCRTC at a regular meeting.

SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION DESCRIPTION

Agency Function and History

In 1972, the SCCRTC was designated as the RTPA for Santa Cruz County, created pursuant to Title 3, Division 3, Chapter 2, Article 11, Section 29532.1 of the State of California Government Code. The SCCRTC is composed of twelve members representing the county's supervisorial districts, cities, and transit district. Caltrans is represented as an ex-officio or non-voting member. There are five general purpose local jurisdictions in Santa Cruz County that are part of the SCCRTC – the County of Santa Cruz and the cities of Capitola, Santa Cruz, Scotts Valley, and Watsonville.

The primary role of the SCCRTC is to provide transportation planning and policy development, and to distribute state and some federal funds to transportation programs and projects in Santa Cruz County. The SCCRTC was originally formed in 1972 to allocate funds generated by the state TDA, which sets aside one quarter-cent of the statewide sales tax for local transportation purposes. Following passage of the federal Intermodal Surface Transportation Efficiency Act in 1991, regional transportation planning agencies were tasked with allocating a large portion of California's federal transportation funds. Prior to that time, state government distributed nearly all federal transportation funds to local and regional entities. With the passage of Senate Bill 45 in 1998, the SCCRTC began to distribute the "regional share" of State Transportation Improvement Program funds as well. Today, the SCCRTC decides how to spend approximately \$18 million in transportation funding per year in the county. Of these funds, TDA funds are allocated by a locally determined formula, while other funds are generally distributed according to a countywide, competitive process. The SCCRTC separated from the County of Santa Cruz and became an autonomous organization in November 2006.

The SCCRTC also serves as the Rail/Trail Authority, and directly operates two transportation programs: the Commute Solutions rideshare program and the Service Authority for Freeway Emergencies (SAFE) program. The SAFE program includes coordination of the county's highway call boxes and the roving Freeway Service Patrol, which assists motorists (including towing services) on State Highways 1 and 17 during peak travel periods.

The SCCRTC currently has three advisory committees that provide recommendations on project funding and other issues:

- ♦ Bicycle Committee
- ♦ E&D TAC
- ♦ Interagency Technical Advisory Committee (ITAC)

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The Bicycle Committee advises the SCCRTC and project sponsors on bicycle-related activities and issues, and reviews bicycle related projects submitted to the Commission for funding. It is comprised of eleven volunteer bicycle advocates representing areas throughout the county. The committee meets bimonthly to:

- ♦ Review proposed bike projects, plans and funding applications
- ♦ Provide input on existing roadway/bikeway conditions affecting cyclists
- ♦ Conduct the Bikes Secure annual grant cycle
- ♦ Develop bike projects for future implementation
- ♦ Coordinate with local jurisdictions and bicycle related organizations to promote cycling projects and programs

The E&D TAC serves in an advisory capacity to the SCCRTC and also serves as the state-designated Social Service Transportation Advisory Council. The E&D TAC meets bimonthly or as needed, and is comprised of representatives for the following:

- ♦ Members from each of the Board of Supervisor's five districts
- ♦ CTSA (Community Bridges, dba Lift Line)
- ♦ Potential transit user, aged 60+
- ♦ Potential transit user, disabled
- ♦ Private transportation provider
- ♦ Santa Cruz METRO
- ♦ Social service provider for disabled users
- ♦ Social service provider for disabled users, county
- ♦ Social service provider for persons of limited means
- ♦ Social service provider for seniors
- ♦ Social service provider for seniors, county
- ♦ Social service provider for seniors, Meals on Wheels

Since no TDA funds are used for roadway purposes, the E&D TAC, acting as the SSTAC, is not technically required to conduct formal annual hearings to determine if unmet transit needs exist in the county that are reasonable to meet. However, local officials believe the process has value and the SCCRTC has directed the E&D TAC to conduct biannual unmet needs processes to solicit input from the community on transit needs in the county. These determinations are posted on the SCCRTC website and distributed to interested parties as requested.

The ITAC is composed of planning and public works representatives from all five local jurisdictions as well as UC Santa Cruz, Cabrillo College, the Santa Cruz and Pajaro Valley Transportation Management Associations, Santa Cruz METRO, AMBAG, Monterey Bay Unified Air Pollution Control District, and Caltrans. The ITAC coordinates transportation capital improvement projects and functions as a forum for technical and policy issues. The ITAC meets monthly, or as needed, and also provides input on the Regional Transportation Improvement Program, the RTP and development of the SCCRTC's annual transportation planning Work Programs.

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In addition to the SCCRTC's three advisory committees, the Traffic Operations System Oversight Committee provides input to Caltrans and the California Highway Patrol on the use of highway advisory radio, changeable and stationary message signs located on Highways 1 and 17, and other elements of the automated Traffic Operations System. In addition, the Safe on 17 Task Force identified and provided input to Caltrans and the CHP on Highway 17 safety projects and programs during a portion of the audit period. The Traffic Operations System Oversight Committee and Safe on 17 Task Force were combined during the audit period.

REVIEW OF COMPLIANCE REQUIREMENTS

Following is a review of compliance requirements identified in the TDA and other state statutes:

- ♦ In accordance with PUC Section 99231, the SCCRTC allows no transportation operators and city or county governments which have responsibility for serving a given area to claim, in total, more than those Local Transportation Fund moneys apportioned to that area.
- ♦ In reference to PUC Sections 99233 and 99234, the SCCRTC has adopted specific rules and regulations delineating procedures for the submission of claims for facilities provided for the exclusive use of pedestrians and bicycles.
- ♦ PUC Sections 99238 and 99238.5 require that RTPAs establish a SSTAC to ensure that unmet transit needs that are reasonable to meet are funded prior to making any TDA funds available for roadway needs. However, since all TDA funds in Santa Cruz County are used for non-roadway needs, the SSTAC is technically not necessary. Nonetheless, local officials have elected to seek input from the SSTAC as part of an annual process, including an established citizen participation process.
- ♦ In accordance with PUC Section 99244, the SCCRTC has annually identified, analyzed, and recommended potential productivity improvements that could lower operating cost of those operators that operate at least 50 percent of their vehicle service miles with its jurisdiction. Those efforts are informally undertaken by SCCRTC staff, as well as by the E&D TAC, the Budget and Administration/Personnel Committee. However, that process has not been formalized through formal designation of a Transit Productivity Committee or through development of specific SCCRTC policies/procedures. Nonetheless, during the audit period, the Santa Cruz METRO considered the input of these various committees in its quest to improve productivity and/or reduce costs where appropriate.
- ♦ In accordance with PUC Section 99245, the SCCRTC ensured that Santa Cruz METRO and the City of Santa Cruz submit to it and to the State Controller an annual certified fiscal and compliance audit within 180-days after the end of the preceding fiscal year.
- ♦ In accordance with PUC Sections 99246 and 99248, the SCCRTC has herein designated an independent entity to conduct a performance audit of operators and itself (for the current and previous triennial performance audit periods).

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- ♦ In accordance with PUC Section 99246(c), the SCCRTC has submitted a copy of its previous triennial performance audit to the director of Caltrans.
- ♦ In accordance with PUC Section 99246(d), the performance audit of the transit operators (under separate cover) includes, but is not limited to, a verification of the operator's cost per passenger, operating cost per vehicle service hour, passengers per vehicle service mile, and vehicle service hours per employee, as defined in Section 99247. The performance audit also includes, but is not limited to, consideration of the needs and types of passengers being served, the employment of part-time drivers, and consideration of the contracting with common carriers of persons operating under a franchise or license to provide services during peak hours, as defined in subdivision (a) of Section 99260.2.
- ♦ During the audit period, the SCCRTC had formal rules and regulations regarding revenue ratios for transit services as per PUC Sections 99270.1 and 99270.2. The transit operator achieved the SCCRTC's adopted 15 percent farebox recovery ratio throughout the current audit period.
- ♦ The SCCRTC has not adopted criteria, rules, and regulations for the evaluation of claims filed under Article 4.5 of the TDA (as permitted under PUC Section 99275.5) for Consolidated Transportation Service Agencies (CTSAs), since Article 4.5 funds were not used in Santa Cruz County during the audit period. Nonetheless, Community Bridges serves as the CTSA for Santa Cruz County using Article 8 funds passed through by the City of Santa Cruz. The Volunteer Center also receives Article 8 funds through the City of Santa Cruz.
- ♦ In accordance with PUC Sections 99310.5 and 99313.3 and Proposition 116, State Transit Assistance funds received by the SCCRTC are allocated only for transportation planning and mass transportation purposes.
- ♦ The amount of State Transit Assistance funds received by the SCCRTC pursuant to the PUC Section 9314.3 is allocated to the transit operator in the area as allocated by the State Controllers Office. The transit operator's cost per vehicle revenue hour increased by 5.8 percent from FY 2006-07 to FY 2007-08, which exceeded the increase in the California consumer price index during that same period. This technically precludes STA use for operating cost needs. The SCCRTC ensured compliance with TDA law by ensuring that STA funds were used by Santa Cruz METRO in FY 2008-09 only for capital expenses.
- ♦ PUC Section 99401.5 mandates that, if TDA funds are allocated to purposes not directly related to public or specialized transportation services or facilities for exclusive use of pedestrian and bicycles, the SCCRTC must conduct an annual unmet transit needs outreach effort. As mentioned above, no TDA funds are used for roadway needs in Santa Cruz County.
- ♦ In accordance with California Code of Regulations Section 6642, the SCCRTC has caused a fiscal and compliance audit of its accounts and records to be performed for each fiscal year by a certified public accountant. The audits were performed in accordance with the Basic

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Audit Program and Report Guidelines for the California Special Districts prescribed by the state controller. The audits include a determination of compliance with the TDA and accompanying rules and regulations. Financial statements do not commingle the State Transit Assistance fund, the Local Transportation Fund, or other revenues or funds of any city, county or other agency. The SCCRTC maintains fiscal and accounting records and supporting papers for at least four years following fiscal year close.

STATUS OF PRIOR AUDIT RECOMMENDATIONS

The prior triennial performance audit was prepared by Moore& Associates, and contained the following recommendations:

- ♦ Establish a process to review the SCCRTC's operation for review and implementation of potential changes which would make the operation more efficient as required by PUC Section 99244.

Status: **Implementation In Progress.** The SCCRTC has determined that the efforts of its staff, the E&D TAC and other standing committees serve the same purpose as a traditional transit productivity committee. Its annual TDA claims process also includes several sections that require the claimant to present potential productivity and efficiency improvements, which are reviewed by staff and various committees prior to board adoption. The claimant's success in achieving the prior year's goals are also reviewed during the TDA claims process.

- ♦ Ensure all future triennial performance audits include the paratransit function regardless of contractual approach.

Status: **Implementation Completed.** The Santa Cruz METRO audit report (under separate cover) includes a review of ParaCruz paratransit, as well a review of Community Bridges and the Volunteer Center transportation services.

- ♦ Complete a Coordinated Human Services Transportation Plan for the County of Santa Cruz to coordinate and optimize specialized transportation services.

Status: **Implementation Completed.** The SCCRTC and Santa Cruz METRO participated in the development of the AMBAG Tri-County Coordinated Public Transit Human Services Transportation Plan, which was adopted by AMBAG on June 11, 2008.

- ♦ Complete a Classification and Compensation Study of RTC staff which compares technical staff with like-peers.

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Status: **Implementation In Progress.** The SCCRTC has determined that funding this effort, while worthwhile, would not have been a good use of limited resources during the audit period. In addition, the current economic recession dictates that if salary and/or staffing increases were to be ultimately recommended, the fiscal reality is that these would not be feasible in the near future. For the time being, the collective bargaining units representing SCCRTC staff members have agreed to defer discussion of this issue until FY 2011-12.

- ♦ Assess the need for continuing both the RTC's "regular" commission meetings and the Transportation Policy Workshop meetings. There appears to be cross-over between the two, and the administrative effort associated impacts RTC program implementation.

Status: **Implementation Completed.** The SCCRTC has determined that the current meeting schedule meets the needs of the organization, particularly since the Transportation Policy Workshop meetings provide a valuable venue to discuss matters more in-depth than traditional Board meeting agenda typically permit. It should be noted that the Chairperson, in consultation with the Executive Director, will cancel a Transportation Policy Workshop meeting if no pressing issues are currently confronting the agency.

DETAILED REVIEW OF SCCRTC FUNCTIONS

There is concurrence within Santa Cruz County, supported by the auditor's own evaluation, that the SCCRTC reflects well researched, proactive policy practices, and that these outcomes have been the result of quality staff work produced by a competent executive director and his staff during the audit period. During the audit period, the SCCRTC Governing Board was composed of capable and knowledgeable officials, who met regularly, conducted themselves with efficiency and civility, and for the most part put aside parochial jurisdictional differences as they met in the SCCRTC setting to determine transportation planning and funding policies.

This section presents a review of the various functions of the SCCRTC. The SCCRTC's functions can be divided into the following areas:

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

Administration and Management

This functional review focuses on the SCCRTC Governing Board activities and on the internal management of the organization, including:

- ♦ Governing Board Activities
- ♦ Internal Planning and Achievements

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- ♦ General Administration
- ♦ Personnel

The SCCRTC meets monthly, and also meets as follows: 1) the Transportation Policy Workshop, and 2) the Budget and Administration/Personnel Committee. The Transportation Policy Workshop is typically conducted two weeks following the formal SCCRTC Board meeting. Its function is to present and discuss complex issues likely to come before the SCCRTC in a more informal setting and potentially in-depth manner. The Budget and Administration/Personnel Committee meets on a bi-monthly basis. SCCRTC staff typically provides the agenda materials at least one week in advance for each of these meetings. Formal SCCRTC Board meeting locations are alternated among the five jurisdictions in the SCCRTC, while the Transportation Policy Workshop meetings were conducted at the SCCRTC offices and the Budget and Administration/Personnel Committee meetings were conducted at the County offices. The SCCRTC has decided to conduct future Transportation Policy Workshop meetings at least once annually in the south county, while the Budget and Administration/Personnel Committee meetings will be moved to the RTC offices.

Some of the ongoing issues and/or controversies that face the SCCRTC are studied by ad hoc or steering committees, which endeavor to study and deliberate on these issues in a focused manner, and then report their findings and recommendations to the entire board. Attendance at monthly SCCRTC Board meetings is strong. The Board dealt with a long list of key documents and funding decisions during the audit period, including all of those required or suggested by state law and good RTPA practices. SCCRTC does a good job of posting important documents on its website for public review. Of particular concern in Santa Cruz County and throughout the state during the latter part of the audit period is the continuing economic recession. The SCCRTC and its member jurisdictions have had to delay or curtail projects due to declining revenues.

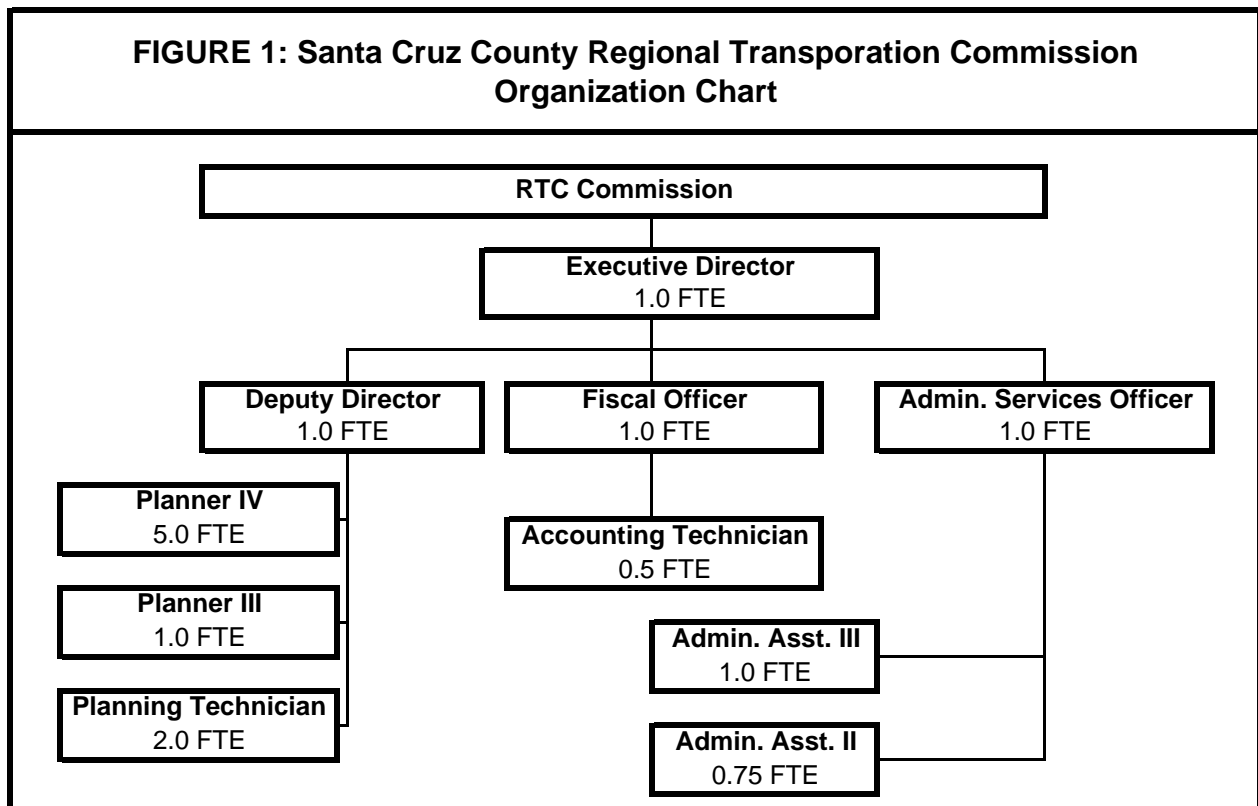
Administratively, the SCCRTC processes TDA claims in an accurate and timely manner. Following estimation of TDA allocations, the SCCRTC submits letters to the claimants (the Santa Cruz METRO and the City of Santa Cruz) explaining the claims process. The claimants are then required to submit a copy of an executed budget resolution to the SCCRTC for TDA funds to begin flowing. The SCCRTC then adopts an annual TDA budget and transmits TDA funds on a quarterly basis in response to claims submitted by the claimants. The auditor discussed some slight discrepancies that exist between the SCCRTC's policy documents, the TDA Claim Form, and the claims submitted by Santa Cruz METRO during the audit period. SCCRTC staff will attempt to clarify the process prior to the next claim process period.

The SCCRTC 2005 RTP was adopted in May 2005 and met the required five-year update schedule during the audit period. As no formal policy exists regarding the filing and retention of pertinent plans and other documents, the SCCRTC errs on the side of caution and rarely disposes of documents. Confidential and vital documents are maintained in a fire-proof safe at the SCCRTC offices.

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In terms of internal planning, the SCCRTC reflected very clear goals and objectives in the RTP and annual transportation planning Work Program efforts. Upon adoption of its Work Program, SCCRTC staff transmits those elements to AMBAG for inclusion in the regional Overall Work Program. SCCRTC's achievements in meeting transportation planning Work Program objectives during the Audit period were strong. SCCRTC staff report progress on Work Program elements to its Board at least quarterly. The budget generally has been adequate for funding the SCCRTC's activities, although some of this revenue depends on successfully attaining discretionary state and federal grants, which are not always realized. In those cases where discretionary funds were not secured, the planned activity was deferred. SCCRTC annually adopts goals and objectives as part of the budget making process. The executive director or his staff present reports on the various transportation issues currently facing the SCCRTC at each monthly meeting or subcommittee meeting. SCCRTC staff continues to develop documents as needed for the agency's policy and procedures manual.

As earlier noted, SCCRTC staff has generally been held in high regard in the region. In FY 2008-09, the last year of the audit period, SCCRTC employed 17 part-time and full-time employees, equating to 15.25 full-time equivalents. Due to budget constraints, for FY 2009-10, the total number of full-time equivalents has been reduced to 14.25, as depicted in Figure 1 below.



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The SCCRTC recognizes two labor unions that represent its employees. The first is the RTC Association of Middle Managers (RAMM) Representative Unit, and the second is the Service Employees International Union Local 521 (SEIU) for the Community of RTC Employees. The RAMM represents middle managers, including the administrative services officer, fiscal officer and deputy director. The SEIU represents the planners, accounting technician, and administrative employees.

Staff members regularly receive training related to their responsibilities. Turnover is relatively low at the SCCRTC; the most junior employee has been with the agency for four years. SCCRTC staff members are offered health, vision, and dental insurance; paid vacation; sick, maternity and bereavement leave; an Employee Assistance Program; administrative leave; and retirement through CalPERS and voluntary participation in a 457 Deferred Compensation Plan.

The auditor attempted to contact each and every SCCRTC Board member to anonymously discuss transportation issues facing the organization in coming years. Based on interviews completed with eight of the twelve board members, respondents indicated strong support of SCCRTC staff efforts. Newly appointed SCCRTC Board members are provided with appropriate training, including a comprehensive binder that includes policy documents and discussion papers on issues facing the SCCRTC. The executive director and other pertinent staff also offer to meet with newly-appointed members to discuss current issues facing the agency. Meeting materials are deemed both timely and sufficiently developed to assist the SCCRTC Board members in making policy decisions.

Based on discussions with board members and SCCRTC staff, it appears that current SCCRTC Board Members are well versed in transportation planning issues facing the region. Furthermore, SCCRTC staff and many Board Members have endeavored to become knowledgeable about broader transportation related issues (i.e., the link between land use and transportation) through various means and by participation on other related boards in the region. It should be noted that seven of the twelve current SCCRTC Board Members also serve on the Santa Cruz METRO Board, but there does not appear to be any obvious conflicts in funding non-transit projects, since all TDA funds are currently used for transit and non-roadway projects. The current economic recession is universally a concern for board members, since the potential to implement most SCCRTC projects are dependent on attaining funds that are largely sales tax generated.

Transportation Planning and Regional Coordination

This functional area covers one of the two major RTPA responsibilities, that of transportation planning in a regional context (the other responsibility being that of fiscal management), and includes:

- ◆ RTP Development and Adoption
- ◆ RTP Topics
- ◆ RTP Implementation
- ◆ Information Collection
- ◆ Information Generation and Distribution

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During the current audit period, the SCCRTC participated in the update of the December 2008 *Santa Cruz METRO Short Range Transit Plan*, and the May 2005 *Santa Cruz County Regional Transportation Plan* which discusses, among other things, existing and future demographics. The RTP is a state mandated effort to guide transportation funding decisions in each region. The 2005 RTP set out clear goals and cost estimations for transportation in the region. In FY 2008-09, the SCCRTC began an RTP update effort and staff expects to complete the process in 2010. The SCCRTC's RTP, along with those of San Benito and Monterey Counties, has been incorporated into the three-county Metropolitan Transportation Plan for the Monterey Bay area. The SCCRTC plans to complete a "major" update of its RTP in 2012 to incorporate SB375 greenhouse gas targets.

The 2008 SRTP process attempted to set forth recommended schedules and responsibilities to achieve public transportation goals set forth in the plan. However, the potential trunk and feeder elements that were suggested during the initial phases of the SRTP study became financially infeasible due to the onset of the economic recession. For the most part, the SCCRTC was not closely involved in the development of the 2008 SRTP, which was primarily developed by Santa Cruz METRO and its regional transit partners and the AMBAG (acting as the MPO for the three county area). In short, fiscal realities and competing priorities have resulted in delays or scaling back of most transit projects included in that planning document. As such, SCCRTC staff should consider working closely with Santa Cruz METRO, Community Bridges and the Volunteer Center to assist in the development and partial funding of an SRTP update that reflects more realistic service, capital, institutional and financial alternatives for FY 2011-12 and the ensuing four to six years.

Similar to other regions, funding for transportation projects in Santa Cruz County is severely constrained and is sometimes capricious, as the preponderance of funding comes from federal and state sources. The SCCRTC, and particularly its executive director, has done an effective job in shaping the local portion of the State Transportation Improvement Program to meet regional needs as they relate to State Highway and alternative transportation projects in and adjacent to Santa Cruz County. Without a stable local funding source, however, the task is both frustrating as well as open to a high degree of uncertainty as local transportation projects are proposed, evaluated, and constructed.

During the audit period, the SCCRTC has acted proactively and effectively in collaborating with its neighboring counties to resolve common transportation problems. Since the SCCRTC relies on its partner agency AMBAG to conduct transportation modeling for Santa Cruz County, there has lately been some discomfort regarding the efficacy of the travel projections in the county. SCCRTC staff is continuing to work with AMBAG staff to resolve these issues. The SCCRTC monitors grant activities of its jurisdiction members and provides assistance as requested. SCCRTC has a good website with links to local information, Santa Cruz METRO and other transportation provider services, as well as access to a broad range of transportation planning documents.

There is some concern throughout the state that recent unfunded mandates could unduly impact the ability of transportation planning agencies to effectively plan without additional resources – primarily the requirements of AB32 in 2006 and SB375 in 2008 that require more intense

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planning efforts to reduce greenhouse gas emissions. Combine those new planning requirements with the SCCRTC's need to develop a full RTP in 2012 and the impact could be significant, requiring additional staff resources, additional funds to hire outside consultants, or both.

Claimant Relationships and Oversight

This section covers the SCCRTC's actions regarding TDA claims and subsequent transit operations, including:

- ♦ Productivity Committee Functions
- ♦ Technical and Managerial Assistance to Operators
- ♦ Communication of TDA Rules and Information to Claimants
- ♦ Reports and Information Received by the RTPA
- ♦ TDA Claim Processing

As discussed above, the SCCRTC has not designated a Transit Productivity Committee to formally review recommend transit improvements that could lower costs or improve productivity. Nonetheless, the auditor believes the current practice of soliciting and evaluating potential improvements during the annual TDA claims process effectively provides the types of reviews intended in TDA law.

Santa Cruz METRO staff members prepare an internal transit monthly performance report, which is based on operating and financial information tracked internally. This information is presented monthly to the Santa Cruz METRO Board. Since seven Santa Cruz METRO Board members also currently serve on the SCCRTC Board, much of that monthly transit information is shared with the remaining SCCRTC Board members on an as needed basis. The Santa Cruz METRO Board directly appoints three of its members to serve on the SCCRTC Board; the remaining four current dual-Board members were appointed/designated from their respective member jurisdictions.

Community Bridges and the Volunteer Center submit quarterly reports to the City of Santa Cruz as part of their agreement to pass-through TDA Article 8 funds. However, a review of those reports demonstrates that not all of the performance measures identified in PUC Section 99246(d) are included in those reports. Although not technically required, since Community Bridges and the Volunteer Center are "transit service claimants" and not "operators" as identified in TDA law, requiring these agencies to report pertinent performance measures will permit local decision makers to identify trends and possible service improvements in the county. As such, the SCCRTC should require – as part of the annual TDA Article 8 process – that the subrecipients of those funds report those performance measures so that data can be analyzed as part of ensuing triennial performance audit.

During the audit period, the SCCRTC commissioned fiscal and compliance audits from an independent auditor for its records, and Santa Cruz METRO commissioned its fiscal and compliance audits independently. It should be noted that fiscal and compliance audits are not required for Community Bridges or the Volunteer Center as transit providers. Instead, the SCCRTC has commissioned fiscal and compliance audits for the City of Santa Cruz, which

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passes through TDA Article 8 funds to those two agencies and uses Article 4 funds for bicycle and pathway projects. All of the completed fiscal and compliance audits attest that TDA funds were expended in conformance with applicable laws, rules, and regulations.

Community Bridges receives TDA Article 8 funds for a wide array of specialized transportation services, and has operated as the designated CTSA in the county since 1982. However, it should be noted that this designation is technically in error, since TDA Article 4.5 funds are used for CTSA designated agencies. Nonetheless, Article 8 funds can be used to fund specialized transportation services when allocated through a county or city within a county that had fewer than 500,000 inhabitants in the 1970 census. The City of Santa Cruz acts as the claimant for TDA funds passed through to Community Bridges (and for the Volunteer Center) through an annual agreement process. As permitted in PUC Section 99405, Article 8 recipients are technically exempt from farebox recovery ratio requirements, although the SCCRTC could set any requirement it deems appropriate. The SCCRTC has not set a minimum farebox recovery ratio for Community Bridges or the Volunteer Center, since the large majority of funding for these specialized transportation services are not farebox-related.

Given the recent national economic downturn, actual sales tax revenues in Santa Cruz County were below anticipated levels – particularly in FY 2008-09 and beyond. As a result, all TDA recipients received proportionally fewer TDA dollars. This was especially evident for the Santa Cruz METRO and Community Bridges programs, as existing public and specialized transportation service levels have recently been curtailed due to the funding reductions. The SCCRTC also implemented cost reduction measures and worked to secure additional funding from other sources such as competitive grants. The SCCRTC minimized travel expenses by increasing the use of teleconferencing and videoconferencing, and by reducing staff attendance at trade conferences. Fixed assets and office expense costs were reduced by deferring replacement of computers. The SCCRTC also negotiated lower contract rates with existing consultants for on-going services and secured a lower computer support contract with a new consultant. In addition, the SCCRTC significantly reduced the number of on-going traffic volume counts performed by consultants. Finally, in order to reduce staff costs the RTC implemented a voluntary time-off- without-pay program as permitted under the labor agreements, instituted a furlough between Christmas and New Year, did not fill the position of a staff person who retired, and reduced management benefits.

Looking forward, the SCCRTC's efforts to secure additional funds from other sources resulted in an additional \$150,000 for FY 09-10 in STIP Planning Programming and Monitoring (PPM) funds, \$160,000 in Regional Surface Transportation Program funds for the SCCRTC's park and ride lot program, \$180,000 in American Recovery and Reinvestment Act funds for the Freeway Service Patrol Program, \$85,000 in Caltrans environmental justice planning grant funds for pedestrian improvements to transit facilities, and \$259,210 in Caltrans partnership planning grant funds to work with the Transportation Agency for Monterey County and produce a feasibility study and implementation plan for a regional 511 traveler information system. As a result of obtaining these additional funds, the SCCRTC did not need all of the TDA funds normally allocated to it and it was able to provide an extra \$40,000 in TDA funds to Community Bridges

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and return nearly \$150,000 of its TDA allocation to the TDA reserve fund to prevent a further reduction of TDA funds to the other TDA funds recipients while maintaining the required 3 percent TDA reserve fund.

Marketing and Transportation Alternatives

This function involves the outreach activities of an RTPA, including:

- ♦ Marketing and Public Relations
- ♦ Public Information and Transportation Alternatives

Historically, the SCCRTC has provided a relatively wide array of marketing and informational materials. As appropriate, SCCRTC and Santa Cruz METRO partner on outreach efforts, including marketing initiatives to reduce vehicle miles travelled in the county. During the audit period, SCCRTC staff made presentations about its Commute Solutions rideshare program to local employers to market alternative transportation modes including transit, carpooling, vanpooling, bicycling, walking and telecommuting. The Commute Solutions program also was promoted during local fairs and marketing campaigns such as Rideshare Week and Bike Week. The RTC also worked with local media to provide enhanced coverage of RTC projects and services. In addition, SCCRTC staff provide presentations to local business and community groups on specific SCCRTC projects, as well as the its overall role in the community. SCCRTC staff makes attempts to review and provide input into city and county development proposals in order to address potential impacts to the transportation network in the county. However, no agreement between the SCCRTC and its partner agencies requires formal SCCRTC input.

Nonetheless, SCCRTC staff remains closely involved through its ITAC and other channels in staying abreast of development proposals in the region that might result in traffic congestion and other community impacts.

Grant Applications and Management

This section considers SCCRTC's performance in discharging its grant management duties, including:

- ♦ Grant Application Coordination
- ♦ Grant Application Assistance
- ♦ Grant Management and Compliance

Discussion of the organization's functions regarding these duties is largely redundant with previous portions of this functional review. Much of the generic application of this function for RTPAs statewide relates to urban areas with many competing operators and claimants, in which the RTPA is expected to sort out conflicts and "ride herd" on activities. That context does not pertain to Santa Cruz County's relatively straightforward setting, as the Santa Cruz METRO – the only public transit operator in the SCCRTC jurisdiction – receives the majority of available TDA funding, while Community Bridges and the Volunteer Center receive Article 8 funds to meet a portion of specialized transportation service needs in the county.

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During the audit period, no state or federal transportation grant applications have been denied in Santa Cruz County due to errors or omissions. SCCRTC staff was active in statewide RTPA and Caltrans advisory groups during the audit period, and creatively attempted to seek out and attain new revenue sources.

One issue that has caused complications in the past is the differing planning responsibilities between the two agencies that provide transportation planning in the region: SCCRTC provides planning for state funds by serving as the RTPA for Santa Cruz County, while the AMBAG provides federal transportation planning responsibilities in its role as the Metropolitan Planning Organization for the Santa Cruz, Monterey, and Hollister Urbanized Areas. To some degree, this can cause overlap in the functions of the two agencies, while on the other hand the schedules for project planning can often conflict. For example, if adoption of the SCCRTC's Regional Transportation Improvement Program is delayed, it will delay adoption of the AMBAG's Metropolitan Transportation Improvement Program. In addition, data generated by one agency can affect the responsibilities of the other agency. An example is the AMBAG's recent development of future traffic volume estimates in Santa Cruz County completed as part of the AMBAG's traffic modeling efforts – if those figures are not realistic, it could have a relatively large impact on future SB375 transportation planning in Santa Cruz County. However, according to discussions with SCCRTC staff and board members, the sometimes conflicting planning information efforts and differing planning schedules have not caused undue delays in project implementation in Santa Cruz, despite relatively high staff turnover at AMBAG over the past several years. In addition, there is almost unanimous agreement by those interviewed as part of this performance audit that the relationship between the SCCRTC and the AMBAG has improved over the past several years with the appointment of the AMBAG's current Executive Director.

Conclusions and Recommendations

There is almost unanimous support among member agencies and associated stakeholders that the SCCRTC is managed and operated in an effective, efficient, and economical manner. The SCCRTC Board members are considered to be knowledgeable, fair, and effective, and its contracted executive director and his staff members generally enjoy a strong reputation in the region for skill and excellence in performance.

During the audit period, the SCCRTC Board was composed of capable and seasoned officials, both elected and appointed, who met regularly, conducted themselves with efficiency, and generally put aside parochial jurisdictional differences as they met in the SCCRTC setting to determine transportation planning and funding policies.

FINDINGS

1. SCCRTC staff is generally highly regarded, both by local elected officials and outside organizations. Board members appear to put aside parochial differences when meeting in the SCCRTC setting in order to equitably plan for transportation needs in the region.
2. The planning horizon for the Short Range Transit Plan (SRTP) for Santa Cruz County ends in FY 2011-12. In addition, the SRTP only focuses on fixed-route services in the county. Finally, the transit vehicle replacement needs for the Santa Cruz METRO and Community Bridges dictate that significant capital resources will be required in the coming years.
3. Community Bridges and the Volunteer Center submit quarterly reports to the City of Santa Cruz as part of their agreement to pass-through TDA Article 8 funds. However, a review of those reports demonstrates that not all of the pertinent performance measures identified in PUC Section 99246(d) are included in those reports.
4. There is often misalignment of schedules, milestones, and objectives between state-mandated planning efforts of the SCCRTC and the federally-mandated planning efforts of the AMBAG. Moreover, there were instances during the audit period where the AMBAG's expectations and deadlines were not clearly articulated to SCCRTC, which required significant last-minute efforts by SCCRTC staff to meet the AMBAG's deadlines.

RECOMMENDATIONS

1. The SCCRTC should work closely with Santa Cruz METRO, Community Bridges, and the Volunteer Center to develop an SRTP update, including the following plan elements:
 - Financially sustainable public transportation service levels;
 - Vehicle replacement needs for each agency; and
 - Development of countywide performance goals, objectives, and measurable standards.

Attachment B

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

2. The SCCRTC should require that the sub-recipients of TDA Article 8 funds report the pertinent performance measures identified in PUC Section 99246(d) at least annually to the City of Santa Cruz and to the SCCRTC. Those performance measures should be evaluated in ensuing triennial performance audits.
3. The SCCRTC should continue to work with the AMBAG to align and refine to the extent possible planning objectives, schedules and milestones for the region, and to continue to improve communications between the two agencies.

Attachment B

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Attachment B

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Attachment B

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

Attachment C

AGENDA: October 7, 2010

TO: Regional Transportation Commission

FROM: Luis Pavel Mendez, Deputy Director

RE: Transportation Development Act (TDA) 2010 Triennial Performance Audits

RECOMMENDATIONS

Staff recommends that the Regional Transportation Commission (RTC):

1. Accept the FY 2006-07 to 2008-09 Triennial Performance Audit reports of the RTC and the Santa Cruz County transit operators (Attachments 1 & 2 - enclosed separately);
 2. Direct staff to work with the Budget and Administration/Personnel (B&A/P) Committee to develop responses to the recommendations in the RTC Triennial Performance Audit; and
 3. Request that the Santa Cruz Metropolitan Transit District (Santa Cruz Metro), Community Bridges and the Volunteer Center provide responses to the recommendations in the Triennial Performance Audit of the Santa Cruz County transit operators.
-

BACKGROUND

State law requires triennial performance audits of local transportation planning agencies and transit operators who receive Transportation Development Act (TDA) funds. The audit determines compliance with state requirements and evaluates the efficiency, effectiveness and economy of operations. The Performance Audit Guidebook produced by Caltrans states:

“While meeting the legal requirements for conducting a performance audit is important, a performance audit also provides an opportunity for an independent, objective and comprehensive review of the economy, efficiency, and effectiveness of the entity being audited. The audit has other benefits, including:

- Provides management with useful information to assess past activities and provides insight for future planning efforts;
- Provides management with a review and evaluation of an agency’s organization and operations;

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Attachment C

- Presents an opportunity to utilize auditor expertise which can supplement staff work; and
- Assures public accountability for the use of public funds.”

The 2010 performance audits of the RTC and the transit operators were conducted by LSC Transportation Consultants, Inc. in accordance with Section 99246 of California’s Public Utilities Code (PUC) and covered fiscal years 2007, 2008 and 2009. The audit reports have already been submitted to the State Controller as required by state law.

DISCUSSION

To conduct the 2010 Triennial Performance Audit and prepare the audit reports, Geoff Straw of LSC Transportation Consultants interviewed board members and staff, and visited facilities of the entities being audited. Although not required by state law, the Triennial Performance Audit of the Santa Cruz County Transit Operators includes Community Bridges and the Volunteer Center for the first time as recommended in the 2007 Triennial Performance Audit report.

RTC 2010 Triennial Performance Audit

The RTC 2010 Triennial Performance Audit (Attachment 1) finds that the RTC is in compliance with all TDA requirements and in some cases exceeds those requirements. The RTC 2010 Triennial Performance Audit also finds that the five recommendations of the 2007 audit have either been implemented or their implementation is in progress. The RTC 2010 Triennial Performance Audit includes the following three recommendations:

1. The RTC should work closely with Santa Cruz METRO, Community Bridges, and the Volunteer Center to develop a Short Range Transit Plan (SRTP) update, including the following plan elements:
 - Financially sustainable public transportation service levels;
 - Vehicle replacement needs for each agency; and
 - Development of countywide performance goals, objectives, and measurable standards.

