

*Santa Cruz Metropolitan Transit District*

**FY17 & FY18  
FINAL BUDGET**



ADOPTED JUNE 24, 2016



SANTA CRUZ **METRO**

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

## **FY17 & FY18**

### **FINAL BUDGET**

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# **I. TOTAL BUDGET OVERVIEW**



## Santa Cruz Metropolitan Transit District



Santa Cruz Metropolitan Transit District (METRO) is proud to provide the FY17/FY18 Operating budget. The FY17 Operating budget is roughly \$3 million below the prior year's adopted FY16 budget and includes about a 10% service reduction. The FY17/18 budget makes significant inroads towards solving the structural deficit – METRO's ongoing problem of annual expenses exceeding our annual revenues.

Balancing the budget and reducing the structural deficit was a significant challenge, and at one point earlier this year it looked like METRO would have to reduce service by as much as 30% because METRO had used up most of its reserves maintaining most services during the deep recession that began in 2008. However, thanks to the generosity of UCSC, the Cabrillo College students, METRO's employees and some identified financial efficiencies, significant new revenues and expense reductions were realized which resulted in a significantly less service reduction.

In the next year or two, METRO will need to continue to identify expense reductions/efficiencies and increase revenues because the five-year budgetary outlook reflects the structural deficit returning in FY19. METRO will likely need to review its fares and consider some level of fare restructuring in 2017/2018. This is doubly important because METRO also needs to rebuild the reserves that were so radically reduced during the recession.


On the Capital side of the business, much help is needed. Earmarks (designated funds from Congress outside of the normal appropriations process) went away as a bus and facilities revenue source in 2012 and between 2012 and 2016 the Federal Transit Administration (FTA) Bus and Bus Facilities competitive grant program was not funded. In addition, from 2006 - 2016, California Proposition 1B provided significant revenues to METRO with which to procure buses and to build facilities. Proposition 1B funding has now been exhausted and new State legislation is urgently needed to replace this much needed capital funding source.

Today, seventy of METRO's buses have reached the end of their useful life and are in need of replacement. METRO's bus fleet is 110 buses. Replacing seventy diesel and CNG buses will require an estimated \$38 million. If METRO's bus fleet were in a State-of-Good-Repair, our average age of the fleet would be 6.5 years. Today, it is 12 years. METRO will continue to aggressively apply for all State and Federal grants that will assist in improving our overall State-of-Good-Repair.

On a more positive side, METRO opened the new Judy K. Souza Operations facility in 2016. As a result of this new facility, METRO bus operations will be more efficient. METRO continues to review the Watsonville Transit Center and Pacific Station for opportunities to rebuild or modernize these facilities. In 2016/17 METRO will focus some effort on building ridership and brand awareness. METRO will seek to attract new customers, particularly customers who have a choice about their means of transportation. If revenues increase, METRO will work hard to improve the frequency of service on our routes, improve span of service and possibly improve weekend service. Finally, METRO seeks to identify sources of revenue with which to add an Automatic Vehicle Location (AVL) system to our buses. Such a system will provide important data with which to manage and improve the system's overall on-time performance. An additional benefit to an AVL system is the potential of adding a next bus-like feature. Such a feature could include a Smartphone application that will tell the customer in real-time when the bus will arrive at their chosen stop. Such systems have been demonstrated to dramatically increase the transit ridership of those with other transportation options.

Please stay tuned and tell a friend to try us out. METRO is planning to accomplish much.

Respectfully submitted,

  
Mike Rotkin  
Board Chair

  
Alex Clifford  
CEO/General Manager

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

**FY17 & FY18**

**FINAL BUDGET**

**Board of Directors**

**Don Lane**

City of Santa Cruz

**Mike Rotkin**

County of Santa Cruz

**Jimmy Dutra**

City of Watsonville

**John Leopold**

County of Santa Cruz

**Bruce McPherson**

County of Santa Cruz

**Cynthia Chase**

City of Santa Cruz

**Dene Bustichi**

City of Scotts Valley

**Zach Friend**

County of Santa Cruz

**Ed Bottorff**

City of Capitola

**Karina Cervantez**

City of Watsonville

**Norm Hagen**

County of Santa Cruz

**Donna Blitzer**

Ex Officio Director

University of California, Santa Cruz

**Alexander Clifford, CEO/General Manager**

**Adopted 06/24/16**



***SANTA CRUZ METROPOLITAN TRANSIT DISTRICT***

**FY17 & FY18**

**FINAL BUDGET**

**Board Officers and Appointments**

**Chair**

**Mike Rotkin**

**Vice Chair**

**Jimmy Dutra**

**SCCRTC Representatives**

**Karina Cervantez**

**Cynthia Chase**

**Ed Bottorff**

**SCCRTC Alternates (in order)**

**Dene Bustichi**

**Mike Rotkin**

**Norm Hagen**

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

**FY17 & FY18**

**FINAL BUDGET**

## **Management Staff**

CEO/General Manager  
District Counsel

Alexander D. Clifford  
Leslyn Syren

Finance Manager  
Assistant Finance Manager

Angela Aitken  
Debbie Kinslow

Chief Operations Officer  
Fixed Route Superintendent  
Paratransit Superintendent  
Assistant Paratransit Superintendent

Ciro Aguirre  
Anna Gouveia  
April Warnock  
Daniel Zaragoza

Human Resources Manager  
Assistant Human Resources Manager

Robyn Slater  
Suzanne Silva

Information Technology Manager  
Senior Database Administrator  
Database Administrator

