

*Santa Cruz Metropolitan Transit District*

**FY15 & FY16  
FINAL BUDGET**



ADOPTED JUNE 27, 2014



SANTA CRUZ **METRO**

# ***SANTA CRUZ METROPOLITAN TRANSIT DISTRICT***

## **FY15 & FY16**

### **FINAL BUDGET Table of Contents:**

#### **I. Total Budget Overview**

Board of Directors . . . . .	3
Board Officers & Appointments . . . . .	4
Management Staff . . . . .	5
Transit Centers . . . . .	6
Santa Cruz METRO Quick Facts . . . . .	7
Departmental Organizational Chart. . . . .	8
Authorized and Funded Personnel Summary . . . . .	9
Funded Personnel by Department Chart . . . . .	10
Budget Highlights . . . . .	11
Budget Resolution . . . . .	17
Revenue Sources: FY15 & FY16 - Charts . . . . .	18
Revenue Sources: Sales Tax & TDA-Charts . . . . .	19
Revenue Sources: Passenger Fares-Charts . . . . .	20
Revenue Sources . . . . .	21
Expenses: FY15 & FY16 - Charts . . . . .	22
• Consolidated Expenses . . . . .	23
Departmental Expenses: FY15 & FY16 - Chart . . . . .	27
• Departmental Expenses . . . . .	28

## **II. Departmental Functions, Objectives and Line Item Budgets**

Administration - 1100 . . . . .	31
Finance - 1200 . . . . .	43
Customer Service - 1300 . . . . .	53
Human Resources - 1400 . . . . .	61
Information Technology - 1500 . . . . .	69
District Counsel - 1700 . . . . .	77
Risk Management - 1800 . . . . .	87
Purchasing - 1900 . . . . .	97
Facilities Maintenance - 2200 . . . . .	107
ParaCruz – 3100 . . . . .	115
Operation – 3200 . . . . .	123
Bus Operators – 3300 . . . . .	133
Fleet Maintenance – 4100 . . . . .	141
Capital Funded Labor – 5100 . . . . .	149
Cobra Benefits - 9001 . . . . .	155
Retired Employee Benefits - 9005 . . . . .	161
SCCIC - 700 . . . . .	167

## **III. Capital Budget . . . . . 173**

## **IV. Unfunded Capital Needs List . . . . . 179**

## **V. Additional Information**

Board Member Travel . . . . .	185
Employee Incentive Program . . . . .	186

# **I. TOTAL BUDGET OVERVIEW**



# ***SANTA CRUZ METROPOLITAN TRANSIT DISTRICT***

**FY15 & FY16**

**FINAL BUDGET**

**Board of Directors**

**Lynn Robinson**  
City of Santa Cruz

**Michelle Hinkle**  
County of Santa Cruz

**Daniel Dodge**  
City of Watsonville

**John Leopold**  
County of Santa Cruz

**Bruce McPherson**  
County of Santa Cruz

**Hilary Bryant**  
City of Santa Cruz

**Dene Bustichi**  
City of Scotts Valley

**Zach Friend**  
County of Santa Cruz

**Ron Graves**  
City of Capitola

**Karina Cervantez**  
City of Watsonville

**Deborah Lane**  
County of Santa Cruz

**Donna Blitzer**  
Ex Officio Director  
University of California, Santa Cruz

**Alex Clifford, CEO/General Manager**

**Adopted 06/27/14**

***SANTA CRUZ METROPOLITAN TRANSIT DISTRICT***

**FY15 & FY16**

**FINAL BUDGET**

**Board Officers and Appointments**

**Chair**

**Dene Bustichi**

**Vice Chair**

**Lynn Robinson**

**SCCRTC Representatives**

**Daniel Dodge**

**Dene Bustichi**

**Lynn Robinson**

**SCCRTC Alternates (in order)**

**Ron Graves**

**Hilary Bryant**

**Karina Cervantez**



# ***SANTA CRUZ METROPOLITAN TRANSIT DISTRICT***

**FY15 & FY16**

**FINAL BUDGET**

## **Management Staff**

CEO/General Manager	Alex Clifford
District Counsel	Leslyn K. Syren
Finance Manager	Angela Aitken
Assistant Finance Manager	Debbie Kinslow
Operations Manager	Ciro Aguirre
Fixed Route Superintendent	Anna Gouveia
Paratransit Superintendent	April Warnock
Assistant Paratransit Superintendent	Daniel Zaragoza
Human Resources Manager	Robyn Slater
Assistant Human Resources Manager	Suzanne Silva
Information Technology Manager/Project Manager	Frank Cheng
Assistant Manager of Information Technology	Isaac Holly
Senior Database Administrator	Harlan Glatt
Maintenance Manager	<i>Vacant</i>
Purchasing Manager	Erron Alvey
Security and Risk Administrator	Liseth Guizar

# *SANTA CRUZ METROPOLITAN TRANSIT DISTRICT*

## TRANSIT CENTERS

### Santa Cruz (Pacific Station)

920 Pacific Avenue  
Santa Cruz, CA 95060

### Capitola Mall

1855 41st. Avenue  
Capitola, CA 95010

### Watsonville

475 Rodriguez Street  
Watsonville, CA 95076

### Scotts Valley (Cavallaro Center)

246 Kings Village Road  
Scotts Valley, CA 95066

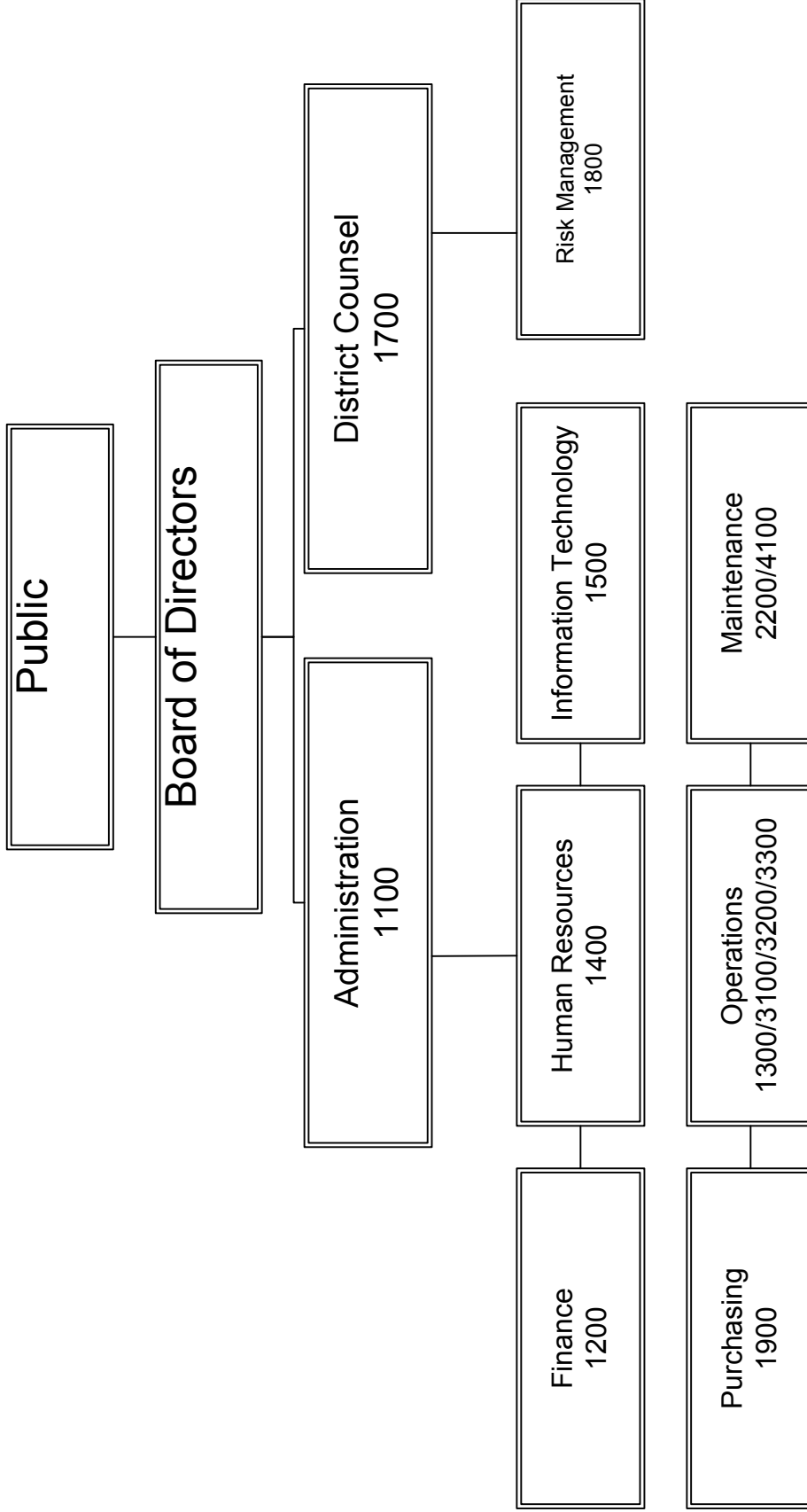
# ***SANTA CRUZ METROPOLITAN TRANSIT DISTRICT***

## **Santa Cruz METRO Quick Facts FY13**

As of 6/30/13

<b>Board Members</b>	<b>12</b>
<b>Employees</b>	<b>318</b>
<b>Fixed Routes</b>	<b>34</b>
<b>Fixed Route Peak Pullout</b>	<b>78</b>
<b>Bus Stops</b>	<b>935</b>
<b>Fixed Route Ridership</b>	<b>5,532,281</b>
<b>Revenue Miles</b>	<b>3,172,011</b>
<b>Revenue Hours</b>	<b>215,613</b>
<b>Passengers per Hour</b>	<b>25.66</b>
<b>Operating Expenses</b>	<b>\$40,801,065</b>

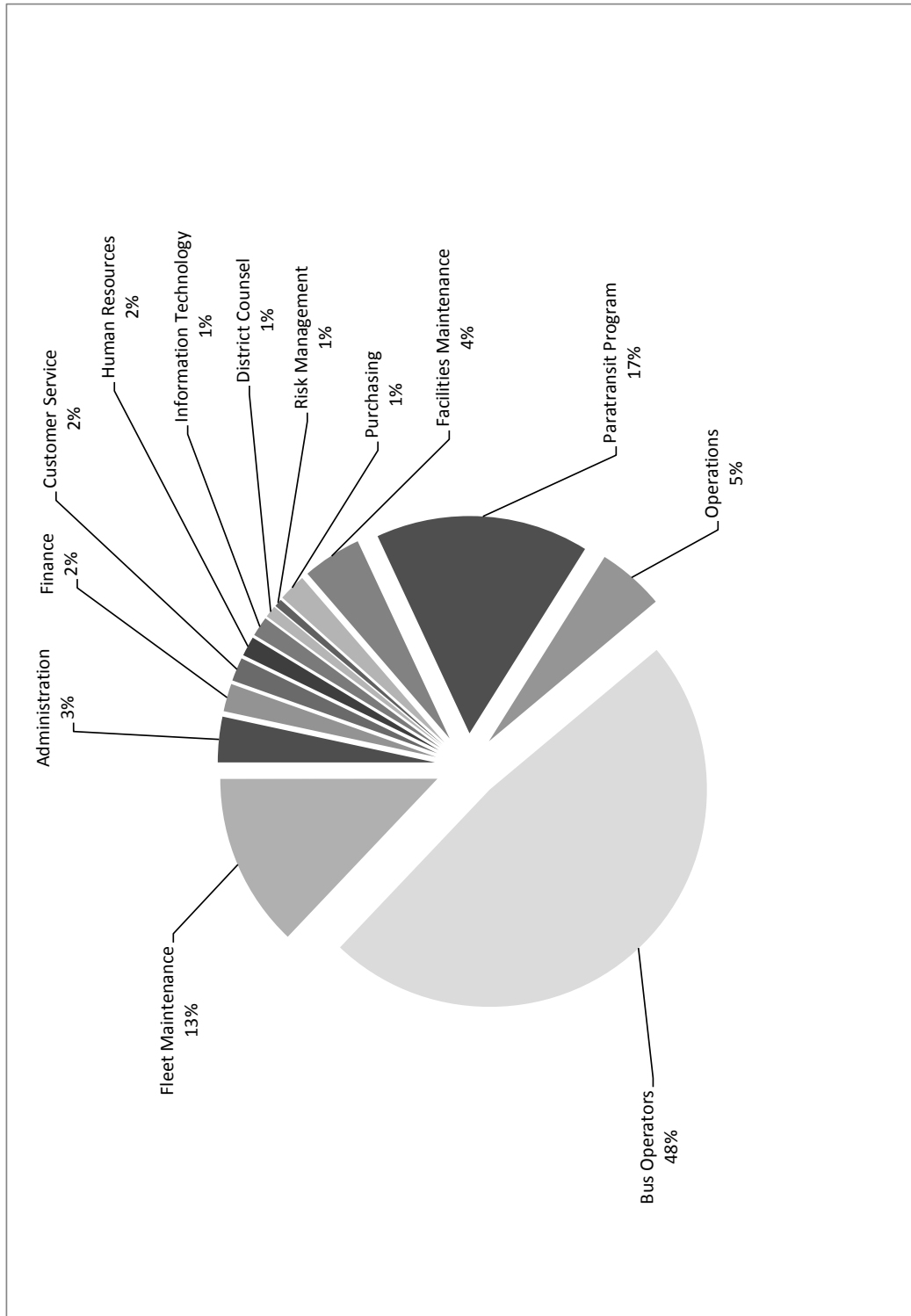
# Santa Cruz Metropolitan Transit District (Santa Cruz METRO)



**FY15 & FY16 FINAL OPERATING BUDGET**  
**Authorized and Funded Personnel - Full Time Equivalent (FTE)**  
**Summary**

Department	Authorized	Funded	Authorized	Funded	Authorized	Funded
	FY 14 Revised	FY 14 Revised	FY 15	FY 15	FY 16	FY 16
Administration - 1100	12.00	9.50	14.00	11.50	14.00	11.50
Finance - 1200	9.50	7.00	9.50	7.00	9.50	7.00
Customer Service - 1300	10.25	6.00	10.25	6.00	10.25	6.00
Human Resources - 1400	6.00	5.00	6.00	5.00	6.00	5.00
Information Technology - 1500	6.00	5.00	6.00	5.00	6.00	5.00
District Counsel - 1700	5.00	4.00	4.00	3.00	4.00	3.00
Risk Management - 1800	0.00	0.00	1.50	1.50	2.00	2.00
Purchasing - 1900	7.00	7.00	7.00	7.00	7.00	7.00
Facilities Maintenance - 2200	19.00	14.00	19.00	15.00	19.00	15.00
Paratransit - 3100	61.00	54.00	61.00	54.00	61.00	54.00
Operations - 3200	22.00	18.00	20.00	17.00	20.00	17.00
Bus Operators - 3300	182.00	164.00	182.00	164.00	182.00	164.00
Fleet Maintenance - 4100	57.00	41.00	59.00	44.00	59.00	44.00
<b>Total Full-Time Equivalents (FTEs)</b>	<b>396.75</b>	<b>334.50</b>	<b>399.25</b>	<b>340.00</b>	<b>399.75</b>	<b>340.50</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
 FY15 & FY16 FINAL OPERATING BUDGET  
 FUNDED PERSONNEL BY DEPARTMENT**



# FY15 & FY16 FINAL BUDGET HIGHLIGHTS

The Santa Cruz Metropolitan Transit District (Santa Cruz METRO) is a special district of the State of California operating fixed route bus service and Paratransit service throughout Santa Cruz County. Santa Cruz METRO also operates the Highway 17 Express bus service to Santa Clara County in cooperation with the Santa Clara Valley Transportation Authority (VTA), AMTRAK, CalTrans and the Capitol Corridor Joint Powers Authority (CCJPA).

A Board of eleven directors and one Ex-Officio Director representing the University of California, Santa Cruz governs Santa Cruz METRO. Eleven members are appointed by the following entities: County of Santa Cruz (five members), the City of Santa Cruz (two members), the City of Watsonville (two members), and one member each from the cities of Capitola and Scotts Valley.

The FY15 and FY16 Final **Operating Budgets** total \$48,464,472 and \$50,671,930, respectively.

The Final FY15 **Capital Budget** totals \$20,821,899.

- Major **Operating Revenue** assumptions in the Final FY15 budget over the FY14 Revised budget and in the Final FY16 budget over the Final FY15 budget include:
  - 3% increase in Fare Revenue accounts (Passenger Fares, Special Transit Fares, Paratransit Fares, and Highway 17 Fares and Payments) in both FY15 and FY16
  - 6.3% decrease in Advertising Income in FY15 with no increase in FY16
  - 40% decrease in Interest Income in FY15 and a 22.2% decrease in FY16
  - 6.5% increase in Sales Tax in FY15 and a 7% increase in FY16
  - 2.1% increase in Transp Dev Act (TDA) in FY15, and a 3% increase in FY16
  - 1.6% increase in FTA Sec 5307 – Op Assistance in FY15 and a 6.5% increase in FY16
  - 83.1% decrease in AMBAG/CTC/Misc. Grants Funding in FY15 and a 747.5% increase in FY16
  - 6.9% decrease in Small Transit Intensive Cities (STIC) Funds in FY15 and a 6.5% increase in FY16
  - 2.3% decrease in State Transit Assistance (STA) – Operating (current year ) funds in FY15 and a 4.1% increase in FY16
  - 100% decrease in Fuel Tax Credit, with no dollars budgeted in FY16
  - 100% decrease in Carryover from Previous Years, with no dollars budgeted in FY16
  - 220.8% increase in Transfers (to)/from Operating Reserves in FY15 and a 6.3% decrease in FY16
- Major **Operating Expenses** assumption in the Final FY15 budget over the FY14 Revised budget and in the Final FY16 budget over the Final FY15 budget include:
  - 5% increase in Personnel Expenses (Labor and Fringe Benefits) in FY15 and a 5.1% increase in FY16
  - 0.9% increase in Non-Personnel Expenses in FY15 and a 2.2% increase in FY16

## FY15 & FY16 Final Budget Highlights (con't)

**Operating Revenues** total \$48,464,472 in FY15 and \$50,671,930 in FY16.

The increase of 3% in all Fare Revenue accounts in FY15 and FY16 is an estimate, based on actual ridership and revenue data for the first six months of FY14.

The projected 6.3% decrease in Advertising Income in FY15, with no increase in FY16 is due to the continuing trend of collecting lower than anticipated Advertising Income year to date, as of December 2013, coupled with the unpredictability in the Advertising market.

Interest Income is projected to decrease by 40% in FY15 and by 22.2% in FY16 due to reduced cash balance at the County Treasury due to spending of capital construction dollars.

Sales Tax Revenue is projected to increase 6.5% in FY15 and 7% in FY16 due to the continuing improvement in consumer spending and economic growth, further reflected in the actual sales tax receipts for the first eight (8) months of FY14 exceeding last year actuals for the same period by 7%.

Trans Dev Act (TDA) Funds in FY15 is budgeted to increase 2.1% in FY15 as per the Santa Cruz County Auditor Controller's estimates as of January 2014; 3% increase is projected in FY16 (the latter projection will be revised and incorporated into a future budget revision as information from the Santa Cruz County Regional Transportation Commission (SCCRTC) for FY16 becomes available.)

The projected 1.6% increase in FTA Sec 5307 – Op Assistance in FY15, and the 6.9% decrease in FTA-STIC in FY15 are consistent with the recently published allocations for FY15 from the FTA. The 6.5% increase in FY16 for both, FTA Sec 5307 – Op Assistance and STIC, are estimates based on historical funding trends for the past seven years. Estimates will be updated as more information becomes available.

AMBAG/CTC/Misc. Grant Funding is projected to decrease significantly in FY15 (83.1%) due to delays in the AMBAG - FTA 5304 Transit Planning Student Internship grant that was awarded in FY14, that will continue into FY15. The projected increase in FY16 of 747.5% is based on the recent award of an AMBAG grant that will be used to hire a consultant for a Feasibility Study of Downtown Circulator Service.

STA – Operating (current year) funds are projected to decrease by 2.3% in FY15, as per January 2014 estimates from the California State Controller's Office; 4.1% increase is projected in FY16 (the latter projection will be revised in the future as information from the State Controller for FY16 becomes available.)

Due to the expiration of the IRS American Taxpayer Relief Act of 2012 on December 31, 2013, the (Alternative) Fuel Tax Credit will decrease by 100% in FY15, with no dollars budgeted in FY16.

Due to the anticipated use of all funds remaining in Carryover from Previous Year to balance FY14, no carryover funds will be available in FY15 and FY16.

The use of funds from Transfer from Operating Reserves is projected to increase by 220.8% in FY15 due to overall expenses increasing by \$3.2M over FY14, with no significant corresponding increase in revenues and the need to bridge the budget gap; use of operating reserves is budgeted to decrease by 6.3% in FY16 primarily due to the 7% projected increase in Sales Tax of \$1.3M.



## FY15 & FY16 Final Budget Highlights (con't)

**Operating Expenses** total \$48,464,472 in FY15 and \$50,671,930 in FY16.

The 5% and 5.1% increase in **Personnel Expenses (Labor and Fringe Benefits)** in FY15 and FY16 respectively is primarily due to the following:

- Anticipated contractual items allotted for in FY15 and FY16 budget (COLA, Step and Longevity Increases, Promotions)
- Funding for Authorized Positions in FY15 – 5.5 Full Time Equivalents (FTEs):
  - Administrative Assistant in the Operations Department: 1 FTE
  - Claims Investigator I in the Risk Management Department: 0.5 FTE (position will be funded effective January 2015)
  - Custodial Service Worker I in the Facilities Maintenance Department: 1 FTE
  - FM Mechanic II in the Fleet Maintenance Department: 3 FTEs
  - Additional costs for New CEO/GM in the Administration Department.
- Per the October 2013 CalPERS Annual Valuation Report, the retirement employer contribution rates in FY15 and FY16 will be 20.651% (actual) and 21.9% (projected) respectively. This is an increase of 1.38%.
- An anticipated 8% increase in Medical Insurance premiums and a 3% increase in other insurance premiums, such as Dental, Life, State Disability, as well as Workers Compensation Insurance, effective in January of each year. The increase in insurance premiums is only an estimate and is based on historical trends, as well as current market conditions.

Budget savings in Personnel Expenses (Labor and Fringe Benefits) due to vacant funded positions and employees on extended unpaid leaves of absence are anticipated in both FY15 and FY16. Due to significant fluctuations between estimated and actual savings from Labor and Fringe Benefits in prior years, actual variances for FY15 and FY16 will be presented in the monthly budget status reports rather than as a line item on the Revenue Sources page used to bridge the budget gap.

The 0.9% and 2.2% increase in **Non-Personnel Expenses** in FY15 and FY16 respectively is primarily due to the following:

- **Services** decrease by 5% in FY15 and increase slightly by 0.9% in FY16 primarily due to:
  - 42.3% decrease in Prof & Tech Fees in FY15; 8.4% increase in FY16. The decrease in FY15 is due to the completion of the Short Range Transit Plan (budgeted in the Administration Department in FY14), the CEO/General Manager recruitment process (budgeted in the Human Resources Department in FY14), and the Payroll process evaluation (budgeted in the Finance Department in FY15). The increase in FY16 provides funding for the consultant to perform the Feasibility Study of Downtown Circulation report; the corresponding revenue is budgeted under AMBAG/CTC/Misc. Grant Funding.
  - 28% decrease in Legal Services in FY15; 38.9% decrease in FY16 as contracts for outside legal services will be completed.

## FY15 & FY16 Final Budget Highlights (con't)

- The increases in **Mobile Materials & Supplies**, 3.6% in FY15 and 2.8% in FY16, are due to increases in Fuels & Lubricants – Rev Vehicles (anticipated increase in fuel prices); Tires & Tubes (restocking inventory), and Rev. Vehicle Parts (adding more in-house repairs to vehicles that are coming out of warranty).
- **Other Materials & Supplies** increase by 17.6% in FY15 and by 1.8% in FY16. The increase in FY15 is primarily due to the following:
  - 35.9% increase in Office Supplies due to purchases of minor office equipment and furniture (carts in the Purchasing Department; chairs in the Customer Service Department, emergency preparedness supplies for all facilities in the Risk Management Department.)
  - 28.5% increase in Safety Supplies due to anticipated additional costs in the Facilities Maintenance Department.
  - 100% increase in Tenant Repairs (new account) this new account was established in FY14 for tracking purposes; tenant and kiosk repairs were previously charged to Repair Bldg. & Impr.
  - 158.4% increase in Non-Inventory Parts due to the increased need for parts in the Facilities and Fleet Maintenance Departments.
- **Utilities** increase by 12% in FY15 and by 2.4% in FY16, primarily due to the significant increase in Telecommunications, 81.9 % in FY15 (Highway 17 Express-WiFi costs in the Fleet Maintenance Department increased due to new communications contracts with AT&T and Verizon that provide redundancy and prevent service interruptions; leasing of repeater sites in the Operations Department and data connection with Verizon for the Paracruz Department).
- The 6% decrease in **Casualty & Liability** in FY15, is due to lower Insurance – Property costs, achieved by consolidating all covered properties with one insurance carrier. The projected 6.7% increase in Insurance – Property costs in FY16 is due to the expected completion of the new Operations building, and the resulting increase in premiums due to increased value.
- **Misc Expenses** decrease by 8.4% in FY15 and by 1.1% in FY16 primarily due to an anticipated decrease in Training and Travel.

### Significant departmental changes in FY15 and FY16 include:

- 15.6% increase in **Administration** in FY15 is primarily due to the transfer of two Schedule Analyst positions from Operations, as well as the additional costs for the new CEO/General Manager in FY15.
- 4.1% decrease in **Human Resources** in FY15 is primarily due to recruitment expenses in FY14 for a new CEO/General Manager.

## FY15 & FY16 Final Budget Highlights (con't)

- 8% increase in **Information Technology** in FY15 is due to increased non-personnel expense: Repair-Equipment (maintenance and support agreements and contracts) and Office Supplies (minor miscellaneous hardware replacements)
- 14.6% decrease **District Counsel** in FY15 is due to the transfer of the Security & Risk Administrator position and related expenses to the Risk Management department.
- 221.8% increase in **Risk Management** is due to the Security & Risk Administrator position and related expenses being transferred from District Counsel in FY15; a new Claims Investigator I position for ½ of the year, as well as the transfer of the Security Services budget from Operations.
- 4.4% increase in **Facilities Maintenance** is primarily due to a new Custodial Service Worker I position.
- 7.8% increase in **Paratransit** program is due to COLA, Step and Longevity Adjustments in FY15, as some of the original Paracruz employees will be entitled to a contractual 5% increase after ten (10) years of continuous service.
- 19.9% decrease in **Operations** is due to the transfer of two Schedule Analyst positions to Administration and the transfer of the Security Services budget to the Risk Management Department.
- 7.5% increase in **Fleet Maintenance** is due to 3 new FM Mechanic IIs, and projected increases in the price of fuel and parts.

The FY15 Final Capital Budget totals \$20,821,899. The FY15 Capital Budget is funded by a variety of Federal, State, and Local funds, as well Capital Cash Reserves. The **Unfunded Capital Needs** list totals \$29,086,300 in FY15 and \$44,678,780 in FY16.

The Final FY15 and FY16 Operating Budgets are balanced budgets with the use of funds from the Operating and Capital Reserves account. However, the Final FY15 and FY16 Operating Budgets are not structurally balanced budgets. This means that recurring expenses exceed recurring revenues. For a variety of reasons, true structural balance may not be possible at a given time. In such a case, using reserves to balance the budget may be considered, but only in the context of a plan to return to structural balance, replenish fund balances, and ultimately remediate the negative impacts of any other short-term balancing actions that may be taken.

The Government Finance Officers Association (GFOA) recommends adopting policies aimed at achieving and maintaining a structurally balanced budget and reserve accounts. The policies should include parameters for achieving and maintaining structural balance where recurring revenues are equal to recurring expenditures in adopted budgets. Further, the plan should be clear about the time period over which returning to structural balance, replenishing reserves, and remediating the negative impacts of balancing action are to occur.

## FY15 & FY16 Final Budget Highlights (con't)

Finance is working on draft financial policies to address the Operating and Capital Budget as well as the Operating and Capital Reserve accounts for the Board to consider in the future.

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

Resolution No. 14-06-05  
On the Motion of Director: Graves  
Duly Seconded by Director: Bryant  
The following Resolution is adopted: 06/07/14

**A RESOLUTION OF THE  
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
ADOPTING A BUDGET FOR FISCAL YEARS 2015 AND 2016**

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

**WHEREAS**, a budget for Capital and Operating expenses and revenues has been developed for fiscal years 2015 and 2016;

**NOW, THEREFORE, BE IT RESOLVED**, that the budget attached hereto as Attachment B – Attachment H and presented to the Board of Directors is hereby adopted.

**PASSED AND ADOPTED** this 27th day of June 2014, by the following vote:

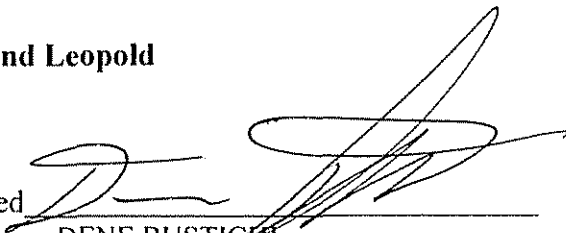
**AYES:** Directors Bryant, Bustichi, Graves, Hinkle, Lane, McPherson, Robinson

**NOES:** None.

**ABSTAIN:** None.

**ABSENT:** Directors Cervantez, Dodge, Friend, and Leopold

Approved

  
DENE BUSTICHI  
Board Chair

ATTEST

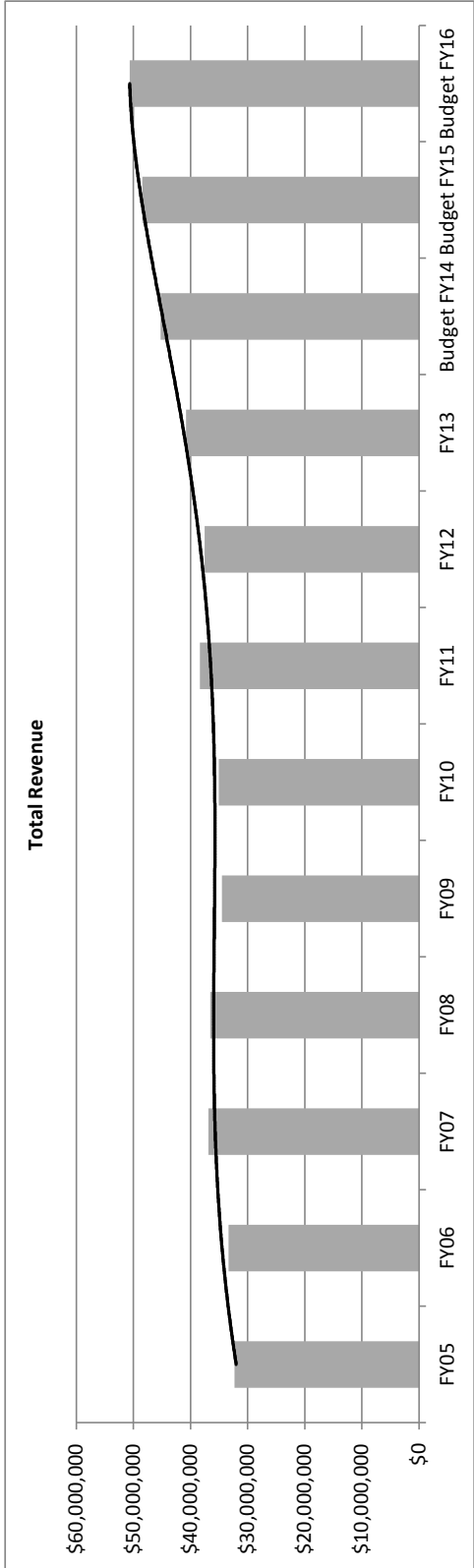
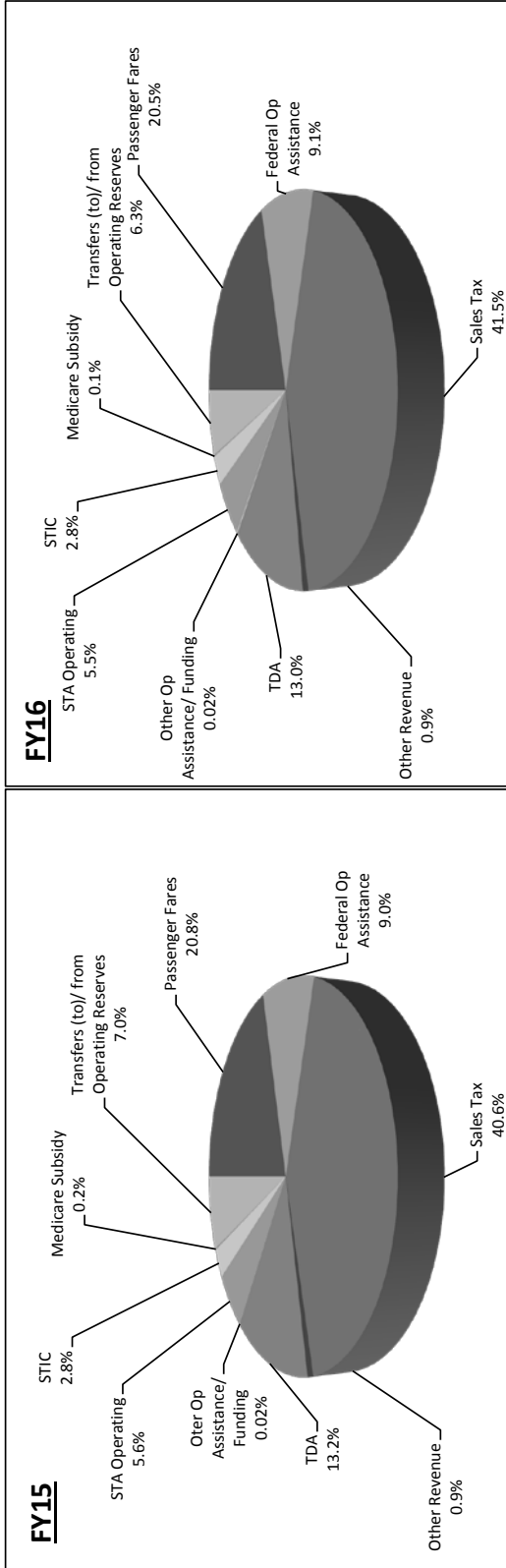
  
ALEX CLIFFORD  
CEO / General Manager

APPROVED AS TO FORM:

  
LESLYN SYREN  
District Counsel



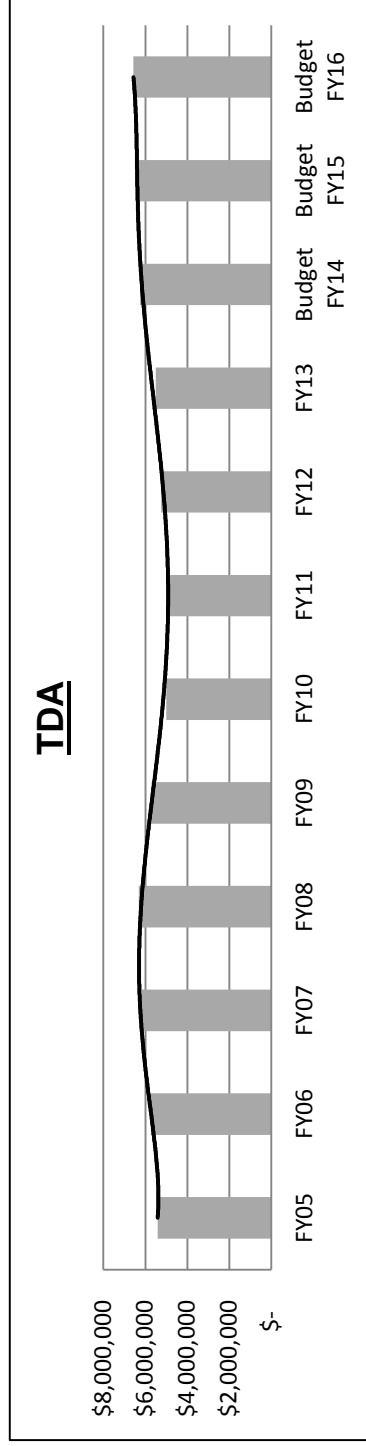
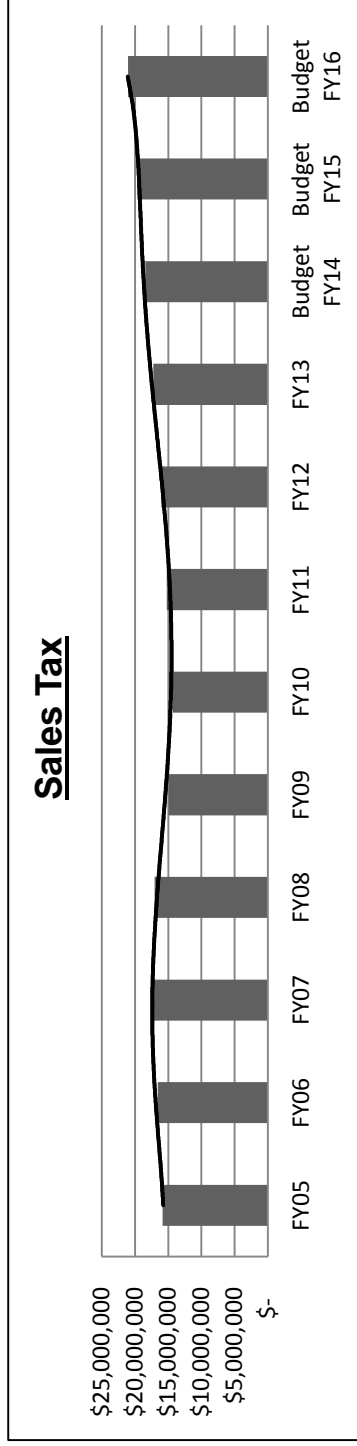
# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY15 & FY16 FINAL OPERATING BUDGET REVENUE SOURCES



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY15 & FY16 FINAL OPERATING BUDGET  
REVENUE SOURCES**

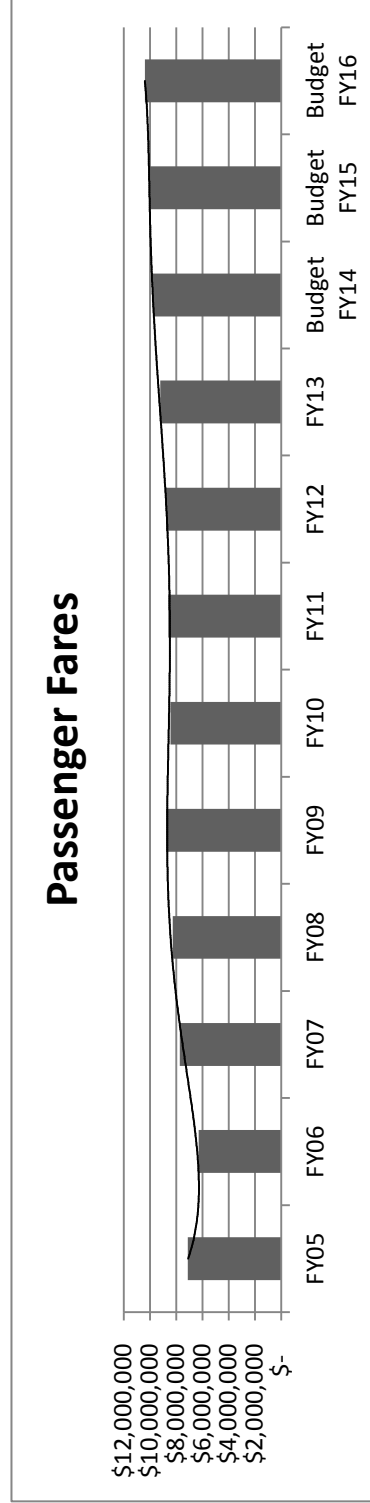
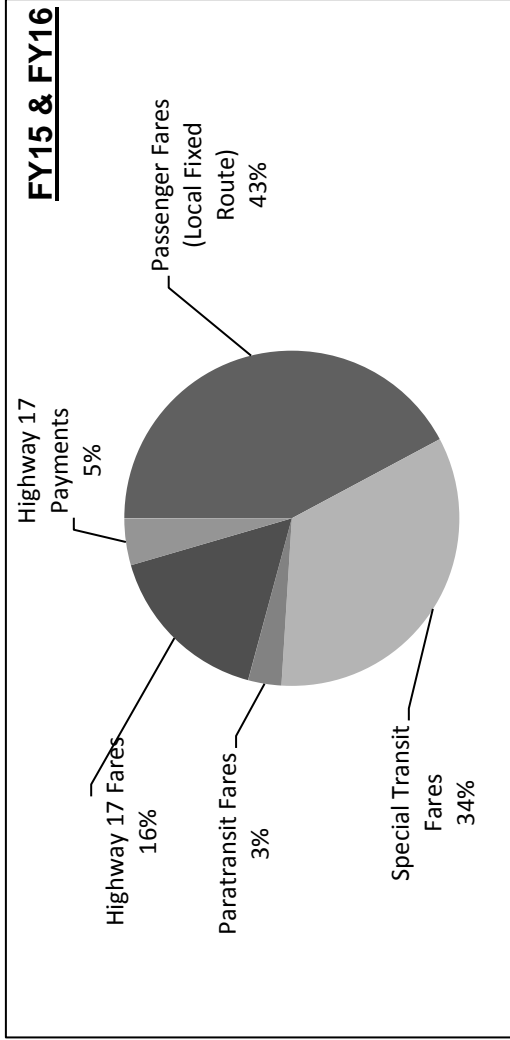
Sales Tax and TDA

Santa Cruz METRO receives a .5% Sales Tax levied on all taxable sales in Santa Cruz County, which is collected and administered by the California State Board of Equalization. Additionally, Santa Cruz METRO is allocated, through the Santa Cruz Regional Transportation Commission, a portion of the 0.25% Sales Tax levied by the Transportation Development Act (TDA). The trend in actual, projected and budgeted Sales Tax and TDA receipts for Santa Cruz METRO, starting with FY05, is depicted below.



