



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (METRO)  
BOARD OF DIRECTORS AGENDA  
REGULAR MEETING  
JUNE 23, 2023 – 9:00 AM  
HYBRID MEETING**

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

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

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

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

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

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

**BOARD ROSTER**

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

## **SECTION I: OPEN SESSION**

NOTE: THE BOARD CHAIR MAY TAKE ITEMS OUT OF ORDER

### **1 CALL TO ORDER**

### **2 SAFETY ANNOUNCEMENT**

Curtis Moses, Safety, Security and Risk Management Director

### **3 ROLL CALL**

In accordance with Assembly Bill 2449, Board members may participate remotely due to “just cause” or “emergency” circumstances. If applicable, following an announcement, the Board will take action on approving Board members’ emergency teleconference participation.

### **4 ANNOUNCEMENTS**

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

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

### **5 BOARD OF DIRECTORS COMMENTS**

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

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

6.1 Letter Dated 4/17/23 From Santa Cruz County Commission on Disabilities Via Santa Cruz County Board of Supervisors With METRO Response

### **7 LABOR ORGANIZATION COMMUNICATIONS**

### **8 ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS**

## CONSENT AGENDA

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

- 9.1 ACCEPT AND FILE: PRELIMINARY APPROVED CHECK JOURNAL DETAIL FOR THE MONTH OF MAY 2023**  
Chuck Farmer, CFO
- 9.2 ACCEPT AND FILE MINUTES OF:**
  - A. APRIL 19, 2023 METRO ADVISORY COMMITTEE MEETING**
  - B. MAY 19, 2023 BOARD OF DIRECTORS REGULAR MEETING**
  - C. JUNE 9, 2023 FINANCE, BUDGET AND AUDIT STANDING COMMITTEE MEETING**Michael Tree, CEO/General Manager
- 9.3 ACCEPT AND FILE: THE YEAR TO DATE MONTHLY FINANCIAL REPORT AS OF MAY 31, 2023**  
Chuck Farmer, CFO
- 9.4 ACCEPT AND FILE: THE SEMI-ANNUAL REPORT ON THE STATUS OF METRO'S DISADVANTAGED BUSINESS ENTERPRISE PROGRAM**  
Chuck Farmer, DBE Liaison Officer, CFO
- 9.5 ACCEPT AND FILE: RENEWAL OF LIABILITY AND VEHICLE PHYSICAL DAMAGE INSURANCE PROGRAM COVERAGE WITH CALTIP FOR FY24**  
Curtis Moses, Safety, Security and Risk Management Director
- 9.6 APPROVE: RECOMMENDED ACTION ON TORT CLAIMS**  
Curtis Moses, Safety, Security and Risk Management Director
- 9.7 APPROVE: CONSIDERATION OF AWARD OF CONTRACT TO LES TURBO IMAGES FOR BUS WRAP SERVICES FOR 60' ARTICULATED, 40' AND 35' BUSES NOT TO EXCEED \$271,571.08**  
Michael Tree, CEO/General Manager
- 9.8 APPROVE: CONSIDERATION OF AUTHORIZING THE CEO/GENERAL MANAGER TO RENEW ANNUAL MAINTENANCE AND SUPPORT SERVICES WITH MAINTSTAR, INC. FOR MAINTSTAR SOFTWARE**  
Isaac Holly, IT and ITS Director
- 9.9 APPROVE: RENEWAL OF AGREEMENT WITH COUNTY OF SANTA CRUZ FOR PAYROLL SERVICES**  
Chuck Farmer, CFO

- 9.10 CONSIDER A RESOLUTION DESIGNATING THE CEO AS THE AUTHORIZED AGENT TO EXECUTE A MASTER AGREEMENT AND SUPPLEMENTAL AGREEMENTS WITH THE CALIFORNIA DEPARTMENT OF TRANSPORTATION (CALTRANS) FOR TRANSIT AND INTERCITY RAIL CAPITAL PROGRAM (TIRCP) FUNDING**  
Wondimu Mengistu, Capital Planning & Grants Program Manager
- 9.11 APPROVE: CONSIDERATION OF DECLARING VEHICLES AND/OR EQUIPMENT AS EXCESS FOR PURPOSES OF DISPOSAL OR AUCTION**  
Chuck Farmer, CFO
- 9.12 APPROVE: FY24 RENEWAL OF EXCESS WORKERS' COMPENSATION INSURANCE THROUGH PUBLIC RISK INNOVATION, SOLUTIONS, AND MANAGEMENT (PRISM)**  
Dawn Crummié, Human Resources Director
- 9.13 APPROVE: CONSIDERATION OF AUTHORIZING THE CEO/GENERAL MANAGER TO NEGOTIATE A LEASE AGREEMENT FOR 809 W. BEACH STREET, WATSONVILLE, CA – UPDATED RENTAL AMOUNT**  
Chuck Farmer, CFO
- 9.14 APPROVE: ACCEPT THE PROPOSED DISADVANTAGED BUSINESS ENTERPRISE (DBE) GOAL OF 0% FOR FEDERALLY FUNDED PROCUREMENTS FOR FFY24–FFY26 AND OPEN THE PUBLIC COMMENT PERIOD BEGINNING JUNE 23, 2023**  
Chuck Farmer, CFO

## **REGULAR AGENDA**

- 10 PRESENTATION OF EMPLOYEE LONGEVITY AWARDS: (10 YEARS) JOSE VALTIERRA AND (25 YEARS) SERAFIN RUIZ**  
Board Chair Kalantari-Johnson
- 11 RETIREE RESOLUTION OF APPRECIATION FOR: EFRAIN HERNANDEZ**  
Board Chair Kalantari-Johnson
- 12 METRO ADVISORY COMMITTEE (MAC) SEMI-ANNUAL ORAL UPDATE**  
Jessica de Wit, MAC Chair
- 13 PUBLIC HEARING: FINAL ADOPTION OF SANTA CRUZ METRO'S FY24 AND FY25 BUDGET - TO COMMENCE AT 9:00 AM OR AS SOON THEREAFTER AS THE MATTER CAN BE HEARD**  
Chuck Farmer, CFO
- 14 REIMAGINE METRO PROJECT ORAL UPDATE**  
John Urgo, Planning and Development Director



- 15 **APPROVE: ADOPT A RESOLUTION TO AMEND TITLE II OF THE ADMINISTRATIVE CODE—PROCUREMENT POLICY TO INCREASE THE CEO/GENERAL MANAGER’S PROCUREMENT AUTHORITY**  
Joan Jeffries, Purchasing Manager
- 16 **CEO ORAL REPORT**  
Michael Tree, CEO/General Manager
- 17 **RECESS TO CLOSED SESSION**

## **SECTION II: CLOSED SESSION**

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

Agency Designated Representative: Shebreh Kalantari-Johnson, Board Chair

Title/Unrepresented Employee: Michael Tree, CEO/General Manager

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

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

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

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

## **SECTION III: RECONVENE TO OPEN SESSION**

- 18 **REPORT OF CLOSED SESSION ITEMS**  
Julie Sherman, General Counsel

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

- 19 **ANNOUNCEMENT OF NEXT MEETING: FRIDAY, AUGUST 25, 2023 AT 9:00 AM, METRO ADMIN OFFICE, 110 VERNON STREET, SANTA CRUZ**  
Board Chair Kalantari-Johnson

- 20 **ADJOURNMENT**  
Board Chair Kalantari-Johnson

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

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

## **ACCESSIBILITY FOR INDIVIDUALS WITH DISABILITIES**

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

## **PUBLIC COMMENT**

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

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

RECEIVED  
WRITTEN COMMUNICATIONS TO THE BOARD OF DIRECTORS

MAY 22 2023



SANTA CRUZ METRO

**Santa Cruz County  
Commission on Disabilities**

701 Ocean Street, Room 510, Santa Cruz, CA 95060  
P: (831) 454-2772 F: (831) 454-2411 TTY/TDD 711  
commissions@santacruzcounty.us  
www.scccod.net

April 17, 2023

Santa Cruz County Board of Supervisors  
710 Ocean Street, Room 500  
Santa Cruz, CA 95060

Re: Accessible Public Transportation

Dear Chair Friend and Members of the Board,

The purpose of this letter is to express the *Santa Cruz County Commission on Disabilities'* concerns regarding the provision of accessible, affordable public transportation and ask your Board to advocate with the Santa Cruz Metro Transit District Board of Directors for the re-establishment of services historically provided by SCMTD staff related to accessibility services coordination and eligibility determination.

To the best of our knowledge, Metro's former *Accessible Services Coordinator* retired in 2020 and more recently, the former *Eligibility Coordinator* retired in 2022. As a result, the provision of accessible, affordable public transportation to Santa Cruz County residents with disabilities has suffered both in terms of quality and availability. Some concerns brought to the attention of the Commission are as follows:

- Too few spaces for wheelchairs on METRO buses, resulting in buses simply leaving riders with wheelchairs at the bus stop;
- ParaCruz rides frequently arriving more than 30 minutes after scheduled pick-up times, resulting in riders missing important appointments (e.g., medical, court dates, job interviews etc.);
- Riders requesting eligibility determinations experiencing delays of more than a month to receive confirmation of ParaCruz eligibility;
- ParaCruz reportedly handling evacuation requests on a first-come, first-served basis rather than prioritizing evacuations for people with disabilities during the recent weather events; and
- Removal of a number of bus stops resulting in riders being denied eligibility for ParaCruz services because of their lack of proximity to remaining bus stops.

The accessibility of Metro services determines the accessibility of our entire community by providing access to jobs, health care, the legal system, shopping, entertainment, and social and political events for seniors and people with disabilities, particularly the most economically vulnerable members of these communities. Maintaining full-time staff to determine eligibility, coordinate access to services, and advise SCMTD staff who draft policy related to accessible public transit services is

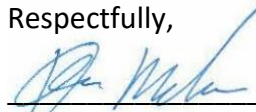
**6.1.1**

# WRITTEN COMMUNICATIONS TO THE BOARD OF DIRECTORS

crucial to the overall accessibility of Metro services. Today we ask the Board of Supervisors to advocate for Metro to maintain full-time staff in this capacity and prioritize recruitment efforts with a view to filling the position as soon as is practicable.

We appreciate your consideration on behalf of the disabilities community in Santa Cruz County.

Respectfully,



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David Molina

*Commission on Disabilities Co-Chair*

cc: *Santa Cruz County Seniors Commission*  
*Santa Cruz County IHSS Commission*

WRITTEN COMMUNICATIONS TO THE BOARD OF DIRECTORS  
*Santa Cruz Metropolitan  
Transit District*

May 25, 2023



Mr. David Molina  
Commission on Disabilities  
701 Ocean Street, Room 510  
Santa Cruz, CA 95060

Re: Letter to Santa Cruz County Board of Supervisors

Dear Mr. Molina,

I am replying to your letter to the Santa Cruz Board of Supervisors dated April 17, 2023. My name is Margo Ross, Chief Operations Officer for Santa Cruz Metro (METRO). METRO prides itself on their service to the riding public of Santa Cruz County and especially to our most vulnerable populations. I will address each of your concerns in the letter sent to the Board of Supervisors.

- METRO has not changed the wheelchair spaces on our fixed route vehicles and have no plans of reducing the two current designated spaces.
- In the last three-years, ParaCruz has an on time performance of over 90%. At times ParaCruz riders experience some delays due to staffing issues, traffic delays and equipment failure. During this time, METRO was not staffed with an Accessible Service Coordinator.
- There have been no delays of ParaCruz eligibility; Federal law requires METRO 21-days to confirm a person's eligibility. METRO's current process has a turnaround of 14-days or less.
- In the last three years METRO staff has gone to great measures to assist with evacuating our community during the CZ fires and most recently during the flooding in early January of 2023. Staff worked extended hours and performed heroic acts to transport patrons out of dangerous areas within Santa Cruz County. Staff prioritized evacuations for Elderly and Disabled passengers, and people using a wheelchair or scooter boarded first on METRO vehicles.
- ParaCruz services are not affected by bus stop removals. METRO provides service to anyone living  $\frac{3}{4}$  of a mile from a bus route, not a bus stop. If a person lives outside METRO service area, they are not denied eligibility; they may travel into the service area and request paratransit service from ParaCruz.

METRO is currently working on finding solutions to staffing of the accessibility services coordinator and eligibility coordinator positions; the absence of the positions in no way impacts the fulfillment of METRO's responsibility to the riding public. METRO takes great pride in the service provided to our Senior and Disabled community and staff works diligently every day to ensure a safe ride and adhere to ADA laws.

Respectively,

Margo Ross  
Chief Operations Officer Santa Cruz METRO

*110 Vernon Street, Santa Cruz, CA 95060 (831) 426-6080, FAX (831) 426-6117*

*METRO online at <http://www.scmtd.com>*

**6.1.3**

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**DATE:** June 23, 2023

**TO:** Board of Directors

**FROM:** Chuck Farmer, CFO

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

**I. RECOMMENDED ACTION**

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

**II. SUMMARY**

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

**III. DISCUSSION/BACKGROUND**

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

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

**IV. STRATEGIC PLAN PRIORITIES ALIGNMENT**

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

**V. FINANCIAL CONSIDERATIONS/IMPACT**

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

**VI. CHANGES FROM COMMITTEE**

N/A

**VII. ALTERNATIVES CONSIDERED**

None

**VIII. ATTACHMENTS**


**Attachment A:** Check Journal Detail for the Month of May 2023

Prepared by: Holly Alcorn, Accounting Specialist



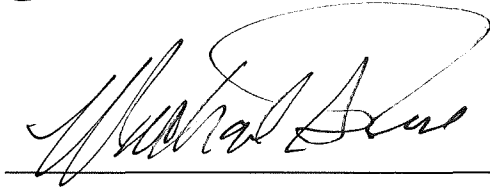
**IX. APPROVALS**

Chuck Farmer, CFO



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Michael Tree CEO/General Manager



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DATE: 05/01/23 THRU 05/31/23

CHECK NUMBER	CHECK DATE	CHECK VENDOR NAME	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
83504	05/09/23	GILLIG LLC	117	-3,332.18			120583	VEH# 0322 PARTS	-57.91	**VOID
							120584	VEH# 4209 PARTS	-74.18	
							120585	VEH# 1612 PARTS	-18.03	
							120612	VEH# 0121 PARTS	-138.59	
							120613	INVENTORY ORDER	-1,158.54	
							120614	VEH# 0521/0222 PARTS	-277.23	
							120670	VEH# 4208 PARTS	-728.66	
							120680	INVENTORY ORDER	-18.35	
							120682	INVENTORY ORDER	-857.67	
							120767	CREDIT INV# 41015238	53.68	
							120768	INVENTORY ORDER	-56.70	
83880	05/01/23	ABSOLUTE AUTO GLASS INC	003062	570.00			121138	VEH# 0221 WINDSHIELD	570.00	
83881	05/01/23	JASON HAMILTON	003089	485.00			121137	VEH#PC1107 WINDSHIED	485.00	
83882	05/01/23	AIRTEC SERVICE INC.	382	416.00			121152	Q HVAC MAINT WTC	416.00	
83883	05/01/23	AMAZON CAPITAL SERVICES, INC.	003596	651.35			121083	OFFICE SUPPLIES	42.27	
							121084	BOTTLED WATER ADMIN	110.84	
							121086	OFFICE SUPPLIES	219.04	
							121095	INVENTORY ORDER	146.40	
							121122	INVENTORY ORDER	132.80	
							121139	RADIO BATTERIES	634.36	
83884	05/01/23	BATTERIES PLUS #314	002363	634.36			121023	LUMBER VERNON	813.21	
83885	05/01/23	BFS GROUP LLC	107A	1,131.54			121024	SAFETY CONES	110.60	
							121025	ANGLES/TIEDOWNS VER	71.58	
							121026	LUMBER VERNON	28.58	
							121030	TOOLS VERNON	20.11	
							121130	POWER STRIP MMF	18.47	
							121131	SCREEN STRAINER PRC	5.88	
							121132	ELEC SWITCHES OPS	25.77	
							121133	PVC PIPE SBF	37.34	
83886	05/01/23	CASEY PRINTING, INC	001089	8,170.81			121147	SPRING 23 BUS GUIDES	8,170.81	
83887	05/01/23	CITY OF SANTA CRUZ/PARKING	002109	1,300.00			121176	MAY 23 PARK PERMITS	1,300.00	
83888	05/01/23	CITY OF WATSONVILLE UTILITIES	130	1,841.04			121171	4/18 WTC	379.29	
							121172	4/18 WTC	58.60	
							121173	4/18 WTC	101.82	
							121174	4/20 WTC	1,261.14	
							121175	4/18 WTC	40.19	
							121117	4/14 LNG CHARGES	9,555.00	
83889	05/01/23	CLEAN ENERGY	001124	19,306.09			121118	4/18 LNG CHARGES	9,751.09	
83890	05/01/23	COAST PAPER & SUPPLY INC.	075	1,369.47			121034	INVENTORY ORDER	187.91	
83891	05/01/23	COMMUNITY TELEVISION OF	367	590.00			121082	INVENTORY ORDER MMF	1,181.56	
83892	05/01/23	CREATIVE BUS SALES, INC.	002814	3,322.93			121126	3/24 BOD MEETING	590.00	
							121158	INVENTORY ORDER	1,466.12	
							121159	INVENTORY ORDER	390.69	
							121160	VEH# PC 1701 PARTS	1,466.12	
83893	05/01/23	CROSSLINE SUPPLY, LLC	003668	734.05			121074	INVENTORY ORDER	734.05	
83894	05/01/23	CUMMINS, INC	003116	1,548.70			121065	INVENTORY ORDER	891.39	

# Attachment A

DATE: 05/01/23 THRU 05/31/23

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
83895	05/01/23	003274	3,818.46	EAST BAY TIRE CO.		121066	VEH# 123 PARTS	295.37	
						121067	VEH# 0212 PARTS	361.94	
						121060	REVENUE TIRES	583.53	
						121061	REVENUE TIRES	1,845.57	
						121062	REVENUE TIRES	653.45	
						121063	NON REVENUE TIRES	313.33	
						121064	NON REVENUE TIRES	422.58	
83896	05/01/23	003485	9,188.13	EMPLOYNET, INC		121053	TEMP W/E 4/2	3,025.32	
						121054	TEMP W/E 4/9	2,552.81	
						121099	TEMP W/E 4/16	420.00	
						121105	TEMP W/E 4/16	1,020.00	
						121106	TEMP W/E 4/16	1,050.00	
						121145	TEMP W/E 4/9	1,120.00	
83897	05/01/23	003153	948.00	ENVIRONMENTAL LOGISTICS INC		121081	HAZARDWASTE DISP SBF	948.00	
83898	05/01/23	001297	649.40	FASTENAL COMPANY INC		121059	INV ORDER/SHOP TOOL	649.40	
83899	05/01/23	002962	646.75	FIS		121048	MAR 23 MERCHANT FEES	646.75	
83900	05/01/23	002952	14,388.94	FLYERS ENERGY, LLC		121115	4/1-4/15NON REV FUEL	2,473.55	
						121116	4/1-4/15 REV FUEL	11,915.39	
83901	05/01/23	003279	53.78	FRONTIER COMMUNICATIONS - 3025		121134	4/16-5/15 SKY-RIVER	53.78	
83902	05/01/23	117	186.72	GILLIG LLC		121049	INVENTORY ORDER	51.86	
						121051	INVENTORY ORDER	51.86	
						121052	VEH# 1905 PARTS	8.52	
						121113	VEH# 4206 PARTS	-468.01	
						121114	VEH# 4206 PARTS	542.49	
83903	05/01/23	282	588.72	GRAINGER		121020	PARTS/SUPPL MMF	89.48	
						121055	NON INVENTORY ORDER	51.10	
						121056	NON INVENTORY ORDER	55.59	
						121057	INVENTORY ORDER	32.51	
						121058	NON INVENTORY ORDER	65.90	
						121101	DRILLS/CHARGERS MMF	217.41	
						121102	PARTS MMF	19.49	
						121103	PAINT REMOVER	264.37	
						121104	CREDIT INV9836725649	-207.13	
83904	05/01/23	546	196.27	GRANITE ROCK COMPANY		121136	FILTERFABRIC/STAPLES	196.27	
83905	05/01/23	003395	50,609.63	JARRETT WALKER & ASSOC LLC		121156	BUS NETWORK REIMAGIN	50,609.63	
83906	05/01/23	1117	592.87	KELLEY'S SERVICE INC.		121047	INVENTORY ORDER	332.34	
						121069	INVENTORY ORDER	75.33	
						121070	VEH# PCL704 PARTS	18.46	
						121071	VEH# 803 PARTS	10.42	
						121072	INVENTORY ORDER	185.53	
83907	05/01/23	003480	22,570.41	KIMLEY-HORN AND ASSOCIATES INC		121073	RMA CREDIT K-2055599	-29.21	
83908	05/01/23	003271	517.00	KJRB, INC.		121149	CALTRANS REL STUDY	22,570.41	
83909	05/01/23	003362	191.90	LUMINATOR TECH GROUP GLOBAL,		121080	VEH# 2214 TOW	517.00	
83910	05/01/23	003293	3,680.00	MAKAI SOLUTIONS		121153	CAMERA REPAIR	191.90	
83911	05/01/23	041	1,140.66	MISSION UNIFORM		121146	Q LIFT INSPECT MMF	3,680.00	
						121085	UNIFORM REPAIR JC	27.00	

# Attachment A

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CHECK NUMBER	CHECK DATE	CHECK VENDOR NAME	CHECK VENDOR NUMBER	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
83912	05/01/23			771.15	MOSES, CURTIS		121107	TOWELS/MATS,MOPS MMF	41.75	
83913	05/01/23			32.78	NIDAL HALABI & NADA ALGHARIB		121119	VMU/VSW UNIFORM SUPP	336.82	
83914	05/01/23			22.09	NORTH BAY FORD LINC-MERCURY		121120	VMU/VSW UNIFORM SUPP	336.82	
83915	05/01/23			11,299.17	OJO TECHNOLOGY, INC.		121121	FUEL STATION TOWELS	156.00	
83916	05/01/23			941.77	PACIFIC GAS & ELECTRIC		121123	FUEL ST TOWELS	156.00	
83917	05/01/23			184.83	PACIFIC TRUCK PARTS, INC.		121135	TOWELS/MOPS/MATS MMF	41.75	
83918	05/01/23			290.50	PIED PIPER EXTERMINATORS, INC.		121148	LAUNDRY/CUSTODIAL	26.02	
83919	05/01/23			500.00	PITNEY BOWES INC.		121151	TOWELS/MATS PRC	18.50	
83920	05/01/23			66.76	RICOH USA, INC CA		121141	4/12-4/14 CALTIP BOD	771.15	
83921	05/01/23			267.66	RICOH USA, INC. TX		121140	NAME/TITLE PLATES HR	32.78	
83922	05/01/23			207.57	RIVERSIDE LIGHTING, INC.		121042	VEH# PC 1707 PARTS	82.09	
83923	05/01/23			1,098.21	SANTA CRUZ AUTO PARTS, INC.		121043	CREDIT INV# 288608	-60.00	
83924	05/01/23			9,513.77	SANTA CRUZ MUNICIPAL UTILITIES		121157	2304 WTC SEC CAMERAS	11,299.17	
83925	05/01/23			2,439.50	SANTA CRUZ STAFFING, LLC		121022	3/15-4/13/23 PRC	941.77	
83926	05/01/23			43,042.00	SELF INSURED SERVICES COMPANY		121038	INVENTORY ORDER	184.83	
83927	05/01/23			2,694.14	SLINGSHOT CONNECTIONS LLC		121027	APR23 PEST METRO MKT	55.50	
83928	05/01/23			10.86	*DO NOT USE*SNAP-ON INDUSTRIAL		121028	APR 23 PEST SMC TRAN	65.00	
83929	05/01/23			607.38	SPORTWORKS GLOBAL LLC		121029	APR 23 PEST SMC TAQ	40.00	
							121031	APR 23 PEST VERNON	65.00	
							121108	APR 23 PEST WTC TRAN	65.00	
							121177	RESERVE #32789216	500.00	
							121154	4/14-5/13 PRC	66.76	
							121155	5/3-6/2/23 CS	267.66	
							121019	SUPPLIES WTC/PRC	199.27	
							121100	OPS MONITOR INSTALL	8.30	
							121037	INVENTORY ORDER	4.05	
							121039	NON INVENTORY ORDER	94.16	
							121050	RESURFACING LABOR	1,000.00	
							121161	3/9-4/7 PACIFIC ISL	149.74	
							121162	3/9-4/7MULTIBUSTOP	1,050.60	
							121163	3/9-4/7 MMF IRRIG	99.39	
							121164	3/9-4/7 VERNON	577.45	
							121165	3/9-4/7 SBF	3,036.02	
							121166	3/9-4/7 OPS	582.00	
							121167	3/9-4/7 SMC	2,514.05	
							121168	3/9-4/7 MMF	1,447.39	
							121169	3/9-4/7 BETTYS/JERK	57.13	
							121014	TEMP W/E 4/16	1,224.50	
							121015	TEMP W/E 4/16	1,215.00	
							121143	APR 23 VSP	7,875.00	
							121144	APR 23 DENTAL	35,167.00	
							121021	TEMP W/E 4/2	459.74	
							121124	TEMP W/E 4/9	1,117.20	
							121125	TEMP W/E 4/16	1,117.20	
							121035	SHOP TOOLING	10.86	
							121036	VEH# 2211 PARTS	607.38	

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CHECK NUMBER	CHECK DATE	CHECK VENDOR NAME	CHECK VENDOR NUMBER	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
83930	05/01/23	SPX TECHNOLOGIES, INC.	003669	1,010.34			121075	INVENTORY ORDER	897.94	
							121076	INVENTORY ORDER	112.40	
83931	05/01/23	THE AFTERMARKET PARTS CO LLC	003285	7,656.07			121040	INVENTORY ORDER	209.68	
							121041	INVENTORY ORDER	56.21	
							121044	INVENTORY ORDER	76.42	
							121045	INVENTORY ORDER	252.18	
							121046	INVENTORY ORDER	14.49	
							121087	VEH# 2808 PARTS	66.24	
							121088	VEH# 2318 PARTS	555.59	
							121089	INVENTORY ORDER	1,957.74	
							121090	INVENTORY ORDER	2,416.25	
							121091	INVENTORY ORDER	16.64	
							121092	INVENTORY ORDER	23.19	
							121093	INVENTORY ORDER	268.28	
							121094	INVENTORY ORDER	154.80	
							121110	INVENTORY ORDER	1,457.84	
							121111	INVENTORY ORDER	107.33	
							121112	INVENTORY ORDER	23.19	
							121068	NON INVENTORY ORDER	15.60	
83932	05/01/23	THE HOSE SHOP, INC	003669	15.60			121016	OFFICE SUPPLIES	42.59	
83933	05/01/23	TROWBRIDGE ENTERPRISES	003285	1,174.25			121017	TRAINING SUPPLIES	425.73	
							121018	LABOR DESK INSTALL	334.31	
							121032	OFFICE SUPPLIES	114.94	
							121033	OFFICE SUPPLIES	256.68	
							121127	FREIGHT	34.58	
83934	05/01/23	UNITED PARCEL SERVICE	003596	116.55			121128	FREIGHT	81.97	
							121170	FOOD CORE DESIGN RET	102.89	
83935	05/01/23	URGO, JOHN	003669	102.89			121077	INVENTORY ORDER	13.90	
83936	05/01/23	**DO NOT USE**VALLEY POWER	002829	5,656.09			121078	INVENTORY ORDER	2,245.94	
							121096	INVENTORY ORDER	4,268.89	
							121097	INVENTORY ORDER	-409.69	
							121098	CORE CREDIT K 05451	-419.25	
							121109	CORE CREDIT K 04236	-43.70	
							121129	CORE CREDIT K 03925	205.17	
83937	05/01/23	VEHICLE MAINTENANCE PROG INC	003596	205.17			121150	INVENTORY ORDER	765.39	
83938	05/01/23	VIA HEART PROJECT CORP	003354	765.39			121079	LIFEPAK CR/BATT PAK	441.88	
83939	05/01/23	WATSONVILLE CADILLAC, BUICK,	001223	441.88			121142	VEH# 7022,7122,7222	1,098.00	
83940	05/01/23	WOODS, SANDI	001132	1,098.00			121275	PMP CLASS 4/13-5/30	130.00	
83941	05/08/23	A TOOL SHED, INC.	002069	130.00			121299	COMPACTOR RENTAL	43.45	
83942	05/08/23	AMAZON CAPITAL SERVICES, INC.	003596	142.62			121301	OFFICE SUPPLIES	30.56	
							121302	OFFICE SUPPLIES	42.73	
							121308	SUPPLIES OPS	25.88	
							121319	REPLACE RADIO KNOBS	34.13	
83943	05/08/23	AMERICAN MESSAGING SVCS, LLC	002861	34.13			121311	MAY 23 PAGES	5,554.44	
83944	05/08/23	AT&T	00101D	6,555.96			121328	3/19-4/18 MAIN ACCT	172.73	
							121332	3/19-4/18 OPS ELEV	828.79	
								3/19-4/18 OCEAN/LP		

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83945	05/08/23	3,181.19	247	AUTOMATIC DOOR SYSTEMS, INC.	121325	AUTO DOOR REPAIR WTC	3,181.19	
83946	05/08/23	53.00	E936	BIBRIESCA, EDUARDO	121337	CDL RENEWAL	53.00	
83947	05/08/23	17,615.31	003649	BIG BELLY SOLAR, LLC	121294	2304 TRASH CANS	17,615.31	
83948	05/08/23	150.00	E023	CALDERON, FRANCISCO	121338	DMV/DOT EXAM	150.00	
83949	05/08/23	2,329.35	001230	CAPITOL CLUTCH & BRAKE, INC.	121201	INVENTORY ORDER	2,329.35	
83950	05/08/23	19,931.00	001124	CLEAN ENERGY	121260	APR 23 MAINT SBF	19,931.00	
83951	05/08/23	59,345.22	003102	CLEVER DEVICES LTD.	121272	1927 AVL PROJECT	10,750.00	
					121273	2205 APC PROJECT	48,595.22	
83952	05/08/23	102.69	075	COAST PAPER & SUPPLY INC.	121269	INVENTORY ORDER MMF	102.69	
83953	05/08/23	246.60	002814	CREATIVE BUS SALES, INC.	121284	VEH# PC 1715 PARTS	246.60	
83954	05/08/23	1,127.82	003116	CUMMINS, INC	121200	INVENTORY ORDER	996.31	
					121264	VEH# 2806 PARTS	131.51	
83955	05/08/23	13,046.54	003274	EAST BAY TIRE CO.	121218	NON REV TIRES	250.16	
					121235	REVENUE TIRES	5,557.38	
					121256	REVENUE TIRES	728.00	
					121257	REVENUE TIRES	1,628.71	
					121261	REVENUE TIRES	966.04	
					121262	REVENUE TIRES	1,628.71	
					121263	REVENUE TIRES	2,287.54	
83956	05/08/23	11,646.00	003485	EMPLOYNET, INC	121179	TEMP W/E 4/16	2,400.00	
					121208	TEMP W/E 4/23	1,020.00	
					121209	TEMP W/E 4/23	1,050.00	
					121210	TEMP W/E 4/23	2,160.00	
					121215	TEMP W/E 4/16	1,500.00	
					121216	TEMP W/E 4/23	1,500.00	
					121330	TEMP W/E 3/19	1,120.00	
					121331	TEMP W/E 3/19	896.00	
83957	05/08/23	1,017.31	E1080	FARMER, CHUCK	121335	4/17-4/19CALACT CONF	1,017.31	
83958	05/08/23	1,236.32	001297	FASTENAL COMPANY INC	121236	NON INV/INV/SUPPLIES	752.69	
					121237	NON INVENTORY ORDER	282.75	
					121255	INV/NON INV ORDER	200.88	
83959	05/08/23	150.00	E1069	GARCIA, JESUS	121339	DMV/DOT EXAM	150.00	
83960	05/08/23	4,259.00	117	GILLIG LLC	121199	INVENTORY ORDER	311.83	
					121219	VEH# 0221 PARTS	738.61	
					121220	VEH# 4209 PARTS	296.64	
					121239	INVENTORY ORDER	1,011.46	
					121245	INVENTORY ORDER	111.24	
					121246	INVENTORY ORDER	240.46	
					121247	INVENTORY ORDER	6.99	
					121248	INVENTORY ORDER	42.65	
					121249	INVENTORY ORDER	23.56	
					121250	INVENTORY ORDER	1,341.25	
					121251	VEH# 4206 PARTS	176.86	
					121252	CREDIT INV# 41030482	-73.10	
					121253	CREDIT40927976/18780	-1,311.00	
					121306	INVENTORY ORDER	612.89	

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CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
83961	05/08/23	E162	68.28	GOUVEIA, ANNA		121318	VEH# 4201 PARTS	728.66	
83962	05/08/23	282	502.08	GRAINGER		121340	CLEVER TRAINING FOOD	68.28	
83963	05/08/23	546	921.95	GRANITE ROCK COMPANY		121197	NON INVENTORY ORDER	30.12	
83964	05/08/23	E984	94.00	HILL, CAYLA		121198	SAFETY ORDER	471.96	
83965	05/08/23	003552	1,875.00	JOHNSON & CODY ELECTRIC, INC.		121322	BASE ROCK VERNON	824.12	
83966	05/08/23	1117	1,335.35	KELLEY'S SERVICE INC.		121327	POTHLES REPAIR	97.83	
						121334	TEST TVM PASSES	94.00	
						121303	AN GENERATOR TEST	1,875.00	
						121205	VEH# PC 2405 PARTS	124.99	
						121221	INVENTORY ORDER	55.39	
						121228	VEH# PC 2405 PARTS	437.08	
						121229	VEH# PC2405 PARTS	103.79	
						121230	VEH# PC 2405 PARTS	22.99	
						121231	INVENTORY ORDER	813.05	
						121233	CREDITK-2095393/3984	-76.59	
						121234	CREDIT INV K-2129388	-426.51	
						121240	CREDIT INV K-2123324	-8.16	
						121241	INVENTORY ORDER	110.12	
						121242	VEH# PC 2405 PARTS	56.03	
						121243	VEH# 802 PARTS	123.17	
83967	05/08/23	003480	25,962.90	KIMLEY-HORN AND ASSOCIATES INC		121300	CALTRANS REL STUDY	25,962.90	
83968	05/08/23	003271	848.00	KJRB, INC.		121323	VEH# 1003 TOW	470.00	
83969	05/08/23	003689	1,966.80	LEWIS, BRISBOIS, BISGAARD,		121324	VEH# PC 2405 TOW	378.00	
83970	05/08/23	003362	271.42	LUMINATOR TECH GROUP GLOBAL,		121326	CL# C266553837	1,966.80	
83971	05/08/23	041	1,049.88	MISSION UNIFORM		121297	VEH# 1612/2801 PARTS	271.42	
						121293	VMU/VSW UNIFORM SUPP	331.97	
						121295	FUEL STATION TOWELS	156.00	
						121296	UNIFORM REPAIR JC	27.00	
						121304	FUEL ST TOWELS	156.00	
						121305	VMU/VSW UNIFORM SUPP	334.39	
						121309	CUSTODIAL/LAUNDRY	26.02	
						121310	TOWELS/MATS PRC	18.50	
83972	05/08/23	001178	766.44	N/S CORPORATION		121320	BUS WASH REPAIR	995.43	
83973	05/08/23	004	1,539.69	NORTH BAY FORD LINC-MERCURY		121321	CR DEFECTIVE PART	-228.99	
						121196	VEH# PC 1702 PARTS	14.44	
						121265	INVENTORY ORDER	102.71	
						121266	INVENTORY ORDER	100.95	
						121267	VEH# PC 1707 PARTS	62.78	
						121278	INVENTORY ORDER	305.10	
						121285	CREDIT INV# 288479	-33.43	
						121286	VEH# PCL101 PARTS	639.76	
						121288	INVENTORY ORDER	172.06	
						121289	INVENTORY ORDER	62.78	
						121290	VEH# PC 1706 PARTS	75.03	
						121291	VEH# PC 1701 PARTS	37.51	
83974	05/08/23	009	14,728.29	PACIFIC GAS & ELECTRIC		121211	3/24-4/24 VERNON	5,285.63	



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CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
83975	05/08/23	431.82 023		PACIFIC TRUCK PARTS, INC.		121212	3/24-4/24 SBF	2,969.53	
83976	05/08/23	474.70 003059		QUADIENT LEASING USA, INC.		121213	3/25-4/25 SBF GAS	252.59	
83977	05/08/23	79.75 882		RANDY & LARAE WEST	7	121214	3/24-4/24 MMF	6,220.54	
83978	05/08/23	900.00 003681		RNS COMMUNICATIONS, INC.		121195	INVENTORY ORDER	196.58	
83979	05/08/23	536.87 E524		ROCHA, FEDERICO G.		121287	INVENTORY ORDER	235.24	
83980	05/08/23	977.79 003154		ROMAINE ELECTRIC CORP		121298	5/28-8/27 Q LEASE	474.70	
83981	05/08/23	814.89 003677		RS AMERICAS, INC.		121271	BUSINESS CARDS AF	79.75	
83982	05/08/23	351.08 135		SANTA CRUZ AUTO PARTS, INC.		121333	5/10-6/9 BUS OP ADV	900.00	
83983	05/08/23	3,235.00 002700		SANTA CRUZ COUNTY ENVIROMENTAL		121341	CALACT SPRING CONF	536.87	
83984	05/08/23	1,899.50 001307		SANTA CRUZ STAFFING, LLC		121187	EQUIPMENT RPR ORDER	977.79	
83985	05/08/23	1,600.00 003614		SHAPE INCORPORATED		121202	INVENTORY ORDER	814.89	
83986	05/08/23	1,494.26 003292		SLINGSHOT CONNECTIONS LLC		121182	INVENTORY ORDER	105.58	
83987	05/08/23	2,306.08 003621		SPORTWORKS GLOBAL LLC		121184	INVENTORY ORDER	19.00	
83988	05/08/23	937.35 003669		SPX TECHNOLOGIES, INC.		121185	THREAD REPAIR	80.00	
83989	05/08/23	4,964.36 003285		THE AFTERMARKET PARTS CO LLC		121186	INVENTORY ORDER	6.22	
83990	05/08/23	1,266.51 166		THE HOSE SHOP, INC		121336	6/1PERMIT FA0005728	3,235.00	
83991	05/08/23	737.44 003242		THE JANEK CORPORATION		121178	TEMP W/E 4/23	1,224.50	
83992	05/08/23	2,032.05 001800		THERMO KING OF SALINAS, INC		121180	TEMP W/E 37574	675.00	
83993	05/08/23	3,618.40 001082		TOLAR MANUFACTURING COMP. INC		121315	SEWER PUMP INSPECT	1,600.00	
83994	05/08/23	1,254.89 043		TROWBRIDGE ENTERPRISES		121204	TEMP W/E 4/16	132.30	
						121314	TEMP W/E 4/23	244.76	
						121316	INVENTORY ORDER	1,117.20	
						121238	INVENTORY ORDER	958.37	
						121254	INVENTORY ORDER	1,347.71	
						121188	VEH# 9824 PARTS	215.51	
						121189	VEH# 9810 PARTS	126.06	
						121190	VEH# 2318 PARTS	35.00	
						121191	VEH# 1612 PARTS	853.76	
						121192	INVENTORY ORDER	98.46	
						121193	CREDIT INV# 82987732	15.08	
						121194	INVENTORY ORDER	-2.55	
						121217	INVENTORY ORDER	333.40	
						121206	PRESSURE WASH PARTS	3,505.15	
						121207	FITTINGS/INSTALL MMF	334.70	
						121232	INVENTORY ORDER	42.15	
						121222	ELECTRONIC REPAIR	889.66	
						121292	INVENTORY ORDER	737.44	
						121259	BUS STOP LIGHTING	2,032.05	
						121203	BINDERS	3,618.40	
						121223	TRAINING SUPPLIES	64.85	
						121224	HR BINDERS	292.75	
						121225	OFFICE SUPPLIES	71.91	
						121226	OFFICE SUPPLIES	8.25	
								6.21	

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CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
83995	05/08/23	6,391.05 002829	**DO NOT USE**	VALLEY POWER		121227	OFFICE SUPPLIES	810.92	
						121276	INVENTORY ORDER	226.37	
						121277	VEH# 9827 PARTS	305.34	
						121279	VEH# 9827 PARTS	5,466.01	
						121280	VEH# 9827 PARTS	24.16	
						121281	VEH# 9827 PARTS	37.82	
						121282	VEH# 9827 PARTS	206.53	
						121283	INVENTORY ORDER	553.12	
						121307	SHIPPING CHG K 94797	18.41	
						121312	CREDIT INV# K 04863	-170.70	
						121313	CREDIT INV# K 07838	-276.01	
						121244	INVENTORY ORDER	2,779.81	
						121274	VEH# 4209 PARTS	516.00	
						121329	3/2-4/1/23 CS	530.54	
						121342	3/23-4/22 BUS WIFI	4,737.09	
						121268	RADIO REPAIRS	1,353.00	
						121270	MOLD EVALUATION SMC	1,248.75	
						121258	WALL CLOCK MMF	126.84	
						121397	COPIES OF KEYS MMF	92.57	
						121425	INVENTORY ORDER	1,675.59	
						121448	VEH#PCI709WINDSHIELD	995.09	
						121395	CONF ROOM ZOOM SETUP	467.54	
						121396	OFFICE SUPPLIES HR	225.00	
						121399	OFFICE SUPPLIES	376.04	
						121403	OFFICE SUPPLIES FAC	84.26	
						121467	INVENTORY ORDER	272.76	
						121468	2304 FURNITURE OPS	5,775.67	
						121469	2304 CREDIT FURN OPS	-50.86	
						121470	2304 CREDIT FURN OPS	-50.86	
						121472	2304 CREDIT FURN OPS	-50.86	
						121473	2304 CREDIT FURN OPS	-50.86	
						121474	2304 CREDIT FURN OPS	-107.94	
						121475	2304 CREDIT FURN OPS	-107.94	
						121476	2304 CREDIT FURN OPS	-1,463.90	
						121477	2304 CREDIT FURN OPS	-2,792.88	
						121478	2304 CREDIT FURN OPS	-873.98	
						121426	3/24-4/23 BUS WIFI	997.02	
						121504	1904 MTH FEE APR 23	71,768.02	
						121392	RPR BLOWER	28.50	
						121359	SUPPLIES VERNON	12.76	
						121360	STEPPING STONES VER	84.36	
						121361	STEPPING STONES VER	42.18	
						121362	HOOKS BIKE EQUIPMENT	47.91	
						121386	LUMBER VERNON	79.92	
						121387	LUMBER VERNON	30.87	
						121388	SHOVELS VERNON	89.56	
84006	05/15/23	997.02 003105		AT&T MOBILITY					
84007	05/15/23	71,768.02 003655		AVAAP USA LLC					
84008	05/15/23	28.50 002689		B & B SMALL ENGINE CORP					
84009	05/15/23	570.25 107A		BFS GROUP LLC					

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CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
84010	05/15/23	001324	5,250.00	CAPITALEGE ADVOCACY, INC.		121498	MAY 23 LEGISLATE SVC	5,250.00	
84011	05/15/23	003320	1,214.68	CENTER FOR TRANSPORTATION AND		121460	1937 2/1-2/28 INV#32	373.32	
						121506	1937 3/1-3/31 INV#33	841.36	
84012	05/15/23	003633	125.27	CINTAS CORPORATION NO.2		121479	FIRSTAID RESTOCK SMC	125.27	
						121480	CREDIT 5150502202	-101.43	
						121481	FIRSTAID KIT RESTOCK	101.43	
						121482	FIRSTAID RESTOCK SBF	77.51	
						121483	CREDIT 9219022353	-77.51	
						121484	FIRSTAID RESTOCK WTC	96.76	
						121485	CREDIT 5149529223	-96.76	
						121486	FIRSTAID RESTOCK VER	69.13	
						121487	CREDIT 5149331199	-69.13	
						121488	FIRSTAID RESTOCK VER	174.91	
						121489	CREDIT 5149723643	-174.91	
84013	05/15/23	001124	28,962.47	CLEAN ENERGY		121427	4/21 LNG CHARGES	9,910.83	
						121429	4/28 LNG CHARGES	9,555.00	
84014	05/15/23	003102	233,567.76	CLEVER DEVICES LTD.		121430	4/25 LNG CHARGES	9,496.64	
84015	05/15/23	0075	76.86	COAST PAPER & SUPPLY INC.		121507	1927 AVL PROJECT	233,567.76	
						121393	UTILITY PADS/HOLDER	66.86	
84016	05/15/23	003034	2,890.00	COASTAL LANDSCAPING INC.		121420	COBWEB DUSTER HEADS	10.00	
84017	05/15/23	002814	657.26	CREATIVE BUS SALES, INC.		121357	MAY 23 LANDSCAPING	2,890.00	
						121401	INVENTORY ORDER	87.01	
						121402	INVENTORY ORDER	386.03	
84018	05/15/23	003116	4,908.30	CUMMINS, INC		121449	INVENTORY ORDER	184.22	
						121365	INVENTORY ORDER	401.38	
						121384	VEH# 1003 PARTS	3,421.40	
						121431	INVENTORY ORDER	11.21	
84019	05/15/23	003274	1,323.37	EAST BAY TIRE CO.		121432	INVENTORY ORDER	1,074.31	
						121433	REVENUE TIRES	1,251.25	
						121434	REVENUE TIRES	36.06	
						121441	NON REVENUE TIRES	36.06	
84020	05/15/23	003485	8,520.00	EMPLOYNET, INC		121398	TEMP W/E 4/30	1,500.00	
						121415	TEMP W/E 4/30	1,020.00	
						121416	TEMP W/E 4/30	1,050.00	
						121417	TEMP W/E 2/19	1,785.00	
						121418	TEMP W/E 4/30	840.00	
						121466	TEMP W/E 4/30	2,325.00	
84021	05/15/23	003153	9,841.65	ENVIRONMENTAL LOGISTICS INC		121513	NON HAZARD DISP MMF	2,535.40	
						121514	NONHAZ WASTEDISP MMF	4,549.75	
						121515	NONHAZ WASTEDISP SBF	2,756.50	
84022	05/15/23	E1080	441.35	FARMER, CHUCK		121508	EXECUTIVE LUNCH	441.35	
84023	05/15/23	001297	72.92	FASTENAL COMPANY INC		121442	NON INVENTORY ORDER	72.92	
84024	05/15/23	002952	14,981.55	FLYERS ENERGY, LLC		121406	4/16-4/30 REV FUEL	12,866.52	

# Attachment A

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CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
84025	05/15/23	7,311.58 117	GILLIG LLC			121407	4/16-4/30NONREV FUEL	2,115.03	
						120583	VEH# 0322 PARTS	57.91	
						120584	VEH# 4209 PARTS	74.18	
						120585	VEH# 1612 PARTS	18.03	
						120612	VEH# 0121 PARTS	138.59	
						120613	INVENTORY ORDER	1,158.54	
						120614	VEH# 0521/0222 PARTS	277.23	
						120670	VEH# 4208 PARTS	728.66	
						120680	INVENTORY ORDER	18.35	
						120682	INVENTORY ORDER	857.67	
						120767	CREDIT INV# 41015238	-53.68	
						120768	INVENTORY ORDER	56.70	
						121366	INVENTORY ORDER	2,500.67	
						121368	VEH# 0121 PARTS	750.07	
						121383	VEH# 4208 PARTS	728.66	
84026	05/15/23	1,912.89 E1073	GLAGOLA, DANIELLE			121503	4/17-4/20 CALACTCONF	1,912.89	
84027	05/15/23	436.56 282	GRAINGER			121421	SUPPLIES MMF	332.06	
						121422	INSTALL MICS ON ROOF	54.79	
						121435	NON INVENTORY ORDER	49.71	
84028	05/15/23	932.78 001097	GREENWASTE RECOVERY, INC.			121511	APR 23 PRC	478.59	
						121512	APR 23 SVT	454.19	
84029	05/15/23	76,448.20 003109	HANSON BRIDGETT LLP			121410	M#032117.004002	3,192.90	
						121411	M# 032117.006012	4,282.20	
						121412	M# 032117.006013	40,568.10	
						121413	M# 032117.006023	1,242.00	
						121414	APR 23 RETAINER	27,163.00	
84030	05/15/23	15,962.43 001745	HARTFORD LIFE AND ACCIDENT INS			121518	APR 23 LTD	11,633.62	
84031	05/15/23	1,722.49 1117	KELLEY'S SERVICE INC.			121519	APR 23 LIFE AD&D	4,328.81	
						121367	INVENTORY ORDER	59.62	
						121369	CREDITINV# K-2132229	-49.16	
						121370	NON INVENTORY ORDER	13.07	
						121371	NON INVENTORY ORDER	73.55	
						121372	NON INVENTORY ORDER	24.46	
						121450	BATTERY INV ORDER	1,943.07	
						121451	CREDIT INV K-2116663	-342.12	
84032	05/15/23	23,627.38 003366	KEY GOVERNMENT FINANCE INC			121408	MAY 23 LEASE PAYMENT	23,627.38	
84033	05/15/23	517.00 003271	KJRB, INC.			121428	VEH# 1305 TOW	517.00	
84034	05/15/23	100.00 003450	LANGUAGE LINE SERVICES INC			121354	APR 23 TRANSLATE SVC	100.00	
84035	05/15/23	105.92 E627	MACDONELL, RYAN			121501	LUNCH MEETING PARTS	105.92	
84036	05/15/23	16,727.32 003017	MANSFIELD OIL CO OF GAINSVILLE			121447	5/3 DIESEL FUEL	16,727.32	
84037	05/15/23	1,114.55 041	MISSION UNIFORM			121389	TOWELS,MATS,MOPS MMF	41.75	
						121394	LAUNDRY/CUSTODIAL	26.02	
						121452	VMU/VSW UNIFORM SUPP	340.47	
						121453	FUEL STATION TOWELS	156.00	
						121454	FUEL ST TOWELS	156.00	
						121455	VMU/VSW UNIFORM SUPP	375.81	

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84038	05/15/23	E045	150.00	MONTESINO, EDUARDO		121497	TOWELS AND MATS PRC	18.50	
84039	05/15/23	003573	1,965.00	NICKELL FIRE PROTECTION, INC.		121502	DOT/DMV PHYSICAL OPS	150.00	
84040	05/15/23	004	82.09	NORTH BAY FORD LINC-MERCURY		121463	AN SPRINKLER SVC VER	1,110.00	
84041	05/15/23	009	13,570.40	PACIFIC GAS & ELECTRIC		121509	AN FIRE SPR SVC SBF	855.00	
84042	05/15/23	481	894.50	PIED PIPER EXTERMINATORS, INC.		121457	VEH# PC 1704 PARTS	82.09	
						121355	3/29-4/27 SMC	3,738.48	
						121356	3/29-4/27 OPS	6,854.03	
						121458	3/29-4/27 CHARGERS	2,977.89	
						121345	MAY 23 PEST OPS PARK	212.50	
						121346	MAY23 PEST OPS CREEK	255.00	
						121347	MAY 23 PEST MMF	217.50	
						121348	MAY23 PEST WTC TRANS	65.00	
						121349	MAY 23 PEST WTC MKT	79.50	
						121350	MAY 23 PEST SVT	65.00	
						121510	APR 23 POSTAGE	200.00	
84043	05/15/23	003061	200.00	QUADIENT FINANCE USA INC		121505	5/1-9/30 IMP/EXP SVC	625.00	
84044	05/15/23	003527	625.00	REDVECTOR.COM LLC		121471	1906 PHASE2HVACBAY11	3,234.00	
84045	05/15/23	003502	3,234.00	RICHARD IRISH		121404	5/1-5/31 2ND FL OPS	110.17	
84046	05/15/23	003024	446.10	RICOH USA, INC CA		121405	2/1-4/30/23 COPY CS	335.93	
84047	05/15/23	536	3.91	RIVERSIDE LIGHTING, INC.		121358	TV INSTALL OPS	3.91	
84048	05/15/23	003010	1,843.57	RJMS CORPORATION	7	121363	VEH# 704 FORKLIFT PM	160.00	
84049	05/15/23	003677	300.73	RS AMERICAS, INC.		121424	SCRUBBER BATTERY	1,683.57	
84050	05/15/23	001292	45.00	SANTA CRUZ RECORDS MNGMT INC		121374	INVENTORY ORDER	300.73	
84051	05/15/23	001307	1,988.00	SANTA CRUZ STAFFING, LLC		121496	4/28 SHREDDING PRC	45.00	
84052	05/15/23	003625	42,983.20	SELF INSURED SERVICES COMPANY		121343	TEMP W/E 4/30	810.00	
84053	05/15/23	T365	32.00	SHEPPARD-CRABB, AMY		121344	TEMP W/E 4/30	1,178.00	
84054	05/15/23	003292	5,198.95	SLINGSHOT CONNECTIONS LLC		121461	MAY 23 DENTAL	35,018.20	
						121462	MAY 23 VSP	7,965.00	
						121516	REFUND #32311	32.00	
						121409	TEMP W/E 4/30	1,117.20	
						121490	TEMP W/E 3/26	782.39	
						121491	TEMP W/E 4/2	679.28	
						121492	TEMP W/E 4/9	776.32	
						121493	TEMP W/E 4/16	291.12	
						121494	TEMP W/E 4/23	776.32	
						121495	TEMP W/E 4/30	776.32	
84055	05/15/23	003611	900.00	SONIA MENDEZ-PACHECO		121464	CARPET CLEANING SMC	450.00	
84056	05/15/23	003669	2,033.66	SPX TECHNOLOGIES, INC.		121465	CARPET CLEANING VER	450.00	
						121443	INVENTORY ORDER	31.20	
						121444	INVENTORY ORDER	62.72	
						121446	INVENTORY ORDER	1,939.74	
84057	05/15/23	003671	23.80	T-MOBILE USA, INC.		121459	3/21-4/20 TVM COMMS	23.80	
84058	05/15/23	001040	154.31	TERRYBERRY CO., LLC		121353	ANNIVERSARY AWARD	154.31	
84059	05/15/23	003285	7,455.92	THE AFTERMARKET PARTS CO LLC		121364	INVENTORY ORDER	26.56	
						121375	VEH# 9811 PARTS	35.00	
						121376	VEH# 1201 PARTS	105.73	

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84060	05/15/23	003684	2,718.07	TK ELEVATOR CORPORATION		121440	INVENTORY ORDER	430.07	
84061	05/15/23	001082	8,388.25	TOLAR MANUFACTURING COMP. INC		121419	RPR ELEVATOR OPS	2,718.07	
84062	05/15/23	E1098	564.14	TREE, MICHAEL		121438	METAL BENCHES	15.03	
84063	05/15/23	043	241.53	TROWBRIDGE ENTERPRISES		121439	MEETINGS/SUPL/PARK	248.60	
						121351	STORAGE/FILE BOXES	86.30	
						121373	OFFICE SUPPLIES	47.72	
						121385	OFFICE SUPPLIES HR	74.99	
						121499	OFFICE SUPPLIES	32.52	
						121517	*****-****-5971	15,929.71	
84064	05/15/23	057	15,929.71	U.S. BANK		121517	OFFICE SUPPLIES	32.52	
84065	05/15/23	002829	140.45	**DO NOT USE**VALLEY POWER		121445	VEH# 9827 PARTS	140.45	
84066	05/15/23	221	1,092.50	VEHICLE MAINTENANCE PROG INC		121456	INVENTORY ORDER	1,092.50	
84067	05/15/23	434	38.52	VERIZON WIRELESS	0	121352	4/2-5/1 TABLET	38.52	
84068	05/22/23	E1140	89.00	AGUILAR, CARLOS		121668	CLP FEE	89.00	
84069	05/22/23	003596	1,343.87	AMAZON CAPITAL SERVICES, INC.		121555	OFFICE SUPPLIES	5.35	
						121556	OFFICE SUPPLIES	256.23	
						121565	VEH# 504 TRUCK MATS	88.20	
						121567	2304 TV/RASPSTARTKIT	689.64	
						121579	OFFICE SUPPLIES	93.61	
						121609	CHARGEPOINT ANTENAS	15.18	
						121621	OFFICE SUPPLIES	38.23	
84070	05/22/23	001D	5,074.34	AT&T		121632	OFFICE SUPPLIES	157.43	
						121633	3/13-4/12 PT TO PT1	1,869.38	
						121634	4/1-4/30 PT TO PT2	546.20	
						121635	4/10-5/9 INTERNET	929.56	
						121647	4/13-5/12 PT TO PT1	1,729.20	
84071	05/22/23	003248	45.00	BALCO HOLDINGS, INC.		121647	6/1-8/31ELEV MON VER	45.00	
84072	05/22/23	107A	83.01	BFS GROUP LLC		121606	DEMO SHELTER BLADES	62.87	
						121607	MANUAL PUMP/SPILLKIT	5.40	
						121608	VALVE WMF	14.74	
84073	05/22/23	E1137	89.00	BLAN, ALFRED		121665	CLP FEE	89.00	
84074	05/22/23	003393	65.00	BRASS KEY LOCKSMITH INC		121553	VEH804REPROGRAM KEYS	65.00	
84075	05/22/23	E1138	89.00	BROWN, ROBERT		121666	CLP FEE	89.00	
84076	05/22/23	E1133	89.00	BUSCH, MYLES		121661	CLP FEE	89.00	
84077	05/22/23	002129	924.12	CALIFORNIA JANITORIAL SUPPLY		121614	INVENTORY ORDER	385.05	
						121615	INVENTORY ORDER	539.07	
84078	05/22/23	003633	1,008.43	CINTAS CORPORATION NO.2		121641	FIRSTAID RESTOCK SBF	125.07	

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84079	05/22/23	25.21 003373		CITY OF SANTA CRUZ FINANCE RRF		121642	FIRSTAID RESTOCK WTC	202.71	
84080	05/22/23	10,870.83 001124		CLEAN ENERGY		121643	FIRSTAID RESTOCK VER	268.96	
84081	05/22/23	1,119.81 075		COAST PAPER & SUPPLY INC.		121644	FIRSTAID RESTOCK OPS	152.71	
84082	05/22/23	403.31 019		CONNOR WATER SYSTEMS, INC		121645	FIRSTAID RESTOCK MMF	76.32	
84083	05/22/23	709.67 002814		CREATIVE BUS SALES, INC.		121646	FIRSTAID RESTOCK VER	182.66	
84084	05/22/23	801.89 003668		CROSSLINE SUPPLY, LLC		121612	APR 23 LANDFILL	25.21	
84085	05/22/23	5,637.50 588		CTSJPA (CALTIP)		121581	5/2 LNG CHARGES	9,382.83	
84086	05/22/23	1,298.06 003116		CUMMINS, INC		121613	4/29REWIRE MOTOR SBF	1,488.00	
84087	05/22/23	1,156.69 E986		DELFIN, MONIK		121605	INVENTORY ORDER MMF	166.06	
84088	05/22/23	9,772.29 003274		EAST BAY TIRE CO.		121616	INVENTORY ORDER	953.75	
84089	05/22/23	2,147.08 003325		EDGES ELECTRICAL GROUP, LLC		121623	BI-ANNUAL PM SVC SBF	403.31	
84090	05/22/23	6,954.85 003485		EMPLOYNET, INC		121582	INVENTORY ORDER	709.67	
84091	05/22/23	830.74 001297		FASTENAL COMPANY INC		121544	INVENTORY ORDER	801.89	
84092	05/22/23	230.90 039		FEDEX OFFICE		121573	APR 23 CODE-5100	5,637.50	
84093	05/22/23	53.78 003418		FRONTIER COMMUNICATIONS - 6145		121525	INVENTORY ORDER	5,976.87	
84094	05/22/23	10,271.52 001302		GARDA CL WEST, INC.		121543	VEH# 4209 PARTS	328.53	
84095	05/22/23	3,013.74 117		GILLIG LLC		121577	CREDIT INV# Y9-9150	-5,007.34	
84096	05/22/23	285.00 003316		GLOBAL WATER TECHNOLOGY INC		121625	NEW HIRE SUPPLIES	88.29	
84097	05/22/23	10,000.00 003425		GMV SYNCHROMATICS CORPORATION		121625	NEW HIRE SUPPLIES	88.29	
84098	05/22/23	372.69 282		GRAINGER		121649	IPMA HR ANNUAL CONF	1,068.40	
84099	05/22/23	15,325.75 001745		HARTFORD LIFE AND ACCIDENT INS		121542	REVENUE TIRES	3,257.43	
						121580	REVENUE TIRES	3,257.43	
						121655	LOT LAMPS OPS PARK	2,119.45	
						121656	FREIGHT CHARGES	27.63	
						121522	TEMP W/E 5/7	1,059.85	
						121594	TEMP W/E 5/7	1,425.00	
						121595	TEMP W/E 5/7	1,020.00	
						121596	TEMP W/E 5/7	1,050.00	
						121598	TEMP W/E 5/7	2,400.00	
						121541	INV/NON INV, SAFETY	830.74	
						121627	PRINTING	230.90	
						121640	5/13-6/12 SKY-OCEAN	53.78	
						121585	MAY 23 VAULT SVC	9,796.36	
						121586	MAY 23 SERVICES	474.96	
						121523	INVENTORY ORDER	170.30	
						121535	VEH# 0121 PARTS	72.48	
						121536	INVENTORY ORDER	177.87	
						121537	INVENTORY ORDER	525.10	
						121538	VEH# 4204 PARTS	525.10	
						121539	VEH# 4204 PARTS	525.10	
						121540	INVENTORY ORDER	1,017.79	
						121617	MO H2O TREATMENT OPS	285.00	
						121620	APR 23 SERVICES	10,000.00	
						121599	SCREW DRIVER MMF	151.65	
						121600	SPRAYPAINT/BATTERIES	221.04	
						121590	MAY 23 LIFE AD&D	4,051.19	

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84100	05/22/23	89.00 E1136	HEVIA, DAVID	121591	MAY 23 LTD	11,274.56			
84101	05/22/23	89.00 E1139	HUERTA, ADRIAN	121664	CDL FEE	89.00			
84102	05/22/23	43,335.87 003395	JARRETT WALKER & ASSOC LLC	121667	CLP FEE	89.00			
84103	05/22/23	5,680.84 003552	JOHNSON & CODY ELECTRIC, INC.	121619	BUS NETWORK REIMAGIN	43,335.87			
84104	05/22/23	1,304.25 1117	KELLEY'S SERVICE INC.	121629	REPLACE RADIATOR MMF	5,680.84			
				121524	VEH# PC 1701 PARTS	765.77			
				121551	VEH# 717 PARTS	210.07			
				121552	INVENTORY ORDER	109.14			
				121572	INVENTORY ORDER	229.84			
				121574	INVENTORY ORDER	426.51			
				121576	CREDIT INV K-2124490	-437.08			
				121587	VEH# 2806 TOW	423.00			
				121663	CLP FEE	89.00			
				121589	CA PUB EMP RET LAW23	98.41			
				121618	HAZARD WASTE DISP	193.50			
				121584	JUNE23 RENT CAPITOLA	2,450.56			
				121554	LAUNDRY/CUSTODIAL	26.02			
				121560	LAUNDRY/CUSTODIAL	26.02			
				121562	TOWELS/MAT PRC	18.50			
				121570	FUEL ST TOWELS	156.00			
				121571	VMQ/VSW UNIFORM SUPP	326.89			
				121610	TOWELS,MOPS,MATS MMF	41.75			
				121611	TOWELS,MOPS,MATS MMF	41.75			
				121624	FIRE SPR INSP MMF	855.00			
				121626	FIRE SPR INSP WTC	855.00			
				121532	INVENTORY ORDER	68.76			
				121563	VEH#PC1111 RPR TRANS	5,276.26			
				121568	VEH# 1402 REPAIR	1,245.82			
				121558	MAR 23 COURIER SVC	2,032.00			
				121559	APR 23 COURIER SVC	1,800.00			
				121601	MAY 23 PEST SMC MKT	55.50			
				121602	MAY 23 PEST SMC TAQ	40.00			
				121603	MAY 23 PEST SMC TRAN	65.00			
				121604	MAY 23 PEST VERNON	65.00			
				121657	1906 PHASE2 HVAC BAY	3,600.00			
				121588	5/12-6/11 OPS COPIER	116.83			
				121533	INVENTORY ORDER	3,820.78			
				121650	IPWA HR ANNUAL CONF	997.23			
				121545	INVENTORY ORDER	39.85			
				121546	INVENTORY ORDER	298.21			
				121547	CREDIT 14508-467846	-8.84			
				121630	4/1-4/30 SBF IRRIG	270.74			
				121631	4/1-4/30 SBF IRRIG	200.07			
				121597	4/26 SHRED MMF/VER	140.80			
				121520	TEMP W/E 5/7	675.00			
				121561	TEMP W/E 5/7	1,240.00			
84111	05/22/23	1,710.00 003573	NICKELL FIRE PROTECTION, INC.						
84112	05/22/23	6,590.84 004	NORTH BAY FORD LINC-MERCURY						
84113	05/22/23	3,832.00 002947	PEDX COURIER AND CARGO	7					
84114	05/22/23	225.50 481	PIED PIPER EXTERMINATORS, INC.						
84115	05/22/23	3,600.00 003502	RICHARD IRISH						
84116	05/22/23	116.83 003024	RICOH USA, INC CA						
84117	05/22/23	3,820.78 003154	ROMAINE ELECTRIC CORP						
84118	05/22/23	997.23 E1074	SABNIS, MANASI						
84119	05/22/23	329.22 135	SANTA CRUZ AUTO PARTS, INC.						
84120	05/22/23	470.81 079	SANTA CRUZ MUNICIPAL UTILITIES						
84121	05/22/23	140.80 001292	SANTA CRUZ RECORDS MNGMT INC						
84122	05/22/23	3,897.50 001307	SANTA CRUZ STAFFING, LLC						



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84123	05/22/23	89.00 E1141		SANTIAGO, JUAN		121636	TEMP W/E 5/14	742.50	
84124	05/22/23	429.66 002459		SCOTT'S VALLEY WATER DISTRICT		121639	TEMP W/E 5/14	1,240.00	
84125	05/22/23	5,700.00 002267		SHAW YODER ANTIWIH		121651	APR 23 WATER SVT	89.00	
84126	05/22/23	1,322.27 003292		SLINGSHOT CONNECTIONS LLC		121652	APR 23 WATER SVT	101.65	
84127	05/22/23	52.00 T366		SMITH, JAMES		121628	MAY 23 LEGISLATE SVC	328.01	
84128	05/22/23	10,068.28 001075		SOQUEL III ASSOCIATES	7	121521	TEMP W/E 5/7	5,700.00	
84129	05/22/23	7,969.59 003669		SFX TECHNOLOGIES, INC.		121592	TEMP W/E 4/23	1,117.20	
84130	05/22/23	157.39 001040		TERRYBERRY CO., LLC		121660	REFUND PARACRUZ#7927	205.07	
84131	05/22/23	645.27 003285		THE AFTERMARKET PARTS CO LLC		121557	JUN 23 RENT RESEARCH	52.00	
84132	05/22/23	210.07 166		THE HOSE SHOP, INC		121593	FAREBOX TECH SUPPORT	10,068.28	
84133	05/22/23	627.96 E1098		TREE, MICHAEL		121658	INVENTORY ORDER	7,350.00	
84134	05/22/23	66.80 007		UNITED PARCEL SERVICE		121566	CREDITUNORDEREDITEM	748.94	
84135	05/22/23	560.56 002829		**DO NOT USE**VALLEY POWER		121526	ANNIVERSARY AWARD	-129.35	
84136	05/22/23	5,838.57 003687		VALLEY POWER SYSTEMS NORTH, INC		121527	INVENTORY ORDER	157.39	
84137	05/22/23	710.29 434		VERIZON WIRELESS	0	121528	VEH# 1301 PARTS	32.78	
84138	05/22/23	2,018.94 003679		VIDIR, INC.		121529	VEH# 1003 PARTS	26.37	
84139	05/22/23	89.00 E1134		ZEHM, KELLY		121530	INVENTORY ORDER	138.19	
84140	05/22/23	85.72 003544		ZOOM VIDEO COMMUNICATIONS, INC		121531	VEH# 1210 PARTS	86.61	
84141	05/29/23	431.38 148		ACUITY SPECIALTY PRODUCTS, INC		121534	VEH# PC 1705 PARTS	64.16	
84142	05/29/23	623.63 003596		AMAZON CAPITAL SERVICES, INC.		121564	INVENTORY ORDER	65.91	
84143	05/29/23	786.48 001D		AT&T		121578	CREDIT INV# 451155	163.96	
84144	05/29/23	17.50 002363		BATTERIES PLUS #314		121648	4/17-4/18CALACT CONF	-19.80	
84145	05/29/23	705.03 107A		BFS GROUP LLC		121569	FREIGHT	627.96	
84146	05/29/23	1,550.00 003691		BRADIN, LLC.		121583	FREIGHT	36.94	
84147	05/29/23	1,000.00 616		BROWN ARMSTRONG ACCOUNTANCY		121548	INVENTORY ORDER	29.86	
						121549	CREDIT INV# K 07850	1,143.68	VOIDED
						121548	INVENTORY ORDER	-583.12	
						121548	INVENTORY ORDER	-1,143.68	**VOID
						121549	CREDIT INV# K 07850	583.12	
						121550	INVENTORY ORDER	5,838.57	
						121654	4/2-5/1 PARACRUZ	710.29	
						121653	PM SVC TIRE CAROUSEL	2,018.94	
						121662	CLP FEE	89.00	
						121622	5/11-6/10ZOOMWEBINAR	85.72	
						121787	INVENTORY ORDER	431.38	
						121791	FILING EQUIPMENT	623.63	
						121700	4/19-5/18 OCEAN/LP	786.48	
						121777	BATTERIES OPS	17.50	
						121767	STANLEY KNIFE VER	8.35	
						121768	CLEANER MMF	6.87	
						121769	EXIT SIGN MMF	72.09	
						121799	TOOLS/TOOL BAG	594.31	
						121800	RESTROOM DOORS RPR	23.41	
						121701	FULL PAGE ADS	1,550.00	
						121802	WIP 23AUDIT PLANNING	1,000.00	

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84148	05/29/23	63.00 E1036			CARRANCO, BERNABE		121793	CDL RENEWAL/VTTT	63.00	
84149	05/29/23	15,339.77 001159			CATTO'S GRAPHICS, INC.		121784	TRASH CAN WRAPS	4,822.00	
							121785	BUS WRAPS	10,517.77	
84150	05/29/23	222,924.06 003661			CELTIS VENTURES, INC.		121704	APR SOCIAL MEDIA SUP	2,695.00	
							121705	APR MARKETING SVC	27,746.25	
							121706	APR MARKETING/PHOTOS	15,986.25	
							121707	APR KIDS RIDE FREE	12,540.56	
							121708	APR ONERIDEMEDIABUY	11,151.15	
							121709	MAR MARKETING SVC	152,804.85	
84151	05/29/23	63.00 E1142			CHAVEZ, NORMA		121762	CDL RENEWAL/VTTT	63.00	
84152	05/29/23	18,138.84 001124			CLEAN ENERGY		121728	5/5 LNG CHARGES	9,255.45	
							121730	5/9 LNG CHARGES	8,883.39	
84153	05/29/23	3,846.60 003601			COMCAST HOLDINGS CORPORATION		121696	3/27-4/30 TV ADS	3,846.60	
84154	05/29/23	1,559.57 163			COMMUNITY PRINTERS, INC.		121710	PMB BROCHURE SPANISH	1,559.57	
84155	05/29/23	9,155.58 003668			CROSSLINE SUPPLY, LLC		121726	INVENTORY ORDER	4,413.04	
							121727	INVENTORY ORDER	4,742.54	
84156	05/29/23	67.13 E1022			CRUMMIE, DAWN		121786	MEETING SUPP/PARKING	67.13	
84157	05/29/23	6,880.60 003116			CUMMINS, INC		121724	VEH# 1305 PARTS	3,421.40	
							121725	VEH# 2806 PARTS	3,421.40	
84158	05/29/23	768.00 002567			DEPARTMENT OF JUSTICE		121734	INVENTORY ORDER	37.80	
84159	05/29/23	4,793.22 003274			EAST BAY TIRE CO.		121678	FINGERPRINTING	768.00	
							121721	VEH# 801 TIRE ORDER	1,399.66	
84160	05/29/23	5,352.88 003485			EMPLOYNET, INC		121735	REVENUE TIRES	926.23	
							121736	REVENUE TIRES	2,467.33	
							121689	TEMP W/E 5/14	1,036.88	
							121699	TEMP W/E 4/2	896.00	
							121773	TEMP W/E 5/14	2,400.00	
							121775	TEMP W/E 5/14	1,020.00	
84161	05/29/23	319.97 001297			FASTENAL COMPANY INC		121722	NON INVENTORY ORDER	9.91	
							121731	INVENTORY ORDER	310.06	
84162	05/29/23	568.11 002962			FIS		121703	APR 23 MERCHANT FEES	568.11	
84163	05/29/23	14,598.87 002952			FLYERS ENERGY, LLC		121778	REVENUE FUEL	12,078.20	
84164	05/29/23	53.78 003279			FRONTIER COMMUNICATIONS - 3025		121779	5/1-5/15 NONREV FUEL	2,520.67	
84165	05/29/23	18,626.20 003583			GALEB PAVING, INC.		121772	5/16-6/15 SKY-RIVER	53.78	
84166	05/29/23	89.00 E1144			GARCIA BATRES, LOUIS		121749	1906 SITE IMPROVE 1	18,626.20	
84167	05/29/23	1,333.09 117			GILLIG LLC		121795	CLP RENEWAL	89.00	
							121692	INVENTORY ORDER	645.05	
							121693	INVENTORY ORDER	369.96	
							121694	INVENTORY ORDER	136.51	
							121695	INVENTORY ORDER	113.54	
							121711	VEH# 1905/1611 SEATS	68.03	
							121765	CUTTING WHEELS MMF	284.16	
							121766	DIGITAL CLOCK SMC	175.12	
84168	05/29/23	497.10 282			GRAINGER		121774	ACTUATOR SMC	37.82	
							121796	5/1-7/31/23 OPS	856.12	
84169	05/29/23	856.12 003442			JOHNSON CONTROLS INC		121741	BUS WASH SUPPLIES	482.89	
84170	05/29/23	482.89 003264			KAADY CHEMICAL CORPORATION					

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84171	05/29/23	1,875.56 1117	KELLEY'S SERVICE INC.			121720	VEH# PC 1703 PARTS	319.57	
						121737	VEH# PC 1702 PARTS	514.82	
						121738	VEH# PC 1122 PARTS	31.49	
						121739	INVENTORY ORDER	441.63	
						121740	VEH# PC 1709 PARTS	42.80	
						121742	INVENTORY ORDER	512.82	
						121743	NON INVENTORY ORDER	12.43	
						121671	RED CURB PAINT	1,078.79	
84172	05/29/23	1,078.79 036	KELLY-MOORE PAINT CO., INC.			121729	VEH# PC 1713 TOW	420.00	
84173	05/29/23	420.00 003271	KJRB, INC.			121672	CL# 22001522	527.00	
84174	05/29/23	4,298.72 852	LAW OFFICES OF MARIE F. SANG	7		121673	CL# 21001486	663.00	
						121674	CL# 22000654	278.67	
						121675	CL# 21000556	374.00	
						121676	CL# 1999103213	34.00	
						121677	CL# 22011402	952.00	
						121680	CL#11000452,11001281	119.00	
						121681	CL# 23003664	472.35	
						121682	CL# 19009481	657.70	
						121683	CL# 23003232	136.00	
						121684	CL# 21006947	85.00	
84175	05/29/23	16,875.60 003017	MANSFIELD OIL CO OF GAINSVILLE			121744	5/17 DIESEL FUEL	16,875.60	
84176	05/29/23	622.93 003391	MARK THOMAS & COMPANY, INC			121808	1904 T06 EV CHARGE	622.93	
84177	05/29/23	32.00 T367	MARTINEZ, LONA			121801	REFUND # 34999	32.00	
84178	05/29/23	89.00 E1143	MATA-RUVALCABA, GABRIEL			121794	CLP RENEWAL	89.00	
84179	05/29/23	2,391.00 003368	MDC SYSTEMS CORP			121670	SEMIANNUAL GAS SENSO	2,391.00	
84180	05/29/23	7,286.25 003361	MILLER MAXFIELD INC			121697	PUBLIC OUTREACH	7,173.75	
						121698	SPR/SUMMER HEADWAYS	112.50	
84181	05/29/23	531.25 041	MISSION UNIFORM			121732	TOWELS/MATS	18.50	
						121780	VMU/VSW UNIFORM SUPP	294.92	
						121789	LAUNDRY/CUSTODIAL	20.08	
						121790	FUEL ST TOWELS	156.00	
84182	05/29/23	330.61 001711	MOHAWK MFG. & SUPPLY CO.			121798	TOWELS,MATS,MOPS MMF	41.75	
						121718	INVENTORY ORDER	134.03	
84183	05/29/23	250.00 003542	NATALIE NIEMAN			121719	INVENTORY ORDER	196.58	
84184	05/29/23	1,504.98 004	NORTH BAY FORD LINC-MERCURY			121702	SUMMER SVC CAR CARDS	250.00	
						121745	VEH# PC 1703 PARTS	386.16	
						121746	INVENTORY ORDER	14.57	
						121747	INVENTORY ORDER	167.47	
						121805	INVENTORY ORDER	92.36	
						121806	CREDIT INV# 289005	-92.36	
84185	05/29/23	2,747.99 009	PACIFIC GAS & ELECTRIC			121807	VEH# PC 1710 REPAIR	936.78	
84186	05/29/23	76.91 023	PACIFIC TRUCK PARTS, INC.			121797	4/4-5/3 SVT.WTC.PNR	2,747.99	
84187	05/29/23	920.50 003020	QUEST DIAGNOSTIC INC.			121748	INVENTORY ORDER	76.91	
84188	05/29/23	70.09 003024	RICOH USA, INC CA			121687	APR 23 DOT DRUG TEST	920.50	
84189	05/29/23	650.04 003154	ROMAINE ELECTRIC CORP			121788	5/14-6/13 PRC	70.09	
						121751	INVENTORY ORDER	650.04	

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84190	05/29/23	36,111.86 003490	36,111.86	S & A SYSTEMS, INC		121691	2203 FLUID MNGMT SYS	36,111.86	
84191	05/29/23	4,716.11 001379	4,716.11	SAFETY-KLEEN SYSTEMS INC		121776	Q BUS PARTS WASH SVC	4,716.11	
84192	05/29/23	611.10 135	58.63	SANTA CRUZ AUTO PARTS, INC.		121752	INVENTORY ORDER	58.63	
			25.35			121753	INVENTORY ORDER	25.35	
			157.76			121754	INVENTORY ORDER	157.76	
			77.22			121755	INVENTORY ORDER	77.22	
			92.92			121756	INVENTORY ORDER	92.92	
			13.86			121757	NON INVENTORY ORDER	13.86	
			40.27			121758	INVENTORY ORDER	40.27	
			121.54			121759	INVENTORY ORDER	121.54	
			23.55			121760	INVENTORY ORDER	23.55	
84193	05/29/23	305.00 001292	260.00	SANTA CRUZ RECORDS MNGMT INC		121770	3/15 SHREDDING MULTI	260.00	
			45.00			121771	4/26 SHREDDING SMC	45.00	
84194	05/29/23	751.36 003545	751.36	SCHINDLER ELEVATOR CORPORATION		121811	MAY23 ELEVINSP MULTI	751.36	
84195	05/29/23	893.76 003292	893.76	SLINGSHOT CONNECTIONS LLC		121763	TEMP W/E 5/14	893.76	
84196	05/29/23	2,336.32 003692	2,336.32	SOQUEL III ASSOCIATES, A		121810	FIRE SPRINKLER RPR	2,336.32	
84197	05/29/23	32.92 003669	32.92	SFX TECHNOLOGIES, INC.		121723	INVENTORY ORDER	32.92	
84198	05/29/23	160.99 003595	160.99	STAPLES INC		121792	FINANCE ENVELOPES	160.99	
84199	05/29/23	8,029.31 003285	8,029.31	THE AFTERMARKET PARTS CO LLC		121690	INVENTORY ORDER	8,029.31	
			154.59			121712	SHOP TOOL	154.59	
			365.05			121713	VEH# 1003 PARTS	365.05	
			683.89			121714	INVENTORY ORDER	683.89	
			3,629.37			121715	INVENTORY ORDER	3,629.37	
			244.61			121716	INVENTORY ORDER	244.61	
			12.79			121717	INVENTORY ORDER	12.79	
			30.96			121803	VEH# 2811 PARTS	30.96	
			2,054.29			121804	VEH# 2318 PARTS	2,054.29	
			853.76			121809	INVENTORY ORDER	853.76	
84200	05/29/23	5,373.35 001800	5,373.35	THERMO KING OF SALINAS, INC		121733	DESK INSTALL/PARTS	5,373.35	
84201	05/29/23	502.92 043	502.92	TROWBRIDGE ENTERPRISES		121750	OFFICE SUPPLIES	502.92	
			13.56			121764	OFFICE SUPPLIES	13.56	
			43.85			121688	FINGERPRINTING	43.85	
84202	05/29/23	630.00 003200	630.00	UPS STORE #1128		121761	CORE RETURN K 08082	630.00	
84203	05/29/23	452.35 003687	452.35	VALLEY POWER SYSTEMS NORTH, INC		121781	INVENTORY ORDER	452.35	
			62.49			121782	CREDIT INV# K 07850	62.49	
			-583.12			121783	INVENTORY ORDER	-583.12	
			64.00			121679	MAR 23 DOT DRUG TEST	64.00	
84204	05/29/23	64.00 003290	64.00	WORKFORCEQA, LLC		9008370	MEDICAL SUPPLEMENTAL	64.00	
84205	05/31/23	21.00 M149	21.00	ADAMS, ELLEN		9008536	MEDICAL SUPPLEMENTAL	21.00	
84206	05/31/23	14.16 M381	14.16	AGUIRRE, CIRO		9008537	MEDICAL SUPPLEMENTAL	14.16	
84207	05/31/23	134.58 M382	134.58	AITKEN, ANGELA		9008371	MEDICAL SUPPLEMENTAL	134.58	
84208	05/31/23	14.98 M150	14.98	ALLEN, ROBERT		9008507	MEDICAL SUPPLEMENTAL	14.98	
84209	05/31/23	21.00 M333	21.00	ANDERSON, WILLIAM		9008372	MEDICAL SUPPLEMENTAL	21.00	
84210	05/31/23	41.36 M151	41.36	ANDRADE, GERALD		9008373	MEDICAL SUPPLEMENTAL	41.36	
84211	05/31/23	20.68 M152	20.68	ANN, DORICE		9008374	MEDICAL SUPPLEMENTAL	20.68	
84212	05/31/23	16.81 M153	16.81	ARCHIBOQUE, ELEANOR		9008375	MEDICAL SUPPLEMENTAL	16.81	
84213	05/31/23	42.00 M154	42.00	ARCHIBOQUE, JUANITA			MEDICAL SUPPLEMENTAL	42.00	

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84214	05/31/23	M155	42.00	ASPESI, JOHN		9008376	MEDICAL SUPPLEMENTAL	42.00	
84215	05/31/23	M383	21.00	AVILES, PATRICIA		9008538	MEDICAL SUPPLEMENTAL	21.00	
84216	05/31/23	M156	42.00	BAILEY, EDWIN		9008377	MEDICAL SUPPLEMENTAL	42.00	
84217	05/31/23	M335	14.98	BARRY, BARTOLOMEW		9008508	MEDICAL SUPPLEMENTAL	14.98	
84218	05/31/23	M336	5.21	BARTZ, GLENN		9008509	MEDICAL SUPPLEMENTAL	5.21	
84219	05/31/23	M160	21.00	BASS, BETTY		9008378	MEDICAL SUPPLEMENTAL	21.00	
84220	05/31/23	M161	38.78	BAUER, FRANK		9008379	MEDICAL SUPPLEMENTAL	38.78	
84221	05/31/23	M162	14.98	BLAIR, GARY		9008380	MEDICAL SUPPLEMENTAL	14.98	
84222	05/31/23	M164	21.00	BLAKE, GENEVA		9008381	MEDICAL SUPPLEMENTAL	21.00	
84223	05/31/23	M165	21.00	BLIGHT, KAREN		9008382	MEDICAL SUPPLEMENTAL	21.00	
84224	05/31/23	M167	42.00	BOYD, MICHAEL		9008383	MEDICAL SUPPLEMENTAL	42.00	
84225	05/31/23	M169	14.98	BREGANTE, BATTISTA		9008384	MEDICAL SUPPLEMENTAL	14.98	
84226	05/31/23	M337	21.00	BRONDSATTER, CHERYL		9008510	MEDICAL SUPPLEMENTAL	21.00	
84227	05/31/23	M384	42.00	BRONDSATTER, WALLACE		9008539	MEDICAL SUPPLEMENTAL	42.00	
84228	05/31/23	M170	42.00	BROWN, ERNEST		9008385	MEDICAL SUPPLEMENTAL	42.00	
84229	05/31/23	M171	42.00	BROWN, KENNETH		9008386	MEDICAL SUPPLEMENTAL	42.00	
84230	05/31/23	M172	21.00	BURKET, JANET		9008387	MEDICAL SUPPLEMENTAL	21.00	
84231	05/31/23	M385	50.19	BUSH, DEBBIE		9008540	MEDICAL SUPPLEMENTAL	50.19	
84232	05/31/23	M173	17.88	BYTHEWAY, MARY		9008388	MEDICAL SUPPLEMENTAL	17.88	
84233	05/31/23	M339	28.32	CANALES, DONNA		9008511	MEDICAL SUPPLEMENTAL	28.32	
84234	05/31/23	M174	81.21	CAPELLA, KATHLEEN		9008389	MEDICAL SUPPLEMENTAL	81.21	
84235	05/31/23	M175	14.98	CARLSON, MERRYL		9008390	MEDICAL SUPPLEMENTAL	14.98	
84236	05/31/23	M176	21.00	CARR, DALE		9008391	MEDICAL SUPPLEMENTAL	21.00	
84237	05/31/23	M177	14.98	CASANEGA, RICHARD		9008392	MEDICAL SUPPLEMENTAL	14.98	
84238	05/31/23	M178	35.77	CAVATATO, PASQUALE		9008393	MEDICAL SUPPLEMENTAL	35.77	
84239	05/31/23	M340	14.98	CENTER, DOUGLAS		9008512	MEDICAL SUPPLEMENTAL	14.98	
84240	05/31/23	M179	14.98	CERVANTES, GLORIA		9008394	MEDICAL SUPPLEMENTAL	14.98	
84241	05/31/23	M386	83.21	CHANDLEY, PAUL		9008541	MEDICAL SUPPLEMENTAL	83.21	
84242	05/31/23	M341	14.98	CHAVARRIA, JOHNNY		9008513	MEDICAL SUPPLEMENTAL	14.98	
84243	05/31/23	M420	24.82	CHAVEZ, JESSE		9008566	MEDICAL SUPPLEMENTAL	24.82	
84244	05/31/23	M343	21.00	CLARKE, PATRICIA		9008514	MEDICAL SUPPLEMENTAL	21.00	
84245	05/31/23	M180	14.98	CLAYTON, MICHAEL		9008395	MEDICAL SUPPLEMENTAL	14.98	
84246	05/31/23	M181	59.49	COLWELL, ARLAN		9008396	MEDICAL SUPPLEMENTAL	59.49	
84247	05/31/23	M182	21.00	CONTRERAS-NAVARRO, FRANCISCO		9008397	MEDICAL SUPPLEMENTAL	21.00	
84248	05/31/23	M183	50.19	COON, RICHARD		9008398	MEDICAL SUPPLEMENTAL	50.19	
84249	05/31/23	M387	42.00	COTTER, ROBERT		9008542	MEDICAL SUPPLEMENTAL	42.00	
84250	05/31/23	M185	42.13	COWELL, RICHARD		9008399	MEDICAL SUPPLEMENTAL	42.13	
84251	05/31/23	M186	21.00	CRAMBLETT, LAWRENCE		9008400	MEDICAL SUPPLEMENTAL	21.00	
84252	05/31/23	M376	50.19	CRANDELL, DANA		9008535	MEDICAL SUPPLEMENTAL	50.19	
84253	05/31/23	M187	21.00	CRAWFORD, FLOYD		9008401	MEDICAL SUPPLEMENTAL	21.00	
84254	05/31/23	M188	21.00	CRUISE, RICHARD		9008402	MEDICAL SUPPLEMENTAL	21.00	
84255	05/31/23	M190	42.00	CRUTCH, SHELFON		9008403	MEDICAL SUPPLEMENTAL	42.00	
84256	05/31/23	M349	14.98	CUMMINGS, CYNTHIA		9008515	MEDICAL SUPPLEMENTAL	14.98	
84257	05/31/23	M192	42.00	CUMMINS, MAJOR		9008404	MEDICAL SUPPLEMENTAL	42.00	
84258	05/31/23	M195	41.36	DAVIDOSKI, PATTI		9008405	MEDICAL SUPPLEMENTAL	41.36	
84259	05/31/23	M196	14.98	DAVILA, ANA		9008406	MEDICAL SUPPLEMENTAL	14.98	

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84260	05/31/23	M373	14.98	DEL PO, CAROLYN		9008533	RETIREE SUPPLEMENTAL	14.98	
84261	05/31/23	M197	42.13	DEVIVO, WILLIAM		9008407	MEDICAL SUPPLEMENTAL	42.13	
84262	05/31/23	M427	14.98	DOBBS, LILLIAN		9008573	MEDICAL SUPPLEMENTAL	14.98	
84263	05/31/23	M389	21.00	DORFMAN, IRIS		9008543	MEDICAL SUPPLEMENTAL	21.00	
84264	05/31/23	M421	62.11	DOVE, WILLIAM		9008567	MEDICAL SUPPLEMENTAL	62.11	
84265	05/31/23	M199	14.98	DRAKE, JUDITH		9008408	MEDICAL SUPPLEMENTAL	14.98	
84266	05/31/23	M200	14.98	ELIA, LARRY		9008409	MEDICAL SUPPLEMENTAL	14.98	
84267	05/31/23	M390	42.00	EMERSON, WILLIAM		9008544	MEDICAL SUPPLEMENTAL	42.00	
84268	05/31/23	M201	42.00	ESCARCEGA, MIGUEL		9008410	MEDICAL SUPPLEMENTAL	42.00	
84269	05/31/23	M202	45.69	FALLAU, NICHOLAS		9008411	MEDICAL SUPPLEMENTAL	45.69	
84270	05/31/23	M435	25.20	FELDER, KRISTAAN		9008578	MEDICAL SUPPLEMENTAL	25.20	
84271	05/31/23	M391	21.00	FENN, MARILYN		9008545	MEDICAL SUPPLEMENTAL	21.00	
84272	05/31/23	M203	14.16	FLAGG, PAULA		9008412	MEDICAL SUPPLEMENTAL	14.16	
84273	05/31/23	M352	14.98	FLOREZ, ROSIE		9008516	MEDICAL SUPPLEMENTAL	14.98	
84274	05/31/23	M394	28.32	FRANCIS, RUFUS		9008546	MEDICAL SUPPLEMENTAL	28.32	
84275	05/31/23	M354	13.70	GABRIELE, BERNARD		9008517	MEDICAL SUPPLEMENTAL	13.70	
84276	05/31/23	M355	13.70	GABRIELE, CATHLEEN		9008518	MEDICAL SUPPLEMENTAL	13.70	
84277	05/31/23	M395	42.00	GALE, TERRY		9008547	MEDICAL SUPPLEMENTAL	42.00	
84278	05/31/23	M396	14.98	GALLOWAY, SCOTT		9008548	MEDICAL SUPPLEMENTAL	14.98	
84279	05/31/23	M206	14.98	GARBEZ, LINDA		9008413	MEDICAL SUPPLEMENTAL	14.98	
84280	05/31/23	M207	14.98	GARBEZ, MANNY		9008414	MEDICAL SUPPLEMENTAL	14.98	
84281	05/31/23	M208	29.74	GARCIA, DANIEL		9008415	MEDICAL SUPPLEMENTAL	29.74	
84282	05/31/23	M209	14.98	GARCIA, HELEN		9008416	MEDICAL SUPPLEMENTAL	14.98	
84283	05/31/23	M210	38.78	GARCIA, SAMUEL		9008417	MEDICAL SUPPLEMENTAL	38.78	
84284	05/31/23	M041	51.76	GOVEIA, ROBERT	0	9008368	MEDICAL SUPPLEMENTAL	51.76	
84285	05/31/23	M213	41.36	GRANADOS-BOYCE, MARIA		9008418	MEDICAL SUPPLEMENTAL	41.36	
84286	05/31/23	M214	14.98	GROBMAN, BRUCE		9008419	MEDICAL SUPPLEMENTAL	14.98	
84287	05/31/23	M215	29.97	GROSJEAN, DOUGLAS		9008420	MEDICAL SUPPLEMENTAL	29.97	
84288	05/31/23	M216	14.98	HALL, SHIRLEY		9008421	MEDICAL SUPPLEMENTAL	14.98	
84289	05/31/23	M217	14.98	HAMM, CAROLYN		9008422	MEDICAL SUPPLEMENTAL	14.98	
84290	05/31/23	M422	31.06	HERNANDEZ, ALICIA		9008568	MEDICAL SUPPLEMENTAL	31.06	
84291	05/31/23	M219	41.36	HERNANDEZ, JUAN		9008423	MEDICAL SUPPLEMENTAL	41.36	
84292	05/31/23	M220	14.98	HERNANDEZ, MARGARITO		9008424	MEDICAL SUPPLEMENTAL	14.98	
84293	05/31/23	M221	42.13	HERSHEY, ANDREA		9008425	MEDICAL SUPPLEMENTAL	42.13	
84294	05/31/23	M397	21.00	HETH, KATHRYN		9008549	MEDICAL SUPPLEMENTAL	21.00	
84295	05/31/23	M398	21.00	HICKLIN, LUCILLE		9008550	MEDICAL SUPPLEMENTAL	21.00	
84296	05/31/23	M222	21.00	HILL, ANDREW		9008426	MEDICAL SUPPLEMENTAL	21.00	
84297	05/31/23	M437	81.01	HILTNER, THOMAS		9008580	MEDICAL SUPPLEMENTAL	81.01	
84298	05/31/23	M223	14.98	HINDIN, LENORE		9008427	MEDICAL SUPPLEMENTAL	14.98	
84299	05/31/23	M224	42.00	HOBBS, JAMES		9008428	MEDICAL SUPPLEMENTAL	42.00	
84300	05/31/23	M225	63.00	HOLCOMB, MICHAEL		9008429	MEDICAL SUPPLEMENTAL	63.00	
84301	05/31/23	M226	101.31	HOLIDNICK, JAMES		9008430	MEDICAL SUPPLEMENTAL	101.31	
84302	05/31/23	M356	21.00	HOWARD, CAROL		9008519	MEDICAL SUPPLEMENTAL	21.00	
84303	05/31/23	M228	42.00	HOWARD, WARD		9008431	MEDICAL SUPPLEMENTAL	42.00	
84304	05/31/23	M229	42.00	HYMAN, JOE		9008432	MEDICAL SUPPLEMENTAL	42.00	
84305	05/31/23	M230	41.36	JACINTO, FRANK		9008433	MEDICAL SUPPLEMENTAL	41.36	

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84306	05/31/23	21.00	M231		9008434	MEDICAL SUPPLEMENTAL	21.00	
84307	05/31/23	14.98	M357	JAHNKE, EILEEN	9008520	MEDICAL SUPPLEMENTAL	14.98	
84308	05/31/23	42.00	M233	JUSSEL, PETE	9008435	MEDICAL SUPPLEMENTAL	42.00	
84309	05/31/23	21.00	M434	KALE, RICKY	9008577	MEDICAL SUPPLEMENTAL	21.00	
84310	05/31/23	14.98	M235	KAMEDA, TERRY	9008436	MEDICAL SUPPLEMENTAL	14.98	
84311	05/31/23	51.97	M399	KELLY, ELOISE	9008551	MEDICAL SUPPLEMENTAL	51.97	
84312	05/31/23	42.00	M236	KONNO, DAVID	9008437	MEDICAL SUPPLEMENTAL	42.00	
84313	05/31/23	8.99	M423	KORBA, PATRICIA	9008569	MEDICAL SUPPLEMENTAL	8.99	
84314	05/31/23	25.20	M433	LAM, JAMES	9008576	MEDICAL SUPPLEMENTAL	25.20	
84315	05/31/23	21.00	M238	LANAGAN, CHRIS	9008438	MEDICAL SUPPLEMENTAL	21.00	
84316	05/31/23	21.00	M239	LAWHON, JACK	9008439	MEDICAL SUPPLEMENTAL	21.00	
84317	05/31/23	197.88	M428	LAWSON, LOIS	9008574	MEDICAL SUPPLEMENTAL	197.88	
84318	05/31/23	21.00	M241	LEE, VIRGINIA	9008440	MEDICAL SUPPLEMENTAL	21.00	
84319	05/31/23	91.36	M242	LEFFLER, JEAN	9008441	MEDICAL SUPPLEMENTAL	91.36	
84320	05/31/23	21.00	M243	LEGORRETA, PETE	9008442	MEDICAL SUPPLEMENTAL	21.00	
84321	05/31/23	42.00	M244	LOGIUDICE, FRED	9008443	MEDICAL SUPPLEMENTAL	42.00	
84322	05/31/23	14.98	M245	LONGNECKER, LLOYD	9008444	MEDICAL SUPPLEMENTAL	14.98	
84323	05/31/23	42.00	M246	LUCIER, MARYLYN	9008445	MEDICAL SUPPLEMENTAL	42.00	
84324	05/31/23	14.98	M400	LYNCH, GLENN	9008552	MEDICAL SUPPLEMENTAL	14.98	
84325	05/31/23	20.68	M248	MACHADO, MARGARET	9008446	MEDICAL SUPPLEMENTAL	20.68	
84326	05/31/23	29.74	M249	MALPHRUS, BRENDA	9008447	MEDICAL SUPPLEMENTAL	29.74	
84327	05/31/23	42.00	M250	MARCUS, STEVEN	9008448	MEDICAL SUPPLEMENTAL	42.00	
84328	05/31/23	41.36	M252	MARTIN, DAWN	9008449	MEDICAL SUPPLEMENTAL	41.36	
84329	05/31/23	34.80	M254	MARTINEZ, MARK	9008450	MEDICAL SUPPLEMENTAL	34.80	
84330	05/31/23	14.98	M255	MCDONALD, JANIE	9008451	MEDICAL SUPPLEMENTAL	14.98	
84331	05/31/23	21.00	M358	MCDONALD, KEVIN	9008521	MEDICAL SUPPLEMENTAL	21.00	
84332	05/31/23	29.97	M359	MCFADDEN, IAN	9008522	MEDICAL SUPPLEMENTAL	29.97	
84333	05/31/23	21.00	M360	MCINNIS, POLLY	9008523	MEDICAL SUPPLEMENTAL	21.00	
84334	05/31/23	14.98	M361	MEJIA, INDELISA	9008524	MEDICAL SUPPLEMENTAL	14.98	
84335	05/31/23	14.98	M256	MELLON, JOHN	9008452	MEDICAL SUPPLEMENTAL	14.98	
84336	05/31/23	14.98	M362	MESECK, MARGARITA	9008525	MEDICAL SUPPLEMENTAL	14.98	
84337	05/31/23	21.00	M261	MILLER, FOREST	9008453	MEDICAL SUPPLEMENTAL	21.00	
84338	05/31/23	41.36	M262	MORGAN, JEANETTE	9008454	MEDICAL SUPPLEMENTAL	41.36	
84339	05/31/23	21.00	M264	MORR, BONNIE	9008455	MEDICAL SUPPLEMENTAL	21.00	
84340	05/31/23	29.97	M265	MUNGIOLI, LARRY	9008456	MEDICAL SUPPLEMENTAL	29.97	
84341	05/31/23	21.00	M402	MUNGUIA, GUSTAVO	9008553	MEDICAL SUPPLEMENTAL	21.00	
84342	05/31/23	8.99	M424	NABOR, GLEN	9008570	MEDICAL SUPPLEMENTAL	8.99	
84343	05/31/23	21.00	M266	NANCE, RAMONA	9008457	MEDICAL SUPPLEMENTAL	21.00	
84344	05/31/23	14.98	M267	NAUKKARINEN, JUUKA	9008458	MEDICAL SUPPLEMENTAL	14.98	
84345	05/31/23	42.00	M268	NELSON, EDWARD	9008459	MEDICAL SUPPLEMENTAL	42.00	
84346	05/31/23	29.97	M269	NELSON, RICHARD	9008460	MEDICAL SUPPLEMENTAL	29.97	
84347	05/31/23	81.21	M271	NLETO, MANUEL	9008461	MEDICAL SUPPLEMENTAL	81.21	
84348	05/31/23	57.77	M272	NORTH, JEFFREY	9008462	MEDICAL SUPPLEMENTAL	57.77	
84349	05/31/23	42.00	M273	NORTHON, M	9008463	MEDICAL SUPPLEMENTAL	42.00	
84350	05/31/23	21.00	M274	O'DONNELL, SHAWN	9008464	MEDICAL SUPPLEMENTAL	21.00	
84351	05/31/23	21.00	M277	O'HAGIN, JUSTINA	9008466	MEDICAL SUPPLEMENTAL	21.00	
				O'MARA, KATHLEEN				

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84352	05/31/23	M275	42.00	OJEDA, ROBERTO		9008465	MEDICAL SUPPLEMENTAL	42.00	
84353	05/31/23	M278	21.00	ORTEGA, MANUELA		9008467	MEDICAL SUPPLEMENTAL	21.00	
84354	05/31/23	M280	21.00	PARHAM, WALLACE		9008468	MEDICAL SUPPLEMENTAL	21.00	
84355	05/31/23	M281	42.00	PENDRAGON, LINDA		9008469	MEDICAL SUPPLEMENTAL	42.00	
84356	05/31/23	M282	29.97	PEREZ, ANTONIO		9008470	MEDICAL SUPPLEMENTAL	29.97	
84357	05/31/23	M109	51.76	PEREZ, CHERYL		9008369	MEDICAL SUPPLEMENTAL	51.76	
84358	05/31/23	M284	21.00	PETERS, TERIE		9008471	MEDICAL SUPPLEMENTAL	21.00	
84359	05/31/23	M285	14.98	PHILLIPS, THOMAS		9008472	MEDICAL SUPPLEMENTAL	14.98	
84360	05/31/23	M404	14.98	PHILLIPS, TYRONE		9008554	MEDICAL SUPPLEMENTAL	14.98	
84361	05/31/23	M286	14.98	PICARELLA, FRANCIS		9008473	MEDICAL SUPPLEMENTAL	14.98	
84362	05/31/23	M288	29.74	PONS, JUAN		9008474	MEDICAL SUPPLEMENTAL	29.74	
84363	05/31/23	M363	14.98	PRECIADO, MARY LOU		9008526	MEDICAL SUPPLEMENTAL	14.98	
84364	05/31/23	M290	42.00	PRICE, HARRY		9008475	MEDICAL SUPPLEMENTAL	42.00	
84365	05/31/23	M291	21.00	PRINCE, DEBRA		9008476	MEDICAL SUPPLEMENTAL	21.00	
84366	05/31/23	M293	42.00	PRUDDEN, RICHARD		9008477	MEDICAL SUPPLEMENTAL	42.00	
84367	05/31/23	M418	42.00	PYE, GINA		9008565	MEDICAL SUPPLEMENTAL	42.00	
84368	05/31/23	M295	14.16	RAMIREZ, MANUEL		9008478	MEDICAL SUPPLEMENTAL	14.16	
84369	05/31/23	M296	77.34	RAMOS, ROSALIO		9008479	MEDICAL SUPPLEMENTAL	77.34	
84370	05/31/23	M364	14.98	READ, TIMON		9008527	MEDICAL SUPPLEMENTAL	14.98	
84371	05/31/23	M297	77.68	REGAN, MICHAEL		9008480	MEDICAL SUPPLEMENTAL	77.68	
84372	05/31/23	M298	21.00	RHODES, BRUCE		9008481	MEDICAL SUPPLEMENTAL	21.00	
84373	05/31/23	M299	20.68	ROCHA, SHERRI		9008482	MEDICAL SUPPLEMENTAL	20.68	
84374	05/31/23	M300	21.00	RODGERS, MARILYN		9008483	MEDICAL SUPPLEMENTAL	21.00	
84375	05/31/23	M405	21.00	ROSS, ELISABETH		9008555	MEDICAL SUPPLEMENTAL	21.00	
84376	05/31/23	M406	21.00	ROSS, EMERY		9008556	MEDICAL SUPPLEMENTAL	21.00	
84377	05/31/23	M301	41.36	ROSSI, DENISE		9008484	MEDICAL SUPPLEMENTAL	41.36	
84378	05/31/23	M302	60.01	ROME, RUBY		9008485	MEDICAL SUPPLEMENTAL	60.01	
84379	05/31/23	M303	21.00	ROY, ARLEN		9008486	MEDICAL SUPPLEMENTAL	21.00	
84380	05/31/23	M305	35.77	RYLANDER, REED		9008487	MEDICAL SUPPLEMENTAL	35.77	
84381	05/31/23	M306	41.36	SALGUEIRO, MICHAEL		9008488	MEDICAL SUPPLEMENTAL	41.36	
84382	05/31/23	M366	21.00	SANDOVAL, ANGEL		9008528	MEDICAL SUPPLEMENTAL	21.00	
84383	05/31/23	M408	29.97	SCHRAEDER, PAUL		9008557	MEDICAL SUPPLEMENTAL	29.97	
84384	05/31/23	M308	21.00	SCILLA, JOSEPH		9008489	MEDICAL SUPPLEMENTAL	21.00	
84385	05/31/23	M309	41.36	SERRATO, JUAN		9008490	MEDICAL SUPPLEMENTAL	41.36	
84386	05/31/23	M367	14.98	SILVA, EDUARDO		9008529	MEDICAL SUPPLEMENTAL	14.98	
84387	05/31/23	M409	110.99	SLATER, ROBYN		9008558	MEDICAL SUPPLEMENTAL	110.99	
84388	05/31/23	M310	14.98	SLOAN, SUZANNE		9008491	MEDICAL SUPPLEMENTAL	14.98	
84389	05/31/23	M311	19.39	SMITH, DONNA		9008492	MEDICAL SUPPLEMENTAL	19.39	
84390	05/31/23	M410	20.68	STARKEY, THOMAS		9008559	MEDICAL SUPPLEMENTAL	20.68	
84391	05/31/23	M411	29.97	STICKEL, THOMAS		9008560	MEDICAL SUPPLEMENTAL	29.97	
84392	05/31/23	M425	8.99	SWAIN, LAWRENCE		9008571	MEDICAL SUPPLEMENTAL	8.99	
84393	05/31/23	M369	29.97	SWART, RANDY		9008530	MEDICAL SUPPLEMENTAL	29.97	
84394	05/31/23	M370	14.98	TAYLOR, THOMAS		9008531	MEDICAL SUPPLEMENTAL	14.98	
84395	05/31/23	M313	42.00	THOMAS, RUSSELL		9008493	MEDICAL SUPPLEMENTAL	42.00	
84396	05/31/23	M314	77.68	TICHENOR, KENNETH		9008494	MEDICAL SUPPLEMENTAL	77.68	
84397	05/31/23	M436	36.19	TOLENTINO, SALVADOR		9008579	MEDICAL SUPPLEMENTAL	36.19	



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84398	05/31/23	M315	14.98	TOLINE, DONALD		9008495	MEDICAL SUPPLEMENTAL	14.98	
84399	05/31/23	M316	21.00	TOVAR, SERENA		9008496	MEDICAL SUPPLEMENTAL	21.00	
84400	05/31/23	M317	20.68	TRENT, VICKI		9008497	MEDICAL SUPPLEMENTAL	20.68	
84401	05/31/23	M432	12.60	TREPAGNIER, NOEL		9008575	MEDICAL SUPPLEMENTAL	12.60	
84402	05/31/23	M426	8.99	TRINIDAD, AURORA		9008572	MEDICAL SUPPLEMENTAL	8.99	
84403	05/31/23	M319	41.36	VALDEZ, JOSE		9008498	MEDICAL SUPPLEMENTAL	41.36	
84404	05/31/23	M321	29.74	VAN DYKE, CURTIS		9008499	MEDICAL SUPPLEMENTAL	29.74	
84405	05/31/23	M413	42.00	VANDERZANDE, ED		9008561	MEDICAL SUPPLEMENTAL	42.00	
84406	05/31/23	M375	21.00	VEST, SHELLY		9008534	MEDICAL SUPPLEMENTAL	21.00	
84407	05/31/23	M323	21.00	VONWAL, YVETTE		9008500	MEDICAL SUPPLEMENTAL	21.00	
84408	05/31/23	M324	14.98	WADSWORTH, RITA		9008501	MEDICAL SUPPLEMENTAL	14.98	
84409	05/31/23	M325	29.97	WALTER, KEVIN		9008502	MEDICAL SUPPLEMENTAL	29.97	
84410	05/31/23	M415	21.00	WHITE, LESLIE		9008562	MEDICAL SUPPLEMENTAL	21.00	
84411	05/31/23	M326	42.00	WHITNEY, LUCERE		9008503	MEDICAL SUPPLEMENTAL	42.00	
84412	05/31/23	M416	103.52	WILLIS, GREGORY		9008563	MEDICAL SUPPLEMENTAL	103.52	
84413	05/31/23	M372	42.00	WILSON, BONNIE		9008532	MEDICAL SUPPLEMENTAL	42.00	
84414	05/31/23	M417	21.00	WYANT, JUDI		9008564	MEDICAL SUPPLEMENTAL	21.00	
84415	05/31/23	M330	14.98	YAGI, RANDY		9008504	MEDICAL SUPPLEMENTAL	14.98	
84416	05/31/23	M331	21.00	YANCY, TERRY		9008505	MEDICAL SUPPLEMENTAL	21.00	
84417	05/31/23	M332	45.69	ZENKER, JEFFREY		9008506	MEDICAL SUPPLEMENTAL	45.69	
TOTAL			1,781,174.80	ACCOUNTS PAYABLE			TOTAL CHECKS	540	1,781,174.80

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# MINUTES\*

MAC MEETING OF APRIL 19, 2023



The METRO Advisory Committee (MAC) met on Wednesday, April 19, 2023. The meeting was held as a hybrid meeting. \*Minutes are “summary” minutes, not verbatim minutes.