Isaac Holly  
Harlan Glatt  
Jaron West

Maintenance Manager

Allen Pierce

Purchasing Manager

Erron Alvey

Safety, Security and Risk Manager  
Planning and Development Manager

*Vacant*  
Barrow Emerson

# *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 FY15**

As of 6/30/15

<b>Board Members</b>	<b>12</b>
<b>Employees</b>	<b>334</b>
<b>Fixed Routes</b>	<b>36</b>
<b>Fixed Route Peak Pullout</b>	<b>78</b>
<b>Bus Stops</b>	<b>936</b>
<b>Fixed Route Ridership</b>	<b>5,653,812</b>
<b>Revenue Miles</b>	<b>3,325,771</b>
<b>Revenue Hours</b>	<b>225,355</b>
<b>Passengers per Hour</b>	<b>25.08</b>
<b>Operating Expenses</b>	<b>\$45,128,509</b>

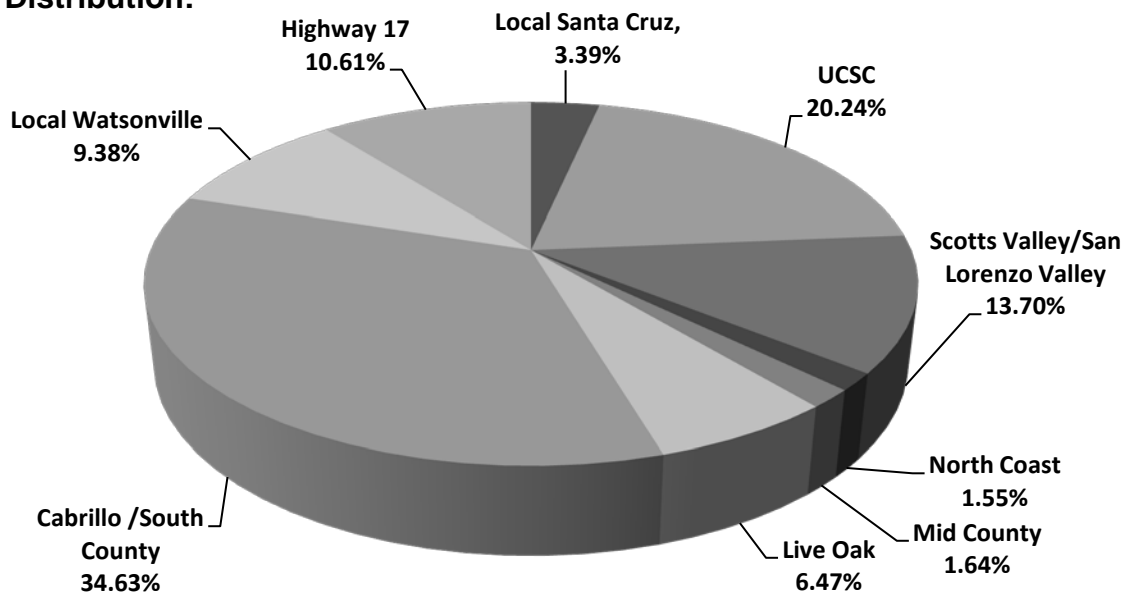
# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