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
 FY15 & FY16 FINAL OPERATING BUDGET  
 REVENUE SOURCES**

Passenger Fares



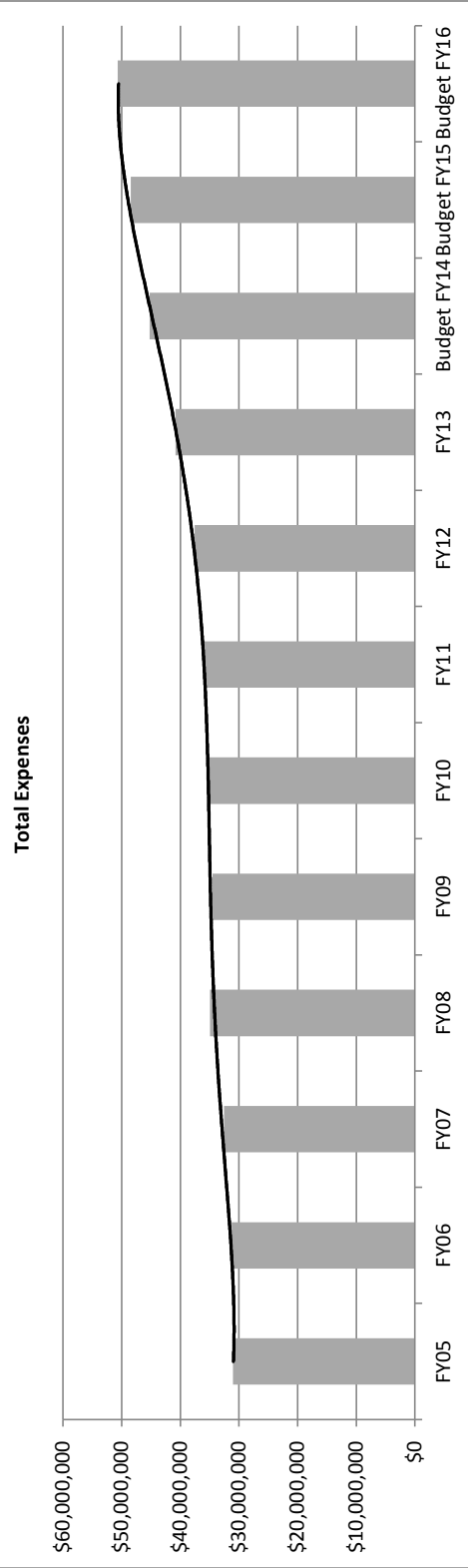
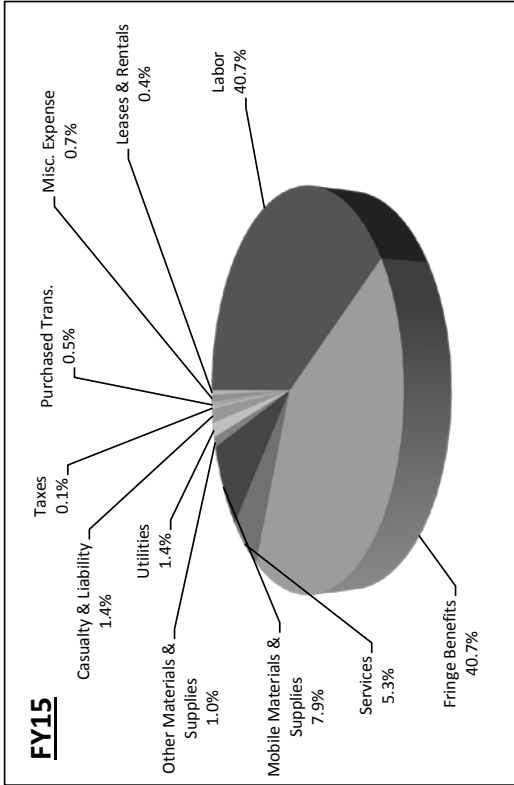
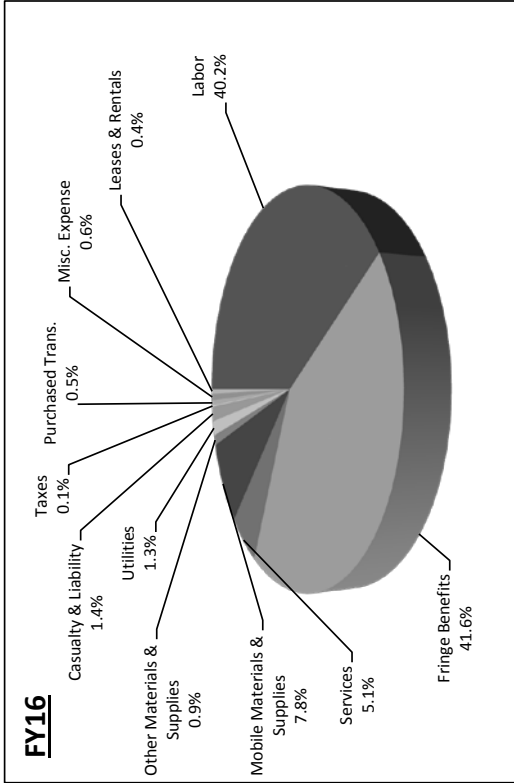


**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY15 & FY16 FINAL OPERATING BUDGET  
REVENUE SOURCES**

	REVISED BUDGET FY14	BUDGET FY15	% CHANGE		BUDGET FY16	% CHANGE BUDG FY15 BUDG FY16
			REV	BUDG		
REVENUE SOURCE	FY14	FY15	BUDG FY14	BUDG FY15	FY16	BUDG FY15 BUDG FY16
1 Passenger Fares	4,126,659	4,250,459	3.0%	3.0%	4,377,973	3.0%
2 Special Transit Fares	3,308,391	3,407,643	3.0%	3.0%	3,509,872	3.0%
3 Paratransit Fares	314,364	323,795	3.0%	3.0%	333,509	3.0%
4 Highway 17 Fares	1,592,430	1,640,203	3.0%	3.0%	1,689,409	3.0%
5 Highway 17 Payments	442,000	455,260	3.0%	3.0%	468,918	3.0%
6 Commissions	5,600	5,768	3.0%	3.0%	5,941	3.0%
7 Advertising Income	240,225	225,000	-6.3%	-6.3%	225,000	0.0%
8 Rent Income	160,935	165,763	3.0%	3.0%	170,736	3.0%
9 Interest Income	75,000	45,000	-40.0%	-40.0%	35,000	-22.2%
10 Other Non-Transp Revenue	18,000	18,000	0.0%	0.0%	18,000	0.0%
11 Sales Tax (1/2 cent)	18,474,890	19,675,758	6.5%	6.5%	21,053,061	7.0%
12 SLPP Backfill for Metro Base	(2,800,000)	(3,012,000)	7.6%	7.6%	-	-100.0%
13 Transp Dev Act (TDA) Funds	6,114,316	6,377,610	4.3%	4.3%	6,568,938	3.0%
14 Anticipated RTC Route 6 Receivabl	130,000	-	-100.0%	-100.0%	-	0.0%
15 Total Transp Dev Act (TDA) Funds	6,244,316	6,377,610	2.1%	2.1%	6,568,938	3.0%
16* FTA Sec 5307 - Op Assistance	4,068,224	4,133,984	1.6%	1.6%	4,401,049	6.5%
17 Prop 84 - TOD	-	-	0.0%	0.0%	-	0.0%
18 FTA Sec 5311 - Rural Op Asst	207,574	212,267	2.3%	2.3%	229,157	8.0%
19 AMBAG/CTC/Misc. Grant Funding	59,281	10,000	-83.1%	-83.1%	84,749	747.5%
20 STIC	1,443,685	1,344,113	-6.9%	-6.9%	1,430,946	6.5%
21 STA - SLPP Backfill for Metro Base	2,800,000	3,012,000	7.6%	7.6%	-	-100.0%
22 STA - Operating (Current Year)	2,754,365	2,689,917	-2.3%	-2.3%	2,800,000	4.1%
23 Fuel Tax Credit	270,000	-	-100.0%	-100.0%	-	0.0%
24 Carryover from Previous Years	309,859	-	-100.0%	-100.0%	-	0.0%
25 Medicare Subsidy	75,000	75,000	0.0%	0.0%	75,000	0.0%
26 Transfer (to)/from Operating Reserves	1,062,525	3,408,933	220.8%	220.8%	3,194,673	-6.3%
<b>TOTAL REVENUE</b>	<b>45,253,322</b>	<b>48,464,472</b>	<b>7.1%</b>	<b>7.1%</b>	<b>50,671,930</b>	<b>4.6%</b>

\* FTA funding is used solely to fund labor expense

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY15 & FY16 FINAL OPERATING BUDGET EXPENSES



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY15 & FY16 FINAL OPERATING BUDGET**

Consolidated Expenses

ACCOUNT	REVISED	BUDGET	BUDGET	% CHANGE	BUDGET	% CHANGE
	BUDGET FY14	FY15	FY14	REV BUDG BUDG FY15	FY16	BUDG FY16
<b>LABOR</b>						
501011 Bus Operator Pay	9,069,147	9,378,428	3.4%	9,761,937	4.1%	4.1%
501013 Bus Operator OT	2,050,601	2,105,529	2.7%	2,191,418	4.1%	4.1%
501021 Other Salaries	7,521,718	7,748,334	3.0%	7,939,699	2.5%	2.5%
501023 Other OT	460,869	473,197	2.7%	488,470	3.2%	3.2%
<b>Totals</b>	<b>19,102,334</b>	<b>19,705,489</b>	<b>3.2%</b>	<b>20,381,523</b>	<b>3.4%</b>	<b>3.4%</b>
<b>FRINGE BENEFITS</b>						
502011 Medicare/Soc. Sec.	330,825	342,772	3.6%	353,385	3.1%	3.1%
502021 Retirement	3,844,367	4,333,972	12.7%	4,750,432	9.6%	9.6%
502031 Medical Ins	7,980,488	8,475,197	6.2%	9,180,889	8.3%	8.3%
502041 Dental Ins	535,022	537,457	0.5%	554,288	3.1%	3.1%
502045 Vision Ins	132,991	129,498	-2.6%	133,383	3.0%	3.0%
502051 Life Ins/AD&D	46,993	50,443	7.3%	51,833	2.8%	2.8%
502060 State Disability Ins (SDI)	220,290	238,577	8.3%	293,289	22.9%	22.9%
502061 Long Term Disability Ins	141,432	148,562	5.0%	150,345	1.2%	1.2%
502071 State Unemployment Ins (SUI)	78,638	84,712	7.7%	112,712	33.1%	33.1%
502081 Worker's Comp Ins	1,325,000	1,364,750	3.0%	1,405,693	3.0%	3.0%
502101 Holiday Pay	610,201	643,075	5.4%	664,771	3.4%	3.4%
502103 Floating Holiday	83,737	94,595	13.0%	89,277	-5.6%	-5.6%
502109 Sick Leave	966,051	1,031,292	6.8%	1,020,199	-1.1%	-1.1%
502111 Annual Leave	1,910,272	2,014,456	5.5%	2,059,947	2.3%	2.3%
502121 Other Paid Absence	142,954	150,561	5.3%	155,643	3.4%	3.4%
502251 Phys. Exams	14,110	14,110	0.0%	14,110	0.0%	0.0%
502253 Driver Lic Renewal	4,656	4,656	0.0%	4,656	0.0%	0.0%
502999 Other Fringe Benefits	75,654	66,648	-11.9%	61,680	-7.5%	-7.5%
<b>Totals</b>	<b>18,443,683</b>	<b>19,725,332</b>	<b>6.9%</b>	<b>21,056,533</b>	<b>6.7%</b>	<b>6.7%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY15 & FY16 FINAL OPERATING BUDGET**

Consolidated Expenses

ACCOUNT	REVISED BUDGET FY14	BUDGET FY15	% CHANGE		BUDGET FY16	% CHANGE BUDG FY15 BUDG FY16
			REV BUDG FY14	BUDG FY15		
<b>SERVICES</b>						
503011 Acting/Audit Fees	80,250	82,250		2.5%	83,250	1.2%
503012 Admin/Bank Fees	330,050	347,200		5.2%	353,050	1.7%
503031 Prof/Technical Fees	398,604	229,950		-42.3%	249,291	8.4%
503032 Legislative Services	105,000	105,000		0.0%	105,000	0.0%
503033 Legal Services	125,000	90,000		-28.0%	55,000	-38.9%
503034 Pre-Employment Exams	10,475	10,300		-1.7%	8,700	-15.5%
503041 Temp Help	-	-		0.0%	-	0.0%
503161 Custodial Services	76,500	79,510		3.9%	81,580	2.6%
503162 Uniforms/Laundry	23,700	23,450		-1.1%	23,850	1.7%
503171 Security Services	534,272	534,550		0.1%	534,837	0.1%
503221 Classified/Legal Ads	16,100	13,100		-18.6%	13,100	0.0%
503222 Legal Ads	-	-		0.0%	-	0.0%
503225 Graphic Services	5,000	5,500		10.0%	5,500	0.0%
503351 Repair - Bldg & Impr	58,000	59,740		3.0%	61,532	3.0%
503352 Repair - Equipment	527,945	562,095		6.5%	577,367	2.7%
503353 Repair - Rev Vehicle	354,000	364,500		3.0%	375,315	3.0%
503354 Repair - Non Rev Vehicle	17,000	18,020		6.0%	19,101	6.0%
503363 Haz Mat Disposal	41,000	42,230		3.0%	43,497	3.0%
<b>Totals</b>	<b>2,702,896</b>	<b>2,567,395</b>		<b>-5.0%</b>	<b>2,589,971</b>	<b>0.9%</b>
<b>MOBILE MATERIALS &amp; SUPPLIES</b>						
504011 Fuels & Lubricants - Non Rev Veh	88,100	90,743		3.0%	93,465	3.0%
504012 Fuels & Lubricants - Rev Veh	2,448,076	2,521,518		3.0%	2,597,163	3.0%
504021 Tires & Tubes	245,000	279,000		13.9%	287,370	3.0%
504161 Other Mobile Supplies	-	-		0.0%	-	0.0%
504191 Rev Vehicle Parts	924,017	949,000		2.7%	968,000	2.0%
<b>Totals</b>	<b>3,705,193</b>	<b>3,840,261</b>		<b>3.6%</b>	<b>3,945,999</b>	<b>2.8%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY15 & FY16 FINAL OPERATING BUDGET**

Consolidated Expenses

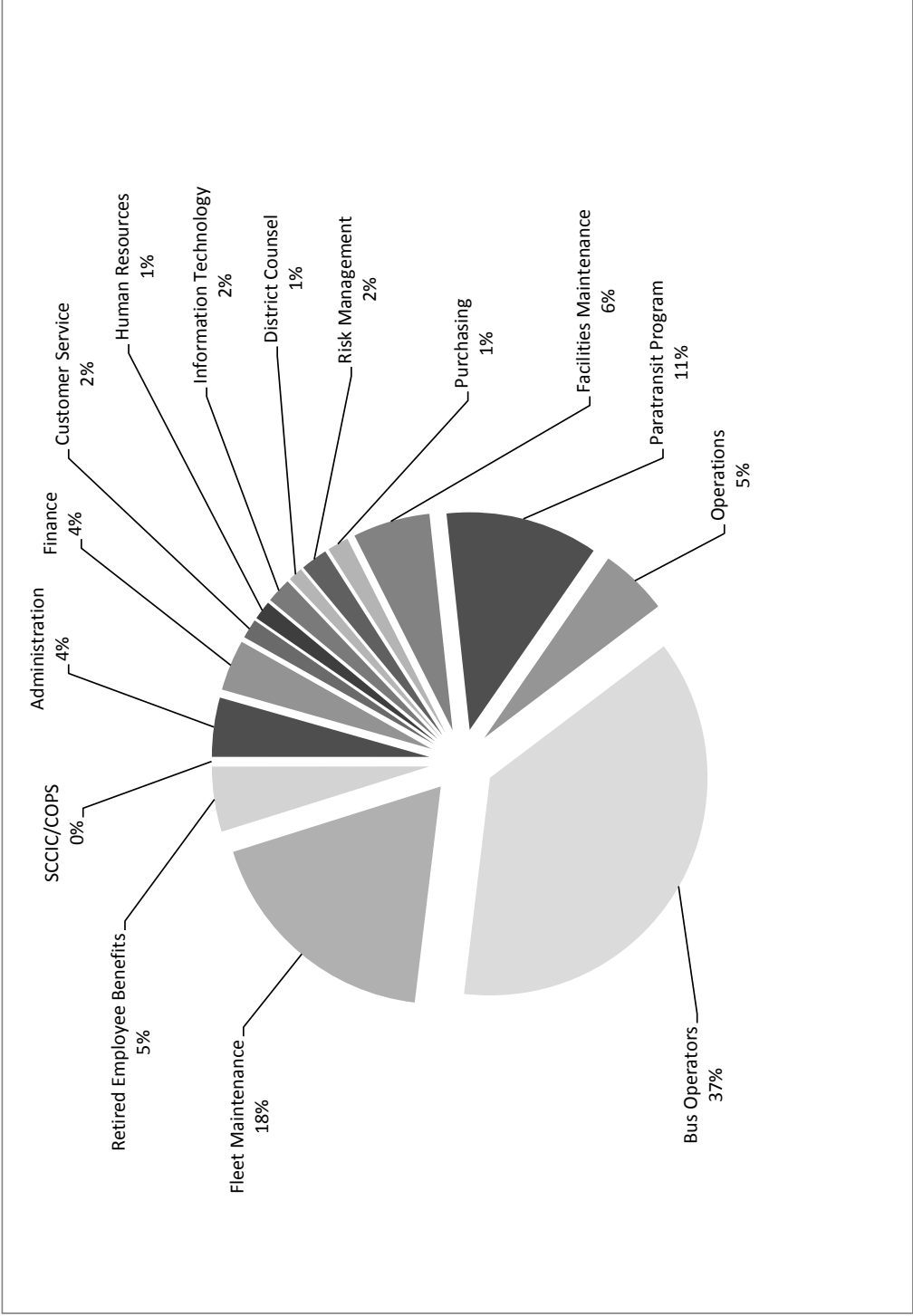
ACCOUNT	REVISED	BUDGET	BUDGET	% CHANGE	BUDGET	% CHANGE
	BUDGET FY14	FY15	FY14	REV BUDG BUDG FY15	FY15	BUDG BUDG FY16
<b>OTHER MATERIALS &amp; SUPPLIES</b>						
504205 Freight Out	2,601	413		-84.1%	425	3.0%
504211 Postage & Mailing	13,250	14,430	14,615	8.9%	14,615	1.3%
504214 Promotional Items	1,200	1,200	1,200	0.0%	1,200	0.0%
504215 Printing	82,450	83,380	87,338	1.1%	87,338	4.7%
504217 Photo Supp/Process	3,600	4,600	4,600	27.8%	4,600	0.0%
504311 Office Supplies	68,944	93,669	88,628	35.9%	88,628	-5.4%
504315 Safety Supplies	19,400	24,936	26,785	28.5%	26,785	7.4%
504317 Cleaning Supplies	52,270	61,900	64,200	18.4%	64,200	3.7%
504409 Repair/Maint Supplies	123,300	126,000	130,000	2.2%	130,000	3.2%
504417 Tenant Repairs	10,000	20,000	20,000	100.0%	20,000	0.0%
504421 Non-Inventory Parts	10,100	26,103	27,106	158.4%	27,106	3.8%
504511 Small Tools	9,000	9,600	9,800	6.7%	9,800	2.1%
504515 Employee Tool Replacement	3,000	3,000	3,000	0.0%	3,000	0.0%
<b>Totals</b>	<b>399,115</b>	<b>469,231</b>	<b>477,698</b>	<b>17.6%</b>	<b>477,698</b>	<b>1.8%</b>
<b>UTILITIES</b>						
505011 Gas & Electric	304,000	275,420	282,853	-9.4%	282,853	2.7%
505021 Water & Garbage	155,200	146,386	150,578	-5.7%	150,578	2.9%
505031 Telecommunications	132,100	240,240	244,650	81.9%	244,650	1.8%
<b>Totals</b>	<b>591,300</b>	<b>662,046</b>	<b>678,080</b>	<b>12.0%</b>	<b>678,080</b>	<b>2.4%</b>
<b>CASUALTY &amp; LIABILITY</b>						
506011 Insurance - Property	100,000	63,167	75,172	-36.8%	75,172	19.0%
506015 Insurance - PL/PD	450,000	445,484	477,626	-1.0%	477,626	7.2%
506021 Insurance - Other	750	-	-	-100.0%	-	0.0%
506123 Settlement Costs	150,000	150,000	150,000	0.0%	150,000	0.0%
506127 Repairs - District Prop	-	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>700,750</b>	<b>658,651</b>	<b>702,798</b>	<b>-6.0%</b>	<b>702,798</b>	<b>6.7%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY15 & FY16 FINAL OPERATING BUDGET**

Consolidated Expenses

ACCOUNT	REVISED BUDGET FY14	BUDGET FY15	% CHANGE		BUDGET FY16	% CHANGE BUDG FY15 BUDG FY16
			REV BUDG FY14	BUDG FY15		
<b>TAXES</b>						
507051 Fuel Tax	14,000	14,420	3.0%	3.0%	14,853	3.0%
507201 Licenses & Permits	17,600	18,050	2.6%	2.6%	18,514	2.6%
507999 Other Taxes	18,000	18,540	3.0%	3.0%	19,096	3.0%
<b>Totals</b>	<b>49,600</b>	<b>51,010</b>	<b>2.8%</b>	<b>2.8%</b>	<b>52,462</b>	<b>2.8%</b>
<b>PURCHASED TRANS.</b>						
503406 Contract/Paratransit	250,000	250,000	0.0%	0.0%	250,000	0.0%
<b>Totals</b>	<b>250,000</b>	<b>250,000</b>	<b>0.0%</b>	<b>0.0%</b>	<b>250,000</b>	<b>0.0%</b>
<b>MISC EXPENSE</b>						
509011 Dues/Subscriptions	68,285	70,552	3.3%	3.3%	71,777	1.7%
509081 Advertising - District Promo	14,000	16,000	14.3%	14.3%	16,000	0.0%
509101 Employee Incentive Program	13,500	20,500	51.9%	51.9%	20,500	0.0%
509121 Employee Training	128,100	82,900	-35.3%	-35.3%	80,500	-2.9%
509122 BOD Travel	15,700	16,000	1.9%	1.9%	16,000	0.0%
509123 Travel	91,866	96,066	4.6%	4.6%	94,066	-2.1%
509125 Local Meeting Expense	5,100	5,200	2.0%	2.0%	5,000	-3.8%
509127 Board Director Fees	12,600	12,600	0.0%	0.0%	12,600	0.0%
509150 Contributions	-	-	0.0%	0.0%	-	0.0%
509198 Cash Over/Short	-	-	0.0%	0.0%	-	0.0%
<b>Totals</b>	<b>349,151</b>	<b>319,818</b>	<b>-8.4%</b>	<b>-8.4%</b>	<b>316,443</b>	<b>-1.1%</b>
<b>LEASES &amp; RENTALS</b>						
512011 Facility Lease	185,000	189,740	2.6%	2.6%	194,622	2.6%
512061 Equipment Rental	24,300	25,500	4.9%	4.9%	25,800	1.2%
<b>Totals</b>	<b>209,300</b>	<b>215,240</b>	<b>2.8%</b>	<b>2.8%</b>	<b>220,422</b>	<b>2.4%</b>
<b>PERSONNEL TOTAL</b>						
<i>Savings from Labor and Fringe Benefits</i>	37,546,017	39,430,820	5.0%	5.0%	41,438,056	5.1%
<b>NON-PERSONNEL TOTAL</b>	<b>(1,250,000)</b>	<b>8,957,304</b>	<b>0.9%</b>	<b>0.9%</b>	<b>9,233,874</b>	<b>2.2%</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>45,253,322</b>	<b>48,464,472</b>	<b>7.1%</b>	<b>7.1%</b>	<b>50,671,930</b>	<b>4.6%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
 FY15 & FY16 FINAL OPERATING BUDGET  
 DEPARTMENTAL EXPENSES**



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY15 & FY16 FINAL OPERATING BUDGET**

Departmental Expenses

DEPARTMENT	REVISED	BUDGET		% CHANGE		% CHANGE	
	BUDGET FY14	BUDGET FY15	REV BUDG FY14	BUDGET FY15	BUDG FY14	BUDGET FY15	BUDG FY16
1100 Administration	1,841,817	2,128,356	15.6%	2,070,805	-2.7%		
1200 Finance	1,835,634	1,829,585	-0.3%	1,869,381	2.2%		
1300 Customer Service	696,735	698,124	0.2%	723,433	3.6%		
1400 Human Resources	713,746	684,486	-4.1%	676,992	-1.1%		
1500 Information Technology	842,572	909,968	8.0%	944,357	3.8%		
1700 District Counsel	609,978	521,106	-14.6%	512,377	-1.7%		
1800 Risk Management	300,000	965,417	221.8%	1,026,684	6.3%		
1900 Purchasing	761,557	770,998	1.2%	809,972	5.1%		
2200 Facilities Maintenance	2,666,522	2,784,083	4.4%	2,908,332	4.5%		
3100 Paratransit Program	5,092,991	5,490,244	7.8%	5,790,165	5.5%		
3200 Operations	3,071,642	2,460,274	-19.9%	2,580,428	4.9%		
3300 Bus Operators	17,357,280	18,032,729	3.9%	19,028,889	5.5%		
4100 Fleet Maintenance	8,222,678	8,839,943	7.5%	9,192,486	4.0%		
5100 Capital Funded Labor	-	-	0.0%	-			
9001 Cobra Benefits	-	-	0.0%	-	0.0%		
9005 Retired Employee Benefits	2,489,869	2,348,858	-5.7%	2,537,326	8.0%		
700 SCCIC	300	300	0.0%	300	0.0%		
<i>Savings from Labor and Fringe Benefits</i>	<i>(1,250,000)</i>		-100.0%		0.0%		
<b>TOTAL OPERATING EXPENSES</b>	<b>45,253,322</b>	<b>48,464,472</b>	<b>7.1%</b>	<b>50,671,930</b>	<b>4.6%</b>		



**II. DEPARTMENTAL FUNCTIONS**

**OBJECTIVES**

**AND**

**LINE ITEM BUDGETS**



**OFFICE OF THE CEO/GENERAL MANAGER  
ADMINISTRATION DEPARTMENT OBJECTIVES  
1100**

**MAJOR FUNCTIONS OF THE DEPARTMENT**

The Administration Department/Office of the CEO/General Manager is responsible for overseeing and leading all administrative functions and the operations and maintenance activities of Santa Cruz METRO (excluding the Legal Department). This includes the carrying out of policy as directed by the Board; efficient and effective service delivery; fleet and facilities maintenance; safety and security; procurement; application for and administering of grants; governmental affairs activities; maintaining official Santa Cruz METRO records; planning; managing capital projects; service scheduling and service changes; and coordinating and collaborating with local, state, and federal agencies regarding public transportation and funding. Complying with state and federal laws regarding the safe and equitable treatment for applicants and employees.

**DEPARTMENT OBJECTIVES FOR FY15 & FY16**

**ADMINISTRATIVE**

- Key Points in My Professional Leadership Philosophy, Values and Style and the working environment I strive to create:
  - Lead by example
  - Good character, high ethics, values and integrity
  - Respect
  - Professionalism
  - An appreciation for diversity
  - Our employees are valued
  - Passion for transit and mobility
  - “can-do” attitude
  - An overall positive place to work
  - No silos
  - Foster an environment of teamwork and cross-functional working relationships
  - Collaboration
  - Respect and appreciation for diverse perspectives including healthy debate, respectful dissenting opinions and the “Devil’s Advocates”
  - Succession planning
  - Mentoring, coaching and growing leaders from within
  - Professional development and training
  - Ownership and accountability
  - Innovation
  - Continuous improvement
  - Good interpersonal communications
  - Empowerment
  - A high degree of esprit de corps
  - Work/home balance
  - Good morale
  - Humor
  - Strive for excellence
- Ensure full compliance with all Federal Transit Administration (FTA) and state regulations
- Maintain the file retention system for Santa Cruz METRO’s official records

## Administration Department (con't)

- Provide information and staff support for the Santa Cruz Civic Improvement Corporation (SCCIC)
- Develop a revised organizational plan
- Work closely with the Board, stakeholders and the public to identify options that will resolve the current budgetary structural deficit
- Develop a proper staffing model for Board consideration
- Continue to achieve timely preparation, delivery and posting of Board agenda packets and minutes
- Provide information and staff support for the Metro Advisory Committee (MAC).
- Maintain compliance with FTA Civil Rights regulations and submit periodic updates to required plans
- Ensure that Santa Cruz METRO is highly responsive to all outside audits and annual audits
- Complete to the FTA's satisfaction all responses to the FTA Triennial Audit
- Continued collaboration with Santa Cruz County Regional Transportation Commission (SCCRTC) and Elderly & Disabled Transit Advisory Committee

## **PROCUREMENT**

- Ensure that all procurements are compliant with state and federal regulations
- Work to create a procurement environment that achieves quality competitive bid responses
- Ensure that federal Buy America requirements are met
- Establish outreach programs that will potentially result in an increase of Disadvantaged Business Enterprise (DBE) certified respondents and local business/manufacturing respondents to procurements

## **OPERATIONS, FLEET MAINTENANCE**

- Conduct an alternative facility site analysis for Paratransit Operating Facility
- Develop ParaCruz efficiency recommendations for the Board to consider
- Pursue funding sources for upgrading of Paratransit Vehicles
- Pursue funding sources for upgrading of Fixed Route Vehicles
- Initiate a comprehensive strategic review into alternative bus propulsion concepts
- Initiate the development of Key Performance Indicators (KPIs) and other system management tools such as scorecards and dashboards and begin measuring the Agency against identified peer transit properties
- Complete the hiring of a Maintenance Manager and work with the new manager to improve CNG engine performance and to review, revise and establish new and improved processes, procedures and resource management
- Achieve an annual "Satisfactory" CHP terminal inspection

## **INFORMATION SYSTEMS & CONSTRUCTION**

- Oversee the timely completion of the of Judy K. Souza Operations Facility
- Initiate the strategic planning of the next phases of the MetroBase campus
- Develop an IT strategic plan to move away from legacy stand-alone systems that do not interface toward programs and an IT open platform structure that will interface via a data warehouse
- Develop policies leading to a standardization in approach to the purchase of IT hardware
- Create an executive IT review team that will review all IT related requests and prioritize them against resources. They will also be charged with ensuring the continuity and integrity of the system moving forward.

### **SERVICE DELIVERY, CUSTOMER SERVICE & MARKETING**

- Ensure a customer-centric focus in the organization
- Grow the METRO internet web site to be a power resource for customers
- Implement short-term maintenance and aesthetic improvements to the Watsonville Transit Center while progressing forward on the development of options to renovate or replace the Transit Center
- Implement short-term maintenance and aesthetic improvements to the Pacific Station while progressing forward in partnership with the City of Santa Cruz on the development of a transit oriented mixed-use development that will incorporate as its centerpiece a modern downtown transit center
- Coordinate and collaborate with other agencies and stakeholders to advocate for the continued improvement of public transit in Santa Cruz County
- Work to identify funding sources for essential technological improvements such as improved farebox utilization and functionality; automated vehicle tracking, next bus concepts; Smart Phone applications; improved methods of accounting for on-time performance; and automatic passenger counters
- Ensure that customers have a way to communicate their concerns and that the agency's responses to such concerns are timely and responsive
- Develop and grow the relationship and collaboration with UCSC towards growth in ridership at sustainable service levels along with the conversion of UCSC administrators and students to the Smart Card technology
- Complete the repainting of the Scotts Valley Transit Center
- Evaluate Highway 17 commuter bus service enhancements
- Complete the SLV ticket vending machine installation to serve San Lorenzo Valley (SLV) High School and the surrounding community and investigate providing Smart Cards to the students who board METRO buses at the SLV High School stop
- Initiate marketing strategies that will begin to increase the number of customers using the Smart Card
- Initiate marketing strategies that will grow ridership
- Continued improvements to route development
- Initiate a METRO branding review
- Work with the Board to create a dedicated marketing position
- Strive for survey results that represent customer perceptions of METRO's on-time performance and the system as a whole as being in the upper quartile
- In an environment of continuous improvement, always striving to improve on-time performance and bus cleanliness
- Ensure ADA compliance

### **FUNDING, PLANNING, GRANTS & GOVERNMENTAL AFFAIRS**

- Aggressively seek and administer federal, state, and local grant funds to support the continued operating and capital needs of Santa Cruz METRO
- Participate in the California Association of Community Transit (CALACT)
- Participate in key committees of the American Public Transportation Association (APTA)
- Participate in key committees of the California Transit Association (CTA)
- Monitor federal legislation and participate where applicable to achieve a new multi-year federal authorization bill and to ensure to the greatest extent possible that those funds authorized are appropriated to benefit Santa Cruz METRO

## Administration Department (con't)

- Monitor state legislative activities and advocate for maintenance and growth of State Transit Assistance (STA), Transportation Development Act (TDA) and the new Cap & Trade funding
- Work with local state legislators to introduce a new bill in FY14/15 that attempts to replicate the now expired PTMISEA capital bond bill
- Identify funding sources for the replacement of retirement-ready buses
- Work to identify funding sources with which to procure replacement paratransit vehicles
- Identify funding sources to address the backlog of state of good repair capital projects
- Collaborate with and communicate to the Santa Cruz County Regional Transportation Commission (SCCRTC), the capital and operating financial resource needs that are required to sustain and grow fixed-route, commuter bus and paratransit services
- Work collaboratively with the Association of Monterey Bay Area Governments (AMBAG) to participate in regional planning documents that will address AB 32 goals and SB 375 Sustainable Communities Strategy (SCS) requirements.
- Initiate for Board consideration the development of various policies identified in the Short Range Transit Plan.
- Support the resolution of the Public Employees' Pension Reform Act of 2013 (PEPRA) 13-C issues to ensure timely receipt of federal operating funds
- Initiate a discussion with the Board concerning the possibility of a sale tax initiative in 2015 to support paratransit in Santa Cruz County
- Support transit friendly legislation such as SB 1236 Infraction Enforcement and AB 1720 State Weight Limits on Public Transit Buses
- Support increased federal funding of the Small Transit Intensive Cities (STIC) program to 3%, the continuation of funding for the fuel tax credit and extend Qualified Transportation Fringe Benefits (Section 132(f) of the Internal Revenue Code) program to an amount equal to or greater than the parking benefit program (now \$130/mo transit & \$250/mo parking)
- Initiate non-farebox revenue growth strategies from bus, transit center and web site advertising and consider charging market rents for property owned by METRO

## **SAFETY & SECURITY**

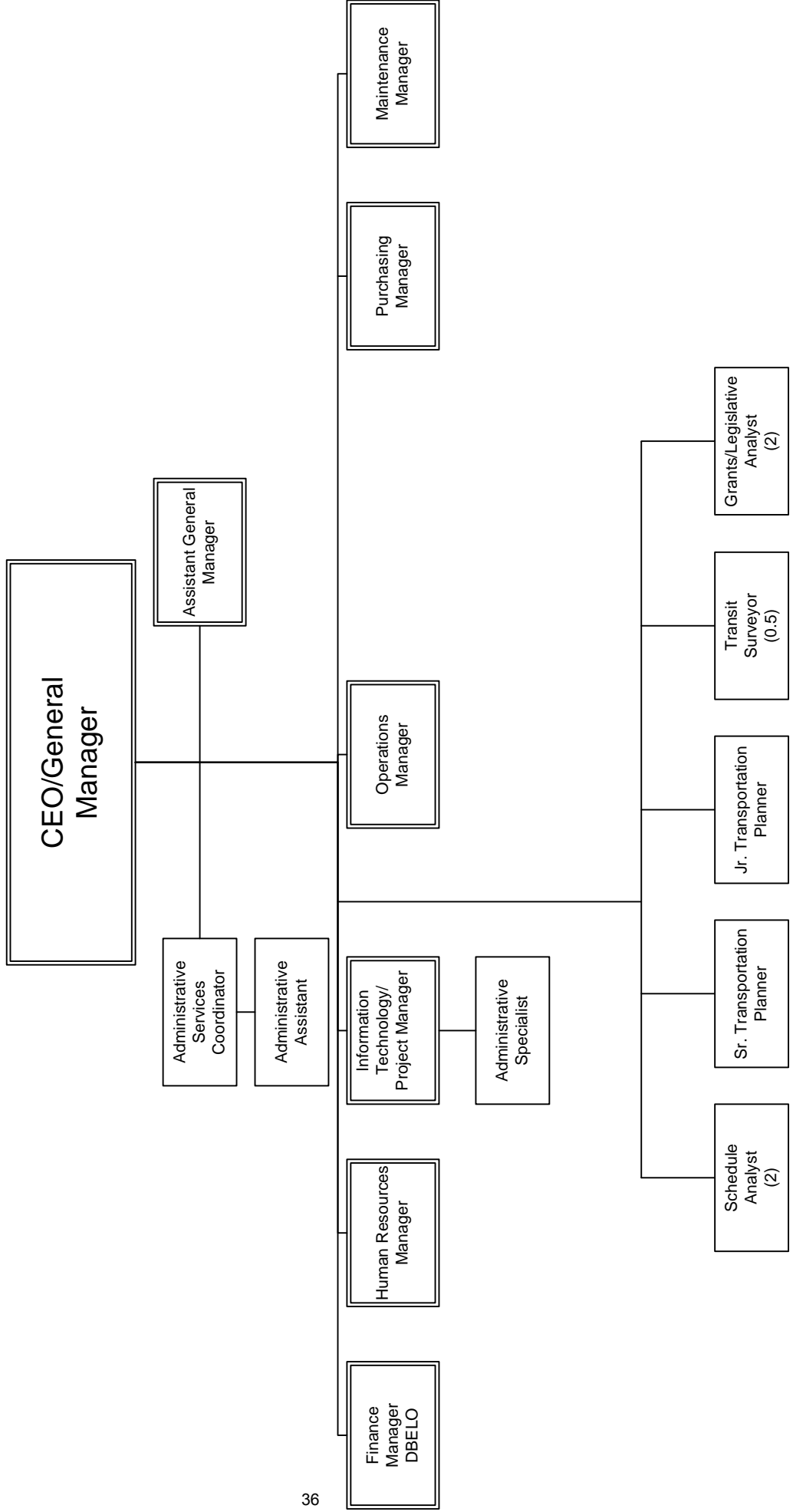
- Foster a "Safety's First" culture
- Develop a dedicated safety specialist position
- Strive to ensure a safe work environment
- Monitor the system and training to provide a safe ride to our customers
- Complete quarterly safety walk-throughs of all facilities
- Continually improve to reduce workplace injuries, OSHA reportables and bus accidents
- Strive for survey results that represent customer perceptions of safety and security on the METRO system as being in the upper quartile
- Support Senate Bill SB 1236: Transit Districts: Transit Offenses and Enforcement
- Develop workplace emergency evacuation procedures and drills
- Develop public safety campaigns
- Revise Santa Cruz METRO's System Safety Program Plan (SSPP)
- Revise Santa Cruz METRO's Disaster and Emergency Preparedness Plan (DEPP)
- Continue outreach to local law enforcement in attempting to resolve mutual issues
- Continue collaboration with Office of Emergency Services for Disaster Preparedness

## Administration Department (con't)

### **HUMAN RESOURCES**

- Provide excellent customer service for internal and external customers
- Act as a resource for managers regarding personnel issues
- Work collaboratively with the unions towards common goals
- Recruit and retain an excellent work force
- Insure compliance with Equal Employment Opportunity regulations
- Assist employees with enrollment and questions related to Benefits
- Maintain confidential personnel records
- Administer and comply with Federal drug and alcohol testing regulations
- Provide support and assistance by coordinating Employee Assistance Programs when needed
- Investigate and resolve complaints as they relate to union contract, policies and procedures, state and federal regulations
- Administer worker's compensation program
- Sourcing and providing external and in-house training
- Providing a timely recruitment process

# Administration 1100





**FY15 & FY16 FINAL OPERATING BUDGET**  
**Authorized and Funded Personnel - Full Time Equivalent (FTE)**  
**Administration - 1100**

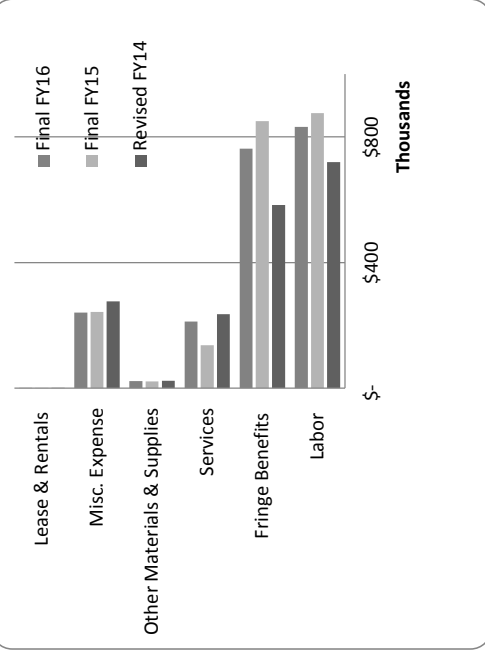
Position Title	Authorized		Funded		Authorized		Funded	
	FY 14 Revised	FY 14 Revised	FY 15	FY 15	FY 16	FY 16	FY 15	FY 16
CEO/General Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Assistant General Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Admin Services Coordinator	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Assistant	2.00	1.00	2.00	1.00	2.00	2.00	1.00	1.00
Administrative Specialist *	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Grants/Legislative Analyst	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Transportation Planning Supervisor	1.00	0.00	1.00	0.00	1.00	1.00	0.00	0.00
Jr. Transportation Planner	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Sr. Transportation Planner	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Transit Surveyor	1.00	0.50	1.00	0.50	1.00	1.00	0.50	0.50
Schedule Analyst **	0.00	0.00	2.00	2.00	2.00	2.00	2.00	2.00
<b>Total Full-Time Equivalents (FTEs)</b>	<b>12.00</b>	<b>9.50</b>	<b>14.00</b>	<b>11.50</b>	<b>14.00</b>	<b>14.00</b>	<b>11.50</b>	<b>11.50</b>

\* Expenses for Administrative Specialist position will be incurred in Capital Funded Labor, in order to facilitate financial/grant reporting.

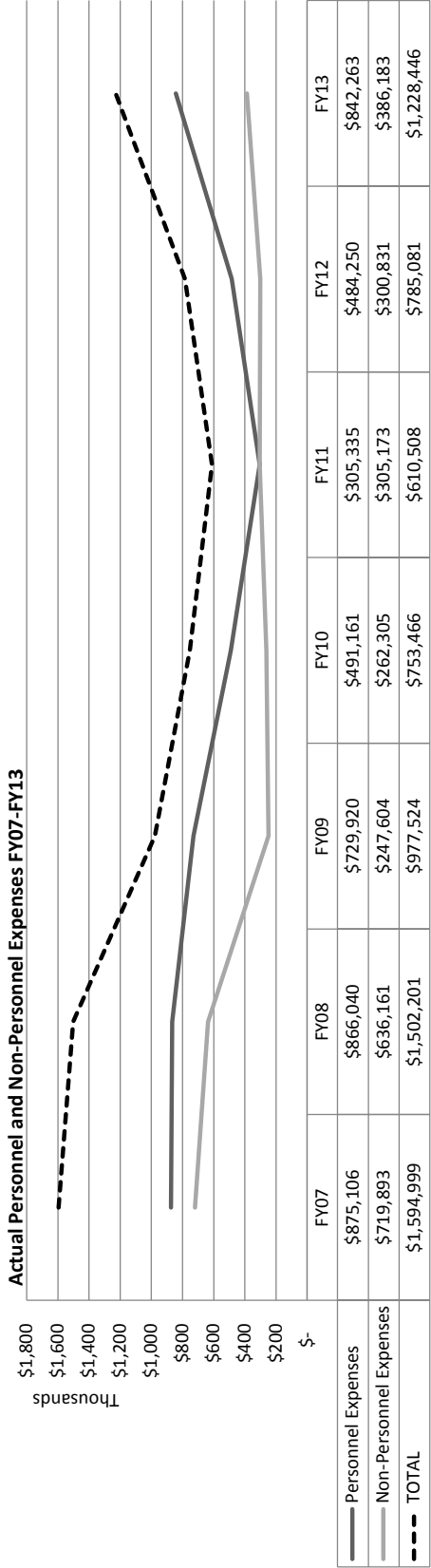
\*\* Two Schedule Analyst positions are transferred to Administration from Operations in FY15 and FY16.