1. **CALLED TO ORDER** at 6:02 PM.

2. **SAFETY ANNOUNCEMENT**

Curtis Moses, Safety, Security & Risk Management Director, provided the safety announcement highlighting where the exits are in case of an emergency and the COVID precautions in place for this hybrid meeting.

3. **ROLL CALL** - The following MAC Members were **present** via teleconference, representing a quorum:

**Jessica de Wit, Chair**  
**Joseph Martinez, Vice Chair**  
**James Cruse**  
**Veronica Elsea**

**Michael Pisano**  
**Becky Taylor**  
**James Von Hendy**

4. **COMMUNICATIONS TO THE METRO ADVISORY COMMITTEE**

Ms. Elsea spoke of her recent experience with Customer Service regarding bus routes. Mr. Pisano acknowledged and thanked METRO for its Reimagine METRO Project.

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

5. **RECEIVE AND FILE MINUTES FROM THE METRO ADVISORY COMMITTEE MEETING OF FEBRUARY 15, 2023**

**MOTION: ACCEPT AND FILE THE MINUTES FROM THE METRO ADVISORY COMMITTEE MEETING OF FEBRUARY 15, 2023 AS AMENDED**

**MOTION: ELSEA**

**SECOND: VON HENDY**

**MOTION PASSED WITH 6 AYES: de Wit, Martinez, Cruse, Elsea, Pisano, and Von Hendy. Taylor was absent.**

6. **COMMUNICATIONS FROM METRO ADVISORY COMMITTEE (MAC)**

Ms. Elsea was appreciative of the attached report that Mr. Von Hendy wrote to the Board for the January 27, 2023 Board meeting.

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

7. **UPDATE ON INFORMATION TECHNOLOGY SYSTEMS (ITS)**

Isaac Holly, IT and ITS Director, provided a status update on the ITS project with Clever Devices. Director Holly reported about three quarters of the fleet is deployed with the new system and the remainder of the fleet is expected to have the new system installed soon.

Director Holly reported that the installation for the Automated Passenger Counters (APC's) has begun on a mini fleet of 12 buses to test the system. After the mini fleet, it will be moved to the rest of the fleet. Mr. Cruse asked if the system would provide accessibility information. Director Holly said it would not provide that information at the moment. Discussion followed on websites, apps, and bike rack information.

**8. UPDATE OF FY24 AND FY25 PRELIMINARY OPERATING BUDGETS AND FY24 CAPITAL BUDGET AS PRESENTED AT THE MARCH 24, 2023 BOARD OF DIRECTORS MEETING**

Kristina Mihaylova, Finance Deputy Director, spoke to the presentation that was presented to the Board on March 24, 2023. She emphasized that this is preliminary data and adjustments will be made between now and June. The final budget will be presented to the Board June 23, 2023. She provided an overview of the timeline that is involved before finalizing the budget and presenting it to the Board.

Discussion followed on:

- Grants
- Proposed Mechanic I and II FTE (full-time equivalent) changes. All FTE changes will be discussed with the Unions in May 2023
- Electric Buses and Hydrogen Buses
- Charging electric buses
- CalPERS and Fringe Benefits

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

**9. UPDATE ON THE PARATRANSIT ELIGIBILITY COORDINATOR**

Daniel Zaragoza, Operations Manager: Paratransit Division, reported that METRO is looking into contracting services for this process and METRO has at least two companies that are interested. Chair de Wit asked if there was a timeline for the selection process. Mr. Zaragoza said it will take a few months.

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

**10. COVID-19 UPDATE**

Curtis Moses, Safety, Security & Risk Management Director, reported that METRO had one positive case within the last 60 days. He said that we have seen a major decrease in COVID cases. Discussion followed on COVID boosters.

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

**11. SERVICE PLANNING UPDATE**

**a. Quarterly Ridership Report**

John Urgo, Planning and Development Director, gave a brief summary of the ridership report for Q2 of FY23. Overall, ridership increased 13% over FY22, but we are still about 40% below pre-COVID levels.

**b. Bus Stops**

**b.i. Update on Braille Bus Stop Signage**

Director Urgo reported that Veronica Elsea and Pete Rasmussen, Transportation Planner II, will connect and will continue to work on this issue.

**c. Other Projects**

**c.i. Pacific Station Lobby Access**

Director Urgo said that the Pacific Station Lobby is now open.

**c.ii. Update on Highway 17 Schedule Changes**

Director Urgo reported that in the Spring service returned to San Jose State University; three trips in the morning and three trips in the afternoon.

**c.iii. Update on Placement of Bus Shelters**

Director Urgo reported that about half of the shelters that were acquired from Valley Transportation Authority (VTA) have been installed. Mr. Pisano asked if a shelter could be installed on Ocean Avenue. Director Urgo said that the shelters are prioritized by boardings. Discussion followed on bus shelters.

Chair de Wit asked if there were any updates on the bus-on-shoulder lane. Discussion followed on the bus-on-shoulder lane and bus routes.

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

**12. COMMUNICATIONS TO THE METRO CEO**

Hearing none, Chair de Wit moved to the next agenda item.

**13. COMMUNICATIONS TO THE METRO BOARD OF DIRECTORS**

Hearing none, Chair de Wit moved to the next agenda item.

**14. ITEMS FOR NEXT MEETING AGENDA**

- Facility Tour
- Update on ITS
- Service Planning Update
- Quarterly Ridership Report
- Braille Bus Stop Signage
- Update on Reimagine METRO

Ms. Elsea made a request for an update on bus driver training for passengers with disabilities. Mr. Zaragoza provided a brief update about this.

**15. DISTRIBUTION OF VOUCHERS**

Vouchers distributed by Elizabeth Rocha, Administrative Specialist.

**16. ANNOUNCEMENT OF NEXT MEETING**

Chair de Wit announced the next MAC Meeting will be held on Wednesday, August 16, 2023 at 6:00 PM at the METRO Admin Office, 110 Vernon Street, Santa Cruz.

**17. ADJOURNMENT**

Chair de Wit adjourned the meeting at 7:34 PM.

Respectfully submitted,

Elizabeth Rocha  
Administrative Specialist

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

A regular meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District (METRO) convened on Friday, May 19, 2023 as a hybrid meeting.

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

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**1 CALLED TO ORDER** at 9:00 AM by Board Chair Kalantari-Johnson.

**2 SAFETY ANNOUNCEMENT**

Curtis Moses, METRO’s Safety, Security and Risk Management Director, provided a brief safety announcement, highlighting METRO’s response to a medical emergency and its evacuation plan.

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

Director Kristen Brown	City of Capitola
<b>Director Rebecca Downing</b>	<b>County of Santa Cruz</b>
<b>Director Jimmy Dutra</b> AR 9:04	<b>City of Watsonville</b>
<b>Director Shebreh Kalantari-Johnson</b>	<b>City of Santa Cruz</b>
<b>Director Manu Koenig</b>	<b>County of Santa Cruz</b>
<b>Director Donna Lind</b>	<b>City of Scotts Valley</b>
<b>Director Bruce McPherson</b>	<b>County of Santa Cruz</b>
<b>Director Scott Newsome</b>	<b>City of Santa Cruz</b>
<b>Director Larry Pageler</b>	<b>County of Santa Cruz</b>
<b>Director Quiroz-Carter</b>	<b>City of Watsonville</b>
Director Mike Rotkin	County of Santa Cruz
<b>Ex-Officio Director Dan Henderson</b>	<b>UC Santa Cruz</b>
Ex-Officio Director Alta Northcutt	Cabrillo College
Michael Tree	CEO/General Manager
Julie Sherman	General Counsel

**4 ANNOUNCEMENTS**

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

Maria Avila, Language Line Services, provided Spanish language interpretation services.

**5 BOARD OF DIRECTORS COMMENTS**

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

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

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

**7 LABOR ORGANIZATION COMMUNICATIONS**

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

**8 ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS**

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

**CONSENT AGENDA**

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

Chuck Farmer, CFO

9.2 ACCEPT AND FILE MINUTES OF:

A. APRIL 28, 2023 BOARD OF DIRECTORS REGULAR MEETING

B. MAY 12, 2023 FINANCE, BUDGET & AUDIT STANDING COMMITTEE MEETING

Michael Tree, CEO/General Manager

9.3 ACCEPT AND FILE: THE YEAR TO DATE MONTHLY FINANCIAL REPORT AS OF APRIL 30, 2023

Chuck Farmer, CFO

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

Chuck Farmer, CFO

9.5 ACCEPT AND FILE: QUARTERLY STATUS REPORT OF GRANT APPLICATIONS, ACTIVE AND PENDING GRANTS FOR THE THIRD QUARTER OF FY23

Wondimu Mengistu, Capital Planning & Grants Program Manager

9.6 ACCEPT AND FILE: THE METRO PARACRUZ OPERATIONS STATUS REPORT FOR JANUARY, FEBRUARY AND MARCH 2023

Daniel Zaragoza, Operations Manager, Paratransit Division

9.7 ACCEPT AND FILE: THE METRO SYSTEM RIDERSHIP REPORTS FOR THE THIRD QUARTER OF FY23

John Urgo, Planning and Development Director

9.8 APPROVE: CONSIDERATION OF ADOPTING A RESOLUTION APPROVING THE FY23 REVISED CAPITAL BUDGET/PORTFOLIO

Kristina Mihaylova, Deputy Finance Director



- 9.9 APPROVE: CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A 5TH AMENDMENT EXTENDING THE CONTRACT WITH ALLIED UNIVERSAL D/B/A FIRST ALARM SECURITY & PATROL, INC. FOR SECURITY GUARD SERVICES, INCREASING THE CONTRACT TOTAL BY \$656,686  
Curtis Moses, Safety, Security & Risk Management Director
- 9.10 APPROVE: CONSIDERATION OF AUTHORIZING THE USE OF STATE OF CALIFORNIA DEPARTMENT OF GENERAL SERVICES CONTRACT FOR THE PURCHASE OF A 2<sup>ND</sup> NON-REVENUE EMERGENCY SERVICE TRUCK  
Eddie Benson, Maintenance Manager
- 9.11 APPROVE: CONSIDERATION OF AUTHORIZING THE CHIEF EXECUTIVE OFFICER (CEO) TO ENTER INTO MEMORANDA OF AGREEMENTS WITH THE SAN DIEGO METROPOLITAN TRANSIT SYSTEM (MTS) FOR THE SALE OF TEN (10) 2013 NEW FLYER 60-FT COMPRESSED NATURAL GAS (CNG) ARTICULATED BUSES  
Wondimu Mengistu, Capital Planning & Grants Program Manager

There were no public comments.

**ACTION: MOTION TO APPROVE THE CONSENT AGENDA AS PRESENTED**

**MOTION: DIRECTOR PAGELER SECOND: DIRECTOR KOENIG**

**MOTION PASSED WITH 9 AYES (Directors Downing, Dutra, Kalantari-Johnson, Koenig, Lind, McPherson, Newsome, Pageler, and Quiroz-Carter). Directors Brown and Rotkin were absent.**

## **REGULAR AGENDA**

- 10 **PRESENTATION OF EMPLOYEE LONGEVITY AWARD: (10 YEARS) EFRAIN ARELLANO, JOSEFINA CRUZ, JOSE ESCOBAR, DAVID HORVATH, MANUEL PEREZ AND (15 YEARS) MITCHELL DOUKAS**  
Board Chair Kalantari-Johnson acknowledged all recipients for their years of service. David Horvath received his certificate in person and spoke briefly to his years of service at METRO.
- 11 **RETIREE RESOLUTION OF APPRECIATION FOR: DELEE BRUBECK**  
Board Chair Kalantari-Johnson read the resolution of appreciation and thanked Ms. Brubeck for her years of service.

**ACTION: MOTION TO APPROVE THE RETIREE RESOLUTION OF APPRECIATION FOR DELEE BRUBECK**

**MOTION: DIRECTOR PAGELER SECOND: DIRECTOR MCPHERSON**

**MOTION PASSED WITH 9 AYES (Directors Downing, Dutra, Kalantari-Johnson, Koenig, Lind, McPherson, Newsome, Pageler, and Quiroz-Carter). Directors Brown and Rotkin were absent.**

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

Chuck Farmer, CFO, spoke to the presentation and asked the Board to set the public hearing at the next Board meeting on June 23, 2023 for the final adoption of the FY24 and FY25 operating budgets and FY24 capital budget.

CFO Farmer highlighted the changes since March 2023 when the preliminary budgets were presented to the Board. He reviewed the changes in revenue and expenses, full-time equivalent (FTE) employee changes, risks, capital budget and the how the recent TIRCP funds received will be applied to these projects, and the operating reserves.

Director Dutra commented that it's nice to see the operating reserve buckets fully funded since that has not always been the case. He continued by asking what it costs to run a bus every day, month or year with hydrogen versus CNG (compressed natural gas). CFO Farmer said he didn't have a breakdown of those costs but initially, as we switch over to new buses, the costs will be more because the new buses and fuel are more expensive. But as time goes by, METRO will see the benefits of the hydrogen buses and the costs will go down. Director Dutra asked when the COVID Recovery Fund will be depleted. CFO Farmer responded that it will be depleted at the end of FY29 and we are already looking at alternative funding sources for the future. Director Dutra requested an update on the ParaCruz facility and if funding is holding the project back. CEO Tree responded that the preliminary design and engineering are under development on this project. METRO is still working on the gap funding.

Director Lind added that the sales tax measure could be one of those funding options. CFO Farmer agreed.

Director Pageler asked if we have any knowledge from the transit industry on possible maintenance cost savings as METRO switches to hydrogen buses. Margo Ross, COO, responded that there will be savings in maintenance costs and we will analyze those figures as they become available.

Director McPherson asked how the projected ridership is playing into this. CFO Farmer responded that ridership is improving every year. We are also looking at the free fares program and the possible impacts that can have on the agency.

Brandon Freeman, Senior Vice Chairperson, SMART Local 0023, thanked CFO Farmer and staff for reviewing the budget with the unions, especially reviewing the FTEs. The unions are in agreement with what is being presented today.

Tate Baugh, member of the public, expressed that he received an email on Reimagine METRO and was in favor of examining the existing routes. He hopes that hiring more Bus Operators will provide better service and fewer cancellations.

**ACTION: MOTION TO APPROVE SANTA CRUZ METRO'S DRAFT FY24 AND FY25 OPERATING BUDGETS, FY24 CAPITAL BUDGET, AND A RESOLUTION SETTING A PUBLIC HEARING ON JUNE 23, 2023**

**MOTION: DIRECTOR DUTRA                      SECOND: DIRECTOR QUIROZ-CARTER**

**MOTION PASSED WITH 9 AYES (Directors Downing, Dutra, Kalantari-Johnson, Koenig, Lind, McPherson, Newsome, Pageler, and Quiroz-Carter). Directors Brown and Rotkin were absent.**

**13      PUBLIC HEARING:      ADOPTION OF CALIFORNIA UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT ORDINANCE TO PROVIDE INFORMAL BIDDING PROCEDURES FOR PUBLIC PROJECTS**

**PUBLIC HEARING OPENED AT 9:37 AM.**

Board Chair Kalantari-Johnson opened the public hearing on adoption of the California Public Construction Cost Accounting Act (CUPCCAA) Ordinance to provide informal bidding procedures for the public projects. Julie Sherman, General Counsel, stated this is a continuation of the process started last month when the Board had its first reading of the ordinance and adopted a resolution to opt into the CUPCCAA program. She gave a brief review of the benefits of implementing the program.

There were no public comments.

**PUBLIC HEARING CLOSED AT 9:39 AM.**

**14      APPROVE: WAIVE THE SECOND READING AND ADOPT AN ORDINANCE TO PROVIDE INFORMAL BIDDING PROCEDURES FOR PUBLIC PROJECTS; ADOPT A RESOLUTION TO AMEND TITLE II OF THE ADMINISTRATIVE CODE—PROCUREMENT POLICY**

Director Downing asked if the agency has any procedures in place to hire locally to keep these tax dollars in Santa Cruz County. General Counsel Sherman responded that it depends on the funding. If you are using FTA (Federal Transit Administration) funding, you are not allowed to have a geographic preference, except in certain limited circumstances. If the Board is inclined, it can request staff to look into this outside of a federally funded context. It may or may not have success because in this area it can be hard to get local bids on these projects, but legally it is something you could do in certain circumstances.

There were no public comments.

**ACTION: MOTION TO WAIVE THE SECOND READING AND ADOPT AN ORDINANCE TO PROVIDE INFORMAL BIDDING PROCEDURES FOR PUBLIC PROJECTS AND ADOPT A RESOLUTION TO AMEND TITLE II OF THE ADMINISTRATIVE CODE—PROCUREMENT POLICY**

**MOTION: DIRECTOR KOENIG                      SECOND: DIRECTOR PAGELER**

**MOTION PASSED WITH 9 AYES (Directors Downing, Dutra, Kalantari-Johnson, Koenig, Lind, McPherson, Newsome, Pageler, and Quiroz-Carter). Directors Brown and Rotkin were absent.**

## 15 CEO ORAL REPORT

Michael Tree, CEO/General Manager, discussed the following topics:

- Bus Operators – Five have been released into service, 14 are in the current classroom, and 72 applications have been received for the next class.
- Articulated Buses – The Board approved this purchase today.
- Commendation of Travis Havens – He is a Bus Operator who went above and beyond his duties. He noticed a young female slumped over at a bus stop. He pulled over to see if she was okay. She had a weak pulse so he called the paramedics and they were able to revive her.
- ARCHES (Alliance for Renewable Clean Hydrogen Energy Systems) – A consortium made up of 20 transit agencies in California who are partnering with other vendors and experts on hydrogen to apply for federal funding to build a hydrogen plant and keep the price of hydrogen fuel down.
- South County Facility – still negotiating the lease on that property. A lot of people own that property and are weighing in on the lease price. We continue to work with the broker to close the deal.
- TIRCP Grant – still working on solidifying a celebration in Watsonville regarding the TIRCP grant.
- Save the Date - July 22, 2023 – Agency Roadeo and Picnic at Judy K. Souza Operations Facility.

Board Chair Kalantari-Johnson asked if METRO has NARCAN on the buses and if that is something we could explore. CEO Tree said we are discussing it with our insurance company regarding the liability issues.

There were no public comments.

## 16 RECESSED TO CLOSED SESSION AT 9:53 AM.

General Counsel Sherman announced there are two closed sessions. The first is the public employee performance evaluation for the CEO position and the second is an update with labor negotiators on all three labor unions.

There were no public comments.

*Scott Newsome left at 10:10 AM.*

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

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

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

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

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

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

**RECONVENED TO OPEN SESSION AT 10:55 AM**

**17 REPORT OF CLOSED SESSION ITEMS**

Julie Sherman, General Counsel, said there was no reportable action from either of the closed sessions.

**18 ANNOUNCEMENT OF NEXT MEETING**

Board Chair Kalantari-Johnson announced the next regular Board Meeting will be held on Friday, June 23, 2023 at 9:00 AM at the METRO Admin Office, 110 Vernon Street, Santa Cruz.

**19 ADJOURNMENT**

Board Chair Kalantari-Johnson adjourned the meeting at 10:57 AM.

Respectfully submitted,

Donna Bauer  
Executive Assistant

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**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (METRO)  
FINANCE, BUDGET, AND AUDIT STANDING COMMITTEE  
MEETING MINUTES\*  
JUNE 9, 2023 – 8:00 AM**

A regular meeting of the Finance, Budget, and Audit Standing Committee of the Santa Cruz Metropolitan Transit District (METRO) was convened on Friday, June 9, 2023.

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

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

<b>Director Shebreh Kalantari-Johnson</b>	<b>City of Santa Cruz</b>
<b>Director Manu Koenig</b>	<b>County of Santa Cruz</b>
<b>Director Donna Lind</b>	<b>City of Scotts Valley</b>
Director Mike Rotkin	County of Santa Cruz
Michael Tree	METRO CEO/General Manager
Nicole Witt	METRO General Counsel

- 4 **ORAL AND WRITTEN COMMUNICATIONS TO THE FINANCE, BUDGET AND AUDIT STANDING COMMITTEE**

Director Lind thanked a METRO ParaCruz Bus Operator for stepping in two nights ago in addressing an emergency situation in Scotts Valley. The Operator was very aware and immediately contacted first responders for help.

There were no public comments.

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

- 5 **ADDITIONS OR DELETIONS FROM AGENDA/ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS**

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

## **6 MONTHLY FINANCIAL UPDATE**

Chuck Farmer, CFO, spoke to the presentation. He provided an overview of the May 2023 financials highlighting the factors that are affecting operating revenues/expenses. He also provided a brief summary of the capital spends.

There were no public comments.

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

## **7 ADOPTION OF THE FINAL FY24 AND FY25 BUDGET**

Chuck Farmer, CFO, spoke to the presentation and focused on the changes that have taken place in expenses and federal and state grants since the May 19, 2023 Board of Directors' Meeting. He emphasized there are no changes to headcount but once the economics of labor negotiations take place, the budget will be adjusted for FY24 and FY25 to account for these changes. He reviewed the funding source changes to the capital budget and the five-year budget plan for FY24-FY28.

Director Kalantari-Johnson requested staff to pull together scenarios if a revenue measure is passed and how that could affect future budgets.

Discussion continued on rising gas and hydrogen fuel prices and the impacts those fluctuations are having on the budget.

There were no further comments.

**MOTION: RECOMMEND ADOPTION OF THE FINAL FY24 AND FY25 BUDGET TO THE FULL BOARD AS PRESENTED**

**MOTION: DIRECTOR LIND**

**SECOND: DIRECTOR KOENIG**

**Motion passed with 3 AYES (Directors Kalantari-Johnson, Koenig, and Lind). Director Rotkin was absent.**

## **9 ADJOURNMENT**

Director Kalantari-Johnson adjourned the meeting at 8:20 AM.

Respectfully submitted,

Donna Bauer  
Executive Assistant





**DATE:** June 23, 2023  
**TO:** Board of Directors  
**FROM:** Chuck Farmer, Chief Financial Officer  
**SUBJECT: ACCEPT AND FILE THE YEAR TO DATE MONTHLY FINANCIAL REPORT AS OF MAY 31, 2023**

**I. RECOMMENDED ACTION**

**That the Board of Directors accept and file the Year to Date Monthly Financial Report as of May 31, 2023**

**II. SUMMARY OF ISSUES**

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

This staff report is the web-accessible companion document to the attached PowerPoint presentation titled "Year to Date Monthly Financial Report as of May 31, 2023."

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

**III. DISCUSSION/BACKGROUND**

Below are the written explanations of the various charts and graphs in the attached Year to Date Monthly Financial Report as of May 31, 2023. The fiscal year has elapsed 92%.

Slide 1

(Cover) Year to Date Monthly Financial Report as of May 31, 2023

Slide 2

May 2023 Key Financial Highlights

- Service
  - Fixed Route (including Hwy 17) Cost per Revenue Service Hour is \$249 vs Budget of \$347
    - 1 canceled trip, due to no Operator
  - ParaCruz Cost per Trip is \$54 vs Budget of \$84
  - Non-Student/Hwy 17 Passengers is 112,605 vs Budget of 117,639
  - Average "Kids Ride Free" increases of 23,088 on weekdays, 2,987 on weekend days

- Financials
  - Total Operating Surplus/(Deficit) is favorable \$0.4M driven by lower wages of \$0.2M, fringe of \$0.2M, and Non-Personnel of \$0.2M; partially offset by higher OT of \$0.2M
  - Non-Operating Revenues/Expense of \$2.6M is \$0.5M higher than budget of \$2.1M, primarily due to higher interest income partially offset by lower sales tax
- Capital
  - Capital spend of \$289K is under budget of \$480K primarily due to timing of projects – Security Gates, Parts Washer, and non-revenue Service Trucks
- Personnel
  - 296 Active Personnel vs 329\* Funded Personnel
  - 36 Vacancies at end of May, 11 related to Paratransit and Bus Operators, and 7 Mechanics
  - 14 Bus Operators started training class on May 15th, another 13 are scheduled to begin the end of June

### Slide 3

(Cover) May 2023, YTD Pre-Close Financials

### Slide 4

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

- Actuals are \$4.1M favorable to budget – excludes UAL/Bond Payment and COVID related costs
  - Passenger Fares – favorable by \$632K, Ridership is still below pre-pandemic levels, but is recovering
  - Labor, Regular – favorable by \$2,997K, due to funded/vacant positions
  - Labor, OT – unfavorable by \$1,879K, increased overtime for Bus Operators
  - Fringe Benefits – favorable by \$2,815K due to retirement and medical insurance savings from funded/vacant positions
  - Non-Personnel – unfavorable by \$431K, primarily due to high fuel costs along with marketing and propositional campaigns

Slide 5

May 31, 2023 YTD Operating Revenue and Expenses

- Operating Revenue, net favorable by \$632K
  - Passenger Fares - favorable by \$479K
  - Special Transit Fares – favorable by \$154K
- Operating Expense, net favorable by \$3,502K– Favorable wages and fringe driven by shortage of bus drivers and other vacant positions; partially offset by increased OT
  - Labor Regular – favorable by \$2,997K
  - Labor OT – unfavorable by \$1,879K
  - Fringe Benefits – favorable by \$2,815K, excludes UAL related costs
  - Non-Personnel – unfavorable by \$431K, excludes all COVID and Bond payment related costs
- Operating Deficit lower by \$4,134K
  - Farebox Recovery – 17.7% vs 15.2% budget
- Non-Operating Revenue/(Expense), net favorable by \$1,623K - Revenues favorable due to higher Sales Tax revenues, TDA/STA Grants, and Interest Income; partially offset by lower ARPA COVID drawdowns as a result of lower reimbursable costs
  - Sales Tax/including Measure D – favorable by \$1,798K
  - Federal/State Grants – favorable by \$2,386K
  - COVID Relief Grants – unfavorable by \$3,634K
  - COVID Related costs – favorable by \$206K
  - Pension UAL/Bond Payment costs – no variance
  - All Other Revenues – favorable by \$868K
- Operating Surplus before Transfers higher by \$5,757K
- Bus Replacement Fund – higher by \$337K due to increased Measure D sales tax revenues
  - Bus Replacement Fund – Minimum \$3M annual commitment from Measure D sales tax and STA-SGR; FY23 budgeted transfer is \$3.1M
- Operating Surplus after Transfers higher by \$5,421K

Slide 6

(Cover) Capital Spending & Project Completion

Slide 7

May 31, 2023 Capital Budget Spend

Total Capital Projects spending month to date is \$289K against budget of \$480K

- Construction Related Projects – no spending against budget of \$6K
- IT Projects – no spending against budget of \$72K
- Facilities Repair & Improvements – spending of \$36K, no budget
- Revenue Vehicle Replacement – spending of \$257K against budget of \$362K
- Revenue Vehicle Electrification Projects – no spending against budget of \$10K
- Non-Revenue Vehicle Replacement – no spending, no budget
- Fleet & Maintenance Equipment – no spending against budget of \$30K
- Miscellaneous – credit of \$4K, no budget

Total Capital Projects spending year to date is \$3,885K against budget of \$4,091K, which is 35.2% of \$11,052K approved annual budget from May 2023

- Construction Related Projects – spending of \$11K against budget of \$17K, which is 47.8% of \$23K annual budget
- IT Projects – spending of \$890K against budget of \$962K, which is 86.1% of \$1,034K annual budget
- Facilities Repair & Improvements – spending of \$476K against budget of \$433K, which is 92.1% of \$517K annual budget
- Revenue Vehicle Replacement – spending of \$2,233K against budget of \$2,287K, which is 74.0% of \$3,019K annual budget
- Revenue Vehicle Electrification Projects – spending of \$46K, against budget of \$16K, which is 0.8% of \$5,850K annual budget
- Non-Revenue Vehicle Replacement – spending of \$63K against budget of \$68K, which is 28.9% of \$218K annual budget
- Fleet & Maintenance Equipment – no spending against budget of \$105K, which is 0.0% of \$180K annual budget
- Miscellaneous – spending of \$166K against budget of \$203K, which is 78.7% of \$211K annual budget

Overall YTD spending is at 95.0%, or \$3.9M, of budget of \$4.1M; primarily lower due to timing of projects – Security Gates, Parts Washer, and non-revenue Service Trucks

Active Projects include:

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

Slide 8

Questions

Slide 9

(Cover) Appendix

Slide 10

May 31, 2023 Monthly Operating Revenue and Expenses

- Operating Revenue, net favorable by \$39K
  - Passenger Fares - favorable by \$37K
  - Special Transit Fares – favorable by \$2K
- Operating Expense, net favorable by \$401K – Favorable labor/fringe driven by shortage of bus drivers and other vacant positions
  - Labor Regular – favorable by \$241K
  - Labor OT – unfavorable by \$236K
  - Fringe Benefits – favorable by \$235K, excludes UAL related costs
  - Non-Personnel – favorable by \$161K, excludes all COVID and Bond payment related costs
- Operating Deficit lower by \$440K
  - Farebox Recovery – 17.0% vs 14.6% budget
- Non-Operating Revenue/(Expense), net favorable by \$509K – higher interest income and higher Sales Tax
  - Sales Tax/including Measure D – favorable by \$375K
  - COVID Related costs – favorable by \$18K
  - Pension UAL/Bond Payment costs – no variance
  - All Other Revenues – favorable by \$115K

- Operating Deficit before Transfers lower by \$948K
- Bus Replacement Fund – higher by \$29K due to increased Measure D sales tax revenues
  - Bus Replacement Fund – Minimum \$3M annual commitment from Measure D sales tax and STA-SGR; FY23 budgeted transfer is \$3.1M
- Operating Deficit after Transfers lower by \$919K

#### **IV. STRATEGIC PLAN PRIORITIES ALIGNMENT**

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

#### **V. FINANCIAL CONSIDERATIONS/IMPACT**

Favorable budget variances in Operating Revenues and Expenses contribute to favorable budget variance in Operating Balance, Year to Date as of May 31, 2023.

#### **VI. CHANGES FROM COMMITTEE**

Updated slide 2 for key financial data points

#### **VII. ALTERNATIVES CONSIDERED**

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

#### **VIII. ATTACHMENTS**

**Attachment A:** Year to Date Monthly Financial Report as of May 31, 2023 Presentation

Prepared by: Cathy Downes, Sr. Financial Analyst

**IX. APPROVALS**

Chuck Farmer, Chief Financial Officer



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Michael S. Tree, CEO/General Manager



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# **Year to Date Monthly Financial Report as of May 31, 2023**

Board of Directors

*June 23, 2023*

Chuck Farmer, Chief Financial Officer

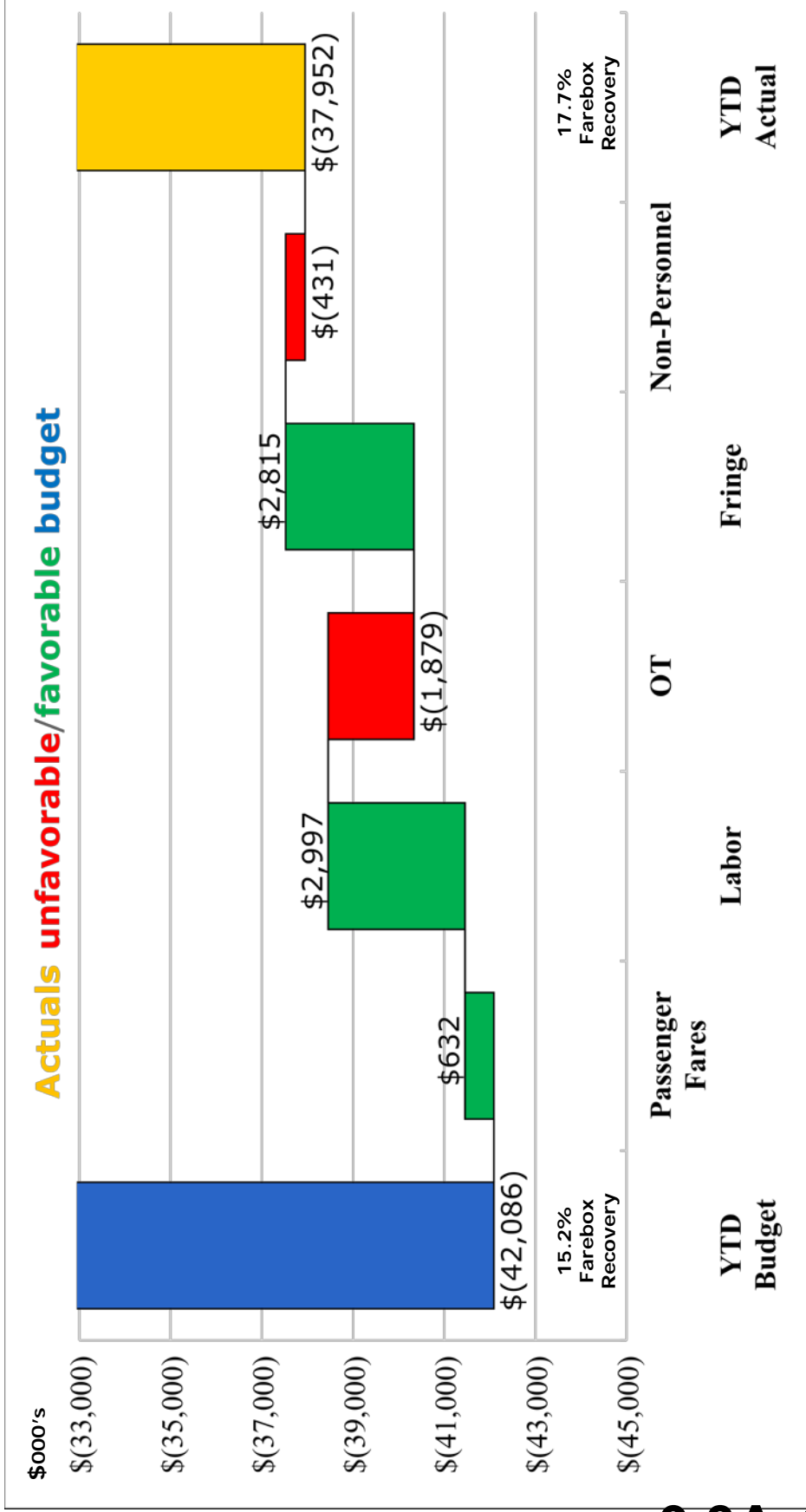
# May 2023 Key Financial Highlights

<p><b>Service</b></p>	<ul style="list-style-type: none"> <li>Fixed Route (including Hwy 17) Cost per Revenue Service Hour is \$249 vs Budget of \$347             <ul style="list-style-type: none"> <li>1 canceled trip, due to no operator</li> </ul> </li> <li>ParaCruz Cost per Trip is \$54 vs Budget of \$84</li> <li>Non-Student/Hwy 17 Passengers is 112,605 vs Budget of 117,639</li> <li>Average “Kids Ride Free” increases of 23,088 on weekdays, and 2,987 on weekend days</li> </ul>
<p><b>Financials</b></p>	<ul style="list-style-type: none"> <li>Total Operating Surplus/(Deficit) is favorable \$0.4M driven by lower wages of \$0.2M, fringe of \$0.2M, and Non-Personnel of \$0.2M; partially offset by higher OT of \$0.2M</li> <li>Non-Operating Revenues/Expense of \$2.6M are \$0.5M higher than budget of \$2.1M, primarily due to higher interest income and higher sales tax</li> </ul>
<p><b>Capital</b></p>	<ul style="list-style-type: none"> <li>Capital spending of \$289K is under budget of \$480K primarily due to timing of projects – Security Gates, Parts Washer, and non-revenue Service Trucks</li> </ul>
<p><b>Personnel</b></p>	<ul style="list-style-type: none"> <li>296 Active Personnel vs 329* Funded Personnel</li> <li>36 Vacancies at end of May, 11 related to Paratransit and Bus Operators, and 7 Mechanics</li> <li>14 Bus Operators started training class on May 15<sup>th</sup>, another 13 are scheduled to begin the end of June</li> </ul>

# **May 2023, YTD Pre-Close Financials**

# May YTD FY23 Operating Surplus/(Deficit) Actual\* vs. Budget

Overall 4.1M favorable



9.3A.4

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

May 31, 2023

# YTD Operating Revenue and Expenses

\$ 000's	Actual*	Budget	Fav / (Unfav)
<b>Operating Revenue</b>			
Passenger Fares	\$ 2,715	\$ 2,237	\$ 479
Special Transit Fares	5,464	5,311	154
<b>Total Operating Revenue</b>	<b>\$ 8,180</b>	<b>\$ 7,547</b>	<b>\$ 632</b>
<b>Operating Expense</b>			
Labor - Regular	\$ 15,543	\$ 18,540	\$ 2,997
Labor - OT	3,118	1,239	(1,879)
Fringe	16,381	19,196	2,815
Non-Personnel (excludes COVID costs)	11,089	10,658	(431)
<b>Total OpEx</b>	<b>\$ 46,131</b>	<b>\$ 49,633</b>	<b>\$ 3,502</b>
<b>Operating Surplus/(Deficit)</b>	<b>(\$ 37,952)</b>	<b>(\$ 42,086)</b>	<b>\$ 4,134</b>
	17.7%	15.2%	2.5%
<b>Non-Operating Revenue/(Expense)</b>			
Sales Tax/including Measure D	\$ 29,655	\$ 27,857	\$ 1,798
Federal/State Grants	12,657	10,271	2,386
COVID Relief Grants	7,974	11,607	(3,634)
COVID Related Costs	(80)	(286)	206
Pension UAL/Bond Interest Payment	(2,394)	(2,394)	0
All Other	1,496	628	868
<b>Total Non-Operating Revenue/(Expense)</b>	<b>\$ 49,308</b>	<b>\$ 47,684</b>	<b>\$ 1,623</b>
<b>Operating Surplus/(Deficit) before Transfers</b>	<b>\$ 11,356</b>	<b>\$ 5,599</b>	<b>\$ 5,757</b>
<b>Transfers and Other</b>			
Transfers to Bus Replacement Fund	(\$ 2,467)	(\$ 2,130)	(\$ 337)
<b>Operating Surplus/(Deficit) after Transfers</b>	<b>\$ 8,889</b>	<b>\$ 3,468</b>	<b>\$ 5,421</b>

- \$4.1M Operating Surplus driven by lower labor & fringe due to shortage of bus drivers; partially offset by increased OT and Non-Personal costs related to higher fuel costs

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

9.3A.5

\* Pre-close financials, subject to adjustments post close

# Capital Spending

9.3A.6

# May 31, 2023 Capital Budget Spend

Project Category:	Month to Date		Year to Date		Full Year	
	Actuals*	Budget	Actuals*	Budget	Budget***	% Spend
Construction Related Projects	\$ -	\$ 6	\$ 11	\$ 17	\$ 23	47.8%
IT Projects	-	72	890	962	1,034	86.1%
Facilities Repair & Improvements	36	-	476	433	517	92.1%
Revenue Vehicle Replacement	257	362	2,233	2,287	3,019	74.0%
Revenue Vehicle Electrification Projects	-	10	46	16	5,850	0.8%
Non-Revenue Vehicle Replacement	-	-	63	68	218	28.9%
Fleet & Maintenance Equipment	-	30	-	105	180	0.0%
Misc.	(4)	-	166	203	211	78.7%
<b>Total</b>	<b>\$ 289</b>	<b>\$ 480</b>	<b>\$ 3,885</b>	<b>\$ 4,091</b>	<b>\$ 11,052</b>	<b>35.2%</b>

- Overall YTD spending is at 95.0%, or \$3.9M, of budget of \$4.1M; primarily lower due to timing of projects – Security Gates, Parts Washer, and non-revenue Service Trucks
- Active Projects include:
  - ERP Financial System
  - AVL/ITS, Automatic Passenger Counter
  - ZEB Chargers/Infrastructure

\* Pre-close financials, subject to adjustments post close  
 \*\* Revised budget approved in December, 2022

**Questions?**



# Appendix

May 31, 2023

# Monthly Operating Revenue and Expenses

	Actual*	Budget	Fav / (Unfav)
<b>\$ 000's</b>			
<b>Operating Revenue</b>			
Passenger Fares	\$ 252	\$ 215	\$ 37
Special Transit Fares	450	448	2
<b>Total Operating Revenue</b>	<b>\$ 702</b>	<b>\$ 663</b>	<b>\$ 39</b>
<b>Operating Expense</b>			
Labor - Regular	\$ 1,590	\$ 1,831	\$ 241
Labor - OT	320	84	(236)
Fringe	1,497	1,732	235
Non-Personnel ( <i>excludes COVID costs</i> )	727	888	161
<b>Total OpEx</b>	<b>\$ 4,134</b>	<b>\$ 4,535</b>	<b>\$ 401</b>
<b>Operating Surplus/(Deficit)</b>	<b>(\$ 3,433)</b>	<b>(\$ 3,873)</b>	<b>\$ 440</b>
<i>Farebox Recovery</i>	<i>17.0%</i>	<i>14.6%</i>	<i>2.4%</i>
<b>Non-Operating Revenue/(Expense)</b>			
Sales Tax/including Measure D	\$ 2,616	\$ 2,241	\$ 375
COVID Related Costs	(2)	(20)	18
Pension UAL/Bond Interest Payment	(217)	(217)	-
All Other	176	61	115
<b>Total Non-Operating Revenue/(Expense)</b>	<b>\$ 2,573</b>	<b>\$ 2,064</b>	<b>\$ 509</b>
<b>Operating Surplus/(Deficit) before Transfers</b>	<b>(\$ 860)</b>	<b>(\$ 1,808)</b>	<b>\$ 948</b>
<b>Transfers and Other</b>			
Transfers to Bus Replacement Fund	(\$ 200)	(\$ 171)	(\$ 29)
<b>Operating Surplus/(Deficit) after Transfers</b>	<b>(\$ 1,060)</b>	<b>(\$ 1,979)</b>	<b>\$ 919</b>

9.3A.10

\* Pre-close financials, subject to adjustments post close



**DATE:** June 23, 2023  
**TO:** Board of Directors  
**FROM:** Chuck Farmer, DBE Liaison Officer, CFO  
**SUBJECT: ACCEPT AND FILE THE SEMI-ANNUAL REPORT ON THE STATUS OF METRO'S DISADVANTAGED BUSINESS ENTERPRISE PROGRAM**

## **I. RECOMMENDED ACTION**

**That the Board of Directors accept and file the Semi-Annual Report on the status of METRO's Disadvantaged Business Enterprise Program**

## **II. SUMMARY**

- As a recipient of federal funds, Santa Cruz Metropolitan Transit District (METRO) participates in the federal Disadvantaged Business Enterprise (DBE) Program as specified in Title 49, Code of Federal Regulations, Part 26 (49 CFR 26).
- The Federal Transit Administration (FTA) requires METRO to recalculate its DBE goal triennially and to report goal attainment semi-annually as a requirement to receive federal funds.
- METRO's FFY21-23 goal for DBE participation is 2.65% of all federally funded procurements with competitive contract bidding opportunities.
- A Semi-Annual report provided to the Board in concurrence with the FTA reporting schedule per METRO's DBE Policy.
- October 1, 2022 – March 31, 2023, METRO's DBE attainment was 5.81% for contracts awarded, payments on ongoing contracts, and payments on completed contracts.

## **III. DISCUSSION/BACKGROUND**

The Department of Transportation established a Disadvantaged Business Enterprise (DBE) Program in 1980 to ensure that firms competing for federally funded contracts are not subject to unlawful discrimination. DBEs, as defined by the US Department of Transportation, are for-profit small business concerns where socially and economically disadvantaged individuals own at least a 51% interest and also control management and daily business operations. African Americans, Hispanics, Native Americans, Asian-Pacific and Subcontinent Asian Americans, and women are presumed to be socially and economically disadvantaged. Other individuals can also qualify as socially and economically disadvantaged on a case-by-case basis.

The FTA requires each qualified recipient of more than \$250,000 annually in federal funds to implement a DBE program, recalculate a DBE goal triennially, and report its goal attainment semi-annually, as specified by 49 CFR 26. METRO received approximately \$12.2 million from the FTA in FFY23 and, therefore, maintained a DBE Program.

It is important to acknowledge the restrictions placed on DBE goal setting, attainment, and reporting:

- Only competitively biddable contracts with federal funding are counted in the procurement opportunities in which DBEs can participate.
  - The majority of METRO's FTA funding is used to pay for internal labor costs and fringe benefits, and is not required to be monitored for the DBE program.
- Several large expenses have no competitive contract opportunities:
  - Utilities, leases and rent payments, subscription services, membership costs, travel.
- Only certified DBEs can be included for setting goals and measuring attainment.
  - Many businesses are owned by minorities and women, but not all of these owners register as DBEs in the statewide program.

#### **IV. STRATEGIC PLAN PRIORITIES ALIGNMENT**

Filing and accepting the semi-annual report on the status of METRO's Disadvantaged Business Enterprise Program aligns with METRO's goal of Financial Stability, Stewardship & Accountability because failing to do so jeopardizes the receipt of federal funding.

#### **V. DBE STATUS**

METRO's current DBE goal is 2.65% as seen in METRO's DBE semi-annual report for the period covering October 1, 2022 – March 31, 2023 provided as Attachment A. During this reporting period, METRO's DBE attainment for contracts awarded, payments on ongoing contracts, and payments on completed contracts is 5.81%, 0.00%, and 0.00%, respectively.

METRO did not award or close any large construction procurement with subcontracting opportunities for DBEs, during this reporting period. The majority of METRO's federal capital funds were obligated for revenue vehicle infrastructure purchased from the vehicle manufacturer for which the transit vehicle manufacturer (TVM) reports DBE participation, not METRO. The remainder of METRO's federal capital funds were obligated for smaller infrastructure projects, for which there were limited subcontracting opportunities for DBEs.

**VI. UPCOMING DBE OPPORTUNITIES**

In the second half of FFY23, METRO does not anticipate any new contract opportunities.

**VII. FINANCIAL CONSIDERATIONS/IMPACT**

The DBE Program has direct expenses of less than \$850 for publishing ads and public hearing notices. Failure to update the goal and submit semi-annual reports would jeopardize METRO's receipt of over \$12.2 million in federal financial assistance in FFY23.

**VIII. CHANGES FROM COMMITTEE (Board Report ONLY)**

None

**IX. ALTERNATIVES CONSIDERED**

There are no alternatives. Receiving the semi-annual report is a legal requirement connected to METRO receiving federal financial assistance. Staff is required to provide this information to inform the Board of this important program per METRO's DBE policy, Art. III § 3.304(G).

**X. ATTACHMENTS**

**Attachment A:** June 1, 2023 DBE Semi-Annual Report (October 1, 2022 – March 31, 2023)

Prepared by: Cayla Hill, Planning Analyst

**XI. APPROVALS**

Approved as to fiscal impact:  
Chuck Farmer, CFO



Michael Tree, CEO/General Manager





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**DATE:** June 23, 2023  
**TO:** Board of Directors  
**FROM:** Curtis Moses, Safety, Security and Risk Management Director  
**SUBJECT: RENEWAL OF LIABILITY AND VEHICLE PHYSICAL DAMAGE INSURANCE PROGRAM COVERAGE WITH CALTIP FOR FY24**

## **I. RECOMMENDED ACTION**

**That the Board of Directors authorizes payment to the California Transit Indemnity Pool (CalTIP) for \$768,636 for participation in the FY24 liability and vehicle physical damage insurance coverage programs**

## **II. SUMMARY**

- Santa Cruz Metropolitan Transit District (METRO) carries liability and vehicle physical damage insurance through California Transit Indemnity Pool (CalTIP), a pool of California public transit agencies established in 1987.
- The Liability Program Contribution Deposit for FY24 for \$672,628 provides for general liability, and public officials' errors and omissions.
- The Vehicle Physical Damage Program Contribution Deposit for FY24 is \$96,008 for vehicle physical damage insurance coverage.
- Staff recommends that the Board of Directors (Board) authorize payment to the CalTIP for \$768,636 for participation in the FY24 liability and vehicle physical damage insurance coverage programs.

## **III. DISCUSSION/BACKGROUND**

METRO has been a member of CalTIP since its inception in 1987. Each member agency has a representative on CalTIP's Board of Directors. Michael Tree, CEO/GM is METRO's appointed Director to the CalTIP Board and Curtis Moses, Safety, Security and Risk Management Director, is METRO's appointed alternate Director to the Board.

In 2016 METRO moved to CalTIP's full service program as there were no internal resources available within METRO to handle the liability and vehicle physical damage insurance coverage program.

Liability: CalTIP's Liability Program provides protection against covered losses for bodily injury or physical damage caused by METRO or a METRO-owned vehicle. The pooled and excess coverage provides general liability, public officials' errors and omissions, and vehicle liability. CalTIP self-funds or "pools" the first \$2.0M of liability coverage for any claim. The \$2.0M is inclusive of METRO's Self-Insured Retention (SIR), which is \$250K. CalTIP purchases reinsurance and excess

insurance applying to losses that exceed the \$2.0M pooled layer. The general liability coverage limit is now \$25M.

The premium for liability coverage for FY24 is \$672,628, an increase of \$9,024 or 1.3% over FY23. This increase in premium is primarily due to an increase in the pool layers, increase in hazard exposures, increase in revenue service miles, and offset with increased investment earnings.

Vehicle Physical Damage (VPD): The VPD Program provides comprehensive and collision coverage to transit, staff and maintenance vehicles. CalTIP currently self-funds, or “pools”, the first \$100K of coverage over the member agency’s deductible. METRO’s per vehicle deductible is \$500 for non-revenue vehicles and \$5K for buses and paratransit vehicles. CalTIP purchases excess insurance for losses exceeding \$100K and provides currently METRO with coverage up to \$20M per occurrence.

The premium for vehicle physical damage coverage for FY24 is \$96,008, an increase of \$2,818 or 3% from FY23. This increase is attributable one pool layer increased rates.

Below is the table reflecting five years of experience broken out by Liability and Vehicle Physical Damage insurance coverage program:

**Liability Program**

Program Year	2019/20	2021/21	2021/22	2022/23	2023/24
Net Contribution	\$578,199	\$686,114	\$698,677	\$663,604	\$672,628

**Vehicle Physical Damage Program**

Program Year	2019/20	2020/21	2021/22	2022/23	2023/24
Net Contribution	\$101,438	\$64,647	\$46,599	\$93,190	\$96,008

Staff recommends that the Board authorize payment to the CalTIP in the amount of \$768,636 for participation in the FY24 liability and vehicle physical damage insurance coverage programs.

**IV. STRATEGIC PLAN PRIORITIES ALIGNMENT**

This report aligns with the following METRO Strategic Priorities:

1. Financial Stability, Stewardship & Accountability
2. Service Quality and Delivery

## **V. FINANCIAL CONSIDERATIONS/IMPACT**

The following outlines the elements of the above recommendation:

1. Amount of recommendation: \$768,636
2. Source of Funding: \$768,636 from the FY24 Operating Budget
3. Expense accounts to charge: Insurance Property - 506011 / Insurance PL&PD - 506015

## **VI. CHANGES FROM COMMITTEE**

N/A.

## **VII. ALTERNATIVES CONSIDERED**

- Using an alternate insurance carrier would cause METRO to lose many of the other important services provided by CalTIP, including safety and risk control programs: the Field Service Program, A-Check (Electronic Employee Pull Notice) and the Bus Operator Selection Survey (BOSS), to name a few.
- METRO could self-insure – but does not currently have the cash reserves to support such a program.

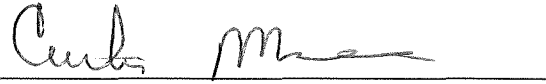
## **VIII. ATTACHMENTS**

None

Prepared by: Curtis Moses, Safety, Security and Risk Management Director

**IX. APPROVALS**

Curtis Moses, Safety, Security,  
and Risk Management Director



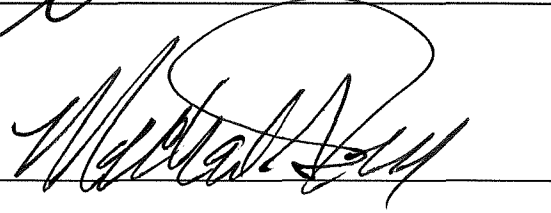
A handwritten signature in cursive script, appearing to read "Curtis Moses", written over a horizontal line.

Approved as to fiscal impact:  
Chuck Farmer, CFO



A handwritten signature in cursive script, appearing to read "Chuck Farmer", written over a horizontal line.

Michael Tree, CEO/General Manager



A handwritten signature in cursive script, appearing to read "Michael Tree", written over a horizontal line.



**DATE:** June 23, 2023  
**TO:** Board of Directors  
**FROM:** Curtis Moses, Safety, Security and Risk Management Director  
**SUBJECT: RECOMMENDED ACTION ON TORT CLAIMS**

**I. RECOMMENDED ACTION**

**That the Board of Directors Approve Staff Recommendations for Claims for the Month of June 2023, as reflected in Section VIII of this report**

**II. SUMMARY**

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

**III. DISCUSSION/BACKGROUND**

METRO's Risk Department received four claims for the month of June 2023 for money or damages. As a public entity, METRO must act "within 45 days after the claim has been presented" (Govt C §912.4(a)). See staff recommendations in paragraph VIII.

**IV. STRATEGIC PLAN PRIORITIES ALIGNMENT**

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

**V. FINANCIAL CONSIDERATIONS/IMPACT**

None

**VI. CHANGES FROM COMMITTEE**

N/A

**VII. ALTERNATIVES CONSIDERED**

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

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


**VIII. DESCRIPTION OF CLAIM**

Claimant	Claim #	Description	Recommended Action
Alvarez Garcia, Guadalupe	23-0008	Claimant alleges that a METRO Bus damaged her vehicle. Amount of claim: \$4,935.74	Reject
MGE Underground Inc.	23-0009	Claimant alleges that a METRO Bus damaged their truck. Amount of claim: \$11,809.66	Reject
Diaz Arevalo, Victor	23-0010	Claimant alleges that a METRO Bus damaged his vehicle. Amount of claim: \$5,259.50	Reject
Allio Abington, Janine	23-0011	Claimant alleges that METRO is responsible for medical related expenses. Amount of claim: \$444.00	Reject

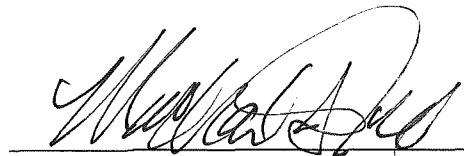
Prepared by: Tom Szeszowicki, Safety Specialist

**IX. APPROVALS**

Curtis Moses, Safety, Security  
and Risk Management Director

  
\_\_\_\_\_

Michael Tree  
CEO/General Manager

  
\_\_\_\_\_

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**DATE:** June 23, 2023  
**TO:** Board of Directors  
**FROM:** Michael Tree, CEO/General Manager  
**SUBJECT: CONSIDERATION OF AWARD OF CONTRACT TO LES TURBO IMAGES FOR BUS WRAP SERVICES FOR 60' ARTICULATED, 40' AND 35' BUSES NOT TO EXCEED \$271,571.08**

**I. RECOMMENDED ACTION**

**That the Board of Directors award a contract to Les Turbo Images for Bus Wrap Services for 60' Articulated, 40' and 35' Buses in an amount not to exceed \$271,571.08 for a two-year term and authorize the CEO/General Manager to execute the same.**

**II. SUMMARY**

- The Santa Cruz Metropolitan Transit District (METRO) has a need for Bus Wrap Services to wrap up to ten (10) 2013 New Flyer 60' CNG articulated buses being delivered from the San Diego Metropolitan Transit System (MTS) in August and up to twenty-five (25), 2011-2013 New Flyer 40' and 35' buses in METRO's current fleet. The wraps will update outdated branding to align with METRO's current brand standards.
- A formal Request for Proposals (RFP) was issued to solicit proposals from qualified firms. Three firms submitted proposals for METRO's review.
- A three-member evaluation team composed of METRO staff reviewed and evaluated the proposals, and is recommending that the Board of Directors (Board) award a contract to the highest ranked proposer, Les Turbo Images.

**III. DISCUSSION/BACKGROUND**

On May 19, 2023, the Board approved the purchase of ten (10) 2013 New Flyer CNG Articulated buses from MTS to serve UCSC and METRO's most heavily utilized routes. These buses will arrive in August with MTS' current red and white branded paint. The buses will need to be wrapped before use to reflect METRO's branding.

As part of METRO's goal to update outdated branding to align with METRO's current brand standards and increase ridership, staff is including up to twenty-five (25) partial wraps for its existing fleet of 2011-2013 35' to 40' CNG New Flyer buses that have the outdated logo with stripe design. These will be wrapped to match METRO's current, more modern, brand guidelines. These wraps will be scheduled over the course of the next two years, pending budget.

As METRO works to increase ridership and further establish the agency as a key community partner, it would be in the best interest of the agency to update our fleet to have consistent branding. This will allow our riders and our community to better identify METRO and to connect with our brand.

On May 16, 2023, METRO advertised RFP 23-14, distributed notices via Bonfire (METRO's e-procurement portal) to 218 firms, including 75 Disadvantaged Business Enterprises (DBEs), and sent email notices to all GovDelivery subscribers. On June 6, 2023, proposals were received and opened from three firms. A list of these firms is provided in Attachment A. A three-member evaluation team composed of METRO staff has reviewed and evaluated the proposals.

The evaluation team used the following criteria as contained in the RFP:

<b>Evaluation Criteria</b>	<b>Points</b>
Qualifications and Experience	30
Technical Approach	30
Schedule of Installation/Repair timeline	30
References	20
Cost proposal	35
Participation in Sustainability Initiative	5
<b>Total Points Possible</b>	<b>150</b>

Les Turbo Images was determined to be the highest ranked firm whose proposal fulfills the requirements of the RFP. Staff also determined that Les Turbo Images costs are fair and reasonable.

Staff is recommending that the Board award a two-year contract to Les Turbo Images for Bus Wrap Services for 60" Articulated, 40" and 35" Buses in an amount not to exceed \$271,571.08, and authorize the CEO/General Manager to execute the Les Turbo Images contract.

Les Turbo Images will provide all services meeting all METRO's specifications and requirements of the contract. Danielle Glagola, Marketing, Communications & Customer Service Director, will serve as the Contract Administrator and will ensure contract compliance.

#### **IV. STRATEGIC PLAN PRIORITIES ALIGNMENT**

The award of this contract would align with the following Strategic Priorities:

- Strategic Alliances and Community Outreach
- State of Good Repair

**V. FINANCIAL CONSIDERATIONS/IMPACT**

The not-to-exceed value of the contract is \$271,571.08. Funds to support this contract are included in the FY24 and FY25 Marketing Operating budget, within the Printing (504215) account.

**VI. CHANGES FROM COMMITTEE**

N/A

**VII. ALTERNATIVES CONSIDERED**

Do nothing is an alternative, but this is not recommended as the incoming articulated buses will be required to be wrapped with METRO's current branding before use. Additionally, the fleet at METRO will continue to have inconsistent branding and miss the opportunity to place the METRO brand in good standing with the community. This approach accomplishes both tasks.

**VIII. ATTACHMENTS**

**Attachment A:** List of Responding Firms

**Attachment B:** Contract with Les Turbo Images

**Note: A full copy of the Contract is available on request.**

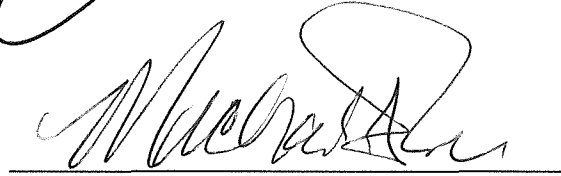
Prepared by: Tanya Gilliam, Purchasing Agent

**IX. APPROVALS**

Approved as to fiscal impact:  
Chuck Farmer, CFO

A handwritten signature in black ink, appearing to read "Chuck Farmer", written above a horizontal line.

Michael Tree, CEO/General Manager

A handwritten signature in black ink, appearing to read "Michael Tree", written above a horizontal line.

# Attachment A



**Responding Firms for RFP No. 23-14**

## **Bus Wrap Services for 60' Articulated, 40' and 35' Buses**

**Received by June 6, 2023 at 5:00 PM**

Catto's Graphics, Inc.	Santa Cruz	CA
Circle Graphics	San Fernando	CA
Turbo Images	Quebec	Canada

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# Attachment B

## **PROFESSIONAL SERVICES CONTRACT FOR BUS WRAP SERVICES FOR 60' ARTICULATED, 40' AND 35' BUSES (23-14)**

THIS CONTRACT is made effective on June 23, 2023 between the SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (“Santa Cruz METRO”), a political subdivision of the State of California, and LES TURBO IMAGES d/b/a TURBO IMAGES INC. (“Contractor”).

### **1. RECITALS**

#### 1.1 Santa Cruz METRO’s Primary Objective

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

#### 1.2 Santa Cruz METRO’s Need for Bus Wrap Services for 60’ Articulated, 40’ and 35’ Buses

Santa Cruz METRO has the need for Bus Wrap Services for 60’ Articulated, 40’ and 35’ Buses. In order to obtain these services, Santa Cruz METRO issued a Request for Proposals, dated May 16, 2023, setting forth specifications for such services. The Request for Proposals is attached hereto and incorporated herein by reference as Exhibit A.

#### 1.3 Contractor’s Proposal

Contractor is a firm qualified to provide Bus Wrap Services for 60’ Articulated, 40’ and 35’ Buses and whose principal place of business is 1225, 107e Rue Saint-Georges, Quebec, Canada G5Y 8C3. Pursuant to the Request for Proposals issued by Santa Cruz METRO, Contractor submitted a proposal for Bus Wrap Services for 60’ Articulated, 40’ and 35’ Buses, which is attached hereto and incorporated herein by reference as Exhibit B.

#### 1.4 Selection of Contractor and Intent of Contract

On June 23, 2023, Santa Cruz METRO selected Contractor as the Proposer whose proposal was most advantageous to Santa Cruz METRO to provide the Bus Wrap Services for 60’ Articulated, 40’ and 35’ Buses described herein. This Contract is intended to fix the provisions of these services.

Santa Cruz METRO and Contractor agree as follows:

### **2. INCORPORATED DOCUMENTS AND APPLICABLE LAW**

#### 2.1 Documents Incorporated in this Contract

This Contract shall consist of the following documents, all of which are incorporated herein and made a part hereof by reference thereto. 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 Section 12.15 of the General Conditions to the Contract.

# Attachment B

1) This Contract

2) Exhibit A

Santa Cruz METRO's "Request for Proposals" dated May 16, 2023, including Addenda Nos. 1 through 3.

3) Exhibit B (Contractor's Proposal)

Contractor's Proposal to Santa Cruz METRO for Bus Wrap Services for 60' Articulated, 40' and 35' Buses, including Attachment A: Revised Pricing Summary with Alternative 60' Partial Wraps, as accepted by Santa Cruz METRO.

## 2.2 Conflicts

In the event of conflict between or among the terms of the Contract Documents, the order of precedence, from highest to lowest, will be this Contract; Exhibit A; Exhibit B.

## 2.3 Recitals

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

## 3. **DEFINITIONS**

### 3.1 General

The terms below (or pronouns in place of them) have the following meaning in the Contract:

3.1.1 **CONTRACT** – The Contract consists of this document, the attachments incorporated herein in accordance with Article 2, and any written amendments made in accordance with Part IV, Section 12.15 of the General Conditions to the Contract.

3.1.2 **CONTRACTOR** – The Proposer selected by Santa Cruz METRO for this project in accordance with the Request for Proposals issued May 16, 2023.

3.1.3 **CONTRACTOR'S STAFF** – Employees of Contractor.

3.1.4 **DAYS** – Calendar days.

3.1.5 **PROPOSER** – Contractor whose proposal was accepted under the terms and conditions of the Request for Proposals issued May 16, 2023.

3.1.6 **PROVISION** – Any term, agreement, covenant, condition, clause, qualification, restriction, reservation, or other stipulation in the Contract that defines or otherwise controls, establishes, or limits the performance required or permitted by either party.

3.1.7 **SCOPE OF WORK (OR "WORK")** – The entire obligation under the Contract, including, without limitation, all labor, equipment, materials, supplies, transportation, services, and other work products and expenses, express or implied, in the Contract.



# Attachment B

## 4. TIME OF PERFORMANCE

### 4.1 Term

The term of this Contract will be for a period of **two (2)** years, and shall commence upon the execution of the Contract by Santa Cruz METRO. Upon satisfactory performance of services, Santa Cruz METRO may extend this agreement beyond the initial term when mutually agreed to in writing by the parties.

## 5. COMPENSATION

### 5.1 Terms of Payment

Santa Cruz METRO shall compensate Contractor in an amount not to exceed the amounts/rates agreed upon by Santa Cruz METRO. Santa Cruz METRO shall reasonably determine whether work has been successfully performed for purposes of payment. Compensation shall be made within thirty (30) days of Santa Cruz METRO's written approval of Contractor's written invoice for said work.

It is understood that execution of this Contract does not guarantee any amount of services and/or dollar expenditure to be provided under the Contract to Contractor. However, the maximum compensation that Santa Cruz METRO has authorized to be expended for this Contract will not exceed **\$ 271,571.08**. Contractor understands and agrees that if it exceeds the maximum amount payable under this Contract, it does so at its own risk.

### 5.2 Invoices

Contractor shall submit invoices with a purchase order number provided by Santa Cruz METRO on a monthly basis. Contractor's invoices shall include detailed records showing actual time devoted, work accomplished, date work accomplished, personnel used, and amount billed per hour. Expenses shall only be billed if allowed under the Contract.

Said invoice records shall be kept up-to-date at all times and shall be available for inspection by Santa Cruz METRO (or any grantor of Santa Cruz METRO, including, without limitation, any State or Federal agency providing project funding or reimbursement) at any time for any reason upon demand for not less than four (4) years after the date of expiration or termination of the Contract. Under penalty of law, Contractor represents that all amounts billed to Santa Cruz METRO are (1) actually incurred; (2) reasonable in amount; (3) related to this Contract; and (4) necessary for performance of the project.

## 6. NOTICES

All notices under this Contract shall be deemed duly given upon delivery, if delivered by hand, or three (3) days after posting if sent by registered mail, 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.

# Attachment B

Santa Cruz METRO

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

Attention: Michael Tree, CEO

CONTRACTOR

Turbo Images Inc.  
1225, 107e Rue Saint-Georges, QC  
Canada G5Y 8C3

Attention: Steve Payne

7. **ACCEPTANCE OF ELECTRONIC SIGNATURES AND COUNTERPARTS**

The parties agree that this Contract, agreements ancillary to this Contract, and related documents to be entered into this Contract will be considered executed when the signature of a party is delivered by facsimile or other electronic method by either of the parties, and each party agrees that the electronic signatures, whether digital or encrypted, of the parties included in this Contract are intended to authenticate this writing and to have the same force and effect as manual signatures. Each party further agrees that this Contract may be executed in two or more counterparts, each of which will be deemed an original, and all of which constitute one and the same instrument.

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 this Contract. Each party further acknowledges that it has read this Contract, understands it, and agrees to be bound by it.

SIGNATURES ON NEXT PAGE

# Attachment B

Signed on \_\_\_\_\_

Santa Cruz METRO –  
SANTA CRUZ METROPOLITAN TRANSIT  
DISTRICT

Michael Tree, CEO/General Manager

\_\_\_\_\_

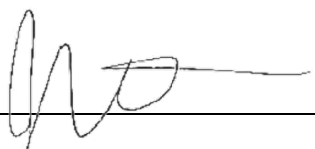
Contractor –  
LES TURBO IMAGES d/b/a TURBO IMAGES INC.

Pier Veilleux, President/CEO

\_\_\_\_\_

Approved as to Form:

Julie A. Sherman, General Counsel

  
\_\_\_\_\_

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**DATE:** June 23, 2023  
**TO:** Board of Directors  
**FROM:** Isaac Holly, IT and ITS Director  
**SUBJECT: CONSIDERATION OF AUTHORIZING THE CEO/GENERAL MANAGER TO RENEW ANNUAL MAINTENANCE AND SUPPORT SERVICES WITH MAINTSTAR, INC. FOR MAINTSTAR SOFTWARE**

**I. RECOMMENDED ACTION**

**That the Board of Directors authorize the CEO/General Manager to renew annual maintenance and support services with Maintstar, Inc. for Maintstar software in the amount of \$55,349.**

**II. SUMMARY**

- The Maintstar software maintenance and support services need to be renewed annually in order to continue to receive the following for this mission-critical METRO system:
  - Unlimited support via telephone and email;
  - Bug fixes and customization for the current Maintstar version; and
  - Continued cloud hosting of the system.

**III. DISCUSSION/BACKGROUND**

Maintstar is an Enterprise Asset Management system (EAM) system that enables METRO to:

- Assign and manage work orders for both Fleet and Facilities Maintenance departments;
- Manage our Fleet Parts inventory;
- Schedule preventative maintenance for our fleet;
- Track and report fuel usage;
- Provide monthly reports for the National Transit Database (NTD) which is a federal requirement; and
- Generate and track fleet KPI's.

METRO procured the Maintstar EAM system in 2009 to fulfill the needs of the Maintenance departments to manage work and assets. METRO has continued to renew and upgrade this system with the vendor over the past 14 years and Board approval is needed to continue this subscription.

Staff recommends that the Board authorize the CEO/General Manager to renew annual maintenance and support services with Maintstar, Inc. for Maintstar software in the amount of \$55,349.

#### **IV. STRATEGIC PLAN PRIORITIES ALIGNMENT**

The renewal of this service would align with the following Strategic Priorities:

1. Service Quality and Delivery
2. Internal and External Technology

#### **V. FINANCIAL CONSIDERATIONS/IMPACT**

The funding in the amount of \$55,349 is included in the FY23 current fiscal year's IT Department Operating budget within the Maintenance Fees (503352) account.

#### **VI. CHANGES FROM COMMITTEE**

N/A

#### **VII. ALTERNATIVES CONSIDERED**

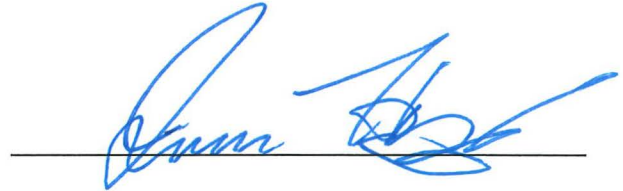
- Do nothing. There is no alternative recommended at this time. Maintstar is a critical foundation to the core functions of METRO's Maintenance departments. Not renewing services for maintenance and support would result in losing the eligibility to receive technical support and updates, as well as losing access to the hosted software system.
- Going out to bid for a new system of this magnitude is not feasible at this time due to budgetary constraints. METRO is in the process of evaluating alternative systems that offer similar functionality.

#### **VIII. ATTACHMENTS: None**

Prepared by: Isaac Holly, IT and ITS Director

**IX. APPROVALS**

Isaac Holly, IT & ITS Director



Approved as to fiscal impact:  
Chuck Farmer, CFO



Michael Tree, CEO/General Manager



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**DATE:** June 23, 2023  
**TO:** Board of Directors  
**FROM:** Chuck Farmer, CFO  
**SUBJECT: RENEWAL OF AGREEMENT WITH COUNTY OF SANTA CRUZ FOR PAYROLL SERVICES**

**I. RECOMMENDED ACTION**

**That the Board of Directors authorize the CEO/General Manager to execute a new agreement with the County of Santa Cruz for payroll services.**

**II. SUMMARY**

- The current agreement with the County of Santa Cruz (County) for payroll services will expire June 30, 2023. Santa Cruz Metropolitan Transit District (METRO) has contracted with the County to provide payroll services for approximately forty-eight years.
- Due to the specialized needs of METRO, including over thirty different types of pay, and approximately fifteen deductions, only the County can economically provide these payroll services at this time.
- The County has adapted its computer system to provide specialized services and reports exclusive to METRO, and has established computer links to facilitate the data transfer process. The County has been very responsive to METRO's payroll needs, especially when changes are made as a result of re-negotiated labor agreements with the labor organizations, and changes to processes related to CalPERS reporting.
- This should be the final extension as METRO procured a payroll system and is in process of moving the payroll processing from the County to METRO in early 2024.
- Staff requests the Board approve a new agreement with the County for payroll services. METRO anticipates the cost will not exceed \$60,000 annually.

**III. DISCUSSION/BACKGROUND**

METRO's current agreement with the County for payroll services will expire June 30, 2023.

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

- Process bi-weekly payroll including approximately thirty types of pay such as straight time, overtime, double-time, bilingual, shift differential, uniform allowance, instructor pay, union non-work pay, sick pay, vacation pay, personal leave pay, administrative leave pay, out-of-class pay, accrual payoffs, accident pay, jury duty, etc.
- File all payments for Federal and State taxes within prescribed time limits.
- Remittance to the appropriate payees, for deductions such as insurance, garnishments, deferred compensation, retirement, direct deposit to banks, union dues, etc.
- CalPERS retirement deductions, deferred compensation, monthly medical benefit payments, mandatory monthly/annual Unfunded Accrued Liability (UAL) payments, and other related CalPERS reporting
- Issue paychecks and year-end W-2's, etc.

The County has provided payroll services to METRO for approximately forty-eight (48) years in a satisfactory manner, at a cost significantly lower than private service bureaus for similar services and deductions.

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

This agreement should be the final extension of the contract with the County. METRO procured Workday as its payroll system and the final conversion to METRO should take place in early 2024.

Staff requests that the Board of Directors authorize the CEO/General Manager to execute a new agreement with the County of Santa Cruz for payroll services at the rates set forth in the agreement.

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

The following outlines the elements of the recommendation:

1. Amount of Recommendation:
  - Not to Exceed \$60,000
2. Source Of Funding:
  - Operating Budget – Operating Revenue

3. Expense Accounts:

- Accounting/Audit Fees (503011-1200)

4. Fiscal Impact:

- The cost for the recommendation of the renewal of the County Payroll Services Agreement is included in the Finance Department Operating Budget.

**V. CHANGES FROM COMMITTEE**

N/A

**VI. ALTERNATIVES CONSIDERED**

- METRO could go out to bid for payroll services.

The above alternative is not recommended due to the complexities of the METRO payroll and the forty-eight (48) years of experience the County has with processing METRO payroll.

**VII. ATTACHMENTS**

**Attachment A:** Independent Contractor Agreement

Prepared By: Chuck Farmer, CFO

**VIII. APPROVALS:**

Approved as to fiscal impact:  
Chuck Farmer, CFO



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Michael Tree, CEO/General Manager



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# Attachment A

## INDEPENDENT CONTRACTOR AGREEMENT

This Contract, which is effective on the date it is fully executed, is between the SANTA CRUZ METROPOLITAN TRANSIT DISTRICT, hereinafter called DISTRICT, and the COUNTY OF SANTA CRUZ, hereinafter called COUNTY.

### WITNESSETH

WHEREAS, the COUNTY is able to furnish, and the DISTRICT wishes to receive and purchase, accounts payable and payroll services as set forth below;

NOW, THEREFORE, in consideration of the policies, covenants and obligations of the parties as set forth herein, the parties agree as follows:

1. **PAYROLL-RELATED DUTIES OF COUNTY.** COUNTY shall maintain the level of payroll-related service provided to DISTRICT as of June 30, 2023, which shall include the following:

COUNTY agrees to exercise special skill to maintain a payroll system in conformance with State and federal laws and regulations and CalPERS requirements in order to accomplish the following results for DISTRICT during the term of this Contract with regard to DISTRICT'S payroll:

- A. Process DISTRICT'S bi-weekly payroll for approximately 320 employees for calendar year 2023, all of whom have wages computed hourly and must be reported by DISTRICT in accordance with COUNTY published payroll processing calendar.
- B. Deduct amounts from employee payroll and submit those payments as appropriate on behalf of DISTRICT or the employee, including but not limited to the following: various insurance deductions, garnishments, retirement, direct deposit to banks, deferred compensation, Medicare, and credit unions.
- C. Provide for timekeeper data entry and retrieval of attendance information, which shall include corrections and balancing by either:
  - i. hard copy via mail or courier; or
  - ii. electronically via computer connected to COUNTY'S database.
- D. Provide each payee with an Earnings, Deductions & Leave statement which shows, at a minimum, the following:
  - i. current earnings by hours and amount, current taxes and other deductions by amount;
  - ii. year-to-date earnings, taxes and other deductions;
  - iii. current balances for sick, annual, personal, administrative leave and floating

# Attachment A

holidays.

- E. Provide for direct deposit to financial institutions both for savings and/or checking accounts. (DISTRICT employees must agree to be paid via direct deposit.) The official pay day is the Friday after the end of the two-week pay period as posted by COUNTY. COUNTY will strive to provide funds early to financial institutions that choose to post and make available to employees their payroll funds on Thursday (Wednesday if Thursday is a holiday).
- F. File all federal and State payroll taxes within prescribed time limits.
- G. Deduct for Medicare from employees hired after April 1, 1985, and for FICA as necessary.
- H. DISTRICT employees covered by the Public Employees' Retirement System (PERS), COUNTY will process all retirement deductions in accordance with DISTRICT's contract with PERS including:
  - i. Deductions on first 80 hours only (not to include overtime). The DISTRICT shall provide COUNTY a copy of its contract with PERS;
  - ii. Payment for the monthly CalPERS Unfunded Accrued Liability; and
  - iii. Payment for the monthly CalPERS medical benefits invoice.
- I. Interface with COUNTY financial system and provide journal entries for posting to general ledger within five (5) workdays of payday.
- J. Provide reports with the following information and frequency shown in parentheses:
  - i. By employee, usage and balance-available reports on compensatory time, sick leave, annual leave, administrative leave, personal leave, floating holidays, overtime reports, leave usage, hours and liability for leave reports (payday).
  - ii. Payroll history by employee made available by payday.
    - a. Master File
    - b. Earnings History
    - iii. Hours and earnings (payday).
    - iv. Deductions (payday).
    - v. Audit report (payday).
    - vi. Last rate of pay increase, by employee amount and date (monthly).
    - vii. Payroll register (payday).

# Attachment A

- K. Generate new reports as required and provide direct access to the database for retrieval of information as required. (If an additional charge for a report is required by DISTRICT, COUNTY will notify DISTRICT in advance so that DISTRICT may approve charges.)
- L. Account for taxable, non-cash fringe benefits as reported to COUNTY by DISTRICT.
- M. Issue 2023 W-2s and quarterly reports; provide, upon request, duplicate 2023 W-2s.
- N. Provide information needed for special project reports subject to an hourly billing charge if COUNTY deems applicable.
- O. Provide services to DISTRICT as a payroll processing vendor, in no way taking responsibility for the correctness, accuracy, or status of taxability of the data provided by DISTRICT. In the event data is determined to be incorrect by an outside agency such as IRS, CALPERS or others, DISTRICT takes full responsibility for penalties, interest or additional charges incurred to correct errors including those for reissuance of employee or the DISTRICT IRS tax forms.

2. **PAYROLL-RELATED DUTIES OF DISTRICT.** DISTRICT agrees during the term of this Contract to perform the following functions and duties with regard to DISTRICT'S payroll:

- A. The DISTRICT shall deposit in advance with COUNTY such funds as are necessary to process and make payment of required payroll.
- B. The DISTRICT shall provide COUNTY accurate documentation of hours worked by each employee in advance of payday in accordance with COUNTY payroll processing schedule and in a format as required by COUNTY.
- C. DISTRICT agrees to conform its payroll schedule to that of COUNTY and to not arrange for any additional types of pay or employee compensation without consulting and receiving agreement from COUNTY to determine the feasibility of COUNTY to make those payments timely.

3. **ACCOUNTS PAYABLE-RELATED DUTIES OF COUNTY.** COUNTY shall maintain the level of accounts payable-related service provided to the DISTRICT as of June 30, 2023, which shall include the following:

COUNTY agrees to maintain a financial accounting system and exercise special skill to accomplish the following results for the DISTRICT during the term of this Contract with regard to DISTRICT'S accounts payable:

- A. Grant DISTRICT access to COUNTY'S financial accounting system, where DISTRICT staff will enter accounts payable transactions on behalf of the DISTRICT.

OR

# Attachment A

Enter accounts payable transactions into COUNTY'S financial accounting system on behalf of DISTRICT, with proper supporting documentation provided by DISTRICT.

- B. Set up vendors for payment in COUNTY'S financial accounting system as needed, with proper supporting documentation such as W-9 forms provided by DISTRICT.
- C. Issue warrant or EFT payments to vendors on behalf of DISTRICT;
- D. Issue 1099s to vendors on behalf of DISTRICT, in accordance with IRS guidelines;
- E. Provide services to DISTRICT as an accounts payable processing vendor, in no way taking responsibility for the correctness, accuracy, or status of taxability of the data provided by DISTRICT. In the event data is determined to be incorrect by an outside agency such as IRS or others, DISTRICT takes full responsibility for penalties, interest or additional charges incurred to correct errors including those for reissuance of 1099s.

4. **ACCOUNTS PAYABLE-RELATED DUTIES OF THE DISTRICT.** The DISTRICT agrees during the term of this Contract to perform the following functions and duties with regard to DISTRICT'S accounts payable:

- A. DISTRICT shall deposit in advance with COUNTY such funds as are necessary to process and make payment of required accounts payable.
- B. DISTRICT shall attach accurate documentation to support vendor payments in COUNTY'S financial accounting system

OR

DISTRICT shall provide requests for payments to vendors to COUNTY in the format as required by COUNTY.

5. **COMPENSATION.** In consideration for COUNTY accomplishing said results with regards to DISTRICT'S payroll and accounts payable:

- A. DISTRICT agrees to pay COUNTY for payroll services rendered as follows:
  - i. \$7.36 per pay period per employee for direct deposit of bi-weekly wages for fiscal year 2023-2024 services and an adjustment for each subsequent year based upon Payroll Division costs including overhead and employment demographics of DISTRICT. Any such adjustment will be made by written amendment to this Contract, as described in Section 8, and;
  - ii. Up to \$10,000 for initial set up services or system modification requested by DISTRICT including Information Services Department (ISD) programming



# Attachment A

of the County Payroll system and Auditor-Controller payroll division staff time. Charges will be calculated based upon COUNTY employee documented hours and direct ISD billings. COUNTY will charge the DISTRICT for these services at a current rate of \$100 per hour. COUNTY will notify DISTRICT in advance so that DISTRICT may approve charges.

B. DISTRICT agrees to pay COUNTY for accounts-payable services rendered as follows:

- i. \$6.60 per check/EFT issued on behalf of DISTRICT for fiscal year 2023-2024, with an adjustment for each subsequent year to be calculated based upon Claims (Accounts Payable) division costs, including overhead. Any such adjustment will be made by written amendment to this Contract, as described in Section 8.

C. COUNTY agrees to submit an annual invoice for total payroll and accounts payable services provided.

6. **TERM.** The term of this Contract shall be July 1, 2023 through June 30, 2024. If this Contract is placed on the County's Continuing Agreement List before the Contract term expires, the parties agree to extend the terms and conditions of the Contract as set forth herein, and as reflected in any executed amendment hereto, until the Contract is thereafter terminated. The District will be transitioning to an outside payroll system for calendar year 2024, and payroll services, with the exception of calendar year 2023 reporting information, will cease on December 31, 2023. Accounts Payable services will continue through June 30, 2024.
7. **EARLY TERMINATION.** Either party hereto may terminate this Contract as of June 30 of any year by giving one hundred twenty (120) days' written notice to the other party.
8. **MODIFICATION OF CONTRACT.** The fees, terms or conditions of this Contract may be modified in writing with the consent of the parties. No amendment to this Contract shall be effective unless it is in writing and signed by duly authorized representative of both parties.
9. **OBLIGATIONS UPON TERMINATION.** Upon termination of this Contract, a final accounting shall be made of the fees payable to the COUNTY and any funds belonging to the DISTRICT in the possession of COUNTY and any balance due either party shall be promptly paid by the debtor party.
10. **RECORDS.** All records, reports and material pertaining to DISTRICT payroll subject to this Contract shall be the property of DISTRICT and shall be available to DISTRICT.
11. **INDEMNIFICATION FOR DAMAGES, TAXES AND CONTRIBUTIONS.** To the fullest extent allowed by law, each of the Parties will indemnify, hold harmless and defend the other party and its directors, officers, employees and agents

# Attachment A

(collectively, "Indemnitees") against all liability, claims, suits, actions, costs or expenses under or in connection with any work or authority delegated to such party under this Contract. Neither party, nor any director, officer, employee, or agent thereof, shall be responsible for any damage or liability occurring by reason of the negligent acts or omissions or willful misconduct of the other party hereto, under or in connection with any work or authority delegated to such other party under this Contract. This indemnification will survive termination or expiration of this Contract.

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

13. **INDEPENDENT CONTRACTOR**. While performing service hereunder, the COUNTY shall be an independent contractor and not an agent, officer, or employee of the DISTRICT.

12. **PRESENTATION OF CLAIMS**. Presentation and processing of any or all claims arising out of or related to this Contract shall be made in accordance with the provisions contained in Chapter 1.05 of the Santa Cruz County Code, which by this reference is incorporated herein.

13. **ATTACHMENTS**. Should a conflict arise between the language in the body of this Contract and any attachment to this Contract, the language in the body of this Contract controls. This Contract includes the following attachments:

Attachments included: None.

14. **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 this Contract. Each party further acknowledges that it has read this Contract, understands it, and agrees to be bound by it.

15. **MISCELLANEOUS**. This written Contract, along with any attachments, is the full and complete integration of the parties' agreement forming the basis for this Contract. The parties agree that this written Contract supersedes any previous written or oral Contracts between the parties, and any modifications to this Contract must be made in a written document signed by all parties. The unenforceability, invalidity or illegality of any provision(s) of this Contract shall not render the other provisions unenforceable, invalid or illegal. Waiver by any party of any portion of this Contract shall not constitute a waiver of any other portion thereof. Any arbitration, mediation, or litigation arising out of this Contract shall occur only in the County of Santa Cruz, notwithstanding the fact that one of the contracting parties may reside outside of the County of Santa Cruz. This Contract shall be governed by, and interpreted in accordance with, California law.

# Attachment A

END OF PAGE  
SEE SIGNATURE PAGE BELOW

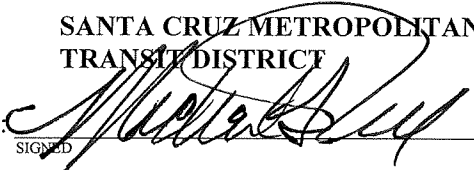
# Attachment A

## SIGNATURE PAGE

### INDEPENDENT CONTRACTOR AGREEMENT

IN WITNESS WHEREOF, the parties hereto have set their hands the day and year first above written.

1. **SANTA CRUZ METROPOLITAN  
TRANSIT DISTRICT**

By:   
SIGNED

Michael Tree  
PRINTED

2. **COUNTY OF SANTA CRUZ**

By: \_\_\_\_\_  
SIGNED

PRINTED

Address: 110 Vernon Street

Santa Cruz, CA 95060

Telephone: 831-420-2501

Fax: 831-426-6117

Email: mtree@scmttd.com

Approved as to Form



Julie Sherman, District Counsel

3. **APPROVED AS TO INSURANCE:**

\_\_\_\_\_  
Risk Management

4. **APPROVED AS TO FORM:**

\_\_\_\_\_  
Office of the County Counsel



**DATE:** June 23, 2023  
**TO:** Board of Directors  
**FROM:** Wondimu Mengistu, Capital Planning and Grants Program Manager  
**SUBJECT: CONSIDER A RESOLUTION DESIGNATING THE CEO AS THE AUTHORIZED AGENT TO EXECUTE A MASTER AGREEMENT AND SUPPLEMENTAL AGREEMENTS WITH THE CALIFORNIA DEPARTMENT OF TRANSPORTATION (CALTRANS) FOR TRANSIT AND INTERCITY RAIL CAPITAL PROGRAM (TIRCP) FUNDING**

**I. RECOMMENDED ACTION**

**That the Board adopt a resolution authorizing the CEO to execute a Master Agreement and Supplemental Agreements with Caltrans for TIRCP funding.**

**II. SUMMARY**

- In January 2023, the Santa Cruz Metropolitan Transit District (METRO) staff applied for \$38,589,000 in California State Transportation Agency (CalSTA) TIRCP funds for the grant entitled, “Santa Cruz Zero Emission Intercity Transit Service Expansion Project.”
- In April 2023, CalSTA announced METRO would receive \$38,589,000 in TIRCP funding to purchase 24 zero-emission buses to expand service frequency on the heavily traversed Highways 1 and Highway 17 corridors while also redeveloping the Watsonville Transit Station and Pacific Station to include more than 180 mixed-use, affordable housing units and implement real time passenger information, bicycle amenities and other multimodal improvements.
- METRO must execute a Master Agreement with Caltrans, the agency responsible for administering TIRCP, as well as a Program Supplement to receive TIRCP funds for reimbursement of eligible Project expenses.
- Staff recommends that the Board of Directors approve the attached Resolution, authorizing the CEO to execute the Caltrans Master Agreement and Program Supplement for TIRCP funding.

**III. DISCUSSION/BACKGROUND**

In January 2023, the Santa Cruz Metropolitan Transit District (METRO) staff applied for \$38,589,000 in California State Transportation Agency (CalSTA) TIRCP funds for the grant entitled, “Santa Cruz Zero Emission Intercity Transit Service

Expansion Project". In April 2023, CalSTA announced METRO would receive \$38,589,000 in TIRCP funding to purchase 24 zero-emission buses to expand service frequency on the heavily traversed Highways 1 and Highway 17 corridors while also redeveloping the Watsonville Transit Station and Pacific Station to include more than 180 mixed-use, affordable housing units and implement real time passenger information, bicycle amenities and other multimodal improvements.

The project will reduce greenhouse gas emissions in the region by helping convert 25% of METRO's fleet of compressed natural gas and diesel buses to zero-emission hydrogen buses within the next 24 months. The project also includes construction of a hydrogen fueling station that will support the full transition of METRO's 94-bus fleet to zero-emission technology by 2037, with enough capacity to support the zero-emission fueling needs of local partner agencies and others. In addition, the project supports expanded access to affordable housing integrated with improved transit access. METRO's Pacific Station will be redeveloped to include a 120-unit, mixed-use, affordable housing development with a bike hub and other multimodal improvements. The Watsonville Transit Center will transform to include a four-story, 60-unit, net-zero-energy affordable housing development, serving historically disadvantaged community members.

To receive TIRCP funds for reimbursement of eligible Project expenses, METRO must execute a Master Agreement with Caltrans, the agency responsible for administering the TIRCP, as well as a Program Supplement that is specific to the approved Project. This Agreement provides for the requirements necessary for administering and reimbursing State transit funds to local project sponsors to carry out the Project. Attachment A is a resolution authorizing METRO's CEO to execute these agreements with Caltrans (sample Master Agreement included as Attachment B) on behalf of the agency so that METRO can receive future reimbursements from the TIRCP program for Project-related expenses.

Once the CEO executes the Master Agreement and Program Supplement, METRO will be eligible to request funding allocations from the California Transportation Commission (CTC) for the TIRCP funds programmed by CalSTA. All TIRCP allocation requests must be approved by the CTC prior to local agencies incurring project expenditures eligible for reimbursement.

Staff recommends that the Board of Directors approve attached Resolution, authorizing the Executive Director to execute the Caltrans Master Agreement and Program Supplement for TIRCP funding.

#### **IV. STRATEGIC PLAN PRIORITIES ALIGNMENT**

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

**V. FINANCIAL CONSIDERATIONS/IMPACT**

METRO must execute a Master Agreement and a Program Supplement with Caltrans in order to receive TIRCP funds for reimbursement of eligible Project expenses. METRO would receive \$38,589,000 in TIRCP funding to purchase 24 zero-emission buses to expand service frequency on the heavily traversed Highways 1 and Highway 17 corridors while also redeveloping the Watsonville Transit Station and Pacific Station to include more than 180 mixed-use, affordable housing units and implement real time passenger information, bicycle amenities and other multimodal improvements. The CalSTA award joins \$19.4 million invested by METRO and \$5.76 million in funding from the Greenhouse Gas Reduction Fund.

**VI. CHANGES FROM COMMITTEE**

N/A

**VII. ALTERNATIVES CONSIDERED**

Do not execute a Master Agreement and a Program Supplement with Caltrans. Staff does not recommend this alternative because METRO would lose critically needed revenue to meet California’s clean energy mandates and support the full transition of METRO’s 94-bus fleet to zero- emission technology by 2037.

**VIII. ATTACHMENTS**


**Attachment A:** Resolution Authorizing the CEO to execute a Master Agreement and Supplemental Agreements with Caltrans for TIRCP funding

**Attachment B:** Master Agreement No. 64SCMTDMA

Prepared by: Wondimu Mengistu  
Capital Planning and Grants Program Manager

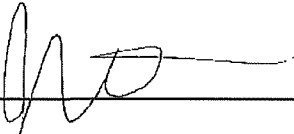
**IX. APPROVALS**

John Urgo, Planning  
and Development Director



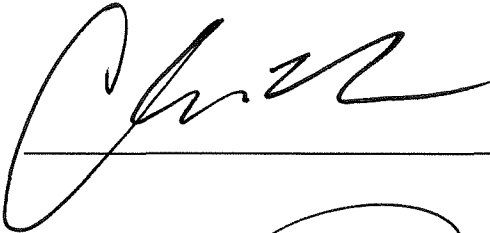
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Approved as to form:  
Julie Sherman, District Counsel



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



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Michael Tree, CEO/General Manager



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# Attachment A



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

Resolution No. \_\_\_\_\_

On the Motion of Director: \_\_\_\_\_

Duly Seconded by Director: \_\_\_\_\_

The Following Resolution is Adopted: \_\_\_\_\_

### RESOLUTION OF THE BOARD OF DIRECTORS OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT AUTHORIZING THE CEO/GENERAL MANAGER TO EXECUTE A MASTER AGREEMENT AND PROGRAM SUPPLEMENT WITH THE CALIFORNIA DEPARTMENT OF TRANSPORTATION FOR THE PURPOSE OF RECEIVING STATE TRANSIT AND INTERCITY RAIL CAPITAL PROGRAM FUNDS

**WHEREAS**, in April 2023, the California State Transportation Agency (CalSTA) programmed \$38,589,000 in Transit and Intercity Rail Capital Program (TIRCP) funds to the Santa Cruz Metropolitan Transit District for the Santa Cruz Zero Emission Intercity Transit Service Expansion Project (Project); and

**WHEREAS**, the Project award authorized by CalSTA consists of the purchase of 24 zero-emission buses to expand service frequency on the heavily traversed Highways 1 and Highway 17 corridors while also redeveloping the Watsonville Transit Station and Pacific Station to include more than 180 mixed-use, affordable housing units and implement real time passenger information, bicycle amenities and other multimodal improvements; and

**WHEREAS**, substantial revisions were made to the programming and funding processes for the transportation projects programmed in the TIRCP, by Chapter 36 (SB 862) of the Statutes of 2014; and

**WHEREAS**, the statutes related to TIRCP-funded transit projects require a local agency to execute an agreement with the State of California through the California Department of Transportation (Caltrans) before it can be reimbursed for project expenditures; and

**WHEREAS**, Caltrans uses Master Agreements for TIRCP-funded transit projects, along with associated Program Supplements, for the purpose of administering and reimbursing State transit funds to local agencies; and

**WHEREAS**, Caltrans has requested a resolution from the governing board of METRO authorizing execution these agreements; and

**WHEREAS**, the Santa Cruz Metropolitan Transit District Board of Directors wishes to delegate the authority to execute these agreements and any amendments thereto to the CEO/ General Manager or his designee; and

# Attachment A

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Directors of the Santa Cruz Metropolitan Transit District hereby agrees to comply with all conditions and requirements set forth in the Master Agreement and applicable statutes, regulations, and guidelines for all TIRCP-funded projects; and

**BE IT FURTHER RESOLVED**, that the Board of Directors of the Santa Cruz Metropolitan Transit District hereby designates Michael Tree, CEO/General Manager, or designee, as the Authorized Agent and authorizes him to execute the Caltrans Master Agreement, all Program Supplements, and any amendments thereto, with the California Department of Transportation, for projects funded through the TIRCP.