## Ridership Performance by Service Area - FY15

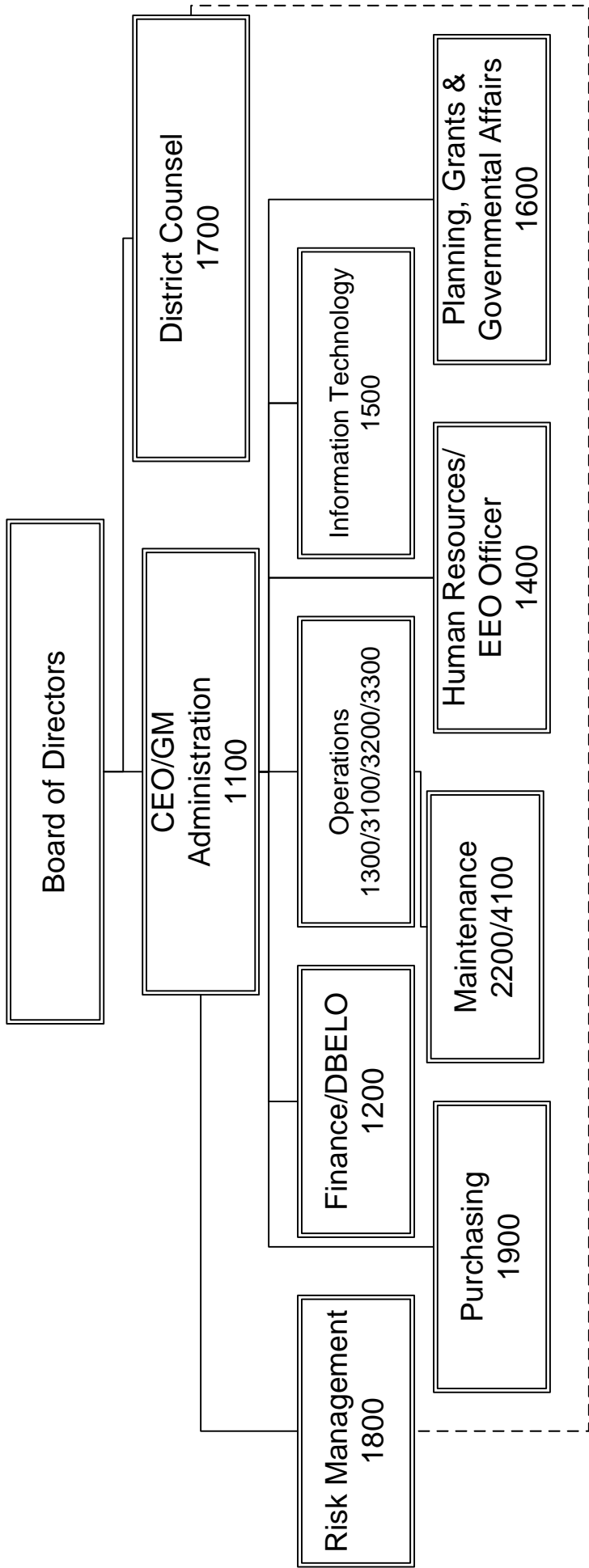
as of 06/30/2015

	Trip Hrs	%	Ridership	%	Passengers per Hour
Local Santa Cruz	7,704	3.42%	97,024	1.70%	12.59
UCSC	45,603	20.24%	2,616,915	45.92%	57.38
Scotts Valley/San Lorenzo Valley	27,181	12.06%	443,360	7.78%	16.31
North Coast	3,504	1.55%	43,421	0.76%	12.39
Mid County	3,701	1.64%	46,258	0.81%	12.50
Live Oak	14,584	6.47%	296,086	5.20%	20.30
Cabrillo /South County	78,028	34.63%	1,582,718	27.77%	20.28
Local Watsonville	21,134	9.38%	194,103	3.41%	9.18
Highway 17	23,900	10.61%	379,166	6.65%	15.86
<b>TOTAL</b>	<b>225,339</b>	<b>100.00%</b>	<b>5,699,051</b>	<b>100.00%</b>	<b>25.29</b>

### Service Distribution:



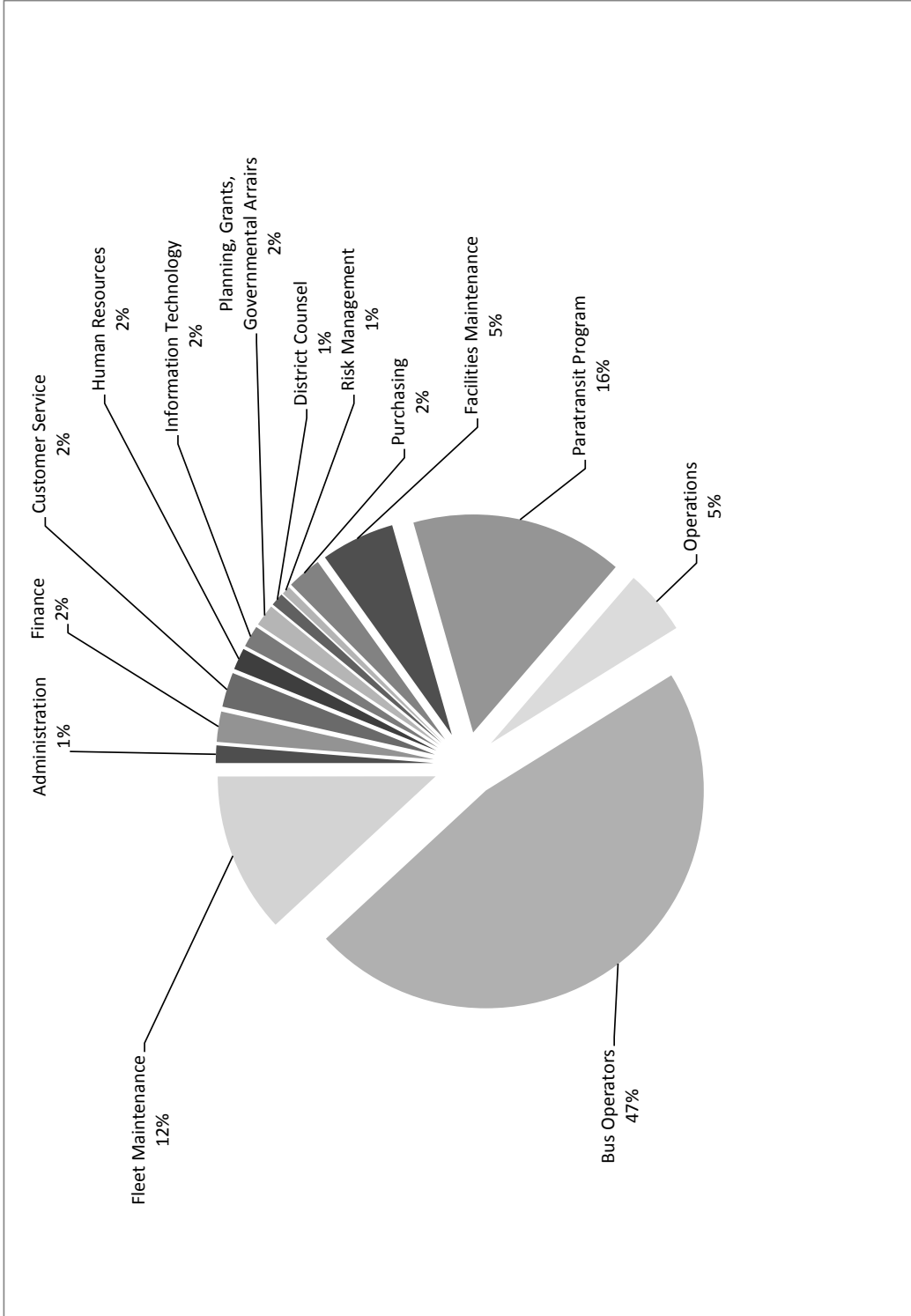
# Santa Cruz Metropolitan Transit District (Santa Cruz METRO) Organizational Chart