## Administration 1100

	Revised Budget FY14	Final Budget FY15	Var %	Final Budget FY16	Var %
<b>Personnel Expenses:</b>					
Labor	\$ 720,339	\$ 875,486	21.5%	\$ 832,206	-4.9%
Fringe Benefits	\$ 583,641	\$ 850,065	45.6%	\$ 762,902	-10.3%
	\$ 1,303,981	\$ 1,725,551	32.3%	\$ 1,595,108	-7.6%
<b>Non-Personnel Expenses:</b>					
Services	\$ 235,845	\$ 136,406	-42.2%	\$ 211,733	55.2%
Other Materials & Supplies	\$ 24,000	\$ 21,920	-8.7%	\$ 22,353	2.0%
Misc. Expense	\$ 276,691	\$ 243,178	-12.1%	\$ 240,312	-1.2%
Lease & Rentals	\$ 1,300	\$ 1,300	0.0%	\$ 1,300	0.0%
	\$ 537,836	\$ 402,804	-25.1%	\$ 475,697	18.1%
<b>Total Expenses:</b>	<b>\$ 1,841,817</b>	<b>\$ 2,128,356</b>	<b>15.6%</b>	<b>\$ 2,070,805</b>	<b>-2.7%</b>



Actual Personnel and Non-Personnel Expenses FY07-FY13



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY15 & FY16 FINAL OPERATING BUDGET**

Administration - 1100

ACCOUNT	REVISED	BUDGET	% CHANGE	BUDGET	% CHANGE	BUDGET	% CHANGE
	FY14	FY15	BUDG FY14	FY15	BUDG FY15	FY16	BUDG FY16
<b>LABOR</b>							
501011 Bus Operator Pay	-	-	0.0%	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	0.0%	-	0.0%	-	0.0%
501021 Other Salaries	705,339	850,024	20.5%	806,396	-5.1%	806,396	-5.1%
501023 Other OT	15,000	25,462	69.7%	25,810	1.4%	25,810	1.4%
<b>Totals</b>	<b>720,339</b>	<b>875,486</b>	<b>21.5%</b>	<b>832,206</b>	<b>-4.9%</b>	<b>832,206</b>	<b>-4.9%</b>
<b>FRINGE BENEFITS</b>							
502011 Medicare/Soc. Sec.	13,476	16,843	25.0%	14,852	-11.8%	14,852	-11.8%
502021 Retirement	163,274	219,340	34.3%	218,661	-0.3%	218,661	-0.3%
502031 Medical Ins	132,706	226,540	70.7%	239,947	5.9%	239,947	5.9%
502041 Dental Ins	10,009	16,595	65.8%	16,753	1.0%	16,753	1.0%
502045 Vision Ins	2,881	3,682	27.8%	3,627	-1.5%	3,627	-1.5%
502051 Life Ins/AD&D	1,225	3,932	221.1%	3,867	-1.7%	3,867	-1.7%
502060 State Disability Ins (SDI)	7,055	9,906	40.4%	10,832	9.3%	10,832	9.3%
502061 Long Term Disability Ins	4,995	6,834	36.8%	5,934	-13.2%	5,934	-13.2%
502071 State Unemployment Ins (SUI)	2,142	2,904	35.6%	3,695	27.3%	3,695	27.3%
502081 Worker's Comp Ins	34,643	42,396	22.4%	43,668	3.0%	43,668	3.0%
502101 Holiday Pay	25,614	33,311	30.0%	31,370	-5.8%	31,370	-5.8%
502103 Floating Holiday	14,883	22,992	54.5%	14,909	-35.2%	14,909	-35.2%
502109 Sick Leave	67,003	93,509	39.6%	46,010	-50.8%	46,010	-50.8%
502111 Annual Leave	95,701	128,646	34.4%	92,578	-28.0%	92,578	-28.0%
502121 Other Paid Absence	5,846	7,647	30.8%	7,189	-6.0%	7,189	-6.0%
502251 Phys. Exams	-	-	0.0%	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	0.0%	-	0.0%	-	0.0%
502999 Other Fringe Benefits	2,189	14,989	584.8%	9,009	-39.9%	9,009	-39.9%
<b>Totals</b>	<b>583,641</b>	<b>850,065</b>	<b>45.6%</b>	<b>762,902</b>	<b>-10.3%</b>	<b>762,902</b>	<b>-10.3%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY15 & FY16 FINAL OPERATING BUDGET**

Administration - 1100

ACCOUNT	REVISED	BUDGET	% CHANGE	BUDGET	% CHANGE	BUDGET	% CHANGE
	BUDGET FY14	FY15	REV BUDG BUDG FY15	FY14	REV BUDG BUDG FY15	FY16	BUDG FY16
<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	118,700	19,261	-83.8%	94,588	391.1%	94,588	391.1%
503032 Legislative Services	105,000	105,000	0.0%	105,000	0.0%	105,000	0.0%
503033 Legal Services	-	-	0.0%	-	0.0%	-	0.0%
503034 Pre-Employment Exams	-	-	0.0%	-	0.0%	-	0.0%
503041 Temp Help	-	-	0.0%	-	0.0%	-	0.0%
503161 Custodial Services	-	-	0.0%	-	0.0%	-	0.0%
503162 Uniforms/Laundry	-	-	0.0%	-	0.0%	-	0.0%
503171 Security Services	-	-	0.0%	-	0.0%	-	0.0%
503221 Classified/Legal Ads	5,000	5,000	0.0%	5,000	0.0%	5,000	0.0%
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	7,145	7,145	0.0%	7,145	0.0%	7,145	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>235,845</b>	<b>136,406</b>	<b>-42.2%</b>	<b>211,733</b>	<b>55.2%</b>	<b>211,733</b>	<b>55.2%</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%
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>0.0%</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY15 & FY16 FINAL OPERATING BUDGET**

Administration - 1100

ACCOUNT	REVISED	BUDGET	% CHANGE	BUDGET	% CHANGE	BUDGET	% CHANGE
	BUDGET FY14	FY15	REV BUDG BUDG FY15	FY14	BUDG FY15	FY16	BUDG FY16
<b>OTHER MATERIALS &amp; SUPPLIES</b>							
504205 Freight Out	-	-	0.0%	-	0.0%	-	0.0%
504211 Postage & Mailing	6,000	6,180	3.0%	6,365	3.0%	6,365	3.0%
504214 Promotional Items	-	-	0.0%	-	0.0%	-	0.0%
504215 Printing	1,000	1,030	3.0%	1,061	3.0%	1,061	3.0%
504217 Photo Supp/Process	-	-	0.0%	-	0.0%	-	0.0%
504311 Office Supplies	17,000	14,710	-13.5%	14,926	1.5%	14,926	1.5%
504315 Safety Supplies	-	-	0.0%	-	0.0%	-	0.0%
504317 Cleaning Supplies	-	-	0.0%	-	0.0%	-	0.0%
504409 Repair/Maint Supplies	-	-	0.0%	-	0.0%	-	0.0%
504417 Tenant Repairs	-	-	0.0%	-	0.0%	-	0.0%
504421 Non-Inventory Parts	-	-	0.0%	-	0.0%	-	0.0%
504511 Small Tools	-	-	0.0%	-	0.0%	-	0.0%
504515 Employee Tool Replacement	-	-	0.0%	-	0.0%	-	0.0%
<b>Totals</b>	<b>24,000</b>	<b>21,920</b>	<b>-8.7%</b>	<b>22,353</b>	<b>2.0%</b>	<b>22,353</b>	<b>2.0%</b>
<b>UTILITIES</b>							
505011 Gas & Electric	-	-	0.0%	-	0.0%	-	0.0%
505021 Water & Garbage	-	-	0.0%	-	0.0%	-	0.0%
505031 Telecommunications	-	-	0.0%	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</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%	-	0.0%
506015 Insurance - PL/PD	-	-	0.0%	-	0.0%	-	0.0%
506021 Insurance - Other	-	-	0.0%	-	0.0%	-	0.0%
506123 Settlement Costs	-	-	0.0%	-	0.0%	-	0.0%
506127 Repairs - District Prop	-	-	0.0%	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY15 & FY16 FINAL OPERATING BUDGET**

Administration - 1100

ACCOUNT	REVISED	BUDGET	% CHANGE	BUDGET	% CHANGE	BUDGET	% CHANGE
	BUDGET FY14	FY15	REV BUDG BUDG FY15	FY14	REV BUDG BUDG FY15	FY16	BUDG FY16
<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%
Totals	-	-	0.0%	-	0.0%	-	0.0%
<b>PURCHASED TRANS.</b>							
503406 Contract/Paratransit	-	-	0.0%	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%	-	0.0%
<b>MISC EXPENSE</b>							
509011 Dues/Subscriptions	52,425	51,112	-2.5%	52,646	3.0%		
509081 Advertising - District Promo	-	2,000	100.0%	2,000	0.0%		
509101 Employee Incentive Program	10,000	17,000	70.0%	17,000	0.0%		
509121 Employee Training	91,100	45,900	-49.6%	43,500	-5.2%		
509122 BOD Travel	15,700	16,000	1.9%	16,000	0.0%		
509123 Travel	89,866	93,566	4.1%	91,566	-2.1%		
509125 Local Meeting Expense	5,000	5,000	0.0%	5,000	0.0%		
509127 Board Director Fees	12,600	12,600	0.0%	12,600	0.0%		
509150 Contributions	-	-	0.0%	-	0.0%		
509198 Cash Over/Short	-	-	0.0%	-	0.0%		
Totals	276,691	243,178	-12.1%	240,312	-1.2%		
<b>LEASES &amp; RENTALS</b>							
512011 Facility Lease	-	-	0.0%	-	0.0%		
512061 Equipment Rental	1,300	1,300	0.0%	1,300	0.0%		
Totals	1,300	1,300	0.0%	1,300	0.0%		
<b>PERSONNEL TOTAL</b>							
	1,303,981	1,725,551	32.3%	1,595,108	-7.6%		
<b>NON-PERSONNEL TOTAL</b>							
	537,836	402,804	-25.1%	475,697	18.1%		
<b>DEPARTMENT TOTALS</b>							
	<u>1,841,817</u>	<u>2,128,356</u>	<u>15.6%</u>	<u>2,070,805</u>	<u>-2.7%</u>		

# **FINANCE DEPARTMENT OBJECTIVES**

## **1200**

### **MAJOR FUNCTIONS OF THE DEPARTMENT**

#### **The Finance Department is responsible for:**

- General Ledger
- Accounts Payable
- Accounts Receivable
- Grant Accounting
- Payroll
- Fixed Asset Accounting
- Audit
- Financial Forecasting / Budgeting
- Financial and Regulatory Reporting
- Tax Filings (Monthly, Quarterly, and Annual)
- Revenue Collection Reconciliation
- Advertising
- Obtaining Actuarial Valuation Reports as required
- Treasury (Banking and Cash)

#### **The Finance Department also:**

- Develops and monitors annual operating and capital budgets
- Develops and updates short-range and long-range financial plans
- Purchases and maintains property and liability insurance
- Manages Santa Cruz Civic Improvement Corporation (SCCIC) financials and related activities
- Disseminates a wide variety of information to other departments and the public
- Conducts annual physical inventory counts

### **DEPARTMENT OBJECTIVES for FY15 & FY16**

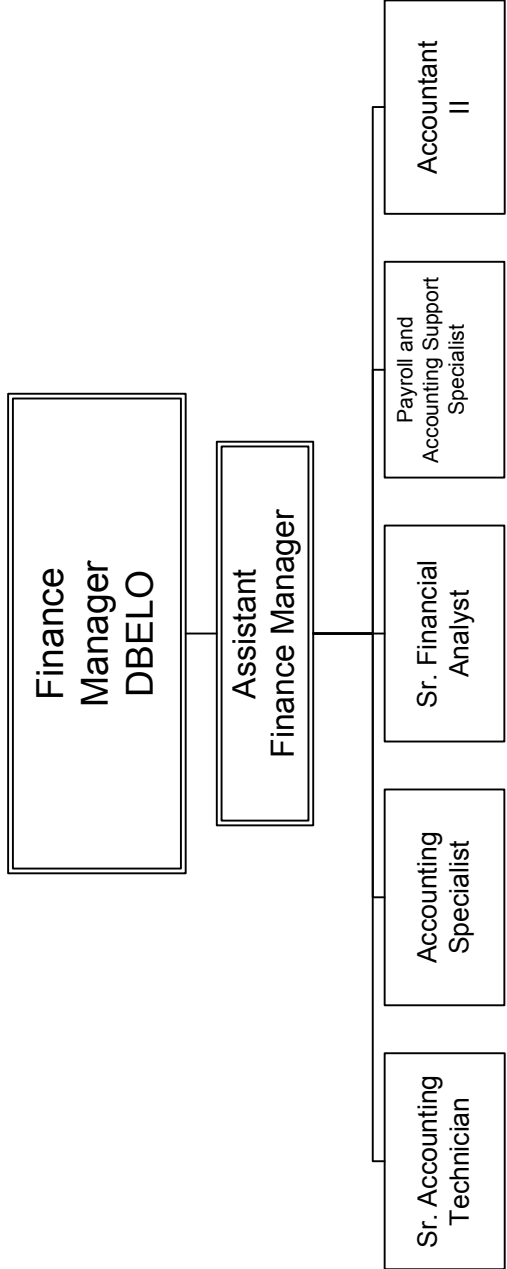
- Continue to assist the CEO/General Manager and Board of Directors with the operating and capital budget process, long-term budgetary planning, development of five-year revenue and expense projections, and creation of the unfunded Capital needs list
- Work towards fully automating the timekeeping process to increase efficiency and ensure compliance with the Fair Labor Standards Act
- Continue to enhance reporting functions through graphs, charts and presentations to the Public, Board of Directors, Management, the Unions, and internal Departments.
- Maintain areas of Santa Cruz METRO's website that pertain to the Finance Department
- Maintain accurate, timely and efficient reporting of business and payroll transactions

## Finance Department (con't)

- Work towards establishing a funding policy pertaining to Santa Cruz METRO's Governmental Accounting Standard's Board (GASB) 45 - Other Post Employment Benefits (OPEB) liability
- Work with District Counsel and Human Resources to comply with new laws, rules, regulations and Union contracts
- Cross-train department staff to provide assistance, back-up coverage and enhanced customer service in all daily operations
- Continue to promote individual training and education within the department
- Provide the tools, time and talent for the staff to improve overall efficiency through automation, education and a more user-friendly computer environment
- Maximize the benefits of existing, upgraded, and/or new technology programs
- Work with outside agencies to write an Request for Proposals to procure a new financial system
- Ensure that effective control and accountability is maintained for all capital assets, and that resources are properly safeguarded and used solely for authorized purposes.
- Maintain ongoing compliance with generally accepted accounting principles ("GAAP") and statutory reporting requirements
- Continue to improve and update processes relating to internal control, policies and procedures
- Draft financial policies to address Operating and Capital budgets as well as Operating and Capital Reserve accounts for the Board's consideration.
- Maintain California Transit Insurance Pool (CalTIP) Board position and adhere to decisions made related to the insurance pool
- Continue to manage the advertising on Santa Cruz buses
- Continue to network and outreach with our community partners
- Promote and ensure fiscal responsibility and sustainability throughout Santa Cruz METRO
- Review department activities and processes on an ongoing basis—seeking to maximize organizational effectiveness, including cash and payroll controls



Finance  
1200

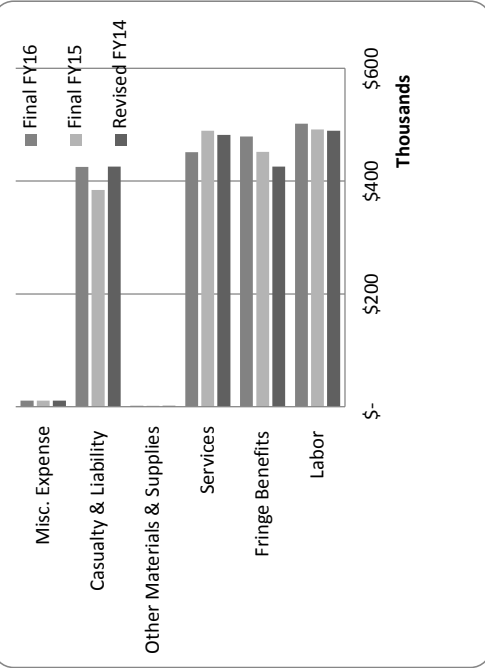


**FY15 & FY16 FINAL OPERATING BUDGET**  
**Authorized and Funded Personnel - Full Time Equivalent (FTE)**  
**Finance - 1200**

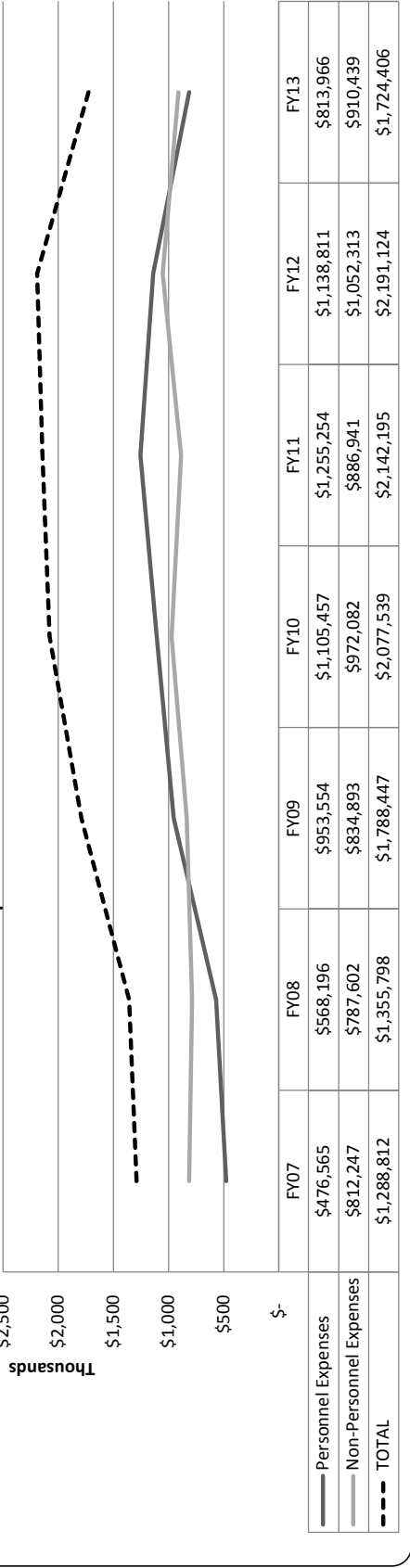
Position Title	Authorized	Funded	Authorized	Funded	Authorized	Funded
	FY 14 Revised	FY 14 Revised	FY 15	FY 15	FY 16	FY 16
Finance Manager	1.00	1.00	1.00	1.00	1.00	1.00
Assistant Finance Manager	1.00	1.00	1.00	1.00	1.00	1.00
Senior Accountant	0.50	0.00	0.50	0.00	0.50	0.00
Accountant II	1.00	1.00	1.00	1.00	1.00	1.00
Accounting Specialist	1.00	1.00	1.00	1.00	1.00	1.00
Sr. Accounting Tech	1.00	1.00	1.00	1.00	1.00	1.00
Payroll and Accounting Support Specialist	1.00	1.00	1.00	1.00	1.00	1.00
Financial Analyst/Sr. Financial Analyst	1.00	0.00	1.00	0.00	1.00	0.00
Vault Room Coordinator	1.00	0.00	1.00	0.00	1.00	0.00
Revenue Specialist	1.00	0.00	1.00	0.00	1.00	0.00
<b>Total Full-Time Equivalents (FTEs)</b>	<b>9.50</b>	<b>7.00</b>	<b>9.50</b>	<b>7.00</b>	<b>9.50</b>	<b>7.00</b>

**Finance 1200**

	<u>Revised Budget</u> FY14	<u>Final Budget</u> FY15	<u>Var %</u>	<u>Final Budget</u> FY16	<u>Var %</u>
<b>Personnel Expenses:</b>					
Labor	\$ 489,452	\$ 491,654	0.5%	\$ 501,551	2.0%
Fringe Benefits	\$ 425,801	\$ 451,706	6.1%	\$ 479,331	6.1%
	\$ 915,252	\$ 943,360	3.1%	\$ 980,881	4.0%
<b>Non-Personnel Expenses:</b>					
Services	\$ 482,100	\$ 489,250	1.5%	\$ 451,100	-7.8%
Other Materials & Supplies	\$ 1,500	\$ 1,500	0.0%	\$ 1,500	0.0%
Casualty & Liability	\$ 425,882	\$ 384,575	-9.7%	\$ 425,000	10.5%
Misc. Expense	\$ 10,900	\$ 10,900	0.0%	\$ 10,900	0.0%
	\$ 920,382	\$ 886,225	-3.7%	\$ 888,500	0.3%
<b>Total Expenses:</b>	<b>\$ 1,835,634</b>	<b>\$ 1,829,585</b>	<b>-0.3%</b>	<b>\$ 1,869,381</b>	<b>2.2%</b>



**Actual Personnel and Non-Personnel Expenses FY07-FY13**



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY15 & FY16 FINAL OPERATING BUDGET**

Finance - 1200

ACCOUNT	REVISED	BUDGET	% CHANGE	BUDGET	% CHANGE	BUDGET	% CHANGE
	BUDGET FY14	FY15	REV BUDG BUDG FY15	FY14	BUDG FY15	FY16	BUDG FY16
<b>LABOR</b>							
501011 Bus Operator Pay	-	-	0.0%	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	0.0%	-	0.0%	-	0.0%
501021 Other Salaries	487,452	489,403	0.4%	499,254	2.0%	499,254	2.0%
501023 Other OT	2,000	2,251	12.6%	2,297	2.0%	2,297	2.0%
<b>Totals</b>	<b>489,452</b>	<b>491,654</b>	<b>0.5%</b>	<b>501,551</b>	<b>2.0%</b>	<b>501,551</b>	<b>2.0%</b>
<b>FRINGE BENEFITS</b>							
502011 Medicare/Soc. Sec.	8,665	8,743	0.9%	8,919	2.0%	8,919	2.0%
502021 Retirement	112,347	124,050	10.4%	134,200	8.2%	134,200	8.2%
502031 Medical Ins	138,683	149,510	7.8%	161,471	8.0%	161,471	8.0%
502041 Dental Ins	11,135	10,988	-1.3%	11,317	3.0%	11,317	3.0%
502045 Vision Ins	2,241	2,241	0.0%	2,308	3.0%	2,308	3.0%
502051 Life Ins/AD&D	997	1,027	3.0%	1,058	3.0%	1,058	3.0%
502060 State Disability Ins (SDI)	5,328	5,681	6.6%	6,884	21.2%	6,884	21.2%
502061 Long Term Disability Ins	3,999	4,051	1.3%	4,079	0.7%	4,079	0.7%
502071 State Unemployment Ins (SUI)	1,666	1,767	6.1%	2,352	33.1%	2,352	33.1%
502081 Worker's Comp Ins	28,530	28,264	-0.9%	29,112	3.0%	29,112	3.0%
502101 Holiday Pay	17,651	18,187	3.0%	18,553	2.0%	18,553	2.0%
502103 Floating Holiday	10,376	10,585	2.0%	10,798	2.0%	10,798	2.0%
502109 Sick Leave	26,476	27,280	3.0%	27,829	2.0%	27,829	2.0%
502111 Annual Leave	49,485	50,979	3.0%	52,005	2.0%	52,005	2.0%
502121 Other Paid Absence	4,137	4,263	3.0%	4,348	2.0%	4,348	2.0%
502251 Phys. Exams	-	-	0.0%	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	0.0%	-	0.0%	-	0.0%
502999 Other Fringe Benefits	4,086	4,091	0.1%	4,097	0.1%	4,097	0.1%
<b>Totals</b>	<b>425,801</b>	<b>451,706</b>	<b>6.1%</b>	<b>479,331</b>	<b>6.1%</b>	<b>479,331</b>	<b>6.1%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY15 & FY16 FINAL OPERATING BUDGET**

Finance - 1200

ACCOUNT	REVISED	BUDGET	BUDGET	% CHANGE	BUDGET	% CHANGE
	BUDGET FY14	FY15	FY14	BUDG FY15	FY16	BUDG FY16
<b>SERVICES</b>						
503011 Accting/Audit Fees	80,000	82,000	2.5%	83,000	1.2%	
503012 Admin/Bank Fees	330,000	347,150	5.2%	353,000	1.7%	
503031 Prof/Technical Fees	72,000	60,000	-16.7%	15,000	-75.0%	
503032 Legislative Services	-	-	0.0%	-	0.0%	
503033 Legal Services	-	-	0.0%	-	0.0%	
503034 Pre-Employment Exams	-	-	0.0%	-	0.0%	
503041 Temp Help	-	-	0.0%	-	0.0%	
503161 Custodial Services	-	-	0.0%	-	0.0%	
503162 Uniforms/Laundry	-	-	0.0%	-	0.0%	
503171 Security Services	-	-	0.0%	-	0.0%	
503221 Classified/Legal Ads	100	100	0.0%	100	0.0%	
503222 Legal Ads	-	-	0.0%	-	0.0%	
503225 Graphic Services	-	-	0.0%	-	0.0%	
503351 Repair - Bldg & Impr	-	-	0.0%	-	0.0%	
503352 Repair - Equipment	-	-	0.0%	-	0.0%	
503353 Repair - Rev Vehicle	-	-	0.0%	-	0.0%	
503354 Repair - Non Rev Vehicle	-	-	0.0%	-	0.0%	
503363 Haz Mat Disposal	-	-	0.0%	-	0.0%	
<b>Totals</b>	<b>482,100</b>	<b>489,250</b>	<b>1.5%</b>	<b>451,100</b>	<b>-7.8%</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%	
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>0.0%</b>	<b>-</b>	<b>0.0%</b>	

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY15 & FY16 FINAL OPERATING BUDGET**

Finance - 1200

ACCOUNT	REVISED	BUDGET	BUDGET	% CHANGE	BUDGET	% CHANGE
	BUDGET FY14	FY15	REV BUDG FY15	BUDG FY14 BUDG FY15	FY16	BUDG FY15 BUDG FY16
<b>OTHER MATERIALS &amp; SUPPLIES</b>						
504205 Freight Out	-	-	-	0.0%	-	0.0%
504211 Postage & Mailing	500	500	500	0.0%	500	0.0%
504214 Promotional Items	-	-	-	0.0%	-	0.0%
504215 Printing	1,000	1,000	1,000	0.0%	1,000	0.0%
504217 Photo Supp/Process	-	-	-	0.0%	-	0.0%
504311 Office Supplies	-	-	-	0.0%	-	0.0%
504315 Safety Supplies	-	-	-	0.0%	-	0.0%
504317 Cleaning Supplies	-	-	-	0.0%	-	0.0%
504409 Repair/Maint Supplies	-	-	-	0.0%	-	0.0%
504417 Tenant Repairs	-	-	-	0.0%	-	0.0%
504421 Non-Inventory Parts	-	-	-	0.0%	-	0.0%
504511 Small Tools	-	-	-	0.0%	-	0.0%
504515 Employee Tool Replacement	-	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>	<b>0.0%</b>	<b>1,500</b>	<b>0.0%</b>
<b>UTILITIES</b>						
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>0.0%</b>
<b>CASUALTY &amp; LIABILITY</b>						
506011 Insurance - Property	99,833	63,000	63,000	-36.9%	75,000	19.0%
506015 Insurance - PL/PD	325,299	321,575	321,575	-1.1%	350,000	8.8%
506021 Insurance - Other	750	-	-	-100.0%	-	0.0%
506123 Settlement Costs	-	-	-	0.0%	-	0.0%
506127 Repairs - District Prop	-	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>425,882</b>	<b>384,575</b>	<b>384,575</b>	<b>-9.7%</b>	<b>425,000</b>	<b>10.5%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY15 & FY16 FINAL OPERATING BUDGET**

Finance - 1200

ACCOUNT	REVISED	BUDGET	BUDGET	% CHANGE	BUDGET	% CHANGE
	BUDGET FY14	FY15	FY14	BUDG FY15	BUDG FY16	BUDG FY16
<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>	-	-	0.0%	-	-	0.0%
<b>PURCHASED TRANS.</b>						
503406 Contract/Paratransit	-	-	0.0%	-	0.0%	0.0%
<b>Totals</b>	-	-	0.0%	-	-	0.0%
<b>MISC EXPENSE</b>						
509011 Dues/Subscriptions	900	900	0.0%	900	0.0%	0.0%
509081 Advertising - District Promo	10,000	10,000	0.0%	10,000	0.0%	0.0%
509101 Employee Incentive Program	-	-	0.0%	-	0.0%	0.0%
509121 Employee Training	-	-	0.0%	-	0.0%	0.0%
509122 BOD Travel	-	-	0.0%	-	0.0%	0.0%
509123 Travel	-	-	0.0%	-	0.0%	0.0%
509125 Local Meeting Expense	-	-	0.0%	-	0.0%	0.0%
509127 Board Director Fees	-	-	0.0%	-	0.0%	0.0%
509150 Contributions	-	-	0.0%	-	0.0%	0.0%
509198 Cash Over/Short	-	-	0.0%	-	0.0%	0.0%
<b>Totals</b>	10,900	10,900	0.0%	10,900	0.0%	0.0%
<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>	-	-	0.0%	-	-	0.0%
<b>PERSONNEL TOTAL</b>	915,252	943,360	3.1%	980,881	4.0%	4.0%
<b>NON-PERSONNEL TOTAL</b>	920,382	886,225	-3.7%	888,500	0.3%	0.3%
<b>DEPARTMENT TOTALS</b>	<u>1,835,634</u>	<u>1,829,585</u>	<u>-0.3%</u>	<u>1,869,381</u>	<u>2.2%</u>	<u>2.2%</u>





## **CUSTOMER SERVICE DEPARTMENT OBJECTIVES**

**1300**

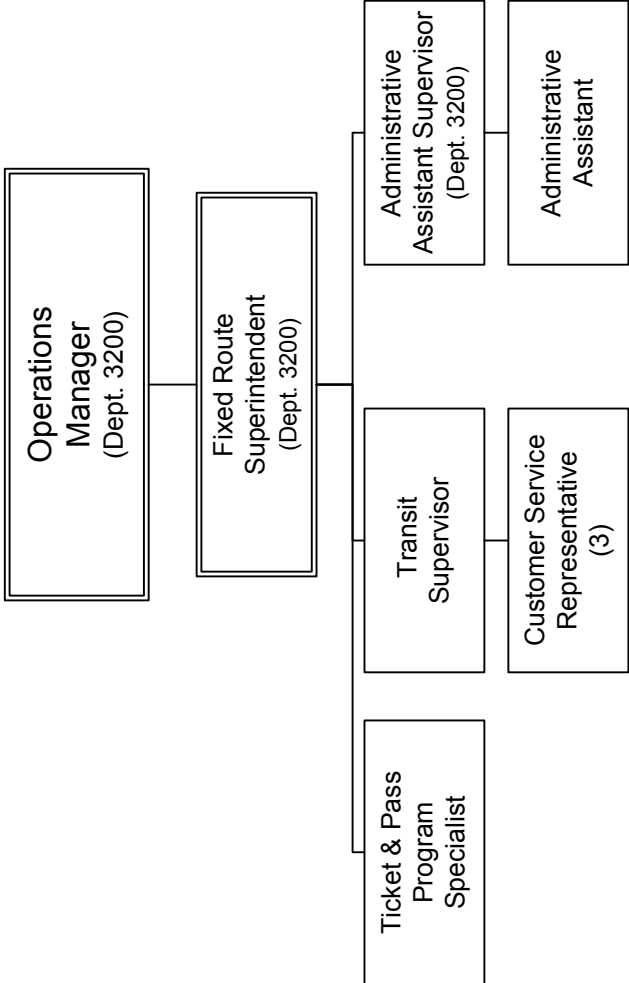
### **MAJOR FUNCTIONS OF THE DEPARTMENT**

The Customer Service Department located in the downtown Santa Cruz Metro Pacific Station Transit Center provides bi-lingual bus route information, trip-planning assistance, lost and found services, ticket and pass sales to Santa Cruz METRO Fixed Route and ParaCruz customers. Customer Service is also responsible for marketing and outreach to the community on Santa Cruz Metro services. Customer Service coordinates with other departments in the creation of Santa Cruz METRO's Headways publication, informational updates on Santa Cruz METRO's service webpage and responds to customer comments and concerns regarding Santa Cruz METRO Service.

### **DEPARTMENT OBJECTIVES FOR FY15 & FY16**

- Increase Public Outreach promoting Santa Cruz METRO's new services and various fare media options
- Coordinate a comprehensive presentation at UCSC familiarizing freshman class of students with available Santa Cruz METRO services.
- Update Customer Service Department Procedures Manual.
- Update Customer Service job descriptions and duties
- Install Customer Service call center monitoring system for recording all incoming/outgoing call.
- Improve Customer Service Reporting processes to better respond to service concerns, suggestions, requests, and compliments, by respective departments.
- Improve and increase use of visual graphic media in the promotion of Santa Cruz METRO services.
- Support Limited English Proficiency (LEP) plan implementation and outreach.
- Provide Customer Service presentations on the various services provided to new-hires and existing Operators.
- Improve efficiency of CSR's in responding to inquiries and complaints by accessing electronic information.
- Expand Customer Service Participation in METRO committees.
- Improve process relating to Lost and Found, update written Lost and Found procedures for unclaimed articles.

# Customer Service 1300

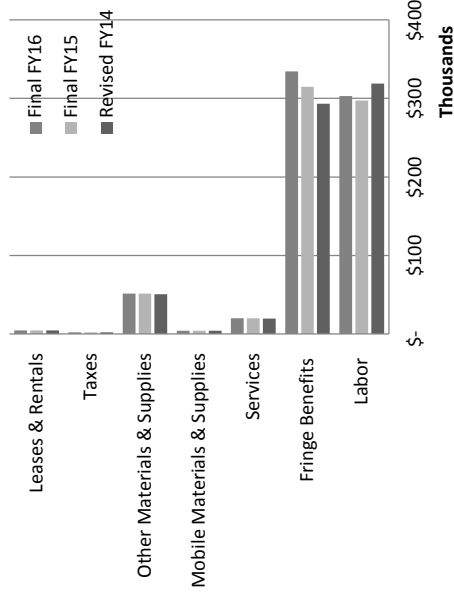


FY15 & FY16 FINAL OPERATING BUDGET  
 Authorized and Funded Personnel - Full Time Equivalent (FTE)  
 Customer Service - 1300

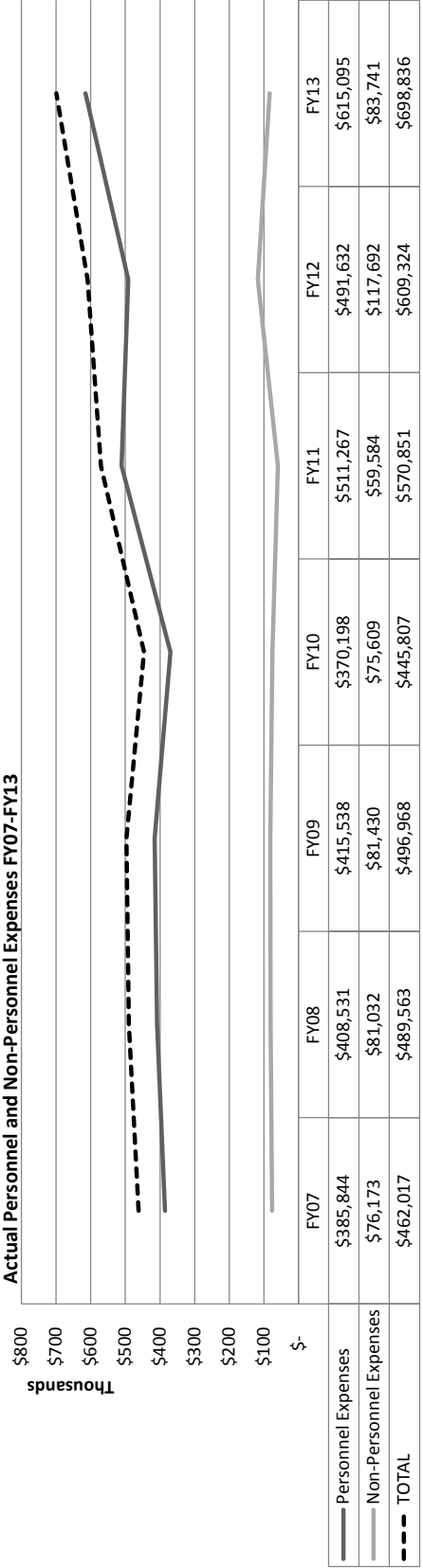
Position Title	Authorized	Funded	Authorized	Funded	Authorized	Funded
	FY 14 Revised	FY 14 Revised	FY 15	FY 15	FY 16	FY 16
Planning & Marketing Manager	1.00	0.00	1.00	0.00	1.00	0.00
Transit Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Customer Service Coordinator	1.00	0.00	1.00	0.00	1.00	0.00
CSR	5.00	3.00	5.00	3.00	5.00	3.00
Ticket & Pass Program Specialist	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Assistant	1.25	1.00	1.25	1.00	1.25	1.00
<b>Total Full-Time Equivalents (FTEs)</b>	<b>10.25</b>	<b>6.00</b>	<b>10.25</b>	<b>6.00</b>	<b>10.25</b>	<b>6.00</b>

### Customer Service 1300

	Revised Budget FY14	Final Budget FY15	Var %	Final Budget FY16	Var %
<b>Personnel Expenses:</b>					
Labor	\$ 318,797	\$ 297,190	-6.8%	\$ 303,004	2.0%
Fringe Benefits	\$ 293,338	\$ 314,834	7.3%	\$ 334,329	6.2%
	\$ 612,135	\$ 612,024	0.0%	\$ 637,333	4.1%
<b>Non-Personnel Expenses:</b>					
Services	\$ 19,500	\$ 20,000	2.6%	\$ 20,000	0.0%
Mobile Materials & Supplies	\$ 4,000	\$ 4,000	0.0%	\$ 4,000	0.0%
Other Materials & Supplies	\$ 50,500	\$ 51,500	2.0%	\$ 51,500	0.0%
Taxes	\$ 2,100	\$ 2,100	0.0%	\$ 2,100	0.0%
Misc. Expense	\$ 4,000	\$ 4,000	0.0%	\$ 4,000	0.0%
Leases & Rentals	\$ 4,500	\$ 4,500	0.0%	\$ 4,500	0.0%
	\$ 84,600	\$ 86,100	1.8%	\$ 86,100	0.0%
<b>Total Expenses:</b>	\$ 696,735	\$ 698,124	0.2%	\$ 723,433	3.6%



Actual Personnel and Non-Personnel Expenses FY07-FY13



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY15 & FY16 FINAL OPERATING BUDGET**

Customer Service - 1300

ACCOUNT	REVISED	BUDGET	BUDGET	% CHANGE	BUDGET	% CHANGE
	BUDGET FY14	FY15	REV BUDG FY15	BUDG FY14 BUDG FY15	FY16	BUDG FY15 BUDG FY16
<b>LABOR</b>						
501011 Bus Operator Pay	-	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	-	0.0%	-	0.0%
501021 Other Salaries	309,297	290,821	290,821	-6.0%	296,511	2.0%
501023 Other OT	9,500	6,369	6,369	-33.0%	6,494	2.0%
<b>Totals</b>	<b>318,797</b>	<b>297,190</b>	<b>297,190</b>	<b>-6.8%</b>	<b>303,004</b>	<b>2.0%</b>
<b>FRINGE BENEFITS</b>						
502011 Medicare/Soc. Sec.	5,659	5,367	5,367	-5.2%	5,472	2.0%
502021 Retirement	68,749	75,118	75,118	9.3%	81,228	8.1%
502031 Medical Ins	103,167	117,213	117,213	13.6%	126,590	8.0%
502041 Dental Ins	9,385	9,260	9,260	-1.3%	9,538	3.0%
502045 Vision Ins	1,921	1,921	1,921	0.0%	1,978	3.0%
502051 Life Ins/AD&D	683	703	703	3.0%	724	3.0%
502060 State Disability Ins (SDI)	3,663	3,812	3,812	4.1%	4,626	21.3%
502061 Long Term Disability Ins	2,564	2,606	2,606	1.6%	2,640	1.3%
502071 State Unemployment Ins (SUI)	1,428	1,515	1,515	6.1%	2,016	33.1%
502081 Worker's Comp Ins	24,454	24,226	24,226	-0.9%	24,953	3.0%
502101 Holiday Pay	10,739	10,952	10,952	2.0%	11,172	2.0%
502103 Floating Holiday	-	-	-	0.0%	-	0.0%
502109 Sick Leave	16,108	16,428	16,428	2.0%	16,759	2.0%
502111 Annual Leave	42,143	42,981	42,981	2.0%	43,845	2.0%
502121 Other Paid Absence	2,517	2,567	2,567	2.0%	2,619	2.0%
502251 Phys. Exams	-	-	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	-	0.0%	-	0.0%
502999 Other Fringe Benefits	159	164	164	3.0%	169	3.0%
<b>Totals</b>	<b>293,338</b>	<b>314,834</b>	<b>314,834</b>	<b>7.3%</b>	<b>334,329</b>	<b>6.2%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY15 & FY16 FINAL OPERATING BUDGET**

Customer Service - 1300

ACCOUNT	REVISED	BUDGET	% CHANGE	BUDGET	% CHANGE	BUDGET	% CHANGE
	BUDGET FY14	FY15	REV BUDG BUDG FY15	FY14	REV BUDG BUDG FY15	FY16	BUDG FY16
<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	13,500	13,500	0.0%	13,500	0.0%	13,500	0.0%
503032 Legislative Services	-	-	0.0%	-	0.0%	-	0.0%
503033 Legal Services	-	-	0.0%	-	0.0%	-	0.0%
503034 Pre-Employment Exams	-	-	0.0%	-	0.0%	-	0.0%
503041 Temp Help	-	-	0.0%	-	0.0%	-	0.0%
503161 Custodial Services	-	-	0.0%	-	0.0%	-	0.0%
503162 Uniforms/Laundry	-	-	0.0%	-	0.0%	-	0.0%
503171 Security Services	-	-	0.0%	-	0.0%	-	0.0%
503221 Classified/Legal Ads	-	-	0.0%	-	0.0%	-	0.0%
503222 Legal Ads	-	-	0.0%	-	0.0%	-	0.0%
503225 Graphic Services	5,000	5,500	10.0%	5,500	10.0%	5,500	0.0%
503351 Repair - Bldg & Impr	-	-	0.0%	-	0.0%	-	0.0%
503352 Repair - Equipment	1,000	1,000	0.0%	1,000	0.0%	1,000	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>19,500</b>	<b>20,000</b>	<b>2.6%</b>	<b>20,000</b>	<b>2.6%</b>	<b>20,000</b>	<b>0.0%</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%
504021 Tires & Tubes	-	-	0.0%	-	0.0%	-	0.0%
504161 Other Mobile Supplies	-	-	0.0%	-	0.0%	-	0.0%
504191 Rev Vehicle Parts	4,000	4,000	0.0%	4,000	0.0%	4,000	0.0%
<b>Totals</b>	<b>4,000</b>	<b>4,000</b>	<b>0.0%</b>	<b>4,000</b>	<b>0.0%</b>	<b>4,000</b>	<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY15 & FY16 FINAL OPERATING BUDGET**

Customer Service - 1300

ACCOUNT	REVISED	BUDGET	BUDGET	REV BUDG	% CHANGE	BUDGET	% CHANGE
	BUDGET	FY14	FY15	FY14	BUDG FY15	FY16	BUDG FY16
<b>OTHER MATERIALS &amp; SUPPLIES</b>							
504205 Freight Out	-	-	-	0.0%	-	-	0.0%
504211 Postage & Mailing	2,500	3,500	3,500	40.0%	3,500	3,500	0.0%
504214 Promotional Items	1,000	1,000	1,000	0.0%	1,000	1,000	0.0%
504215 Printing	41,500	41,500	41,500	0.0%	41,500	41,500	0.0%
504217 Photo Supp./Process	2,000	2,000	2,000	0.0%	2,000	2,000	0.0%
504311 Office Supplies	3,500	3,500	3,500	0.0%	3,500	3,500	0.0%
504315 Safety Supplies	-	-	-	0.0%	-	-	0.0%
504317 Cleaning Supplies	-	-	-	0.0%	-	-	0.0%
504409 Repair/Maint Supplies	-	-	-	0.0%	-	-	0.0%
504417 Tenant Repairs	-	-	-	0.0%	-	-	0.0%
504421 Non-Inventory Parts	-	-	-	0.0%	-	-	0.0%
504511 Small Tools	-	-	-	0.0%	-	-	0.0%
504515 Employee Tool Replacement	-	-	-	0.0%	-	-	0.0%
<b>Totals</b>	<b>50,500</b>	<b>51,500</b>	<b>51,500</b>	<b>2.0%</b>	<b>51,500</b>	<b>51,500</b>	<b>0.0%</b>
<b>UTILITIES</b>							
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>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY15 & FY16 FINAL OPERATING BUDGET**

Customer Service - 1300

ACCOUNT	REVISED	BUDGET	% CHANGE	BUDGET	% CHANGE	BUDGET	% CHANGE
	BUDGET FY14	FY15	REV BUDG BUDG FY15	FY14	BUDG FY15	BUDG FY16	BUDG FY16
<b>TAXES</b>							
507051 Fuel Tax	-	-	0.0%	-	0.0%	-	0.0%
507201 Licenses & Permits	2,100	2,100	0.0%	2,100	0.0%	2,100	0.0%
507999 Other Taxes	-	-	0.0%	-	0.0%	-	0.0%
<b>Totals</b>	<b>2,100</b>	<b>2,100</b>	<b>0.0%</b>	<b>2,100</b>	<b>0.0%</b>	<b>2,100</b>	<b>0.0%</b>
<b>PURCHASED TRANS.</b>							
503406 Contract/Paratransit	-	-	0.0%	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</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	4,000	4,000	0.0%	4,000	0.0%	4,000	0.0%
509101 Employee Incentive Program	-	-	0.0%	-	0.0%	-	0.0%
509121 Employee Training	-	-	0.0%	-	0.0%	-	0.0%
509122 BOD Travel	-	-	0.0%	-	0.0%	-	0.0%
509123 Travel	-	-	0.0%	-	0.0%	-	0.0%
509125 Local Meeting Expense	-	-	0.0%	-	0.0%	-	0.0%
509127 Board Director Fees	-	-	0.0%	-	0.0%	-	0.0%
509150 Contributions	-	-	0.0%	-	0.0%	-	0.0%
509198 Cash Over/Short	-	-	0.0%	-	0.0%	-	0.0%
<b>Totals</b>	<b>4,000</b>	<b>4,000</b>	<b>0.0%</b>	<b>4,000</b>	<b>0.0%</b>	<b>4,000</b>	<b>0.0%</b>
<b>LEASES &amp; RENTALS</b>							
512011 Facility Lease	-	-	0.0%	-	0.0%	-	0.0%
512061 Equipment Rental	4,500	4,500	0.0%	4,500	0.0%	4,500	0.0%
<b>Totals</b>	<b>4,500</b>	<b>4,500</b>	<b>0.0%</b>	<b>4,500</b>	<b>0.0%</b>	<b>4,500</b>	<b>0.0%</b>
<b>PERSONNEL TOTAL</b>	<b>612,135</b>	<b>612,024</b>	<b>0.0%</b>	<b>637,333</b>	<b>4.1%</b>		
<b>NON-PERSONNEL TOTAL</b>	<b>84,600</b>	<b>86,100</b>	<b>1.8%</b>	<b>86,100</b>	<b>0.0%</b>		
<b>DEPARTMENT TOTALS</b>	<b>696,735</b>	<b>698,124</b>	<b>0.2%</b>	<b>723,433</b>	<b>3.6%</b>		



# **HUMAN RESOURCES DEPARTMENT OBJECTIVES**

## **1400**

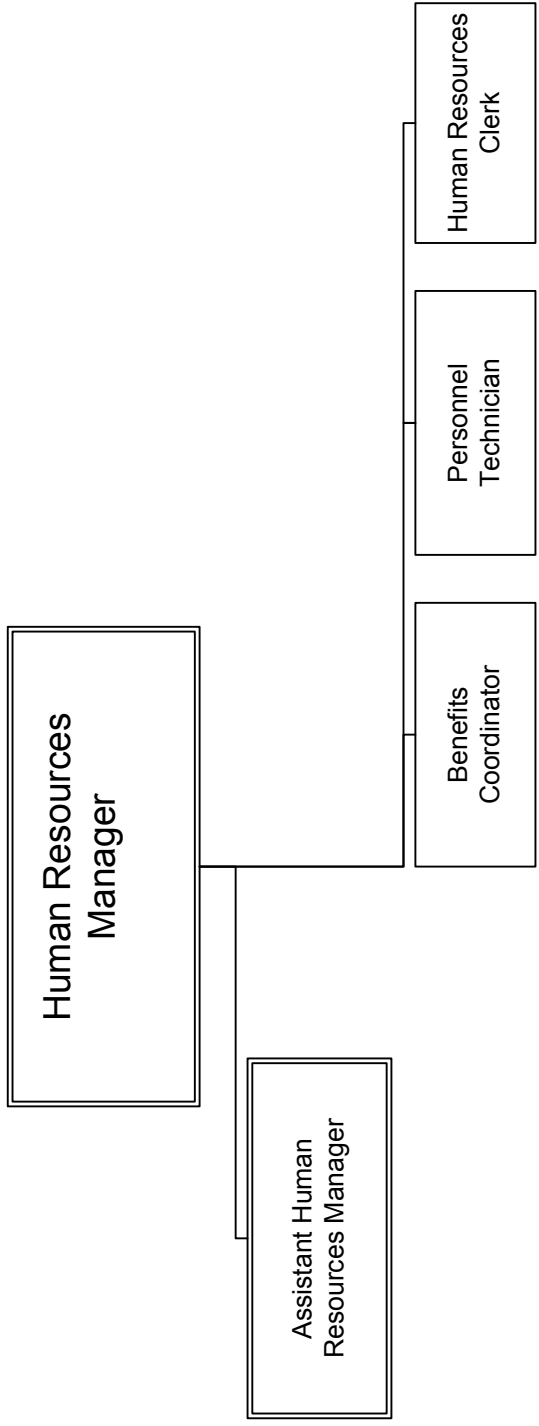
### **MAJOR FUNCTIONS OF THE DEPARTMENT**

The Human Resources Department is responsible for a wide variety of functions including: employee recruitment and merit examination; equal employment opportunity; classification and compensation; labor relations; administration of employee and retiree benefits, workers' compensation; employee drug and alcohol testing; employee relations; assist managers with labor contract application and interpretation, Santa Cruz METRO rules and regulations, and employee performance and training.