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

2. The RTC should require that the sub-recipients of TDA Article 8 funds report the pertinent performance measures identified in PUC Section 99246(d) at least annually to the City of Santa Cruz and to the RTC. Those performance measures should be evaluated in future triennial performance audits.
3. The RTC should continue to work with the Association of Monterey Bay Area Governments (AMBAG) to align and refine to the extent possible planning

objectives, schedules and milestones for the region, and to continue to improve communications between the two agencies.

As in the past, RTC staff will work with the Budget and Administration/Personnel (B&A/P) Committee to develop responses to the triennial performance audit recommendations. Those responses will then be brought to the RTC for consideration.

2010 Triennial Performance Audit of Transit Operators

The 2010 Triennial Performance Audit of Santa Cruz County Transit Operators finds that the operators are in compliance with all TDA requirements. The 2010 audit also finds that the three recommendations of the 2007 Triennial Performance Audit have either been implemented or their implementation is in progress. The 2010 Triennial Performance Audit of Transit Operators includes the following six recommendations:

1. Santa Cruz METRO should continue to work closely with SCCRTC and AMBAG to secure state and federal funding to replace its aging fleet as soon as feasible.
2. Santa Cruz METRO should work closely with SCCRTC, Community Bridges and the Volunteer Center to develop an SRTP update, including the following plan elements:
 - Financially sustainable public transportation service levels;
 - Vehicle replacement needs for the Santa Cruz METRO and Community Bridges; and
 - Development of comprehensive performance goals, objectives and measurable standards.
3. The current and future agreements that permit the pass-through of TDA Article 8 funds from the City of Santa Cruz to Community Bridges and the Volunteer Center should be amended to include the pertinent performance measures identified in PUC Section 99246(d) be reported at least annually to the City and to SCCRTC.
4. Santa Cruz METRO should consider developing a succession plan for its general manager and other possible departures of senior staff.
5. Santa Cruz METRO should continue to work with staff from the SCCRTC and the AMBAG to better align and streamline planning procedures to avoid possible delays in project delivery on future federally funded transit projects.
6. Community Bridges and the Volunteer Center should work with their respective annual fiscal and compliance auditors to evaluate the transportation related measures identified under the TDA, including annual operating costs and revenues.

Attachment C

Geoff Straw of LSC Transportation Consultants will be at the RTC's October 7, 2010 meeting to present the 2010 Triennial Performance Audit of the RTC and key points of the 2010 Triennial Performance Audit of the transit operators. Mr. Straw will also address questions or comments expressed at the meeting.

Staff recommends that the RTC accept the 2010 triennial performance audits produced by LSC Transportation Consultants, direct staff to work with the B&A/P Committee to respond to the RTC audit recommendations and request that the Santa Cruz Metro, Community Bridges and the Volunteer Center respond to the transit operators audit recommendations.

SUMMARY

The required 2010 triennial performance audits for fiscal years 2007, 2008 and 2009 have been completed. The audits include findings of compliance and recommendations. Staff recommends that the RTC accept the audits, direct staff to work with the B&A/P Committee to respond to the audit and request that Santa Cruz Metro, Community Brides and the Volunteer Center provide a response to the audit recommendations.

Attachments:

1. 2010 Triennial Performance Audit of the RTC (enclosed separately)
2. 2010Triennial Performance Audit of the Transit Operators (enclosed separately)

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Attachment D

Santa Cruz Metropolitan Transit District



June 24, 2011

Mark Stone, Chair
Santa Cruz County Regional Transportation Commission
1523 Pacific Avenue
Santa Cruz, California 95060

Subject: Santa Cruz METRO Responses to 2010 Triennial Performance Audit Recommendations

Dear Chair Stone,

The Board of Directors of the Santa Cruz Metropolitan Transit District (Santa Cruz METRO) has reviewed the Triennial Performance Audit Report prepared by LSC Transportation Consultants, Inc. on behalf of the Santa Cruz County Regional Transportation Commission (SCCRTC). The Board has also reviewed and discussed the recommendations that are contained in the Audit Report. This letter reflects the discussions of the Board of Directors and is the formal response to the recommendations requested by the SCCRTC in their action of October 7, 2010.

TPA Recommendation #1

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

Santa Cruz METRO Response to Recommendation #1

Santa Cruz METRO received an FTA Section 5309 "State of Good Repair" grant in the amount of \$4.8 million in October 2010 to replace 11 diesel-fueled buses with natural gas buses. On June 10, 2011 the Santa Cruz METRO Board of Director's authorized the General Manager to enter into an agreement with Metropolitan Transit Systems (MTS) of San Diego, to purchase eleven (11) compressed natural gas (CNG) fueled intercity coaches in early 2012. In addition, Santa Cruz METRO is working with the local Air District on a grant application to replace gas-fueled non-revenue vehicles (staff and supervisor cars) with alternatively fueled vehicles in FY12. Additional funding for replacement vehicles may be available through the California Transportation Commission's (CTC) State-Local Partnership Program SLPP. This particular funding source requires a 1/1 local sales tax match, therefore further research is required due to current budget instability.

Attachment D

Santa Cruz Metropolitan Transit District



TPA Recommendation #2

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

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

Santa Cruz METRO Response to Recommendation #2

Santa Cruz METRO is working with the County of Santa Cruz on a planning grant that would fund \$80,000 of Santa Cruz METRO staff time in developing sustainability planning along highly-travelled transit corridors and selected transit nodes throughout the county. Staff is also participating in AMBAG's development of the Sustainable Communities Strategy required by the State of California and which will be included in the next SRTP. Currently, Santa Cruz METRO is working on the Caltrans'-funded (through AMBAG) small urban transit planning study for the City of Watsonville and surrounding rural areas. This study will include sustainability strategies for the south county area, as well as requiring the participation of local area nonprofits such as the Volunteer Center in reaching out to transit users and stakeholders.

TPA Recommendation #3

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

Santa Cruz METRO Response to Recommendation #3

Santa Cruz METRO's Board of Directors, at their April 8, 2011 meeting, unanimously approved the contract for General Manager Leslie R. White through December 31, 2012. In addition, several options for succession planning were presented at this meeting for consideration. The Board of Directors is proceeding to examine the best strategy for the agency going forward in regard to the succession planning.

TPA Recommendation #4

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

Attachment D

Santa Cruz Metropolitan Transit District



Santa Cruz METRO Response to Recommendation #4

Santa Cruz METRO continues to work collaboratively with AMBAG (on various planning projects) and SCCRTC (on local projects related to transit, in addition to participating on various committees and advisory bodies) to avoid possible delays in the delivery of both federally and state funded transit projects. Santa Cruz METRO is currently working with the SCCRTC staff regarding the CTC SLPP funding source mentioned above, and possible solutions to the current budget obstacle of the 1/1 local sales tax match requirement.

The Board of Directors and staff at Santa Cruz METRO appreciate the collaborative effort that the SCCRTC staff engaged in during the Triennial Performance Audit process. Santa Cruz METRO looks forward to working with the SCCRTC to implement the recommendations outlined in this letter. If you have any questions with respect to the responses contained in this letter please contact me.

Sincerely,

Ellen Pirie, Chair
Board of Directors

cc: George Dondero, Executive Director, SCCRTC
Leslie R. White, General Manager
Margaret Gallagher, District Counsel
File

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 24th, 2011
TO: Board of Directors
FROM: Robyn Slater, Human Resources Manager
SUBJECT: PRESENTATION OF EMPLOYEE LONGEVITY AWARDS

I. RECOMMENDED ACTION

Staff recommends that the Board of Directors recognize the anniversaries of those District employees named on the attached list and that the Board Chair present them with awards.

II. SUMMARY OF ISSUES

- None.

III. DISCUSSION

Many employees have provided dedicated and valuable years to the Santa Cruz Metropolitan Transit District. In order to recognize these employees, anniversary awards are presented at five-year increments beginning with the tenth year. In an effort to accommodate those employees that are to be recognized, they will be invited to attend the Board meetings to receive their awards.

IV. FINANCIAL CONSIDERATIONS

None.

V. ATTACHMENTS

Attachment A: Employee Recognition List

Prepared by: Tony Tapiz, Administrative Services Coordinator
Date Prepared: June 9, 2011

Attachment A



EMPLOYEE LONGEVITY AWARDS

CERTIFICATE OF APPRECIATION & SERVICE PIN– 10 YEARS

The Board of Directors proudly presents this Certificate of Appreciation and 10 Year Service Pin for the completion of 10 years of service between 2001 and 2011 to:

Jose Nanez, Bus Operator

Manuel Nieto, Bus Operator

Salvador Tolentino, Custodial Service Worker I

Donald Atwell, Bus Operator

Michael Booton, Transit Supervisor

John Gose, Bus Operator

Kenneth Tichenor, Bus Operator

Rickey Kale, Bus Operator

Jeffrey Zenker, Bus Operator

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 24, 2011

TO: Board of Directors

FROM: Angela Aitken, Acting Assistant General Manager and Finance Manager

SUBJECT: PUBLIC HEARING: RECEIVE PUBLIC COMMENTS ON SANTA CRUZ METRO'S PROPOSED DISADVANTAGED BUSINESS ENTERPRISE (DBE) GOAL OF 1.54% FOR FEDERAL FISCAL YEARS 2012-2014 (FFY12-FFY14) AND CONSIDERATION OF ADOPTING A FFY12-FFY14 GOAL OF 1.54% FOR DBE PARTICIPATION IN FEDERALLY ASSISTED PROCUREMENTS

I. RECOMMENDED ACTION

That the Board of Directors conduct a public hearing to receive comments on the FFY12-FFY14 DBE Goal and consider adopting a DBE Goal of 1.54% for FFY12-FFY14.

II. SUMMARY OF ISSUES

- As a recipient of federal funds, Santa Cruz METRO is required to comply with Title 49 of the Code of Federal Regulations, Part 26 (49 CFR 26), which states that grantees must establish and implement a Disadvantaged Business Enterprise (DBE) program and set a DBE participation goal.
- The Federal Transit Administration (FTA) requires DBE goal to be calculated and submitted once every three years beginning August 1, 2011.
- Staff proposes a goal of 1.54% for DBE participation for FFY12-FFY14 based upon the attached Methodology (Attachment A).
- Santa Cruz METRO staff published a Public Notice in general circulation media, minority-focused media and trade association publications on 5/9/11 to announce its proposed DBE Goal for FFY12-FFY14 and to solicit public comments through 6/24/11.
- No comments were received.
- Today's Public Hearing offers another opportunity for members of the public to comment on the proposed DBE goal. Adopting a FFY12-FFY14 DBE Goal and submitting it by August 1, 2011 is mandatory to comply with Federal Transit Administration Civil Rights requirements.

III. DISCUSSION

As a recipient of more than \$250,000 annually in FTA funds, Santa Cruz METRO is required to comply with Title 49 of the Code of Federal Regulations, Part 26 (49 CFR 26), which states that recipients must establish and implement a Disadvantaged Business Enterprise (DBE) program and set a DBE participation goal. In FY12, Santa Cruz METRO will receive approximately \$5 million in FTA financial assistance. A DBE firm is a for-profit “small business concern” that is at least 51 percent woman- or racial minority owned.

Santa Cruz METRO’s policy is to ensure that DBEs have an equal opportunity to receive and participate in FTA-assisted contracts. Santa Cruz METRO is prohibited from excluding any person from participating in, denying any person the benefits of, or otherwise discriminating against anyone in connection with the award and performance of any contract covered by 49 CFR 26 on the basis of race, color, sex, national origin, disability or sexual orientation.

Beginning with FFY12, the FTA requires recipients to calculate and submit a new DBE goal every three years rather than annually as had been required in the past. The goal currently under consideration is for federal fiscal years 2012 - 2014 (FFY12-FFY14). If contract opportunities change during the three-year goal period, Santa Cruz METRO can submit a revised DBE goal to the FTA at any time.

Santa Cruz METRO staff used the methodology published in 49 CFR 26.45 to establish the DBE goal by defining a market area for contractors on its federally assisted projects and determining the percentage of DBE firms in the market area (Attachment A). Data from the Santa Cruz METRO FY12 budget, the Census Bureau County Business Patterns and the Caltrans list of certified DBEs provided all data for the calculation.

Santa Cruz METRO anticipates potential contract awards of \$864,699 in FTA funds for federally assisted projects during FY12, and staff proposes a FFY12-FFY14 goal of 1.54%. This goal falls within the range of previous DBE goals and is reasonable based upon current market conditions.

Santa Cruz METRO disseminated Public Notices in English and Spanish announcing the proposed DBE goal for FFY12-FFY14 and the Public Hearing to be held today. Notices were published 5/9/11 in general circulation media, minority-focused media, trade association publications, on Santa Cruz METRO’s web site, posted at Santa Cruz METRO’s transit centers and at the Administration Building. Additionally, Santa Cruz METRO provided the Public Hearing notices to the May meetings of the Elderly and Disabled Technical Advisory Committee (E/D TAC) and the Metro Advisory Committee (MAC).

Santa Cruz METRO’s DBE Goal for FFY12-FFY14 and supporting information regarding Santa Cruz METRO’s DBE Program (Attachment A) was available for public inspection at Santa Cruz METRO’s Administrative Offices; the Santa Cruz Central Branch Library, 224 Church Street, Santa Cruz, CA 95060; the Watsonville Main Library, 275 Main Street, Watsonville, CA 95076 and on the Santa Cruz METRO web site through June 23, 2011. Comments are being accepted

through the end of today's Public Hearing. No comments had been submitted as of June 15, 2011.

Conducting a Public Hearing today affords the public another opportunity to comment on the proposed FFY12-FFY14 DBE Goal. Adopting the proposed DBE Goal of 1.54% will meet FTA Civil Rights requirements to calculate and submit a DBE Goal every three years.

IV. FINANCIAL CONSIDERATIONS

Adopting the DBE goal for FFY12-FFY14 has no significant financial impact; however, contracts funded with FTA assistance will be monitored and reported regularly for DBE goal achievement.

V. ATTACHMENTS

Attachment A: Disadvantaged Business Enterprise (DBE) Program FFY12-FFY14 Goal

*Staff Report Prepared By: Thomas Hiltner, Grants/Legislative Analyst
Date Prepared: June 15, 2011*



Santa Cruz Metropolitan Transit District

Disadvantaged Business Enterprise (DBE) Program

FFY12 – FFY14 Goal

May 9, 2011

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PUBLIC NOTICE
DISADVANTAGED BUSINESS ENTERPRISE
GOAL FOR FEDERAL FISCAL YEARS 2012-2014(FFY12-FFY14)

Notice is hereby given that the Santa Cruz Metropolitan Transit District (Santa Cruz METRO) is proposing a Disadvantaged Business Enterprise (DBE) goal of **1.54%** for U.S. Department of Transportation assisted contracts for FFY12-FFY14. This goal has been set based upon information currently available. As part of this program, Santa Cruz METRO must establish a goal for DBE participation in all new contracts that are eligible to be funded with federal funds. A DBE firm is defined as a for-profit “small business concern” that is at least 51 percent owned and controlled by one or more socially and economically disadvantaged individuals. California DBE firms are certified as such through the California United Certification Program (UCP).

It is the policy of Santa Cruz METRO to ensure nondiscrimination on the basis of race, color, sex, national origin, disability and/or sexual orientation in the award and administration of DOT-assisted contracts. It is the intention of Santa Cruz METRO to create a level playing field on which DBEs can compete fairly for DOT-assisted contracts.

The rationale for this goal and supporting information regarding Santa Cruz METRO’s DBE Program will be available for public inspection at Santa Cruz METRO’s Administrative Offices, 110 Vernon Street, Santa Cruz, CA 95060. These documents are available for inspection from 8 am to 5 pm, Monday through Friday, from May 9, 2011 through June 23, 2011 at the above address, on METRO’s website www.scmttd.com and at the Santa Cruz Central Branch Library, 224 Church Street, Santa Cruz, CA 95060 and the Watsonville Main Library, 275 Main Street, Watsonville, CA 95076, during regular library hours.

Santa Cruz METRO and the Federal Transit Administration will accept written comments on Santa Cruz METRO’s proposed DBE goal and its rationale for 45 days from the date of this notice. Comments should be submitted to Angela Aitken, Acting Assistant General Manager and Finance Manager, at the address listed above, or by email: DBE@scmttd.com or to the Federal Transit Administration, Civil Rights Office, Region IX, 201 Mission Street, Suite 1650, San Francisco, CA 94105.

Santa Cruz METRO will hold a Public Hearing on its FFY12-FFY14 DBE goal at 9:00 am on June 24, 2011 at the Santa Cruz City Council Chambers at 809 Center Street, Santa Cruz, CA 95060. Members of the public may address Santa Cruz METRO’s Board of Directors at this meeting.



Methodology For Calculating the Proposed DBE Goal for Federal Fiscal Year 2012 – Federal Fiscal Year 2014 (FFY12-FFY14)

Santa Cruz Metropolitan Transit District (Santa Cruz METRO) is proposing an overall Disadvantaged Business Enterprise (DBE) goal of 1.54% for U.S. Department of Transportation, Federal Transit Administration (FTA) assisted contracts in federal fiscal years 2012 – 2014 (FFY12-FFY14). The FTA requires that any recipient of more than \$250,000 in FTA funds annually must have a DBE goal. Santa Cruz METRO will receive approximately \$5 million in FTA funding in FFY12 and will set a DBE goal as it has for more than 20 years.

The FTA recently shifted from a requirement to calculate annually the DBE goal to calculating it every three years. Santa Cruz METRO complied with the requirement to calculate an annual goal through FFY11 and will shift to a three-year goal with the FFY12-FFY14 goal. Since Santa Cruz METRO's future budgets are uncertain at this time due to possible service reductions, fare increases and staffing modifications, the type and amount of contracted work may change in the outer years. Staff calculated the three-year DBE goal based upon its known FY12 budget. Santa Cruz METRO will adjust its DBE goal, if necessary, when future budgets are known.

The Code of Federal Regulations, Title 49 Section 26 (49 CFR 26) describes several methods to calculate a DBE goal. The method staff chose to obtain Santa Cruz METRO's FFY12-FFY14 goal specifies that a simple percentage of DBE vendors in the contracted types of work be weighted by the proportion of total contract opportunities in that type of work as shown in the overall budget to determine a base goal. The base goal is to be further adjusted, as appropriate, to reflect the recipient's actual experience or other qualifying factors to narrowly tailor the goal to market conditions. The final goal is expressed as both the percentage and the amount of federal dollars in DBE contract opportunities.

To calculate Santa Cruz METRO's proposed DBE Goal for FFY12-FFY14, staff used data from Santa Cruz METRO's FY12 budget, the latest (2008) US Bureau of Census County Business Patterns (CBP) database and the California Department of Transportation (Caltrans) database of all statewide, certified DBE vendors. Both the CBP and Caltrans DBE vendor database offer vendor groupings according to the type of work they perform as categorized by the North American Industry Classification System (NAICS), which provides a two to six-digit number corresponding to every known type of work performed by businesses in North America. In order to compare data from all three data sources using a common classification, staff identified all of the goods and

services that Santa Cruz METRO typically contracts by a corresponding NAICS code. The following text and tables describe the steps taken to calculate the goal.

First, staff examined Santa Cruz METRO’s FY12 Operating and Capital Budget (Budget) to determine the type and amount of contracts which could be awarded from the operating and capital budgets. From an operating budget of \$38,627,918, potential contract opportunities equal \$6,589,098. There were no contract opportunities in the Capital Budget. The FTA provides \$5,069,208 in operating assistance and no capital funding assistance. The following table shows the calculations for the first step.

**Santa Cruz METRO DBE Goal Calculation for FFY12 - FFY14
(FFY12 Goal calculation as basis for three-year goal)**

Step 1: Santa Cruz METRO FY12 Operating Budget Contract Opportunities ⁽¹⁾

	(A) Total	(B) \$ Procurement in Operating Budget	(C) % Procurement in Operating Budget	(D) \$ FTA Operating Assistance	(E) \$ FTA Operating Assistance in Procurements (C) * (D)
FY12 Operating Budget	\$ 38,627,918	\$ 6,589,098	17.06%	\$ 5,069,208	\$ 864,699

⁽¹⁾ Santa Cruz METRO's FY12 Capital Budget has no federally-funded contract opportunities.

Second, staff identified every piece of potential contract work in the Budget by a corresponding NAICS code. Staff aggregated the types of work into the four broader *Procurement Groups* of Construction, Transportation, Wholesale and Services identified in the Step 2 table below. The four Procurement Groups derived from all contract opportunities are shown in the following table by dollar amount and percentage of total contract opportunities in each Procurement Group.

Step 2. Santa Cruz METRO FY12 Operating Budget Contract Opportunities by Procurement Group

Procurement Group	(1) Construction	(2) Transport	(3) Wholesale	(4) Services	(5) Total
\$ in Group (FY12 Budget)	\$ 99,999	\$ 250,000	\$ 3,511,023	\$ 2,728,076	\$ 6,589,098
% of All Procurements in Group	1.52%	3.79%	53.29%	41.40%	100.00%
\$ FTA in Group [(1) % * \$ Step 1. (E)]	\$ 13,123	\$ 32,808	\$ 460,758	\$ 358,010	\$ 864,699

Third, staff determined the market area from which vendors who bid on Santa Cruz METRO contracts would likely be chosen. Since it is conceivable that a vendor may come from as far north as Sonoma, or as far south as Santa Barbara for the award of a large contract, staff included all of Caltrans Districts 04 and 05 when conducting its DBE calculation. In addition, staff included any DBE vendor in the state that indicated that they perform work in Districts 04 and 05, regardless of the vendor's location. The following fourteen counties fall within Caltrans Districts 04 and 05, creating Santa Cruz METRO's market area:

- Alameda County
- Contra Costa County
- Marin County
- Monterey County
- Napa County
- San Benito County
- San Francisco County
- San Luis Obispo County
- San Mateo County
- Santa Barbara County
- Santa Clara County
- Santa Cruz County
- Solano County
- Sonoma County

After determining the market area, staff extracted a count of all vendors in the market area from the County Business Patterns (CBP) database by using the same NAICS code attached to each piece of potential contract work in the Santa Cruz METRO FY12 Operating Budget. Next, staff performed exactly the same operation on the Caltrans DBE vendor directory to obtain a count of DBE vendors in the Santa Cruz METRO market area. The count of all vendors, DBE vendors and the percentage DBE vendors by Procurement Group in Santa Cruz METRO's market area are shown in the following Step 3 table.

**Step 3. Santa Cruz METRO Market Area Firms by NAICS in Procurement Groups
Total Firms and Certified DBEs**

County	(1)	(2)	(3)	(4)	#Firms in NAICS
	Construction 2382	Transportation 485991	Wholesale 221210,323110, 423120,423130, 424120,424720, 8112	Services 522190,5241, 541,561612, 561720,562112, 621111,8111,	
Caltrans District 04					
Alameda	671	17	1,492	7,612	9,792
Contra Costa	471	6	734	5,040	6,251
Marin	181	7	260	2,353	2,801
Napa	85	1	106	692	884
San Francisco	377	18	573	7,448	8,416
San Mateo	427	20	743	4,179	5,369
Santa Clara	797	16	1,448	10,822	13,083
Solano	190	6	318	1,047	1,561
Sonoma	393	6	461	2,383	3,243
Caltrans District 05					
Monterey	219	0	325	1,448	1,992
San Benito	39	0	33	135	207
San Luis Obispo	210	0	267	1,486	1,963
Santa Barbara	260	4	371	2,201	2,836
Santa Cruz	173	1	210	1,358	1,742
Districts 04 & 05	4,493	102	7,341	48,204	60,140
Certified DBEs					
Market Area	Construction	Transport.	Wholesale	Services	#DBEs in NAICS
	NAICS	NAICS	NAICS	NAICS	
District 04 & 05 & Statewide DBEs	155	6	77	824	1,062
%DBE	3.45%	5.88%	1.05%	1.71%	1.77%

Sources: US Bureau of the Census, County Business Patterns, 2008
CA Dept. of Transportation, UCP Directory of DBEs, 3/21/11.

Fourth, staff used the DBE percentage obtained above for each Procurement Group and multiplied that by the percentage (weight) of the total work to be performed in that Procurement Group as determined in Step 2. This produced the base DBE goal for FFY12-FFY14.

**Step 4: Santa Cruz METRO's FFY12-FFY 14 DBE Goal for FTA Assisted Contracts
Weighted Average of DBE Participation by Procurement Group as a Percentage of Total Contracts ⁽²⁾
% DBE Participation and Projected \$ FTA in DBE Contract Awards**

	(1)	(2)	(3)	(4)	Total
	Construction NAICS	Transport. NAICS	Wholesale NAICS	Services NAICS	
% DBEs in Market Area	3.45%	5.88%	1.05%	1.71%	1.77%
% Contract \$ in Group	1.52%	3.79%	53.29%	41.40%	100.00%
Weighted %DBE (% Contracts * %DBE)	0.05%	0.22%	0.56%	0.71%	1.54%
FTA Dollars in DBE Contracts					
\$ FTA Assistance	\$ 13,123	\$ 32,808	\$ 460,758	\$ 358,010	\$ 864,699
\$ FTA in DBE Contracts					
% DBE * Total \$ FTA Assistance	202.38	505.96	7,105.78	5,521.21	\$ 13,335

⁽²⁾ Sum of (% DBE * % Group in Procurement Budget) for all four Procurement Groups

To obtain the final DBE goal using the chosen method prescribed by 49 CFR 26.45, staff examined the actual rate of DBE participation during the last four years relative to the adopted DBE goals to determine if the FFY12-FFY14 base goal needed to be adjusted.

Previous DBE goal attainment ranged from 0% to 5.4%. Santa Cruz METRO attained 5.4% DBE participation in FFY07 primarily because of large construction projects with subcontracting opportunities that were awarded for MetroBase construction. Last year (FFY10), Santa Cruz METRO had no large construction contracts available to bid and achieved 0% DBE participation. The FFY07 5.4% attainment can be considered an extreme outlier, irrelevant to current contract opportunities and the need to adjust the base goal. FFY08 and FFY09 DBE participation rates were 1.48% and 2.06% respectively.

In the previous four years, Santa Cruz METRO adopted goals ranging from 1.32% to 1.73%. As noted in the narrative for the first step, Santa Cruz METRO's FY12 Capital Budget has no contract opportunities, and specifically no large construction projects which would warrant an upward adjustment to the FFY12-FFY14 goal commensurate with the disparity between FFY07's 5.4% attainment against a goal of 1.57%. With the calculated rate falling well within the goals of the last four years, staff decided that the calculated goal needed no adjustment; therefore, staff recommends the calculated 1.54% base goal as the final goal for FFY12-FFY14. At this rate, FTA spending with DBE vendors will total \$13,335.

If approved by the Board of Directors, Santa Cruz METRO will establish a DBE goal of 1.54% for FFY12-FFY14. Santa Cruz METRO's proposed DBE Goal for FFY12-FFY14 and supporting documents for Santa Cruz METRO's DBE Program are available for public inspection May 9, 2011 through June 23, 2011 at Santa Cruz METRO's Administrative Offices, 110 Vernon Street, Santa Cruz, CA 95060, on METRO's website www.scmttd.com, at the Santa Cruz Central Branch Library, 224 Church Street, Santa Cruz, CA 95060 and at the Watsonville Main Library, 275 Main Street, Watsonville, CA 95076.



AVISO AL PÚBLICO

EMPRESA DE NEGOCIOS EN DESVENTAJA **META PARA AÑOS FISCALES FEDERALES 2012-2014 (FFY12-FFY14)**

Se hace saber que el Distrito de Tránsito Metropolitano de Santa Cruz, (Santa Cruz METRO) propone una meta conjunta para la Empresa de Negocios en Desventaja (DBE) de **1.54%** para los contratos de asistencia del Departamento de Transporte de EE.UU. (U.S. DOT) para FFY12-FFY14. Este objetivo se ha creado basándose en la información actualmente disponible. Como parte de este programa, Santa Cruz METRO debe establecer una meta para participación de DBE en todos los contratos nuevos que son elegibles de ser financiados con fondos federales. Una empresa DBE se define como una “empresa pequeña” con fines de lucro que es al menos el 51 por ciento de propiedad y controlada por uno o mas individuales con desventaja social y económica. Empresas DBE de California están calificadas como tales a través del Programa de Certificación Unido de California (UCP).

Es la póliza del Santa Cruz METRO de prohibir la discriminación por motivos de raza, color, sexo, origen nacional, discapacidad, y/u orientación sexual en la concesión y administración de contratos asistidos del DOT. Es la intención del Santa Cruz METRO de crear una igualdad de condiciones en la que DBEs pueden competir en condiciones justas para contratos asistidos de DOT.

La base lógica de este objetivo y la información relativa apoyando el programa DBE del Santa Cruz METRO estará disponible para inspección pública en las oficinas administrativas de Santa Cruz METRO, 110 Vernon Street, Santa Cruz, CA 95060. Estos documentos estarán disponibles para inspección de las 8 am a las 5 pm, lunes a viernes, desde el 9 de mayo, 2011 hasta el 23 de junio, 2011 en la dirección arriba indicada, en el sitio web de METRO www.scmtd.com y en la Biblioteca Central de Santa Cruz, 224 Church Street, Santa Cruz, CA 95060 y la Biblioteca Principal de Watsonville, 275 Main Street, Watsonville, CA 95076, durante las horas regulares de las bibliotecas.

Santa Cruz METRO y la Administración Federal de Tránsito aceptarán comentarios por escrito sobre el objetivo propuesto de DBE del Santa Cruz METRO y su razón de ser por 45 días a partir de la fecha de esta notificación. Los comentarios deben ser sometidos a Angela Aitken, Gerente de Finanzas y Asistente Interino al Gerente General, en la dirección arriba indicada, o por correo electrónico: DBE@scmtd.com o a la Administración Federal de Tránsito, Oficina de Derechos Civiles, Región IX, 201 Mission Street, Suite 1650, San Francisco, CA 94105.

Santa Cruz METRO tendrá una Audiencia Pública sobre su meta del FFY12-FFY14 de DBE a las 9:00 am el 24 de junio, 2011 en las Salas de Consejo de la Ciudad de Santa Cruz en 809 Center Street, Santa Cruz, CA 95060. Miembros del público podrán dirigirse a la Junta Directiva del Santa Cruz METRO en esta sesión.



METODOLOGÍA DE CÁLCULO DE LA META DBE PROPUESTA PARA EL AÑO FISCAL FEDERAL 2012

El Distrito de Tránsito Metropolitano de Santa Cruz (Santa Cruz METRO), propone una meta conjunta para Empresas de Negocios en Desventaja (DBE) de 1.54% para los contratos de asistencia del Departamento de Transporte de EE.UU, Administración Federal de Tránsito (FTA) para los años fiscales federales 2012-2014 (FFY12-FFY14). La FTA requiere que cualquier recipiente de más de \$250,000 en fondos anuales de la FTA debe tener una meta DBE. Santa Cruz METRO recibirá aproximadamente \$5 millones en fondos de la FTA en FFY12 y establecerá una meta DBE como lo ha hecho por más de 20 años.

Recientemente, la FTA cambio sus requerimientos de calcular la meta DBE anualmente a calcular la meta cada tres años. Santa Cruz METRO cumplió con el requerimiento de calcular la meta anualmente hasta FFY11 y cambiará a la meta de tres años con su meta de FFY12-FFY14. Como el futuro financiero del Santa Cruz METRO es incierto a este tiempo debido a las posibles reducciones de servicio, aumentos de tarifa y modificación de personal, el tipo y cantidad de trabajo contratado puede cambiar en los próximos años. El personal calculó la meta DBE de tres años basada sobre el presupuesto futuro conocido.

El Código de Regulaciones Federales, Título 49 Sección 26 (49 CFR 26) describe varios métodos para calcular una meta DBE. El método que escogió el personal para obtener la meta de FFY12-FFY14 del Santa Cruz METRO dice que un simple porcentaje de proveedores DBE en tipos de trabajo contratado sea pesado por la proporción de oportunidades de contratos totales en ese tipo de trabajo como mostrado en el presupuesto total para determinar un base para la meta. La meta base será ajustada como apropiado para reflejar la experiencia actual del recipiente u otros factores de calificación para que la meta mida con las condiciones de la maqueta. La meta final será expresada como un porcentaje y por cantidad de dólares federales en oportunidades de contratos DBE.

Para calcular la meta DBE propuesta por el Santa Cruz METRO para FFY12-FFY14, el personal utilizó datos del presupuesto financiero FY12 del Santa Cruz METRO, la base de datos más reciente (2008) del Patrón de Negocios del Condado de la Oficina del Censo de EE.UU. (CBP) y la base de datos del Departamento de Transporte de California (Caltrans) de todos los vendedores certificados DBE en todo el estado. Tanto el CBP y la bases de datos de vendedores DBE de Caltrans ofrecen grupos de vendedores según el tipo de trabajo que realizan según la clasificación del Sistema de Clasificación de

Industria de Norte América (NAICS), que proporciona un número de dos a seis dígitos correspondientes a cada tipo conocido de los trabajos realizados por empresas en Norte América. Con el fin de comparar los datos de las tres fuentes de datos utilizando una nomenclatura común, el personal identificó todos los bienes y servicios que el Santa Cruz METRO normalmente contrata por un código NAICS correspondiente. El texto y las tablas siguientes describen las medidas adoptadas para calcular la meta.

Santa Cruz METRO DBE Goal Calculation for FFY12 - FFY14 (FFY12 Goal calculation as basis for three-year goal)					
Step 1: Santa Cruz METRO FY12 <u>Operating</u> Budget Contract Opportunities ⁽¹⁾					
	(A) Total	(B) \$ Procurement in Operating Budget	(C) % Procurement in Operating Budget	(D) \$ FTA Operating Assistance	(E) \$ FTA Operating Assistance in Procurements (C) * (D)
FY12 Operating Budget	\$ 38,627,918	\$ 6,589,098	17.06%	\$ 5,069,208	\$ 864,699
⁽¹⁾ Santa Cruz METRO's FY12 <u>Capital</u> Budget has no federally-funded contract opportunities.					

En primer lugar, el personal examinó el Presupuesto de Operación y Capital del FY12 del Santa Cruz METRO (Presupuesto) para determinar el tipo y cantidad de contratos que pueden obtenerse con los presupuestos de operación y capital. De un presupuesto de operación de \$38, 627,918, hay oportunidades potenciales de contratos de \$6, 589,098. El Presupuesto de Capital no tuvo oportunidades de contratos. La FTA proporcionó \$5, 069,208 en asistencia de operaciones pero no proporciono asistencia de financiación de capital. La siguiente tabla muestra los cálculos para el primer paso.

Santa Cruz METRO DBE Goal Calculation for FFY12 - FFY14 (FFY12 Goal calculation as basis for three-year goal)					
Step 1: Santa Cruz METRO FY12 <u>Operating</u> Budget Contract Opportunities ⁽¹⁾					
	(A) Total	(B) \$ Procurement in Operating Budget	(C) % Procurement in Operating Budget	(D) \$ FTA Operating Assistance	(E) \$ FTA Operating Assistance in Procurements (C) * (D)
FY12 Operating Budget	\$ 38,627,918	\$ 6,589,098	17.06%	\$ 5,069,208	\$ 864,699
⁽¹⁾ Santa Cruz METRO's FY12 <u>Capital</u> Budget has no federally-funded contract opportunities.					

En segundo lugar, el personal identifica cada pieza de contrato de trabajo potencial en el presupuesto por el correspondiente código NAICS. El personal agregó los tipos de trabajo en los cuatro más amplios Grupos de Adquisiciones de Construcción, Transporte, Ventas al Mayoreo y Servicios identificados en la tabla de abajo del Paso 2. Los cuatro Grupos de Adquisiciones procedentes de todas las oportunidades de contratación se muestran en la siguiente tabla por cantidad de dólares y el porcentaje de oportunidades total del contrato en cada Grupo de Adquisiciones.

Step 2. Santa Cruz METRO FY12 Operating Budget Contract Opportunities by Procurement Group					
Procurement Group	(1) Construction	(2) Transport	(3) Wholesale	(4) Services	(5) Total
\$ in Group (FY12 Budget)	\$ 99,999	\$ 250,000	\$ 3,511,023	\$ 2,728,076	\$ 6,589,098
% of All Procurements in Group	1.52%	3.79%	53.29%	41.40%	100.00%
\$ FTA in Group [(1) % * \$ Step 1. (E)]	\$ 13,123	\$ 32,808	\$ 460,758	\$ 358,010	\$ 864,699

En tercer lugar, el personal determinó el área del mercado de donde vendedores que hacen ofertas de trabajo en contratos del Santa Cruz METRO probablemente serían elegidos. Como es concebible que un vendedor puede venir de tan norte como Sonoma, o de tan sur como Santa Bárbara para la adjudicación de un contrato de gran envergadura, el personal incluyó todos los Distritos de Caltrans 04 y 05 a la hora de realizar su cálculo de DBE. Además, el personal incluyó a cualquier vendedor DBE en el estado que haiga indicado que puede realizar trabajo en los Distritos 04 y 05, independientemente de la ubicación del proveedor. Los siguientes catorce condados caen dentro de los Distritos 04 y 05, creando la zona de mercado del Santa Cruz METRO:

- Condado de Alameda
- Condado de Contra Costa
- Condado de Marín
- Condado de Monterey
- Condado de Napa
- Condado de San Benito
- Condado de San Francisco
- Condado de San Luis Obispo
- Condado de San Mateo
- Condado de Santa Bárbara
- Condado de Santa Clara
- Condado de Santa Cruz
- Condado de Solano
- Condado de Sonoma

Después de determinar la zona del mercado, el personal extrajo un recuento de todos los vendedores en el área de mercado de la base de datos del CBP utilizando el mismo código NAICS que acompaña a cada contrato de trabajo potencial en el Presupuesto de Operaciones FY12 del Santa Cruz METRO. Después, el personal realizó exactamente la misma operación en el directorio de proveedores DBE de Caltrans para obtener un recuento de los vendedores de DBE en el área de mercado del Santa Cruz METRO. El recuento de todos los vendedores, los vendedores DBE, y vendedores de porcentaje DBE de Adquisiciones del Grupo en el área de mercado de Santa Cruz METRO se muestra en el paso 3 de la siguiente tabla.

Step 3. Santa Cruz METRO Market Area Firms by NAICS in Procurement Groups					
Total Firms and Certified DBEs					
	(1) Construction	(2) Transportation	(3) Wholesale	(4) Services	#Firms in NAICS
County	2382	485991	221210,323110, 423120,423130, 424120,424720, 8112	522190,5241, 541, 561612, 561720,562112, 621111,8111,	
Caltrans District 04					
Alameda	671	17	1,492	7,612	9,792
Contra Costa	471	6	734	5,040	6,251
Marin	181	7	260	2,353	2,801
Napa	85	1	106	692	884
San Francisco	377	18	573	7,448	8,416
San Mateo	427	20	743	4,179	5,369
Santa Clara	797	16	1,448	10,822	13,083
Solano	190	6	318	1,047	1,561
Sonoma	393	6	461	2,383	3,243
Caltrans District 05					
Monterey	219	0	325	1,448	1,992
San Benito	39	0	33	135	207
San Luis Obispo	210	0	267	1,486	1,963
Santa Barbara	260	4	371	2,201	2,836
Santa Cruz	173	1	210	1,358	1,742
Districts 04 & 05	4,493	102	7,341	48,204	60,140
Certified DBEs					
Market Area	Construction NAICs	Transport. NAICs	Wholesale NAICs	Services NAICs	#DBEs in NAICS
District 04 & 05 & Statewide DBEs	155	6	77	824	1,062
%DBE	3.45%	5.88%	1.05%	1.71%	1.77%
Sources: US Bureau of the Census, County Business Patterns, 2008					
CA Dept. of Transportation, UCP Directory of DBEs, 3/21/11.					