**PASSED AND ADOPTED** by the Board of Directors of the Santa Cruz Metropolitan Transit District this 23<sup>rd</sup> Day of June 2023 by the following vote:

**AYES:** Directors -

**NOES:** Directors -

**ABSTAIN:** Directors -

**ABSENT:** Directors –

**APPROVED:**

\_\_\_\_\_  
Shebreh Kalantari-Johnson, Board Chair

**ATTEST:**

\_\_\_\_\_  
Michael Tree, CEO/General Manager

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Julie Sherman, General Counsel

California State Transportation Agency  
Transit and Intercity Rail Capital Program

Grant Recipient:

Santa Cruz Metropolitan Transit District

CalSTA Transit and Intercity Rail Capital Program Administered by:

California Department of Transportation  
Division of Rail and Mass Transportation  
1120 N Street, Room 3300  
P.O. Box 942874, MS-39  
Sacramento, California 94274-0001

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**STATE OF CALIFORNIA  
DEPARTMENT OF TRANSPORTATION**

Effective Date of this Agreement: July 1, 2023, or upon final signature, whichever is later

Termination Date of this Agreement: July 1, 2033

Recipient: Santa Cruz Metropolitan Transit District

Application Funding: The Greenhouse Gas Reduction Fund and Senate Bill 1 Fund are the applicable funding source covered by this Agreement and will be identified in each specific Program Supplement, adopting the terms of this Agreement.

---

**RECITALS**

1. WHEREAS, The Global Warming Solutions Act of 2006 (the "ACT") (Assembly Bill [AB] 32, Nunez, Chapter 488) created a comprehensive program to reduce greenhouse gas emissions in California. AB 32 requires California to reduce greenhouse gases to 1990 levels by 2020, and to maintain and continue reductions beyond 2020. In March 2012, Governor Brown signed Executive Order B-16-2012 affirming a long-range climate goal for California to reduce greenhouse gases from the transportation sector to 80 percent below 1990 levels by 2050.
2. WHEREAS, the Cap-and-Trade Program is a key element in California's climate plan. It creates a limit on the emissions from sources responsible for 85 percent of California's greenhouse gas emissions, establishes the price signal needed to drive long-term investment in cleaner fuels and more efficient use of energy, and gives covered entities flexibility to implement the lowest-cost options to reduce greenhouse gas emissions.
3. WHEREAS, in 2012, the Legislature passed and Governor Brown signed into law three bills, AB 1532 (Pérez, Chapter 807, Statutes of 2012), Senate Bill (SB) 535 (De León, Chapter 830, Statutes of 2012), and SB 1018 (Budget and Fiscal Review Committee, Chapter 39, Statutes of 2012), that established the Greenhouse Gas Reduction Fund (GGRF) to receive proceeds from the distribution of allowances via auction and provided the framework for how those auction proceeds will be appropriated and expended. These statutes require that expenditures from the

GGRF be used to facilitate the achievement of greenhouse gas emission reductions and further the purposes of AB 32.

4. WHEREAS, in 2017, the Legislature passed and Governor Brown signed into law the Road Repair and Accountability Act of 2017 SB 1, which directed additional funding to the Transit and Intercity Rail Capital Program (TIRCP).

5. WHEREAS, TIRCP is one of several programs funded as part of the 2014-2015 State of California Budget (Senate Bill 852 and Senate Bill 862), and implemented pursuant to Public Resources Code section 75220 et seq and Health and Safety Code section 39719 et seq.

6. WHEREAS, as directed by the ACT, CalSTA established TIRCP Program Guidelines that describe the policy, standards, criteria, and procedures for the development, adoption and management of the TIRCP Program.

7. WHEREAS, Recipient has submitted an application, been evaluated and selected by CalSTA in accordance with the TIRCP Program Guidelines.

8. WHEREAS, on August 17, 2015, CalSTA delegated the administration of the TIRCP Program to the Department pursuant to the TIRCP Program Guidelines and the Department's policies and procedures for the administration of similar grant programs.

9. NOW THEREFORE, in consideration of the recitals and the rights, duties and covenants set forth herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereby agree to the following:

10. This Agreement, entered into effective as of the date set forth above, is between the signatory public entity identified hereinabove, (hereinafter referred to as Recipient), and the STATE OF CALIFORNIA, acting by and through the California Department of Transportation (hereinafter referred to as DEPARTMENT), and subject to the approval of the California State Transportation Agency (CalSTA).

## ARTICLE I - DEFINITIONS

The terms defined in this Article I shall for all purposes of this Agreement have the meanings specified herein.

1.1 "Act" refers to the Global Warming Solutions Act of 2006 (the "ACT") (Assembly Bill [AB] 32, Nunez, Chapter 488) created a comprehensive program to reduce greenhouse gas emissions in California.

1.2 “Agreement” shall mean this Agreement, inclusive of all appendices and Program Supplements, whereby the Department, on behalf of CalSTA, and pursuant to the Act and as set forth herein, administers the TIRCP Program.

1.3 “Award Agreement” shall mean a project-specific subcontract to this agreement executed following Project award and may include Project specific information, expected outcomes, and deliverables.

1.4 “California Department of Transportation” or “Caltrans” or “Department” means the State of California, acting by and through its Department of Transportation of the State of California, and any entity succeeding to the powers, authorities and responsibilities of the Department invoked by or under this Agreement or the Program Supplements.

1.5 “California Transportation Commission” or “CTC” shall refer to the commission established in 1978 by Assembly Bill 402 (Chapter 1106, Statutes of 1977).

1.6 “Effective Date” means the date set forth on page 4 of this Agreement.

1.7 “Greenhouse Gas Reduction Funds” or “GGRF” shall mean the funds subject to Chapter 26, Statutes of 2014, authorizing the State to fund capital improvements and operational investments for California’s transit systems and intercity, commuter, and urban rail systems.

1.8 “Senate Bill 1” or “SB 1” shall mean the funds subject to Chapter 5, Statutes of 2017, authorizing the State to fund capital improvements and investments for California’s transit systems and intercity, commuter, and urban rail systems.

1.9 “Overall Funding Plan” has the meaning set forth in Article II, Section 2(A)(5)(c).

1.10 “Program Guidelines” shall mean the policy, standards, criteria, and procedures for the development, adoption and management of the TIRCP Projects established by CalSTA and provided in Appendix A.

1.11 “Program Supplement” shall mean a project-specific subcontract to this Agreement that is executed following a CTC approved action and includes all Project specific information needed to encumber funding and shall include expected outcomes and deliverables. Also referred to as Project Supplement Agreement.

1.12 “Program Supplement Last Expenditure Date” and refers to the last date for Recipient to incur valid Project costs or credits.



1.13 “Program Supplement Termination” shall occur when the Recipient’s obligations have been fully performed as set forth in Article II, Section 2D and Article III, Section 3(C)(2) or when terminated by convenience as set forth in Article III, Section 3(C)(1).

1.14 “Project” shall mean the project identified in Recipient’s application.

1.15 “Project Closeout Report” shall have the meaning set forth in Article II, Section 3(B).

1.16 “Project Financial Plan” shall have the meaning set forth in Article II, Section 2(A)(5)(d).

1.17 “Progress Payment Invoice” shall have the meaning set forth in Article II, Section 3A.

1.18 “Project Schedule” has the meaning set forth in Article II, Section 2(A)(5)(b).

1.19 “Scope of Work” has the meaning set forth in Article II, Section 2(A)(5)(a).

1.20 “Secretary” shall mean the Secretary of the California State Transportation Agency (CalSTA). Unless the context otherwise requires, any reference to the Secretary includes CalSTA and its officers and employees.

1.21 “State” shall mean the State of California.

1.22 “TIRCP Projects” shall mean projects that are selected and funded pursuant to the Transit and Intercity Rail Capital Program.

## **ARTICLE II – TIRCP PROJECTS AND ADMINISTRATION**

### **Section 1. TIRCP Projects and Project Management**

1. TIRCP Projects, pursuant to the Act, are established by CalSTA in accordance with the TIRCP Program Guidelines. Under delegation from CalSTA, the Department will administer the TIRCP Program in accordance with the TIRCP Program Guidelines and best management practices identified in the administration of similar Department grant programs.

2. By this reference, TIRCP Program Guidelines are made an express part of this Agreement and shall apply to each TIRCP Program funded Project as may be amended or updated. Recipient will cause its specific TIRCP mandated Resolution to be attached as part of any TIRCP funded Program Supplement as a condition precedent to the acceptance of GGRF or SB 1 Funds (upon availability and allocation), for such project.

3. All inquiries during the term of this Agreement and any applicable Program Supplement will be directed to the project representatives identified below:

State's Project Administrator:  
Department of Transportation  
Olivia Arant  
Branch Chief  
Capital Projects Central Branch  
Phone: (916) 907-2225  
Email: [Olivia.Arant@DOT.ca.gov](mailto:Olivia.Arant@DOT.ca.gov)

Recipient's Project Administrator:  
Santa Cruz Metropolitan Transit District  
Michael Tree  
CEO/General Manager  
Phone: (831) 420-2501  
[Mtree@scmtd.com](mailto:Mtree@scmtd.com)

## Section 2. Program Supplement

### A. General

1. This Agreement shall have no force and effect with respect to the Project unless and until a separate Project specific program supplement hereinafter referred to as "Program Supplement," adopting all of the terms and conditions of this Agreement has been fully executed by both State and Recipient.

2. Recipient agrees to complete the defined scope of work for the Project, described in the Program Supplement adopting all of the terms and conditions of this Agreement.

3. A financial commitment of actual funds will only occur in each detailed and separate Program Supplement. No funds are obligated by the prior execution of this Agreement alone.

4. Recipient further agrees, as a condition to the release and payment of the funds encumbered for the scope of work described in each Program Supplement, to comply with the terms and conditions of this Agreement and all the agreed-upon special covenants and conditions attached to or made a part of the Program Supplement identifying and defining the nature of that specific scope of work.

5. The Program Supplement shall include a detailed scope of work, which shall include but not be limited to, a Project Description, a Project Schedule, an Overall Funding Plan, and a Project Financial Plan as required in the TIRCP Program Guidelines.

a. The Scope of Work shall include a detailed description of the Project and will itemize the major tasks and their estimated costs.

b. The Project Schedule shall include major tasks and/or milestones and their associated beginning and ending dates and duration.

c. The Overall Funding Plan shall itemize the various Project Components, the committed funding program(s) or source(s), and the matching funds to be provided by Recipient and/or other funding sources, if any [these Components include Environmental and Permits; Plans, Specifications and Estimates (PS&E); Right-of-Way (ROW); and Construction (including transit vehicle acquisition)].

d. The Project Financial Plan shall identify estimated expenditures for the Project Component by funding source, provided that for the purposes of this Agreement the State is only monitoring compliance for expenditures for the TIRCP, including but not limited to GGRF and SB 1 Funds allocated for the Project Component.

6. Adoption and execution of the Program Supplement by Recipient and State, incorporating the terms and conditions of this Agreement into the Program Supplement as though fully set forth therein, shall be sufficient to bind Recipient to these terms and conditions when performing the Project. Unless otherwise expressly delegated to a third-party in a resolution by Recipient's governing body, which delegation must be expressly assented to and concurred in by State, the Program Supplement shall be managed by Recipient.

7. The estimated cost and scope of the Project will be as described in the applicable Program Supplement. The State shall not participate in any funding for the Project beyond those amounts actually encumbered by the STATE as evidenced in the applicable Program Supplement unless the appropriate steps are followed, and approval is granted by the CTC as described below.

8. Upon the stated expiration date of this Agreement, any Program Supplement executed under this Agreement for the Project with obligations yet to be completed pursuant to the approved Project Schedule, deliverables, and reporting requirements shall be deemed to extend the term of this Agreement only to conform to the specific Project termination or completion date, including completion of deliverables and reporting requirements, contemplated by the applicable Program Supplement to allow that uncompleted Project to be administered under the extended terms and conditions of this Agreement.

9. Total project cost includes the cost of a project for all phases (Plans, Specifications, and Estimates (PS&E), Project Approval and Environmental Document (PA&ED) Right-of-Way (ROW), and Construction (CON) including rolling stock) of a Project from start to finish.

## B. *Project Overrun*

1. If Recipient or the State determine, at any time during the performance of the Project, that the Project budget may be exceeded, Recipient shall take the following steps:

a. Notify the designated State representative of the nature and projected extent of the overrun and, within a reasonable period, thereafter, identify and quantify potential cost savings or other measures which Recipient will institute to bring the Project Budget into balance; and

b. Identify the source of additional Recipient or other third-party funds that can be made available to complete Project. Recipient agrees that the allocation of the GGRF and SB 1 funds is subject to the allocation proposed by the CalSTA, submitted by the State, and approved by the CTC.

## C. *Cost Savings and Project Completion*

1. Recipient is encouraged to evaluate design and construction alternatives that would mitigate the costs of delivering the commitments for the Project. Recipient shall take all steps necessary on a commercially reasonable basis that would generally be taken in accordance with best management practices. In determining cost savings, the Parties shall take into account all avoided costs, including avoided design, material, equipment, labor, construction, testing, acceptance and overhead costs and avoided costs due to time savings, and all the savings in financing costs associated with such avoided costs.

2. If there is an identification and implementation of any CalSTA approved alternative resulting in reduction of the Project costs, the parties agree that the recipient shall provide a prorated share of Project or TIRCP funded Project component cost savings based on the overall project match to the Department no later than 30 days after the submission of the final invoice. Subject to CalSTA's approval, savings may be used towards another project component or towards increasing project benefits that are consistent with the original project award while maintaining the overall project match referenced in the project award and program supplements.

3. Program supplements will indicate the Project or Component proration of funding match.

4. The Recipient agrees to complete the Project and accepts sole responsibility for the payment of any cost increases. If either the Project or the funded components are not completed, the Recipient shall bear the burden of full TIRCP funds reimbursement to the Department.

## D. *Scope of Work*

1. Recipient shall be responsible for complete performance of the work described in the approved Program Supplement for the Project related to the commitment of encumbered funds. All work shall be accomplished in accordance with the applicable provisions of the Act, Public Utilities Code, the Streets and Highways Code, the Government Code, and other applicable statutes and regulations.
2. Recipient acknowledges and agrees that Recipient is the sole control and manager of the Project and its subsequent employment, operation, repair and maintenance for the benefit of the public. Recipient shall be solely responsible for complying with the funding and use restrictions established by (a) the statutes from which the GGRF and SB1 Funds are derived, (b) the CTC, (c) the State Treasurer, (d) the Internal Revenue Service, (e) the applicable Program Supplement, and (f) this Agreement.
3. Recipient acknowledges and agrees that the Recipient is responsible for complying with all reporting requirements established by the TIRCP Guidelines and California Air Resource Board (CARB) Funding Guidelines.

## E. *Program Supplement Amendments*

Program Supplement amendments will be required whenever there are CalSTA or CTC approved actions, including but not limited to, Financial Allocations, Financial Allocation Amendments, Time Extensions and Technical Corrections. These changes shall be mutually binding upon the Parties only following the execution of a Program Supplement amendment.

## **Section 3. Allowable Costs and Payments**

### A. *Allowable Costs and Progress Payment Invoice*

1. Not more frequently than once a month, Recipient will prepare and submit to State signed Progress Payment Invoice for actual Project costs incurred and paid for by Recipient consistent with the allocation and Scope of Work document in the Program Supplement and State shall pay those uncontested allowable costs once the invoice is reviewed and approved by the Department, subject to CalSTA's approval. If no costs were incurred during any given quarter, Recipient is exempt from submitting a signed Progress Payment Invoice.
2. State shall not be required to reimburse more funds, cumulatively, per quarter of any fiscal year greater than the sums identified and included in the Project Financial Plan. The State shall hold the right to determine reimbursement availability based on an approved expenditure plan and TIRCP anticipated or

actual funding capacity. Each such invoice will report the total of Project expenditures from GGRF and SB 1 Funds (including those of Recipient and third parties) and will specify the percent of State reimbursement requested and the GGRF and SB 1 Funds source.

## B. *Final Invoice*

The Program Supplement Last Expenditure Dates(s) refer to the last date for Recipient to incur valid Project costs or credits. Recipient has one hundred and eighty (180) days after that Last Expenditure Date to make already incurred final allowable payments to Project contractors or vendors, prepare the Project Closeout Report, and submit the final invoice to State for reimbursement of allowable Project costs before those remaining State funds are unencumbered and those funds are reverted as no longer available to pay any Project costs. Recipient expressly waives any right to allowable reimbursements from State pursuant to this Agreement for costs incurred after that termination date and for costs invoiced to Recipient for payment after that one hundred and eightieth (180<sup>th</sup>) day following the Project Last Expenditure Date.

## **ARTICLE III – GENERAL PROVISIONS**

### **Section 1. Funding**

1. Recipient agrees to contribute at least the statutorily or other required local contribution of matching funds (other than State or federal funds), if any is specified within the Program Supplement or any appendices thereto, toward the actual cost of the Project or the amount, if any, specified in any executed SB 2800 (Streets and Highways Code Section 164.53) Agreement for local match fund credit, whichever is greater. Recipient shall contribute not less than its required match amount toward the Project cost in accordance with a schedule of payments as shown in the Project Financial Plan prepared by Recipient and approved by State as part of a Program Supplement.

### **Section 2. Audits and Reports**

#### A. *Cost Principles*

1. Recipient agrees to comply with Title 2 Code of Federal Regulations 200 (2 CFR 200) Uniform Administrative Requirements, Cost Principles for State and Local Government, and Audit Requirements for Federal Awards.

2. Recipient agrees, and will assure that its contractors and subcontractors will be obligated to follow 2 CFR 200 and which shall be used to determine the allowability of individual Project cost items. Every sub-recipient receiving Project

funds as a contractor or sub-contractor under this Agreement shall comply with 2 CFR 200.

3. Any Project costs for which Recipient has received payment or credit that are determined by subsequent audit to be unallowable under 2 CFR 200, are subject to repayment by Recipient to State. Should Recipient fail to reimburse moneys due State within thirty (30) days of demand, or within such other period as may be agreed in writing between the Parties hereto, State is authorized to intercept and withhold future payments due to Recipient from State or any third-party source whose funding passes through the State, including but not limited to, the State Treasurer, the State Controller and the CTC.

4. The State may terminate the grant for any reason at any time if it is determined by the State, based on an audit under this section, that there has been a violation of any State or federal law or policy by the Recipient during performance under this or any other grant agreement or contract entered into with the State. If the grant is terminated under this section, the Recipient may be required to fully or partially repay funds.

## B. *Record Retention*

1. Recipient agrees, and will assure that its contractors and subcontractors shall establish and maintain an accounting system and records that properly accumulate and segregate incurred Project costs and matching funds by line item for the Project. The accounting system of Recipient, its contractors and all subcontractors shall conform to Generally Accepted Accounting Principles (GAAP), enable the determination of incurred costs at interim points of completion, and provide support for reimbursement payment vouchers or invoices. All accounting records and other supporting papers of Recipient, its contractors and subcontractors connected with Project performance under this Agreement and each Program Supplement shall be maintained for a minimum of three (3) years from the date of final payment to Recipient under a Program Supplement and shall be held open to inspection, copying, and audit by representatives of State, the California State Auditor, and auditors representing the federal government. Copies thereof will be furnished by Recipient, its contractors, and subcontractors upon receipt of any request made by State or its agents. In conducting an audit of the costs and match credits claimed under this Agreement, State will rely to the maximum extent possible on any prior audit of Recipient pursuant to the provisions of federal and State law. In the absence of such an audit, any acceptable audit work performed by Recipient's external and internal auditors may be relied upon and used by State when planning and conducting additional audits.

2. For the purpose of determining compliance with Title 21, California Code of Regulations, Section 2500 et seq., when applicable, and other matters connected with the performance of Recipient's contracts with third parties pursuant to Government Code section 8546.7, Recipient, Recipient's contractors and subcontractors, and State shall each maintain and make available for inspection all books, documents, papers, accounting records, and other evidence pertaining to the performance of such contracts, including, but not limited to, the costs of administering those various contracts. All of the above referenced parties shall make such Agreement and Program Supplement materials available at their respective offices at all reasonable times during the entire Project period and for three (3) years from the date of final payment to Recipient under any Program Supplement. State, the California State Auditor, or any duly authorized representative of State or the United States Department of Transportation, shall each have access to any books, records, and documents that are pertinent to the Project for audits, examinations, excerpts, and transactions, and Recipient shall furnish copies thereof if requested.

3. Recipient, its contractors and subcontractors will permit access to all records of employment, employment advertisements, employment application forms, and other pertinent data and records by the State Fair Employment Practices and Housing Commission, or any other agency of the State of California designated by State, for the purpose of any investigation to ascertain compliance with this Agreement and the Act.

### *C. Reporting Requirements*

1. Reporting requirements of Recipient will include whether reported implementation activities are within the scope of the Project Program Supplement and in compliance with State laws, regulations, and administrative requirements.

2. TIRCP Progress Reporting shall be no more frequently than monthly and no less frequently than quarterly at the discretion of the State and shall generally include the following information;

a. Activities and progress made towards implementation of the project during the reporting period and activities anticipated to take place in the next reporting period;

b. Identification of whether the Project is proceeding on schedule and within budget;

c. Identification of whether the Project Deliverables are proceeding on schedule.



- d. Identification of changes to the Project funding plan, milestone schedule, or deliverables completion date;
  - e. Any actual or anticipated problems which could lead to delays in schedule, increased costs or other difficulties for either the Project or other State funded projects impacted by the Project's scope of work and the efforts or activities being undertaken to minimize impacts to schedule, cost, or deliverables;
3. CARB Reporting shall be no more frequently than monthly and no less frequently than semiannually at the discretion of CARB and shall include the following information (subject to modification by CARB);
- a. Identify metrics and benefits achieved for disadvantaged communities, low-income communities, and/or low-income households;
  - b. continued reporting following project implementation to identify benefits achieved.
  - c. Any and all other requirements instituted by CARB.
4. Within one year of the Project or reportable Project components becoming operable, the implementing agency must provide a final delivery report including at a minimum:
- a. Scope of completed Project as compared to Programmed Project;
  - b. Performance outcomes derived from the project as compared to outcomes described in the Project application and shall include but not be limited to before and after measurements and estimates for ridership, service levels, greenhouse gas reductions, updated estimated greenhouse gas reductions over the life of the project, benefits to disadvantaged communities, low income communities, and/or low income households, and project co-benefits as well as an explanation of the methodology used to quantify the benefits.
  - c. Before and after photos documenting the project
  - d. The final costs as compared to the approved project budget by component and fund type, and an estimate of the TIRCP funds spent to benefit disadvantaged communities, low-income communities, and/or low-income households, and
  - e. The project duration as compared to the project schedule in the project application.

## Section 3. Special Requirements

### A. *California Transportation Commission Resolutions*

1. Recipient shall adhere to applicable CTC policies on “Timely Use of Funds” as stated in Resolution G-06-04, adopted April 26, 2006, addressing the expenditure and reimbursement of GGRF and SB 1 Funds. These resolutions, and/or successor resolutions in place at the time a Program Supplement is executed, shall be applicable to GGRF and SB 1 funds, respectively.

2. Recipient shall be bound to the terms and conditions of this Agreement, the Project application contained in the Program Supplement (as applicable); and CTC Resolutions G-06-04, G-09-11 and/or their respective successors in place at the time the Program Supplement is signed (as applicable) and all restrictions, rights, duties and obligations established therein on behalf of State and CTC shall accrue to the benefit of the CTC and shall thereafter be subject to any necessary enforcement action by CTC or State. All terms and conditions stated in the aforesaid CTC Resolutions and CTC-approved Guidelines in place at the time the Program Supplement is signed (if applicable) shall also be considered to be binding provisions of this Agreement.

3. Recipient shall conform to any and all permit and mitigation duties associated with Project as well as all environmental obligations established in CTC Resolution G-91-2 and/or its successors in place at the time a Program Supplement is signed, as applicable, at the expense of Recipient and/or the responsible party and without any further financial contributions or obligations on the part of State unless a separate Program Supplement expressly provides funding for the specific purpose of hazardous materials remediation.

### B. *Recipient Resolution*

1. Recipient has executed this Agreement pursuant to the authorizing Recipient resolution, attached as Appendix B to this Agreement, which empowers Recipient to enter into this Agreement and which may also empower Recipient to enter into all subsequent Program Supplements adopting the provisions of this Agreement.

2. If Recipient or State determines that a separate Resolution is needed for each Program Supplement, Recipient will provide information as to who the authorized designee is to act on behalf of the Recipient to bind Recipient with regard to the terms and conditions of any said Program Supplement or amendment and will provide a copy of that additional Resolution to State with the Program Supplement or any amendment to that document.

## c. *Termination*

### 1. Termination Convenience by State

a. State reserves the right to terminate funding for any Program Supplement, subject to CalSTA approval, upon written notice to Recipient in the event that Recipient fails to proceed with Project work in accordance with the Program Supplement, or otherwise violates the conditions of this Agreement and/or the Program Supplement or the funding allocation such that substantial performance is significantly endangered.

b. No such termination shall become effective if, within thirty (30) days after receipt of a notice of termination, Recipient either cures the default involved or, if not reasonably susceptible of cure within said thirty (30)-day period, Recipient proceeds thereafter to complete the cure in a manner and timeline acceptable to State. Any such termination shall be accomplished by delivery to Recipient of a notice of termination, which notice shall become effective not less than thirty (30) days after receipt, specifying the reason for the termination, the extent to which funding of work under this Agreement is terminated and the date upon which such termination becomes effective, if beyond thirty (30) days after receipt. During the period before the effective termination date, Recipient and State shall meet to attempt to resolve any dispute.

c. Following a fund encumbrance made pursuant to a Program Supplement, if Recipient fails to expend GGRF or SB 1 monies within the time allowed specified in the Program Supplement, those funds may revert, and be deemed withdrawn and will no longer be available to reimburse Project work unless those funds are specifically made available beyond the end of that Fiscal Year through re-appropriation or other equivalent action of the Legislature and written notice of that action is provided to Recipient by State.

d. In the event State terminates a Program Supplement for convenience and not for a default on the part of Recipient as is contemplated in this section, Recipient shall be reimbursed its authorized costs up to State's proportionate and maximum share of allowable Project costs incurred to the date of Recipient's receipt of that notice of termination, including any unavoidable costs reasonably and necessarily incurred up to and following that termination date by Recipient to effect such termination following receipt of that termination notice.

### 2. Termination After Recipient's Obligations Fully Performed

Following project completion, and all obligations as defined in the TIRCP Guidelines, CARB Guidelines, and Program Supplement are fully performed, including Project completion of all deliverables and reporting, the Program Supplement shall be terminated. If the Project obligations are not fully performed, as defined under this section, the Recipient may be required to fully or partially repay funds.

#### D. *Third Party Contracting*

1. Recipient shall not award a construction contract over \$10,000 or other contracts over \$25,000 [excluding professional service contracts of the type which are required to be procured in accordance with Government Code Sections 4525 (d), (e) and (f)] on the basis of a noncompetitive negotiation for work to be performed under this Agreement without the prior written approval of State. Contracts awarded by Recipient, if intended as local match credit, must meet the requirements set forth in this Agreement regarding local match funds.
2. Any subcontract entered into by Recipient as a result of this Agreement shall contain the provisions of ARTICLE III – GENERAL PROVISIONS, Section 2. Audits and Reports and shall mandate that travel and per diem reimbursements and third-party contract reimbursements to subcontractors will be allowable as Project costs only after those costs are incurred and paid for by the subcontractors.
3. In addition to the above, the pre award requirements of third-party contractor/consultants with local transit agencies should be consistent with Local Program Procedures (LPP-00-05).

#### E. *Change in Funds and Terms/Amendments*

This Agreement and the resultant Program Supplements may be modified, altered, or revised only with the joint written consent of Recipient and State.

#### F. *Project Ownership*

1. Unless expressly provided to the contrary in a Program Supplement, subject to the terms and provisions of this Agreement, Recipient, or a designated subrecipient acceptable to State, as applicable, shall be the sole owner of all improvements and property included in the Project constructed, installed or acquired by Recipient or subrecipient with funding provided to Recipient under this Agreement. Recipient, or subrecipient, as applicable, is obligated to continue operation and maintenance of the physical aspects of the Project dedicated to the public transportation purposes for which Project was initially approved unless Recipient, or subrecipient, as applicable, ceases

ownership of such Project property; ceases to utilize the Project property for the intended public transportation purposes; or sells or transfers title to or control over Project and State is refunded the Credits due State as provided in paragraph (2) herein below.

2. Project right-of-way, Project facilities constructed or reconstructed on the Project site and/or Project property (including vehicles and vessels) purchased by Recipient (excluding temporary construction easements and excess property whose proportionate resale proceeds are distributed pursuant to this Agreement) shall remain permanently dedicated to the described public transit use in the same proportion and scope, and to the same extent as mandated in the Program Supplement, unless State agrees otherwise in writing. Vehicles acquired as part of Project, including, but not limited to, buses, vans, rail passenger equipment, shall be dedicated to that public transportation use for their full economic life cycle, which, for the purpose of this Agreement, will be determined in accordance with standard national transit practices and applicable rules and guidelines, including any extensions of that life cycle achievable by reconstruction, rehabilitation or enhancements. The exceptions to this section are outlined below:

a. Except as otherwise set forth in this Section, State, or any other State-assignee public body acting on behalf of the CTC, shall be entitled to a refund or credit (collectively the Credit), at State's sole option, equivalent to the proportionate Project funding participation received by Recipient from State if Recipient, or a sub-recipient, as applicable, (i) ceases to utilize Project for the original intended public transportation purposes or (ii) sells or transfers title to or control over Project. If federal funds (meaning only those federal funds received directly by Recipient and not federal funds derived through or from the State) have contributed to the Project, Recipient shall notify both State and the original federal source of those funds of the disposition of the Project assets or the intended use of those sale or transfer receipts.

b. State shall also be entitled to an acquisition credit for any future purchase or condemnation of all or portions of Project by State or a designated representative or agent of State.

c. The Credit due State will be determined by the ratio of State's funding when measured against the Recipient's funding participation (the Ratio). For purposes of this Section, the State's funding participation includes federal funds derived through or from State. That Ratio is to be applied to the then present fair market value of Project property acquired or constructed as provided in (d) and (e) below.

d. For Mass Transit vehicles, this Credit [to be deducted from the then remaining equipment value] shall be equivalent to the percentage of the full extendable vehicle economic life cycle remaining, multiplied by the Ratio of funds provided for that equipment acquisition. For real property, this same funding Ratio shall be applied to the then present fair market value, as determined by State, of the Project property acquired or improved under this Agreement.

e. Such Credit due State as a refund shall not be required if Recipient dedicates the proceeds of such sale or transfer exclusively to a new or replacement State approved public transit purpose, which replacement facility or vehicles will then also be subject to the identical use restrictions for that new public purpose and the Credit ratio due State should that replacement project or those replacement vehicles cease to be used for that intended described pre-approved public transit purpose.

i. In determining the present fair market value of property for purposes of calculating State's Credit under this Agreement, any real property portions of the Project site contributed by Recipient shall not be included. In determining State's proportionate funding participation, State's contributions to third parties (other than Recipient) shall be included if those contributions are incorporated into the Project.

ii. Once State has received the Credit as provided for above because Recipient, or a sub-recipient, as applicable, has (a) ceased to utilize the Project for the described intended public transportation purpose(s) for which State funding was provided and State has not consented to that cessation of services or (b) sold or transferred title to or control over Project to another party (absent State approval for the continued transit operation of the Project by that successor party under an assignment of Recipient's duties and obligations), neither Recipient, subrecipient, nor any party to whom Recipient or subrecipient, as applicable, has transferred said title or control shall have any further obligation under this Agreement to continue operation of Project and/or Project facilities for those described public transportation purposes, but may then use Project and/or any of its facilities for any lawful purpose.

iii. To the extent that Recipient operates and maintains Intermodal Transfer Stations as any integral part of Project, Recipient shall maintain each station and all its appurtenances, including, but not limited to, restroom facilities, in good condition and repair in accordance with high standards of cleanliness (Public Utilities Code section 99317.8). Upon request of State, Recipient shall also authorize State-funded bus services to use those stations and appurtenances without any charge to State or the bus operator. This permitted use will include the placement of signs and informational material

designed to alert the public to the availability of the State-funded bus service (for the purpose of this paragraph, "State-funded bus service" means any bus service funded pursuant to Public Utilities Code section 99316).

## G. *Disputes*

Parties shall develop a mutually agreed upon issue resolution process, as described below, and issues between the Parties are to be resolved in a timely manner. The Parties agree to the following:

1. If the Parties are unable to reach agreement on any particular issue relating to either Parties' obligations pursuant to this Agreement, the Parties agree to promptly follow the issue resolution process as outlined below:

a. The Department's project manager and the Recipient's equivalent may initiate the process of informal dispute resolution by providing the other Party with written notice of a dispute. The written notice shall provide a clear statement of the dispute and shall refer to the specific provisions of this Agreement or Program Supplement that pertain to the dispute. The Department's project manager and the Recipient's equivalent shall meet and attempt to resolve the dispute within five days from the written notice. If the dispute is resolved, the Parties shall create and sign a short description of the facts and the resolution that was agreed upon by the Parties.

b. If the dispute is not resolved by the fifth day from the written notice, the Department's senior project manager and the Recipient's equivalent shall meet and review the dispute within five days. The Department's senior project manager and the Recipient's equivalent manager shall attempt to resolve the dispute within ten days of their initial meeting. If the dispute is resolved, the Parties shall create and sign a short description of the facts and the resolution that was agreed upon by the Parties.

c. If the dispute is not resolved by the tenth day, the Department's Director or his designee and the Recipient's equivalent manager shall meet and review the dispute within five days. The Department's Director or his designee and the Recipient's equivalent manager shall attempt to resolve the dispute within ten days of the initial meeting. If the dispute is resolved, the Parties shall create and sign a short description of the facts and the resolution that was agreed upon by the Parties. If the dispute is not resolved by the tenth day by the Department's Director or his designee and the Recipient's equivalent manager, the Parties shall submit the matter to the Secretary of CalSTA for a final administrative determination.

## H. *Hold Harmless and Indemnification*

1. Neither State nor any officer or employee thereof shall be responsible for any damage or liability occurring by reason of anything done or omitted to be done by Recipient, its agents and contractors under or in connection with any work, authority, or jurisdiction delegated to Recipient under this Agreement or any Program Supplement or as respects environmental clean-up obligations or duties of Recipient relative to Project. It is also understood and agreed that, Recipient shall fully defend, indemnify and hold the CTC and State and their officers and employees harmless from any liability imposed for injury and damages or environmental obligations or duties arising or created by reason of anything done or imposed by operation of law or assumed by, or omitted to be done by Recipient under or in connection with any work, authority, or jurisdiction delegated to Recipient under this Agreement and all Program Supplements.

2. Recipient shall indemnify, defend and hold harmless State, the CTC and the State Treasurer relative to any misuse by Recipient of State funds, Project property, Project generated income or other fiscal acts or omissions of Recipient.

## I. *Labor Code Compliance*

Recipient shall include in all subcontracts awarded using Project funds, when applicable, a clause that requires each subcontractor to comply with California Labor Code requirements that all workers employed on public works aspects of any project (as defined in California Labor Code §§ 1720-1815) be paid not less than the general prevailing wage rates predetermined by the Department of Industrial Relations as effective the date of Contract award by the Recipient.

## J. *Non-Discrimination Clause*

1. In the performance of work under this Agreement, Recipient, its contractor(s) and all subcontractors, shall not unlawfully discriminate, harass or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability, mental disability, medical condition, age, marital status, family and medical care leave, pregnancy leave, and disability leave. Recipient, its contractor(s) and all subcontractors shall ensure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Recipient, its contractor(s) and all subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Government Code section 12900 et seq.), and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, section 7285 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing



Government Code section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this Agreement by reference and made a part hereof as if set forth in full. Each of Recipient's contractors and all subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreements, as appropriate.

2. Each of the Recipient's contractors, subcontractors, and/or subrecipients shall give written notice of their obligations under this clause to labor organizations with which they have collective bargaining or other labor agreements. The Recipient shall include the non-discrimination and compliance provisions hereof in all contracts and subcontracts to perform work under this Agreement.

3. Should federal funds be constituted as part of Project funding or compensation received by Recipient under a separate Contract during the performance of this Agreement, Recipient shall comply with this Agreement and with all federal mandated contract provisions as set forth in that applicable federal funding agreement.

4. Recipient shall include the non-discrimination and compliance provisions of this clause in all contracts and subcontracts to perform work under this Agreement.

5. The Recipient shall comply with the nondiscrimination program requirements of Title VI of the Civil Rights Act of 1964. Accordingly, 49 CFR 21 (Nondiscrimination in Federally-Assisted Programs of the Department of Transportation—Effectuation of Title VI of The Civil Rights Act of 1964) and 23 CFR Part 200 (Title VI Program and Related Statutes—Implementation and Review Procedures) are made applicable to this Agreement by this reference. Wherever the term "Contractor" appears therein, it shall mean the Recipient.

6. The Recipient shall permit, and shall require that its contractors, subcontractors, and subrecipients will permit, access to all records of employment, employment advertisements, application forms, and other pertinent data and records by the State Fair Employment Practices and Housing Commission or any other agency of the State of California designated by Department to investigate compliance with this Section J.

K. *State Fire Marshal Building Standards Code*

The State Fire Marshal adopts building standards for fire safety and panic prevention. Such regulations pertain to fire protection design and construction, means of egress and adequacy of exits, installation of fire alarms, and fire

extinguishment systems for any State-owned or State-occupied buildings per section 13108 of the Health and Safety Code. When applicable, Recipient shall request that the State Fire Marshal review Project PS&E to ensure Project consistency with State fire protection standards.

L. *Americans with Disabilities Act*

By signing this Master Agreement, Recipient assures State that Recipient shall comply with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA (42 U.S.C. 12101 et seq.).

M. *Access for Persons with Disabilities*

Disabled access review by the Department of General Services (Division of the State Architect) is required for all publicly funded construction of buildings, structures, sidewalks, curbs and related facilities. Recipient will award no construction contract unless Recipient's plans and specifications for such facilities conform to the provisions of sections 4450 and 4454 of the California Government Code, if applicable. Further requirements and guidance are provided in Title 24 of the California Code of Regulations.

N. *Disabled Veterans Program Requirements*

1. Should Military and Veterans Code sections 999 et seq. be applicable to Recipient, Recipient will meet, or make good faith efforts to meet, the 3% Disabled Veterans Business Enterprises goals (or Recipient's applicable higher goals) in the award of every contract for Project work to be performed under these this Agreement.

2. Recipient shall have the sole duty and authority under this Agreement and each Program Supplement to determine whether these referenced code sections are applicable to Recipient and, if so, whether good faith efforts asserted by those contractors of Recipient were sufficient as outlined in Military and Veterans Code sections 999 et seq.

O. *Environmental Process*

Completion of the Project environmental process ("clearance") by Recipient (and/or State if it affects a State facility within the meaning of the applicable statutes) is required prior to requesting Project funds for right-of-way purchase or construction. No State agency may request funds nor shall any State agency, board or commission authorize expenditures of funds for any Project effort, except for feasibility or planning studies, which may have a significant effect on the environment unless such a request is accompanied with all appropriate

documentation of compliance with or exemption from the California Environmental Quality Act (CEQA) (including, if as appropriate, an environmental impact report, negative declaration, or notice of exemption) under California Public Resources Code section 21080(b) (10), (11), and (12) provides an exemption for a passenger rail project that institutes or increases passenger or commuter services on rail or highway rights-of-way already in use.

**P. *Force Majeure***

Each party will be excused from performance of its obligations where such non-performance is caused by any extraordinary event beyond its reasonable control, such as any non-appealable order, rule or regulation of any federal or state governmental body, fire, flood, earthquake, storm, hurricane or other natural disaster, epidemic, pandemic, war, invasion, act of foreign enemies, hostilities (regardless of whether war is declared), civil war, rebellion, revolution, insurrection, military or usurped power or confiscation, terrorist activities, nationalization, government sanction, blockage, embargo, labor dispute, strike, lockout or interruption, provided that the party excused hereunder shall use all reasonable efforts to minimize its non-performance and to overcome, remedy or remove such event in the shortest practical time.

Should a *force majeure* event occur which renders it impossible for a period of forty-five (45) or more consecutive days for either party to perform its obligations hereunder, the Parties agree to negotiate in good faith to amend the existing Master Agreement or Supplemental Agreement to deal with such event and to seek additional sources of funding to continue the operation of the Service.

## **ARTICLE IV – MISCELLANEOUS PROVISIONS**

### **Section 1. Miscellaneous Provisions**

**A. *Successor Acts***

All statutes cited herein shall be deemed to include amendments to and successor statutes to the cited statutes as they presently exist.

**B. *Successor and Assigns to the Parties***

Neither this Agreement nor any right, duty or obligation hereunder may be assigned, transferred, hypothecated or pledged by any party without the express written consent of the other party; provided, that unless otherwise expressly required herein, a party shall not be obligated to obtain the written consent of the other party with respect to any contract related to the Service for the provision of goods and/or services to the contracting party in the ordinary course of business.

## C. *Notice*

Any notice which may be required under this Agreement shall be in writing, shall be effective when received, and shall be given by personal service, or by certified or registered mail, return receipt requested, to the addresses set forth below, or to such other addresses as may be specified in writing and given to the other party in accordance herewith.

If given to the Department:  
State of California  
Department of Transportation  
Division of Rail and Mass Transportation  
P.O. Box 942874  
Sacramento, CA 994274-0001  
Attention: Division of Rail and Mass Transit TIRCP Contract Manager, Mail Stop 39

with a copy to:  
California State Transportation Agency  
915 Capitol Mall Suite 350 B  
Sacramento, CA 95814

If given to the Recipient:  
Santa Cruz Metropolitan Transit District  
110 Vernon Street  
Santa Cruz CA 95060  
Attention: Michael Tree, CEO/ General Manager

## D. *Amendment*

This Agreement may not be changed, modified, or amended except in writing, signed by the parties hereto, and approved in advance in writing by the Secretary, and any attempt at oral modification of this Agreement shall be void and of no effect.

## E. *Representation and Warranties of the Parties*

1. Recipient hereby represents and warrants to the Department that:
  - a. Recipient is in good standing under applicable law, with all requisite power and authority to carry on the activities for which it has been organized and proposed to be conducted pursuant to this Agreement.
  - b. Recipient has the requisite power and authority to execute and deliver this Agreement and to carry out its obligations hereunder. The execution

and delivery of this Agreement by such entity, the performance by it of its obligations thereunder and the consummation of the transactions contemplated thereby have been duly authorized by the governing board of such entity and no other proceedings are necessary to authorize this Agreement or to consummate the transactions contemplated thereby. The Agreements have been duly and validly executed and delivered by such entity and constitute valid and binding obligations of such entity, enforceable against it in accordance with their terms, except to the extent that such enforceability may be subject to bankruptcy, insolvency, reorganization, moratorium or other laws now or hereinafter in effect relating to the creditor's rights and the remedy of specific enforcement and injunctive and other forms of equitable relief, and may be subject to equitable defenses and to the discretion of the court before which any proceeding therefore may be brought.

c. Neither the execution and delivery of this Agreement and the performance of its obligations thereunder nor the consummation of the transactions contemplated thereby will (i) conflict with or result in a breach of any provision of any agreement to which Recipient is a party; (ii) violate any write, order, judgment, injunction, decrees, statute, rule or regulation of any court or governmental authority applicable to such entity or its property or assets.

2. The Department does hereby represent and warrant with respect to each provision of this Agreement to the Recipient that:

a. It validly exists with all requisite power and authority to carry on the activities proposed to be conducted pursuant to this Agreement.

b. It has the requisite power and authority to execute and deliver this Agreement and to carry out its obligations thereunder. The execution and delivery of this Agreement, the performance by it of its obligations thereunder and the consummation of the transactions contemplated thereby have been duly authorized and no other proceedings are necessary to authorize this Agreement or to consummate the transactions contemplated thereby. The agreements have been duly and validly executed and delivered by it and constitute valid and binding obligations, enforceable against it in accordance with their terms, except to the extent that such enforceability may be subject to bankruptcy, insolvency, reorganization, moratorium or other laws now or hereinafter in effect relating to creditor's rights and other forms of equitable relief, and may be subject to equitable defenses and to the discretion of the court before which any proceeding therefore may be brought.

c. Neither the execution and delivery of this Agreement and the performance of its obligations thereunder nor the consummation of the

transactions contemplated thereby will (i) conflict with or result in a breach of any provision of any agreement to which the Recipient is a party; (ii) violate any writ, order, judgment, injunction, decree, statute, rule or regulation of any court or governmental authority applicable to such entity or its property or assets.

## F. *Construction, Number, Gender and Captions*

The Agreements have been executed in the State of California and shall be construed according to the law of said State. Numbers and gender as used therein shall be construed to include that number and/or gender which is appropriate in the context of the text in which either is included. Captions are included therein for the purposes of ease of reading and identification. Neither gender, number nor captions used therein shall be construed to alter the plain meaning of the text in which any or all of them appear.

## G. *Complete Agreement*

This Agreement, including Appendices, constitutes the full and complete agreement of the parties, superseding and incorporating all prior oral and written agreements relating to the subject matter of this Agreement. All attached Appendices A and B are hereby incorporated and made an integral part of this Agreement by this reference.

## H. *Partial Invalidity*

If any part of this Agreement is determined to be invalid, illegal or unenforceable, such determination shall not affect the validity, legality or enforceability of any other part of this Agreement and the remaining parts of this Agreement shall be enforced as if such invalid, illegal or unenforceable part were not contained herein.

## I. *Conflicts*

To the extent that any provision of or requirement of this Agreement may conflict with a provision or requirement of any other agreement between the parties hereto, or between a party hereto and any other party, which is attached to this Agreement as an appendix, the priority of agreements shall be employed to resolve such conflict. In the event of a conflict, the Master Agreement controls the Program Supplement and any further Amendments.

## J. *Counterparts*

This Agreement may be executed in one or more counterparts and may include multiple signature pages, all of which shall be deemed to be one instrument. Copies of this Agreement may be used in lieu of the original.

K. *Governing Law*

The Agreement shall be governed by and construed in accordance with the laws of the State of California.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement by their duly authorized officers.

**STATE OF CALIFORNIA  
DEPARTMENT OF TRANSPORTATION**

**Santa Cruz Metropolitan Transit  
District**

**BY:** \_\_\_\_\_  
W. Kyle Gradinger  
Chief, Division of Rail and Mass  
Transportation

**BY:** \_\_\_\_\_  
Michael Tree  
CEO/ General Manager

**DATE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

APPROVED AS TO FORM AND PROCEDURE

**STATE OF CALIFORNIA  
DEPARTMENT OF TRANSPORTATION**

**BY:** \_\_\_\_\_  
Deputy Attorney

**DATE:** \_\_\_\_\_

**APPENDIX A**

**TIRCP PROGRAM GUIDELINES AND DEPARTMENT DELEGATION**



**APPENDIX B  
RECIPIENT'S RESOLUTION  
(INSERT AGENCY BOARD RESOLUTION)**

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**2022 TRANSIT AND  
INTERCITY RAIL  
CAPITAL PROGRAM**

**FINAL GUIDELINES  
FOR GENERAL  
FUND  
AUGMENTATION**

**NOVEMBER 15, 2022**

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# Attachment B

## TRANSIT AND INTERCITY RAIL CAPITAL PROGRAM

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## 1 Authority and Purpose

The Transit and Intercity Rail Capital Program (TIRCP) was created by Senate Bill (SB) 862 (Chapter 36, Statutes of 2014) and modified by SB 9 (Chapter 710, Statutes of 2015), to provide grants from the Greenhouse Gas Reduction Fund (GGRF) to fund transformative capital improvements that will modernize California’s intercity, commuter, and urban rail systems, and bus and ferry transit systems, to significantly reduce emissions of greenhouse gases, vehicle miles traveled, and congestion. The legislation of these bills is codified in Sections 75220 through 75225 of the Public Resources Code (PRC). Assembly Bill (AB) 398 (Chapter 135, Statutes of 2017) extended the Cap-and-Trade Program that supports the TIRCP from 2020 through 2030. SB 1 (Chapter 5, Statutes of 2017) continues to provide a historic funding increase for transportation with funds directed to the TIRCP from the Public Transportation Account for new programming in this cycle.

AB 180 amended the Budget Act of 2021 (Chapters 21, 69 and 240 of the Statutes of 2021) to appropriate \$3,630,000,000 of General Fund to the Transit and Intercity Rail Capital Program and \$350,000,000 of General Fund for High Priority Grade Crossing Improvement and Separation projects. These guidelines are specifically developed to facilitate the award of a portion of these funds to projects in an expeditious manner.

These guidelines are founded upon the describe the policy, standards, criteria, and procedures for the development, adoption, evaluation and administration of the TIRCP last updated for Cycle 5 (which made its project awards in July 2022), but are unique to this particular cycle of TIRCP funding. They will be further informed by input received through workshops, public comments and written responses to be received by early November.

AB 180 provided additional direction with regards to the funding appropriated in the Budget Act of 2021. It created specific categories for funding as follows:

- A) \$1,831,500,000 shall be for high-priority transit projects in Southern California, geographically inclusive of the Counties of Imperial, Los Angeles, Orange, Riverside, San Bernardino, San Diego and Ventura, to deliver local and regional projects. At least \$900 million of this amount shall be administered as a General Fund set-aside for an “Existing TIRCP Projects Leveraging Federal & Local Funds Reserve” within Southern California, and shall be available for multi-year grants to support the delivery of capital projects that have previously received grants from the Transit and Intercity Rail Capital Program and that can demonstrate that a supplemental state grant would leverage or maintain an identified source of significant local or federal investment, including through the federal Capital Investment Grant Program, Expedited Project Delivery Program, or other such federal funding source.
- B) \$1,498,500,000 shall be for geographical areas outside of the Southern California counties identified above for investments in high-priority transit and rail infrastructure projects. At least \$900 million of this amount shall be administered as a General Fund set-aside for an “Existing TIRCP Projects Leveraging Federal & Local Funds Reserve”, and shall be available for multi-year grants to support the delivery of capital projects that have previously received grants from the Transit and Intercity Rail Capital Program and that can demonstrate that a supplemental state grant would leverage or maintain an identified source of significant local or federal investment, including through the federal Capital Investment Grant Program, Expedited Project Delivery Program, or other such federal funding source.
- C) The Transportation Agency shall amend its program guidelines for the Existing TIRCP Projects Leveraging Federal & Local Funds Reserve to establish an application review and prioritization process that is separate and apart from the prioritization of program funds not set aside under this provision.
- D) Up to \$150,000,000 total across both regions shall be administered as a General Fund set-aside for a “Major Projects Project Development Reserve” and shall be available for multiyear grants to

support the delivery of capital projects and programs of projects that have entered or have applied to enter federal project development processes for at least a portion of the project or program of projects, and that expect to receive federal funding in the future once complete with project development. Contingent awards that provide the match necessary to leverage federal planning funds shall be encouraged. The Transportation Agency shall amend its program guidelines to establish an application review and prioritization process that is separate and apart from the prioritization of program funds not set aside under this provision.

- E) \$100,000,000 shall be administered as a General Fund set-aside for High-Priority Grade Crossing Improvement and Separation Projects. Such funds shall be available for multi-year grants to support the delivery of projects that maximize safety benefits and reduce or eliminate conflicts between road users and railroads, including those anticipated with future rail service growth. Such projects may benefit existing or proposed rail passenger services. Contingent awards that provide the match necessary to leverage federal funds shall be encouraged. The Transportation Agency shall amend its program guidelines to establish an application review and prioritization process that is separate and apart from the prioritization of program funds not set aside under this provision.

In addition, AB 180 appropriated \$250,000,000 to the Department of Transportation for local assistance grade separation projects funded with resources from the General Fund. The Transportation Agency and the Department intend to select these projects through the guidelines developed for the High-Priority Grade Crossing Improvement and Separation projects addressed in these guidelines.

Finally, all funds not assigned to one of the set-aside categories identified above will be administered to new projects selected through the regular TIRCP process.

## 2 Background

AB 32 (Chapter 488, Statutes of 2006), the Global Warming Solutions Act of 2006, AB 32 created a comprehensive program to reduce greenhouse gas emissions in California. AB 32 requires California to reduce greenhouse gas emissions to 1990 levels by 2020, and to maintain and continue reductions beyond 2020. SB 32 (Chapter 249, Statutes of 2016) established a climate goal for California to reduce greenhouse gases to 40 percent below 1990 levels by 2030.

The Cap-and-Trade Program, a key element in California's Climate Change Scoping Plan, implements measure to achieve greenhouse gas reduction goals. It creates a limit on the emissions from sources responsible for 85 percent of California's greenhouse gas emissions, establishes the price signal needed to drive long-term investment in cleaner fuels and more efficient use of energy, and gives covered entities flexibility to implement the lowest-cost options to reduce greenhouse gas emissions.

In 2012, the Legislature passed and Governor Brown signed into law three bills, AB 1532 (Chapter 807, Statutes of 2012), SB 535 (Chapter 830, Statutes of 2012), and SB 1018 (Chapter 39, Statutes of 2012), that established the GGRF to receive the State's portions of proceeds from the distribution of allowances via auction and provided the framework for how those auction proceeds will be appropriated and expended. Subsequent legislation, AB 1550 (Chapter 369, Statutes of 2016), modified requirements for expenditures from the GGRF relative to disadvantaged communities and low-income communities and households. State law requires that expenditures from the GGRF be used to facilitate the achievement of greenhouse gas emission reductions. In addition, Transit and Intercity Rail Capital Program expenditures must comply with the requirements contained in SB 862 and SB 9, which provide statutory direction for the program.

In 2019 and 2020, Governor Newsom signed two executive orders—E.O. N-19-19 and E.O. N-79-20—both of empower CalSTA to leverage discretionary state transportation funds to reduce transportation-related Greenhouse Gas (GHG) emissions and to adapt to climate change. E.O. N-79-20 set a deadline of July 15, 2021 for CalSTA to identify specific near-term actions and investment strategies to combat and prepare for climate change, which resulted in the creation of the Climate Action Plan for Transportation Infrastructure

(CAPTI).

The Climate Action Plan for Transportation Infrastructure (CAPTI) was developed by CalSTA through a robust stakeholder engagement process and was adopted on July 12, 2021. CAPTI puts forth a set of guiding principles which serve as a framework for state discretionary transportation investment, and also includes a suite of implementation strategies and actions meant to align transportation infrastructure investments with the overall investment framework. TIRCP is closely linked to CAPTI and serves as a means by which to implement the higher-level policy developed in the plan. The TIRCP Guidelines include updates that work to implement actions listed in CAPTI, particularly Actions S2.1, S2.3, and S7.1. Together, these actions help TIRCP support California Integrated Travel Project (Cal-ITP) implementation, support deployment of ZEV fleets, and better support Pro-Housing policies.

- **S2.1 Implement the California Integrated Travel Project (Cal-ITP):**

Caltrans will provide transit providers an easier and less expensive process to implement contactless payment, benefit eligibility verification, and other services via Cal-ITP. Additionally, Caltrans will work to provide technical assistance and support to small and rural transit operators to implement these features in their service areas.

- **S2.3 Accelerate TIRCP Cycles to Support Transit Recovery with Deployment of ZEV Transit/Rail Fleets and Transit/Rail Network Improvements:**

In collaboration with CARB, CalSTA will develop a new Clean Fleet and Facilities Network Improvement project category in the TIRCP to provide additional support and funding to transit agencies needing to replace their aging vehicle fleets with ZEVs, while also working with local agencies to improve network efficiency and integration. Additionally, to support economic recovery efforts in the short term, the administration has supported increasing the TIRCP which will enable CalSTA to accelerate the 2022 funding cycle to allow for pursuing this new project category without undermining current investments. Additionally, CalSTA hopes to start guidelines development and the program call for projects earlier than past years and identify additional near-term cash flow that will expand funding opportunities. CalSTA will also offer expanded technical assistance prior to application to support agencies of every size throughout the state.

- **S7.1 Leverage Transportation Investments to Incentivize Infill Housing Production:**

CalSTA will work to use transportation funding to reduce VMT by incentivizing infill residential development and densities appropriate and feasible for each given community. Building upon the “Pro-Housing” Standard developed by the Department of Housing and Community Development (HCD), competitive funding programs will explore adopting incentives for local policies that tend to support location-efficient and mixed-use housing production, while considering the needs of rural, suburban, and urban jurisdictions and how appropriate policies may differ among those areas. Such local policies may include Housing Element compliance, by-right (nondiscretionary) approval processes for multifamily residential and mixed-use development, zoning to allow for residential and mixed-use developments in non-residential zones, reduced parking requirements for residential development, or expanded density bonuses that exceed state density bonus law, among other local policies. Initially, transportation programs with a statutory linkage or scoring criteria tied to land use efficiency or GHG reductions could adopt these incentives as competitive scoring criteria and enhanced guidance to facilitate interjurisdictional coordination between project proponents and local planning departments. Using the “Pro-Housing” Standard as a framework will allow for statewide applicability and ample flexibility in approaches to meet any new criteria

More information on CAPTI can be found at:

<https://calsta.ca.gov/subject-areas/climate-action-plan>

## 3 Objectives

The TIRCP was created to fund transformative capital improvements that modernize California’s intercity rail, bus (including feeder buses to intercity rail services, as well as vanpool and micro transit services that are eligible to report as public transit to the Federal Transit Administration), ferry, and rail transit systems (collectively referred to as transit services or systems inclusive of all aforementioned modes unless otherwise specified) to achieve all of the following policy objectives, as codified in Section 75220(a) of the PRC:

1. Reduce emissions of greenhouse gases
2. Expand and improve transit service to increase ridership
3. Integrate the rail service of the state’s various rail operations, including integration with the high-speed rail system
4. Improve transit safety

Additionally, Section 75221(c) of the PRC codifies a programmatic goal to provide at least 25 percent of available funding to projects that provide a direct, meaningful, and assured benefit to disadvantaged communities, consistent with the objectives of SB 535. AB 1550 provides further requirements related to ensuring investments meet the needs of priority populations, a term used to cover disadvantaged communities, low-income communities and low-income households. Investments made by TIRCP are expected to collectively meet or exceed the requirements in AB 1550.

Taken as a whole, the increases in transit system ridership, as well as the reduction in vehicle miles traveled, congestion and greenhouse gas emissions, will help deliver a healthier and safer transportation system. Investments are expected to position the state to lead in the deployment of cutting edge and zero emission technologies, test innovative strategies and new approaches to reducing transportation-related fatalities, provide important new capacity in corridors that support growth in jobs and housing, and to expand multimodal transportation access and options for all Californians across all regions of the state.

AB 180 identifies additional objectives for the General Fund resources, specifically in the three categories of set aside funding, as follows:

- A) **Existing TIRCP Projects Leveraging Federal and Local Funds Reserve:** to support the delivery of capital projects that have previously received grants from the Transit and Intercity Rail Capital Program and that can demonstrate that a supplemental state grant would leverage or maintain an identified source of significant local or federal investment.
- B) **Major Projects Project Development Reserve:** to support the delivery of capital projects and programs of projects that have entered or have applied to enter federal project development processes for at least a portion of the project or program of projects, and that expect to receive federal funding in the future once complete with project development. Contingent awards that provide the match necessary to leverage federal planning funds shall be encouraged.
- C) **High Priority Grade Crossing Improvement and Separation Projects:** to support the delivery of projects that maximize safety benefits and reduce or eliminate conflicts between road users and railroads, including those anticipated with future rail service growth. Such projects may benefit existing or proposed rail passenger services. Contingent awards that provide the match necessary to leverage federal funds shall be encouraged. Additional detail on project objectives is provided in the addendum to the main guidelines.



## 4 Pre-Application and Post-Award Technical Assistance

Caltrans, in collaboration with CalSTA, will offer expanded technical assistance prior to application to support agencies of every size throughout the state, including assistance in identifying critical elements to documenting increased ridership across the project and network it serves for agencies pursuing zero emission vehicle purchases. The Office of Planning and Operations Support in the Division of Rail and Mass Transit (DRMT) at Caltrans will also provide required ridership modeling assistance for any project benefiting or impacting the intercity rail system.

Once awards are publicly announced, DRMT's Office of Project Development, Management and Delivery will lead implementation and grant management of the selected projects, with assistance from the Office of Planning and Operations Support to ensure alignment of project scope with the project award and the Caltrans Office of Race and Equity to ensure integration of efforts to deliver Priority Population benefits into the approved project scope and programming documents.

## 5 Funding

The TIRCP receives a portion of the Transportation Improvement Fee revenues established by SB 1 and a continuous appropriation of 10 percent from the quarterly Cap-and-Trade auction proceeds deposited in the GGRF, plus any annual budget allocations provided by enacted budget bills.

The TIRCP funds available for this General Fund cycle are already available for award, encumbrance and liquidation, and are expected to be fully encumbered and liquidated by June 30, 2027. These funds are regionally subdivided, with minimum distribution requirements, as noted in Section 1 (Authority and Purpose) and where all funds not assigned to one of the set-aside categories will be awarded to new projects selected through the regular TIRCP process. The following non-binding target ranges reflect the broad range that is possible and should be assumed by applicants:

- A) Southern California, inclusive of the Counties of Imperial, Los Angeles, Orange, Riverside, San Bernardino, San Diego and Ventura:
  - a. **Existing TIRCP Projects Leveraging Federal and Local Funds Reserve:** \$900 million to \$1.35 billion
  - b. **Major Projects Project Development Reserve:** up to \$150 million
  - c. **High Priority Grade Crossing Improvement and Separation Projects:** \$140 million to \$280 million
  - d. **New Projects:** \$331.5 million to \$931.5 million
  
- B) Rest of the State:
  - a. **Existing TIRCP Projects Leveraging Federal and Local Funds Reserve:** \$900 million to \$1.20 billion
  - b. **Major Projects Project Development Reserve:** up to \$150 million
  - c. **High Priority Grade Crossing Improvement and Separation Projects:** \$70 million to \$210 million
  - d. **New Projects:** \$148.5 million to \$598.5 million

As provided in statute, CalSTA may revise its approved Program of Projects and/or Program Allocation Plan as necessary, including deletion or delay of projects based on a shortfall of funding or lack of project progress. The Program Allocation Plan will reflect planned multi-year funding amounts for any projects or

project elements expected to receive their funding over more than one year, and may be adjusted at any time to address project or program needs and to align allocations with revenues.

## 6 Schedule

### 2022 Cycle 6 Draft Guidelines Schedule

Release Draft 2022 Cycle 6 Guidelines	September 30, 2022
Guidelines Workshops (Virtual)	
Workshop 1 (focused on large applicants)	Nov 3, 2022
Workshop 2 (focused on rural and small applicants)	Nov 4, 2022
Closing Date for Comments on Draft Guidelines *	Nov 7, 2022
CalSTA Publishes 2022 Cycle 6 Guidelines	November 15, 2022
Call for Projects	November 15, 2022
Existing Projects Preliminary Information Submittal	December 6, 2022
Optional, time-limited, focused virtual meetings for applicants to discuss project concepts and quantifications (will be scheduled by request; does not apply to existing project applicants)	December 12-16, 2021
Transmission of Follow-Up Questions to Existing Projects Applicants	December 20, 2022
Answers to Follow-Up Questions Due from Existing Project Applicants	January 13, 2023
Anticipated Announcement of Existing Project Awards	January 31, 2023
Project Applications Due	February 10, 2023
CalSTA Anticipated Award Announcement	April 24, 2023
<i>*Comments can be submitted to: <a href="mailto:tircpcomments@dot.ca.gov">tircpcomments@dot.ca.gov</a></i>	

## 7 Eligible Applicants

Eligible applicants must be public agencies, including joint powers agencies, that operate or have planning responsibility for existing or planned regularly scheduled intercity or commuter passenger rail service (and associated feeder bus service to intercity rail services), urban rail transit service, or bus or ferry transit service (including commuter bus, vanpool, and micro transit services). Public agencies include local municipalities that operate transit service, construction authorities, transportation authorities, and other similar public entities created by statute.

An applicant assumes responsibility and accountability for the use and expenditure of allocated funds. Applicants must comply with all relevant federal and state laws, regulations, policies, and procedures. Private companies may partner with eligible applicants to propose and deliver projects.

For **High Priority Grade Crossing Improvement and Separation Projects**, detail on eligible applicants is provided in the addendum to the main guidelines.

For **Existing TIRCP Projects Leveraging Federal and Local Funds**, applicants must be the same as those that submitted the original application.

## 8 Eligible Projects

Eligible applicants may submit project applications individually or as part of a joint application. In order to be eligible for funding under this program, a project must demonstrate that it will achieve a reduction in greenhouse gas emissions using the CARB quantification methodology.

As codified in Section 75221(a) of the PRC, projects eligible for funding under the program include, but are not limited to, the following:

1. Rail capital projects, including intercity rail, commuter rail, light rail, and other fixed guideway projects. Additionally, the acquisition of rail cars and locomotives, and the facilities to support them, that expand, enhance, and/or improve existing rail systems and connectivity to existing and future transit systems, including the high-speed rail system.
2. Intercity, commuter, and urban rail projects that increase service levels, improve reliability, or decrease travel times, infrastructure access payments to host railroads in lieu of capital investments, efforts to improve existing rail service effectiveness with a focus on improved operating agreements, schedules, and minor capital investments that are expected to generate increased ridership, as well as larger scale projects designed to achieve significantly larger benefits.
3. Rail, bus, and ferry integration implementation, including:
  - a. integrated ticketing and scheduling systems and related software/hardware capital investments (including, but not limited to, integration with bus or ferry operators and the use of contactless payment and General Transit Feed Specification (GTFS) implementation through Cal-ITP)
  - b. projects enabling or enhancing shared-use corridors (both multi-operator passenger only corridors as well as passenger-freight corridors)
  - c. related planning efforts focused on, but not limited to, delivery of integrated service not requiring major capital investment
  - d. other multimodal and service integration initiatives
4. Bus rapid transit and other bus and ferry transit investments (including autonomous fixed guideway, vanpool, and micro transit services operated as public transit and first-/last-mile solutions), and to increase ridership and reduce greenhouse gas emissions. This includes large scale deployment of zero emission vehicles and the technologies to support them, and capital investments as a component implementing transit effectiveness studies that will contribute to restructured and enhanced service.

CalSTA intends to fund a small number of transformative projects that will significantly reduce vehicle miles traveled, congestion, and greenhouse gas emissions by: (1) creating a new transit system (2) increasing the capacity of an existing transit system, or (3) otherwise significantly increasing the ridership of a transit system. Significant change will be measured both in percentage terms (percent increase compared to the existing system or corridor) and in total quantity terms (increase in number of riders and passenger miles per day). Benefits from the proposed project may accrue from ridership generated on more than one transit system or corridor due to integration, and such benefits may be counted as long as the connected system or corridor has sufficient capacity to carry the increased passenger demand.

Projects related to mitigating the impacts on freight rail services that are caused by growth in passenger rail may also be eligible for TIRCP funding even if they are not directly on the passenger rail corridor. However, they should be included in an application for a project that increases passenger rail ridership.

The awarded projects may include, for example, both lower-cost projects focused on integration, reliability and enhancement of service, and higher-cost capital expansion projects. In addition, CalSTA seeks projects that link housing with key destinations and that improve accessibility to economic opportunities. CalSTA may also make some funding available for demonstration projects that are smaller-scale efforts with great potential to be expanded. Projects may include new approaches to attracting increased ridership such as smart phone mobile ticketing, contactless payment, or other software and hardware solutions to reduce ticketing transaction costs, or a test of a concept related to integrated ticketing, as well as intercity rail/transit effectiveness or operational planning as a component of the capital investments in improved, expanded and/or restructured service designed to cost-effectively increase ridership. Research, development

and testing of emerging technologies are eligible components of project applications.

Clean fleet, facility and network improvement projects that support agencies replacing aging vehicle fleets with Zero Emission Vehicles (ZEVs), and associated fueling or charging infrastructure or facility modifications, may also be eligible for TIRCP funding even if not increasing the number of vehicles in the transit agency fleet. Such projects will generally qualify through various efforts that (1) improve network efficiency with transit priority investments that allow savings in vehicle hours operated to be redeployed into increased service on the same or other routes, (2) implement improvements to payments systems that are designed to increase ridership, including implementation of contactless open payment, traveler information through GTFS-Real Time (GTFS-RT), and other services available through Cal-ITP, and/or (3) improve integration with other corridors and/or operators through service restructuring designed to increase network ridership. Smaller and/or rural agencies that may have difficulty transitioning to electrified fleets without additional support are encouraged to apply and seek technical assistance during the consultation periods highlighted in the project schedule, recognizing that many such agencies have not previously applied to the program. ZEV leases are eligible for TIRCP funding, but benefits modeled must match the duration of the lease.

Addressing the integration of rail and transit referenced in the TIRCP objectives and described in the eligible projects will require attention to network integration amongst rail and transit services. Improving integration will improve connectivity and the seamlessness of the travel experience for users by eliminating points of friction during a public transportation journey, and as a result increase ridership across multiple corridors and/or systems. These points of friction come in many forms, including but not limited to a lack of universal GTFS trip-planning information, poor service design and uncoordinated schedules, incompatible fare and ticketing policies and systems between agencies, and unsafe and inconvenient physical connections between modes. Examples of types of network integration projects include:

- Contactless open payment systems and real-time traveler information through GTFS to improve system integration and rider connectivity
- Coordinated schedule and timetable planning between agencies to reduce transfer wait times and improve the seamlessness of the travel experience, and the capital projects necessary to improve such coordination and operations;
- Integrated station design to accommodate existing and planned services and their service expansions, and capital projects necessary to invest in hubs at such stations;
- Planning to determine opportunities to co-locate maintenance and yard facilities, as needed, and capital projects to invest in such facilities;
- Service and infrastructure needs analysis to determine the feasibility of new or expanded systems that better integrate service, and the capital investment necessary to implement such services;
- Station area and transit facility improvements to facilitate better land uses and access by active or shared mobility modes, as well as to enhance customer safety and comfort.

Network integration and system development planning can be components in the application with their own scope, schedule and budget, but they must relate to the overall capital project being proposed (including identifying ways to improve the benefits realized by the project upon implementation or through identifying additional capital investments that could be funded in later phases to enhance network and system benefits). Where relevant, it should demonstrate support of the integration demonstrated in the vision laid out in the 2018 California State Rail Plan. CalSTA may elect to include network integration technical assistance and/or additional funding as part of a TIRCP award if it is determined that there is a need not adequately addressed by the applicant, especially if integration can be improved with regards to adjacent state-funded capital projects or state-funded rail operations. CalSTA and Caltrans may provide technical assistance to ensure that TIRCP program and statewide goals and priorities are being addressed through the work.

Applicants may apply for funding for multiple projects in a cycle in each of the funding categories. Prioritizing projects across funding categories is not required. However, an applicant submitting multiple project applications for a single category must clearly prioritize its project applications. Applicants are also encouraged to identify phases or priorities within each project application, if applicable, so that available resources may be awarded to a phase or priority if the full project cannot be funded. Many applicants have found it more helpful to submit a single application that describes a programmatic set of inter-related projects rather than submitting multiple applications. Phasing and priority-setting within such a programmatic application can then be clearly identified, but the narrative describing the goals and outcomes can be shared.

Applicants submitting a high-dollar, single application with no scalability or separable project elements may increase the risk of having an uncompetitive project application. At the same time, applicants are advised to submit projects that are scalable where practical. In the event that available program resources expand or contract prior to the completion of the programming cycle, CalSTA may revise the funding available for the programming cycle.

There is not a set limit on the amount of funding that a project can be awarded, but geographic equity requirements for the program plays a practical role in limiting the amount a given applicant and project could expect. Geographic equity is considered within each cycle of funding, as well as with consideration given to the degree to which the geography in question has been underrepresented in past cycles.

While there is no minimum match requirement for this funding source, funding leverage is desirable and will be considered in the evaluation of expected project benefits. In particular, emphasis will be placed on projects that:

- Leverage funding from other GGRF programs such as Caltrans' Low Carbon Transit Operations Program, the SGC's Affordable Housing and Sustainable Communities and Transformative Climate Communities Programs, or CARB's Low Carbon Transportation funding program (including the Hybrid and Zero-Emission Truck and Bus Voucher Program (HVIP))
- Leverage funding from SB1 sources (including formula program sources)
- Leverage funding from other federal, state, local, regional, or private sources (including potential local transportation funding measures, as further detailed in Section 12)

Consideration will be given as to those sources that are discretionary (including competitive and noncompetitive funding sources) compared to those that are non-discretionary. A recipient of money under the program may combine funding from the program with other state funding (if allowed), including, but not limited to, the State Transportation Improvement Program, the Low Carbon Transit Operations Program, clean vehicle programs, and state transportation bond funds.

If a project is awarded funds, all funds identified as committed to the project may be required as a funding match at the time of project selection and, based on the matching percentage identified at the time of selection, a pro-rata reimbursement agreement (or other suitable agreement) may be established to ensure project savings are returned proportionally. Project completion savings are returned proportionally except when an agency has committed additional funds to the project to fund a cost increase. In such instances, savings at project completion may be returned to other fund types first, until proportions match those at programming. If capital assets are removed from service before the end of their useful life, pro-rata repayment of grant funds may be required.

Redeployment of capital assets to achieve similar, or greater, benefits more effectively may be permitted, but must be documented (with documentation including a detailed justification of the requested redeployment) by the grantee and approved in advance by CalSTA. For example, once a project is operational, and after monitoring service performance and determining that it was not performing as expected, redeploying bus service to achieve greater greenhouse gas reductions or better serve priority populations based on current needs may be permitted.

If an implementing agency receives funding for a project that is to be completed with other funds (for

example, a project which receives funds for plans, specifications, and estimates from the TIRCP but which will receive local measure funding for construction), that agency is required to complete the project as proposed and approved. If the project is not completed and put into service as awarded, the agency may be required to fully or partially repay funds from the TIRCP commensurate with the failure to complete the project and deliver anticipated reductions in greenhouse gas emissions.

If a project application was only partially awarded in a previous cycle, applicants may request additional funds for the unawarded components in a future funding cycle. However, applicants may not request additional funds for the same previously awarded project components based on cost escalation or loss of a matching funding source. Such projects may reapply in a future cycle with a revised financial plan, but are subject to new ratings relevant to the current application cycle, and may or may not succeed in receiving a funding award.

Prior to the project application due date, CalSTA invites interested eligible applicants to optional meetings (as outlined in the calendar section of the document) to discuss proposed project concepts and quantifications, in order to clarify program requirements.

For **Existing TIRCP Projects Leveraging Federal and Local Funds**, applicants must submit already awarded projects (from Cycles 1 to 4) that can demonstrate that a supplemental state grant would leverage or maintain an identified source of significant local or federal investment. Maintaining funding includes, but is not limited to, seeking funding for projects that are under construction that could lose access to, or be required to repay, committed federal funds unless additional non-federal funds are identified. Maintaining funding also includes retaining access to local funds committed to a portion of the project that is not yet fully funded. Leveraging funding includes seeking funding for projects that need additional state funds in order to successfully receive a future federal or local funding commitment, and includes leveraging federal or local funds that were committed to the project budget above the funding level committed to in the original TIRCP application after project award.

For the **Major Projects Project Development Reserve**, projects must be seeking to enter or already have entered a federal project development program, such as the Capital Investment Grant Program at the Federal Transit Administration or the Corridor Development Program at the Federal Railroad Administration.

For **High Priority Grade Crossing Improvement and Separation Projects**, detail on eligible projects is provided in the addendum to the main guidelines.

## 9 Project Applications

Applications must be submitted in accordance with the Call for Projects.

Applications will be treated in accordance with Public Records Act requirements and certain information, subject to those requirements, may be publicly disclosed.

Each project application must include a signed cover letter, with signature authorizing and approving the application.

The project application shall include:

1. Project title, which should be a brief non-technical description of the project type, scope, and location.
2. Project priority (if agency is submitting multiple applications). Explain the prioritization, including any state, regional or local planning efforts that support the ranking.
3. Project purpose and need.
4. Project scope.
5. Project Location – provide a map for each of the following:
  - A. Project location denoting the project site. Provide a KML file for the project with the transit route/project location represented by lines and stops represented by points as applicable.

Project location denoting disadvantaged communities, low-income communities, and/or low-income households that will benefit from the project (Attachment 1, CCI Funding Guidelines).

- B. Greenhouse gas reducing features such as project components that improve air quality and reduce greenhouse gas emissions along a specific corridor, surrounding land use density, housing and employment centers, transit- oriented development/sustainable communities strategy projects, active transportation infrastructure and other features, to the extent available. If available, consider including the following information on maps related to the project, as these will help in evaluating many of the secondary evaluation criteria:
- Land use diversity/mix of land uses specified on the map
  - In addition to showing where housing exists, provide information on housing density *and* planned/zoned/permitted/etc. housing density;
  - In addition to illustrating existing employment centers, provide information on employment density, mix of employment types, and planned future employment land uses.
  - Current neighborhood walkability (e.g., see Affordable Housing and Sustainable Communities Program (AHSC) guidelines for sources of walkability data);
  - Planned and existing active transportation infrastructure (what currently exists, what is planned, and what would be funded by the project)

6. Project costs.

Documentation of the basis for the costs, benefits and schedules must be cited in the project application and additional detail made available upon request. The application should identify:

- A. Cost estimates escalated to the year of proposed delivery. Only cost estimates approved by the Chief Executive Officer or other authorized officer of the implementing agency should be used.
- B. The amount and source of funds committed to the project (including funding for initial operating costs). A funding commitment is defined in Section 12 of this document.
- C. The amount of TIRCP funds requested. TIRCP funds cannot be used to supplant other committed funds.
- D. If applying for Network Integration as a separate component, please specifically indicate the costs.

7. Project schedule including benefits reporting, the project's current status and the completion dates of all major delivery milestones.

8. Project benefits:

- A. A clear demonstration of the expected GHG reduction benefits, other co-benefits, and the proposed metrics for tracking and reporting on those benefits consistent with the CARB's Funding Guidelines, as described in Attachments 1-3.
- B. The description of project benefits that address all Primary and Secondary Evaluation Criteria listed below under Project Selection Process (Section 10), indicating that a category is not applicable, or no benefits are expected when that is the case.
- C. An estimate of the useful life of the project for the dominant project asset type (can be separated by project category or phase if elements of the project have independent utility and could be separately funded or placed in service).
- D. When investment of TIRCP is proposed to improve private infrastructure, an assessment of public and private benefits to show that the share of public benefit is commensurate with the share of public funding.
- E. If a project will be applying for funding from other greenhouse gas reduction programs (such as Caltrans' Low Carbon Transit Operations Program, the SGC's Affordable Housing and Sustainable Communities Program or the CARB's Low Carbon Transportation funding program (including HVIP)) or from the Commission's Active Transportation or other

program, an indication if there are separable elements that will be funded from those other sources and the applicant must clearly explain any change to the benefits of the project if the funding from that source is not awarded to the project.

- F. Identify and include as an attachment all studies or planning documents relevant to the proposed project.
  - G. If applying for Network Integration, specifically indicate the benefits and how the network integration work will enhance the overall project benefits.
  - H. A discussion of the proposed project's impact, both favorable and unfavorable, on other transit services and projects planned or underway within the corridor, including intercity rail, transit or high-speed rail services in a parallel or connecting corridor. Impacted plans should be clearly identified, and corresponding planning documents should be included as an attachment. If ridership of the other services is expected to be positively or negatively impacted by the proposed project, evidence of how the other services are to be impacted should be included in the application, including evidence of coordination with the other service providers and an estimate of multi-operator impacts where available. Project impacts that increase ridership on other services through increased transfers of passengers may be reflected in the quantification of GHG benefits only if the project also documents the ability of the connected corridor to provide capacity sufficient to accommodate the riders. If additional service must be operated by the adjoining operator, the operation of such service must be included in the calculation of emissions related to the project. If an agency recognizes value in additional efforts to integrate services with other transportation providers or enhance station access (including by active transportation) during the post-award period (and prior to the beginning of service resulting from the project), a specific task and budget for the proposed activities should be included in the project application. During application review, if additional efforts are evaluated as necessary in order to successfully address integration with other projects, systems or corridors, CalSTA may propose an additional task and assign additional funding to pursue such integration above and beyond what is requested in the project application, with the scope agreed to during development of the agreements necessary to allocate funding to the selected project. Projects expecting to have the impacts described in this section are strongly encouraged to make use of the optional pre-application technical assistance meetings described in Section 4 and on the schedule on Section 5.
9. If applicable, an explanation of how some or all of the project provides direct, meaningful, and assured benefits to a disadvantaged community, low income communities or low-income households as defined by [SB 535](#) and [AB 1550](#), including reducing administrative burdens – particularly those associated with eligibility verification across services. Identify a need of that community, including how the need was established to identify the portion of the project, if any, that is located within a disadvantaged community or low-income community and that addresses the need (see Section 10.3 and Attachment 1).
- A. If an agency plans to engage in additional efforts to consult with disadvantaged or low-income stakeholders during the post-award period (and prior to the beginning of service resulting from the project), a specific task and budget for the proposed activities should be included in the project application. Such efforts may include plans for service implementation of the specific project, addressing station access issues specific to the stakeholders, as well as developing proposals for service changes and capital investments that may be funded through future capital or operating funds or through project cost savings. Activities that address community engagement may include, but are not limited to, public workshops/meetings, door-to-door canvassing, house meetings, established website and/or social media efforts, surveys, focus groups, subcontracts with community-based organizations to conduct outreach, allocation of staff or contractor positions focused on community engagement, and advisory bodies or other shared decision-making bodies.
  - B. The general scope of the proposed effort should be submitted in draft form, but revision and



development of additional detail prior to allocation of TIRCP funding for these activities may be requested by CalSTA in order to increase the benefits of the effort. During application review, if additional efforts are seen as necessary in order to successfully address the needs of disadvantaged or low income stakeholders, CalSTA may propose an additional task and potentially assign additional funding to pursue such consultations above and beyond what is requested in the project application, with the scope agreed to during development of the agreements necessary to implement the selected project.

10. If applicable, an explanation of how the project will provide employment and workforce development and training benefits to the community, particularly to priority populations. This explanation should be accompanied by a Community Workforce Agreement, Project Labor Agreement, or some other agreement made between the applying agency and unions, community-based organizations, or other partners. If such activities are being conducted as part of the project, budget and scope elements should reflect the level of effort anticipated.
11. Address the ability to gather and analyze new datasets for public use and benefit as an outcome of the project.
12. Description of funding sources and approach to ensuring ongoing operating and maintenance costs of the project are funded through the useful life of the project (as applicable).
13. Description of how the project will assist in meeting the California Minimum GTFS Guidelines, and address any identified assessment deficiencies, if applicable. The guidelines may be found at:  
<https://dot.ca.gov/cal-itp/california-minimum-general-transit-feed-specification-gtfs-guidelines>.
14. Each application must include an Electronic Project Programming Request (ePPR) Form that can be generated at <https://calsmart.dot.ca.gov> and choosing 'Other' funds option on the general information page. A users guide for generating the ePPR can be found at: <https://dot.ca.gov/-/media/dot-media/programs/financial-programming/documents/eppr-instructions-v101-a11y.pdf>  
For further helps with ePPRs, please email: [eppr@dot.ca.gov](mailto:eppr@dot.ca.gov).
  - A. Each Project Programming Request must list Federal, State, and local funding categories by fiscal year. All applicants must demonstrate the ability to absorb any cost overruns and deliver the proposed project with no additional funding from this program beyond that provided in initial grant or cooperative agreement, and to fund initial operating costs. If the project is a scope addition to a project programmed in an earlier TIRCP cycle the revised PPR must not show supplanting of previously committed non-TIRCP funds.
  - B. An eligible applicant may submit an application to fund a project over multiple fiscal years. The cost of each project component must be listed in the state fiscal year in which the particular project component needs to receive a Commission TIRCP allocation. For environmental studies and permits, costs should be listed in the fiscal year during which environmental studies will begin. Costs for the preparation of plans, specifications and estimates should be listed in the fiscal year during which this work will begin. Right of way costs should be listed in the fiscal year(s) during which each right of way acquisition (including utility relocation) contract will first be executed. Construction costs should be programmed in the fiscal year during which each construction contract needs to receive a Commission TIRCP allocation to be advertised, and if an agency can receive TIRCP construction reimbursements over multiple fiscal years to fund a contract of extended duration, the application should list the amounts by fiscal year over which construction funding is required to meet expected contract requirements.
  - C. If a project is expected to require multiple contracts for any stage of project development

(often the case for multi-component projects), each contract should be listed separately with its respective funding requirements (to the extent known at the time of application), so that Commission TIRCP allocations may be sought in the programming year close to the specific contract need and funding allocations are put to timely use. If not known at the time of application, this information will be sought prior to Commission allocation so that the project and its various components can be properly programmed in the CalSTA Program Allocation Plan.

- D. Applicants are encouraged to submit a narrative explanation or supplement to the PPR to reflect the proposed contracting approach and describing the ability of the project to receive funds on alternative allocation schedules. If a project has a special cash flow consideration that would benefit from TIRCP funds being available at a particular time, please describe this in the application.
  - E. Applicant must disclose if they're an FTA federal grantee or not, and are encouraged to include any FTA funding used as match if they are.
  - F. Finally, if a project is only requesting funds for a particular phase of the proposed project, such as a construction contract expected to be awarded in a specific year of the program, identify the prior phases and the funding associated with them.
15. Letters of support for project implementation, including letters from:
- A. Project partners essential to project implementation, such as host railroads or facility owners. If TIRCP funds are to be used at a later stage of project implementation (such as construction), and an agency is able to commit to delivering the project goals with no additional TIRCP funding (supplementing, if necessary, from non-TIRCP sources), letters of support may indicate overall support for the project as described in the application and willingness to engage in best efforts to achieve a formal agreement for the construction elements of the project that will still require a future stakeholder agreement. Commission allocation of awarded TIRCP funding for such future construction will be conditioned on such agreements being finalized and the project being implemented in a manner consistent with the original application.
  - B. A Metropolitan Planning Organization (MPO), indicating that the project is consistent with an adopted Sustainable Communities Strategy, or in non-MPO regions, a regional plan to reduce GHG emissions and/or vehicle miles travelled (VMT). (It is not necessary to establish project eligibility for an MPO to indicate its specific support for the project.)
  - C. Regional agency or agencies.
  - D. Members of the community, including representatives of impacted disadvantaged or low-income communities. Letters from community organizations stating their recognition of benefits from the project are encouraged.
  - E. Additional stakeholders relevant to the proposed project.
16. Description of project elements that are separable or scalable based on available funding, if applicable, while still maintaining independent utility. For example, if an application is for improving services on three routes, each route may be separately described and prioritized so that the highest-priority portion of the application could be funded if resources are not sufficient for full project funding. If some or all of the project is already programmed using state or federal funds, the application must clearly explain if and how the scope of the project has changed since the most recent state or federal programming action, including an explanation of any differences in assumed federal funding level compared to the most recent Capital Investment Grant report or summary (if applicable). If the project is not scalable or separable, the applicant should provide background detailing why it is not practical for it to be phased or scaled.

Documentation of the basis for the costs, benefits, and schedules must be included in the project application and additional detail made available upon request. CalSTA will post basic project application information from all applications on its website prior to awarding funding. After projects are selected, CalSTA will post the

status of all project applications to its website.

CalSTA encourages project applicants to carefully consider how to track the status and benefits of the proposed project, including having project budgets that allow for an appropriate level of before and after data collection and analysis (e.g., greenhouse gas reductions, diesel particulate matter reductions, increased transit service for disadvantaged community residents, etc.). This tracking could take the form of customer surveys made before and after the proposed project, specific data analysis before and after the project, or other efforts. Since this is an ongoing funding program of the state, developing lessons learned and good supporting data are critical to future program effectiveness.

For project applicants that have recently submitted an application for Cycle 5 for a project that didn't receive funding or received only partial funding, the application requirements are unchanged. All or much of the prior application may be utilized for resubmission. Reference may be made to past application materials, including letters of support, and if they are unchanged, do not need to be updated.

For the **Existing TIRCP Projects Leveraging Federal and Local Funds Reserve**, full funding applications will not be required, since each project has already been selected through a prior award cycle. Details on the specific project information required to apply for supplemental funding are included in Addendum 1 to these guidelines. Following submission of initial project information, Caltrans and CalSTA may follow up with applicants to request additional or clarifying information related to the evaluation process.

For the **Major Projects Project Development Reserve**, only the subset of application information that is relevant to the pre-construction phase will be necessary, as reflected in Addendum 2.

For **High Priority Grade Crossing Improvement and Separation Projects**, detail on application requirements is provided in Addendum 3 to these guidelines.

## 10 Project Evaluation

Applications will receive an initial screening for completeness and eligibility. Incomplete or ineligible applications will not be evaluated.

### 10.1 Primary Evaluation Criteria

Projects will be selected through a competitive process. The primary evaluation will be based on how well a project meets the objectives of the program, as further expanded upon by the grant evaluation considerations in statute:

1. **Reduce greenhouse gas (GHG) emissions.** CARB has developed a quantification methodology for estimating greenhouse gas reductions that may occur as a result of project implementation (see Attachment 2). The inputs and assumptions behind these calculations must be thoroughly documented as part of the application. Applicants should present project elements that are scalable or separable in a manner that allows the greenhouse gas emission reductions of each element to be understood. Total cost per metric ton of carbon dioxide equivalents (MTCO<sub>2e</sub>) reduction and Transit and Intercity Capital Program funding per MTCO<sub>2e</sub> reduction will be primary elements of the evaluation for project selection. Applicants must quantify greenhouse gas reductions (see Attachment 2) and submit reporting information in accordance with the CARB's Funding Guidelines (see Attachment 1). Highly rated projects will exhibit a low cost per ton of MTCO<sub>2e</sub> reduction and will have strong documentation of the ridership and passenger mile impacts of the project.
2. **Increase ridership through expanded and improved rail and transit service (including connectivity to rail services through expanded and improved transit and/or feeder bus services, or by improving the rider experience through universal GTFS travel information and contactless open payments (such as through Cal-ITP)).** Expanding

service and improved connectivity includes construction of new rail and transit infrastructure and facilities. Documentation of the assumptions and approach to estimating ridership changes is a critical component of evaluating greenhouse gas emission reductions. Highly rated projects will have significant ridership impacts relative to the project cost and well documented methodologies for establishing ridership forecasts. Projects must document the degree to which ridership growth expected over the life of the project is supported by housing policies that will support such growth, including evidence of compliance with state-required housing plans (such as an Adopted Housing Element), and may include a designation of the community as Prohousing, as determined by the Department of Housing and Community Development's [Prohousing Designation Program](#). If multiple operators benefit from or are impacted by a project, highly rated projects will document specific ridership results specific to each operator, including any reductions impacting other operators. Recognizing that transit-supportive land use decisions are a key influencing factor of ridership, projects may capture additional ridership from entitled housing projects within a half mile of transit stations that are expected to be delivered within required project outcome reporting period, even if such delivery is following project completion. Investments in traveler information and payment systems that are part of the application should also be evaluated for their impact on project-level and/or system-wide ridership.

3. **Integrate the services of the state's various rail and transit operations, including integration with the high-speed rail system, and the associated integration of services between agencies to support network-wide connectivity.** Improving integration will improve connectivity and the seamlessness of the travel experience for users by eliminating points of friction during a public transportation journey. Highly rated projects will identify and address through service design and/or capital project design the opportunities to integrate services across multiple systems or corridors, where possible.
4. **Improve safety.** Projects that include specific measures to address safety for users or non-users of the transit or rail service should specifically note such project elements and the funding related to them. If the specific nature of safety-related projects components is still being determined in collaboration with local agencies and input from communities, applicants may discuss the broad location and types of investments being planned. Such improvements may include grade separations, improved crossing protection at railroad crossings, or elements in transit stations that reduce the likelihood of pedestrian fatalities and injuries, among other safety elements. Such safety elements may also include elements that increase the safety of disadvantaged and/or vulnerable populations, including safer circulation for the elderly, mobility impaired, very young, and the vision impaired. Highly rated projects will have significant project element related to safety and will not leave major safety considerations unaddressed.

## 10.2 Secondary Evaluation Criteria

Projects will also be evaluated based on the following criteria:

1. If/how much projects contribute to the implementation of sustainable communities strategies and the reduction of vehicle miles traveled and GHGs that may not be quantitatively captured in CARB's Quantification Methodology (QM), discussed in Section 10.1.1.
  - A. Reducing vehicles miles traveled from automobiles and the number of automobile trips beyond what will be achievable via transit ridership as captured in the QM and conveyed per #1 and #2 of the Primary Evaluation Criteria.
  - B. Coordinating with local governments to facilitate the location of additional employment and/or housing in the transit stop or station area (e.g., within ½-mile of

the transit station or stop that will be affected by the project and the resulting low-carbon impact of such location efficiency on statewide GHG emissions relative to the status quo). This can be accomplished by using project funding to make station areas and neighborhoods walkable, bikeable, and well-integrated with existing or planned shared mobility and transit services. Evidence that will support this co-benefit will include:

- Documentation showing the siting of projects with rail stations and major transit centers located within ½ mile of existing or planned future housing with densities that correlate with higher transit use and lower VMT per household.
- Documentation showing alignment with state housing policies and goals that seek to increase access, reduce transportation costs, improve equity, and overcome the statewide housing crisis. Applicants can demonstrate alignment in one of two ways:

(a) The project will serve a community within ½ mile of a transit station or stop that has received a positive Prohousing Designation Program score, certified by the Department of Housing and Community Development, for one or more of the following Prohousing Policies:

- Policies that promote development consistent with the state planning priorities pursuant to Government Code section 65041.1 (25 CCR 6606 [C][2]).
- Density bonus programs which exceed statutory requirements by 10 percent or more (Sec. 6606[b][1][D]).
- Increasing allowable density in low-density, single-family, residential areas beyond the requirements of state Accessory Dwelling Unit law (e.g., permitting more than one ADU or JADU per single-family lot) (25 CCR 6606 [b][1][E]).
- Documented practice of streamlining housing development at the project level, such as by enabling a by-right approval process or by utilizing statutory and categorical exemptions as authorized by applicable law (Pub. Resources Code, §§ 21155.1, 21155.4, 21159.24, 21159.25; Gov. Code, § 65457; Cal Code Regs., tit. 14, §§ 15303, 15332; Pub. Resources Code, §§ 21094.5, 21099, 21155.2, 21159.28). (25 CCR 6606[b][2][C]).
- Zoning to allow for residential or mixed uses in one or more non-residential zones (e.g., commercial, light industrial) (25 CCR 6606 [b][1][G]).
- Reducing or eliminating parking requirements for residential development as authorized by Government Code section 65852.2; adopting vehicular parking ratios that are less than the relevant ratio thresholds at subparagraphs (A), (B), and (C) of Government Code section 65915, subdivision (p)(1); or adopting maximum parking requirements at or less than ratios pursuant to Government Code section 65915, subdivision (p). (25 CCR 6606[b][1][F]).
- Measures that reduce costs for transportation-related infrastructure or programs that encourage active modes of

transportation or other alternatives to automobiles. Qualifying policies include, but are not limited to, publicly funded programs to expand sidewalks or protect bike/micro-mobility lanes; creation of on-street parking for bikes; transit-related improvements; or establishment of carshare programs. (25 CCR 6606[b][3][E]).

- Modification of development standards and other applicable zoning provisions to promote greater development intensity. Potential areas of focus include floor area ratio; height limits; minimum lot or unit sizes; setbacks; and allowable dwelling units per acre (25 CCR 6606[b][1][H]).
- Rezoning and other policies that support high-density development in Location Efficient Communities. (25 CCR 6606[c][5]).
- Permitting missing middle housing uses (e.g., duplexes, triplexes, and fourplexes) by right in existing low-density, single-family residential zones (25 CCR 6606[b][1][B]).
- Establishment of a Workforce Housing Opportunity Zone, as defined in Government Code section 65620, or a housing sustainability district, as defined in Government Code section 66200 (25 CCR 6606[b][1][I]).
- Policies that go beyond state law requirements in reducing displacement of lower income households and conserving existing housing stock that is affordable to lower income households. (25 CCR 6606[c][4]).
- Policy that represents one element of a unified, multifaceted strategy to promote multiple planning objectives, such as efficient land use, access to public transportation, affordable housing, climate change solutions, and/or hazard mitigation (25 CCR 6606[c][1]).
- Establishment of pre-approved or prototype plans for missing middle housing types (e.g., duplexes, triplexes, and fourplexes) in low-density, single-family residential areas (25 CCR 6606[b][3][G]).
- Adoption of ordinances or implementation of other mechanisms that result in less restrictive requirements than Government Code sections 65852.2 and 65852.22 to reduce barriers for property owners to create ADUs/JADUs. Examples of qualifying policies include, but are not limited to, Development standards improvements, dedicated ADU/JADU staff, technical assistance programs, and pre-approved ADU/JADU design packages (25 CCR 6606[b][3][B]).
- Priority permit processing or reduced plan check times for ADUs/JADUs, multifamily housing, or homes affordable to lower- or moderate-income households (25 CCR 6606[b][2][I]).

(b) The applicant engages in affordable, residential transit-oriented development on land owned or leased by the transit agency, or in conjunction with another public agency or private investor making such investments within ½ mile of one or more stations or stops served by the project. To be considered “affordable,” the development must have at least 20% of units reserved for residents with 60% or less AMI. To be “transit-

oriented” the housing must be within ½ mile of a transit station or stop and have a density of at least 20 dwelling units per acre. Special consideration may be given to projects which convert surface parking facilities into housing and or job centers, if they are located within ½ mile of a transit stop.

- C. Expanding existing rail and public transit systems, to the extent not already captured in the project being applied for. Specific items that could be covered here include the expected strengthening of the existing system in a manner that will allow future investments in expansion to be considered, or the extent to which additional service may be operated due to the ridership growth achieved throughout the system due to the project, even if the specific location of the needed service increase is not yet identified. The contribution of the project to the acceleration of later phases of rail and transit projects in the region or service area may also be included in this category
  - D. Enhancing the connectivity, integration, and coordination of the state’s various transit systems, including, but not limited to, regional and local transit systems and the high-speed rail system. This category should be utilized in particular if there are not specific capital investments or planning efforts called out in the project budget that invest in integration, but these benefits are still a co-benefit of the project, such as through contactless open payments or GTFIS-RT traveler information systems. This category can also address integration across other modes of transportation, such as connections at/to: airports, bus terminals, ferry terminals, rail stations, active transportation infrastructure and networks, and other shared mobility options (e.g. bikeshare, scooter-share, carshare) that help transit users overcome potential first- and last-mile barriers to transit use.
  - E. Investing in clean vehicle technology, including efforts that will accelerate the adoption of such technology or provide valuable research or demonstration of such technology. When buses will be funded as a part of this project, special consideration will be given to zero emission bus technology.
  - F. Promoting active transportation, by investing in infrastructure, amenities, education and outreach, etc. that will increase the proportion of trips accomplished by biking and walking. This includes efforts and investments to increase the safety and mobility of bicyclists and pedestrians. Examples of how this can be accomplished includes (but is not limited to) the following:
    - Bike parking/storage at transit stations and stops
    - Open payment systems integrated with transit
    - Bike lanes and sidewalks to make station areas accessible via active transportation
    - Traffic calming elements are transit stations to make walking and biking a safer and more pleasant experience
  - G. Improving public health, with particular emphasis on elements benefiting the most impacted and disadvantaged communities, low-income communities, and/or low-income households. This category should include any air quality impacts of the project not included in the reduction of greenhouse gas emissions, including health benefits from improved regional air quality resulting from the project. The air pollution reductions for this item should be documented using CARB’s co-benefit assessment methodologies.
2. Benefit to priority populations. The applicant must evaluate the criteria detailed by CARB (see Attachment 1) and complete the CARB benefit criteria table, to determine whether the project meets criteria for providing direct, meaningful, and assured benefits to a disadvantaged

community, low-income community, and/or low-income households and address a community need pursuant to the CARB's Funding Guidelines, and specifically document the manner in which all or part of the project does so. Projects that will be used by residents of disadvantaged communities, low-income communities, and/or low-income households should document the nature of such use and its degree of relevance to disadvantaged community, low-income community, and/or low-income household residents in the service areas of the operators benefiting from the project.