### **DEPARTMENT OBJECTIVES FOR FY15 & FY16**

- Coordinate and insure compliance of Santa Cruz METRO's FTA mandated drug and alcohol testing program, workers compensation plan and other state and federally mandated requirements.
- Work with vendors to maintain compliance with FTA mandated drug and alcohol testing program.
- Train Santa Cruz METRO employees as needed on Santa Cruz METRO policies and procedures.
- Monitor and implement federal and state regulatory changes in the areas of human resources administration and compliance.
- Meet and confer with the unions regarding new policies and regulations.
- Work collaboratively with the union(s) to complete negotiations.
- Complete recruitments for open positions and review recruitment processes.
- Train new Assistant Human Resources Manager
- Create and update departmental procedures
- Assist with the recruitment of the new Assistant General Manager
- Ongoing review of compliance issues regarding the Affordability Health Care Act and the Public Employees Pension Reform Act (PEPRA)
- Creation of additional Crystal reports with the assistance of the IT department

Human Resources  
1400

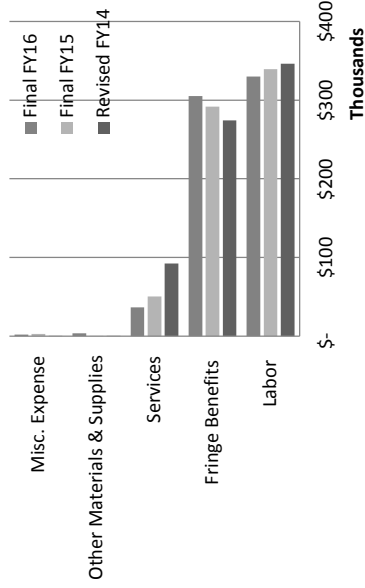


**FY15 & FY16 FINAL OPERATING BUDGET**  
**Authorized and Funded Personnel - Full Time Equivalent (FTE)**  
**Human Resources - 1400**

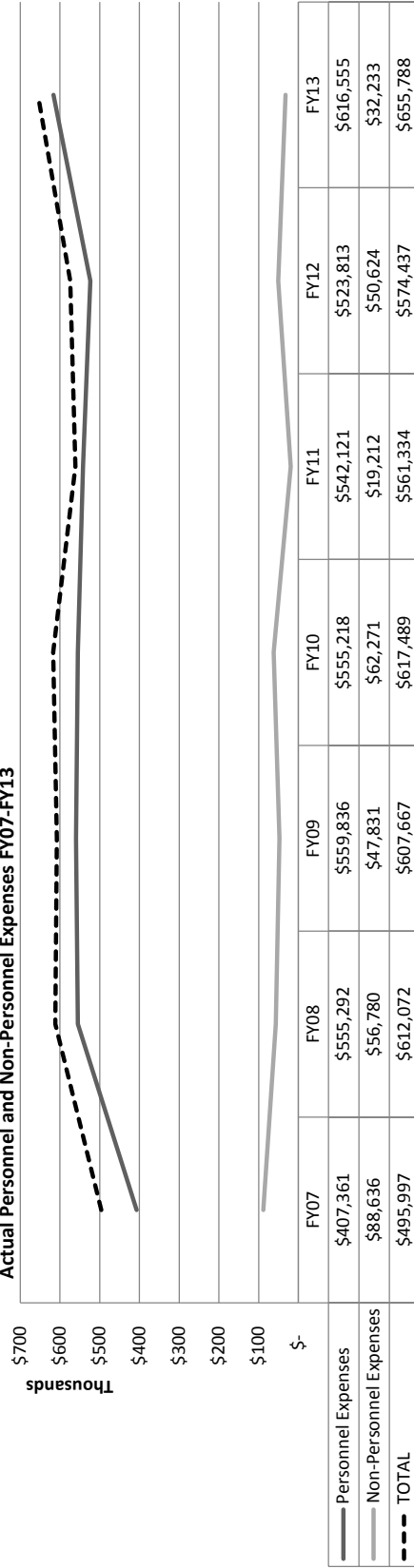
Position Title	Authorized	Funded	Authorized	Funded	Authorized	Funded
	FY 14 Revised	FY 14 Revised	FY 15	FY 15	FY 16	FY 16
Human Resources Manager	1.00	1.00	1.00	1.00	1.00	1.00
Asst Human Resources Manager	1.00	1.00	1.00	1.00	1.00	1.00
Personnel Technician	1.00	1.00	1.00	1.00	1.00	1.00
Benefits Administrator	1.00	1.00	1.00	1.00	1.00	1.00
Human Resources Specialist	1.00	0.00	1.00	0.00	1.00	0.00
Human Resources Clerk	1.00	1.00	1.00	1.00	1.00	1.00
<b>Total Full-Time Equivalents (FTEs)</b>	<b>6.00</b>	<b>5.00</b>	<b>6.00</b>	<b>5.00</b>	<b>6.00</b>	<b>5.00</b>

## Human Resources 1400

	<u>Revised Budget</u> FY14	<u>Final Budget</u> FY15	<u>Var %</u>	<u>Final Budget</u> FY16	<u>Var %</u>
<b>Personnel Expenses:</b>					
Labor	\$ 346,268	\$ 339,205	-2.0%	\$ 329,854	-2.8%
Fringe Benefits	\$ 274,103	\$ 291,783	6.5%	\$ 305,139	4.6%
	\$ 620,371	\$ 630,987	1.7%	\$ 634,993	0.6%
<b>Non-Personnel Expenses:</b>					
Services	\$ 92,475	\$ 50,300	-45.6%	\$ 36,700	-27.0%
Other Materials & Supplies	\$ 500	\$ 500	0.0%	\$ 3,500	600.0%
Misc. Expense	\$ 400	\$ 2,700	575.0%	\$ 1,800	-33.3%
	\$ 93,375	\$ 53,500	-42.7%	\$ 42,000	-21.5%
<b>Total Expenses:</b>	<b>\$ 713,746</b>	<b>\$ 684,487</b>	<b>-4.1%</b>	<b>\$ 676,993</b>	<b>-1.1%</b>



### Actual Personnel and Non-Personnel Expenses FY07-FY13



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY15 & FY16 FINAL OPERATING BUDGET**

Human Resources - 1400

ACCOUNT	REVISED BUDGET FY14	BUDGET FY15	% CHANGE REV BUDG FY14 BUDG FY15	BUDGET FY16	% CHANGE BUDG FY15 BUDG FY16
<b>LABOR</b>					
501011 Bus Operator Pay	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	0.0%	-	0.0%
501021 Other Salaries	344,650	337,484	-2.1%	328,180	-2.8%
501023 Other OT	1,618	1,721	6.4%	1,674	-2.8%
<b>Totals</b>	<b>346,268</b>	<b>339,205</b>	<b>-2.0%</b>	<b>329,854</b>	<b>-2.8%</b>
<b>FRINGE BENEFITS</b>					
502011 Medicare/Soc. Sec.	6,234	6,083	-2.4%	5,974	-1.8%
502021 Retirement	81,085	86,282	6.4%	89,864	4.2%
502031 Medical Ins	64,539	74,128	14.9%	80,059	8.0%
502041 Dental Ins	5,344	6,139	14.9%	6,323	3.0%
502045 Vision Ins	1,601	1,601	0.0%	1,649	3.0%
502051 Life Ins/AD&D	770	793	3.0%	817	3.0%
502060 State Disability Ins (SDI)	3,836	3,923	2.3%	4,561	16.3%
502061 Long Term Disability Ins	3,048	2,983	-2.2%	3,062	2.6%
502071 State Unemployment Ins (SUI)	1,190	1,262	6.1%	1,680	33.1%
502081 Worker's Comp Ins	18,748	24,226	29.2%	24,953	3.0%
502101 Holiday Pay	12,948	12,856	-0.7%	12,626	-1.8%
502103 Floating Holiday	10,165	9,779	-3.8%	10,166	4.0%
502109 Sick Leave	19,423	19,284	-0.7%	18,939	-1.8%
502111 Annual Leave	38,105	35,395	-7.1%	37,468	5.9%
502121 Other Paid Absence	3,035	3,013	-0.7%	2,959	-1.8%
502251 Phys. Exams	-	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	0.0%	-	0.0%
502999 Other Fringe Benefits	4,033	4,037	0.1%	4,041	0.1%
<b>Totals</b>	<b>274,103</b>	<b>291,783</b>	<b>6.5%</b>	<b>305,139</b>	<b>4.6%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY15 & FY16 FINAL OPERATING BUDGET**

Human Resources - 1400

ACCOUNT	REVISED BUDGET FY14	BUDGET FY15	% CHANGE		% CHANGE	
			REV BUDG FY15	BUDG FY14	BUDG FY15	BUDG FY16
<b>SERVICES</b>						
503011 Accting/Audit Fees	-	-	-	0.0%	-	0.0%
503012 Admin/Bank Fees	-	-	-	0.0%	-	0.0%
503031 Prof/Technical Fees	75,000	36,000	-52.0%	-	24,000	-33.3%
503032 Legislative Services	-	-	0.0%	-	-	0.0%
503033 Legal Services	-	-	0.0%	-	-	0.0%
503034 Pre-Employment Exams	10,475	10,300	-1.7%	-	8,700	-15.5%
503041 Temp Help	-	-	0.0%	-	-	0.0%
503161 Custodial Services	-	-	0.0%	-	-	0.0%
503162 Uniforms/Laundry	-	-	0.0%	-	-	0.0%
503171 Security Services	-	-	0.0%	-	-	0.0%
503221 Classified/Legal Ads	7,000	4,000	-42.9%	-	4,000	0.0%
503222 Legal Ads	-	-	0.0%	-	-	0.0%
503225 Graphic Services	-	-	0.0%	-	-	0.0%
503351 Repair - Bldg & Impr	-	-	0.0%	-	-	0.0%
503352 Repair - Equipment	-	-	0.0%	-	-	0.0%
503353 Repair - Rev Vehicle	-	-	0.0%	-	-	0.0%
503354 Repair - Non Rev Vehicle	-	-	0.0%	-	-	0.0%
503363 Haz Mat Disposal	-	-	0.0%	-	-	0.0%
<b>Totals</b>	<b>92,475</b>	<b>50,300</b>	<b>-45.6%</b>		<b>36,700</b>	<b>-27.0%</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%
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>0.0%</b>		<b>-</b>	<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY15 & FY16 FINAL OPERATING BUDGET**

Human Resources - 1400

ACCOUNT	REVISED	BUDGET	BUDGET	% CHANGE	BUDGET	% CHANGE
	BUDGET	FY14	FY15	REV BUDG	FY14	BUDG
	FY14		FY15	BUDG	FY15	FY16
				FY14	FY15	FY16
				%	%	%
				CHANGE	CHANGE	CHANGE
				BUDG	BUDG	BUDG
				FY15	FY16	FY16
				FY14	FY15	FY16
<b>OTHER MATERIALS &amp; SUPPLIES</b>						
504205 Freight Out	-	-	-	0.0%	-	0.0%
504211 Postage & Mailing	500	500	500	0.0%	500	0.0%
504214 Promotional Items	-	-	-	0.0%	-	0.0%
504215 Printing	-	-	-	0.0%	3,000	100.0%
504217 Photo Supp/Process	-	-	-	0.0%	-	0.0%
504311 Office Supplies	-	-	-	0.0%	-	0.0%
504315 Safety Supplies	-	-	-	0.0%	-	0.0%
504317 Cleaning Supplies	-	-	-	0.0%	-	0.0%
504409 Repair/Maint Supplies	-	-	-	0.0%	-	0.0%
504417 Tenant Repairs	-	-	-	0.0%	-	0.0%
504421 Non-Inventory Parts	-	-	-	0.0%	-	0.0%
504511 Small Tools	-	-	-	0.0%	-	0.0%
504515 Employee Tool Replacement	-	-	-	0.0%	-	0.0%
Totals	500	500	500	0.0%	3,500	600.0%
<b>UTILITIES</b>						
505011 Gas & Electric	-	-	-	0.0%	-	0.0%
505021 Water & Garbage	-	-	-	0.0%	-	0.0%
505031 Telecommunications	-	-	-	0.0%	-	0.0%
Totals	-	-	-	0.0%	-	0.0%
<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%
Totals	-	-	-	0.0%	-	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY15 & FY16 FINAL OPERATING BUDGET**

Human Resources - 1400

ACCOUNT	REVISED BUDGET FY14	BUDGET FY15	% CHANGE REV BUDG BUDG FY15	BUDGET FY16	% CHANGE BUDG FY15 BUDG FY16
<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>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>PURCHASED TRANS.</b>					
503406 Contract/Paratransit	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>MISC EXPENSE</b>					
509011 Dues/Subscriptions	300	2,500	733.3%	1,800	-28.0%
509081 Advertising - District Promo	-	-	0.0%	-	0.0%
509101 Employee Incentive Program	-	-	0.0%	-	0.0%
509121 Employee Training	-	-	0.0%	-	0.0%
509122 BOD Travel	-	-	0.0%	-	0.0%
509123 Travel	-	-	0.0%	-	0.0%
509125 Local Meeting Expense	100	200	100.0%	-	-100.0%
509127 Board Director Fees	-	-	0.0%	-	0.0%
509150 Contributions	-	-	0.0%	-	0.0%
509198 Cash Over/Short	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>400</b>	<b>2,700</b>	<b>575.0%</b>	<b>1,800</b>	<b>-33.3%</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>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>PERSONNEL TOTAL</b>	<b>620,371</b>	<b>630,987</b>	<b>1.7%</b>	<b>634,993</b>	<b>0.6%</b>
<b>NON-PERSONNEL TOTAL</b>	<b>93,375</b>	<b>53,500</b>	<b>-42.7%</b>	<b>42,000</b>	<b>-21.5%</b>
<b>DEPARTMENT TOTALS</b>	<b>713,746</b>	<b>684,486</b>	<b>-4.1%</b>	<b>676,992</b>	<b>-1.1%</b>



# **INFORMATION TECHNOLOGY DEPARTMENT OBJECTIVES 1500**

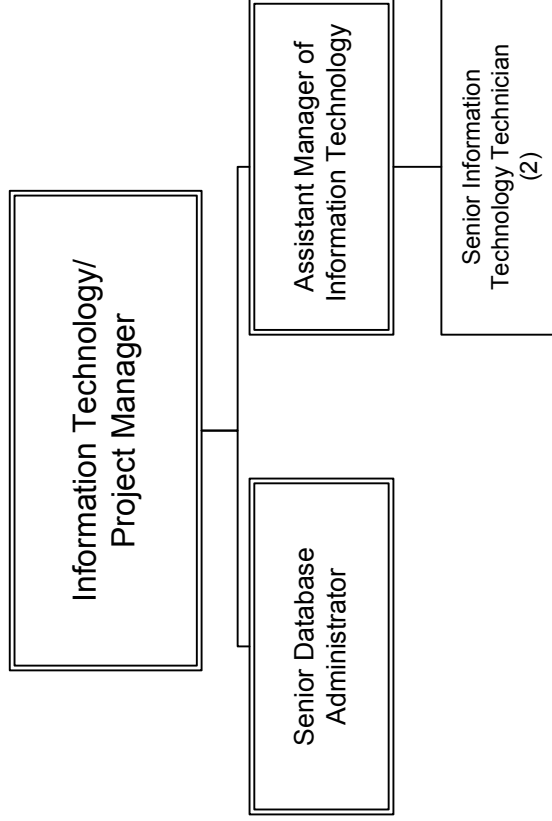
## **MAJOR FUNCTIONS OF THE DEPARTMENT**

The IT Department is responsible for METRO's Information Systems needs including equipment and software maintenance, phone systems, Talking Bus systems, planning and purchases, METRO web site, as well as end-user technical support. IT personnel support multiple databases used by all departments. METRO data is backed up on-site for quick recovery and off-site for emergency reconstruction. METRO's computer needs are continually being evaluated with plans of being developed/implemented to improve employee efficiency through computing at the lowest long-term cost.

## **DEPARTMENT OBJECTIVES FOR FY15 & FY16**

- Complete website enhancement, platform update, and ADA usability design changes, responsive web design template, public and admin features (ongoing)
- Hastus report development and minor customizations as needed
- Convert all remaining Informix databases to a supported database platform:
  - Contracts
  - Callstop reporting
  - Pay-time
- AVL / APC system acquisition including Hastus 2015 upgrade
- Upgrade existing Microsoft SQL databases to current versions
- Upgrade application environment to currently supported version of Microsoft Windows
- Upgrade internet connection to meet emerging bandwidth needs
- Upgrade computer equipments
- Upgrade and maintain security systems

# Information Technology 1500

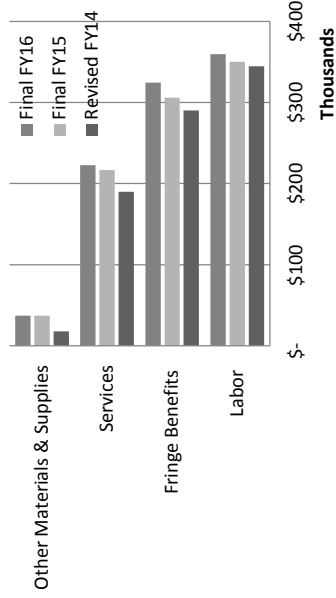


**FY15 & FY16 FINAL OPERATING BUDGET**  
**Authorized and Funded Personnel - Full Time Equivalent (FTE)**  
**Information Technology - 1500**

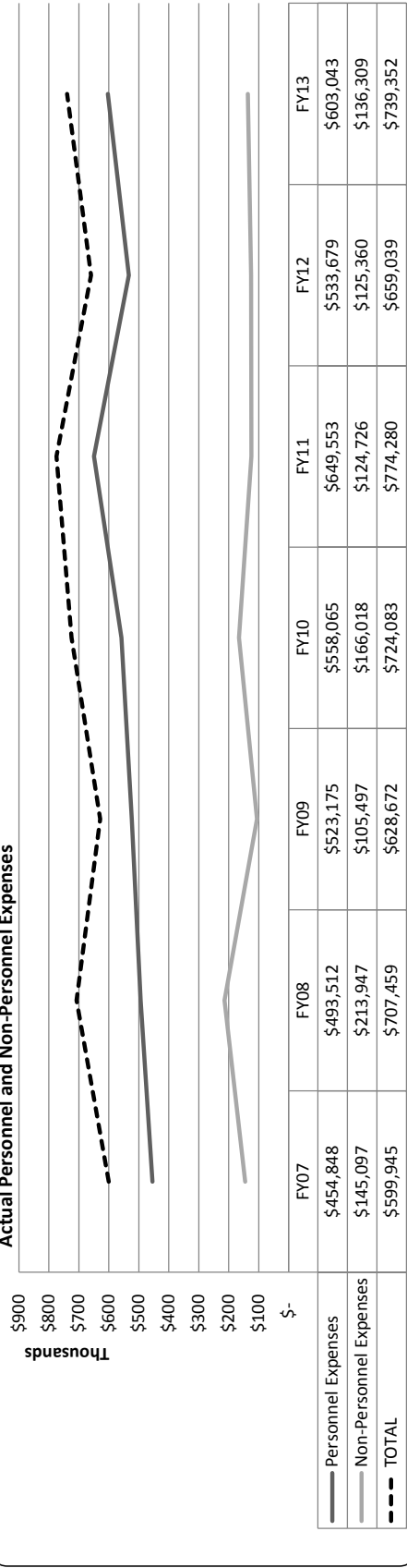
Position Title	Authorized	Funded	Authorized	Funded	Authorized	Funded
	FY 14 Revised	FY 14 Revised	FY 15	FY 15	FY 16	FY 16
Information Technology/Project Manager	1.00	1.00	1.00	1.00	1.00	1.00
Asst Manager of Information Technology	1.00	1.00	1.00	1.00	1.00	1.00
Database Administrator/Sr	1.00	1.00	1.00	1.00	1.00	1.00
Systems Administrator/Sr	1.00	0.00	1.00	0.00	1.00	0.00
IT Technician/Sr IT Tech	2.00	2.00	2.00	2.00	2.00	2.00
<b>Total Full-Time Equivalents (FTEs)</b>	<b>6.00</b>	<b>5.00</b>	<b>6.00</b>	<b>5.00</b>	<b>6.00</b>	<b>5.00</b>

## Information Technology 1500

	Revised Budget FY14	Final Budget FY15	Final Budget FY16	Var %	Final Budget FY16	Var %
<b>Personnel Expenses:</b>						
Labor	\$ 344,614	\$ 350,020	\$ 359,731	1.6%	\$ 359,731	2.8%
Fringe Benefits	\$ 290,048	\$ 305,933	\$ 324,619	5.5%	\$ 324,619	6.1%
	\$ 634,662	\$ 655,953	\$ 684,350	3.4%	\$ 684,350	4.3%
<b>Non-Personnel Expenses:</b>						
Services	\$ 189,910	\$ 216,635	\$ 222,627	14.1%	\$ 222,627	2.8%
Other Materials & Supplies	\$ 18,000	\$ 37,380	\$ 37,380	107.7%	\$ 37,380	0.0%
	\$ 207,910	\$ 254,015	\$ 260,007	22.2%	\$ 260,007	2.4%
<b>Total Expenses:</b>	<b>\$ 842,572</b>	<b>\$ 909,968</b>	<b>\$ 944,357</b>	<b>8.0%</b>	<b>\$ 944,357</b>	<b>3.8%</b>



### Actual Personnel and Non-Personnel Expenses



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY15 & FY16 FINAL OPERATING BUDGET**

Information Technology - 1500

ACCOUNT	REVISED BUDGET FY14	BUDGET FY15	% CHANGE REV BUDG FY14 BUDG FY15	BUDGET FY16	% CHANGE BUDG FY15 BUDG FY16
<b>LABOR</b>					
501011 Bus Operator Pay	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	0.0%	-	0.0%
501021 Other Salaries	343,192	348,626	1.6%	358,298	2.8%
501023 Other OT	1,423	1,395	-2.0%	1,433	2.8%
<b>Totals</b>	<b>344,614</b>	<b>350,020</b>	<b>1.6%</b>	<b>359,731</b>	<b>2.8%</b>
<b>FRINGE BENEFITS</b>					
502011 Medicare/Soc. Sec.	6,267	6,381	1.8%	6,556	2.7%
502021 Retirement	82,139	90,590	10.3%	98,702	9.0%
502031 Medical Ins	72,518	77,076	6.3%	83,183	7.9%
502041 Dental Ins	5,540	5,466	-1.3%	5,630	3.0%
502045 Vision Ins	1,281	1,441	12.5%	1,484	3.0%
502051 Life Ins/AD&D	763	786	3.0%	810	3.0%
502060 State Disability Ins (SDI)	3,992	4,257	6.6%	5,196	22.0%
502061 Long Term Disability Ins	3,501	3,566	1.9%	3,355	-5.9%
502071 State Unemployment Ins (SUI)	1,071	1,136	6.1%	1,512	33.1%
502081 Worker's Comp Ins	20,378	20,189	-0.9%	20,794	3.0%
502101 Holiday Pay	13,117	13,498	2.9%	13,868	2.7%
502103 Floating Holiday	12,687	12,977	2.3%	13,238	2.0%
502109 Sick Leave	19,675	20,246	2.9%	20,801	2.7%
502111 Annual Leave	39,051	40,161	2.8%	41,240	2.7%
502121 Other Paid Absence	3,074	3,164	2.9%	3,250	2.7%
502251 Phys. Exams	-	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	0.0%	-	0.0%
502999 Other Fringe Benefits	4,994	4,998	0.1%	5,002	0.1%
<b>Totals</b>	<b>290,048</b>	<b>305,933</b>	<b>5.5%</b>	<b>324,619</b>	<b>6.1%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY15 & FY16 FINAL OPERATING BUDGET**

Information Technology - 1500

ACCOUNT	REVISED BUDGET FY14	BUDGET FY15	% CHANGE REV BUDG BUDG FY15	BUDGET FY16	% CHANGE BUDG FY15 BUDG FY16
<b>SERVICES</b>					
503011 Accting/Audit Fees	-	-	0.0%	-	0.0%
503012 Admin/Bank Fees	-	-	0.0%	-	0.0%
503031 Prof/Technical Fees	14,910	16,185	8.6%	16,675	3.0%
503032 Legislative Services	-	-	0.0%	-	0.0%
503033 Legal Services	-	-	0.0%	-	0.0%
503034 Pre-Employment Exams	-	-	0.0%	-	0.0%
503041 Temp Help	-	-	0.0%	-	0.0%
503161 Custodial Services	-	-	0.0%	-	0.0%
503162 Uniforms/Laundry	-	-	0.0%	-	0.0%
503171 Security Services	-	-	0.0%	-	0.0%
503221 Classified/Legal Ads	-	-	0.0%	-	0.0%
503222 Legal Ads	-	-	0.0%	-	0.0%
503225 Graphic Services	-	-	0.0%	-	0.0%
503351 Repair - Bldg & Impr	-	-	0.0%	-	0.0%
503352 Repair - Equipment	175,000	200,450	14.5%	205,952	2.7%
503353 Repair - Rev Vehicle	-	-	0.0%	-	0.0%
503354 Repair - Non Rev Vehicle	-	-	0.0%	-	0.0%
503363 Haz Mat Disposal	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>189,910</b>	<b>216,635</b>	<b>14.1%</b>	<b>222,627</b>	<b>2.8%</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%
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>0.0%</b>	<b>-</b>	<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY15 & FY16 FINAL OPERATING BUDGET**

Information Technology - 1500

ACCOUNT	REVISED	BUDGET	BUDGET	% CHANGE	BUDGET	% CHANGE	
	BUDGET	FY14	FY15	REV BUDG	FY14	BUDG FY15	BUDG FY16
<b>OTHER MATERIALS &amp; SUPPLIES</b>							
504205 Freight Out	-	-	-	0.0%	-	0.0%	0.0%
504211 Postage & Mailing	-	-	-	0.0%	-	0.0%	0.0%
504214 Promotional Items	-	-	-	0.0%	-	0.0%	0.0%
504215 Printing	-	-	-	0.0%	-	0.0%	0.0%
504217 Photo Supp/Process	-	-	-	0.0%	-	0.0%	0.0%
504311 Office Supplies	18,000	37,380		107.7%	37,380		0.0%
504315 Safety Supplies	-	-	-	0.0%	-	0.0%	0.0%
504317 Cleaning Supplies	-	-	-	0.0%	-	0.0%	0.0%
504409 Repair/Maint Supplies	-	-	-	0.0%	-	0.0%	0.0%
504417 Tenant Repairs	-	-	-	0.0%	-	0.0%	0.0%
504421 Non-Inventory Parts	-	-	-	0.0%	-	0.0%	0.0%
504511 Small Tools	-	-	-	0.0%	-	0.0%	0.0%
504515 Employee Tool Replacement	-	-	-	0.0%	-	0.0%	0.0%
<b>Totals</b>	<b>18,000</b>	<b>37,380</b>	<b>37,380</b>	<b>107.7%</b>	<b>37,380</b>	<b>37,380</b>	<b>0.0%</b>
<b>UTILITIES</b>							
505011 Gas & Electric	-	-	-	0.0%	-	0.0%	0.0%
505021 Water & Garbage	-	-	-	0.0%	-	0.0%	0.0%
505031 Telecommunications	-	-	-	0.0%	-	0.0%	0.0%
<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%	0.0%
506015 Insurance - PL/PD	-	-	-	0.0%	-	0.0%	0.0%
506021 Insurance - Other	-	-	-	0.0%	-	0.0%	0.0%
506123 Settlement Costs	-	-	-	0.0%	-	0.0%	0.0%
506127 Repairs - District Prop	-	-	-	0.0%	-	0.0%	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY15 & FY16 FINAL OPERATING BUDGET**

Information Technology - 1500

ACCOUNT	REVISED BUDGET FY14	BUDGET FY15	% CHANGE REV BUDG BUDG FY15	BUDGET FY16	% CHANGE BUDG BUDG FY16
<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>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>PURCHASED TRANS.</b>					
503406 Contract/Paratransit	-	-	0.0%	-	0.0%
<b>Totals</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	-	-	0.0%	-	0.0%
509122 BOD Travel	-	-	0.0%	-	0.0%
509123 Travel	-	-	0.0%	-	0.0%
509125 Local Meeting Expense	-	-	0.0%	-	0.0%
509127 Board Director Fees	-	-	0.0%	-	0.0%
509150 Contributions	-	-	0.0%	-	0.0%
509198 Cash Over/Short	-	-	0.0%	-	0.0%
<b>Totals</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>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>PERSONNEL TOTAL</b>	<b>634,662</b>	<b>655,953</b>	<b>3.4%</b>	<b>684,350</b>	<b>4.3%</b>
<b>NON-PERSONNEL TOTAL</b>	<b>207,910</b>	<b>254,015</b>	<b>22.2%</b>	<b>260,007</b>	<b>2.4%</b>
<b>DEPARTMENT TOTALS</b>	<b>842,572</b>	<b>909,968</b>	<b>8.0%</b>	<b>944,357</b>	<b>3.8%</b>



## **DISTRICT COUNSEL DEPARTMENT OBJECTIVES 1700**

### **MAJOR FUNCTIONS OF THE DEPARTMENT**

The Legal Department under the direction of the District Counsel performs the following major activities and services:

- Provides professional legal services for the Santa Cruz METRO, its Board of Directors and the management staff;
- Represents the Santa Cruz METRO, its Board of Directors and Santa Cruz METRO staff, as appropriate, in civil litigation and administrative hearings;
- Directs the defense of all tort litigation filed against Santa Cruz METRO, including retaining outside counsel, experts and other consultants necessary for the same;
- Provides direction for Policy/Procedures creation, implementation and enforcement;
- Oversees the Security and Risk Department;
- Manages the leased properties including the preparation and negotiation of leases and the tenant communications;
- Provides the coordination and response to all public record requests, and
- Oversees Santa Cruz METRO's contract requirements and approves the same and provides advice related to project management, contract administration and resolution of contract claims/disputes and protests.

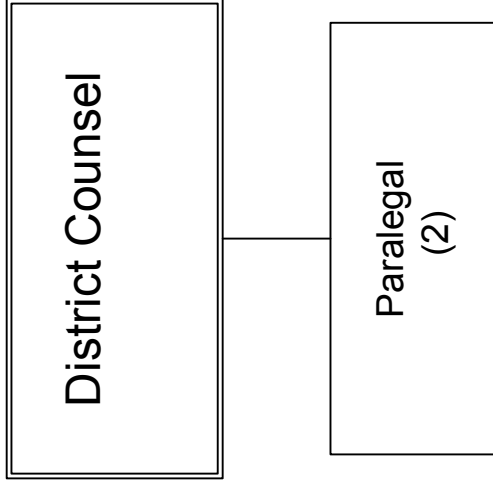
### **DEPARTMENT OBJECTIVES FOR FY15 & FY16**

- Work with the CEO/General Manager to develop a program for project management and contract administration.
- Review, create and update all Santa Cruz METRO regulations and separate Administrative Code subject matter from procedures adopted by the CEO/General Manager.
- Provide ongoing trainings for supervisory and management staff in leave laws, ADA, employee evaluations, privacy and other areas of the law effecting Santa Cruz METRO policies and procedures.
- Provide advice to the Security and Risk Administrator and the CEO/General Manager on new programs and enforcement efforts related to transit facilities.

District Counsel (Cont'd)

- Assist the CEO/General Manager in the creation of a new department to handle the Planning/Grants/Scheduling functions at Santa Cruz METRO.

District Counsel  
1700



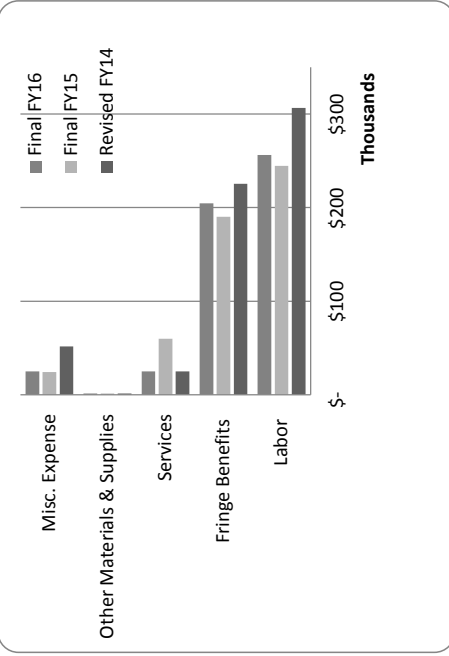
**FY15 & FY16 FINAL OPERATING BUDGET**  
**Authorized and Funded Personnel - Full Time Equivalent (FTE)**  
**District Counsel - 1700**

Position Title	Authorized	Funded	Authorized	Funded	Authorized	Funded
	FY 14 Revised	FY 14 Revised	FY 15	FY 15	FY 16	FY 16
District Counsel	1.00	1.00	1.00	1.00	1.00	1.00
Claims Investigator II	1.00	0.00	1.00	0.00	1.00	0.00
Paralegal	2.00	2.00	2.00	2.00	2.00	2.00
Security and Risk Administrator *	1.00	1.00	0.00	0.00	0.00	0.00
<b>Total Full-Time Equivalents (FTEs)</b>	<b>5.00</b>	<b>4.00</b>	<b>4.00</b>	<b>3.00</b>	<b>4.00</b>	<b>3.00</b>

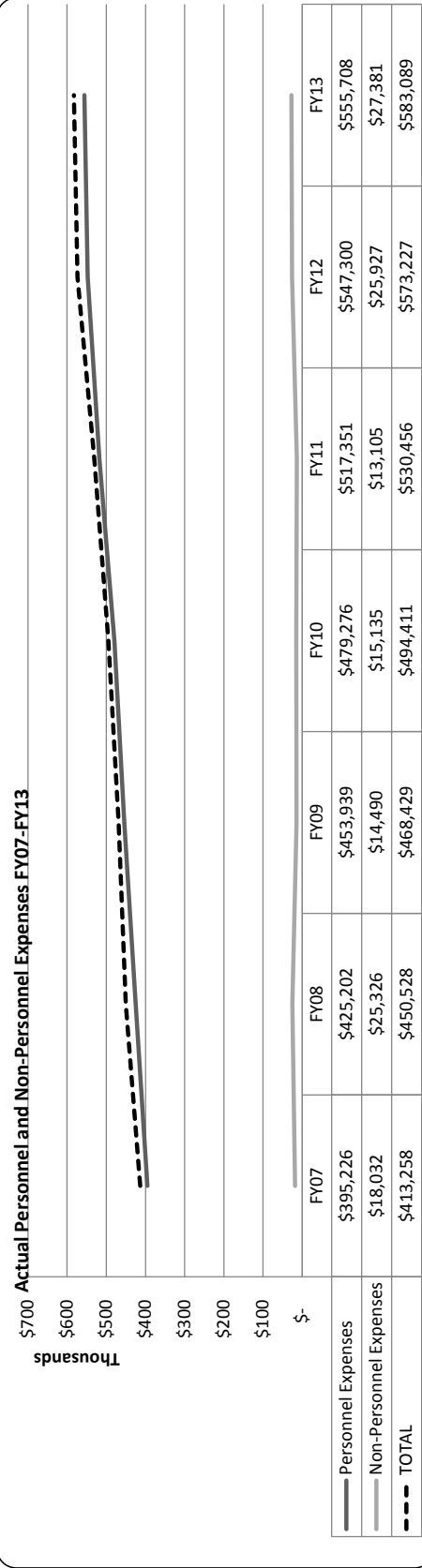
\* The Security and Risk Administrator position is transferred from District Counsel to Risk Management in FY15 and FY16.