**FY17 & FY18 OPERATING BUDGET**  
**Authorized and Funded Personnel - Full Time Equivalent (FTE)**  
**Summary**

Position Title	Authorized		Funded		Authorized		Funded	
	Revised FY 16 June 2015	Revised FY 16 June 2015	Revised FY 17 June 2016	Revised FY 17 June 2016	Authorized FY 18 June 2016	Authorized FY 18 June 2016	Revised FY 18 June 2016	Funded FY 18 June 2016
Administration - 1100	5.00	4.00	5.00	4.00	5.00	5.00	4.00	4.00
Finance - 1200	8.50	7.00	8.50	7.00	8.50	8.50	7.00	7.00
Customer Service - 1300	10.25	7.00	10.25	8.00	10.25	10.25	8.00	8.00
Human Resources - 1400	6.00	5.00	6.00	5.00	6.00	6.00	5.00	5.00
Information Technology - 1500	7.00	5.00	7.00	5.00	7.00	7.00	5.00	5.00
Planning, Grants, Governmental Affairs - 1600	9.00	6.50	9.00	5.00	9.00	9.00	5.00	5.00
District Counsel - 1700	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
Risk Management - 1800	3.00	2.00	3.00	2.00	3.00	3.00	2.00	2.00
Purchasing - 1900	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00
Facilities Maintenance - 2200	21.00	17.00	22.00	17.00	22.00	22.00	17.00	17.00
Paratransit - 3100	61.00	50.00	62.00	49.00	62.00	62.00	49.00	49.00
Operations - 3200	21.00	18.00	21.00	15.00	21.00	21.00	15.00	15.00
Bus Operators - 3300	171.00	163.00	171.00	146.00	171.00	171.00	146.00	146.00
Fleet Maintenance - 4100	56.00	40.00	56.00	37.00	56.00	56.00	37.00	37.00
<b>Total Full-Time Equivalents (FTEs)</b>	<b>389.75</b>	<b>335.50</b>	<b>391.75</b>	<b>311.00</b>	<b>391.75</b>	<b>391.75</b>	<b>311.00</b>	<b>311.00</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
 FY17 & FY18 FINAL OPERATING BUDGET  
 FUNDED PERSONNEL BY DEPARTMENT**





# FY17 & FY18 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.

Operating Revenues total \$46,678,989 in **FY17**. Major Operating Revenue assumptions in the FY17 Revised Budget over the June 2015 FY16 Final Budget, include:

- Passenger Fares – decrease of -3.1%. The estimate is based on the trend in actual Passenger Fares year-to-date in FY16.
- Special Transit Fares – increase of 13.9%. The estimate is based on the trend in actual Special Transit Fares year-to-date in FY16.
- Paratransit Fares – decrease of -4.2%. The estimate is based on the trend in actual Paratransit Fares year-to-date in FY16.
- Highway 17 Fares – increase of 2.9%. The estimate is based on the trend in actual Highway 17 Fares year-to-date in FY16.
- Highway 17 Payments – increase of 5.0% as the current reimbursement formula from VTA is set aside and new contract is in place (monthly invoices, starting October 1, 2016).
- Anticipated Increase from Cabrillo Contract – 100% or \$944K: new revenue source – yearly contract with Cabrillo College, which restores the funding for 8 Bus Operators FTEs.
- Anticipated Increase from UCSC Commitment – 100% or \$600K: new money, which restores the funding for 5 Bus Operators FTEs.
- Decrease in Fares due to Service Reduction is estimated to be (\$500,000) and includes any Cabrillo Revenue loss due to the new \$944K yearly contract versus individual ticket sales to Cabrillo students; as well as lost trip revenue from reduced service.
- Sales Tax – increase of 2.5%. Sluggish economy does not support much of an increase.
- Transportation Development Act (TDA) – increase of 5.1% in accordance with information from the Santa Cruz Regional Transportation Commission (SCCRTC).
- FTA Sec 5307 – Operating Assistance – increase of 2.0%, as per FAST Act.
- AMBAG/Misc. Grant Funding – increase of 14.1% (Bus on Shoulder Grant).

## FY17 & FY18 Final Budget Highlights (con't)

- FTA Sec 5307 – STIC – increase of 60.6% due to meeting all 11 out of 12 performance thresholds per the two UZAs (Urbanized Areas) – Watsonville and Santa Cruz. At this time, STIC funds will not be transferred to the Capital Budget.
- STA – decrease of -29.5%. Significant reduction in STA funding from the State in FY17 due to redistribution of funding and lower fuel prices. Approximately 18% or \$370K of the STA funds will be transferred to the Capital Budget as per the Structural Deficit Presentation to the Board on January 23, 2015 and recommended by the Board COA Ad Hoc Committee Meeting on April 13, 2016.
- Low Carbon Transit Operations Program (LCTOP) – decrease of 100%. Grant was not funded last year as expected.
- Transfer (to)/from Operations Sustainability Reserve – decrease of -92.9% due to the significant reduction in the budget deficit as a result of implemented budget efficiencies and service reductions.

Operating Expenses total \$46,678,989 in **FY17**. Major Operating Expense assumptions in the FY17 Revised Budget over the June FY16 Budget include:

- Personnel Expenses (Labor and Fringe Benefits) decreased by -5.3%.
- Non-Personnel Expenses decreased by -8.5%.

### Personnel Expenses:

The significant reduction in Personnel Expenses is due to:

- Budget efficiencies - unfunded vacant positions: 4.5 FTEs
  - Assistant Superintendent: 1 FTE
  - Assistant Safety & Training Coordinator: 1 FTE
  - Schedule Analyst: 1 FTE
  - Transit Supervisor: 1 FTE
  - Transit Surveyor: 0.5 FTE (the position was funded part-time)
- Budget Savings resulting from retirements, when new employees incur less operating expenses.
- Budget Savings from eliminated positions due to service reductions: 21 FTEs.
  - FM Mechanics I-II: 3 FTEs (currently vacant).

## FY17 & FY18 Final Budget Highlights (con't)

- Bus Operators: 17 FTEs (7 FTES currently vacant and 11 FTEs anticipated retirements).
- Van Operators: 1 FTEs will be unfunded, effective September 2016.
- **Budget Savings from reduced Bus Operator Overtime:** resulting savings, approximately \$600K, will be used to fund 6 Bus Operator FTEs.

Savings will be offset by the retirement and separation incentive payments (as approved on April 22, 2016), termination/retirement accrual payouts, as well as anticipated increases in the Medical Insurance benefits in Department 9005 – Retirees, resulting from the significant increase in the number of retirees.