- A. Project applicants should be explicit on the deliberate steps they take to achieve a meaningful level of participation from disadvantaged communities, low-income communities, and/or low-income households in the planning and design of projects that are intended to address community identified priorities and needs.
- B. As detailed in the CARB Funding Guidelines, Attachment 1, benefits to priority populations can also be demonstrated through community workforce agreements or labor agreements with unions, community-based organizations (CBOs), or other partners. The following are examples from around California that provide more background and context for applicants:
  - For transit infrastructure, Community Workforce Agreements (CWAs) are commonly used in California cities where local elected officials see them as a mechanism to maximize the economic benefits of development projects and create jobs for local residents.
  - For transit system expansion, the state's larger transit agencies (e.g., Los Angeles County Metro, BART, SFMTA, and AC Transit) regularly establish Project Labor Agreements (PLAs) for large construction projects.
  - CWAs and PLAs set standards for wages and expand training opportunities for workers, because they include use of the state-certified apprenticeship system and contributions to apprenticeship training trust funds for every hour worked. Some agencies that require PLAs for major subsidized housing developments and transit system expansion projects include targets for local hiring (turning the PLA into a Community Workforce Agreement, or CWA), set goals for apprenticeship utilization, and codify goals for participation of disadvantaged workers to expand access to women and other workers underrepresented in the construction trades.
3. The project priorities developed through the collaboration of two or more rail operators and any memoranda of understanding between state agencies (including intercity rail joint powers authorities) and local or regional rail operators.
4. Geographic equity, with particular attention by applicants in identifying efforts to address underserved communities within an applicant's region or service area. The Transportation Agency will separately apply geographic equity considerations at a statewide level.
5. Consistency with a plan or strategy contained in an adopted Sustainable Communities Strategy, as confirmed by the Metropolitan Planning Organization (MPO), or, in non-MPO regions, a regional plan that includes policies and programs to reduce greenhouse gas emissions. Especially in the case of large capital projects, inclusion in an applicable financially constrained SCS will be noted as evidence of regional funding commitment and enhanced likelihood of successful project delivery. Consistency with the 2018 State Rail Plan service and connectivity goals, if applicable. Projects that are part of a regional network and are considered regionally significant should be noted as such. All referenced documents should be included as an attachment.
6. Benefits to freight movement, consistent with the Sustainable Freight Action Plan and the goals of the California Freight Mobility Plan, if applicable. In shared passenger/freight rail corridors, use this category to document and discuss GHG reductions from a greater volume of goods



- movement by rail if applicable.
7. The extent to which a project has supplemental funding committed to it from non-state sources, with an emphasis on projects that leverage funding from private, federal, local or regional sources that are discretionary.
  8. For expansions of service, the presence and quality of a financial plan that analyzes the financial viability of the proposed service, including the availability of any required operating financial support.

Highly rated projects will address and score highly on multiple secondary evaluation criteria, with clear documentation of claimed benefits. Clear documentation will include data related to evaluating the claimed benefits to the extent available. Agencies are encouraged to document in the secondary evaluation criteria categories of verifiable greenhouse gas reducing activities associated with a project that are not specifically captured in the primary evaluation categories and in the quantification tools provided by CARB.

### 10.3 Benefit to Priority Populations

It is a goal of this program to maximize benefits to disadvantaged communities and low-income communities and households. Pursuant to the requirements of SB 535, as amended by AB 1550, the overall California Climate Investments Program funded with Cap-and-Trade auction proceeds must result in: (1) a minimum of 25% of the available moneys in the GGRF to projects located within, and benefiting individuals living in, disadvantaged communities, (2) an additional minimum of 5% to projects that benefit low-income households or to projects located within, and benefiting individuals living in, low-income communities located anywhere in the state, and (3) an additional minimum of 5% either to projects that benefit low-income households that are outside of, but within a 1/2 mile of, disadvantaged communities, or to projects located within the boundaries of, and benefiting individuals living in, low-income communities that are outside of, but within a 1/2 mile of, disadvantaged communities.

Information on California Climate Investments to Benefit Disadvantaged Communities with background on SB 535, AB 1550 and the CalEPA California Communities Environmental Health Screening Tool 3.0 (CalEnviroScreen), can be found at:

<https://calepa.ca.gov/EnvJustice/GHGInvest/>

In addition to contributing benefits towards meeting or exceeding the AB 1550 investment minimums, the TIRCP has a statutory investment target for benefits to disadvantaged communities required by SB 862 (a 25% minimum). This applies across the entire program regardless of funding source. Agencies are responsible for documenting compliance with these requirements.

Investments that are eligible to be counted toward AB 1550 as projects within and benefiting disadvantaged communities will also count toward meeting the SB 862 requirements. Refer to criteria in Funding Guidelines (further referenced below) for how to demonstrate benefit.

SB 862 requires CARB, in consultation with CalEPA, to develop funding guidelines for all agencies that are appropriated monies from the GGRF. These guidelines must include a component for how administering agencies should maximize benefits for disadvantage communities. The CARB funding guidelines are referenced in Attachment 1.

Applicants must complete and submit the CARB Benefit Criteria Table with their application.

In reviewing efforts to maximize benefits to disadvantaged communities, low-income communities, and/or low-income households, CalSTA may request review of applications by an advisory panel representing such stakeholders during the evaluation of applications. The primary goal of this panel will be to review proposed efforts (both pre-application and those proposed for the post-award period) and to either confirm that the applicant efforts will help align the proposed project with stakeholder and community needs, or to recommend efforts that would allow such needs to be

addressed (see items 9 and 10 in section 9 describing how such efforts may be requested and funded as part of project selection.

For the **Existing TIRCP Projects Leveraging Federal and Local Funds Reserve**, the application evaluation process is reflected in Addendum 1 to these guidelines.

For the **Major Projects Project Development Reserve**, the application evaluation process is reflected in Addendum 2 to these guidelines.

For **High Priority Grade Crossing Improvement and Separation Projects**, the application evaluation process is reflected in Addendum 3 to these guidelines.

## 11 Project Selection Process

CalSTA will evaluate applications for compliance with the objectives of the program, including those provided in AB 180, and rate them based on the Primary and Secondary Criteria, assigning ratings such as “High,” “Medium- High,” “Medium,” “Medium-Low”, and “Low” to the specific alignment of the project to each of the selection criteria, and also considering the cost per ton of CO<sub>2e</sub> reduction and the risks of successful project delivery. Because of the wide variety in the type and size of projects that can be funded from this program, CalSTA may group projects for the purpose of comparing the ratings of like applications or for purposes of comparing projects within a region. In addition, projects with clear phases or scalability may be evaluated for the portion of the project that would receive the highest rating if partial funding for the project is under consideration. The highest rated applications that meet the program objectives will be selected for programming, except that CalSTA may make adjustments to meet the AB 1550 goals of this program and to provide for geographic equity.

In addition to being evaluated on the aforementioned criteria and benefit to priority populations, including addressing community needs, each application will also be assessed to determine the risk associated with the project's capacity to generate, as planned, transportation and greenhouse gas emission reduction benefits (including potential sensitivity to different project benefit outcomes), and to be delivered within budget, on time, and as designed.

Additional factors to be considered include:

1. The overall need and benefit of the project in the context of its contribution to advancing later phases of the project, other aspects of a region’s long-range plans or towards improving the state’s interregional transportation network.
2. Project readiness and reasonableness of the schedule for project implementation, including the following:
  - A. Progress towards achieving environmental protection requirements.
  - B. The comprehensiveness and sufficiency of agreements with key partners (particularly infrastructure owning railroads) that will be involved in implementing the project.
  - C. For projects that are not fully funded through construction due to funding contingencies (such as federal or local measure funds), the timing and amount of the project's future non-committed investments.
3. The leveraging and coordination of funding from other greenhouse gas reduction programs such as Caltrans’ Low Carbon Transit Operations Program, the SGC’s Affordable Housing and Sustainable Communities Program or the CARB’s Low Carbon Transportation funding program. The leveraging and coordination of funding from other private, federal, state (including SB1 funding programs like State Rail Assistance), local or regional sources, with consideration of those sources that are discretionary compared to those that are non-discretionary.
4. The alignment to the State Rail Plan, where relevant, which articulates a vision and specific service and delivery goals for coordinating schedules and physical infrastructure to deliver an integrated network by leveraging available resources.

5. The coordination of project development and delivery efforts in a regional and megaregional context to support an integrated, statewide rail and transit network. This should be articulated in the context of network integration and those agencies applying specifically for network integration funds or projects will be evaluated on their ability to describe the process for delivering an integrated project and its associated benefits.

Highly rated projects will clearly communicate a compelling need for the project in terms of specific benefits for the public and will demonstrate a high degree of project readiness with few risks related to proceeding into construction and operating services that achieve the proposed benefits once the project is completed. Most highly rated projects will have an approved environmental document. Those projects that are requesting TIRCP funds to complete the project's funding package (when combined with already committed other funds) will clearly communicate the acceleration in project delivery possible due to receipt of TIRCP funding even if the project may ultimately have been advanced with future local and state resources at a later date. Highly rated projects will quantify the benefits of such acceleration as part of the project application.

CalSTA will collaborate with other state entities when evaluating project proposals, including but not limited to: CARB, CalEPA, the California High-Speed Rail Authority, Caltrans, the Commission, the Department of Housing and Community Development, and the Strategic Growth Council.

CalSTA, or Caltrans acting on CalSTA's behalf, may request additional documentation to support statements or data provided in the applications. However, applicants should endeavor to be as clear as possible in their applications and not assume that opportunity will be provided to clarify or better support a submitted application. Supporting documentation should include spreadsheets, reports and methodology descriptions (with sources noted) when available.

Applications will proceed through a multi-step review process:

1. Basic screening for completeness and eligibility.
2. Review of application for potential subdivision into project phases or components, review and analysis of ridership and GHG quantification, and summarization of project to assist technical panel review.
3. Initial rating of projects on each primary and secondary evaluation criterion (see section 10) and other additional factors (above in this section) described in the guidelines by multi-agency technical panels.
4. Consideration of technical panel ratings, geographic equity and degree of disadvantaged and/or low-income community benefits by a senior executive panel, with potential to request additional information from subject matter experts that may result in a revised rating on one or more evaluation criteria or factors.
5. Project selection by CalSTA, taking into consideration cross-cutting and comparative selection criteria that consider overall program objectives, geographic equity and exceeding program goals for benefits to disadvantaged communities, low-income communities, and/or low-income households.

For the **Existing TIRCP Projects Leveraging Federal and Local Funds Reserve**, the project selection process is reflected in Addendum 1 to these guidelines.

## 12 Programming

CalSTA will publish its updated 5-year Program of Projects as part of the Cycle 6 award announcement, as established in the Call for Projects, and will present it to the Commission shortly thereafter. When CalSTA releases the program, it will include a narrative for each approved project that describes that project's rating for primary and secondary criteria as well as special considerations to achieve disadvantaged and/or low-income community benefit and geographic equity. Subsequent 5-year programs are expected to be

approved by CalSTA biennially. CalSTA may call for additional applications, or adjust the existing Program of Projects between cycles, as warranted based on the level of auction proceeds.

CalSTA will develop and regularly update the Program Allocation Plan to guide the allocation of funds for the current program. The Program Allocation Plan for each fiscal year will include the amount to be funded from the TIRCP, and the estimated total cost of each project. The yearly allocation amounts will be based on the needs of separable project components and phases or based on the cash flow needs for projects that need multiple years to complete.

CalSTA will program and the Commission will allocate funding to projects in whole thousands of dollars and will include a project or project component only if it is fully funded from a combination of TIRCP and other committed funding. Funds will be considered as committed when they are programmed by CalSTA, when the agency or other funding partner with discretionary authority over the funds has made its commitment to the project by ordinance, resolution or appropriate contract vehicle. In the case of the Federal Transit Administration, recommendation of the project for funding in the *Annual Report on Funding Recommendations* for the Capital Investment Program is considered a commitment of funding. For federal formula funds, including Surface Transportation Program, Congestion Mitigation and Air Quality Improvement Program, and federal formula transit funds, the funding commitment may be by Federal approval of the Federal Statewide Transportation Improvement Program.

For projects seeking federal discretionary funds such as New Starts, Core Capacity, or Small Starts, the commitment may take the form of federal acceptance into Accelerated Project Delivery and Development (in the case of Small Starts) with the expectation of federal approval of an Expedited Grant Agreement, or federal approval of a project to enter Engineering (in the case of New Starts or Core Capacity) with the expectation of federal approval of a Full Funding Grant Agreement, as long as all funding, excluding TIRCP funding, is committed to the project. Similar pursuit of Federal Railroad Administration and United States Department of Transportation funding for rail-related grant programs may also be referenced and pursued for match, including applications that request funding for awards that are contingent on receiving such federal funding. A project that is programmed prior to receiving federal approval for construction may be subject to deletion from the program, if federal funds are not received, federal funding is reduced or the scope of the federal commitment changes, unless other committed funding sources are identified that replace federal funding not obtained. Applicants considering a request for an award based on a commitment contingent on federal or local funds not yet awarded to the project, as described above, should anticipate the call for 2023 TIRCP projects by November 2022.

For local funding, the funding commitment may be demonstrated by inclusion of the project in a funding package, such as a sales tax measure, to be submitted to voters during this program cycle and with sufficient funding specified for the project to achieve full funding. The applicant shall provide evidence with the application that the project is included in a future funding package with funds sufficient to meet the local funding commitment when combined with other already available funds. A project that is programmed prior to receiving voter approval for project funding must succeed in receiving the voter approval, or the project may be subject to deletion from the program.

For projects with other funding partners that have entered into a contract vehicle committing their funding, access to the funding must occur before TIRCP funding will be approved for allocation to the project.

CalSTA may make an exception to its policy to only program a project if it is fully funded, if the project may be funded from a combination of TIRCP and other committed funding to allow a project to compete for funding from other greenhouse gas reduction programs (such as Caltrans' Low Carbon Transit Operations Program, the SGC's Affordable Housing and Sustainable Communities Program or the CARB's Low Carbon Transportation funding program) or from the Commission's Active Transportation or State Transportation Improvement Programs. A project intending to compete for funding in one of the aforementioned programs should indicate, if applicable, the separable elements to be funded from that source. A project that is programmed prior to receiving a commitment of funding from one of the aforementioned programs must receive the funding commitment no later than in the fiscal year in which the project is requesting a TIRCP

allocation. If the project does not receive funding from that program and the project does not have separable elements, the project may be subject to deletion from the program.

If a project does not receive their anticipated federal, local or other funding commitments, CalSTA may delete the project from the program and consider selection of projects or components of projects that were highly rated but not selected due to lack of sufficient funds from previous rounds of TIRCP applications as long as the project is still viable and deliverable consistent with prior cycle programming and demonstrates acceptable levels of benefits with the most current quantification methodologies.

If, prior to seeking a Commission allocation, an award recipient does not make adequate progress to implement an awarded project in a timely manner or incurs delays through the action or inaction of the recipient, subrecipient or 3rd party associates, the project may be deleted from the TIRCP program. An applicant may resubmit a deleted project for consideration in future funding cycle. All current projects are subject to review prior to the Call for Projects to determine whether they are making adequate progress towards implementing the originally awarded project scope.

### 13 Allocations and Project Delivery

When an agency is ready to implement a project or project component, the agency will submit an allocation request through Caltrans' Division of Rail and Mass Transportation (DRMT). Allocation requests are expected to adhere to the preparation schedule established by Caltrans Office of California Transportation Commission Liaison (OCTCL) along with any additional time required for CalSTA's review and approval of a recommendation to the Commission for an allocation of funds. For planning by an award recipient, the time required from the submittal and approval of an allocation request can range from 60 to 90 days prior to date of a scheduled Commission meeting.

Caltrans will review the request and determine whether to recommend the request to the Commission for action. The Commission will consider the allocation of funds for a project only when it receives an allocation request with a recommendation from Caltrans and consistent with the TIRCP Program Allocation Plan. The recommendation will include a determination of project readiness, completion of funded phases that require completion prior to proceeding into the next phase, the availability of appropriated funding, and the availability of all identified and committed funding needed to support the specific allocation request. When Caltrans develops the project's construction allocation recommendation(s), the Commission expects Caltrans to certify the project's plans, specifications and estimates are complete, right-of-way clearances are achieved, and all necessary permits and agreements (including railroad construction and maintenance) are executed.

In compliance with Section 21150 of the PRC, the Commission will not allocate funds for design, right-of-way, or construction prior to documentation of environmental clearance under the California Environmental Quality Act and all needed environmental documents are provided for a Commission E-Resolution. As a matter of policy, the Commission will not allocate funds for design, right-of-way, or construction of a federally funded project prior to documentation of environmental clearance under the National Environmental Policy Act (NEPA). Exceptions to this policy may be made in instances where federal law allows for the acquisition of right-of-way prior to completion of NEPA review. If requested by the Commission, Caltrans will assist Commission staff in the preparation of agenda items presenting environmental documents to the Commission.

Projects that are awarded funding for network integration are to be allocated under the construction phase, unless such efforts are part of a task within an earlier phase of work. If allocated as a separable work effort, at the time of allocation, an agency must either environmentally clear the network integration work, usually with a Notice of Exemption, or provide a written statement certifying that the network integration project is exempt.

CalSTA will request the Commission approve the allocation, if the funds are available as determined by CalSTA and Caltrans, and the allocation is necessary to implement the project as included in the adopted TIRCP Program Allocation Plan and Program of Projects. If there are insufficient program funds to approve an allocation, CalSTA may delay the recommendation to allocate funds to a project until a future fiscal year

without requiring a Commission action. Agencies should not request Commission allocations unless prepared to award contracts related to the allocation within six months. Funds available following the deletion of a project may be re-awarded and allocated to a programmed project advanced from a future fiscal year or to a project amended into the program.

Details and instructions for the allocation, transfer and liquidation of funds allocated to implementing agencies are included in the Procedures for Administering Local Grant Projects in the State Transportation Improvement Program:

<https://dot.ca.gov/programs/local-assistance/forms/local-assistance-procedures-manual-forms>

The TIRCP is a reimbursement program for costs incurred. Costs incurred prior to Commission allocation and, for federally funded projects, federal project approval (i.e. Authorization to Proceed), are not eligible for reimbursement. Moreover, contracts against which reimbursements from TIRCP will be sought may not be awarded prior to funding allocation without specific pre-approval by CalSTA and approval of a Letter of No Prejudice by the Commission. For the procurement of rolling stock and buses, the exercising of an option or the certification of funds for TIRCP funded contract elements after Commission action may be considered to meet the milestone for contract award, provided that the agency is under no contractual obligation to pay any funds or penalty if the option is not exercised or the funds not certified. Confirmation of this approach should be sought prior to seeking an allocation of funds.

Caltrans will execute all appropriate contractual agreements with the implementing agency, under its delegated authority from CalSTA. These agreements may include project specific conditions required by CalSTA's award announcement and will be based on the awarded scope of work, schedule for completion and expected outcome of the project.

Prior to the completion of project design, an agency may propose to CalSTA modifications to the proposed project in order to achieve the same or greater level of benefits or reduced costs. Funds allocated for project development or right-of-way costs must be expended by the end of the fiscal year of allocation plus two additional fiscal years, unless a longer timeframe is requested at the time of allocation or the Commission approves a time extension subsequent to the allocation. Allocations for award are valid for six months from the date of allocation unless otherwise indicated at the time of allocation. For funds allocated for construction phase contracts, including rolling stock procurement, will have an expenditure timeline of 36 months after the award of a contract to complete (accept) the contract unless a longer timeframe is requested at the time of allocation or the Commission approves a time extension subsequent to the allocation. The implementing agency must submit a final invoice to Caltrans no later than 180 days after contract acceptance.

Additional details relevant to the Commission's Allocation Policy can be found in Resolution G-20-61 on the Commission's website. The Allocation Policy is subject to change and the most current Allocation Policy will apply.

### **13.1 Letter of No Prejudice**

An agency may apply for a Letter of No Prejudice (LONP) for a project or for any component of a project included in the approved Program of Projects. Statutory authority is provided in Section 75225 of the PRC as added by SB 9. The Commission as authorized by statute adopted guidelines for approval of LONPs for specific programs, including the Transit and Intercity Rail Capital Program. All LONP requests must follow the Commission's currently adopted LONP guidelines. Any request for an LONP will be submitted through Caltrans for concurrence by CalSTA and Commission approval.

If an LONP is approved by the Commission, it allows the implementing agency to award a 3<sup>rd</sup> party contract(s) and advance a project by expending its own funds (incur reimbursable expenses) for any component of the project that is the subject of the LONP prior to allocation. The amount will be reimbursed if all the following conditions are met:

1. The project or project component for which the letter of no prejudice was requested



has commenced and the expenditures have been incurred.

2. The expenditures are eligible for reimbursement in accordance with applicable laws and procedures. If expenditures made by the lead applicant agency are determined to be ineligible, the state has no obligation to reimburse those expenditures.
3. The agency complies with all legal requirements for the project, including the requirements of the California Environmental Quality Act (Division 13 (commencing with Section 21000)).
4. There are moneys in the GGRF or from SB 1 revenues designated for the program that are sufficient to make the reimbursement payment.

### **13.2 Multiyear Funding Agreement**

An agency may apply to CalSTA for a multiyear funding agreement. Statutory authority is provided in Section 75224 (d) of the PRC. Any such agreements shall be implemented in cooperation with the Commission by inclusion of the anticipated multi-year cash flow commitment in the applicable allocation action at the time a project or project component is allocated. If approved by CalSTA, the multiyear funding agreement would operate similar to a federal Full Funding Grant Agreement, wherein an agency may receive an allocation and implement a project at risk, with receipt of future state revenue dependent on legislative appropriation and/or receipt of program SB 1 revenue or Cap-and- Trade auction proceeds. The state would not be responsible for any borrowing costs an agency may incur, or other costs, allocated with the timeline of state revenue availability. The most up-to-date cash flow commitments to projects or project components are reflected in the Program Allocation Plan.

Pursuant to Section 75224, the multiyear funding agreement would be for an amount of program money and for any duration, as determined jointly by the CalSTA and the applicant. CalSTA may agree to a duration that exceeds the five-year programming cycle, if deemed helpful in completing large transformative capital projects. Other requirements for the program will be included in the multiyear funding agreement as determined by CalSTA in cooperation with the applicant and the Commission.

### **13.3 Project Delivery Deadline Extensions and Timely Use of Funds**

Once an awardee has been allocated TIRCP funding, funds are subject to the Commission's timely use of funds policy and for the construction phase, awardees are expected to execute the third-party contract within six months of the allocation. Under CalSTA concurrence and with Commission action, an extension may be granted for the period of contract award, project completion or project reimbursement if it finds that an unforeseen or extraordinary circumstance has occurred that justifies the extension. The extension will not exceed the period of delay directly attributable to the extraordinary circumstance.

There are separate deadlines, for award of a contract, for project completion and project reimbursement and each project component has its own deadlines.

All requests for project delivery deadline extensions should be submitted by the agency responsible for project delivery to Caltrans at least 60 days prior to the specific deadline for which the particular extension is requested (e.g., 60 days prior to June 30 to request the extension of allocation deadlines). The extension request should describe the specific circumstance that justifies the extension and identify the delay directly attributable to that circumstance. Caltrans will review extension requests and provide a recommendation to CalSTA for concurrence and then submit to the Commission for formal approval.

After the Commission allocation, any costs incurred for eligible work will not be reimbursed until the appropriate agreements (Master Agreement and Project Supplement/Amendment) with the

local agency have been executed and must remain in effect over the time required to complete capital improvements, implement services and fulfill the reporting requirements of benefits and outcomes associated with the award.

## 14 Project Reporting

As a condition of the project selection and allocation, the implementing agency must submit to Caltrans quarterly reports on the activities and progress made toward implementation of the project and a final delivery report. The purpose of the reports is to ensure that the project achieves the goals of the program, is executed in a timely fashion, and is within the scope and budget identified when the decision was made to fund the project.

Recordkeeping and reporting requirements will apply through the life of the project. All recordkeeping and reports must be consistent with the reporting requirement, quantification methodologies and records retention periods developed by CARB (see Attachments 1, 2 and 3). At a minimum, agencies must report on all projects selected for funding, progress on each funded project, and the benefits (GHG and co-benefits) achieved. Implementing agencies should note that additional Project Outcome Reporting may be required and is subject to modification based on the evolving needs of the program. Caltrans may provide assistance through Cal-ITP on real-time information and payments to streamline reporting requirements. For projects benefiting disadvantaged communities, low-income communities, and/or low-income households, reports must identify and include metrics to demonstrate the benefits being achieved and how community needs are being met, consistent with CARB's Funding Guidelines. Some reported project information will be publicly available on the CARB website, including the amount of funding that is being spent on projects that benefit disadvantaged communities, low-income communities, and/or low-income households.

Consistent with CARB's Funding Guidelines, local agencies will now be required to report on job co-benefits, in addition to all other reporting requirements. Job co-benefits refer to California jobs supported, not created, by California Climate Investments. Jobs supported by California Climate Investments include direct, indirect, and induced employment.

At the time of application, applicants are required to submit a job co-benefit modeling tool, which is based upon a co-benefit assessment methodology developed by CARB. Once an awarded project has been implemented, funding recipients will also be required to report actual (not modeled) jobs data via the semi-annual reporting process.

Within one year of the entire project award becoming operable, or a later time period if approved by CalSTA, the implementing agency must provide a final delivery report to Caltrans which includes:

1. The scope of the completed project as compared to the programmed project.
2. Performance outcomes derived from the project as compared to those described in the project application. This should include before and after measurements and estimates (ridership/service levels, greenhouse gas reductions included updated estimates the greenhouse gas reductions over the life of the project, benefit to disadvantaged communities, low-income communities, and/or low-income households, project co-benefits, etc.), and an explanation of the methodology used to quantify the benefits.
3. Before and after photos documenting the project.
4. The final costs as compared to the approved project budget by component and fund type, and an estimate of the TIRCP funds spent to benefit disadvantaged communities, low-income communities, and/or low-income households.
5. Its duration as compared to the project schedule in the project application.

For all projects other than components that fund limited-term operations of new and expanded transit service, annual reporting on outcomes will continue for 36 months after becoming operational (i.e., vehicle or equipment is operational, or construction is complete and transit service is operational). The metrics to be reported vary by project type as shown in the table below.



<b>Capital Improvements that Result in New or Expanded Transit Service or Increase Mode Share on Existing Transit Service</b>		
<b>Metric</b>	<b>Unit</b>	<b>Method</b>
Tracking dates of data submission	mm/dd/yyyy	n/a
Days of operation per year	Days/year	Evaluation of service schedule
Average daily ridership	Unlinked trips/day	Ridership survey (conducted by city, county, district/authority, metropolitan planning organization, non-profit, or academia), ticket and transit pass sales, automatic passenger counter, driver counts, etc.
<b>New Vehicle(s) for Existing Transit Service</b>		
<b>Metric</b>	<b>Unit</b>	<b>Method</b>
Tracking dates of data submission	mm/dd/yyyy	n/a
Fuel/energy consumption or vehicle miles traveled	Gallons/year by fuel type, kWh/year, scf/year, or vehicle miles traveled/year	Evaluation of fueling, utility, mileage, or other operating records
Range in fuel/energy consumption or annual vehicle miles traveled		

Upon request from the implementing agency, Caltrans may consider requests to delay reporting on before and after or other performance outcome data until two years after project operation if similar data is requested by the Federal Transit Administration or if the agency deems such delay would improve the reliability of the report.

For the purpose of this section, a project becomes operable when the construction contract is accepted or acquired equipment is received.

The State of California has the right to review project documents and conduct audits during project implementation and over the life of the project. Caltrans or another State agency may audit a sample of TIRCP projects to evaluate the performance of the project, determine whether project costs incurred and reimbursed are in compliance with the executed project agreement or approved amendments thereof; state and federal laws and regulations; contract provisions; and program guidelines, and whether project deliverables (outputs) and outcomes are consistent with the project scope, schedule, and benefits described in the executed project agreement or approved amendments thereof. A report on the projects audited must be submitted by the auditing agency to CalSTA.

For the **Major Projects Project Development Reserve**, the project reporting process is reflected in Addendum 2 to these guidelines.

For **High Priority Grade Crossing Improvement and Separation Projects**, the project reporting process is reflected in Addendum 3 to these guidelines.

## 15 Project Administration

Caltrans will administer the TIRCP consistent with these guidelines and all applicable Commission and Caltrans policies and procedures for the administration of similar grant programs.

Projects awarded funding from TIRCP are expected to document and publicize the Transit and Intercity Rail Capital Program in proper context when developing press releases and board documents, or in hosting public events such as project groundbreakings. References should be made to TIRCP, the California State Transportation Agency as the program sponsor, and the Greenhouse Gas Reduction Fund and SB 1 program as fund sources, as applicable, in order to ensure transparency regarding the funding of the project. Additional details will be provided to program award recipients.

Agencies must encumber and expend monies consistent with State law and ensure that GGRF monies are utilized consistent with the expenditure record submitted by Caltrans and required by SB 1018. A

determination that use of GGRF monies is not consistent with the expenditure record and does not further the purposes of AB 32 may occur during legal proceedings or during an audit or program review conducted by the Bureau of State Audits, Department of Finance, a third-party auditor, or the CARB. Depending on the outcome of those proceedings or review, agencies may be required to return monies to the state if expenditures are not consistent with the statutory requirements (such as not furthering the purposes of AB 32).

Audits and on-site monitoring can take place at any time at the discretion of CalSTA, without prior warning given to the agency. CalSTA has the right to audit the project records, including technical and financial data of the Project Applicant, the Implementing Agency, and any consultant or sub-consultants at any time after award, during the course of the project and for three years from the date of the final closeout of the project, therefore all project records shall be maintained and made available at the time of request.

The state may terminate the grant for any reason at any time if it learns of or otherwise discovers that there are allegations supported by reasonable evidence that a violation of any state or federal law or policy by the grantee which affects performance of this or any other grant agreement or contract entered into with the State. If a grant is terminated, the agency may be required to fully or partially repay funds from the TIRCP.

## 16 Project Expenditures

Caltrans and CalSTA reserve the right to ask any agency to complete a Cash Flow projections form. The form includes collecting the subtotal for Greenhouse Gas Reduction Fund, Project Approval & Environmental Document, Plans, Specifics & Estimates, Right of Way and Construction. For more information on retrieving the Cash Flow form, please contact [tircpcomments@dot.ca.gov](mailto:tircpcomments@dot.ca.gov).

## Addendum 1: Information Specific to the Existing TIRCP Projects Leveraging Federal and Local Funds Reserve

### 1. Specific project information required to apply for supplemental funding

The following information is required to apply for additional funding for an existing TIRCP project originally awarded funds in 2020 or earlier.

- A. **Project and Applicant Identification:** Applicant shall state which project is seeking additional funds, identifying the Cycle 1 through 4 project and the whether the funding is needed for the full project scope or for a subcomponent. Most projects should request funding for the full scope, unless partial construction is already fully-funded, and the requested funding is only needed for the remaining construction elements. The applicant must match the original applicant, even if additional parties are involved in receiving funding allocations as implementing agencies.
- B. **Demonstration of Project Eligibility:** Applicant shall demonstrate that a supplemental state grant would leverage or maintain an identified source of significant local or federal investment.
  - Maintaining funding includes, but is not limited to, seeking funding for projects that are under construction that could lose access to, or be required to repay, committed federal funds unless additional non-federal funds are identified. If specific information has been communicated from the federal partner that an issue must be resolved by a particular deadline, applicant shall provide written documentation of such a requirement, or may be asked to provide the remedies clause requiring repayment from the applicant's Full Funding Grant Agreement. Maintaining funding also includes retaining access to local funds committed to a portion of the project that is not yet fully funded.
  - Leveraging funding includes seeking funding for projects that need additional state funds in order to successfully receive a future federal or local funding commitment, and includes leveraging federal or local funds that were committed to the project budget above the funding level committed to in the original TIRCP application after project award. Documentation of the required timeline shall be provided for the particular partner to solidify the timing and program of an expected future funding commitment. This can include written documentation (e.g. letters, federal reports) from the federal partner that states intended timeframe for entering into agreements such as a Full Funding Grant Agreement (or equivalent, if applicable). It can also include identification of federal or local funding programs for which one or more applications will be submitted, the timing and requirements of such expected funding decisions, and the manner in which the project qualifies for funding.
- C. **Proposal for Additional Funding:** Statement of revised financial plan for the project, including all planned sources for returning to fully funded status. Include an explanation of the categories experiencing cost growth and the primary reasons for such growth, as well as a cash flow demonstrating the timing of the requirement for additional funding. Projects that have the option of

implementing a portion of their project with reduced additional funding shall include such scenarios in the proposal. If an agency is submitting multiple requests for additional project funding, priorities and scenarios across the multiple requests must be included. Such applicants are encouraged to submit a single application that includes all requests and discusses the timing and request for funding across all projects. Applicants are also encouraged to identify what role the expected FY23-24 and FY24-25 funding identified in SB 198 of the Budget Act of 2021 (totaling \$4 billion and allocated regionally) could play in addressing a portion of the need for existing project funding, and how the use of such funds would apply to the funding proposal. A project cash flow should be included that demonstrates the proposed draw down schedule for the General Fund resources. Such proposals can include re-timing the already awarded TIRCP funds to enable prompt use of General Fund monies. For projects that are expected to have construction extending beyond June 30, 2027, applicants are encouraged to propose funding plans that use General Fund monies early even if match funding or non-General Fund TIRCP funding is utilized after the 2027 deadline.

- D. **Impact of Funding on Project Benefits:** Applicants must state the impact of receiving the requested funding on achieving project benefits. If projects have already fully funded a portion of the project construction for partial benefit, the applicant shall quantify the additional benefits tied to the additional funding request. If a portion of the project benefits can be achieved with a smaller funding request, the applicant shall discuss the revised project benefits in the context of the original application. If additional benefits are expected to be realized as a result of completing the original project compared to the those known when the original application was submitted, the applicant is encouraged (but not required) to quantify and describe such additional benefits.
- E. **Statement of Outcomes if Project Does Not Receive Adequate Funding:** Applicant shall indicate the expected outcomes if the project does not receive adequate funding.

If further information is needed to clarify the submitted information, such requests will be made on an as-needed basis by either Caltrans or CalSTA. The current calendar for the funding round provides a date by which to communicate questions to applicants (December 20, 2022) with responses required by January 13, 2023, but this communication will only be used if necessary. All project applicants may not receive questions if the original information submitted is clear.

Note that any project proposing partial completion will become eligible to submit the remaining project scope as a new project in future TIRCP cycles. Note also that eligible projects are not expected to include expanded scope (such as including additional route miles of corridor beyond the original award) in their application to this set-aside program.

## 2. Project Evaluation and Project Selection

Project evaluation will include a combined technical and executive level evaluation by Caltrans and CalSTA that evaluates the submitted materials by region (Southern California and the rest of the state), including, but not limited to:

- a. Considering the potential loss of funds and the timing of such loss
- b. Considering the timing and likelihood of obtaining the additional matching funds needed to return the project to full funding

- c. Considering whether partial completion may be achieved for any of the projects submitted, and whether the remainder of the project may be able to receive funding from future available funding programs (local, state and federal)
- d. Considering geographic balance within the relevant region

If additional information is needed, requests for such information will be provided no later than December 20, 2022.

Project selection by the Secretary will prioritize avoiding the loss of funds for projects actively under construction, as well as the solidifying of funding commitments for projects closest to the beginning of construction.

## Addendum 2: Information Specific to the Major Projects Project Development Reserve

### 1. Specific project information required to apply for funding

The following information is required to apply for major projects project development set-aside funding under TIRCP:

- A. **Project and Applicant Identification:** While projects and programs of projects do not need to be ready for construction, applicants are required to identify how their project or program of projects will be eligible to apply for TIRCP construction funding in the future. If the project would not be eligible to apply for TIRCP as a new project, it will not qualify for funding for project development.
- B. **Demonstration of Federal Funding Program Eligibility:** Applicant shall demonstrate that they have entered into, or have applied to enter into, federal project development processes for at least a portion of the project or program of projects, and that they expect to receive federal funding in the future once complete with project development. If the applicant expects to be able to leverage state funding to provide the match necessary to obtain federal planning funds, this should also be identified.

### 2. Application Materials

- A. Project title, which should be a brief non-technical description of the project type, scope, and location.
- B. Project priority (if agency is submitting multiple applications). Explain the prioritization, including any state, regional or local planning efforts that support the ranking.
- C. Project purpose and need.
- D. Expected project scope.
- E. Project Location – provide a map for each of the following:
  - Project location denoting the project site. Provide a KML file for the project with the transit route/project location represented by lines and stops represented by points as applicable.
  - Project location denoting disadvantaged communities, low-income communities, and/or low-income households that will benefit from the project (Attachment 1, CCI Funding Guidelines).
- F. Greenhouse gas reducing features such as project components that improve air quality and reduce greenhouse gas emissions along a specific corridor, surrounding land use density, housing and employment centers, transit- oriented development/sustainable communities strategy projects, active transportation infrastructure and other features, to the extent available. If available, consider including the following information on maps related to the project, as these will help in evaluating many of the secondary evaluation criteria:
  - Land use diversity/mix of land uses specified on the map
  - In addition to showing where housing exists, provide information on housing density *and* planned/zoned/permitted/etc. housing density;
  - In addition to illustrating existing employment centers, provide information on employment density, mix of employment types, and planned future employment

- land uses.
- Current neighborhood walkability (e.g., see Affordable Housing and Sustainable Communities Program (AHSC) guidelines for sources of walkability data);
  - Planned and existing active transportation infrastructure (what currently exists, what is planned, and what would be funded by the project)
- G. Expected total project costs, as well as the costs for the project development work requested in the application for funding, including the following:
- Documentation of the basis for the costs, benefits and schedules must be cited in the project application and additional detail made available upon request. The application should identify:
    - Cost estimates escalated to the year of proposed delivery.
    - The amount and source of funds committed to the project, if any.
- H. The amount of TIRCP funds requested
- I. Project schedule, the project's current status and the completion dates of all major delivery milestones.
- J. Expected benefits of the project when constructed, including details on any of the project benefits that address the Primary and Secondary Evaluation Criteria for fully constructed projects listed under Project Selection Process (Section 10), indicating that a category is not applicable, or no benefits are expected when that is the case.
- K. Identify and include as an attachment any studies or planning documents relevant to the proposed project.
- L. If applicable, an explanation of how some or all of the project is expected to provide direct, meaningful, and assured benefits to a disadvantaged community, low income communities or low-income households as defined by [SB 535](#) and [AB 1550](#)
- M. If an agency plans to engage in additional efforts to consult with disadvantaged or low-income stakeholders as part of project development, a specific task and budget for the proposed activities should be included in the project application. Activities that address community engagement may include, but are not limited to, public workshops/meetings, door-to-door canvassing, house meetings, established website and/or social media efforts, surveys, focus groups, subcontracts with community-based organizations to conduct outreach, allocation of staff or contractor positions focused on community engagement, and advisory bodies or other shared decision-making bodies.
- N. Address the ability to gather and analyze new datasets for public use and benefit as an outcome of the project.
- O. Each application must include an Electronic Project Programming Request (ePPR) Form that can be generated at <https://calsmart.dot.ca.gov> and choosing 'Other' funds option on the general information page. A users guide for generating the ePPR can be found at: <https://dot.ca.gov/-/media/dot-media/programs/financial-programming/documents/eppr-instructions-v101-a11y.pdf>  
For further helps with ePPRs, please email: [eppr@dot.ca.gov](mailto:eppr@dot.ca.gov).

Each Project Programming Request must list Federal, State, and local funding categories by fiscal year. All applicants must demonstrate the ability to absorb any cost overruns and deliver the proposed project with no additional funding from this program beyond that provided in initial grant or cooperative agreement. If the project is a scope addition to a project programmed in an earlier TIRCP cycle the revised PPR must not show supplanting of previously committed non-TIRCP funds.

P. Letters of support for project implementation, including letters from:

- Project partners essential to project implementation
- A Metropolitan Planning Organization (MPO), indicating that the project is consistent with an adopted Sustainable Communities Strategy, or in non-MPO regions, a regional plan to reduce GHG emissions and/or vehicle miles travelled (VMT). (It is not necessary to establish project eligibility for an MPO to indicate its specific support for the project.)
- Regional agency or agencies.
- Members of the community, including representatives of impacted disadvantaged or low- income communities. Letters from community organizations stating their recognition of benefits from the project are encouraged.
- Additional stakeholders relevant to the proposed project.

Q. Description of project elements that are separable or scalable based on available funding. Applicants are encouraged to identify which elements could be funded if the full request cannot be addressed.

### **3. Project Evaluation and Project Selection**

Project evaluation will occur within the regular process for evaluating new projects, as described in the main guidelines, with a particular emphasis on identifying the elements of the proposed project development activities that are most likely to successfully advance the project to receive federal funds. Project benefits will be evaluated with less emphasis on quantitative factors, as many of these measures are not required in the application materials.

Project selection by the Secretary will prioritize supporting projects that expect to leverage federal project development funds (for which contingent awards can be provided) or otherwise advance a project or project component to readiness for future federal funding towards construction. Geographic equity will be considered. Applicants are encouraged to have scalable requests to increase the likelihood that projects can receive at least partial support for project development.

### **4. Project Reporting**

Project reporting will include milestone and financial reporting similar to regular TIRCP projects, but will not include reporting tied to operational outcomes and quantification results tied to GGRF funding. Project-related reports shall be provided to Caltrans as detailed in the program supplement. Each program supplement provided to an applicant will detail the relevant project reporting requirements specific to the project.



### **Addendum 3: Information Specific to the FY 22-23 High-Priority Grade Crossing Improvement and Separation Projects Funding**

#### **1. Background and Authority**

As noted in the California State Transportation Agency's (CalSTA) *California State Rail Plan*, at-grade highway-rail crossings – where the highway and railroad tracks are at the same elevation – pose significant public safety hazards to California's motorists and pedestrians. According to the Federal Railroad Administration (FRA), highway-rail grade crossing incidents, together with incidents caused by trespassing along the railroad right-of-way, account for 94 percent of all rail-related deaths and injuries.

Replacing existing at-grade crossings by constructing grade-separated crossings, whereby either a highway or pathway and a railroad track cross over or under the other at different elevations, significantly increases safety by eliminating potential conflict between trains and highway or pathway users, including vulnerable road users such as bicyclists and pedestrians. Other at-grade crossing safety improvements can include highway traffic signalization, lighting, crossing approach signage, railroad crossing signals, gates, bells, audible warning devices and related methods funded by programs like the California Public Utilities Commission's (CPUC) Section 130 program.

Additionally, multiple studies and reports, such as the California Department of Transportation (Caltrans) *Railroad Grade Crossing Report to the California State Legislature* (June 2016; responding to Chapter 12, Statutes of 2015 (Assembly Bill 95)) have noted that both grade separations and at-grade improvements can improve freight and passenger rail service (helping create the corridor conditions that support an increase in train frequencies or train speed), making trains more competitive with trucks and passenger vehicles and thereby reducing emissions by encouraging mode shift from trucks and passenger vehicles to rail. In addition, grade separations may reduce greenhouse gas (GHG) emissions by reducing the time vehicles spend idling while waiting for trains to pass through at-grade crossings.

In late-June 2022, the California State Legislature provided \$100 million for Governor Newsom's High-Priority Grade Crossing Improvement and Separation Projects proposal through Assembly Bill 180 (AB 180; Chapter 44, Statutes of 2022), as well as \$250 million of local assistance funding to Caltrans for grade separation projects. AB 180 also provides policy direction for CalSTA to implement this High-Priority Grade Crossing Improvement and Separation set-aside funding.

Combined with new funding sources, such as the federal *Infrastructure Investment and Jobs Act* (IIJA), new federal railroad crossing safety programs such as the FRA's *Railroad Crossing Elimination Program*, the Caltrans-administered state programs such as the Section 130 Railroad-Highway Grade Crossing program and the Section 190 Grade Separation program, and other state programs, High-Priority Grade Crossing Improvement and Separation set-aside funding will continue improving safety at or eliminating at-grade crossings throughout the state.

#### **2. Purpose, Goals and Objectives**

As directed by AB 180, High-Priority Grade Crossing Improvement and Separation set-aside funding seeks to maximize safety benefits and reduce or eliminate conflicts between road users and railroads, as well as provide state funding to leverage federal investment for grade crossing improvement and separation projects.

This one-time High-Priority Grade Crossing Improvement and Separation set-aside funding is intended to advance projects that align with the *California State Rail Plan*, the California Freight Mobility Plan (where applicable), as well as the *Climate Action Plan for Transportation Infrastructure* (CAPTI) climate action and equity goals.

#### **3. Schedule**

Reflected in schedule for overall General Fund Guidelines

## 4. Funding

The 2022 Budget includes \$350 million in fiscal year 2022-23 for one-time High-Priority Grade Crossing Improvement and Separation set-aside funding (\$100 million CalSTA and \$250 million Caltrans). CalSTA and Caltrans intend to award the entire \$350 million in a single cycle, although it may hold a funding reserve for purposes of matching future federal awards or select projects that are next in line for funding should projects not receive their full funding as a result of not being selected for federal funding as applied for. A portion of this funding may be awarded and allocated to projects through CalSTA's Port and Freight Infrastructure Program in accordance with the guidelines for that program.

## 5. Eligible Applicants

The following entities are eligible applicants for all projects permitted under this notice:

- a. A unit of local government or a group of local governments (including Joint Powers Authorities)
- b. A maritime port
- c. A metropolitan planning organization (MPO)
- d. A federally recognized Native American Tribe
- e. A group of entities described in any of paragraphs (a) through (f)

Public agencies may partner with private operators of projects, such as freight railroads, to implement an eligible project. However, one public agency should be clearly identified as the lead agency for entering into contract with CalSTA, including receiving reimbursements of allocated funds and making payments to contractors.

## 6. Eligible Projects

The following highway-rail or pathway-rail grade crossing improvement and separation projects that focus on improving the safety and mobility of people and goods are eligible for High-Priority Grade Crossing Improvement and Separation set-aside funding:

1. Grade separation or closure, including through the use of a bridge, embankment, tunnel, or combination thereof;
2. Track relocation;
3. The improvement or installation of protective devices, signals, signs, or other measures that improve safety, provided that such activities are related to a separation or relocation project described in items (1) or (2);
4. Other means to improve the safety and mobility of people and goods at highway-rail grade crossings (including technological solutions);
5. A group of related projects described in items (1) through (4) that would collectively improve the mobility of people and goods.

For purposes of this one-time High-Priority Grade Crossing Improvement and Separation set-aside funding, the following definitions of key terms apply:

- "Grade Separation or Closure" means an underpass or overpass to eliminate level crossings between railroad and highway users at an existing highway-rail or pathway-rail grade crossing, or the closing of a

highway-rail grade crossing to vehicular, cyclist, or pedestrian traffic.

- “Highway-Rail Grade Crossing” means a location where a public highway, road, street, or private roadway, including associated sidewalks and pathways, crosses one or more railroad tracks at grade.
- “Pathway-Rail Grade Crossing” means a pathway that crosses one or more railroad tracks at grade and that is: (1) explicitly authorized by a public authority or a railroad; (2) dedicated for the use of non-vehicular traffic, including pedestrians, bicyclists, and others; and (3) not associated with a public highway, road, or street, or a private roadway.
- “Track Relocation” means moving a rail line vertically or laterally to a new location in order to eliminate an existing highway-rail grade crossing. “Vertical Relocation” refers to raising above the current ground level or sinking below the current ground level of a rail line. “Lateral Relocation” refers to moving a rail line horizontally to a new location.

High-Priority Grade Crossing Improvement and Separation set-aside funding may be used for development-phase activities and costs, including planning, feasibility analysis, alternatives analysis, data collection and analysis, environmental review and activities to support environmental review, preliminary engineering and design work, and other preconstruction activities, including the preparation of a data collection and post-construction analysis plan; and construction, reconstruction, rehabilitation, right-of-way support activities, acquisition of real property (including land relating to the project and improvements to that land), environmental mitigation (including projects to replace or rehabilitate culverts or reduce stormwater runoff for the purpose of improving habitat for aquatic species), construction contingencies, acquisition of equipment (unless otherwise noted in other sections of these guidelines), protection, and operational improvements directly relating to the project. Public-private partnership assessments for projects in the development phase are also eligible costs.

Applicants may apply for multiple projects. However, an applicant submitting multiple project applications must clearly prioritize its project applications.

Projects should be identified in, or consistent with, the California State Rail Plan, an MPO Regional Transportation Plan and Sustainable Communities Strategy (RTP/SCS), a local agency transportation plan (including general plan circulation elements), or where applicable, the California Freight Mobility Plan. If a project is listed in an existing transportation plan, where applicable, please provide a project identification number. If a project is not listed in an existing transportation plan, project sponsors are strongly encouraged to attain a letter from an MPO or applicable state agency certifying its consistency with the plan and the process and timeline for amending it into the plan in the future.

Special consideration will be given to grade crossing improvement or separation projects that have been analyzed, evaluated and listed as priorities in the CPUCs Section 130 or Section 190 programs.

Applicants are also encouraged to develop segmenting strategies for the project and prioritize the segments within each project application, if applicable, so that available resources may be awarded to a segment or priority if the full grant request cannot be funded. Applicants must have completed the Planning Approval and Environmental Documents phase and Design phase before allocating funds for the Right-of-Way or Construction phases. Applicants must include realistic timelines for expenditure of funds, as the funding for this grant program requires expenditure or encumbrance and liquidation by June 30, 2027. This timing may be a factor in the segments and components of projects selected for award.

Non-planning or non-project development segments of the project must have independent utility. Applicants may find it helpful to submit a single application that describes a programmatic set of inter-related projects rather than submitting multiple applications. Segmenting and priority-setting within such a programmatic

application can then be clearly identified, but the narrative describing the goals and outcomes can be shared. Applicants submitting a high-dollar, single application with no scalability or separable project elements may increase the risk of having an uncompetitive project application. At the same time, applicants are advised to submit projects that are scalable where practical.

Projects are also expected to specify federal and state funding programs they are eligible for and assess their competitiveness in seeking funding from one or more such programs. If a High-Priority Grade Crossing Improvement and Separation project(s) is awarded funding contingent on receiving federal or state funding that does not materialize in the expected timeframe, that project(s) may be removed from the program of projects awarded funding so that its funding may be awarded to other applications considered but not selected. In addition, CalSTA may choose to establish a reserve of funds at the time of initial project selection that can be used either (1) to provide additional funding for the highest rated projects that pursue, but to do not receive, federal or state funds from such programs, or (2) to provide funding for additional projects not yet awarded funds.

There is not a set limit on the amount of funding that a project can be awarded, but geographic equity considerations may play a practical role in limiting the amount a given applicant and project could expect.

## **7. Project Applications**

Applications will be treated in accordance with Public Records Act requirements and certain information, subject to those requirements, may be publicly disclosed.

Each project application must include a cover letter signed by an authorized official, with signature authorizing approval of the application. The cover letter must clearly identify the project sponsor agency or agencies.

Each project application shall include a one-page or two-page fact sheet describing the project scope, map of the project locations(s), cost, schedule, and benefits, which also includes a brief narrative of how the project would advance the High-Priority Grade Crossing Improvement and Separation set-aside funding purpose, goals and objectives (Section 2 – Purpose, Goals and Objectives). The fact sheet should be written in “plain language” so a non-technical audience can understand it. It also must include high-quality project pictures or renderings of before and after project development, and the nominating agency or agencies logo(s). The fact sheet may be posted on the CalSTA website.

The project application shall also include:

1) Project title

2) Overview: Include a brief, one to three paragraph, non-technical description of the project. The description should focus on how the project will advance the purpose, goals and objectives for this High-Priority Grade Crossing Improvement and Separation set-aside funding (Section 2 – Purpose, Goals and Objectives) and explain the public benefits of completing the project. It should include a brief project background, the project purpose, and the need for the project.

3) Map (or maps) of the project location.

4) Project priority (if submitting multiple nominations).

5) Project scope.

6) Project costs: Documentation of the basis for the costs must be cited in the project application and additional detail made available upon request. The application should identify:

- A. Cost estimates escalated to the year of proposed delivery. Only cost estimates approved by the implementing agency's Chief Executive Officer or their delegate should be used.
- B. The amount and source of funds committed to the project, as well as any funding being pursued from other programs (such as federal *Infrastructure Investment and Jobs Act (IIJA)* funding or another state program) but not yet awarded. If financing is proposed for a portion of the project, indicate the repayment source(s). If there is a large portion of uncommitted or unfunded cost, applicants must explain their plan for obtaining funds and the level of commitment they have towards receiving those funds. The risk of stranded investment will be taken into consideration when selecting projects.
- C. The amount of High-Priority Grade Crossing Improvement and Separation set-aside funds requested. High-Priority Grade Crossing Improvement and Separation set-aside funding cannot be used to supplant other committed funds. If any other project elements are eligible for state or federal funding from other programs, also indicate the project scope and cost that is eligible.

7) Project schedule including benefits reporting, the project's current status at the time of application submission and the actual or target completion dates of all major delivery milestones. Identify all potential risks and constraints to delivery of major milestones, including environmental milestones.

8) Project benefits, including (if applicable) an explanation of how the project will provide employment and workforce development and training benefits to the community, particularly to priority populations. This explanation should be accompanied by a Community Workforce Agreement, Project Labor Agreement, or some other agreement made between the applying agency and unions, community-based organizations, or other partners.

9) Independent utility: A project requesting construction funds must have independent utility. If the application is requesting funds for construction and proposing a project segment, then in no more than two paragraphs, explain why the project is being segmented, and why the proposed segment has independent utility.

10) Explanation and evidence of consistency with the California State Rail Plan, an MPO Regional Transportation Plan and Sustainable Communities Strategy (RTP/SCS), a local agency transportation plan (including general plan circulation elements), or where applicable, the California Freight Mobility Plan: If a project is listed in an existing transportation plan, where applicable, please provide a project identification number. If a project is not listed in an existing transportation plan, project sponsors are strongly encouraged to attain a letter from an MPO or applicable state agency certifying its consistency with the plan and the process and timeline for amending it into the plan in the future. The project does not need to be listed in the RTP/SCS project list to be eligible.

11) Letters of Support for project implementation, such as letters from:

- A. Railroads or Transit Agencies.
- B. Project partners essential to project implementation.
- C. An MPO or RTPA, indicating that the project is consistent with an RTP, an adopted SCS, or in non-MPO regions, a regional plan to reduce greenhouse gas emissions and/or vehicle miles traveled.
- D. Regional or local agency or agencies.
- E. Ports.
- E. State agencies.
- F. Members of the community, including representatives of impacted disadvantaged or low-income communities (consistent with the objectives of SB 535 and AB 1550). Letters from community

organizations stating their recognition of benefits from the project are encouraged.

- G. Additional stakeholders relevant to the proposed project.

12) Statement and Documentation of Project Readiness: Indicate the readiness of the project, including information on completion of federal and/or state environmental clearance, as applicable.

## 8. Project Evaluation Criteria

The criteria below must be addressed. If a criterion is not addressed, it may reduce the likelihood a project will receive High-Priority Grade Crossing Improvement and Separation set-aside funds. Include a separate paragraph (or paragraphs) addressing each of the following criteria:

### A. Maximize safety benefits and reduce or eliminate conflicts between road users and railroads

CalSTA will assess the project's ability to foster a safe transportation system for the movement of goods and people, with special emphasis given to those projects that contribute to reduction in fatalities and serious injuries across the transportation system. Such considerations will include, but are not limited to, the extent to which the project improves safety at highway-rail grade or pathway-rail crossings, reduces or eliminates conflicts between road users (including vulnerable road users such as bicyclists and pedestrians) and railroads, reduces incidences of rail-related trespassing, and upgrades infrastructure to achieve a higher level of safety.

Project sponsors should articulate, and quantify to the extent possible, hazards at existing at-grade crossings related to their proposed projects that may include information about the history of death or serious injuries occurring at the crossing, vehicle, train and active transportation traffic volumes, grade crossing geometry and other factors; project sponsors should explain how their proposed projects will reduce or eliminate the hazards they have identified.

Special consideration will be given to grade crossing improvement or separation projects that have been analyzed, evaluated and listed as priorities in the CPUC Section 130 or Section 190 programs.

### B. Climate change and sustainability

CalSTA will assess the project's ability to reduce the harmful effects of climate change and anticipate necessary improvements to prepare for extreme weather events. Such considerations will include, but are not limited to, the extent to which the project reduces emissions, promotes energy efficiency, increases resiliency, and rehabilitates existing infrastructure.

Both grade separations and at-grade improvements can improve passenger rail service (increasing train frequencies or train speed), making trains more competitive with vehicles and thereby reducing emissions by encouraging mode shift from vehicles to rail. Project sponsors are encouraged to provide qualitative and quantitative information regarding how their proposed projects will reduce GHG emissions.

### C. Promote transportation equity

CalSTA seeks to award projects that provide a direct, meaningful, and assured benefit to disadvantaged communities and priority populations, consistent with the objectives of [SB 535](#) and [AB 1550](#). Applicants should also demonstrate how their projects are consistent with the CalSTA's [Statement on Racial Equity, Justice and Inclusion in Transportation](#), including projects that will help achieve a cleaner, safer, and more accessible and connected future.

Scoring in this area will assess the project's ability to address equity and barriers to opportunity. Such considerations will include, but are not limited to, the extent to which the project improves or expands

transportation options, or mitigates the safety risks and detrimental quality of life effects that rail lines can have on communities. Equity impacts such as direct and indirect displacement of businesses and residents, light, air quality, noise, safety, and accessibility will be considered. For projects located entirely outside of disadvantaged communities, applicants should demonstrate a clear nexus to how the project will reduce the impacts on disadvantaged communities. If impacts (positive and/or negative) to passenger travel are expected to be realized, the nature of such impacts and how they may be realized and mitigated through the proposed project must be described.

Applicants should also demonstrate how meaningful public engagement and discussions around equity impacts shaped the project application. Please include summaries of reference materials as applicable. For projects seeking pre-construction funding, applicants should articulate how the public, including disadvantaged communities and priority populations, have been and/or will be meaningfully engaged in the project development process. Describe any input and feedback received from the community and if the feedback is included in the project scope. Furthermore, applicants will be evaluated according to how the project will provide employment and workforce development and training benefits to the community, particularly to priority populations.

#### **D. Funding match and leveraging federal and state funding and innovative financing**

The High-Priority Grade Crossing Improvement and Separation set-aside funding does not have a minimum match requirement, but a substantial committed federal, state, local, regional or private match is desirable and will be considered in the project's evaluation for the award of funds. In particular, indicating the manner in which the project funding plan achieves minimum match requirements for other programs such as Section 190 or federal requirements must be addressed if such requirements are related to the funding sources proposed for the project.

Project sponsors should also articulate how funding will be used to leverage the maximum amount of federal funding and financing available to California through the *Infrastructure Investment and Jobs Act (IIJA)*, or other subsequent federal actions, federal infrastructure credit programs and state programs, such as the California Infrastructure Bank. Where applicable, project sponsors are strongly encouraged to articulate how they will achieve the equity outcomes outlined in federal programs where they are seeking funding (e.g., the Multimodal Project Discretionary Grant Opportunity (MPDG) for the INFRA and MEGA programs or the FRA's *Railroad Crossing Elimination Program*).

CalSTA will consider approving High-Priority Grade Crossing Improvement and Separation set-aside funds either in advance of the normal program adoption schedule, or as a contingent award during the normal adoption schedule, for projects that are both eligible for High-Priority Grade Crossing Improvement and Separation set-aside funding and are also planned to be submitted to the federal government for federal discretionary (grant) funding. Advance funds will be considered when the applicant can demonstrate significant benefits as defined in these guidelines and rely on High-Priority Grade Crossing Improvement and Separation set-aside funds as a non-federal match in a federal grant application to increase the competitiveness of the project. CalSTA must be given a reasonable amount of time to adequately review the project and analyze potential impacts on the program. The federal grant must be awarded before any advance funds will be allocated to the project.

#### **E. Consistency with existing plans and project readiness**

Projects will be evaluated on their consistency with the California State Rail Plan, an MPO Regional Transportation Plan and Sustainable Communities Strategy (RTP/SCS), a local agency transportation plan (including general plan circulation elements), or where applicable, the California Freight Mobility Plan, as one measure of project readiness. In addition, projects will be evaluated as to the status of overall project readiness, including completion of or plan to complete necessary environmental clearance, permitting actions, design, right of way acquisition and utility relocation. A primary evaluation metric will be the plan for expending all

state funds by June 30, 2027, and the risk mitigation plan if the timeline is exceeded (including explaining how other funds are available to complete the project if expenditures extend beyond that date).

Special consideration will be given to grade crossing improvement or separation projects that have been analyzed, evaluated and listed as priorities in the CPUCs Section 130 or Section 190 programs.

## **9. Project Selection Process, Programming, Allocations and Project Delivery, Reporting and Administration**

Unless High-Priority Grade Crossing Improvement and Separation set-aside funding is awarded and allocated through CalSTA's Port and Freight Infrastructure Program, the project selection process, programming, allocations and project delivery, reporting and administration of High-Priority Grade Crossing Improvement and Separation set-aside funding will be implemented under provisions that govern the Transit and Intercity Rail Capital Program.



## **Attachment 1: CCI Funding Guidelines for Administering Agencies**

### **Investments to Benefit Disadvantaged Communities and Low-Income Communities and Households**

The California Air Resources Board (CARB) released the "Funding Guidelines for Agencies Administering California Climate Investments" (Funding Guidelines) on August 30, 2018.

The 2018 Funding Guidelines provide flexibility in implementing a diverse set of investments while maintaining transparency of outcomes and ensuring meaningful community benefits from these investments. These guidelines align with the Legislature's priorities found in [AB 398](#) and Fiscal Year (FY) 2017-18 appropriations. These guidelines reflect the increasingly important role of California Climate Investments in facilitating the reduction of greenhouse gases while also reducing air pollution, helping communities adapt to the impacts of climate change, and providing meaningful benefits to disadvantaged communities, low-income communities, and low-income households (also referred to as "[priority populations](#)"), among other statutory requirements.

CARB collaborates with agencies that administer California Climate Investments programs to develop individual targets for each program to drive investments that achieve direct and meaningful benefits to [priority populations](#) and help ensure that [statutory requirements](#) are met, which are described in AB 1550.

Additional information can be found at the following CARB websites:

<https://ww2.arb.ca.gov/resources/documents/cci-funding-guidelines-administering-agencies>

## Attachment 2: Quantification Methodology and Co-Benefit Assessment Methodology

### CCI Quantification and Reporting Materials

Administering agencies must use the Funding Guidelines with the resources provided by CARB to develop effective programs and demonstrate compliance with program requirements.

Resources include Quantification Methodologies (QMs) and Calculator Tools for estimating greenhouse gas (GHG) emission reductions and co-benefits; Benefit Criteria Tables (BCTs) for determining benefits to priority populations; and Reporting Templates for reporting outcomes.

CARB staff developed the [TIRCP QM](#) and associated [Calculator Tool](#) to provide guidance for estimating the GHG emission reductions and selected co-benefits for each proposed project type. The calculator tool automates methods described in the QM document, outlines documentation requirements, and provides a link to a step-by-step user guide with project examples. Projects will report the total project GHG emission reductions and co-benefit estimated using the TIRCP Calculator tool as well as the total project GHG emission reductions per dollar of GGRF funds.

Using many of the same inputs required to estimate GHG emission reductions, the TIRCP Calculator Tool will estimate the following co-benefits and key variables from TIRCP projects

- ROG emission reductions (lbs),
- NOx emission reductions (lbs),
- PM2.5 emission reductions (lbs),
- Diesel PM emission reductions (lbs),
- Passenger VMT reductions (miles),
- Fossil fuel use reductions (gallons),
- Fossil fuel energy use reductions (kWh),
- Passenger travel cost savings (\$), and
- Energy and fuel cost savings (\$).

Additional co-benefits for which CARB assessment methodologies were not incorporated into the TIRCP Calculator Tool may also be applicable to the project. Applicants should consult the TIRCP guidelines, solicitation materials, and agreements to ensure they are meeting TIRCP requirements. All CARB co-benefit assessment methodologies are available at: <https://ww2.arb.ca.gov/resources/documents/cci-methodologies>

Reporting templates are developed specifically for each program within California Climate Investments. These templates are used by TIRCP staff to report on outcomes from all projects funded by TIRCP.

Note: Quantification methods have been developed specifically for each GGRF programs and are not intended for use in other programs.

Additional information can be found at the following CARB website:

<https://ww2.arb.ca.gov/resources/documents/cci-quantification-benefits-and-reporting-materials>

## Co-benefit Assessment Methodology

California Climate Investments support the State's climate change goals and provide many additional benefits to individuals, households, businesses, and communities. These "co-benefits" include social, economic, and environmental benefits. CARB provides guidance on quantification methods and reporting to administering agencies. CARB contracted with the University of California, Berkeley (UC Berkeley) to help research and develop methods for evaluating project co-benefits. Guidance on using the co-benefit assessment methodologies is contained in [CARB's Funding Guidelines](#).

The co-benefits were prioritized based on administering agency input and broad applicability to California Climate Investments programs. UC Berkeley first reviewed the scientific data to determine if methods could be developed and summarized the findings in literature reviews. Next, UC Berkeley and CARB developed Co-benefit Assessment Methodologies where feasible. CARB solicited public comment on draft versions in Spring 2018 prior to posting final Co-benefit Assessment Methodologies. CARB may review and update assessment methodologies periodically based on new or evolving project types; new legislation; available resources; new scientific developments or tools, or modifications in the analytical tools or approaches upon which the methodologies were based; or input from administering agencies or the public.

The California Air Resources Board is updating the Co-benefit assessment methodology. See the following website for the final methodology.

<https://ww2.arb.ca.gov/resources/documents/cci-methodologies>

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## Attachment 3: Benefit Criteria Tables

### CCI Benefit Criteria Tables

TIRCP uses the Sustainable Transportation [Benefit Criteria Table](#) developed by CARB to ensure that programs meet the minimum levels of investments to projects that benefit residents of disadvantaged communities, low-income communities, and low-income households, collectively referred to as “priority populations”.

All projects counting toward the statutory investment minimums must be located within an identified community and benefit individuals living within that community, or directly benefit residents of low-income households anywhere in the State. Administering agencies must determine if a project meets the criteria for providing direct, meaningful, and assured benefits to priority populations using the following evaluation approach:

**Step 1:** Identify the Priority Population(s). Be located within a census tract identified as a disadvantaged community or low-income community, or directly benefit residents of a low-income household.

**Step 2:** Address a Need. Meaningfully address an important community or household need for the disadvantaged community, low-income community, or low-income household.

**Step 3:** Provide a Benefit. Using the evaluation criteria, identify at least one direct, meaningful, and assured benefit that the project provides to priority populations. The benefit provided must directly address the identified need.

Only investments that meet these criteria will be counted toward achieving the statutory investment minimums identified for priority populations. Administering agencies can fund projects that otherwise provide meaningful benefits, but do not meet these criteria; however, those projects will not be counted toward investment minimums.

**Attachment 4: California Transportation Commission – Transit and Intercity Rail  
Capital Program Allocation Policy Resolution G-20-61**

**[This policy is currently under review for potential revisions that will apply to allocations after the point of adoption.]**

**CALIFORNIA TRANSPORTATION COMMISSION  
TRANSIT AND INTERCITY RAIL CAPITAL PROGRAM ALLOCATION POLICY Resolution G-20-61**

In accordance with Public Resources Code 75220(C), the California Transportation Commission (Commission) shall allocate funding to applicants pursuant to the program of projects approved by the California State Transportation Agency (CalSTA) for the Transit and Intercity Rail Capital Program. The Commission recognizes that the approved program of projects is expressed in more detail with regards to project component, phase and fiscal year of implementation in the Transit and Intercity Rail Capital Program Allocation Plan (which is regularly updated as approved projects progress through development). These two documents are collectively referred to here as the “Program.” Allocations made by the Commission follow the timely use of funds provisions that are consistent across all funding programs under the Commission’s purview.

To provide consistency in the programming of state transportation funds, the total award to each project component should be listed in the Transit and Intercity Rail Capital Program in the fiscal year(s) in which the project component will be implemented. If a project is expected to require multiple contracts for any component, each contract should be programmed separately. All project allocation requests that come before the Commission must be consistent with the Program.

The following describes how the Commission intends to manage Transit and Intercity Rail Capital Program allocations:

1. Allocations will be made to the full programmed amount for each project component. If a project will require multiple construction contracts, allocations will be made to the full programmed amount for each contract. The Commission will consider the allocation of funds for a project when it receives an allocation request with a recommendation from the California Department of Transportation (Caltrans). The recommendation should include a determination of project readiness, the availability of appropriated Transit and Intercity Rail Capital Program funding, and the availability of all other committed funding. Funds allocated for project development or right-of-way costs must be expended by the end of the fiscal year of allocation plus two additional fiscal years, unless a longer time-frame is requested at the time of allocation or the Commission approves a time extension subsequent to the allocation. Allocations for award are valid for six months from the date of allocation unless otherwise indicated at the time of allocation or the Commission approves a time extension subsequent to the allocation. For funds allocated for construction, including rolling stock procurement, the implementing agency has up to 36 months after the award of a contract, to complete (accept) the contract unless a longer time-frame is requested at the time of allocation or the Commission approves a time extension subsequent to the allocation. The implementing agency must submit a final invoice to Caltrans no later than 180 days after contract acceptance.
2. The Commission will approve the allocation if the funds are available and the allocation is necessary to implement the project or project component included in CalSTA’s approved 5-Year Transit and Intercity

Rail Capital Program. For projects that are ready to advertise, the Commission expects Caltrans to certify that a project's plans, specifications and estimates are complete, environmental and right-of-way clearances are secured, and all necessary permits and agreements (including railroad construction and maintenance) are executed. For the procurement of rolling stock, the Commission may consider the exercising of an option or the certification of funds for contract elements as meeting the milestone for contract award provided that the agency is under no contractual obligation to pay any funds or penalty if the option is not exercised or the funds not certified. Construction allocations for projects or project components not ready for advertisement will not be placed on the Commission's agenda for allocation approval. In compliance with Section 21150 of the Public Resources Code, the Commission will not allocate funds for design, right-of-way, or construction prior to documentation of environmental clearance under the California Environmental Quality Act. As a matter of policy, the Commission will not allocate funds for design, right-of-way, or construction of a federally funded project prior to documentation of environmental clearance under the National Environmental Policy Act. The implementing agency must not award the contract for a project or project component until the Commission has allocated the funds for the project. Any changes to the scope of a project or project component after the allocation of funds to the project or project component must be approved in advance by the Commission.

3. CalSTA may change the timeline for the allocation of a project component based on changes in project delivery needs. These changes will be communicated in updates to the Program. The Commission may grant the extension of a deadline for award of a contract, for expenditures for project development or right-of-way, for project completion, and for project reimbursement. The Commission may grant a deadline extension if it finds that an unforeseen and extraordinary circumstance beyond the control of the agency has occurred that justifies the extension. The extension will not exceed the period of delay directly attributable to the extraordinary circumstance, and in no event will be longer than 20 months. All requests for project delivery deadline time extensions shall follow the Caltrans time extension process in order to be included in the Commission's agenda. The extension request should describe the specific circumstance that justifies the extension and identify the delay directly attributable to that circumstance. Caltrans will review all time extension requests and make a recommendation to the Commission for approval.
4. Caltrans is responsible for managing the cash flow needed to match the Transit and Intercity Rail Capital Program's resources to projects or project components that have received Commission allocations, in accordance with the terms of CalSTA delegated authority and approval.
5. After allocation, Caltrans is responsible for managing project delivery and reimbursements in cooperation with the implementing agencies, in accordance with the terms of CalSTA delegated authority and approval.

**DATE:** June 23, 2023  
**TO:** Board of Directors  
**FROM:** Chuck Farmer, CFO



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

## **I. RECOMMENDED ACTION**

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

## **II. SUMMARY**

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

## **III. DISCUSSION/BACKGROUND**

In preparation for the implementation of a new ERP system at METRO, historical capital asset records are currently being reviewed and reconciled by staff in order to ensure that complete and accurate data will be exported to the new accounting system. Three capital items have been deemed as obsolete, identified in the Excess Vehicle & Equipment Listing (Exhibit A):

- Bus Engine – John Deere, Veh. 2303: no. 5543
- Bus Engine – Used, Spare CNG, EN148: no. 6602
- Trapeze Scheduling Software: no. 5077

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

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

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

#### **IV. STRATEGIC PLAN PRIORITIES ALIGNMENT**

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

#### **V. FINANCIAL CONSIDERATIONS/IMPACT**

The estimated total gross market value of the assets included in the disposal list is approximately \$-0-. These assets have reached the end of their useful life and are obsolete. There is minimal financial impact as a result of these disposals.

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

#### **VI. CHANGES FROM COMMITTEE**

N/A

#### **VII. ALTERNATIVES CONSIDERED**

- Keep the assets in the capital asset inventory. Staff does not recommend this alternative because the items have exceeded their useful life and/or are cost-prohibitive to repair and/or are no longer in use.

#### **VIII. ATTACHMENTS**

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

**Exhibit A:** Excess Vehicle & Equipment Listing – as of June 23, 2023



**IX. APPROVALS:**

Approved as to fiscal impact:  
Chuck Farmer, CFO

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Michael Tree, CEO/General Manager

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# Attachment A



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

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

### **RESOLUTION TO APPROVE THE DISPOSAL OR AUCTION OF EXCESS ASSETS**

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

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

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

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

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

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

1. The following assets are declared excess property on the Excess Vehicle & Equipment Listing as of 06/23/2023, "Exhibit A" and may be disposed of or auctioned as such:
  - a. "Bus Engine – John Deere, Veh. 2303: no. 5543";
  - b. "Bus Engine – Used, Spare CNG, EN148: no. 6602";
  - c. "Trapeze Scheduling Software: no. 5077"

# Attachment A

Resolution No. \_\_\_\_\_  
Page 2 of 3

**PASSED AND ADOPTED** by the Board of Directors of the Santa Cruz Metropolitan Transit District on June 23, 2023, by the following vote:

AYES: DIRECTORS –

NOES: DIRECTORS –

ABSENT: DIRECTORS –

ABSTAIN: DIRECTORS –

**APPROVE:**

---

SHEBREH KALANTARI-JOHNSON  
Board Chair

**ATTEST:**

---

MICHAEL TREE  
CEO/General Manager

**APPROVED AS TO FORM:**

---

JULIE SHERMAN  
General Counsel

# Attachment A

Resolution No. \_\_\_\_\_  
Page 3 of 3

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

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
EXCESS VEHICLE & EQUIPMENT LISTING AS OF 06/23/2023

(Attached)

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT									
EXCESS VEHICLE & EQUIPMENT LISTING AS OF 06/23/2023									
Vehicle or Asset Tag #	Description	Acquisition Date	Total Cost	Accumulated Depreciation	Net Book Value	Estimated Market Value	Reason for Disposal	Condition	VIN / SN
5543	BUS ENGINE - JOHN DEERE, VEH 2303	3/1/2008	\$ 38,217	\$ 38,217	\$ -	\$ -	Decommissioned	POOR	N/A
6602	BUS ENGINE - USED 8.9 SPARE CNG, EN148	7/1/2016	\$ 6,855	\$ 6,855	\$ -	\$ -	Decommissioned	POOR	N/A
5077	TRAPEZE SCHEDULING SOFTWARE	12/17/2004	\$ 91,102	\$ 91,102	\$ -	\$ -	Replaced system	FAIR	N/A

# Exhibit A

*Santa Cruz Metropolitan  
Transit District*



**DATE:** June 23, 2023  
**TO:** Board of Directors  
**FROM:** Dawn Crummié, Human Resources Director  
**SUBJECT:** FY24 RENEWAL OF EXCESS WORKERS' COMPENSATION INSURANCE THROUGH PUBLIC RISK INNOVATION, SOLUTIONS, AND MANAGEMENT (PRISM)

**I. RECOMMENDED ACTION**

**That the Board of Directors authorize the renewal of excess workers' compensation insurance administered by Public Risk Innovation, Solutions, and Management**

**II. SUMMARY**

- The Santa Cruz Metropolitan Transit District (METRO) carries excess workers' compensation insurance through Public Risk Innovation, Solutions, and Management (PRISM).
- The final premium for excess workers' compensation insurance for FY24 is \$211,419. Minus a FY22 final audit credit of \$15,015, the total due for FY24 is \$196,403.
- Staff recommends that the Board of Directors (Board) authorize payment to PRISM in the amount of \$196,403 for participation in the FY24 excess workers' compensation insurance.

**III. DISCUSSION/BACKGROUND**

PRISM, formerly known as California State Association of Counties Excess Insurance Authority (CSAC EIA), is a Joint Powers Authority (JPA) formed in 1979 by an assortment of California counties and public agencies for the sole purpose of finding cost-effective insurance solutions and risk management services for its members. METRO has been a member of PRISM since 2003, when it began carrying its Excess Workers' Compensation Insurance for individual worker's compensation claims exceeding \$350,000. PRISM has a contract with Alliant for broker services, which is periodically evaluated and renewed.

PRISM's final premium for FY24 is \$211,419. This premium is based on METRO's estimated 2023/24 payroll and METRO's workers' compensation claim experience in past years.

PRISM's final premium proposals for the 2019/20, 2020/21, 2021/22 and 2022/23 fiscal years were \$157,520, \$144,759, \$175,613, and \$181,528, respectively. See Attachment B for a history of annual premiums.

Staff recommends that the Board authorize payment to PRISM for the final FY24 premium amount of \$211,419. The FY21/22 payroll audit adjustment is (\$15,015), so the final collectible is **\$196,403**.

#### **IV. STRATEGIC PLAN PRIORITIES ALIGNMENT**

This report aligns with the following Strategic Priorities:

- Safety First Culture
- Financial Stability, Stewardship & Accountability

#### **V. FINANCIAL CONSIDERATIONS/IMPACT**

The FY24 final premium has increased from last year's final premium by 16.47%.

Funds to support this contract are paid out of operating expenses from the G/L Account 502081, Workers' Compensation. Costs are billed to departments based on number of employees in the department.

#### **VI. CHANGES FROM COMMITTEE**

N/A

#### **VII. ALTERNATIVES CONSIDERED**

None. METRO is legally obligated to provide Workers' Compensation Insurance to its employees, and pricing through PRISM is more favorable than what METRO could obtain on its own due to economies of scale.

#### **VIII. ATTACHMENTS**

**Attachment A:** 2023/24 Final Premium Estimate from PRISM

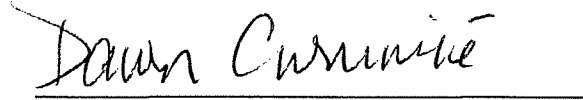
**Attachment B:** History of Annual Premiums

Prepared by: Joan Jeffries, Purchasing Manager



**IX. APPROVALS**

Dawn Crummié, Human Resources  
Director



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Approved as to fiscal impact:  
Chuck Farmer, CFO



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Michael Tree, CEO/General Manager



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**Public Risk Innovation, Solutions, and Management (PRISM)  
2023/24 Premium Summary, June 2023**

**Santa Cruz Metro Transit District**

Most 2023/24 renewal premiums are final, with additional details provided for pending renewals. For programs undergoing premium audits or dividends, if the member requested their application to the premium, the amount is shown and applied to the 2023/24 collection. No amount is displayed for audit/dividend if a check or invoice option was chosen.

<u>Program</u>	<u>Premium Audit</u>	<u>Dividend</u>	<u>2023/24 Total Collectible</u>	<u>2022/23 Premium</u>
Excess Workers' Compensation	(\$15,015)		\$196,403	\$181,528

**Attachment A**

Teri's note: this premium is not different than the estimated premium on the May 2023 V3 premium estimate. The 23/24 estimated premium is \$211,419 not including the 21/22 final audit credit of \$15,015.

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## Attachment B



### History of METRO's Annual Costs for Excess Workers' Compensation Insurance through PRISM

Term	Final Premium
2019/20	\$157,520
2020/21	\$144,759
2021/22	\$175,613
2022/23	\$181,528
2023/24	\$211,419

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**DATE:** June 23, 2023

**TO:** Board of Directors

**FROM:** Chuck Farmer, CFO

**SUBJECT: CONSIDERATION OF AUTHORIZING THE CEO/GENERAL MANAGER TO NEGOTIATE A LEASE AGREEMENT FOR 809 W. BEACH STREET, WATSONVILLE, CA – UPDATED RENTAL AMOUNT**

**I. RECOMMENDED ACTION**

**That the Board of Directors authorize the Santa Cruz METRO CEO/General Manager to negotiate and sign a multi-year lease agreement for the property located at 809 W. Beach Street in Watsonville, CA for the sole purpose of an overflow parking lot, staging area, and possible temporary relocation of ParaCruz operations. – UPDATE, increase in costs of \$200,000**

**II. SUMMARY**

Board of Directors to authorize CEO/General Manager to negotiate a multi-year lease agreement for the sole purpose of parking and storing vehicles, and possible temporary relocation of Para Cruz operations until the Soquel Park and Ride ParaCruz Facility is complete. This is an update to the March 2023 Board meeting requesting an additional \$200,000 due to the expected increase in rent.

**III. DISCUSSION/BACKGROUND**

METRO is expecting a significant delivery of buses, and is diversifying the fleet to include new zero emission bus technology with Hydrogen Fuel Cell (HFC) buses, as well as add 10 compressed natural gas (CNG) articulated buses and 5 electric buses. This includes a new hydrogen fueling station that will require a minimum of 8 parking spaces from existing bus parking once installation is completed at Judy K. Souza Operations Facility (JKS). Additionally, our transit centers at Pacific Station and Watsonville anticipate going under construction over the next few years, to include new transit centers with affordable housing; this will result in building materials, equipment, etc. having to be stored elsewhere. The Soquel Park and Ride will be developed for ParaCruz and housing in the near future and all current materials will need to be moved to this staging lot. With all these major projects occurring during the same timeframe over the course of a few years or more, METRO needs additional space to store its existing fleet and incoming vehicles, hold buses prior to release for auction, and to act as a temporary staging location to continue our operations and create overflow space during the anticipated redevelopments.

METRO's existing properties are at maximum capacity, with no alternative lots available within Santa Cruz to hold METRO's fleet and equipment. Research in Watsonville has identified a 3.36 acre property available for lease at 809 W Beach Street, within one mile of the Watsonville Transit Center. This lot is equivalent in size to the JKS Operations Lot and Maintenance Yard Lot combined.

The proposed lot provides a location to stage buses during the redevelopment and construction phases for Pacific Station, Watsonville and ParaCruz Facilities, as well as stage buses ready for auction. Using the lot for bus parking will create space at JKS to build a hydrogen fuel cell (HFC) fueling station and park the additional 10 articulated buses. The size of the lot provides ample space for a temporary mobile modular building for ParaCruz operations should ParaCruz be temporarily relocated.

This new facility helps support (1) the building of 175+ housing units on METRO property by providing a staging and parking area for construction; and (2) a staging and parking area for the construction of a HFC fueling station and the decommission of old buses as we move to zero emission buses.

#### **IV. STRATEGIC PLAN PRIORITIES ALIGNMENT**

1. Service Quality and Delivery
2. Employee Engagement: Attract, Retain and Develop
3. State of Good Repair

#### **V. FINANCIAL CONSIDERATIONS/IMPACT**

UPDATE – the expected rent is higher than the original March 2023 Board approved spending limit. An unexpected renter offered \$15,000 and 7 years so in order for METRO to get the property, METRO will need to match the rent offer but not the term.

The requested expenditure authority is \$700,000. This funding will cover the annual lease for the property for 2 years with a 1 year possible extension and any one-time cleanup costs/permits not to exceed \$100,000. Funding is available in the Operating and Capital Reserve Fund account, and is budgeted in FY24. Funding will be scheduled and included in the FY25 and FY26 budgets as this contract period will begin the September 2023.

##### Ongoing Costs Breakdown:

Annual expenses will include the costs of renting the property which is expected to be roughly \$15,000 per month. Other costs not included in the monthly rent include electricity, gas, sewer, water, insurance and annual taxes/levy assessment. These costs are expected to range from \$2,000 to more than \$5,000 depending on the future use of the site.



**VI. CHANGES FROM COMMITTEE**

N/A

**VII. ALTERNATIVES CONSIDERED**

- There were no properties in Santa Cruz County that met the requirements for METRO.
- Property research in Watsonville identified several comparable lots for size, location, accessibility and cost, yet none met all of METRO's criteria.
- Doing nothing is not advised. METRO has maximized the use of its existing footprint leaving no additional space for the new HFC fueling station or the increased number of longer articulated buses, nor space for maintaining operations during multiple site construction projects. Continuing to operate under existing conditions will result in bus overflow parking on the city streets. This increases risk of safety to METRO employees and the public, and increases risk of vandalism and destruction to the buses.
- ParaCruz needs a temporary location due to the expiring lease and no timeline for the new construction.

**VIII. ATTACHMENTS**


**Attachment A:** Watsonville Property Details - Presentation

**Attachment B:** Watsonville Staff Report from March 2023 Board Meeting

Prepared by: Chuck Farmer, CFO

**IX. APPROVALS**

Chuck Farmer, CFO




---

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



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Michael Tree,  
CEO/General Manager



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# Watsonville Parking Lot and Staging Location

**Chuck Farmer**  
**CFO**

## Watsonville Parking Lot and Staging Location

### Why?

- Receiving 5 Electric Buses and 10 CNG Artics
- Building a Hydrogen (HFC) fueling station at JKS
- Development of Pacific Station, Watsonville Station and Soquel Park and Ride
- Current facilities do not have room for the influx of buses and equipment
- Second location was searched for Parking and Staging
  - Parking for up to 30 buses plus ParaCruz
  - Lease only
- After 1 year, a location was found after multiple searches

## Scope of the Property

- Overflow for Buses as we deliver 5 electric and 10 artic buses
- Staging for equipment and materials during construction of Pacific Station, Watsonville Station, Soquel Park and Ride
- Temporary location for Buses when the Hydrogen (HFC) fueling station is installed at JKS
- Staging location for Bus Shelters and other equipment as needed

# Location of the Property

Near existing Watsonville Transit Center

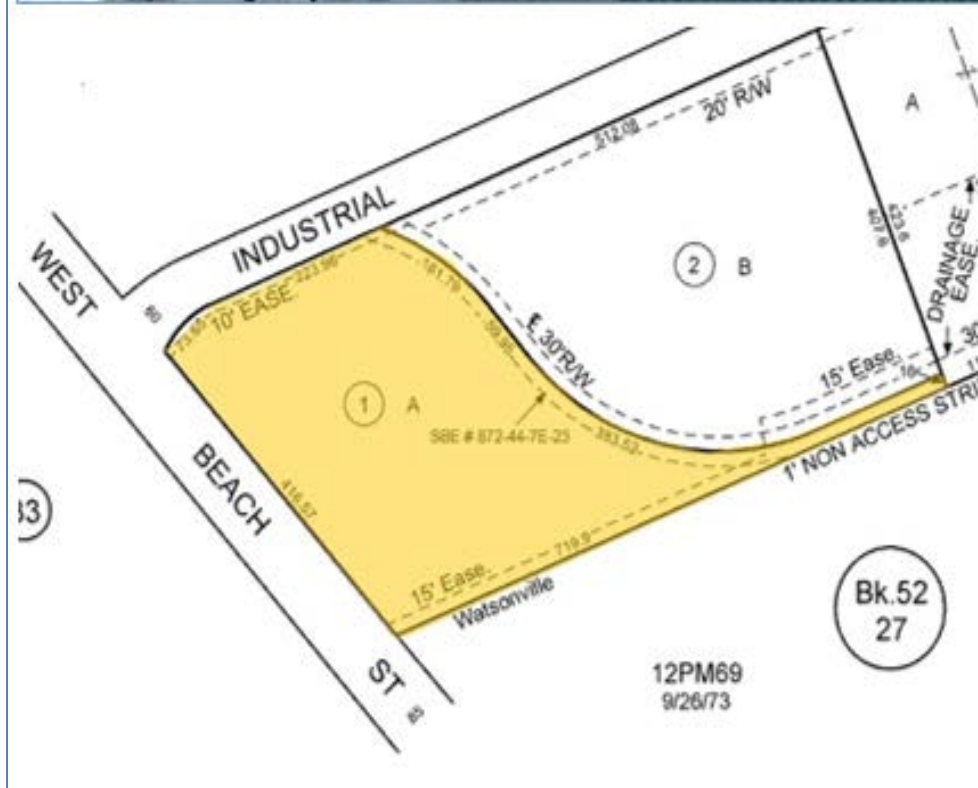


Potential location, 809 W Beach Street



Location Details

809 W Beach St, Watsonville, CA  
3.36 Acres of Industrial Land



# Location Details - Continued

Attachment A



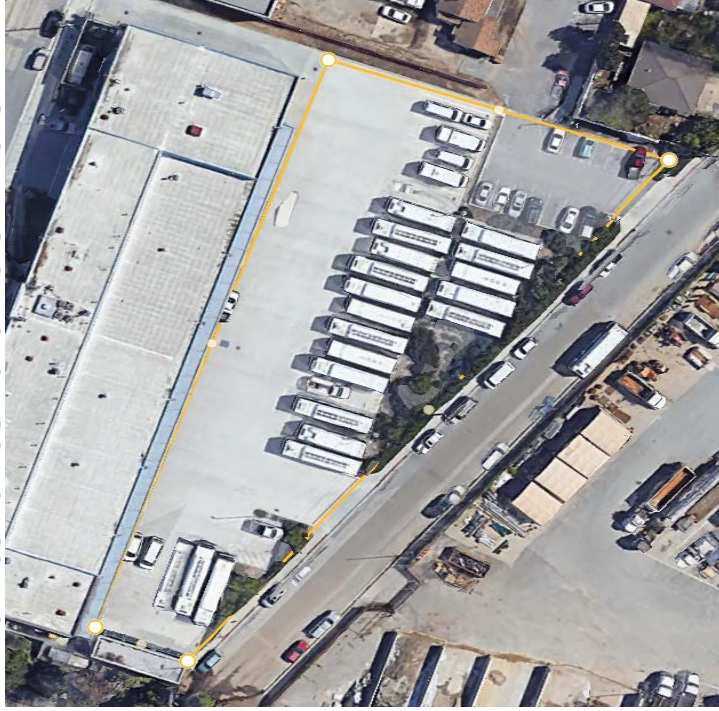
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# Property Size Comparison

## Metro Current Properties and Parking Lot Size

Maintenance Yard: 0.91 Acre



JKS Operations Yard: 2.5 Acre



Total Parking Available is 3.4 Acres, leased lot is 3.3 Acres, Doubling our current parking

# Investment Into Property

## Ongoing Costs:

1. Approximately **\$15,000** Monthly Lease

## One Time Costs:

1. Permit (\$10,000)
2. Site prep and lot cleanup (less than \$90,000)

Special use permit application fees are listed below:

- Special Use Permit: \$6,015
- Design Review: \$3,815
- Public Hearing Labels: \$233
- Environmental Assessment: \$600
- Document Management Fee: \$10

## Pros and Cons of Property

### Attachment A

#### Pros:

- Ideal Location, Availability, Cost, Size
- Increases parking and storage during construction without compromising service
- Serve as a backup location should something happen at our Santa Cruz location
- Lot can be used to move ParaCruz if the Soquel Park and Ride is not complete by the time the lease runs out in Capitola

#### Cons:

- Incremental spending for the location
- Permitting and site preparation are sunk costs (one time)

Questions?

# Attachment B

*Santa Cruz Metropolitan  
Transit District*



**DATE:** March 24, 2023

**TO:** Board of Directors

**FROM:** Chuck Farmer, CFO

**SUBJECT: CONSIDERATION OF AUTHORIZING THE CEO/GENERAL MANAGER TO NEGOTIATE A LEASE AGREEMENT FOR 809 W. BEACH STREET, WATSONVILLE, CA**

## **I. RECOMMENDED ACTION**

**That the Board of Directors authorize the Santa Cruz METRO CEO/General Manager to negotiate and sign a multi-year lease agreement for the property located at 809 W. Beach Street in Watsonville, CA for the sole purpose of an overflow parking lot, staging area, and possible temporary relocation of ParaCruz operations.**

## **II. SUMMARY**

Board of Directors to authorize CEO/General Manager to negotiate a multi-year lease agreement for the sole purpose of parking and storing vehicles, and possible temporary relocation of Para Cruz operations until the Soquel Park and Ride ParaCruz Facility is complete.

## **III. DISCUSSION/BACKGROUND**

METRO is expecting a significant delivery of buses, and is diversifying the fleet to include new zero emission bus technology with Hydrogen Fuel Cell (HFC) buses, as well as add 10 compressed natural gas (CNG) articulated buses and 5 electric buses. This includes a new hydrogen fueling station that will require a minimum of 8 parking spaces from existing bus parking once installation is completed at Judy K. Souza Operations Facility (JKS). Additionally, our transit centers at Pacific Station and Watsonville anticipate going under construction over the next few years, to include new transit centers with affordable housing; this will result in building materials, equipment, etc. having to be stored elsewhere. The Soquel Park and Ride will be developed for ParaCruz and housing in the near future and all current materials will need to be moved to this staging lot. With all these major projects occurring during the same timeframe over the course of a few years or more, METRO needs additional space to store its existing fleet and incoming vehicles, hold buses prior to release for auction, and to act as a temporary staging location to continue our operations and create overflow space during the anticipated redevelopments.

# Attachment B

Board of Directors  
March 24, 2023  
Page 2 of 4

METRO's existing properties are at maximum capacity, with no alternative lots available within Santa Cruz to hold METRO's fleet and equipment. Research in Watsonville has identified a 3.36 acre property available for lease at 809 W Beach Street, within one mile of the Watsonville Transit Center. See Attachment A. This lot is equivalent in size to the JKS Operations Lot and Maintenance Yard Lot combined. See Attachment B.

The proposed lot provides a location to stage buses during the redevelopment and construction phases for Pacific Station, Watsonville and ParaCruz Facilities, as well as stage buses ready for auction. Using the lot for bus parking will create space at JKS to build a hydrogen fuel cell (HFC) fueling station and park the additional 10 articulated buses. The size of the lot provides ample space for a temporary mobile modular building for ParaCruz operations should ParaCruz be temporarily relocated.

This new facility helps support (1) the building of 175+ housing units on METRO property by providing a staging and parking area for construction; and (2) a staging and parking area for the construction of a HFC fueling station and the decommission of old buses as we move to zero emission buses.

## IV. STRATEGIC PLAN PRIORITIES ALIGNMENT

1. Service Quality and Delivery
2. Employee Engagement: Attract, Retain and Develop
3. State of Good Repair

## V. FINANCIAL CONSIDERATIONS/IMPACT

The requested expenditure authority is \$500,000. This funding will cover the annual lease for the property for 3 years and any one-time cleanup costs/permits not to exceed \$100,000. Funding is available in the Operating and Capital Reserve Fund account, and is budgeted in FY24. Funding will be scheduled and included in the FY25 and FY26 budgets as this contract period will begin the spring/summer of 2023 and end in the early part of 2026.

### Ongoing Costs Breakdown:

Annual expenses will include the costs of renting the property which is expected to be roughly \$11,000 per month for the duration of the contract. See Attachment C of the Letter Of Intent to lease the property for a 3 year period.

## VI. CHANGES FROM COMMITTEE

N/A

# Attachment B

Board of Directors  
March 24, 2023  
Page 3 of 4

## VII. ALTERNATIVES CONSIDERED

- There were no properties in Santa Cruz County that met the requirements for METRO.
- Property research in Watsonville identified several comparable lots for size, location, accessibility and cost, yet none met all of METRO's criteria.
- Doing nothing is not advised. METRO has maximized the use of its existing footprint leaving no additional space for the new HFC fueling station or the increased number of longer articulated buses, nor space for maintaining operations during multiple site construction projects. Continuing to operate under existing conditions will result in bus overflow parking on the city streets. This increases risk of safety to METRO employees and the public, and increases risk of vandalism and destruction to the buses.

## VIII. ATTACHMENTS

- Attachment A:** Watsonville Property Details  
**Attachment B:** Existing Lot Sizes  
**Attachment C:** Letter Of Intent (LOI)  
**Attachment D:** Presentation

Prepared by: Chuck Farmer, CFO

# Attachment B

Board of Directors  
March 24, 2023  
Page 4 of 4

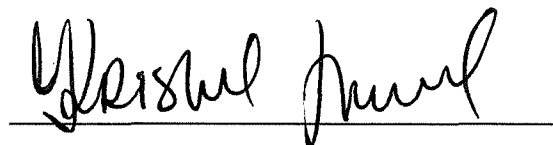
## IX. APPROVALS

Chuck Farmer, CFO



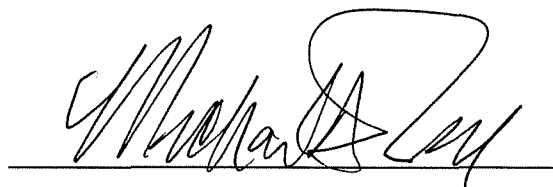
A handwritten signature in black ink, appearing to read "Chuck Farmer", written over a horizontal line.

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



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Michael Tree,  
CEO/General Manager



A handwritten signature in black ink, appearing to read "Michael Tree", written over a horizontal line.





**DATE:** June 23, 2023

**TO:** Board of Directors

**FROM:** Chuck Farmer, CFO & DBELO

**SUBJECT: ACCEPT THE PROPOSED DISADVANTAGED BUSINESS ENTERPRISE (DBE) GOAL OF 0% FOR FEDERALLY FUNDED PROCUREMENTS FOR FFY24–FFY26 AND OPEN THE PUBLIC COMMENT PERIOD BEGINNING JULY 11, 2023**

## **I. RECOMMENDED ACTION**

**That the Board of Directors accept the proposed DBE Goal for FFY24–FFY26 and open a 45-day Public Comment Period beginning July 11, 2023 for the Santa Cruz Metropolitan Transit District to receive comments.**

## **II. SUMMARY**

- As a recipient of Federal Transit Administration (FTA) funds, the Santa Cruz Metropolitan Transit District (METRO) implements a Disadvantaged Business Enterprise (DBE) Program to ensure nondiscrimination in the award of federally funded contracts.
- As part of this Program, grantees must establish a triennial goal for DBE participation in all contracts that are to be funded with FTA funds.
- For federal fiscal years (FFY) 2024–26, METRO anticipates using all available federal funds to purchase buses, which are not subject to the DBE goal-setting process.
- With no additional federally-funded contracting opportunities available for this three-year period, the anticipated DBE goal for FFY24–FFY26 is 0%. METRO's goal setting methodology is detailed in Attachment A.
- METRO's Public Notice announcing its proposed DBE goal for FFY24–FFY26 will be published in the Santa Cruz Sentinel, the Register-Pajaronian, at METRO's Administrative office, its transit centers, and on its website.
- METRO will accept public comments on the proposed goal and its rationale during the 45-day comment period beginning July 11, 2023 and concluding August 25, 2023.
- Any comments received during the public comment period will be provided to the Board of Directors (Board) at its August 25, 2023 meeting.

### III. DISCUSSION/BACKGROUND

The FTA requires that any recipient expending more than \$250,000 in FTA funds on contracting opportunities annually must set a triennial DBE goal, in accordance with Title 49 of the Code of Federal Regulations, Part 26 (49 CFR Part 26). A DBE firm is defined as a for-profit “small business concern” that is at least 51% owned and controlled by one or more socially and economically disadvantaged individuals. DBE firms are certified as such through Unified Certification Programs established in each state.

The purpose of the DBE program is to increase the opportunities for minority, veteran-owned, and women-owned small businesses to participate in federally funded projects. The primary objective of the DBE program is to provide a level playing field on which DBEs can compete fairly for Department of Transportation (DOT)-assisted contracts. Establishing a level playing field helps to guarantee nondiscrimination in the award and administration of DOT-assisted contracts. Only certified firms that fully meet 49 CFR Part 26 eligibility standards are permitted to participate as DBEs in California.

For clarification, the use of the term “goal” in establishing a DBE participation level is not a reflection of ambition or effort on the part of METRO staff. Rather, it is a fixed calculation based on a series of set figures. These figures are used with a standardized formula that ultimately calculates an agency’s target for DBE participation in projects anticipated to use federal dollars.

For FFY24–FFY26, METRO anticipates using all of its available federal funds to purchase buses. Transit bus purchases are not subject to the DBE goal-setting process. With no additional federally-funded contracting opportunities available for this three-year period, the proposed DBE goal for FFY24–FFY26 is 0%. This goal only details new contracting opportunities planned with FTA funds. METRO will continue to participate in program outreach to DBEs and Small Business Enterprises (SBEs) using funds received from sources other than the FTA. However, these efforts are not reflected in the proposed DBE goal for FFY24–FFY26.

It is the policy of METRO to ensure that DBEs have an equal opportunity to receive and participate in DOT-assisted contracts. METRO will never exclude any person from participating in, deny any person the benefits of, or otherwise discriminate against anyone in connection with the award and performance of any contract covered by 49 CFR Part 26 on the basis of race, color, sex, national origin, disability or sexual orientation.

METRO will receive approximately \$1,773,000 in FTA funding FFY24 through FFY26 and has set a proposed DBE Goal on its anticipated projects. The

methodology to calculate an agency's DBE goal is a two-step process described in 49 CFR Part 26. Step One of the methodology establishes a base figure for new federally funded contracts anticipated to be awarded in the upcoming three federal fiscal years (October 1 – September 30). This calculation has been done for contracts anticipated to be awarded between October 1, 2023 and September 30, 2026. The base figure is derived from the relative availability of DBEs that are ready, willing, and able to participate in these anticipated contracts. Step Two relies on the agency's knowledge of its contracting markets and previous history of DBE participation to determine if an adjustment to the base figure is needed. The calculation using the two-step methodology results in a proposed DBE goal of 0% for FFY24–FFY26 for METRO.

Using this goal setting methodology, as outlined in Attachment A, METRO staff recommends an overall DBE goal of 0% for DOT-assisted contracts. This three-year goal was calculated using current federally funded projects as well as anticipated future grant awards that METRO is likely to receive. If future grant awards are either not received or are significantly different than projected, METRO will adjust the DBE goal, as necessary.

At this time, METRO staff is requesting that the Board accept the proposed DBE goal of 0% and open the 45-day public comment period beginning July 11, 2023. Any comments received during the comment period will be provided to the Board at its August 25, 2023 meeting.

#### **IV. STRATEGIC PLAN PRIORITIES ALIGNMENT**

This action aligns to the following strategic priorities:

- Financial Stability, Stewardship & Accountability
- Strategic Alliances and Community Outreach

#### **V. FINANCIAL CONSIDERATIONS/IMPACT**

METRO staff anticipates that there will be costs associated with the outreach efforts to gather public comments, including the costs for publication in the Santa Cruz Sentinel and the Watsonville Pajaronian, but does not anticipate that it will be more than \$1,500. Adopting the proposed DBE Program Goal for FFY24–FFY26 has no significant financial impact. However, contracts funded with FTA assistance will be monitored for DBE goal achievement and reported to FTA on a semiannual basis.

**VI. CHANGES FROM COMMITTEE**

N/A

**VII. ALTERNATIVES CONSIDERED**

- There is no alternative. METRO is required to commence this process or its receipt of federal grant funds will be jeopardized.