**District Counsel 1700**

	<u>Revised Budget</u> FY14	<u>Final Budget</u> FY15	<u>Var %</u>	<u>Final Budget</u> FY16	<u>Var %</u>
<b>Personnel Expenses:</b>					
Labor	\$ 306,520	\$ 244,705	-20.2%	\$ 256,158	4.7%
Fringe Benefits	\$ 225,298	\$ 190,317	-15.5%	\$ 204,696	7.6%
	\$ 531,818	\$ 435,022	-18.2%	\$ 460,854	5.9%
<b>Non-Personnel Expenses:</b>					
Services	\$ 25,000	\$ 60,000	140.0%	\$ 25,000	-58.3%
Other Materials & Supplies	\$ 1,500	\$ 1,545	3.0%	\$ 1,591	3.0%
Misc. Expense	\$ 51,660	\$ 24,540	-52.5%	\$ 24,931	1.6%
	\$ 78,160	\$ 86,085	10.1%	\$ 51,522	-40.1%
<b>Total Expenses:</b>	\$ 609,978	\$ 521,106	-14.6%	\$ 512,377	-1.7%



**Actual Personnel and Non-Personnel Expenses FY07-FY13**



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY15 & FY16 FINAL OPERATING BUDGET**

District Counsel - 1700

ACCOUNT	REVISED BUDGET FY14	BUDGET FY15	% CHANGE REV BUDG FY14 BUDG FY15	BUDGET FY16	% CHANGE BUDG FY15 BUDG FY16
<b>LABOR</b>					
501011 Bus Operator Pay	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	0.0%	-	0.0%
501021 Other Salaries	306,401	244,631	-20.2%	256,082	4.7%
501023 Other OT	119	73	-38.5%	77	4.7%
<b>Totals</b>	<b>306,520</b>	<b>244,705</b>	<b>-20.2%</b>	<b>256,158</b>	<b>4.7%</b>
<b>FRINGE BENEFITS</b>					
502011 Medicare/Soc. Sec.	5,524	4,472	-19.0%	4,684	4.7%
502021 Retirement	71,841	63,679	-11.4%	70,729	11.1%
502031 Medical Ins	41,828	35,148	-16.0%	37,838	7.7%
502041 Dental Ins	3,251	2,538	-21.9%	2,614	3.0%
502045 Vision Ins	1,281	960	-25.0%	989	3.0%
502051 Life Ins/AD&D	656	455	-30.6%	469	3.0%
502060 State Disability Ins (SDI)	3,209	2,560	-20.2%	3,102	21.2%
502061 Long Term Disability Ins	2,409	1,872	-22.3%	1,872	0.0%
502071 State Unemployment Ins (SUI)	952	757	-20.4%	1,008	33.1%
502081 Worker's Comp Ins	16,303	12,113	-25.7%	12,477	3.0%
502101 Holiday Pay	11,457	9,488	-17.2%	9,937	4.7%
502103 Floating Holiday	9,106	6,961	-23.6%	7,456	7.1%
502109 Sick Leave	17,186	14,232	-17.2%	14,906	4.7%
502111 Annual Leave	34,014	30,824	-9.4%	32,251	4.6%
502121 Other Paid Absence	2,685	2,224	-17.2%	2,329	4.7%
502251 Phys. Exams	-	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	0.0%	-	0.0%
502999 Other Fringe Benefits	3,597	2,032	-43.5%	2,034	0.1%
<b>Totals</b>	<b>225,298</b>	<b>190,317</b>	<b>-15.5%</b>	<b>204,696</b>	<b>7.6%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY15 & FY16 FINAL OPERATING BUDGET**

District Counsel - 1700

ACCOUNT	REVISED BUDGET FY14	BUDGET FY15	% CHANGE		BUDGET FY16	% CHANGE BUDG FY15 BUDG FY16
			REV BUDG BUDG FY15	BUDG FY14		
<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	-	-	0.0%	0.0%	-	0.0%
503032 Legislative Services	-	-	0.0%	0.0%	-	0.0%
503033 Legal Services	25,000	60,000	140.0%	140.0%	25,000	-58.3%
503034 Pre-Employment Exams	-	-	0.0%	0.0%	-	0.0%
503041 Temp Help	-	-	0.0%	0.0%	-	0.0%
503161 Custodial Services	-	-	0.0%	0.0%	-	0.0%
503162 Uniforms/Laundry	-	-	0.0%	0.0%	-	0.0%
503171 Security Services	-	-	0.0%	0.0%	-	0.0%
503221 Classified/Legal Ads	-	-	0.0%	0.0%	-	0.0%
503222 Legal Ads	-	-	0.0%	0.0%	-	0.0%
503225 Graphic Services	-	-	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%
Totals	25,000	60,000	140.0%	140.0%	25,000	-58.3%
<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%
504021 Tires & Tubes	-	-	0.0%	0.0%	-	0.0%
504161 Other Mobile Supplies	-	-	0.0%	0.0%	-	0.0%
504191 Rev Vehicle Parts	-	-	0.0%	0.0%	-	0.0%
Totals	-	-	0.0%	0.0%	-	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY15 & FY16 FINAL OPERATING BUDGET**

District Counsel - 1700

ACCOUNT	REVISED	BUDGET	% CHANGE	BUDGET	% CHANGE	BUDGET	% CHANGE
	BUDGET	FY15	REV BUDG	FY15	FY16	BUDG	FY16
	FY14		BUDG	FY15	FY16	FY15	FY16
<b>OTHER MATERIALS &amp; SUPPLIES</b>							
504205 Freight Out	-	-	0.0%	-	-	0.0%	0.0%
504211 Postage & Mailing	-	-	0.0%	-	-	0.0%	0.0%
504214 Promotional Items	-	-	0.0%	-	-	0.0%	0.0%
504215 Printing	-	-	0.0%	-	-	0.0%	0.0%
504217 Photo Supp/Process	-	-	0.0%	-	-	0.0%	0.0%
504311 Office Supplies	1,500	1,545	3.0%	1,591	1,591	3.0%	3.0%
504315 Safety Supplies	-	-	0.0%	-	-	0.0%	0.0%
504317 Cleaning Supplies	-	-	0.0%	-	-	0.0%	0.0%
504409 Repair/Maint Supplies	-	-	0.0%	-	-	0.0%	0.0%
504417 Tenant Repairs	-	-	0.0%	-	-	0.0%	0.0%
504421 Non-Inventory Parts	-	-	0.0%	-	-	0.0%	0.0%
504511 Small Tools	-	-	0.0%	-	-	0.0%	0.0%
504515 Employee Tool Replacement	-	-	0.0%	-	-	0.0%	0.0%
<b>Totals</b>	<b>1,500</b>	<b>1,545</b>	<b>3.0%</b>	<b>1,591</b>	<b>1,591</b>	<b>3.0%</b>	<b>3.0%</b>
<b>UTILITIES</b>							
505011 Gas & Electric	-	-	0.0%	-	-	0.0%	0.0%
505021 Water & Garbage	-	-	0.0%	-	-	0.0%	0.0%
505031 Telecommunications	-	-	0.0%	-	-	0.0%	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</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	-	-	0.0%	-	-	0.0%	0.0%
506127 Repairs - District Prop	-	-	0.0%	-	-	0.0%	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>0.0%</b>



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY15 & FY16 FINAL OPERATING BUDGET**

District Counsel - 1700

ACCOUNT	REVISED BUDGET FY14	BUDGET FY15	% CHANGE REV BUDG BUDG FY15	BUDGET FY16	% CHANGE BUDG FY15 BUDG FY16
<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>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>PURCHASED TRANS.</b>					
503406 Contract/Paratransit	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>MISC EXPENSE</b>					
509011 Dues/Subscriptions	12,660	13,040	3.0%	13,431	3.0%
509081 Advertising - District Promo	-	-	0.0%	-	0.0%
509101 Employee Incentive Program	-	-	0.0%	-	0.0%
509121 Employee Training	37,000	9,000	-75.7%	9,000	0.0%
509122 BOD Travel	-	-	0.0%	-	0.0%
509123 Travel	2,000	2,500	25.0%	2,500	0.0%
509125 Local Meeting Expense	-	-	0.0%	-	0.0%
509127 Board Director Fees	-	-	0.0%	-	0.0%
509150 Contributions	-	-	0.0%	-	0.0%
509198 Cash Over/Short	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>51,660</b>	<b>24,540</b>	<b>-52.5%</b>	<b>24,931</b>	<b>1.6%</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>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>PERSONNEL TOTAL</b>	<b>531,818</b>	<b>435,022</b>	<b>-18.2%</b>	<b>460,854</b>	<b>5.9%</b>
<b>NON-PERSONNEL TOTAL</b>	<b>78,160</b>	<b>86,085</b>	<b>10.1%</b>	<b>51,522</b>	<b>-40.1%</b>
<b>DEPARTMENT TOTALS</b>	<b>609,978</b>	<b>521,106</b>	<b>-14.6%</b>	<b>512,377</b>	<b>-1.7%</b>



## **RISK MANAGEMENT DEPARTMENT OBJECTIVES**

**1800**

### **MAJOR FUNCTIONS OF THE DEPARTMENT**

The Risk Management Department identifies risks, measures the potential impact of risks, analyzes alternative strategies for managing the risks, selects the best alternatives and monitors progress in reducing risks and losses. The Risk Management Department also oversees Santa Cruz METRO's transit system security by organizing, directing and coordinating Santa Cruz METRO's contracted security services, enforcement of Santa Cruz METRO rules and regulations at Santa Cruz METRO facilities and fleet, conducting system risk assessments and coordinating emergency response protocols.

The major functions of the Risk Management Department are:

- Protecting employees, equipment and facilities and passengers by examining and preventing employee injuries, vehicle damage, property damage and passenger liability.
- Investigating, managing and administering Santa Cruz METRO's tort claims and providing a defense for tort litigation.
- Prepares and files restraining orders.
- Overseeing the transit system's security functions.

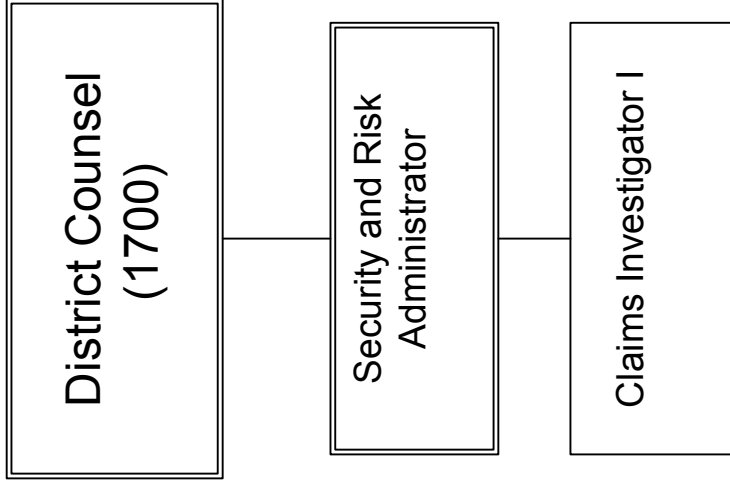
### **DEPARTMENT OBJECTIVES FOR FY15 & FY16**

- Develop workplace emergency evacuation procedures.
- Develop workplace and transit center emergency evacuation drills using a variety of scenarios.
- Develop program for the implementation and management of citations.
- Develop Request for Proposal for Security and Protective Services.
- Develop public safety campaigns:
  - Posting of public notices regarding slavery and human trafficking;
  - School campaign- promoting buses as "safe houses."
- Revise Santa Cruz METRO's key and access cards policy and procedures.
- Revise Santa Cruz METRO's System Safety Program Plan (SSPP).

## Risk Management (Cont'd)

- Revise Santa Cruz METRO's Disaster and Emergency Preparedness Plan (DEPP).
- Work with Santa Cruz METRO staff and outside agencies to develop new security programs.
- Continue development and implementation of "Use of Video Surveillance" policy.
- Continue to provide staff with training on risk management and security issues as requested.
- Continue to coordinate training programs with Security personnel specific to meet Santa Cruz METRO's needs.
- Continue outreach to local law enforcement in attempting to resolve mutual issues.
- Complete certification of Safety and Security Certification through the Transit Safety Institute's training program.
- Begin training in transit system emergency management, National Incident Management System (NIMS) and Incident Command System.
- Become member of the Emergency Management Council to continue training and relationships with providing local police, fire and emergency medical response agencies.
- Obtain emergency response equipment for all facilities:
  - "Go Bags" for each facility to provide to emergency responders in the event of an evacuation/emergency.
  - Megaphones, safety vests for building evacuations.
- Hire and train a Claims Analyst.
- Hire and train a Safety Officer.
- Continue successful administration of Risk Management program.

**Risk Management**  
1800



**FY15 & FY16 FINAL OPERATING BUDGET**  
**Authorized and Funded Personnel - Full Time Equivalent (FTE)**  
**Risk Management - 1800**

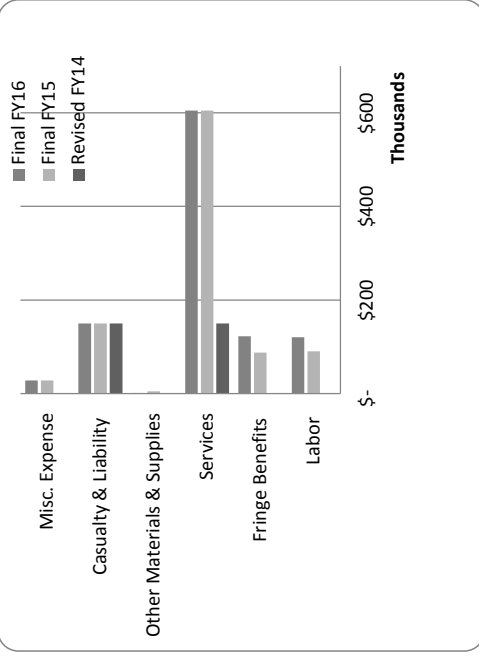
Position Title	Authorized FY 14 Revised	Funded FY 14 Revised	Authorized FY 15	Funded FY 15	Authorized FY 16	Funded FY 16
Claims Investigator I *	0.00	0.00	0.50	0.50	1.00	1.00
Security and Risk Administrator **	0.00	0.00	1.00	1.00	1.00	1.00
<b>Total Full-Time Equivalents (FTEs)</b>	<b>0.00</b>	<b>0.00</b>	<b>1.50</b>	<b>1.50</b>	<b>2.00</b>	<b>2.00</b>

\* The Claims Investigator I is a new position, funded for six months in FY15, effective January 2015.

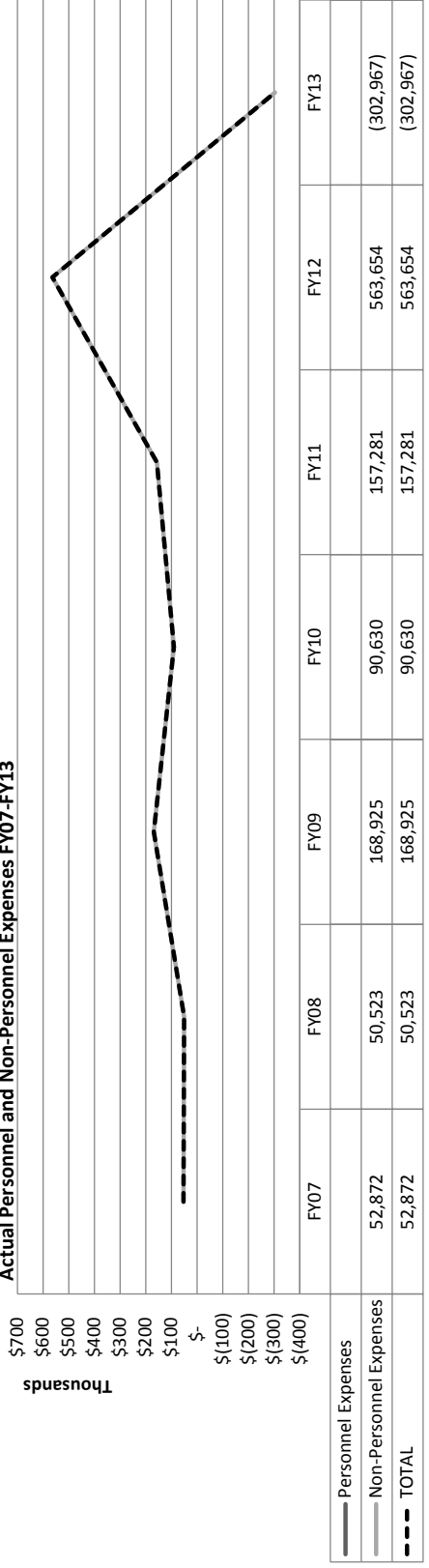
\*\* The Security and Risk Administrator position is transferred to Risk Management from District Counsel in FY15 and FY16.

**Risk Management 1800**

	<u>Revised Budget</u> FY14	<u>Final Budget</u> FY15	<u>Var %</u>	<u>Final Budget</u> FY16	<u>Var %</u>
<b>Personnel Expenses:</b>					
Labor	\$ -	\$ 89,983	100%	\$ 120,517	33.9%
Fringe Benefits	\$ -	\$ 87,434	100%	\$ 122,167	39.7%
	\$ -	\$ 177,417	100%	\$ 242,684	36.8%
<b>Non-Personnel Expenses:</b>					
Services	\$ 150,000	\$ 605,000	303%	\$ 605,000	0.0%
Other Materials & Supplies	\$ -	\$ 5,000	100%	\$ 1,000	-80.0%
Casualty & Liability	\$ 150,000	\$ 150,000	0%	\$ 150,000	0.0%
Misc. Expense	\$ -	\$ 28,000	100%	\$ 28,000	0.0%
	\$ 300,000	\$ 760,000	153%	\$ 756,000	-0.5%
<b>Total Expenses:</b>	<b>\$ 300,000</b>	<b>\$ 760,000</b>	<b>153%</b>	<b>\$ 756,000</b>	<b>-0.5%</b>



**Actual Personnel and Non-Personnel Expenses FY07-FY13**



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY15 & FY16 FINAL OPERATING BUDGET**

Risk Management - 1800

ACCOUNT	REVISED BUDGET FY14	BUDGET FY15	% CHANGE REV BUDG FY14 BUDG FY15	BUDGET FY16	% CHANGE BUDG FY15 BUDG FY16
<b>LABOR</b>					
501011 Bus Operator Pay	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	0.0%	-	0.0%
501021 Other Salaries	-	89,983	100.0%	120,517	33.9%
501023 Other OT	-	-	0.0%	-	0.0%
<b>Totals</b>	-	<b>89,983</b>	<b>100.0%</b>	<b>120,517</b>	<b>33.9%</b>
<b>FRINGE BENEFITS</b>					
502011 Medicare/Soc. Sec.	-	1,667	100.0%	2,207	32.4%
502021 Retirement	-	23,747	100.0%	33,340	40.4%
502031 Medical Ins	-	23,831	100.0%	39,127	64.2%
502041 Dental Ins	-	1,717	100.0%	2,816	64.0%
502045 Vision Ins	-	480	100.0%	660	37.3%
502051 Life Ins/AD&D	-	279	100.0%	348	24.6%
502060 State Disability Ins (SDI)	-	1,184	100.0%	1,866	57.5%
502061 Long Term Disability Ins	-	1,094	100.0%	1,172	7.1%
502071 State Unemployment Ins (SUI)	-	379	100.0%	672	77.4%
502081 Worker's Comp Ins	-	6,054	100.0%	6,235	3.0%
502101 Holiday Pay	-	3,477	100.0%	4,623	33.0%
502103 Floating Holiday	-	3,629	100.0%	3,888	7.1%
502109 Sick Leave	-	5,216	100.0%	6,935	33.0%
502111 Annual Leave	-	11,872	100.0%	15,188	27.9%
502121 Other Paid Absence	-	815	100.0%	1,084	33.0%
502251 Phys. Exams	-	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	0.0%	-	0.0%
502999 Other Fringe Benefits	-	1,991	100.0%	2,006	0.8%
<b>Totals</b>	-	<b>87,434</b>	<b>100.0%</b>	<b>122,167</b>	<b>39.7%</b>



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY15 & FY16 FINAL OPERATING BUDGET**

Risk Management - 1800

ACCOUNT	REVISED BUDGET FY14	BUDGET FY15	% CHANGE		BUDGET FY16	% CHANGE BUDG FY15 BUDG FY16
			REV BUDG BUDG FY15	BUDG FY14 BUDG FY15		
<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	50,000	50,000	0.0%	0.0%	50,000	0.0%
503032 Legislative Services	-	-	0.0%	0.0%	-	0.0%
503033 Legal Services	100,000	30,000	-70.0%	-70.0%	30,000	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	-	525,000	100.0%	100.0%	525,000	0.0%
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	-	-	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>150,000</b>	<b>605,000</b>	<b>303.3%</b>	<b>303.3%</b>	<b>605,000</b>	<b>0.0%</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%
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>0.0%</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY15 & FY16 FINAL OPERATING BUDGET**

Risk Management - 1800

ACCOUNT	REVISED	% CHANGE		% CHANGE	
	BUDGET FY14	BUDGET FY15	REV BUDG BUDG FY15	BUDGET FY16	BUDG FY16
<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	-	5,000	100.0%	1,000	-80.0%
504315 Safety Supplies	-	-	0.0%	-	0.0%
504317 Cleaning Supplies	-	-	0.0%	-	0.0%
504409 Repair/Maint Supplies	-	-	0.0%	-	0.0%
504417 Tenant Repairs	-	-	0.0%	-	0.0%
504421 Non-Inventory Parts	-	-	0.0%	-	0.0%
504511 Small Tools	-	-	0.0%	-	0.0%
504515 Employee Tool Replacement	-	-	0.0%	-	0.0%
<b>Totals</b>	-	5,000	100.0%	1,000	-80.0%
<b>UTILITIES</b>					
505011 Gas & Electric	-	-	0.0%	-	0.0%
505021 Water & Garbage	-	-	0.0%	-	0.0%
505031 Telecommunications	-	-	0.0%	-	0.0%
<b>Totals</b>	-	-	0.0%	-	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	150,000	150,000	0.0%	150,000	0.0%
506127 Repairs - District Prop	-	-	0.0%	-	0.0%
<b>Totals</b>	150,000	150,000	0.0%	150,000	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY15 & FY16 FINAL OPERATING BUDGET**

Risk Management - 1800

ACCOUNT	REVISED BUDGET FY14	BUDGET FY15	% CHANGE REV BUDG BUDG FY15	BUDGET FY16	% CHANGE BUDG FY15 BUDG FY16
<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>	-	-	0.0%	-	0.0%
<b>PURCHASED TRANS.</b>					
503406 Contract/Paratransit	-	-	0.0%	-	0.0%
<b>Totals</b>	-	-	0.0%	-	0.0%
<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	-	28,000	100.0%	28,000	0.0%
509122 BOD Travel	-	-	0.0%	-	0.0%
509123 Travel	-	-	0.0%	-	0.0%
509125 Local Meeting Expense	-	-	0.0%	-	0.0%
509127 Board Director Fees	-	-	0.0%	-	0.0%
509150 Contributions	-	-	0.0%	-	0.0%
509198 Cash Over/Short	-	-	0.0%	-	0.0%
<b>Totals</b>	-	28,000	100.0%	28,000	0.0%
<b>LEASES &amp; RENTALS</b>					
512011 Facility Lease	-	-	0.0%	-	0.0%
512061 Equipment Rental	-	-	0.0%	-	0.0%
<b>Totals</b>	-	-	0.0%	-	0.0%
<b>PERSONNEL TOTAL</b>	-	177,417	100.0%	242,684	36.8%
<b>NON-PERSONNEL TOTAL</b>	300,000	788,000	162.7%	784,000	-0.5%
<b>DEPARTMENT TOTALS</b>	<b>300,000</b>	<b>965,417</b>	<b>221.8%</b>	<b>1,026,684</b>	<b>6.3%</b>



# **PURCHASING DEPARTMENT OBJECTIVES 1900**

## **MAJOR FUNCTIONS OF THE DEPARTMENT**

The Purchasing Department is responsible for all purchasing activities of Santa Cruz METRO and ensuring that such materials and services are obtained in an effective manner and in compliance with the provisions of all applicable federal, state, and local laws and regulations. This includes the procurement of supplies, equipment, services and construction; obtaining spending approval from the Board of the Directors; the establishment of contracts and vendor relations; managing Fleet Maintenance parts inventory and issuing activities; annual planning of agency procurement needs; training staff with procurement responsibilities in proper procedures; and coordinating all related administrative processes with requesting departments and Finance department.

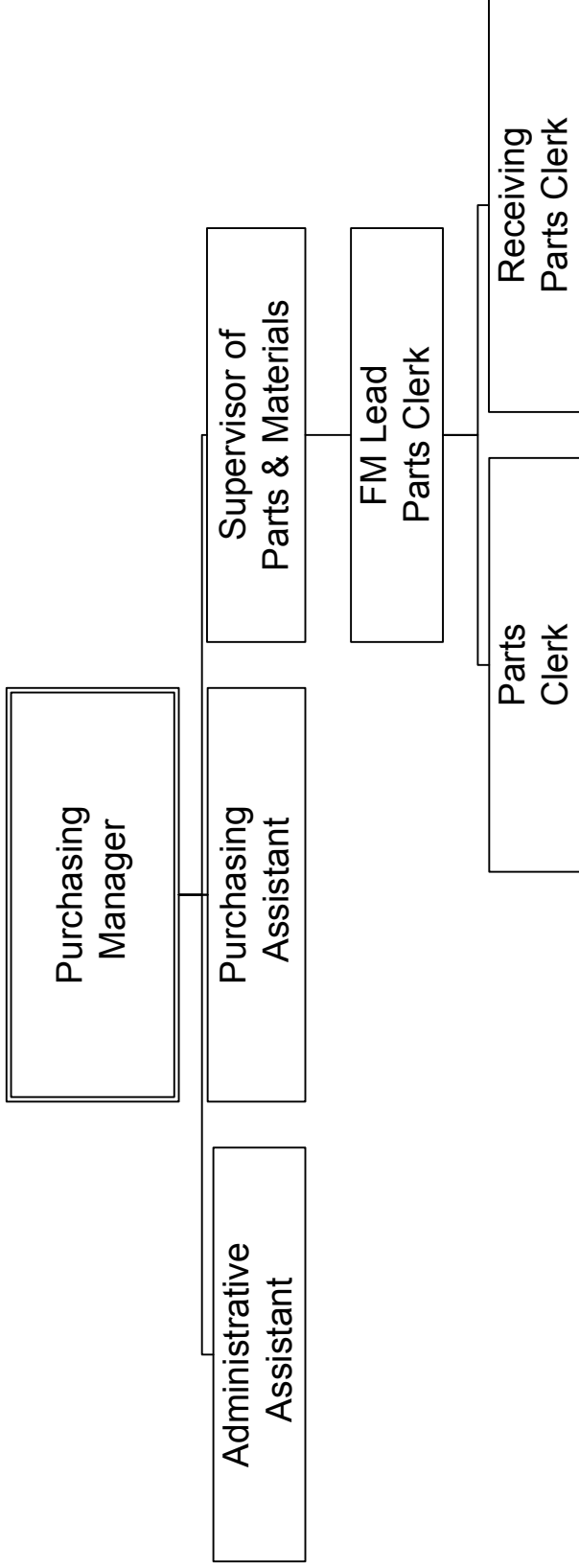
## **DEPARTMENT OBJECTIVES FOR FY15 & FY16**

- Instill public confidence in the procurement process of Santa Cruz METRO and the spending of public funds.
- Provide oversight to maintain a procurement system of quality and integrity with checks and balances.
- Monitor applicable federal, state, and local legislation activities to ensure Santa Cruz METRO's policies and procedures are in compliance.
- Continue to achieve timely processing of all procurement requests.
- Ensure Santa Cruz METRO obtains beneficial pricing from qualified vendors.
- Ensure fair and equitable treatment for all vendors who seek to do business with Santa Cruz METRO.
- Ensure nondiscrimination in the award and administration of contracts, with particular emphasis toward Disadvantaged Business Enterprises and Small Businesses.
- Continue to maintain accurate purchase order and contract files.
- Assist departments in planning activities for the fiscal year.
- Participate in joint procurements with other government agencies to obtain more advantageous pricing.

## Purchasing Department (con't)

- Hire an Administrative Clerk I to take over the administrative duties in the Parts division due to implementation of centralized receiving, management of Facilities Maintenance inventory, ordering and MSDS Program, as well as increased data entry from multiple software programs.
- Address the revenue collection activities handled by the Parts division.
- Continue training Purchasing staff through National Transit Institute courses and other government procurement-related offerings.
- Create a user-friendly desktop manual for Puridium requisitioners and approvers.
- Create and implement procurement training program for Santa Cruz METRO employees.
- Continue to refine boilerplate language for formal procurements and create new templates for more specifically tailored types of procurement.
- Work with Finance to update insurance requirements from vendors and establish criteria for applying to specific types of procurements.
- Work with Finance to refine and improve Accounts Payable processes.
- Establish supplemental repair service contracts for the Fleet Maintenance department.

# Purchasing 1900



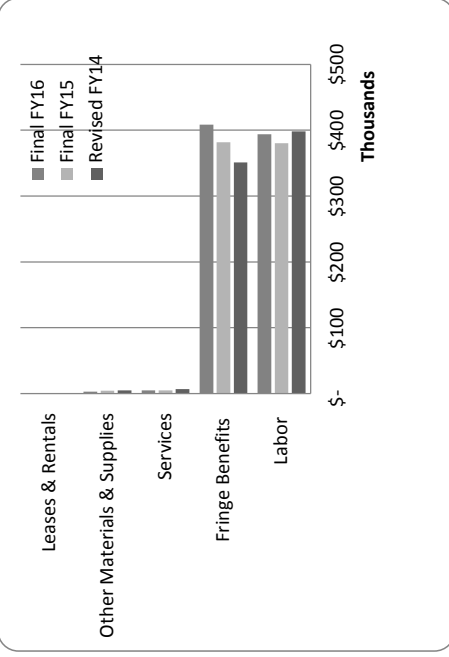
**FY15 & FY16 FINAL OPERATING BUDGET**  
**Authorized and Funded Personnel - Full Time Equivalent (FTE)**  
**Purchasing - 1900**

Position Title	Authorized	Funded	Authorized	Funded	Authorized	Funded
	FY 14 Revised	FY 14 Revised	FY 15	FY 15	FY 16	FY 16
Purchasing Manager	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	1.00	1.00	1.00
Purchasing Agent	0.00	0.00	0.00	0.00	0.00	0.00
Purchasing Assistant	1.00	1.00	1.00	1.00	1.00	1.00
Supervisor of Parts & Materials	1.00	1.00	1.00	1.00	1.00	1.00
FM Lead Parts Clerk	1.00	1.00	1.00	1.00	1.00	1.00
Parts Clerk	1.00	1.00	1.00	1.00	1.00	1.00
Receiving Parts Clerk	1.00	1.00	1.00	1.00	1.00	1.00
<b>Total Full-Time Equivalents (FTEs)</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>

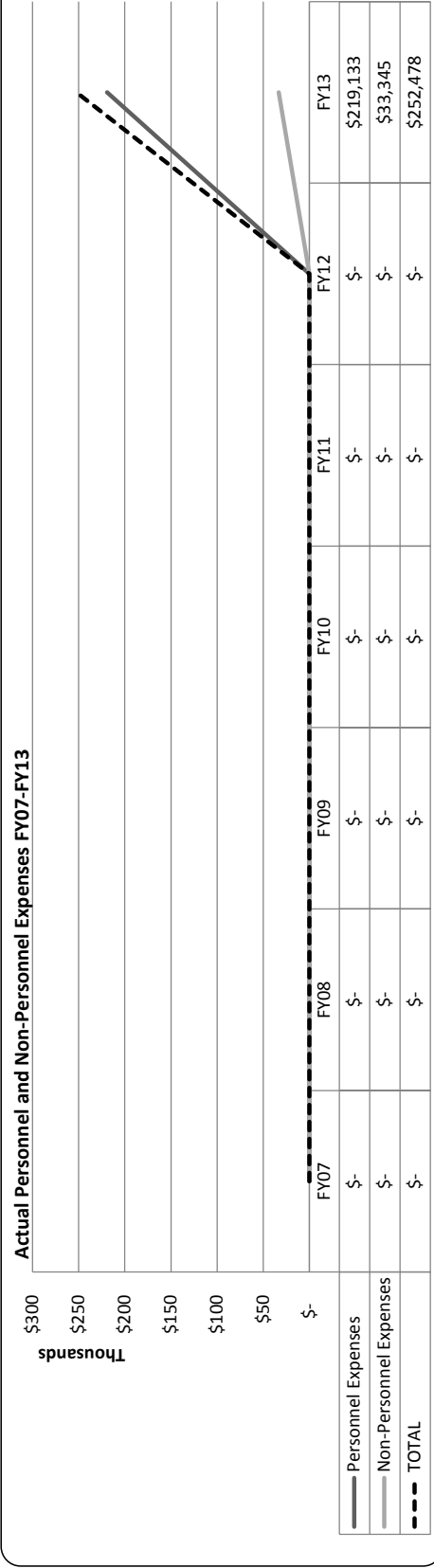


**Purchasing 1900**

	<u>Revised Budget</u> FY14	<u>Final Budget</u> FY15	<u>Var %</u>	<u>Final Budget</u> FY16	<u>Var %</u>
<b>Personnel Expenses:</b>					
Labor	\$ 398,191	\$ 380,173	-4.5%	\$ 393,963	3.6%
Fringe Benefits	\$ 351,216	\$ 381,574	8.6%	\$ 408,259	7.0%
	\$ 749,407	\$ 761,748	1.6%	\$ 802,222	5.3%
<b>Non-Personnel Expenses:</b>					
Services	\$ 6,650	\$ 4,850	-27.1%	\$ 4,850	0.0%
Other Materials & Supplies	\$ 5,000	\$ 4,400	-12.0%	\$ 2,900	-34.1%
Leases & Rentals	\$ 500	\$ -	-100.0%	\$ -	0.0%
	\$ 12,150	\$ 9,250	-23.9%	\$ 7,750	-16.2%
<b>Total Expenses:</b>	\$ 761,557	\$ 770,998	1.2%	\$ 809,972	5.1%



**Actual Personnel and Non-Personnel Expenses FY07-FY13**



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY15 & FY16 FINAL OPERATING BUDGET**

Purchasing - 1900

ACCOUNT	REVISED BUDGET FY14	BUDGET FY15	% CHANGE REV BUDG FY14 BUDG FY15	BUDGET FY16	% CHANGE BUDG FY15 BUDG FY16
<b>LABOR</b>					
501011 Bus Operator Pay	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	0.0%	-	0.0%
501021 Other Salaries	387,662	378,470	-2.4%	392,198	3.6%
501023 Other OT	10,529	1,703	-83.8%	1,765	3.6%
<b>Totals</b>	<b>398,191</b>	<b>380,173</b>	<b>-4.5%</b>	<b>393,963</b>	<b>3.6%</b>
<b>FRINGE BENEFITS</b>					
502011 Medicare/Soc. Sec.	7,036	6,889	-2.1%	7,140	3.7%
502021 Retirement	87,521	97,755	11.7%	107,457	9.9%
502031 Medical Ins	116,621	124,915	7.1%	134,908	8.0%
502041 Dental Ins	9,529	9,402	-1.3%	9,684	3.0%
502045 Vision Ins	2,241	2,241	0.0%	2,308	3.0%
502051 Life Ins/AD&D	897	924	3.0%	951	3.0%
502060 State Disability Ins (SDI)	4,648	4,893	5.3%	6,012	22.9%
502061 Long Term Disability Ins	3,324	3,449	3.8%	3,554	3.0%
502071 State Unemployment Ins (SUI)	1,666	1,767	6.1%	2,352	33.1%
502081 Worker's Comp Ins	28,530	32,302	13.2%	33,271	3.0%
502101 Holiday Pay	13,976	14,565	4.2%	15,098	3.7%
502103 Floating Holiday	3,980	4,262	7.1%	4,565	7.1%
502109 Sick Leave	20,964	21,848	4.2%	22,646	3.7%
502111 Annual Leave	44,872	50,808	13.2%	52,627	3.6%
502121 Other Paid Absence	3,276	3,414	4.2%	3,539	3.7%
502251 Phys. Exams	-	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	0.0%	-	0.0%
502999 Other Fringe Benefits	2,136	2,141	0.3%	2,147	0.3%
<b>Totals</b>	<b>351,216</b>	<b>381,574</b>	<b>8.6%</b>	<b>408,259</b>	<b>7.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY15 & FY16 FINAL OPERATING BUDGET**

Purchasing - 1900

ACCOUNT	REVISED BUDGET FY14	BUDGET FY15	% CHANGE REV BUDG BUDG FY15	BUDGET FY16	% CHANGE BUDG FY15 BUDG FY16
<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	-	-	0.0%	-	0.0%
503034 Pre-Employment Exams	-	-	0.0%	-	0.0%
503041 Temp Help	-	-	0.0%	-	0.0%
503161 Custodial Services	-	-	0.0%	-	0.0%
503162 Uniforms/Laundry	850	850	0.0%	850	0.0%
503171 Security Services	-	-	0.0%	-	0.0%
503221 Classified/Legal Ads	4,000	4,000	0.0%	4,000	0.0%
503222 Legal Ads	-	-	0.0%	-	0.0%
503225 Graphic Services	-	-	0.0%	-	0.0%
503351 Repair - Bldg & Impr	-	-	0.0%	-	0.0%
503352 Repair - Equipment	1,800	-	-100.0%	-	0.0%
503353 Repair - Rev Vehicle	-	-	0.0%	-	0.0%
503354 Repair - Non Rev Vehicle	-	-	0.0%	-	0.0%
503363 Haz Mat Disposal	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>6,650</b>	<b>4,850</b>	<b>-27.1%</b>	<b>4,850</b>	<b>0.0%</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%
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>0.0%</b>	<b>-</b>	<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY15 & FY16 FINAL OPERATING BUDGET**

Purchasing - 1900

ACCOUNT	REVISED BUDGET FY14	BUDGET FY15	% CHANGE REV BUDG FY14 BUDG FY15	BUDGET FY16	% CHANGE BUDG FY15 BUDG FY16
<b>OTHER MATERIALS &amp; SUPPLIES</b>					
504205 Freight Out	2,200	-	-100.0%	-	0.0%
504211 Postage & Mailing	500	500	0.0%	500	0.0%
504214 Promotional Items	-	-	0.0%	-	0.0%
504215 Printing	-	-	0.0%	-	0.0%
504217 Photo Supp/Process	-	-	0.0%	-	0.0%
504311 Office Supplies	1,600	3,500	118.8%	2,000	-42.9%
504315 Safety Supplies	200	200	0.0%	200	0.0%
504317 Cleaning Supplies	200	200	0.0%	200	0.0%
504409 Repair/Maint Supplies	300	-	-100.0%	-	0.0%
504417 Tenant Repairs	-	-	0.0%	-	0.0%
504421 Non-Inventory Parts	-	-	0.0%	-	0.0%
504511 Small Tools	-	-	0.0%	-	0.0%
504515 Employee Tool Replacement	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>5,000</b>	<b>4,400</b>	<b>-12.0%</b>	<b>2,900</b>	<b>-34.1%</b>
<b>UTILITIES</b>					
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>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>0.0%</b>	<b>-</b>	<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY15 & FY16 FINAL OPERATING BUDGET**

Purchasing - 1900

ACCOUNT	REVISED BUDGET FY14	BUDGET FY15	% CHANGE REV BUDG BUDG FY15	BUDGET FY16	% CHANGE BUDG FY15 BUDG FY16
<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>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>PURCHASED TRANS.</b>					
503406 Contract/Paratransit	-	-	0.0%	-	0.0%
<b>Totals</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	-	-	0.0%	-	0.0%
509122 BOD Travel	-	-	0.0%	-	0.0%
509123 Travel	-	-	0.0%	-	0.0%
509125 Local Meeting Expense	-	-	0.0%	-	0.0%
509127 Board Director Fees	-	-	0.0%	-	0.0%
509150 Contributions	-	-	0.0%	-	0.0%
509198 Cash Over/Short	-	-	0.0%	-	0.0%
<b>Totals</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	500	-	-100.0%	-	0.0%
<b>Totals</b>	<b>500</b>	<b>-</b>	<b>-100.0%</b>	<b>-</b>	<b>0.0%</b>
<b>PERSONNEL TOTAL</b>	<b>749,407</b>	<b>761,748</b>	<b>1.6%</b>	<b>802,222</b>	<b>5.3%</b>
<b>NON-PERSONNEL TOTAL</b>	<b>12,150</b>	<b>9,250</b>	<b>-23.9%</b>	<b>7,750</b>	<b>-16.2%</b>
<b>DEPARTMENT TOTALS</b>	<b>761,557</b>	<b>770,998</b>	<b>1.2%</b>	<b>809,972</b>	<b>5.1%</b>



# **FACILITIES MAINTENANCE DEPARTMENT OBJECTIVES**

## **2200**

### **MAJOR FUNCTIONS OF THE DEPARTMENT**

The Facilities Maintenance Department provides 24-hour support to Operations and Fleet Maintenance, as well as all other departments as needed. The Facilities Maintenance Department maintains seven (7) transit facilities, three (3) transit centers, one (1) park and ride lot, and over 1,000 bus stops.

Working with City, County and State Agencies; the Facilities Maintenance Department is constantly improving, adapting and establishing Santa Cruz METRO bus stops and facilities. The Facilities Maintenance Department also works with community based groups such as E&D TAC and MAC, as well as private property owners, to continually improve and maintain Santa Cruz Metro's facilities.

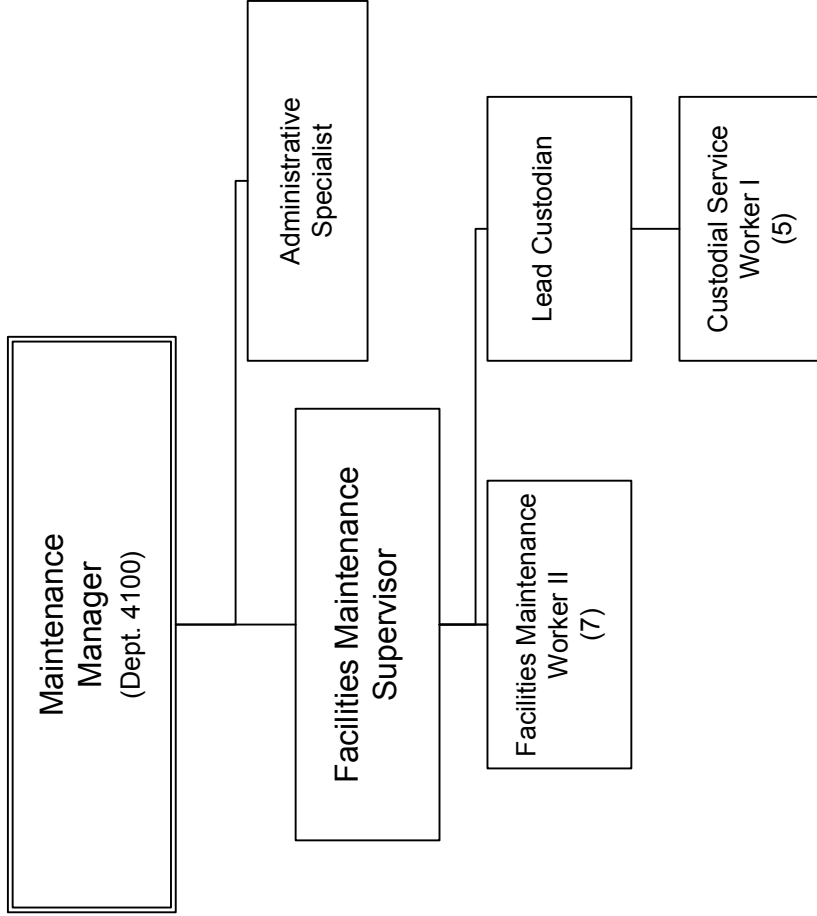
The Santa Cruz Facilities Maintenance staff develops/implements/administers the many Local, State and Federal regulatory compliance programs such as the storm water and hazardous materials programs required to operate a transit agency.

The Facilities Maintenance Department participates in the Leasing and Property Committee, the Quality of Work Committee, the Labor Management Committee, the Health and Safety Committee, the Occupational Violence Review Committee, the Injury Prevention Program, and chairs the Bus Stop Advisory Committee.

### **DEPARTMENT OBJECTIVES FOR FY15 & FY16**

- Work with the Planning Department to standardize bus stop amenities and develop criteria for upgrading bus stops at all locations throughout Santa Cruz County.
- Manage capital improvement projects to improve and enhance Santa Cruz METRO capacities and capabilities.
- Maintain all Santa Cruz METRO facilities including upgrades, to ensure compliance with all applicable regulations, and to provide a safe and comfortable environment for both Santa Cruz METRO employees and customers.
- Implement a new and more aggressive bus stop preventive maintenance program including graffiti removal, steam cleaning of bus stops, and other activities to offer passengers waiting at Santa Cruz METRO bus stops, a pleasant experience.
- Assist in the construction of the new Operations Building and the maintenance of the temporary Operational Facilities at 165 Dubois.