Other budget assumptions include the following:

- 0% COLA (cost of living adjustment) for all Bargaining Units and Management, as per negotiated contract extensions in 2015 and 2016.
- Increase in CalPERS retirement employer contribution from 21.0% to 22.6% in FY17, as per CalPERS actuarial information from 2015.
- Anticipated average increase of 8% in Medical Insurance Premiums.
- Increased number of retirees.
- Customer Service Representative: 1 FTE for the new Customer Service Office at the Watsonville Transit Center. The position is funded, but currently vacant.
- Conversion of a Sr. IT Tech position to a System Administrator position in the Information Technologies Department.
- Conversion of a FM Worker I position to a Custodial Service Worker I position in the Facilities Maintenance Department.
- Conversion of a Dispatcher position to a Dispatcher/Scheduler position in the Paratransit Department.
- Conversion of a Admin Specialist position to a Sr. Accounting Tech position in the Fleet Maintenance Department.

### **Non – Personnel Expenses:**

To narrow the budget gap and promote operational efficiencies, Staff took the approach to align the FY17 Revised Budget projections in Non-Personnel to the FY16 Final Budget, adopted in June 2015, and implement further budget reductions, when possible. Significant budget savings, greater than (\$50K), are depicted in the table below:

FY17 & FY18 Final Budget Highlights (con't)

Category:	FY16 Final Budget June 2015	FY17 Revised Budget March 2016	(Favorable)/Unfavorable
PROF/TECHNICAL FEES	\$615,558	\$447,560	(\$167,998)
MOBILE MATERIALS & SUPPLIES	\$3,745,084	\$2,810,542	(\$934,542)
INSURANCE - PL/PD	\$507,311	\$314,929	(\$192,382)
PURCHASED TRANS.	\$200,000	\$150,000	(\$50,000)

Savings will be offset by an increase in maintenance costs (approximately \$350K), due to aging fleet and inability to replace buses due to limited funding in the Capital Budget.

Utilities and Miscellaneous Expenses are two areas, where significant (greater than \$50K) budget increases are anticipated due to:

- The addition of the new JKS Operations Building
- An anticipated increase in Employee Training due to Supervisory and MainStar training, budgeted in departments Human Resources and Fleet Maintenance.

Operating Revenues total \$48,061,294 in **FY18**. **Operating Revenue** assumptions in the **FY18 Budget** over the FY17 Revised Budget include:

- Sales Tax – increase of 2.5%.
- Anticipated Additional Sales Tax – increase of 100%, subject to the outcome of the SCCRTC Sales Tax Measure in November 2016.
- Transportation Development Act (TDA) - increase of 2.0%.
- FTA Sec 5307 – Operating Assistance - increase of 2.0%.
- STIC – increase of 2.0%.
- STA – increase of 7.5%.
- Transfer (to)/from Operations Sustainability Reserve – decrease of -540.3% (due to anticipated additional funds from the Sales Tax Measure in November, if successful).

Operating Expenses total \$48,061,294 in **FY18**. Major **Operating Expense** assumptions in the **FY18 Budget** over the FY17 Revised Budget include:

- **Personnel Expenses** (Labor and Fringe Benefits) increased by 3.5% or \$1,343K primarily due to:
  - Projected increase in Retirement as per CalPERS Annual Valuation Report from October 2015.

## FY17 & FY18 Final Budget Highlights (con't)

- Anticipated increase in Medical insurance premiums based on historical trends, as well as current market conditions.
- Anticipated Contractual Givebacks from UTU Fixed Route, Paratransit, and Management are anticipated and accounted for in FY18.
- **Non-Personnel Expenses** increased by 0.5% or \$38K primarily due to anticipated increases in Services (Repair – Revenue Vehicles due to aging fleet)

The **FY17 Capital Budget** totals **\$5,195,832**.

The current FY17 Capital budget consists of ongoing projects rolled forward from FY16, with no new projects at this time. Several of the projects that were submitted in the preliminary budget in March have been removed, due to budget constraints. These projects were funded with FY17 FTA-STIC based on the Structural Deficit Workshop presentation dated 1/23/16. This presentation discussed the development of a plan to phase out the use of STIC and STA in the operating budget over a five year period, and return those funding sources to the capital budget. At this time, 100% of the STIC is utilized in the operating budget, while \$370K of STA is needed as the local match for ongoing FTA 5339 projects.

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

- **Ongoing - Judy K. Souza Operations Facility** – The facility opened for business on Friday, March 18, 2016. The official ribbon cutting event was held on Friday, May 6, 2016. However, the Project is not yet closed-out since there are remaining punch-list items for the contractor to complete and disputed claims by both the contractor and the Agency that must be resolved. In addition, there are several items that were de-scoped from the contractor's scope of work and that will require METRO to independently put out for bid.
- **Ongoing - Transit Security Projects** – Approximately 40% of the FY17 budgeted Cal-OES project funds have been programmed to the Judy K. Souza Operations Facility for security measures. Projects include an electronic security gate, security cameras, a radio tower and property line fencing.
- **Ongoing - Pacific Station Conceptual Design Project** – It is anticipated that the conceptual design aspect of this project will end in early FY16 with the environmental process to follow.
- **Ongoing – Repaint Watsonville Transit Center** – The Watsonville Transit Center located at 475 Rodriguez Street, Watsonville was last painted 19 years ago and is in need of a complete repaint to include the main building, all adjacent structures, canopies and clock tower.
- **Ongoing – Paracruz Van Replacement (4)** – Two of the four Paratransit vehicles were received last fiscal year and are currently in service. The two remaining vehicles have been received and will be in service later this fiscal year. The first two vehicles were paid entirely with grant funds, therefore the amount remaining in the budget represents grant funding for the other two vehicles plus 100% of the local match required for this grant.