En cuarto lugar, el personal utilizó el porcentaje DBE obtenido anteriormente para cada Grupo de Adquisiciones y lo multiplicó por el porcentaje (peso) de la obra total que se realiza en ese Grupo de Adquisiciones como se indica en el paso 2. Esto produjo la meta base DBE para FFY12-FFY14.

Step 4: Santa Cruz METRO's FFY12-FFY 14 DBE Goal for FTA Assisted Contracts					
Weighted Average of DBE Participation by Procurement Group as a Percentage of Total Contracts ⁽²⁾					
% DBE Participation and Projected \$ FTA in DBE Contract Awards					
	(1) Construction NAICs	(2) Transport. NAICs	(3) Wholesale NAICs	(4) Services NAICs	Total
% DBEs in Market Area	3.45%	5.88%	1.05%	1.71%	1.77%
% Contract \$ in Group	1.52%	3.79%	53.29%	41.40%	100.00%
Weighted %DBE (% Contracts * %DBE)	0.05%	0.22%	0.56%	0.71%	1.54%
FTA Dollars in DBE Contracts					
\$ FTA Assistance	\$ 13,123	\$ 32,808	\$ 460,758	\$ 358,010	\$ 864,699
\$ FTA in DBE Contracts					
% DBE * Total \$ FTA Assistance	202.38	505.96	7,105.78	5,521.21	\$ 13,335
⁽²⁾ Sum of (% DBE * % Group in Procurement Budget) for all four Procurement Groups					

Para obtener el objetivo final de DBE utilizando el método elegido prescrito por el 49 CFR 26.45, el personal examina la tasa real de participación de DBE en los últimos cuatro años en relación a las metas DBE adoptadas para determinar si la meta base de FFY12-FFY14 se tiene que ajustar. Previa metas de alcance de DBE variaron de 0% a

5.4%. Santa Cruz METRO alcanzó el 5.4% de participación de DBE en FFY07 principalmente debido a proyectos grandes de construcción que ofrecieron oportunidades de subcontratación que se otorgaron para la construcción MetroBase. El año pasado (FFY10), Santa Cruz METRO no tuvo contratos grandes de construcción a su disposición y alcanzó 0% de participación DBE. El logro de FFY07 de 5.4% se puede considerar un valor atípico extremo, irrelevante para las oportunidades de contratación en curso y la necesidad de ajustar la meta de la base. Las tasas de participación DBE de FFY08 y FFY09 fueron 1.48% y 2.06% respectivamente.

En los últimos cuatro años, Santa Cruz METRO adoptó metas que variaron desde 1.32% a 1.73%. Como se señaló en la narrativa de la primera fase, el Presupuesto Capital de FFY12 de Santa Cruz METRO no tiene oportunidades de contratación, y, específicamente, no tiene proyectos grandes de construcción que garanticen un ajuste alto a la meta FFY12-FFY14 en consonancia con la disparidad entre las metas de FFY07 de 5.4% contra un objetivo del 1.57%. Con la caída de la tasa calculada en conformidad con los objetivos de los últimos cuatro años, el personal decidió que no fue necesario ningún ajuste al objetivo calculado, por lo tanto, el personal recomienda el objetivo del 1.54% calculado como base del objetivo final de FFY12-FFY14. A esta proporción, el gasto de FTA con los vendedores DBE sería un total de \$13,335 dólares.

Si es aprobado por la Junta Directiva, Santa Cruz METRO establecerá una meta DBE de 1.54% para FFY12-FFY14. La Meta Propuesta de DBE del Santa Cruz METRO para FFY12-FFY14 y documentos de apoyo para el programa DBE de Santa Cruz METRO están disponibles para inspección pública desde el 9 de mayo 2011 al 23 de junio de 2011 en las oficinas administrativas de Santa Cruz de METRO, 110 Vernon Street, Santa Cruz, CA 95060, en la página web de METRO, www.scmtd.com, en la Biblioteca Central de Santa Cruz, 224 Church Street, Santa Cruz, CA 95060 y en la Biblioteca Principal de Watsonville, 275 Main Street, Watsonville, CA 95076.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 24, 2011
TO: Board of Directors
FROM: Ciro F. Aguirre, Manager of Operations
SUBJECT: APPROVAL OF THE PROPOSED METRO FIXED ROUTE SERVICE REDUCTIONS FOR FALL 2011

I. RECOMMENDED ACTION

That the Board of Directors approves the Fixed Route Service Reductions for Fall 2011.

II. SUMMARY OF ISSUES

- Due to elimination and reduction from various funding sources, METRO is experiencing a decrease in its operating funds. METRO will be unable to financially sustain Fixed Route Bus Service at the current levels in Fiscal Year 2012.
- Santa Cruz METRO Staff developed a Fixed Route Service Reduction Proposal consisting of a 12% reduction in transit service that was favorably considered by the Board of Directors at the April 22, 2011 board meeting.
- Public Comments were received through various channels of communication. METRO staff produced modifications to the Fixed Route Service Reduction Proposal based on these comments.
- METRO staff has created an 8.2 % Fixed Route Service Reduction Proposal which reflects public comments received to achieve a modified level of service that can be sustained by the projected budget for Fiscal Year 2012.
- Santa Cruz METRO Staff recommends approval of the Fixed Route Service Reductions for Fall 2011

III. DISCUSSION

Due to a prolonged recession, there has been a reduction of Federal, State and Local funding sources to Mass Transit. These economic conditions have impacted METRO's operational revenues significantly. Because revenues have not rebounded sufficiently a budget deficit now exists, thus transit service to the community at current levels will not be sustainable in Fiscal Year 2012.

On April 22, 2011 the METRO Board of Directors considered a Fixed Route Service Reduction Proposal consisting of a 12% reduction in transit service, and approved a staff recommended public outreach plan designed to inform and solicit input from the public regarding the service reduction proposal.

Based on public comments received, METRO staff made modifications to the Fixed Route Service Reduction Proposal to reflect the most common and most pragmatic comments and concerns received. Please see Attachment A for a list of modifications made in order to accommodate such comments and concerns.

Transit service that was restored, reinstated, or modified based on public feedback is as follows:

- Restored all trips of the Route 3
- Restored all trips of the Route 4
- Added 5 trips of the Route 4 (via Harvey West Park only) on the weekends
- Reinstated the 12:30pm trip of the Route 40
- Reinstated two (2) inbound morning trips of the Route 71
- Adjusted the evening departures of the Route 35
- Adjusted the evening departures of the Route 71
- Adjusted the evening departure of the Route 42 on the weekends
- Reinstated 10 trips of the Route 68 on the weekends
- Removed Plans for a new weekend Route "69C"
- Reinstated alternating Routes 69A and 69W every other hour on the weekends
- Rerouted the Route 66 at night to serve Soquel Ave. to Front St.
- Rerouted the Route 3 to serve Mission St. in both directions

Attachment A shows a comparison between the current service, the 12% reduction option based on geographic coverage, and the modified 8.2% reduction based on public input.

Many of the modifications made were to restore or reinstate service; because of these modifications, the level of transit service reduced has gone from 12% to approximately 8.2%.

Santa Cruz METRO Staff recommends approval of the Fixed Route Service Reductions for Fall 2011.

IV. FINANCIAL CONSIDERATIONS:

Adoption of the 8.2% reduction in transit service will equate to approximately \$960K in operational savings per year. Estimates in passenger fare revenue are to be determined once a new Fixed Route Fare Ordinance is adopted on August 12, 2011.

V. ATTACHMENTS:

Attachment A: Service Reduction Outline: Comparison of Options

Prepared By: Carolyn Derwing, Schedule Analyst
Erich R. Friedrich, Jr. Transit Planner
Date Prepared: June 16, 2011

Comparison of Options

Route	Current	12% Geo	8.2% Geo & Public Comments
Local Santa Cruz			
Route 3: Mission/Beach	12 Trips	5 Trips	12 Trips
Route 4: Harvey West/Emeline	11 Trips	6 Trips	11 Trips
Route 4: Harvey West-WE	N/A	N/A	5 Trips
Route 8: Emeline	1 Trip	1 Trip	1 Trip
UCSC			

Route 10: UCSC via High	24 Trips	13 Trips <i>Move Departures</i>	13 Trips <i>Move Departures</i>
Route 12: UCSC East Side Direct	1 Trip	1 Trip	1 Trip
Route 13: UCSC via Walnut	12 Trips	Deleted	Deleted
Route 15: UCSC via Laurel East	N/A	<i>Move Departures</i>	<i>Move Departures</i>
Route 16: UCSC via Laurel West	38 Trips	38 Trips <i>Move Departures</i>	38 Trips <i>Move Departures</i>
Route 16N: Night Owl	5 Trips	Deleted	Deleted
Route 19: UCSC via Lower Bay	14 Trips	23 Trips <i>Move Departures</i>	23 Trips <i>Move Departures</i>
Route 19N: Night Owl – WE	5 Trips	Deleted	Deleted
Route 20: UCSC via Westside	16 Trips	16 Trips	16 Trips
Route 20D: UCSC via Westside Supp.	8 Trips	8 Trips	8 Trips

Comparison of Options

Route	Current	12% Geo	8.2% Geo & Public Comments
Scotts Valley / San Lorenzo Valley			
Route 30: Graham Hill/Scotts Valley	4 Trips	4 Trips	4 Trips
Route 33: Lompico/Zayante	2 Trips	2 Trips	2 Trips
Route 34: South Felton	2 Trips	2 Trips	2 Trips
Route 35/A: SLV/Santa Cruz – WD	59 Trips	57 Trips	Moved Afternoon Departure 57 Trips
Route 35/A: SLV/Santa Cruz – “ST”	6 Trips	4 Trips	Moved Night Departures 4 Trips
Route 35/A: SLV/Santa Cruz – WE	47 Trips	45 Trips	45 Trips
		No Big Basin	No Big Basin
		Moved Night Departures	Moved Night Departures
North Coast			
Route 40 – WD	4 Trips	3 Trips	4 Trips
		No Waddell Creek	No Waddell Creek
		Moved Departures	Moved Departures
Route 40: Davenport/North Coast – WE	2 Trips	1 Trip	1 Trip
		No Waddell Creek	No Waddell Creek
Route 41: Bonny Doon – WD	4 Trips	4 Trips	4 Trips
Route 41: Bonny Doon – WE	1 Trip	1 Trip	1 Trip
Route 42: Bonny Doon – WD	1 Trip	1 Trip	1 Trip
Route 42: Davenport/Bonny Doon – WE	2 Trips	1 Trip	1 Trip
		Moved Departures	Moved Departures

Comparison of Options

Route	Current	12% Geo	8.2% Geo & Public Comments
Mid-County			
Route 54: Cap./Aptos/ La Selva – WD	1 Trip	1 Trip	1 Trip
		<i>Moved Departure</i>	<i>Moved Departure</i>
Route 54: Cap./Aptos/ La Selva – WE	3 Trips	3 Trips	3 Trips
		<i>Deleted Mar Vista Loop</i>	<i>Deleted Mar Vista Loop</i>
		<i>Moved Departure</i>	<i>Moved Departure</i>
Route 55: Rio Del Mar	10 Trips	10 Trips	10 Trips
		<i>Deleted Mar Vista Loop</i>	<i>Deleted Mar Vista Loop</i>
Route 56: La Selva	2 Trips	2 Trips	2 Trips
		<i>Moved Departure</i>	<i>Moved Departure</i>
Live Oak			
Route 66: Live Oak via 17th – WD	34 Trips	30 Trips	30 Trips
		<i>Moved Evening Departures</i>	<i>Moved Evening Departures</i>
Route 66: Live Oak via 17th – WE	32 Trips	29 Trips	29 Trips
		<i>Moved All Departures</i>	<i>Moved All Departures</i>
Route 68: Live Oak via Broadway – WD	26 Trips	26 Trips	26 Trips
		<i>Deleted Loop from 26th-East Cliff-30th</i>	<i>Deleted Loop from 26th-East Cliff-30th</i>
Route 68: Live Oak via Broadway – WE	21 Trips	Deleted	10 Trips
			<i>Deleted Loop from 26th-East Cliff-30th</i>
Route 69: Capitola Road	35 Trips	Deleted	Deleted

Comparison of Options

Route	Current	12% Geo	8.2% Geo & Public Comments
Cabrillo / South County			
Route 69A: Wats./S.C. – WD	25 Trips	25 Trips	25 Trips
Route 69A: Wats./S.C. – WE	22 Trips	Deleted	12 Trips
Route 69N: Capitola Night	10 Trips	Deleted	Deleted
Route 69W: Wats./S.C. – WD	26 Trips	26 Trips	26 Trips
Route 69W: Wats./S.C. – WE	23 Trips	Deleted	13 Trips
Route 69C: Wats./S.C./Cabrillo – WE	N/A	25 Trips	N/A
Route 71: Watsonville/S.C. – WD	84 Trips	74 Trips	76 Trips
		<i>Moved Evening Departures</i>	<i>Moved Evening Departures</i>
Route 71: Watsonville/S.C. – WE	62 Trips	61 Trips	61 Trips
		<i>Moved Evening Departures</i>	<i>Moved Evening Departures</i>
Route 91X: Commuter Express	13 Trips	Deleted	13 Trips
Local Watsonville			
Route 72: Corralitos – WD	14 Trips	8 Trips	8 Trips
		<i>Moved Departures</i>	<i>Moved Departures</i>
Route 74: Ohlone/Rolling Hills – WD	12 Trips	6 Trips	6 Trips
Route 75: Green Valley – WD	15 Trips	14 Trips	14 Trips
Route 75: Green Valley – WE	14 Trips	14 Trips	14 Trips
Route 79: East Lake – WD	11 Trips	11 Trips	11 Trips

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 24, 2011
TO: Board of Directors
FROM: Angela Aitken, Finance Manager, and Acting Assistant General Manager
SUBJECT: PUBLIC HEARING: ADOPTION OF THE FY12 FINAL BUDGET

I. RECOMMENDED ACTION

That the Board of Directors hold a public hearing and adopt a resolution approving the FY12 Final Budget as presented in Attachments A - I.

II. SUMMARY OF ISSUES

- The FY12 Final Budget is a revised two-year budget. The Board of Directors adopted the previous two-year budget for FY11 and FY12 in June of 2010
- The Board of Directors must adopt a FY12 Final Budget by June of 2011
- The FY12 Final Budget was updated based on revenue and expense data collected March through June 2011
- In the FY12 Final Budget, **Operating Revenue** is \$33,810,217 while **Operating Expense** is \$39,261,455, creating an **Operating Deficit** of \$5,451,238
- **Non-Operating and One-Time Revenues** of \$5,451,238 are required to balance the FY12 budget at this time
- The FY12 **Capital Budget** totals \$12,938,070 and is funded with Federal, State and Local funds

III. DISCUSSION

The FY12 Final Budget is a revised two-year budget. The Board of Directors adopted the previous two-year budget for FY11 and FY12 in June of 2010, and must adopt a FY12 Final Budget by June of 2011. The FY12 Final Budget is presented this month for Board and Public Review. The FY12 Final Budget was updated and based on revenue and expense data collected March through June 2011. A public hearing has been scheduled for 9:00AM, June 24, 2011.

A. Operating Revenues

Total Operating Revenue assumptions have been projected to increase by 6.8% in FY12 based on data collected March through June 2011. The FY12 Final Budget variance explanations detailed below are based on the difference between the FY11 Published Budget and the FY12 Final Budget.

- Passenger Fares - is projected to increase by 28.6%. Actual revenue collections through April 2011 have exceeded the FY11 budget by 10.0% with the additional increase attributed to a fare increase of \$.50 on the local base fare of approximately \$375,000
- Highway 17 Fares and Highway 17 Payments - are projected to decrease by -7.8% and -4.5% respectively based on actual revenue collections through March 2011. Revenue collection problems were corrected with the installation of new fareboxes in December 2010 and more realistic revenue projections and payments are now projected for FY12.
- Advertising Income – is anticipated to decrease by -7.0%. Recently, some long-term contracts were allowed to expire in anticipation of fewer ad spaces available due to pending service reductions this Fall.
- Rent Income – Pacific Station - is projected to decrease by -7.4% due to two (2) tenant leases that were re-negotiated with a lower base monthly rent, and one (1) tenant that re-negotiated paying lower utilities
- Rent Income – Watsonville - is projected to increase by 16.3%. In the past, MST has paid for the use of the Watsonville Transit Center, via a take down from the shared annual FTA 5307 allocation we both receive each year. In FY12, we are showing the lease payment as revenue. The net impact to the FY12 budget is \$0.
- Interest Income - is projected to increase by 107.8% in FY12, and is based on actual revenue received through April 2011, which is 134.0% higher than the FY11 budget. Historically we have used the County Auditor Controller's estimate to budget interest income, but have significantly exceeded that estimate year after year.
- Sales Tax - is projected to increase by 6.4% in FY12 and is based on actual cash receipts through May 2011, which indicate that we are 6.7% over the amount budgeted year to date for FY11
- The Transportation Development Act (TDA) Funds - allocation reflects a 5.4% increase in FY12 over the current year allocation received from the Santa Cruz County Regional Transportation Commission (SCCRTC). The projected allocation amount is the amount proposed by the SCCRTC staff.
- FTA Section 5311 – Rural Operating Assistance – is projected to decrease by -8.5% based on 55.33% of the allowable net project costs of \$1,336,832.
- AMBAG / CTC Funding - is projected to increase by 517.6% or \$129,400, and is based on current grants. (Watsonville Planning Study \$20K, and Bus Stop Improvements \$134K)

B. Operating Expense

Total Operating Expense assumptions have been projected to increase by 5.3% in FY12 based on data collected through March and April 2011 with a 5.7% increase in Personnel, and a 4.1% increase in Non-Personnel expenses. The FY12 Final Budget variance explanations detailed below are based on the difference between the FY11 Published Budget and the FY12 Final Budget.

Departmental Expense changes include:

- Administration - an overall net decrease of -7.5% composed of the following:
 - Medical Insurance premiums are budgeted to increase by 12.0%, after a 17.0% increase in FY11; the Retirement expense factor is budgeted to increase by 3.72%, from 13.48% to 17.21% and overall Worker's Compensation claims expense is expected to increase by 28.6% in all departments based on FY11 actual expenses. Workers Comp expense is allocated by the number of FTE's per department.
 - Project Manager position salary and benefits expense transfer from Admin to the IT department for a full year. 50% of the expense will be paid with capital funds transferred from the Metrobase capital budget
 - A reduction in the Legislative Services budget of -13% due to the FY11 budget containing provisions for contractual increases on expiring contracts, while those contracts were renegotiated with no increase
 - The transfer of Employee Training funds from the HR and IT budgets to Admin
- Human Resources – an overall net decrease of -12.6% due to:
 - The unfunding of one (1) position and the reduction of one (1) position to part-time
 - Medical Insurance premiums are budgeted to increase by 12.0%, after a 17.0% increase in FY11; the Retirement expense factor is budgeted to increase by 3.72%, from 13.48% to 17.21% and overall Worker's Compensation claims expense is expected to increase by 28.6% in all departments based on FY11 actual expenses.
 - An increase of \$50K in Professional Technical Fees related to the recruitment of a new General Manager
 - Reduced Classified Advertising expense, due to fewer new hires
 - The transfer of Employee Training funds to the Administration budget
- Information Technology - an overall increase of 20.0% due to:
 - Year over year personnel expense decreased by -7.3% below FY11 budget; retirement payouts from Operating Reserves per Board direction combined with 50% of salary and benefits expense for the current IT / Project Manager to be paid with funds transferred from Capital Reserves
 - Increased salary and benefits expense for the new Assistant Manager of IT
 - Medical Insurance premiums are budgeted to increase by 12.0%, after a 17.0% increase in FY11; the Retirement expense factor is budgeted to increase by 3.72%, from 13.48% to 17.21% and overall Worker's Compensation claims expense is expected to increase by 28.6% in all departments based on FY11 actual expenses.

- An increase in Repairs to Equipment for additional maintenance contracts on new software
- The transfer of Employee Training funds to the Admin budget

- District Counsel - an overall increase of 8.9% due to:
 - Medical Insurance premiums are budgeted to increase by 12.0%, after a 17.0% increase in FY11; the Retirement expense factor is budgeted to increase by 3.72%, from 13.48% to 17.21% and overall Worker's Compensation claims expense is expected to increase by 28.6% in all departments based on FY11 actual expenses.

- Risk Management - an overall departmental net increase of 122.0% is anticipated due to current outstanding unpaid claims. When these unpaid claims settle, they will be paid with funds transferred from Reserves.

- Paratransit Program – an overall net increase of 6.9% due to:
 - The unfunding of three (3) positions
 - Medical Insurance premiums are budgeted to increase by 12.0%, after a 17.0% increase in FY11; the Retirement expense factor is budgeted to increase by 3.72%, from 13.48% to 17.21% and overall Worker's Compensation claims expense is expected to increase by 28.6% in all departments based on FY11 actual expenses.
 - Re-allocation of custodial services funding from the Facilities Maintenance budget for NTD reporting purposes
 - Increased fuel expense by 25% or \$80K in anticipation of substantial increases to the price of gas (up to \$5.00 a gallon)

- Bus Operators – an overall net increase of 2.6% due to:
 - The unfunding of eleven (11) bus operator positions effective September 15, 2011, due to service reductions
 - Medical Insurance premiums are budgeted to increase by 12.0%, after a 17.0% increase in FY11; the Retirement expense factor is budgeted to increase by 3.72%, from 13.48% to 17.21% and overall Worker's Compensation claims expense is expected to increase by 28.6% in all departments based on FY11 actual expenses.

- Fleet Maintenance – An overall increase of 4.6% due to:
 - The unfunding of one (1) position
 - Medical Insurance premiums are budgeted to increase by 12.0%, after a 17.0% increase in FY11; the Retirement expense factor is budgeted to increase by 3.72%, from 13.48% to 17.21% and overall Worker's Compensation claims expense is expected to increase by 28.6% in all departments based on FY11 actual expenses.
 - Uniform and Laundry are expected to decrease by -40% due to a reduction in the number of uniforms required for staff

- Repairs – Revenue Vehicles - is anticipated to increase by 7.7% due to due to anticipated repairs to aging buses that are still in service past the Federal Transit Administration (FTA) useful life guidelines
- Fuels & Lubricants Non-Revenue Vehicles – is expected to decrease by -53.3% due to less frequent usage of the bus operator relief vehicles, as the result of efficiencies achieved with the 10% service reduction in September 2010 and we expect this to continue.
- Non-Inventory Parts is expected to decrease by -62.5% due to operational efficiencies achieved by combining the 111 Dubois and 138 Golf Club Shop, and cost cutting measures that have been put in place over the past year.
- Retired Employee Benefits – increased by 34.3% due to:
 - Medical Insurance premiums are budgeted to increase by 12.0%, after a 17.0% increase in FY11
 - An increase of 8.4% in Dental Insurance premiums
 - An slight increase of 6.1% in Vision Insurance premiums
 - An increase of 5.4% in Life Insurance premiums
 - These costs are in direct relation to how many retirees are added to the retirement roll versus how many come off the retirement roll in any given year.

Consolidated Operating Expense variances include:

- Personnel expense (Labor and Fringe benefits) for all departments is projected to increase overall by 5.7% due to the following:
 - The 3.0% contractual wage increase due on June 23, 2011 for SEIU, UTU ParaCruz, and Management
 - An increase in January, 2012 in medical insurance premiums of approximately 12.0%, after an increase of 17.0% in January 2011
 - Increased Worker’s Compensation claims expense of approximately 28.6%
- Non-Personnel expense is budgeted to increase overall by 4.1% with the significant account details listed below:
 - Admin and Bank Fees is anticipated to increase by 6.4% due to bank card processing fees related to the four (4) TVM’s that are fully operational as of June 2011
 - Professional Technical Fees are increased by 10.7% based on the recruitment of a new General Manager
 - Legislative Services decrease of -13.0% due to the FY11 budget containing provisions for contractual increases on expiring contracts, while those contracts were renegotiated with no increase
 - Custodial Services is budgeted to increase by 73.8% due to an inadequate amount budgeted in FY11 for custodial services at the Watsonville Transit Center and based on actual spending in FY11

- Uniforms and Laundry expense is anticipated to decrease by -33.0% due to a reduction in the number of uniforms required for staff
- Security Services is budgeted to increase by 6.6% due to increased coverage at the Watsonville Transit Center
- Repairs to Equipment is budgeted to increase by 7.4% due in anticipation of repairs to aging equipment that has been retained past the estimated reasonable life and an increase in software maintenance contracts
- Repairs to Revenue Vehicles is expected to increase by 4.9% due to anticipated repairs to aging buses that are still in service past the Federal Transit Administration (FTA) useful life guidelines
- Fuel – Non-Revenue Vehicles is projected to decrease by -53.7% due to less frequent usage of the bus operator relief vehicles, as the result of efficiencies achieved with the 10% service reduction in September 2010
- Fuel – Revenue Vehicles is projected to increase by 7.6% due to slight increases in the price of liquefied natural gas (LNG) and significant increases anticipated in the price of gasoline and diesel.
- Postage and Mailing is expected to decrease by -19.5% due to decreased usage caused by the use of scanned documents and the ability to email documents rather than mail them
- Printing Expense is expected to decrease by -27.4% due to fewer tickets and passes being printed due to the purchase of the new FTA ARRA grant funded GFI fareboxes in December 2010, and less demand for printed copies of Headways
- Non-Inventory Parts is budgeted to decrease by -57.8% due to operational efficiencies achieved by combining the 111 Dubois and 138 Golf Club Shop, and cost cutting measures currently in place
- Telecommunications expense is budgeted to decrease overall by -10.7% based on actual spending in FY11; elimination of the Xora phone expense, and efficiencies achieved with the purchase of the new phone system in FY10
- Settlement Cost is anticipated to increase significantly by 203.3% due to current outstanding unpaid claims. When these unpaid claims settle, they will be paid with funds transferred from Reserves.
- Other Taxes is anticipated to decrease by -33.3% due to a reduction in property tax expenses as the result of vacating the 111 Dubois facility
- Facility Lease expense will decrease by -37.7% due to vacating the 111 Dubois facility and the purchase of the 425 Front Street property

C. Operating Deficit

The Operating Deficit for FY12 is estimated to be \$5,451,238 due to Operating Expenses exceeding Operating Revenue. For many years Santa Cruz METRO's budget deficit has been balanced with One-Time or Non-Recurring Revenues and Transfers from Reserves.

Currently, the Santa Cruz METRO Board of Directors is facing difficult decisions regarding budget stability and the service levels provided to the public. The current anemic economy and the federal

ADA complimentary paratransit service requirements, that legally must be provided, have resulted in multi-year budgetary shortfalls. Due to budgetary shortfalls related to the Federal, State and Local economic conditions, current levels of service and operating expenses are unsustainable.

To mitigate the Operating Deficit of \$5,451,238 for FY12, staff is recommending using the following in Non-Operating Revenue and Transfers from Reserve:

- STIC - \$820K
- STA - \$60K
- Fuel Tax Credit - \$250K
- Carryover from Previous Year - \$1.763M
- Transfer from Legal Settlements - \$455K
- Transfer from Capital Reserves - \$76K
- Transfer from Operating Reserve for Payouts - \$101K

In addition, to eliminate the \$3.8M deficit, staff recommends the following balancing actions to balance the FY12 Final Budget:

- Implement the proposed Fall 2011 7% geographic **service reduction** that would equate to unfunding approximately eleven (11) Bus Operator positions in UTU Local 23 - Fixed Route for a savings of approximately \$900K per year.
- Use of approximately \$1M in one time money from the Capital **Reserve** Retained Earnings Account
- Implement approximately \$600K in **contractual concessions and unfunded positions** from SEIU Local 521, UTU Local 23 – ParaCruz Operations, and Management.
 - The **unfunded positions** for UTU Local 23 – Fixed Route are included in the above proposed Fall 2011 7% geographic service reduction for a savings of approximately \$900K per year.
- Initiate the process for a fare increase of \$.50 on the local base fare with corresponding fare increases in all other local categories. **New Revenues** from this fare increase are estimated to bring in approximately \$375K in FY12 and will bring in new revenue to supplement our Operating Revenues for future fiscal year Operating Budgets. Additional Non-Operating Revenue from STIC (\$200K) and STA (\$726K) which have previously been used for our Capital budget will now be used to balance our Operating Budget in FY12.

D. Capital Budget

The FY12 Final **Capital Budget** totals \$12,938,070, and will require cash flow advances from the Reserved Retained Earnings Account of \$11,001,535. Santa Cruz METRO will invoice for \$8,493,662 of the \$11,001,535 advanced, and will be reimbursed by the individual granting agencies at a later date. Restricted grant funds will provide \$1,802,000 to the FY12 capital

budget; this cash is currently held in restricted accounts at the County Treasury. The FTA State of Good Repair grant utilizes matching salary funds from the operating budget of \$134,535; therefore less capital funding is required for this grant. A line item has been added to the capital budget for \$1,000,000 to account for a reduction in the Reserved Retained Earnings Account, due to the use of these funds to assist in balancing the FY12 operating budget deficit.

IV. FINANCIAL CONSIDERATIONS

The FY12 Final Operating and Capital Budget, as presented, is balanced over a one-year period of time and is balanced through the use of One-Time or Non-Recurring Revenues and Transfers from Reserves since projected operating revenues do not cover projected operating expenses.

The FY12 Final Capital Budget totals \$12,938,070 and requires cash flow advances of \$11,001,535 from the Reserved Retained Earnings Account. Subsequent reimbursements will provide \$8,493,662 back to the Reserved Retained Earnings Account, while \$1,802,000 is funded with restricted cash on hand.

V. ATTACHMENTS

- Attachment A: FY12 Final Budget Resolution**
- Attachment B: FY12 Final Operating Budget**
- Attachment C: Final FY12 Budget Deficit Solution**
- Attachment D: Forecasted Five-Year Plan**
- Attachment E: FY12 Final Authorized and Funded Personnel**
- Attachment F: FY12 Final Capital Budget**
- Attachment G: FY12 & FY13 Unfunded Capital Needs List**
- Attachment H: FY12 Board Member Travel**
- Attachment I: FY12 Employee Incentive Program**
- Attachment J: Schedule of Reserve Balances – Pre Audit**

Prepared by: Debbie Kinslow, Assistant Finance Manager

Date Prepared: June 14, 2011

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 FY12 OPERATING AND CAPITAL BUDGETS

WHEREAS, it is necessary to revise the adopted FY12 Operating and Capital Budgets of the Santa Cruz Metropolitan Transit District to provide for revisions in the operating revenue and expense budget.

NOW, THEREFORE, BE IT RESOLVED, the budget is hereby amended per the attached Attachments A - I.

PASSED AND ADOPTED this 24th day of June 2011, by the following vote:

AYES: Directors -

NOES: Directors -

ABSENT: Directors -

ABSTAIN: Directors -

Approved _____

ELLEN PIRIE

Board Chair

ATTEST _____

LESLIE R. WHITE

General Manager

APPROVED AS TO FORM:

MARGARET GALLAGHER

District Counsel

Attachment B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY12 FINAL OPERATING BUDGET REVENUE SOURCES

REVENUE SOURCE	PUBLISHED BUDGET FY11	PROJECTED ACTUAL FY11	% CHANGE BUDG FY11 PROJ FY11	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12
Passenger Fares	3,127,587	3,442,707	10.1%	4,021,814	28.6%
Special Transit Fares	3,212,406	3,304,324	2.9%	3,230,414	0.6%
Paratransit Fares	245,642	239,851	-2.4%	251,843	2.5%
Highway 17 Fares	1,205,009	1,099,854	-8.7%	1,110,852	-7.8%
Highway 17 Payments	435,512	411,732	-5.5%	415,849	-4.5%
Commissions	5,500	4,375	-20.4%	5,600	1.8%
Advertising Income	215,000	219,077	1.9%	200,000	-7.0%
Rent Income - SC Pacific Station	91,774	84,670	-7.7%	85,000	-7.4%
Rent Income - Watsonville TC	34,399	41,306	20.1%	40,000	16.3%
Rent Income - General	-	-	0.0%	-	0.0%
Interest Income	57,750	137,181	137.5%	120,000	107.8%
Other Non-Transp Revenue	8,000	18,107	126.3%	18,100	126.3%
Sales Tax (1/2 cent)	14,140,000	14,600,000	3.3%	15,038,000	6.4%
Transp Dev Act (TDA) Funds	4,974,478	5,001,737	0.5%	5,244,963	5.4%
FTA Sec 5307 - Op Assistance	3,696,155	3,696,155	0.0%	3,707,070	0.3%
Prop 84 - TOD	10,000	-	-100.0%	10,000	0.0%
Repay FTA Advance (#4 and #5 of 5)	-	-	0.0%	-	0.0%
FTA Sec 5311 - Rural Op Asst	170,894	156,618	-8.4%	156,312	-8.5%
AMBAG/CTC Funding	25,000	40,600	62.4%	154,400	517.6%
SUBTOTAL REVENUE	31,655,105	32,498,295	2.7%	33,810,217	6.8%
ONE-TIME REVENUES					
ARRA Operating	270,000	270,000	0.0%	-	-100.0%
STIC	1,202,159	1,202,159	0.0%	1,020,417	-15.1%
STA	2,800,000	1,991,905	-28.9%	786,266	-71.9%
Fuel Tax Credit	-	776,438	100.0%	250,000	100.0%
SUBTOTAL ONE-TIME REVENUES	4,272,159	4,240,502	-0.7%	2,056,683	-51.9%
SUBTOTAL REVENUE AND ONE-TIME REVENUES	35,927,264	36,738,797	2.3%	35,866,900	-0.2%
TRANSFERS FROM RESERVES					
Carryover from Previous Year	1,071,106	-	-100.0%	1,762,862	64.6%
Xfr from Ins Res-Legal Settlement	150,000	30,897	-79.4%	455,000	203.3%
Transfer (to)/from Capital Reserves	130,947	111,345	-15.0%	75,631	-42.2%
Transfer (to)/from Operating Reserves	-	-	0.0%	1,101,062	100.0%
SUBTOTAL TRANSFERS FROM RESERVES	1,352,053	142,242	-89.5%	3,394,555	151.1%
UNREALIZED REVENUE	-	-	0.0%	-	0.0%
TOTAL REVENUE	37,279,317	36,881,039	-1.1%	39,261,455	5.3%

* FTA funding is used solely to fund labor expense

Attachment B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY12 FINAL OPERATING BUDGET Departmental Expenses

DEPARTMENT	PUBLISHED BUDGET FY11	PROJECTED ACTUAL FY11	% CHANGE BUDG FY11 PROJ FY11	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12
1100 Administration	989,166	916,843	-7.3%	915,072	-7.5%
1200 Finance	2,310,312	2,183,642	-5.5%	2,362,323	2.3%
1300 Customer Service	594,460	562,933	-5.3%	611,280	2.8%
1400 Human Resources	644,595	579,627	-10.1%	563,243	-12.6%
1500 Information Technology	731,359	706,517	-3.4%	877,671	20.0%
1700 District Counsel	508,030	541,591	6.6%	553,099	8.9%
1800 Risk Management	250,000	191,462	-23.4%	555,000	122.0%
2200 Facilities Maintenance	2,295,325	2,220,889	-3.2%	2,314,811	0.8%
3100 Paratransit Program	4,679,287	4,311,336	-7.9%	5,000,961	6.9%
3200 Operations	2,548,525	2,508,304	-1.6%	2,533,952	-0.6%
3300 Bus Operators	13,449,603	13,802,999	2.6%	13,796,292	2.6%
4100 Fleet Maintenance	6,523,912	6,336,264	-2.9%	6,821,299	4.6%
9001 Cobra Benefits	-	1,175	100.0%	-	0.0%
9005 Retired Employee Benefits	1,754,441	2,017,162	15.0%	2,356,152	34.3%
700 SCCIC/COPS	300	300	0.0%	300	0.0%
TOTAL OPERATING EXPENSES	37,279,317	36,881,039	-1.1%	39,261,455	5.3%

DepartExpenses

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Attachment B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY12 FINAL OPERATING BUDGET

Consolidated Expenses

ACCOUNT	PUBLISHED BUDGET FY11	PROJECTED ACTUAL FY11	% CHANGE BUDG FY11 PROJ FY11	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12
LABOR					
501011 Bus Operator Pay	7,932,855	7,380,357	-7.0%	7,657,437	-3.5%
501013 Bus Operator OT	1,541,590	1,820,500	18.1%	1,519,012	-1.5%
501021 Other Salaries	6,514,844	6,414,700	-1.5%	6,299,635	-3.3%
501023 Other OT	357,082	299,558	-16.1%	348,189	-2.5%
Totals	16,346,370	15,915,115	-2.6%	15,824,273	-3.2%
FRINGE BENEFITS					
502011 Medicare/Soc. Sec.	250,264	231,543	-7.5%	245,275	-2.0%
502021 Retirement	2,319,866	2,181,665	-6.0%	2,901,196	25.1%
502031 Medical Ins	5,366,764	6,005,613	11.9%	6,707,496	25.0%
502041 Dental Ins	474,123	425,744	-10.2%	471,613	-0.5%
502045 Vision Ins	134,969	132,420	-1.9%	129,800	-3.8%
502051 Life Ins/AD&D	43,362	41,903	-3.4%	44,563	2.8%
502060 State Disability Ins (SDI)	185,102	214,731	16.0%	189,248	2.2%
502061 Long Term Disability Ins	225,405	198,686	-11.9%	228,299	1.3%
502071 State Unemployment Ins (SUI)	63,224	79,389	25.6%	77,818	23.1%
502081 Worker's Comp Ins	700,000	899,323	28.5%	900,000	28.6%
502101 Holiday Pay	391,008	425,931	8.9%	377,784	-3.4%
502103 Floating Holiday	69,581	71,069	2.1%	71,302	2.5%
502109 Sick Leave	813,227	547,968	-32.6%	865,747	6.5%
502111 Annual Leave	1,521,383	2,012,628	32.3%	1,523,643	0.1%
502121 Other Paid Absence	124,017	146,089	17.8%	119,969	-3.3%
502251 Phys. Exams	13,699	5,014	-63.4%	14,110	3.0%
502253 Driver Lic Renewal	4,532	2,102	-53.6%	4,668	3.0%
502999 Other Fringe Benefits	69,732	78,320	12.3%	66,872	-4.1%
Totals	12,770,259	13,700,137	7.3%	14,939,402	17.0%

Attachment B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY12 FINAL OPERATING BUDGET