# Facilities Maintenance 2200



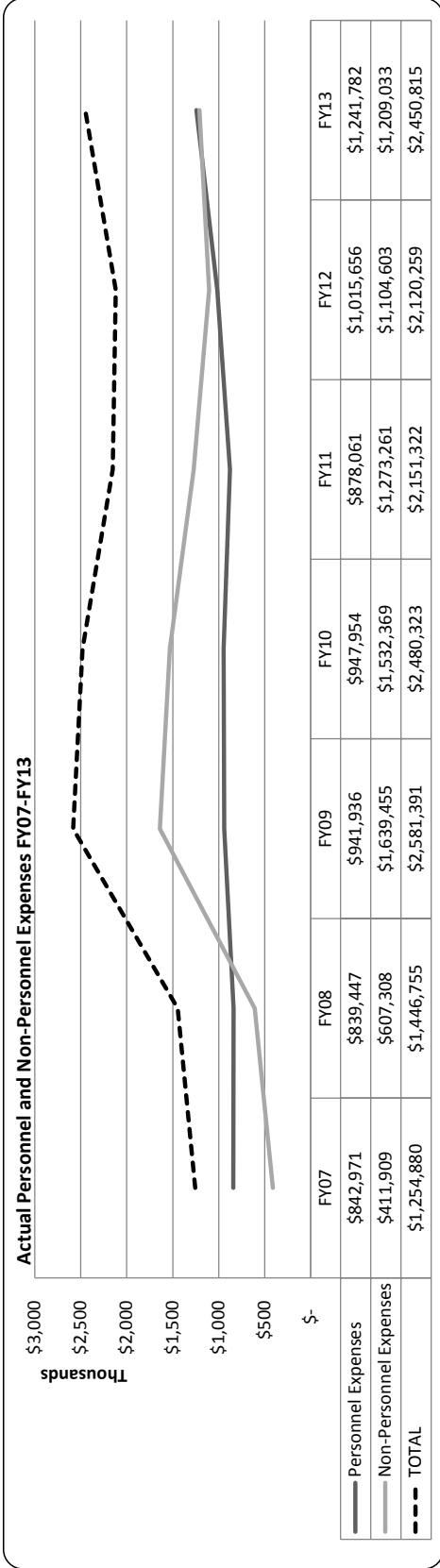
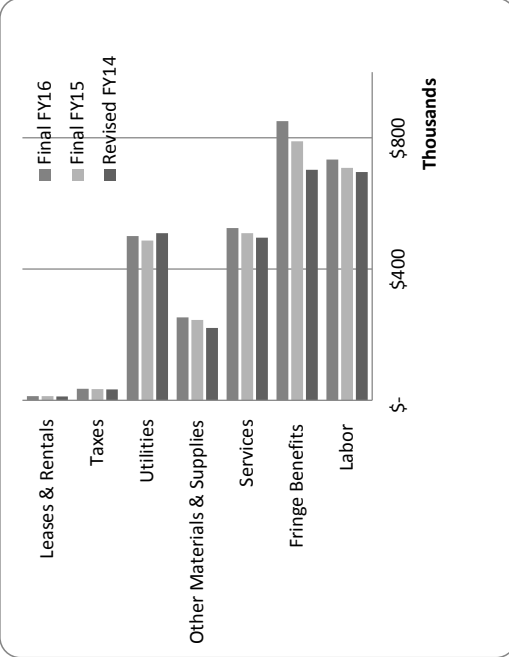


**FY15 & FY16 FINAL OPERATING BUDGET**  
**Authorized and Funded Personnel - Full Time Equivalent (FTE)**  
**Facilities Maintenance - 2200**

Position Title	Authorized	Funded	Authorized	Funded	Authorized	Funded
	FY 14 Revised	FY 14 Revised	FY 15	FY 15	FY 16	FY 16
Facilities Maintenance Manager	1.00	0.00	1.00	0.00	1.00	0.00
Facilities Maintenance Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Sr. Facilities Maint Worker	0.00	0.00	0.00	0.00	0.00	0.00
Admin Specialist	1.00	1.00	1.00	1.00	1.00	1.00
Facilities Maint Worker II	7.00	7.00	7.00	7.00	7.00	7.00
Facilities Maint Worker I	2.00	0.00	2.00	0.00	2.00	0.00
Lead Custodian	1.00	1.00	1.00	1.00	1.00	1.00
Custodial Service Worker I	5.00	4.00	5.00	5.00	5.00	5.00
Administrative Assistant	1.00	0.00	1.00	0.00	1.00	0.00
<b>Total Full-Time Equivalents (FTEs)</b>	<b>19.00</b>	<b>14.00</b>	<b>19.00</b>	<b>15.00</b>	<b>19.00</b>	<b>15.00</b>

**Facilities Maintenance 2200**

	<u>Revised Budget</u> FY14	<u>Final Budget</u> FY15	<u>Var %</u>	<u>Final Budget</u> FY16	<u>Var %</u>
<b>Personnel Expenses:</b>					
Labor	\$ 695,829	\$ 707,775	1.7%	\$ 733,132	3.6%
Fringe Benefits	\$ 701,807	\$ 789,040	12.4%	\$ 850,564	7.8%
	\$ 1,397,636	\$ 1,496,815	7.1%	\$ 1,583,696	5.8%
<b>Non-Personnel Expenses:</b>					
Services	\$ 495,466	\$ 509,534	2.8%	\$ 524,745	3.0%
Other Materials & Supplies	\$ 220,420	\$ 244,245	10.8%	\$ 252,081	3.2%
Utilities	\$ 509,000	\$ 487,000	-4.3%	\$ 500,000	2.7%
Taxes	\$ 33,000	\$ 33,990	3.0%	\$ 35,010	3.0%
Leases & Rentals	\$ 11,000	\$ 12,500	13.6%	\$ 12,800	2.4%
	\$ 1,268,886	\$ 1,287,268	1.4%	\$ 1,324,636	2.9%
<b>Total Expenses:</b>	\$ 2,666,522	\$ 2,784,083	4.4%	\$ 2,908,332	4.5%



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY15 & FY16 FINAL OPERATING BUDGET**

Facilities Maintenance - 2200

ACCOUNT	REVISED BUDGET FY14	BUDGET FY15	% CHANGE REV BUDG BUDG FY15	BUDGET FY16	% CHANGE BUDG FY15 BUDG FY16
<b>LABOR</b>					
501011 Bus Operator Pay	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	0.0%	-	0.0%
501021 Other Salaries	652,630	661,472	1.4%	685,170	3.6%
501023 Other OT	43,200	46,303	7.2%	47,962	3.6%
<b>Totals</b>	<b>695,829</b>	<b>707,775</b>	<b>1.7%</b>	<b>733,132</b>	<b>3.6%</b>
<b>FRINGE BENEFITS</b>					
502011 Medicare/Soc. Sec.	12,231	12,484	2.1%	12,993	4.1%
502021 Retirement	146,691	168,230	14.7%	185,743	10.4%
502031 Medical Ins	291,084	342,215	17.6%	369,512	8.0%
502041 Dental Ins	23,491	26,638	13.4%	27,437	3.0%
502045 Vision Ins	4,482	4,802	7.1%	4,946	3.0%
502051 Life Ins/AD&D	1,593	1,758	10.4%	1,810	3.0%
502060 State Disability Ins (SDI)	8,045	8,868	10.2%	10,984	23.9%
502061 Long Term Disability Ins	5,736	6,111	6.5%	6,311	3.3%
502071 State Unemployment Ins (SUI)	3,332	3,787	13.7%	5,039	33.1%
502081 Worker's Comp Ins	57,059	60,566	6.1%	62,383	3.0%
502101 Holiday Pay	23,425	25,066	7.0%	26,097	4.1%
502103 Floating Holiday	-	-	0.0%	-	0.0%
502109 Sick Leave	35,138	37,598	7.0%	39,145	4.1%
502111 Annual Leave	83,638	84,622	1.2%	91,613	8.3%
502121 Other Paid Absence	5,490	5,875	7.0%	6,116	4.1%
502251 Phys. Exams	-	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	0.0%	-	0.0%
502999 Other Fringe Benefits	371	422	13.7%	435	3.0%
<b>Totals</b>	<b>701,807</b>	<b>789,040</b>	<b>12.4%</b>	<b>850,564</b>	<b>7.8%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY15 & FY16 FINAL OPERATING BUDGET**

Facilities Maintenance - 2200

ACCOUNT	REVISED	% CHANGE		% CHANGE		
	BUDGET FY14	BUDGET FY15	REV BUDG BUDG FY15	BUDG FY14	BUDG FY16	
<b>SERVICES</b>						
503011	-	-	0.0%	-	0.0%	
503012	-	-	0.0%	-	0.0%	
503031	16,994	17,504	3.0%	18,029	3.0%	
503032	-	-	0.0%	-	0.0%	
503033	-	-	0.0%	-	0.0%	
503034	-	-	0.0%	-	0.0%	
503041	-	-	0.0%	-	0.0%	
503161	67,000	69,010	3.0%	71,080	3.0%	
503162	3,200	2,500	-21.9%	2,500	0.0%	
503171	9,272	9,550	3.0%	9,837	3.0%	
503221	-	-	0.0%	-	0.0%	
503222	-	-	0.0%	-	0.0%	
503225	-	-	0.0%	-	0.0%	
503351	58,000	59,740	3.0%	61,532	3.0%	
503352	300,000	309,000	3.0%	318,270	3.0%	
503353	-	-	0.0%	-	0.0%	
503354	-	-	0.0%	-	0.0%	
503363	41,000	42,230	3.0%	43,497	3.0%	
Totals	495,466	509,534	2.8%	524,745	3.0%	
<b>MOBILE MATERIALS &amp; SUPPLIES</b>						
504011	-	-	0.0%	-	0.0%	
504012	-	-	0.0%	-	0.0%	
504021	-	-	0.0%	-	0.0%	
504161	-	-	0.0%	-	0.0%	
504191	-	-	0.0%	-	0.0%	
Totals	-	-	0.0%	-	0.0%	

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY15 & FY16 FINAL OPERATING BUDGET**

Facilities Maintenance - 2200

ACCOUNT	REVISED	BUDGET		% CHANGE		% CHANGE	
	BUDGET FY14	BUDGET FY15	REV BUDG FY15	BUDG FY14	BUDG FY15	BUDG FY15	BUDG FY16
<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	30,000	30,900		3.0%	31,827		3.0%
504217 Photo Supp/Process	-	-	-	0.0%	-	-	0.0%
504311 Office Supplies	1,850	1,906		3.0%	1,963		3.0%
504315 Safety Supplies	8,400	8,736		4.0%	9,085		4.0%
504317 Cleaning Supplies	44,770	53,700		19.9%	56,000		4.3%
504409 Repair/Maint Supplies	123,000	126,000		2.4%	130,000		3.2%
504417 Tenant Repairs	10,000	20,000		100.0%	20,000		0.0%
504421 Non-Inventory Parts	100	103		3.0%	106		3.0%
504511 Small Tools	2,300	2,900		26.1%	3,100		6.9%
504515 Employee Tool Replacement	-	-	-	0.0%	-	-	0.0%
<b>Totals</b>	<b>220,420</b>	<b>244,245</b>		<b>10.8%</b>	<b>252,081</b>		<b>3.2%</b>
<b>UTILITIES</b>							
505011 Gas & Electric	290,000	261,000		-10.0%	268,000		2.7%
505021 Water & Garbage	149,000	140,000		-6.0%	144,000		2.9%
505031 Telecommunications	70,000	86,000		22.9%	88,000		2.3%
<b>Totals</b>	<b>509,000</b>	<b>487,000</b>		<b>-4.3%</b>	<b>500,000</b>		<b>2.7%</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>0.0%</b>	<b>-</b>		<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY15 & FY16 FINAL OPERATING BUDGET**

Facilities Maintenance - 2200

ACCOUNT	REVISED BUDGET FY14	BUDGET FY15	% CHANGE REV BUDG BUDG FY15	BUDGET FY16	% CHANGE BUDG FY15 BUDG FY16
<b>TAXES</b>					
507051 Fuel Tax	-	-	0.0%	-	0.0%
507201 Licenses & Permits	15,000	15,450	3.0%	15,914	3.0%
507999 Other Taxes	18,000	18,540	3.0%	19,096	3.0%
<b>Totals</b>	<b>33,000</b>	<b>33,990</b>	<b>3.0%</b>	<b>35,010</b>	<b>3.0%</b>
<b>PURCHASED TRANS.</b>					
503406 Contract/Paratransit	-	-	0.0%	-	0.0%
<b>Totals</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	-	-	0.0%	-	0.0%
509122 BOD Travel	-	-	0.0%	-	0.0%
509123 Travel	-	-	0.0%	-	0.0%
509125 Local Meeting Expense	-	-	0.0%	-	0.0%
509127 Board Director Fees	-	-	0.0%	-	0.0%
509150 Contributions	-	-	0.0%	-	0.0%
509198 Cash Over/Short	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>LEASES &amp; RENTALS</b>					
512011 Facility Lease	5,000	5,000	0.0%	5,000	0.0%
512061 Equipment Rental	6,000	7,500	25.0%	7,800	4.0%
<b>Totals</b>	<b>11,000</b>	<b>12,500</b>	<b>13.6%</b>	<b>12,800</b>	<b>2.4%</b>
<b>PERSONNEL TOTAL</b>					
	1,397,636	1,496,815	7.1%	1,583,696	5.8%
<b>NON-PERSONNEL TOTAL</b>					
	1,268,886	1,287,268	1.4%	1,324,636	2.9%
<b>DEPARTMENT TOTALS</b>					
	<u>2,666,522</u>	<u>2,784,083</u>	<u>4.4%</u>	<u>2,908,332</u>	<u>4.5%</u>

## **PARACRUZ DEPARTMENT OBJECTIVES**

### **3100**

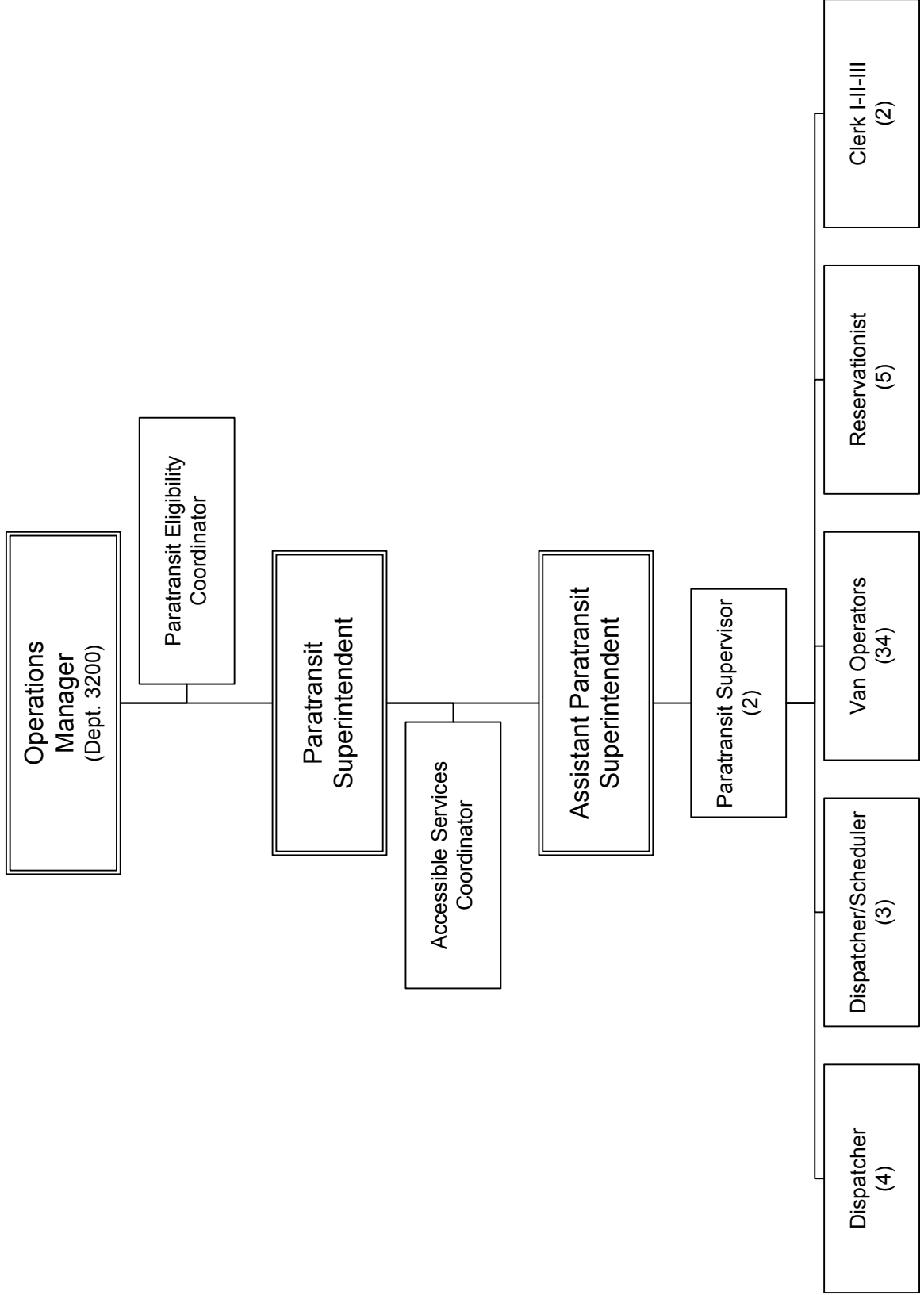
#### **MAJOR FUNCTIONS OF THE DEPARTMENT**

The ParaCruz Department is responsible for coordinating and providing safe, efficient, reliable, and courteous complimentary shared ride Paratransit service to Older Adults, and Persons with Disabilities in Santa Cruz County. ParaCruz will provide door-to-door service within three quarters of a mile of any Santa Cruz METRO bus service route. This service is also extended to those persons qualified to ride Paratransit visiting from other areas.

#### **DEPARTMENT OBJECTIVES FOR FY15 & FY16**

- Revise the Paratransit Employee Handbook for ParaCruz personnel.
- Implement most current upgrades to the Trapeze Scheduling Software, train required employees on its use.
- Install and Implement the use of Mobile Data Terminals on all ParaCruz vehicles.
- Obtain stakeholder input, and revise the ParaCruz Policy & Procedures and revise the ParaCruz Customer Guide to reflect changes in reservation and scheduling processes.
- Identify and purchase property for the purpose of establishing a permanent ParaCruz Facility within what is becoming the Metrobase Campus..
- Arrange ongoing development training for new and existing staff covering a variety of areas critical to effective efficient Paratransit operation to include Customer Service, Shared Ride Scheduling, Eligibility, Office Administration, and Supervision.
- Development and certification of staff to respond to emergency situations through certification in Standard Emergency Management System (SEMS), National Incident Management System (NIMS) and Incident Command System (ICS) training.
- Provide Management and Paratransit Supervisors with increased training relative to Paratransit Services to enhance service performance and customer satisfaction.
- Begin scheduled replacement of Paratransit Cutaway Vehicles.
- Migrate communications from Cellular Technology to Digital 2-way Radio
- Engage Office of Emergency Services for additional training and Table-top exercises for emergency situations.

# Paratransit 3100



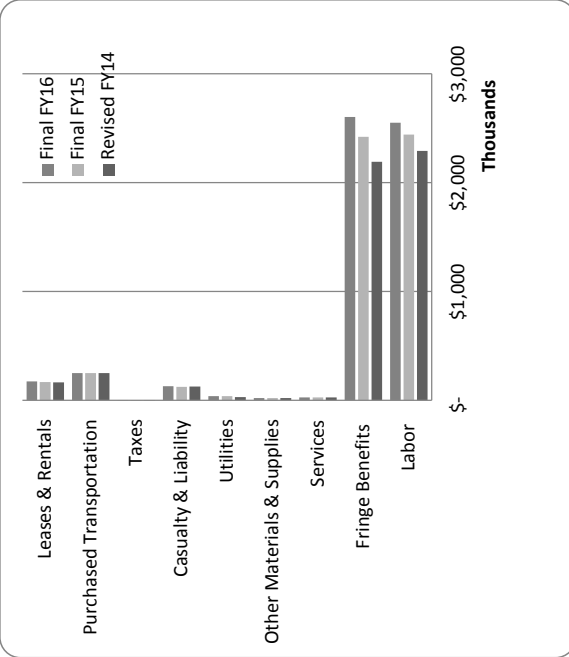


**FY15 & FY16 FINAL OPERATING BUDGET**  
**Authorized and Funded Personnel - Full Time Equivalent (FTE)**  
**Paratransit - 3100**

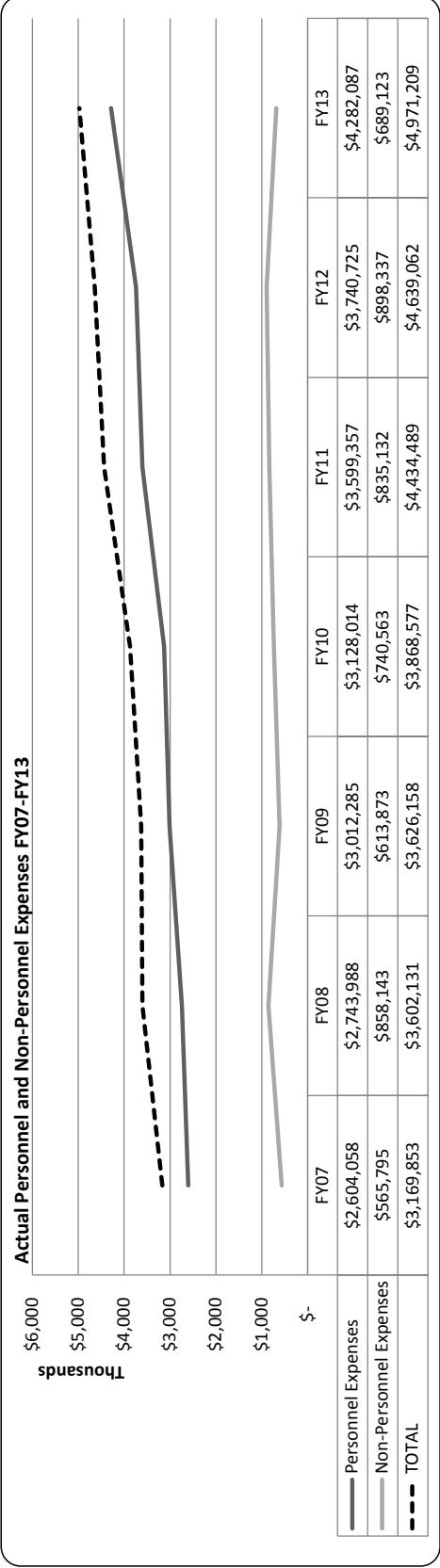
Position Title	Authorized	Funded	Authorized	Funded	Authorized	Funded
	FY 14 Revised	FY 14 Revised	FY 15	FY 15	FY 16	FY 16
Paratransit Superintendent	1.00	1.00	1.00	1.00	1.00	1.00
Assistant Paratransit Superintendent	1.00	1.00	1.00	1.00	1.00	1.00
Accessible Services Coordinator	1.00	1.00	1.00	1.00	1.00	1.00
Paratransit Eligibility Coordinator	1.00	1.00	1.00	1.00	1.00	1.00
Reservation & Scheduling Coord	1.00	0.00	1.00	0.00	1.00	0.00
Safety/Road Response Coord	1.00	0.00	1.00	0.00	1.00	0.00
Dispatcher/Scheduler	3.00	3.00	3.00	3.00	3.00	3.00
Dispatcher	5.00	4.00	5.00	4.00	5.00	4.00
Clerk I-II-III	2.00	2.00	2.00	2.00	2.00	2.00
Van Operator	34.00	34.00	34.00	34.00	34.00	34.00
Reservationist	7.00	5.00	7.00	5.00	7.00	5.00
Mechanic I-II	2.00	0.00	2.00	0.00	2.00	0.00
Paratransit Supervisor	2.00	2.00	2.00	2.00	2.00	2.00
<b>Total Full-Time Equivalents (FTEs)</b>	<b>61.00</b>	<b>54.00</b>	<b>61.00</b>	<b>54.00</b>	<b>61.00</b>	<b>54.00</b>

**Paratransit 3100**

	<u>Revised Budget</u> FY14	<u>Final Budget</u> FY15	<u>Var %</u>	<u>Final Budget</u> FY16	<u>Var %</u>
<b>Personnel Expenses:</b>					
Labor	\$ 2,291,428	\$ 2,442,421	6.6%	\$ 2,550,517	4.4%
Fringe Benefits	\$ 2,192,395	\$ 2,420,001	10.4%	\$ 2,602,598	7.5%
	\$ 4,483,823	\$ 4,862,422	8.4%	\$ 5,153,115	6.0%
<b>Non-Personnel Expenses:</b>					
Services	\$ 24,500	\$ 26,500	8.2%	\$ 26,500	0.0%
Other Materials & Supplies	\$ 18,800	\$ 21,000	11.7%	\$ 21,000	0.0%
Utilities	\$ 27,300	\$ 37,806	38.5%	\$ 38,430	1.7%
Casualty & Liability	\$ 124,868	\$ 124,076	-0.6%	\$ 127,798	3.0%
Taxes	\$ 500	\$ 500	0.0%	\$ 500	0.0%
Purchased Transportation	\$ 250,000	\$ 250,000	0.0%	\$ 250,000	0.0%
Leases & Rentals	\$ 163,200	\$ 167,940	2.9%	\$ 172,822	2.9%
	\$ 609,168	\$ 627,822	3.1%	\$ 637,051	1.5%
<b>Total Expenses:</b>	<b>\$ 5,092,991</b>	<b>\$ 5,490,244</b>	<b>7.8%</b>	<b>\$ 5,790,165</b>	<b>5.5%</b>



**Actual Personnel and Non-Personnel Expenses FY07-FY13**



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY15 & FY16 FINAL OPERATING BUDGET**

Paratransit - 3100

ACCOUNT	REVISED	BUDGET	BUDGET	REV BUDG	% CHANGE	BUDGET	% CHANGE
	BUDGET FY14	FY15	FY16	FY14	BUDG FY15 BUDG FY16	FY15	BUDG FY16
<b>LABOR</b>							
501011 Bus Operator Pay	1,162,555	1,213,445	1,271,918	4.4%	1,271,918	4.8%	4.8%
501013 Bus Operator OT	232,084	247,179	259,090	6.5%	259,090	4.8%	4.8%
501021 Other Salaries	809,368	885,780	919,803	9.4%	919,803	3.8%	3.8%
501023 Other OT	87,420	96,019	99,707	9.8%	99,707	3.8%	3.8%
<b>Totals</b>	<b>2,291,428</b>	<b>2,442,421</b>	<b>2,550,517</b>	<b>6.6%</b>	<b>2,550,517</b>	<b>4.4%</b>	<b>4.4%</b>
<b>FRINGE BENEFITS</b>							
502011 Medicare/Soc. Sec.	38,892	41,507	43,343	6.7%	43,343	4.4%	4.4%
502021 Retirement	453,894	520,273	576,051	14.6%	576,051	10.7%	10.7%
502031 Medical Ins	940,144	1,058,985	1,143,704	12.6%	1,143,704	8.0%	8.0%
502041 Dental Ins	64,820	66,750	68,753	3.0%	68,753	3.0%	3.0%
502045 Vision Ins	17,181	17,608	18,136	2.5%	18,136	3.0%	3.0%
502051 Life Ins/AD&D	6,307	6,652	6,852	5.5%	6,852	3.0%	3.0%
502060 State Disability Ins (SDI)	26,567	29,362	36,484	10.5%	36,484	24.3%	24.3%
502061 Long Term Disability Ins	15,394	17,159	17,882	11.5%	17,882	4.2%	4.2%
502071 State Unemployment Ins (SUI)	12,852	13,887	18,477	8.1%	18,477	33.1%	33.1%
502081 Worker's Comp Ins	216,011	218,037	224,578	0.9%	224,578	3.0%	3.0%
502101 Holiday Pay	71,744	76,780	80,195	7.0%	80,195	4.4%	4.4%
502103 Floating Holiday	7,595	7,981	8,318	5.1%	8,318	4.2%	4.2%
502109 Sick Leave	111,495	119,341	124,658	7.0%	124,658	4.5%	4.5%
502111 Annual Leave	183,117	198,038	206,681	8.1%	206,681	4.4%	4.4%
502121 Other Paid Absence	16,815	17,995	18,796	7.0%	18,796	4.4%	4.4%
502251 Phys. Exams	3,183	3,183	3,183	0.0%	3,183	0.0%	0.0%
502253 Driver Lic Renewal	1,061	1,061	1,061	0.0%	1,061	0.0%	0.0%
502999 Other Fringe Benefits	5,323	5,402	5,447	1.5%	5,447	0.8%	0.8%
<b>Totals</b>	<b>2,192,395</b>	<b>2,420,001</b>	<b>2,602,598</b>	<b>10.4%</b>	<b>2,602,598</b>	<b>7.5%</b>	<b>7.5%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY15 & FY16 FINAL OPERATING BUDGET**

Paratransit - 3100

ACCOUNT	REVISED	BUDGET	BUDGET	% CHANGE	BUDGET	% CHANGE	
	BUDGET	FY14	FY15	REV BUDG	FY14	BUDG FY15	BUDG FY16
<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	8,000	8,000	8,000	0.0%	8,000	0.0%	0.0%
503032 Legislative Services	-	-	-	0.0%	-	0.0%	0.0%
503033 Legal Services	-	-	-	0.0%	-	0.0%	0.0%
503034 Pre-Employment Exams	-	-	-	0.0%	-	0.0%	0.0%
503041 Temp Help	-	-	-	0.0%	-	0.0%	0.0%
503161 Custodial Services	9,500	10,500	10,500	10.5%	10,500	0.0%	0.0%
503162 Uniforms/Laundry	1,000	1,000	1,000	0.0%	1,000	0.0%	0.0%
503171 Security Services	-	-	-	0.0%	-	0.0%	0.0%
503221 Classified/Legal Ads	-	-	-	0.0%	-	0.0%	0.0%
503222 Legal Ads	-	-	-	0.0%	-	0.0%	0.0%
503225 Graphic Services	-	-	-	0.0%	-	0.0%	0.0%
503351 Repair - Bldg & Impr	-	-	-	0.0%	-	0.0%	0.0%
503352 Repair - Equipment	2,000	3,000	3,000	50.0%	3,000	0.0%	0.0%
503353 Repair - Rev Vehicle	4,000	4,000	4,000	0.0%	4,000	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>24,500</b>	<b>26,500</b>	<b>26,500</b>	<b>8.2%</b>	<b>26,500</b>	<b>0.0%</b>	<b>0.0%</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%
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>0.0%</b>	<b>-</b>	<b>0.0%</b>	<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY15 & FY16 FINAL OPERATING BUDGET**

Paratransit - 3100

ACCOUNT	REVISED	BUDGET	BUDGET	REV BUDG	% CHANGE	BUDGET	% CHANGE
	BUDGET	FY14	FY15	FY15	BUDG FY14	FY16	BUDG FY16
<b>OTHER MATERIALS &amp; SUPPLIES</b>							
504205 Freight Out	-	-	-	-	0.0%	-	0.0%
504211 Postage & Mailing	2,800	2,800	2,800	2,800	0.0%	2,800	0.0%
504214 Promotional Items	200	200	200	200	0.0%	200	0.0%
504215 Printing	4,300	4,300	4,300	4,300	0.0%	4,300	0.0%
504217 Photo Supp/Process	1,000	2,000	2,000	2,000	100.0%	2,000	0.0%
504311 Office Supplies	9,000	9,500	9,500	9,500	5.6%	9,500	0.0%
504315 Safety Supplies	1,000	1,000	1,000	1,000	0.0%	1,000	0.0%
504317 Cleaning Supplies	500	1,200	1,200	1,200	140.0%	1,200	0.0%
504409 Repair/Maint Supplies	-	-	-	-	0.0%	-	0.0%
504417 Tenant Repairs	-	-	-	-	0.0%	-	0.0%
504421 Non-Inventory Parts	-	-	-	-	0.0%	-	0.0%
504511 Small Tools	-	-	-	-	0.0%	-	0.0%
504515 Employee Tool Replacement	-	-	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>18,800</b>	<b>21,000</b>	<b>21,000</b>	<b>21,000</b>	<b>11.7%</b>	<b>21,000</b>	<b>0.0%</b>
<b>UTILITIES</b>							
505011 Gas & Electric	14,000	14,420	14,420	14,853	3.0%	14,853	3.0%
505021 Water & Garbage	6,200	6,386	6,386	6,578	3.0%	6,578	3.0%
505031 Telecommunications	7,100	17,000	17,000	17,000	139.4%	17,000	0.0%
<b>Totals</b>	<b>27,300</b>	<b>37,806</b>	<b>37,806</b>	<b>38,430</b>	<b>38.5%</b>	<b>38,430</b>	<b>1.7%</b>
<b>CASUALTY &amp; LIABILITY</b>							
506011 Insurance - Property	167	167	167	172	0.0%	172	3.0%
506015 Insurance - PL/PD	124,701	123,909	123,909	127,626	-0.6%	127,626	3.0%
506021 Insurance - Other	-	-	-	-	0.0%	-	0.0%
506123 Settlement Costs	-	-	-	-	0.0%	-	0.0%
506127 Repairs - District Prop	-	-	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>124,868</b>	<b>124,076</b>	<b>124,076</b>	<b>127,798</b>	<b>-0.6%</b>	<b>127,798</b>	<b>3.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY15 & FY16 FINAL OPERATING BUDGET**

Paratransit - 3100

ACCOUNT	REVISED	BUDGET	BUDGET	% CHANGE	BUDGET	% CHANGE
	BUDGET FY14	FY15	FY14	BUDG FY15	FY16	BUDG FY16
<b>TAXES</b>						
507051 Fuel Tax	-	-	-	0.0%	-	0.0%
507201 Licenses & Permits	500	500	500	0.0%	500	0.0%
507999 Other Taxes	-	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>0.0%</b>	<b>500</b>	<b>0.0%</b>
<b>PURCHASED TRANS.</b>						
503406 Contract/Paratransit	250,000	250,000	250,000	0.0%	250,000	0.0%
<b>Totals</b>	<b>250,000</b>	<b>250,000</b>	<b>250,000</b>	<b>0.0%</b>	<b>250,000</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	-	-	-	0.0%	-	0.0%
509122 BOD Travel	-	-	-	0.0%	-	0.0%
509123 Travel	-	-	-	0.0%	-	0.0%
509125 Local Meeting Expense	-	-	-	0.0%	-	0.0%
509127 Board Director Fees	-	-	-	0.0%	-	0.0%
509150 Contributions	-	-	-	0.0%	-	0.0%
509198 Cash Over/Short	-	-	-	0.0%	-	0.0%
<b>Totals</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	158,000	162,740	162,740	3.0%	167,622	3.0%
512061 Equipment Rental	5,200	5,200	5,200	0.0%	5,200	0.0%
<b>Totals</b>	<b>163,200</b>	<b>167,940</b>	<b>167,940</b>	<b>2.9%</b>	<b>172,822</b>	<b>2.9%</b>
<b>PERSONNEL TOTAL</b>	<b>4,483,823</b>	<b>4,862,422</b>	<b>4,862,422</b>	<b>8.4%</b>	<b>5,153,115</b>	<b>6.0%</b>
<b>NON-PERSONNEL TOTAL</b>	<b>609,168</b>	<b>627,822</b>	<b>627,822</b>	<b>3.1%</b>	<b>637,051</b>	<b>1.5%</b>
<b>DEPARTMENT TOTALS</b>	<b>5,092,991</b>	<b>5,490,244</b>	<b>5,490,244</b>	<b>7.8%</b>	<b>5,790,165</b>	<b>5.5%</b>

## **OPERATIONS DEPARTMENT OBJECTIVES**

**3200**

### **MAJOR FUNCTIONS OF THE DEPARTMENT**

The Operations Department coordinates and administers activities related to Santa Cruz METRO's fixed route bus service. It provides supervisory, training; scheduling and clerical support required in meeting Federal, State, Local, and Santa Cruz METRO organizational requirement for the delivery of bus service in Santa Cruz County, and in conjunction with other transit jurisdictions.

### **DEPARTMENT OBJECTIVES FOR FY15 & FY16**

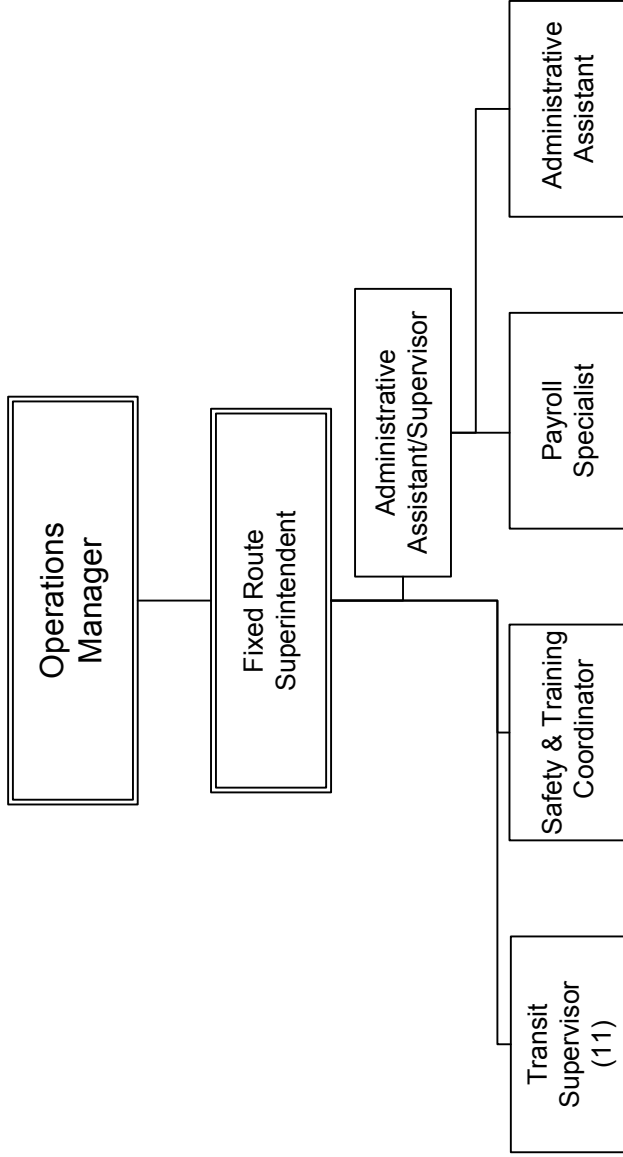
- Complete installation of Land Mobile Radio system and transition from analogue to digital capacity.
- Implement expanded review of Operator performance monitoring to ensure quality service is being provided to the community.
- Administer and monitor established Security Contract to ensure that Security Services are meeting with Santa Cruz METRO's dynamic needs.
- Implement processes necessary to achieve stakeholder input, and complete revision of the Operator Handbooks for Fixed-Route personnel.
- Provide developmental training for new and experienced Supervisors in various areas critical to Effective Transit Supervision; Accident Investigation Conflict Resolution, Employee Performance Monitoring and Evaluation, DMV examiners for the Employer Testing Program, and Vehicle Transit Training.
- Development and certification of supervisory staff to respond to emergency situations through training and certification in Standard Emergency Management System (SEMS), National Incident Management System (NIMS) and Incident Command System (ICS) training.
- Cross train Fixed Route Operators on ParaCruz vehicles to provide additional certified Operators in case of emergency deployment.
- Continue outreach in providing local police, fire and emergency medical response agencies with CNG equipment and building information to better familiarize response criteria, and in dealing with possible emergency crisis situations.
- Establish communication and interaction with Office of Emergency Services to include METRO Supervisory staff in exercises with those agencies responding to an emergency. Provide contact information that will assist in improving service deployment during an emergency.
- Review and upgrade various job descriptions to reflect changes in responsibilities and duties consistent with current agency needs.

## Operations Department (con't)

- Increase training in various skill sets for Office Administrative staff and implement cross training of various critical function areas.



# Operations 3200



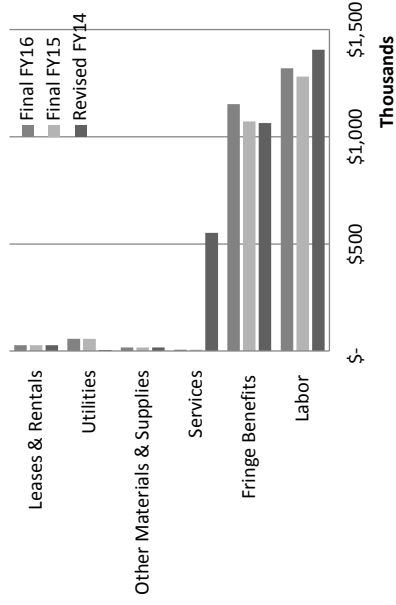
**FY15 & FY16 FINAL OPERATING BUDGET**  
**Authorized and Funded Personnel - Full Time Equivalent (FTE)**  
**Operations - 3200**

Position Title	Authorized	Funded	Authorized	Funded	Authorized	Funded
	FY 14 Revised	FY 14 Revised	FY 15	FY 15	FY 16	FY 16
Operations Manager	1.00	1.00	1.00	1.00	1.00	1.00
Fixed Route Superintendent	1.00	1.00	1.00	1.00	1.00	1.00
Transit Supervisor	14.00	11.00	14.00	11.00	14.00	11.00
Schedule Analyst *	2.00	2.00	0.00	0.00	0.00	0.00
Safety & Training Coordinator	1.00	1.00	1.00	1.00	1.00	1.00
Admin Assistant/Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Assistant	1.00	0.00	1.00	1.00	1.00	1.00
Administrative Clerk I	0.00	0.00	0.00	0.00	0.00	0.00
Payroll Specialist	1.00	1.00	1.00	1.00	1.00	1.00
<b>Total Full-Time Equivalents (FTEs)</b>	<b>22.00</b>	<b>18.00</b>	<b>20.00</b>	<b>17.00</b>	<b>20.00</b>	<b>17.00</b>

\* Two Schedule Analyst positions are transferred from Operations to Administration in FY15 and FY16.