## FY17 & FY18 Final Budget Highlights (con't)

- **Ongoing – Mid-Life Bus Engine Overhauls Campaign** – Mid-life overhaul increases bus reliability and reduces maintenance cost during years 7 to 12, usually enabling an additional 2 years of lower maintenance cost operation through 14 years. Meets the FTA State of Good Repair (SGR) requirements and yields partial savings in the operating fund in Fleet Maintenance.
- **Ongoing – Bus Repaint Campaign** - Bus exterior paint deteriorates through bus washing and sun UV fading. Repainting provides a protective seal for body seams, a good public image and enables ease of cleaning.
- **Ongoing – Non-Revenue Vehicle Replacements** – New Bus and Bus Facilities FTA Section 5339 Program funds (replaces the FTA Section 5309 Bus and Bus Facilities Program) that will be used to purchase eleven non-revenue vehicles.

The FY17 Revised and FY18 line item Operating Budget total \$46,678,989 and \$48,061,294, respectively. The operating budget, as presented, is a balanced budget with the use of funds from the Operations Sustainability Reserve account in FY17.

The budget, as presented, is built on a number of assumptions regarding potential new revenue sources, as well as operating efficiencies and savings. The assumptions will be either solidified or abolished over the next few months; a process which will result in budget revisions that will be presented in November 2016.

The FY17 Capital Budget totals \$5,195,832. This Capital Budget is funded with multiple sources.

**BUDGET DEVELOPMENT PROCESS TIMELINE**

	July	August	September	October	November	December	January	February	March	April	May	June
Publication of Final Budget Document, adopted in June; Review and Analyze prior fiscal year revenues and expenditures	New Fiscal Year											
Budget Development & Revision - Personnel Expenses - Labor												
Distribution of budget packets to Managers												
Budget Development & Revision - Personnel Expenses - Fringe Benefits												
Meet with Managers to discuss Non-Personnel Expenses												
Receiving budget requests from Managers and present and discuss the budget with the General Manager												
Board approval of preliminary line item budget												
Submittal of required changes to preliminary budget and departmental objectives from Managers												
Meeting with Union representatives to review and comment on staff's recommended budget												
Submittal of staff's recommended budget, along with departmental objectives to the General Manager												
Public hearing on staff's recommended budget												
Board Adoption of Final Budget												







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

Resolution No. 16-06-13  
On the Motion of Director: Bruce McPherson  
Duly Seconded by Director: Mike Rotkin  
The Following Resolution is Adopted:

**A RESOLUTION OF THE  
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT ADOPTING A BUDGET FOR  
FISCAL YEARS 2017 AND 2018**

**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 2017 and 2018;

**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 24th day of June 2016, by the following vote:

**AYES:** Directors Bottorff, Cervantez, Chase, Dutra, Hagen, Lane, Leopold, McPherson and Rotkin

**NOES:** None

**ABSTAIN:** None

**ABSENT:** Directors Bustichi and Friend

**APPROVED**   
Mike Rotkin  
Board Chair

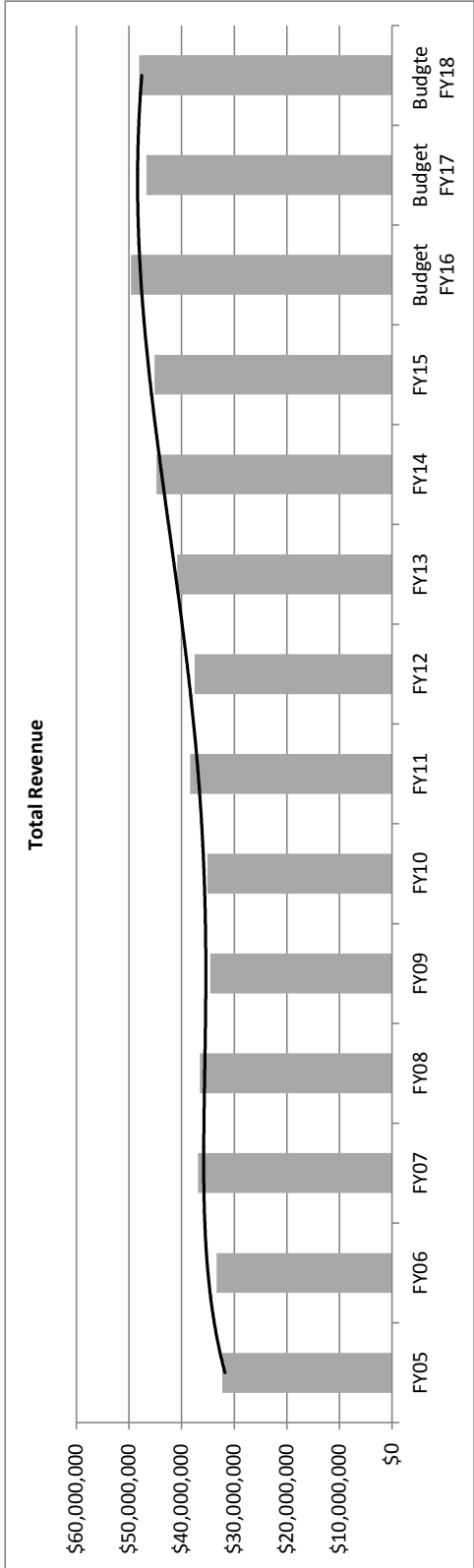
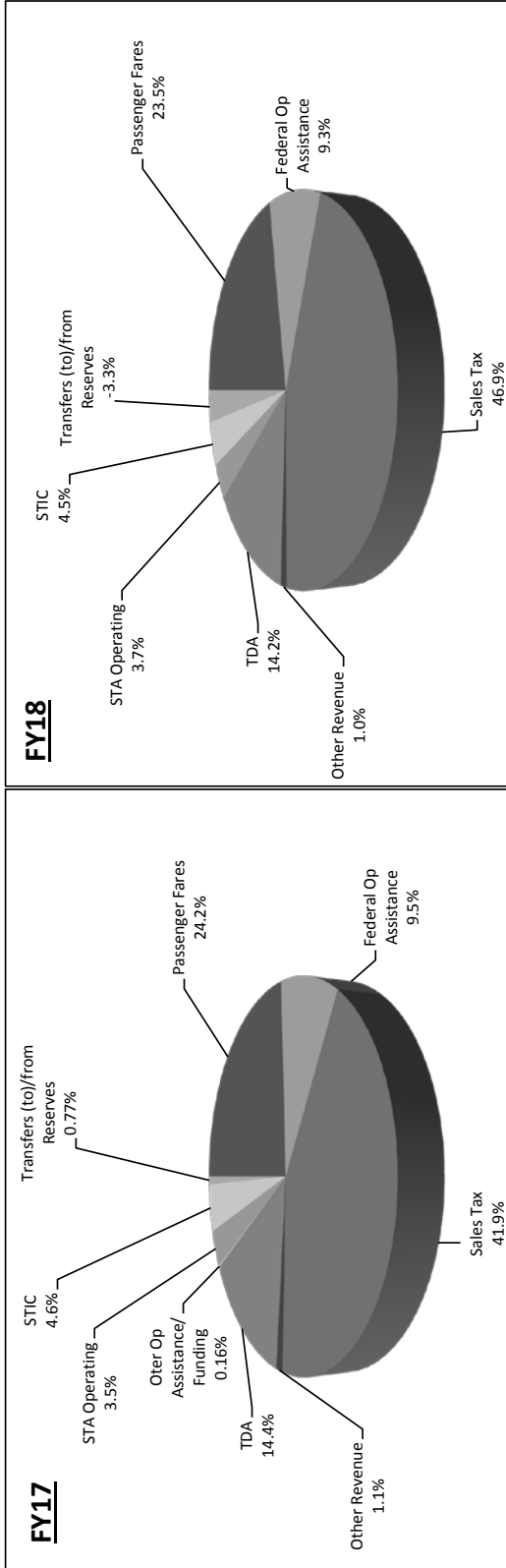
**ATTEST**   
Alex Clifford  
CEO/General Manager