Consolidated Expenses

ACCOUNT	PUBLISHED BUDGET FY11	PROJECTED ACTUAL FY11	% CHANGE BUDG FY11 PROJ FY11	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12
SERVICES					
503011 Accting/Audit Fees	95,250	95,250	0.0%	95,250	0.0%
503012 Admin/Bank Fees	259,350	207,743	-19.9%	276,050	6.4%
503031 Prof/Technical Fees	225,132	155,645	-30.9%	249,210	10.7%
503032 Legislative Services	103,400	90,000	-13.0%	90,000	-13.0%
503033 Legal Services	55,000	1,479	-97.3%	55,000	0.0%
503034 Pre-Employment Exams	7,300	2,064	-71.7%	7,519	3.0%
503041 Temp Help	-	169,375	100.0%	-	0.0%
503161 Custodial Services	50,000	68,543	37.1%	86,900	73.8%
503162 Uniforms/Laundry	33,600	19,511	-41.9%	22,500	-33.0%
503171 Security Services	374,332	378,869	1.2%	399,000	6.6%
503221 Classified/Legal Ads	29,100	6,820	-76.6%	22,343	-23.2%
503222 Legal Ads	-	-	0.0%	-	0.0%
503225 Graphic Services	4,000	-	-100.0%	4,000	0.0%
503351 Repair - Bldg & Impr	100,000	79,704	-20.3%	100,000	0.0%
503352 Repair - Equipment	576,490	524,696	-9.0%	619,310	7.4%
503353 Repair - Rev Vehicle	410,000	406,564	-0.8%	430,000	4.9%
503354 Repair - Non Rev Vehicle	25,000	14,297	-42.8%	25,000	0.0%
503363 Haz Mat Disposal	49,500	42,663	-13.8%	50,000	1.0%
Totals	2,397,454	2,263,224	-5.6%	2,532,082	5.6%
MOBILE MATERIALS & SUPPLIES					
504011 Fuels & Lubricants - Non Rev Veh	151,100	58,357	-61.4%	70,000	-53.7%
504012 Fuels & Lubricants - Rev Veh	2,095,000	2,095,000	0.0%	2,255,000	7.6%
504021 Tires & Tubes	243,000	190,368	-21.7%	250,000	2.9%
504161 Other Mobile Supplies	-	64	100.0%	-	0.0%
504191 Rev Vehicle Parts	625,000	592,193	-5.2%	635,000	1.6%
Totals	3,114,100	2,935,982	-5.7%	3,210,000	3.1%

Attachment B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY12 FINAL OPERATING BUDGET

Consolidated Expenses

ACCOUNT	PUBLISHED BUDGET FY11	PROJECTED ACTUAL FY11	% CHANGE BUDG FY11 PROJ FY11	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12
OTHER MATERIALS & SUPPLIES					
504205 Freight Out	2,500	2,465	-1.4%	2,500	0.0%
504211 Postage & Mailing	23,400	10,184	-56.5%	18,830	-19.5%
504214 Promotional Items	-	-	0.0%	-	0.0%
504215 Printing	102,487	64,529	-37.0%	74,356	-27.4%
504217 Photo Supp/Process	6,000	294	-95.1%	3,900	-35.0%
504311 Office Supplies	70,617	56,727	-19.7%	66,415	-6.0%
504315 Safety Supplies	16,300	17,879	9.7%	20,300	24.5%
504317 Cleaning Supplies	33,100	35,236	6.5%	38,100	15.1%
504409 Repair/Maint Supplies	40,000	32,878	-17.8%	40,000	0.0%
504421 Non-Inventory Parts	45,000	13,555	-69.9%	19,000	-57.8%
504511 Small Tools	8,700	3,773	-56.6%	8,700	0.0%
504515 Employee Tool Replacement	3,000	668	-77.7%	3,000	0.0%
Totals	351,104	238,188	-32.2%	295,101	-16.0%
UTILITIES					
505011 Gas & Electric	225,000	232,851	3.5%	234,000	4.0%
505021 Water & Garbage	150,000	125,522	-16.3%	150,000	0.0%
505031 Telecommunications	169,000	130,194	-23.0%	151,000	-10.7%
Totals	544,000	488,566	-10.2%	535,000	-1.7%
CASUALTY & LIABILITY					
506011 Insurance - Property	115,000	91,359	-20.6%	115,000	0.0%
506015 Insurance - PL/PD	525,300	438,368	-16.5%	525,300	0.0%
506021 Insurance - Other	750	1,219	62.5%	750	0.0%
506123 Settlement Costs	150,000	180,897	20.6%	455,000	203.3%
506127 Repairs - District Prop	-	(74,943)	100.0%	-	0.0%
Totals	791,050	636,900	-19.5%	1,096,050	38.6%

Attachment B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY12 FINAL OPERATING BUDGET

Consolidated Expenses

ACCOUNT	PUBLISHED BUDGET FY11	PROJECTED ACTUAL FY11	% CHANGE BUDG FY11 PROJ FY11	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12
TAXES					
507051 Fuel Tax	14,000	13,435	-4.0%	14,000	0.0%
507201 Licenses & Permits	23,000	12,457	-45.8%	19,300	-16.1%
507999 Other Taxes	30,000	20,989	-30.0%	20,000	-33.3%
Totals	67,000	46,881	-30.0%	53,300	-20.4%
PURCHASED TRANS.					
503406 Contract/Paratransit	250,000	187,752	-24.9%	250,000	0.0%
Totals	250,000	187,752	-24.9%	250,000	0.0%
MISC EXPENSE					
509011 Dues/Subscriptions	66,025	66,132	0.2%	70,147	6.2%
509085 Advertising - Rev Prod	-	-	0.0%	-	0.0%
509101 Employee Incentive Program	34,600	10,544	-69.5%	35,533	2.7%
509121 Employee Training	55,575	30,466	-45.2%	66,227	19.2%
509123 Travel	90,780	45,350	-50.0%	93,443	2.9%
509125 Local Meeting Expense	4,950	3,176	-35.8%	5,000	1.0%
509127 Board Director Fees	13,200	9,600	-27.3%	12,600	-4.5%
509150 Contributions	650	-	-100.0%	250	-61.5%
509198 Cash Over/Short	500	580	16.1%	-	-100.0%
Totals	266,280	165,849	-37.7%	283,200	6.4%
LEASES & RENTALS					
512011 Facility Lease	359,000	290,067	-19.2%	223,500	-37.7%
512061 Equipment Rental	22,700	12,378	-45.5%	19,547	-13.9%
Totals	381,700	302,445	-20.8%	243,047	-36.3%
PERSONNEL TOTAL	29,116,629	29,615,253	1.7%	30,763,675	5.7%
NON-PERSONNEL TOTAL	8,162,688	7,265,787	-11.0%	8,497,780	4.1%
TOTAL OPERATING EXPENSES	37,279,317	36,881,039	-1.1%	39,261,455	5.3%

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Attachment B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY12 FINAL OPERATING BUDGET

Administration - 1100

ACCOUNT	PUBLISHED BUDGET FY11	PROJECTED ACTUAL FY11	% CHANGE BUDG FY11 PROJ FY11	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12
LABOR					
501011 Bus Operator Pay	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	0.0%	-	0.0%
501021 Other Salaries	347,220	310,384	-10.6%	197,848	-43.0%
501023 Other OT	-	61	100.0%	-	0.0%
Totals	347,220	310,444	-10.6%	197,848	-43.0%
FRINGE BENEFITS					
502011 Medicare/Soc. Sec.	6,951	5,670	-18.4%	5,343	-23.1%
502021 Retirement	57,221	46,950	-17.9%	54,279	-5.1%
502031 Medical Ins	50,154	39,055	-22.1%	52,693	5.1%
502041 Dental Ins	4,821	3,799	-21.2%	4,192	-13.1%
502045 Vision Ins	1,360	1,037	-23.7%	990	-27.2%
502051 Life Ins/AD&D	629	520	-17.4%	444	-29.4%
502060 State Disability Ins (SDI)	3,477	2,751	-20.9%	2,436	-30.0%
502061 Long Term Disability Ins	4,982	2,044	-59.0%	3,670	-26.3%
502071 State Unemployment Ins (SUI)	840	819	-2.5%	819	-2.5%
502081 Worker's Comp Ins	9,302	18,440	98.2%	8,970	-3.6%
502101 Holiday Pay	4,881	6,840	40.1%	3,625	-25.7%
502103 Floating Holiday	12,475	12,475	0.0%	8,364	-33.0%
502109 Sick Leave	19,524	6,947	-64.4%	43,011	120.3%
502111 Annual Leave	92,211	136,080	47.6%	113,372	22.9%
502121 Other Paid Absence	3,051	813	-73.4%	2,266	-25.7%
502251 Phys. Exams	-	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	0.0%	-	0.0%
502999 Other Fringe Benefits	4,029	4,032	0.1%	2,049	-49.1%
Totals	275,908	288,272	4.5%	306,521	11.1%

Attachment B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY12 FINAL OPERATING BUDGET Administration - 1100

ACCOUNT	PUBLISHED BUDGET FY11	PROJECTED ACTUAL FY11	% CHANGE BUDG FY11 PROJ FY11	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12
SERVICES					
503011	-	-	0.0%	-	0.0%
503012	1,300	-	-100.0%	-	-100.0%
503031	17,232	15,824	-8.2%	21,500	24.8%
503032	103,400	90,000	-13.0%	90,000	-13.0%
503033	-	-	0.0%	-	0.0%
503034	-	-	0.0%	-	0.0%
503041	-	49,489	100.0%	-	0.0%
503161	-	-	0.0%	-	0.0%
503162	-	-	0.0%	-	0.0%
503171	-	-	0.0%	-	0.0%
503221	8,100	967	-88.1%	8,343	3.0%
503222	-	-	0.0%	-	0.0%
503225	-	-	0.0%	-	0.0%
503351	-	-	0.0%	-	0.0%
503352	-	-	0.0%	-	0.0%
503353	11,700	6,193	-47.1%	7,000	-40.2%
503354	-	-	0.0%	-	0.0%
503363	-	-	0.0%	-	0.0%
Totals	141,732	162,473	14.6%	126,843	-10.5%
MOBILE MATERIALS & SUPPLIES					
504011	-	-	0.0%	-	0.0%
504012	-	-	0.0%	-	0.0%
504021	-	-	0.0%	-	0.0%
504161	-	-	0.0%	-	0.0%
504191	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%

Attachment B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY12 FINAL OPERATING BUDGET

Administration - 1100

ACCOUNT	PUBLISHED BUDGET FY11	PROJECTED ACTUAL FY11	% CHANGE BUDG FY11 PROJ FY11	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12
OTHER MATERIALS & SUPPLIES					
504205 Freight Out	-	-	0.0%	-	0.0%
504211 Postage & Mailing	11,800	3,429	-70.9%	7,000	-40.7%
504214 Promotional Items	-	-	0.0%	-	0.0%
504215 Printing	10,487	544	-94.8%	2,000	-80.9%
504217 Photo Supp/Process	100	-	-100.0%	-	-100.0%
504311 Office Supplies	8,790	5,631	-35.9%	14,545	65.5%
504315 Safety Supplies	-	-	0.0%	-	0.0%
504317 Cleaning Supplies	-	-	0.0%	-	0.0%
504409 Repair/Maint Supplies	-	-	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	31,177	9,604	-69.2%	23,545	-24.5%
UTILITIES					
505011 Gas & Electric	-	-	0.0%	-	0.0%
505021 Water & Garbage	-	-	0.0%	-	0.0%
505031 Telecommunications	-	222	100.0%	-	0.0%
Totals	-	222	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%

10.b9

Attachment B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY12 FINAL OPERATING BUDGET Administration - 1100

ACCOUNT	PUBLISHED BUDGET FY11	PROJECTED ACTUAL FY11	% CHANGE BUDG FY11 PROJ FY11	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12
TAXES					
507051 Fuel Tax	-	-	0.0%	-	0.0%
507201 Licenses & Permits	-	-	0.0%	-	0.0%
507999 Other Taxes	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
PURCHASED TRANS.					
503406 Contract/Paratransit	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
MISC EXPENSE					
509011 Dues/Subscriptions	54,450	53,100	-2.5%	56,084	3.0%
509085 Advertising - Rev Prod	-	-	0.0%	-	0.0%
509101 Employee Incentive Program	31,100	7,544	-75.7%	32,033	3.0%
509121 Employee Training	-	26,701	100.0%	62,227	100.0%
509123 Travel	88,780	44,840	-49.5%	91,443	3.0%
509125 Local Meeting Expense	4,700	3,176	-32.4%	5,000	6.4%
509127 Board Director Fees	13,200	9,600	-27.3%	12,600	-4.5%
509150 Contributions	-	-	0.0%	-	0.0%
509198 Cash Over/Short	-	-	0.0%	-	0.0%
Totals	192,230	144,961	-24.6%	259,387	34.9%
LEASES & RENTALS					
512011 Facility Lease	-	-	0.0%	-	0.0%
512061 Equipment Rental	900	867	-3.6%	927	3.0%
Totals	900	867	-3.6%	927	3.0%
PERSONNEL TOTAL	623,127	598,716	-3.9%	504,370	-19.1%
NON-PERSONNEL TOTAL	366,039	318,127	-13.1%	410,702	12.2%
DEPARTMENT TOTALS	989,166	916,843	-7.3%	915,072	-7.5%

10.b10

Attachment B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY12 FINAL OPERATING BUDGET

Finance - 1200

ACCOUNT	PUBLISHED BUDGET FY11	PROJECTED ACTUAL FY11	% CHANGE BUDG FY11 PROJ FY11	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12
LABOR					
501011 Bus Operator Pay	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	0.0%	-	0.0%
501021 Other Salaries	774,527	754,479	-2.6%	764,152	-1.3%
501023 Other OT	620	3,949	537.4%	611	-1.3%
Totals	775,147	758,428	-2.2%	764,764	-1.3%
FRINGE BENEFITS					
502011 Medicare/Soc. Sec.	13,363	14,346	7.4%	13,286	-0.6%
502021 Retirement	124,264	122,411	-1.5%	157,650	26.9%
502031 Medical Ins	131,716	152,960	16.1%	163,564	24.2%
502041 Dental Ins	13,784	11,744	-14.8%	11,843	-14.1%
502045 Vision Ins	4,419	4,149	-6.1%	3,960	-10.4%
502051 Life Ins/AD&D	1,614	1,521	-5.7%	1,590	-1.4%
502060 State Disability Ins (SDI)	9,553	9,485	-0.7%	9,859	3.2%
502061 Long Term Disability Ins	10,500	8,142	-22.5%	10,330	-1.6%
502071 State Unemployment Ins (SUI)	2,891	4,089	41.5%	3,549	22.8%
502081 Worker's Comp Ins	27,907	10,954	-60.7%	35,880	28.6%
502101 Holiday Pay	10,859	16,060	47.9%	10,667	-1.8%
502103 Floating Holiday	10,145	10,145	0.0%	10,449	3.0%
502109 Sick Leave	42,094	24,747	-41.2%	40,265	-4.3%
502111 Annual Leave	77,364	134,986	74.5%	84,476	9.2%
502121 Other Paid Absence	6,577	2,806	-57.3%	6,291	-4.3%
502251 Phys. Exams	-	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	0.0%	-	0.0%
502999 Other Fringe Benefits	5,518	5,680	2.9%	4,297	-22.1%
Totals	492,566	534,224	8.5%	567,959	15.3%

Attachment B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY12 FINAL OPERATING BUDGET

Finance - 1200

ACCOUNT	PUBLISHED BUDGET FY11	PROJECTED ACTUAL FY11	% CHANGE		FINAL BUDGET FY12	% CHANGE	
			BUDG FY11	PROJ FY11		BUDG FY11	BUDG FY12
SERVICES							
503011 Acting/Audit Fees	95,000	95,000	0.0%	0.0%	95,000	0.0%	0.0%
503012 Admin/Bank Fees	258,000	207,693	-19.5%	-19.5%	276,000	7.0%	7.0%
503031 Prof/Technical Fees	32,000	48,418	51.3%	51.3%	7,900	-75.3%	-75.3%
503032 Legislative Services	-	-	0.0%	0.0%	-	0.0%	0.0%
503033 Legal Services	-	-	0.0%	0.0%	-	0.0%	0.0%
503034 Pre-Employment Exams	-	-	0.0%	0.0%	-	0.0%	0.0%
503041 Temp Help	-	-	0.0%	0.0%	-	0.0%	0.0%
503161 Custodial Services	-	-	0.0%	0.0%	-	0.0%	0.0%
503162 Uniforms/Laundry	-	-	0.0%	0.0%	-	0.0%	0.0%
503171 Security Services	-	-	0.0%	0.0%	-	0.0%	0.0%
503221 Classified/Legal Ads	6,000	4,036	-32.7%	-32.7%	6,000	0.0%	0.0%
503222 Legal Ads	-	-	0.0%	0.0%	-	0.0%	0.0%
503225 Graphic Services	-	-	0.0%	0.0%	-	0.0%	0.0%
503351 Repair - Bldg & Impr	-	-	0.0%	0.0%	-	0.0%	0.0%
503352 Repair - Equipment	600	-	-100.0%	-100.0%	-	-100.0%	-100.0%
503353 Repair - Rev Vehicle	-	-	0.0%	0.0%	-	0.0%	0.0%
503354 Repair - Non Rev Vehicle	-	-	0.0%	0.0%	-	0.0%	0.0%
503363 Haz Mat Disposal	-	-	0.0%	0.0%	-	0.0%	0.0%
Totals	391,600	355,147	-9.3%	-9.3%	384,900	-1.7%	-1.7%
MOBILE MATERIALS & SUPPLIES							
504011 Fuels & Lubricants - Non Rev Veh	-	-	0.0%	0.0%	-	0.0%	0.0%
504012 Fuels & Lubricants - Rev Veh	-	-	0.0%	0.0%	-	0.0%	0.0%
504021 Tires & Tubes	-	-	0.0%	0.0%	-	0.0%	0.0%
504161 Other Mobile Supplies	-	-	0.0%	0.0%	-	0.0%	0.0%
504191 Rev Vehicle Parts	-	-	0.0%	0.0%	-	0.0%	0.0%
Totals	-	-	0.0%	0.0%	-	0.0%	0.0%

Attachment B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY12 FINAL OPERATING BUDGET

Finance - 1200

ACCOUNT	PUBLISHED BUDGET FY11	PROJECTED ACTUAL FY11	% CHANGE BUDG FY11 PROJ FY11	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12
OTHER MATERIALS & SUPPLIES					
504205 Freight Out	-	-	0.0%	-	0.0%
504211 Postage & Mailing	250	422	68.7%	400	60.0%
504214 Promotional Items	-	-	0.0%	-	0.0%
504215 Printing	2,000	711	-64.4%	2,000	0.0%
504217 Photo Supp/Process	-	-	0.0%	-	0.0%
504311 Office Supplies	6,000	2,181	-63.7%	-	-100.0%
504315 Safety Supplies	-	-	0.0%	-	0.0%
504317 Cleaning Supplies	-	-	0.0%	-	0.0%
504409 Repair/Maint Supplies	-	-	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	8,250	3,314	-59.8%	2,400	-70.9%
UTILITIES					
505011 Gas & Electric	-	-	0.0%	-	0.0%
505021 Water & Garbage	-	-	0.0%	-	0.0%
505031 Telecommunications	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
CASUALTY & LIABILITY					
506011 Insurance - Property	115,000	91,359	-20.6%	115,000	0.0%
506015 Insurance - PL/PD	525,300	438,368	-16.5%	525,300	0.0%
506021 Insurance - Other	750	1,219	62.5%	750	0.0%
506123 Settlement Costs	-	-	0.0%	-	0.0%
506127 Repairs - District Prop	-	-	0.0%	-	0.0%
Totals	641,050	530,946	-17.2%	641,050	0.0%

10.b13

Attachment B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY12 FINAL OPERATING BUDGET

Finance - 1200

ACCOUNT	PUBLISHED BUDGET FY11	PROJECTED ACTUAL FY11	% CHANGE BUDG FY11 PROJ FY11	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12
TAXES					
507051 Fuel Tax	-	-	0.0%	-	0.0%
507201 Licenses & Permits	-	-	0.0%	-	0.0%
507999 Other Taxes	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
PURCHASED TRANS.					
503406 Contract/Paratransit	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
MISC EXPENSE					
509011 Dues/Subscriptions	1,200	1,003	-16.4%	1,250	4.2%
509085 Advertising - Rev Prod	-	-	0.0%	-	0.0%
509101 Employee Incentive Program	-	-	0.0%	-	0.0%
509121 Employee Training	-	-	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	500	580	16.1%	-	-100.0%
Totals	1,700	1,583	-6.9%	1,250	-26.5%
LEASES & RENTALS					
512011 Facility Lease	-	-	0.0%	-	0.0%
512061 Equipment Rental	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
PERSONNEL TOTAL	1,267,712	1,292,651	2.0%	1,332,723	5.1%
NON-PERSONNEL TOTAL	1,042,600	890,990	-14.5%	1,029,600	-1.2%
DEPARTMENT TOTALS	2,310,312	2,183,642	-5.5%	2,362,323	2.3%

10.b14

Attachment B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY12 FINAL OPERATING BUDGET

Customer Service - 1300

ACCOUNT	PUBLISHED BUDGET FY11	PROJECTED ACTUAL FY11	% CHANGE BUDG FY11 PROJ FY11	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12
LABOR					
501011 Bus Operator Pay	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	0.0%	-	0.0%
501021 Other Salaries	267,086	274,812	2.9%	279,075	4.5%
501023 Other OT	9,386	7,432	-20.8%	9,678	3.1%
Totals	276,472	282,244	2.1%	288,753	4.4%
FRINGE BENEFITS					
502011 Medicare/Soc. Sec.	4,716	3,356	-28.8%	4,927	4.5%
502021 Retirement	43,855	44,490	1.4%	58,458	33.3%
502031 Medical Ins	72,147	75,260	4.3%	83,627	15.9%
502041 Dental Ins	8,702	8,573	-1.5%	8,702	0.0%
502045 Vision Ins	2,039	1,980	-2.9%	1,980	-2.9%
502051 Life Ins/AD&D	656	637	-2.9%	702	7.0%
502060 State Disability Ins (SDI)	3,578	3,982	11.3%	3,907	9.2%
502061 Long Term Disability Ins	3,441	3,394	-1.4%	3,598	4.6%
502071 State Unemployment Ins (SUI)	1,260	1,638	30.0%	1,638	30.0%
502081 Worker's Comp Ins	13,953	6,698	-52.0%	17,940	28.6%
502101 Holiday Pay	3,676	6,345	72.6%	3,844	4.6%
502103 Floating Holiday	-	-	0.0%	-	0.0%
502109 Sick Leave	14,704	11,663	-20.7%	15,375	4.6%
502111 Annual Leave	37,472	36,078	-3.7%	39,079	4.3%
502121 Other Paid Absence	2,297	575	-75.0%	2,402	4.6%
502251 Phys. Exams	-	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	0.0%	-	0.0%
502999 Other Fringe Benefits	1,393	1,455	4.5%	1,399	0.4%
Totals	213,888	206,123	-3.6%	247,577	15.8%

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY12 FINAL OPERATING BUDGET

Customer Service - 1300

ACCOUNT	PUBLISHED BUDGET FY11	PROJECTED ACTUAL FY11	% CHANGE BUDG FY11 PROJ FY11	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12
SERVICES					
503011	-	-	0.0%	-	0.0%
503012	-	-	0.0%	-	0.0%
503031	16,000	11,842	-26.0%	3,500	-78.1%
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	4,000	-	-100.0%	4,000	0.0%
503351	-	-	0.0%	-	0.0%
503352	1,500	765	-49.0%	1,500	0.0%
503353	-	-	0.0%	-	0.0%
503354	-	-	0.0%	-	0.0%
503363	-	-	0.0%	-	0.0%
Totals	21,500	12,608	-41.4%	9,000	-58.1%
MOBILE MATERIALS & SUPPLIES					
504011	-	-	0.0%	-	0.0%
504012	-	-	0.0%	-	0.0%
504021	-	-	0.0%	-	0.0%
504161	-	-	0.0%	-	0.0%
504191	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY12 FINAL OPERATING BUDGET

Customer Service - 1300

ACCOUNT	PUBLISHED BUDGET FY11	PROJECTED ACTUAL FY11	% CHANGE BUDG FY11 PROJ FY11	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12
OTHER MATERIALS & SUPPLIES					
504205 Freight Out	-	-	0.0%	-	0.0%
504211 Postage & Mailing	4,000	2,571	-35.7%	4,100	2.5%
504214 Promotional Items	-	-	0.0%	-	0.0%
504215 Printing	65,000	54,803	-15.7%	50,000	-23.1%
504217 Photo Supp/Process	5,000	-	-100.0%	3,000	-40.0%
504311 Office Supplies	4,000	2,024	-49.4%	4,000	0.0%
504315 Safety Supplies	-	-	0.0%	-	0.0%
504317 Cleaning Supplies	-	-	0.0%	-	0.0%
504409 Repair/Maint Supplies	-	-	0.0%	-	0.0%
504421 Non-Inventory Parts	-	-	0.0%	-	0.0%
504511 Small Tools	-	-	0.0%	-	0.0%
504515 Employee Tool Replacement	-	-	0.0%	-	0.0%
Totals	78,000	59,399	-23.8%	61,100	-21.7%
UTILITIES					
505011 Gas & Electric	-	-	0.0%	-	0.0%
505021 Water & Garbage	-	-	0.0%	-	0.0%
505031 Telecommunications	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
CASUALTY & LIABILITY					
506011 Insurance - Property	-	-	0.0%	-	0.0%
506015 Insurance - PL/PD	-	-	0.0%	-	0.0%
506021 Insurance - Other	-	-	0.0%	-	0.0%
506123 Settlement Costs	-	-	0.0%	-	0.0%
506127 Repairs - District Prop	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY12 FINAL OPERATING BUDGET

Customer Service - 1300

ACCOUNT	PUBLISHED BUDGET FY11	PROJECTED ACTUAL FY11	% CHANGE BUDG FY11 PROJ FY11	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12
TAXES					
507051 Fuel Tax	-	-	0.0%	-	0.0%
507201 Licenses & Permits	2,500	1,800	-28.0%	2,800	12.0%
507999 Other Taxes	-	-	0.0%	-	0.0%
Totals	2,500	1,800	-28.0%	2,800	12.0%
PURCHASED TRANS.					
503406 Contract/Paratransit	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
MISC EXPENSE					
509011 Dues/Subscriptions	-	-	0.0%	-	0.0%
509085 Advertising - Rev Prod	-	-	0.0%	-	0.0%
509101 Employee Incentive Program	-	-	0.0%	-	0.0%
509121 Employee Training	-	-	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	500	-	-100.0%	250	-50.0%
509198 Cash Over/Short	-	-	0.0%	-	0.0%
Totals	500	-	-100.0%	250	-50.0%
LEASES & RENTALS					
512011 Facility Lease	-	-	0.0%	-	0.0%
512061 Equipment Rental	1,600	760	-52.5%	1,800	12.5%
Totals	1,600	760	-52.5%	1,800	12.5%
PERSONNEL TOTAL	490,360	488,367	-0.4%	536,330	9.4%
NON-PERSONNEL TOTAL	104,100	74,567	-28.4%	74,950	-28.0%
DEPARTMENT TOTALS	594,460	562,933	-5.3%	611,280	2.8%

Attachment B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY12 FINAL OPERATING BUDGET

Human Resources - 1400

ACCOUNT	PUBLISHED BUDGET FY11	PROJECTED ACTUAL FY11	% CHANGE BUDG FY11 PROJ FY11	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12
LABOR					
501011 Bus Operator Pay	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	0.0%	-	0.0%
501021 Other Salaries	321,678	327,355	1.8%	257,490	-20.0%
501023 Other OT	997	1,987	99.2%	798	-20.0%
Totals	322,675	329,342	2.1%	258,288	-20.0%
FRINGE BENEFITS					
502011 Medicare/Soc. Sec.	5,538	5,693	2.8%	4,432	-20.0%
502021 Retirement	51,501	51,799	0.6%	52,591	2.1%
502031 Medical Ins	57,397	62,478	8.9%	53,810	-6.3%
502041 Dental Ins	5,451	5,371	-1.5%	4,325	-20.7%
502045 Vision Ins	1,700	1,650	-2.9%	1,320	-22.3%
502051 Life Ins/AD&D	739	717	-2.9%	654	-11.4%
502060 State Disability Ins (SDI)	3,869	4,114	6.3%	3,123	-19.3%
502061 Long Term Disability Ins	4,428	3,263	-26.3%	4,026	-9.1%
502071 State Unemployment Ins (SUI)	1,050	1,365	30.0%	1,092	4.0%
502081 Worker's Comp Ins	11,628	16,194	39.3%	14,950	28.6%
502101 Holiday Pay	4,407	7,287	65.3%	3,965	-10.0%
502103 Floating Holiday	9,173	9,173	0.0%	7,460	-18.7%
502109 Sick Leave	17,628	11,578	-34.3%	13,636	-22.6%
502111 Annual Leave	26,298	42,097	60.1%	20,991	-20.2%
502121 Other Paid Absence	2,754	2,746	-0.3%	2,131	-22.6%
502251 Phys. Exams	-	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	0.0%	-	0.0%
502999 Other Fringe Benefits	4,061	4,091	0.7%	4,032	-0.7%
Totals	207,621	229,616	10.6%	192,538	-7.3%

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY12 FINAL OPERATING BUDGET

Human Resources - 1400

ACCOUNT	PUBLISHED BUDGET FY11	PROJECTED ACTUAL FY11	% CHANGE BUDG FY11 PROJ FY11	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12
SERVICES					
503011 Accting/Audit Fees	-	-	0.0%	-	0.0%
503012 Admin/Bank Fees	-	-	0.0%	-	0.0%
503031 Prof/Technical Fees	39,200	15,122	-61.4%	89,200	127.6%
503032 Legislative Services	-	-	0.0%	-	0.0%
503033 Legal Services	-	-	0.0%	-	0.0%
503034 Pre-Employment Exams	7,300	2,064	-71.7%	7,519	3.0%
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	15,000	1,817	-87.9%	8,000	-46.7%
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	61,500	19,003	-69.1%	104,719	70.3%
MOBILE MATERIALS & SUPPLIES					
504011 Fuels & Lubricants - Non Rev Veh	-	-	0.0%	-	0.0%
504012 Fuels & Lubricants - Rev Veh	-	-	0.0%	-	0.0%
504021 Tires & Tubes	-	-	0.0%	-	0.0%
504161 Other Mobile Supplies	-	-	0.0%	-	0.0%
504191 Rev Vehicle Parts	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%

Attachment B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY12 FINAL OPERATING BUDGET

Human Resources - 1400

ACCOUNT	PUBLISHED BUDGET FY11	PROJECTED ACTUAL FY11	% CHANGE BUDG FY11 PROJ FY11	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12
OTHER MATERIALS & SUPPLIES					
504205 Freight Out	-	-	0.0%	-	0.0%
504211 Postage & Mailing	1,000	-	-100.0%	1,030	3.0%
504214 Promotional Items	-	-	0.0%	-	0.0%
504215 Printing	5,200	-	-100.0%	5,356	3.0%
504217 Photo Supp/Process	-	(26)	100.0%	-	0.0%
504311 Office Supplies	1,500	990	-34.0%	-	-100.0%
504315 Safety Supplies	-	-	0.0%	-	0.0%
504317 Cleaning Supplies	-	-	0.0%	-	0.0%
504409 Repair/Maint Supplies	-	-	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	7,700	964	-87.5%	6,386	-17.1%
UTILITIES					
505011 Gas & Electric	-	-	0.0%	-	0.0%
505021 Water & Garbage	-	-	0.0%	-	0.0%
505031 Telecommunications	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
CASUALTY & LIABILITY					
506011 Insurance - Property	-	-	0.0%	-	0.0%
506015 Insurance - PL/PD	-	-	0.0%	-	0.0%
506021 Insurance - Other	-	-	0.0%	-	0.0%
506123 Settlement Costs	-	-	0.0%	-	0.0%
506127 Repairs - District Prop	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY12 FINAL OPERATING BUDGET

Human Resources - 1400

ACCOUNT	PUBLISHED BUDGET FY11	PROJECTED ACTUAL FY11	% CHANGE BUDG FY11 PROJ FY11	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12
TAXES					
507051 Fuel Tax	-	-	0.0%	-	0.0%
507201 Licenses & Permits	-	-	0.0%	-	0.0%
507999 Other Taxes	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
PURCHASED TRANS.					
503406 Contract/Paratransit	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
MISC EXPENSE					
509011 Dues/Subscriptions	1,275	703	-44.9%	1,313	3.0%
509085 Advertising - Rev Prod	-	-	0.0%	-	0.0%
509101 Employee Incentive Program	-	-	0.0%	-	0.0%
509121 Employee Training	43,575	-	-100.0%	-	-100.0%
509123 Travel	-	-	0.0%	-	0.0%
509125 Local Meeting Expense	250	-	-100.0%	-	-100.0%
509127 Board Director Fees	-	-	0.0%	-	0.0%
509150 Contributions	-	-	0.0%	-	0.0%
509198 Cash Over/Short	-	-	0.0%	-	0.0%
Totals	45,100	703	-98.4%	1,313	-97.1%
LEASES & RENTALS					
512011 Facility Lease	-	-	0.0%	-	0.0%
512061 Equipment Rental	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
PERSONNEL TOTAL	530,296	558,957	5.4%	450,826	-15.0%
NON-PERSONNEL TOTAL	114,300	20,670	-81.9%	112,418	-1.6%
DEPARTMENT TOTALS	644,595	579,627	-10.1%	563,243	-12.6%

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY12 FINAL OPERATING BUDGET

Information Technology - 1500

ACCOUNT	PUBLISHED BUDGET FY11	PROJECTED ACTUAL FY11	% CHANGE BUDG FY11 PROJ FY11	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12
LABOR					
501011 Bus Operator Pay	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	0.0%	-	0.0%
501021 Other Salaries	317,995	351,483	10.5%	327,927	3.1%
501023 Other OT	1,399	2,327	66.3%	1,443	3.1%
Totals	319,394	353,810	10.8%	329,370	3.1%
FRINGE BENEFITS					
502011 Medicare/Soc. Sec.	5,578	5,801	4.0%	6,786	21.6%
502021 Retirement	51,875	52,062	0.4%	80,517	55.2%
502031 Medical Ins	57,007	61,209	7.4%	71,585	25.6%
502041 Dental Ins	6,132	6,041	-1.5%	6,286	2.5%
502045 Vision Ins	1,360	1,320	-2.9%	1,513	11.2%
502051 Life Ins/AD&D	629	611	-2.9%	777	23.5%
502060 State Disability Ins (SDI)	3,776	4,466	18.3%	4,843	28.3%
502061 Long Term Disability Ins	4,446	2,777	-37.5%	5,927	33.3%
502071 State Unemployment Ins (SUI)	840	1,092	30.0%	1,365	62.5%
502081 Worker's Comp Ins	9,302	2,999	-67.8%	14,950	60.7%
502101 Holiday Pay	4,416	7,571	71.4%	5,012	13.5%
502103 Floating Holiday	9,451	9,451	0.0%	14,616	54.7%
502109 Sick Leave	17,664	10,672	-39.6%	68,763	289.3%
502111 Annual Leave	32,433	58,129	79.2%	48,842	50.6%
502121 Other Paid Absence	2,760	457	-83.5%	2,827	2.4%
502251 Phys. Exams	-	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	0.0%	-	0.0%
502999 Other Fringe Benefits	4,029	4,059	0.8%	5,102	26.6%
Totals	211,698	228,716	8.0%	339,711	60.5%

Attachment B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY12 FINAL OPERATING BUDGET Information Technology - 1500

ACCOUNT	PUBLISHED BUDGET FY11	PROJECTED ACTUAL FY11	% CHANGE BUDG FY11 PROJ FY11	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12
SERVICES					
503011 Accting/Audit Fees	-	-	0.0%	-	0.0%
503012 Admin/Bank Fees	-	-	0.0%	-	0.0%
503031 Prof/Technical Fees	13,500	8,951	-33.7%	13,410	-0.7%
503032 Legislative Services	-	-	0.0%	-	0.0%
503033 Legal Services	-	-	0.0%	-	0.0%
503034 Pre-Employment Exams	-	-	0.0%	-	0.0%
503041 Temp Help	-	-	0.0%	-	0.0%
503161 Custodial Services	-	-	0.0%	-	0.0%
503162 Uniforms/Laundry	-	-	0.0%	-	0.0%
503171 Security Services	-	-	0.0%	-	0.0%
503221 Classified/Legal Ads	-	-	0.0%	-	0.0%
503222 Legal Ads	-	-	0.0%	-	0.0%
503225 Graphic Services	-	-	0.0%	-	0.0%
503351 Repair - Bldg & Impr	-	-	0.0%	-	0.0%
503352 Repair - Equipment	155,190	90,340	-41.8%	173,310	11.7%
503353 Repair - Rev Vehicle	-	-	0.0%	-	0.0%
503354 Repair - Non Rev Vehicle	-	-	0.0%	-	0.0%
503363 Haz Mat Disposal	-	-	0.0%	-	0.0%
Totals	168,690	99,290	-41.1%	186,720	10.7%
MOBILE MATERIALS & SUPPLIES					
504011 Fuels & Lubricants - Non Rev Veh	-	-	0.0%	-	0.0%
504012 Fuels & Lubricants - Rev Veh	-	-	0.0%	-	0.0%
504021 Tires & Tubes	-	-	0.0%	-	0.0%
504161 Other Mobile Supplies	-	-	0.0%	-	0.0%
504191 Rev Vehicle Parts	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%

Attachment B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY12 FINAL OPERATING BUDGET Information Technology - 1500

ACCOUNT	PUBLISHED BUDGET FY11	PROJECTED ACTUAL FY11	% CHANGE BUDG FY11 PROJ FY11	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12
OTHER MATERIALS & SUPPLIES					
504205 Freight Out	-	-	0.0%	-	0.0%
504211 Postage & Mailing	50	-	-100.0%	-	-100.0%
504214 Promotional Items	-	-	0.0%	-	0.0%
504215 Printing	-	-	0.0%	-	0.0%
504217 Photo Supp/Process	-	-	0.0%	-	0.0%
504311 Office Supplies	23,427	24,701	5.4%	21,870	-6.6%
504315 Safety Supplies	-	-	0.0%	-	0.0%
504317 Cleaning Supplies	-	-	0.0%	-	0.0%
504409 Repair/Maint Supplies	-	-	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	23,477	24,701	5.2%	21,870	-6.8%
UTILITIES					
505011 Gas & Electric	-	-	0.0%	-	0.0%
505021 Water & Garbage	-	-	0.0%	-	0.0%
505031 Telecommunications	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
CASUALTY & LIABILITY					
506011 Insurance - Property	-	-	0.0%	-	0.0%
506015 Insurance - PL/PD	-	-	0.0%	-	0.0%
506021 Insurance - Other	-	-	0.0%	-	0.0%
506123 Settlement Costs	-	-	0.0%	-	0.0%
506127 Repairs - District Prop	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%