**VIII. ATTACHMENTS**

**Attachment A:** FFY24–FFY26 DBE Overall Goal and Goal Setting Methodology

Prepared by: Joan Jeffries, Purchasing Manager  
Cayla Hill, Planning Data Analyst  
Wondimu Mengistu, Capital Planning & Grants Program Manager

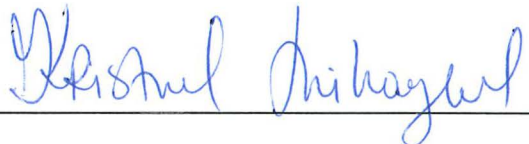
**IX. APPROVALS**

Chuck Farmer,  
DBE Liaison Officer & CFO



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



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Michael Tree, CEO/General Manager



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# Attachment A



## **Federal Fiscal Year FFY24–FFY26 Disadvantaged Business Enterprise Overall Goal and Goal Setting Methodology**

### **I. SUMMARY**

The Santa Cruz Metropolitan Transit District (“Santa Cruz METRO”) is the sole public transit operator in Santa Cruz County, and operates its transit services through 4 transit centers and 783 bus stops. It has a fleet of 94 buses to operate 24 routes. Santa Cruz METRO also provides paratransit services utilizing a fleet of shuttles and mini-vans. Santa Cruz METRO’s service area is the entire county, with a population of 273,405<sup>1</sup>. Pre-pandemic, Santa Cruz METRO provided over 5 million rides annually. Ridership has been gradually increasing over the last two and half years, with a current projection for 2023 of over 3.5 million rides.

Santa Cruz METRO is a recipient of United States Department of Transportation (U.S. DOT) federal funds. As such, and in accordance with Title 49 of the Code of Federal Regulations, Part 26 (49 CFR Part 26), Santa Cruz METRO implements a Disadvantaged Business Enterprise (DBE) Program to ensure nondiscrimination in the award of federally funded contracts. As part of this program, Santa Cruz METRO must establish a triennial goal for DBE participation in all contracts that are to be funded with Federal Transit Administration (FTA) 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. DBE firms are certified as such through Unified Certification Programs established in each state.

During the triennial period FFY24–FFY26, Santa Cruz METRO anticipates using all of its available federal funds to purchase rolling stock. Transit bus purchases are not subject to the DBE goal-setting process. With no additional federally-funded contracting opportunities available for this three-year period, the proposed DBE goal for FFY24–FFY26 is 0%. This goal only details new contracting opportunities planned with FTA funds. Santa Cruz METRO will continue to participate in program outreach to DBEs and Small Business Enterprises (SBEs) using funds received from sources other than the FTA. However, these efforts are not reflected in the proposed DBE goal for FFY24–FFY26.

### **II. DEVELOPMENT OF OVERALL DBE GOAL FOR FFY24-FFY26**

Santa Cruz METRO anticipates receiving approximately \$1,773,000 in federal funding from October 1, 2023 through September 30, 2026. Santa Cruz METRO does not have FTA sub-recipients or pass-

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<sup>1</sup> <https://worldpopulationreview.com/us-counties/ca/santa-cruz-county-population>

# Attachment A

through FTA funds to other agencies; therefore, sub-recipient contracting opportunities do not exist and are not included in the goal calculation.

The methodology to calculate the DBE participation goal is a two-step process described in 49 CFR Part 26. The two steps for setting an overall DBE goal are:

1. Establish a base figure for the relative availability of DBEs
2. Determine the base figure adjustment, if necessary

Step 1 of the methodology establishes a base figure for the anticipated contracts to be awarded in the period. The base figure is derived from the relative availability of DBEs that are ready, willing and able to participate on these anticipated contracts. The initial step is to determine the market area for contractors and consultants who have demonstrated an interest in, or are anticipated to participate in Santa Cruz METRO contracts. Santa Cruz METRO's market area, for the purpose of developing the base DBE goal, is composed of the following 14 counties:

- 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 relevant market area, staff would then extract a count of all vendors in the market area from the County Business Patterns (CBP) database and the Caltrans DBE vendor directory by using the NAICS code attached to each piece of potential contract work identified in the Contracting Opportunities.

Step 2 relies on Santa Cruz METRO's knowledge of its contracting markets and previous history of DBE participation to determine if an adjustment to the base figure is needed. With no federally-funded contracting opportunities anticipated in the triennial period FFY24–FFY26, adjustments were deemed unnecessary.

As Santa Cruz METRO anticipates using all of its available federal funds to purchase rolling stock, and these purchases are not subject to the DBE goal-setting process, the calculation using this two-step methodology results in a DBE goal of 0% for FFY24–FFY26. While DBE opportunities for federally-funded projects during this triennial period are not anticipated, Santa Cruz METRO will continue to seek small and disadvantaged business participation on contracts, regardless of funding source. Santa Cruz METRO will also periodically evaluate its triennial DBE goal to determine whether mid-course adjustments will be necessary.



# Attachment A

## III. RACE-NEUTRAL IMPLEMENTATION MEASURES

The overall DBE goal is typically split into race-neutral and race-conscious components. Race-neutral participation occurs when a DBE obtains a contract or subcontract through customary procurement procedures where there was no contract goal or its DBE status was not considered in making the award. Race-conscious DBE participation is the portion of the overall goal that focuses on assisting only DBEs, where a contract's DBE goal is explicitly stated to encourage DBE participation.

The U.S. DOT Regulations require that the maximum feasible portion of the DBE overall goal be met by using race-neutral methods. Race-neutral methods include efforts made to assure that bidding and contracting requirements facilitate participation by DBEs and other small businesses, such as unbundling large contracts to make them more accessible, encouraging prime contractors to subcontract portions of the work, and providing technical assistance, outreach and communications programs. Santa Cruz METRO will continue to operation a race-neutral DBE program, and will also continue to supplement its DBE Program with a SBE Program.

The race-neutral elements of Santa Cruz METRO's DBE Program are applicable to all third-party contracts, regardless of funding source, in a manner that is consistent with Proposition 209. By this means, the administration of Santa Cruz METRO's contracts to include the participation of DBEs on a nondiscriminatory basis is preserved.

Race-neutral efforts to include DBE participation include:

- Santa Cruz METRO will focus on refining and implementing race-neutral methods for facilitating DBE participation by advising prospective contractors of the areas for possible subcontracting opportunities, and providing contract information on available DBE firms who perform such work. Santa Cruz METRO will continue to solicit DBE participation on an ongoing basis, use DBE firms that have successfully completed prior projects, encourage eligible firms to become certified as DBEs, and provide requested technical assistance and related services when feasible.
- Santa Cruz METRO's website and solicitation documents advise its contracting community of the online directory of certified DBEs, found at the California Unified Certification Program website: <https://dot.ca.gov/programs/civil-rights/dbe-certification-information>.
- Using the Caltrans DBE database, procurement staff proactively sends formal solicitations to registered DBEs that may be interested. Pre-bid and pre-proposal conferences are held, which include a networking component to promote teaming opportunities between prospective prime contractors and the DBE and Small Business contracting community.
- Santa Cruz METRO will provide assistance in overcoming limitations such as inability to obtain bonding or financing (by means of simplifying the bonding process, eliminating the impact of surety costs from bids, and providing assistance with obtaining bonding and insurance when possible). Staff will refer the DBE and Small Business contracting community to the SBA Bonding Assistance Program.
- Santa Cruz METRO attends regular Business Fairs, providing information on its DBE Program and soliciting Small Businesses to participate in its contracts.

# Attachment A

- Santa Cruz METRO will monitor carefully its progress during the course of each year and consider whether contract-based DBE goals would increase participation. All contracts that have DBE commitments will be monitored for compliance.

## **IV. FOSTERING SMALL BUSINESS PARTICIPATION**

Santa Cruz METRO has implemented several strategies to foster small business participation in its contracting process. In addition to what is noted above, Santa Cruz METRO:

- Evaluates large projects for consideration of unbundling contracting opportunities into smaller portions so that small businesses, including DBEs, would have a greater opportunity to compete.
- Strongly encourages bidders on prime contracts to consider their subcontracting opportunities be a size that small businesses, including DBEs, can reasonably perform, and reach out to those communities proactively.
- Partners with other local agencies and organizations to identify and advertise small business contracting opportunities, such as the Central Coast Small Business Development Center, the Business Outreach Committee, and the Regional Business Diversity Program (administered by the Valley Transportation Authority).

## **V. OUTREACH/PUBLIC COMMENT PERIOD**

Federal Regulations require that Santa Cruz METRO publish a notice in general circulation and DBE-oriented media announcing the proposed goal for FFY24 through FFY26 contracts assisted by U.S. DOT. An advertisement in both English and Spanish has been prepared and will be published in July 2023 in the Santa Cruz Sentinel and the Register-Pajaronian, and posted at all four major transit centers.

A Public Comment period will be opening on July 11, 2023, wherein staff will solicit comments from the public. During this period, staff will also contact as many diverse and disadvantaged business organizations as possible in order to meet with them, review the proposed goal and methodology, and consider their input, and incorporate all comments into the final document submitted to the FTA. A Public Hearing is scheduled for August 25, 2023 to finalize the Overall Goal.

Santa Cruz METRO will use its own website and subscriber notification system, Mailchimp, to publish information about the Proposed Goal and solicit input from interested parties.



THE BOARD OF DIRECTORS PROUDLY PRESENTS THIS

# CERTIFICATE OF APPRECIATION

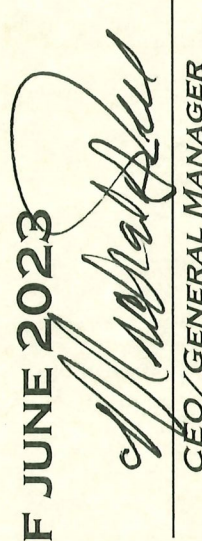
To

## JOSE A. VALTIERRA TRANSIT SUPERVISOR

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

GIVEN THIS 23RD DAY OF JUNE 2023

  
CHAIR, BOARD OF DIRECTORS

  
CEO/GENERAL MANAGER





THE BOARD OF DIRECTORS PROUDLY PRESENTS THIS

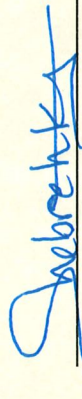
# **CERTIFICATE OF APPRECIATION**


TO

## **SERAFIN G. RUIZ BUS OPERATOR**

FOR THE COMPLETION OF 25 YEARS OF SERVICE  
BETWEEN 1998 AND 2023

GIVEN THIS 23RD DAY OF JUNE 2023

  
\_\_\_\_\_  
CHAIR, BOARD OF DIRECTORS

  
\_\_\_\_\_  
CEO/GENERAL MANAGER



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

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

### **RESOLUTION OF APPRECIATION FOR THE SERVICES OF EFRAIN HERNANDEZ AS VEHICLE SERVICE WORKER II FOR THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

**WHEREAS**, the Santa Cruz Metropolitan Transit District (METRO) was formed to provide public transportation to all of the residents of Santa Cruz County, and

**WHEREAS**, the provision of public transportation service requires a competent, dedicated workforce, and

**WHEREAS**, METRO, requiring an employee with expertise and dedication, appointed Efrain Hernandez to serve in the position of Vehicle Service Worker II, and

**WHEREAS**, Efrain Hernandez served as a member of the Fleet Maintenance Department of METRO for the time period of October 26, 2001 to May 31, 2023, and

**WHEREAS**, Efrain Hernandez provided METRO with dedicated service and commitment during the time of his employment, and

**WHEREAS**, Efrain Hernandez served METRO with distinction, and

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

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

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

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

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

**PASSED AND ADOPTED** this 23<sup>rd</sup> Day of June 2023 by the following vote:

**AYES:** Directors -

**NOES:** Directors -

**ABSTAIN:** Directors -

**ABSENT:** Directors -

Approved:

Shebreh Kalantari-Johnson  
Board Chair

---

Attest:

Michael Tree  
CEO/General Manager

---

Approved as to form:

Julie Sherman, General Counsel

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# VERBAL PRESENTATION

METRO ADVISORY COMMITTEE (MAC)

SEMI-ANNUAL ORAL REPORT

Jessica de Wit, MAC Chair

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**DATE:** June 23, 2023  
**TO:** Board of Directors  
**FROM:** Chuck Farmer, Chief Financial Officer  
**SUBJECT: ADOPTION OF THE FINAL FY24 AND FY25 BUDGET**

**I. RECOMMENDED ACTION**

**That the Board of Directors approve the adoption of the FY24 and FY25 Operating Budget and FY24 Capital Budget.**

**II. SUMMARY**

- The FY24 and FY25 Operating Budget, and FY24 Capital Budget-Portfolio are presented this month for Board of Directors (Board) and public review. A public hearing has been scheduled for 9:00 am, or as soon thereafter as possible, during the June 23, 2023 board meeting.
- On June 24, 2022, the Board adopted the Final FY23 and FY24 Operating Budget. Santa Cruz METRO produces a 2-year rolling Budget. This Budget revises the June 2022 FY24 Budget and presents a new FY25 Operating Budget.
- The 5 – Year Plan for Santa Cruz Metropolitan Transit District (METRO) is presented in Attachment B. It depicts the proposed two-year FY24 and FY25 Operating Budget and Forecasts for FY26 to FY28.
- The proposed two-year FY24 and FY25 Operating Budgets – Attachment C total \$65,083,522 and \$66,397,455 respectively.
- In addition, METRO will be transferring:
  - \$2.3M in FY24 and FY25 to the Capital Budget (Bus Replacement Fund)
  - \$2.0M in FY24 and FY25 for the UAL & OPEB liability
  - \$4.0M in FY24 and FY25 for Grant matching
  - \$1.3M in FY24 and \$0.5M in FY25 to Reserve Replenishment
  - \$2.4M in FY24 and \$5.6M in FY25 from the COVID-19 Recovery Fund
- These results match the total Operating Revenue Budget of \$72,597,335 in FY24 and \$69,789,354 in FY25. This is a Draft Budget, which reflects available data regarding revenues and expenses. The Final two-year Budget will be presented to the Board of Directors on June 23, 2023.

- The year over year Operating Budget growth of approximately \$4,124K in expenses in FY24 is detailed in Sections B and C.
- Metro held a Budget Workshop with the Unions on May 1, 2023 to answer questions about the two-year draft FY24 and FY25 Operating Budget and the FY24 Capital Budget-Portfolio and to obtain input from its union partners.
- The Authorized and Funded Personnel lists are presented in Attachment D.
- The Draft FY24 Capital Budget-Portfolio – Attachment E totals \$83,081,176
- Staff recommends that the Finance, Budget and Audit Standing Committee Board receive input on the Draft FY24 and FY25 Operating Budget and FY24 Capital Budget-Portfolio and provide additional direction to staff as necessary regarding the contents of the Draft Operating and Capital Budgets, for final adoption on June 23, 2023 and forward the Budget to the full Board for initiation at the Public Hearing.

### III. DISCUSSION/BACKGROUND

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

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

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

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

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

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

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

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

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

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

## **Attachment C – Page 1**

### **A. Operating Revenues**

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

- Passenger Fares – overall increase \$643K, or 26.4%, to \$3,080K due to increased ridership across all modes: Fixed Route increase \$237K, or 14.6%, to \$1,858K, Paratransit increase \$16K, or 8.0%, to \$210K, Highway 17 Fares increase \$394K, or 66.4%, to \$988K
- Special Transit Fares – overall increase of \$142K, or 2.4%, to \$6,095K; primarily due to contractual increases and increased ridership recovery as impact from COVID declines: UCSC increase \$95K, or 2.0%, to \$4,876K, Cabrillo College increase \$12K, or 2.0%, to \$595K, City of Santa Cruz increase \$25K, or 73.1%, to \$59K, Highway 17 Contracts increase \$11K, or 2.0%, to \$562K

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

### **B. Operating Expenses**

Operating Expenses, excluding Pension UAL/Sales Tax Revenue Bond payments (which are discussed in Section C), total \$60,911K in FY24 and \$62,220K in FY25. Operating Expenses assumptions in the Draft FY24 Budget over the FY23 Final Budget, adopted in June 2022, include:

**Personnel Expenses** (Labor and Fringe Benefits) increased overall by \$294K, or 0.7%, to \$43,205K vs. FY23 Budget

- Regular Labor Costs – decrease \$194K, or 1.0%, to \$20,220K

- Contractual items of step and longevity increases
- Net 2 new FTE added, proposed incremental positions
- Sr. Customer Service Representative
- Safety & Training Coordinator
- Maintenance Trainer
- Assistant Ops & Customer Service Manager
- HR Analyst I - *two year provisional*
- Grants/Legislative Analyst
- Mechanic III
- Sr. Payroll Administrator
- Dispatcher/Scheduler – 2 FTE
- Parts & Materials Manager

Offset by proposed positions to be defunded

- Mechanic I & II
- Assistant Safety & Training Coordinator
- Financial Analyst
- Upholster I
- Paratransit Clerk III
- Customer Service Rep – 2 FTEs
- Parts & Materials Clerk
- Customer Service Assistant
- Overtime - decrease of \$154K, or 11.6%, to \$1,171 as recruitment increases to fill vacancies
- Fringe Benefits costs - increase of \$641K, or 3.0%, to \$21,813K; primarily due to increased cost for Medical/Dental/Vision insurance (\$324K, or 2.6%, to \$12,595K), along with higher Retirement CalPERS cost (\$331K, or 13.9%, to \$2,709K); partially offset by lower SDI (\$46K, or 16.9%, to \$228K), SUI (\$12K, or 25.8%, to \$35K), and Other Fringe Benefits (\$22K, or 10.8%, to 185K)

**Non-Personnel Expenses** Excluding Sales Tax Revenue Bond related costs (which are represented in Section C below) increase of \$5,300K, or 42.7%, to \$17,706K vs FY23 Budget

- Services – \$7,702, an increase 32.4% or \$1,886K primarily due to:
  - Admin/Bank Fees increase 42.5% in anticipation of restoring the cash revenue pick-ups to twice a week, as ridership slowly returns to pre-pandemic levels;

- Professional/Technical Fees increase 41.8% due to multiple initiatives and programs, among which the launch of a multidimensional organizational rebranding program aimed to reposition Metro as a strong community partner and to meet our strategic goals of attracting and increasing ridership, Internal Audits for Advanced Technology, Facilities Master Plan, Maintenance & Operations, Safety Plan, Strategic Revenue Planning, Long Range Plan along with Project Management for the TIRCP Grant;
- Legislative Services increase 155.8% due to anticipated spending for consultant services to assist with future funding of the zero emission program;
- Legal Services increase 21.8% due to Strategic Revenue planning costs;
- Repair – Equipment increase 62.2% primarily due to IT contracts for maintenance/cloud hosting and increased costs on CNG equipment maintenance and repair
- Mobile Materials & Supplies – \$5,429, an increase of 63.1% or \$2,100K primarily due to:
  - Fuel & Lube increase 88.2% as a result of higher costs for both Revenue and Non-Revenue vehicles, primarily the CNG costs which have had a significant price increase in 2023
  - Revenue Vehicle Parts increase 32.4% primarily due to higher costs for Cummins and New Flyer bus parts
- Other Materials & Supplies – \$903K, an overall increase of 21.7% or \$161K primarily related to printing for new marketing campaigns, One Ride at a Time bus wraps, and materials related to the Strategic Revenue planning initiatives and workshops; partially offset by decreased spending related to COVID supplies
- Utilities – \$911K, an increase of 10.2% or \$84K primarily due to estimated increase for Gas & Electric (expected rate increase from PG&E) along with increased Propulsion Power as more ZEB buses are purchased and put into service
- Casualty & Liability – \$1,327K, an increase of 22.7% or \$245K related to the increase of insurance premiums; will be adjusted when the invoices are available in June 2023
- Taxes – \$58K, an increase of 3.3% or \$2K due to higher costs for Customer Service parking permits and increased Co-Op fees; partially offset by lower Fuel Tax
- Misc. Expense – \$1,048K, an increase of 178.0% or \$671K primarily due to increased Local Meeting Expenses as monthly BoD meetings will return to in-person meetings, Employee Training for Workforce Training

for new Hydrogen Bus & Infrastructure, and increased Marketing costs for Advertising

- Interest Expense & Debt Service
  - Interest Expense - Loan – \$0.9K, a decrease of 89.0% or \$7K due to interest payment on bus lease contract ending in FY24
  - Debt Service – Interest Expense POB and Principal POB are discussed in Section C below
- Leases & Rentals – \$327K, an increase 93.8% or \$158K primarily due to lease of new facility in Watsonville for ParaCruz and Operations

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

**Personnel Expenses** (Wages, Overtime, and Fringe Benefits) increased overall by \$1,390K, or 3.2%, to \$44,595K excluding the Pension UAL costs

- Wages – increase \$278K, or 1.4%, to \$20,499K
  - Only contractual items of step and longevity increases
- Overtime - increase of \$25K, or 2.2%, to \$1,196K
- Fringe Benefits costs– increase \$1,087K, or 5.0%, to \$22,900K
  - Anticipated increase in Medical insurance premiums, effective in January 2024, partially offset by;
  - Projected decrease in Retirement as per CalPERS Annual Valuation Report from 11.0% in FY24 to 10.8% in FY25

**Non-Personnel Expenses** Excluding Sales Tax Bond related costs (which are represented in Section C below) decreased by \$81K, or 0.5%, to \$17,625K; primarily due to non-recurring costs from FY24

**C. Non-Operating Revenue/(Expense)**

Non-Operating Revenue/(Expense) totals \$59,250K in FY24 and \$56,205K in FY25. Non-Operating Revenue/(Expense) assumptions in the Draft FY24 Budget over the FY23 Final Budget, adopted in June 2022, include:

**Sales Tax Revenues**

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

**Federal/State Grants**

- Transportation Development Act (TDA-LTF) - \$8,912K, an decrease of 3.3% or \$306K, as per recent allocations

- FTA 5307 – \$3,830K, an increase 100%, based on the amount needed to cover operating expenses as a result of available American Rescue Plan Act of 2021 (ARPA) funding in FY24
- LCTOP – \$747K, an increase of 38.9% or \$209K, amounts are based on funding allocated from the State Controller’s Office (SCO) from the Greenhouse Gas Reduction Fund via the Regional Transportation Commission (RTC).
- TDA – STA – Operating (includes SB1) – \$6,044K, an increase of 35.0% or \$1,568K, reflecting the recent increased allocation estimates from the State Controller’s Office (SCO), STA funds are derived from the statewide excise tax on diesel fuel and are allocated based on population and revenue for the prior fiscal year

**COVID Relief Grants**

- American Rescue Plan Act of 2021 (ARPA) – \$9,959K, a decrease 35.7% or \$5,518K; based on the anticipated draw down in FY24 for reimbursement of allowable personnel and operating expenses.

**All Other Revenue**

- Advertising Income – \$172K, a decrease of 11.6% or \$23K, as a result of limited availability of space for advertising on some buses after the launch of the One Ride at a Time campaign
- Rental Income – \$105K, a decrease of 20.6% or \$27K, as a result of the remodel of Pacific Station Metro will be unable to rent space at that location until the construction is finished along with diminishing rentals at the Watsonville Transit Center
- Interest Income – \$756K, an increase of 202.2% or \$506K, based on current trends and the cash balance at the Treasury
- All Other Income – \$206K, an increase of 111.8% or \$108K, primarily due to the CNG sales as a result of higher prices Metro can pass through to customers

**COVID-19 Related Expense**

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

**Pension UAL/Sales Tax Revenue Bond Debt Service**

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

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

- Sales Tax, including Measure D – increase of 1.0%, to \$32.1M

- American Rescue Plan Act (ARPA) COVID Relief grant, decrease of 100.0% driven by the final drawdown of remaining available funds occurring in FY24
- Federal/State Grants – increase \$6.6M, or 32.4%, \$27.0M primarily due to FTA 5307 and STIC grants increase of \$7.8M; partially offset by TDA – STA decrease of \$1.5M

#### **Attachment C – Page 4**

#### **D. Transfers & Operating Balance**

Operating Balance before Transfers total \$7,513,813 in FY24 and \$3,391,899 in FY25. Assumptions in the preliminary FY24 budget over the FY23 Final budget, adopted in June 2022, include:

- Transfers to Capital Budget/Bus Replacement Fund of \$2,350K is a decrease by 0.2% or \$4K. This amount is consistent with the goal to honor our commitment to the Capital Budget and maintain assets in a state of good repair by committing a minimum of \$3.0M each year from the Measure D and TDA-STA transfer from Operating, along with STA-SGR that goes directly to the Capital Budget.
  - Available Measure D revenues are 0.2% or \$4K lower than FY23
  - STA-SGR grant of \$812K is 5.3% ,or \$41K, higher than FY23, going directly to the Bus Replacement Fund / Capital Budget
  - Total Transfer to Bus Replacement Fund is \$3,162K in FY24
- Transfers to/(from) Operating and Capital Reserve Fund of \$7,626K is an increase of 17.3% or \$1,126K
  - Fuel Tax – increase by 100% or \$291K due to the renewal of the Fuel tax credit through December 2024.
  - UAL & OPEB – the \$2,000K transfer is flat with FY23
  - Reserves Replenishments – increase by 100% or \$1,335K transfer to the Operational Sustainability Reserve Fund to meet target balance of three (3) months of the average operating expenses for the most current fiscal year’s budget, in accordance with Metro’s Revised Reserves Policy, adopted on Nov, 15, 2019).
  - Operating and Capital Reserve Fund of \$4,000K is a decrease of 11.1% or \$500K; Funds are committed 100% or as local match for multiple Capital Projects (detailed in Attachment B) presented to the Board for consideration and approval as part of the Adoption of the Final Budget in June 2023.
- Transfers from Covid Recovery Fund of \$2,462K is an increase of 100%; Funds from the Covid Recovery Fund will be reinvested in the FY24



Budget and beyond to sustain services during the period of ridership recovery to pre-pandemic levels and will be primarily allocated to one time programs and initiatives.

Changes in the budgeted Transfers & Operating Balance in FY25 of \$ 6,660K is 12.7%, or \$966K, lower

- Reserves Replenishments will decrease by 61.5%, or \$821K, to \$514K
- Operating and Capital Reserve Fund (including Fuel Tax Credit) will decrease by 4.9%, or \$146K, to \$4,146K
- Covid Recovery Fund transfer will increase 127.3%, or \$3,137K, to \$5,599K

### **E. Capital Budget**

The Draft FY24 Capital Budget-Portfolio as shown in Attachment E totals \$83,081K.

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

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

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

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

- (2016 Net Sales Tax) – Measure D - \$2,350K (transfer from Operating Budget)
- STA-SGR - \$812K (goes directly to the capital Budget)
- Total = \$3,162K

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

- New and Ongoing Construction Related Projects:
  - Ongoing – METRO Owned ParaCruz Facility Project – \$2,040K from the Operating & Capital Reserve Fund. The project is identified as critical to move the agency forward towards a sustainable future, in support of the METRO 10-

Year Strategic Business Plan, and was approved by the Board on November 15, 2019.

- Ongoing – Pacific Station/Metro Center Redevelopment with the City of Santa Cruz – \$4,491K, of which \$3,991K will come from the Bus Replacement Fund and the remaining \$500K from The Transit and Intercity Rail Capital Program (TIRCP) grant toward the redevelopment of the facility.
- New – Hydrogen Fueling Station – \$11,950K funded by a \$8,950K TIRCP grant and \$3,000K from the Operating & Capital Reserve Fund for the design and construction of a permanent hydrogen fueling station. Metro will partner with several experts in the industry to design and construct the fueling station. It is anticipated that the construction will begin in late 2023 and conclude by 2025 when the vehicles are delivered for testing and acceptance.
- New – Rapid Bus Enhancement - \$9,500K funded by a \$5,100K TIRCP grant and \$4,400K from the Operating & Capital Reserve Fund to provide transit enhancements along the Soquel Drive Corridor in the County of Santa Cruz, from La Fonda Avenue to Freedom Boulevard.
- New – Scotts Valley Transit Center roof replacement - \$100K from the Operating & Capital Reserve Fund will be used to replace the roof that is past its useful life and is showing signs of deterioration. Solar panels will be added to reduce overall expenses to the site.
- New – Watsonville Parking Lot - \$1,500K from the Operating & Capital Reserve Fund.
- New – Watsonville Station Redevelopment - \$8,500K from the TIRCP grant to redevelop the Watsonville Transit Center into an updated Transit and Mobility Center, with a four-story, 60+-unit, net-zero affordable housing development, to assist in serving historically disadvantaged communities with increased access to affordable housing and supporting mode shift from Single Occupancy Vehicle (SOV) use to transit.
- New & Ongoing- IT Projects
  - Ongoing – Enterprise Resource Planning (ERP) System – The current financial system was purchased in the late 1990’s, more than 20 years ago. The new system will incorporate Core Financials, Fixed Assets, HCM, Payroll, Purchasing, and Budgeting for a more efficient and integrated system. The total Budget is \$3,850K – of which \$200K for consulting costs were paid in FY23 from Operating Expenses with the remaining \$3,650K to be capitalized and funded from the Operating & Capital Reserve Fund.

- New – Metro Website - \$250K from the Operating & Capital Reserve Fund to revamp the METRO website to be more user friendly, easier to navigate, with information for the community beyond services provided by METRO
- New – Integrated Ticketing & Schedule Optimization - \$375K from the TIRCP grant that will seek to increase transit ridership by improving the customer experience through the implementation of contactless payments via contactless debit or credit card tap and go. Phase 2 will involve schedule optimization across local and regional agencies in order to reduce transfer times.
- New & Ongoing – Facilities Upgrades and Improvements
  - Ongoing - Maintenance Yard – Security Hardening and Expanded Parking - \$404K from the Operating & Capital Reserve Fund. This is Phase 3 of the project which will continue to improve the security and access to the Maintenance yard. Tasks to be completed include, but are not limited to, retrofit of Bay 11 for the ARTIC buses and gate relocation.
  - Ongoing - JKS Facility – Upper security gates; this project will automate two gates along with the installation of a pedestrian access gate at JKS which will be funded with \$195K from the Operating & Capital Reserve Fund.
  - Ongoing - Fueling Station Awning – construction of an awning over the fueling station to protect staff and equipment from the weather elements. This project is funded with Federal funds of \$235K.
  - New – Hydrogen Maintenance Facility Upgrades - \$1,500K from TIRCP grant for the infrastructure improvement and modifications needed to maintain and support the addition of hydrogen cell buses to METRO's fleet
  - New – 12 Bus Shelters - \$300K from the Operating & Capital Reserve Fund to purchase and install bus shelters, including the creation of a pad if needed and solar lighting. This will provide safer locations for riders to wait for the bus, as well as provide consistent branding for METRO as it looks to increase ridership over the next several years
- New & Ongoing – Vehicle Replacement & Infrastructure Projects – Santa Cruz METRO has been awarded grants from a variety of Federal, State, and local agencies to replace aging revenue and non-revenue (service) vehicles which are in alignment with Santa Cruz METRO's strategy to begin replacing its fossil-fueled bus fleet with all zero emission buses by 2040.

- Ongoing - JKS Facility-ZEB Yard Charging Electric Bus Infrastructure \$231K
- Ongoing - Automatic Vehicle Locator (AVL/ITS) \$422K.
- Ongoing - CNG buses (3) Capital Lease, final year \$117K
- New - Hydrogen Fuel Cell buses (29) to assist in the replacement of obsolete CNG and Diesel vehicles \$35,560K; vehicles are expected to be delivered in 2025 and 2026 for testing and acceptance
- New - ParaCruz Van Replacements (7) \$994K
- New – ARTIC buses (10) \$1,000K
- Miscellaneous – reflects a proposed transfer of \$727K from the Operating & Capital Reserve Funds to the FY24 Capital Budget-Portfolio for small projects, typically costing less than \$100K that are identified throughout the year and do not qualify for Federal or State grants

**F. Projected Operating Reserves as of June 30, 2023**

Balances in the various Reserve categories are aligned with METRO Reserve Fund policy (revised and adopted by the Board on Nov 15, 2019). Estimates as of May 25, 2023

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

**IV. STRATEGIC PLAN PRIORITIES ALIGNMENT**

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

**V. FINANCIAL CONSIDERATIONS/IMPACT**

The proposed two-year FY24 and FY25 Operating Budgets – Attachment C total \$65,083,522 and \$66,397,455 respectively. In addition, METRO will be transferring: \$2,349,727 in FY24 and \$2,330,955 in FY25 to the Capital Budget (Bus Replacement Fund), \$2,000,000 in FY24 and FY25 for the UAL & OPEB liability, \$4,291,096 in FY24 and \$4,145,548 in FY25 for Grant matching (includes Fuel Tax Credit), \$1,334,701 in FY24 and \$514,067 in

FY25 to Reserve Replenishment, and \$2,461,711 in FY24 and \$5,598,671 in FY25 from the COVID-19 Recovery Fund

These results match the total Operating Revenue Budget of \$72,597,335 in FY24 and \$69,789,354 in FY25. This is a Draft Budget, which reflects available data regarding revenues and expenses. The Final two-year Budget will be presented to the Board of Directors on June 23, 2023.

The Draft FY24 Capital Budget-Portfolio– Attachment E totals \$83,081,176.

## **VI. ALTERNATIVES CONSIDERED**

There are no recommended alternatives at this time. Staff recommends that the Finance, Budget and Audit Committee take input on the Draft FY24 and FY25 Operating Budget and FY24 Capital Budget-Portfolio and provide additional direction to staff as necessary regarding the contents of the Operating and Capital Budgets.

## **VII. CHANGES FROM COMMITTEE**

None

## **VIII. ATTACHMENTS**

- Attachment A:** Presentation of FY24 and FY25 Draft Operating Budgets and FY24 Capital Budget-Portfolio
- Attachment B:** 5 – Year Budget Plan
- Attachment C:** FY24 and FY25 Operating Budgets
- Attachment D:** Authorized and Funded Personnel
- Attachment E:** FY24 Capital Budget/Portfolio
- Attachment F:** FY24 Board Member Travel
- Attachment G:** FY24 & FY25 Employee Incentive Program
- Attachment H:** FY24 & FY25 Board Authorized METRO Support Activities
- Attachment I:** FY24 & FY25 Memberships
- Attachment J:** Preliminary Schedule of Reserve Balances
- Attachment K:** Measure D: 5-Year Program of Projects (FY24 – FY28)
- Attachment L:** Resolution Acceptance of Budget

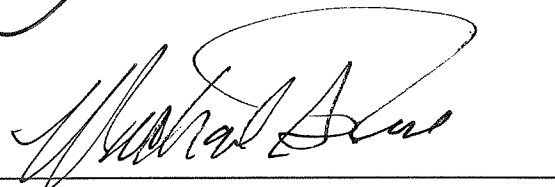
Prepared By: Cathy Downes, Sr. Financial Analyst

**IX. APPROVALS:**

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

A handwritten signature in black ink, appearing to read "C. Farmer", written over a horizontal line.

Michael Tree, CEO/General Manager

A handwritten signature in black ink, appearing to read "Michael Tree", written over a horizontal line.



# **FY24 & FY25 Operating and FY24 Capital Budget**

Board of Directors

*June 23, 2023*

Chuck Farmer, Chief Financial Officer

# Overview of Today's Presentation

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- FY24 Operating Budget
  - Changes from May Budget
  - FY23 – FY24 Budget Summary
  - FTE Changes
- FY25 Operating Budget
  - FY24 – FY25 Budget Summary
- FY24 Capital Budget/Portfolio
- Projected Operating Reserves
- 5 Year Projections
- Appendix
  - Operating Budget Risks
  - FY24 & FY25 Budget Assumptions
  - FY24 & FY25 Additional Information
  - Budget Timeline



# FY24 Operating Budget

# Operating Surplus/(Deficit) Budget Changes

## May 19, 2023 – June 23, 2023

June Presentation vs May Presentation \$000's	
<b>May FY24 Budget Operating Surplus before Transfers</b>	<b>\$ 7,521</b>
<b><u>Change in Expenses</u></b>	
Net Change Wages/Fringe adjustments	(\$ 30)
California Hydrogen Business Council (CHBC) membership	(8)
	<b><u>Total OpEx</u></b>
	<b><u>(\$ 37)</u></b>
	<b><u>Operating Surplus/(Deficit)</u></b>
	<b><u>(\$ 37)</u></b>
<b><u>Changes in Non-Operating Revenue/(Expense)</u></b>	
Net Change Federal/State Grants	\$ 30
	<b><u>Total Non-Operating Revenue</u></b>
	<b><u>\$ 30</u></b>
	<b><u>Sub Total of Changes</u></b>
	<b><u>(\$ 8)</u></b>
<b>FY24 Budget Operating Surplus before Transfers</b>	<b><u>\$ 7,514</u></b>

# FY23 – FY24 Budget Summary

	FY23 Budget	FY24 Budget	Year over Year Change
<b>Operating Revenue</b>			
Passenger Fares	\$ 2,437	\$ 3,080	26.4%
Special Transit Fares	5,953	6,095	2.4%
<b>Total Operating Revenues</b>	<b>\$ 8,390</b>	<b>\$ 9,175</b>	<b>9.4%</b>
<b>Operating Expense</b>			
Labor - Regular **	\$ 20,415	\$ 20,220	(1.0%)
Labor - OT	1,325	1,171	(11.6%)
Fringe	21,172	21,813	3.0%
Non-Personnel	12,108	17,706	46.2%
<b>Total OpEx</b>	<b>\$ 55,019</b>	<b>\$ 60,911</b>	<b>10.7%</b>
<b>Operating Surplus/(Deficit)</b>	<b>(\$ 46,629)</b>	<b>(\$ 51,736)</b>	<b>11.0%</b>
	15.2%	15.1%	0.0%
<b>Non-Operating Revenue/(Expense)</b>			
Sales Tax/including Measure D	\$ 30,775	\$ 31,808	3.4%
Federal/State Grants	14,496	20,415	40.8%
COVID Relief Grants	15,477	9,959	(35.7%)
Pension UAL/Bond Payment*	(5,643)	(4,173)	35.2%
All Other	676	1,240	83.4%
<b>Total Non-Operating Revenue</b>	<b>\$ 55,483</b>	<b>\$ 59,250</b>	<b>6.8%</b>
<b>Operating Surplus/(Deficit) before Transfers and Other</b>	<b>\$ 8,853</b>	<b>\$ 7,514</b>	<b>(15.1%)</b>
Transfers to Capital/Bus Replacement/Sustainability Funds (To)/From COVID Recovery Fund	(\$ 8,853)	(\$ 9,976)	12.7%
<b>Operating Surplus/(Deficit) after Transfers</b>	<b>-</b>	<b>-</b>	<b>100.0%</b>

\*Bond Payment started in FY23

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

# FY23 – FY24 Proposed FTE Changes

Final Adopted FY23 Budget, 06-24-2022	
<p><b>329 Funded FTEs :</b></p>	<ul style="list-style-type: none"> <li>• Mechanic I – II</li> <li>• Assistant Safety &amp; Training Coordinator</li> <li>• Financial Analyst</li> <li>• Upholster I</li> <li>• Customer Service Rep – 2 FTE</li> <li>• Customer Service Assistant</li> <li>• Parts &amp; Materials Clerk</li> <li>• Paratransit Clerk III</li> </ul>
<p><b>De-Fund FTEs: 9</b></p>	
<p><b>Fund FTEs: 11</b></p>	<ul style="list-style-type: none"> <li>• Grants/Legislative Analyst</li> <li>• Mechanic III</li> <li>• Sr. Payroll Administrator</li> <li>• Dispatcher/Scheduler – 2 FTE</li> <li>• Assistant Ops &amp; Customer Service Manager</li> <li>• Parts and Materials Manager</li> <li>• Sr. Customer Service Representative*</li> <li>• Safety &amp; Training Coordinator*</li> <li>• Maintenance Trainer*</li> <li>• HR Analyst I (24 month provisional position) *</li> </ul>
<p><b>331 Funded FTEs :</b></p>	

**FY24 Budget, 06-09-2023**

\* FTE's approved for hire in FY23

# FY24 – FY25 Operating Budget

# FY24 TO FY25 Walk down

\$000's	
<b>FY24 Budget Operating Surplus</b>	<b>\$ 7,514</b>
<b><u>Changes in Revenue</u></b>	
Passenger Fares increase in ridership	\$ 106
Contracted Increases	126
<b>Total Operating Revenues</b>	<b>\$ 232</b>
<b><u>Change in Expenses</u></b>	
Salary/Fringe step/longevity increases	(\$ 1,390)
All Other	81
	<b>Total OpEx</b>
	<b>(\$ 1,309)</b>
	<b>Operating Surplus/(Deficit)</b>
	<b>(\$ 1,078)</b>
<b><u>Changes in Non-Operating Revenue/(Expense)</u></b>	
Sales Tax/including Measure D	\$ 318
Federal/State Grants	6,621
COVID Relief Grants	(9,959)
All Other	(24)
	<b>Total Non-Operating Revenue</b>
	<b>(\$ 3,044)</b>
	<b>Sub Total of Changes</b>
	<b>(\$ 4,122)</b>
<b>FY25 Budget Operating Surplus before Transfers</b>	<b>\$ 3,392</b>

# FY24 – FY25 Budget Summary

	FY24 Budget	FY25 Budget	Year over Year Change
<i>\$000's</i>			
<b>Operating Revenue</b>			
Passenger Fares	\$ 3,080	\$ 3,186	3.4%
Special Transit Fares	6,095	6,221	2.1%
<b>Total Operating Revenues</b>	<b>\$ 9,175</b>	<b>\$ 9,407</b>	<b>2.5%</b>
<b>Operating Expense</b>			
Labor - Regular **	\$ 20,220	\$ 20,499	1.4%
Labor - OT	1,171	1,196	2.2%
Fringe	21,813	22,900	5.0%
Non-Personnel	17,706	17,625	(0.5%)
<b>Total OpEx</b>	<b>\$ 60,911</b>	<b>\$ 62,220</b>	<b>2.1%</b>
	<b>(\$ 51,736)</b>	<b>(\$ 52,814)</b>	<b>2.1%</b>
	15.1%	15.1%	0.1%
<b>Operating Surplus/(Deficit)</b>			
<i>Farebox Recovery</i>			
<b>Non-Operating Revenue/(Expense)</b>			
Sales Tax/including Measure D	\$ 31,808	\$ 32,126	1.0%
Federal/State Grants	20,415	27,036	32.4%
COVID Relief Grants	9,959	-	N/A
Pension UAL/Bond Payment*	(4,173)	(4,177)	0.1%
All Other	1,240	1,220	(1.6%)
<b>Total Non-Operating Revenue</b>	<b>\$ 59,250</b>	<b>\$ 56,205</b>	<b>(5.1%)</b>
<b>Operating Surplus/(Deficit) before Transfers</b>	<b>\$ 7,514</b>	<b>\$ 3,392</b>	<b>(54.9%)</b>
<b>Transfers and Other</b>			
Transfers to Capital/Bus Replacement/Sustainability Funds	(\$ 9,976)	(\$ 8,991)	(9.9%)
(To)/From COVID Recovery Fund	2,462	5,599	127.4%
<b>Operating Surplus/(Deficit) after Transfers</b>	<b>-</b>	<b>-</b>	

\*Bond Payment started in FY23

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

# **FY24 Capital Budget / Portfolio**



# FY24 Capital Budget Projects

<i>\$000's</i>	Project Category:	FY24 Budget	FY25 & Beyond	Total Portfolio
<b>Revenue Vehicle</b>				
29	Hydrogen Buses	\$ 0	\$ 35,560	\$ 35,560
10	CNG Artic Buses	1,000	-	1,000
7	Paratransit Vans	994	-	994
5	Electric Buses	231	-	231
3	New Flyer Lease	117	-	117
	AVL/APC	422	-	422
	<b>Sub Total</b>	<b>\$ 2,763</b>	<b>\$ 35,560</b>	<b>\$ 38,323</b>
<b>Construction Projects</b>				
	ParaCruz Facility	\$ 1,020	\$ 1,020	\$ 2,040
	Pacific Station Redevelopment	1,662	2,829	4,491
	Hydrogen Fueling Station	5,975	5,975	11,950
	Rapid Bus Enhancements - Soquel Drive	2,159	7,341	9,500
	Scotts Valley Roof, including Solar	100	-	100
	Watsonville Parking Lot	1,500	-	1,500
	Watsonville Station Redevelopment	-	8,500	8,500
	<b>Sub Total</b>	<b>\$ 12,416</b>	<b>\$ 25,665</b>	<b>\$ 38,081</b>

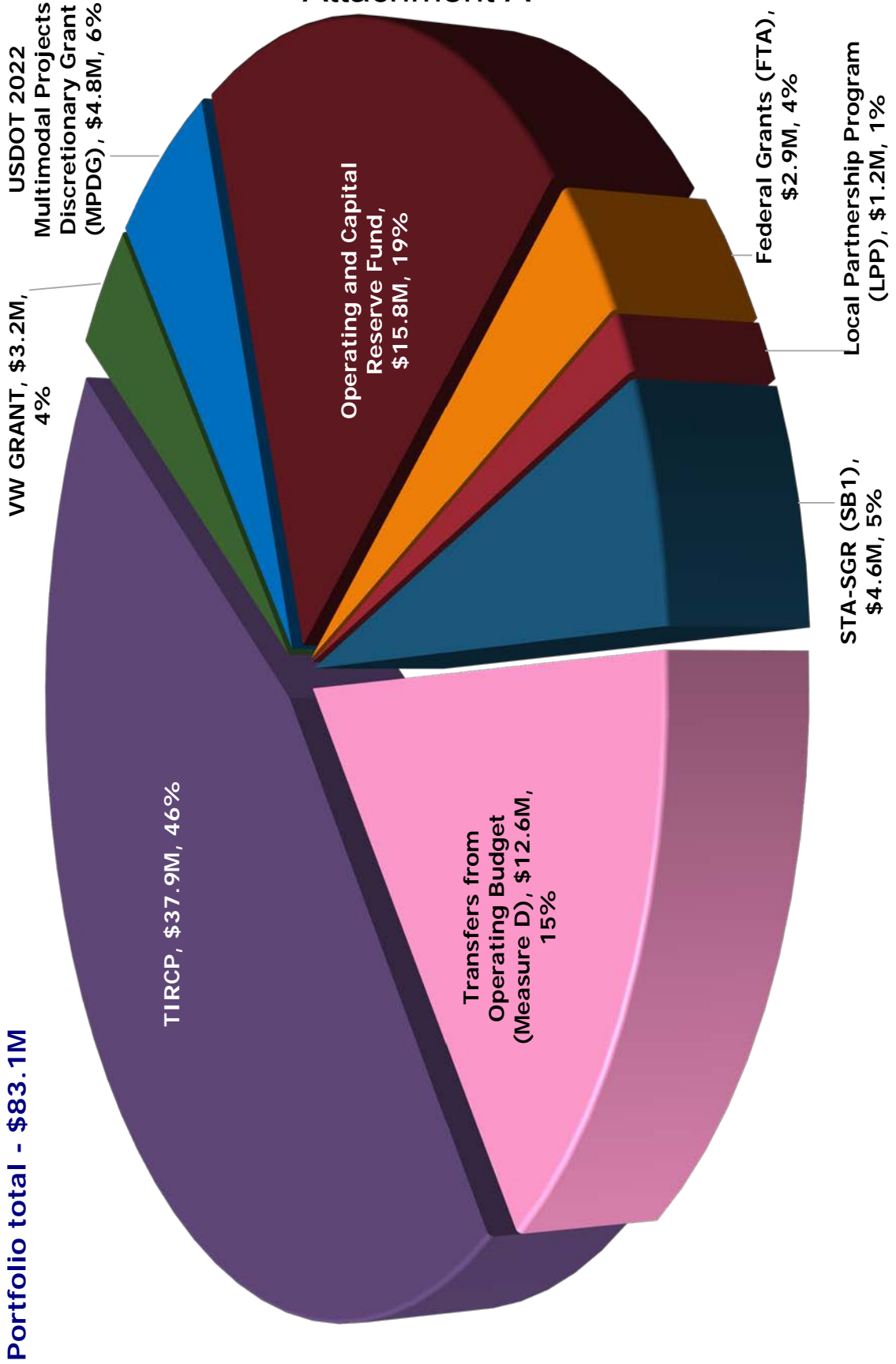
**Notes:**

- ✓ Only projects with identified and approved funding are represented

# FY24 Capital Budget Projects, con't

<i>\$000's</i>	Project Category:	FY24 Budget	FY25 & Beyond	Total Portfolio
<b>Facilities Repair &amp; Improvements</b>				
	Maintenance Facility Upgrade for Hydrogen Buses	\$ 1,500	\$ 0	\$ 1,500
	12 Bus Shelters	300	-	300
	Security Gates - Automated	295	-	295
	All Other Facilities projects	614	-	614
	<b>Sub Total</b>	<b>\$ 2,710</b>	<b>\$ 0</b>	<b>\$ 2,710</b>
<b>IT Projects</b>				
	ERP System	\$ 2,119	\$ 497	\$ 2,616
	Website Design	250	-	250
	Integrated Ticket & Scheduling Optimization	375	-	375
	<b>Sub Total</b>	<b>\$ 2,744</b>	<b>\$ 497</b>	<b>\$ 3,241</b>
<b>Other Miscellaneous</b>				
	Security Cameras - Buildings & Buses	\$ 200	\$ 0	\$ 200
	Other Miscellaneous	527	-	527
	<b>Sub Total</b>	<b>\$ 727</b>	<b>\$ 0</b>	<b>\$ 727</b>
	<b>Grand Total</b>	<b>\$ 21,359</b>	<b>\$ 61,722</b>	<b>\$ 83,081</b>

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



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

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

Operating Reserves as of 06/30/2023:  
(estimate as of 5/25/2023)

\$2.3M



Fully Funded

\$0.7M



Fully Funded

\$16.3M



Fully Funded

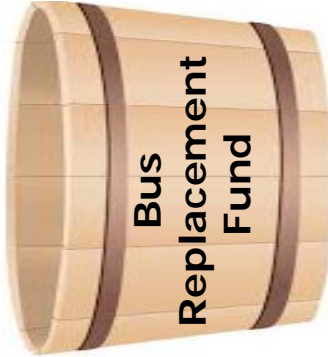
\$3.0M



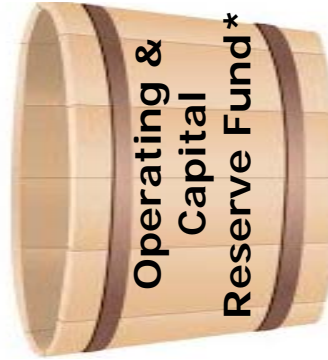
Fully Funded

No minimum Balances for these Funds

**\$10.8M\*\***



**\$13.2M\*\***



**\$31.5M**



**\$6.0M**



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

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

# Reserve Fund Explanations/Uses

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

# 5 – Year Budget Plan

# 5 Year (FY24 – FY28) Budget Plan

\$000's

REVENUE:	BUDGET FY23	BUDGET FY24	PLAN FY25	PLAN FY26	PLAN FY27	PLAN FY28	CAGR
<b>Operating Revenue</b>							
Passenger Fares	\$ 2,437	\$ 3,080	\$ 3,186	\$ 3,256	\$ 3,328	\$ 3,402	(2.0%)
Special Transit Fares	5,953	6,095	6,221	6,344	6,471	6,600	(1.6%)
<b>Total Operating Revenue</b>	<b>\$ 8,390</b>	<b>\$ 9,175</b>	<b>\$ 9,407</b>	<b>\$ 9,601</b>	<b>\$ 9,799</b>	<b>\$ 10,001</b>	<b>(1.7%)</b>
<b>Operating Expense</b>							
Labor - Regular	\$ 20,415	\$ 20,220	\$ 20,499	\$ 20,687	\$ 21,061	\$ 21,259	(1.0%)
Labor - OT	1,325	1,171	1,196	1,220	1,245	1,269	(1.6%)
Fringe	21,172	21,813	22,900	23,943	25,169	26,465	(3.8%)
Non-Personnel	12,108	17,706	17,625	18,422	19,818	21,259	(3.6%)
<b>Total Operating Expense</b>	<b>\$ 55,019</b>	<b>\$ 60,911</b>	<b>\$ 62,220</b>	<b>\$ 64,272</b>	<b>\$ 67,293</b>	<b>\$ 70,252</b>	<b>(2.8%)</b>
<b>Operating Surplus/(Deficit)</b>	<b>(\$ 46,629)</b>	<b>(\$ 51,736)</b>	<b>(\$ 52,814)</b>	<b>(\$ 54,672)</b>	<b>(\$ 57,494)</b>	<b>(\$ 60,251)</b>	<b>(3.0%)</b>
<i>Farebox Recovery</i>	15.2%	15.1%	15.1%	14.9%	14.6%	14.2%	
<b>Non-Operating Revenue/(Expense)</b>							
Sales Tax/including Measure D	\$ 30,775	\$ 31,808	\$ 32,126	\$ 32,769	\$ 33,424	\$ 34,093	(1.4%)
Federal/State Grants	14,496	20,415	27,036	27,267	28,023	28,801	(6.7%)
COVID Relief Grants	15,477	9,959	-	-	-	-	0.0%
COVID Related Costs	(298)	-	-	-	-	-	0.0%
Pension UAL/Bond Payment*	(5,643)	(4,173)	(4,177)	(4,181)	(4,183)	(4,186)	(0.1%)
All Other Revenue	676	1,240	1,220	1,205	1,192	1,179	1.0%
<b>Total Non-Operating Revenue/(Expense)</b>	<b>\$ 55,483</b>	<b>\$ 59,250</b>	<b>\$ 56,205</b>	<b>\$ 57,059</b>	<b>\$ 58,455</b>	<b>\$ 59,887</b>	<b>(0.2%)</b>
<b>Operating Surplus/(Deficit) before Transfers</b>	<b>\$ 8,853</b>	<b>\$ 7,514</b>	<b>\$ 3,392</b>	<b>\$ 2,388</b>	<b>\$ 961</b>	<b>(\$ 364)</b>	
<b>Transfers</b>							
Transfers to/(from) Operating & Capital Reserve Fund	(\$ 8,853)	(\$ 9,976)	(\$ 8,991)	(\$ 7,101)	(\$ 7,105)	(\$ 6,912)	7.6%
Transfers (To) / From Covid-19 Recovery Fund	-	2,462	5,599	4,714	6,144	7,276	
<b>Operating Surplus/(Deficit) after Transfers</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

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## Assumptions for 5 Year Projections

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- Revenue Assumptions
  - Ridership continues to grow, slowly returning to pre-COVID levels
  - Sales tax grows at 2% per year based on CPI expectations
- Expense Assumptions
  - Personnel
    - Only contractual obligations of step increases – no other increases included
    - CalPERS retirement employer contribution decreases each year ~0.2%
    - Medical insurance premiums increase ~5% each year
  - Non-Personnel
    - General expenses increase at 2.3% per year – assumed CPI level

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# Appendix

# **FY24 – FY25 Operating Budget Risks**

# FY24 & FY25 Operating Budget Risks

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

# FY24 & FY25 Operating Budget Risks

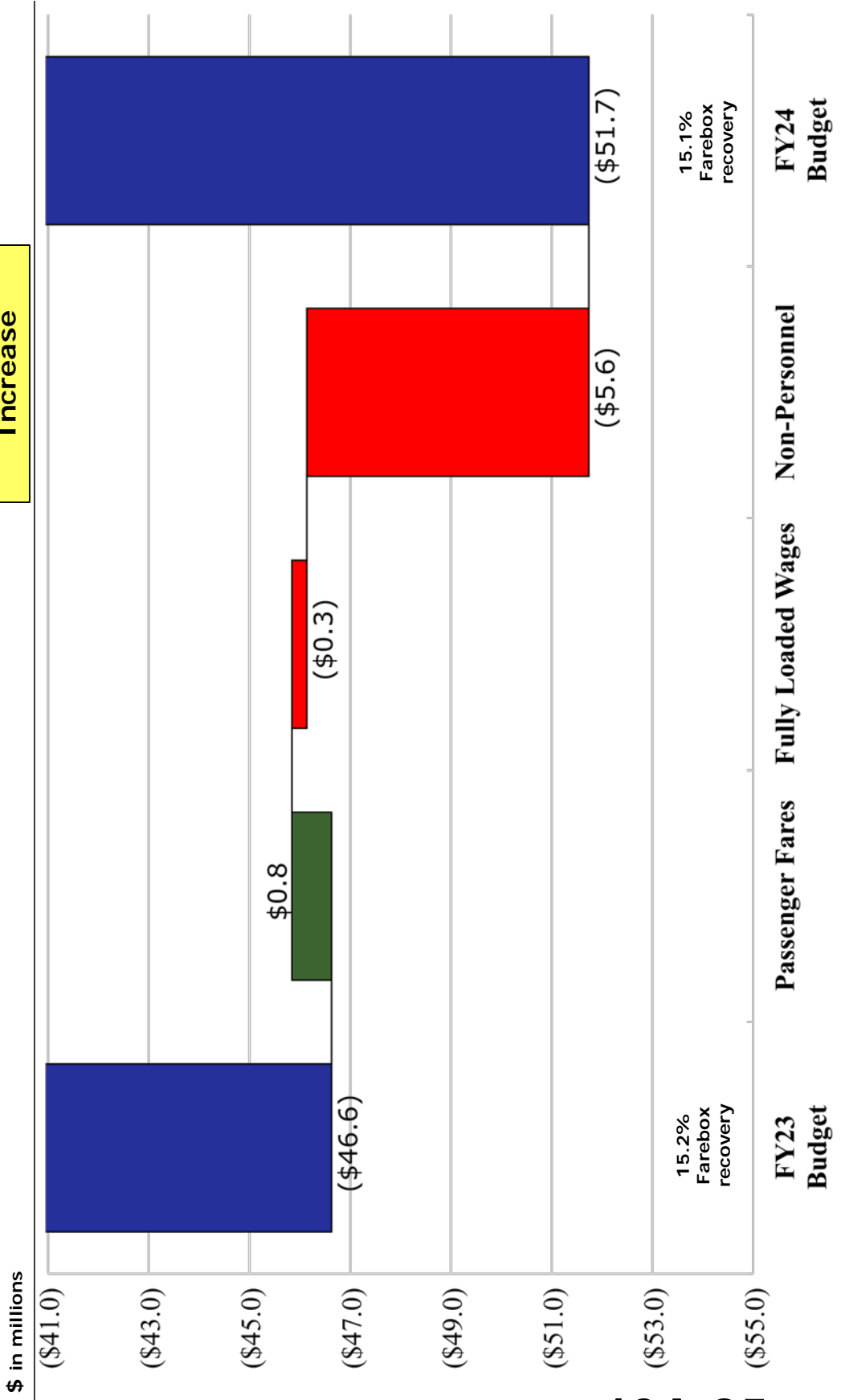
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- **Expenses**
  - CNG/Electric/Diesel Engine Failures
  - Fuel Costs Volatility
  - Workers Comp Insurance
  - Medical Insurance
    - Final costs come out in January
  - Contract renewals and rebids
    - Costs could come in higher than budgeted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

# **FY24 & FY25 Budget Assumptions**

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

Overall \$5.9M Increase



## **FY23 – FY24 Budget Operating Revenue Assumptions**

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



## Operating Expense Assumptions

**Personnel** – Overall increase \$294K, or 0.7 %, to \$43,205K

- Regular Labor Costs – decrease \$194K, or 1.0%, to \$20,220K
  - No labor increase year over year except step and longevity increases
  - Incremental net 2 new position added
  - Overtime costs - decrease of \$154K, or 11.6%, to \$1,171K as recruitment increases to fill vacancies
  - Fringe costs - increase of \$641K, or 3.0%, to \$21,813K; primarily due to increased cost for Medical/Dental/Vision insurance (\$324K, or 2.6%, to \$12,595K), along with higher Retirement CalPERS cost (\$331K, or 13.9%, to \$2,709K); partially offset by lower SDI (\$46K, or 16.8%, to \$228K), SUI (\$12K, or 25.8%, to \$35K), and Other Fringe Benefits (\$22K, or 10.8%, to 185K)

## Operating Expense Assumptions, con't

**Non-Personnel** - Overall increase \$5,300K, or 42.7%, to \$17,706K

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

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

## **Operating Expense Assumptions, con't**

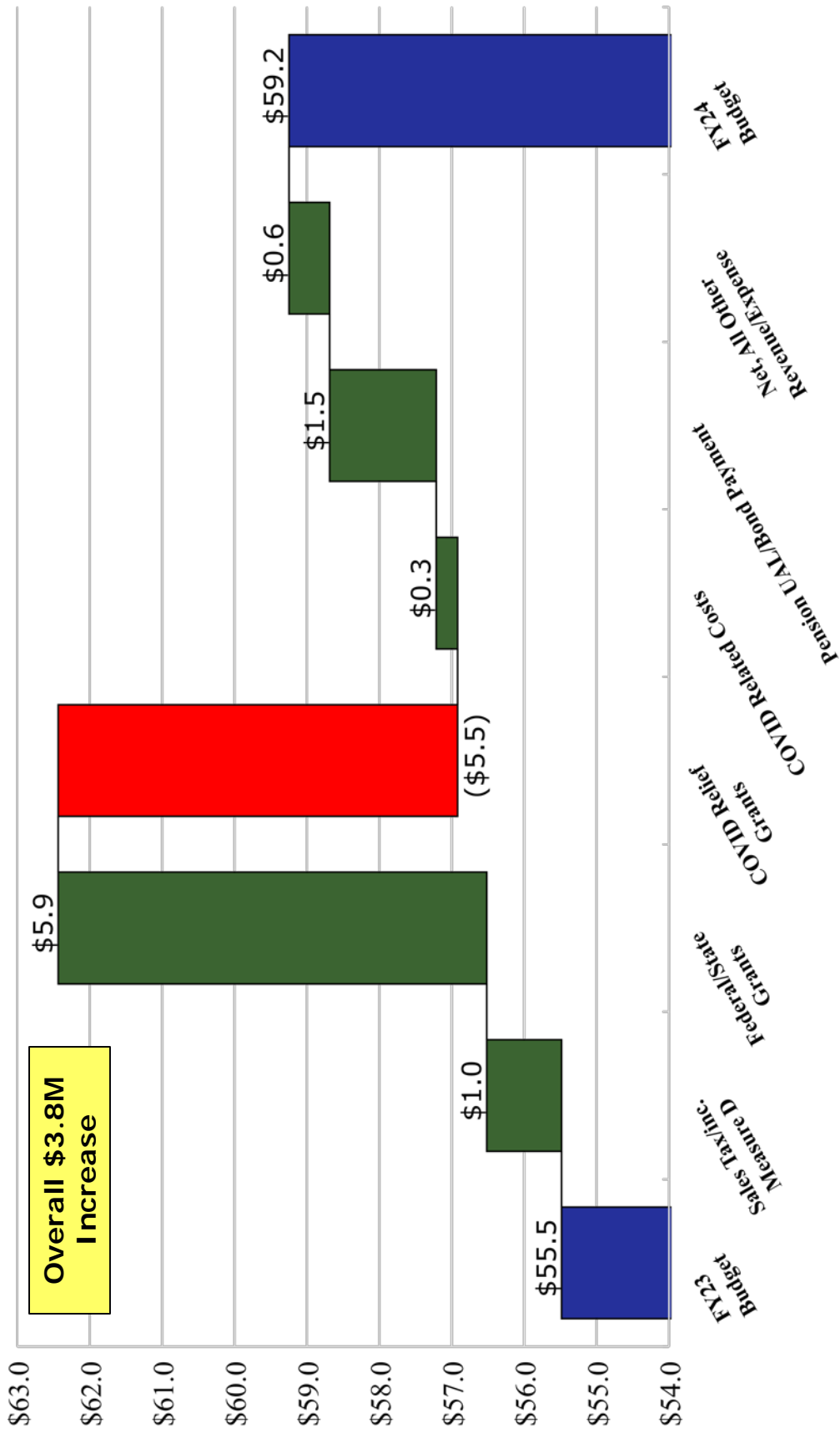
### **Non-Personnel –**

Ongoing cost increases – \$2,188K, or 12.9%, to \$19,097K primarily driven by:

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

# FY23-FY24 Drivers of Non-Operating Revenue/Expense

\$ in millions



Attachment A

# Non-Operating Revenue/Expense Assumptions

- **Increased Non-Operating Revenue**
  - Sales Tax, including Measure D increase \$1,033K, or 3.4%, to \$31.8M
  - American Rescue Plan Act (ARPA) COVID Relief grants decrease \$5.5M, or 35.7%, to \$10.0M based on reimbursable costs and previous drawdowns
  - Federal/State Grants, net increase \$5.9M, or 40.8%, to \$20.4M primarily due to
    - TDA – STA Operating grant increase \$1.6M, or 35.0%, to \$6.0M as a result of higher allocations from State Transit Assistance for FY24
    - LCTOP Grant increase \$0.2M, or 38.9%, to \$0.7M
    - TIRCP Grant increase \$0.3M, or 100%, to \$0.3M
    - FTA 5307 Op Assistance grant increase \$3.8M, or 100%, to \$3.8M
    - Fuel Tax Credit increase \$0.3M, or 100.0%, to \$0.3M due to renewal of the Fuel tax credit through December 2024
  - All Other Revenue increased \$0.6M, or 83.4%, to \$1.2M primarily due to increased interest income on the cash balance at the Treasury
- **Decreased Non-Operating Expense**
  - Unfunded Accrued Liability (UAL) decrease \$1.5M, or 35.2%, to \$4.2M due to Sales Tax Bond sold in FY23 which eliminated the UAL for FY24
  - COVID related costs decrease \$0.3M, or 100.0%, as a result of both the California and Federal governments ending the COVID-19 State of Emergency

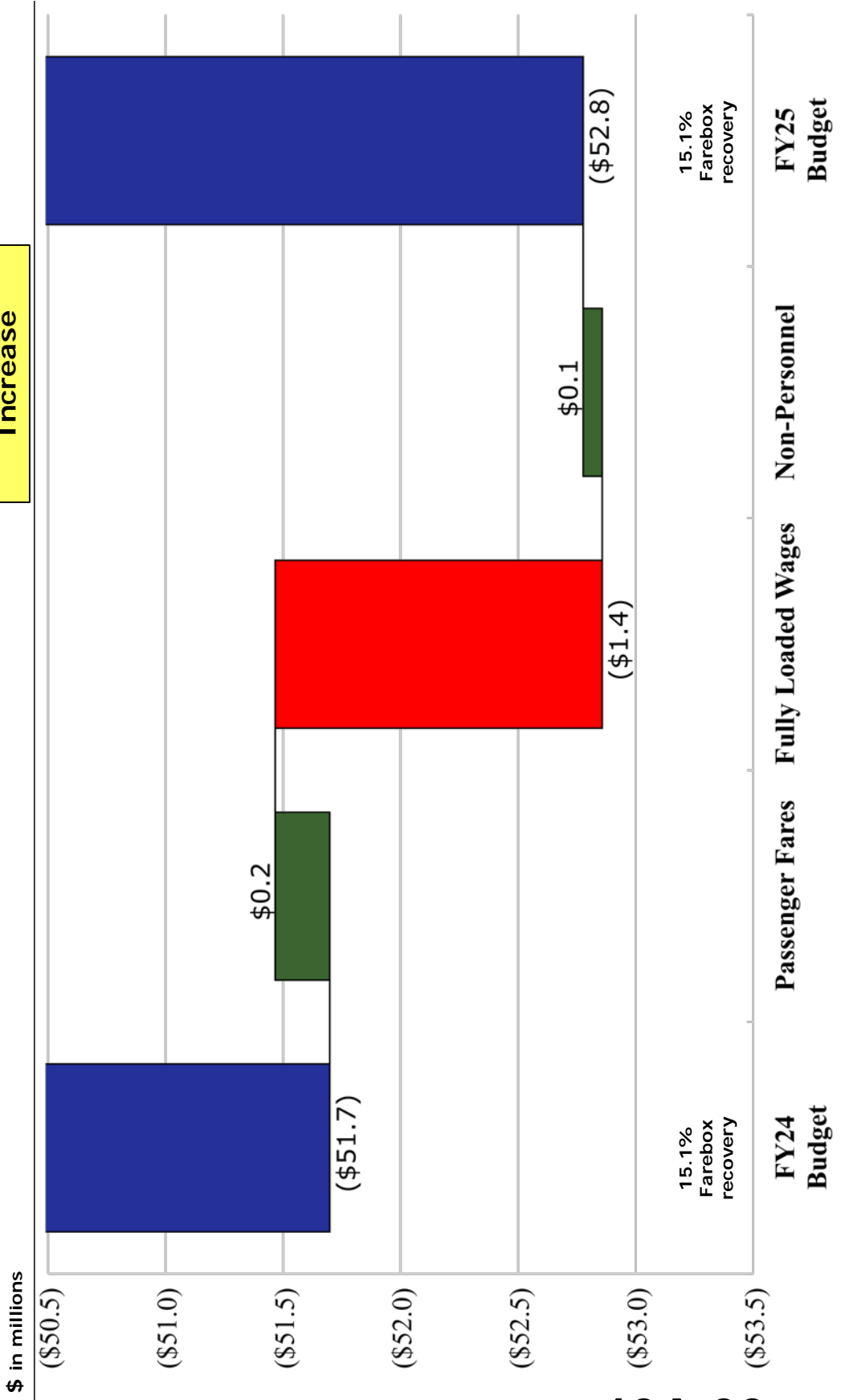
# Transfers

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

	FY23 Budget	FY24 Budget	Year over Year Change
<i>\$000's</i>			
Capital/Bus Replacement Fund	\$ 2,353	\$ 2,350	(0.2%)
CalPERS UAL & OPEB liability	2,000	2,000	0.0%
Fuel Tax Credit	-	291	100.0%
Grant Matching/ERP System	4,500	4,000	(11.1%)
Reserve Replenishments	-	1,335	100.0%
<b>TOTAL OPERATING/CAPITAL TRANSFERS</b>	<b>\$ 8,853</b>	<b>\$ 9,976</b>	<b>12.7%</b>

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

Overall \$1.1M Increase



## FY25 Budget Operating Assumptions

---

- **Operating Revenue**
  - Passenger Fares increase \$106K, or 3.4%, to \$3,186K
  - UCSC, Cabrillo College, and Highway 17 partners based on contracted amount, increase of \$126K, or 2.1%, to \$6,220K
- **Operating Expenses**
  - Salary and wages only include step and longevity increases of \$278K, or 1.4%, to \$20,499K
  - Overtime increase of \$25K, or 2.2%, to \$1,196K in line with step/longevity increases
  - Fringe, increase \$1,087K, or 5.0%, to \$22,900K primarily due to increased Medical costs assumed to be 7.2%
  - Non-Personnel decrease of \$81K, or 0.5%, to \$17,625K primarily due to non-recurring costs from FY24, partially offset by CPI increase in other areas



## FY25 Budget Non-Operating Assumptions

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- **Non-Operating Revenue**
  - Sales Tax/including Measure D, increase \$0.3M, or 1.0%, to \$32.1M
  - American Rescue Plan Act (ARPA) COVID Relief grant, decrease of \$10.0M, or 100.0% driven by the final drawdown of remaining available funds occurring in FY24
  - Federal/State Grants, increase \$6.6M, or 32.4%, \$27.0M due to FTA 5307 and STIC grants increase of \$7.8M; partially offset by TDA – STA decrease of \$1.5M
- **Non-Operating Expenses**
  - Sales Tax Revenue Bond Payment – virtually flat with a \$5K increase

# **FY24 & FY25 Additional Information**

# Board Authorized METRO Support Activities

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

# Memberships

## Administration

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

## Finance

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

# Memberships

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## Human Resources

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

## Planning

American Planning Association and American Planning Association (AICP) annual dues	\$	800
<b>Total</b>	<b>\$</b>	<b>800</b>

## Safety & Risk Management

Professional Associations	\$	422
<b>Total</b>	<b>\$</b>	<b>422</b>

## Purchasing

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

# Memberships

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## Fleet Maintenance

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

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**FY24 Total: \$102,319**

**FY25 Total: \$107,193**

# Board Member Travel Budget Assumptions

## American Public Transportation Association (APTA) Meetings

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

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

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

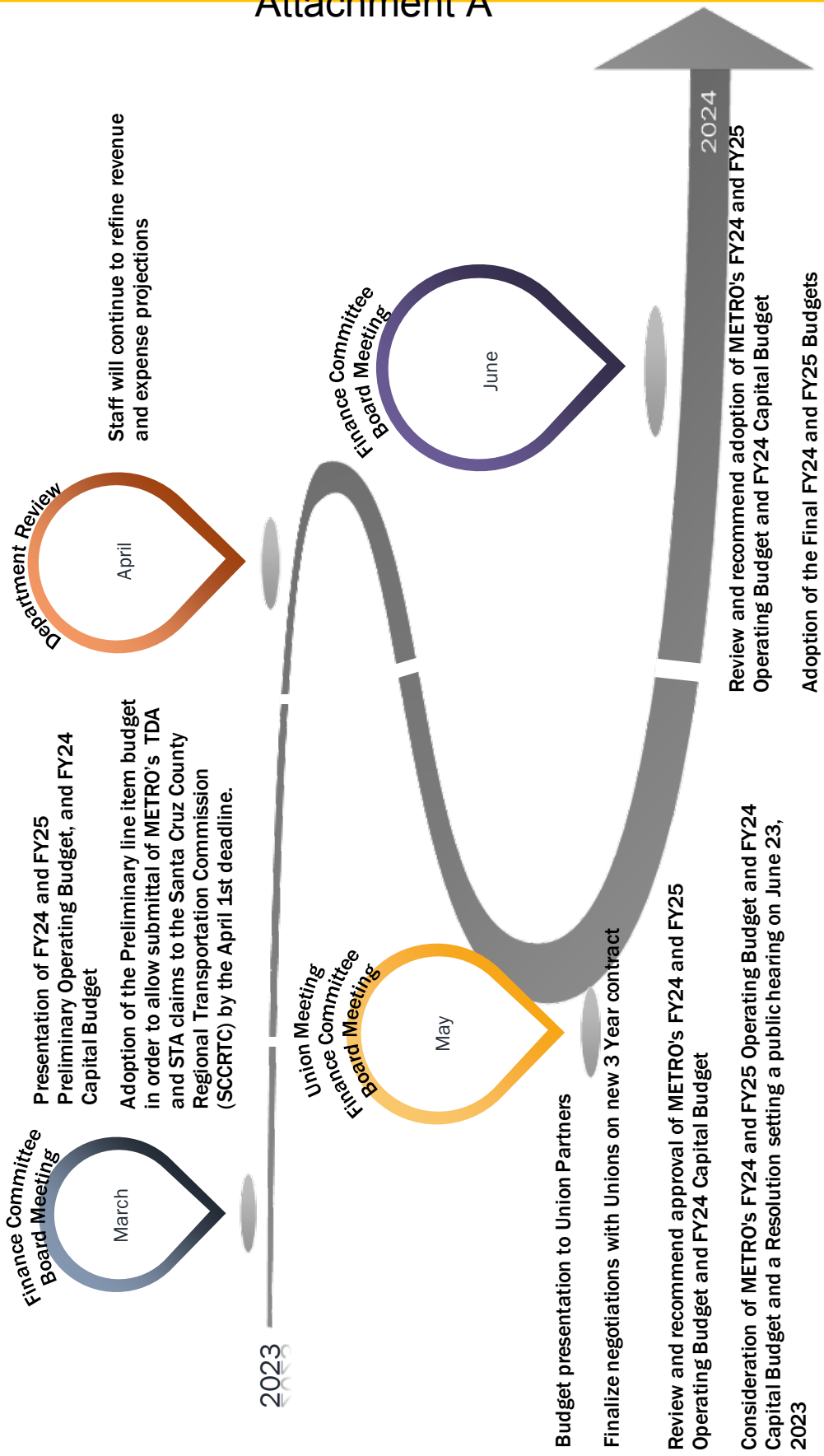
Expenses related to Board Members meeting with CEO/General Manager and Staff.

# Employee Incentive Programs:

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



# Budget Timeline



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# Attachment B

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

\$000's

REVENUE:	BUDGET FY23	BUDGET FY24	PLAN FY25	PLAN FY26	PLAN FY27	PLAN FY28	CAGR
<b>Operating Revenue</b>							
Passenger Fares	\$ 2,437	\$ 3,080	\$ 3,186	\$ 3,256	\$ 3,328	\$ 3,402	2.0%
Special Transit Fares	5,953	6,095	6,221	6,344	6,471	6,600	1.6%
<b>Total Operating Revenue</b>	<b>\$ 8,390</b>	<b>\$ 9,175</b>	<b>\$ 9,407</b>	<b>\$ 9,601</b>	<b>\$ 9,799</b>	<b>\$ 10,001</b>	<b>1.7%</b>
<b>Operating Expense</b>							
Labor - Regular	\$ 20,415	\$ 20,220	\$ 20,499	\$ 20,687	\$ 21,061	\$ 21,259	1.0%
Labor - OT	1,325	1,171	1,196	1,220	1,245	1,269	1.6%
Fringe	21,172	21,813	22,900	23,943	25,169	26,465	3.9%
Non-Personnel	12,108	17,706	17,625	18,422	19,818	21,259	3.7%
<b>Total Operating Expense</b>	<b>\$ 55,019</b>	<b>\$ 60,911</b>	<b>\$ 62,220</b>	<b>\$ 64,272</b>	<b>\$ 67,293</b>	<b>\$ 70,252</b>	<b>2.9%</b>
<b>Operating Surplus/(Deficit)</b>	<b>(\$ 46,629)</b>	<b>(\$ 51,736)</b>	<b>(\$ 52,814)</b>	<b>(\$ 54,672)</b>	<b>(\$ 57,494)</b>	<b>(\$ 60,251)</b>	<b>3.1%</b>
<i>Farebox Recovery</i>	<i>15.2%</i>	<i>15.1%</i>	<i>15.1%</i>	<i>14.9%</i>	<i>14.6%</i>	<i>14.2%</i>	
<b>Non-Operating Revenue/(Expense)</b>							
Sales Tax/including Measure D	\$ 30,775	\$ 31,808	\$ 32,126	\$ 32,769	\$ 33,424	\$ 34,093	1.4%
Federal/State Grants	14,496	20,415	27,036	27,267	28,023	28,801	7.1%
COVID Relief Grants	15,477	9,959	-	-	-	-	(100.0%)
COVID Related Costs	(298)	-	-	-	-	-	0.0%
Pension UAL/Bond Payment*	(5,643)	(4,173)	(4,177)	(4,181)	(4,183)	(4,186)	0.1%
All Other Revenue	676	1,240	1,220	1,205	1,192	1,179	(1.0%)
<b>Total Non-Operating Revenue/(Expense)</b>	<b>\$ 55,483</b>	<b>\$ 59,250</b>	<b>\$ 56,205</b>	<b>\$ 57,059</b>	<b>\$ 58,455</b>	<b>\$ 59,887</b>	<b>0.2%</b>
<b>Operating Surplus/(Deficit) before Transfers</b>	<b>\$ 8,853</b>	<b>\$ 7,514</b>	<b>\$ 3,392</b>	<b>\$ 2,388</b>	<b>\$ 961</b>	<b>(\$ 364)</b>	
<b>Transfers</b>							
Transfers to/(from) Operating & Capital Reserve Fund	(\$ 8,853)	(\$ 9,976)	(\$ 8,991)	(\$ 7,101)	(\$ 7,105)	(\$ 6,912)	(7.1%)
Transfers (To) / From Covid-19 Recovery Fund	-	2,462	5,599	4,714	6,144	7,276	
<b>Operating Surplus/(Deficit) after Transfers</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

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

	BUDGET		June-23		June-23		Increase/(Decrease) \$ VAR	% VAR
	FY23	BUDGET FY24	BUDGET FY24	PLAN FY25	\$ VAR	% VAR		
<b>REVENUE:</b>								
<b>Operating Revenue</b>								
Passenger Fares	\$ 2,437,388	\$ 3,080,194	\$ 642,806	\$ 3,186,199	\$ 106,005	26.4%	3.4%	
Special Transit Fares	5,952,851	6,094,772	141,921	6,220,501	125,729	2.4%	2.1%	
<b>Total Operating Revenue</b>	<b>\$ 8,390,239</b>	<b>\$ 9,174,966</b>	<b>\$ 784,727</b>	<b>\$ 9,406,700</b>	<b>\$ 231,734</b>	<b>9.4%</b>	<b>2.5%</b>	
<b>Operating Expense</b>								
Labor - Regular	\$ 20,414,537	\$ 20,220,463	\$ (194,074)	\$ 20,498,639	\$ 278,176	(1.0%)	1.4%	
Labor - OT	1,324,597	1,170,922	(153,675)	1,196,225	25,303	(11.6%)	2.2%	
Fringe	21,171,861	21,813,195	641,334	22,900,043	1,086,848	3.0%	5.0%	
Non-Personnel	12,108,451	17,706,277	5,597,826	17,625,345	(80,932)	46.2%	(0.5%)	
<b>Total Operating Expense</b>	<b>\$ 55,019,446</b>	<b>\$ 60,910,857</b>	<b>\$ 5,891,411</b>	<b>\$ 62,220,252</b>	<b>\$ 1,309,395</b>	<b>10.7%</b>	<b>2.1%</b>	
<b>Operating Surplus/(Deficit)</b>	<b>\$ (46,629,207)</b>	<b>\$ (51,735,891)</b>	<b>\$ (5,106,684)</b>	<b>\$ (52,813,552)</b>	<b>\$ (1,077,661)</b>	<b>11.0%</b>	<b>2.1%</b>	
	15.2%		15.1%		15.1%			
<b>Non-Operating Revenue/(Expense)</b>								
Sales Tax/including Measure D	\$ 30,774,884	\$ 31,808,185	\$ 1,033,301	\$ 32,126,267	\$ 318,082	3.4%	1.0%	
Federal/State Grants	14,495,688	20,415,415	5,919,727	27,036,316	6,620,901	40.8%	32.4%	
COVID Relief Grants	15,476,595	9,959,064	(5,517,531)	-	(9,959,064)	(35.7%)	(100.0%)	
COVID Related Costs	(297,712)	-	297,712	-	-	(100.0%)	0.0%	
Pension UAL/Bond Payment*	(5,642,781)	(4,172,665)	1,470,116	(4,177,203)	(4,538)	(26.1%)	0.1%	
All Other Revenue	675,833	1,239,705	563,872	1,220,071	(19,634)	83.4%	(1.6%)	
<b>Total Non-Operating Revenue/(Expense)</b>	<b>\$ 55,482,507</b>	<b>\$ 59,249,704</b>	<b>\$ 3,767,197</b>	<b>\$ 56,205,451</b>	<b>\$ (3,044,253)</b>	<b>6.8%</b>	<b>(5.1%)</b>	
<b>Operating Surplus/(Deficit) before Transfers</b>	<b>\$ 8,853,300</b>	<b>\$ 7,513,813</b>	<b>\$ (1,339,487)</b>	<b>\$ 3,391,899</b>	<b>\$ (4,121,914)</b>	<b>(15.1%)</b>	<b>(54.9%)</b>	
<b>Transfers and Other</b>								
Transfers to Capital/Operating & Capital Reserve Fund	\$ (8,853,300)	\$ (9,975,524)	\$ (1,122,224)	\$ (8,990,570)	\$ 984,954	12.7%	(9.9%)	
(To)/From COVID Recovery Fund	-	2,461,711	2,461,711	5,598,671	3,136,960	100.0%	127.4%	
<b>Operating Surplus/(Deficit) after Transfers</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>	<b>-</b>	

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

**REVENUE SOURCES**

REVENUE SOURCE	June-22		June-23		June-23		Increase/(Decrease) \$ VAR	% VAR
	BUDGET		BUDGET		PLAN			
	FY23	FY24	FY24	FY25	FY25	FY25		
<b>Passenger Fares</b>								
Fixed Route Fares	\$ 1,621,499	\$ 1,858,000	\$ 236,501	\$ 1,913,740	\$ 55,740	3.0%		
Paratransit Fares	194,184	209,719	15,535	220,205	10,486	5.0%		
Highway 17 Fares	593,999	988,475	394,476	1,028,014	39,539	4.0%		
Park & Ride Revenue	27,706	24,000	(3,706)	24,240	240	1.0%		
<b>Special Transit Fares</b>								
UCSC	4,780,072	4,875,674	95,602	4,973,187	97,513	2.0%		
Cabrillo	583,388	595,056	11,668	606,957	11,901	2.0%		
City of SC	34,070	58,980	24,910	64,878	5,898	10.0%		
Shaffer	4,549	3,275	(1,274)	2,456	(819)	(25.0%)		
Highway 17 Payments								
VTA	375,000	382,500	7,500	390,150	7,650	2.0%		
San Jose State	-	-	-	-	-	2.0%		
Amtrak	175,772	179,287	3,515	182,873	3,586	2.0%		
<b>Sales Tax/including Measure D</b>								
1979 Gross Sales Tax (1/2 cent)	26,613,630	27,539,554	925,924	27,814,950	275,396	1.0%		
2016 Net Sales Tax (Measure D)	4,161,254	4,268,631	107,377	4,311,317	42,686	1.0%		
<b>Federal/State Grants</b>								
Transp Dev Act (TDA - LTF) Funds	9,218,043	8,912,046	(305,997)	9,532,562	620,516	7.0%		
FTA Sec 5307 - Op Assistance*	-	3,829,986	3,829,986	6,030,232	2,200,246	57.4%		
FTA Sec 5311 - Rural Op Asst*	263,285	269,051	5,766	274,943	5,892	2.2%		
FTA Sec 5307 - ARPA	15,476,595	9,959,064	(5,517,531)	-	(9,959,064)	(100.0%)		
Medicare Subsidy	550	400	(150)	400	-	0.0%		
TIRCP Grant	-	322,000	322,000	322,000	-	0.0%		
AMBAG (FTA 5304)	-	-	-	-	-	0.0%		
LCTOP Grant	537,785	746,737	208,952	534,914	(211,823)	(28.4%)		
TDA - STA - Operating (Includes SB1)	4,476,025	6,044,099	1,568,074	4,582,438	(1,461,661)	(48.4%)		
STIC - Op Assistance	-	-	-	5,613,279	5,613,279	100.0%		
Fuel Tax Credit	-	291,096	291,096	145,548	(145,548)	(50.0%)		

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
 FY24 & FY25 OPERATING BUDGET

REVENUE SOURCES

REVENUE SOURCE	June-22		June-23		June-23		Increase/(Decrease) \$ VAR	% VAR
	BUDGET FY23	BUDGET FY24	BUDGET FY24	BUDGET FY25	PLAN FY25	PLAN FY25		
<b>All Other Revenue</b>								
Commissions	1,000	500	(500)	(500)	500	-	0.0%	
Advertising Income	195,000	172,320	(22,680)	(22,680)	172,320	-	0.0%	
Rent Income - SC Pacific Station	60,187	41,798	(18,389)	(18,389)	43,052	1,254	3.0%	
Rent Income - Scotts Valley	29,862	32,959	3,097	3,097	29,761	(3,198)	(9.7%)	
Rent Income - Watsonville TC	42,536	30,560	(11,976)	(11,976)	31,477	917	3.0%	
Interest Income	250,000	755,568	505,568	505,568	732,901	(22,667)	(3.0%)	
Other Non-Transp Revenue - LCFS Credits		15,000	15,000	15,000	15,150	150	1.0%	
Other Non-Transp Revenue - CNG Sales	62,953	100,000	37,047	37,047	103,000	3,000	3.0%	
Other Non-Transp Revenue - All Other	34,295	91,000	56,705	56,705	91,910	910	1.0%	
<b>TOTAL OPERATING REVENUE</b>	<b>\$ 69,813,239</b>	<b>\$ 72,597,335</b>	<b>\$ 2,784,096</b>	<b>\$ 2,784,096</b>	<b>\$ 69,789,354</b>	<b>\$ (2,807,981)</b>	<b>-3.9%</b>	

<b>TRANSFERS TO CAPITAL/OPERATING &amp; CAPITAL R</b>	<b>\$ (8,853,300)</b>	<b>\$ (9,975,524)</b>	<b>\$ (1,122,224)</b>	<b>\$ (1,122,224)</b>	<b>\$ (8,990,570)</b>	<b>\$ 984,954</b>	<b>(9.9%)</b>
<b>TRANSFERS (TO) / FROM COVID-19 RECOVERY FUI</b>	<b>\$ -</b>	<b>\$ 2,461,711</b>	<b>\$ 2,461,711</b>	<b>\$ 2,461,711</b>	<b>\$ 5,598,671</b>	<b>\$ 3,136,960</b>	<b>127.4%</b>

<b>TOTAL REVENUE SOURCES</b>	<b>\$ 60,959,939</b>	<b>\$ 65,083,522</b>	<b>\$ 4,123,583</b>	<b>\$ 4,123,583</b>	<b>\$ 66,397,455</b>	<b>\$ 1,313,933</b>	<b>2.0%</b>
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\* FTA funding is used solely to fund labor expense

<b>TOTAL EXPENSES</b>	<b>60,959,939</b>	<b>65,083,522</b>	<b>4,123,583</b>	<b>4,123,583</b>	<b>66,397,455</b>	<b>1,313,933</b>	<b>2.0%</b>
<b>TRANSFERS TO CAPITAL (BUS REPLACEMENT FUND)</b>	<b>2,353,300</b>	<b>2,349,727</b>	<b>(3,573)</b>	<b>(3,573)</b>	<b>2,330,955</b>	<b>(18,772)</b>	<b>(0.8%)</b>

TRANSFERS TO OPERATING & CAPITAL RESERVE FUNDS

<b>OPERATING &amp; CAPITAL RESERVE FUNDS</b>	<b>4,500,000</b>	<b>5,334,701</b>	<b>834,701</b>	<b>834,701</b>	<b>4,514,067</b>	<b>(820,634)</b>	<b>(15.4%)</b>
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<b>UAL &amp; OPEB</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>-</b>	<b>-</b>	<b>2,000,000</b>	<b>-</b>	<b>0.0%</b>
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<b>FUEL TAX CREDIT</b>	<b>-</b>	<b>291,096</b>	<b>291,096</b>	<b>291,096</b>	<b>145,548</b>	<b>(145,548)</b>	
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<b>SURPLUS/(DEFICIT)</b>	<b>-</b>	<b>(2,461,711)</b>	<b>(2,461,711)</b>	<b>(2,461,711)</b>	<b>(5,598,671)</b>	<b>(3,136,960)</b>	
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Revenue - (Expenses + Transfer to Capital Budget + Fuel Tax Credit)

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

TRANSFERS	June-22		June-23		June-23		Increase/(Decrease) \$ VAR	% VAR
	BUDGET FY23	BUDGET FY24	BUDGET FY24	PLAN FY25	Increase/(Decrease) \$ VAR	Increase/(Decrease) % VAR		
<b>Transfers to Capital Budget</b>								
2016 Net Sales Tax Measure D*	\$ (2,353,300)	\$ (2,349,727)	\$ 3,573	\$ (2,330,955)	\$ 18,772	(0.8%)		
TDA - STA - Operating , Includes SB1	-	-	-	-	-	0.0%		
<b>Total</b>	<b>\$ (2,353,300)</b>	<b>\$ (2,349,727)</b>	<b>\$ 3,573</b>	<b>\$ (2,330,955)</b>	<b>\$ 18,772</b>	<b>(0.8%)</b>		
<b>Transfers to/(from) Operating &amp; Capital Reserve Fund</b>								
Fuel Tax Credit**	\$ -	\$ (291,096)	\$ (291,096)	\$ (145,548)	\$ 145,548	(50.0%)		
CalPERS UAL & OPEB	(2,000,000)	(2,000,000)	-	(2,000,000)	-	0.0%		
Reserves Replenishment	-	(1,334,701)	(1,334,701)	(514,067)	820,634	(61.5%)		
Operating & Capital Reserve Fund	(4,500,000)	(4,000,000)	500,000	(4,000,000)	-	0.0%		
<b>Total</b>	<b>\$ (6,500,000)</b>	<b>\$ (7,625,797)</b>	<b>\$ (1,125,797)</b>	<b>\$ (6,659,615)</b>	<b>\$ 966,182</b>	<b>(12.7%)</b>		
<b>TOTAL OPERATING/CAPITAL TRANSFERS</b>	<b>\$ (8,853,300)</b>	<b>\$ (9,975,524)</b>	<b>\$ (1,122,224)</b>	<b>\$ (8,990,570)</b>	<b>\$ 984,954</b>	<b>(9.9%)</b>		



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

TRANSFERS	June-22	June-23	June-23		June-23	June-23	
	BUDGET FY23	BUDGET FY24	Increase/(Decrease) \$ VAR	% VAR	PLAN FY25	Increase/(Decrease) \$ VAR	% VAR
<b>Transfers (To) / From Covid-19 Recovery Fund</b>							
Transfers (To) / From Covid-19 Recovery Fund	\$ -	\$ 2,461,711	\$ 2,461,711	100.0%	\$ 5,598,671	\$ 3,136,960	127.4%
<b>Total</b>	\$ -	\$ 2,461,711	\$ 2,461,711	100.0%	\$ 5,598,671	\$ 3,136,960	127.4%
<b>TOTAL REVENUE</b>	\$ 69,813,239	\$ 72,597,335	\$ 2,784,096	4.0%	\$ 69,789,354	\$ (2,807,981)	(3.9%)
<b>TOTAL EXPENSES</b>	\$ 60,959,939	\$ 65,083,522	\$ 4,123,583	6.8%	\$ 66,397,455	\$ 1,313,933	2.0%
<b>TOTAL OPERATING/CAPITAL TRANSFERS</b>	\$ (8,853,300)	\$ (9,975,524)	\$ (1,122,224)	12.7%	\$ (8,990,570)	\$ 984,954	(9.9%)
<b>TOTAL COVID TRANSFERS</b>	\$ -	\$ 2,461,711	\$ 2,461,711	100.0%	\$ 5,598,671	\$ 3,136,960	127.4%
<b>OPERATING BALANCE</b>	\$ -	\$ -	\$ -	-	\$ -	\$ -	-

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

\*\*Subject to annual renewal of the tax extenders

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
 FY24 & FY25 OPERATING BUDGET

CONSOLIDATED EXPENSES

ACCOUNT	DESCRIPTION	June-22		June-23		June-23		
		BUDGET FY23	BUDGET FY24	Increase/(Decrease) \$ VAR	% VAR	PLAN FY25	Increase/(Decrease) \$ VAR	% VAR
<b>LABOR</b>								
501011	Bus Operator Pay	10,551,285	10,325,261	(226,024)	(2.1%)	10,426,025	100,764	1.0%
501013	Bus Operator OT	825,527	774,478	(51,049)	(6.2%)	788,230	13,752	1.8%
501021	Other Salaries	9,863,252	9,895,202	31,950	0.3%	10,072,614	177,412	1.8%
501023	Other OT	499,070	396,444	(102,626)	(20.6%)	407,995	11,551	2.9%
<b>Totals</b>		<b>21,739,134</b>	<b>21,391,385</b>	<b>(347,749)</b>	<b>(1.6%)</b>	<b>21,694,864</b>	<b>303,479</b>	<b>1.4%</b>
<b>FRINGE BENEFITS</b>								
502011	Medicare/Soc. Sec.	372,628	374,119	1,491	0.4%	380,514	6,395	1.7%
502021	Retirement	2,377,972	2,708,989	331,017	13.9%	2,720,589	11,600	0.4%
502022	Retirement UAL	1,139,812	-	(1,139,812)	(100.0%)	-	-	0.0%
502031	Medical Ins	11,680,051	11,985,361	305,310	2.6%	12,849,795	864,434	7.2%
502041	Dental Ins	483,531	504,082	20,551	4.3%	513,552	9,470	1.9%
502045	Vision Ins	107,496	105,936	(1,560)	(1.5%)	105,936	-	0.0%
502051	Life Ins/AD&D	47,442	48,509	1,067	2.2%	49,824	1,315	2.7%
502060	State Disability Ins (SDI)	274,285	228,079	(46,206)	(16.8%)	240,936	12,857	5.6%
502061	Long Term Disability Ins	155,101	160,862	5,761	3.7%	162,756	1,894	1.2%
502071	State Unemployment Ins (SUI)	46,718	34,650	(12,068)	(25.8%)	36,960	2,310	6.7%
502081	Worker's Comp Ins	1,014,944	1,045,389	30,445	3.0%	1,076,755	31,366	3.0%
502101	Holiday Pay	739,860	746,101	6,241	0.8%	762,545	16,444	2.2%
502103	Floating Holiday	131,257	141,115	9,858	7.5%	144,625	3,510	2.5%
502109	Sick Leave	1,134,427	1,143,829	9,402	0.8%	1,169,060	25,231	2.2%
502111	Annual Leave	2,205,190	2,203,760	(1,430)	(0.1%)	2,292,535	88,775	4.0%
502121	Other Paid Absence	173,386	174,864	1,478	0.9%	178,730	3,866	2.2%
502251	Phys. Exams	17,832	19,371	1,539	8.6%	20,505	1,134	5.9%
502253	Driver Lic Renewal	2,540	3,422	882	34.7%	3,687	265	7.7%
502999	Other Fringe Benefits	207,201	184,757	(22,444)	(10.8%)	190,739	5,982	3.2%
<b>Totals</b>		<b>22,311,673</b>	<b>21,813,195</b>	<b>(498,478)</b>	<b>(2.2%)</b>	<b>22,900,043</b>	<b>1,086,848</b>	<b>5.0%</b>

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
 FY24 & FY25 OPERATING BUDGET

CONSOLIDATED EXPENSES

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

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
 FY24 & FY25 OPERATING BUDGET

CONSOLIDATED EXPENSES

ACCOUNT	DESCRIPTION	June-22		June-23		Increase/(Decrease) \$ VAR	% VAR	Increase/(Decrease) \$ VAR	% VAR
		BUDGET FY23	BUDGET FY24	BUDGET FY23	BUDGET FY24				
<b>OTHER MATERIALS &amp; SUPPLIES</b>									
504205	Freight Out	8,300	5,000	(3,300)	(39.8%)	500	10.0%	500	10.0%
504211	Postage & Mailing	43,689	34,454	(9,235)	(21.1%)	232	0.7%	232	0.7%
504214	Promotional Items	25,000	61,000	36,000	144.0%	-	0.0%	-	0.0%
504215	Printing	128,859	412,225	283,366	219.9%	(136,518)	(33.1%)	(136,518)	(33.1%)
504217	Photo Supp/Process	2,060	1,000	(1,060)	(51.5%)	1,060	106.0%	1,060	106.0%
504311	Office Supplies	66,235	84,817	18,582	28.1%	2,294	2.7%	2,294	2.7%
504315	Safety Supplies	104,785	28,116	(76,669)	(73.2%)	1,377	4.9%	1,377	4.9%
504316	COVID-19	-	-	-	0.0%	-	0.0%	-	0.0%
504317	Cleaning Supplies	80,127	63,540	(16,587)	(20.7%)	3,176	5.0%	3,176	5.0%
504409	Repair/Maint Supplies	198,047	127,409	(70,638)	(35.7%)	6,373	5.0%	6,373	5.0%
504417	Tenant Repairs	10,302	10,508	206	2.0%	525	5.0%	525	5.0%
504421	Non-Inventory Parts	52,475	52,475	-	0.0%	2,624	5.0%	2,624	5.0%
504511	Small Tools	19,132	19,275	143	0.7%	963	5.0%	963	5.0%
504515	Employee Tool Replacement	3,000	3,000	-	0.0%	150	5.0%	150	5.0%
<b>Totals</b>		<b>742,011</b>	<b>902,819</b>	<b>160,808</b>	<b>21.7%</b>	<b>(117,244)</b>	<b>(13.0%)</b>	<b>(117,244)</b>	<b>(13.0%)</b>
<b>UTILITIES</b>									
505010	Propulsion Power	100,000	150,000	50,000	50.0%	7,500	5.0%	7,500	5.0%
505011	Gas & Electric	369,600	388,080	18,480	5.0%	19,404	5.0%	19,404	5.0%
505021	Water & Garbage	155,435	175,973	20,538	13.2%	8,799	5.0%	8,799	5.0%
505031	Telecommunications	201,580	196,723	(4,857)	(2.4%)	8,066	4.1%	8,066	4.1%
<b>Totals</b>		<b>826,615</b>	<b>910,776</b>	<b>84,161</b>	<b>10.2%</b>	<b>43,769</b>	<b>4.8%</b>	<b>43,769</b>	<b>4.8%</b>
<b>CASUALTY &amp; LIABILITY</b>									
506011	Insurance - Property	70,553	92,950	22,397	31.7%	10,007	10.8%	10,007	10.8%
506015	Insurance - PL/PD	756,794	983,833	227,039	30.0%	295,151	30.0%	295,151	30.0%
506021	Insurance - Other	99,591	86,700	(12,891)	(12.9%)	4,220	4.9%	4,220	4.9%
506123	Settlement Costs	154,530	163,040	8,510	5.5%	4,891	3.0%	4,891	3.0%
506127	Repairs - District Prop	-	-	-	0.0%	-	0.0%	-	0.0%
<b>Totals</b>		<b>1,081,468</b>	<b>1,326,523</b>	<b>245,055</b>	<b>22.7%</b>	<b>314,269</b>	<b>23.7%</b>	<b>314,269</b>	<b>23.7%</b>

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

**CONSOLIDATED EXPENSES**

ACCOUNT	DESCRIPTION	June-22		June-23		PLAN FY25	Increase/(Decrease) \$ VAR	% VAR	Increase/(Decrease) \$ VAR	% VAR
		BUDGET FY23	BUDGET FY24	BUDGET FY24	BUDGET FY25					
<b>TAXES</b>										
507051	Fuel Tax	17,500	15,000	(2,500)	15,000	(2,500)	(14.3%)	-	0.0%	
507201	Licenses & Permits	28,756	31,179	2,423	33,778	2,423	8.4%	2,599	8.3%	
507999	Other Taxes	10,302	12,254	1,952	12,867	1,952	18.9%	613	5.0%	
<b>Totals</b>		<b>56,558</b>	<b>58,433</b>	<b>1,875</b>	<b>61,645</b>	<b>1,875</b>	<b>3.3%</b>	<b>3,212</b>	<b>5.5%</b>	
<b>MISC EXPENSE</b>										
509011	Dues/Subscriptions	101,336	109,819	8,483	115,068	8,483	8.4%	5,249	4.8%	
509081	Advertising - District Promo	-	245,000	245,000	245,000	245,000	100.0%	-	0.0%	
509101	Employee Incentive Program	46,486	80,144	33,658	83,591	33,658	72.4%	3,447	4.3%	
509121	Employee Training	102,904	450,588	347,684	453,447	347,684	337.9%	2,859	0.6%	
509122	BOD Travel	13,393	13,719	326	14,405	326	2.4%	686	5.0%	
509123	Travel	87,275	111,154	23,879	114,863	23,879	27.4%	3,709	3.3%	
509125	Local Meeting Expense	12,640	27,865	15,225	28,853	15,225	120.5%	988	3.5%	
509127	Board Director Fees	12,981	10,000	(2,981)	10,500	(2,981)	(23.0%)	500	5.0%	
509150	Contributions	-	-	-	-	-	0.0%	-	0.0%	
509198	Cash Over/Short	-	-	-	-	-	0.0%	-	0.0%	
509999	Other Misc Expense	-	-	-	-	-	0.0%	-	0.0%	
<b>Totals</b>		<b>377,015</b>	<b>1,048,289</b>	<b>671,274</b>	<b>1,065,727</b>	<b>671,274</b>	<b>178.0%</b>	<b>17,438</b>	<b>1.7%</b>	
<b>INTEREST EXPENSE &amp; DEBT SERVICE</b>										
511102	Interest Expense - Loan	8,120	893	(7,227)	-	(7,227)	(89.0%)	(893)	(100.0%)	
511103	Interest Expense - POB	1,470,969	1,426,832	(44,137)	1,376,786	(44,137)	(3.0%)	(50,046)	(3.5%)	
524000	Principal - POB	3,032,000	2,745,833	(286,167)	2,800,417	(286,167)	(9.4%)	54,584	2.0%	
<b>Totals</b>		<b>4,511,089</b>	<b>4,173,558</b>	<b>(337,531)</b>	<b>4,177,203</b>	<b>(337,531)</b>	<b>(7.5%)</b>	<b>3,645</b>	<b>0.1%</b>	