**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
Leslyn Syren  
District Counsel

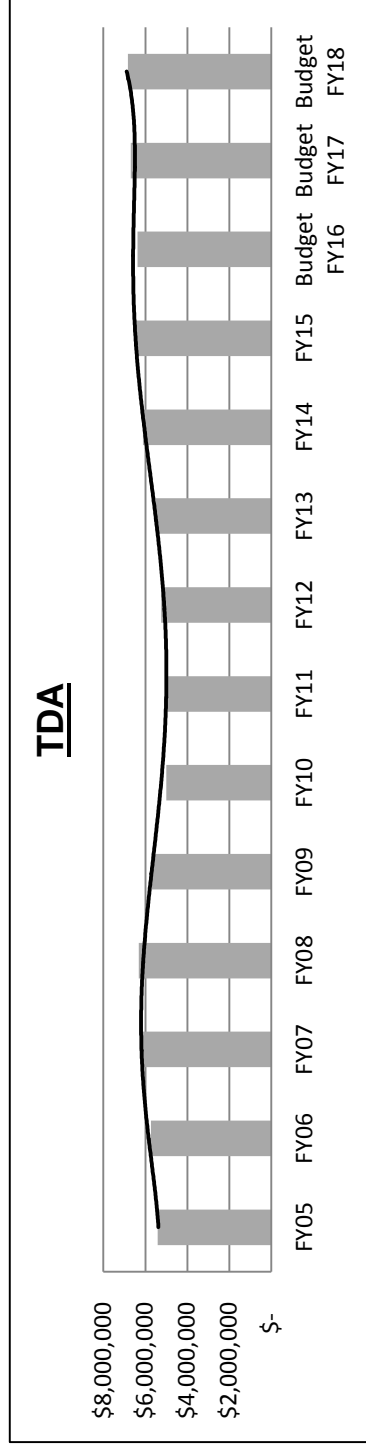
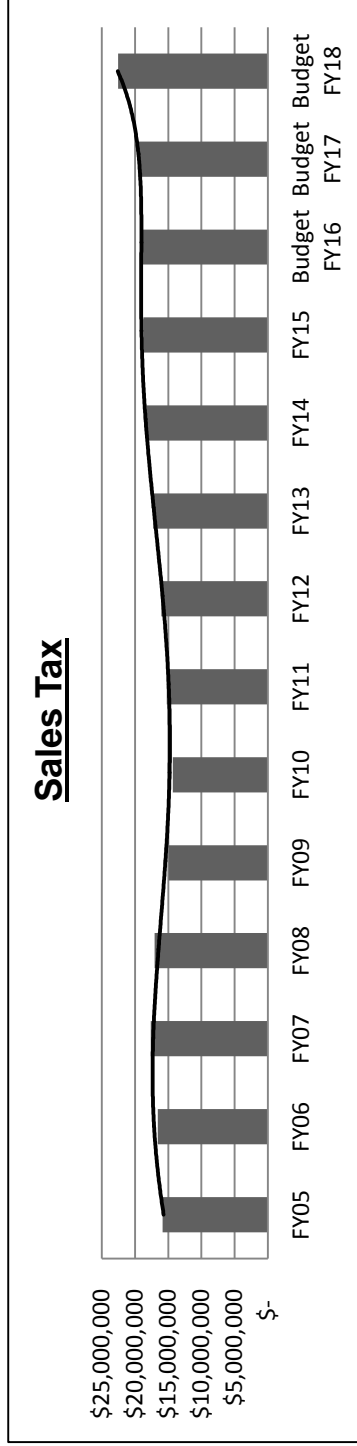
# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY17 & FY18 FINAL OPERATING BUDGET REVENUE SOURCES