10.b25

Attachment B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY12 FINAL OPERATING BUDGET Information Technology - 1500

ACCOUNT	PUBLISHED BUDGET FY11	PROJECTED ACTUAL FY11	% CHANGE BUDG FY11 PROJ FY11	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12
TAXES					
507051 Fuel Tax	-	-	0.0%	-	0.0%
507201 Licenses & Permits	-	-	0.0%	-	0.0%
507999 Other Taxes	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
PURCHASED TRANS.					
503406 Contract/Paratransit	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
MISC EXPENSE					
509011 Dues/Subscriptions	100	-	-100.0%	-	-100.0%
509085 Advertising - Rev Prod	-	-	0.0%	-	0.0%
509101 Employee Incentive Program	-	-	0.0%	-	0.0%
509121 Employee Training	8,000	-	-100.0%	-	-100.0%
509123 Travel	-	-	0.0%	-	0.0%
509125 Local Meeting Expense	-	-	0.0%	-	0.0%
509127 Board Director Fees	-	-	0.0%	-	0.0%
509150 Contributions	-	-	0.0%	-	0.0%
509198 Cash Over/Short	-	-	0.0%	-	0.0%
Totals	8,100	-	-100.0%	-	-100.0%
LEASES & RENTALS					
512011 Facility Lease	-	-	0.0%	-	0.0%
512061 Equipment Rental	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
PERSONNEL TOTAL	531,092	582,527	9.7%	669,081	26.0%
NON-PERSONNEL TOTAL	200,267	123,991	-38.1%	208,590	4.2%
DEPARTMENT TOTALS	731,359	706,517	-3.4%	877,671	20.0%

Attachment B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY12 FINAL OPERATING BUDGET

District Counsel - 1700

ACCOUNT	PUBLISHED BUDGET FY11	PROJECTED ACTUAL FY11	% CHANGE BUDG FY11 PROJ FY11	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12
LABOR					
501011 Bus Operator Pay	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	0.0%	-	0.0%
501021 Other Salaries	303,537	312,127	2.8%	315,348	3.9%
501023 Other OT	-	57	100.0%	-	0.0%
Totals	303,537	312,185	2.8%	315,348	3.9%
FRINGE BENEFITS					
502011 Medicare/Soc. Sec.	5,368	5,329	-0.7%	5,577	3.9%
502021 Retirement	49,920	49,286	-1.3%	66,173	32.6%
502031 Medical Ins	37,356	39,927	6.9%	45,647	22.2%
502041 Dental Ins	3,829	3,773	-1.5%	3,829	0.0%
502045 Vision Ins	1,360	1,320	-2.9%	1,320	-2.9%
502051 Life Ins/AD&D	533	518	-2.9%	561	5.2%
502060 State Disability Ins (SDI)	3,091	3,639	17.8%	3,341	8.1%
502061 Long Term Disability Ins	4,237	2,643	-37.6%	4,400	3.9%
502071 State Unemployment Ins (SUI)	840	1,087	29.4%	1,092	30.0%
502081 Worker's Comp Ins	9,302	2,999	-67.8%	11,960	28.6%
502101 Holiday Pay	4,254	7,240	70.2%	4,420	3.9%
502103 Floating Holiday	7,723	7,723	0.0%	7,956	3.0%
502109 Sick Leave	17,015	6,069	-64.3%	17,680	3.9%
502111 Annual Leave	35,028	79,427	126.8%	36,451	4.1%
502121 Other Paid Absence	2,659	1,349	-49.3%	2,762	3.9%
502251 Phys. Exams	-	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	0.0%	-	0.0%
502999 Other Fringe Benefits	2,079	2,092	0.7%	2,082	0.2%
Totals	184,593	214,421	16.2%	215,252	16.6%

Attachment B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY12 FINAL OPERATING BUDGET

District Counsel - 1700

ACCOUNT	PUBLISHED BUDGET FY11	PROJECTED ACTUAL FY11	% CHANGE BUDG FY11 PROJ FY11	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12
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	5,000	-	-100.0%	5,000	0.0%
503034 Pre-Employment Exams	-	-	0.0%	-	0.0%
503041 Temp Help	-	-	0.0%	-	0.0%
503161 Custodial Services	-	-	0.0%	-	0.0%
503162 Uniforms/Laundry	-	-	0.0%	-	0.0%
503171 Security Services	-	-	0.0%	-	0.0%
503221 Classified/Legal Ads	-	-	0.0%	-	0.0%
503222 Legal Ads	-	-	0.0%	-	0.0%
503225 Graphic Services	-	-	0.0%	-	0.0%
503351 Repair - Bldg & Impr	-	-	0.0%	-	0.0%
503352 Repair - Equipment	-	-	0.0%	-	0.0%
503353 Repair - Rev Vehicle	-	-	0.0%	-	0.0%
503354 Repair - Non Rev Vehicle	-	-	0.0%	-	0.0%
503363 Haz Mat Disposal	-	-	0.0%	-	0.0%
Totals	5,000	-	-100.0%	5,000	0.0%
MOBILE MATERIALS & SUPPLIES					
504011 Fuels & Lubricants - Non Rev Veh	-	-	0.0%	-	0.0%
504012 Fuels & Lubricants - Rev Veh	-	-	0.0%	-	0.0%
504021 Tires & Tubes	-	-	0.0%	-	0.0%
504161 Other Mobile Supplies	-	-	0.0%	-	0.0%
504191 Rev Vehicle Parts	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%

Attachment B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY12 FINAL OPERATING BUDGET

District Counsel - 1700

ACCOUNT	PUBLISHED BUDGET FY11	PROJECTED ACTUAL FY11	% CHANGE BUDG FY11 PROJ FY11	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12
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	900	262	-70.9%	1,000	11.1%
504315 Safety Supplies	-	-	0.0%	-	0.0%
504317 Cleaning Supplies	-	-	0.0%	-	0.0%
504409 Repair/Maint Supplies	-	-	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	900	262	-70.9%	1,000	11.1%
UTILITIES					
505011 Gas & Electric	-	-	0.0%	-	0.0%
505021 Water & Garbage	-	-	0.0%	-	0.0%
505031 Telecommunications	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
CASUALTY & LIABILITY					
506011 Insurance - Property	-	-	0.0%	-	0.0%
506015 Insurance - PL/PD	-	-	0.0%	-	0.0%
506021 Insurance - Other	-	-	0.0%	-	0.0%
506123 Settlement Costs	-	-	0.0%	-	0.0%
506127 Repairs - District Prop	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%

Attachment B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY12 FINAL OPERATING BUDGET

District Counsel - 1700

ACCOUNT	PUBLISHED BUDGET FY11	PROJECTED ACTUAL FY11	% CHANGE BUDG FY11 PROJ FY11	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12
TAXES					
507051 Fuel Tax	-	-	0.0%	-	0.0%
507201 Licenses & Permits	-	-	0.0%	-	0.0%
507999 Other Taxes	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
PURCHASED TRANS.					
503406 Contract/Paratransit	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
MISC EXPENSE					
509011 Dues/Subscriptions	8,000	10,500	31.3%	10,500	31.3%
509085 Advertising - Rev Prod	-	-	0.0%	-	0.0%
509101 Employee Incentive Program	-	-	0.0%	-	0.0%
509121 Employee Training	4,000	3,765	-5.9%	4,000	0.0%
509123 Travel	2,000	459	-77.1%	2,000	0.0%
509125 Local Meeting Expense	-	-	0.0%	-	0.0%
509127 Board Director Fees	-	-	0.0%	-	0.0%
509150 Contributions	-	-	0.0%	-	0.0%
509198 Cash Over/Short	-	-	0.0%	-	0.0%
Totals	14,000	14,724	5.2%	16,500	17.9%
LEASES & RENTALS					
512011 Facility Lease	-	-	0.0%	-	0.0%
512061 Equipment Rental	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
PERSONNEL TOTAL	488,130	526,606	7.9%	530,599	8.7%
NON-PERSONNEL TOTAL	19,900	14,985	-24.7%	22,500	13.1%
DEPARTMENT TOTALS	508,030	541,591	6.6%	553,099	8.9%

Attachment B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY12 FINAL OPERATING BUDGET

Risk Management - 1800

ACCOUNT	PUBLISHED BUDGET FY11	PROJECTED ACTUAL FY11	% CHANGE BUDG FY11 PROJ FY11	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12
LABOR					
501011 Bus Operator Pay	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	0.0%	-	0.0%
501021 Other Salaries	-	-	0.0%	-	0.0%
501023 Other OT	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
FRINGE BENEFITS					
502011 Medicare/Soc. Sec.	-	-	0.0%	-	0.0%
502021 Retirement	-	-	0.0%	-	0.0%
502031 Medical Ins	-	-	0.0%	-	0.0%
502041 Dental Ins	-	-	0.0%	-	0.0%
502045 Vision Ins	-	-	0.0%	-	0.0%
502051 Life Ins/AD&D	-	-	0.0%	-	0.0%
502060 State Disability Ins (SDI)	-	-	0.0%	-	0.0%
502061 Long Term Disability Ins	-	-	0.0%	-	0.0%
502071 State Unemployment Ins (SUI)	-	-	0.0%	-	0.0%
502081 Worker's Comp Ins	-	-	0.0%	-	0.0%
502101 Holiday Pay	-	-	0.0%	-	0.0%
502103 Floating Holiday	-	-	0.0%	-	0.0%
502109 Sick Leave	-	-	0.0%	-	0.0%
502111 Annual Leave	-	-	0.0%	-	0.0%
502121 Other Paid Absence	-	-	0.0%	-	0.0%
502251 Phys. Exams	-	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	0.0%	-	0.0%
502999 Other Fringe Benefits	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%

10.b31

Attachment B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY12 FINAL OPERATING BUDGET

Risk Management - 1800

ACCOUNT	PUBLISHED BUDGET FY11	PROJECTED ACTUAL FY11	% CHANGE BUDG FY11 PROJ FY11	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12
SERVICES					
503011 Accting/Audit Fees	-	-	0.0%	-	0.0%
503012 Admin/Bank Fees	-	-	0.0%	-	0.0%
503031 Prof/Technical Fees	50,000	9,086	-81.8%	50,000	0.0%
503032 Legislative Services	-	-	0.0%	-	0.0%
503033 Legal Services	50,000	1,479	-97.0%	50,000	0.0%
503034 Pre-Employment Exams	-	-	0.0%	-	0.0%
503041 Temp Help	-	-	0.0%	-	0.0%
503161 Custodial Services	-	-	0.0%	-	0.0%
503162 Uniforms/Laundry	-	-	0.0%	-	0.0%
503171 Security Services	-	-	0.0%	-	0.0%
503221 Classified/Legal Ads	-	-	0.0%	-	0.0%
503222 Legal Ads	-	-	0.0%	-	0.0%
503225 Graphic Services	-	-	0.0%	-	0.0%
503351 Repair - Bldg & Impr	-	-	0.0%	-	0.0%
503352 Repair - Equipment	-	-	0.0%	-	0.0%
503353 Repair - Rev Vehicle	-	-	0.0%	-	0.0%
503354 Repair - Non Rev Vehicle	-	-	0.0%	-	0.0%
503363 Haz Mat Disposal	-	-	0.0%	-	0.0%
Totals	100,000	10,565	-89.4%	100,000	0.0%
MOBILE MATERIALS & SUPPLIES					
504011 Fuels & Lubricants - Non Rev Veh	-	-	0.0%	-	0.0%
504012 Fuels & Lubricants - Rev Veh	-	-	0.0%	-	0.0%
504021 Tires & Tubes	-	-	0.0%	-	0.0%
504161 Other Mobile Supplies	-	-	0.0%	-	0.0%
504191 Rev Vehicle Parts	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%

Attachment B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY12 FINAL OPERATING BUDGET

Risk Management - 1800

ACCOUNT	PUBLISHED BUDGET FY11	PROJECTED ACTUAL FY11	% CHANGE BUDG FY11 PROJ FY11	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12
OTHER MATERIALS & SUPPLIES					
504205 Freight Out	-	-	0.0%	-	0.0%
504211 Postage & Mailing	-	-	0.0%	-	0.0%
504214 Promotional Items	-	-	0.0%	-	0.0%
504215 Printing	-	-	0.0%	-	0.0%
504217 Photo Supp/Process	-	-	0.0%	-	0.0%
504311 Office Supplies	-	-	0.0%	-	0.0%
504315 Safety Supplies	-	-	0.0%	-	0.0%
504317 Cleaning Supplies	-	-	0.0%	-	0.0%
504409 Repair/Maint Supplies	-	-	0.0%	-	0.0%
504421 Non-Inventory Parts	-	-	0.0%	-	0.0%
504511 Small Tools	-	-	0.0%	-	0.0%
504515 Employee Tool Replacement	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
UTILITIES					
505011 Gas & Electric	-	-	0.0%	-	0.0%
505021 Water & Garbage	-	-	0.0%	-	0.0%
505031 Telecommunications	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
CASUALTY & LIABILITY					
506011 Insurance - Property	-	-	0.0%	-	0.0%
506015 Insurance - PL/PD	-	-	0.0%	-	0.0%
506021 Insurance - Other	-	-	0.0%	-	0.0%
506123 Settlement Costs	150,000	180,897	20.6%	455,000	203.3%
506127 Repairs - District Prop	-	-	0.0%	-	0.0%
Totals	150,000	180,897	20.6%	455,000	203.3%

Attachment B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY12 FINAL OPERATING BUDGET Risk Management - 1800

ACCOUNT	PUBLISHED BUDGET FY11	PROJECTED ACTUAL FY11	% CHANGE BUDG FY11 PROJ FY11	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12
TAXES					
507051 Fuel Tax	-	-	0.0%	-	0.0%
507201 Licenses & Permits	-	-	0.0%	-	0.0%
507999 Other Taxes	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
PURCHASED TRANS.					
503406 Contract/Paratransit	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
MISC EXPENSE					
509011 Dues/Subscriptions	-	-	0.0%	-	0.0%
509085 Advertising - Rev Prod	-	-	0.0%	-	0.0%
509101 Employee Incentive Program	-	-	0.0%	-	0.0%
509121 Employee Training	-	-	0.0%	-	0.0%
509123 Travel	-	-	0.0%	-	0.0%
509125 Local Meeting Expense	-	-	0.0%	-	0.0%
509127 Board Director Fees	-	-	0.0%	-	0.0%
509150 Contributions	-	-	0.0%	-	0.0%
509198 Cash Over/Short	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
LEASES & RENTALS					
512011 Facility Lease	-	-	0.0%	-	0.0%
512061 Equipment Rental	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
PERSONNEL TOTAL					
	-	-	0.0%	-	0.0%
NON-PERSONNEL TOTAL					
	250,000	191,462	-23.4%	555,000	122.0%
DEPARTMENT TOTALS					
	250,000	191,462	-23.4%	555,000	122.0%

Attachment B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY12 FINAL OPERATING BUDGET Facilities Maintenance - 2200

ACCOUNT	PUBLISHED BUDGET FY11	PROJECTED ACTUAL FY11	% CHANGE BUDG FY11 PROJ FY11	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12
LABOR					
501011 Bus Operator Pay	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	0.0%	-	0.0%
501021 Other Salaries	497,611	434,356	-12.7%	519,300	4.4%
501023 Other OT	48,517	20,181	-58.4%	50,632	4.4%
Totals	546,128	454,537	-16.8%	569,931	4.4%
FRINGE BENEFITS					
502011 Medicare/Soc. Sec.	8,811	6,817	-22.6%	9,119	3.5%
502021 Retirement	81,940	72,376	-11.7%	108,196	32.0%
502031 Medical Ins	179,756	180,805	0.6%	223,927	24.6%
502041 Dental Ins	18,714	18,463	-1.3%	20,343	8.7%
502045 Vision Ins	4,079	3,913	-4.1%	3,960	-2.9%
502051 Life Ins/AD&D	1,313	1,176	-10.4%	1,404	7.0%
502060 State Disability Ins (SDI)	6,685	6,708	0.4%	7,232	8.2%
502061 Long Term Disability Ins	6,563	6,837	4.2%	6,792	3.5%
502071 State Unemployment Ins (SUI)	2,471	3,166	28.1%	3,164	28.0%
502081 Worker's Comp Ins	27,907	36,969	32.5%	35,880	28.6%
502101 Holiday Pay	7,012	10,044	43.2%	7,256	3.5%
502103 Floating Holiday	-	1,486	100.0%	-	0.0%
502109 Sick Leave	28,047	14,253	-49.2%	29,025	3.5%
502111 Annual Leave	70,631	75,316	6.6%	68,749	-2.7%
502121 Other Paid Absence	4,382	18,457	321.2%	4,535	3.5%
502251 Phys. Exams	-	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	0.0%	-	0.0%
502999 Other Fringe Benefits	386	628	62.8%	397	3.0%
Totals	448,696	457,414	1.9%	529,979	18.1%

Attachment B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY12 FINAL OPERATING BUDGET Facilities Maintenance - 2200

ACCOUNT	PUBLISHED BUDGET FY11	PROJECTED ACTUAL FY11	% CHANGE BUDG FY11 PROJ FY11	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12
SERVICES					
503011 Accting/Audit Fees	-	-	0.0%	-	0.0%
503012 Admin/Bank Fees	-	-	0.0%	-	0.0%
503031 Prof/Technical Fees	14,700	14,606	-0.6%	14,700	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	-	80,244	100.0%	-	0.0%
503161 Custodial Services	50,000	59,255	18.5%	74,900	49.8%
503162 Uniforms/Laundry	3,000	3,407	13.6%	3,500	16.7%
503171 Security Services	8,000	8,852	10.7%	9,000	12.5%
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	100,000	79,404	-20.6%	100,000	0.0%
503352 Repair - Equipment	320,000	387,595	21.1%	350,000	9.4%
503353 Repair - Rev Vehicle	-	-	0.0%	-	0.0%
503354 Repair - Non Rev Vehicle	-	-	0.0%	-	0.0%
503363 Haz Mat Disposal	49,500	42,663	-13.8%	50,000	1.0%
Totals	545,200	676,027	24.0%	602,100	10.4%
MOBILE MATERIALS & SUPPLIES					
504011 Fuels & Lubricants - Non Rev Veh	-	-	0.0%	-	0.0%
504012 Fuels & Lubricants - Rev Veh	-	-	0.0%	-	0.0%
504021 Tires & Tubes	-	-	0.0%	-	0.0%
504161 Other Mobile Supplies	-	-	0.0%	-	0.0%
504191 Rev Vehicle Parts	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%

Attachment B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY12 FINAL OPERATING BUDGET Facilities Maintenance - 2200

ACCOUNT	PUBLISHED BUDGET FY11	PROJECTED ACTUAL FY11	% CHANGE BUDG FY11 PROJ FY11	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12
OTHER MATERIALS & SUPPLIES					
504205 Freight Out	-	-	0.0%	-	0.0%
504211 Postage & Mailing	-	-	0.0%	-	0.0%
504214 Promotional Items	-	-	0.0%	-	0.0%
504215 Printing	-	-	0.0%	-	0.0%
504217 Photo Supp/Process	-	-	0.0%	-	0.0%
504311 Office Supplies	1,500	2,150	43.3%	1,500	0.0%
504315 Safety Supplies	8,000	3,730	-53.4%	8,000	0.0%
504317 Cleaning Supplies	25,000	30,500	22.0%	30,000	20.0%
504409 Repair/Maint Supplies	40,000	32,878	-17.8%	40,000	0.0%
504421 Non-Inventory Parts	4,000	2,450	-38.8%	4,000	0.0%
504511 Small Tools	2,000	-	-100.0%	2,000	0.0%
504515 Employee Tool Replacement	-	-	0.0%	-	0.0%
Totals	80,500	71,709	-10.9%	85,500	6.2%
UTILITIES					
505011 Gas & Electric	211,000	219,422	4.0%	220,000	4.3%
505021 Water & Garbage	143,800	120,759	-16.0%	143,800	0.0%
505031 Telecommunications	85,000	71,062	-16.4%	80,000	-5.9%
Totals	439,800	411,244	-6.5%	443,800	0.9%
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 B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY12 FINAL OPERATING BUDGET Facilities Maintenance - 2200

ACCOUNT	PUBLISHED BUDGET FY11	PROJECTED ACTUAL FY11	% CHANGE BUDG FY11 PROJ FY11	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12
TAXES					
507051 Fuel Tax	-	-	0.0%	-	0.0%
507201 Licenses & Permits	20,000	10,203	-49.0%	16,000	-20.0%
507999 Other Taxes	30,000	20,989	-30.0%	20,000	-33.3%
Totals	50,000	31,191	-37.6%	36,000	-28.0%
PURCHASED TRANS.					
503406 Contract/Paratransit	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
MISC EXPENSE					
509011 Dues/Subscriptions	-	-	0.0%	-	0.0%
509085 Advertising - Rev Prod	-	-	0.0%	-	0.0%
509101 Employee Incentive Program	-	-	0.0%	-	0.0%
509121 Employee Training	-	-	0.0%	-	0.0%
509123 Travel	-	34	100.0%	-	0.0%
509125 Local Meeting Expense	-	-	0.0%	-	0.0%
509127 Board Director Fees	-	-	0.0%	-	0.0%
509150 Contributions	-	-	0.0%	-	0.0%
509198 Cash Over/Short	-	-	0.0%	-	0.0%
Totals	-	34	100.0%	-	0.0%
LEASES & RENTALS					
512011 Facility Lease	175,000	115,861	-33.8%	43,500	-75.1%
512061 Equipment Rental	10,000	2,872	-71.3%	4,000	-60.0%
Totals	185,000	118,733	-35.8%	47,500	-74.3%
PERSONNEL TOTAL					
	994,825	911,951	-8.3%	1,099,911	10.6%
NON-PERSONNEL TOTAL					
	1,300,500	1,308,938	0.6%	1,214,900	-6.6%
DEPARTMENT TOTALS					
	<u>2,295,325</u>	<u>2,220,889</u>	<u>-3.2%</u>	<u>2,314,811</u>	<u>0.8%</u>

Attachment B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY12 FINAL OPERATING BUDGET

Paratransit - 3100

ACCOUNT	PUBLISHED BUDGET FY11	PROJECTED ACTUAL FY11	% CHANGE BUDG FY11 PROJ FY11	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12
LABOR					
501011 Bus Operator Pay	986,195	830,257	-15.8%	1,039,813	5.4%
501013 Bus Operator OT	197,239	174,681	-11.4%	207,963	5.4%
501021 Other Salaries	779,396	727,188	-6.7%	731,542	-6.1%
501023 Other OT	74,978	76,571	2.1%	70,374	-6.1%
Totals	2,037,807	1,808,696	-11.2%	2,049,692	0.6%
FRINGE BENEFITS					
502011 Medicare/Soc. Sec.	29,653	30,887	4.2%	29,764	0.4%
502021 Retirement	275,751	245,333	-11.0%	353,163	28.1%
502031 Medical Ins	723,545	732,093	1.2%	833,625	15.2%
502041 Dental Ins	65,892	55,895	-15.2%	60,112	-8.8%
502045 Vision Ins	18,015	16,924	-6.1%	16,748	-7.0%
502051 Life Ins/AD&D	5,893	5,566	-5.6%	6,038	2.4%
502060 State Disability Ins (SDI)	22,495	24,668	9.7%	23,606	4.9%
502061 Long Term Disability Ins	22,040	21,093	-4.3%	22,174	0.6%
502071 State Unemployment Ins (SUI)	11,130	14,532	30.6%	13,650	22.6%
502081 Worker's Comp Ins	123,256	202,940	64.6%	158,472	28.6%
502101 Holiday Pay	56,899	53,078	-6.7%	56,498	-0.7%
502103 Floating Holiday	6,450	6,450	0.0%	7,633	18.3%
502109 Sick Leave	96,928	73,996	-23.7%	97,338	0.4%
502111 Annual Leave	104,583	163,716	56.5%	105,213	0.6%
502121 Other Paid Absence	14,575	14,560	-0.1%	14,638	0.4%
502251 Phys. Exams	3,090	1,157	-62.6%	3,183	3.0%
502253 Driver Lic Renewal	1,030	201	-80.5%	1,061	3.0%
502999 Other Fringe Benefits	5,603	4,311	-23.1%	5,555	-0.9%
Totals	1,586,829	1,667,402	5.1%	1,808,469	14.0%

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY12 FINAL OPERATING BUDGET

Paratransit - 3100

ACCOUNT	PUBLISHED BUDGET FY11	PROJECTED ACTUAL FY11	% CHANGE BUDG FY11 PROJ FY11	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12
SERVICES					
503011 Accting/Audit Fees	-	-	0.0%	-	0.0%
503012 Admin/Bank Fees	-	-	0.0%	-	0.0%
503031 Prof/Technical Fees	8,000	1,826	-77.2%	8,000	0.0%
503032 Legislative Services	-	-	0.0%	-	0.0%
503033 Legal Services	-	-	0.0%	-	0.0%
503034 Pre-Employment Exams	-	-	0.0%	-	0.0%
503041 Temp Help	-	4,296	100.0%	-	0.0%
503161 Custodial Services	-	9,288	100.0%	12,000	100.0%
503162 Uniforms/Laundry	-	892	-75.2%	2,000	-44.4%
503171 Security Services	3,600	-	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	-	300	100.0%	-	0.0%
503352 Repair - Equipment	5,000	4,182	-16.4%	5,000	0.0%
503353 Repair - Rev Vehicle	150,000	151,889	1.3%	150,000	0.0%
503354 Repair - Non Rev Vehicle	-	-	0.0%	-	0.0%
503363 Haz Mat Disposal	-	-	0.0%	-	0.0%
Totals	166,600	172,673	3.6%	177,000	6.2%
MOBILE MATERIALS & SUPPLIES					
504011 Fuels & Lubricants - Non Rev Veh	1,100	99,632	-100.0%	-	-100.0%
504012 Fuels & Lubricants - Rev Veh	320,000	220,368	-31.1%	400,000	25.0%
504021 Tires & Tubes	26,000	13,625	-47.6%	25,000	-3.8%
504161 Other Mobile Supplies	-	-	0.0%	-	0.0%
504191 Rev Vehicle Parts	50,000	32,483	-35.0%	60,000	20.0%
Totals	397,100	266,477	-32.9%	485,000	22.1%

Attachment B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY12 FINAL OPERATING BUDGET

Paratransit - 3100

ACCOUNT	PUBLISHED BUDGET FY11	PROJECTED ACTUAL FY11	% CHANGE BUDG FY11 PROJ FY11	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12
OTHER MATERIALS & SUPPLIES					
504205 Freight Out	-	-	0.0%	-	0.0%
504211 Postage & Mailing	5,500	3,718	-32.4%	5,500	0.0%
504214 Promotional Items	-	-	0.0%	-	0.0%
504215 Printing	7,000	2,683	-61.7%	7,000	0.0%
504217 Photo Supp/Process	300	333	10.9%	300	0.0%
504311 Office Supplies	10,000	10,210	2.1%	9,000	-10.0%
504315 Safety Supplies	1,300	2,006	54.3%	2,300	76.9%
504317 Cleaning Supplies	1,100	204	-81.5%	1,100	0.0%
504409 Repair/Maint Supplies	-	-	0.0%	-	0.0%
504421 Non-Inventory Parts	1,000	66	-93.4%	-	-100.0%
504511 Small Tools	1,700	325	-80.9%	1,700	0.0%
504515 Employee Tool Replacement	1,000	-	-100.0%	1,000	0.0%
Totals	28,900	19,545	-32.4%	27,900	-3.5%
UTILITIES					
505011 Gas & Electric	14,000	13,428	-4.1%	14,000	0.0%
505021 Water & Garbage	6,200	4,762	-23.2%	6,200	0.0%
505031 Telecommunications	32,000	18,419	-42.4%	19,000	-40.6%
Totals	52,200	36,610	-29.9%	39,200	-24.9%
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 B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY12 FINAL OPERATING BUDGET

Paratransit - 3100

ACCOUNT	PUBLISHED BUDGET FY11	PROJECTED ACTUAL FY11	% CHANGE BUDG FY11 PROJ FY11	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12
TAXES					
507051 Fuel Tax	-	-	0.0%	-	0.0%
507201 Licenses & Permits	500	454	-9.1%	500	0.0%
507999 Other Taxes	-	-	0.0%	-	0.0%
Totals	500	454	-9.1%	500	0.0%
PURCHASED TRANS.					
503406 Contract/Paratransit	250,000	187,752	-24.9%	250,000	0.0%
Totals	250,000	187,752	-24.9%	250,000	0.0%
MISC EXPENSE					
509011 Dues/Subscriptions	-	-	0.0%	-	0.0%
509085 Advertising - Rev Prod	-	-	0.0%	-	0.0%
509101 Employee Incentive Program	-	-	0.0%	-	0.0%
509121 Employee Training	-	-	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	150	-	-100.0%	-	-100.0%
509198 Cash Over/Short	-	-	0.0%	-	0.0%
Totals	150	-	-100.0%	-	-100.0%
LEASES & RENTALS					
512011 Facility Lease	154,000	149,206	-3.1%	158,000	2.6%
512061 Equipment Rental	5,200	2,521	-51.5%	5,200	0.0%
Totals	159,200	151,727	-4.7%	163,200	2.5%
PERSONNEL TOTAL	3,624,637	3,476,098	-4.1%	3,858,161	6.4%
NON-PERSONNEL TOTAL	1,054,650	835,238	-20.8%	1,142,800	8.4%
DEPARTMENT TOTALS	4,679,287	4,311,336	-7.9%	5,000,961	6.9%

Attachment B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY12 FINAL OPERATING BUDGET

Operations - 3200

ACCOUNT	PUBLISHED BUDGET FY11	PROJECTED ACTUAL FY11	% CHANGE BUDG FY11 PROJ FY11	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12
LABOR					
501011 Bus Operator Pay	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	0.0%	-	0.0%
501021 Other Salaries	1,100,818	1,076,078	-2.2%	1,034,592	-6.0%
501023 Other OT	151,693	113,271	-25.3%	142,567	-6.0%
Totals	1,252,511	1,189,349	-5.0%	1,177,159	-6.0%
FRINGE BENEFITS					
502011 Medicare/Soc. Sec.	19,596	13,086	-33.2%	18,432	-5.9%
502021 Retirement	182,233	175,608	-3.6%	218,702	20.0%
502031 Medical Ins	243,812	251,118	3.0%	256,572	5.2%
502041 Dental Ins	23,484	21,701	-7.6%	20,418	-13.1%
502045 Vision Ins	6,118	5,751	-6.0%	5,280	-13.7%
502051 Life Ins/AD&D	2,161	2,037	-5.7%	2,059	-4.7%
502060 State Disability Ins (SDI)	14,419	20,314	40.9%	14,087	-2.3%
502061 Long Term Disability Ins	14,871	11,594	-22.0%	14,013	-5.8%
502071 State Unemployment Ins (SUI)	3,780	4,549	20.3%	4,368	15.6%
502081 Worker's Comp Ins	41,860	37,823	-9.6%	53,821	28.6%
502101 Holiday Pay	15,548	27,439	76.5%	14,621	-6.0%
502103 Floating Holiday	9,618	9,619	0.0%	9,907	3.0%
502109 Sick Leave	62,191	29,141	-53.1%	58,484	-6.0%
502111 Annual Leave	153,580	197,381	28.5%	144,410	-6.0%
502121 Other Paid Absence	9,717	7,108	-26.8%	9,138	-6.0%
502251 Phys. Exams	515	257	-50.1%	530	3.0%
502253 Driver Lic Renewal	-	84	100.0%	-	0.0%
502999 Other Fringe Benefits	4,478	4,492	0.3%	4,430	-1.1%
Totals	807,983	819,106	1.4%	849,273	5.1%

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY12 FINAL OPERATING BUDGET

Operations - 3200

ACCOUNT	PUBLISHED BUDGET FY11	PROJECTED ACTUAL FY11	% CHANGE BUDG FY11 PROJ FY11	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12
SERVICES					
503011 Accting/Audit Fees	-	-	0.0%	-	0.0%
503012 Admin/Bank Fees	-	-	0.0%	-	0.0%
503031 Prof/Technical Fees	32,000	26,200	-18.1%	33,000	3.1%
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	-	34,473	100.0%	-	0.0%
503161 Custodial Services	-	-	0.0%	-	0.0%
503162 Uniforms/Laundry	500	182	-63.7%	500	0.0%
503171 Security Services	366,332	370,017	1.0%	390,000	6.5%
503221 Classified/Legal Ads	-	-	0.0%	-	0.0%
503222 Legal Ads	-	-	0.0%	-	0.0%
503225 Graphic Services	-	-	0.0%	-	0.0%
503351 Repair - Bldg & Impr	-	-	0.0%	-	0.0%
503352 Repair - Equipment	2,500	2,413	-3.5%	2,500	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	401,332	433,284	8.0%	426,000	6.1%
MOBILE MATERIALS & SUPPLIES					
504011 Fuels & Lubricants - Non Rev Veh	-	-	0.0%	-	0.0%
504012 Fuels & Lubricants - Rev Veh	-	-	0.0%	-	0.0%
504021 Tires & Tubes	-	-	0.0%	-	0.0%
504161 Other Mobile Supplies	-	-	0.0%	-	0.0%
504191 Rev Vehicle Parts	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY12 FINAL OPERATING BUDGET

Operations - 3200

ACCOUNT	PUBLISHED BUDGET FY11	PROJECTED ACTUAL FY11	% CHANGE BUDG FY11 PROJ FY11	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12
OTHER MATERIALS & SUPPLIES					
504205 Freight Out	-	-	0.0%	-	0.0%
504211 Postage & Mailing	300	44	-85.4%	300	0.0%
504214 Promotional Items	-	-	0.0%	-	0.0%
504215 Printing	12,800	5,787	-54.8%	8,000	-37.5%
504217 Photo Supp/Process	600	(13)	-102.2%	600	0.0%
504311 Office Supplies	10,000	5,773	-42.3%	10,000	0.0%
504315 Safety Supplies	-	-	0.0%	-	0.0%
504317 Cleaning Supplies	-	-	0.0%	-	0.0%
504409 Repair/Maint Supplies	-	-	0.0%	-	0.0%
504421 Non-Inventory Parts	-	678	100.0%	-	0.0%
504511 Small Tools	-	-	0.0%	-	0.0%
504515 Employee Tool Replacement	-	-	0.0%	-	0.0%
Totals	23,700	12,269	-48.2%	18,900	-20.3%
UTILITIES					
505011 Gas & Electric	-	-	0.0%	-	0.0%
505021 Water & Garbage	-	-	0.0%	-	0.0%
505031 Telecommunications	30,000	26,491	-11.7%	35,000	16.7%
Totals	30,000	26,491	-11.7%	35,000	16.7%
CASUALTY & LIABILITY					
506011 Insurance - Property	-	-	0.0%	-	0.0%
506015 Insurance - PL/PD	-	-	0.0%	-	0.0%
506021 Insurance - Other	-	-	0.0%	-	0.0%
506123 Settlement Costs	-	-	0.0%	-	0.0%
506127 Repairs - District Prop	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%

Attachment B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY12 FINAL OPERATING BUDGET

Operations - 3200

ACCOUNT	PUBLISHED BUDGET FY11	PROJECTED ACTUAL FY11	% CHANGE BUDG FY11 PROJ FY11	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12
TAXES					
507051 Fuel Tax	-	-	0.0%	-	0.0%
507201 Licenses & Permits	-	-	0.0%	-	0.0%
507999 Other Taxes	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
PURCHASED TRANS.					
503406 Contract/Paratransit	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
MISC EXPENSE					
509011 Dues/Subscriptions	-	-	0.0%	-	0.0%
509085 Advertising - Rev Prod	-	-	0.0%	-	0.0%
509101 Employee Incentive Program	-	-	0.0%	-	0.0%
509121 Employee Training	-	-	0.0%	-	0.0%
509123 Travel	-	-	0.0%	-	0.0%
509125 Local Meeting Expense	-	-	0.0%	-	0.0%
509127 Board Director Fees	-	-	0.0%	-	0.0%
509150 Contributions	-	-	0.0%	-	0.0%
509198 Cash Over/Short	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
LEASES & RENTALS					
512011 Facility Lease	30,000	25,000	-16.7%	22,000	-26.7%
512061 Equipment Rental	3,000	2,806	-6.5%	5,620	87.3%
Totals	33,000	27,806	-15.7%	27,620	-16.3%
PERSONNEL TOTAL	2,060,493	2,008,455	-2.5%	2,026,432	-1.7%
NON-PERSONNEL TOTAL	488,032	499,849	2.4%	507,520	4.0%
DEPARTMENT TOTALS	2,548,525	2,508,304	-1.6%	2,533,952	-0.6%

Attachment B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY12 FINAL OPERATING BUDGET

Bus Operators - 3300

ACCOUNT	PUBLISHED BUDGET FY11	PROJECTED ACTUAL FY11	% CHANGE BUDG FY11 PROJ FY11	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12
LABOR					
501011 Bus Operator Pay	6,946,660	6,550,100	-5.7%	6,617,624	-4.7%
501013 Bus Operator OT	1,344,351	1,645,820	22.4%	1,311,049	-2.5%
501021 Other Salaries	-	-	0.0%	-	0.0%
501023 Other OT	-	-	0.0%	-	0.0%
Totals	8,291,011	8,195,920	-1.1%	7,928,673	-4.4%
FRINGE BENEFITS					
502011 Medicare/Soc. Sec.	118,906	112,917	-5.0%	114,813	-3.4%
502021 Retirement	1,105,742	1,028,036	-7.0%	1,362,313	23.2%
502031 Medical Ins	1,720,441	2,020,476	17.4%	2,131,907	23.9%
502041 Dental Ins	176,577	145,592	-17.5%	177,214	0.4%
502045 Vision Ins	48,946	49,069	0.3%	45,540	-7.0%
502051 Life Ins/AD&D	15,752	14,638	-7.1%	16,121	2.3%
502060 State Disability Ins (SDI)	90,204	108,367	20.1%	91,058	0.9%
502061 Long Term Disability Ins	125,423	114,143	-9.0%	128,778	2.7%
502071 State Unemployment Ins (SUI)	30,240	37,282	23.3%	37,204	23.0%
502081 Worker's Comp Ins	339,535	484,084	42.6%	436,545	28.6%
502101 Holiday Pay	253,862	250,167	-1.5%	241,777	-4.8%
502103 Floating Holiday	-	-	0.0%	-	0.0%
502109 Sick Leave	396,660	285,314	-28.1%	377,777	-4.8%
502111 Annual Leave	651,048	864,901	32.8%	624,280	-4.1%
502121 Other Paid Absence	59,499	72,776	22.3%	56,667	-4.8%
502251 Phys. Exams	8,240	2,700	-67.2%	8,487	3.0%
502253 Driver Lic Renewal	3,090	1,617	-47.7%	3,183	3.0%
502999 Other Fringe Benefits	9,428	9,795	3.9%	8,956	-5.0%
Totals	5,153,593	5,601,873	8.7%	5,862,619	13.8%