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

**CONSOLIDATED EXPENSES**

ACCOUNT DESCRIPTION	June-22		June-23		June-23		
	BUDGET FY23	BUDGET FY24	Increase/(Decrease) \$ VAR	% VAR	PLAN FY25	Increase/(Decrease) \$ VAR	% VAR
LEASES & RENTALS							
512011 Facility Lease	152,346	310,628	158,282	103.9%	191,105	(119,523)	(38.5%)
512061 Equipment Rental	16,401	16,464	63	0.4%	16,943	479	2.9%
<b>Totals</b>	<b>168,747</b>	<b>327,092</b>	<b>158,345</b>	<b>93.8%</b>	<b>208,048</b>	<b>(119,044)</b>	<b>(36.4%)</b>
<b>PERSONNEL TOTAL</b>	<b>44,050,807</b>	<b>43,204,580</b>	<b>(846,227)</b>	<b>(1.9%)</b>	<b>44,594,907</b>	<b>1,390,327</b>	<b>3.2%</b>
<b>NON-PERSONNEL TOTAL</b>	<b>16,909,132</b>	<b>21,878,942</b>	<b>4,969,810</b>	<b>29.4%</b>	<b>21,802,548</b>	<b>(76,394)</b>	<b>(0.3%)</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>60,959,939</b>	<b>65,083,522</b>	<b>4,123,583</b>	<b>6.8%</b>	<b>66,397,455</b>	<b>1,313,933</b>	<b>2.0%</b>

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

## FY24 & FY25 OPERATING BUDGET

### Departmental Expenses

	June-22		June-23		June-23		Increase/(Decrease)	% VAR	% VAR
	BUDGET		BUDGET		PLAN				
	FY23	FY24	FY24	FY25	FY25	\$ VAR			
1100 Administration	\$ 1,345,167	\$ 1,757,668	\$ 412,501	30.7%	\$ 1,634,616	\$ (123,052)	(7.0%)		
1200 Finance	7,665,753	7,896,500	230,747	3.0%	8,041,837	145,337	1.8%		
1300 Customer Service	2,275,298	1,135,810	(1,139,488)	(50.1%)	1,166,080	30,270	2.7%		
1325 Marketing	-	1,574,833	1,574,833	100.0%	1,453,605	(121,228)	(7.7%)		
1400 Human Resources	1,073,815	1,317,850	244,035	22.7%	1,359,815	41,965	3.2%		
1500 Information Technology	1,594,947	2,044,303	449,356	28.2%	2,078,456	34,153	1.7%		
1600 Planning, Grants, Governmental Affairs	2,073,187	1,937,353	(135,834)	(6.6%)	1,867,979	(69,374)	(3.6%)		
1700 District Counsel	438,187	557,512	119,325	27.2%	571,287	13,775	2.5%		
1800 Safety, Security, and Risk Management	1,101,541	1,191,390	89,849	8.2%	1,198,331	6,941	0.6%		
1900 Purchasing	1,026,650	489,621	(537,029)	(52.3%)	515,117	25,496	5.2%		
2000 Inventory Management	-	486,112	486,112	100.0%	511,738	25,626	5.3%		
2200 Facilities Maintenance	3,592,046	4,002,397	410,351	11.4%	3,894,883	(107,514)	(2.7%)		
3100 Paratransit	4,514,485	5,067,796	553,311	12.3%	5,157,881	90,085	1.8%		
3200 Operations	2,829,072	2,795,292	(33,780)	(1.2%)	2,864,020	68,728	2.5%		
3300 Bus Operators	18,525,461	17,630,545	(894,916)	(4.8%)	18,094,581	464,036	2.6%		
4100 Fleet Maintenance	8,984,002	11,421,673	2,437,671	27.1%	11,942,411	520,738	4.6%		
9002 COVID Related Costs	297,712	-	(297,712)	(100.0%)	-	-	0.0%		
9005 Retired Employee Benefits	3,622,340	3,776,617	154,277	4.3%	4,044,568	267,951	7.1%		
700 SCCIC	275	250	(25)	(9.1%)	250	-	0.0%		
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 60,959,938</b>	<b>\$ 65,083,522</b>	<b>\$ 4,123,584</b>	<b>6.8%</b>	<b>\$ 66,397,455</b>	<b>\$ 1,313,933</b>	<b>2.0%</b>		

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# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY24 & FY25 OPERATING BUDGET

## Admin - 1100

ACCOUNT	June-22	June-23	June-23		June-23		June-23	
	BUDGET FY23	BUDGET FY24	Increase/(Decrease) \$ VAR	% VAR	PLAN FY25	Increase/(Decrease) \$ VAR	% VAR	Increase/(Decrease) \$ VAR
<b>LABOR</b>								
501011 Bus Operator Pay	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%	\$ -
501013 Bus Operator OT	-	-	-	0.0%	-	-	0.0%	-
501021 Other Salaries	496,092	512,543	16,451	3.3%	529,641	17,098	3.3%	17,098
501023 Other OT	5,055	5,178	123	2.4%	5,437	259	5.0%	259
<b>Totals \$</b>	<b>\$ 501,146</b>	<b>\$ 517,721</b>	<b>\$ 16,575</b>	<b>3.3%</b>	<b>\$ 535,078</b>	<b>\$ 17,357</b>	<b>3.4%</b>	<b>\$ 17,357</b>
<b>FRINGE BENEFITS</b>								
502011 Medicare/Soc. Sec.	\$ 8,829	\$ 9,210	\$ 381	4.3%	\$ 9,524	\$ 314	3.4%	\$ 314
502021 Retirement	80,422	87,864	7,442	9.3%	91,390	3,526	4.0%	3,526
502022 Retirement UAL	21,766	-	(21,766)	(100.0%)	-	-	0.0%	-
502031 Medical Ins	98,571	54,588	(43,983)	(44.6%)	58,528	3,940	7.2%	3,940
502041 Dental Ins	5,608	4,519	(1,089)	(19.4%)	4,608	89	2.0%	89
502045 Vision Ins	1,104	1,104	-	0.0%	1,104	-	0.0%	-
502051 Life Ins/AD&D	676	2,850	2,174	321.6%	2,935	85	3.0%	85
502060 State Disability Ins (SDI)	4,586	4,155	(431)	(9.4%)	4,451	296	7.1%	296
502061 Long Term Disability Ins	2,976	3,076	100	3.4%	3,110	34	1.1%	34
502071 State Unemployment Ins (SUI)	568	420	(148)	(26.1%)	448	28	6.7%	28
502081 Worker's Comp Ins	11,871	12,671	800	6.7%	13,052	381	3.0%	381
502101 Holiday Pay	17,892	18,691	799	4.5%	19,326	635	3.4%	635
502103 Floating Holiday	24,601	23,052	(1,549)	(6.3%)	23,794	742	3.2%	742
502109 Sick Leave	26,838	28,037	1,199	4.5%	28,990	953	3.4%	953
502111 Annual Leave	38,800	43,257	4,457	11.5%	45,009	1,752	4.1%	1,752
502121 Other Paid Absence	4,194	4,380	186	4.4%	4,530	150	3.4%	150
502251 Phys. Exams	-	-	-	0.0%	-	-	0.0%	-
502253 Driver Lic Renewal	-	-	-	0.0%	-	-	0.0%	-
502999 Other Fringe Benefits	17,916	15,966	(1,950)	(10.9%)	15,970	4	0.0%	4
<b>Totals \$</b>	<b>\$ 367,218</b>	<b>\$ 313,840</b>	<b>\$ (53,378)</b>	<b>(14.5%)</b>	<b>\$ 326,769</b>	<b>\$ 12,929</b>	<b>4.1%</b>	<b>\$ 12,929</b>

## Attachment C



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

**Admin - 1100**

ACCOUNT	June-22	June-23	June-23		June-23		Increase/(Decrease) \$ VAR	% VAR	Increase/(Decrease) \$ VAR	% VAR
	BUDGET FY23	BUDGET FY24	BUDGET FY24	PLAN FY25	PLAN FY25	PLAN FY25				
<b>SERVICES</b>										
503011 Accting/Audit Fees	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%	
503012 Admin/Bank Fees	-	-	-	-	0.0%	-	0.0%	-	0.0%	
503031 Prof/Technical Fees	168,280	421,225	252,945	324,786	150.3%	(96,439)	(22.9%)	(96,439)	(22.9%)	
503032 Legislative Services	101,121	258,703	157,582	189,988	155.8%	(68,715)	(26.6%)	(68,715)	(26.6%)	
503033 Legal Services	-	-	-	-	0.0%	-	0.0%	-	0.0%	
503034 Pre-Employment Exams	-	-	-	-	0.0%	-	0.0%	-	0.0%	
503041 Temp Help	-	-	-	-	0.0%	-	0.0%	-	0.0%	
503161 Custodial Services	-	-	-	-	0.0%	-	0.0%	-	0.0%	
503162 Uniforms/Laundry	-	-	-	-	0.0%	-	0.0%	-	0.0%	
503171 Security Services	-	-	-	-	0.0%	-	0.0%	-	0.0%	
503221 Classified/Legal Ads	4,120	2,560	(1,560)	2,688	(37.9%)	128	5.0%	128	5.0%	
503222 Legal Ads	-	-	-	-	0.0%	-	0.0%	-	0.0%	
503225 Graphic Services	-	-	-	-	0.0%	-	0.0%	-	0.0%	
503351 Repair - Bldg & Impr	-	-	-	-	0.0%	-	0.0%	-	0.0%	
503352 Repair - Equipment	8,242	8,443	201	8,865	2.4%	422	5.0%	422	5.0%	
503353 Repair - Rev Vehicle	-	-	-	-	0.0%	-	0.0%	-	0.0%	
503354 Repair - Non Rev Vehicle	-	-	-	-	0.0%	-	0.0%	-	0.0%	
503363 Haz Mat Disposal	-	-	-	-	0.0%	-	0.0%	-	0.0%	
<b>Totals \$</b>	<b>281,763</b>	<b>\$ 690,931</b>	<b>\$ 409,168</b>	<b>\$ 526,327</b>	<b>145.2%</b>	<b>\$ (164,604)</b>	<b>(23.8%)</b>	<b>\$ (164,604)</b>	<b>(23.8%)</b>	
<b>MOBILE MATERIALS &amp; SUPPLIES</b>										
504011 Fuels & Lubricants - Non Rev Veh	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%	
504012 Fuels & Lubricants - Rev Veh	-	-	-	-	0.0%	-	0.0%	-	0.0%	
Hydrogen fuel	-	-	-	-	0.0%	-	0.0%	-	0.0%	
504021 Tires & Tubes	-	-	-	-	0.0%	-	0.0%	-	0.0%	
504161 Other Mobile Supplies	-	-	-	-	0.0%	-	0.0%	-	0.0%	
504191 Rev Vehicle Parts	-	-	-	-	0.0%	-	0.0%	-	0.0%	
<b>Totals \$</b>	<b>-</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>0.0%</b>	

**13C.13**

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

**Admin - 1100**

ACCOUNT	June-22	June-23	June-23		June-23		
	BUDGET FY23	BUDGET FY24	Increase/(Decrease) \$ VAR	% VAR	PLAN FY25	Increase/(Decrease) \$ VAR	% VAR
<b>OTHER MATERIALS &amp; SUPPLIES</b>							
504205 Freight Out	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%
504211 Postage & Mailing	5,800	6,094	294	5.1%	6,276	182	3.0%
504214 Promotional Items	-	-	-	0.0%	-	-	0.0%
504215 Printing	6,697	4,221	(2,476)	(37.0%)	4,432	211	5.0%
504217 Photo Supp/Process	-	-	-	0.0%	-	-	0.0%
504311 Office Supplies	14,112	19,535	5,423	38.4%	20,514	979	5.0%
504315 Safety Supplies	-	-	-	0.0%	-	-	0.0%
504316 COVID-19	-	-	-	0.0%	-	-	0.0%
504317 Cleaning Supplies	-	-	-	0.0%	-	-	0.0%
504409 Repair/Maint Supplies	-	-	-	0.0%	-	-	0.0%
504417 Tenant Repairs	-	-	-	0.0%	-	-	0.0%
504421 Non-Inventory Parts	-	-	-	0.0%	-	-	0.0%
504511 Small Tools	-	-	-	0.0%	-	-	0.0%
504515 Employee Tool Replacement	-	-	-	0.0%	-	-	0.0%
<b>Totals</b>	<b>\$ 26,609</b>	<b>\$ 29,850</b>	<b>\$ 3,241</b>	<b>12.2%</b>	<b>\$ 31,222</b>	<b>\$ 1,372</b>	<b>4.6%</b>
<b>UTILITIES</b>							
505010 Propulsion Power	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%
505011 Gas & Electric	-	-	-	0.0%	-	-	0.0%
505021 Water & Garbage	-	-	-	0.0%	-	-	0.0%
505031 Telecommunications	-	-	-	0.0%	-	-	0.0%
<b>Totals</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>
<b>CASUALTY &amp; LIABILITY</b>							
506011 Insurance - Property	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%
506015 Insurance - PL/PD	-	-	-	0.0%	-	-	0.0%
506021 Insurance - Other	-	-	-	0.0%	-	-	0.0%
506123 Settlement Costs	-	-	-	0.0%	-	-	0.0%
506127 Repairs - District Prop	-	-	-	0.0%	-	-	0.0%
<b>Totals</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>

**13C.14**

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY24 & FY25 OPERATING BUDGET

Admin - 1100

ACCOUNT	June-22	June-23	June-23		June-23		Increase/(Decrease) \$ VAR	% VAR	Increase/(Decrease) \$ VAR	% VAR
	BUDGET FY23	BUDGET FY24	PLAN FY25	PLAN FY25	PLAN FY25	PLAN FY25				
<b>TAXES</b>										
507051 Fuel Tax	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%	
507201 Licenses & Permits	-	-	-	-	-	-	0.0%	-	0.0%	
507999 Other Taxes	-	-	-	-	-	-	0.0%	-	0.0%	
<b>Totals \$</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>0.0%</b>	
<b>MISC EXPENSE</b>										
509011 Dues/Subscriptions	\$ 88,075	\$ 97,763	\$ 9,688	\$ 11.0%	\$ 4,890	\$ 102,653	11.0%	\$ 4,890	5.0%	
509081 Advertising - District Promo	-	-	-	0.0%	-	-	0.0%	-	0.0%	
509101 Employee Incentive Program	18,544	35,220	16,676	89.9%	1,761	36,981	89.9%	1,761	5.0%	
509121 Employee Training	2,473	2,533	60	2.4%	127	2,660	2.4%	127	5.0%	
509122 BOD Travel	13,393	13,719	326	2.4%	686	14,405	2.4%	686	5.0%	
509123 Travel	20,603	21,121	518	2.5%	1,056	22,177	2.5%	1,056	5.0%	
509125 Local Meeting Expense	10,302	22,860	12,558	121.9%	768	23,628	121.9%	768	3.4%	
509127 Board Director Fees	12,981	10,000	(2,981)	(23.0%)	500	10,500	(23.0%)	500	5.0%	
509150 Contributions	-	-	-	0.0%	-	-	0.0%	-	0.0%	
509198 Cash Over/Short	-	-	-	0.0%	-	-	0.0%	-	0.0%	
509999 Other Misc Expense	-	-	-	0.0%	-	-	0.0%	-	0.0%	
<b>Totals \$</b>	<b>\$ 166,371</b>	<b>\$ 203,216</b>	<b>\$ 36,845</b>	<b>22.1%</b>	<b>\$ 9,788</b>	<b>\$ 213,004</b>	<b>22.1%</b>	<b>\$ 9,788</b>	<b>4.8%</b>	
<b>INTEREST EXPENSE &amp; DEBT SERVICE</b>										
511102 Interest Expense - Loan	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%	\$ -	0.0%	
511103 Interest Expense - POB	-	-	-	0.0%	-	-	0.0%	-	0.0%	
524000 Principal - POB	-	-	-	0.0%	-	-	0.0%	-	0.0%	
<b>Totals \$</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>0.0%</b>	
<b>LEASES &amp; RENTALS</b>										
512011 Facility Lease	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%	\$ -	0.0%	
512061 Equipment Rental	2,060	2,110	50	2.4%	106	2,216	2.4%	106	5.0%	
<b>Totals \$</b>	<b>\$ 2,060</b>	<b>\$ 2,110</b>	<b>\$ 50</b>	<b>2.4%</b>	<b>\$ 106</b>	<b>\$ 2,216</b>	<b>2.4%</b>	<b>\$ 106</b>	<b>5.0%</b>	
<b>PERSONNEL TOTAL</b>	<b>\$ 868,364</b>	<b>\$ 831,561</b>	<b>\$ (36,803)</b>	<b>(4.2%)</b>	<b>\$ 30,286</b>	<b>\$ 861,847</b>	<b>(4.2%)</b>	<b>\$ 30,286</b>	<b>3.6%</b>	
<b>NON-PERSONNEL TOTAL</b>	<b>\$ 476,803</b>	<b>\$ 926,107</b>	<b>\$ 449,304</b>	<b>94.2%</b>	<b>\$ (153,338)</b>	<b>\$ 772,769</b>	<b>94.2%</b>	<b>\$ (153,338)</b>	<b>(16.6%)</b>	
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 1,345,167</b>	<b>\$ 1,757,668</b>	<b>\$ 412,501</b>	<b>30.7%</b>	<b>\$ (123,052)</b>	<b>\$ 1,634,616</b>	<b>30.7%</b>	<b>\$ (123,052)</b>	<b>(7.0%)</b>	

13C.15

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY24 & FY25 OPERATING BUDGET

## Finance - 1200

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

13C.16

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

**Finance - 1200**

ACCOUNT	June-22		June-23		June-23		Increase/(Decrease) \$ VAR	% VAR	Increase/(Decrease) \$ VAR	% VAR
	BUDGET FY23	BUDGET FY24	BUDGET FY24	BUDGET FY25	PLAN FY25					
<b>SERVICES</b>										
503011 Accting/Audit Fees	\$ 106,111	\$ 105,000	\$ (1,111)	\$	107,500	\$ 2,500	2.4%	\$ 2,500	2.4%	
503012 Admin/Bank Fees	439,895	627,000	187,105		655,800	28,800	4.6%	28,800	4.6%	
503031 Prof/Technical Fees	51,357	269,550	218,193		67,450	(202,100)	(75.0%)	(202,100)	(75.0%)	
503032 Legislative Services	-	-	-		-	-	0.0%	-	0.0%	
503033 Legal Services	-	-	-		-	-	0.0%	-	0.0%	
503034 Pre-Employment Exams	-	-	-		-	-	0.0%	-	0.0%	
503041 Temp Help	-	-	-		-	-	0.0%	-	0.0%	
503161 Custodial Services	-	-	-		-	-	0.0%	-	0.0%	
503162 Uniforms/Laundry	-	-	-		-	-	0.0%	-	0.0%	
503171 Security Services	-	-	-		-	-	0.0%	-	0.0%	
503221 Classified/Legal Ads	-	-	-		-	-	0.0%	-	0.0%	
503222 Legal Ads	-	-	-		-	-	0.0%	-	0.0%	
503225 Graphic Services	-	-	-		-	-	0.0%	-	0.0%	
503351 Repair - Bldg & Impr	-	-	-		-	-	0.0%	-	0.0%	
503352 Repair - Equipment	-	-	-		-	-	0.0%	-	0.0%	
503353 Repair - Rev Vehicle	-	-	-		-	-	0.0%	-	0.0%	
503354 Repair - Non Rev Vehicle	-	-	-		-	-	0.0%	-	0.0%	
503363 Haz Mat Disposal	-	-	-		-	-	0.0%	-	0.0%	
<b>Totals \$</b>	<b>597,363</b>	<b>1,001,550</b>	<b>\$ 404,187</b>	<b>\$</b>	<b>830,750</b>	<b>\$ (170,800)</b>	<b>(17.1%)</b>	<b>\$ (170,800)</b>	<b>(17.1%)</b>	
<b>MOBILE MATERIALS &amp; SUPPLIES</b>										
504011 Fuels & Lubricants - Non Rev Veh	\$	\$	\$	\$		\$	0.0%	\$	0.0%	
504012 Fuels & Lubricants - Rev Veh							0.0%		0.0%	
Hydrogen fuel							0.0%		0.0%	
504021 Tires & Tubes							0.0%		0.0%	
504161 Other Mobile Supplies							0.0%		0.0%	
504191 Rev Vehicle Parts							0.0%		0.0%	
<b>Totals \$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>0.0%</b>	<b>\$</b>	<b>0.0%</b>	

**13C.17**

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY24 & FY25 OPERATING BUDGET

## Finance - 1200

ACCOUNT	June-22	June-23	June-23		June-23		
	BUDGET FY23	BUDGET FY24	Increase/(Decrease) \$ VAR	% VAR	PLAN FY25	Increase/(Decrease) \$ VAR	% VAR
<b>OTHER MATERIALS &amp; SUPPLIES</b>							
504205 Freight Out	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%
504211 Postage & Mailing	1,000	1,000	-	0.0%	1,050	50	5.0%
504214 Promotional Items	-	-	-	0.0%	-	-	0.0%
504215 Printing	2,060	2,110	50	2.4%	1,100	(1,010)	(47.9%)
504217 Photo Supp/Process	-	-	-	0.0%	-	-	0.0%
504311 Office Supplies	-	-	-	0.0%	-	-	0.0%
504315 Safety Supplies	-	-	-	0.0%	-	-	0.0%
504316 COVID-19	-	-	-	0.0%	-	-	0.0%
504317 Cleaning Supplies	-	-	-	0.0%	-	-	0.0%
504409 Repair/Maint Supplies	-	-	-	0.0%	-	-	0.0%
504417 Tenant Repairs	-	-	-	0.0%	-	-	0.0%
504421 Non-Inventory Parts	-	-	-	0.0%	-	-	0.0%
504511 Small Tools	-	-	-	0.0%	-	-	0.0%
504515 Employee Tool Replacement	-	-	-	0.0%	-	-	0.0%
<b>Totals</b>	<b>\$ 3,060</b>	<b>\$ 3,110</b>	<b>\$ 50</b>	<b>1.6%</b>	<b>\$ 2,150</b>	<b>\$ (960)</b>	<b>(30.9%)</b>
<b>UTILITIES</b>							
505010 Propulsion Power	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%
505011 Gas & Electric	-	-	-	0.0%	-	-	0.0%
505021 Water & Garbage	-	-	-	0.0%	-	-	0.0%
505031 Telecommunications	-	-	-	0.0%	-	-	0.0%
<b>Totals</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>
<b>CASUALTY &amp; LIABILITY</b>							
506011 Insurance - Property	\$ 70,553	\$ 92,950	\$ 22,397	31.7%	\$ 102,957	\$ 10,007	10.8%
506015 Insurance - PL/PD	613,496	797,545	184,049	30.0%	1,036,809	239,264	30.0%
506021 Insurance - Other	99,591	86,700	(12,891)	(12.9%)	90,920	4,220	4.9%
506123 Settlement Costs	-	-	-	0.0%	-	-	0.0%
506127 Repairs - District Prop	-	-	-	0.0%	-	-	0.0%
<b>Totals</b>	<b>\$ 783,640</b>	<b>\$ 977,195</b>	<b>\$ 193,555</b>	<b>24.7%</b>	<b>\$ 1,230,686</b>	<b>\$ 253,491</b>	<b>25.9%</b>

# 13C.18

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY24 & FY25 OPERATING BUDGET

## Finance - 1200

ACCOUNT	June-22	June-23	June-23		June-23		Increase/(Decrease) \$ VAR	% VAR	Increase/(Decrease) \$ VAR	% VAR
	BUDGET FY23	BUDGET FY24	BUDGET FY24	PLAN FY25	BUDGET FY24	PLAN FY25				
<b>TAXES</b>										
507051 Fuel Tax	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%	
507201 Licenses & Permits	-	-	-	-	-	-	0.0%	-	0.0%	
507999 Other Taxes	-	-	-	-	-	-	0.0%	-	0.0%	
<b>Totals</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>0.0%</b>	
<b>MISC EXPENSE</b>										
509011 Dues/Subscriptions	\$ 639	\$ 654	\$ 654	\$ 687	\$ 654	\$ 687	2.3%	\$ 33	5.0%	
509081 Advertising - District Promo	-	-	-	-	-	-	0.0%	-	0.0%	
509101 Employee Incentive Program	8,000	8,000	8,000	8,400	8,000	8,400	0.0%	400	5.0%	
509121 Employee Training	20,000	15,000	15,000	15,750	15,000	15,750	(25.0%)	750	5.0%	
509122 BOD Travel	-	-	-	-	-	-	0.0%	-	0.0%	
509123 Travel	15,000	10,000	10,000	10,500	10,000	10,500	(33.3%)	500	5.0%	
509125 Local Meeting Expense	-	-	-	-	-	-	0.0%	-	0.0%	
509127 Board Director Fees	-	-	-	-	-	-	0.0%	-	0.0%	
509150 Contributions	-	-	-	-	-	-	0.0%	-	0.0%	
509198 Cash Over/Short	-	-	-	-	-	-	0.0%	-	0.0%	
509999 Other Misc Expense	-	-	-	-	-	-	0.0%	-	0.0%	
<b>Totals</b>	<b>\$ 43,639</b>	<b>\$ 33,654</b>	<b>\$ 33,654</b>	<b>\$ 35,337</b>	<b>\$ 33,654</b>	<b>\$ 35,337</b>	<b>(22.9%)</b>	<b>\$ 1,683</b>	<b>5.0%</b>	
<b>INTEREST EXPENSE &amp; DEBT SERVICE</b>										
511102 Interest Expense - Loan	\$ 8,120	\$ 893	\$ 893	\$ -	\$ 893	\$ -	(89.0%)	(893)	(100.0%)	
511103 Interest Expense - POB	1,470,969	1,426,832	1,426,832	1,376,786	1,426,832	1,376,786	(3.0%)	(50,046)	(3.5%)	
524000 Principal - POB	3,032,000	2,745,833	2,745,833	2,800,417	2,745,833	2,800,417	(9.4%)	54,584	2.0%	
<b>Totals</b>	<b>\$ 4,511,089</b>	<b>\$ 4,173,558</b>	<b>\$ 4,173,558</b>	<b>\$ 4,177,203</b>	<b>\$ 4,173,558</b>	<b>\$ 4,177,203</b>	<b>(7.5%)</b>	<b>\$ 3,645</b>	<b>0.1%</b>	
<b>LEASES &amp; RENTALS</b>										
512011 Facility Lease	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%	
512061 Equipment Rental	618	618	618	649	618	649	0.0%	31	5.0%	
<b>Totals</b>	<b>\$ 618</b>	<b>\$ 618</b>	<b>\$ 618</b>	<b>\$ 649</b>	<b>\$ 618</b>	<b>\$ 649</b>	<b>0.0%</b>	<b>\$ 31</b>	<b>5.0%</b>	
<b>PERSONNEL TOTAL</b>	<b>\$ 1,726,344</b>	<b>\$ 1,706,815</b>	<b>\$ 1,706,815</b>	<b>\$ 1,765,062</b>	<b>\$ 1,706,815</b>	<b>\$ 1,765,062</b>	<b>(1.1%)</b>	<b>\$ 58,247</b>	<b>3.4%</b>	
<b>NON-PERSONNEL TOTAL</b>	<b>\$ 5,939,409</b>	<b>\$ 6,189,685</b>	<b>\$ 6,189,685</b>	<b>\$ 6,276,775</b>	<b>\$ 6,189,685</b>	<b>\$ 6,276,775</b>	<b>4.2%</b>	<b>\$ 87,090</b>	<b>1.4%</b>	
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 7,665,753</b>	<b>\$ 7,896,500</b>	<b>\$ 7,896,500</b>	<b>\$ 8,041,837</b>	<b>\$ 7,896,500</b>	<b>\$ 8,041,837</b>	<b>3.0%</b>	<b>\$ 145,337</b>	<b>1.8%</b>	

13C.19

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY24 & FY25 OPERATING BUDGET

## Customer Service - 1300

ACCOUNT	June-22		June-23		June-23		June-23	
	BUDGET	FY23	BUDGET	FY24	PLAN	FY25	Increase/(Decrease)	Increase/(Decrease)
	\$	% VAR	\$	% VAR	\$	% VAR	\$ VAR	% VAR
LABOR								
501011 Bus Operator Pay	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%
501013 Bus Operator OT	-	0.0%	-	0.0%	-	0.0%	-	0.0%
501021 Other Salaries	845,853	(37.2%)	531,146	(37.2%)	533,918	0.5%	2,772	0.5%
501023 Other OT	37,504	(80.0%)	7,504	(80.0%)	7,880	5.0%	376	5.0%
<b>Totals</b>	<b>\$ 883,357</b>	<b>(39.0%)</b>	<b>\$ 538,650</b>	<b>(39.0%)</b>	<b>\$ 541,798</b>	<b>0.6%</b>	<b>\$ 3,148</b>	<b>0.6%</b>
FRINGE BENEFITS								
502011 Medicare/Soc. Sec.	\$ 15,282	(36.8%)	\$ 9,652	(36.8%)	\$ 9,731	0.8%	\$ 79	0.8%
502021 Retirement	98,721	(26.7%)	72,385	(26.7%)	71,630	(1.0%)	(755)	(1.0%)
502022 Retirement UAL	48,038	(100.0%)	-	(100.0%)	-	0.0%	-	0.0%
502031 Medical Ins	404,921	(125.264)	279,657	(30.9%)	299,832	7.2%	20,175	7.2%
502041 Dental Ins	20,034	(30.6%)	13,909	(30.6%)	14,184	2.0%	275	2.0%
502045 Vision Ins	4,140	(33.3%)	2,760	(33.3%)	2,760	0.0%	-	0.0%
502051 Life Ins/AD&D	1,963	(689)	1,274	(35.1%)	1,316	3.3%	42	3.3%
502060 State Disability Ins (SDI)	11,492	(5,502)	5,990	(47.9%)	6,242	4.2%	252	4.2%
502061 Long Term Disability Ins	7,497	(2,574)	4,923	(34.3%)	4,965	0.9%	42	0.9%
502071 State Unemployment Ins (SUI)	2,130	(1,080)	1,050	(50.7%)	1,120	6.7%	70	6.7%
502081 Worker's Comp Ins	56,386	(24,707)	31,679	(43.8%)	32,629	3.0%	950	3.0%
502101 Holiday Pay	30,654	(10,757)	19,897	(35.1%)	20,056	0.8%	159	0.8%
502103 Floating Holiday	9,027	(5,110)	3,917	(56.6%)	3,917	0.0%	-	0.0%
502109 Sick Leave	45,984	(16,134)	29,850	(35.1%)	30,090	0.8%	240	0.8%
502111 Annual Leave	96,092	(27,511)	68,581	(28.6%)	70,551	2.9%	1,970	2.9%
502121 Other Paid Absence	7,189	(2,522)	4,667	(35.1%)	4,704	0.8%	37	0.8%
502251 Phys. Exams	-	-	-	0.0%	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	-	0.0%	-	0.0%	-	0.0%
502999 Other Fringe Benefits	4,335	(2,095)	2,240	(48.3%)	2,250	0.4%	10	0.4%
<b>Totals</b>	<b>\$ 863,885</b>	<b>(36.1%)</b>	<b>\$ 552,431</b>	<b>(36.1%)</b>	<b>\$ 575,977</b>	<b>4.3%</b>	<b>\$ 23,546</b>	<b>4.3%</b>

Attachment C

13C.20



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

**Customer Service - 1300**

ACCOUNT	June-22	June-23	June-23		June-23		
	BUDGET FY23	BUDGET FY24	Increase/(Decrease) \$ VAR	% VAR	PLAN FY25	Increase/(Decrease) \$ VAR	
<b>SERVICES</b>							
503011 Accting/Audit Fees	\$ -	\$ -	\$ -	0.0%	-	\$ -	0.0%
503012 Admin/Bank Fees	-	-	-	0.0%	-	-	0.0%
503031 Prof/Technical Fees	372,426	-	(372,426)	(100.0%)	-	-	0.0%
503032 Legislative Services	-	-	-	0.0%	-	-	0.0%
503033 Legal Services	-	-	-	0.0%	-	-	0.0%
503034 Pre-Employment Exams	-	-	-	0.0%	-	-	0.0%
503041 Temp Help	-	-	-	0.0%	-	-	0.0%
503161 Custodial Services	-	-	-	0.0%	-	-	0.0%
503162 Uniforms/Laundry	3,700	2,500	(1,200)	(32.4%)	3,700	1,200	48.0%
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	1,100	-	(1,100)	(100.0%)	-	-	0.0%
503353 Repair - Rev Vehicle	-	-	-	0.0%	-	-	0.0%
503354 Repair - Non Rev Vehicle	-	-	-	0.0%	-	-	0.0%
503363 Haz Mat Disposal	-	-	-	0.0%	-	-	0.0%
<b>Totals</b>	<b>\$ 377,226</b>	<b>\$ 2,500</b>	<b>\$ (374,726)</b>	<b>(99.3%)</b>	<b>3,700</b>	<b>\$ 1,200</b>	<b>48.0%</b>
<b>MOBILE MATERIALS &amp; SUPPLIES</b>							
504011 Fuels & Lubricants - Non Rev Veh	\$ -	\$ -	\$ -	0.0%	-	\$ -	0.0%
504012 Fuels & Lubricants - Rev Veh	-	-	-	0.0%	-	-	0.0%
Hydro							
Hydrogen fuel	-	-	-	0.0%	-	-	0.0%
504021 Tires & Tubes	-	-	-	0.0%	-	-	0.0%
504161 Other Mobile Supplies	-	-	-	0.0%	-	-	0.0%
504191 Rev Vehicle Parts	-	-	-	0.0%	-	-	0.0%
<b>Totals</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>-</b>	<b>\$ -</b>	<b>0.0%</b>

**Attachment C**

**13C.21**

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY24 & FY25 OPERATING BUDGET

## Customer Service - 1300

ACCOUNT	June-22		June-23		June-23		June-23		Increase/(Decrease)		Increase/(Decrease)	
	BUDGET	FY23	BUDGET	FY24	BUDGET	FY25	\$ VAR	% VAR	\$ VAR	% VAR	\$ VAR	% VAR
<b>OTHER MATERIALS &amp; SUPPLIES</b>												
504205 Freight Out	\$	-	\$	-	\$	-	\$	0.0%	-	\$	-	0.0%
504211 Postage & Mailing		6,500		1,250		(5,250)	(80.8%)		1,250		-	0.0%
504214 Promotional Items		25,000		-		(25,000)	(100.0%)		-		-	0.0%
504215 Printing		80,510		3,000		(77,510)	(96.3%)		3,000		-	0.0%
504217 Photo Supp/Process		2,060		1,000		(1,060)	(51.5%)		2,060		1,060	106.0%
504311 Office Supplies		5,000		5,000		-	0.0%		5,500		500	10.0%
504315 Safety Supplies		-		-		-	0.0%		-		-	0.0%
504316 COVID-19		-		-		-	0.0%		-		-	0.0%
504317 Cleaning Supplies		-		-		-	0.0%		-		-	0.0%
504409 Repair/Maint Supplies		-		-		-	0.0%		-		-	0.0%
504417 Tenant Repairs		-		-		-	0.0%		-		-	0.0%
504421 Non-Inventory Parts		-		-		-	0.0%		-		-	0.0%
504511 Small Tools		-		-		-	0.0%		-		-	0.0%
504515 Employee Tool Replacement		-		-		-	0.0%		-		-	0.0%
<b>Totals</b>	\$	119,070	\$	10,250	\$	(108,820)	(91.4%)	\$	11,810	\$	1,560	15.2%
<b>UTILITIES</b>												
505010 Propulsion Power	\$	-	\$	-	\$	-	0.0%	\$	-	\$	-	0.0%
505011 Gas & Electric		-		-		-	0.0%		-		-	0.0%
505021 Water & Garbage		-		-		-	0.0%		-		-	0.0%
505031 Telecommunications		650		-		(650)	(100.0%)		-		-	0.0%
<b>Totals</b>	\$	650	\$	-	\$	(650)	(100.0%)	\$	-	\$	-	0.0%
<b>CASUALTY &amp; LIABILITY</b>												
506011 Insurance - Property	\$	-	\$	-	\$	-	0.0%	\$	-	\$	-	0.0%
506015 Insurance - PL/PD		-		-		-	0.0%		-		-	0.0%
506021 Insurance - Other		-		-		-	0.0%		-		-	0.0%
506123 Settlement Costs		-		-		-	0.0%		-		-	0.0%
506127 Repairs - District Prop		-		-		-	0.0%		-		-	0.0%
<b>Totals</b>	\$	-	\$	-	\$	-	0.0%	\$	-	\$	-	0.0%

Attachment C

13C.22

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY24 & FY25 OPERATING BUDGET

## Customer Service - 1300

ACCOUNT	June-22		June-23		June-23		Increase/(Decrease) \$ VAR	% VAR	PLAN FY25	Increase/(Decrease) \$ VAR	% VAR
	BUDGET FY23	BUDGET FY24	BUDGET FY24	BUDGET FY25	PLAN FY25						
<b>TAXES</b>											
507051 Fuel Tax	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	-	\$ -	-	0.0%
507201 Licenses & Permits	13,200	13,000	13,000	(200)	14,690	1,690	(1.5%)	14,690	1,690	13.0%	
507999 Other Taxes	-	-	-	-	-	-	0.0%	-	-	0.0%	
<b>Totals</b>	<b>\$ 13,200</b>	<b>\$ 13,000</b>	<b>\$ 13,000</b>	<b>(200)</b>	<b>\$ 14,690</b>	<b>\$ 1,690</b>	<b>(1.5%)</b>	<b>\$ 14,690</b>	<b>\$ 1,690</b>	<b>13.0%</b>	
<b>MISC EXPENSE</b>											
509011 Dues/Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	-	\$ -	-	0.0%
509081 Advertising - District Promo	-	-	-	-	-	-	0.0%	-	-	-	0.0%
509101 Employee Incentive Program	1,200	1,200	1,200	-	1,200	-	0.0%	1,200	-	0.0%	
509121 Employee Training	7,068	8,513	8,513	1,445	7,639	(874)	20.4%	7,639	(874)	(10.3%)	
509122 BOD Travel	-	-	-	-	-	-	0.0%	-	-	0.0%	
509123 Travel	5,360	5,360	5,360	-	5,360	-	0.0%	5,360	-	0.0%	
509125 Local Meeting Expense	300	300	300	-	300	-	0.0%	300	-	0.0%	
509127 Board Director Fees	-	-	-	-	-	-	0.0%	-	-	0.0%	
509150 Contributions	-	-	-	-	-	-	0.0%	-	-	0.0%	
509198 Cash Over/Short	-	-	-	-	-	-	0.0%	-	-	0.0%	
509999 Other Misc Expense	-	-	-	-	-	-	0.0%	-	-	0.0%	
<b>Totals</b>	<b>\$ 13,928</b>	<b>\$ 15,373</b>	<b>\$ 15,373</b>	<b>1,445</b>	<b>\$ 14,499</b>	<b>(874)</b>	<b>10.4%</b>	<b>\$ 14,499</b>	<b>(874)</b>	<b>(5.7%)</b>	
<b>INTEREST EXPENSE &amp; DEBT SERVICE</b>											
511102 Interest Expense - Loan	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	-	\$ -	-	0.0%
511103 Interest Expense - POB	-	-	-	-	-	-	0.0%	-	-	0.0%	
524000 Principal - POB	-	-	-	-	-	-	0.0%	-	-	0.0%	
<b>Totals</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	
<b>LEASES &amp; RENTALS</b>											
512011 Facility Lease	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	-	\$ -	-	0.0%
512061 Equipment Rental	3,982	3,606	3,606	(376)	3,606	-	(9.4%)	3,606	-	0.0%	
<b>Totals</b>	<b>\$ 3,982</b>	<b>\$ 3,606</b>	<b>\$ 3,606</b>	<b>(376)</b>	<b>\$ 3,606</b>	<b>\$ -</b>	<b>(9.4%)</b>	<b>\$ 3,606</b>	<b>\$ -</b>	<b>0.0%</b>	
<b>PERSONNEL TOTAL</b>											
	\$ 1,747,242	\$ 1,091,081	\$ 1,091,081	\$(656,161)	\$ 1,117,775	\$ 26,694	(37.6%)	\$ 1,117,775	\$ 26,694	2.4%	
<b>NON-PERSONNEL TOTAL</b>											
	\$ 528,056	\$ 44,729	\$ 44,729	\$(483,327)	\$ 48,305	\$ 3,576	(91.5%)	\$ 48,305	\$ 3,576	8.0%	
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 2,275,298</b>	<b>\$ 1,135,810</b>	<b>\$ 1,135,810</b>	<b>\$(1,139,488)</b>	<b>\$ 1,166,080</b>	<b>\$ 30,270</b>	<b>(50.1%)</b>	<b>\$ 1,166,080</b>	<b>\$ 30,270</b>	<b>2.7%</b>	

13C.23

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY24 & FY25 OPERATING BUDGET

## Marketing - 1325

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

Attachment C

13C.24

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

**Marketing - 1325**

ACCOUNT	June-22	June-23	June-23		June-23	
	BUDGET FY23	BUDGET FY24	Increase/(Decrease) \$ VAR	% VAR	PLAN FY25	Increase/(Decrease) \$ VAR % VAR
SERVICES						
503011 Accting/Audit Fees	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%
503012 Admin/Bank Fees	-	-	-	0.0%	-	0.0%
503031 Prof/Technical Fees	-	585,000	585,000	100.0%	585,000	0.0%
503032 Legislative Services	-	-	-	0.0%	-	0.0%
503033 Legal Services	-	-	-	0.0%	-	0.0%
503034 Pre-Employment Exams	-	-	-	0.0%	-	0.0%
503041 Temp Help	-	-	-	0.0%	-	0.0%
503161 Custodial Services	-	-	-	0.0%	-	0.0%
503162 Uniforms/Laundry	-	-	-	0.0%	-	0.0%
503171 Security Services	-	-	-	0.0%	-	0.0%
503221 Classified/Legal Ads	-	-	-	0.0%	-	0.0%
503222 Legal Ads	-	-	-	0.0%	-	0.0%
503225 Graphic Services	-	-	-	0.0%	-	0.0%
503351 Repair - Bldg & Impr	-	-	-	0.0%	-	0.0%
503352 Repair - Equipment	-	-	-	0.0%	-	0.0%
503353 Repair - Rev Vehicle	-	-	-	0.0%	-	0.0%
503354 Repair - Non Rev Vehicle	-	-	-	0.0%	-	0.0%
503363 Haz Mat Disposal	-	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>\$ -</b>	<b>\$ 585,000</b>	<b>\$ 585,000</b>	<b>100.0%</b>	<b>\$ 585,000</b>	<b>0.0%</b>
MOBILE MATERIALS & SUPPLIES						
504011 Fuels & Lubricants - Non Rev Veh	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%
504012 Fuels & Lubricants - Rev Veh	-	-	-	0.0%	-	0.0%
Hydrogen fuel	-	-	-	0.0%	-	0.0%
504021 Tires & Tubes	-	-	-	0.0%	-	0.0%
504161 Other Mobile Supplies	-	-	-	0.0%	-	0.0%
504191 Rev Vehicle Parts	-	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>0.0%</b>

Attachment C

**13C.25**

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY24 & FY25 OPERATING BUDGET

## Marketing - 1325

ACCOUNT	June-22	June-23	June-23		June-23	
	BUDGET FY23	BUDGET FY24	Increase/(Decrease) \$ VAR	% VAR	PLAN FY25	Increase/(Decrease) \$ VAR
<b>OTHER MATERIALS &amp; SUPPLIES</b>						
504205 Freight Out	\$ -	\$ -	\$ -	0.0%	-	\$ -
504211 Postage & Mailing	-	24,000	24,000	100.0%	24,000	-
504214 Promotional Items	-	61,000	61,000	100.0%	61,000	-
504215 Printing	-	346,800	346,800	100.0%	209,800	(137,000)
504217 Photo Supp/Process	-	-	-	0.0%	-	-
504311 Office Supplies	-	5,000	5,000	100.0%	5,250	250
504315 Safety Supplies	-	-	-	0.0%	-	-
504316 COVID-19	-	-	-	0.0%	-	-
504317 Cleaning Supplies	-	-	-	0.0%	-	-
504409 Repair/Maint Supplies	-	-	-	0.0%	-	-
504417 Tenant Repairs	-	-	-	0.0%	-	-
504421 Non-Inventory Parts	-	-	-	0.0%	-	-
504511 Small Tools	-	-	-	0.0%	-	-
504515 Employee Tool Replacement	-	-	-	0.0%	-	-
<b>Totals</b>	<b>\$ -</b>	<b>\$ 436,800</b>	<b>\$ 436,800</b>	<b>100.0%</b>	<b>\$ 300,050</b>	<b>\$ (136,750)</b>
<b>UTILITIES</b>						
505010 Propulsion Power	\$ -	\$ -	\$ -	0.0%	-	\$ -
505011 Gas & Electric	-	-	-	0.0%	-	-
505021 Water & Garbage	-	-	-	0.0%	-	-
505031 Telecommunications	-	1,000	1,000	100.0%	1,000	-
<b>Totals</b>	<b>\$ -</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>100.0%</b>	<b>\$ 1,000</b>	<b>\$ -</b>
<b>CASUALTY &amp; LIABILITY</b>						
506011 Insurance - Property	\$ -	\$ -	\$ -	0.0%	-	\$ -
506015 Insurance - PL/PD	-	-	-	0.0%	-	-
506021 Insurance - Other	-	-	-	0.0%	-	-
506123 Settlement Costs	-	-	-	0.0%	-	-
506127 Repairs - District Prop	-	-	-	0.0%	-	-
<b>Totals</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>\$ -</b>

Attachment C

13C.26

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY24 & FY25 OPERATING BUDGET

## Marketing - 1325

ACCOUNT	June-22		June-23		June-23		Increase/(Decrease) \$ VAR	% VAR	Increase/(Decrease) \$ VAR	% VAR
	BUDGET FY23	BUDGET FY24	BUDGET FY24	BUDGET FY25	PLAN FY25					
<b>TAXES</b>										
507051 Fuel Tax	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%	\$ -
507201 Licenses & Permits	-	-	-	-	-	-	0.0%	-	0.0%	-
507999 Other Taxes	-	-	-	-	-	-	0.0%	-	0.0%	-
<b>Totals</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>
<b>MISC EXPENSE</b>										
509011 Dues/Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%	\$ -
509081 Advertising - District Promo	-	245,000	245,000	245,000	245,000	245,000	100.0%	-	0.0%	-
509101 Employee Incentive Program	-	-	-	-	-	-	0.0%	-	0.0%	-
509121 Employee Training	-	12,000	12,000	12,000	13,200	1,200	100.0%	1,200	10.0%	1,200
509122 BOD Travel	-	-	-	-	-	-	0.0%	-	0.0%	-
509123 Travel	-	10,000	10,000	10,000	10,100	100	100.0%	100	1.0%	100
509125 Local Meeting Expense	-	800	800	800	840	40	100.0%	40	5.0%	40
509127 Board Director Fees	-	-	-	-	-	-	0.0%	-	0.0%	-
509150 Contributions	-	-	-	-	-	-	0.0%	-	0.0%	-
509198 Cash Over/Short	-	-	-	-	-	-	0.0%	-	0.0%	-
509999 Other Misc Expense	-	-	-	-	-	-	0.0%	-	0.0%	-
<b>Totals</b>	<b>\$ -</b>	<b>\$ 267,800</b>	<b>\$ 267,800</b>	<b>\$ 267,800</b>	<b>\$ 269,140</b>	<b>\$ 1,340</b>	<b>100.0%</b>	<b>\$ 1,340</b>	<b>0.5%</b>	<b>\$ 1,340</b>
<b>INTEREST EXPENSE &amp; DEBT SERVICE</b>										
511102 Interest Expense - Loan	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%	\$ -
511103 Interest Expense - POB	-	-	-	-	-	-	0.0%	-	0.0%	-
524000 Principal - POB	-	-	-	-	-	-	0.0%	-	0.0%	-
<b>Totals</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>
<b>LEASES &amp; RENTALS</b>										
512011 Facility Lease	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%	\$ -
512061 Equipment Rental	-	-	-	-	-	-	0.0%	-	0.0%	-
<b>Totals</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>
<b>PERSONNEL TOTAL</b>	<b>\$ -</b>	<b>\$ 284,233</b>	<b>\$ 284,233</b>	<b>\$ 284,233</b>	<b>\$ 298,415</b>	<b>\$ 14,182</b>	<b>100.0%</b>	<b>\$ 14,182</b>	<b>5.0%</b>	<b>\$ 14,182</b>
<b>NON-PERSONNEL TOTAL</b>	<b>\$ -</b>	<b>\$ 1,290,600</b>	<b>\$ 1,290,600</b>	<b>\$ 1,290,600</b>	<b>\$ 1,155,190</b>	<b>\$ (135,410)</b>	<b>100.0%</b>	<b>\$ (135,410)</b>	<b>(10.5%)</b>	<b>\$ (135,410)</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ -</b>	<b>\$ 1,574,833</b>	<b>\$ 1,574,833</b>	<b>\$ 1,574,833</b>	<b>\$ 1,453,605</b>	<b>\$ (121,228)</b>	<b>100.0%</b>	<b>\$ (121,228)</b>	<b>(7.7%)</b>	<b>\$ (121,228)</b>

Attachment C

13C.27

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY24 & FY25 OPERATING BUDGET

## HR - 1400

ACCOUNT	June-22	June-23	June-23		June-23		June-23	
	BUDGET FY23	BUDGET FY24	Increase/(Decrease) \$ VAR	% VAR	PLAN FY25	Increase/(Decrease) \$ VAR	% VAR	Increase/(Decrease) \$ VAR
LABOR								
501011 Bus Operator Pay	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%	\$ -
501013 Bus Operator OT	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%	\$ -
501021 Other Salaries	511,627	583,711	72,084	14.1%	596,872	13,161	2.3%	13,161
501023 Other OT	5,336	1,000	(4,336)	(81.3%)	1,000	-	0.0%	-
<b>Totals</b>	<b>\$ 516,963</b>	<b>\$ 584,711</b>	<b>\$ 67,748</b>	<b>13.1%</b>	<b>\$ 597,872</b>	<b>\$ 13,161</b>	<b>2.3%</b>	<b>\$ 13,161</b>
FRINGE BENEFITS								
502011 Medicare/Soc. Sec.	\$ 8,988	\$ 10,291	\$ 1,303	14.5%	\$ 10,639	\$ 348	3.4%	\$ 348
502021 Retirement	58,230	75,314	17,084	29.3%	77,147	1,833	2.4%	1,833
502022 Retirement UAL	28,335	-	(28,335)	(100.0%)	-	-	0.0%	-
502031 Medical Ins	146,845	151,518	4,673	3.2%	162,451	10,933	7.2%	10,933
502041 Dental Ins	8,244	10,267	2,023	24.5%	10,458	191	1.9%	191
502045 Vision Ins	1,656	1,932	276	16.7%	1,932	-	0.0%	-
502051 Life Ins/AD&D	910	1,027	117	12.9%	1,059	32	3.1%	32
502060 State Disability Ins (SDI)	6,349	6,092	(257)	(4.0%)	6,532	440	7.2%	440
502061 Long Term Disability Ins	3,744	4,338	594	15.9%	4,338	-	0.0%	-
502071 State Unemployment Ins (SUI)	852	735	(117)	(13.7%)	784	49	6.7%	49
502081 Worker's Comp Ins	20,774	22,175	1,401	6.7%	22,840	665	3.0%	665
502101 Holiday Pay	18,564	21,204	2,640	14.2%	22,107	903	4.3%	903
502103 Floating Holiday	12,232	12,842	610	5.0%	13,485	643	5.0%	643
502109 Sick Leave	27,845	31,807	3,962	14.2%	33,162	1,355	4.3%	1,355
502111 Annual Leave	47,417	54,260	6,843	14.4%	61,903	7,643	14.1%	7,643
502121 Other Paid Absence	4,351	4,971	620	14.2%	5,181	210	4.2%	210
502251 Phys. Exams	-	-	-	0.0%	-	-	0.0%	-
502253 Driver Lic Renewal	-	-	-	0.0%	-	-	0.0%	-
502999 Other Fringe Benefits	4,074	8,103	4,029	98.9%	8,110	7	0.1%	7
<b>Totals</b>	<b>\$ 399,410</b>	<b>\$ 416,876</b>	<b>\$ 17,466</b>	<b>4.4%</b>	<b>\$ 442,128</b>	<b>\$ 25,252</b>	<b>6.1%</b>	<b>\$ 25,252</b>



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

**HR - 1400**

ACCOUNT	June-22	June-23	June-23		June-23		Increase/(Decrease) \$ VAR	% VAR	Increase/(Decrease) \$ VAR	% VAR
	BUDGET FY23	BUDGET FY24	BUDGET FY24	PLAN FY25	Increase/(Decrease) \$ VAR	% VAR				
<b>SERVICES</b>										
503011 Accting/Audit Fees	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	-	\$ -	0.0%	0.0%
503012 Admin/Bank Fees	-	-	-	-	0.0%	-	-	-	0.0%	0.0%
503031 Prof/Technical Fees	92,647	224,576	131,929	228,805	142.4%	4,229	4,229	4,229	1.9%	1.9%
503032 Legislative Services	-	-	-	-	0.0%	-	-	-	0.0%	0.0%
503033 Legal Services	-	-	-	-	0.0%	-	-	-	0.0%	0.0%
503034 Pre-Employment Exams	9,179	10,219	1,040	10,710	11.3%	491	491	491	4.8%	4.8%
503041 Temp Help	-	-	-	-	0.0%	-	-	-	0.0%	0.0%
503161 Custodial Services	-	-	-	-	0.0%	-	-	-	0.0%	0.0%
503162 Uniforms/Laundry	-	-	-	-	0.0%	-	-	-	0.0%	0.0%
503171 Security Services	-	-	-	-	0.0%	-	-	-	0.0%	0.0%
503221 Classified/Legal Ads	17,926	31,166	13,240	31,324	73.9%	158	158	158	0.5%	0.5%
503222 Legal Ads	-	-	-	-	0.0%	-	-	-	0.0%	0.0%
503225 Graphic Services	-	-	-	-	0.0%	-	-	-	0.0%	0.0%
503351 Repair - Bldg & Impr	-	-	-	-	0.0%	-	-	-	0.0%	0.0%
503352 Repair - Equipment	-	-	-	-	0.0%	-	-	-	0.0%	0.0%
503353 Repair - Rev Vehicle	-	-	-	-	0.0%	-	-	-	0.0%	0.0%
503354 Repair - Non Rev Vehicle	-	-	-	-	0.0%	-	-	-	0.0%	0.0%
503363 Haz Mat Disposal	-	-	-	-	0.0%	-	-	-	0.0%	0.0%
<b>Totals</b>	<b>\$ 119,752</b>	<b>\$ 265,961</b>	<b>\$ 146,209</b>	<b>\$ 270,839</b>	<b>122.1%</b>	<b>\$ 4,878</b>	<b>\$ 4,878</b>	<b>\$ 4,878</b>	<b>1.8%</b>	<b>1.8%</b>
<b>MOBILE MATERIALS &amp; SUPPLIES</b>										
504011 Fuels & Lubricants - Non Rev Veh	\$ -	\$ -	\$ -	\$ -	0.0%	-	-	\$ -	0.0%	0.0%
504012 Fuels & Lubricants - Rev Veh	-	-	-	-	0.0%	-	-	-	0.0%	0.0%
Hydro	-	-	-	-	0.0%	-	-	-	0.0%	0.0%
504021 Tires & Tubes	-	-	-	-	0.0%	-	-	-	0.0%	0.0%
504161 Other Mobile Supplies	-	-	-	-	0.0%	-	-	-	0.0%	0.0%
504191 Rev Vehicle Parts	-	-	-	-	0.0%	-	-	-	0.0%	0.0%
<b>Totals</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>0.0%</b>

**13C.29**

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY24 & FY25 OPERATING BUDGET

HR - 1400

ACCOUNT	June-22	June-23	June-23		June-23		
	BUDGET FY23	BUDGET FY24	Increase/(Decrease) \$ VAR	% VAR	PLAN FY25	Increase/(Decrease) \$ VAR	% VAR
<b>OTHER MATERIALS &amp; SUPPLIES</b>							
504205 Freight Out	\$ -	\$ -	\$ -	0.0%	-	\$ -	0.0%
504211 Postage & Mailing	-	-	-	0.0%	-	-	0.0%
504214 Promotional Items	-	-	-	0.0%	-	-	0.0%
504215 Printing	1,030	2,055	1,025	99.5%	1,108	(947)	(46.1%)
504217 Photo Supp/Process	-	-	-	0.0%	-	-	0.0%
504311 Office Supplies	-	-	-	0.0%	-	-	0.0%
504315 Safety Supplies	-	-	-	0.0%	-	-	0.0%
504316 COVID-19	-	-	-	0.0%	-	-	0.0%
504317 Cleaning Supplies	-	-	-	0.0%	-	-	0.0%
504409 Repair/Maint Supplies	-	-	-	0.0%	-	-	0.0%
504417 Tenant Repairs	-	-	-	0.0%	-	-	0.0%
504421 Non-Inventory Parts	-	-	-	0.0%	-	-	0.0%
504511 Small Tools	-	-	-	0.0%	-	-	0.0%
504515 Employee Tool Replacement	-	-	-	0.0%	-	-	0.0%
<b>Totals \$</b>	<b>1,030 \$</b>	<b>2,055 \$</b>	<b>1,025 \$</b>	<b>99.5%</b>	<b>1,108 \$</b>	<b>(947) \$</b>	<b>(46.1%)</b>
<b>UTILITIES</b>							
505010 Propulsion Power	\$ -	\$ -	\$ -	0.0%	-	\$ -	0.0%
505011 Gas & Electric	-	-	-	0.0%	-	-	0.0%
505021 Water & Garbage	-	-	-	0.0%	-	-	0.0%
505031 Telecommunications	-	-	-	0.0%	-	-	0.0%
<b>Totals \$</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>
<b>CASUALTY &amp; LIABILITY</b>							
506011 Insurance - Property	\$ -	\$ -	\$ -	0.0%	-	\$ -	0.0%
506015 Insurance - PL/PD	-	-	-	0.0%	-	-	0.0%
506021 Insurance - Other	-	-	-	0.0%	-	-	0.0%
506123 Settlement Costs	-	-	-	0.0%	-	-	0.0%
506127 Repairs - District Prop	-	-	-	0.0%	-	-	0.0%
<b>Totals \$</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>

13C.30

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY24 & FY25 OPERATING BUDGET

HR - 1400

ACCOUNT	June-22	June-23	June-23		June-23		Increase/(Decrease) \$ VAR	% VAR	Increase/(Decrease) \$ VAR	% VAR
	BUDGET FY23	BUDGET FY24	BUDGET FY24	PLAN FY25	BUDGET FY24	PLAN FY25				
<b>TAXES</b>										
507051 Fuel Tax	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	-	0.0%	\$ -	0.0%
507201 Licenses & Permits	-	-	-	-	0.0%	-	-	0.0%	-	0.0%
507999 Other Taxes	-	-	-	-	0.0%	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>-</b>	<b>0.0%</b>	<b>\$ -</b>	<b>0.0%</b>
<b>MISC EXPENSE</b>										
509011 Dues/Subscriptions	\$ 3,770	\$ 3,862	\$ 3,862	\$ 4,055	2.4%	\$ 92	193	5.0%	\$ 193	5.0%
509081 Advertising - District Promo	-	-	-	-	0.0%	-	-	0.0%	-	0.0%
509101 Employee Incentive Program	3,000	5,500	2,500	5,650	83.3%	2,500	150	2.7%	150	2.7%
509121 Employee Training	23,110	25,693	2,583	24,881	11.2%	2,583	(812)	(3.2%)	(812)	(3.2%)
509122 BOD Travel	-	-	-	-	0.0%	-	-	0.0%	-	0.0%
509123 Travel	5,000	11,387	6,387	11,387	127.7%	6,387	-	0.0%	-	0.0%
509125 Local Meeting Expense	1,780	1,805	25	1,895	1.4%	25	90	5.0%	90	5.0%
509127 Board Director Fees	-	-	-	-	0.0%	-	-	0.0%	-	0.0%
509150 Contributions	-	-	-	-	0.0%	-	-	0.0%	-	0.0%
509198 Cash Over/Short	-	-	-	-	0.0%	-	-	0.0%	-	0.0%
509999 Other Misc Expense	-	-	-	-	0.0%	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>\$ 36,660</b>	<b>\$ 48,247</b>	<b>\$ 11,587</b>	<b>\$ 47,868</b>	<b>31.6%</b>	<b>\$ 11,587</b>	<b>(379)</b>	<b>(0.8%)</b>	<b>\$ (379)</b>	<b>(0.8%)</b>
<b>INTEREST EXPENSE &amp; DEBT SERVICE</b>										
511102 Interest Expense - Loan	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	-	0.0%	\$ -	0.0%
511103 Interest Expense - POB	-	-	-	-	0.0%	-	-	0.0%	-	0.0%
524000 Principal - POB	-	-	-	-	0.0%	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>-</b>	<b>0.0%</b>	<b>\$ -</b>	<b>0.0%</b>
<b>LEASES &amp; RENTALS</b>										
512011 Facility Lease	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	-	0.0%	\$ -	0.0%
512061 Equipment Rental	-	-	-	-	0.0%	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>-</b>	<b>0.0%</b>	<b>\$ -</b>	<b>0.0%</b>
<b>PERSONNEL TOTAL</b>	<b>\$ 916,373</b>	<b>\$ 1,001,587</b>	<b>\$ 85,214</b>	<b>\$ 1,040,000</b>	<b>9.3%</b>	<b>\$ 85,214</b>	<b>\$ 38,413</b>	<b>3.8%</b>	<b>\$ 38,413</b>	<b>3.8%</b>
<b>NON-PERSONNEL TOTAL</b>	<b>\$ 157,442</b>	<b>\$ 316,263</b>	<b>\$ 158,821</b>	<b>\$ 319,815</b>	<b>100.9%</b>	<b>\$ 158,821</b>	<b>\$ 3,552</b>	<b>1.1%</b>	<b>\$ 3,552</b>	<b>1.1%</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 1,073,815</b>	<b>\$ 1,317,850</b>	<b>\$ 244,035</b>	<b>\$ 1,359,815</b>	<b>22.7%</b>	<b>\$ 244,035</b>	<b>\$ 41,965</b>	<b>3.2%</b>	<b>\$ 41,965</b>	<b>3.2%</b>

13C.31

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY24 & FY25 OPERATING BUDGET

## IT - 1500

ACCOUNT	June-22	June-23	June-23		Increase/(Decrease)		June-23	Increase/(Decrease)	
	BUDGET	BUDGET	BUDGET	PLAN	\$ VAR	% VAR		\$ VAR	% VAR
	FY23	FY24	FY24	FY25			FY25		
LABOR									
501011 Bus Operator Pay	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%
501013 Bus Operator OT	-	-	-	-	-	0.0%	-	-	0.0%
501021 Other Salaries	612,906	607,711	607,711	618,645	(5,195)	(0.8%)	618,645	10,934	1.8%
501023 Other OT	1,001	1,000	1,000	1,001	(1)	(0.1%)	1,001	1	0.1%
<b>Totals</b>	<b>\$ 613,907</b>	<b>\$ 608,711</b>	<b>\$ 608,711</b>	<b>\$ 619,646</b>	<b>\$ (5,196)</b>	<b>(0.8%)</b>	<b>\$ 619,646</b>	<b>\$ 10,935</b>	<b>1.8%</b>
FRINGE BENEFITS									
502011 Medicare/Soc. Sec.	\$ 10,944	\$ 10,929	\$ 10,929	\$ 11,120	\$ (15)	(0.1%)	\$ 11,120	\$ 191	1.7%
502021 Retirement	73,201	82,805	82,805	82,714	9,604	13.1%	82,714	(91)	(0.1%)
502022 Retirement UAL	35,621	-	-	-	(35,621)	(100.0%)	-	-	0.0%
502031 Medical Ins	143,474	157,131	157,131	168,463	13,657	9.5%	168,463	11,332	7.2%
502041 Dental Ins	6,756	6,924	6,924	7,056	168	2.5%	7,056	132	1.9%
502045 Vision Ins	1,656	1,656	1,656	1,656	-	0.0%	1,656	-	0.0%
502051 Life Ins/AD&D	1,005	1,014	1,014	1,044	9	0.9%	1,044	30	3.0%
502060 State Disability Ins (SDI)	7,079	6,176	6,176	6,590	(903)	(12.8%)	6,590	414	6.7%
502061 Long Term Disability Ins	4,086	4,338	4,338	4,338	252	6.2%	4,338	-	0.0%
502071 State Unemployment Ins (SUI)	852	630	630	672	(222)	(26.1%)	672	42	6.7%
502081 Worker's Comp Ins	20,774	19,007	19,007	19,577	(1,767)	(8.5%)	19,577	570	3.0%
502101 Holiday Pay	22,645	22,593	22,593	22,990	(52)	(0.2%)	22,990	397	1.8%
502103 Floating Holiday	19,625	20,315	20,315	20,570	690	3.5%	20,570	255	1.3%
502109 Sick Leave	33,965	33,891	33,891	34,485	(74)	(0.2%)	34,485	594	1.8%
502111 Annual Leave	66,927	62,964	62,964	63,800	(3,963)	(5.9%)	63,800	836	1.3%
502121 Other Paid Absence	5,306	5,295	5,295	5,387	(11)	(0.2%)	5,387	92	1.7%
502251 Phys. Exams	-	-	-	-	-	0.0%	-	-	0.0%
502253 Driver Lic Renewal	-	-	-	-	-	0.0%	-	-	0.0%
502999 Other Fringe Benefits	6,024	6,024	6,024	6,030	-	0.0%	6,030	6	0.1%
<b>Totals</b>	<b>\$ 459,940</b>	<b>\$ 441,692</b>	<b>\$ 441,692</b>	<b>\$ 456,492</b>	<b>\$ (18,248)</b>	<b>(4.0%)</b>	<b>\$ 456,492</b>	<b>\$ 14,800</b>	<b>3.4%</b>

13C.32

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

**IT - 1500**

ACCOUNT	June-22	June-23	June-23		June-23		Increase/(Decrease) \$ VAR	% VAR	Increase/(Decrease) \$ VAR	% VAR
	BUDGET FY23	BUDGET FY24	BUDGET FY24	PLAN FY25	BUDGET FY25	PLAN FY25				
<b>SERVICES</b>										
503011 Accting/Audit Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%	
503012 Admin/Bank Fees	-	-	-	-	-	-	0.0%	-	0.0%	
503031 Prof/Technical Fees	6,000	31,000	25,000	6,000	25,000	6,000	416.7%	(25,000)	(80.6%)	
503032 Legislative Services	-	-	-	-	-	-	0.0%	-	0.0%	
503033 Legal Services	-	-	-	-	-	-	0.0%	-	0.0%	
503034 Pre-Employment Exams	-	-	-	-	-	-	0.0%	-	0.0%	
503041 Temp Help	-	-	-	-	-	-	0.0%	-	0.0%	
503161 Custodial Services	-	-	-	-	-	-	0.0%	-	0.0%	
503162 Uniforms/Laundry	-	-	-	-	-	-	0.0%	-	0.0%	
503171 Security Services	-	-	-	-	-	-	0.0%	-	0.0%	
503221 Classified/Legal Ads	-	-	-	-	-	-	0.0%	-	0.0%	
503222 Legal Ads	-	-	-	-	-	-	0.0%	-	0.0%	
503225 Graphic Services	-	-	-	-	-	-	0.0%	-	0.0%	
503351 Repair - Bldg & Impr	-	-	-	-	-	-	0.0%	-	0.0%	
503352 Repair - Equipment	481,000	929,000	448,000	962,388	448,000	962,388	93.1%	33,388	3.6%	
503353 Repair - Rev Vehicle	-	-	-	-	-	-	0.0%	-	0.0%	
503354 Repair - Non Rev Vehicle	-	-	-	-	-	-	0.0%	-	0.0%	
503363 Haz Mat Disposal	-	-	-	-	-	-	0.0%	-	0.0%	
<b>Totals \$</b>	<b>487,000 \$</b>	<b>960,000 \$</b>	<b>473,000 \$</b>	<b>968,388 \$</b>	<b>473,000 \$</b>	<b>968,388 \$</b>	<b>97.1%</b>	<b>8,388</b>	<b>0.9%</b>	
<b>MOBILE MATERIALS &amp; SUPPLIES</b>										
504011 Fuels & Lubricants - Non Rev Veh	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%	
504012 Fuels & Lubricants - Rev Veh	-	-	-	-	-	-	0.0%	-	0.0%	
Hydro										
Hydrogen fuel	-	-	-	-	-	-	0.0%	-	0.0%	
504021 Tires & Tubes	-	-	-	-	-	-	0.0%	-	0.0%	
504161 Other Mobile Supplies	-	-	-	-	-	-	0.0%	-	0.0%	
504191 Rev Vehicle Parts	-	-	-	-	-	-	0.0%	-	0.0%	
<b>Totals \$</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>0.0%</b>	

Attachment C

**13C.33**

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY24 & FY25 OPERATING BUDGET

## IT - 1500

ACCOUNT	June-22	June-23	June-23	June-23	June-23	June-23
	BUDGET FY23	BUDGET FY24	BUDGET FY24	PLAN FY25	Increase/(Decrease) \$ VAR	Increase/(Decrease) % VAR
<b>OTHER MATERIALS &amp; SUPPLIES</b>						
504205 Freight Out	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
504211 Postage & Mailing	-	-	-	-	-	0.0%
504214 Promotional Items	-	-	-	-	-	0.0%
504215 Printing	-	-	-	-	-	0.0%
504217 Photo Supp/Process	-	-	-	-	-	0.0%
504311 Office Supplies	30,700	30,500	(200)	30,500	-	0.0%
504315 Safety Supplies	-	-	-	-	-	0.0%
504316 COVID-19	-	-	-	-	-	0.0%
504317 Cleaning Supplies	-	-	-	-	-	0.0%
504409 Repair/Maint Supplies	-	-	-	-	-	0.0%
504417 Tenant Repairs	-	-	-	-	-	0.0%
504421 Non-Inventory Parts	-	-	-	-	-	0.0%
504511 Small Tools	-	-	-	-	-	0.0%
504515 Employee Tool Replacement	-	-	-	-	-	0.0%
<b>Totals \$</b>	<b>30,700 \$</b>	<b>30,500 \$</b>	<b>(200)</b>	<b>30,500 \$</b>	<b>0.7%</b>	<b>0.0%</b>
<b>UTILITIES</b>						
505010 Propulsion Power	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
505011 Gas & Electric	-	-	-	-	-	0.0%
505021 Water & Garbage	-	-	-	-	-	0.0%
505031 Telecommunications	-	-	-	-	-	0.0%
<b>Totals \$</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>0.0%</b>
<b>CASUALTY &amp; LIABILITY</b>						
506011 Insurance - Property	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
506015 Insurance - PL/PD	-	-	-	-	-	0.0%
506021 Insurance - Other	-	-	-	-	-	0.0%
506123 Settlement Costs	-	-	-	-	-	0.0%
506127 Repairs - District Prop	-	-	-	-	-	0.0%
<b>Totals \$</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>0.0%</b>

13C.34

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

**IT - 1500**

ACCOUNT	June-22	June-23	June-23		Increase/(Decrease) \$ VAR	% VAR	Increase/(Decrease) \$ VAR	% VAR
	BUDGET FY23	BUDGET FY24	PLAN FY25	PLAN FY25				
<b>TAXES</b>								
507051 Fuel Tax	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%
507201 Licenses & Permits	-	-	-	-	-	0.0%	-	0.0%
507999 Other Taxes	-	-	-	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>0.0%</b>
<b>MISC EXPENSE</b>								
509011 Dues/Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%
509081 Advertising - District Promo	-	-	-	-	-	0.0%	-	0.0%
509101 Employee Incentive Program	-	-	-	-	-	0.0%	-	0.0%
509121 Employee Training	1,200	1,200	1,200	1,230	30	2.5%	30	2.5%
509122 BOD Travel	-	-	-	-	-	0.0%	-	0.0%
509123 Travel	2,200	2,200	2,200	2,200	-	0.0%	-	0.0%
509125 Local Meeting Expense	-	-	-	-	-	0.0%	-	0.0%
509127 Board Director Fees	-	-	-	-	-	0.0%	-	0.0%
509150 Contributions	-	-	-	-	-	0.0%	-	0.0%
509198 Cash Over/Short	-	-	-	-	-	0.0%	-	0.0%
509999 Other Misc Expense	-	-	-	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>\$ 3,400</b>	<b>\$ 3,400</b>	<b>\$ 3,400</b>	<b>\$ 3,430</b>	<b>\$ 30</b>	<b>0.9%</b>	<b>\$ 30</b>	<b>0.9%</b>
<b>INTEREST EXPENSE &amp; DEBT SERVICE</b>								
511102 Interest Expense - Loan	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%
511103 Interest Expense - POB	-	-	-	-	-	0.0%	-	0.0%
524000 Principal - POB	-	-	-	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>0.0%</b>
<b>LEASES &amp; RENTALS</b>								
512011 Facility Lease	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%
512061 Equipment Rental	-	-	-	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>0.0%</b>
<b>PERSONNEL TOTAL</b>	<b>\$ 1,073,847</b>	<b>\$ 1,050,403</b>	<b>\$ (23,444)</b>	<b>\$ 1,076,138</b>	<b>\$ 25,735</b>	<b>2.5%</b>	<b>\$ 25,735</b>	<b>2.5%</b>
<b>NON-PERSONNEL TOTAL</b>	<b>\$ 521,100</b>	<b>\$ 993,900</b>	<b>\$ 472,800</b>	<b>\$ 1,002,318</b>	<b>\$ 8,418</b>	<b>0.8%</b>	<b>\$ 8,418</b>	<b>0.8%</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 1,594,947</b>	<b>\$ 2,044,303</b>	<b>\$ 449,356</b>	<b>\$ 2,078,456</b>	<b>\$ 34,153</b>	<b>1.7%</b>	<b>\$ 34,153</b>	<b>1.7%</b>

Attachment C

**13C.35**

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY24 & FY25 OPERATING BUDGET

## Planning Grants - 1600

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

13C.36



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

**Planning Grants - 1600**

ACCOUNT	June-22	June-23	June-23		June-23	June-23	
	BUDGET FY23	BUDGET FY24	Increase/(Decrease) \$ VAR	% VAR	PLAN FY25	Increase/(Decrease) \$ VAR	% VAR
<b>SERVICES</b>							
503011 Accting/Audit Fees	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%
503012 Admin/Bank Fees	-	-	-	0.0%	-	-	0.0%
503031 Prof/Technical Fees	1,201,217	902,301	(298,916)	(24.9%)	812,817	(89,484)	(9.9%)
503032 Legislative Services	-	-	-	0.0%	-	-	0.0%
503033 Legal Services	-	-	-	0.0%	-	-	0.0%
503034 Pre-Employment Exams	-	-	-	0.0%	-	-	0.0%
503041 Temp Help	-	-	-	0.0%	-	-	0.0%
503161 Custodial Services	-	-	-	0.0%	-	-	0.0%
503162 Uniforms/Laundry	-	-	-	0.0%	-	-	0.0%
503171 Security Services	-	-	-	0.0%	-	-	0.0%
503221 Classified/Legal Ads	-	-	-	0.0%	-	-	0.0%
503222 Legal Ads	-	-	-	0.0%	-	-	0.0%
503225 Graphic Services	-	-	-	0.0%	-	-	0.0%
503351 Repair - Bldg & Impr	-	-	-	0.0%	-	-	0.0%
503352 Repair - Equipment	-	-	-	0.0%	-	-	0.0%
503353 Repair - Rev Vehicle	-	-	-	0.0%	-	-	0.0%
503354 Repair - Non Rev Vehicle	-	-	-	0.0%	-	-	0.0%
503363 Haz Mat Disposal	-	-	-	0.0%	-	-	0.0%
<b>Totals \$</b>	<b>1,201,217 \$</b>	<b>902,301 \$</b>	<b>(298,916)</b>	<b>(24.9%)</b>	<b>812,817 \$</b>	<b>(89,484)</b>	<b>(9.9%)</b>
<b>MOBILE MATERIALS &amp; SUPPLIES</b>							
504011 Fuels & Lubricants - Non Rev Veh	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%
504012 Fuels & Lubricants - Rev Veh	-	-	-	0.0%	-	-	0.0%
Hydro							
Hydrogen fuel	-	-	-	0.0%	-	-	0.0%
504021 Tires & Tubes	-	-	-	0.0%	-	-	0.0%
504161 Other Mobile Supplies	-	-	-	0.0%	-	-	0.0%
504191 Rev Vehicle Parts	-	-	-	0.0%	-	-	0.0%
<b>Totals \$</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>

**13C.37**

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY24 & FY25 OPERATING BUDGET

## Planning Grants - 1600

ACCOUNT	June-22		June-23		June-23		June-23	
	BUDGET	FY23	BUDGET	FY24	PLAN	FY25	Increase/(Decrease)	% VAR
							\$ VAR	% VAR
<b>OTHER MATERIALS &amp; SUPPLIES</b>								
504205 Freight Out	\$	-	\$	-	\$	-	\$	0.0%
504211 Postage & Mailing		-		-		-		0.0%
504214 Promotional Items		-		-		-		0.0%
504215 Printing	15,453		40,828		41,620		792	1.9%
504217 Photo Supp/Process		-		-		-		0.0%
504311 Office Supplies		-		-		-		0.0%
504315 Safety Supplies		-		-		-		0.0%
504316 COVID-19		-		-		-		0.0%
504317 Cleaning Supplies		-		-		-		0.0%
504409 Repair/Maint Supplies		-		-		-		0.0%
504417 Tenant Repairs		-		-		-		0.0%
504421 Non-Inventory Parts		-		-		-		0.0%
504511 Small Tools		-		-		-		0.0%
504515 Employee Tool Replacement		-		-		-		0.0%
<b>Totals \$</b>	<b>15,453</b>	<b>\$</b>	<b>40,828</b>	<b>\$</b>	<b>41,620</b>	<b>\$</b>	<b>792</b>	<b>1.9%</b>
<b>UTILITIES</b>								
505010 Propulsion Power	\$	-	\$	-	\$	-	\$	0.0%
505011 Gas & Electric		-		-		-		0.0%
505021 Water & Garbage		-		-		-		0.0%
505031 Telecommunications		-		-		-		0.0%
<b>Totals \$</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>0.0%</b>
<b>CASUALTY &amp; LIABILITY</b>								
506011 Insurance - Property	\$	-	\$	-	\$	-	\$	0.0%
506015 Insurance - PL/PD		-		-		-		0.0%
506021 Insurance - Other		-		-		-		0.0%
506123 Settlement Costs		-		-		-		0.0%
506127 Repairs - District Prop		-		-		-		0.0%
<b>Totals \$</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>0.0%</b>

13C.38

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY24 & FY25 OPERATING BUDGET

## Planning Grants - 1600

ACCOUNT	June-22	June-23	June-23		June-23		Increase/(Decrease) \$ VAR	% VAR	Increase/(Decrease) \$ VAR	% VAR
	BUDGET FY23	BUDGET FY24	BUDGET FY24	BUDGET FY25	BUDGET FY24	BUDGET FY25				
<b>TAXES</b>										
507051 Fuel Tax	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%	\$ -	-	\$ -	0.0%
507201 Licenses & Permits	-	-	-	-	0.0%	0.0%	-	-	-	0.0%
507999 Other Taxes	-	-	-	-	0.0%	0.0%	-	-	-	0.0%
<b>Totals</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>0.0%</b>	<b>\$ -</b>	<b>-</b>	<b>\$ -</b>	<b>0.0%</b>
<b>MISC EXPENSE</b>										
509011 Dues/Subscriptions	\$ -	\$ 800	\$ 800	\$ 840	100.0%	100.0%	\$ 840	40	\$ 40	5.0%
509081 Advertising - District Promo	-	-	-	-	0.0%	0.0%	-	-	-	0.0%
509101 Employee Incentive Program	-	-	-	-	0.0%	0.0%	-	-	-	0.0%
509121 Employee Training	3,799	6,008	2,209	6,310	58.1%	58.1%	3,111	302	\$ 302	5.0%
509122 BOD Travel	-	-	-	-	0.0%	0.0%	-	-	-	0.0%
509123 Travel	5,440	12,106	6,666	12,711	122.5%	122.5%	7,271	605	\$ 605	5.0%
509125 Local Meeting Expense	-	-	-	-	0.0%	0.0%	-	-	-	0.0%
509127 Board Director Fees	-	-	-	-	0.0%	0.0%	-	-	-	0.0%
509150 Contributions	-	-	-	-	0.0%	0.0%	-	-	-	0.0%
509198 Cash Over/Short	-	-	-	-	0.0%	0.0%	-	-	-	0.0%
509999 Other Misc Expense	-	-	-	-	0.0%	0.0%	-	-	-	0.0%
<b>Totals</b>	<b>\$ 9,239</b>	<b>\$ 18,914</b>	<b>\$ 9,675</b>	<b>\$ 19,861</b>	<b>104.7%</b>	<b>104.7%</b>	<b>\$ 10,626</b>	<b>947</b>	<b>\$ 947</b>	<b>5.0%</b>
<b>INTEREST EXPENSE &amp; DEBT SERVICE</b>										
511102 Interest Expense - Loan	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%	\$ -	-	\$ -	0.0%
511103 Interest Expense - POB	-	-	-	-	0.0%	0.0%	-	-	-	0.0%
524000 Principal - POB	-	-	-	-	0.0%	0.0%	-	-	-	0.0%
<b>Totals</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>0.0%</b>	<b>\$ -</b>	<b>-</b>	<b>\$ -</b>	<b>0.0%</b>
<b>LEASES &amp; RENTALS</b>										
512011 Facility Lease	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%	\$ -	-	\$ -	0.0%
512061 Equipment Rental	-	-	-	-	0.0%	0.0%	-	-	-	0.0%
<b>Totals</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>0.0%</b>	<b>\$ -</b>	<b>-</b>	<b>\$ -</b>	<b>0.0%</b>
<b>PERSONNEL TOTAL</b>	<b>\$ 847,278</b>	<b>\$ 975,310</b>	<b>\$ 128,032</b>	<b>\$ 993,681</b>	<b>15.1%</b>	<b>15.1%</b>	<b>\$ 141,354</b>	<b>18,371</b>	<b>\$ 18,371</b>	<b>1.9%</b>
<b>NON-PERSONNEL TOTAL</b>	<b>\$ 1,225,909</b>	<b>\$ 962,043</b>	<b>\$ (263,866)</b>	<b>\$ 874,298</b>	<b>(21.5%)</b>	<b>(21.5%)</b>	<b>\$ (351,611)</b>	<b>(87,745)</b>	<b>\$ (87,745)</b>	<b>(9.1%)</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 2,073,187</b>	<b>\$ 1,937,353</b>	<b>\$ (135,834)</b>	<b>\$ 1,867,979</b>	<b>(6.6%)</b>	<b>(6.6%)</b>	<b>\$ (205,814)</b>	<b>(69,374)</b>	<b>\$ (69,374)</b>	<b>(3.6%)</b>

13C.39

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY24 & FY25 OPERATING BUDGET

## Risk Mgmt - 1800

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

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

**Risk Mgmt - 1800**

ACCOUNT	June-22	June-23	June-23		June-23		Increase/(Decrease) \$ VAR	% VAR	Increase/(Decrease) \$ VAR	% VAR
	BUDGET FY23	BUDGET FY24	BUDGET FY24	PLAN FY25	PLAN FY25	PLAN FY25				
<b>SERVICES</b>										
503011 Accting/Audit Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	-	0.0%	
503012 Admin/Bank Fees	-	-	-	-	-	-	0.0%	-	0.0%	
503031 Prof/Technical Fees	15,659	51,041	35,382	16,842	16,842	(34,199)	226.0%	(34,199)	(67.0%)	
503032 Legislative Services	-	-	-	-	-	-	0.0%	-	0.0%	
503033 Legal Services	-	-	-	-	-	-	0.0%	-	0.0%	
503034 Pre-Employment Exams	-	-	-	-	-	-	0.0%	-	0.0%	
503041 Temp Help	-	-	-	-	-	-	0.0%	-	0.0%	
503161 Custodial Services	-	-	-	-	-	-	0.0%	-	0.0%	
503162 Uniforms/Laundry	-	-	-	-	-	-	0.0%	-	0.0%	
503171 Security Services	611,722	651,674	39,952	677,741	677,741	26,067	6.5%	26,067	4.0%	
503221 Classified/Legal Ads	-	-	-	-	-	-	0.0%	-	0.0%	
503222 Legal Ads	-	-	-	-	-	-	0.0%	-	0.0%	
503225 Graphic Services	-	-	-	-	-	-	0.0%	-	0.0%	
503351 Repair - Bldg & Impr	-	-	-	-	-	-	0.0%	-	0.0%	
503352 Repair - Equipment	-	-	-	-	-	-	0.0%	-	0.0%	
503353 Repair - Rev Vehicle	-	-	-	-	-	-	0.0%	-	0.0%	
503354 Repair - Non Rev Vehicle	-	-	-	-	-	-	0.0%	-	0.0%	
503363 Haz Mat Disposal	-	-	-	-	-	-	0.0%	-	0.0%	
<b>Totals \$</b>	<b>627,381</b>	<b>702,715</b>	<b>75,334</b>	<b>694,583</b>	<b>694,583</b>	<b>(8,132)</b>	<b>12.0%</b>	<b>(8,132)</b>	<b>(1.2%)</b>	
<b>MOBILE MATERIALS &amp; SUPPLIES</b>										
504011 Fuels & Lubricants - Non Rev Veh	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	-	0.0%	
504012 Fuels & Lubricants - Rev Veh	-	-	-	-	-	-	0.0%	-	0.0%	
Hydro										
Hydrogen fuel	-	-	-	-	-	-	0.0%	-	0.0%	
504021 Tires & Tubes	-	-	-	-	-	-	0.0%	-	0.0%	
504161 Other Mobile Supplies	-	-	-	-	-	-	0.0%	-	0.0%	
504191 Rev Vehicle Parts	-	-	-	-	-	-	0.0%	-	0.0%	
<b>Totals \$</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>	

**13C.41**

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY24 & FY25 OPERATING BUDGET

## Risk Mgmt - 1800

ACCOUNT	June-22		June-23		June-23		Increase/(Decrease) \$ VAR	% VAR	Increase/(Decrease) \$ VAR	% VAR
	BUDGET FY23	BUDGET FY24	BUDGET FY24	BUDGET FY25	PLAN FY25					
<b>OTHER MATERIALS &amp; SUPPLIES</b>										
504205 Freight Out	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	-	0.0%	
504211 Postage & Mailing	-	-	-	-	-	-	0.0%	-	0.0%	
504214 Promotional Items	-	-	-	-	-	-	0.0%	-	0.0%	
504215 Printing	3,091	1,000	(2,091)	(67.6%)	2,000	1,000	100.0%	1,000	100.0%	
504217 Photo Supp/Process	-	-	-	0.0%	-	-	0.0%	-	0.0%	
504311 Office Supplies	-	-	-	0.0%	-	-	0.0%	-	0.0%	
504315 Safety Supplies	2,782	2,964	182	6.5%	3,083	119	4.0%	119	4.0%	
504316 COVID-19	-	-	-	0.0%	-	-	0.0%	-	0.0%	
504317 Cleaning Supplies	-	-	-	0.0%	-	-	0.0%	-	0.0%	
504409 Repair/Maint Supplies	-	-	-	0.0%	-	-	0.0%	-	0.0%	
504417 Tenant Repairs	-	-	-	0.0%	-	-	0.0%	-	0.0%	
504421 Non-Inventory Parts	-	-	-	0.0%	-	-	0.0%	-	0.0%	
504511 Small Tools	-	-	-	0.0%	-	-	0.0%	-	0.0%	
504515 Employee Tool Replacement	-	-	-	0.0%	-	-	0.0%	-	0.0%	
<b>Totals \$</b>	<b>5,873</b>	<b>3,964</b>	<b>(1,909)</b>	<b>(32.5%)</b>	<b>5,083</b>	<b>1,119</b>	<b>28.2%</b>			
<b>UTILITIES</b>										
505010 Propulsion Power	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%	-	0.0%	
505011 Gas & Electric	-	-	-	0.0%	-	-	0.0%	-	0.0%	
505021 Water & Garbage	-	-	-	0.0%	-	-	0.0%	-	0.0%	
505031 Telecommunications	-	3,400	3,400	100.0%	3,400	-	0.0%	-	0.0%	
<b>Totals \$</b>	<b>-</b>	<b>3,400</b>	<b>3,400</b>	<b>100.0%</b>	<b>3,400</b>	<b>-</b>	<b>0.0%</b>			
<b>CASUALTY &amp; LIABILITY</b>										
506011 Insurance - Property	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%	-	0.0%	
506015 Insurance - PL/PD	-	-	-	0.0%	-	-	0.0%	-	0.0%	
506021 Insurance - Other	-	-	-	0.0%	-	-	0.0%	-	0.0%	
506123 Settlement Costs	154,530	163,040	8,510	5.5%	167,931	4,891	3.0%	4,891	3.0%	
506127 Repairs - District Prop	-	-	-	0.0%	-	-	0.0%	-	0.0%	
<b>Totals \$</b>	<b>154,530</b>	<b>163,040</b>	<b>8,510</b>	<b>5.5%</b>	<b>167,931</b>	<b>4,891</b>	<b>3.0%</b>			

13C.42

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY24 & FY25 OPERATING BUDGET

## Risk Mgmt - 1800

ACCOUNT	June-22	June-23	June-23		June-23		Increase/(Decrease) \$ VAR	% VAR	Increase/(Decrease) \$ VAR	% VAR
	BUDGET FY23	BUDGET FY24	PLAN FY25	PLAN FY25	PLAN FY25	PLAN FY25				
<b>TAXES</b>										
507051 Fuel Tax	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%	\$ -
507201 Licenses & Permits	-	-	-	-	-	-	0.0%	-	0.0%	-
507999 Other Taxes	-	-	-	-	-	-	0.0%	-	0.0%	-
<b>Totals</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>
<b>MISC EXPENSE</b>										
509011 Dues/Subscriptions	\$ 412	\$ 422	\$ 443	\$ 21	\$ 443	\$ 21	2.4%	\$ 21	5.0%	\$ 21
509081 Advertising - District Promo	-	-	-	-	-	-	0.0%	-	0.0%	-
509101 Employee Incentive Program	5,933	12,534	12,910	376	12,910	376	111.3%	376	3.0%	376
509121 Employee Training	3,091	3,166	3,324	158	3,324	158	2.4%	158	5.0%	158
509122 BOD Travel	-	-	-	-	-	-	0.0%	-	0.0%	-
509123 Travel	7,105	7,499	7,723	224	7,723	224	5.5%	224	3.0%	224
509125 Local Meeting Expense	-	300	300	-	300	-	100.0%	-	0.0%	-
509127 Board Director Fees	-	-	-	-	-	-	0.0%	-	0.0%	-
509150 Contributions	-	-	-	-	-	-	0.0%	-	0.0%	-
509198 Cash Over/Short	-	-	-	-	-	-	0.0%	-	0.0%	-
509999 Other Misc Expense	-	-	-	-	-	-	0.0%	-	0.0%	-
<b>Totals</b>	<b>\$ 16,541</b>	<b>\$ 23,921</b>	<b>\$ 24,700</b>	<b>\$ 779</b>	<b>\$ 24,700</b>	<b>\$ 779</b>	<b>44.6%</b>	<b>\$ 779</b>	<b>3.3%</b>	<b>\$ 779</b>
<b>INTEREST EXPENSE &amp; DEBT SERVICE</b>										
511102 Interest Expense - Loan	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%	\$ -
511103 Interest Expense - POB	-	-	-	-	-	-	0.0%	-	0.0%	-
524000 Principal - POB	-	-	-	-	-	-	0.0%	-	0.0%	-
<b>Totals</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>
<b>LEASES &amp; RENTALS</b>										
512011 Facility Lease	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%	\$ -
512061 Equipment Rental	-	-	-	-	-	-	0.0%	-	0.0%	-
<b>Totals</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>
<b>PERSONNEL TOTAL</b>										
	\$ 297,216	\$ 294,350	\$ 302,634	\$ 8,284	\$ 302,634	\$ 8,284	(1.0%)	\$ 8,284	2.8%	\$ 8,284
<b>NON-PERSONNEL TOTAL</b>										
	\$ 804,325	\$ 897,040	\$ 895,697	\$ (1,343)	\$ 895,697	\$ (1,343)	11.5%	\$ (1,343)	(0.1%)	\$ (1,343)
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 1,101,541</b>	<b>\$ 1,191,390</b>	<b>\$ 1,198,331</b>	<b>\$ 6,941</b>	<b>\$ 1,198,331</b>	<b>\$ 6,941</b>	<b>8.2%</b>	<b>\$ 6,941</b>	<b>0.6%</b>	<b>\$ 6,941</b>

13C.43

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY24 & FY25 OPERATING BUDGET

## Purchasing - 1900

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



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

**Purchasing - 1900**

ACCOUNT	June-22	June-23	June-23		June-23		Increase/(Decrease) \$ VAR	% VAR	Increase/(Decrease) \$ VAR	% VAR
	BUDGET FY23	BUDGET FY24	BUDGET FY24	PLAN FY25	BUDGET FY24	PLAN FY25				
<b>SERVICES</b>										
503011 Accting/Audit Fees	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%	\$ -	0.0%	\$ -	0.0%
503012 Admin/Bank Fees	-	-	-	-	0.0%	0.0%	-	0.0%	-	0.0%
503031 Prof/Technical Fees	-	-	-	-	0.0%	0.0%	-	0.0%	-	0.0%
503032 Legislative Services	-	-	-	-	0.0%	0.0%	-	0.0%	-	0.0%
503033 Legal Services	-	-	-	-	0.0%	0.0%	-	0.0%	-	0.0%
503034 Pre-Employment Exams	-	-	-	-	0.0%	0.0%	-	0.0%	-	0.0%
503041 Temp Help	-	-	-	-	0.0%	0.0%	-	0.0%	-	0.0%
503161 Custodial Services	-	-	-	-	0.0%	0.0%	-	0.0%	-	0.0%
503162 Uniforms/Laundry	2,100	-	(2,100)	-	(100.0%)	0.0%	-	0.0%	-	0.0%
503171 Security Services	-	-	-	-	0.0%	0.0%	-	0.0%	-	0.0%
503221 Classified/Legal Ads	1,236	1,266	30	1,329	2.4%	2.4%	63	5.0%	63	5.0%
503222 Legal Ads	-	-	-	-	0.0%	0.0%	-	0.0%	-	0.0%
503225 Graphic Services	-	-	-	-	0.0%	0.0%	-	0.0%	-	0.0%
503351 Repair - Bldg & Impr	-	-	-	-	0.0%	0.0%	-	0.0%	-	0.0%
503352 Repair - Equipment	-	-	-	-	0.0%	0.0%	-	0.0%	-	0.0%
503353 Repair - Rev Vehicle	-	-	-	-	0.0%	0.0%	-	0.0%	-	0.0%
503354 Repair - Non Rev Vehicle	-	-	-	-	0.0%	0.0%	-	0.0%	-	0.0%
503363 Haz Mat Disposal	-	-	-	-	0.0%	0.0%	-	0.0%	-	0.0%
<b>Totals \$</b>	<b>3,336</b>	<b>1,266</b>	<b>(2,070)</b>	<b>1,329</b>	<b>(62.1%)</b>	<b>(62.1%)</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ 63</b>	<b>5.0%</b>
<b>MOBILE MATERIALS &amp; SUPPLIES</b>										
504011 Fuels & Lubricants - Non Rev Veh	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%	\$ -	0.0%	\$ -	0.0%
504012 Fuels & Lubricants - Rev Veh	-	-	-	-	0.0%	0.0%	-	0.0%	-	0.0%
Hydro										
Hydrogen fuel	-	-	-	-	0.0%	0.0%	-	0.0%	-	0.0%
504021 Tires & Tubes	-	-	-	-	0.0%	0.0%	-	0.0%	-	0.0%
504161 Other Mobile Supplies	-	-	-	-	0.0%	0.0%	-	0.0%	-	0.0%
504191 Rev Vehicle Parts	-	-	-	-	0.0%	0.0%	-	0.0%	-	0.0%
<b>Totals \$</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>0.0%</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>0.0%</b>

Attachment C

**13C.45**

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY24 & FY25 OPERATING BUDGET

## Purchasing - 1900

ACCOUNT	June-22		June-23		June-23		Increase/(Decrease) \$ VAR	% VAR	Increase/(Decrease) \$ VAR	% VAR
	BUDGET FY23	BUDGET FY24	BUDGET FY24	PLAN FY25	PLAN FY25					
<b>OTHER MATERIALS &amp; SUPPLIES</b>										
504205 Freight Out	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%	
504211 Postage & Mailing	103	-	-	-	-	(103)	(100.0%)	-	0.0%	
504214 Promotional Items	-	-	-	-	-	-	0.0%	-	0.0%	
504215 Printing	206	211	211	222	222	5	2.4%	11	5.2%	
504217 Photo Supp/Process	-	-	-	-	-	-	0.0%	-	0.0%	
504311 Office Supplies	1,545	1,265	1,265	1,329	1,329	(280)	(18.1%)	64	5.1%	
504315 Safety Supplies	-	-	-	-	-	-	0.0%	-	0.0%	
504316 COVID-19	-	-	-	-	-	-	0.0%	-	0.0%	
504317 Cleaning Supplies	-	-	-	-	-	-	0.0%	-	0.0%	
504409 Repair/Maint Supplies	-	-	-	-	-	-	0.0%	-	0.0%	
504417 Tenant Repairs	-	-	-	-	-	-	0.0%	-	0.0%	
504421 Non-Inventory Parts	-	-	-	-	-	-	0.0%	-	0.0%	
504511 Small Tools	-	-	-	-	-	-	0.0%	-	0.0%	
504515 Employee Tool Replacement	-	-	-	-	-	-	0.0%	-	0.0%	
<b>Totals \$</b>	<b>1,854</b>	<b>1,476</b>	<b>1,476</b>	<b>1,551</b>	<b>1,551</b>	<b>(378)</b>	<b>(20.4%)</b>	<b>75</b>	<b>5.1%</b>	
<b>UTILITIES</b>										
505010 Propulsion Power	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%	
505011 Gas & Electric	-	-	-	-	-	-	0.0%	-	0.0%	
505021 Water & Garbage	-	-	-	-	-	-	0.0%	-	0.0%	
505031 Telecommunications	-	-	-	-	-	-	0.0%	-	0.0%	
<b>Totals \$</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>	
<b>CASUALTY &amp; LIABILITY</b>										
506011 Insurance - Property	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%	
506015 Insurance - PL/PD	-	-	-	-	-	-	0.0%	-	0.0%	
506021 Insurance - Other	-	-	-	-	-	-	0.0%	-	0.0%	
506123 Settlement Costs	-	-	-	-	-	-	0.0%	-	0.0%	
506127 Repairs - District Prop	-	-	-	-	-	-	0.0%	-	0.0%	
<b>Totals \$</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>	

13C.46

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

**Purchasing - 1900**

ACCOUNT	June-22	June-23	June-23		Increase/(Decrease) \$ VAR	% VAR	June-23 PLAN FY25	Increase/(Decrease) \$ VAR	% VAR
	BUDGET FY23	BUDGET FY24	BUDGET FY24	PLAN FY25					
<b>TAXES</b>									
507051 Fuel Tax	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	-	\$ -	0.0%
507201 Licenses & Permits	-	-	-	-	-	0.0%	-	-	0.0%
507999 Other Taxes	-	-	-	-	-	0.0%	-	-	0.0%
<b>Totals</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>-</b>	<b>\$ -</b>	<b>0.0%</b>
<b>MISC EXPENSE</b>									
509011 Dues/Subscriptions	\$ 340	\$ 348	\$ 8	\$ 2.4%	\$ 17	4.9%	365	\$ 17	4.9%
509081 Advertising - District Promo	-	-	-	0.0%	-	0.0%	-	-	0.0%
509101 Employee Incentive Program	-	-	-	0.0%	-	0.0%	-	-	0.0%
509121 Employee Training	2,060	5,117	3,057	148.4%	84	1.6%	5,201	84	1.6%
509122 BOD Travel	-	-	-	0.0%	-	0.0%	-	-	0.0%
509123 Travel	5,381	3,965	(1,416)	(26.3%)	205	5.2%	4,170	205	5.2%
509125 Local Meeting Expense	258	300	42	16.3%	15	5.0%	315	15	5.0%
509127 Board Director Fees	-	-	-	0.0%	-	0.0%	-	-	0.0%
509150 Contributions	-	-	-	0.0%	-	0.0%	-	-	0.0%
509198 Cash Over/Short	-	-	-	0.0%	-	0.0%	-	-	0.0%
509999 Other Misc Expense	-	-	-	0.0%	-	0.0%	-	-	0.0%
<b>Totals</b>	<b>\$ 8,039</b>	<b>\$ 9,730</b>	<b>\$ 1,691</b>	<b>21.0%</b>	<b>\$ 321</b>	<b>3.3%</b>	<b>10,051</b>	<b>\$ 321</b>	<b>3.3%</b>
<b>INTEREST EXPENSE &amp; DEBT SERVICE</b>									
511102 Interest Expense - Loan	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%	-	\$ -	0.0%
511103 Interest Expense - POB	-	-	-	0.0%	-	0.0%	-	-	0.0%
524000 Principal - POB	-	-	-	0.0%	-	0.0%	-	-	0.0%
<b>Totals</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>0.0%</b>	<b>-</b>	<b>\$ -</b>	<b>0.0%</b>
<b>LEASES &amp; RENTALS</b>									
512011 Facility Lease	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%	-	\$ -	0.0%
512061 Equipment Rental	-	-	-	0.0%	-	0.0%	-	-	0.0%
<b>Totals</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>0.0%</b>	<b>-</b>	<b>\$ -</b>	<b>0.0%</b>
<b>PERSONNEL TOTAL</b>	<b>\$ 1,013,421</b>	<b>\$ 477,149</b>	<b>\$ (536,272)</b>	<b>(52.9%)</b>	<b>\$ 25,037</b>	<b>5.2%</b>	<b>502,186</b>	<b>\$ 25,037</b>	<b>5.2%</b>
<b>NON-PERSONNEL TOTAL</b>	<b>\$ 13,229</b>	<b>\$ 12,472</b>	<b>\$ (757)</b>	<b>(5.7%)</b>	<b>\$ 459</b>	<b>3.7%</b>	<b>12,931</b>	<b>\$ 459</b>	<b>3.7%</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 1,026,650</b>	<b>\$ 489,621</b>	<b>\$ (537,029)</b>	<b>(52.3%)</b>	<b>\$ 25,496</b>	<b>5.2%</b>	<b>515,117</b>	<b>\$ 25,496</b>	<b>5.2%</b>