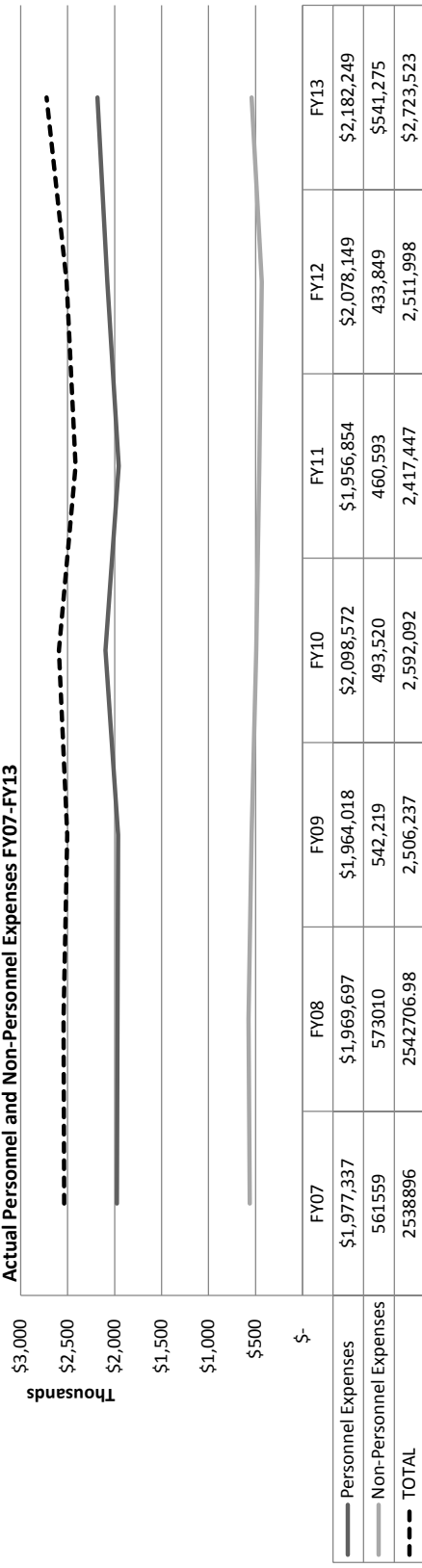
## Operations 3200

	<u>Revised Budget</u> FY14	<u>Final Budget</u> FY15	<u>Var %</u>	<u>Final Budget</u> FY16	<u>Var %</u>
<b>Personnel Expenses:</b>					
Labor	\$ 1,406,606	\$ 1,280,072	-9.0%	\$ 1,319,381	3.1%
Fringe Benefits	\$ 1,063,635	\$ 1,071,702	0.8%	\$ 1,152,547	7.5%
	\$ 2,470,242	\$ 2,351,774	-4.8%	\$ 2,471,928	5.1%
<b>Non-Personnel Expenses:</b>					
Services	\$ 551,500	\$ 6,500	-98.8%	\$ 6,500	0.0%
Other Materials & Supplies	\$ 17,300	\$ 17,300	0.0%	\$ 17,300	0.0%
Utilities	\$ 5,000	\$ 56,900	1038.0%	\$ 56,900	0.0%
Leases & Rentals	\$ 27,600	\$ 27,800	0.7%	\$ 27,800	0.0%
	\$ 601,400	\$ 108,500	-82.0%	\$ 108,500	0.0%
<b>Total Expenses:</b>	\$ 3,071,642	\$ 2,460,274	-19.9%	\$ 2,580,428	4.9%



### Actual Personnel and Non-Personnel Expenses FY07-FY13

Thousands



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY15 & FY16 FINAL OPERATING BUDGET**

Operations - 3200

ACCOUNT	REVISED BUDGET FY14	BUDGET FY15	% CHANGE REV BUDG FY14 BUDG FY15	BUDGET FY16	% CHANGE BUDG FY15 BUDG FY16
<b>LABOR</b>					
501011 Bus Operator Pay	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	0.0%	-	0.0%
501021 Other Salaries	1,202,396	1,086,187	-9.7%	1,119,543	3.1%
501023 Other OT	204,210	193,884	-5.1%	199,838	3.1%
<b>Totals</b>	<b>1,406,606</b>	<b>1,280,072</b>	<b>-9.0%</b>	<b>1,319,381</b>	<b>3.1%</b>
<b>FRINGE BENEFITS</b>					
502011 Medicare/Soc. Sec.	24,628	22,528	-8.5%	23,323	3.5%
502021 Retirement	276,550	280,808	1.5%	308,492	9.9%
502031 Medical Ins	329,897	359,644	9.0%	388,416	8.0%
502041 Dental Ins	25,136	25,526	1.6%	26,291	3.0%
502045 Vision Ins	5,762	5,442	-5.6%	5,606	3.0%
502051 Life Ins/AD&D	2,249	2,199	-2.2%	2,265	3.0%
502060 State Disability Ins (SDI)	15,886	15,468	-2.6%	18,994	22.8%
502061 Long Term Disability Ins	9,086	8,654	-4.8%	8,731	0.9%
502071 State Unemployment Ins (SUI)	4,284	4,292	0.2%	5,711	33.1%
502081 Worker's Comp Ins	73,362	68,641	-6.4%	70,701	3.0%
502101 Holiday Pay	43,958	41,635	-5.3%	43,138	3.6%
502103 Floating Holiday	9,305	9,677	4.0%	10,072	4.1%
502109 Sick Leave	65,937	62,452	-5.3%	64,707	3.6%
502111 Annual Leave	162,385	150,070	-7.6%	161,068	7.3%
502121 Other Paid Absence	10,303	9,758	-5.3%	10,110	3.6%
502251 Phys. Exams	530	530	0.0%	530	0.0%
502253 Driver Lic Renewal	-	-	0.0%	-	0.0%
502999 Other Fringe Benefits	4,377	4,377	0.0%	4,391	0.3%
<b>Totals</b>	<b>1,063,635</b>	<b>1,071,702</b>	<b>0.8%</b>	<b>1,152,547</b>	<b>7.5%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY15 & FY16 FINAL OPERATING BUDGET**

Operations - 3200

ACCOUNT	REVISED	BUDGET	% CHANGE	BUDGET	% CHANGE	BUDGET	% CHANGE
	BUDGET FY14	FY15	REV BUDG BUDG FY15	FY14	BUDG FY15	BUDG FY16	BUDG FY16
<b>SERVICES</b>							
503011	-	-	0.0%	-	0.0%	-	0.0%
503012	-	-	0.0%	-	0.0%	-	0.0%
503031	23,000	3,000	-87.0%	3,000		3,000	0.0%
503032	-	-	0.0%	-	0.0%	-	0.0%
503033	-	-	0.0%	-	0.0%	-	0.0%
503034	-	-	0.0%	-	0.0%	-	0.0%
503041	-	-	0.0%	-	0.0%	-	0.0%
503161	-	-	0.0%	-	0.0%	-	0.0%
503162	500	500	0.0%	500		500	0.0%
503171	525,000	-	-100.0%	-		-	0.0%
503221	-	-	0.0%	-	0.0%	-	0.0%
503222	-	-	0.0%	-	0.0%	-	0.0%
503225	-	-	0.0%	-	0.0%	-	0.0%
503351	-	-	0.0%	-	0.0%	-	0.0%
503352	3,000	3,000	0.0%	3,000		3,000	0.0%
503353	-	-	0.0%	-	0.0%	-	0.0%
503354	-	-	0.0%	-	0.0%	-	0.0%
503363	-	-	0.0%	-	0.0%	-	0.0%
<b>Totals</b>	<b>551,500</b>	<b>6,500</b>	<b>-98.8%</b>	<b>6,500</b>		<b>6,500</b>	<b>0.0%</b>
<b>MOBILE MATERIALS &amp; SUPPLIES</b>							
504011	-	-	0.0%	-	0.0%	-	0.0%
504012	-	-	0.0%	-	0.0%	-	0.0%
504021	-	-	0.0%	-	0.0%	-	0.0%
504161	-	-	0.0%	-	0.0%	-	0.0%
504191	-	-	0.0%	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>		<b>-</b>	<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY15 & FY16 FINAL OPERATING BUDGET**

Operations - 3200

ACCOUNT	REVISED	BUDGET	% CHANGE	BUDGET	% CHANGE	BUDGET	% CHANGE
	BUDGET	FY15	REV BUDG	FY15	BUDG	BUDG	BUDG
	FY14	FY15	FY14	FY15	FY16	FY15	FY16
<b>OTHER MATERIALS &amp; SUPPLIES</b>							
504205 Freight Out	-	-	0.0%	-	-	0.0%	0.0%
504211 Postage & Mailing	200	200	0.0%	200	200	0.0%	0.0%
504214 Promotional Items	-	-	0.0%	-	-	0.0%	0.0%
504215 Printing	4,500	4,500	0.0%	4,500	4,500	0.0%	0.0%
504217 Photo Supp/Process	600	600	0.0%	600	600	0.0%	0.0%
504311 Office Supplies	12,000	12,000	0.0%	12,000	12,000	0.0%	0.0%
504315 Safety Supplies	-	-	0.0%	-	-	0.0%	0.0%
504317 Cleaning Supplies	-	-	0.0%	-	-	0.0%	0.0%
504409 Repair/Maint Supplies	-	-	0.0%	-	-	0.0%	0.0%
504417 Tenant Repairs	-	-	0.0%	-	-	0.0%	0.0%
504421 Non-Inventory Parts	-	-	0.0%	-	-	0.0%	0.0%
504511 Small Tools	-	-	0.0%	-	-	0.0%	0.0%
504515 Employee Tool Replacement	-	-	0.0%	-	-	0.0%	0.0%
<b>Totals</b>	<b>17,300</b>	<b>17,300</b>	<b>0.0%</b>	<b>17,300</b>	<b>17,300</b>	<b>0.0%</b>	<b>0.0%</b>
<b>UTILITIES</b>							
505011 Gas & Electric	-	-	0.0%	-	-	0.0%	0.0%
505021 Water & Garbage	-	-	0.0%	-	-	0.0%	0.0%
505031 Telecommunications	5,000	56,900	1038.0%	56,900	56,900	0.0%	0.0%
<b>Totals</b>	<b>5,000</b>	<b>56,900</b>	<b>1038.0%</b>	<b>56,900</b>	<b>56,900</b>	<b>0.0%</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	-	-	0.0%	-	-	0.0%	0.0%
506127 Repairs - District Prop	-	-	0.0%	-	-	0.0%	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY15 & FY16 FINAL OPERATING BUDGET**

Operations - 3200

ACCOUNT	REVISED BUDGET FY14	BUDGET FY15	% CHANGE REV BUDG BUDG FY15	BUDGET FY16	% CHANGE BUDG FY15 BUDG FY16
<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>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>PURCHASED TRANS.</b>					
503406 Contract/Paratransit	-	-	0.0%	-	0.0%
<b>Totals</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	-	-	0.0%	-	0.0%
509122 BOD Travel	-	-	0.0%	-	0.0%
509123 Travel	-	-	0.0%	-	0.0%
509125 Local Meeting Expense	-	-	0.0%	-	0.0%
509127 Board Director Fees	-	-	0.0%	-	0.0%
509150 Contributions	-	-	0.0%	-	0.0%
509198 Cash Over/Short	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>LEASES &amp; RENTALS</b>					
512011 Facility Lease	22,000	22,000	0.0%	22,000	0.0%
512061 Equipment Rental	5,600	5,800	3.6%	5,800	0.0%
<b>Totals</b>	<b>27,600</b>	<b>27,800</b>	<b>0.7%</b>	<b>27,800</b>	<b>0.0%</b>
<b>PERSONNEL TOTAL</b>	<b>2,470,242</b>	<b>2,351,774</b>	<b>-4.8%</b>	<b>2,471,928</b>	<b>5.1%</b>
<b>NON-PERSONNEL TOTAL</b>	<b>601,400</b>	<b>108,500</b>	<b>-82.0%</b>	<b>108,500</b>	<b>0.0%</b>
<b>DEPARTMENT TOTALS</b>	<b>3,071,642</b>	<b>2,460,274</b>	<b>-19.9%</b>	<b>2,580,428</b>	<b>4.9%</b>





## **BUS OPERATORS DEPARTMENT OBJECTIVES**

### **3300**

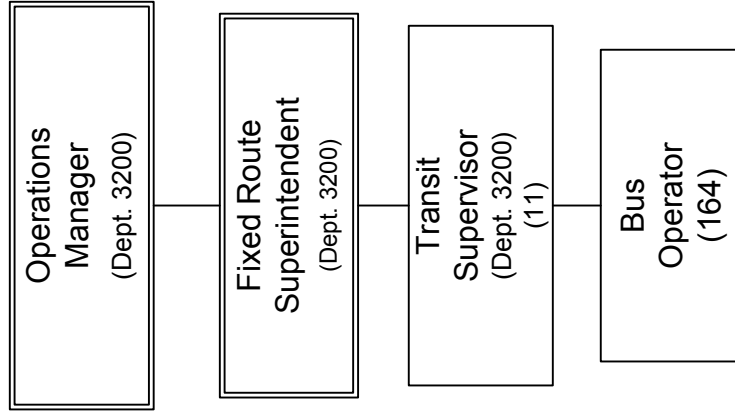
#### **MAJOR FUNCTIONS OF THE DEPARTMENT**

The Bus Operators department is responsible for providing safe, efficient, reliable, and courteous transit service to the residents and visitors of Santa Cruz County.

#### **DEPARTMENT OBJECTIVES FOR FY15 & FY16**

- Enhance Operator New Hire and Vehicle Transit Training to include extended curriculum in Customer Service, Conflict Resolution, Emergency Responsibilities and ADA requirements.
- Extend Verification of Transit Training for yearly re-certification of existing Operators to include curriculum tailored to address trends identified.
- Establish committee to provide stakeholder input for the revision of the Fixed Route Operator Handbook.
- Continued refinements in Operator Line Instructor program to ensure qualified instructors are trained to empirically evaluate new hire performance and provide proper critique and guidance to new-hires..
- Increase Operator representation in Customer Service role during presentations and community familiarization outreach of Santa Cruz METRO services.
- Provide more consistent information on seminars, certification programs and other educational options that will allow Operators to compete for promotional opportunities within Santa Cruz METRO.
- Enhance appearance professional disposition in employees through clarification and enforcement of bus operator uniform standards.
- Encourage and facilitate Operator participation in SPARC, Bus Stop Advisory, Metro Advisory Committee (MAC), and assist in the development of Training Modules and Videos.

# Bus Operators 3300

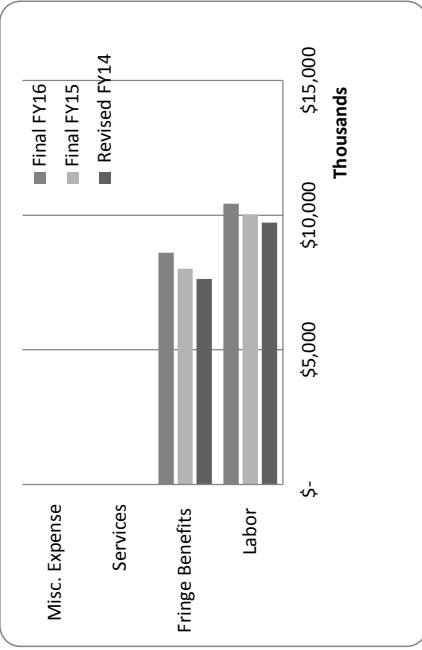


**FY15 & FY16 FINAL OPERATING BUDGET**  
**Authorized and Funded Personnel - Full Time Equivalent (FTE)**  
**Bus Operators - 3300**

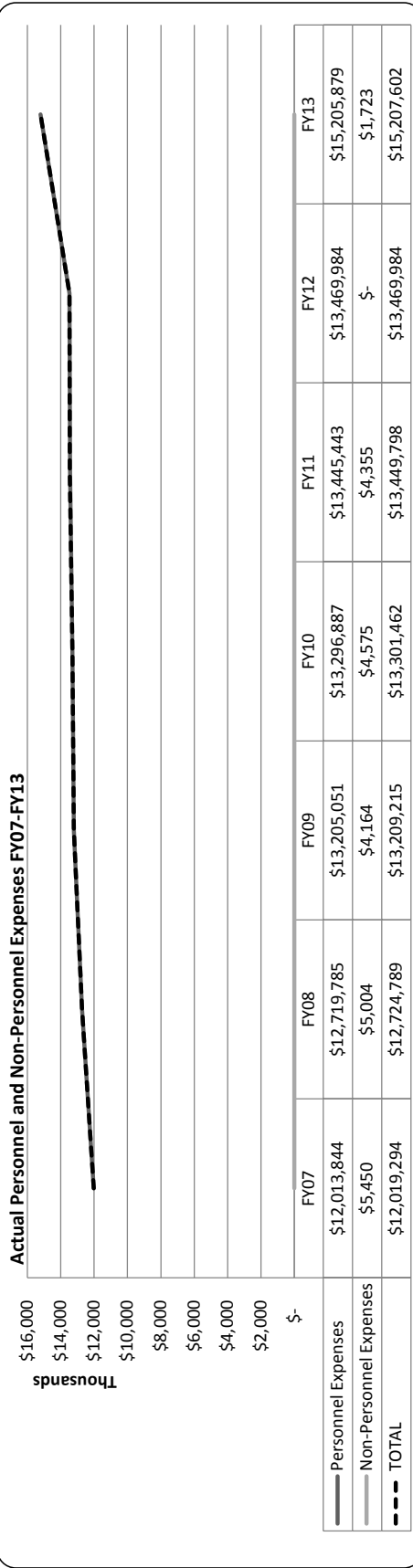
Position Title	Authorized FY 14 Revised	Funded FY 14 Revised	Authorized FY 15	Funded FY 15	Authorized FY 16	Funded FY 16
Bus Operators	182.00	164.00	182.00	164.00	182.00	164.00
<b>Total Full-Time Equivalents (FTEs)</b>	<b>182.00</b>	<b>164.00</b>	<b>182.00</b>	<b>164.00</b>	<b>182.00</b>	<b>164.00</b>

### Bus Operators 3300

	<u>Revised Budget</u> FY14	<u>Final Budget</u> FY15	<u>Var %</u>	<u>Final Budget</u> FY16	<u>Var %</u>
<b>Personnel Expenses:</b>					
Labor	\$ 9,725,109	\$ 10,023,334	3.1%	\$ 10,422,347	4.0%
Fringe Benefits	\$ 7,624,671	\$ 8,003,394	5.0%	\$ 8,600,542	7.5%
	\$ 17,349,780	\$ 18,026,729	3.9%	\$ 19,022,889	5.5%
<b>Non-Personnel Expenses:</b>					
Services	\$ 4,000	\$ 2,500	-37.5%	\$ 2,500	0.0%
Misc. Expense	\$ 3,500	\$ 3,500	0.0%	\$ 3,500	0.0%
	\$ 7,500	\$ 6,000	-20.0%	\$ 6,000	0.0%
<b>Total Expenses:</b>	\$ 17,357,280	\$ 18,032,729	3.9%	\$ 19,028,889	5.5%



### Actual Personnel and Non-Personnel Expenses FY07-FY13



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY15 & FY16 FINAL OPERATING BUDGET**

Bus Operators - 3300

ACCOUNT	REVISED BUDGET FY14	BUDGET FY15	% CHANGE REV BUDG FY14 BUDG FY15	BUDGET FY16	% CHANGE BUDG FY15 BUDG FY16
<b>LABOR</b>					
501011 Bus Operator Pay	7,906,593	8,164,984	3.3%	8,490,019	4.0%
501013 Bus Operator OT	1,818,516	1,858,350	2.2%	1,932,328	4.0%
501021 Other Salaries	-	-	0.0%	-	0.0%
501023 Other OT	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>9,725,109</b>	<b>10,023,334</b>	<b>3.1%</b>	<b>10,422,347</b>	<b>4.0%</b>
<b>FRINGE BENEFITS</b>					
502011 Medicare/Soc. Sec.	165,648	170,777	3.1%	177,550	4.0%
502021 Retirement	1,850,791	2,048,446	10.7%	2,258,441	10.3%
502031 Medical Ins	2,704,634	2,823,150	4.4%	3,063,059	8.5%
502041 Dental Ins	226,505	220,696	-2.6%	227,316	3.0%
502045 Vision Ins	52,743	52,183	-1.1%	53,748	3.0%
502051 Life Ins/AD&D	18,744	19,101	1.9%	19,674	3.0%
502060 State Disability Ins (SDI)	114,240	121,310	6.2%	150,085	23.7%
502061 Long Term Disability Ins	70,893	71,935	1.5%	73,263	1.8%
502071 State Unemployment Ins (SUI)	39,249	41,157	4.9%	54,760	33.1%
502081 Worker's Comp Ins	660,259	658,149	-0.3%	677,893	3.0%
502101 Holiday Pay	293,794	303,451	3.3%	315,548	4.0%
502103 Floating Holiday	-	-	0.0%	-	0.0%
502109 Sick Leave	458,978	474,142	3.3%	493,044	4.0%
502111 Annual Leave	877,200	905,656	3.2%	939,947	3.8%
502121 Other Paid Absence	68,952	71,121	3.1%	73,957	4.0%
502251 Phys. Exams	8,487	8,487	0.0%	8,487	0.0%
502253 Driver Lic Renewal	3,183	3,183	0.0%	3,183	0.0%
502999 Other Fringe Benefits	10,369	10,452	0.8%	10,586	1.3%
<b>Totals</b>	<b>7,624,671</b>	<b>8,003,394</b>	<b>5.0%</b>	<b>8,600,542</b>	<b>7.5%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY15 & FY16 FINAL OPERATING BUDGET**

Bus Operators - 3300

ACCOUNT	REVISED	BUDGET	BUDGET	% CHANGE	BUDGET	% CHANGE
	BUDGET	FY14	FY15	REV BUDG	FY14	BUDG
	FY14	FY15	FY16	BUDG	FY15	BUDG
				FY14	FY16	FY16
<b>SERVICES</b>						
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	4,000	2,500	-37.5%	2,500	0.0%
503171	Security Services	-	-	0.0%	-	0.0%
503221	Classified/Legal Ads	-	-	0.0%	-	0.0%
503222	Legal Ads	-	-	0.0%	-	0.0%
503225	Graphic Services	-	-	0.0%	-	0.0%
503351	Repair - Bldg & Impr	-	-	0.0%	-	0.0%
503352	Repair - Equipment	-	-	0.0%	-	0.0%
503353	Repair - Rev Vehicle	-	-	0.0%	-	0.0%
503354	Repair - Non Rev Vehicle	-	-	0.0%	-	0.0%
503363	Haz Mat Disposal	-	-	0.0%	-	0.0%
<b>Totals</b>		<b>4,000</b>	<b>2,500</b>	<b>-37.5%</b>	<b>2,500</b>	<b>0.0%</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%
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>0.0%</b>	<b>-</b>	<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY15 & FY16 FINAL OPERATING BUDGET**

Bus Operators - 3300

ACCOUNT	REVISED	BUDGET	BUDGET	% CHANGE	BUDGET	% CHANGE
	BUDGET	FY14	FY15	REV BUDG	FY14	BUDG
				BUDG	FY15	BUDG
				FY16		FY16
<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	-	-	0.0%	-	0.0%
504315	Safety Supplies	-	-	0.0%	-	0.0%
504317	Cleaning Supplies	-	-	0.0%	-	0.0%
504409	Repair/Maint Supplies	-	-	0.0%	-	0.0%
504417	Tenant Repairs	-	-	0.0%	-	0.0%
504421	Non-Inventory Parts	-	-	0.0%	-	0.0%
504511	Small Tools	-	-	0.0%	-	0.0%
504515	Employee Tool Replacement	-	-	0.0%	-	0.0%
	<b>Totals</b>	-	-	0.0%	-	0.0%
<b>UTILITIES</b>						
505011	Gas & Electric	-	-	0.0%	-	0.0%
505021	Water & Garbage	-	-	0.0%	-	0.0%
505031	Telecommunications	-	-	0.0%	-	0.0%
	<b>Totals</b>	-	-	0.0%	-	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%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY15 & FY16 FINAL OPERATING BUDGET**

Bus Operators - 3300

ACCOUNT	REVISED BUDGET FY14	BUDGET FY15	% CHANGE REV BUDG BUDG FY15	BUDGET FY16	% CHANGE BUDG FY15 BUDG FY16
<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>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>PURCHASED TRANS.</b>					
503406 Contract/Paratransit	-	-	0.0%	-	0.0%
<b>Totals</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	3,500	3,500	0.0%	3,500	0.0%
509121 Employee Training	-	-	0.0%	-	0.0%
509122 BOD Travel	-	-	0.0%	-	0.0%
509123 Travel	-	-	0.0%	-	0.0%
509125 Local Meeting Expense	-	-	0.0%	-	0.0%
509127 Board Director Fees	-	-	0.0%	-	0.0%
509150 Contributions	-	-	0.0%	-	0.0%
509198 Cash Over/Short	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>3,500</b>	<b>3,500</b>	<b>0.0%</b>	<b>3,500</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>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>PERSONNEL TOTAL</b>	<b>17,349,780</b>	<b>18,026,729</b>	<b>3.9%</b>	<b>19,022,889</b>	<b>5.5%</b>
<b>NON-PERSONNEL TOTAL</b>	<b>7,500</b>	<b>6,000</b>	<b>-20.0%</b>	<b>6,000</b>	<b>0.0%</b>
<b>DEPARTMENT TOTALS</b>	<b>17,357,280</b>	<b>18,032,729</b>	<b>3.9%</b>	<b>19,028,889</b>	<b>5.5%</b>



## **FLEET MAINTENANCE DEPARTMENT OBJECTIVES 4100**

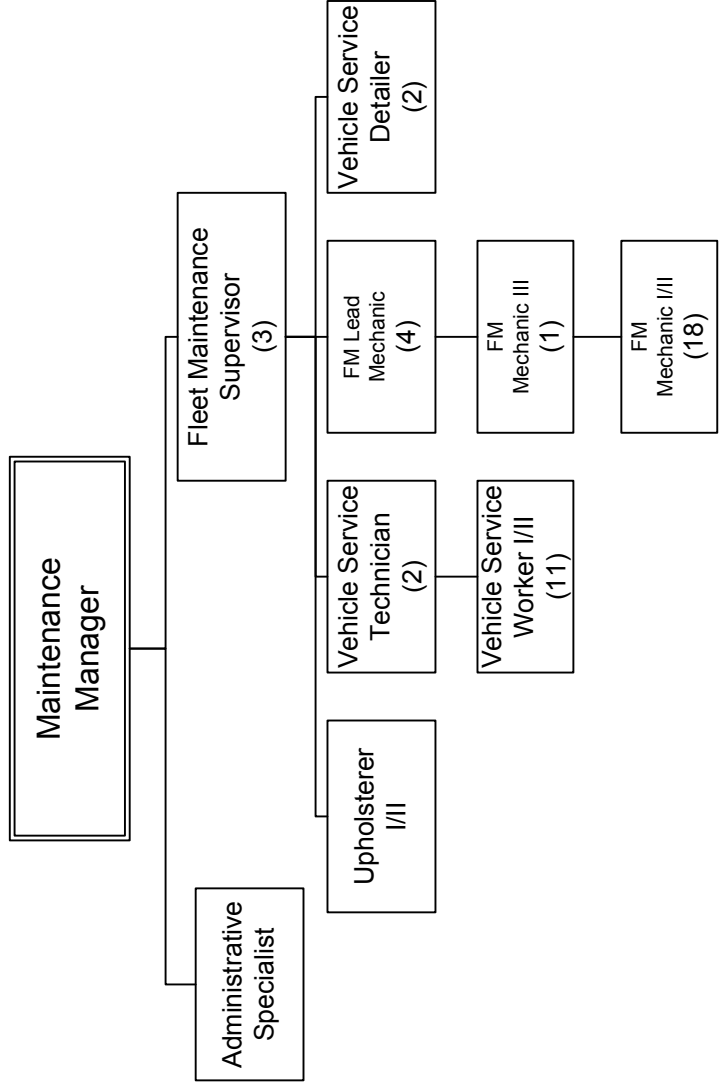
### **MAJOR FUNCTIONS OF THE DEPARTMENT**

The mayor function of the Fleet Maintenance Department is to provide support to the Operations Department. The Fleet Maintenance Department provides this support by providing buses, staff vehicles and equipment that are safe, reliable, and clean. This is accomplished in support of transit service to the public through the optimum use of all resources available to the Department.

### **DEPARTMENT OBJECTIVES FOR FY15 & FY16**

- The Fleet Maintenance Department will improve its operational support in both vehicle maintenance and vehicle servicing through streamlined and more accurate tracking/scheduling.
- The Fleet Maintenance Department will rearrange its staffing schedule to enable more repairs to be completed during the times when bus service is reduced or not scheduled to increase the number of buses available for service.
- The Fleet Maintenance Department will continue its training program for all employees of the department. This training will be both technical and administrative. The technical training will enhance staff's ability to repair Santa Cruz METRO equipment with speed, accuracy, and lower the costs of repairs. The administrative training will provide a career ladder for those employees wishing to advance to higher positions. This will provide Santa Cruz METRO with a candidate pool to replace those employees who retire or otherwise vacate their positions.
- In the next fiscal year, the Fleet Maintenance Department will expand its safety program to formalize the safety practices already being utilized in the shop. These safety practices will include items such as "Lock Out/Tag Out", a Personal Protective Equipment (PPE) policy, the establishment of work zones where PPE is to be worn at all times and training in safe work practices. The new safety program will be developed with the input of all Fleet Maintenance personnel including mechanics, lead mechanics, and supervisors.

# Fleet Maintenance 4100



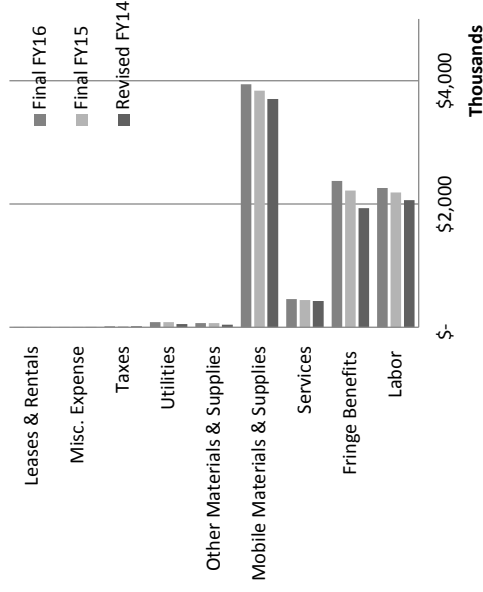
**FY15 & FY16 FINAL OPERATING BUDGET**  
**Authorized and Funded Personnel - Full Time Equivalent (FTE)**  
**Fleet Maintenance - 4100**

Position Title	Authorized		Funded		Authorized		Funded	
	FY 14 Revised	FY 14 Revised	FY 15	FY 15	FY 16	FY 16	FY 16	FY 16
Maintenance Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Fleet Maint Supervisor	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
FM Lead Mechanic	6.00	4.00	6.00	4.00	6.00	6.00	4.00	4.00
FM Mechanic III	4.00	1.00	4.00	1.00	4.00	4.00	1.00	1.00
FM Mechanic I - II	16.00	15.00	18.00	18.00	18.00	18.00	18.00	18.00
Body Repair Mechanic	1.00	0.00	1.00	0.00	1.00	1.00	0.00	0.00
Upholsterer I - II	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Admin Assistant/Supervisor	1.00	0.00	1.00	0.00	1.00	1.00	0.00	0.00
Admin Specialist	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Accounting Tech/Sr Acctng Tech	2.00	0.00	2.00	0.00	2.00	2.00	0.00	0.00
Administrative Clerk I	1.00	0.00	1.00	0.00	1.00	1.00	0.00	0.00
Vehicle Service Technician	2.00	2.00	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	2.00	2.00
Vehicle Service Worker I - II *	16.00	11.00	16.00	11.00	16.00	16.00	11.00	11.00
<b>Total Full-Time Equivalents (FTEs)</b>	<b>57.00</b>	<b>41.00</b>	<b>59.00</b>	<b>44.00</b>	<b>59.00</b>	<b>59.00</b>	<b>44.00</b>	<b>44.00</b>

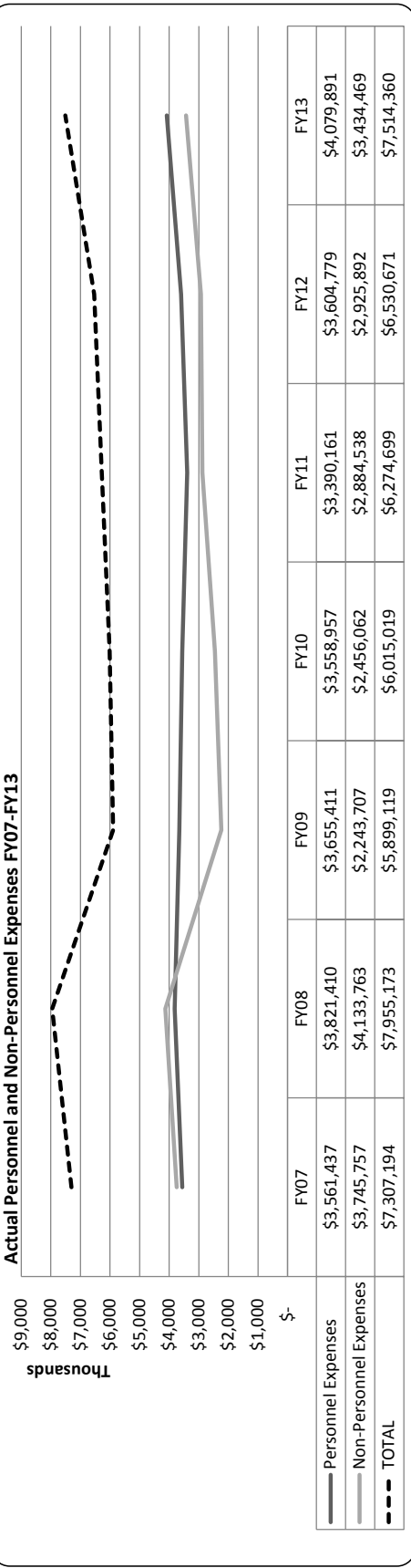
\* Expenses for 4 FTEs (Vehicle Service Worker I - II) will be incurred in Capital Funded Labor , in order to facilitate financial/grant reporting.

## Fleet Maintenance 4100

	<u>Revised Budget</u> FY14	<u>Final Budget</u> FY15	<u>Var %</u>	<u>Final Budget</u> FY16	<u>Var %</u>
<b>Personnel Expenses:</b>					
Labor	\$ 2,059,181	\$ 2,183,470	6.0%	\$ 2,259,161	3.5%
Fringe Benefits	\$ 1,927,860	\$ 2,218,690	15.1%	\$ 2,371,514	6.9%
	\$ 3,987,040	\$ 4,402,161	10.4%	\$ 4,630,675	5.2%
<b>Non-Personnel Expenses:</b>					
Services	\$ 425,650	\$ 439,620	3.3%	\$ 452,416	2.9%
Mobile Materials & Supplies	\$ 3,701,193	\$ 3,836,261	3.6%	\$ 3,941,999	2.8%
Other Materials & Supplies	\$ 41,595	\$ 62,942	51.3%	\$ 65,593	4.2%
Utilities	\$ 50,000	\$ 80,340	60.7%	\$ 82,750	3.0%
Taxes	\$ 14,000	\$ 14,420	3.0%	\$ 14,853	3.0%
Misc. Expense	\$ 2,000	\$ 3,000	50.0%	\$ 3,000	0.0%
Leases & Rentals	\$ 1,200	\$ 1,200	0.0%	\$ 1,200	0.0%
	\$ 4,235,638	\$ 4,437,783	4.8%	\$ 4,561,811	2.8%
<b>Total Expenses:</b>	\$ 8,222,678	\$ 8,839,943	7.5%	\$ 9,192,486	4.0%



### Actual Personnel and Non-Personnel Expenses FY07-FY13



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY15 & FY16 FINAL OPERATING BUDGET**

Fleet Maintenance - 4100

ACCOUNT	REVISED BUDGET FY14	BUDGET FY15	% CHANGE REV BUDG FY14 BUDG FY15	BUDGET FY16	% CHANGE BUDG FY15 BUDG FY16
<b>LABOR</b>					
501011 Bus Operator Pay	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	0.0%	-	0.0%
501021 Other Salaries	1,973,332	2,085,454	5.7%	2,157,747	3.5%
501023 Other OT	85,848	98,016	14.2%	101,414	3.5%
<b>Totals</b>	<b>2,059,181</b>	<b>2,183,470</b>	<b>6.0%</b>	<b>2,259,161</b>	<b>3.5%</b>
<b>FRINGE BENEFITS</b>					
502011 Medicare/Soc. Sec.	36,564	39,032	6.7%	40,371	3.4%
502021 Retirement	449,485	535,655	19.2%	587,525	9.7%
502031 Medical Ins	705,621	825,370	17.0%	891,043	8.0%
502041 Dental Ins	53,478	58,962	10.3%	60,731	3.0%
502045 Vision Ins	11,845	12,806	8.1%	13,190	3.0%
502051 Life Ins/AD&D	4,310	4,791	11.2%	4,934	3.0%
502060 State Disability Ins (SDI)	23,821	27,351	14.8%	33,664	23.1%
502061 Long Term Disability Ins	16,484	18,247	10.7%	18,491	1.3%
502071 State Unemployment Ins (SUI)	8,806	10,100	14.7%	13,438	33.1%
502081 Worker's Comp Ins	146,723	169,587	15.6%	174,675	3.0%
502101 Holiday Pay	71,779	79,811	11.2%	82,547	3.4%
502103 Floating Holiday	5,640	5,753	2.0%	5,868	2.0%
502109 Sick Leave	107,668	119,716	11.2%	123,820	3.4%
502111 Annual Leave	260,561	284,405	9.2%	293,435	3.2%
502121 Other Paid Absence	16,823	18,706	11.2%	19,347	3.4%
502251 Phys. Exams	1,910	1,910	0.0%	1,910	0.0%
502253 Driver Lic Renewal	412	412	0.0%	412	0.0%
502999 Other Fringe Benefits	5,931	6,080	2.5%	6,114	0.6%
<b>Totals</b>	<b>1,927,860</b>	<b>2,218,690</b>	<b>15.1%</b>	<b>2,371,514</b>	<b>6.9%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY15 & FY16 FINAL OPERATING BUDGET**

Fleet Maintenance - 4100

ACCOUNT	REVISED BUDGET FY14	BUDGET FY15	% CHANGE REV BUDG BUDG FY15	BUDGET FY16	% CHANGE BUDG FY15 BUDG FY16
<b>SERVICES</b>					
503011 Accting/Audit Fees	-	-	0.0%	-	0.0%
503012 Admin/Bank Fees	-	-	0.0%	-	0.0%
503031 Prof/Technical Fees	6,500	6,500	0.0%	6,500	0.0%
503032 Legislative Services	-	-	0.0%	-	0.0%
503033 Legal Services	-	-	0.0%	-	0.0%
503034 Pre-Employment Exams	-	-	0.0%	-	0.0%
503041 Temp Help	-	-	0.0%	-	0.0%
503161 Custodial Services	-	-	0.0%	-	0.0%
503162 Uniforms/Laundry	14,150	16,100	13.8%	16,500	2.5%
503171 Security Services	-	-	0.0%	-	0.0%
503221 Classified/Legal Ads	-	-	0.0%	-	0.0%
503222 Legal Ads	-	-	0.0%	-	0.0%
503225 Graphic Services	-	-	0.0%	-	0.0%
503351 Repair - Bldg & Impr	-	-	0.0%	-	0.0%
503352 Repair - Equipment	38,000	38,500	1.3%	39,000	1.3%
503353 Repair - Rev Vehicle	350,000	360,500	3.0%	371,315	3.0%
503354 Repair - Non Rev Vehicle	17,000	18,020	6.0%	19,101	6.0%
503363 Haz Mat Disposal	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>425,650</b>	<b>439,620</b>	<b>3.3%</b>	<b>452,416</b>	<b>2.9%</b>
<b>MOBILE MATERIALS &amp; SUPPLIES</b>					
504011 Fuels & Lubricants - Non Rev Veh	88,100	90,743	3.0%	93,465	3.0%
504012 Fuels & Lubricants - Rev Veh	2,448,076	2,521,518	3.0%	2,597,163	3.0%
504021 Tires & Tubes	245,000	279,000	13.9%	287,370	3.0%
504161 Other Mobile Supplies	-	-	0.0%	-	0.0%
504191 Rev Vehicle Parts	920,017	945,000	2.7%	964,000	2.0%
<b>Totals</b>	<b>3,701,193</b>	<b>3,836,261</b>	<b>3.6%</b>	<b>3,941,999</b>	<b>2.8%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY15 & FY16 FINAL OPERATING BUDGET**

Fleet Maintenance - 4100

ACCOUNT	REVISED	% CHANGE		% CHANGE	
	BUDGET FY14	BUDGET FY15	REV BUDG BUDG FY15	BUDGET FY16	BUDG FY16
<b>OTHER MATERIALS &amp; SUPPLIES</b>					
504205 Freight Out	401	413	3.0%	425	3.0%
504211 Postage & Mailing	250	250	0.0%	250	0.0%
504214 Promotional Items	-	-	0.0%	-	0.0%
504215 Printing	150	150	0.0%	150	0.0%
504217 Photo Supp/Process	-	-	0.0%	-	0.0%
504311 Office Supplies	4,494	4,629	3.0%	4,768	3.0%
504315 Safety Supplies	9,800	15,000	53.1%	16,500	10.0%
504317 Cleaning Supplies	6,800	6,800	0.0%	6,800	0.0%
504409 Repair/Maint Supplies	-	-	0.0%	-	0.0%
504417 Tenant Repairs	-	-	0.0%	-	0.0%
504421 Non-Inventory Parts	10,000	26,000	160.0%	27,000	3.8%
504511 Small Tools	6,700	6,700	0.0%	6,700	0.0%
504515 Employee Tool Replacement	3,000	3,000	0.0%	3,000	0.0%
<b>Totals</b>	<b>41,595</b>	<b>62,942</b>	<b>51.3%</b>	<b>65,593</b>	<b>4.2%</b>
<b>UTILITIES</b>					
505011 Gas & Electric	-	-	0.0%	-	0.0%
505021 Water & Garbage	-	-	0.0%	-	0.0%
505031 Telecommunications	50,000	80,340	60.7%	82,750	3.0%
<b>Totals</b>	<b>50,000</b>	<b>80,340</b>	<b>60.7%</b>	<b>82,750</b>	<b>3.0%</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>0.0%</b>	<b>-</b>	<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY15 & FY16 FINAL OPERATING BUDGET**

Fleet Maintenance - 4100

ACCOUNT	REVISED BUDGET FY14	BUDGET FY15	% CHANGE REV BUDG BUDG FY15	BUDGET FY16	% CHANGE BUDG FY15 BUDG FY16
<b>TAXES</b>					
507051 Fuel Tax	14,000	14,420	3.0%	14,853	3.0%
507201 Licenses & Permits	-	-	0.0%	-	0.0%
507999 Other Taxes	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>14,000</b>	<b>14,420</b>	<b>3.0%</b>	<b>14,853</b>	<b>3.0%</b>
<b>PURCHASED TRANS.</b>					
503406 Contract/Paratransit	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>MISC EXPENSE</b>					
509011 Dues/Subscriptions	2,000	3,000	50.0%	3,000	0.0%
509081 Advertising - District Promo	-	-	0.0%	-	0.0%
509101 Employee Incentive Program	-	-	0.0%	-	0.0%
509121 Employee Training	-	-	0.0%	-	0.0%
509122 BOD Travel	-	-	0.0%	-	0.0%
509123 Travel	-	-	0.0%	-	0.0%
509125 Local Meeting Expense	-	-	0.0%	-	0.0%
509127 Board Director Fees	-	-	0.0%	-	0.0%
509150 Contributions	-	-	0.0%	-	0.0%
509198 Cash Over/Short	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>2,000</b>	<b>3,000</b>	<b>50.0%</b>	<b>3,000</b>	<b>0.0%</b>
<b>LEASES &amp; RENTALS</b>					
512011 Facility Lease	-	-	0.0%	-	0.0%
512061 Equipment Rental	1,200	1,200	0.0%	1,200	0.0%
<b>Totals</b>	<b>1,200</b>	<b>1,200</b>	<b>0.0%</b>	<b>1,200</b>	<b>0.0%</b>
<b>PERSONNEL TOTAL</b>	<b>3,987,040</b>	<b>4,402,161</b>	<b>10.4%</b>	<b>4,630,675</b>	<b>5.2%</b>
<b>NON-PERSONNEL TOTAL</b>	<b>4,235,638</b>	<b>4,437,783</b>	<b>4.8%</b>	<b>4,561,811</b>	<b>2.8%</b>
<b>DEPARTMENT TOTALS</b>	<b>8,222,678</b>	<b>8,839,943</b>	<b>7.5%</b>	<b>9,192,486</b>	<b>4.0%</b>



## **CAPITAL FUNDED LABOR - 5100**



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY15 & FY16 FINAL OPERATING BUDGET**