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY12 FINAL OPERATING BUDGET

Bus Operators - 3300

ACCOUNT	PUBLISHED BUDGET FY11	PROJECTED ACTUAL FY11	% CHANGE BUDG FY11 PROJ FY11	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12
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	1,500	2,206	47.1%	1,500	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	1,500	2,206	47.1%	1,500	0.0%
MOBILE MATERIALS & SUPPLIES					
504011 Fuels & Lubricants - Non Rev Veh	-	-	0.0%	-	0.0%
504012 Fuels & Lubricants - Rev Veh	-	-	0.0%	-	0.0%
504021 Tires & Tubes	-	-	0.0%	-	0.0%
504161 Other Mobile Supplies	-	-	0.0%	-	0.0%
504191 Rev Vehicle Parts	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%

Attachment B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY12 FINAL OPERATING BUDGET

Bus Operators - 3300

ACCOUNT	PUBLISHED BUDGET FY11	PROJECTED ACTUAL FY11	% CHANGE BUDG FY11 PROJ FY11	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12
OTHER MATERIALS & SUPPLIES					
504205 Freight Out	-	-	0.0%	-	0.0%
504211 Postage & Mailing	-	-	0.0%	-	0.0%
504214 Promotional Items	-	-	0.0%	-	0.0%
504215 Printing	-	-	0.0%	-	0.0%
504217 Photo Supp/Process	-	-	0.0%	-	0.0%
504311 Office Supplies	-	-	0.0%	-	0.0%
504315 Safety Supplies	-	-	0.0%	-	0.0%
504317 Cleaning Supplies	-	-	0.0%	-	0.0%
504409 Repair/Maint Supplies	-	-	0.0%	-	0.0%
504421 Non-Inventory Parts	-	-	0.0%	-	0.0%
504511 Small Tools	-	-	0.0%	-	0.0%
504515 Employee Tool Replacement	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
UTILITIES					
505011 Gas & Electric	-	-	0.0%	-	0.0%
505021 Water & Garbage	-	-	0.0%	-	0.0%
505031 Telecommunications	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
CASUALTY & LIABILITY					
506011 Insurance - Property	-	-	0.0%	-	0.0%
506015 Insurance - PL/PD	-	-	0.0%	-	0.0%
506021 Insurance - Other	-	-	0.0%	-	0.0%
506123 Settlement Costs	-	-	0.0%	-	0.0%
506127 Repairs - District Prop	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY12 FINAL OPERATING BUDGET Bus Operators - 3300

ACCOUNT	PUBLISHED BUDGET FY11	PROJECTED ACTUAL FY11	% CHANGE BUDG FY11 PROJ FY11	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12
TAXES					
507051 Fuel Tax	-	-	0.0%	-	0.0%
507201 Licenses & Permits	-	-	0.0%	-	0.0%
507999 Other Taxes	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
PURCHASED TRANS.					
503406 Contract/Paratransit	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
MISC EXPENSE					
509011 Dues/Subscriptions	-	-	0.0%	-	0.0%
509085 Advertising - Rev Prod	-	-	0.0%	-	0.0%
509101 Employee Incentive Program	3,500	3,000	-14.3%	3,500	0.0%
509121 Employee Training	-	-	0.0%	-	0.0%
509123 Travel	-	-	0.0%	-	0.0%
509125 Local Meeting Expense	-	-	0.0%	-	0.0%
509127 Board Director Fees	-	-	0.0%	-	0.0%
509150 Contributions	-	-	0.0%	-	0.0%
509198 Cash Over/Short	-	-	0.0%	-	0.0%
Totals	3,500	3,000	-14.3%	3,500	0.0%
LEASES & RENTALS					
512011 Facility Lease	-	-	0.0%	-	0.0%
512061 Equipment Rental	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
PERSONNEL TOTAL	13,444,603	13,797,792	2.6%	13,791,292	2.6%
NON-PERSONNEL TOTAL	5,000	5,206	4.1%	5,000	0.0%
DEPARTMENT TOTALS	13,449,603	13,802,999	2.6%	13,796,292	2.6%

Attachment B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY12 FINAL OPERATING BUDGET

Fleet Maintenance - 4100

ACCOUNT	PUBLISHED BUDGET FY11	PROJECTED ACTUAL FY11	% CHANGE BUDG FY11 PROJ FY11	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12
LABOR					
501011 Bus Operator Pay	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	0.0%	-	0.0%
501021 Other Salaries	1,804,977	1,846,439	2.3%	1,872,361	3.7%
501023 Other OT	69,492	73,722	6.1%	72,086	3.7%
Totals	1,874,469	1,920,161	2.4%	1,944,447	3.7%
FRINGE BENEFITS					
502011 Medicare/Soc. Sec.	31,784	27,642	-13.0%	32,797	3.2%
502021 Retirement	295,565	293,313	-0.8%	389,153	31.7%
502031 Medical Ins	505,642	549,005	8.6%	611,624	21.0%
502041 Dental Ins	47,936	45,666	-4.7%	47,280	-1.4%
502045 Vision Ins	12,605	11,927	-5.4%	12,210	-3.1%
502051 Life Ins/AD&D	4,152	3,931	-5.3%	4,423	6.5%
502060 State Disability Ins (SDI)	23,956	26,237	9.5%	25,756	7.5%
502061 Long Term Disability Ins	24,474	22,756	-7.0%	24,591	0.5%
502071 State Unemployment Ins (SUI)	7,882	9,772	24.0%	9,877	25.3%
502081 Worker's Comp Ins	86,047	79,222	-7.9%	110,631	28.6%
502101 Holiday Pay	25,193	33,859	34.4%	26,098	3.6%
502103 Floating Holiday	4,546	4,546	0.0%	4,917	8.2%
502109 Sick Leave	100,773	73,591	-27.0%	104,394	3.6%
502111 Annual Leave	240,736	224,518	-6.7%	237,780	-1.2%
502121 Other Paid Absence	15,746	24,444	55.2%	16,312	3.6%
502251 Phys. Exams	1,854	900	-51.5%	1,910	3.0%
502253 Driver Lic Renewal	412	201	-51.3%	424	3.0%
502999 Other Fringe Benefits	3,142	3,110	-1.0%	3,175	1.1%
Totals	1,432,444	1,434,639	0.2%	1,663,352	16.1%

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY12 FINAL OPERATING BUDGET Fleet Maintenance - 4100

ACCOUNT	PUBLISHED BUDGET FY11	PROJECTED ACTUAL FY11	% CHANGE BUDG FY11 PROJ FY11	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12
SERVICES					
503011 Accting/Audit Fees	-	-	0.0%	-	0.0%
503012 Admin/Bank Fees	-	-	0.0%	-	0.0%
503031 Prof/Technical Fees	2,500	3,771	50.8%	8,000	220.0%
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	-	872	100.0%	-	0.0%
503161 Custodial Services	-	-	0.0%	-	0.0%
503162 Uniforms/Laundry	25,000	12,824	-48.7%	15,000	-40.0%
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	80,000	33,209	-58.5%	80,000	0.0%
503353 Repair - Rev Vehicle	260,000	254,675	-2.0%	280,000	7.7%
503354 Repair - Non Rev Vehicle	25,000	14,297	-42.8%	25,000	0.0%
503363 Haz Mat Disposal	-	-	0.0%	-	0.0%
Totals	392,500	319,647	-18.6%	408,000	3.9%
MOBILE MATERIALS & SUPPLIES					
504011 Fuels & Lubricants - Non Rev Veh	150,000	58,357	-61.1%	70,000	-53.3%
504012 Fuels & Lubricants - Rev Veh	1,775,000	1,874,632	5.6%	1,855,000	4.5%
504021 Tires & Tubes	217,000	176,742	-18.6%	225,000	3.7%
504161 Other Mobile Supplies	-	64	100.0%	-	0.0%
504191 Rev Vehicle Parts	575,000	559,709	-2.7%	575,000	0.0%
Totals	2,717,000	2,669,505	-1.7%	2,725,000	0.3%

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY12 FINAL OPERATING BUDGET Fleet Maintenance - 4100

ACCOUNT	PUBLISHED BUDGET FY11	PROJECTED ACTUAL FY11	% CHANGE BUDG FY11 PROJ FY11	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12
OTHER MATERIALS & SUPPLIES					
504205 Freight Out	2,500	2,465	-1.4%	2,500	0.0%
504211 Postage & Mailing	500	-	-100.0%	500	0.0%
504214 Promotional Items	-	-	0.0%	-	0.0%
504215 Printing	-	-	0.0%	-	0.0%
504217 Photo Supp/Process	-	-	0.0%	-	0.0%
504311 Office Supplies	4,500	2,807	-37.6%	4,500	0.0%
504315 Safety Supplies	7,000	12,143	73.5%	10,000	42.9%
504317 Cleaning Supplies	7,000	4,532	-35.3%	7,000	0.0%
504409 Repair/Maint Supplies	-	-	0.0%	-	0.0%
504421 Non-Inventory Parts	40,000	10,361	-74.1%	15,000	-62.5%
504511 Small Tools	5,000	3,448	-31.0%	5,000	0.0%
504515 Employee Tool Replacement	2,000	668	-66.6%	2,000	0.0%
Totals	68,500	36,423	-46.8%	46,500	-32.1%
UTILITIES					
505011 Gas & Electric	-	-	0.0%	-	0.0%
505021 Water & Garbage	-	-	0.0%	-	0.0%
505031 Telecommunications	22,000	14,000	-36.4%	17,000	-22.7%
Totals	22,000	14,000	-36.4%	17,000	-22.7%
CASUALTY & LIABILITY					
506011 Insurance - Property	-	-	0.0%	-	0.0%
506015 Insurance - PL/PD	-	-	0.0%	-	0.0%
506021 Insurance - Other	-	-	0.0%	-	0.0%
506123 Settlement Costs	-	-	0.0%	-	0.0%
506127 Repairs - District Prop	-	(74,943)	100.0%	-	0.0%
Totals	-	(74,943)	100.0%	-	0.0%

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY12 FINAL OPERATING BUDGET Fleet Maintenance - 4100

ACCOUNT	PUBLISHED BUDGET FY11	PROJECTED ACTUAL FY11	% CHANGE BUDG FY11 PROJ FY11	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12
TAXES					
507051 Fuel Tax	14,000	13,435	-4.0%	14,000	0.0%
507201 Licenses & Permits	-	-	0.0%	-	0.0%
507999 Other Taxes	-	-	0.0%	-	0.0%
Totals	14,000	13,435	-4.0%	14,000	0.0%
PURCHASED TRANS.					
503406 Contract/Paratransit	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
MISC EXPENSE					
509011 Dues/Subscriptions	1,000	826	-17.4%	1,000	0.0%
509085 Advertising - Rev Prod	-	-	0.0%	-	0.0%
509101 Employee Incentive Program	-	-	0.0%	-	0.0%
509121 Employee Training	-	-	0.0%	-	0.0%
509123 Travel	-	18	100.0%	-	0.0%
509125 Local Meeting Expense	-	-	0.0%	-	0.0%
509127 Board Director Fees	-	-	0.0%	-	0.0%
509150 Contributions	-	-	0.0%	-	0.0%
509198 Cash Over/Short	-	-	0.0%	-	0.0%
Totals	1,000	844	-15.6%	1,000	0.0%
LEASES & RENTALS					
512011 Facility Lease	-	-	0.0%	-	0.0%
512061 Equipment Rental	2,000	2,552	27.6%	2,000	0.0%
Totals	2,000	2,552	27.6%	2,000	0.0%
PERSONNEL TOTAL	3,306,912	3,354,800	1.4%	3,607,799	9.1%
NON-PERSONNEL TOTAL	3,217,000	2,981,464	-7.3%	3,213,500	-0.1%
DEPARTMENT TOTALS	6,523,912	6,336,264	-2.9%	6,821,299	4.6%

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY12 FINAL OPERATING BUDGET

COBRA Benefits - 9001

ACCOUNT	PUBLISHED BUDGET FY11	PROJECTED ACTUAL FY11	% CHANGE BUDG FY11 PROJ FY11	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12
LABOR					
501011 Bus Operator Pay	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	0.0%	-	0.0%
501021 Other Salaries	-	-	0.0%	-	0.0%
501023 Other OT	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
FRINGE BENEFITS					
502011 Medicare/Soc. Sec.	-	-	0.0%	-	0.0%
502021 Retirement	-	-	0.0%	-	0.0%
502031 Medical Ins	-	2,297	100.0%	-	0.0%
502041 Dental Ins	-	(888)	100.0%	-	0.0%
502045 Vision Ins	-	(233)	100.0%	-	0.0%
502051 Life Ins/AD&D	-	-	0.0%	-	0.0%
502060 State Disability Ins (SDI)	-	-	0.0%	-	0.0%
502061 Long Term Disability Ins	-	-	0.0%	-	0.0%
502071 State Unemployment Ins (SUI)	-	-	0.0%	-	0.0%
502081 Worker's Comp Ins	-	-	0.0%	-	0.0%
502101 Holiday Pay	-	-	0.0%	-	0.0%
502103 Floating Holiday	-	-	0.0%	-	0.0%
502109 Sick Leave	-	-	0.0%	-	0.0%
502111 Annual Leave	-	-	0.0%	-	0.0%
502121 Other Paid Absence	-	-	0.0%	-	0.0%
502251 Phys. Exams	-	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	0.0%	-	0.0%
502999 Other Fringe Benefits	-	-	0.0%	-	0.0%
Totals	-	1,175	100.0%	-	0.0%

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY12 FINAL OPERATING BUDGET COBRA Benefits - 9001

ACCOUNT	PUBLISHED BUDGET FY11	PROJECTED ACTUAL FY11	% CHANGE BUDG FY11 PROJ FY11	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12
SERVICES					
503011 Accting/Audit Fees	-	-	0.0%	-	0.0%
503012 Admin/Bank Fees	-	-	0.0%	-	0.0%
503031 Prof/Technical Fees	-	-	0.0%	-	0.0%
503032 Legislative Services	-	-	0.0%	-	0.0%
503033 Legal Services	-	-	0.0%	-	0.0%
503034 Pre-Employment Exams	-	-	0.0%	-	0.0%
503041 Temp Help	-	-	0.0%	-	0.0%
503161 Custodial Services	-	-	0.0%	-	0.0%
503162 Uniforms/Laundry	-	-	0.0%	-	0.0%
503171 Security Services	-	-	0.0%	-	0.0%
503221 Classified/Legal Ads	-	-	0.0%	-	0.0%
503222 Legal Ads	-	-	0.0%	-	0.0%
503225 Graphic Services	-	-	0.0%	-	0.0%
503351 Repair - Bldg & Impr	-	-	0.0%	-	0.0%
503352 Repair - Equipment	-	-	0.0%	-	0.0%
503353 Repair - Rev Vehicle	-	-	0.0%	-	0.0%
503354 Repair - Non Rev Vehicle	-	-	0.0%	-	0.0%
503363 Haz Mat Disposal	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
MOBILE MATERIALS & SUPPLIES					
504011 Fuels & Lubricants - Non Rev Veh	-	-	0.0%	-	0.0%
504012 Fuels & Lubricants - Rev Veh	-	-	0.0%	-	0.0%
504021 Tires & Tubes	-	-	0.0%	-	0.0%
504161 Other Mobile Supplies	-	-	0.0%	-	0.0%
504191 Rev Vehicle Parts	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%

Attachment B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY12 FINAL OPERATING BUDGET

COBRA Benefits - 9001

ACCOUNT	PUBLISHED BUDGET FY11	PROJECTED ACTUAL FY11	% CHANGE BUDG FY11 PROJ FY11	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12
OTHER MATERIALS & SUPPLIES					
504205 Freight Out	-	-	0.0%	-	0.0%
504211 Postage & Mailing	-	-	0.0%	-	0.0%
504214 Promotional Items	-	-	0.0%	-	0.0%
504215 Printing	-	-	0.0%	-	0.0%
504217 Photo Supp/Process	-	-	0.0%	-	0.0%
504311 Office Supplies	-	-	0.0%	-	0.0%
504315 Safety Supplies	-	-	0.0%	-	0.0%
504317 Cleaning Supplies	-	-	0.0%	-	0.0%
504409 Repair/Maint Supplies	-	-	0.0%	-	0.0%
504421 Non-Inventory Parts	-	-	0.0%	-	0.0%
504511 Small Tools	-	-	0.0%	-	0.0%
504515 Employee Tool Replacement	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
UTILITIES					
505011 Gas & Electric	-	-	0.0%	-	0.0%
505021 Water & Garbage	-	-	0.0%	-	0.0%
505031 Telecommunications	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
CASUALTY & LIABILITY					
506011 Insurance - Property	-	-	0.0%	-	0.0%
506015 Insurance - PL/PD	-	-	0.0%	-	0.0%
506021 Insurance - Other	-	-	0.0%	-	0.0%
506123 Settlement Costs	-	-	0.0%	-	0.0%
506127 Repairs - District Prop	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%

10.b57

Attachment B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY12 FINAL OPERATING BUDGET

COBRA Benefits - 9001

ACCOUNT	PUBLISHED BUDGET FY11	PROJECTED ACTUAL FY11	% CHANGE BUDG FY11 PROJ FY11	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12
TAXES					
507051 Fuel Tax	-	-	0.0%	-	0.0%
507201 Licenses & Permits	-	-	0.0%	-	0.0%
507999 Other Taxes	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
PURCHASED TRANS.					
503406 Contract/Paratransit	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
MISC EXPENSE					
509011 Dues/Subscriptions	-	-	0.0%	-	0.0%
509085 Advertising - Rev Prod	-	-	0.0%	-	0.0%
509101 Employee Incentive Program	-	-	0.0%	-	0.0%
509121 Employee Training	-	-	0.0%	-	0.0%
509123 Travel	-	-	0.0%	-	0.0%
509125 Local Meeting Expense	-	-	0.0%	-	0.0%
509127 Board Director Fees	-	-	0.0%	-	0.0%
509150 Contributions	-	-	0.0%	-	0.0%
509198 Cash Over/Short	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
LEASES & RENTALS					
512011 Facility Lease	-	-	0.0%	-	0.0%
512061 Equipment Rental	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
PERSONNEL TOTAL	-	1,175	100.0%	-	0.0%
NON-PERSONNEL TOTAL	-	-	0.0%	-	0.0%
DEPARTMENT TOTALS	-	1,175	100.0%	-	0.0%

Attachment B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY12 FINAL OPERATING BUDGET Retired Employee Benefits - 9005

ACCOUNT	PUBLISHED BUDGET FY11	PROJECTED ACTUAL FY11	% CHANGE BUDG FY11 PROJ FY11	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12
LABOR					
501011 Bus Operator Pay	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	0.0%	-	0.0%
501021 Other Salaries	-	-	0.0%	-	0.0%
501023 Other OT	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
FRINGE BENEFITS					
502011 Medicare/Soc. Sec.	-	-	0.0%	-	0.0%
502021 Retirement	-	-	0.0%	-	0.0%
502031 Medical Ins	1,587,790	1,838,930	15.8%	2,178,916	37.2%
502041 Dental Ins	98,801	100,014	1.2%	107,069	8.4%
502045 Vision Ins	32,970	33,613	1.9%	34,980	6.1%
502051 Life Ins/AD&D	9,292	10,031	8.0%	9,789	5.4%
502060 State Disability Ins (SDI)	-	-	0.0%	-	0.0%
502061 Long Term Disability Ins	-	-	0.0%	-	0.0%
502071 State Unemployment Ins (SUI)	-	-	0.0%	-	0.0%
502081 Worker's Comp Ins	-	-	0.0%	-	0.0%
502101 Holiday Pay	-	-	0.0%	-	0.0%
502103 Floating Holiday	-	-	0.0%	-	0.0%
502109 Sick Leave	-	-	0.0%	-	0.0%
502111 Annual Leave	-	-	0.0%	-	0.0%
502121 Other Paid Absence	-	-	0.0%	-	0.0%
502251 Phys. Exams	-	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	0.0%	-	0.0%
502999 Other Fringe Benefits	25,589	34,574	35.1%	25,398	-0.7%
Totals	1,754,441	2,017,162	15.0%	2,356,152	34.3%

Attachment B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY12 FINAL OPERATING BUDGET Retired Employee Benefits - 9005

ACCOUNT	PUBLISHED BUDGET FY11	PROJECTED ACTUAL FY11	% CHANGE BUDG FY11 PROJ FY11	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12
SERVICES					
503011 Accting/Audit Fees	-	-	0.0%	-	0.0%
503012 Admin/Bank Fees	-	-	0.0%	-	0.0%
503031 Prof/Technical Fees	-	-	0.0%	-	0.0%
503032 Legislative Services	-	-	0.0%	-	0.0%
503033 Legal Services	-	-	0.0%	-	0.0%
503034 Pre-Employment Exams	-	-	0.0%	-	0.0%
503041 Temp Help	-	-	0.0%	-	0.0%
503161 Custodial Services	-	-	0.0%	-	0.0%
503162 Uniforms/Laundry	-	-	0.0%	-	0.0%
503171 Security Services	-	-	0.0%	-	0.0%
503221 Classified/Legal Ads	-	-	0.0%	-	0.0%
503222 Legal Ads	-	-	0.0%	-	0.0%
503225 Graphic Services	-	-	0.0%	-	0.0%
503351 Repair - Bldg & Impr	-	-	0.0%	-	0.0%
503352 Repair - Equipment	-	-	0.0%	-	0.0%
503353 Repair - Rev Vehicle	-	-	0.0%	-	0.0%
503354 Repair - Non Rev Vehicle	-	-	0.0%	-	0.0%
503363 Haz Mat Disposal	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
MOBILE MATERIALS & SUPPLIES					
504011 Fuels & Lubricants - Non Rev Veh	-	-	0.0%	-	0.0%
504012 Fuels & Lubricants - Rev Veh	-	-	0.0%	-	0.0%
504021 Tires & Tubes	-	-	0.0%	-	0.0%
504161 Other Mobile Supplies	-	-	0.0%	-	0.0%
504191 Rev Vehicle Parts	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%

Attachment B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY12 FINAL OPERATING BUDGET Retired Employee Benefits - 9005

ACCOUNT	PUBLISHED BUDGET FY11	PROJECTED ACTUAL FY11	% CHANGE BUDG FY11 PROJ FY11	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12
OTHER MATERIALS & SUPPLIES					
504205 Freight Out	-	-	0.0%	-	0.0%
504211 Postage & Mailing	-	-	0.0%	-	0.0%
504214 Promotional Items	-	-	0.0%	-	0.0%
504215 Printing	-	-	0.0%	-	0.0%
504217 Photo Supp/Process	-	-	0.0%	-	0.0%
504311 Office Supplies	-	-	0.0%	-	0.0%
504315 Safety Supplies	-	-	0.0%	-	0.0%
504317 Cleaning Supplies	-	-	0.0%	-	0.0%
504409 Repair/Maint Supplies	-	-	0.0%	-	0.0%
504421 Non-Inventory Parts	-	-	0.0%	-	0.0%
504511 Small Tools	-	-	0.0%	-	0.0%
504515 Employee Tool Replacement	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
UTILITIES					
505011 Gas & Electric	-	-	0.0%	-	0.0%
505021 Water & Garbage	-	-	0.0%	-	0.0%
505031 Telecommunications	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
CASUALTY & LIABILITY					
506011 Insurance - Property	-	-	0.0%	-	0.0%
506015 Insurance - PL/PD	-	-	0.0%	-	0.0%
506021 Insurance - Other	-	-	0.0%	-	0.0%
506123 Settlement Costs	-	-	0.0%	-	0.0%
506127 Repairs - District Prop	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%

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Attachment B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY12 FINAL OPERATING BUDGET Retired Employee Benefits - 9005

ACCOUNT	PUBLISHED BUDGET FY11	PROJECTED ACTUAL FY11	% CHANGE BUDG FY11 PROJ FY11	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12
TAXES					
507051 Fuel Tax	-	-	0.0%	-	0.0%
507201 Licenses & Permits	-	-	0.0%	-	0.0%
507999 Other Taxes	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
PURCHASED TRANS.					
503406 Contract/Paratransit	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
MISC EXPENSE					
509011 Dues/Subscriptions	-	-	0.0%	-	0.0%
509085 Advertising - Rev Prod	-	-	0.0%	-	0.0%
509101 Employee Incentive Program	-	-	0.0%	-	0.0%
509121 Employee Training	-	-	0.0%	-	0.0%
509123 Travel	-	-	0.0%	-	0.0%
509125 Local Meeting Expense	-	-	0.0%	-	0.0%
509127 Board Director Fees	-	-	0.0%	-	0.0%
509150 Contributions	-	-	0.0%	-	0.0%
509198 Cash Over/Short	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
LEASES & RENTALS					
512011 Facility Lease	-	-	0.0%	-	0.0%
512061 Equipment Rental	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
PERSONNEL TOTAL	1,754,441	2,017,162	15.0%	2,356,152	34.3%
NON-PERSONNEL TOTAL	-	-	0.0%	-	0.0%
DEPARTMENT TOTALS	1,754,441	2,017,162	15.0%	2,356,152	34.3%

Attachment B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY12 FINAL OPERATING BUDGET SCCIC/COPS - 700

ACCOUNT	PUBLISHED BUDGET FY11	PROJECTED ACTUAL FY11	% CHANGE BUDG FY11 PROJ FY11	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12
LABOR					
501011 Bus Operator Pay	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	0.0%	-	0.0%
501021 Other Salaries	-	-	0.0%	-	0.0%
501023 Other OT	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
FRINGE BENEFITS					
502011 Medicare/Soc. Sec.	-	-	0.0%	-	0.0%
502021 Retirement	-	-	0.0%	-	0.0%
502031 Medical Ins	-	-	0.0%	-	0.0%
502041 Dental Ins	-	-	0.0%	-	0.0%
502045 Vision Ins	-	-	0.0%	-	0.0%
502051 Life Ins/AD&D	-	-	0.0%	-	0.0%
502060 State Disability Ins (SDI)	-	-	0.0%	-	0.0%
502061 Long Term Disability Ins	-	-	0.0%	-	0.0%
502071 State Unemployment Ins (SUI)	-	-	0.0%	-	0.0%
502081 Worker's Comp Ins	-	-	0.0%	-	0.0%
502101 Holiday Pay	-	-	0.0%	-	0.0%
502103 Floating Holiday	-	-	0.0%	-	0.0%
502109 Sick Leave	-	-	0.0%	-	0.0%
502111 Annual Leave	-	-	0.0%	-	0.0%
502121 Other Paid Absence	-	-	0.0%	-	0.0%
502251 Phys. Exams	-	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	0.0%	-	0.0%
502999 Other Fringe Benefits	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%

Attachment B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY12 FINAL OPERATING BUDGET SCCIC/COPS - 700

ACCOUNT	PUBLISHED BUDGET FY11	PROJECTED ACTUAL FY11	% CHANGE BUDG FY11 PROJ FY11	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12
SERVICES					
503011 Accting/Audit Fees	250	250	0.0%	250	0.0%
503012 Admin/Bank Fees	50	50	0.0%	50	0.0%
503031 Prof/Technical Fees	-	-	0.0%	-	0.0%
503032 Legislative Services	-	-	0.0%	-	0.0%
503033 Legal Services	-	-	0.0%	-	0.0%
503034 Pre-Employment Exams	-	-	0.0%	-	0.0%
503041 Temp Help	-	-	0.0%	-	0.0%
503161 Custodial Services	-	-	0.0%	-	0.0%
503162 Uniforms/Laundry	-	-	0.0%	-	0.0%
503171 Security Services	-	-	0.0%	-	0.0%
503221 Classified/Legal Ads	-	-	0.0%	-	0.0%
503222 Legal Ads	-	-	0.0%	-	0.0%
503225 Graphic Services	-	-	0.0%	-	0.0%
503351 Repair - Bldg & Impr	-	-	0.0%	-	0.0%
503352 Repair - Equipment	-	-	0.0%	-	0.0%
503353 Repair - Rev Vehicle	-	-	0.0%	-	0.0%
503354 Repair - Non Rev Vehicle	-	-	0.0%	-	0.0%
503363 Haz Mat Disposal	-	-	0.0%	-	0.0%
Totals	300	300	0.0%	300	0.0%
MOBILE MATERIALS & SUPPLIES					
504011 Fuels & Lubricants - Non Rev Veh	-	-	0.0%	-	0.0%
504012 Fuels & Lubricants - Rev Veh	-	-	0.0%	-	0.0%
504021 Tires & Tubes	-	-	0.0%	-	0.0%
504161 Other Mobile Supplies	-	-	0.0%	-	0.0%
504191 Rev Vehicle Parts	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%

Attachment B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY12 FINAL OPERATING BUDGET SCCIC/COPS - 700

ACCOUNT	PUBLISHED BUDGET FY11	PROJECTED ACTUAL FY11	% CHANGE BUDG FY11 PROJ FY11	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12
OTHER MATERIALS & SUPPLIES					
504205 Freight Out	-	-	0.0%	-	0.0%
504211 Postage & Mailing	-	-	0.0%	-	0.0%
504214 Promotional Items	-	-	0.0%	-	0.0%
504215 Printing	-	-	0.0%	-	0.0%
504217 Photo Supp/Process	-	-	0.0%	-	0.0%
504311 Office Supplies	-	-	0.0%	-	0.0%
504315 Safety Supplies	-	-	0.0%	-	0.0%
504317 Cleaning Supplies	-	-	0.0%	-	0.0%
504409 Repair/Maint Supplies	-	-	0.0%	-	0.0%
504421 Non-Inventory Parts	-	-	0.0%	-	0.0%
504511 Small Tools	-	-	0.0%	-	0.0%
504515 Employee Tool Replacement	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
UTILITIES					
505011 Gas & Electric	-	-	0.0%	-	0.0%
505021 Water & Garbage	-	-	0.0%	-	0.0%
505031 Telecommunications	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
CASUALTY & LIABILITY					
506011 Insurance - Property	-	-	0.0%	-	0.0%
506015 Insurance - PL/PD	-	-	0.0%	-	0.0%
506021 Insurance - Other	-	-	0.0%	-	0.0%
506123 Settlement Costs	-	-	0.0%	-	0.0%
506127 Repairs - District Prop	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%

10.b65

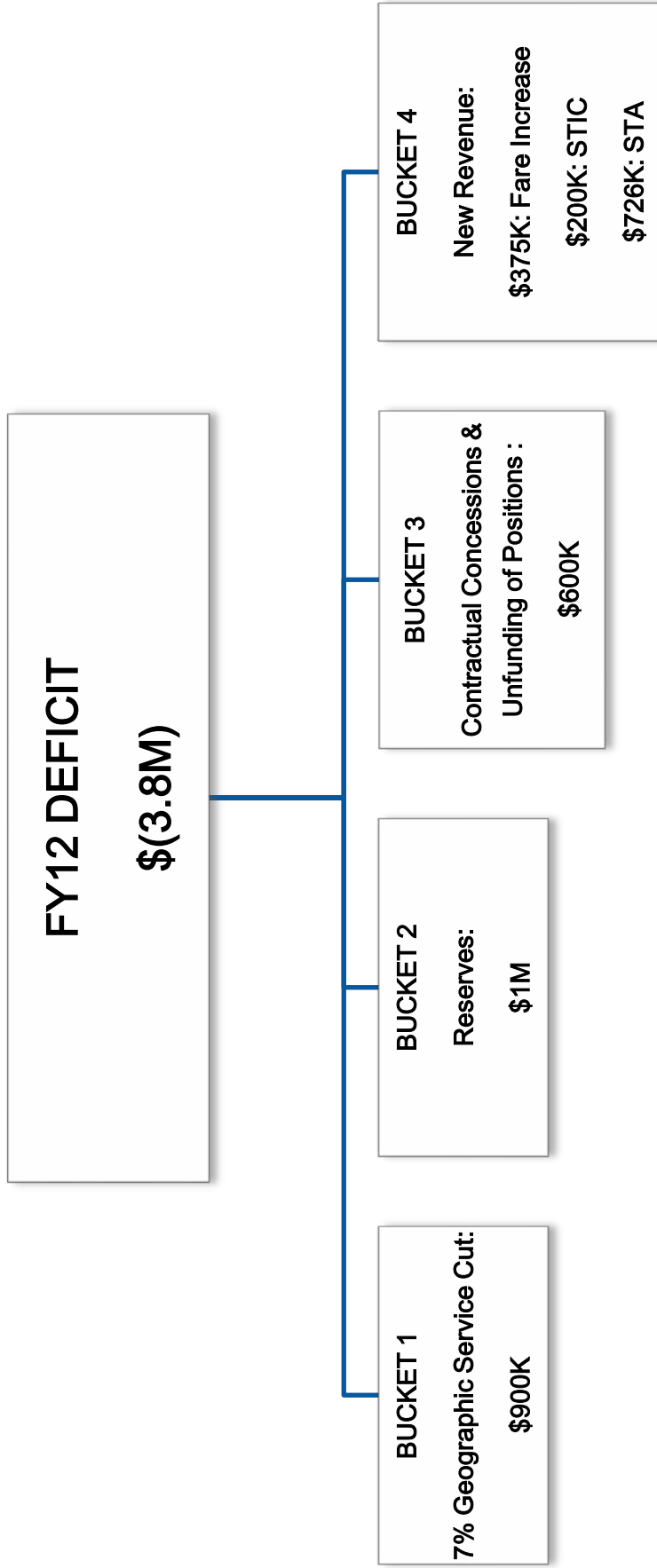
Attachment B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY12 FINAL OPERATING BUDGET SCCIC/COPS - 700

ACCOUNT	PUBLISHED BUDGET FY11	PROJECTED ACTUAL FY11	% CHANGE BUDG FY11 PROJ FY11	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12
TAXES					
507051 Fuel Tax	-	-	0.0%	-	0.0%
507201 Licenses & Permits	-	-	0.0%	-	0.0%
507999 Other Taxes	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
PURCHASED TRANS.					
503406 Contract/Paratransit	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
MISC EXPENSE					
509011 Dues/Subscriptions	-	-	0.0%	-	0.0%
509085 Advertising - Rev Prod	-	-	0.0%	-	0.0%
509101 Employee Incentive Program	-	-	0.0%	-	0.0%
509121 Employee Training	-	-	0.0%	-	0.0%
509123 Travel	-	-	0.0%	-	0.0%
509125 Local Meeting Expense	-	-	0.0%	-	0.0%
509127 Board Director Fees	-	-	0.0%	-	0.0%
509150 Contributions	-	-	0.0%	-	0.0%
509198 Cash Over/Short	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
LEASES & RENTALS					
512011 Facility Lease	-	-	0.0%	-	0.0%
512061 Equipment Rental	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
PERSONNEL TOTAL					
	-	-	0.0%	-	0.0%
NON-PERSONNEL TOTAL					
	300	300	0.0%	300	0.0%
DEPARTMENT TOTALS					
	300	300	0.0%	300	0.0%



FINAL FY12 BUDGET DEFICIT SOLUTION



10.c1

Attachment C

Attachment D

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FORECASTED FIVE - YEAR PLAN

SUMMARY

	PROJECTED ACTUAL FY11	FINAL BUDGET FY12	PCT	FORECASTED BUDGET FY13	PCT	FORECASTED BUDGET FY14	PCT	FORECASTED BUDGET FY15
OPERATING REVENUE	32,498,295	33,810,217	1.75%	34,401,896	1.75%	35,003,929	1.75%	35,616,498
OPERATING EXPENSES:								
Labor	15,915,115	15,824,273	0%	15,824,273	0%	15,824,273	0%	15,824,273
Fringe Benefits	13,700,137	14,939,402	3%	15,387,584	3%	15,849,212	3%	16,324,688
Services	2,263,224	2,532,082	3%	2,608,044	3%	2,686,286	3%	2,766,874
Materials and Supplies	3,174,170	3,505,101	3%	3,610,254	3%	3,718,562	3%	3,830,119
Utilities	488,566	535,000	3%	551,050	3%	567,582	3%	584,609
Casualty and Liability/Taxes	683,781	1,149,350	3%	1,183,831	3%	1,219,345	3%	1,255,926
Purchased Transportation	187,752	250,000	3%	257,500	3%	265,225	3%	273,182
Other	468,294	526,247	3%	542,034	3%	558,295	3%	575,044
Total Operating Expenses	36,881,039	39,261,455		39,964,570		40,688,779		41,434,715
OPERATING (DEFICIT)/SURPLUS	(4,382,744)	(5,451,238)		(5,562,675)		(5,684,850)		(5,818,217)
NON-OPERATING REVENUE:								
ARRA Operating	270,000	-		-		-		-
STIC	1,202,159	1,020,000		1,020,000		1,020,000		1,020,000
STA	1,991,905	786,266		4,237,775		4,185,604		2,800,000
Fuel Tax Credit	776,438	250,000		-		-		-
Carryover from Previous Year	-	1,762,862		227,000		-		-
Transfer from Legal Settlements	30,897	455,000		-		-		-
Transfer from Capital Reserves	111,345	75,631	3%	77,900	3%	80,237	3%	82,644
Transfer from Operating Reserves	-	1,101,062		-		-		-
Total Non-Operating Revenue	4,382,744	5,451,238		5,562,675		5,285,841		3,902,644
(DEFICIT) / SURPLUS	-	-		-		(399,009)		(1,915,573)

Actuals have not been approved by the Board, therefore these are goals not actuals.