**13C.47**

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY24 & FY25 OPERATING BUDGET

## Inventory Mgmt - 2000

ACCOUNT	June-22	June-23	June-23		June-23		Increase/(Decrease) \$ VAR	% VAR	Increase/(Decrease) \$ VAR	% VAR
	BUDGET FY23	BUDGET FY24	BUDGET FY24	BUDGET FY25	PLAN FY25	PLAN FY25				
LABOR										
501011 Bus Operator Pay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%	
501013 Bus Operator OT	-	-	-	-	-	-	0.0%	-	0.0%	
501021 Other Salaries	-	246,431	246,431	246,431	258,768	12,337	100.0%	12,337	5.0%	
501023 Other OT	-	1,768	1,768	1,768	1,857	89	100.0%	89	5.0%	
<b>Totals \$</b>	<b>\$ -</b>	<b>\$ 248,199</b>	<b>\$ 248,199</b>	<b>\$ 248,199</b>	<b>\$ 260,625</b>	<b>\$ 12,426</b>	<b>100.0%</b>	<b>\$ 12,426</b>	<b>5.0%</b>	
FRINGE BENEFITS										
502011 Medicare/Soc. Sec.	\$ -	\$ 4,372	4,372	4,372	4,592	220	100.0%	\$ 220	5.0%	
502021 Retirement	-	32,973	32,973	32,973	33,996	1,023	100.0%	1,023	3.1%	
502022 Retirement UAL	-	-	-	-	-	-	0.0%	-	0.0%	
502031 Medical Ins	-	113,214	113,214	113,214	121,382	8,168	100.0%	8,168	7.2%	
502041 Dental Ins	-	6,043	6,043	6,043	6,156	113	100.0%	113	1.9%	
502045 Vision Ins	-	1,104	1,104	1,104	1,104	-	100.0%	-	0.0%	
502051 Life Ins/AD&D	-	468	468	468	480	12	100.0%	12	2.6%	
502060 State Disability Ins (SDI)	-	2,714	2,714	2,714	2,945	231	100.0%	231	8.5%	
502061 Long Term Disability Ins	-	2,274	2,274	2,274	2,315	41	100.0%	41	1.8%	
502071 State Unemployment Ins (SUI)	-	420	420	420	448	28	100.0%	28	6.7%	
502081 Worker's Comp Ins	-	12,671	12,671	12,671	13,052	381	100.0%	381	3.0%	
502101 Holiday Pay	-	9,101	9,101	9,101	9,558	457	100.0%	457	5.0%	
502103 Floating Holiday	-	4,358	4,358	4,358	4,576	218	100.0%	218	5.0%	
502109 Sick Leave	-	13,652	13,652	13,652	14,336	684	100.0%	684	5.0%	
502111 Annual Leave	-	24,084	24,084	24,084	25,290	1,206	100.0%	1,206	5.0%	
502121 Other Paid Absence	-	2,133	2,133	2,133	2,240	107	100.0%	107	5.0%	
502251 Phys. Exams	-	-	-	-	-	-	0.0%	-	0.0%	
502253 Driver Lic Renewal	-	-	-	-	-	-	0.0%	-	0.0%	
502999 Other Fringe Benefits	-	2,066	2,066	2,066	2,070	4	100.0%	4	0.2%	
<b>Totals \$</b>	<b>\$ -</b>	<b>\$ 231,647</b>	<b>\$ 231,647</b>	<b>\$ 231,647</b>	<b>\$ 244,540</b>	<b>\$ 12,893</b>	<b>100.0%</b>	<b>\$ 12,893</b>	<b>5.6%</b>	

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

**Inventory Mgmt - 2000**

ACCOUNT	June-22	June-23	June-23		June-23		Increase/(Decrease) \$ VAR	% VAR	Increase/(Decrease) \$ VAR	% VAR
	BUDGET FY23	BUDGET FY24	BUDGET FY24	PLAN FY25	BUDGET FY24	PLAN FY25				
<b>SERVICES</b>										
503011 Accting/Audit Fees	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%	\$ -	0.0%	\$ -	0.0%
503012 Admin/Bank Fees	-	-	-	-	0.0%	0.0%	-	0.0%	-	0.0%
503031 Prof/Technical Fees	-	-	-	-	0.0%	0.0%	-	0.0%	-	0.0%
503032 Legislative Services	-	-	-	-	0.0%	0.0%	-	0.0%	-	0.0%
503033 Legal Services	-	-	-	-	0.0%	0.0%	-	0.0%	-	0.0%
503034 Pre-Employment Exams	-	-	-	-	0.0%	0.0%	-	0.0%	-	0.0%
503041 Temp Help	-	-	-	-	0.0%	0.0%	-	0.0%	-	0.0%
503161 Custodial Services	-	-	-	-	0.0%	0.0%	-	0.0%	-	0.0%
503162 Uniforms/Laundry	-	-	-	-	0.0%	0.0%	-	0.0%	-	0.0%
503171 Security Services	-	-	-	-	0.0%	0.0%	-	0.0%	-	0.0%
503221 Classified/Legal Ads	-	2,200	2,200	2,310	100.0%	100.0%	110	5.0%	110	5.0%
503222 Legal Ads	-	-	-	-	0.0%	0.0%	-	0.0%	-	0.0%
503225 Graphic Services	-	-	-	-	0.0%	0.0%	-	0.0%	-	0.0%
503351 Repair - Bldg & Impr	-	-	-	-	0.0%	0.0%	-	0.0%	-	0.0%
503352 Repair - Equipment	-	-	-	-	0.0%	0.0%	-	0.0%	-	0.0%
503353 Repair - Rev Vehicle	-	-	-	-	0.0%	0.0%	-	0.0%	-	0.0%
503354 Repair - Non Rev Vehicle	-	-	-	-	0.0%	0.0%	-	0.0%	-	0.0%
503363 Haz Mat Disposal	-	-	-	-	0.0%	0.0%	-	0.0%	-	0.0%
<b>Totals \$</b>	<b>\$ -</b>	<b>\$ 2,200</b>	<b>\$ 2,200</b>	<b>\$ 2,310</b>	<b>100.0%</b>	<b>100.0%</b>	<b>\$ 110</b>	<b>5.0%</b>	<b>\$ 110</b>	<b>5.0%</b>
<b>MOBILE MATERIALS &amp; SUPPLIES</b>										
504011 Fuels & Lubricants - Non Rev Veh	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%	\$ -	0.0%	\$ -	0.0%
504012 Fuels & Lubricants - Rev Veh	-	-	-	-	0.0%	0.0%	-	0.0%	-	0.0%
Hydro										
Hydrogen fuel	-	-	-	-	0.0%	0.0%	-	0.0%	-	0.0%
504021 Tires & Tubes	-	-	-	-	0.0%	0.0%	-	0.0%	-	0.0%
504161 Other Mobile Supplies	-	-	-	-	0.0%	0.0%	-	0.0%	-	0.0%
504191 Rev Vehicle Parts	-	-	-	-	0.0%	0.0%	-	0.0%	-	0.0%
<b>Totals \$</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>0.0%</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>0.0%</b>

**13C.49**

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY24 & FY25 OPERATING BUDGET

## Inventory Mgmt - 2000

ACCOUNT	June-22	June-23	June-23		June-23		Increase/(Decrease) \$ VAR	% VAR	Increase/(Decrease) \$ VAR	% VAR
	BUDGET FY23	BUDGET FY24	BUDGET FY24	PLAN FY25	BUDGET FY24	PLAN FY25				
<b>OTHER MATERIALS &amp; SUPPLIES</b>										
504205 Freight Out	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	-	\$ -	0.0%
504211 Postage & Mailing	-	-	-	-	-	-	0.0%	-	-	0.0%
504214 Promotional Items	-	-	-	-	-	-	0.0%	-	-	0.0%
504215 Printing	-	-	-	-	-	-	0.0%	-	-	0.0%
504217 Photo Supp/Process	-	-	-	-	-	-	0.0%	-	-	0.0%
504311 Office Supplies	-	316	316	332	316	332	100.0%	16	5.1%	
504315 Safety Supplies	-	-	-	-	-	-	0.0%	-	-	0.0%
504316 COVID-19	-	-	-	-	-	-	0.0%	-	-	0.0%
504317 Cleaning Supplies	-	-	-	-	-	-	0.0%	-	-	0.0%
504409 Repair/Maint Supplies	-	-	-	-	-	-	0.0%	-	-	0.0%
504417 Tenant Repairs	-	-	-	-	-	-	0.0%	-	-	0.0%
504421 Non-Inventory Parts	-	-	-	-	-	-	0.0%	-	-	0.0%
504511 Small Tools	-	-	-	-	-	-	0.0%	-	-	0.0%
504515 Employee Tool Replacement	-	-	316	332	316	332	100.0%	16	5.1%	
<b>Totals \$</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 316</b>	<b>\$ 332</b>	<b>\$ 316</b>	<b>\$ 332</b>	<b>100.0%</b>	<b>\$ 16</b>	<b>5.1%</b>	
<b>UTILITIES</b>										
505010 Propulsion Power	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	-	\$ -	0.0%
505011 Gas & Electric	-	-	-	-	-	-	0.0%	-	-	0.0%
505021 Water & Garbage	-	-	-	-	-	-	0.0%	-	-	0.0%
505031 Telecommunications	-	-	-	-	-	-	0.0%	-	-	0.0%
<b>Totals \$</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>0.0%</b>	
<b>CASUALTY &amp; LIABILITY</b>										
506011 Insurance - Property	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	-	\$ -	0.0%
506015 Insurance - PL/PD	-	-	-	-	-	-	0.0%	-	-	0.0%
506021 Insurance - Other	-	-	-	-	-	-	0.0%	-	-	0.0%
506123 Settlement Costs	-	-	-	-	-	-	0.0%	-	-	0.0%
506127 Repairs - District Prop	-	-	-	-	-	-	0.0%	-	-	0.0%
<b>Totals \$</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>0.0%</b>	

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY24 & FY25 OPERATING BUDGET

## Inventory Mgmt - 2000

ACCOUNT	June-22	June-23	June-23		June-23		Increase/(Decrease) \$ VAR	% VAR	Increase/(Decrease) \$ VAR	% VAR
	BUDGET FY23	BUDGET FY24	BUDGET FY25	PLAN FY25	Increase/(Decrease) \$ VAR	% VAR				
<b>TAXES</b>										
507051 Fuel Tax	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%	
507201 Licenses & Permits	-	-	-	-	-	-	0.0%	-	0.0%	
507999 Other Taxes	-	-	-	-	-	-	0.0%	-	0.0%	
<b>Totals</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>0.0%</b>	
<b>MISC EXPENSE</b>										
509011 Dues/Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%	
509081 Advertising - District Promo	-	-	-	-	-	-	0.0%	-	0.0%	
509101 Employee Incentive Program	-	-	-	-	-	-	0.0%	-	0.0%	
509121 Employee Training	-	2,000	2,000	2,100	2,100	100	5.0%	100	5.0%	
509122 BOD Travel	-	-	-	-	-	-	0.0%	-	0.0%	
509123 Travel	-	1,550	1,550	1,621	1,621	71	4.6%	71	4.6%	
509125 Local Meeting Expense	-	200	200	210	210	10	5.0%	10	5.0%	
509127 Board Director Fees	-	-	-	-	-	-	0.0%	-	0.0%	
509150 Contributions	-	-	-	-	-	-	0.0%	-	0.0%	
509198 Cash Over/Short	-	-	-	-	-	-	0.0%	-	0.0%	
509999 Other Misc Expense	-	-	-	-	-	-	0.0%	-	0.0%	
<b>Totals</b>	<b>\$ -</b>	<b>\$ 3,750</b>	<b>\$ 3,750</b>	<b>\$ 3,931</b>	<b>\$ 181</b>	<b>\$ 181</b>	<b>4.8%</b>	<b>\$ 181</b>	<b>4.8%</b>	
<b>INTEREST EXPENSE &amp; DEBT SERVICE</b>										
511102 Interest Expense - Loan	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%	
511103 Interest Expense - POB	-	-	-	-	-	-	0.0%	-	0.0%	
524000 Principal - POB	-	-	-	-	-	-	0.0%	-	0.0%	
<b>Totals</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>0.0%</b>	
<b>LEASES &amp; RENTALS</b>										
512011 Facility Lease	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%	
512061 Equipment Rental	-	-	-	-	-	-	0.0%	-	0.0%	
<b>Totals</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>0.0%</b>	
<b>PERSONNEL TOTAL</b>	<b>\$ -</b>	<b>\$ 479,846</b>	<b>\$ 479,846</b>	<b>\$ 505,165</b>	<b>\$ 25,319</b>	<b>\$ 25,319</b>	<b>5.3%</b>	<b>\$ 25,319</b>	<b>5.3%</b>	
<b>NON-PERSONNEL TOTAL</b>	<b>\$ -</b>	<b>\$ 6,266</b>	<b>\$ 6,266</b>	<b>\$ 6,573</b>	<b>\$ 307</b>	<b>\$ 307</b>	<b>4.9%</b>	<b>\$ 307</b>	<b>4.9%</b>	
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ -</b>	<b>\$ 486,112</b>	<b>\$ 486,112</b>	<b>\$ 511,738</b>	<b>\$ 25,626</b>	<b>\$ 25,626</b>	<b>5.3%</b>	<b>\$ 25,626</b>	<b>5.3%</b>	

# 13C.51

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY24 & FY25 OPERATING BUDGET

## Facilities Maint - 2200

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



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

**Facilities Maint - 2200**

ACCOUNT	June-22	June-23	June-23		June-23		Increase/(Decrease) \$ VAR	% VAR	PLAN FY25	Increase/(Decrease) \$ VAR	% VAR
	BUDGET FY23	BUDGET FY24	BUDGET FY24	Increase/(Decrease) \$ VAR	Increase/(Decrease) % VAR						
<b>SERVICES</b>											
503011 Accting/Audit Fees	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	-	0.0%	-	\$ -	0.0%
503012 Admin/Bank Fees	-	-	-	-	0.0%	-	-	0.0%	-	-	0.0%
503031 Prof/Technical Fees	46,978	298,765	298,765	251,787	536.0%	(247,562)	51,203	(82.9%)	(247,562)	(82.9%)	
503032 Legislative Services	-	-	-	-	0.0%	-	-	0.0%	-	-	0.0%
503033 Legal Services	-	-	-	-	0.0%	-	-	0.0%	-	-	0.0%
503034 Pre-Employment Exams	-	-	-	-	0.0%	-	-	0.0%	-	-	0.0%
503041 Temp Help	-	-	-	-	0.0%	-	-	0.0%	-	-	0.0%
503161 Custodial Services	8,551	8,722	8,722	171	2.0%	436	9,158	5.0%	436	5.0%	
503162 Uniforms/Laundry	2,576	2,628	2,628	52	2.0%	131	2,759	5.0%	131	5.0%	
503171 Security Services	20,779	21,195	21,195	416	2.0%	1,061	22,256	5.0%	1,061	5.0%	
503221 Classified/Legal Ads	-	-	-	-	0.0%	-	-	0.0%	-	-	0.0%
503222 Legal Ads	-	-	-	-	0.0%	-	-	0.0%	-	-	0.0%
503225 Graphic Services	-	-	-	-	0.0%	-	-	0.0%	-	-	0.0%
503351 Repair - Bldg & Impr	200,000	225,000	225,000	25,000	12.5%	7,500	232,500	3.3%	7,500	3.3%	
503352 Repair - Equipment	421,401	580,413	580,413	159,012	37.7%	16,556	596,969	2.9%	16,556	2.9%	
503353 Repair - Rev Vehicle	-	-	-	-	0.0%	-	-	0.0%	-	-	0.0%
503354 Repair - Non Rev Vehicle	-	-	-	-	0.0%	-	-	0.0%	-	-	0.0%
503363 Haz Mat Disposal	59,753	74,096	74,096	14,343	24.0%	3,705	77,801	5.0%	3,705	5.0%	
<b>Totals \$</b>	<b>760,038 \$</b>	<b>1,210,819 \$</b>	<b>1,210,819 \$</b>	<b>450,781 \$</b>	<b>59.3%</b>	<b>(218,173)</b>	<b>992,646 \$</b>	<b>(18.0%)</b>	<b>(218,173)</b>	<b>(18.0%)</b>	
<b>MOBILE MATERIALS &amp; SUPPLIES</b>											
504011 Fuels & Lubricants - Non Rev Veh	\$ 3,152	\$ 3,215	\$ 3,215	\$ 63	2.0%	161	3,376	5.0%	161	5.0%	
504012 Fuels & Lubricants - Rev Veh	-	-	-	-	0.0%	-	-	0.0%	-	-	0.0%
Hydro	-	-	-	-	0.0%	-	-	0.0%	-	-	0.0%
Hydrogen fuel	-	-	-	-	0.0%	-	-	0.0%	-	-	0.0%
504021 Tires & Tubes	-	-	-	-	0.0%	-	-	0.0%	-	-	0.0%
504161 Other Mobile Supplies	-	-	-	-	0.0%	-	-	0.0%	-	-	0.0%
504191 Rev Vehicle Parts	-	-	-	-	0.0%	-	-	0.0%	-	-	0.0%
<b>Totals \$</b>	<b>3,152 \$</b>	<b>3,215 \$</b>	<b>3,215 \$</b>	<b>63 \$</b>	<b>2.0%</b>	<b>161</b>	<b>3,376 \$</b>	<b>5.0%</b>	<b>161</b>	<b>5.0%</b>	

**13C.53**

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY24 & FY25 OPERATING BUDGET

## Facilities Maint - 2200

ACCOUNT	June-22		June-23		June-23		Increase/(Decrease)		Increase/(Decrease)	
	BUDGET	FY23	BUDGET	FY24	PLAN	FY25	\$ VAR	% VAR	\$ VAR	% VAR
<b>OTHER MATERIALS &amp; SUPPLIES</b>										
504205 Freight Out	\$	-	\$	-	\$	-	\$	0.0%	-	0.0%
504211 Postage & Mailing	-	-	-	-	-	-	-	0.0%	-	0.0%
504214 Promotional Items	-	-	-	-	-	-	-	0.0%	-	0.0%
504215 Printing	-	-	-	-	-	-	-	0.0%	-	0.0%
504217 Photo Supp/Process	-	-	-	-	-	-	-	0.0%	-	0.0%
504311 Office Supplies	2,060	2,060	2,101	41	2,206	105	2.0%	105	5.0%	
504315 Safety Supplies	5,667	7,152	1,485	1,485	7,510	358	26.2%	358	5.0%	
504316 COVID-19	-	-	-	-	-	-	0.0%	-	0.0%	
504317 Cleaning Supplies	51,509	52,540	1,031	1,031	55,166	2,626	2.0%	2,626	5.0%	
504409 Repair/Maint Supplies	123,047	127,409	4,362	4,362	133,782	6,373	3.5%	6,373	5.0%	
504417 Tenant Repairs	10,302	10,508	206	206	11,033	525	2.0%	525	5.0%	
504421 Non-Inventory Parts	-	-	-	-	-	-	0.0%	-	0.0%	
504511 Small Tools	7,132	7,275	143	143	7,638	363	2.0%	363	5.0%	
504515 Employee Tool Replacement	-	-	-	-	-	-	0.0%	-	0.0%	
<b>Totals \$</b>	<b>199,717</b>	<b>206,985</b>	<b>7,268</b>	<b>7,268</b>	<b>217,335</b>	<b>10,350</b>	<b>3.6%</b>	<b>10,350</b>	<b>5.0%</b>	
<b>UTILITIES</b>										
505010 Propulsion Power	\$	-	\$	-	\$	-	\$	0.0%	-	0.0%
505011 Gas & Electric	357,000	368,080	11,080	11,080	386,484	18,404	3.1%	18,404	5.0%	
505021 Water & Garbage	155,435	175,973	20,538	20,538	184,772	8,799	13.2%	8,799	5.0%	
505031 Telecommunications	109,211	109,084	(127)	(127)	114,538	5,454	(0.1%)	5,454	5.0%	
<b>Totals \$</b>	<b>621,646</b>	<b>653,137</b>	<b>31,491</b>	<b>31,491</b>	<b>685,794</b>	<b>32,657</b>	<b>5.1%</b>	<b>32,657</b>	<b>5.0%</b>	
<b>CASUALTY &amp; LIABILITY</b>										
506011 Insurance - Property	\$	-	\$	-	\$	-	\$	0.0%	-	0.0%
506015 Insurance - PL/PD	-	-	-	-	-	-	-	0.0%	-	0.0%
506021 Insurance - Other	-	-	-	-	-	-	-	0.0%	-	0.0%
506123 Settlement Costs	-	-	-	-	-	-	-	0.0%	-	0.0%
506127 Repairs - District Prop	-	-	-	-	-	-	-	0.0%	-	0.0%
<b>Totals \$</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>	

13C.54

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY24 & FY25 OPERATING BUDGET

## Facilities Maint - 2200

ACCOUNT	June-22	June-23	June-23		June-23		Increase/(Decrease) \$ VAR	% VAR	PLAN FY25	Increase/(Decrease) \$ VAR	% VAR
	BUDGET FY23	BUDGET FY24	BUDGET FY24	% VAR	PLAN FY25	% VAR					
<b>TAXES</b>											
507051 Fuel Tax	\$ -	\$ -	\$ -	0.0%	\$ -	-	\$ -	0.0%	-	-	0.0%
507201 Licenses & Permits	15,556	18,179	2,623	16.9%	19,088	909	5.0%	19,088	909	5.0%	
507999 Other Taxes	10,302	12,254	1,952	18.9%	12,867	613	5.0%	12,867	613	5.0%	
<b>Totals</b>	<b>\$ 25,858</b>	<b>\$ 30,433</b>	<b>\$ 4,575</b>	<b>17.7%</b>	<b>\$ 31,955</b>	<b>\$ 1,522</b>	<b>5.0%</b>				
<b>MISC EXPENSE</b>											
509011 Dues/Subscriptions	\$ -	\$ -	\$ -	0.0%	\$ -	-	\$ -	0.0%	-	-	0.0%
509081 Advertising - District Promo	-	-	-	0.0%	-	-	-	0.0%	-	-	0.0%
509101 Employee Incentive Program	-	-	-	0.0%	-	-	-	0.0%	-	-	0.0%
509121 Employee Training	6,595	6,727	132	2.0%	7,063	336	5.0%	7,063	336	5.0%	
509122 BOD Travel	-	-	-	0.0%	-	-	-	0.0%	-	-	0.0%
509123 Travel	3,297	3,363	66	2.0%	3,531	168	5.0%	3,531	168	5.0%	
509125 Local Meeting Expense	-	-	-	0.0%	-	-	-	0.0%	-	-	0.0%
509127 Board Director Fees	-	-	-	0.0%	-	-	-	0.0%	-	-	0.0%
509150 Contributions	-	-	-	0.0%	-	-	-	0.0%	-	-	0.0%
509198 Cash Over/Short	-	-	-	0.0%	-	-	-	0.0%	-	-	0.0%
509999 Other Misc Expense	-	-	-	0.0%	-	-	-	0.0%	-	-	0.0%
<b>Totals</b>	<b>\$ 9,892</b>	<b>\$ 10,090</b>	<b>\$ 198</b>	<b>2.0%</b>	<b>\$ 10,594</b>	<b>\$ 504</b>	<b>5.0%</b>				
<b>INTEREST EXPENSE &amp; DEBT SERVICE</b>											
511102 Interest Expense - Loan	\$ -	\$ -	\$ -	0.0%	\$ -	-	\$ -	0.0%	-	-	0.0%
511103 Interest Expense - POB	-	-	-	0.0%	-	-	-	0.0%	-	-	0.0%
524000 Principal - POB	-	-	-	0.0%	-	-	-	0.0%	-	-	0.0%
<b>Totals</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>				
<b>LEASES &amp; RENTALS</b>											
512011 Facility Lease	\$ -	\$ -	\$ -	0.0%	\$ -	-	\$ -	0.0%	-	-	0.0%
512061 Equipment Rental	6,696	6,830	134	2.0%	7,172	342	5.0%	7,172	342	5.0%	
<b>Totals</b>	<b>\$ 6,696</b>	<b>\$ 6,830</b>	<b>\$ 134</b>	<b>2.0%</b>	<b>\$ 7,172</b>	<b>\$ 342</b>	<b>5.0%</b>				
<b>PERSONNEL TOTAL</b>	<b>\$ 1,965,047</b>	<b>\$ 1,880,888</b>	<b>\$ (84,159)</b>	<b>(4.3%)</b>	<b>\$ 1,946,011</b>	<b>\$ 65,123</b>	<b>3.5%</b>				
<b>NON-PERSONNEL TOTAL</b>	<b>\$ 1,626,999</b>	<b>\$ 2,121,509</b>	<b>\$ 494,510</b>	<b>30.4%</b>	<b>\$ 1,948,872</b>	<b>\$ (172,637)</b>	<b>(8.1%)</b>				
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 3,592,046</b>	<b>\$ 4,002,397</b>	<b>\$ 410,351</b>	<b>11.4%</b>	<b>\$ 3,894,883</b>	<b>\$ (107,514)</b>	<b>(2.7%)</b>				

13C.55

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY24 & FY25 OPERATING BUDGET

## Paratransit - 3100

ACCOUNT	June-22		June-23		June-23		Increase/(Decrease) \$ VAR	% VAR	Increase/(Decrease) \$ VAR	% VAR
	BUDGET FY23	BUDGET FY24	BUDGET FY24	BUDGET FY25	PLAN FY25					
<b>LABOR</b>										
501011 Bus Operator Pay	\$ 1,387,574	\$ 1,368,641	\$ 1,368,641	\$ 1,382,817	\$ 1,382,817	\$ 14,176	(1.4%)	\$ 14,176	1.0%	
501013 Bus Operator OT	133,982	274,490	274,490	288,212	288,212	13,722	104.9%	13,722	5.0%	
501021 Other Salaries	644,280	785,101	785,101	801,201	801,201	16,100	21.9%	16,100	2.1%	
501023 Other OT	49,259	50,460	50,460	52,981	52,981	2,521	2.4%	2,521	5.0%	
<b>Totals</b>	<b>\$ 2,215,095</b>	<b>\$ 2,478,692</b>	<b>\$ 2,478,692</b>	<b>\$ 2,525,211</b>	<b>\$ 2,525,211</b>	<b>\$ 46,519</b>	<b>11.9%</b>	<b>\$ 46,519</b>	<b>1.9%</b>	
<b>FRINGE BENEFITS</b>										
502011 Medicare/Soc. Sec.	\$ 37,254	\$ 42,431	\$ 42,431	\$ 43,389	\$ 43,389	\$ 958	13.9%	\$ 958	2.3%	
502021 Retirement	231,721	285,729	285,729	286,318	286,318	589	23.3%	589	0.2%	
502022 Retirement UAL	112,759	-	-	-	-	-	(100.0%)	-	0.0%	
502031 Medical Ins	932,734	1,085,548	1,085,548	1,163,854	1,163,854	78,306	16.4%	78,306	7.2%	
502041 Dental Ins	44,100	54,327	54,327	55,332	55,332	1,005	23.2%	1,005	1.8%	
502045 Vision Ins	11,592	12,420	12,420	12,420	12,420	-	7.1%	-	0.0%	
502051 Life Ins/AD&D	5,136	5,369	5,369	5,508	5,508	139	4.5%	139	2.6%	
502060 State Disability Ins (SDI)	27,989	26,302	26,302	27,823	27,823	1,521	(6.0%)	1,521	5.8%	
502061 Long Term Disability Ins	15,627	17,828	17,828	18,122	18,122	294	14.1%	294	1.6%	
502071 State Unemployment Ins (SUI)	5,964	4,725	4,725	5,040	5,040	315	(20.8%)	315	6.7%	
502081 Worker's Comp Ins	127,610	142,553	142,553	146,830	146,830	4,277	11.7%	4,277	3.0%	
502101 Holiday Pay	72,518	79,053	79,053	80,700	80,700	1,647	9.0%	1,647	2.1%	
502103 Floating Holiday	5,552	9,591	9,591	9,591	9,591	-	72.7%	-	0.0%	
502109 Sick Leave	112,883	122,836	122,836	125,397	125,397	2,561	8.8%	2,561	2.1%	
502111 Annual Leave	205,592	217,799	217,799	232,462	232,462	14,663	5.9%	14,663	6.7%	
502121 Other Paid Absence	16,994	18,530	18,530	18,919	18,919	389	9.0%	389	2.1%	
502251 Phys. Exams	2,782	2,700	2,700	3,000	3,000	300	(2.9%)	300	11.1%	
502253 Driver Lic Renewal	361	1,020	1,020	1,190	1,190	170	182.5%	170	16.7%	
502999 Other Fringe Benefits	3,168	5,205	5,205	5,250	5,250	45	64.3%	45	0.9%	
<b>Totals</b>	<b>\$ 1,972,336</b>	<b>\$ 2,133,966</b>	<b>\$ 2,133,966</b>	<b>\$ 2,241,145</b>	<b>\$ 2,241,145</b>	<b>\$ 107,179</b>	<b>8.2%</b>	<b>\$ 107,179</b>	<b>5.0%</b>	

Attachment C

13C.56

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY24 & FY25 OPERATING BUDGET

## Paratransit - 3100

ACCOUNT	June-22		June-23		June-23		June-23	
	BUDGET	FY23	BUDGET	FY24	Increase/(Decrease)	PLAN	Increase/(Decrease)	% VAR
	\$		\$		\$ VAR	FY25	\$ VAR	% VAR
<b>SERVICES</b>								
503011 Accting/Audit Fees	\$	-	\$	-	-	-	\$	0.0%
503012 Admin/Bank Fees		-		-	-	-		0.0%
503031 Prof/Technical Fees		2,060		1,700	(360)	1,700		(17.5%)
503032 Legislative Services		-		-	-	-		0.0%
503033 Legal Services		-		-	-	-		0.0%
503034 Pre-Employment Exams		-		-	-	-		0.0%
503041 Temp Help		-		-	-	-		0.0%
503161 Custodial Services		1,030		-	(1,030)	-		(100.0%)
503162 Uniforms/Laundry		12,341		2,500	(9,841)	2,500		(79.7%)
503171 Security Services		-		-	-	-		0.0%
503221 Classified/Legal Ads		-		-	-	-		0.0%
503222 Legal Ads		-		-	-	-		0.0%
503225 Graphic Services		-		-	-	-		0.0%
503351 Repair - Bldg & Impr		-		-	-	-		0.0%
503352 Repair - Equipment		3,091		2,000	(1,091)	2,000		(35.3%)
503353 Repair - Rev Vehicle		-		-	-	-		0.0%
503354 Repair - Non Rev Vehicle		-		-	-	-		0.0%
503363 Haz Mat Disposal		-		-	-	-		0.0%
<b>Totals \$</b>	<b>\$</b>	<b>18,522</b>	<b>\$</b>	<b>6,200</b>	<b>(12,322)</b>	<b>\$</b>	<b>6,200</b>	<b>(66.5%)</b>
<b>MOBILE MATERIALS &amp; SUPPLIES</b>								
504011 Fuels & Lubricants - Non Rev Veh	\$	-	\$	-	-	-	\$	0.0%
504012 Fuels & Lubricants - Rev Veh		-		-	-	-		0.0%
Hydro		-		-	-	-		0.0%
Hydrogen fuel		-		-	-	-		0.0%
504021 Tires & Tubes		-		-	-	-		0.0%
504161 Other Mobile Supplies		-		-	-	-		0.0%
504191 Rev Vehicle Parts		-		-	-	-		0.0%
<b>Totals \$</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$</b>	<b>0.0%</b>

13C.57

Attachment C

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY24 & FY25 OPERATING BUDGET

## Paratransit - 3100

ACCOUNT	June-22		June-23		June-23		Increase/(Decrease) \$ VAR	% VAR	Increase/(Decrease) \$ VAR	% VAR
	BUDGET FY23	BUDGET FY24	BUDGET FY24	BUDGET FY25	PLAN FY25					
<b>OTHER MATERIALS &amp; SUPPLIES</b>										
504205 Freight Out	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	-	\$ -	0.0%
504211 Postage & Mailing	2,060	2,110	2,110	2,110	2,110	50	2.4%	-	2,110	0.0%
504214 Promotional Items	-	-	-	-	-	-	0.0%	-	-	0.0%
504215 Printing	3,812	3,500	3,500	3,500	3,500	(312)	(8.2%)	-	3,500	0.0%
504217 Photo Supp/Process	-	-	-	-	-	-	0.0%	-	-	0.0%
504311 Office Supplies	2,576	3,500	3,500	3,500	3,000	924	35.9%	(500)	3,000	(14.3%)
504315 Safety Supplies	124	-	-	-	-	(124)	(100.0%)	-	-	0.0%
504316 COVID-19	-	-	-	-	-	-	0.0%	-	-	0.0%
504317 Cleaning Supplies	618	-	-	-	-	(618)	(100.0%)	-	-	0.0%
504409 Repair/Maint Supplies	-	-	-	-	-	-	0.0%	-	-	0.0%
504417 Tenant Repairs	-	-	-	-	-	-	0.0%	-	-	0.0%
504421 Non-Inventory Parts	-	-	-	-	-	-	0.0%	-	-	0.0%
504511 Small Tools	-	-	-	-	-	-	0.0%	-	-	0.0%
504515 Employee Tool Replacement	-	-	-	-	-	-	0.0%	-	-	0.0%
<b>Totals \$</b>	<b>9,190</b>	<b>9,110</b>	<b>9,110</b>	<b>9,110</b>	<b>8,610</b>	<b>(80)</b>	<b>(0.9%)</b>	<b>(500)</b>	<b>\$</b>	<b>(5.5%)</b>
<b>UTILITIES</b>										
505010 Propulsion Power	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	-	\$ -	0.0%
505011 Gas & Electric	12,600	20,000	20,000	20,000	21,000	7,400	58.7%	1,000	21,000	5.0%
505021 Water & Garbage	-	-	-	-	-	-	0.0%	-	-	0.0%
505031 Telecommunications	13,393	13,000	13,000	13,000	14,000	(393)	(2.9%)	1,000	14,000	7.7%
<b>Totals \$</b>	<b>25,993</b>	<b>33,000</b>	<b>33,000</b>	<b>33,000</b>	<b>35,000</b>	<b>7,007</b>	<b>27.0%</b>	<b>2,000</b>	<b>\$</b>	<b>6.1%</b>
<b>CASUALTY &amp; LIABILITY</b>										
506011 Insurance - Property	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	-	\$ -	0.0%
506015 Insurance - PL/PD	143,298	186,288	186,288	186,288	242,175	42,990	30.0%	55,887	242,175	30.0%
506021 Insurance - Other	-	-	-	-	-	-	0.0%	-	-	0.0%
506123 Settlement Costs	-	-	-	-	-	-	0.0%	-	-	0.0%
506127 Repairs - District Prop	-	-	-	-	-	-	0.0%	-	-	0.0%
<b>Totals \$</b>	<b>143,298</b>	<b>186,288</b>	<b>186,288</b>	<b>186,288</b>	<b>242,175</b>	<b>42,990</b>	<b>30.0%</b>	<b>55,887</b>	<b>\$</b>	<b>30.0%</b>

Attachment C

13C.58

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY24 & FY25 OPERATING BUDGET

## Paratransit - 3100

ACCOUNT	June-22		June-23		June-23		Increase/(Decrease) \$ VAR	% VAR	Increase/(Decrease) \$ VAR	% VAR
	BUDGET FY23	BUDGET FY24	BUDGET FY24	BUDGET FY25	PLAN FY25					
<b>TAXES</b>										
507051 Fuel Tax	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%	
507201 Licenses & Permits	-	-	-	-	-	-	0.0%	-	0.0%	
507999 Other Taxes	-	-	-	-	-	-	0.0%	-	0.0%	
<b>Totals</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>0.0%</b>	
<b>MISC EXPENSE</b>										
509011 Dues/Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%	
509081 Advertising - District Promo	-	-	-	-	-	-	0.0%	-	0.0%	
509101 Employee Incentive Program	309	2,500	2,191	2,500	2,500	2,500	709.1%	2,500	0.0%	
509121 Employee Training	2,225	7,000	4,775	7,000	7,000	7,000	214.6%	7,000	0.0%	
509122 BOD Travel	-	-	-	-	-	-	0.0%	-	0.0%	
509123 Travel	2,472	7,000	4,528	7,000	7,000	7,000	183.2%	7,000	0.0%	
509125 Local Meeting Expense	-	-	-	-	-	-	0.0%	-	0.0%	
509127 Board Director Fees	-	-	-	-	-	-	0.0%	-	0.0%	
509150 Contributions	-	-	-	-	-	-	0.0%	-	0.0%	
509198 Cash Over/Short	-	-	-	-	-	-	0.0%	-	0.0%	
509999 Other Misc Expense	-	-	-	-	-	-	0.0%	-	0.0%	
<b>Totals</b>	<b>\$ 5,006</b>	<b>\$ 16,500</b>	<b>\$ 11,494</b>	<b>\$ 16,500</b>	<b>\$ 16,500</b>	<b>\$ 16,500</b>	<b>229.6%</b>	<b>\$ -</b>	<b>0.0%</b>	
<b>INTEREST EXPENSE &amp; DEBT SERVICE</b>										
511102 Interest Expense - Loan	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%	
511103 Interest Expense - POB	-	-	-	-	-	-	0.0%	-	0.0%	
524000 Principal - POB	-	-	-	-	-	-	0.0%	-	0.0%	
<b>Totals</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>0.0%</b>	
<b>LEASES &amp; RENTALS</b>										
512011 Facility Lease	\$ 123,500	\$ 201,040	\$ 77,540	\$ 201,040	\$ 80,040	\$ (121,000)	62.8%	\$ (121,000)	(60.2%)	
512061 Equipment Rental	1,545	3,000	1,455	3,000	3,000	3,000	94.2%	-	0.0%	
<b>Totals</b>	<b>\$ 125,045</b>	<b>\$ 204,040</b>	<b>\$ 78,995</b>	<b>\$ 204,040</b>	<b>\$ 83,040</b>	<b>\$ (121,000)</b>	<b>63.2%</b>	<b>\$ (121,000)</b>	<b>(59.3%)</b>	
<b>PERSONNEL TOTAL</b>										
<b>NON-PERSONNEL TOTAL</b>										
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 4,514,485</b>	<b>\$ 5,067,796</b>	<b>\$ 553,311</b>	<b>\$ 5,067,796</b>	<b>\$ 5,157,881</b>	<b>\$ 90,085</b>	<b>12.3%</b>	<b>\$ 90,085</b>	<b>1.8%</b>	

13C.59

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY24 & FY25 OPERATING BUDGET

## Operations - 3200

ACCOUNT	June-22		June-23		June-23		June-23	
	BUDGET	BUDGET	BUDGET	BUDGET	PLAN	Increase/(Decrease)	Increase/(Decrease)	% VAR
	FY23	FY24	FY24	FY24	FY25	\$ VAR	\$ VAR	% VAR
LABOR								
501011 Bus Operator Pay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
501013 Bus Operator OT	-	-	-	-	-	-	-	0.0%
501021 Other Salaries	1,332,105	1,330,016	1,330,016	(2,089)	1,346,046	16,030	16,030	1.2%
501023 Other OT	199,695	139,787	139,787	(59,908)	146,777	6,990	6,990	5.0%
<b>Totals</b>	<b>\$ 1,531,800</b>	<b>\$ 1,469,803</b>	<b>\$ 1,469,803</b>	<b>\$ (61,997)</b>	<b>\$ 1,492,823</b>	<b>\$ 23,020</b>	<b>\$ 23,020</b>	<b>1.6%</b>
FRINGE BENEFITS								
502011 Medicare/Soc. Sec.	\$ 26,561	\$ 26,109	\$ 26,109	(452)	\$ 26,489	\$ 380	\$ 380	1.5%
502021 Retirement	158,488	182,685	182,685	24,197	181,470	(1,215)	(1,215)	(0.7%)
502022 Retirement UAL	77,126	-	-	(77,126)	-	-	-	0.0%
502031 Medical Ins	482,876	476,617	476,617	(6,259)	510,994	34,377	34,377	7.2%
502041 Dental Ins	24,900	24,762	24,762	(138)	25,236	474	474	1.9%
502045 Vision Ins	4,968	4,968	4,968	-	4,968	-	-	0.0%
502051 Life Ins/AD&D	2,250	2,210	2,210	(40)	2,270	60	60	2.7%
502060 State Disability Ins (SDI)	19,942	16,207	16,207	(3,735)	16,991	784	784	4.8%
502061 Long Term Disability Ins	8,890	9,156	9,156	266	9,158	2	2	0.0%
502071 State Unemployment Ins (SUI)	2,556	1,890	1,890	(666)	2,016	126	126	6.7%
502081 Worker's Comp Ins	56,386	57,021	57,021	635	58,732	1,711	1,711	3.0%
502101 Holiday Pay	49,737	50,562	50,562	825	51,162	600	600	1.2%
502103 Floating Holiday	5,552	5,553	5,553	1	5,553	-	-	0.0%
502109 Sick Leave	74,602	75,840	75,840	1,238	76,739	899	899	1.2%
502111 Annual Leave	184,203	186,950	186,950	2,747	188,771	1,821	1,821	1.0%
502121 Other Paid Absence	11,656	11,847	11,847	191	11,988	141	141	1.2%
502251 Phys. Exams	1,350	900	900	(450)	945	45	45	5.0%
502253 Driver Lic Renewal	295	236	236	(59)	248	12	12	5.1%
502999 Other Fringe Benefits	2,472	2,472	2,472	-	2,490	18	18	0.7%
<b>Totals</b>	<b>\$ 1,194,810</b>	<b>\$ 1,135,985</b>	<b>\$ 1,135,985</b>	<b>\$ (58,825)</b>	<b>\$ 1,176,220</b>	<b>\$ 40,235</b>	<b>\$ 40,235</b>	<b>3.5%</b>

## Attachment C



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

**Operations - 3200**

ACCOUNT	June-22	June-23	June-23		June-23		Increase/(Decrease) \$ VAR	% VAR	June-23 PLAN FY25	Increase/(Decrease) \$ VAR	% VAR
	BUDGET FY23	BUDGET FY24	BUDGET FY24	BUDGET FY24	BUDGET FY24	BUDGET FY24					
<b>SERVICES</b>											
503011 Accting/Audit Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	-	\$ -	0.0%	-
503012 Admin/Bank Fees	-	-	-	-	-	-	0.0%	-	-	0.0%	-
503031 Prof/Technical Fees	15,453	15,829	15,829	376	16,620	791	2.4%	16,620	791	5.0%	791
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	1,500	1,055	1,055	(445)	1,108	53	(29.7%)	1,108	53	5.0%	53
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	2,369	2,600	2,600	231	2,730	130	9.8%	2,730	130	5.0%	130
503353 Repair - Rev Vehicle	-	-	-	-	-	-	0.0%	-	-	0.0%	-
503354 Repair - Non Rev Vehicle	-	-	-	-	-	-	0.0%	-	-	0.0%	-
503363 Haz Mat Disposal	-	-	-	-	-	-	0.0%	-	-	0.0%	-
<b>Totals \$</b>	<b>19,322</b>	<b>19,484</b>	<b>19,484</b>	<b>162</b>	<b>20,458</b>	<b>974</b>	<b>0.8%</b>	<b>20,458</b>	<b>974</b>	<b>5.0%</b>	<b>974</b>
<b>MOBILE MATERIALS &amp; SUPPLIES</b>											
504011 Fuels & Lubricants - Non Rev Veh	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	-	\$ -	0.0%	-
504012 Fuels & Lubricants - Rev Veh	-	-	-	-	-	-	0.0%	-	-	0.0%	-
Hydro											
Hydrogen fuel	-	-	-	-	-	-	0.0%	-	-	0.0%	-
504021 Tires & Tubes	-	-	-	-	-	-	0.0%	-	-	0.0%	-
504161 Other Mobile Supplies	-	-	-	-	-	-	0.0%	-	-	0.0%	-
504191 Rev Vehicle Parts	-	-	-	-	-	-	0.0%	-	-	0.0%	-
<b>Totals \$</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>

**13C.61**

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY24 & FY25 OPERATING BUDGET

## Operations - 3200

ACCOUNT	June-22	June-23	June-23		June-23		Increase/(Decrease) \$ VAR	% VAR	Increase/(Decrease) \$ VAR	% VAR
	BUDGET FY23	BUDGET FY24	BUDGET FY24	PLAN FY25	BUDGET FY24	PLAN FY25				
<b>OTHER MATERIALS &amp; SUPPLIES</b>										
504205 Freight Out	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	-	0.0%	\$ -	0.0%
504211 Postage & Mailing	226	-	(226)	-	(100.0%)	-	-	-	-	0.0%
504214 Promotional Items	-	-	-	-	0.0%	-	-	-	-	0.0%
504215 Printing	7,500	7,500	-	7,875	0.0%	375	7,875	375	5.0%	
504217 Photo Supp/Process	-	-	-	-	0.0%	-	-	-	-	0.0%
504311 Office Supplies	8,242	15,000	6,758	15,750	82.0%	750	15,750	750	5.0%	
504315 Safety Supplies	-	-	-	-	0.0%	-	-	-	-	0.0%
504316 COVID-19	-	-	-	-	0.0%	-	-	-	-	0.0%
504317 Cleaning Supplies	-	-	-	-	0.0%	-	-	-	-	0.0%
504409 Repair/Maint Supplies	-	-	-	-	0.0%	-	-	-	-	0.0%
504417 Tenant Repairs	-	-	-	-	0.0%	-	-	-	-	0.0%
504421 Non-Inventory Parts	-	-	-	-	0.0%	-	-	-	-	0.0%
504511 Small Tools	-	-	-	-	0.0%	-	-	-	-	0.0%
504515 Employee Tool Replacement	-	-	-	-	0.0%	-	-	-	-	0.0%
<b>Totals \$</b>	<b>15,968 \$</b>	<b>22,500 \$</b>	<b>6,532 \$</b>	<b>23,625 \$</b>	<b>40.9%</b>	<b>1,125 \$</b>	<b>23,625 \$</b>	<b>1,125 \$</b>	<b>5.0%</b>	
<b>UTILITIES</b>										
505010 Propulsion Power	\$ -	\$ -	\$ -	\$ -	0.0%	-	-	-	-	0.0%
505011 Gas & Electric	-	-	-	-	0.0%	-	-	-	-	0.0%
505021 Water & Garbage	-	-	-	-	0.0%	-	-	-	-	0.0%
505031 Telecommunications	18,326	12,239	(6,087)	12,851	(33.2%)	612	12,851	612	5.0%	
<b>Totals \$</b>	<b>18,326 \$</b>	<b>12,239 \$</b>	<b>(6,087)</b>	<b>12,851 \$</b>	<b>(33.2%)</b>	<b>612</b>	<b>12,851 \$</b>	<b>612</b>	<b>5.0%</b>	
<b>CASUALTY &amp; LIABILITY</b>										
506011 Insurance - Property	\$ -	\$ -	\$ -	\$ -	0.0%	-	-	-	-	0.0%
506015 Insurance - PL/PD	-	-	-	-	0.0%	-	-	-	-	0.0%
506021 Insurance - Other	-	-	-	-	0.0%	-	-	-	-	0.0%
506123 Settlement Costs	-	-	-	-	0.0%	-	-	-	-	0.0%
506127 Repairs - District Prop	-	-	-	-	0.0%	-	-	-	-	0.0%
<b>Totals \$</b>	<b>- \$</b>	<b>- \$</b>	<b>- \$</b>	<b>- \$</b>	<b>0.0%</b>	<b>- \$</b>	<b>- \$</b>	<b>- \$</b>	<b>- \$</b>	<b>0.0%</b>

13C.62

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY24 & FY25 OPERATING BUDGET

## Operations - 3200

ACCOUNT	June-22	June-23	June-23		June-23		June-23		
	BUDGET FY23	BUDGET FY24	Increase/(Decrease) \$ VAR	% VAR	PLAN FY25	Increase/(Decrease) \$ VAR	% VAR	Increase/(Decrease) \$ VAR	
<b>TAXES</b>									
507051 Fuel Tax	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%	\$ -	0.0%
507201 Licenses & Permits	-	-	-	0.0%	-	-	0.0%	-	0.0%
507999 Other Taxes	-	-	-	0.0%	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>0.0%</b>
<b>MISC EXPENSE</b>									
509011 Dues/Subscriptions	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%	\$ -	0.0%
509081 Advertising - District Promo	-	-	-	0.0%	-	-	0.0%	-	0.0%
509101 Employee Incentive Program	-	5,000	5,000	100.0%	5,250	250	5.0%	250	5.0%
509121 Employee Training	12,583	12,790	207	1.6%	13,430	640	5.0%	640	5.0%
509122 BOD Travel	-	-	-	0.0%	-	-	0.0%	-	0.0%
509123 Travel	7,417	7,603	186	2.5%	7,983	380	5.0%	380	5.0%
509125 Local Meeting Expense	-	300	300	100.0%	315	15	5.0%	15	5.0%
509127 Board Director Fees	-	-	-	0.0%	-	-	0.0%	-	0.0%
509150 Contributions	-	-	-	0.0%	-	-	0.0%	-	0.0%
509198 Cash Over/Short	-	-	-	0.0%	-	-	0.0%	-	0.0%
509999 Other Misc Expense	-	-	-	0.0%	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>\$ 20,000</b>	<b>\$ 25,693</b>	<b>\$ 5,693</b>	<b>28.5%</b>	<b>\$ 26,978</b>	<b>\$ 1,285</b>	<b>5.0%</b>	<b>\$ 1,285</b>	<b>5.0%</b>
<b>INTEREST EXPENSE &amp; DEBT SERVICE</b>									
511102 Interest Expense - Loan	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%	\$ -	0.0%
511103 Interest Expense - POB	-	-	-	0.0%	-	-	0.0%	-	0.0%
524000 Principal - POB	-	-	-	0.0%	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>0.0%</b>
<b>LEASES &amp; RENTALS</b>									
512011 Facility Lease	\$ 28,846	\$ 109,588	\$ 80,742	279.9%	\$ 111,065	\$ 1,477	1.3%	\$ 1,477	1.3%
512061 Equipment Rental	-	-	-	0.0%	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>\$ 28,846</b>	<b>\$ 109,588</b>	<b>\$ 80,742</b>	<b>279.9%</b>	<b>\$ 111,065</b>	<b>\$ 1,477</b>	<b>1.3%</b>	<b>\$ 1,477</b>	<b>1.3%</b>
<b>PERSONNEL TOTAL</b>									
	\$ 2,726,610	\$ 2,605,788	\$ (120,822)	(4.4%)	\$ 2,669,043	\$ 63,255	2.4%	\$ 63,255	2.4%
<b>NON-PERSONNEL TOTAL</b>									
	\$ 102,462	\$ 189,504	\$ 87,042	85.0%	\$ 194,977	\$ 5,473	2.9%	\$ 5,473	2.9%
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 2,829,072</b>	<b>\$ 2,795,292</b>	<b>\$ (33,780)</b>	<b>(1.2%)</b>	<b>\$ 2,864,020</b>	<b>\$ 68,728</b>	<b>2.5%</b>	<b>\$ 68,728</b>	<b>2.5%</b>

13C.63

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY24 & FY25 OPERATING BUDGET

## Bus Operators - 3300

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

## Attachment C

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

**Bus Operators - 3300**

ACCOUNT	June-22	June-23	June-23		June-23	Increase/(Decrease)	
	BUDGET FY23	BUDGET FY24	\$ VAR	% VAR	PLAN FY25	\$ VAR	% VAR
SERVICES							
503011 Acting/Audit Fees	\$ -	\$ -	\$ -	0.0%	-	\$ -	0.0%
503012 Admin/Bank Fees	-	-	-	0.0%	-	-	0.0%
503031 Prof/Technical Fees	-	-	-	0.0%	-	-	0.0%
503032 Legislative Services	-	-	-	0.0%	-	-	0.0%
503033 Legal Services	-	-	-	0.0%	-	-	0.0%
503034 Pre-Employment Exams	-	-	-	0.0%	-	-	0.0%
503041 Temp Help	-	-	-	0.0%	-	-	0.0%
503161 Custodial Services	-	-	-	0.0%	-	-	0.0%
503162 Uniforms/Laundry	54,060	3,000	(51,060)	(94.5%)	3,150	150	5.0%
503171 Security Services	-	-	-	0.0%	-	-	0.0%
503221 Classified/Legal Ads	-	-	-	0.0%	-	-	0.0%
503222 Legal Ads	-	-	-	0.0%	-	-	0.0%
503225 Graphic Services	-	-	-	0.0%	-	-	0.0%
503351 Repair - Bldg & Impr	-	-	-	0.0%	-	-	0.0%
503352 Repair - Equipment	-	-	-	0.0%	-	-	0.0%
503353 Repair - Rev Vehicle	-	-	-	0.0%	-	-	0.0%
503354 Repair - Non Rev Vehicle	-	-	-	0.0%	-	-	0.0%
503363 Haz Mat Disposal	-	-	-	0.0%	-	-	0.0%
<b>Totals \$</b>	<b>54,060 \$</b>	<b>3,000 \$</b>	<b>(51,060)</b>	<b>(94.5%)</b>	<b>3,150 \$</b>	<b>150 \$</b>	<b>5.0%</b>

MISC EXPENSE							
509011 Dues/Subscriptions	\$ -	\$ -	\$ -	0.0%	-	\$ -	0.0%
509081 Advertising - District Promo	-	-	-	0.0%	-	-	0.0%
509101 Employee Incentive Program	9,500	9,690	190	2.0%	10,175	485	5.0%
509121 Employee Training	1,650	1,691	41	2.5%	1,776	85	5.0%
509122 BOD Travel	-	-	-	0.0%	-	-	0.0%
509123 Travel	-	-	-	0.0%	-	-	0.0%
509125 Local Meeting Expense	-	-	-	0.0%	-	-	0.0%
509127 Board Director Fees	-	-	-	0.0%	-	-	0.0%
509150 Contributions	-	-	-	0.0%	-	-	0.0%
509198 Cash Over/Short	-	-	-	0.0%	-	-	0.0%
509999 Other Misc Expense	-	-	-	0.0%	-	-	0.0%
<b>Totals \$</b>	<b>11,150 \$</b>	<b>11,381 \$</b>	<b>231</b>	<b>2.1%</b>	<b>11,951 \$</b>	<b>570 \$</b>	<b>5.0%</b>

FY24- FY25\_OpEX\_Budget\_V12  
Bus Operators - 3300

**13C.65**

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

**Bus Operators - 3300**

ACCOUNT	June-22	June-23	June-23		June-23	June-23	
	BUDGET FY23	BUDGET FY24	Increase/(Decrease) \$ VAR	% VAR	PLAN FY25	Increase/(Decrease) \$ VAR	% VAR
PERSONNEL TOTAL	\$ 18,460,251	\$ 17,616,164	\$ (844,087)	(4.6%)	\$ 18,079,480	\$ 463,316	2.6%
NON-PERSONNEL TOTAL	\$ 65,210	\$ 14,381	\$ (50,829)	(77.9%)	\$ 15,101	\$ 720	5.0%
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 18,525,461</b>	<b>\$ 17,630,545</b>	<b>\$ (894,916)</b>	<b>(4.8%)</b>	<b>\$ 18,094,581</b>	<b>\$ 464,036</b>	<b>2.6%</b>

Attachment C

13C.66

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY24 & FY25 OPERATING BUDGET

## Fleet Maint - 4100

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

13C.67

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY24 & FY25 OPERATING BUDGET

## Fleet Maint - 4100

ACCOUNT	June-22		June-23		June-23		June-23	
	BUDGET	FY23	BUDGET	FY24	Increase/(Decrease)	PLAN	Increase/(Decrease)	% VAR
	\$		\$		\$ VAR	FY25	\$ VAR	% VAR
<b>SERVICES</b>								
503011 Accting/Audit Fees	\$ -	-	\$ -	-	-	-	\$ -	0.0%
503012 Admin/Bank Fees	-	-	-	-	-	-	-	0.0%
503031 Prof/Technical Fees	8,700	8,700	9,000	9,000	300	9,000	-	3.4%
503032 Legislative Services	-	-	-	-	-	-	-	0.0%
503033 Legal Services	-	-	-	-	-	-	-	0.0%
503034 Pre-Employment Exams	-	-	-	-	-	-	-	0.0%
503041 Temp Help	-	-	-	-	-	-	-	0.0%
503161 Custodial Services	-	-	-	-	-	-	-	0.0%
503162 Uniforms/Laundry	22,000	22,000	27,912	27,912	5,912	27,912	-	26.9%
503171 Security Services	-	-	-	-	-	-	-	0.0%
503221 Classified/Legal Ads	-	-	-	-	-	-	-	0.0%
503222 Legal Ads	-	-	-	-	-	-	-	0.0%
503225 Graphic Services	-	-	-	-	-	-	-	0.0%
503351 Repair - Bldg & Impr	38,000	38,000	26,600	26,600	(11,400)	26,100	(500)	(30.0%)
503352 Repair - Equipment	611,480	611,480	654,926	654,926	43,446	595,081	(59,845)	7.1%
503353 Repair - Rev Vehicle	58,575	58,575	72,075	72,075	13,500	72,176	101	23.0%
503354 Repair - Non Rev Vehicle	-	-	-	-	-	-	-	0.0%
503363 Haz Mat Disposal	-	-	-	-	-	-	-	0.0%
<b>Totals \$</b>	<b>738,755</b>	<b>738,755</b>	<b>790,513</b>	<b>790,513</b>	<b>51,758</b>	<b>730,269</b>	<b>\$ (60,244)</b>	<b>7.0%</b>
<b>MOBILE MATERIALS &amp; SUPPLIES</b>								
504011 Fuels & Lubricants - Non Rev Veh	\$ 75,440	75,440	\$ 75,440	75,440	-	79,212	\$ 3,772	0.0%
504012 Fuels & Lubricants - Rev Veh	2,000,000	2,000,000	3,764,296	3,764,296	1,764,296	3,896,958	132,662	88.2%
Hydrogen fuel	-	-	-	-	-	250,000	250,000	0.0%
504021 Tires & Tubes	217,000	217,000	217,000	217,000	-	227,850	10,850	0.0%
504161 Other Mobile Supplies	-	-	-	-	-	-	-	0.0%
504191 Rev Vehicle Parts	1,033,840	1,033,840	1,369,299	1,369,299	335,459	1,431,314	62,015	32.4%
<b>Totals \$</b>	<b>3,326,280</b>	<b>3,326,280</b>	<b>5,426,035</b>	<b>5,426,035</b>	<b>2,099,755</b>	<b>5,885,334</b>	<b>\$ 459,299</b>	<b>63.1%</b>

13C.68



# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY24 & FY25 OPERATING BUDGET

## Fleet Maint - 4100

ACCOUNT	June-22		June-23		June-23		June-23				
	BUDGET	FY23	BUDGET	FY24	Increase/(Decrease)	% VAR	PLAN	FY25			
					\$ VAR		\$ VAR				
								Increase/(Decrease)			
								\$ VAR			
								% VAR			
<b>OTHER MATERIALS &amp; SUPPLIES</b>											
504205 Freight Out	\$	8,300	\$	5,000	\$	(3,300)	\$	5,500	\$	500	10.0%
504211 Postage & Mailing		-		-		-		-		-	0.0%
504214 Promotional Items		-		-		-		-		-	0.0%
504215 Printing		1,000		1,000		-		1,050		50	5.0%
504217 Photo Supp/Process		-		-		-		-		-	0.0%
504311 Office Supplies		2,000		2,600		600		2,730		130	5.0%
504315 Safety Supplies		18,000		18,000		-		18,900		900	5.0%
504316 COVID-19		-		-		-		-		-	0.0%
504317 Cleaning Supplies		11,000		11,000		-		11,550		550	5.0%
504409 Repair/Maint Supplies		-		-		-		-		-	0.0%
504417 Tenant Repairs		-		-		-		-		-	0.0%
504421 Non-Inventory Parts		52,475		52,475		-		55,099		2,624	5.0%
504511 Small Tools		12,000		12,000		-		12,600		600	5.0%
504515 Employee Tool Replacement		3,000		3,000		-		3,150		150	5.0%
<b>Totals</b>	<b>\$</b>	<b>107,775</b>	<b>\$</b>	<b>105,075</b>	<b>\$</b>	<b>(2,700)</b>	<b>\$</b>	<b>110,579</b>	<b>\$</b>	<b>5,504</b>	<b>5.2%</b>
<b>UTILITIES</b>											
505010 Propulsion Power	\$	100,000	\$	150,000	\$	50,000	\$	157,500	\$	7,500	5.0%
505011 Gas & Electric		-		-		-		-		-	0.0%
505021 Water & Garbage		-		-		-		-		-	0.0%
505031 Telecommunications		60,000		58,000		(2,000)		59,000		1,000	1.7%
<b>Totals</b>	<b>\$</b>	<b>160,000</b>	<b>\$</b>	<b>208,000</b>	<b>\$</b>	<b>48,000</b>	<b>\$</b>	<b>216,500</b>	<b>\$</b>	<b>8,500</b>	<b>4.1%</b>
<b>CASUALTY &amp; LIABILITY</b>											
506011 Insurance - Property	\$	-	\$	-	\$	-	\$	-	\$	-	0.0%
506015 Insurance - PL/PD		-		-		-		-		-	0.0%
506021 Insurance - Other		-		-		-		-		-	0.0%
506123 Settlement Costs		-		-		-		-		-	0.0%
506127 Repairs - District Prop		-		-		-		-		-	0.0%
<b>Totals</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>0.0%</b>

Attachment C

13C.69

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY24 & FY25 OPERATING BUDGET

## Fleet Maint - 4100

ACCOUNT	June-22	June-23	June-23		June-23		Increase/(Decrease) \$ VAR	% VAR	Increase/(Decrease) \$ VAR	% VAR
	BUDGET FY23	BUDGET FY24	PLAN FY25	PLAN FY25	PLAN FY25	PLAN FY25				
<b>TAXES</b>										
507051 Fuel Tax	\$ 17,500	\$ 15,000	\$ (2,500)	(14.3%)	\$ 15,000	\$ -	0.0%	\$ -	0.0%	
507201 Licenses & Permits	-	-	-	0.0%	-	-	0.0%	-	0.0%	
507999 Other Taxes	-	-	-	0.0%	-	-	0.0%	-	0.0%	
<b>Totals</b>	<b>\$ 17,500</b>	<b>\$ 15,000</b>	<b>\$ (2,500)</b>	<b>(14.3%)</b>	<b>\$ 15,000</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>0.0%</b>	
<b>MISC EXPENSE</b>										
509011 Dues/Subscriptions	\$ 8,100	\$ 5,970	\$ (2,130)	(26.3%)	\$ 6,025	\$ 55	0.9%	\$ 55	0.9%	
509081 Advertising - District Promo	-	-	-	0.0%	-	-	0.0%	-	0.0%	
509101 Employee Incentive Program	-	500	500	100.0%	525	25	5.0%	25	5.0%	
509121 Employee Training	17,050	341,150	324,100	1900.9%	341,883	733	0.2%	733	0.2%	
509122 BOD Travel	-	-	-	0.0%	-	-	0.0%	-	0.0%	
509123 Travel	8,000	8,000	-	0.0%	8,400	400	5.0%	400	5.0%	
509125 Local Meeting Expense	-	1,000	1,000	100.0%	1,050	50	5.0%	50	5.0%	
509127 Board Director Fees	-	-	-	0.0%	-	-	0.0%	-	0.0%	
509150 Contributions	-	-	-	0.0%	-	-	0.0%	-	0.0%	
509198 Cash Over/Short	-	-	-	0.0%	-	-	0.0%	-	0.0%	
509999 Other Misc Expense	-	-	-	0.0%	-	-	0.0%	-	0.0%	
<b>Totals</b>	<b>\$ 33,150</b>	<b>\$ 356,620</b>	<b>\$ 323,470</b>	<b>975.8%</b>	<b>\$ 357,883</b>	<b>\$ 1,263</b>	<b>0.4%</b>	<b>\$ 1,263</b>	<b>0.4%</b>	
<b>INTEREST EXPENSE &amp; DEBT SERVICE</b>										
511102 Interest Expense - Loan	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%	\$ -	0.0%	
511103 Interest Expense - POB	-	-	-	0.0%	-	-	0.0%	-	0.0%	
524000 Principal - POB	-	-	-	0.0%	-	-	0.0%	-	0.0%	
<b>Totals</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>0.0%</b>	
<b>LEASES &amp; RENTALS</b>										
512011 Facility Lease	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%	\$ -	0.0%	
512061 Equipment Rental	1,500	300	(1,200)	(80.0%)	300	-	0.0%	-	0.0%	
<b>Totals</b>	<b>\$ 1,500</b>	<b>\$ 300</b>	<b>\$ (1,200)</b>	<b>(80.0%)</b>	<b>\$ 300</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>0.0%</b>	
<b>PERSONNEL TOTAL</b>	<b>\$ 4,599,042</b>	<b>\$ 4,520,130</b>	<b>\$ (78,912)</b>	<b>(1.7%)</b>	<b>\$ 4,626,546</b>	<b>\$ 106,416</b>	<b>2.4%</b>	<b>\$ 106,416</b>	<b>2.4%</b>	
<b>NON-PERSONNEL TOTAL</b>	<b>\$ 4,384,960</b>	<b>\$ 6,901,543</b>	<b>\$ 2,516,583</b>	<b>57.4%</b>	<b>\$ 7,315,865</b>	<b>\$ 414,322</b>	<b>6.0%</b>	<b>\$ 414,322</b>	<b>6.0%</b>	
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 8,984,002</b>	<b>\$ 11,421,673</b>	<b>\$ 2,437,671</b>	<b>27.1%</b>	<b>\$ 11,942,411</b>	<b>\$ 520,738</b>	<b>4.6%</b>	<b>\$ 520,738</b>	<b>4.6%</b>	

13C.70

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY24 & FY25 OPERATING BUDGET

## District Counsel - 1700

ACCOUNT SERVICES	June-22	June-23	June-23		June-23		
	BUDGET FY23	BUDGET FY24	Increase/(Decrease) \$ VAR	% VAR	PLAN FY25	Increase/(Decrease) \$ VAR	% VAR
503011 Accting/Audit Fees	\$ -	-	\$ -	0.0%	-	\$ -	0.0%
503012 Admin/Bank Fees	-	-	-	0.0%	-	-	0.0%
503031 Prof/Technical Fees	3,091	3,166	75	2.4%	3,324	158	5.0%
503032 Legislative Services	-	-	-	0.0%	-	-	0.0%
503033 Legal Services	435,096	554,346	119,250	27.4%	567,963	13,617	2.5%
503034 Pre-Employment Exams	-	-	-	0.0%	-	-	0.0%
503041 Temp Help	-	-	-	0.0%	-	-	0.0%
503161 Custodial Services	-	-	-	0.0%	-	-	0.0%
503162 Uniforms/Laundry	-	-	-	0.0%	-	-	0.0%
503171 Security Services	-	-	-	0.0%	-	-	0.0%
503221 Classified/Legal Ads	-	-	-	0.0%	-	-	0.0%
503222 Legal Ads	-	-	-	0.0%	-	-	0.0%
503225 Graphic Services	-	-	-	0.0%	-	-	0.0%
503351 Repair - Bldg & Impr	-	-	-	0.0%	-	-	0.0%
503352 Repair - Equipment	-	-	-	0.0%	-	-	0.0%
503353 Repair - Rev Vehicle	-	-	-	0.0%	-	-	0.0%
503354 Repair - Non Rev Vehicle	-	-	-	0.0%	-	-	0.0%
503363 Haz Mat Disposal	-	-	-	0.0%	-	-	0.0%
<b>Totals</b>	<b>\$ 438,187</b>	<b>\$ 557,512</b>	<b>\$ 119,325</b>	<b>27.2%</b>	<b>\$ 571,287</b>	<b>\$ 13,775</b>	<b>2.5%</b>

<b>PERSONNEL TOTAL</b>	\$ -	\$ -	\$ -	0.0%	-	\$ -	0.0%
<b>NON-PERSONNEL TOTAL</b>	\$ 438,187	\$ 557,512	\$ 119,325	27.2%	\$ 571,287	\$ 13,775	2.5%
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 438,187</b>	<b>\$ 557,512</b>	<b>\$ 119,325</b>	<b>27.2%</b>	<b>\$ 571,287</b>	<b>\$ 13,775</b>	<b>2.5%</b>

13C.71

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

ACCOUNT	June-22 BUDGET FY23	June-23 BUDGET FY24	June-23 PLAN FY25	Increase/(Decrease) \$ VAR	Increase/(Decrease) % VAR	Increase/(Decrease) \$ VAR	Increase/(Decrease) % VAR
<b>SERVICES</b>							
503011 Accting/Audit Fees	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%
503012 Admin/Bank Fees	-	-	-	-	0.0%	-	0.0%
503031 Prof/Technical Fees	-	-	-	-	0.0%	-	0.0%
503032 Legislative Services	-	-	-	-	0.0%	-	0.0%
503033 Legal Services	20,000	-	-	(20,000)	(100.0%)	-	0.0%
503034 Pre-Employment Exams	-	-	-	-	0.0%	-	0.0%
503041 Temp Help	72,000	-	-	(72,000)	(100.0%)	-	0.0%
503161 Custodial Services	-	-	-	-	0.0%	-	0.0%
503162 Uniforms/Laundry	-	-	-	-	0.0%	-	0.0%
503171 Security Services	-	-	-	-	0.0%	-	0.0%
503221 Classified/Legal Ads	-	-	-	-	0.0%	-	0.0%
503222 Legal Ads	-	-	-	-	0.0%	-	0.0%
503225 Graphic Services	-	-	-	-	0.0%	-	0.0%
503351 Repair - Bldg & Impr	-	-	-	-	0.0%	-	0.0%
503352 Repair - Equipment	-	-	-	-	0.0%	-	0.0%
503353 Repair - Rev Vehicle	-	-	-	-	0.0%	-	0.0%
503354 Repair - Non Rev Vehicle	-	-	-	-	0.0%	-	0.0%
503363 Haz Mat Disposal	-	-	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>\$ 92,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (92,000)</b>	<b>(100.0%)</b>	<b>\$ -</b>	<b>0.0%</b>
<b>OTHER MATERIALS &amp; SUPPLIES</b>							
504205 Freight Out	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%
504211 Postage & Mailing	28,000	-	-	(28,000)	(100.0%)	-	0.0%
504214 Promotional Items	-	-	-	-	0.0%	-	0.0%
504215 Printing	7,500	-	-	(7,500)	(100.0%)	-	0.0%
504217 Photo Supp/Process	-	-	-	-	0.0%	-	0.0%
504311 Office Supplies	-	-	-	-	0.0%	-	0.0%
504315 Safety Supplies	78,212	-	-	(78,212)	(100.0%)	-	0.0%
504316 COVID-19	-	-	-	-	0.0%	-	0.0%
504317 Cleaning Supplies	17,000	-	-	(17,000)	(100.0%)	-	0.0%
504409 Repair/Maint Supplies	75,000	-	-	(75,000)	(100.0%)	-	0.0%
504417 Tenant Repairs	-	-	-	-	0.0%	-	0.0%
504421 Non-Inventory Parts	-	-	-	-	0.0%	-	0.0%
504511 Small Tools	-	-	-	-	0.0%	-	0.0%
504515 Employee Tool Replacement	-	-	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>\$ 205,712</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (205,712)</b>	<b>(100.0%)</b>	<b>\$ -</b>	<b>0.0%</b>
<b>PERSONNEL TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>0.0%</b>
<b>NON-PERSONNEL TOTAL</b>	<b>\$ 297,712</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (297,712)</b>	<b>(100.0%)</b>	<b>\$ -</b>	<b>0.0%</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 297,712</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (297,712)</b>	<b>(100.0%)</b>	<b>\$ -</b>	<b>0.0%</b>

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

**Retirees - 9005**

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

**13C.73**

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

**SCCIC - 700**

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

**Attachment C**

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

**13C.74**

# Attachment D

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

**FY24 & FY25 OPERATING BUDGET  
Funded Personnel - Full Time Equivalent (FTE)  
Inventory Management - 2000**

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

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

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

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

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

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

Position Title	Authorized FY23 2022	Funded FY23 2022	Authorized FY24 2023	Funded FY24 2023	Authorized FY25 2023	Funded FY25 2023
Operations Manager: Paratransit Division	1.00	1.00	1.00	1.00	1.00	1.00
Accessible Services Coordinator*	0.00	0.00	1.00	1.00	1.00	1.00
Paratransit Eligibility Coordinator	1.00	1.00	1.00	1.00	1.00	1.00
Assistant Operations Manager: Paratransit	1.00	0.00	1.00	0.00	1.00	0.00
Assistant Operations & Customer Service Manager*	0.00	0.00	1.00	1.00	1.00	1.00
Reservation & Scheduling Coord	1.00	0.00	1.00	0.00	1.00	0.00
Safety/Road Response Coord	1.00	0.00	1.00	0.00	1.00	0.00
Dispatcher	5.00	0.00	5.00	0.00	5.00	0.00
Dispatcher/Scheduler*	5.00	5.00	7.00	7.00	7.00	7.00
Paratransit Clerk I-II-III **	2.00	1.00	2.00	0.00	2.00	0.00
Van Operator	34.00	31.00	34.00	31.00	34.00	31.00
Paratransit Supervisor	3.00	3.00	3.00	3.00	3.00	3.00
<b>Total Full-Time Equivalents (FTEs)</b>	<b>54.00</b>	<b>42.00</b>	<b>58.00</b>	<b>45.00</b>	<b>58.00</b>	<b>45.00</b>

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

\*\* Unfund Paratransit Clerk III in FY24/FY25 budget

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

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

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

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

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

# Attachment D

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

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

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

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

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

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# Attachment E

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT														
FY24 CAPITAL BUDGET/PORTFOLIO-ANTICIPATED SPENDING														
AS OF JUNE 23, 2023														
PROJECT/ACTIVITY	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	BUS REPLACEMENT FUND	
													\$3M PER YEAR (MEASURE D + SBT STA&SGR)	RESTRICTED
	FEDERAL FUNDS	TIRCP	STIP	LCTOP	LPP	VW GRANT	PG&E REBATES & MBARD	STA-SGR (SB 1)	MEASURE D (XFR FROM OPER BUDGET)	OPERATING & CAPITAL RESERVE FUND	TOTAL			
<b>CAPITAL PROGRAM FUNDING</b>														
<b>Federal Sources of Funds:</b>														
Federal Grants (FTA)	\$ 235,328													\$ 235,328
USDOT 2022 Multimodal Projects Discretionary Grant (MPDG)	\$ -													\$ -
<b>State /Other Sources of Funds:</b>														
State Transportation Improvement Program (STIP)			\$ -											\$ -
Low Carbon Transit Operations Program (LCTOP)			\$ -											\$ -
Local Partnership Program (LPP)				\$ 302,000										\$ 302,000
State Transit Assistance (STA)-Prior Years														\$ -
Transfers from Operating Budget (STA-SB1)														\$ -
STA-SGR (SB1)														\$ -
Transfers from Operating Budget (Measure D)									\$ 3,707,478					\$ 3,707,478
TIRCP		\$ 7,694,091												\$ 7,694,091
VW GRANT						\$ -								\$ -
PG&E REBATES & MBARD							\$ -							\$ -
<b>Local Sources of Funds:</b>														
Operating and Capital Reserve Fund														\$ 9,420,289
<b>TOTAL CAPITAL FUNDING BY FUNDING SOURCE</b>	<b>\$ 235,328</b>	<b>\$ 7,694,091</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 302,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,707,478</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 21,359,186</b>
Restricted Funds	\$ 235,328	\$ 7,694,091	\$ -	\$ -	\$ 302,000	\$ -	\$ -	\$ -	\$ 3,707,478	\$ -	\$ -	\$ -	\$ -	\$ 11,938,897
Unrestricted Funds														\$ 9,420,289
<b>TOTAL CAPITAL FUNDING</b>	<b>\$ 235,328</b>	<b>\$ 7,694,091</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 302,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,707,478</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 21,359,186</b>
* NOTE: The amounts listed here represent the amounts committed against awarded grants and projects, and therefore will not equal the \$3M allocated to the Bus Replacement Fund in any given year.														





# Attachment E

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY24 CAPITAL BUDGET/PORTFOLIO AS OF JUNE 23, 2023

PROJECT/ACTIVITY	RESTRICTED	TIRCP	STIP	LCTOP	LPP	VW GRANT	PG&E REBATES & MBARD	BUS REPLACEMENT FUND		OPERATING & CAPITAL RESERVE FUND	TOTAL
								\$3M PER YEAR (MEASURE D + SB1 STA&SGR)	RESTRICTED		
<b>CAPITAL PROGRAM FUNDING</b>											
<b>Federal Sources of Funds:</b>											
Federal Grants (FTA)	\$ 2,940,106										\$ 2,940,106
USDOT 2022 Multimodal Projects Discretionary Grant (MPDG)	\$ 4,800,000										\$ 4,800,000
<b>State /Other Sources of Funds:</b>											
State Transportation Improvement Program (STIP)			\$ -								
Low Carbon Transit Operations Program (LCTOP)				\$ -							
Local Partnership Program (LPP)					\$ 1,202,000						\$ 1,202,000
State Transit Assistance (STA)-Prior Years											
Transfers from Operating Budget (STA-SB1)											
STA-SGR (SB1)								\$ 4,595,222			\$ 4,595,222
Transfers from Operating Budget (Measure D)									\$ 12,561,561		\$ 12,561,561
TIRCP		\$ 37,945,000									\$ 37,945,000
VW GRANT						\$ 3,200,000					\$ 3,200,000
PG&E REBATES & MBARD							\$ -				\$ -
<b>Local Sources of Funds:</b>											
Operating and Capital Reserve Fund										\$ 15,837,286	\$ 15,837,286
<b>TOTAL CAPITAL FUNDING BY FUNDING SOURCE</b>	<b>\$ 7,740,106</b>	<b>\$ 37,945,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,202,000</b>	<b>\$ 3,200,000</b>	<b>\$ -</b>	<b>\$ 4,595,222</b>	<b>\$ 12,561,561</b>	<b>\$ 15,837,286</b>	<b>\$ 83,081,176</b>
Restricted Funds	\$ 7,740,106	\$ 37,945,000	\$ -	\$ -	\$ 1,202,000	\$ 3,200,000	\$ -	\$ 4,595,222	\$ 12,561,561		\$ 67,243,889
Unrestricted Funds										\$ 15,837,286	\$ 15,837,286
<b>TOTAL CAPITAL FUNDING</b>	<b>\$ 7,740,106</b>	<b>\$ 37,945,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,202,000</b>	<b>\$ 3,200,000</b>	<b>\$ -</b>	<b>\$ 4,595,222</b>	<b>\$ 12,561,561</b>	<b>\$ 15,837,286</b>	<b>\$ 83,081,176</b>
* NOTE: The amounts listed here represent the amounts committed against awarded grants and projects, and therefore will not equal the \$3M allocated to the Bus Replacement Fund in any given year.											

# Attachment F

## BOARD MEMBER TRAVEL

FY24

### American Public Transportation Association (APTA) Meetings

Annual Conference  
October 2023  
Orlando, FL  
Two Board Members

Legislative Conference  
April 2024  
Washington, DC  
Three Board Members

### California Transit Association (CTA) Meetings

Annual Meeting  
November 2023  
Pasadena, CA  
One Board Member

Legislative Conference  
May 2024  
TBD  
One Board Member

### Additional Travel

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

Expenses related to Board members meeting with CEO/General Manager and staff.

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# Attachment G

## Employee Incentives

**FY24/FY25**

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

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# Attachment H

## Board Authorized METRO Support Activities

### FY24 and FY25

Santa Cruz County Fair

Christmas Parade - Tentatively Santa Cruz & Watsonville

4th of July Parades - Tentatively Scotts Valley, Aptos, & Watsonville

Leadership Santa Cruz

Santa Cruz County Chamber of Commerce Business Expo

Earth Day Event - SJ State University, Pacific Station, & potentially  
Watsonville

CA Clean Air Day Event - Pacific Station & potentially Watsonville

Stuff the Bus – Potentially one in November, one in December

Transit Equity Day

Downtown Santa Cruz Kids Day

Downtown Day (for UCSC students)

Veterans Day

Trunk or Treat (Soquel/Santa Cruz & Watsonville)

One Ride at a Time Events – World Wetland's Day, Beach Clean-Ups,  
Youth Field Trips, etc.

"Youth Cruz Free Events – school outreach, events, etc.

Grades K – 12"

Press Events – to launch new campaigns to the public

Senior Events – for ParaCruz

Customer Service Appreciation  
Day

Employee Event

Employee Picnic

Transit Worker Appreciation Day

Holiday Party

Operator Appreciation Day

Roadeo

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# Attachment I

## Subscriptions and Memberships FY24 and FY25

### Administration

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

### Finance

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

### Human Resources

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

### Planning

American Planning Association and American Planning Association (AICP) annual dues	\$	800
<b>Total</b>	<b>\$</b>	<b>800</b>

### Safety & Risk Management

Professional Associations	\$	422
<b>Total</b>	<b>\$</b>	<b>422</b>

### Purchasing

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

### Fleet Maintenance

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

**FY24 Total: \$ 102,319**

**FY25 Total: \$ 107,193**

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
 FY23 SCHEDULE OF RESERVE ACCOUNT BALANCES-PRE-CLOSE PRE-AUDIT  
 AS OF 05/25/23

Fund Title	Explanation and Use:	Post Audit Balance at 6/30/22 (Before Capital Commitments)	ESTIMATED Additions/ (Withdrawals) in FY23	ESTIMATED Balance at 6/30/23	Board Adopted Minimum or Target Level	% Funded	ESTIMATED Capital Budget Commitments (FY24 Anticipated Spending)	ESTIMATED Balance at 6/30/23 (After FY24 Anticipated Spending Capital Commitments)	Suggested Guidelines:	Board Adopted Recommendation:
<b>Operating and Capital Reserve Fund</b> (formerly - Operating / Capital Reserves)	Liquid and unrestricted assets that an organization can use to support its operations in the event of an unanticipated loss of revenue or increase in expenses. Includes Alternative Fuel Tax Rebates transferred from the Operating Budget and any excess revenues above actual expenses	\$ 11,092,362	\$ 2,072,838	\$ 13,165,200	N/A	N/A	\$ 9,420,289	\$ 3,744,911	Any use of Operating and Capital Reserves above CEO executive authority will be brought to the BOD for consideration. To be used as the local match for capital grants.	There is no Board Adopted Minimum Balance established; this fund shall not be used to support recurring operating expenditures.
<b>Operations Sustainability Reserve Fund</b> (formerly - Operating Reserves)	Funds set aside to protect the organization's essential services and funding requirements during periods of economic downturn or natural disasters. Target = three months' operating expenses (Payroll and Accounts Payable).	\$ 15,239,985	\$ 1,020,283	\$ 16,260,268	\$ 16,260,268	100%	\$ -	\$ 16,260,268	GFOA recommends, at a minimum, that general-purpose governments, regardless of size, maintain unrestricted fund balance in their general fund of no less than two months of regular general fund operating revenues or regular general fund operating expenditures.	Fund Operations Sustainability Reserve Fund to target level that equals three (3) months of the average operating expenses for the most current fiscal year's budget, to be adjusted annually through the budget process (adopted Revised Reserves Policy on Nov. 15 2019; Target Minimum Balance to be met within three (3) years of the Adoption of the Revised Reserves Policy)
<b>Cash Flow Reserve Fund</b> (formerly - Cash Flow Reserves)	Funds set aside to "cash flow" capital and/or operating expenses incurred before receiving reimbursements from various funding sources (Annual FTA 5307 (& STIC), STA, etc).	\$ 3,000,000	\$ -	\$ 3,000,000	\$ 3,000,000	100%	\$ -	\$ 3,000,000	Staff will manage flexibility of Cash Flow Reserve Fund, according to project levels and capital needs as they fluctuate from year to year.	Fund Cash Flow Reserve Fund to minimum or target levels; set annually through the budget process.
<b>COVID Recovery Fund</b> (estimated balances, not currently included in the Reserves Policy)	The current FY20 Operating budget is expected to have a carryover at the end of the fiscal year due to reimbursement of FTA qualifying operating expenses related to the CARES act and FEMA reimbursements in FY20	\$ 28,914,680	\$ 2,582,991	\$ 31,497,671	N/A	N/A	\$ -	\$ 31,497,671	METRO will reinvest the funds into the FY22 Operating budget and beyond, to sustain services to the greatest extent possible during the economic recovery, or until these funds are exhausted	-
<b>Bus Replacement Fund</b> (estimated balances, not currently included in the Reserves Policy)	strategy was adopted by the Board that results in \$3M per year being dedicated to the annual capital budget. This new strategy created the "Bus Replacement Fund" and establishes consistent annual transfers of STA funds and Measure D funds to the capital budget that are needed to provide funding and stability for the required local match for obsolete fixed-route buses and Paratransit vehicles.	\$ 9,189,272	\$ 1,632,548	\$ 10,821,820	N/A	N/A	\$ 3,707,478	\$ 7,114,342	Annual unspent Measure D, STA, and SGR funds will "accumulate" in the Bus Replacement Fund until they are allocated to specific projects and spent on new replacement buses and vans and improvements.	\$3M per year being dedicated to the annual capital budget
<b>UAL &amp; OPEB Fund</b> (estimated balances, not currently included in the Reserves Policy)	Used to Pay down the CalPERS Unfunded Accrued Liability	\$ 4,000,000	\$ 2,000,000	\$ 6,000,000	N/A	N/A	\$ -	\$ 6,000,000	N/A	\$2M per year being dedicated to the fund
<b>Workers Compensation Reserve Fund</b> (formerly - Workers Compensation Reserves)	Funds set aside to finance the (discounted) long term portion of workers' compensation liability, as of the end of the fiscal year.	\$ 2,307,335	\$ -	\$ 2,307,335	\$ 2,307,335	100%	\$ -	\$ 2,307,335	GASB #10 requires Santa Cruz METRO to accrue a liability on its financial statements for the ultimate cost of claims and expenses associated with all reported and unreported workers' compensation claims.	Fund Workers' Comp Reserves to minimum or target levels; a bi-annual study of potential liability areas and risk shall be the basis for determining minimum reserves.
<b>Liability Insurance Reserve Fund</b> (formerly - Liability Insurance Reserves)	Funds set aside to pay the cost of outstanding liability and physical damage claims + proposed employment practices liability claims. (Self Insured Retention - SIR - \$250K each program)	\$ 687,833	\$ -	\$ 687,833	\$ 687,833	100%	\$ -	\$ 687,833	GASB #10 requires Santa Cruz METRO to accrue a liability on its financial statements for the ultimate cost of claims and expenses associated with all reported and unreported liability and physical damage claims.	Fund Liability Insurance Reserves to minimum or target levels; calculated annually based on the 5-year rolling average of outstanding claims at fiscal year end + \$250K each SIR.
		\$ 74,431,467	\$ 9,308,660	\$ 83,740,127			\$ 13,127,767	\$ 70,612,360		
				A			B	C = A - B		

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Measure D: 5-Year Program of Projects (FY24/25-FY25/26)  
 Agency: Santa Cruz METRO  
 Expenditure Plan Category: Transportation for E&D

		Measure D Revenues										
		FY23/24	FY24/25	FY25/26	FY26/27	FY27/28						
		\$4,268,631	\$4,311,317	\$4,397,543	\$4,485,494	\$4,575,204						
		Estimated Annual Measure D Allocations <i>(update for your agency per RTC notice)</i>										
		Amount of Measure funds to be used										
Name/Road/limits	Description, complete streets components	Total Measure D	FY24	FY25	FY26	FY27	FY28/29	Total cost estimate	Other Funds \$	Other fund sources	Est. Construction start date	Major project? (yes/no)
Fixed route - 7 operators (average cost of Operator with benefits plus cost of mileage driven in year)	frequency, span of service - Routes 35, 40, 41, 68, 69A, 71, 72, 75, 79, 91X		1,020,908	1,053,661	1,092,336	1,130,038	1,171,415					
Fixed route - 4 operators (average cost of Operator with benefits plus cost of mileage driven in year)	Extra Board staffing to ensure reliability/delivery of all service		583,376	602,092	624,192	645,736	669,380					
Fixed route - 1 operator (average cost of Operator with benefits plus cost of mileage driven in year)	Route 71 weekend - 17 additional trips to provide 30 minute frequency in/outbound for 8 hours during the days		145,844	150,523	156,048	161,434	167,345					
Sustaining of ParaCruz service levels	2 operator minus farebox recovery		168,776	174,086	179,250	183,594	188,404					
<b>Total Operations support</b>			<b>1,918,904</b>	<b>1,980,362</b>	<b>2,051,826</b>	<b>2,120,802</b>	<b>2,196,544</b>					
Capital - vehicle replacement & improvements	Funds will be used to maintain METRO's fixed-route and ParaCruz bus fleet in a state of good repair.		2,349,727	2,330,955	2,345,717	2,364,692	2,378,660					
Fixed-route bus and ParaCruz operations	Measure D funding received by METRO will be used to increase Fixed-route service, sustain ParaCruz service, maintain service reliability, and to allow for the purchase of new Fixed-route buses and ParaCruz vans.	22,038,189	\$4,268,631	\$4,311,317	\$4,397,543	\$4,485,494	\$4,575,204			Fares, 1979 Sales Tax, TDA, FTA 5307, STA, STIC, Fuel Tax Credits	Non-applicable	Non-applicable
<b>Estimated Annual Measure D Expenditures</b>			<b>\$4,268,631</b>	<b>\$4,311,317</b>	<b>\$4,397,543</b>	<b>\$4,485,494</b>	<b>\$4,575,204</b>					
<b>Carry over to next fiscal year</b>			\$0	\$0	\$0	\$0	\$0					
<b>Annual Interest Earnings on Measure D Revenues</b>			\$0	\$0	\$0	\$0	\$0					

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# Attachment L



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

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

### **RESOLUTION OF THE BOARD OF DIRECTORS OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT TO ADOPT A BUDGET FOR FISCAL YEARS 2024 AND 2025**

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

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

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**, that the budget attached hereto as Attachment B – Attachment L and presented to the Board of Directors is hereby adopted

**PASSED AND ADOPTED** this 23<sup>rd</sup> Day of June 2023 by the following vote:

**AYES:** Directors -

**NOES:** Directors -

**ABSTAIN:** Directors -

**ABSENT:** Directors -

Approved:

Shebreh Kalantari-Johnson, Chair

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# Attachment L

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

Attest:

Michael S. Tree, CEO/General Manager \_\_\_\_\_

Approved as to form:

Julie A. Sherman, General Counsel \_\_\_\_\_

# VERBAL PRESENTATION

## REIMAGINE METRO ORAL REPORT

John Urgo

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**DATE:** June 23, 2023  
**TO:** Board of Directors  
**FROM:** Joan Jeffries, Purchasing Manager  
**SUBJECT: ADOPT A RESOLUTION TO AMEND TITLE II OF THE ADMINISTRATIVE CODE—PROCUREMENT POLICY TO INCREASE THE CEO/GENERAL MANAGER’S PROCUREMENT AUTHORITY**

**I. RECOMMENDED ACTION**

**That the Board of Directors adopt a resolution to amend Title II of the Administrative Code—Procurement Policy to increase the CEO/General Manager’s Procurement Authority and to make other conforming changes.**

**II. SUMMARY**

To more efficiently award contracts, many public agencies delegate authority to their chief executives to award contracts up to a certain dollar threshold. Santa Cruz Metropolitan Transit District’s (METRO) CEO/General Manager is authorized to award contracts for supplies and services valued at \$50,000 or less. Last month, the METRO Board of Directors (Board) adopted an informal bidding ordinance under the California Uniform Public Construction Cost Accounting Act, which included authorization to the CEO/General Manager to award public works contracts valued at \$200,000 or less. Notwithstanding this most recent change, the Board has not increased the CEO/General Manager’s contracting authority since April 11, 2014. Upon reviewing the delegated procurement authority of other similarly situated agencies, staff is recommending that the Board amend Title II of the Administrative Code—Procurement Policy to authorize the CEO/General Manager to award contracts for supplies and services valued at \$200,000 or less, to authorize a corresponding increase to the CEO/General Manager’s authority to amendments, and to make other conforming changes.

**III. DISCUSSION/BACKGROUND**

The CEO/General Manager is authorized to award contracts for supplies and services valued at \$50,000 or less. The Board recently increased the CEO/General Manager’s authority to award public works contracts to \$200,000 or less. Considering this increase, staff decided to survey other similarly situated agencies to assess whether further increase to the CEO/General Manager’s procurement authority might be appropriate.

Included below is a table of the procurement authority of executives at other similarly situated agencies.

Central Contra Costa Transit Authority (County Connection)	\$100,000
San Mateo County Transit District (Samtrans)	\$250,000 for goods and services \$200,000 for public works
Santa Clara Valley Transportation Authority (VTA)	\$1,000,000
Monterey-Salinas Transit (MST)	\$100,000
San Joaquin Regional Transit District (RTD)	\$250,000 for goods and services \$200,000 for public works
Alameda-Contra Costa Transit District (AC Transit)	\$250,000 per contract year for goods and services \$100,000 per contract year for public works
City of Santa Cruz	\$100,000
City of Watsonville	\$100,000
City of Scotts Valley	\$50,000 for goods and services \$75,000 for public works
Santa Cruz County	\$200,000 for services Delegation permitted for public works up to \$200,000

METRO's current threshold at which the CEO/General Manager may award contracts for goods and services is below the median for other similar situated agencies. Therefore, it is appropriate for the Board to consider whether to increase its authorization to the CEO/General Manager. Based on the above-described survey, staff recommends increasing the threshold from \$50,000 to \$200,000.

Currently, the CEO/General Manager is authorized to approve amendments and issue change orders up to \$50,000 on all Board-approved supplies and services contracts and public works contracts valued at less than \$1 million dollars. For public works contracts valued at \$1 million dollars or more, the CEO/General Manager is authorized to issue change orders totaling the greater of: 1) \$50,000 or 2) ten percent (10%) of the first Million Dollars, plus eight percent (8%) of the next Nine Million Dollars, plus six percent (6%) of the balance. The CEO/General Manager is also authorized to approve amendments and issue change orders to contracts awarded under his procurement authority, provided that the total sum of



the contract and all approved amendments or change orders do not exceed \$50,000. For consistency, staff is recommending that the Board increase all references to a \$50,000 threshold to \$200,000.

The CEO/General Manager will report on a regular basis to the Board the contracts approved on his own authority in the CEO Report.

In addition, the proposed revisions to the Procurement Policy include edits to conform to previously approved changes to METRO's bid and proposal protest procedures.

#### **IV. STRATEGIC PLAN PRIORITIES ALIGNMENT**

- Financial Responsibility, Stability, Stewardship, Accountability

#### **V. FINANCIAL CONSIDERATIONS/IMPACT**

There is no budget impact for this action.

#### **VI. CHANGES FROM COMMITTEE**

N/A

#### **VII. ALTERNATIVES CONSIDERED**

- Only increase the delegation of authority to the CEO/General Manager for supplies and services to \$100,000. Staff recommends raising the authority to \$200,000, as this would be consistent with both the delegation of authority amount for public works contracts, and the median threshold of other similarly situated agencies.
- Retain the existing delegation of authority to the CEO/General Manager. For the reasons stated above, this is not recommended.

#### **VIII. ATTACHMENTS**

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

Prepared by: Joan Jeffries, Purchasing Manager

**IX. APPROVALS**

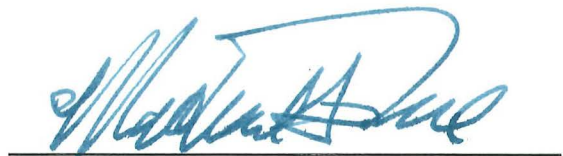
Chuck Farmer, CFO



Approved as to fiscal impact:  
Kristina Mihaylova  
Deputy Finance Director



Michael Tree,  
CEO/General Manager



# 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 TO AMEND TITLE II OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT ADMINISTRATIVE CODE - PROCUREMENT POLICY TO INCREASE THE CEO/GENERAL MANAGER'S PROCUREMENT AUTHORITY

**WHEREAS**, the Santa Cruz Metropolitan Transit District was created pursuant to the "Santa Cruz Metropolitan Transit District Act of 1967" as codified in Public Utilities Code sections 98000 et. seq; and

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

**WHEREAS**, the Board of Directors pursuant to its authority established an Administrative Code for the proper administration of the District, which Code includes a Procurement Policy, Title II; and

**WHEREAS**, the Board of Directors desires to adopt revisions to its Procurement Policy to increase the CEO/General Manager's procurement authority and to make other conforming changes.

**NOW THEREFORE, BE IT RESOLVED** by the Santa Cruz Metropolitan Transit District as follows:

Revisions to Title II of the Administrative Code of Santa Cruz Metropolitan Transit District are hereby adopted by the Board of Directors as set forth in Exhibit A to this Resolution, with the understanding that such revisions are effective June 23, 2023.

**PASSED AND ADOPTED** this 23rd Day of June 2023 by the following vote:

**AYES:** Directors -

**NOES:** Directors -

# Attachment A

Resolution # \_\_\_\_\_  
Page 2 of 2

**ABSTAIN:** Directors -

**ABSENT:** Directors -

Approved:  
Shebreh Kalantari-Johnson, Chair \_\_\_\_\_

Attest:  
Michael Tree, CEO/General Manager \_\_\_\_\_

Approved as to form:  
Julie A. Sherman, General Counsel \_\_\_\_\_

# Attachment A

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

### ADMINISTRATIVE CODE

#### TITLE II – PROCUREMENT POLICY

##### CHAPTER 1

##### SOLICITATION AND AWARD OF CONTRACTS

(This Chapter replaces AR-1005, AR-1003 and AR-1027 pursuant to Resolution No. 15-09-05)

##### Table of Contents:

Article I	General Requirements
Article II	Santa Cruz METRO Code of Conduct
Article III	Contents of Solicitation Documents
Article IV	Solicitation Procedures
Article V	Evaluation of Bids and Proposals
Article VI	Methods of Procurements, Awarding Procurements and Issuing Change Orders
Article VII	Bid/Proposal Protest Procedures
Article VIII	Debarment

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#### Article 1 General Requirements

##### § 1.101 Definitions

The following capitalized words and phrases whenever used in this Chapter shall be construed as defined below:

BOARD shall mean the Board of Directors of the Santa Cruz Metropolitan Transit District (Santa Cruz METRO).

CONTRACT shall mean a written agreement, binding the parties thereto to legal obligations; including, without limitation, letter of agreement, memorandum of understanding, contract, contract change order, purchase order, or an amendment or supplemental agreement to any of the foregoing.

FTA shall mean the United States Department of Transportation, Federal Transit Administration.

# Attachment A

CEO/GENERAL MANAGER shall mean the chief executive officer of Santa Cruz METRO appointed by the Board of Directors.

INVITATION FOR BIDS (IFB) shall mean a solicitation for submittal of bids for SUPPLIES, NONPROFESSIONAL SERVICES or PUBLIC WORKS.

NONPROFESSIONAL SERVICES shall mean and include services of a nonprofessional character of any type, description or variety, including, without limitation, landscape maintenance services, janitorial services, repair of office machines and equipment, and security guard services.

PROCUREMENT shall mean a CONTRACT for SUPPLIES, SERVICES, or PUBLIC WORKS.

PROFESSIONAL SERVICES shall mean and include professional services of any type or variety, including, without limitation, services rendered by accountants, actuaries, appraisers, architects, attorneys, consultants, doctors, and engineers.

PUBLIC PROJECT shall mean Projects undertaken in which the work includes: (1) construction, reconstruction, erection, alteration, renovation, improvement, demolition, and repair work involving any publicly owned, leased, or operated facility and (2) Painting or repainting of any publicly owned, leased, or operated facility. For the purposes of this Code, "Public Projects" is synonymous with "Public Works."

PUBLIC WORKS shall mean a project for the erection, construction, alteration, repair or improvement of any kind. (*Public Contract Code* §1101.)

PURCHASE shall mean the acquisition, renting, or leasing of SUPPLIES.

"Santa Cruz METRO" shall mean the Santa Cruz Metropolitan Transit District as established and operated under Part 10, Division 10 of the *California Public Utilities Code*.

REQUEST FOR PROPOSAL (RFP) shall mean a solicitation for submittal of proposals for SUPPLIES or SERVICES.

REQUEST FOR QUALIFICATIONS (RFQ) shall mean a solicitation for submittal of qualifications to perform PROFESSIONAL SERVICES.

SERVICES shall mean PROFESSIONAL or NONPROFESSIONAL SERVICES, or both, in accordance with the solicitation.

SUPPLIES shall mean and include personal property, goods, equipment and materials, including, without limitation, materials required for the maintenance and repair of any property of Santa Cruz METRO or of any other person or agency for with it is the duty of Santa Cruz METRO to maintain or repair.

# Attachment A

## **§1.102 Administrative Procedures**

The CEO/GENERAL MANAGER shall approve administrative procedures to carry out the intent of this Chapter. The procedures shall establish a system for informal bidding or informal proposals when advertising for bids or proposals is not required. The procedures shall establish additional guidance for staff and the public with regard to Santa Cruz METRO's formal procurement requirements, as an addition to this Chapter.