Capital Funded Labor - 5100

ACCOUNT	REVISED BUDGET FY14	BUDGET FY15	% CHANGE REV BUDG FY14 BUDG FY15	BUDGET FY16	% CHANGE BUDG FY15 BUDG FY16
<b>LABOR</b>					
501011 Bus Operator Pay	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	0.0%	-	0.0%
501021 Other Salaries	-	-	0.0%	-	0.0%
501023 Other OT	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>FRINGE BENEFITS</b>					
502011 Medicare/Soc. Sec.	-	-	0.0%	-	0.0%
502021 Retirement	-	-	0.0%	-	0.0%
502031 Medical Ins	-	-	0.0%	-	0.0%
502041 Dental Ins	-	-	0.0%	-	0.0%
502045 Vision Ins	-	-	0.0%	-	0.0%
502051 Life Ins/AD&D	-	-	0.0%	-	0.0%
502060 State Disability Ins (SDI)	-	-	0.0%	-	0.0%
502061 Long Term Disability Ins	-	-	0.0%	-	0.0%
502071 State Unemployment Ins (SUI)	-	-	0.0%	-	0.0%
502081 Worker's Comp Ins	-	-	0.0%	-	0.0%
502101 Holiday Pay	-	-	0.0%	-	0.0%
502103 Floating Holiday	-	-	0.0%	-	0.0%
502109 Sick Leave	-	-	0.0%	-	0.0%
502111 Annual Leave	-	-	0.0%	-	0.0%
502121 Other Paid Absence	-	-	0.0%	-	0.0%
502251 Phys. Exams	-	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	0.0%	-	0.0%
502999 Other Fringe Benefits	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY15 & FY16 FINAL OPERATING BUDGET**

Capital Funded Labor - 5100

ACCOUNT	REVISED BUDGET FY14	BUDGET FY15	% CHANGE		BUDGET FY16	% CHANGE	
			REV BUDG BUDG FY15	BUDG FY14		BUDG FY15	BUDG FY16
<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	-	-	0.0%	0.0%	-	0.0%	0.0%
503222 Legal Ads	-	-	0.0%	0.0%	-	0.0%	0.0%
503225 Graphic Services	-	-	0.0%	0.0%	-	0.0%	0.0%
503351 Repair - Bldg & Impr	-	-	0.0%	0.0%	-	0.0%	0.0%
503352 Repair - Equipment	-	-	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%
Totals	-	-	0.0%	0.0%	-	0.0%	0.0%
<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%
504021 Tires & Tubes	-	-	0.0%	0.0%	-	0.0%	0.0%
504161 Other Mobile Supplies	-	-	0.0%	0.0%	-	0.0%	0.0%
504191 Rev Vehicle Parts	-	-	0.0%	0.0%	-	0.0%	0.0%
Totals	-	-	0.0%	0.0%	-	0.0%	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY15 & FY16 FINAL OPERATING BUDGET**

Capital Funded Labor - 5100

ACCOUNT	REVISED	% CHANGE		% CHANGE		
	BUDGET FY14	BUDGET FY15	REV BUDG BUDG FY15	BUDG FY14	BUDG FY16	
<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	-	-	0.0%	-	0.0%	
504315 Safety Supplies	-	-	0.0%	-	0.0%	
504317 Cleaning Supplies	-	-	0.0%	-	0.0%	
504409 Repair/Maint Supplies	-	-	0.0%	-	0.0%	
504417 Tenant Repairs	-	-	0.0%	-	0.0%	
504421 Non-Inventory Parts	-	-	0.0%	-	0.0%	
504511 Small Tools	-	-	0.0%	-	0.0%	
504515 Employee Tool Replacement	-	-	0.0%	-	0.0%	
Totals	-	-	0.0%	-	0.0%	
<b>UTILITIES</b>						
505011 Gas & Electric	-	-	0.0%	-	0.0%	
505021 Water & Garbage	-	-	0.0%	-	0.0%	
505031 Telecommunications	-	-	0.0%	-	0.0%	
Totals	-	-	0.0%	-	0.0%	
<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%	
Totals	-	-	0.0%	-	0.0%	

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY15 & FY16 FINAL OPERATING BUDGET**

Capital Funded Labor - 5100

ACCOUNT	REVISED BUDGET FY14	BUDGET FY15	% CHANGE REV BUDG BUDG FY15	BUDGET FY16	% CHANGE BUDG FY15 BUDG FY16
<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>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>PURCHASED TRANS.</b>					
503406 Contract/Paratransit	-	-	0.0%	-	0.0%
<b>Totals</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	-	-	0.0%	-	0.0%
509122 BOD Travel	-	-	0.0%	-	0.0%
509123 Travel	-	-	0.0%	-	0.0%
509125 Local Meeting Expense	-	-	0.0%	-	0.0%
509127 Board Director Fees	-	-	0.0%	-	0.0%
509150 Contributions	-	-	0.0%	-	0.0%
509198 Cash Over/Short	-	-	0.0%	-	0.0%
<b>Totals</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>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>PERSONNEL TOTAL</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>NON-PERSONNEL TOTAL</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>DEPARTMENT TOTALS</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>

## **COBRA BENEFITS – 9001**





**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY15 & FY16 FINAL OPERATING BUDGET**

COBRA Benefits - 9001

ACCOUNT	REVISED BUDGET FY14	BUDGET FY15	% CHANGE REV BUDG FY14 BUDG FY15	BUDGET FY16	% CHANGE BUDG FY15 BUDG FY16
<b>LABOR</b>					
501011 Bus Operator Pay	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	0.0%	-	0.0%
501021 Other Salaries	-	-	0.0%	-	0.0%
501023 Other OT	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>FRINGE BENEFITS</b>					
502011 Medicare/Soc. Sec.	-	-	0.0%	-	0.0%
502021 Retirement	-	-	0.0%	-	0.0%
502031 Medical Ins	-	-	0.0%	-	0.0%
502041 Dental Ins	-	-	0.0%	-	0.0%
502045 Vision Ins	-	-	0.0%	-	0.0%
502051 Life Ins/AD&D	-	-	0.0%	-	0.0%
502060 State Disability Ins (SDI)	-	-	0.0%	-	0.0%
502061 Long Term Disability Ins	-	-	0.0%	-	0.0%
502071 State Unemployment Ins (SUI)	-	-	0.0%	-	0.0%
502081 Worker's Comp Ins	-	-	0.0%	-	0.0%
502101 Holiday Pay	-	-	0.0%	-	0.0%
502103 Floating Holiday	-	-	0.0%	-	0.0%
502109 Sick Leave	-	-	0.0%	-	0.0%
502111 Annual Leave	-	-	0.0%	-	0.0%
502121 Other Paid Absence	-	-	0.0%	-	0.0%
502251 Phys. Exams	-	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	0.0%	-	0.0%
502999 Other Fringe Benefits	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY15 & FY16 FINAL OPERATING BUDGET**

COBRA Benefits - 9001

ACCOUNT	REVISED BUDGET FY14	BUDGET FY15	% CHANGE		% CHANGE	
			REV BUDG FY14	BUDG FY15	REV BUDG FY15	BUDG FY16
<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	-	-	0.0%	-	0.0%	0.0%
503032 Legislative Services	-	-	0.0%	-	0.0%	0.0%
503033 Legal Services	-	-	0.0%	-	0.0%	0.0%
503034 Pre-Employment Exams	-	-	0.0%	-	0.0%	0.0%
503041 Temp Help	-	-	0.0%	-	0.0%	0.0%
503161 Custodial Services	-	-	0.0%	-	0.0%	0.0%
503162 Uniforms/Laundry	-	-	0.0%	-	0.0%	0.0%
503171 Security Services	-	-	0.0%	-	0.0%	0.0%
503221 Classified/Legal Ads	-	-	0.0%	-	0.0%	0.0%
503222 Legal Ads	-	-	0.0%	-	0.0%	0.0%
503225 Graphic Services	-	-	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%
Totals	-	-	0.0%	-	0.0%	0.0%
<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%
504021 Tires & Tubes	-	-	0.0%	-	0.0%	0.0%
504161 Other Mobile Supplies	-	-	0.0%	-	0.0%	0.0%
504191 Rev Vehicle Parts	-	-	0.0%	-	0.0%	0.0%
Totals	-	-	0.0%	-	0.0%	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY15 & FY16 FINAL OPERATING BUDGET**

COBRA Benefits - 9001

ACCOUNT	REVISED	% CHANGE		% CHANGE	
	BUDGET FY14	BUDGET FY15	REV BUDG BUDG FY15	BUDG FY14	BUDG BUDG FY16
<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	-	-	0.0%	-	0.0%
504315 Safety Supplies	-	-	0.0%	-	0.0%
504317 Cleaning Supplies	-	-	0.0%	-	0.0%
504409 Repair/Maint Supplies	-	-	0.0%	-	0.0%
504417 Tenant Repairs	-	-	0.0%	-	0.0%
504421 Non-Inventory Parts	-	-	0.0%	-	0.0%
504511 Small Tools	-	-	0.0%	-	0.0%
504515 Employee Tool Replacement	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
<b>UTILITIES</b>					
505011 Gas & Electric	-	-	0.0%	-	0.0%
505021 Water & Garbage	-	-	0.0%	-	0.0%
505031 Telecommunications	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
<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%
Totals	-	-	0.0%	-	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY15 & FY16 FINAL OPERATING BUDGET**

COBRA Benefits - 9001

ACCOUNT	REVISED	BUDGET	% CHANGE	BUDGET	% CHANGE	BUDGET	% CHANGE
	BUDGET	FY15	REV BUDG	FY15	FY16	BUDG FY15	BUDG FY16
	FY14		BUDG FY14				
<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%
Totals	-	-	0.0%	-	-	0.0%	0.0%
<b>PURCHASED TRANS.</b>							
503406 Contract/Paratransit	-	-	0.0%	-	-	0.0%	0.0%
Totals	-	-	0.0%	-	-	0.0%	0.0%
<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	-	-	0.0%	-	-	0.0%	0.0%
509122 BOD Travel	-	-	0.0%	-	-	0.0%	0.0%
509123 Travel	-	-	0.0%	-	-	0.0%	0.0%
509125 Local Meeting Expense	-	-	0.0%	-	-	0.0%	0.0%
509127 Board Director Fees	-	-	0.0%	-	-	0.0%	0.0%
509150 Contributions	-	-	0.0%	-	-	0.0%	0.0%
509198 Cash Over/Short	-	-	0.0%	-	-	0.0%	0.0%
Totals	-	-	0.0%	-	-	0.0%	0.0%
<b>LEASES &amp; RENTALS</b>							
512011 Facility Lease	-	-	0.0%	-	-	0.0%	0.0%
512061 Equipment Rental	-	-	0.0%	-	-	0.0%	0.0%
Totals	-	-	0.0%	-	-	0.0%	0.0%
<b>PERSONNEL TOTAL</b>							
	-	-	0.0%	-	-	0.0%	0.0%
<b>NON-PERSONNEL TOTAL</b>							
	-	-	0.0%	-	-	0.0%	0.0%
<b>DEPARTMENT TOTALS</b>							
	-	-	0.0%	-	-	0.0%	0.0%

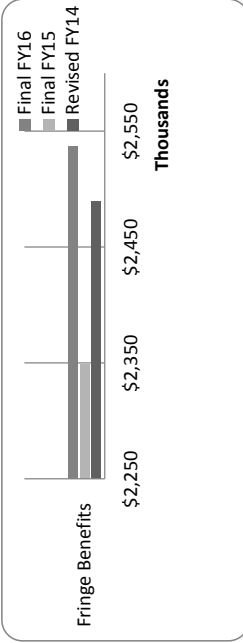
7/10/2014

COBRA- 9001

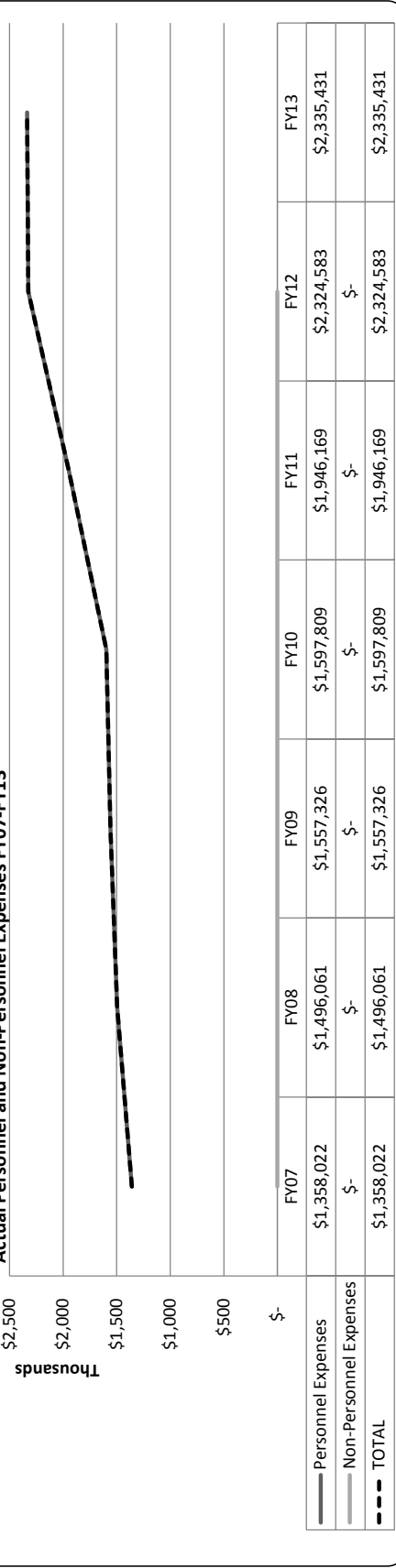
## **RETIRED EMPLOYEE BENEFITS - 9005**

**Retirees 9005**

	<u>Revised Budget</u> FY14	<u>Final Budget</u> FY15	<u>Var %</u>	<u>Final Budget</u> FY16	<u>Var %</u>
<b>Personnel Expenses:</b>					
Fringe Benefits	\$ 2,489,869	\$ 2,348,858	-5.7%	\$ 2,537,326	8.0%
	\$ 2,489,869	\$ 2,348,858	-5.7%	\$ 2,537,326	8.0%
<b>Total Expenses:</b>	\$ 2,489,869	\$ 2,348,858	-5.7%	\$ 2,537,326	8.0%



**Actual Personnel and Non-Personnel Expenses FY07-FY13**



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY15 & FY16 FINAL OPERATING BUDGET**

Retired Employee Benefits - 9005

ACCOUNT	REVISED BUDGET FY14	BUDGET FY15	% CHANGE :V BUDG FY BUDG FY15	BUDGET FY16	% CHANGE BUDG FY16 BUDG FY15
<b>LABOR</b>					
501011 Bus Operator Pay	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	0.0%	-	0.0%
501021 Other Salaries	-	-	0.0%	-	0.0%
501023 Other OT	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>FRINGE BENEFITS</b>					
502011 Medicare/Soc. Sec.	-	-	0.0%	-	0.0%
502021 Retirement	-	-	0.0%	-	0.0%
502031 Medical Ins	2,339,047	2,237,472	-4.3%	2,422,032	8.2%
502041 Dental Ins	87,400	76,780	-12.2%	79,084	3.0%
502045 Vision Ins	27,532	22,091	-19.8%	22,754	3.0%
502051 Life Ins/AD&D	7,801	7,043	-9.7%	7,255	3.0%
502060 State Disability Ins (SDI)	-	-	0.0%	-	0.0%
502061 Long Term Disability Ins	-	-	0.0%	-	0.0%
502071 State Unemployment Ins (SUI)	-	-	0.0%	-	0.0%
502081 Worker's Comp Ins	-	-	0.0%	-	0.0%
502101 Holiday Pay	-	-	0.0%	-	0.0%
502103 Floating Holiday	-	-	0.0%	-	0.0%
502109 Sick Leave	-	-	0.0%	-	0.0%
502111 Annual Leave	-	-	0.0%	-	0.0%
502121 Other Paid Absence	-	-	0.0%	-	0.0%
502251 Phys. Exams	-	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	0.0%	-	0.0%
502999 Other Fringe Benefits	28,089	5,471	-80.5%	6,202	13.4%
<b>Totals</b>	<b>2,489,869</b>	<b>2,348,858</b>	<b>-5.7%</b>	<b>2,537,326</b>	<b>8.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY15 & FY16 FINAL OPERATING BUDGET**

Retired Employee Benefits - 9005

ACCOUNT	REVISED		% CHANGE		% CHANGE	
	BUDGET FY14	BUDGET FY15	BUDGET FY15	BUDG FY15	BUDGET FY16	BUDG FY16
<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	-	-	0.0%	-	0.0%
503034	Pre-Employment Exams	-	-	0.0%	-	0.0%
503041	Temp Help	-	-	0.0%	-	0.0%
503161	Custodial Services	-	-	0.0%	-	0.0%
503162	Uniforms/Laundry	-	-	0.0%	-	0.0%
503171	Security Services	-	-	0.0%	-	0.0%
503221	Classified/Legal Ads	-	-	0.0%	-	0.0%
503222	Legal Ads	-	-	0.0%	-	0.0%
503225	Graphic Services	-	-	0.0%	-	0.0%
503351	Repair - Bldg & Impr	-	-	0.0%	-	0.0%
503352	Repair - Equipment	-	-	0.0%	-	0.0%
503353	Repair - Rev Vehicle	-	-	0.0%	-	0.0%
503354	Repair - Non Rev Vehicle	-	-	0.0%	-	0.0%
503363	Haz Mat Disposal	-	-	0.0%	-	0.0%
Totals		-	-	0.0%	-	0.0%
<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%
504021	Tires & Tubes	-	-	0.0%	-	0.0%
504161	Other Mobile Supplies	-	-	0.0%	-	0.0%
504191	Rev Vehicle Parts	-	-	0.0%	-	0.0%
Totals		-	-	0.0%	-	0.0%



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY15 & FY16 FINAL OPERATING BUDGET**

Retired Employee Benefits - 9005

ACCOUNT	REVISED	% CHANGE		% CHANGE	
	BUDGET FY14	BUDGET FY15	% BUDG FY15	BUDGET FY16	% BUDG FY16
<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	-	-	0.0%	-	0.0%
504315 Safety Supplies	-	-	0.0%	-	0.0%
504317 Cleaning Supplies	-	-	0.0%	-	0.0%
504409 Repair/Maint Supplies	-	-	0.0%	-	0.0%
504417 Tenant Repairs	-	-	0.0%	-	0.0%
504421 Non-Inventory Parts	-	-	0.0%	-	0.0%
504511 Small Tools	-	-	0.0%	-	0.0%
504515 Employee Tool Replacement	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
<b>UTILITIES</b>					
505011 Gas & Electric	-	-	0.0%	-	0.0%
505021 Water & Garbage	-	-	0.0%	-	0.0%
505031 Telecommunications	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
<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%
Totals	-	-	0.0%	-	0.0%

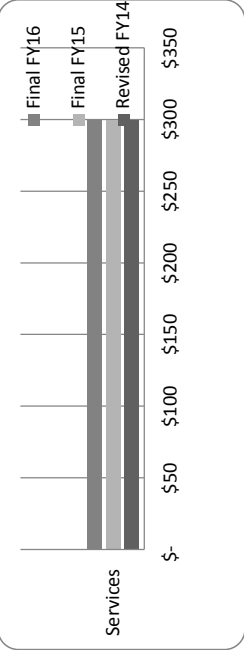
**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY15 & FY16 FINAL OPERATING BUDGET**

Retired Employee Benefits - 9005

ACCOUNT	REVISED BUDGET FY14	BUDGET FY15	% CHANGE :V BUDG FY BUDG FY15	BUDGET FY16	% CHANGE BUDG FY16 BUDG FY15
<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>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>PURCHASED TRANS.</b>					
503406 Contract/Paratransit	-	-	0.0%	-	0.0%
<b>Totals</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	-	-	0.0%	-	0.0%
509122 BOD Travel	-	-	0.0%	-	0.0%
509123 Travel	-	-	0.0%	-	0.0%
509125 Local Meeting Expense	-	-	0.0%	-	0.0%
509127 Board Director Fees	-	-	0.0%	-	0.0%
509150 Contributions	-	-	0.0%	-	0.0%
509198 Cash Over/Short	-	-	0.0%	-	0.0%
<b>Totals</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>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>PERSONNEL TOTAL</b>	<b>2,489,869</b>	<b>2,348,858</b>	<b>-5.7%</b>	<b>2,537,326</b>	<b>8.0%</b>
<b>NON-PERSONNEL TOTAL</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>DEPARTMENT TOTALS</b>	<b>2,489,869</b>	<b>2,348,858</b>	<b>-5.7%</b>	<b>2,537,326</b>	<b>8.0%</b>

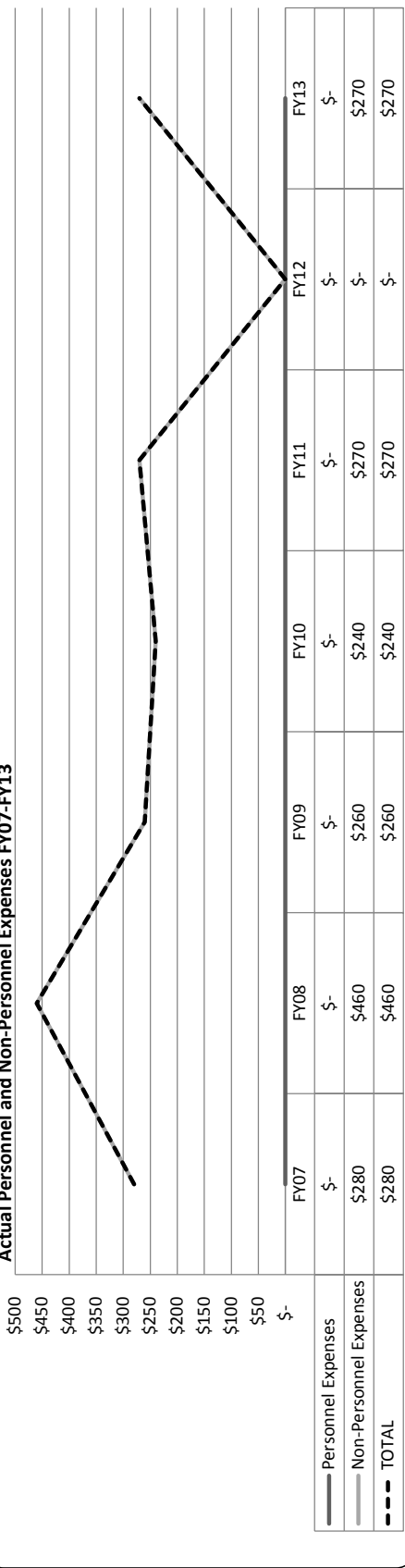
## **SCCIC - 700**

**SCCIC 700**



	Revised Budget FY14	Final Budget FY15	Final Budget FY16	Var %	Var %
Non-Personnel Expenses:					
Services	\$ 300	\$ 300	\$ 300	0.0%	0.0%
	\$ 300	\$ 300	\$ 300	0.0%	0.0%
<b>Total Expenses:</b>	\$ 300	\$ 300	\$ 300	0.0%	0.0%

**Actual Personnel and Non-Personnel Expenses FY07-FY13**



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY15 & FY16 FINAL OPERATING BUDGET**  
 SCCIC - 700

ACCOUNT	REVISED BUDGET FY14	BUDGET FY15	% CHANGE REV BUDG FY14 BUDG FY15	BUDGET FY16	% CHANGE BUDG FY15 BUDG FY16
<b>LABOR</b>					
501011 Bus Operator Pay	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	0.0%	-	0.0%
501021 Other Salaries	-	-	0.0%	-	0.0%
501023 Other OT	-	-	0.0%	-	0.0%
<b>Totals</b>	-	-	0.0%	-	0.0%
<b>FRINGE BENEFITS</b>					
502011 Medicare/Soc. Sec.	-	-	0.0%	-	0.0%
502021 Retirement	-	-	0.0%	-	0.0%
502031 Medical Ins	-	-	0.0%	-	0.0%
502041 Dental Ins	-	-	0.0%	-	0.0%
502045 Vision Ins	-	-	0.0%	-	0.0%
502051 Life Ins/AD&D	-	-	0.0%	-	0.0%
502060 State Disability Ins (SDI)	-	-	0.0%	-	0.0%
502061 Long Term Disability Ins	-	-	0.0%	-	0.0%
502071 State Unemployment Ins (SUI)	-	-	0.0%	-	0.0%
502081 Worker's Comp Ins	-	-	0.0%	-	0.0%
502101 Holiday Pay	-	-	0.0%	-	0.0%
502103 Floating Holiday	-	-	0.0%	-	0.0%
502109 Sick Leave	-	-	0.0%	-	0.0%
502111 Annual Leave	-	-	0.0%	-	0.0%
502121 Other Paid Absence	-	-	0.0%	-	0.0%
502251 Phys. Exams	-	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	0.0%	-	0.0%
502999 Other Fringe Benefits	-	-	0.0%	-	0.0%
<b>Totals</b>	-	-	0.0%	-	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
 FY15 & FY16 FINAL OPERATING BUDGET  
 SCCIC - 700**

ACCOUNT	REVISED	% CHANGE		% CHANGE		
	BUDGET FY14	BUDGET FY15	REV BUDG FY15	BUDG FY14 BUDG FY15	BUDGET FY16	BUDG FY15 BUDG FY16
<b>SERVICES</b>						
503011 Accting/Audit Fees	250	250	0.0%	0.0%	250	0.0%
503012 Admin/Bank Fees	50	50	0.0%	0.0%	50	0.0%
503031 Prof/Technical Fees	-	-	0.0%	0.0%	-	0.0%
503032 Legislative Services	-	-	0.0%	0.0%	-	0.0%
503033 Legal Services	-	-	0.0%	0.0%	-	0.0%
503034 Pre-Employment Exams	-	-	0.0%	0.0%	-	0.0%
503041 Temp Help	-	-	0.0%	0.0%	-	0.0%
503161 Custodial Services	-	-	0.0%	0.0%	-	0.0%
503162 Uniforms/Laundry	-	-	0.0%	0.0%	-	0.0%
503171 Security Services	-	-	0.0%	0.0%	-	0.0%
503221 Classified/Legal Ads	-	-	0.0%	0.0%	-	0.0%
503222 Legal Ads	-	-	0.0%	0.0%	-	0.0%
503225 Graphic Services	-	-	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>300</b>	<b>300</b>	<b>0.0%</b>	<b>0.0%</b>	<b>300</b>	<b>0.0%</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%
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>0.0%</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY15 & FY16 FINAL OPERATING BUDGET**  
 SCCIC - 700

ACCOUNT	REVISED BUDGET FY14	BUDGET FY15	% CHANGE REV BUDG BUDG FY15	BUDGET FY16	% CHANGE BUDG FY15 BUDG FY16
<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	-	-	0.0%	-	0.0%
504315 Safety Supplies	-	-	0.0%	-	0.0%
504317 Cleaning Supplies	-	-	0.0%	-	0.0%
504409 Repair/Maint Supplies	-	-	0.0%	-	0.0%
504417 Tenant Repairs	-	-	0.0%	-	0.0%
504421 Non-Inventory Parts	-	-	0.0%	-	0.0%
504511 Small Tools	-	-	0.0%	-	0.0%
504515 Employee Tool Replacement	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
<b>UTILITIES</b>					
505011 Gas & Electric	-	-	0.0%	-	0.0%
505021 Water & Garbage	-	-	0.0%	-	0.0%
505031 Telecommunications	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
<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%
Totals	-	-	0.0%	-	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY15 & FY16 FINAL OPERATING BUDGET**  
 SCCIC - 700

ACCOUNT	REVISED BUDGET FY14	BUDGET FY15	% CHANGE REV BUDG BUDG FY15	BUDGET FY16	% CHANGE BUDG FY15 BUDG FY16
<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>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>PURCHASED TRANS.</b>					
503406 Contract/Paratransit	-	-	0.0%	-	0.0%
<b>Totals</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	-	-	0.0%	-	0.0%
509122 BOD Travel	-	-	0.0%	-	0.0%
509123 Travel	-	-	0.0%	-	0.0%
509125 Local Meeting Expense	-	-	0.0%	-	0.0%
509127 Board Director Fees	-	-	0.0%	-	0.0%
509150 Contributions	-	-	0.0%	-	0.0%
509198 Cash Over/Short	-	-	0.0%	-	0.0%
<b>Totals</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>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>PERSONNEL TOTAL</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>NON-PERSONNEL TOTAL</b>	<b>300</b>	<b>300</b>	<b>0.0%</b>	<b>300</b>	<b>0.0%</b>
<b>DEPARTMENT TOTALS</b>	<b>300</b>	<b>300</b>	<b>0.0%</b>	<b>300</b>	<b>0.0%</b>



### **III. CAPITAL BUDGET**



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY15 FINAL CAPITAL BUDGET 06/27/14**

PROJECT/ACTIVITY	NON-RESTRICTED - RETAINED EARNINGS	PLEDGED - STA - SLPP BACKFILL (1)	RESTRICTED - SAKATA/LAW SUIT PROCEEDS	RESTRICTED - STA	RESTRICTED - STATE BOND FUNDS (1B) (2)	RESTRICTED - FY11 PTMISEA (1B)	TOTAL
<b>Estimated Balance @ December 31, 2013:</b>	\$ 11,000,000	\$ 3,012,000	\$ 1,335,000	\$ 575,000	\$ 930,000	\$ 10,400,000	\$ 27,252,000
<b>Grant-Funded Projects</b>							
MetroBase Project - Operations Bldg. (STA, SLPP, SAKATA, FY11 PTMISEA)	\$ 3,012,000	\$ 3,012,000	\$ 1,335,000	\$ -	\$ -	\$ 8,400,000	\$ 15,759,000
MetroBase Project - Phase II - Real Estate Acquisition (FY11 N PTMISEA, SAKATA)						\$ 2,000,000	\$ 2,000,000
Video Surveillance Project - CCTV (STATE-1B)					\$ 489,495		\$ 489,495
Land Mobile Radio Project - LMR (STATE-1B)					\$ 440,505		\$ 440,505
Pacific Station/Metro Center - Conceptual Design (FTA, RES. RET. EARN)	\$ 293,823						\$ 293,823
Pacific Station/Metro Center - Conceptual Design / MOU w/ City of SC (FTA, RES. RET. EARN.)	\$ 220,500						\$ 220,500
State of Good Repair #2 - 6 Buses, 42 MDC's (FTA, RES. RET. EARN.)	\$ 231,790						\$ 231,790
Watsonville Transit Center - Conceptual Design (RES. RET. EARN., STA)	\$ 130,000			\$ 30,000			\$ 160,000
Subtotal	\$ 3,888,113	\$ 3,012,000	\$ 1,335,000	\$ 30,000	\$ 930,000	\$ 10,400,000	\$ 19,595,113
<b>IT Projects</b>							
Replacement Computers / Laptops (STA)				\$ 10,000			\$ 10,000
Subtotal	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ 10,000
<b>Facilities Repair &amp; Improvements</b>							
Metro Center Repairs (RES. RET. EARN., STA)	\$ 260,000			\$ 26,000			\$ 286,000
Repaint SVT (STA)				\$ 44,300			\$ 44,300
Bus Stop Repairs / Improvements (RES. RET. EARN.)	\$ 43,436			\$ 39,000			\$ 82,436
WTC Renovations & Repairs (STA)				\$ 3,500			\$ 3,500
Interactive White Board - ParaCruz (STA)				\$ 112,800			\$ 112,800
Subtotal	\$ 303,436	\$ -	\$ -	\$ 112,800	\$ -	\$ -	\$ 416,236

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY15 FINAL CAPITAL BUDGET 06/27/14**

PROJECT/ACTIVITY	NON-RESERVED RETAINED EARNINGS	PLEDGED - STA - SLPP BACKFILL (1)	RESTRICTED - SAKATA/LAW SUIT PROCEEDS	RESTRICTED - STA	RESTRICTED - STATE BOND FUNDS (1B) (2)	RESTRICTED - FY11 PTMISEA (1B)	TOTAL
<b>Revenue Vehicle Replacement</b>							
N Paracruz Van Replacement (STIP, RES. RET. EARN)	\$ 431,250			\$			\$ 431,250
Subtotal	\$ 431,250	\$	\$	\$	\$	\$	\$ 431,250
<b>Non-Revenue Vehicle Replacement</b>							
N Replace 2 Custodial Vans (STA)				\$ 75,000			\$ 75,000
Replace 3 Relief Vehicles (STA)				\$ 66,000			\$ 66,000
Replace Supervisor Vehicles-2 SUV's (STA)				\$ 21,000			\$ 21,000
Subtotal	\$	\$	\$	\$ 162,000	\$	\$	\$ 162,000
<b>Fleet &amp; Maint Equipment</b>							
Small Vehicle Lift - Fleet (STA)				\$ 25,000			\$ 25,000
N Refrigerant Recovery Recharge Machine (STA)				\$ 6,800			\$ 6,800
Torque Wrench Calibration Tool (STA)				\$ 3,000			\$ 3,000
Subtotal	\$	\$	\$	\$ 34,800	\$	\$	\$ 34,800
<b>Office Equipment</b>							
Replace two (2) Photocopier / Scanners (STA)				\$ 52,000			\$ 52,000
Office Furniture Ergonomic				\$ 40,000			\$ 40,000
N Furniture Suites for new GM & AGM (STA)				\$ 10,000			\$ 10,000
N Modular Drawer Cabinets (4) for Facilities Maint Parts (STA)				\$ 8,500			\$ 8,500
Subtotal	\$	\$	\$	\$ 110,500	\$	\$	\$ 110,500
<b>Misc.</b>							
Ticket Vending Machine-SLV (1) (STA, RES. RET. EARN.)	\$ 80,000			\$ 22,000			\$ 102,000
Subtotal	\$ 80,000	\$	\$	\$ 22,000	\$	\$	\$ 102,000
<b>TOTAL CAPITAL PROJECTS</b>	<b>\$ 4,702,799</b>	<b>\$ 3,012,000</b>	<b>\$ 1,335,000</b>	<b>\$ 482,100</b>	<b>\$ 930,000</b>	<b>\$ 10,400,000</b>	<b>\$ 20,861,899</b>
Estimated Ending Balance @ June 30, 2015:	\$ 6,297,201	\$	\$	\$ 92,900	\$	\$	\$ 6,390,101
<b>N = New project for FY15</b>							

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY15 FINAL CAPITAL BUDGET 06/27/14**

PROJECT/ACTIVITY	NON-RESTRICTED - RETAINED EARNINGS	PLEDGED - STA - SLPP BACKFILL (1)	RESTRICTED - SAKATA/LAW SUIT PROCEEDS	RESTRICTED - STA	RESTRICTED - STATE BOND FUNDS (1B) (2)	RESTRICTED - FY11 PTMISEA (1B)	TOTAL
<b>CAPITAL PROGRAM FUNDING</b>							
PTMISEA (1B)							
State Transit Assistance (STA)		\$ 3,012,000		\$ 482,100		\$ 10,400,000	\$ 10,400,000
Sakata / Lawsuit Proceeds			\$ 1,335,000				\$ 3,494,100
State Security Bond Funds (1B)					\$ 930,000		\$ 1,335,000
State-Local Partnership program (SLPP)	\$ 3,012,000 (3)						\$ 930,000
Federal Grants (FTA)	\$ 538,225 (3)						\$ 3,012,000
Statewide Transportation Improvement Program (STIP)	\$ 345,000 (3)						\$ 538,225
Reserved Retained Earnings	\$ 807,574						\$ 345,000
<b>TOTAL CAPITAL FUNDING BY FUNDING SOURCE</b>	<b>\$ 4,702,799</b>	<b>\$ 3,012,000</b>	<b>\$ 1,335,000</b>	<b>\$ 482,100</b>	<b>\$ 930,000</b>	<b>\$ 10,400,000</b>	<b>\$ 20,861,899</b>
Non-Restricted Funds	\$ 807,574						\$ 807,574
Restricted Funds	\$ 3,895,225 (3)	\$ 3,012,000	\$ 1,335,000	\$ 482,100	\$ 930,000	\$ 10,400,000	\$ 20,054,325
<b>TOTAL CAPITAL FUNDING</b>	<b>\$ 4,702,799</b>	<b>\$ 3,012,000</b>	<b>\$ 1,335,000</b>	<b>\$ 482,100</b>	<b>\$ 930,000</b>	<b>\$ 10,400,000</b>	<b>\$ 20,861,899</b>
<p>(1) Estimated balance of STA funds at 6/30/14 - funds are being used to backfill the local sales tax match for the SLPP grant</p> <p>(2) Original PTMISEA (1B) Program Allocation Request:</p> <p>FY08 PTMISEA Allocation Received \$ 26,262,877</p> <p>FY09 PTMISEA Allocation Received \$ 4,404,019</p> <p>FY10 PTMISEA Allocation Received \$ 2,480,910</p> <p>FY11 PTMISEA Allocation Received \$ 2,491,923</p> <p>Subtotal PTMISEA Cash Receipts thru 2/10/12 \$ 11,010,047</p> <p>Unpaid balance of remaining PTMISEA funds requested \$ 20,386,899</p> <p>(3) Funds to be reimbursed at a later date \$ 5,875,978</p>							



## **IV. UNFUNDED CAPITAL NEEDS LIST**





**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY15 & FY16 FINAL UNFUNDED CAPITAL NEEDS LIST**

PROJECT/ACTIVITY	2015	2016	TOTAL
<b>Revenue Vehicles</b>			
Replace (29) 1998 Diesel Buses (~\$525K each)	\$ 7,875,000	\$ 7,497,000 *	\$ 15,372,000
Replace (29) 2002 CNG Buses (~\$525K each)	\$ 7,875,000	\$ 7,497,000 *	\$ 15,372,000
Replace (11) 2003 CNG Buses-Hwy 17 (~\$525K each)	\$ 2,625,000	\$ 3,213,000 *	\$ 5,838,000
Replace (8) 2002 CNG Buses (~\$525K each)	\$ 2,100,000	\$ 2,142,000 *	\$ 4,242,000
Automated Vehicle Locator (AVL) /Automated Passenger Count (APC)	\$ 3,000,000		\$ 3,000,000
Signal Priority/Pre-Emption for Buses	\$ 2,000,000		\$ 2,000,000
Replace CNG Tanks on Buses 2801-2807	\$ -	\$ 1,200,000	\$ 1,200,000
Replace (4) Paracruz Vans-(3 2003 Goshens/1 2006 Aerotech) (~\$145K each)	\$ 580,000		\$ 580,000
Replace (9) Paracruz 2011 Raised Tops (~\$62,000 each)	\$ 310,000	\$ 252,960	\$ 562,960
Replace (1) 2004 Fixed Route Goshen with a 30 Foot Bus (used on Route 33 & 34)	\$ 300,000		\$ 300,000
Add (1) Fixed Route 30 Foot Bus	\$ 300,000		\$ 300,000
Add (2) Paracruz Cutaway Vans (~\$141K each)	\$ 141,000	\$ 143,820 *	\$ 284,820
Replace (1) Paracruz 2007 Transporter	\$ 145,000		\$ 145,000
Subtotal	\$ 27,251,000	\$ 21,945,780	\$ 49,196,780
<b>Facilities</b>			
Pacific Station Renovation (Transit Share)		\$ 12,000,000	\$ 12,000,000
Watsonville Transit Center Renovation / Replacement		\$ 10,000,000	\$ 10,000,000
Subtotal	\$ -	\$ 22,000,000	\$ 22,000,000
<b>Facilities Repair &amp; Improvements . etc.</b>			
Repairs & Improvements-Routine Replacements	\$ 150,000	\$ 150,000	\$ 300,000
Repair Sidewalks, Bus Lanes, Slurry Parking Lots, etc.	\$ 25,000	\$ 25,000	\$ 50,000
Subtotal	\$ 175,000	\$ 175,000	\$ 350,000

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY15 & FY16 FINAL UNFUNDED CAPITAL NEEDS LIST**

PROJECT/ACTIVITY	2015	2016	TOTAL
<b><u>Non-Revenue Vehicle Replacement</u></b>			
Replace (15) Staff Cars - w/ Honda CNG (~ \$30K each)	\$ 240,000	\$ 214,200 *	\$ 454,200
Replace (4) Vans (~ \$35K each)	\$ 70,000	\$ 71,400 *	\$ 141,400
Replace (4) Pickups (~\$30K each)	\$ 60,000	\$ 61,200 *	\$ 121,200
Replace (4) Ford Explorers (~ \$30K each)	\$ 60,000	\$ 61,200 *	\$ 121,200
Replace (1) F350 Flat Bed	\$ 40,000		\$ 40,000
Replace (1) Escape Hybrid	\$ 30,000		\$ 30,000
Subtotal	\$ 500,000	\$ 408,000	\$ 908,000
<b><u>Fleet &amp; Facilities Maintenance Equipment</u></b>			
Routine Replacements	\$ 50,000	\$ 50,000	\$ 100,000
Replace TIG Welder - Fleet	\$ 6,000		\$ 6,000
Replace ARC Welder - Fac. Maint.	\$ 1,300		\$ 1,300
Subtotal	\$ 57,300	\$ 50,000	\$ 107,300
<b><u>IT</u></b>			
Hastus (Fixed Route Software) Upgrade	\$ 800,000		\$ 800,000
Routine Hardware Replacements (Servers, Printers, Laptops, Monitors, etc.)	\$ 100,000	\$ 100,000	\$ 200,000
Replace Accounting Software	\$ 150,000		\$ 150,000
Upgrade Databases - IT	\$ 30,000	\$ -	\$ 30,000
Server Virtualization Project - IT	\$ 23,000		\$ 23,000
Subtotal	\$ 1,103,000	\$ 100,000	\$ 1,203,000
<b><u>MISC</u></b>			
None	\$ -		\$ -
<b><u>Notes:</u></b>			
All amounts listed above are estimates			
* Indicates a 2% inflation factor was applied to the estimated cost per vehicle used for FY15			
<b>TOTAL FY15 &amp; FY16 UNFUNDED CAPITAL NEEDS LIST</b>	<b>\$ 29,086,300</b>	<b>\$ 44,678,780</b>	<b>\$ 73,765,080</b>

## **V. ADDITIONAL INFORMATION**

**- Board Member Travel**

**- Employee Incentive Program**



## **BOARD MEMBER TRAVEL**

**FY15**

### American Public Transportation Association (APTA) Meetings

Legislative Conference  
March 2015  
Washington, DC  
Two Board Members

Annual Conference  
October 2014  
Houston, TX  
Two Board Members

### California Transit Association (CTA) Meetings

Annual Meeting  
Monterey, CA  
One Board Member

### Additional Travel

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

Expenses related to Board members meeting with CEO/General Manager and staff.

EMPLOYEE INCENTIVE PROGRAM  
FY15 & FY16

EVENT/ACTIVITY	# EMP	RATE	FY15 Final	FY16 Final	DEPT/ACCOUNT
District Service Awards			\$ 9,400	\$ 9,400	1100-509101
Employee Picnic & Holiday Party			\$ 6,900	\$ 6,900	1100-509101
Wall of Fame Frames			\$ 700	\$ 700	1100-509101
Safe Driver Pins and Certificates			\$ 3,500	\$ 3,500	3300-509101
Employee Incentive Program			\$ -	\$ -	1100-509101
Departmental Programs					
<b><u>Administrative Facility (110 Vernon)</u></b>					
Employee Recognition/Appreciation Events		\$ -	\$ -	\$ -	1200-509101
<b><u>Customer Service (Metro Center)</u></b>					
Employee Recognition/Appreciation Events		\$ -	\$ -	\$ -	1300-509101
<b><u>Facilities Maintenance</u></b>					
Employee Recognition/Appreciation Events		\$ -	\$ -	\$ -	2200-509101
<b><u>ParaCruz</u></b>					
Employee Recognition/Appreciation Events		\$ -	\$ -	\$ -	3100-509101
<b><u>Operations</u></b>					
Employee Recognition/Appreciation Events and Shift Bid Refreshments		\$ -	\$ -	\$ -	3200-509101
<b><u>Fleet Maintenance</u></b>					
Employee Recognition/Appreciation Events and Shift Bid Refreshments		\$ -	\$ -	\$ -	4100-509101
<b>TOTALS</b>			<b>\$ 20,500</b>	<b>\$ 20,500</b>	





SANTA CRUZ **METRO**