Attachment E

FY12 FINAL OPERATING BUDGET Authorized and Funded Personnel - Full Time Equivalent (FTE) Summary

Department	Authorized FY 11	Funded FY 11	Authorized FY 12	Funded FY 12
Administration - 1100	6.00	4.00	5.00	3.00
Finance - 1200	15.50	12.00	16.50	11.50
Customer Service - 1300	10.25	6.00	10.25	6.00
Human Resources - 1400	6.00	5.00	6.00	3.60
Information Technology - 1500	5.00	5.00	5.00	4.00
District Counsel - 1700	4.00	4.00	4.00	4.00
Facilities Maintenance - 2200	18.00	13.00	17.00	12.00
Paratransit - 3100	57.00	53.00	57.00	50.00
Operations - 3200	20.00	18.00	20.00	16.00
Bus Operators - 3300	182.00	146.00	182.00	146.00
Fleet Maintenance - 4100	55.00	38.00	56.00	36.00
Total Full-Time Equivalents (FTEs)	378.75	304.00	378.75	292.10

Attachment E

FY12 FINAL OPERATING BUDGET
Authorized and Funded Personnel - Full Time Equivalent (FTE)
Administration - 1100

Position Title	Authorized FY 11	Funded FY 11	Authorized FY 12	Funded FY 12
General Manager	1.00	1.00	1.00	1.00
Assistant General Manager	1.00	0.00	1.00	0.00
Project Manager *	1.00	1.00	0.00	0.00
Admin Services Coordinator	1.00	1.00	1.00	1.00
Administrative Assistant	2.00	1.00	2.00	1.00
Total Full-Time Equivalents (FTEs)	6.00	4.00	5.00	3.00

* Moved to IT in FY11

Attachment E

FY12 FINAL OPERATING BUDGET
Authorized and Funded Personnel - Full Time Equivalent (FTE)
Finance - 1200

Position Title	Authorized FY 11	Funded FY 11	Authorized FY 12	Funded FY 12
Finance Manager	1.00	1.00	1.00	1.00
Assistant Finance Manager	1.00	1.00	1.00	1.00
Senior Accountant	0.50	0.00	0.50	0.00
Accountant II	0.00	0.00	1.00	1.00
Accounting Specialist	1.00	1.00	1.00	1.00
Accounting Tech/Sr Acctng Tech	2.00	2.00	2.00	2.00
Financial Analyst	1.00	1.00	1.00	1.00
Grants/Legislative Analyst	2.00	2.00	2.00	2.00
Transportation Planning Supervisor	1.00	0.00	1.00	0.00
Jr. Transportation Planner	1.00	1.00	1.00	1.00
Transit Surveyor	1.00	1.00	1.00	0.50
Purchasing Agent	1.00	1.00	1.00	1.00
Purchasing Assistant	1.00	1.00	1.00	0.00
Vault Room Coordinator	1.00	0.00	1.00	0.00
Revenue Specialist	1.00	0.00	1.00	0.00
Total Full-Time Equivalents (FTEs)	15.50	12.00	16.50	11.50

10.e3

Attachment E

FY12 FINAL OPERATING BUDGET
Authorized and Funded Personnel - Full Time Equivalent (FTE)
Customer Service - 1300

Position Title	Authorized FY 11	Funded FY 11	Authorized FY 12	Funded FY 12
Planning & Marketing Manager	1.00	0.00	1.00	0.00
Transit Supervisor	1.00	1.00	1.00	1.00
Customer Service Coordinator	1.00	0.00	1.00	0.00
CSR	5.00	3.00	5.00	3.00
Ticket & Pass Program Specialist	1.00	1.00	1.00	1.00
Administrative Assistant	1.25	1.00	1.25	1.00
Total Full-Time Equivalents (FTEs)	10.25	6.00	10.25	6.00

Attachment E

FY12 FINAL OPERATING BUDGET
Authorized and Funded Personnel - Full Time Equivalent (FTE)
Human Resources - 1400

Position Title	Authorized FY 11	Funded FY 11	Authorized FY 12	Funded FY 12
Human Resources Manager	1.00	1.00	1.00	1.00
Asst Human Resources Manager	1.00	1.00	1.00	0.60
Personnel Technician	1.00	1.00	1.00	1.00
Benefits Coordinator	1.00	1.00	1.00	1.00
Human Resources Specialist	1.00	0.00	1.00	0.00
Human Resources Clerk	1.00	1.00	1.00	0.00
Total Full-Time Equivalents (FTEs)	6.00	5.00	6.00	3.60

Attachment E

FY12 FINAL OPERATING BUDGET
Authorized and Funded Personnel - Full Time Equivalent (FTE)
Information Technology - 1500

Position Title	Authorized FY 11	Funded FY 11	Authorized FY 12	Funded FY 12
Information Technology/Project Manager *	1.00	1.00	1.00	1.00
Asst Manager of Information Technology **	1.00	1.00	1.00	1.00
Database Administrator/Sr	1.00	1.00	1.00	1.00
Systems Administrator/Sr ***	1.00	1.00	1.00	0.00
IT Technician/Sr IT Tech	1.00	1.00	1.00	1.00
Total Full-Time Equivalents (FTEs)	5.00	5.00	5.00	4.00

* Project Manager Moved from Admin in FY11

** Asst Manager of Information Technology: 1 FTE funded for 3 months in FY11

*** Systems Administrator/Sr: 1 FTE funded for 9 months in FY11

Attachment E

FY12 FINAL OPERATING BUDGET
Authorized and Funded Personnel - Full Time Equivalent (FTE)
District Counsel - 1700

Position Title	Authorized FY 11	Funded FY 11	Authorized FY 12	Funded FY 12
District Counsel	1.00	1.00	1.00	1.00
Claims Investigator I-II	1.00	1.00	1.00	1.00
Paralegal	2.00	2.00	2.00	2.00
Total Full-Time Equivalents (FTEs)	4.00	4.00	4.00	4.00

10.e7

Attachment E

FY12 FINAL OPERATING BUDGET Authorized and Funded Personnel - Full Time Equivalent (FTE) Facilities Maintenance - 2200

Position Title	Authorized FY 11	Funded FY 11	Authorized FY 12	Funded FY 12
Facilities Maintenance Manager	1.00	0.00	1.00	0.00
Facilities Maintenance Supervisor	1.00	1.00	1.00	1.00
Sr. Facilities Maint Worker *	1.00	1.00	0.00	0.00
Admin Specialist **	1.00	1.00	1.00	1.00
Facilities Maint Worker II	4.00	3.00	4.00	4.00
Facilities Maint Worker I	3.00	2.00	3.00	1.00
Lead Custodian	1.00	1.00	1.00	1.00
Custodial Service Worker I	5.00	4.00	5.00	4.00
Administrative Assistant	1.00	0.00	1.00	0.00
Total Full-Time Equivalents (FTEs)	18.00	13.00	17.00	12.00

* 1 FTE funded for 11 months in FY11

** 1 FTE funded for 3 months in FY11

10.e8

Attachment E

FY12 FINAL OPERATING BUDGET
Authorized and Funded Personnel - Full Time Equivalent (FTE)
Paratransit - 3100

Position Title	Authorized FY 11	Funded FY 11	Authorized FY 12	Funded FY 12
Paratransit Superintendent	1.00	1.00	1.00	1.00
Assistant Paratransit Superintendent	1.00	1.00	1.00	1.00
Accessible Services Coordinator	1.00	1.00	1.00	1.00
Paratransit Eligibility Coordinator	1.00	1.00	1.00	1.00
Reservation & Scheduling Coord	1.00	0.00	1.00	0.00
Safety/Road Response Coord	1.00	1.00	1.00	0.00
Dispatcher/Scheduler & Dispatcher	8.00	7.00	8.00	7.00
Clerk I-II-III	2.00	2.00	2.00	1.00
Van Operator	32.00	32.00	32.00	32.00
Reservationist	7.00	6.00	7.00	5.00
Mechanic I-II	2.00	1.00	2.00	1.00
Total Full-Time Equivalents (FTEs)	57.00	53.00	57.00	50.00

10.e9

Attachment E

FY12 FINAL OPERATING BUDGET
Authorized and Funded Personnel - Full Time Equivalent (FTE)
Operations - 3200

Position Title	Authorized FY 11	Funded FY 11	Authorized FY 12	Funded FY 12
Operations Manager	1.00	1.00	1.00	1.00
Fixed Route Superintendent	1.00	1.00	1.00	1.00
Transit Supervisor	13.00	11.00	13.00	10.00
Schedule Analyst	1.00	1.00	1.00	1.00
Safety & Training Coordinator	1.00	1.00	1.00	1.00
Admin Assistant/Supervisor	1.00	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	0.00
Administrative Clerk I	0.00	0.00	0.00	0.00
Payroll Specialist	1.00	1.00	1.00	1.00
Total Full-Time Equivalents (FTEs)	20.00	18.00	20.00	16.00

Attachment E

FY12 FINAL OPERATING BUDGET
Authorized and Funded Personnel - Full Time Equivalent (FTE)
Bus Operators - 3300

Position Title	Authorized FY 11	Funded FY 11	Authorized FY 12	Funded FY 12
Bus Operators *	182.00	146.00	182.00	146.00 *
Total Full-Time Equivalents (FTEs)	182.00	146.00	182.00	146.00

* 11 FTEs unfunded 09/15/2011 (135 FTEs funded as 09/15/2011)

Attachment E

FY12 FINAL OPERATING BUDGET
Authorized and Funded Personnel - Full Time Equivalent (FTE)
Fleet Maintenance - 4100

Position Title	Authorized FY 11	Funded FY 11	Authorized FY 12	Funded FY 12
Maintenance Manager	1.00	1.00	1.00	1.00
Fleet Maint Supervisor	2.00	2.00	2.00	2.00
FM Lead Mechanic	6.00	3.00	6.00	3.00
FM Mechanic III *	4.00	4.00	4.00	3.00
FM Mechanic I - II	16.00	11.00	16.00	10.00
Body Repair Mechanic	1.00	0.00	1.00	0.00
Upholsterer I - II	1.00	1.00	1.00	1.00
Supervisor of Parts & Materials	1.00	1.00	1.00	1.00
FM Lead Parts Clerk	1.00	1.00	1.00	1.00
Parts Clerk	1.00	1.00	1.00	1.00
Receiving Parts Clerk	1.00	1.00	1.00	1.00
Admin Assistant/Supervisor	1.00	0.00	1.00	0.00
Admin Specialist	0.00	0.00	1.00	1.00
Accounting Tech/Sr Acctng Tech	2.00	1.00	2.00	0.00
Administrative Clerk I	1.00	0.00	1.00	0.00
Vehicle Service Technician	2.00	2.00	2.00	2.00
Vehicle Service Detailer	2.00	2.00	2.00	2.00
Vehicle Service Worker I - II	12.00	7.00	12.00	7.00
Total Full-Time Equivalents (FTEs)	55.00	38.00	56.00	36.00

* FM Mechanic III: 1 FTE funded for 1 month in FY11

10.e12

Attachment F

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY12 FINAL CAPITAL BUDGET

PROJECT/ACTIVITY	NON-RESTRICTED - RESERVED RETAINED EARNINGS	RESTRICTED - SAKATA/LAW SUIT	RESTRICTED - STA	RESTRICTED - STATE SECURITY BOND FUNDS (1B)	RESTRICTED - FY09 PTMISEA *	LOCAL OPERATING MATCH - SALARIES	TOTAL
Estimated Beginning Balance @ July 1, 2011:	\$ 12,600,000	\$ 1,300,000	\$ 1,000,000	\$ 960,000	\$ 375,000	\$ 134,535	\$ 16,369,535
Grant-Funded Projects							
N State of Good Repair (FTA, RES. RET. EARN.)	\$ 5,685,465	\$ -	\$ -	\$ -	\$ -	\$ 134,535	\$ 5,820,000
N 2nd CNG Tank (STIC, MBUAPCD, RES. RET. EARN.)	\$ 1,561,070						\$ 1,561,070
C MetroBase Maintenance Facility (PTMISEA, SAKATA)	\$ 25,000	\$ 25,000			\$ 375,000		\$ 400,000
C Purchase 27 ParaCruz Vehicles (FTA-ARRA)	\$ 975,000						\$ 975,000
C Transit Mgmt. Info. Technology (FTA-ARRA)	\$ 845,000						\$ 845,000
N Bus Stop Improvements (STIP)	\$ 500,000						\$ 500,000
C 425 Front Street Purchase (FTA, STA)	\$ 35,000		\$ 5,000				\$ 40,000
C Land Mobile Radio Project - (LMR) (STATE-1B)				\$ 790,000			\$ 790,000
C Video Surveillance Project - (CCTV) (STATE-1B)				\$ 150,000			\$ 150,000
C Emergency Generator Relocation (OHS-1B)				\$ 20,000			\$ 20,000
Subtotal	\$ 9,601,535	\$ 25,000	\$ 5,000	\$ 960,000	\$ 375,000	\$ 134,535	\$ 11,101,070
IT Projects							
C HR Software Upgrade (STA)			\$ 125,000				\$ 125,000
C Replace Fleet & Facilities Maintenance Software (STA)			\$ 115,000				\$ 115,000
C Automated Purchasing System Software (STA)			\$ 40,000				\$ 40,000
Subtotal	\$ -	\$ -	\$ 280,000	\$ -	\$ -	\$ -	\$ 280,000
Facilities Repair & Improvements							
N Operations Bldg. Repairs (RES. RET. EARN.)	\$ 200,000		\$ -				\$ 200,000
N MetroCenter Repairs (RES. RET. EARN.)	\$ 200,000		\$ -				\$ 200,000
C MTC Lane Four Shelter Replacement (STA)			\$ 75,000				\$ 75,000
C Repair, Reseal, Restripe (Sinkholes) - Ops (STA)			\$ 10,000				\$ 10,000
Subtotal	\$ 400,000	\$ -	\$ 85,000	\$ -	\$ -	\$ -	\$ 485,000

10.f1

Attachment F

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY12 FINAL CAPITAL BUDGET

PROJECT/ACTIVITY	NON-RESTRICTED - RESERVED RETAINED EARNINGS	RESTRICTED - SAKATA/LAW SUIT	RESTRICTED - STA	RESTRICTED - STATE SECURITY BOND FUNDS (1B)	RESTRICTED - FY09 PTMISEA *	LOCAL OPERATING MATCH - SALARIES	TOTAL
Revenue Vehicle Replacement							
N Replace WiFi on Highway 17 buses	\$ -	\$ -	\$ 60,000				\$ 60,000
Subtotal			\$ 60,000				\$ 60,000
Non-Revenue Vehicle Replacement							
NONE							
Subtotal							
Maint Equipment							
Automatic Refrigerant Recovery Recycling & Re-Charging							
N Unit (STA)	\$ -		\$ 4,000				\$ 4,000
Subtotal			\$ 4,000				\$ 4,000
Office Equipment							
N Fire Safe Filing Cabinets (STA)			\$ 8,000				\$ 8,000
Subtotal			\$ 8,000				\$ 8,000
Misc.							
Use of Reserved Retained Earnings to balance Operating Budget in FY12	\$ 1,000,000						\$ 1,000,000
Subtotal	\$ 1,000,000						\$ 1,000,000
TOTAL CAPITAL PROJECTS	\$ 11,001,535	\$ 25,000	\$ 442,000	\$ 960,000	\$ 375,000	\$ 134,535	\$ 12,938,070
Estimated Ending Balance @ June 30, 2012:							
	\$ 1,598,465	\$ 1,275,000	\$ 558,000	\$ -	\$ -	\$ -	\$ 3,431,465
N = New project							
C = Carryover from prior year							

10.f2

Attachment F

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY12 FINAL CAPITAL BUDGET

PROJECT/ACTIVITY	NON-RESTRICTED - RETAINED EARNINGS	RESTRICTED - SAKATA/LAW SUIT	RESTRICTED - STA	RESTRICTED - STATE SECURITY BOND FUNDS (1B)	RESTRICTED - FY09 PTMISEA *	LOCAL OPERATING MATCH - SALARIES	TOTAL
CAPITAL PROGRAM FUNDING							
PTMISEA (1B)					\$ 375,000		\$ 375,000
State Transit Assistance (STA)			\$ 442,000				\$ 442,000
Sakata / Lawsuit Proceeds		\$ 25,000					\$ 25,000
State Security Bond Funds (1B)				\$ 960,000			\$ 960,000
Federal Grants (FTA)	\$ 7,793,662 **						\$ 7,793,662
Statewide Transportation Improvement Program (STIP)	\$ 500,000 **						\$ 500,000
Monterey Bay Unified Air Pollution Control Dist (MBUAPCD)	\$ 200,000 **						\$ 200,000
Reserved Retained Earnings	\$ 2,507,873						\$ 2,507,873
Local Operating Match						\$ 134,535	\$ 134,535
TOTAL CAPITAL FUNDING	\$ 11,001,535	\$ 25,000	\$ 442,000	\$ 960,000	\$ 375,000	\$ 134,535	\$ 12,938,070
Non-Restricted Funds	\$ 11,001,535						\$ 11,001,535
Restricted Funds		\$ 25,000	\$ 442,000	\$ 960,000	\$ 375,000		\$ 1,802,000
Local Operating Match - provided by Salaries						\$ 134,535	\$ 134,535
TOTAL CAPITAL FUNDING	\$ 11,001,535	\$ 25,000	\$ 442,000	\$ 960,000	\$ 375,000	\$ 134,535	\$ 12,938,070
* Original 1B PTMISEA Program Allocation Request:					\$ 26,262,877		
FY08 PTMISEA Allocation Received					\$ 4,404,019		
FY09 PTMISEA Allocation Received					\$ 2,480,910		
Subtotal PTMISEA Receipts thru 5/6/11					\$ 6,884,929		
Unpaid balance of remaining PTMISEA funds requested					\$ 19,377,948		
** Funds will be reimbursed at a later date	\$ 8,493,662						

10.f3

Attachment G

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT			
FY12 & FY13 UNFUNDED CAPITAL NEEDS LIST			
	2012	2013	TOTAL
PROJECT/ACTIVITY			
Revenue Vehicles			
Replace (30) 1998 New Flyer Local Buses (9801-9830)	\$ 7,125,000	\$ 7,125,000	\$ 14,250,000
Replace (5) 1988 New Flyer Highway 17 Buses	\$ 2,375,000		\$ 2,375,000
Automated Vehicle Locator (AVL) /Automated Passenger Count (APC) (86)		\$ 1,200,000	\$ 1,200,000
Replace (10) 2003-2007 Paratransit Vans (Goshen)	\$ 525,000	\$ 225,000	\$ 750,000
Replace Highway 17 - WiFi (23 Units)	\$ 175,000		\$ 175,000
Subtotal	\$ 10,200,000	\$ 8,550,000	\$ 18,750,000
Facilities			
MetroBase Construction - Operations / Parking	\$ 16,000,000	\$ 16,000,000	\$ 32,000,000
Pacific Station Design (local match for FTA \$396K grant)	\$ 54,000	\$ 99,000	\$ 99,000
Paint Building - MetroCenter	\$ 48,000		\$ 54,000
Paint Building - Watsonville Transit Center	\$ 16,102,000	\$ 16,099,000	\$ 32,201,000
Subtotal	\$ 2,990,000	\$ 175,000	\$ 3,165,000
Facilities Repair & Improvements			
Land Mobile Radio (LMR) & Repeaters	\$ 2,500,000		\$ 2,500,000
Repairs & Improvements-Routine Replacements	\$ 150,000	\$ 150,000	\$ 300,000
METRO Transit Center, Clock Refurbishment - to Digital	\$ 120,000		\$ 120,000
Computer Kiosks - MC	\$ 110,000		\$ 110,000
Electronic LED Message Boards (3) - MC	\$ 85,000		\$ 85,000
Repair Sidewalks, Bus Lanes, Slurry Parking Lots, etc.	\$ 25,000	\$ 25,000	\$ 50,000
Subtotal	\$ 2,990,000	\$ 175,000	\$ 3,165,000
Non-Revenue Vehicle Replacement			
Replace (17) Staff Cars - w/ Honda CNG	\$ 250,000	\$ 175,000	\$ 425,000
Replace (4) Pickups	\$ 150,000	\$ 150,000	\$ 300,000
Replace (6) Vans	\$ 96,000	\$ 96,000	\$ 192,000
Replace (4) Ford Explorers	\$ 64,000	\$ 64,000	\$ 128,000
Replace (1) F550 Truck	\$ 85,000	-	\$ 85,000
Replace (2) Facility F250 Service Body Trucks	\$ 20,000	\$ 20,000	\$ 40,000
Replace (1) F350 Flat Bed	\$ 37,000	-	\$ 37,000
Replace (1) Escape Hybrid	\$ -	\$ 28,000	\$ 28,000

10.g1

Attachment G

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT			
FY12 & FY13 UNFUNDED CAPITAL NEEDS LIST			
	2012	2013	TOTAL
PROJECT/ACTIVITY			
Subtotal	\$ 702,000	\$ 533,000	\$ 1,235,000
<u>Fleet Equipment</u>			
Routine Replacements	\$ 50,000	\$ 50,000	\$ 100,000
Tooling & Toolboxes (Road Response) - PC	\$ 10,000		\$ 10,000
Vehicle Diagnostic Code Scanner - PC	\$ 3,500		\$ 3,500
Tool Sets - Metro Transit Supervisors - Ops	\$ 1,000		\$ 1,000
Subtotal	\$ 64,500	\$ 50,000	\$ 114,500
<u>IT</u>			
Routine Hardware Replacements (Servers, Printers, Laptops, Monitors, etc.)	\$ 50,000	\$ 50,000	\$ 100,000
Upgrade to SQL 2008 - IT	\$ 30,000		\$ 30,000
Server Virtualization Project - IT	\$ 23,000		\$ 23,000
Arcview/Photoshop Graphics Workstation - IT	\$ 8,500		\$ 8,500
Sun Sparc Server - IT	\$ 8,000		\$ 8,000
Color Printer - MC	\$ 5,000		\$ 5,000
Subtotal	\$ 124,500	\$ 50,000	\$ 174,500
<u>MISC</u>			
NONE	\$ 3,500		\$ 3,500
	\$ 3,500	-	\$ 3,500
TOTAL FY12 & FY13 UNFUNDED CAPITAL NEEDS LIST	\$ 30,186,500	\$ 25,457,000	\$ 55,643,500

10.g2

Attachment H

BOARD MEMBER TRAVEL

FY12

American Public Transportation Association (APTA) Meetings

Legislative Conference
March 2012
Washington, DC
Two Board Members

Annual Conference
October 2011
New Orleans, LA
Two Board Members

California Transit Association (CTA) Meetings

Annual Meeting
San Jose, CA
Two Board Members

Additional Travel

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

Expenses related to Board members meeting with General Manager and staff.

Attachment I

EMPLOYEE INCENTIVE PROGRAM

FY12

EVENT/ACTIVITY	# EMP	RATE	FY12	DEPT/ACCOUNT
District Service Awards			\$ 12,298	1100-509101
Certificates of Commendation			\$ -	1100-509101
Wall of Fame Frames	100	\$ 6.20	\$ 639	1100-509101
Safe Driver Pins and Certificates			\$ 3,500	3300-509101
Employee Incentive Program			\$ 19,096	1100-509101
Departmental Programs				
<u>Administrative Facility (110 Vernon)</u>				
Employee Recognition/Appreciation Events		\$ -	\$ -	1200-509101
<u>Customer Service (Metro Center)</u>				
Employee Recognition/Appreciation Events		\$ -	\$ -	1300-509101
<u>Facilities Maintenance</u>				
Employee Recognition/Appreciation Events		\$ -	\$ -	2200-509101
<u>ParaCruz</u>				
Employee Recognition/Appreciation Events		\$ -	\$ -	3100-509101
<u>Operations</u>				
Employee Recognition/Appreciation Events and Shift Bid Refreshments		\$ -	\$ -	3200-509101
<u>Fleet Maintenance</u>				
Employee Recognition/Appreciation Events and Shift Bid Refreshments		\$ -	\$ -	4100-509101
TOTALS			\$ 35,533	

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
PROJECTED SCHEDULE OF RESERVE ACCOUNT BALANCES
JUNE 30, 2011- PRE AUDIT**

	Board Adopted Minimum Balance	Reason / Board Adopted Minimum Balance	Balance at 6/30/10	Proposed Addition/ (Withdrawal)	Pre-Audit - Estimated Balance at 6/30/11	% Funded	Comments:
Capital - Capital Funding Reserve	\$ 17,141,000	To cover agency's share of capital project costs in the agency's five year plan, plus MetroBase - \$17,141,000	\$ 14,025,636	\$ -	\$ 14,025,636	82%	Capital projects require METRO to advance funds, for which reimbursement may not be received for months at a time, depending upon what agency is funding the project
Operating - GASB 45 - OPEB Liability	\$ -	Net OPEB obligation - per Actuarial Study from TCS, Inc. dated July 23,2010 - \$0	\$ -	\$ -	\$ -	0%	GASB 45 - Other Post Employment Benefits (OPEB) actuarial accrued liability = \$43,442,791
Operating - Cash Flow Reserve	\$ 5,225,000	To cover two month's cash flow for fiscal or natural disaster or emergency - \$5,225,000	\$ 2,511,102	\$ -	\$ 2,511,102	48%	Board approved the use of \$2.5M to balance FY10's operating budget.
Operating - Workers Compensation Reserve	\$ 3,234,889	Long term portion of workers compensation liability per 6/30/10 audit- \$3,234,889	\$ 2,091,581	\$ -	\$ 2,091,581	65%	Minimum balance updated for FY11 per workers' compensation audit
Operating - Liability Insurance Reserve	\$ 814,500	\$250,000 Self Insured Retention plus estimated liability on outstanding cases - \$814,500	\$ 700,757	\$ -	\$ 700,757	86%	Minimum balance cannot be updated for FY11 until after year end close.
Operating - Carryover from Previous Year	N/A	Excess revenue to support operating expenses in subsequent year(s)	\$ 1,989,862	\$ (1,762,862)	\$ 227,000	N/A	Proposed withdrawal required to balance FY11 operating budget
	\$ 26,415,389		\$ 21,318,938	\$ (1,762,862)	\$ 19,556,076	74%	

10.ji

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 24, 2011

TO: Board of Directors

FROM: Angela Aitken, Finance Manager and Acting Assistant General Manager

SUBJECT: CONSIDERATION OF AMENDING SANTA CRUZ METRO'S FARE ORDINANCE 84-2-1 WITH SUBSEQUENT RESOLUTION AND REGULATION TO INCLUDE INCREASED FARES, NEW BUS PASSES, AND SMART CARD FARE MEDIA.

I. RECOMMENDED ACTION

This report introduces the first reading of amending Santa Cruz METRO's Fare Ordinance 84-2-1 with subsequent resolution and regulations to include increased fares, new bus passes, and SMART Card Fare Media.

II. SUMMARY OF ISSUES

- On April 22, 2011 the Santa Cruz METRO Board of Directors adopted a comprehensive strategy to close a projected FY12 budget deficit that included a increase to Santa Cruz METRO's local bus fares.
- Santa Cruz METRO staff formulated an update to Fare Ordinance 84-2-1 which includes a \$0.50 increase in the base Regular Cash Fare with proportional increases to all subsequent discount and multi-day or ride passes.
- Continuing Santa Cruz METRO's efforts to provide an economically equitable fare structure, Santa Cruz METRO Staff developed four (4) new bus pass options with subsequent discounts for the Board's consideration. These passes are:
 - Local 3 Consecutive Day Pass
 - Local 7 Consecutive Day Pass
 - Local 15 Ride Pass
 - AMTRAK/Highway 17 Express 5 Consecutive Day Pass
- Further, for the Board of Directors consideration is the establishment of Santa Cruz METRO's new SMART Card fare media dubbed METRO Cruz Cards.
- Santa Cruz METRO Staff recommends that the Board of Directors consider the amendments to Fare Ordinance 84-2-1 with subsequent resolution and regulation so that staff can solicit public input before requesting formal adoption on August 12, 2011 and implementing a fare change on September 15, 2011.

III. DISCUSSION

In order to fill a looming budget deficit for FY12, the Board of Directors adopted a multi-part strategy that included new revenue sources such as a fare increase to Santa Cruz METRO's local bus fares. Specifically the Board of Directors were favorable to a \$0.50 increase in the base Regular Fare which was recommended by the Board's sub-committee tasked with developing the specifics of rectifying Santa Cruz METRO's budgetary short falls.

Santa Cruz METRO Staff took direction to formulate a \$0.50 increase in the base Regular Fare and then proportionally adjust the rates of the subsequent discount and multi-day fares and/or passes that currently exist in the fare structure. The result is the following:

Fare/Pass	Current	Proposed
Regular Cash Fare	1.50	2.00
Discount Cash Fare - Older Adult/Individual with a Disability	0.75	1.00
Youth and Adult Local Day Pass	4.50	6.00
Discount Local Day Pass - Older Adult/Individual with a Disability	2.25	3.00
Local 31 Consecutive Day Pass	50.00	65.00
Discount Local 31 Consecutive Day Pass - Older Adult/Individual with a Disability	25.00	32.00
Youth Local 31 Consecutive Day Pass	35.00	48.00

Due to fare increases in fixed route service, Santa Cruz METRO's ParaCruz fares must also be adjusted to maintain proportionality. The ParaCruz fare would be the following

Fare/Pass	Current	Proposed
ParaCruz Fare (One Way)	3.00	4.00

While most rates that were adjusted were increase by approximately 33%, some rates had to be adjusted to create whole values and simplify the need for coins.

While pursuing a fare increase, it is advantageous to make other holistic amendments to Fare Ordinance 84-2-1. Namely, to introduce new bus pass options so that Santa Cruz METRO can continue the effort of providing an economically equitable fare structure. Specifically, staff developed four (4) new bus pass options to address the need of a "medium level" bus pass option that had more value than a simple day pass but was not as expensive as a full 31 Consecutive Day Pass. These passes are:

Local 3 Consecutive Day Pass:

Youth and Adult Local 3 Consecutive Day Pass	N/A	15.00
Discount Local 3 Consecutive Day Pass - Older Adult/Individual with a Disability	N/A	7.50

Local 7 Consecutive Day Pass:

Youth and Adult Local 7 Consecutive Day Pass	N/A	32.00
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Discount Local 7 Consecutive Day Pass - Older Adult/Individual with a Disability	N/A	16.00
--	-----	-------

Local 15 Ride Pass:

Youth and Adult Local 15 Ride Pass	N/A	27.00
Discount 15 Ride Pass - Older Adult/Individual with a Disability	N/A	13.50

AMTRAK/Highway 17 Express 5 Consecutive Day Pass:

AMTRAK/Highway 17 Express 5 Consecutive Day Pass	N/A	42.00
--	-----	-------

These proposed passes are priced to provide a discount versus purchasing individual rides or day passes. Below is a table of the discounts by pass:

Pass Type	Price	Percentage Discount
Local 3 Consecutive Day Pass	15.00 / 7.50	17%
Local 7 Consecutive Day Pass	32.00 / 16.00	24%
Local 15 Ride Pass	27.00 / 13.50	10%
AMTRAK/Highway 17 Express 5 Consecutive Day Pass	42.00	16%

Other notable amendments to Fare Ordinance 84-2-1 include:

- Discontinuing the 15 Ride Convenience Card and subsequent discount
- Adjusting the Prepaid School Field Trip Rate from \$25.00 to \$35.00
- Adjusting the rate for exchanging a Santa Cruz METRO Day Pass for a AMTRAK/Highway 17 Day Pass
- Adjusting the rate for exchanging a Santa Cruz METRO Discounted Day Pass for a AMTRAK/Highway 17 Day Pass

Please see **Attachment A** for the draft Fare Ordinance 84-2-1 which includes all of the changes above.

Attachment B is a proposed new Resolution of the Santa Cruz Metropolitan Transit District Revising Rules and Regulations Governing Application of the Fare Ordinance 84-2-1 which is used to expand on Santa Cruz METRO’s fare policies and procedures. This document now includes language for Santa Cruz METRO’s proposed SMART Card program dubbed “Cruz Cards.”

Section X in the proposed resolution outlines the new SMART Card program which Santa Cruz METRO staff has proposed by called “Cruz Cards.” Section X reads:

Some Santa Cruz METRO Bus Passes and/or Cash Cards can be loaded onto a reusable plastic “Smart Card” known as a Cruz Card. Cruz Cards can be purchased for \$5.00 at the Santa Cruz

Metro Center Information Booth and can also be reloaded at the Santa Cruz Metro Center Information Booth or at any Santa Cruz METRO Ticket Vending Machine. Persons using a Cruz Card with any discount fares must comply with Regulation AR-1028 for eligibility. To use a Cruz Card:

- Load the Cruz Card with the desired bus pass or cash card denomination.
 - When boarding the appropriate route, tap the Cruz Card on the red “bulls-eye” located on the farebox.
 - A beep sound from the farebox indicates to the Bus Operator a valid Cruz Card.
 - Showing a Bus Operator a Cruz Card without tapping to verify validity will not permit boarding.
- A. Smart Passes:** Bus Passes available for loading onto a Cruz Card include:
- Local 7 Day Pass (and discounts)
 - AMTRAK/Highway 17 Express 5 Day Pass
 - Local 31 Day Pass (and discounts)
 - AMTRAK/Highway 17 Express 31 Day Pass
- B. Smart Cash:** Cash values are available in the following fixed denominations for loading onto a Cruz Card include:
- \$10.00 METRO Cash
 - \$20.00 METRO Cash
 - \$30.00 METRO Cash
 - \$50.00 METRO Cash

Note: *Cruz Cards that are programmed as Bus Passes cannot be reprogrammed as METRO Cash and vice versa. Bus Passes and METRO Cash are not interchangeable.*

Attachment C is the draft regulation titled: “Cruz Card Policy” which is intended to govern the Cruz Card Program.

Santa Cruz METRO Staff recommends that the Board of Directors consider the amendments to Fare Ordinance 84-2-1 with subsequent resolution and regulation so that staff can solicit public input before requesting formal adoption on August 12, 2011 and implementing a fare change on September 15, 2011.

IV. FINANCIAL CONSIDERATIONS

Amending Fare Ordinance 84-2-1 to include a fare increase and establishment of new bus passes is budgeted into the FY12 budget as a \$400,000 increase in passenger fare revenue.

V.

ATTACHMENTS

Attachment A: Draft: An Ordinance of the Santa Cruz Metropolitan Transit District Establishing Schedule for Bus Fares

Attachment B: Draft: Resolution of the Santa Cruz Metropolitan Transit District Revising Rules and Regulations Governing Application of the Fare Ordinance 84-2-1

Attachment C: Draft: Cruz Card Policy

Prepared By: Erich R. Friedrich; Jr. Transportation Planner
Date Prepared: June 13, 2011

Att A

ORDINANCE NO. 84-2-1 As Amended

AN ORDINANCE OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT ESTABLISHING SCHEDULE FOR BUS FARES

Be it enacted by the Board of Directors of the Santa Cruz Metropolitan Transit District as follows:

SECTION I: FARE SCHEDULE - SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

A. Local Fixed Route Service

Fare/Pass	Current	Proposed
Regular Cash Fare	1.50	2.00
Discount Cash Fare - Older Adult/Individual with a Disability *	0.75	1.00
Youth and Adult Local Day Pass	4.50	6.00
Discount Local Day Pass - Older Adult/Individual with a Disability *	2.25	3.00
15 Ride Convenience Card	22.00	Dis
Discount 15 Ride Convenience Card - Older Adult/Individual with a Disability*	11.25	Dis
Youth and Adult Local 3 Consecutive Day Pass	N/A	15.00
Discount Local 3 Consecutive Day Pass - Older Adult/Individual with a Disability *	N/A	7.50
Youth and Adult Local 7 Consecutive Day Pass	N/A	32.00
Discount Local 7 Consecutive Day Pass - Older Adult/Individual with a Disability *	N/A	16.00
Youth and Adult Local 15 Ride Pass	N/A	27.00
Discount 15 Ride Pass - Older Adult/Individual with a Disability *	N/A	13.50
Local 31 Consecutive Day Pass	50.00	65.00
Discount Local 31 Consecutive Day Pass - Older Adult/Individual with a Disability *	25.00	32.00
Youth Local 31 Consecutive Day Pass	35.00	48.00
Prepaid School Field Trips	25.00	35.00

* To obtain Discount Fare, passenger must produce a Santa Cruz METRO Photo I.D. Card or other approved identification. Please Refer to AR-1028 for more information regarding discount fares.

B. AMTRAK/Highway 17 Express Service

Fare/Pass	Current	Proposed
Cash Fare (One Way)	5.00	5.00
Discount Cash Fare (One Way) Older Adult/Individual with a Disability*	2.50	2.50
Day Pass:	10.00	10.00

Att A

ORDINANCE NO. 84-2-1 As Amended

▪ with exchange of Santa Cruz METRO Day Pass	5.50	4.00
▪ with exchange of VTA Day Pass	4.00	4.00
▪ with display of VTA Express Pass Single Ride	2.00	2.00
▪ with exchange of Santa Cruz METRO Discount Day Pass	7.75	7.00
▪ with exchange of a VTA Discount Day Pass	7.50	7.50
AMTRAK/Highway 17 Express 5 Consecutive Day Pass	N/A	42.00
AMTRAK/Highway 17 Express 31 Consecutive Day Pass	113.00	113.00
SJSU 10 Ride Convenience Card (Offered through SJSU Only)	49.00	49.00

C. Paratransit Service (ParaCruz)

Fare/Pass	Current	Proposed
ParaCruz Fare (One Way)	3.00	4.00

D. Group Pass Contract Rate

Fares for individuals of the Group are determined through negotiations between the Group and Santa Cruz METRO and are set forth in the contract. The Group shall provide identification cards for members which shall be satisfactory to Santa Cruz METRO and shall be responsible for fee collection.

E. Bulk Bus Pass Agreements

Santa Cruz METRO may enter into an agreement with a group to provide bulk bus pass purchases to that group at an agreed upon per pass rate. The Group must specify type of bus pass and the quantity desired so they can be invoiced properly.

F. METRO Cash Cards

Stored value "METRO Cash Cards" are available for persons wanting to ride Local Fixed Route or Highway 17 Express service with the convenience of not carrying dollar currency or coins. METRO Cash Cards are available in the following fixed denominations:

- \$10.00 METRO Cash Card
- \$20.00 METRO Cash Card
- \$30.00 METRO Cash Card
- \$50.00 METRO Cash Card

G. Service Charge on Return Checks

The service charge on returned checks is \$15.00.

Att A

ORDINANCE NO. 84-2-1 As Amended

Ordinance No. 84-2-1 of the Santa Cruz Metropolitan Transit District is hereby amended and shall become effective on September 15, 2011.

Passed and adopted by the Board of Directors on this 12^h day of August 2011, by the following vote:

AYES: Directors -

NOES: Directors -

ABSENT: Directors -

ABSTAIN: Directors -

ATTEST: _____

LESLIE R. WHITE
Secretary/General Manager

APPROVED: _____

ELLEN PIRIE
Chairperson

APPROVED AS TO FORM:

MARGARET GALLAGHER
District Counsel

Att 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 OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT REVISING RULES AND REGULATIONS GOVERNING APPLICATION OF FARE ORDINANCE NO. 84-2-1 REGARDING BUS FARES

WHEREAS, it is beneficial to the SANTA CRUZ METROPOLITAN TRANSIT DISTRICT, herein after referred to as - "Santa Cruz METRO", to maintain a bus fare schedule to facilitate efficient and economical transit service to the public; and

WHEREAS, -Santa Cruz METRO Board of Directors adopted Fare Ordinance No. 84-2-1; and

WHEREAS, it is necessary to adopt a Resolution to govern the application of Fare Ordinance 84-2-1 to insure similar treatment for those who ride Santa Cruz METRO buses,

NOW, THEREFORE, BE IT RESOLVED, that the Rules and Regulations set forth in this Resolution supersede all previous Fare Resolutions and amended versions thereof and are hereby adopted by Santa Cruz METRO Board of Directors and govern the application of Ordinance No. 84-2-1:

SECTION I: DEFINITIONS

For the purpose of these Rules and Regulations and the Fare Ordinance 84-2-1 certain terms are defined as follows:

1. **YOUTH**: Under the age of 18.
2. **VTA**: Santa Clara Valley Transportation Authority.
3. **MST**: Monterey Salinas Transit
4. **AMTRAK/HIGHWAY 17 EXPRESS SERVICE**: Express bus service between Santa Cruz County and the City of San Jose operated jointly between VTA, Caltrans, Capitol Corridor Joint Powers Authority (CCJA), AMTRAK and Santa Cruz METRO.
5. **LOCAL FIXED ROUTE SERVICE**: All Santa Cruz METRO fixed routes other than AMTRAK/Highway 17 Express service

Att B

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- 6. TRANSIT DAY:** The hours of Local Fixed Route and AMTRAK/Highway 17 Express Service beginning at 4:00am and ending the following morning at 3:00am.