## **§1.103 Unauthorized Procurement**

Any CONTRACT made contrary to the provisions of this Chapter shall be null and void unless the contrary action is waived or the CONTRACT is ratified by the BOARD upon a determination that it is in the best interest of Santa Cruz METRO to do so. Notwithstanding the foregoing, a CONTRACT for SERVICES approved by the BOARD or GENERAL MANAGER shall not be void or voidable by either party to the CONTRACT or any third party due to failure to adhere to any solicitation procedure set forth in Article III of this Chapter, or the Procedures adopted by the GENERAL MANAGER.

## **§ 1.104 Splitting Procurement Prohibited**

Splitting or separating PROCUREMENTS into smaller units for the purpose of evading the provisions of this Chapter is prohibited. Splitting or separating a PROCUREMENT shall mean and include reducing the amount of any SUPPLIES, SERVICES, or PUBLIC WORKS to be furnished when there is reasonable knowledge that the same SUPPLIES, SERVICES, or PUBLIC WORKS will be additionally required within the same Santa Cruz METRO fiscal year, and when the primary purpose of splitting or separating the PROCUREMENT is to evade the purposes of this Chapter, including formally calling for bids or proposals.

## **§ 1.105 Collusion with Bidder or Proposer**

A Santa Cruz METRO officer or employee is prohibited from engaging in collusion with a bidder or proposer. Collusion includes, without limitation, knowingly doing any of the following:

- A. Aiding or assisting a bidder or proposer in securing a PROCUREMENT at a higher price than that proposed by any other bidder or proposer; or
- B. Favoring one bidder or proposer over another by giving or withholding information; or
- C. Willfully misleading any bidder or proposer as the character of the work or service to be performed or product to be supplied; or
- D. Accepting SUPPLIES, SERVICES, or PUBLIC WORKS that are inferior to that called for in the CONTRACT; or

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- E. Falsely reporting the receipt of a greater amount or different kind of SUPPLIES, SERVICES or PUBLIC WORKS than has been actually received; or
- F. Intentionally acting or failing to act in relation to a bid/bidder or proposal/proposer by wrongfully favoring a bidder's or proposer's interest over Santa Cruz METRO's interests.

## **§ 1.106 Independent Price Determination**

It is prohibited for a bidder or proposer to:

- A. Propose or bid prices that have not been arrived at independently without consultation, communication, or agreement with any other bidder, offeror or competitor for the purpose of restricting competition as to any matter relating to the prices bid or proposed; or
- B. Knowingly disclose any price bid or proposal to any other bidder, offeror, or to any competitor prior to opening of the bids or proposals, unless otherwise required by law; or
- C. Make or attempt to induce any other person, firm or other entity or association to submit or not to submit a bid or proposal for the purpose of restricting competition; or
- D. Knowingly be interested in more than one bid as the principal bidder; provided, however, subcontract bids to the principal bidders or proposers are excluded from this paragraph D.

In case of joint venture bids or proposals, the joint venture itself and each and every member of the joint venture shall, for purposes of the foregoing, be construed to be the person submitting the bid or proposal.

Any bid or proposal received or CONTRACT awarded where there was a violation of this section shall be null and void. Santa Cruz METRO shall dispose of the matter in that manner as if the bidder or proposer involved had failed to enter the CONTRACT after award.

## **§ 1.107 Compliance with Federal Law**

A PROCUREMENT funded in full or in part pursuant to the terms of a federal grant or loan shall be advertised, prepared, awarded, performed, and administered in compliance with all applicable requirements of federal laws, regulations and orders whenever compliance with those laws, regulations and orders is a prerequisite of federal financial assistance.

## **§ 1.108 Execution of Contracts**

The CEO/GENERAL MANAGER shall institute control procedures for the execution of CONTRACTS as required herein. Santa Cruz METRO's GENERAL COUNSEL shall approve the form and legality of all CONTRACTS prior to the execution thereof. If the



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CEO/GENERAL MANAGER will be unavailable to sign a CONTRACT, he/she or the BOARD may delegate such authority in writing to a named Santa Cruz METRO employee who shall be authorized to sign CONTRACTS on behalf of the CEO/GENERAL MANAGER. A copy of such authorization shall be filed with the Administrative Services Coordinator to be included in the Santa Cruz METRO official records.

## **§ 1.109 Severance**

If any provision or part of the Chapter conflicts with state or federal laws, regulations, or grant conditions applicable to Santa Cruz METRO PROCUREMENTS, or decisional law binding upon Santa Cruz METRO, the provision or part in conflict shall be deemed severed from this Chapter, and the remainder shall stay in full force and effect.

## **Article II Santa Cruz METRO Code of Conduct**

### **§ 1.201 Purpose And Applicability**

- A. As a public entity and recipient of state, federal and local funds, Santa Cruz METRO must be vigilant in its protection of the public trust. Toward that end, employees, officers, and agents of Santa Cruz METRO must conduct themselves in a manner that will foster public confidence in the integrity of the procurement system. This section is intended to prescribe standards of conduct to ensure honesty and integrity in all Santa Cruz METRO procurements.
- B. The standards established herein shall apply to all activities associated with all procurements by METRO.

### **§ 1.202 Conflict of Interest**

- A. No Santa Cruz METRO employee, officer, agent or his/her immediate family member, partner or organization that employs or is about to employ any of the foregoing individuals may participate in the selection, award, or administration of a Santa Cruz METRO contract if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when any of those previously listed individuals has a financial or other interest in a firm/individual who may be selected and/or is selected for the award.
- B. Santa Cruz METRO employees, officers and agents are prohibited from making, participating in or in any way attempting to use their METRO employment or affiliation to influence a Santa Cruz METRO decision in which they know or have reason to know they have a financial interest or other interest in the firm/individual who may be selected and/or is selected for the award.

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- C. Santa Cruz METRO employees, officers, and agents and their immediate families, their business partners and/or an organization that employs or is about to employ the employee, his/her immediate family and/or his/her business partner, shall not be financially interested in any Santa Cruz METRO contract made by them in their official capacity. They shall not be purchasers at any sale or vendors at any purchase made by them in their official capacity. The Santa Cruz METRO Board of Directors may void a contract made in violation of this section.
- D. Santa Cruz METRO employees, officers and agents shall be subject to the laws of the United States and the State of California concerning conflicts of interest. Anyone found to violate the standards established by such laws may be subject to statutory penalties or sanctions, criminal consequences and disciplinary action up to and including employment termination issued by Santa Cruz METRO.
- E. In a procurement in which a Santa Cruz METRO employee, officer and/or agent may have a conflict or potential conflict of interest, such individual(s) must promptly report the conflict in writing to the CEO/GENERAL MANAGER or designee so that appropriate action can be taken to assign the work to another employee to avoid the conflict of interest.
- F. In a procurement in which a vendor, contractor or consultant or a prospective vendor, contractor or consultant may have a conflict or potential conflict of interest, such individual or firm shall immediately report the nature of the conflict and the existence or potential existence of the conflict to Santa Cruz METRO's Purchasing and Special Projects Director who shall in consultation with the Santa Cruz METRO CEO/General Manager and the Santa Cruz METRO General Counsel determine the appropriate action to be taken.
- G. Santa Cruz METRO's Purchasing and Special Projects Director in consultation with the CEO/General Manager and the Santa Cruz METRO District Counsel is responsible to identify any real or apparent organizational conflict-of-interests that may exist in each procurement. An organizational conflict of interest exists when the nature of the work to be performed under a proposed third party contract or sub-agreement may, without some restrictions on future activities result in an unfair competitive advantage to the third party contractor or sub-recipient or impair their objectivity in performing the contract work.

## § 1.203

### **Gifts and Gratuities**

- A. No Santa Cruz METRO employee, officer or agent shall solicit or accept gratuities, favors or anything of monetary value, including personal loans, from contractors, subcontractors, consultants, potential contractors, potential consultants, or potential subcontractors, except an unsolicited gift of nominal intrinsic value. Nominal intrinsic value for purposes of this section shall mean a value of less than \$25, within a twelve-month period from a single source.

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- B. Invitations for business lunches, parties, or similar functions must be declined if received from bidders or other parties involved in a pending procurement. This policy is intended to avoid any situation, which may give an appearance of improper influence in Santa Cruz METRO procurement activities.

## **§ 1.204      Contacts with Vendor, Bidders and Proposers**

- A. Prior to the issuance of a procurement solicitation, informational and research contacts with prospective vendors may be made for the purpose of gathering data. However, in making such contacts, Santa Cruz METRO employees, officers, and agents shall avoid any commitment, or implication thereof, of a possible future award. Any such proposed contacts must be reported to the Santa Cruz METRO Purchasing and Special Projects Director.
- B. Accordingly, requests for substantial complimentary services or supplies, which may imply an obligation on the part of Santa Cruz METRO, are prohibited. Requests for testing services, product samples, or demonstrations, or free trips to examine vendor products are prohibited.
- C. Whenever a procurement is in progress (e.g., during the solicitation, evaluation, negotiation, and award phases) all contacts with potential contractors, consultants or vendors shall be made through the CEO/General Manager or the Purchasing and Special Projects Director.

## **§ 1.205      Release and Use of Information**

- A. With the exception of formally advertised sealed bid procurements (i.e., Invitations for bid (IFB)) all cost and pricing information received by Santa Cruz METRO in negotiated procurements is to be treated as confidential, until the selection and award.
- B. All technical data received in response to Requests for Proposals (RFP), with the exception of data contained in any contracts awarded by Santa Cruz METRO shall be maintained in a confidential manner until the selection and award.
- C. No Santa Cruz METRO employee, officer, or agent shall use confidential information obtained through procurement for the actual or anticipated benefit of themselves, their relatives, persons with whom they have a common financial interest or any person.

## **Article III Contents of Solicitation Documents**

### **§ 1.301      Bid Forms**

All formal bids shall be made on forms provided by Santa Cruz METRO. The execution of the forms by bidders shall be subject to procedures formulated by the

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CEO/GENERAL MANAGER and shall include controls over erasures, corrections, and interlineations.

## **§ 1.302 Invitation for Bids (IFB)**

All IFBs shall at a minimum, include all of the following information:

- A. A description of the PUBLIC WORKS, NONPROFESSIONAL SERVICES or SUPPLIES required without use of brand or trade names except as authorized by state law or federal grant conditions. (Public Contract code §3400.)
- B. Time for performance or delivery.
- C. The time period that the bidder's offer must be held open for Santa Cruz METRO acceptance.
- D. Disadvantaged Business Enterprise goals and good faith efforts requirements if required by the terms of the federal grant.
- E. Criteria for CONTRACT award to the lowest responsive and responsible bidder.
- F. Date, time, and location for bid submittal.
- G. Bid protest procedures as set forth in Article VII of this Chapter.
- H. For PUBLIC WORKS projects, the contractor licensing and subcontractor listing requirements, prevailing wage notification, the required bid security as set out in Section 1.305, and all statutorily required bonds.
- I. Federal and/or state requirements, including contract clauses, certifications, and bonds (bid, maintenance, performance, and payment). For federally funded SUPPLY and NONPROFESSIONAL SERVICES CONTRACTS, Santa Cruz METRO may allow submittal of an irrevocable letter of credit or other negotiable instrument in-lieu of a bond.
- J. Santa Cruz METRO contract clauses.
- K. Notification that Santa Cruz METRO reserves the right to reject all bids and to waive minor irregularities in a bidder's bid.

## **§ 1.303 Request for Proposals (RFP)**

All REQUESTS FOR PROPOSALS shall include at a minimum all the following information:

- A. A description of the type of SUPPLIES or SERVICES required without use of brand or trade names except as authorized by state law or federal grant conditions.
- B. Time for performance, delivery or length of service.
- C. The time period that the proposer's proposal must be held open for Santa Cruz METRO acceptance.
- D. The required work products and/or tasks.
- E. A request for a description of the firm's qualifications, size and prior experience in performing similar SERVICES, unless a prior REQUEST FOR QUALIFICATIONS was issued to pre-qualify potential proposers.

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- F. Disadvantaged business enterprise goals and good faith efforts requirements if required by the terms of a federal grant.
- G. Selection criteria, weighting factors and selection process.
- H. Date and time for proposal submittal.
- I. Protest procedures as set out in Article VII of this Chapter.
- J. Federal and/or state contract clauses, certifications and insurance requirements.

Notwithstanding the foregoing, an RFQ may be issued for SERVICES if approved by the BOARD.

## **§ 1.304 Request for Qualifications (RFQ)**

An RFQ may be issued in order to pre-qualify proposers for a particular RFP or to establish a listing of pre-qualified proposers when several RFPs for separate CONTRACTS will be issued for the same discipline of PROFESSIONAL SERVICES. The listing of pre-qualified professionals shall be effective if approved by the CEO/GENERAL MANAGER, unless BOARD approval is required. The listing must be approved by the BOARD to be effective if: (i) any one CONTRACT would require BOARD approval as set forth in Section 1.605 or (ii) the list will be effective for more than three years. The RFQ shall, at a minimum, include or request all of the following information:

- A. Description of the type of PROFESSIONAL SERVICES required.
- B. Number of years that the firm has provided such services.
- C. Size of firm and, if applicable, a breakdown of number of employees by employment classification.
- D. Prior experience in performing desired PROFESSIONAL SERVICES, and, if applicable, same work products.
- E. Listing of references.

## **§ 1.305 Bid Security on Public Works Contracts**

For any PUBLIC WORKS CONTRACT, the solicitation documents shall require the bidder to submit with the bid as security one of the following:

- A. Cash; or
- B. Cashier's check or certified check made payable to Santa Cruz METRO; or
- C. Bidder's bond executed by an admitted surety insurer and made payable to Santa Cruz METRO.

The security shall be an amount determined by Santa Cruz METRO to be sufficient, but shall not exceed 10% of the bid amount.

If within twenty calendar days after CONTRACT award, the successful bidder fails to enter into the CONTRACT or, if applicable, provide all required insurance certificates and bonds, the bid security shall be forfeited in favor of Santa Cruz METRO. Upon

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good cause being shown, the CEO/GENERAL MANAGER in his/her discretion may extend the time for the bidder to enter the CONTRACT for a period not to exceed thirty (30) additional days.

Upon award to the lowest responsible bidder, the security of an unsuccessful bidder shall be returned no later than sixty (60) days after CONTRACT award. However, if a bid protest is timely filed, the security of unsuccessful bidders shall not be returned until the expiration of the bid validity period. The bid security of the successful bidder shall be returned after execution of the CONTRACT and receipt of the applicable insurance certificate and performance, payment and service disruption bonds. (Public CONTRACT Code §20322.)

## **Article IV Solicitation Procedures**

### **§ 1.401 Santa Cruz METRO's Current Needs**

Santa Cruz METRO staff may contract/purchase only for Santa Cruz METRO's current and reasonably expected public transportation needs and may not add quantities or options to its third party contracts solely to permit assignment to another party at any time.

### **§ 1.402 Approval of Solicitations**

With the exception of contracts procured pursuant to Section 1.507, for a PROCUREMENT expected to be awarded for an amount equal to or greater than the amount set out in Section 1.403 for a CONTRACT for PUBLIC WORKS, SUPPLIES, EQUIPMENT AND MATERIALS, NONPROFESSIONAL SERVICES or PROFESSIONAL SERVICES, respectively, a written IFB or RFP must be prepared and thereafter authorized for issuance by either the BOARD or the CEO/GENERAL MANAGER or his/her designee prior to its release. BOARD approval for the release of the IFB or RFP is required if the resulting contract would require BOARD approval as set forth in Section 1.605 of this Chapter.

### **§ 1.403 Submittal of Sealed Bids and Proposals**

With the exception of contracts procured pursuant to Section 1.507, all bids/proposals for CONTRACTS expected to be awarded for an amount in excess of Sixty Thousand Dollars (\$60,000) (or the threshold in Public Contract Code section 22032(a) as it may be amended from time to time, whichever is higher) for PUBLIC WORKS, and Fifty Thousand (\$50,000) for SUPPLIES and SERVICES, shall be sealed, identified as a bid/proposal on the envelope, and shall be submitted to the CEO/GENERAL MANAGER or his/her designee at the place and time specified in the public notice inviting bids/proposals. The time specified in the public notice may be

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extended and notice of the extension may be given by addendum. Submittals received after the time shall not be accepted and shall be returned to the bidder or proposer unopened.

The CEO/GENERAL MANAGER shall issue procurement policies for the procurement of PUBLIC WORKS, SUPPLIES and SERVICES in excess of the amounts set forth above, which shall include provisions for procurement procedures that require a price or cost analysis/independent cost estimate and the acquisition of quotes, bids or proposals.

## **§ 1.404      Opening of Bids/Proposals**

Bids shall be opened by the CEO/GENERAL MANAGER or his/her designee, in public, at the time and place designated in the notice inviting bids or any extension that may be given by addendum to the bid documents. *(Adopted eff. April 25, 2014. Amended effective Sept. 25, 2015.)*

## **Article V Evaluation of Bids and Proposals**

### **§ 1.501      Responsibility Factors**

In determining whether a bidder is responsible, consideration shall be given to each of the following factors:

- A. The ability, capacity and skill of the bidder to satisfactorily perform the CONTRACT;
- B. The ability of the bidder to perform the CONTRACT within the time specified, without delay;
- C. The character, integrity, reputation, judgment, experience and efficiency of the bidder;
- D. The bidder possesses the required licenses/certifications and is not on any suspended or debarment list; and
- E. The quality of bidder's performance on previous CONTRACTS with Santa Cruz METRO.

### **§ 1.502      Responsiveness**

- A. A bid/proposal is responsive if the bidder/proposer submits all information and documents required by the IFB, RFP, or RFQ in the form and at the time required by the IFB, RFP or RFQ, and the bidder/proposer is offering to perform pursuant to the IFB, RFP, or RFQ requirements.

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- B. The BOARD may adopt programs or procedures to promote the participation and use of minority, women-owned or disadvantaged business enterprises, and/or small business enterprises.

## **§ 1.503 Application of Responsibility Factors**

The BOARD or CEO/GENERAL MANAGER shall award CONTRACTS solicited pursuant to a competitive sealed bid basis (IFB) to the lowest bidder submitting a responsive bid, unless the BOARD or CEO/GENERAL MANAGER makes a finding that such bidder is not responsible based upon its failure to satisfy one or more of the criteria set forth in Section 1.501 of this Chapter.

## **§ 1.504 Evaluation of Competitive Proposals**

Proposals shall be evaluated based upon the criteria set out in the RFP. Santa Cruz METRO may reject any proposer that is nonresponsible or any proposal that is nonresponsive, it may waive any required information for all proposers, and it may waive minor irregularities in any proposal as provided in Section 1.611 of this Chapter.

## **§ 1.505 Noncompetitive and Sole Source Procurement**

A noncompetitive or sole source PROCUREMENT is the award of CONTRACT to only one source. An amendment to an existing CONTRACT to include PUBLIC WORKS, SUPPLIES, or SERVICES outside the scope of that CONTRACT is also deemed a sole source PROCUREMENT. Noncompetitive and sole source PROCUREMENTS are not permitted unless at least one of the following circumstances occurs:

- A. The BOARD or CEO/GENERAL MANAGER, as applicable, has determined that the PUBLIC WORKS, SUPPLIES, or SERVICES can be provided only by one firm and that efforts to seek competition would be futile. The CEO/GENERAL MANAGER may not delegate his/her authority to make such a determination. However, if the CEO/GENERAL MANAGER is unavailable and has delegated authority for execution of CONTRACTS, such delegation may also include his/her authority under this paragraph.
- B. For PROCUREMENTS involving an expenditure in excess of Two Hundred Thousand Dollars (\$200,000) (or the threshold in Public Contract Code section 22032(b) as it may be amended from time to time, whichever is higher) for PUBLIC WORKS, upon four-fifths (4/5) vote of the BOARD if it finds that an emergency exists and that it is in the best interests of Santa Cruz METRO to suspend competitive bidding.



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- C. Noncompetitive PROCUREMENT is otherwise authorized under applicable federal and state statutes and/or case law.

The Board of Directors, or the CEO/GENERAL MANAGER for procurements within his or her procurement authority, may waive the requirements for formal competitive bidding or other procedures set forth in this Procurement Policy when permissible under applicable law, when the best interests of Santa Cruz METRO would be served by waiving such requirements under the circumstances, and when a determination is made that competitive bidding procedures would be unavailing, not in furtherance of the purposes of the competitive bidding statutes and Santa Cruz METRO's procurement policy. These circumstances shall be evaluated on a case-by-case basis, keeping in mind the fundamental principles of procurement followed by Santa Cruz METRO. In circumstances where services are needed on an expedited basis that do not permit the time required for the RFP or Simplified Negotiations Procurement process, and such circumstances were not caused by Santa Cruz METRO's action(s), e.g., lack of planning, the CEO/GENERAL MANAGER may waive such procedures, provided there is adequate documentation of the need for such services in accordance with Federal and State procurement requirements.

## **§ 1.506 Alternative Procurement Methods**

The CEO/GENERAL MANAGER may establish procedures for Santa Cruz METRO's participation in Joint Procurements, State and Local Government Purchasing Schedules or Contracts and use of existing contract rights for the purchase of SUPPLIES, MATERIALS or SERVICES.

## **§ 1.507 Simplified Negotiations for Professional Service Contracts**

1. Professional Services Not Exceeding \$10,000 Annually.

Professional services may be retained without obtaining competitive quotations, if the estimate does not exceed \$10,000 annually up to a maximum total contract amount of \$50,000. Work should not be arbitrarily segmented or split in order to avoid the requirements for competition.

- a. Procurement and Evaluation Process.

When the District Counsel determines that a need exists for professional services not exceeding \$10,000, it will request that the consultant submit in writing a brief proposal that includes (a) a description of the services to be provided; (b) an estimated schedule for completion; (c) fee structure, including a total all-inclusive sum including hourly rates and expenses; and (d) indemnification and

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insurance requirements as prescribed by the District. (A separate description of the District's insurance and indemnification requirements is available to be used for this purpose.)

The District Counsel must evaluate the proposed price and determine if it is fair and reasonable, and may negotiate final terms and conditions of the engagement with the proposer. Upon review and acceptance of the proposal, the District Counsel will create a Requisition and submit it to procurement staff. The consultant's written proposal shall be attached to the requisition.

The Requisition will indicate that the District Counsel has determined that the scope of work is suitable for a noncompetitive approach and that the cost is fair and reasonable. The Purchasing Department will process a purchase order, and the Legal Department will prepare a Professional Services Agreement to formalize the engagement.

## 2. Simplified Negotiations for Professional Service Contracts Over \$10,000 but not Exceeding \$50,000.

To retain professional services over \$10,000 annually but not exceeding a total contract value of \$50,000, a simplified negotiations process may be used in lieu of the formal competitive procurement process. To the extent practicable, such a method shall involve obtaining a minimum of three quotations, either written or oral. Generally, this process consists of the District issuing a written request for quotations to an adequate number of qualified sources, describing, to the extent practicable, the scope of services required, time frame, and deliverables. Formal advertising is not required, but the District will always endeavor to maximize competition. On a case-by-case basis, it may choose the appropriate method of publicizing procurements —such a method may, when appropriate, include posting on the District's website and/or formal advertisement. Selection is made based upon the proposer's qualifications and experience, timeliness, approach, and, for non-architectural/engineering services, cost. The District may negotiate the terms and conditions of the engagement with the highest ranked proposer, or may award the contract without negotiations.

The District shall not arbitrarily split work so as to avoid formal Request for Proposals process described in Section 1.403.

### a. Procurement Process.

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The District Counsel shall initiate the simplified negotiations process by creating a Requisition and submitting it to Procurement staff specifying the services desired and the estimated cost. The District Counsel should verify that funds are available within the approved budget. District Counsel shall prepare a simple written request for quotations describing the scope of services requested, time for completion, minimum qualifications, and selection criteria in relative order of importance, and attach a sample Professional Services Agreement that will apply to the engagement.

District Counsel, in consultation with the District's risk management department, will determine what types and levels of insurance, if any, shall apply, taking into consideration the risk factors associated with the engagement. Typically the consultant shall be required to have a minimum of \$1,000,000 per occurrence general and automobile liability insurance, and may be required to maintain professional liability insurance.

To the extent practicable, such a method shall involve obtaining a minimum of three quotations, either written or oral, but generally in writing, utilizing names obtained from locator files, internet, trade journals, trade sources, and the DBE Vendor Lists. Written proposals shall be submitted within the time frame specified in the request for quotations and shall describe the proposer's qualifications and experience, approach to the work, and cost proposal (for non-architectural/engineering contracts).

b. Evaluation and Award of Contract.

Proposals shall be evaluated by District Counsel. The proposer that best meets the District's needs in accordance with the selection criteria identified in the request for quotations shall be selected for award or for further negotiations as to the final scope of work and price, if necessary in order to reach agreement. Legal Department staff will draft the Professional Services Agreement for execution by the consultant and the District's authorized representative. If the service contract is over \$25,000 but does not exceed \$50,000, the Legal Department staff shall prepare and circulate a staff report to the BOARD OF DIRECTORS for review. The executed agreement will be retained by the Procurement Staff. Required insurance coverage shall be verified before the District issues the Notice to Proceed for all Simplified Negotiations. (Adopted eff. April 25, 2014. Amended effective Sept. 25, 2015.)

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## Article VI

### Methods of Procurements, Awarding Procurements and Issuing Change Orders

#### **§ 1.601      General**

All purchases and contracts, whether by informal bidding, formal bidding or proposals, shall be made on a competitive basis to the greatest extent practicable. The method of procurement, such as small purchases, informal bids or proposals, formal competitive bidding, requests for proposals, etc., shall be appropriate for the type of project or procurement and shall be in the best interest of the District.

#### **§ 1.602      Public Works Projects of \$60,000 or less**

CONTRACTS involving expenditures of Sixty Thousand Dollars (\$60,000) (or the threshold in Public Contract Code section 22032(a) as it may be amended from time to time, whichever is higher) or less for PUBLIC WORKS may be let by negotiated contract, purchase order, or performed by Santa Cruz METRO's employees by force account.

#### **§ 1.603      Informal Procurements**

An informal procurement method may be utilized for the purchase of SUPPLIES or SERVICES when the estimated expenditure is between \$5,000 and \$50,000, and for PUBLIC WORKS projects when the estimated expenditure is between \$60,000 (or the threshold in Public Contract Code section 22032(a) as it may be amended from time to time, whichever is higher) and \$200,000 (or the threshold in Public Contract Code section 22032(b) as it may be amended from time to time, whichever is higher). For SUPPLIES or SERVICES, such a method shall involve obtaining a minimum of three written or oral quotations, to the extent practical, that permit prices and other terms to be compared. For PUBLIC WORKS, such a method shall involve using informal competitive bidding in accordance with Santa Cruz METRO's informal bidding ordinance.

#### **§ 1.604      Formal Competitive Procurements**

Formal competitive bidding (IFB) should be used when purchasing SUPPLIES or NONPROFESSIONAL SERVICES over \$50,000, but a "best value" approach (RFP) may be used in circumstances where it is determined to be in the best interest of Santa Cruz METRO. "Best value" means a process in which the overall combination of quality, price, and other elements of a proposal that, when considered together, provide the greatest overall benefit to Santa Cruz METRO. Formal competitive bidding (IFB) should be used for PUBLIC WORKS projects over \$200,000 (or the

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threshold in Public Contract Code section 22032(c) as it may be amended from time to time, whichever is higher).

Formal competitive proposals (RFP), which consider and evaluate factors in addition to price, will be used to retain PROFESSIONAL SERVICES when the estimated expenditure exceeds \$50,000. Specialized State and federal laws will apply to the procurement of architectural and engineering services as defined by applicable laws and regulations, regardless of the estimated expenditure.

## **§ 1.605 Board Awarded Procurements**

Unless otherwise provided herein, all PROCUREMENTS of SUPPLIES or SERVICES involving an expenditure exceeding Two Hundred Thousand Dollars (\$200,000) shall be subject to award and/or approval by the BOARD. All procurements of PUBLIC WORKS involving an expenditure exceeding \$200,000 (or the threshold in Public Contract Code section 22032(b) as it may be amended from time to time, whichever is higher) shall be subject to award and/or approval by the BOARD. Said PROCUREMENTS shall be formal written CONTRACTS executed by the BOARD Chair and/or CEO/GENERAL MANAGER on behalf of Santa Cruz METRO as set out in the authorizing resolution.

## **§ 1.606 CEO/General Manager Awarded Procurements**

Subject to the availability of funds and the procedures set forth in this Chapter, the CEO/GENERAL MANAGER is authorized to award and bind Santa Cruz METRO to PROCUREMENTS involving a total expenditure of Two Hundred Thousand Dollars (\$200,000) or less for SUPPLIES and SERVICES and PUBLIC WORKS involving an expenditure of \$200,000 (or the threshold in Public Contract Code section 22032(b) as it may be amended from time to time, whichever is higher) or less. DISTRICT COUNSEL is authorized to award and bind Santa Cruz METRO to Professional Service contracts obtained through the Simplified Negotiated PROCUREMENTS involving a total expenditure of Fifty Thousand Dollars (\$50,000) or less.

## **§ 1.607 Authority to Approve Amendments to SUPPLY and SERVICE CONTRACTS**

The CEO/GENERAL MANAGER is authorized to bind Santa Cruz METRO to amendments to CEO/GENERAL MANAGER approved SUPPLIES or SERVICE CONTRACTS provided that the sum of the original CONTRACT and all such amendments for any single CONTRACT shall not exceed: \$200,000. The CEO/GENERAL MANAGER is authorized to bind Santa Cruz METRO to amendments to BOARD approved SUPPLIES or SERVICE CONTRACTS provided that the sum of all such amendments for any single CONTRACT shall not exceed: \$200,000.

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## § 1.608 Authority to Issue Change Orders for Public Works CONTRACTS

Subject to the availability of funds, the CEO/GENERAL MANAGER is authorized to bind Santa Cruz METRO to change orders for work being performed under a PUBLIC WORKS CONTRACT provided that the change order meets all of the following requirements:

- A. For CEO/GENERAL MANAGER Awarded CONTRACTS originally awarded for a price of less than Two-Hundred Thousand Dollars (\$200,000) (or the threshold in Public Contract Code section 22032(b) as it may be amended from time to time, whichever is higher), the CEO/GENERAL MANAGER shall have authority to issue change orders, provided that the sum of the original contract and all such change orders does not exceed Two Hundred Thousand Dollars (\$200,000) or the threshold in Public Contract Code section 22032(b) as it may be amended from time to time, whichever is higher).
- B. For Board Awarded CONTRACTS originally awarded for a price of greater than Two Hundred Thousand Dollars (\$200,000) (or the threshold in Public Contract Code section 22032(b) as it may be amended from time to time, whichever is higher) but less than One Million Dollars (\$1,000,000), the CEO/GENERAL MANAGER shall have authority to issue change orders up to \$200,000, provided that the sum of all such change orders for any single CONTRACT shall not exceed a total of \$200,000.
- C. For Board Awarded CONTRACTS originally awarded for a price of Million Dollars (\$1,000,000) or more, the CEO/GENERAL MANAGER shall have the authority to issue change orders as follows:
  1. Change orders totaling up to \$200,000 for any single CONTRACT; or
  2. Change orders totaling the following percentages of the original CONTRACT amount: ten percent (10%) of the first Million Dollars, plus eight percent (8%) of the next Nine Million Dollars, plus six percent (6%) of the balance.

For clarity, the CEO/GENERAL MANAGER may issue change orders up to the amounts described in either paragraphs 1 or 2 above, whichever is greater.

Notwithstanding the foregoing, any single change order which exceeds Two Hundred Thousand Dollars (\$200,000) shall require BOARD approval.

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- D. Notwithstanding the foregoing, the CEO/GENERAL MANAGER shall have authority to issue change orders in such sums as may reasonably be necessary if the CEO/GENERAL MANAGER determines a change order is required to:
1. Prevent interruption of the work which would result in a substantial increase in cost to Santa Cruz METRO; or
  2. Protect the work, or equipment or materials to be used in the work, human safety, or the environment at or near the site of the work from substantial and immediate danger or injury; or
  3. Protect the work, or equipment or materials to be used in the work, or human safety or the environment at or near the work site where damage or injury has occurred from further or additional damage or injury or deterioration caused by man, nature or other source.

The CEO/GENERAL MANAGER shall report such action to the BOARD as soon as reasonably possible but in no event more than thirty (30) days after the action is taken.

## **§ 1.609 Delegation of Authority**

- A. Notwithstanding anything to the contrary herein, the BOARD may by resolution delegate authority to the CEO/GENERAL MANAGER to bind Santa Cruz METRO to a CONTRACT for any amount under the terms and conditions set forth in the resolution delegating such authority.
- B. The CEO/GENERAL MANAGER may delegate his or her power under Sections 1.606, 1.607, 1.608 and 1.609 A, to bind Santa Cruz METRO by CONTRACT. The delegation shall be made in writing and shall specifically designate the Santa Cruz METRO employee(s) who may act for the CEO/GENERAL MANAGER. Santa Cruz METRO employees who are authorized to act for the CEO/GENERAL MANAGER to bind Santa Cruz METRO by CONTRACT shall be bonded for the faithful performance of their duties in such amounts as the CEO/GENERAL MANAGER reasonably determines to be adequate. A copy of the written delegation shall be retained in Santa Cruz METRO's official files. Upon request, the CFO shall certify the continuing validity of a written delegation made pursuant to this Section.

## **§ 1.610 Award in Case of Identical Bids**

The CEO/GENERAL MANAGER or the BOARD shall determine by lot which bid shall be accepted when two (2) or more responsible bidders submit responsive bids in the same amount. (*Government Code Section 53064.*)

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## **§ 1.611 Rejection of Bids/Proposals; Waiver of Minor Irregularities**

The CEO/GENERAL MANAGER or the BOARD, as appropriate, may reject any and all bids or proposals and may waive minor irregularities in the bids or proposals. An irregularity in a bid or proposal may be waived if such waiver does not give the bidder/proposer an unfair advantage. If the CEO/GENERAL MANAGER or the BOARD rejects all bids or proposals, the CEO/GENERAL MANAGER or BOARD shall re-evaluate the cost estimates for the project. The project shall then either be abandoned, a new solicitation issued in the manner prescribed in Article IV. If a new solicitation is issued and the CEO/GENERAL MANAGER or BOARD again rejects all bids and proposals submitted, the CEO/GENERAL MANAGER or BOARD may proceed with the project using Santa Cruz METRO personnel, or issue another SOLICITATION.

## **§ 1.612 Alternative Award; Failure to Enter Into Contract**

If the bidder or proposer to whom the CONTRACT is awarded fails to enter into the CONTRACT as required, the CEO/GENERAL MANAGER or BOARD, as appropriate, may declare the award to that bidder or proposer a nullity and award the CONTRACT to the next lowest responsible and responsive bidder or proposer, or re-advertise. *(Adopted eff. April 25, 2014. Amended effective Sept. 25, 2015.)*

## **Article VII Bid/Proposal Protest Procedure**

### **§ 1.701 Scope of Protest Procedure**

METRO has established these Pre-Bid and Pre-Award Procurement Protest Policy and Procedures so that all procurement protests/disputes are filed, processed and resolved in a manner consistent with the requirements of the Federal Transit Administration (FTA) Circular (4220.1F) *Third Party Contracting Guidance*, dated November 1, 2008, which are on file at METRO's Administrative Offices, 110 Vernon Street, Santa Cruz, CA 95060, and available upon request.

### **§ 1.702 Types of Protests**

There are two basic types of Protests pursuant to this regulation, based on the time in the procurement cycle when they occur:

- A. A pre-bid or solicitation phase Protest is received no later than five calendar days prior to the bid opening or proposal due date. Pre-bid protests are those based on the content of the initial Notice and/or solicitation published by METRO requesting bids or proposals.



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- B. A pre-award Protest is a protest against making an award and is received after receipt of proposals or bids, but no later than five calendar days after the date of METRO's issuance of the notice of intent to award a contract.
- C. A post-award Protest is a protest received after award of a contract. No protests will be considered after contract award, except for compelling reasons whereby the lateness is due to METRO's untimely handling of a protest submission. In no event will METRO consider protests filed after contract award due to the neglect of the Protester.

## **§ 1.703 Protest Procedures**

Prior to filing a Protest, a Protester must first utilize any procedures in the specifications for Approved Equals or requests for clarification. Santa Cruz METRO will deny or approve such requests and, if the requestor disagrees, they may avail themselves of these Protest Procedures.

All Protests must be filed in writing with the METRO Administrative Offices, CFO, Santa Cruz Metropolitan Transit District, 110 Vernon Street, Santa Cruz, CA 95060, or electronically at [financemanager@scmtd.com](mailto:financemanager@scmtd.com). No other location is acceptable.

The protest must be in writing and set forth the specific grounds of the dispute and shall be fully supported with technical data, test results, or other pertinent information related to the subject being protested. The Protest shall include the name and contact information of the Protester, solicitation/contract number or description, and what remedy the Protester is seeking. The Protester is responsible for adhering to this regulation. Failure to comply with the time periods for filing a Protest as set forth herein shall be a basis for rejection of the Protest.

## **§ 1.704 Santa Cruz METRO's Response to Protest**

- A. METRO's CFO shall make a determination on the Protest generally before the submission date for bids or proposals or within ten (10) working days from receipt of the Protest, whichever is later, although this deadline may be extended at METRO's sole discretion. The decision of the CFO must be in writing and shall include a response to each substantive issue raised in the Protest.
- B. Any decision by the CFO may be appealed to the Board of Directors. The Protester has the right within five (5) business days of receipt of the CFO's decision to file an appeal restating the basis of the Protest and the grounds of the appeal. In the appeal, the Protester is only permitted to raise information and issues previously provided in the Protest or discovered after the Protest was submitted to the CFO for decision and directly related to the grounds of the Protest. The Protester shall be provided with at least 72-hour notification of when the Board of Directors will hear the appeal. The Protester may appear, be represented and present evidence and testimony at the appeal. The Board of Directors' decision shall constitute METRO's final administrative determination.

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- C. The Protester may withdraw its Protest or appeal at any time before METRO issues a final decision.
- D. If METRO postpones the date of bid or proposal submission because of a Protest (or appeal thereof) of the solicitation specifications, addenda, dates or any other issue relating to the procurement, METRO will notify, via addendum, all parties who are on record as having obtained a copy of the solicitation documents that a Protest/appeal had been filed, and the due date for bid or proposal submission shall be postponed until METRO has issued its final decision.

## **§ 1.705 Santa Cruz METRO's Responsibilities to FTA**

In cases where Contracts are substantially funded by the FTA, as a best practice, Santa Cruz METRO's CFO will notify its FTA regional office when it receives a third party Contract protest and keep FTA informed about the status of the protest. Contracts and Procurements staff will advise Santa Cruz METRO's grants department of relevant information concerning protests so that appropriate reporting will be accomplished.

## **Article VIII Debarment**

### **§ 1.801 Scope of Debarment Procedure**

This Article specifies procedures for Santa Cruz METRO's debarring potential bidders or proposers from award of a Santa Cruz METRO CONTRACT. The provisions set forth in 49 CFR Part 29 are hereby incorporated by reference. "Debarment" is defined as an action which excludes a firm from contracting directly with Santa Cruz METRO or participating as a subcontractor for a Santa Cruz METRO CONTRACT.

### **§ 1.802 Violations Subject to Debarment**

A contractor who commits, based on information sufficient to support a reasonable belief, any of the following acts or omissions is subject to a Santa Cruz METRO debarment action:

- A. Any action set forth in 49 CFR Section 29.305; or
- B. Willful failure to perform or violation of any term or condition of a CONTRACT with Santa Cruz METRO, including violation of any federal or state statutory or regulatory provision.

### **§ 1.803 Debarment Procedures**

- A. If a contractor is alleged to have committed any one of the violations set forth in Section 1.802, the CEO/GENERAL MANAGER shall give notice in writing by

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certified mail, return receipt requested, of the reasons for the proposed debarment. The notice shall contain the following information:

1. That debarment is being considered;
  2. The reasons for the proposed debarment;
  3. Conduct or transaction(s) upon which the action is based;
  4. Potential effect of a debarment;
  5. Proposed scope of debarment;
  6. Proposed period of debarment; and
  7. Opportunity to contest proposed debarment.
- B. The contractor shall have thirty (30) days from the date of receipt of the notice of proposed debarment to submit any written objections. After consideration of the contractor's written response, the CEO/GENERAL MANAGER shall provide written notice by certified mail, return receipt requested, of the time, date and place of a meeting with the CEO/GENERAL MANAGER, or designee, to discuss the proposed debarment.
- C. In actions not based upon a conviction or civil judgment, if the CEO/GENERAL MANAGER finds that the contractor's response raises a dispute over facts material to the proposed debarment, the contractor shall be afforded an opportunity to appear with a representative before the CEO/GENERAL MANAGER, or designee, submit evidence, present witnesses, and confront any witness Santa Cruz METRO presents.
- D. Within thirty (30) days after the meeting, the CEO/GENERAL MANAGER shall provide written notice by certified mail, return receipt requested, of the final decision of the CEO/GENERAL MANAGER regarding the debarment. Within thirty (30) days after receipt of the CEO/GENERAL MANAGER's final decision, the contractor shall give the CEO/GENERAL MANAGER written notice of appeal of the debarment decision. Failure to submit a written notice of appeal shall constitute consent to the debarment and the CEO/GENERAL MANAGER's decision shall be final as of the date on the notice.
- E. If a written appeal is timely submitted, the CEO/GENERAL MANAGER shall provide written notice by certified mail, return receipt requested, of the date, time and place of the BOARD meeting at which the appeal of the contractor shall be considered and the date the contractor must submit written comments for submittal to the BOARD. The BOARD's debarment agenda package shall be sent to the contractor at least five (5) days before the meeting.
- F. At the BOARD meeting in which the matter is scheduled to be heard, the BOARD may elect to receive and file the CEO/GENERAL MANAGER's decision, set the

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matter for hearing at a subsequent BOARD meeting, or hire an impartial hearing officer to conduct a hearing and prepare a written decision, including findings of fact.

- G. Within thirty (30) days after the BOARD meeting, the CEO/GENERAL MANAGER shall provide written notification of the BOARD's action via certified mail, return receipt requested, to the appellant. If the BOARD receives and accepts the CEO/GENERAL MANAGER's decision, the debarment decision shall be final as of the date of the written notice described in this part.
- H. If the BOARD elects to hold a hearing or to hire an impartial hearing officer to conduct a hearing, Santa Cruz METRO staff and the appellant may present evidence related to the appeal of the CEO/GENERAL MANAGER's decision at the hearing. At the beginning of the hearing, the BOARD Chair or hearing officer may announce time limits on testimony and any other procedural rules which, in their sole opinion, are reasonably necessary to preclude repetitious or irrelevant testimony. If either party arranges for the use of a court reporter to transcribe the hearing, the other party shall share the cost of transcribing the hearing if it requests a copy of the transcript.
- I. If an impartial hearing officer conducts the hearing, the CEO/GENERAL MANAGER shall provide written notice by certified mail, return receipt requested, of the selected hearing officer, the date, time and place of the BOARD meeting at which the hearing officer's recommendation will be considered for adoption, and the date that the contract must provide written comments for submittal to the BOARD. A copy of the BOARD of Directors' debarment agenda package shall be sent to the contractor at least five (5) days before the meeting.
- J. In rendering its decision on the debarment, the BOARD may elect to receive and file the CEO/GENERAL MANAGER's decision, adopt the written recommendation and findings of fact prepared by the hearing officer, or adopt a separate decision. Santa Cruz METRO shall provide contractor with written notice of the BOARD's decision by certified mail, return receipt requested, within thirty (30) days after the BOARD meeting. All BOARD decisions are final as of the date on the written notice of the BOARD's action.

## **§ 1.804**

### **CEO/General Manager's/Board of Directors' Decision**

- A. Debarment shall be imposed by the CEO/GENERAL MANAGER or BOARD only when it finds, based on a preponderance of the evidence, that the contract committed one of the violations referenced in Section 1.702 and that debarment is in the best interest of the public and the protection of Santa Cruz METRO. The

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seriousness of the contractor's acts or omissions and any mitigating factors shall be considered in making any debarment decision.

- B. Debarment constitutes debarment of all divisions or other organizational elements of the contractor, unless the debarment decision is limited by its terms to specific divisions, organizational elements or commodities.
- C. In imposing debarment, the CEO/GENERAL MANAGER or BOARD shall specify the scope and term of the debarment. Debarment shall not exceed three (3) years, unless circumstances warrant a longer period.
- D. In order to protect the interests of Santa Cruz METRO, the period of debarment may be extended, modified or suspended by the CEO/GENERAL MANAGER or BOARD after compliance with the procedures set forth in Section 1.803. Such actions may be initiated by Santa Cruz METRO or by the contractor after receipt of a written request, including documentation of the proposed modifications.

## **§ 1.805 Effect of Debarment on Submittal of Bids or Proposals**

If the CEO/GENERAL MANAGER or BOARD acts to debar a contractor, that contractor shall be precluded from submitting any bids or proposals for a PROCUREMENT as a prime contractor or subcontractor during the time of debarment, unless debarment is limited in scope and the contractor is authorized under the terms of the debarment to submit a bid or proposal for a particular CONTRACT.

A contractor that has been debarred or suspended by the federal government or the state shall be prohibited from submitting any bids or proposals for a federally-funded or State funded PROCUREMENT during the period of debarment or suspension.

If Santa Cruz METRO receives an unauthorized bid or proposal from a contractor debarred by Santa Cruz METRO and/or the federal or state governments, the bid or proposal shall be returned and such bid or proposal shall not be evaluated or considered in determining the lowest responsive and responsible bidder or the highest ranked proposer.

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## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

### ADMINISTRATIVE CODE

#### TITLE II – PROCUREMENT POLICY

##### CHAPTER 1

##### SOLICITATION AND AWARD OF CONTRACTS

(This Chapter replaces AR-1005, AR-1003 and AR-1027 pursuant to Resolution No. 15-09-05)

#### Table of Contents:

Article I	General Requirements
Article II	Santa Cruz METRO Code of Conduct
Article III	Contents of Solicitation Documents
Article IV	Solicitation Procedures
Article V	Evaluation of Bids and Proposals
Article VI	Methods of Procurements, Awarding Procurements and Issuing Change Orders
Article VII	Bid/Proposal Protest Procedures
Article VIII	Debarment

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#### Article 1 General Requirements

##### § 1.101 Definitions

The following capitalized words and phrases whenever used in this Chapter shall be construed as defined below:

BOARD shall mean the Board of Directors of the Santa Cruz Metropolitan Transit District (Santa Cruz METRO).

CONTRACT shall mean a written agreement, binding the parties thereto to legal obligations; including, without limitation, letter of agreement, memorandum of understanding, contract, contract change order, purchase order, or an amendment or supplemental agreement to any of the foregoing.

FTA shall mean the United States Department of Transportation, Federal Transit Administration.

CEO/GENERAL MANAGER shall mean the chief executive officer of Santa Cruz METRO appointed by the Board of Directors.

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INVITATION FOR BIDS (IFB) shall mean a solicitation for submittal of bids for SUPPLIES, NONPROFESSIONAL SERVICES or PUBLIC WORKS.

NONPROFESSIONAL SERVICES shall mean and include services of a nonprofessional character of any type, description or variety, including, without limitation, landscape maintenance services, janitorial services, repair of office machines and equipment, and security guard services.

PROCUREMENT shall mean a CONTRACT for SUPPLIES, SERVICES, or PUBLIC WORKS.

PROFESSIONAL SERVICES shall mean and include professional services of any type or variety, including, without limitation, services rendered by accountants, actuaries, appraisers, architects, attorneys, consultants, doctors, and engineers.

PUBLIC PROJECT shall mean Projects undertaken in which the work includes: (1) construction, reconstruction, erection, alteration, renovation, improvement, demolition, and repair work involving any publicly owned, leased, or operated facility and (2) Painting or repainting of any publicly owned, leased, or operated facility. For the purposes of this Code, "Public Projects" is synonymous with "Public Works."

PUBLIC WORKS shall mean a project for the erection, construction, alteration, repair or improvement of any kind. (*Public Contract Code §1101.*)

PURCHASE shall mean the acquisition, renting, or leasing of SUPPLIES.

"Santa Cruz METRO" shall mean the Santa Cruz Metropolitan Transit District as established and operated under Part 10, Division 10 of the *California Public Utilities Code*.

REQUEST FOR PROPOSAL (RFP) shall mean a solicitation for submittal of proposals for SUPPLIES or SERVICES.

REQUEST FOR QUALIFICATIONS (RFQ) shall mean a solicitation for submittal of qualifications to perform PROFESSIONAL SERVICES.

SERVICES shall mean PROFESSIONAL or NONPROFESSIONAL SERVICES, or both, in accordance with the solicitation.

SUPPLIES shall mean and include personal property, goods, equipment and materials, including, without limitation, materials required for the maintenance and repair of any property of Santa Cruz METRO or of any other person or agency for with it is the duty of Santa Cruz METRO to maintain or repair.



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## **§1.102 Administrative Procedures**

The CEO/GENERAL MANAGER shall approve administrative procedures to carry out the intent of this Chapter. The procedures shall establish a system for informal bidding or informal proposals when advertising for bids or proposals is not required. The procedures shall establish additional guidance for staff and the public with regard to Santa Cruz METRO's formal procurement requirements, as an addition to this Chapter.

## **§1.103 Unauthorized Procurement**

Any CONTRACT made contrary to the provisions of this Chapter shall be null and void unless the contrary action is waived or the CONTRACT is ratified by the BOARD upon a determination that it is in the best interest of Santa Cruz METRO to do so. Notwithstanding the foregoing, a CONTRACT for SERVICES approved by the BOARD or GENERAL MANAGER shall not be void or voidable by either party to the CONTRACT or any third party due to failure to adhere to any solicitation procedure set forth in Article III of this Chapter, or the Procedures adopted by the GENERAL MANAGER.

## **§ 1.104 Splitting Procurement Prohibited**

Splitting or separating PROCUREMENTS into smaller units for the purpose of evading the provisions of this Chapter is prohibited. Splitting or separating a PROCUREMENT shall mean and include reducing the amount of any SUPPLIES, SERVICES, or PUBLIC WORKS to be furnished when there is reasonable knowledge that the same SUPPLIES, SERVICES, or PUBLIC WORKS will be additionally required within the same Santa Cruz METRO fiscal year, and when the primary purpose of splitting or separating the PROCUREMENT is to evade the purposes of this Chapter, including formally calling for bids or proposals.

## **§ 1.105 Collusion with Bidder or Proposer**

A Santa Cruz METRO officer or employee is prohibited from engaging in collusion with a bidder or proposer. Collusion includes, without limitation, knowingly doing any of the following:

- A. Aiding or assisting a bidder or proposer in securing a PROCUREMENT at a higher price than that proposed by any other bidder or proposer; or
- B. Favoring one bidder or proposer over another by giving or withholding information; or
- C. Willfully misleading any bidder or proposer as the character of the work or service to be performed or product to be supplied; or
- D. Accepting SUPPLIES, SERVICES, or PUBLIC WORKS that are inferior to that called for in the CONTRACT; or
- E. Falsely reporting the receipt of a greater amount or different kind of SUPPLIES, SERVICES or PUBLIC WORKS than has been actually received; or
- F. Intentionally acting or failing to act in relation to a bid/bidder or proposal/proposer by wrongfully favoring a bidder's or proposer's interest over Santa Cruz METRO's interests.

## **§ 1.106 Independent Price Determination**

It is prohibited for a bidder or proposer to:

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- A. Propose or bid prices that have not been arrived at independently without consultation, communication, or agreement with any other bidder, offeror or competitor for the purpose of restricting competition as to any matter relating to the prices bid or proposed; or
- B. Knowingly disclose any price bid or proposal to any other bidder, offeror, or to any competitor prior to opening of the bids or proposals, unless otherwise required by law; or
- C. Make or attempt to induce any other person, firm or other entity or association to submit or not to submit a bid or proposal for the purpose of restricting competition; or
- D. Knowingly be interested in more than one bid as the principal bidder; provided, however, subcontract bids to the principal bidders or proposers are excluded from this paragraph D.

In case of joint venture bids or proposals, the joint venture itself and each and every member of the joint venture shall, for purposes of the foregoing, be construed to be the person submitting the bid or proposal.

Any bid or proposal received or CONTRACT awarded where there was a violation of this section shall be null and void. Santa Cruz METRO shall dispose of the matter in that manner as if the bidder or proposer involved had failed to enter the CONTRACT after award.

## **§ 1.107 Compliance with Federal Law**

A PROCUREMENT funded in full or in part pursuant to the terms of a federal grant or loan shall be advertised, prepared, awarded, performed, and administered in compliance with all applicable requirements of federal laws, regulations and orders whenever compliance with those laws, regulations and orders is a prerequisite of federal financial assistance.

## **§ 1.108 Execution of Contracts**

The CEO/GENERAL MANAGER shall institute control procedures for the execution of CONTRACTS as required herein. Santa Cruz METRO's GENERAL COUNSEL shall approve the form and legality of all CONTRACTS prior to the execution thereof. If the CEO/GENERAL MANAGER will be unavailable to sign a CONTRACT, he/she or the BOARD may delegate such authority in writing to a named Santa Cruz METRO employee who shall be authorized to sign CONTRACTS on behalf of the CEO/GENERAL MANAGER. A copy of such authorization shall be filed with the Administrative Services Coordinator to be included in the Santa Cruz METRO official records.

## **§ 1.109 Severance**

If any provision or part of the Chapter conflicts with state or federal laws, regulations, or grant conditions applicable to Santa Cruz METRO PROCUREMENTS, or decisional law binding upon Santa Cruz METRO, the provision or part in conflict shall be deemed severed from this Chapter, and the remainder shall stay in full force and effect.

## **Article II Santa Cruz METRO Code of Conduct**

## **§ 1.201 Purpose And Applicability**

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- A. As a public entity and recipient of state, federal and local funds, Santa Cruz METRO must be vigilant in its protection of the public trust. Toward that end, employees, officers, and agents of Santa Cruz METRO must conduct themselves in a manner that will foster public confidence in the integrity of the procurement system. This section is intended to prescribe standards of conduct to ensure honesty and integrity in all Santa Cruz METRO procurements.
- B. The standards established herein shall apply to all activities associated with all procurements by METRO.

## § 1.202

### **Conflict of Interest**

- A. No Santa Cruz METRO employee, officer, agent or his/her immediate family member, partner or organization that employs or is about to employ any of the foregoing individuals may participate in the selection, award, or administration of a Santa Cruz METRO contract if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when any of those previously listed individuals has a financial or other interest in a firm/individual who may be selected and/or is selected for the award.
- B. Santa Cruz METRO employees, officers and agents are prohibited from making, participating in or in any way attempting to use their METRO employment or affiliation to influence a Santa Cruz METRO decision in which they know or have reason to know they have a financial interest or other interest in the firm/individual who may be selected and/or is selected for the award.
- C. Santa Cruz METRO employees, officers, and agents and their immediate families, their business partners and/or an organization that employs or is about to employ the employee, his/her immediate family and/or his/her business partner, shall not be financially interested in any Santa Cruz METRO contract made by them in their official capacity. They shall not be purchasers at any sale or vendors at any purchase made by them in their official capacity. The Santa Cruz METRO Board of Directors may void a contract made in violation of this section.
- D. Santa Cruz METRO employees, officers and agents shall be subject to the laws of the United States and the State of California concerning conflicts of interest. Anyone found to violate the standards established by such laws may be subject to statutory penalties or sanctions, criminal consequences and disciplinary action up to and including employment termination issued by Santa Cruz METRO.
- E. In a procurement in which a Santa Cruz METRO employee, officer and/or agent may have a conflict or potential conflict of interest, such individual(s) must promptly report the conflict in writing to the CEO/GENERAL MANAGER or designee so that appropriate action can be taken to assign the work to another employee to avoid the conflict of interest.
- F. In a procurement in which a vendor, contractor or consultant or a prospective vendor, contractor or consultant may have a conflict or potential conflict of interest, such individual or firm shall immediately report the nature of the conflict and the existence or potential existence of the conflict to Santa Cruz METRO's Purchasing and Special Projects Director who shall in consultation with the Santa Cruz METRO CEO/General Manager and the Santa Cruz METRO General Counsel determine the appropriate action to be taken.

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- G. Santa Cruz METRO's Purchasing and Special Projects Director in consultation with the CEO/General Manager and the Santa Cruz METRO District Counsel is responsible to identify any real or apparent organizational conflict-of-interests that may exist in each procurement. An organizational conflict of interest exists when the nature of the work to be performed under a proposed third party contract or sub-agreement may, without some restrictions on future activities result in an unfair competitive advantage to the third party contractor or sub-recipient or impair their objectivity in performing the contract work.

## **§ 1.203 Gifts and Gratuities**

- A. No Santa Cruz METRO employee, officer or agent shall solicit or accept gratuities, favors or anything of monetary value, including personal loans, from contractors, subcontractors, consultants, potential contractors, potential consultants, or potential subcontractors, except an unsolicited gift of nominal intrinsic value. Nominal intrinsic value for purposes of this section shall mean a value of less than \$25, within a twelve-month period from a single source.
- B. Invitations for business lunches, parties, or similar functions must be declined if received from bidders or other parties involved in a pending procurement. This policy is intended to avoid any situation, which may give an appearance of improper influence in Santa Cruz METRO procurement activities.

## **§ 1.204 Contacts with Vendor, Bidders and Proposers**

- A. Prior to the issuance of a procurement solicitation, informational and research contacts with prospective vendors may be made for the purpose of gathering data. However, in making such contacts, Santa Cruz METRO employees, officers, and agents shall avoid any commitment, or implication thereof, of a possible future award. Any such proposed contacts must be reported to the Santa Cruz METRO Purchasing and Special Projects Director.
- B. Accordingly, requests for substantial complimentary services or supplies, which may imply an obligation on the part of Santa Cruz METRO, are prohibited. Requests for testing services, product samples, or demonstrations, or free trips to examine vendor products are prohibited.
- C. Whenever a procurement is in progress (e.g., during the solicitation, evaluation, negotiation, and award phases) all contacts with potential contractors, consultants or vendors shall be made through the CEO/General Manager or the Purchasing and Special Projects Director.

## **§ 1.205 Release and Use of Information**

- A. With the exception of formally advertised sealed bid procurements (i.e., Invitations for bid (IFB)) all cost and pricing information received by Santa Cruz METRO in negotiated procurements is to be treated as confidential, until the selection and award.
- B. All technical data received in response to Requests for Proposals (RFP), with the exception of data contained in any contracts awarded by Santa Cruz METRO shall be maintained in a confidential manner until the selection and award.

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- C. No Santa Cruz METRO employee, officer, or agent shall use confidential information obtained through procurement for the actual or anticipated benefit of themselves, their relatives, persons with whom they have a common financial interest or any person.

## Article III

### Contents of Solicitation Documents

#### § 1.301 Bid Forms

All formal bids shall be made on forms provided by Santa Cruz METRO. The execution of the forms by bidders shall be subject to procedures formulated by the CEO/GENERAL MANAGER and shall include controls over erasures, corrections, and interlineations.

#### § 1.302 Invitation for Bids (IFB)

All IFBs shall at a minimum, include all of the following information:

- A. A description of the PUBLIC WORKS, NONPROFESSIONAL SERVICES or SUPPLIES required without use of brand or trade names except as authorized by state law or federal grant conditions. (Public Contract code §3400.)
- B. Time for performance or delivery.
- C. The time period that the bidder's offer must be held open for Santa Cruz METRO acceptance.
- D. Disadvantaged Business Enterprise goals and good faith efforts requirements if required by the terms of the federal grant.
- E. Criteria for CONTRACT award to the lowest responsive and responsible bidder.
- F. Date, time, and location for bid submittal.
- G. Bid protest procedures as set forth in Article VII of this Chapter.
- H. For PUBLIC WORKS projects, the contractor licensing and subcontractor listing requirements, prevailing wage notification, the required bid security as set out in Section 1.305, and all statutorily required bonds.
- I. Federal and/or state requirements, including contract clauses, certifications, and bonds (bid, maintenance, performance, and payment). For federally funded SUPPLY and NONPROFESSIONAL SERVICES CONTRACTS, Santa Cruz METRO may allow submittal of an irrevocable letter of credit or other negotiable instrument in-lieu of a bond.
- J. Santa Cruz METRO contract clauses.
- K. Notification that Santa Cruz METRO reserves the right to reject all bids and to waive minor irregularities in a bidder's bid.

#### § 1.303 Request for Proposals (RFP)

All REQUESTS FOR PROPOSALS shall include at a minimum all the following information:

- A. A description of the type of SUPPLIES or SERVICES required without use of brand or trade names except as authorized by state law or federal grant conditions.
- B. Time for performance, delivery or length of service.
- C. The time period that the proposer's proposal must be held open for Santa Cruz METRO acceptance.

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- D. The required work products and/or tasks.
- E. A request for a description of the firm's qualifications, size and prior experience in performing similar SERVICES, unless a prior REQUEST FOR QUALIFICATIONS was issued to pre-qualify potential proposers.
- F. Disadvantaged business enterprise goals and good faith efforts requirements if required by the terms of a federal grant.
- G. Selection criteria, weighting factors and selection process.
- H. Date and time for proposal submittal.
- I. Protest procedures as set out in Article VII of this Chapter.
- J. Federal and/or state contract clauses, certifications and insurance requirements.

Notwithstanding the foregoing, an RFQ may be issued for SERVICES if approved by the BOARD.

## **§ 1.304 Request for Qualifications (RFQ)**

An RFQ may be issued in order to pre-qualify proposers for a particular RFP or to establish a listing of pre-qualified proposers when several RFPs for separate CONTRACTS will be issued for the same discipline of PROFESSIONAL SERVICES. The listing of pre-qualified professionals shall be effective if approved by the CEO/GENERAL MANAGER, unless BOARD approval is required. The listing must be approved by the BOARD to be effective if: (i) any one CONTRACT would require BOARD approval as set forth in Section 1.605 or (ii) the list will be effective for more than three years. The RFQ shall, at a minimum, include or request all of the following information:

- A. Description of the type of PROFESSIONAL SERVICES required.
- B. Number of years that the firm has provided such services.
- C. Size of firm and, if applicable, a breakdown of number of employees by employment classification.
- D. Prior experience in performing desired PROFESSIONAL SERVICES, and, if applicable, same work products.
- E. Listing of references.

## **§ 1.305 Bid Security on Public Works Contracts**

For any PUBLIC WORKS CONTRACT, the solicitation documents shall require the bidder to submit with the bid as security one of the following:

- A. Cash; or
- B. Cashier's check or certified check made payable to Santa Cruz METRO; or
- C. Bidder's bond executed by an admitted surety insurer and made payable to Santa Cruz METRO.

The security shall be an amount determined by Santa Cruz METRO to be sufficient, but shall not exceed 10% of the bid amount.

If within twenty calendar days after CONTRACT award, the successful bidder fails to enter into the CONTRACT or, if applicable, provide all required insurance certificates and bonds, the bid security shall be forfeited in favor of Santa Cruz METRO. Upon good cause being shown, the CEO/GENERAL MANAGER in his/her discretion may extend the time for the bidder to enter the CONTRACT for a period not to exceed thirty (30) additional days.

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Upon award to the lowest responsible bidder, the security of an unsuccessful bidder shall be returned no later than sixty (60) days after CONTRACT award. However, if a bid protest is timely filed, the security of unsuccessful bidders shall not be returned until the expiration of the bid validity period. The bid security of the successful bidder shall be returned after execution of the CONTRACT and receipt of the applicable insurance certificate and performance, payment and service disruption bonds. (Public CONTRACT Code §20322.)

## **Article IV Solicitation Procedures**

### **§ 1.401 Santa Cruz METRO's Current Needs**

Santa Cruz METRO staff may contract/purchase only for Santa Cruz METRO's current and reasonably expected public transportation needs and may not add quantities or options to its third party contracts solely to permit assignment to another party at any time.

### **§ 1.402 Approval of Solicitations**

With the exception of contracts procured pursuant to Section 1.507, for a PROCUREMENT expected to be awarded for an amount equal to or greater than the amount set out in Section 1.403 for a CONTRACT for PUBLIC WORKS, SUPPLIES, EQUIPMENT AND MATERIALS, NONPROFESSIONAL SERVICES or PROFESSIONAL SERVICES, respectively, a written IFB or RFP must be prepared and thereafter authorized for issuance by either the BOARD or the CEO/GENERAL MANAGER or his/her designee prior to its release. BOARD approval for the release of the IFB or RFP is required if the resulting contract would require BOARD approval as set forth in Section 1.605 of this Chapter.

### **§ 1.403 Submittal of Sealed Bids and Proposals**

With the exception of contracts procured pursuant to Section 1.507, all bids/proposals for CONTRACTS expected to be awarded for an amount in excess of Sixty Thousand Dollars (\$60,000) (or the threshold in Public Contract Code section 22032(a) as it may be amended from time to time, whichever is higher) for PUBLIC WORKS, and Fifty Thousand (\$50,000) for SUPPLIES and SERVICES, shall be sealed, identified as a bid/proposal on the envelope, and shall be submitted to the CEO/GENERAL MANAGER or his/her designee at the place and time specified in the public notice inviting bids/proposals. The time specified in the public notice may be extended and notice of the extension may be given by addendum. Submittals received after the time shall not be accepted and shall be returned to the bidder or proposer unopened.

The CEO/GENERAL MANAGER shall issue procurement policies for the procurement of PUBLIC WORKS, SUPPLIES and SERVICES in excess of the amounts set forth above, which shall include provisions for procurement procedures that require a price or cost analysis/independent cost estimate and the acquisition of quotes, bids or proposals.

### **§ 1.404 Opening of Bids/Proposals**

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Bids shall be opened by the CEO/GENERAL MANAGER or his/her designee, in public, at the time and place designated in the notice inviting bids or any extension that may be given by addendum to the bid documents. *(Adopted eff. April 25, 2014. Amended effective Sept. 25, 2015.)*

## **Article V Evaluation of Bids and Proposals**

### **§ 1.501 Responsibility Factors**

In determining whether a bidder is responsible, consideration shall be given to each of the following factors:

- A. The ability, capacity and skill of the bidder to satisfactorily perform the CONTRACT;
- B. The ability of the bidder to perform the CONTRACT within the time specified, without delay;
- C. The character, integrity, reputation, judgment, experience and efficiency of the bidder;
- D. The bidder possesses the required licenses/certifications and is not on any suspended or debarment list; and
- E. The quality of bidder's performance on previous CONTRACTS with Santa Cruz METRO.

### **§ 1.502 Responsiveness**

- A. A bid/proposal is responsive if the bidder/proposer submits all information and documents required by the IFB, RFP, or RFQ in the form and at the time required by the IFB, RFP or RFQ, and the bidder/proposer is offering to perform pursuant to the IFB, RFP, or RFQ requirements.
- B. The BOARD may adopt programs or procedures to promote the participation and use of minority, women-owned or disadvantaged business enterprises, and/or small business enterprises.

### **§ 1.503 Application of Responsibility Factors**

The BOARD or CEO/GENERAL MANAGER shall award CONTRACTS solicited pursuant to a competitive sealed bid basis (IFB) to the lowest bidder submitting a responsive bid, unless the BOARD or CEO/GENERAL MANAGER makes a finding that such bidder is not responsible based upon its failure to satisfy one or more of the criteria set forth in Section 1.501 of this Chapter.

### **§ 1.504 Evaluation of Competitive Proposals**

Proposals shall be evaluated based upon the criteria set out in the RFP. Santa Cruz METRO may reject any proposer that is nonresponsible or any proposal that is nonresponsive, it may waive any required information for all proposers, and it may waive minor irregularities in any proposal as provided in Section 1.611 of this Chapter.

### **§ 1.505 Noncompetitive and Sole Source Procurement**



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A noncompetitive or sole source PROCUREMENT is the award of CONTRACT to only one source. An amendment to an existing CONTRACT to include PUBLIC WORKS, SUPPLIES, or SERVICES outside the scope of that CONTRACT is also deemed a sole source PROCUREMENT. Noncompetitive and sole source PROCUREMENTS are not permitted unless at least one of the following circumstances occurs:

- A. The BOARD or CEO/GENERAL MANAGER, as applicable, has determined that the PUBLIC WORKS, SUPPLIES, or SERVICES can be provided only by one firm and that efforts to seek competition would be futile. The CEO/GENERAL MANAGER may not delegate his/her authority to make such a determination. However, if the CEO/GENERAL MANAGER is unavailable and has delegated authority for execution of CONTRACTS, such delegation may also include his/her authority under this paragraph.
- B. For PROCUREMENTS involving an expenditure in excess of Two Hundred Thousand Dollars (\$200,000) (or the threshold in Public Contract Code section 22032(b) as it may be amended from time to time, whichever is higher) for PUBLIC WORKS, upon four-fifths (4/5) vote of the BOARD if it finds that an emergency exists and that it is in the best interests of Santa Cruz METRO to suspend competitive bidding.
- C. Noncompetitive PROCUREMENT is otherwise authorized under applicable federal and state statutes and/or case law.

The Board of Directors, or the CEO/GENERAL MANAGER for procurements within his or her procurement authority, may waive the requirements for formal competitive bidding or other procedures set forth in this Procurement Policy when permissible under applicable law, when the best interests of Santa Cruz METRO would be served by waiving such requirements under the circumstances, and when a determination is made that competitive bidding procedures would be unavailing, not in furtherance of the purposes of the competitive bidding statutes and Santa Cruz METRO's procurement policy. These circumstances shall be evaluated on a case-by-case basis, keeping in mind the fundamental principles of procurement followed by Santa Cruz METRO. In circumstances where services are needed on an expedited basis that do not permit the time required for the RFP or Simplified Negotiations Procurement process, and such circumstances were not caused by Santa Cruz METRO's action(s), e.g., lack of planning, the CEO/GENERAL MANAGER may waive such procedures, provided there is adequate documentation of the need for such services in accordance with Federal and State procurement requirements.

## **§ 1.506 Alternative Procurement Methods**

The CEO/GENERAL MANAGER may establish procedures for Santa Cruz METRO's participation in Joint Procurements, State and Local Government Purchasing Schedules or Contracts and use of existing contract rights for the purchase of SUPPLIES, MATERIALS or SERVICES.

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## § 1.507 Simplified Negotiations for Professional Service Contracts

### 1. Professional Services Not Exceeding \$10,000 Annually.

Professional services may be retained without obtaining competitive quotations, if the estimate does not exceed \$10,000 annually up to a maximum total contract amount of \$50,000. Work should not be arbitrarily segmented or split in order to avoid the requirements for competition.

#### a. Procurement and Evaluation Process.

When the District Counsel determines that a need exists for professional services not exceeding \$10,000, it will request that the consultant submit in writing a brief proposal that includes (a) a description of the services to be provided; (b) an estimated schedule for completion; (c) fee structure, including a total all-inclusive sum including hourly rates and expenses; and (d) indemnification and insurance requirements as prescribed by the District. (A separate description of the District's insurance and indemnification requirements is available to be used for this purpose.)

The District Counsel must evaluate the proposed price and determine if it is fair and reasonable, and may negotiate final terms and conditions of the engagement with the proposer. Upon review and acceptance of the proposal, the District Counsel will create a Requisition and submit it to procurement staff. The consultant's written proposal shall be attached to the requisition.

The Requisition will indicate that the District Counsel has determined that the scope of work is suitable for a noncompetitive approach and that the cost is fair and reasonable. The Purchasing Department will process a purchase order, and the Legal Department will prepare a Professional Services Agreement to formalize the engagement.

### 2. Simplified Negotiations for Professional Service Contracts Over \$10,000 but not Exceeding \$50,000.

To retain professional services over \$10,000 annually but not exceeding a total contract value of \$50,000, a simplified negotiations process may be used in lieu of the formal competitive procurement process. To the extent practicable, such a method shall involve obtaining a minimum of three quotations, either written or oral. Generally, this process consists of the District issuing a written request for quotations to an adequate number of qualified sources, describing, to the extent practicable, the scope of services required, time frame, and deliverables. Formal advertising is not required, but the District will always endeavor to maximize competition. On a case-by-case basis, it may choose the appropriate method of publicizing procurements — such a method may, when appropriate, include posting on the District's website and/or formal advertisement. Selection is made based upon the proposer's qualifications and

# Attachment A

experience, timeliness, approach, and, for non-architectural/engineering services, cost. The District may negotiate the terms and conditions of the engagement with the highest ranked proposer, or may award the contract without negotiations.

The District shall not arbitrarily split work so as to avoid formal Request for Proposals process described in Section 1.403.

a. Procurement Process.

The District Counsel shall initiate the simplified negotiations process by creating a Requisition and submitting it to Procurement staff specifying the services desired and the estimated cost. The District Counsel should verify that funds are available within the approved budget. District Counsel shall prepare a simple written request for quotations describing the scope of services requested, time for completion, minimum qualifications, and selection criteria in relative order of importance, and attach a sample Professional Services Agreement that will apply to the engagement.

District Counsel, in consultation with the District's risk management department, will determine what types and levels of insurance, if any, shall apply, taking into consideration the risk factors associated with the engagement. Typically the consultant shall be required to have a minimum of \$1,000,000 per occurrence general and automobile liability insurance, and may be required to maintain professional liability insurance.

To the extent practicable, such a method shall involve obtaining a minimum of three quotations, either written or oral, but generally in writing, utilizing names obtained from locator files, internet, trade journals, trade sources, and the DBE Vendor Lists. Written proposals shall be submitted within the time frame specified in the request for quotations and shall describe the proposer's qualifications and experience, approach to the work, and cost proposal (for non-architectural/engineering contracts).

b. Evaluation and Award of Contract.

Proposals shall be evaluated by District Counsel. The proposer that best meets the District's needs in accordance with the selection criteria identified in the request for quotations shall be selected for award or for further negotiations as to the final scope of work and price, if necessary in order to reach agreement. Legal Department staff will draft the Professional Services Agreement for execution by the consultant and the District's authorized representative. If the service contract is over \$25,000 but does not exceed \$50,000, the Legal Department staff shall prepare and circulate a staff report to the BOARD OF DIRECTORS for review. The executed agreement will be retained by the Procurement Staff. Required insurance coverage shall be verified before the District issues the Notice to Proceed for all Simplified Negotiations. (Adopted eff. April 25, 2014. Amended effective Sept. 25, 2015.)

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## Article VI

### Methods of Procurements, Awarding Procurements and Issuing Change Orders

#### § 1.601 General

All purchases and contracts, whether by informal bidding, formal bidding or proposals, shall be made on a competitive basis to the greatest extent practicable. The method of procurement, such as small purchases, informal bids or proposals, formal competitive bidding, requests for proposals, etc., shall be appropriate for the type of project or procurement and shall be in the best interest of the District.

#### § 1.602 Public Works Projects of ~~\$160,000~~ or less

CONTRACTS involving expenditures of Sixty Thousand Dollars (\$60,000) (or the threshold in Public Contract Code section 22032(a) as it may be amended from time to time, whichever is higher) or less for PUBLIC WORKS may be let by negotiated contract, purchase order, or performed by Santa Cruz METRO's employees by force account.

#### § 1.603 Informal Procurements

An informal procurement method may be utilized for the purchase of SUPPLIES or SERVICES when the estimated expenditure is between \$5,000 and \$50,000, and for PUBLIC WORKS projects when the estimated expenditure is between \$60,000 (or the threshold in Public Contract Code section 22032(a) as it may be amended from time to time, whichever is higher) and \$200,000 (or the threshold in Public Contract Code section 22032(b) as it may be amended from time to time, whichever is higher). For SUPPLIES or SERVICES, such a method shall involve obtaining a minimum of three written or oral quotations, to the extent practical, that permit prices and other terms to be compared. For PUBLIC WORKS, such a method shall involve using informal competitive bidding in accordance with Santa Cruz METRO's informal bidding ordinance.

#### § 1.604 Formal Competitive Procurements

Formal competitive bidding (IFB) should be used when purchasing SUPPLIES or NONPROFESSIONAL SERVICES over \$50,000, but a "best value" approach (RFP) may be used in circumstances where it is determined to be in the best interest of Santa Cruz METRO. "Best value" means a process in which the overall combination of quality, price, and other elements of a proposal that, when considered together, provide the greatest overall benefit to Santa Cruz METRO. Formal competitive bidding (IFB) should be used for PUBLIC WORKS projects over \$200,000 (or the threshold in Public Contract Code section 22032(c) as it may be amended from time to time, whichever is higher).

Formal competitive proposals (RFP), which consider and evaluate factors in addition to price, will be used to retain PROFESSIONAL SERVICES when the estimated expenditure exceeds \$50,000. Specialized State and federal laws will apply to the procurement of architectural and engineering services as defined by applicable laws and regulations, regardless of the estimated expenditure.

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## § 1.605 Board Awarded Procurements

Unless otherwise provided herein, all PROCUREMENTS of SUPPLIES or SERVICES involving an expenditure exceeding ~~FiftyTwo Hundred~~ Thousand Dollars (\$~~520~~0,000) shall be subject to award and/or approval by the BOARD. All procurements of PUBLIC WORKS involving an expenditure exceeding \$200,000 (or the threshold in Public Contract Code section 22032(b) as it may be amended from time to time, whichever is higher) shall be subject to award and/or approval by the BOARD. Said PROCUREMENTS shall be formal written CONTRACTS executed by the BOARD Chair and/or CEO/GENERAL MANAGER on behalf of Santa Cruz METRO as set out in the authorizing resolution.

## § 1.606 CEO/General Manager Awarded Procurements

Subject to the availability of funds and the procedures set forth in this Chapter, the CEO/GENERAL MANAGER is authorized to award and bind Santa Cruz METRO to PROCUREMENTS involving a total expenditure of ~~FiftyTwo Hundred~~ Thousand Dollars (\$~~520~~0,000) or less for SUPPLIES and SERVICES and PUBLIC WORKS involving an expenditure of \$200,000 (or the threshold in Public Contract Code section 22032(b) as it may be amended from time to time, whichever is higher) or less. DISTRICT COUNSEL is authorized to award and bind Santa Cruz METRO to Professional Service contracts obtained through the Simplified Negotiated PROCUREMENTS involving a total expenditure of Fifty Thousand Dollars (\$50,000) or less.

## § 1.607 Authority to Approve Amendments to SUPPLY and SERVICE CONTRACTS

The CEO/GENERAL MANAGER is authorized to bind Santa Cruz METRO to amendments to CEO/GENERAL MANAGER approved SUPPLIES or SERVICE CONTRACTS provided that the sum of the original CONTRACT and all such amendments for any single CONTRACT shall not exceed: \$200,000. The CEO/GENERAL MANAGER is authorized to bind Santa Cruz METRO to amendments to BOARD approved SUPPLIES or SERVICE CONTRACTS provided that the sum of all such amendments for any single CONTRACT shall not exceed: \$~~520~~0,000.

## § 1.608 Authority to Issue Change Orders for Public Works CONTRACTS

Subject to the availability of funds, the CEO/GENERAL MANAGER is authorized to bind Santa Cruz METRO to change orders for work being performed under a PUBLIC WORKS CONTRACT provided that the change order meets all of the following requirements:

- A. For CEO/GENERAL MANAGER Awarded CONTRACTS originally awarded for a price of less than Two-Hundred Thousand Dollars (\$200,000) (or the threshold in Public Contract Code section 22032(b) as it may be amended from time to time, whichever is higher) ~~or less~~, the CEO/GENERAL MANAGER shall have authority to issue change orders, provided that the sum of the original contract and all such change orders does not exceed ~~FiftyTwo Hundred~~ Thousand Dollars (\$~~520~~0,000) or the threshold in Public Contract Code section 22032(b) as it may be amended from time to time, whichever is higher.

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B. For Board Awarded CONTRACTS originally awarded for a price of greater than Two Hundred Thousand Dollars (\$200,000) (or the threshold in Public Contract Code section 22032(b) as it may be amended from time to time, whichever is higher) but less than One Million Dollars (\$1,000,000), the CEO/GENERAL MANAGER shall have authority to issue change orders up to \$520,000, provided that the sum of all such change orders for any single CONTRACT shall not exceed a total of \$200,000~~ten percent (10%) of the original CONTRACT price.~~

C. For Board Awarded CONTRACTS originally awarded for a price of Million Dollars (\$1,000,000) or more, the CEO/GENERAL MANAGER shall have the authority to issue change orders as follows:

1. Change orders totaling up to \$520,000, ~~provided that the sum of all such change orders for any single CONTRACT; shall not exceed \$200,000 or~~

2. Change orders totaling the following percentages of the original CONTRACT amount; whichever is higher: ten percent (10%) of the first Million Dollars, plus eight percent (8%) of the next Nine Million Dollars, plus six percent (6%) of the balance.

For clarity, the CEO/GENERAL MANAGER may issue change orders up to the amounts described in either paragraphs 1 or 2 above, whichever is greater.

~~C.~~ Notwithstanding the foregoing, any single change order which exceeds FiftyTwo Hundred Thousand Dollars (\$520,000) shall require BOARD approval.

D. Notwithstanding the foregoing, the CEO/GENERAL MANAGER shall have authority to issue change orders in such sums as may reasonably be necessary if the CEO/GENERAL MANAGER determines a change order is required to:

1. Prevent interruption of the work which would result in a substantial increase in cost to Santa Cruz METRO; or
2. Protect the work, or equipment or materials to be used in the work, human safety, or the environment at or near the site of the work from substantial and immediate danger or injury; or
3. Protect the work, or equipment or materials to be used in the work, or human safety or the environment at or near the work site where damage or injury has occurred from further or additional damage or injury or deterioration caused by man, nature or other source.

The CEO/GENERAL MANAGER shall report such action to the BOARD as soon as reasonably possible but in no event more than thirty (30) days after the action is taken.

§ 1.609

**Delegation of Authority**

**15A.43.REDLINE**

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- A. Notwithstanding anything to the contrary herein, the BOARD may by resolution delegate authority to the CEO/GENERAL MANAGER to bind Santa Cruz METRO to a CONTRACT for any amount under the terms and conditions set forth in the resolution delegating such authority.
- B. The CEO/GENERAL MANAGER may delegate his or her power under Sections 1.606, 1.607, 1.608 and 1.609 A, to bind Santa Cruz METRO by CONTRACT. The delegation shall be made in writing and shall specifically designate the Santa Cruz METRO employee(s) who may act for the CEO/GENERAL MANAGER. Santa Cruz METRO employees who are authorized to act for the CEO/GENERAL MANAGER to bind Santa Cruz METRO by CONTRACT shall be bonded for the faithful performance of their duties in such amounts as the CEO/GENERAL MANAGER reasonably determines to be adequate. A copy of the written delegation shall be retained in Santa Cruz METRO's official files. Upon request, the CFO shall certify the continuing validity of a written delegation made pursuant to this Section.

## **§ 1.610 Award in Case of Identical Bids**

The CEO/GENERAL MANAGER or the BOARD shall determine by lot which bid shall be accepted when two (2) or more responsible bidders submit responsive bids in the same amount. (*Government Code Section 53064.*)

## **§ 1.611 Rejection of Bids/Proposals; Waiver of Minor Irregularities**

The CEO/GENERAL MANAGER or the BOARD, as appropriate, may reject any and all bids or proposals and may waive minor irregularities in the bids or proposals. An irregularity in a bid or proposal may be waived if such waiver does not give the bidder/proposer an unfair advantage. If the CEO/GENERAL MANAGER or the BOARD rejects all bids or proposals, the CEO/GENERAL MANAGER or BOARD shall re-evaluate the cost estimates for the project. The project shall then either be abandoned, a new solicitation issued in the manner prescribed in Article IV. If a new solicitation is issued and the CEO/GENERAL MANAGER or BOARD again rejects all bids and proposals submitted, the CEO/GENERAL MANAGER or BOARD may proceed with the project using Santa Cruz METRO personnel, or issue another SOLICITATION.

## **§ 1.612 Alternative Award; Failure to Enter Into Contract**

If the bidder or proposer to whom the CONTRACT is awarded fails to enter into the CONTRACT as required, the CEO/GENERAL MANAGER or BOARD, as appropriate, may declare the award to that bidder or proposer a nullity and award the CONTRACT to the next lowest responsible and responsive bidder or proposer, or re-advertise. (*Adopted eff. April 25, 2014. Amended effective Sept. 25, 2015.*)

## **Article VII Bid/Proposal Protest Procedure**

### **§ 1.701 Scope of Protest Procedure**

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METRO has established these Pre-Bid, ~~and~~ Pre-Award ~~and Post-Award~~ Procurement Protest Policy and Procedures so that all procurement protests/disputes are filed, processed and resolved in a manner consistent with the requirements of the Federal Transit Administration (FTA) Circular (4220.1F) *Third Party Contracting Guidance*, dated November 1, 2008, which are on file at METRO's Administrative Offices, 110 Vernon Street, Santa Cruz, CA 95060, and available upon request.

## § 1.702

### Types of Protests

There are ~~two~~<sup>three</sup> basic types of Protests pursuant to this regulation, based on the time in the procurement cycle when they occur:

- A. A pre-bid or solicitation phase Protest is received no later than five calendar days prior to the bid opening or proposal due date. Pre-bid protests are those based on the content of the initial Notice and/or solicitation published by METRO requesting bids ~~or proposals from vendors or other interested parties.~~
- B. A pre-award Protest is a protest against making an award and is received after receipt of proposals or bids, but no later than five calendar days after the date of METRO's issuance of the notice of intent to ~~before~~ award ~~of~~ a contract.
- C. A post-award Protest is a protest received after award of a contract. No protests will be considered after contract award, except for compelling reasons whereby the lateness is due to METRO's untimely handling of a protest submission. In no event will METRO consider protests filed after contract award due to the neglect of the Protester. ~~A post-award Protest must be received within 5 business days of the making of the award. A post-award Protest generally alleges a violation of applicable federal or state law and/or METRO policy or procedures relative to the seeking, evaluating and/or awarding of the contract.~~

## § 1.703

### Protest Procedures

Prior to filing a Protest, a Protester must first utilize any procedures in the specifications for Approved Equals or requests for clarification. Santa Cruz METRO will deny or approve such requests and, if the requestor disagrees, they may avail themselves of these Protest Procedures.

All Protests must be filed in writing with the METRO Administrative Offices, CFO, Santa Cruz Metropolitan Transit District, 110 Vernon Street, Santa Cruz, CA 95060, or electronically at [financemanager@scmtd.com](mailto:financemanager@scmtd.com). No other location is acceptable.

The protest must be in writing and set forth the specific grounds of the dispute and shall be fully supported with technical data, test results, or other pertinent information related to the subject being protested. The Protest shall include the name and contact information of the Protester, solicitation/contract number or description, and what remedy the Protester is seeking. The Protester is responsible for adhering to this regulation. Failure to comply with the time periods for filing a Protest as set forth herein shall be a basis for rejection of the Protest.

## § 1.704

### Santa Cruz METRO's Response to Protest

- A. METRO's CFO shall make a determination on the Protest generally before the submission date for bids or proposals or within ten (10) working days from receipt of the Protest, whichever is later,



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although this deadline may be extended at METRO's sole discretion. The ~~D~~d decision of the CFO must be in writing and shall include a response to each substantive issue raised in the Protest.

B. Any ~~d~~d Decision by the CFO may be appealed to the Board of Directors. The Protester has the right within five (5) business days of receipt of the CFO's ~~D~~d decision to file an appeal restating the basis of the Protest and the grounds of the appeal. In the appeal, the Protester is only permitted to raise information and issues previously provided in the Protest or discovered after the Protest was submitted to the CFO for ~~D~~d decision and directly related to the grounds of the Protest. The Protester shall be provided with at least 72-hour notification of when the Board of Directors will hear the ~~a~~a Appeal. The Protester may appear, be represented and present evidence and testimony at the ~~a~~a Appeal ~~Hearing~~. The Board of Directors' decision shall constitute METRO's final administrative determination.

C. ~~The Protester may withdraw its Protest or appeal at any time before METRO issues a final decision.~~

D. ~~If METRO postpones the date of bid or proposal submission because of a Protest (or appeal thereof) of the solicitation specifications, addenda, dates or any other issue relating to the procurement, METRO will notify, via addendum, all parties who are on record as having obtained a copy of the solicitation documents that a Protest/appeal had been filed, and the due date for bid or proposal submission shall be postponed until METRO has issued its final decision.~~

## ~~§ 1.705~~ ~~Appeal of Santa Cruz METRO's Decision~~

~~A.~~ ~~In the event that the Protester is not satisfied with METRO's Board of Directors' final administrative determination, he/she may proceed within 90 days of the final decision to State Court for judicial relief. The Superior Court of the State of California for the County of Santa Cruz is the appropriate judicial authority having the jurisdiction over Protest(s) and Appeal(s).~~

~~B.~~ ~~At any time, the Protester may request reconsideration of METRO's Final Decision if data or information becomes available that was not previously known, or there has been an error of law or regulations.~~

~~C.~~ ~~The Protester may withdraw its Protest or Appeal at any time before METRO issues a final decision.~~

~~D.~~ ~~If METRO postpones the date of proposal submission because of a Protest or Appeal of the solicitation specifications, addenda, dates or any other issue relating to the procurement, METRO will notify, via addendum, all parties who are on record as having obtained a copy of the solicitation documents that a Protest/Appeal had been filed, and the due date for proposal submission shall be postponed until METRO has issued its final Decision.~~

## ~~§ 1.705~~6 ~~Santa Cruz METRO's Responsibilities to FTA~~

In cases where Contracts are substantially funded by the FTA, as a best practice, Santa Cruz METRO's CFO will notify its FTA regional office when it receives a third party Contract protest and keep FTA informed about the status of the protest. Contracts and Procurements staff will advise Santa Cruz METRO's grants department of relevant information concerning protests so that appropriate reporting will be accomplished.

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## Article VIII Debarment

### § 1.801 Scope of Debarment Procedure

This Article specifies procedures for Santa Cruz METRO's debarring potential bidders or proposers from award of a Santa Cruz METRO CONTRACT. The provisions set forth in 49 CFR Part 29 are hereby incorporated by reference. "Debarment" is defined as an action which excludes a firm from contracting directly with Santa Cruz METRO or participating as a subcontractor for a Santa Cruz METRO CONTRACT.

### § 1.802 Violations Subject to Debarment

A contractor who commits, based on information sufficient to support a reasonable belief, any of the following acts or omissions is subject to a Santa Cruz METRO debarment action:

- A. Any action set forth in 49 CFR Section 29.305; or
- B. Willful failure to perform or violation of any term or condition of a CONTRACT with Santa Cruz METRO, including violation of any federal or state statutory or regulatory provision.

### § 1.803 Debarment Procedures

- A. If a contractor is alleged to have committed any one of the violations set forth in Section 1.802, the CEO/GENERAL MANAGER shall give notice in writing by certified mail, return receipt requested, of the reasons for the proposed debarment. The notice shall contain the following information:
  - 1. That debarment is being considered;
  - 2. The reasons for the proposed debarment;
  - 3. Conduct or transaction(s) upon which the action is based;
  - 4. Potential effect of a debarment;
  - 5. Proposed scope of debarment;
  - 6. Proposed period of debarment; and
  - 7. Opportunity to contest proposed debarment.
- B. The contractor shall have thirty (30) days from the date of receipt of the notice of proposed debarment to submit any written objections. After consideration of the contractor's written response, the CEO/GENERAL MANAGER shall provide written notice by certified mail, return receipt requested, of the time, date and place of a meeting with the CEO/GENERAL MANAGER, or designee, to discuss the proposed debarment.
- C. In actions not based upon a conviction or civil judgment, if the CEO/GENERAL MANAGER finds that the contractor's response raises a dispute over facts material to the proposed debarment,

# Attachment A

the contractor shall be afforded an opportunity to appear with a representative before the CEO/GENERAL MANAGER, or designee, submit evidence, present witnesses, and confront any witness Santa Cruz METRO presents.

- D. Within thirty (30) days after the meeting, the CEO/GENERAL MANAGER shall provide written notice by certified mail, return receipt requested, of the final decision of the CEO/GENERAL MANAGER regarding the debarment. Within thirty (30) days after receipt of the CEO/GENERAL MANAGER's final decision, the contractor shall give the CEO/GENERAL MANAGER written notice of appeal of the debarment decision. Failure to submit a written notice of appeal shall constitute consent to the debarment and the CEO/GENERAL MANAGER's decision shall be final as of the date on the notice.
- E. If a written appeal is timely submitted, the CEO/GENERAL MANAGER shall provide written notice by certified mail, return receipt requested, of the date, time and place of the BOARD meeting at which the appeal of the contractor shall be considered and the date the contractor must submit written comments for submittal to the BOARD. The BOARD's debarment agenda package shall be sent to the contractor at least five (5) days before the meeting.
- F. At the BOARD meeting in which the matter is scheduled to be heard, the BOARD may elect to receive and file the CEO/GENERAL MANAGER's decision, set the matter for hearing at a subsequent BOARD meeting, or hire an impartial hearing officer to conduct a hearing and prepare a written decision, including findings of fact.
- G. Within thirty (30) days after the BOARD meeting, the CEO/GENERAL MANAGER shall provide written notification of the BOARD's action via certified mail, return receipt requested, to the appellant. If the BOARD receives and accepts the CEO/GENERAL MANAGER's decision, the debarment decision shall be final as of the date of the written notice described in this part.
- H. If the BOARD elects to hold a hearing or to hire an impartial hearing officer to conduct a hearing, Santa Cruz METRO staff and the appellant may present evidence related to the appeal of the CEO/GENERAL MANAGER's decision at the hearing. At the beginning of the hearing, the BOARD Chair or hearing officer may announce time limits on testimony and any other procedural rules which, in their sole opinion, are reasonably necessary to preclude repetitious or irrelevant testimony. If either party arranges for the use of a court reporter to transcribe the hearing, the other party shall share the cost of transcribing the hearing if it requests a copy of the transcript.
- I. If an impartial hearing officer conducts the hearing, the CEO/GENERAL MANAGER shall provide written notice by certified mail, return receipt requested, of the selected hearing officer, the date, time and place of the BOARD meeting at which the hearing officer's recommendation will be considered for adoption, and the date that the contract must provide written comments for submittal to the BOARD. A copy of the BOARD of Directors' debarment agenda package shall be sent to the contractor at least five (5) days before the meeting.

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- J. In rendering its decision on the debarment, the BOARD may elect to receive and file the CEO/GENERAL MANAGER's decision, adopt the written recommendation and findings of fact prepared by the hearing officer, or adopt a separate decision. Santa Cruz METRO shall provide contractor with written notice of the BOARD's decision by certified mail, return receipt requested, within thirty (30) days after the BOARD meeting. All BOARD decisions are final as of the date on the written notice of the BOARD's action.

## **§ 1.804 CEO/General Manager's/Board of Directors' Decision**

- A. Debarment shall be imposed by the CEO/GENERAL MANAGER or BOARD only when it finds, based on a preponderance of the evidence, that the contract committed one of the violations referenced in Section 1.702 and that debarment is in the best interest of the public and the protection of Santa Cruz METRO. The seriousness of the contractor's acts or omissions and any mitigating factors shall be considered in making any debarment decision.
- B. Debarment constitutes debarment of all divisions or other organizational elements of the contractor, unless the debarment decision is limited by its terms to specific divisions, organizational elements or commodities.
- C. In imposing debarment, the CEO/GENERAL MANAGER or BOARD shall specify the scope and term of the debarment. Debarment shall not exceed three (3) years, unless circumstances warrant a longer period.
- D. In order to protect the interests of Santa Cruz METRO, the period of debarment may be extended, modified or suspended by the CEO/GENERAL MANAGER or BOARD after compliance with the procedures set forth in Section 1.803. Such actions may be initiated by Santa Cruz METRO or by the contractor after receipt of a written request, including documentation of the proposed modifications.

## **§ 1.805 Effect of Debarment on Submittal of Bids or Proposals**

If the CEO/GENERAL MANAGER or BOARD acts to debar a contractor, that contractor shall be precluded from submitting any bids or proposals for a PROCUREMENT as a prime contractor or subcontractor during the time of debarment, unless debarment is limited in scope and the contractor is authorized under the terms of the debarment to submit a bid or proposal for a particular CONTRACT.

A contractor that has been debarred or suspended by the federal government or the state shall be prohibited from submitting any bids or proposals for a federally-funded or State funded PROCUREMENT during the period of debarment or suspension.

If Santa Cruz METRO receives an unauthorized bid or proposal from a contractor debarred by Santa Cruz METRO and/or the federal or state governments, the bid or proposal shall be returned and such

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bid or proposal shall not be evaluated or considered in determining the lowest responsive and responsible bidder or the highest ranked proposer.

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VERBAL PRESENTATION

CEO ORAL REPORT

Michael Tree

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

Resolution No. \_\_\_\_\_

On the Motion of Director: \_\_\_\_\_

Duly Seconded by Director: \_\_\_\_\_

The Following Resolution is Adopted: \_\_\_\_\_

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE SANTA CRUZ  
METROPOLITAN TRANSIT DISTRICT (METRO) APPROVING A COMPENSATION  
ADJUSTMENT FOR THE CHIEF EXECUTIVE OFFICE (CEO)/GENERAL MANAGER ,  
EFFECTIVE APRIL 25, 2023, AND CORRESPONDING FIRST AMENDMENT TO THE  
CEO/GENERAL MANAGER'S EMPLOYMENT AGREEMENT, AND APPROVING THE  
CEO/GENERAL MANAGER SALARY SCHEDULE, EFFECTIVE APRIL 25, 2023**

**WHEREAS**, by Resolution No. 22-03--07, the Santa Cruz Metropolitan Transit District's (METRO) Board of Directors appointed Michael Tree as METRO's new CEO/General Manager and approved the execution of an Employment Agreement with him that was dated March 25, 2022; and

**WHEREAS**, the Employment Agreement calls for an annual performance evaluation and salary review around the anniversary date (April 25) of the CEO/General Manager's employment; and

**WHEREAS**, the METRO Board commenced this annual review in April 2023 and completed the review on June 23, 2023; and

**WHEREAS**, at the regular Board meeting on June 23, 2023, and in accordance with the terms of the Mr. Tree's Employment Agreement, the Board proposed a 5% increase to the base salary of the CEO/General Manager, commencing as of April 25, 2023, and proposed an increase if the CEO/General Manager's monthly car allowance.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the Santa Cruz Metropolitan Transit District hereby approves a 5% increase in the salary of the CEO/General Manager bringing his total base salary to \$267,750, effective April 25, 2023; and

**BE IT FURTHER RESOLVED** that the Board hereby approves increasing the CEO/General Manager's monthly car allowance to \$800; and

**BE IT FURTHER RESOLVED** that the Board approves the First Amendment to the CEO/General Manager's Employment Agreement that reflects the aforementioned increased salary level and car allowance, and approves the updated CEO/General Manager Salary Schedule, effective April 25, 2023; and

**BE IT FURTHER RESOLVED** that the Board of Directors of the Santa Cruz Metropolitan Transit District authorizes the Board Chair to execute on behalf of METRO the First Amendment to the CEO/General Manager's Employment Agreement with Michael Tree, in a form approved by Legal Counsel; and

**BE IT FURTHER RESOLVED** that the Board Chair is authorized to take any other actions necessary to give effect to this Resolution.

**PASSED AND ADOPTED** by the Board of Directors of the Santa Cruz Metropolitan Transit District this 23<sup>rd</sup> Day of June 2023 by the following vote:

**AYES:** Directors -

**NOES:** Directors -

**ABSTAIN:** Directors -

**ABSENT:** Directors -

**APPROVED** \_\_\_\_\_

Shebreh Kalantari-Johnson, Board Chair

**APPROVED AS TO FORM:**

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JULIE SHERMAN  
General Counsel

## **FIRST AMENDMENT TO EMPLOYMENT AGREEMENT**

This First Amendment to the Employment Agreement made and entered into on June 23, 2023 by and between the Santa Cruz Metropolitan Transit District (hereinafter referred to as "Santa Cruz METRO") and Michael Tree (hereinafter referred to as "Employee").

### **I. RECITALS**

- 1.1 Santa Cruz METRO and Employee entered into an Employment Agreement ("Agreement") on March 25, 2022.
- 1.2 The Agreement provides that Employee will receive a 5% performance pay increase on the Anniversary Date of his employment upon a showing of satisfactory performance.
- 1.3 The Board of Directors has concluded Employee's performance evaluation process, and the parties now desire to amend the Agreement to increase the compensation of Employee in conformance with the Agreement's terms relating to Employee's annual performance evaluation and increase the Employee's car monthly allowance.

Therefore, Santa Cruz METRO and Employee amend the Agreement as follows:

### **II. COMPENSATION**

- 2.1 Section 3 - Compensation of the Agreement is amended by adding the following paragraph to the end of Subsection a:

"Pursuant to the First Amendment of this Agreement, commencing April 25, 2023 ("Anniversary Date"), Employee will be paid a gross salary at the rate of Twenty-Two Thousand Three Hundred Twelve Dollars and Fifty Cents (\$22,312.50) per month."

- 2.2 Section 3 - Compensation of the Agreement is amended by deleting Subsection d and replacing it with the following:

"Employee will use his own personal car for Santa Cruz METRO business. The parties recognize that a significant component of the performance of Employee's job duties involves travel, excluding regular commute travel, to events and meetings away from Santa Cruz METRO premises. Accordingly, Santa Cruz METRO will pay Employee a car allowance of Eight Hundred Dollars and No Cents (\$800.00) per month to cover all automobile costs, including insurance, repairs and fuel. The car allowance will be treated as taxable compensation for purposes of employment tax, but will not be treated as pensionable compensation under the PERL."

### **III. REMAINING TERMS AND CONDITIONS**

- 3.1 All other provisions of the Agreement that are not affected by this Amendment shall remain unchanged and in full force and effect for the remainder of the term of the Agreement.

IN WITNESS WHEREOF the undersigned have executed this First Amendment to the Agreement dated this 23rd day of June, 2023 at Santa Cruz, California.

Employee

Santa Cruz Metropolitan Transit District

\_\_\_\_\_  
Michael Tree

\_\_\_\_\_  
Chair, Board of Directors

Approved as to form:

\_\_\_\_\_  
Julie A. Sherman, District General Counsel



Effective 04/25/23 (FY23) / Adopted by the Board as of June 23, 2023

**MANAGEMENT**  
**SALARY SCHEDULE: Monthly, Yearly and Hourly**

<u>Title</u>	<u>Year 2</u>
CEO/General Manager	
Monthly Salary	22,312.50
Yearly Salary	267,750.00
Hourly Rate	128.73