SECTION II: OLDER ADULT AND PERSONS WITH DISABILITIES FIXED ROUTE DISCOUNT FARE PROGRAM

It is the policy of Santa Cruz METRO that older adult persons and persons with disabilities or an individual presenting a Medicare card, will be charged a discounted fare for transportation on Santa Cruz METRO's fixed route service. For more information regarding: Definitions, Eligibility, Purchasing of Discount Photo I.D. Cards, Personal Care Attendants, or how to order a Discount Fare Card, and other discount fare information, please refer to Regulation AR-1028.

SECTION III: AMENDMENTS

These Rules and Regulations may be amended by the affirmative votes of six (6) members of the Santa Cruz METRO Board of Directors at any regular or special meeting of the Board of Directors.

SECTION IV: NO REFUNDS

Sales of all bus fares and bus passes are by final action. No refunds shall be made to any passenger. Bus fares and bus passes shall be paid with United States currency. Bus fares and bus passes are non-transferable, non-refundable and non-exchangeable.

SECTION V: CHILD FARES (LESS THAN 46 INCHES TALL)

A child, when accompanied by a fare paying passenger, shall not be charged a fare. No more than three (3) children per paying passenger may ride free. All buses have the height marked at the entrance of the door.

SECTION VI: PERSONAL CARE ATTENDANTS & ACCOMPANYING YOUTH

- 1. PERSONAL CARE ATTENDANTS:** One Attendant may ride for free while accompanying a qualifying passenger who has a Santa Cruz METRO Discount Photo I.D. card indicating the need for an attendant. See Regulation AR-1028 for more information.
- 2. ACCOMPANYING YOUTH:** Youth passenger may receive a discount fare when accompanying a discount qualifying parent. Parents must complete a Reduced Children Fare form to qualify their Youth(s). See Regulation AR-1028 for more information.

SECTION VII: LOCAL FIXED ROUTE SERVICE

A. CASH FARE

Exact fares shall be deposited into fare box by the passenger upon boarding the bus unless assistance by a bus operator is requested. The amount of the fare shall be determined by the rates set forth in Fare Ordinance 84-2-1. The bus operator is prohibited from making change. No checks shall be accepted by the bus operator. The fare rates used on Santa Cruz METRO buses shall include the following:

- | | |
|--|--------|
| 1) Regular Cash Fare | \$2.00 |
| 2) Discount Cash Fare (see Regulation AR-1028) | \$1.00 |

B. DAY PASS

A Day Pass is issued at a specified rate as set forth in Fare Ordinance 84-2-1 and allows an individual to ride any Santa Cruz METRO bus on any regularly scheduled Santa Cruz METRO route for one whole transit day. Day passes are non-transferable, non-refundable and non-exchangeable. The bus operator is prohibited from making change. Types of day passes include the following:

- | | |
|--|--------|
| 1) Youth and Adult Local Day Pass | \$6.00 |
| 2) Discount Local Day Pass (must also produce at time of purchase and use any qualifying I.D., see Regulation AR-1028) | \$3.00 |

There is a 20% discount for purchases exceeding 100 Youth and Adult Local Day Passes. Discounts can be obtained at Santa Cruz Metro Center Information Booth or requested by phone (831-425-8600) CRS Hearing/Speech Impaired 711.

C. LOCAL 3 CONSECUTIVE DAY PASS (3 Day Pass)

A Local 3 Consecutive Day pass is valid for 3 consecutive transit days from *first use* on all regularly scheduled Santa Cruz METRO local routes.

- | | |
|--|---------|
| 1) Youth and Adult Local 3 Consecutive Day Pass | \$15.00 |
| 2) Discount Local 3 Consecutive Day Pass (must also produce at time of purchase and use any qualifying I.D., see Regulation AR-1028) | \$7.50 |

D. LOCAL 7 CONSECUTIVE DAY PASS (7 Day Pass)

A Local 7 Consecutive Day pass is valid for 7 consecutive transit days from *first use* on all regularly scheduled Santa Cruz METRO local routes.

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- 1) Youth and Adult Local 7 Consecutive Day Pass **\$32.00**
- 2) Discount Local 7 Consecutive Day Pass (must also produce at time of purchase and use any qualifying I.D., see Regulation AR-1028) **\$16.00**

E. LOCAL 31 CONSECUTIVE DAY PASS (31 Day Pass)

A Local 31 Consecutive Day pass is valid for 31 consecutive transit days from *first use* on all regularly scheduled Santa Cruz METRO local routes. Quantity discounts are available through the Customer Service Department. The following discounts shall apply to quantity purchases of the local 31 Consecutive Day pass:

12-50 passes	10% Discount – \$45.00 each
51-100 passes	15% Discount – \$42.50 each
More than 100 passes	20% Discount – \$40.00 each

Types of Local 31 Consecutive Day Passes include:

- 1) Local 31 Consecutive Day Pass **\$65.00**
- 2) Discount Local 31 Consecutive Day Pass (must also produce at time of purchase and use any qualifying I.D., see Regulation AR-1028) **\$32.00**
- 3) Youth 31 Consecutive Day Pass **\$48.00**

F. LOCAL 15 RIDE PASS

A Local 15 Ride Pass is valid for 15 one-way rides on board any Santa Cruz METRO local route.

- 1) Youth and Adult Local 15 Ride Pass **\$27.00**
- 2) Discount Local 15 Ride Pass (must also produce at time of purchase and use any qualifying I.D., see Regulation AR-1028). **\$13.50**

F. PREPAID SCHOOL FIELD TRIPS

Santa Cruz METRO offers a flat rate for K-12 school groups wishing to use Local Fixed Route service. The procedure to schedule a field trip is as follows:

- A request form is submitted 2 weeks in advance for a specific date, time and trip start location and destination.
- Pay the appropriate Field Trip Rate
- Once both the request form and Field Trip Rate are submitted, an itinerary will be faxed to the group representative who will show the itinerary to the bus operator upon boarding.

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Prepaid School Field Trip Rate (35 persons, including chaperones, maximum): **\$35.00**

Trips are not guaranteed.

SECTION VIII: AMTRAK/HIGHWAY 17 EXPRESS SERVICE

- | | | |
|----|---|-----------------|
| A. | Cash Fare (One Way) | \$5.00 |
| | Discount Cash Fare (One Way) (Must also produce at time of purchase any qualifying I.D., see Regulation AR-1028). | \$2.50 |
| | Day Pass: | \$10.00 |
| | ▪ with exchange of Santa Cruz METRO Day Pass | \$4.00 |
| | ▪ with exchange of Santa Cruz METRO Disc. Day Pass | \$7.00 |
| | ▪ with exchange of VTA Day Pass | \$4.00 |
| | ▪ with exchange of VTA Disc. Day Pass | \$7.50 |
| | ▪ with display of VTA Express Pass Single Ride | \$2.00 |
| | Amtrak/Highway 17 Express - 5 Consecutive Day Pass | \$42.00 |
| | Amtrak/Highway 17 Express - 31 Consecutive Day Pass | \$113.00 |
| | SJSU 10 Ride Convenience Card (Offered through SJSU only) | \$49.00 |
- B. Day Passes issued for the Amtrak/Highway 17 Express will be honored on all Santa Cruz METRO buses and local VTA Services for unlimited rides on the transit day specified.
- C. The Amtrak/Highway 17 Express – Consecutive Day Passes (5 Day or 31 Day) will be honored on all Santa Cruz METRO and local VTA Services for unlimited rides within the validated consecutive transit days on the back of the ticket.
- D. Passengers boarding northbound buses at the Santa Cruz Pacific Station or southbound buses at the San Jose Diridon Station may present a valid AMTRAK boarding-pass as one way fare.

SECTION IX: METRO CASH CARDS

Stored value “METRO Cash Cards” are available for persons wanting to ride Local Fixed Route or Highway 17 Express service with the convenience of not carrying dollar currency or coins. Persons can purchase a METRO Cash Card with a fixed U.S. Dollar amount that can be used like normal currency to pay for regular cash fares, discounted cash fares (see Regulation AR-1028 for eligibility), or Day Passes onboard both Local Fixed Route and AMTRAK/Highway 17 Express service.

METRO Cash Cards are available in the following fixed denominations:

- | | |
|---------------------------|---------------------------|
| ▪ \$10.00 METRO Cash Card | ▪ \$20.00 METRO Cash Card |
| ▪ \$30.00 METRO Cash Card | ▪ \$50.00 METRO Cash Card |

SECTION X: CRUZ CARDS

Some Santa Cruz METRO Bus Passes and/or Cash Cards can be loaded onto a reusable plastic “Smart Card” known as a Cruz Card. Cruz Cards can be purchased for \$5.00 at the Santa Cruz Metro Center Information Booth and can also be reloaded at the Santa Cruz Metro Center Information Booth or at any Santa Cruz METRO Ticket Vending Machine. Persons using a Cruz Card with any discount fares must comply with Regulation AR-1028 for eligibility. To use a Cruz Card:

- Load the Cruz Card with the desired bus pass or cash card denomination.
- When boarding the appropriate route, tap the Cruz Card on the red “bulls-eye” located on the farebox.
- A beep sound from the farebox indicates to the Bus Operator a valid Cruz Card.
- Showing a Bus Operator a Cruz Card without tapping to verify validity will not permit boarding.

A. Smart Pass: Bus Passes available for loading onto a Cruz Card include:

- | | |
|---|--|
| ▪ Local 7 Day Pass (and discounts) | ▪ Local 31 Day Pass (and discounts) |
| ▪ AMTRAK/Highway 17 Express
5 Day Pass | ▪ AMTRAK/Highway 17 Express
31 Day Pass |

B. Smart Cash: Cash values are available in the following fixed denominations for loading onto a Cruz Card include:

- | | |
|----------------------|----------------------|
| ▪ \$10.00 METRO Cash | ▪ \$30.00 METRO Cash |
| ▪ \$20.00 METRO Cash | ▪ \$50.00 METRO Cash |

Note: *Cruz Cards that are programmed as Bus Passes cannot be reprogrammed as METRO Cash and vice versa. Bus Passes and METRO Cash are not interchangeable.*

SECTION XI: PARATRANSIT SERVICE (PARACRUZ)

The fare for a one way trip on a Paratransit vehicle is \$4.00.

SECTION XII: GROUP PASS CONTRACT

A reduced rides rate is available to members of a group only upon execution of an agreement between the group and Santa Cruz METRO. The Group shall provide identification cards for members which shall be satisfactory to Santa Cruz METRO and shall be responsible for fee collection. Group shall pay Santa Cruz METRO for tickets in response to delivery of tickets and or billing by Santa Cruz METRO.

The agreement shall include as a minimum the following items:

1. Definition of people included in group.

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2. Dates during which reduced rides rate is valid.
3. Method of billing.

SECTION XIII: BULK BUS PASS AGREEMENTS

Santa Cruz METRO may enter into an agreement with a group to provide bulk bus pass purchases to that group at an agreed upon per pass rate. The Group must specify type of bus pass and the quantity desired so they can be invoiced properly. Bus Passes will be issued upon appropriate payment and will be eligible to use onboard Santa Cruz METRO buses at their own discretion. Bulk bus passes will function like normal bus passes, needing to be validated when first used onboard a Santa Cruz METRO bus and will expire from the set time after first use.

The agreement shall include as a minimum the following items

1. Definition of the people included in the group.
2. A per bus pass rate.
3. Method of billing.

PASSED AND ADOPTED this 12th day of August, 2011, by the following vote:

AYES: Directors -

NOES: Directors -

ABSENT: Directors -

ABSTAIN: Directors -

APPROVED _____

Ellen Pirie
Chairperson

ATTEST _____

Leslie R. White
General Manager

APPROVED AS TO FORM:

MARGARET GALLAGHER
District Counsel

Att C

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Regulation Number: AR-XXXX

Computer Title: crzcard

Effective Date:

Pages:

TITLE: CRUZ CARD POLICY

Procedure History

REVISION DATE

SUMMARY OF REVISION

APPROVED

June 24, 2011

New Policy

I. POLICY

- 1.01 To further its commitment to public service, the Santa Cruz Metropolitan Transit District (METRO) has designed this Regulation to assist METRO passengers who wish to purchase a Cruz Card for use on METRO's fixed route buses.
- 1.02 This Regulation sets forth the terms and conditions for the purchase, loading, and use of the Cruz Card.
- 1.03 METRO reserves the right to amend this Regulation at any time, including any rights or obligations the customer or METRO may have. As permitted by applicable law, any change, addition or deletion will become effective at the time METRO posts the revised Regulation on its website (www.scmtd.com). Customers are deemed to accept the changes, additions or deletions if (1) the Customer does not notify METRO to the contrary in writing within 20 days of the date of the posting, or (2) the Customer uses his/her Cruz Card (Smart Card/Smart Pass) after the posting. If the Customer does not accept the changes, additions or deletions, his/her Cruz Card will be cancelled and any amounts remaining on their Cruz Card will be refunded to the Customer.

II. APPLICABILITY

- 2.01 This policy is applicable to all METRO Employees, Passengers, and Customers.

III. DEFINITIONS

- 3.01 **"Cruz Card"** is a paperless transit "Smart Card" fare payment system specific to Santa Cruz METRO and similar in size to a credit/debit card with an embedded microchip that when loaded with money value can be used on METRO's fixed route system for the fare in lieu of paying with currency. The Cruz Card will allow customers to "load" value onto two fare options: Smart Cash or Smart Pass.
- 3.02 **"Smart Cash"** is a fare payment option that allows a customer to purchase a Cruz Card and load it with fare value in \$10 increments up to a maximum of \$50. The Smart Cash

Att C

is waved in front of the Smart Card Reader located on the farebox in order to pay for the fare which is deducted from the card electronically.

3.03 **“Smart Pass”** is a fare option that allows a customer to purchase a Cruz Card and then load it with a specifically identified METRO period pass option. At the time of purchase the Customer selects a specific type of period pass and pays the appropriate fare. The Smart Pass is then waved in front of the Smart Card Reader located on the farebox in order to validate the card electronically and deduct the fare.

3.04 **“Period Pass”** a specific type of Bus pass which is selected by the customer at time of purchase. The various options for the Period Pass are as follows:

- **Regular 31 Day Consecutive Pass**
- **Older Adult/Disabled 31 Day Consecutive Pass**
- **Youth 31 Day Consecutive Pass**
- **Highway 17 Express 31 Day Consecutive Pass**

Other pass options may be offered at a later time when they are developed. A 31 Day Consecutive Pass may also be loaded with an additional 31 days of fare value for a maximum of 62 Consecutive days.

IV. PROCEDURES TO PURCHASE AND RELOAD A CRUZ CARD

4.01 Customers can purchase a Cruz Card (Smart Cash/ ~~or~~ Smart Pass) at the Santa Cruz METRO Center (Pacific Station) Information Booth for a \$5.00 non-refundable fee and at the Watsonville Transit Center. At the time of purchase, the Customer will select either a Smart Card or a Smart Pass. A customer can then load the particular card with the desired value up to the maximum amount allowed.

4.02 Customers do not register their Cruz Cards. System use is linked to the card serial number only, and the system has no personal information about the cardholder.

4.03 A customer can load a dollar value on the Cruz Card by using a credit card, debit card or cash at the following locations:

- Santa Cruz METRO Center (Pacific Station), 920 Pacific Avenue, Santa Cruz, CA 95060 or the ticket vending machine located at Pacific Station.
- Watsonville Transit Center, 475 Rodriguez, Watsonville, CA 95076 ticket vending machine located at the Watsonville Transit Center.
- The ticket vending machine located at Cabrillo College, 6500 Soquel Drive, Aptos, CA 95003.
- The ticket vending machine located at the Capitola Mall Transit Center Lane #1 1855 41st Avenue, Capitola, CA 95010.

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V. HOW THE CRUZ CARD SYSTEM WORKS

- 5.01 A customer waves their Cruz Card (Smart Cash/Smart Pass) in front of the card reader on the farebox. The card reader will display the fare deducted and what amount is left on the Card.
- 5.02 Each customer will be required to have their own Cruz Card, card sharing is not permitted.
- 5.03 If a ride costs more than the remaining value on a Cruz Card, METRO will allow the customer to complete that trip. However, when the customer goes to recharge the card, the negative amount is deducted from the card balance after the new value is added.
- 5.04 Discount Fare Cruz Cards are specially encoded to automatically calculate the discounted pass fare each time the customer uses the card. When the card is waved in front of the card reader, the farebox will then indicate that identification is required upon presentation. Once the identification is presented, the Operator will press the appropriate button acknowledging validity.
- 5.05 The Cruz Card has no expiration date.

VI. RULES FOR USE OF THE CRUZ CARD

- 6.01 Unless otherwise required by law or permitted by this regulation, any amount on the Cruz Card (Smart Cash/Smart Pass) is nonrefundable and may not be redeemed for cash.
- 6.02 No interest, dividends or any other earnings on funds deposited to a Cruz Card will accrue or be paid or credited to a Customer by METRO.
- 6.03 The value associated with a Cruz Card is not insured by the Federal Deposit Insurance Corporation (FDIC) or by METRO.
- 6.04 METRO reserves the right not to accept any Cruz Card (Smart Cash/Smart Pass) or otherwise limit use of a Cruz Card if METRO reasonably believes that the use is unauthorized, fraudulent or otherwise unlawful.
- 6.05 METRO reserves the right to correct the balance on a Customer's Cruz Card account if METRO believes that a clerical, billing or accounting error has occurred
- 6.06 A customer can confirm the validity of the bus fare electronic deductions at the point of sale on the Farebox readout. A customer can check the status of his/her Cruz Card by visiting or calling METRO Customer Service at (831) 425-8600.
- 6.07 Customers are responsible for all transactions associated with the Cruz Card, including unauthorized transactions.

VII. LOST, STOLEN OR DAMAGED CRUZ CARDS

- 7.01 METRO is not responsible for lost, stolen or damaged Cruz Cards (Smart Cash/Smart Pass) or the stored value on the card.

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- 7.02 If a Cruz Card stops working, it may be either damaged or defective. The card may also be blocked from use if it is being used fraudulently or if METRO has problems charging your account. Call Customer Service at (831) 425-8600 to report the problem and get instructions for requesting a replacement card.
- 7.03 If a Cruz Card is defective, you will need to return the card to METRO's Customer Service at the Santa Cruz METRO Center (Pacific Station) Information Booth, 920 Pacific Avenue, Santa Cruz, CA 95060 to be examined. If the card is found to be defective through no fault of the customer and it is less than a year old, METRO will replace the defective card and restore the current remaining balance free of charge. If the card is damaged, however, the customer will be responsible for any fees associated with a replacement card and restoration of the balance onto the new card.
- 7.04 For immediate replacement of a Cruz Card that is damaged or defective, customers may bring their card to the Santa Cruz METRO Center (Pacific Station) Information Booth Monday through Friday. The damaged/defective card must be presented when requesting a replacement card.

VIII. ADMINISTRATION OF REGULATION

- 8.01 The Operations Manager or his/her designee is responsible for the following:
- a. Ensuring that this regulation is disseminated to all existing fixed route operators, transit supervisors and trainees.
 - b. Ensuring that this regulation is disseminated to all new and future fixed route operators, transit supervisors and trainees
 - c. Providing guidance, training and assistance to all operators, customer service representatives, and other employees who are responsible for implementing this policy.
- 8.02 METRO will integrate the Cruz Card Policy into its Policies and Procedures.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 24, 2011

TO: Board of Directors

FROM: Leslie R. White, General Manager

SUBJECT: CONSIDERATION OF APPROVAL OF SANTA CRUZ METRO BECOMING A PARTNER IN THE “INVEST IN TRANSIT” CAMPAIGN IN SUPPORT OF THE NON-PROFIT TRANSFORM’S STATEWIDE AND REGIONAL EFFORTS TO SIGNIFICANTLY INCREASE FUNDING FOR PUBLIC TRANSIT IN CALIFORNIA

I. RECOMMENDED ACTION

That the Board of Directors consider approving Santa Cruz METRO becoming a partner in the “Invest in Transit” campaign in support of the non-profit TransForm’s statewide and regional efforts to significantly increase funding for public transit in California.

II. SUMMARY OF ISSUES

- Originally founded in 1997 as the Transportation and Land Use Coalition (TALC) by environmental and social justice groups in the nine-county Bay Area region, TransForm is a statewide non-profit organization that has won billions of dollars and made groundbreaking policy advances for the California transportation community.
- TransForm has launched various campaigns, most recently a campaign called “Invest in Transit,” targeting California’s leaders and advocating for funding for fast, frequent and affordable public transit.
- The “Invest in Transit” campaign is in response to the billions of dollars that have been redirected from public transportation over the past decade and the visible, negative impacts that this has had in communities across the state, including ours.
- TransForm’s “Invest in Transit” campaign has the support of the California Transit Association, and shares two similar goals: increasing California’s investments with new transit funding sources and giving regions/communities more authority via policy to establish additional funding for local needs.
- Santa Cruz METRO has been invited to partner in the “Invest in Transit” campaign, for which there are no dues or obligations. Partners will be provided with timely information on pertinent issues, invitations to join in various activities and linkages with other agencies.

III. DISCUSSION

Originally founded in 1997 as the Transportation and Land Use Coalition (TALC) by environmental and social justice groups in the nine-county Bay Area region, the recently re-named TransForm is now a statewide organization that has won billions of dollars and groundbreaking policy advances for the California transportation community. TransForm's activities include coalition-building to influence statewide policy, development of innovative programming, and advocacy for smart growth, affordable housing and bicycle/pedestrian safety.

TransForm's most recent statewide campaign is called "Invest in Transit," and targets California's leaders in local communities and Sacramento to advocate for funding for fast, frequent and affordable public transit. The campaign was launched in response to the billions of dollars that have been redirected from transportation funding sources over the past decade. Public transportation received less than 20% of the state dollars it should have between the years 2004-2008. TransForm's "Invest in Transit" campaign aims to address the visible, negative impacts that this has had in counties across the state—including ours.

In response to projections that California will grow by 20 million residents by 2050, "Invest in Transit" seeks solutions—in particular those related to public transit—to avoid crippling congestion and greenhouse gases resulting from such growth. The "Invest in Transit" campaign is supported by the California Transit Association, and shares two goals: to increase California's state investments with new transit funding and give regions/communities more authority via policy to establish additional funding, such as through federal sources, for local needs. By protecting state funding and setting funding levels to ensure that these needs are met, partners (see **Attachment B**) can demonstrate to lawmakers the many advantages of investing in transit.

Santa Cruz METRO has been invited to partner in the "Invest in Transit" campaign, for which there are no dues or obligations. Partners' names will never be used without permission, and partners will be provided with information on pertinent issues, invitations to join in various activities (such as letter campaigns and lawmaker visits) and linkages with other agencies. Staff recommends that Santa Cruz METRO become an "Invest in Transit" partner.

IV. FINANCIAL CONSIDERATIONS

As there are no dues or financial obligations to become an "Invest in Transit" partner, there is no financial impact at this time. Should future funding increase as a result of the "Invest in Transit" campaign, it is anticipated there will be a positive financial impact to Santa Cruz METRO.

V. ATTACHMENTS

Attachment A: TransForm's "Invest in Transit" Summary

Attachment B: "Invest in Transit"/TransForm Policy Goals, April 2011

*Staff Report Prepared by: Tove Beatty, Grants/Legislative Analyst
Date Prepared: June 14, 2011*

ATTACHMENT A



717 K Street, Suite 330 • Sacramento, CA 95814 • 916.441.0204 • InvestInTransit.org

TransForm has launched the *Invest in Transit* campaign in response to crippling funding shortfalls, state cuts, and the recognition that the future of our economy, environment and quality of life depend to a great degree on whether we invest sufficiently in transit now.

California Transit Systems Have Lost Billions

Billions of dollars intended for California's transit systems have been redirected over the past decade. Public transportation received less than 1 of 5 state dollars it should have between 2004 and 2008. All metropolitan regions in the state have been negatively impacted, with massive service cuts, fare increases, and billions of dollars in deferred maintenance.

World-Class Transit is Essential for a Successful, Sustainable Future

Public transportation is essential to many of California's goals in the 21st century:

- **Our economy.** California is projected to grow by a whopping 20 million people by 2050. Without good transit, regions will be crippled by congestion and productivity will plummet due to poor access to labor and resources.
- **Our environment.** Transportation is the largest source of greenhouse gas emissions in California, which means we can't fight climate change without making it possible for more people to drive less. And we'll all breathe cleaner air with fewer cars on the road.
- **Our quality of life.** Effective public transportation is how seniors and people with disabilities live independently. It's how families save money and commuters avoid the stress of sitting in traffic. It's the cornerstone of vibrant, walkable communities.

Our State Leaders Can Turn Things Around

If our state leaders take action in two ways, they can get California back on track with building and maintaining robust, efficient transit throughout the state:

- **Protect state funding** for transit from being taken for other uses, plus set funding at levels that ensures transit meets the needs of our rapidly growing and aging population.
- **Give local and regional entities more authority** to establish and manage their own additional funding sources for public transportation.

Together, we'll show state leaders in Sacramento that a critical mass of Californians want to invest in transit. Learn more and sign the petition today at www.InvestInTransit.org.

Invest in transit ... our future rides on it.

Graham Brownstein, State Policy Director – ext 302 / gbrownstein@transformca.org
Ahmad Chapman, State Transportation Organizer – ext 301 / achapman@transformca.org

Invest in Transit is a project of [TransForm](http://TransForm.org), an award-winning nonprofit dedicated to creating world-class public transportation and walkable communities across California.



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ATTACHMENT B



coordinated by TransForm

717 K Street, Suite 330
Sacramento, CA 95814
916.441.0204

www.investintransit.org | www.transformca.org

Our future rides on it.

April, 2011

Invest in Transit / TransForm – Policy Goals

Long Term

Invest in Transit has the following long-term policy goals.

- I. Increased state level transit investments from new funding sources
 - a. Fuel fees/taxes (gas/diesel, sales/excise, indexing or year-over-year fixed increase)
 - b. Vehicle fee mechanisms
 - c. Other transportation system user fee mechanisms
- II. Expanded local/regional authority to establish additional funding mechanisms
 - a. Fuel or vehicle taxes/fees
 - b. Air quality related mechanisms
 - c. Tax Increment Financing (or other infrastructure financing or property related mechanisms)
 - d. Improved fare-box recovery rates
 - e. Other transportation system user fee mechanisms

Short Term

Invest in Transit also seeks to build momentum for an array of transit-supportive and other related policies, such as: incentives for smarter land uses including more infill and TOD, TDM, parking policies, etc. This year (2011) our primary focus is on building the campaign. We are, however, working to support a few bills through the campaign, including AB 147 (Dickinson) and SB 582 (Emmerson). For more information, including sample support letters you can submit to state leaders, [visit the Legislation page on our campaign website](#).

A cornerstone of the campaign is that transit must not be in a position of having to compete with other essential programs and services for funding. When that happens, transit loses. Invest in Transit and TransForm are focused on securing new sources of dedicated mass transportation funding to cover the costs of critically needed physical expansion and ongoing operations and maintenance.

We are anchoring the campaign with the benefits that will flow from increased transit: (1) thousands of dollars in transportation costs to be saved each year by those with good transit access; (2) billions of dollars in infrastructure costs to be saved over the next few decades by governments that prioritize transit; (3) the needs of employers to attract and retain good workers who want commuting options; (4) the ability for people of all income levels, ages and physical capacities to get where they need to go; (5) the reductions in smog and greenhouse gas emissions; (6) the health benefits due to cleaner air, more active transportation options, and safer streets/roads; (7) the preservation of farms, wild lands and watersheds that will otherwise be paved over or polluted; and many, many more.

Visit our website for more information. Please contact us with questions.

Graham Brownstein
State Policy Director
916.441.0204 x302
gbrownstein@transformca.org

Ahmad Chapman
State Transportation Organizer
916.441.0204 x301
achapman@transformca.org



717 K STREET, SUITE 330 | SACRAMENTO, CA 95814 | T: 916.441.0204 | F: 916.446.1937

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ATTACHMENT B

Invest in Transit Partners

1. Move LA
2. San Francisco Bicycle Coalition
3. Move SD
4. Valley Transportation Authority
5. Pedestrian Friendly Alameda
6. Alameda Point Collaborative
7. California Healthy Communities Network
8. Regional Asthma Management & Prevention
9. NRDC - Amanda Eaken
10. Policy in Motion
11. IBEW 302
12. Endangered Habitats League
13. Coalition for Sustainable Transportation (COAST)
14. CORE - Constance Pierre
15. Sacramento Housing Alliance
16. BayRail Alliance
17. The Transit Coaliton
18. Silicon Valley Leadership Group
19. Bay Localize
20. Sierra Business Council
21. DigIn
22. BART
23. Alameda Transit Advocates
24. Green Wheels
25. Clean Air Now
26. United Seniors of Oakland and Alameda County
27. National Parks Conservation Society
28. California Transit Association

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 24, 2011

TO: Board of Directors

FROM: Robyn D. Slater, Human Resources Manager

SUBJECT: CONSIDER APPROVAL OF CLASS SPECIFICATION CHANGE FROM SENIOR ACCOUNTING TECHNICIAN TO PAYROLL ACCOUNTING SUPPORT SPECIALIST

RECOMMENDED ACTION

That the Board of Directors approve the revised class specification (job description) moving one of the incumbents in the Senior Accounting Technician class specification to the newly created class specification of Payroll Accounting Support Specialist

II. SUMMARY OF ISSUES

- The Memorandum of Understanding (MOU) between METRO and the Service Employees International Union (SEIU), Local 521 states an employee can request a review of their class specification. One of the incumbents in the classification of Senior Accounting Technician requested such a review.
- The Senior Accounting Technician class specification has not been updated since January 1999.
- The position is written as a general accounting position. Currently there are three incumbents in this class specification performing varied duties.
- A new class specification of Payroll Accounting Support Specialist was created to reflect the specific duties of the employee that works in the Timekeeping/Payroll area of the Finance department.
- A wage survey was conducted using the new Payroll Accounting Support Specialist class specification.
- The results of the survey showed that the current wage range for the Senior Accounting Technician was also appropriate for the Payroll Accounting Support Specialist class specification.
- As part of this process meetings were held with the affected employee and representatives of SEIU and consensus was reached on both the new class specification and the determination to use the wage range for the Senior Accounting Technician.

III. DISCUSSION

The current MOU with SEIU Local 23 states that employees can request reclassification studies of their class specification and wage range in December and June. One of the incumbents in the Senior Accounting Technician asked for a reclassification.

The Senior Accounting Technician class specification was last updated in 1999. The position is written as a general accounting position and encompasses many of the functions performed in the accounting field.

Currently there are three incumbents in the Senior Accounting Technician class specification. Based on the MOU language this reclassification was accepted because the individual was requesting her position be moved out of the Senior Accounting Technician class specification to a new individual class specification. No other employee in the Senior Accounting Technician class specification was affected by this reclassification.

Many of the specific duties performed by the incumbent were not adequately explained in the Senior Accounting Technician class specification. A new class specification of Payroll Accounting Support Specialist was created using information provided by the incumbent, and her supervisor. The new Purchasing Assistant class specification was created so that it accurately reflects the specific job duties that were identified in the reclass process.

Once consensus was reached on the new class specification a wage survey was conducted. The Payroll Accounting Support Specialist class specification was distributed to specific transit and governmental agencies to review and provide information on like positions in their organization.

Based on the information collected it was determined that the wage scale for the Senior Accounting Technician was also appropriate for the new Payroll Accounting Support Specialist class specification.

As part of this process meetings were held with the affected employee and representatives of SEIU. Consensus was reached on both Payroll Accounting Support Specialist class specification and the determination to use the wage range for the Senior Accounting Technician.

IV. FINANCIAL CONSIDERATIONS

There is no fiscal impact to this action.

V. ATTACHMENTS

Attachment A: Payroll Accounting Support Specialist Class Specification

Prepared By: Robyn D. Slater, Human Resources Manager
Date Prepared: June 17, 2011

Attachment A



PAYROLL AND ACCOUNTING SUPPORT SPECIALIST

DEFINITION

Under general direction performs a variety of accounting duties with an emphasis on activities related to timekeeping and payroll ; may perform routine and specialized accounting functions such as, accounts payable, accounts receivable, grants, purchasing, fixed assets, insurance and budgeting; processes and maintains timekeeping and financial records and files; special projects, and related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Payroll and Accounting Support Technician requires the application of advanced payroll and accounting skills and principles to ensure appropriate public disclosure and accountability. Work involves the knowledge of payroll laws and regulations, internal labor agreements, generally accepted accounting principles, and Santa Cruz METRO financial management practices and procedures.

EXAMPLES OF DUTIES

Performs payroll duties including processing timekeeping and payroll documents; performs data entry with in the payroll system

Receives and reviews all authorized documents pertaining to pay change notices or status changes, and enters changes into payroll contractors system.

Audits and processes timekeeping records for accuracy, makes correcting entries, coordinates with other Santa Cruz METRO departments regarding timekeeping rules and procedures.

Maintains payroll records, reviews absence tracking information and reports, and makes adjustments as required.

Applies labor contract provisions related to overtime rules, and other special pay categories; provides payroll information to employees; sorts and distributes paychecks.

Coordinates and processes payroll related transactions for all Santa Cruz METRO employees, reviews payroll information submitted by other departments

Prepares and electronically submits all payroll documents to payroll contractor, corrects errors prior to export, communicates with contractor on payroll issues, questions, deadlines, and procedures.

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Attachment A

Responds to questions from employees, supervisors and managers and payroll contractor regarding timekeeping and payroll issues.

Requests and collects payroll documents, trust warrants, and paychecks from the payroll contractor; communicates with the payroll contractor and internal departments

Maintains, monitors, audits payroll records and reports including accruals related to leave time for multiple types of leave categories, compiles and distributes reports to Santa Cruz METRO department managers.

Utilizes and maintains procedures for electronic payroll timekeeping system, reviews payroll procedures and recommends changes, recommends solutions to problems and provides timekeeping system training.

Creates, maintains and updates fixed asset records; coordinates with all departments to track; assists in auditing physical inventory, prepares reports and accounting entries related to the above functions.

Monitors a variety of prepaid expense and prepaid insurance schedules and prepares associated journal entries.

May receive invoices for payment; verifies receipt, documentation, calculations, and proper billing amount; allocates to proper general ledger accounts; contacts vendors to resolve problems; maintains vendor lists; verifies that purchase orders governing invoices are current and purchase order amount is sufficient to pay invoices.

Records and monitors tenant lease payments; issues receipts and maintains appropriate records for proper accounting of payments; maintains petty cash fund. May receive and process invoices for payment.

Participates in gathering information, preparing reports, reviews, and assists with publication of the annual budget document.

Prepares a variety of budget monitoring reports and balances budget related spreadsheets; creates and processes journal entries.

May assist with preparation of tax documents, including 1099 forms, updates records, databases, and maintains IRS required documentation; ensures sales tax requirements have been met.

May submit the check journal for the monthly Board packet; obtains required signatures from management for cash requests from the County Treasury in accordance with established procedures; processes emergency check requests; prepares manual checks and reconciles with the automated system.

Utilizes office equipment, various computer software programs to include accounting, purchasing, spreadsheets and databases in the performance of job duties.

Attachment A

EMPLOYMENT STANDARDS

Knowledge of:

- Principles and practices of accounting and financial record keeping procedures.
- Business correspondence, formats, report writing and proper business English usage, punctuation, grammar and spelling.
- Manual and automated record keeping and filing systems.
- Principles and practices of Fair Labor Standards Act (FLSA), and other related payroll laws and regulations.

Ability to:

- Perform mathematical calculations quickly and accurately.
- Computerized spreadsheets, word processing, accounting programs, and presentation software. Perform mathematical calculations quickly and accurately.
- Oral and written communication skills sufficient to complete paperwork, and effectively communicate with the majority of customers and co-workers.
- Working knowledge of major computer software (e.g. Microsoft office) systems.
- Design, prepare and compile reports and information.
- Operate calculator, computer and other standard office equipment.
- Recognize and resolve accounting problems, and reconcile differences within the accounting record.
- Organize work, set priorities, work independently, and exercise sound judgment within established guidelines
- Maintain confidentiality of materials, records, files, and other privileged information.
- Research data and prepare narrative, financial, and statistical reports.
- Establish and maintain cooperative working relationships with METRO departments, employees, and others encountered in the course of work
- Understand, explain and apply METRO, state and federal rules, regulations, laws and policies
- Use a 10 key calculator by touch.
- Type accurately and at a reasonable rate of speed.

Training and Experience

Any combination of training and experience equivalent to three years full-time accounting or payroll experience or an Associates degree in Accounting and one year of full-time accounting or payroll experience.

Physical Requirements

While performing the duties of this job the employee is frequently required to sit, use hands to finger, handle or feel objects or controls, key and use a computer mouse. The employee is regularly required to bend and twist at the neck, reach with hands and arms. Occasional standing, walking, overhead reaching and lifting up to 10 pounds is required. Visual abilities required include close vision, distance vision, and the ability to adjust focus.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 24, 2011

TO: Board of Directors

FROM: Leslie R. White, General Manager

SUBJECT: CONSIDERATION OF THE RECOMMENDATION FROM THE METRO ADVISORY COMMITTEE TO MOVE THE LOCATION OF THE FIRST BOARD MEETING OF THE MONTH FROM THE CURRENT 110 VERNON LOCATION TO A LOCATION THAT IS MORE ACCESSIBLE BY PUBLIC TRANSPORTATION SERVICE

I. RECOMMENDED ACTION

That the Board of Directors consider the recommendation from the METRO Advisory Committee to relocate the first Board Meeting of each month from 110 Vernon to a location that is more accessible by public transit.

II. SUMMARY OF ISSUES

- The METRO Advisory Committee (MAC) is created in the Bylaws of the Santa Cruz Metropolitan Transit District (METRO).
- The 11 Members of the MAC are nominated by individual Members of the Board of Directors and those nominations are confirmed and appointed by the full Board.
- The MAC makes recommendations to the Board and staff at METRO.
- The MAC has recommended that the Board relocate the first Board meeting of each month from the current 110 Vernon location to a location more accessible to the public using public transportation.
- Staff recommends that the Board of Directors consider the meeting location recommendation transmitted to the Board from the MAC.

III. DISCUSSION

The METRO Advisory Committee (MAC) is created in the Bylaws of the Santa Cruz Metropolitan Transit District. The purpose of the MAC is to provide recommendations to the Board of Directors and staff. The 11 Member MAC are the result of being nominated and confirmed by the METRO Board of Directors. The membership of the MAC is primarily comprised of riders of the METRO Fixed Route and ParaCruz services.

The first meeting of the Board of Directors is held on the second Friday of each month. The first meeting is currently held at the METRO Facility located at 110 Vernon Street, Santa Cruz, California. The first Board meeting of each month has been held at the METRO Administrative

Facility for many years. The METRO Administrative facility is served by Route #4 which operates on an hourly frequency. The Route #4 bus arrives at METRO at approximately 10 minutes after the hour. In order to facilitate the use of the bus service by individuals attending the Board Meeting the time of the meeting was adjusted to 8:30AM.

The Membership of the MAC has transmitted a recommendation to the Board of Directors that the location of the first meeting of the month be moved to a location more accessible by public transportation.

IV. FINANCIAL CONSIDERATIONS

The use of alternate facilities for the first meeting of the month could require the lease of facilities. The potential cost of such a lease is unknown.

V. ATTACHMENTS

None