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY17 & FY18 FINAL OPERATING BUDGET  
REVENUE SOURCES**

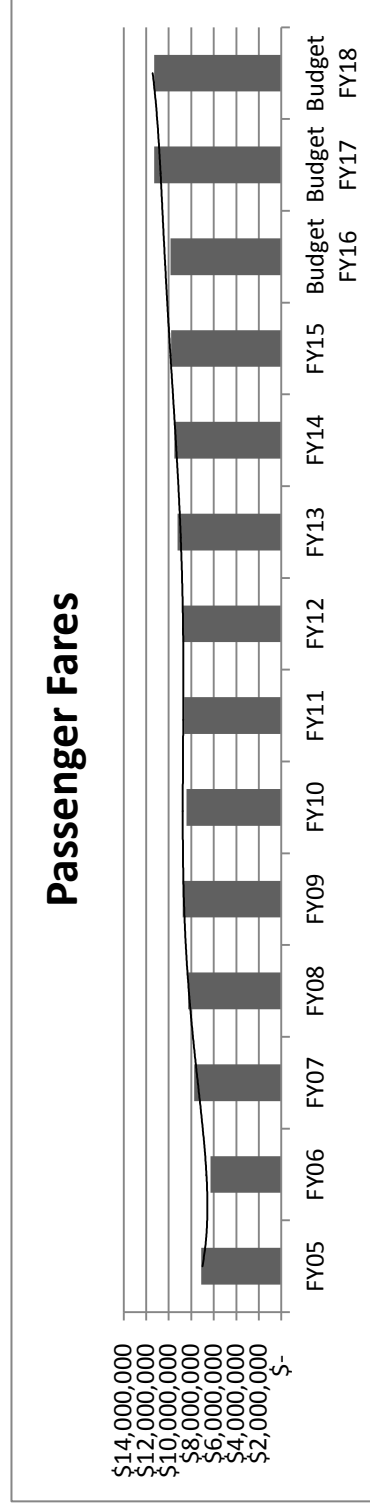
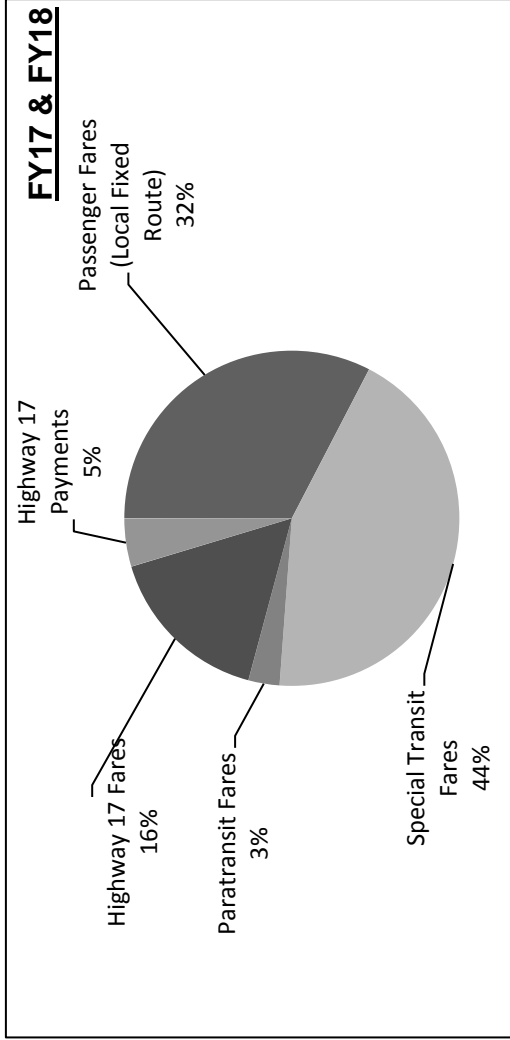
Sales Tax and TDA

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.



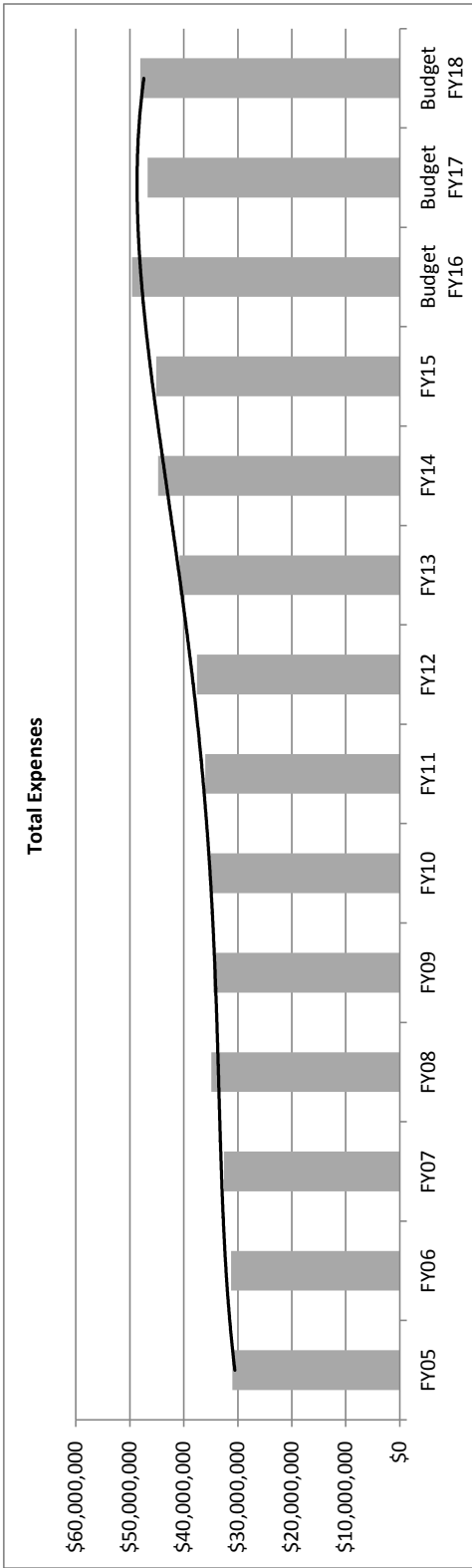
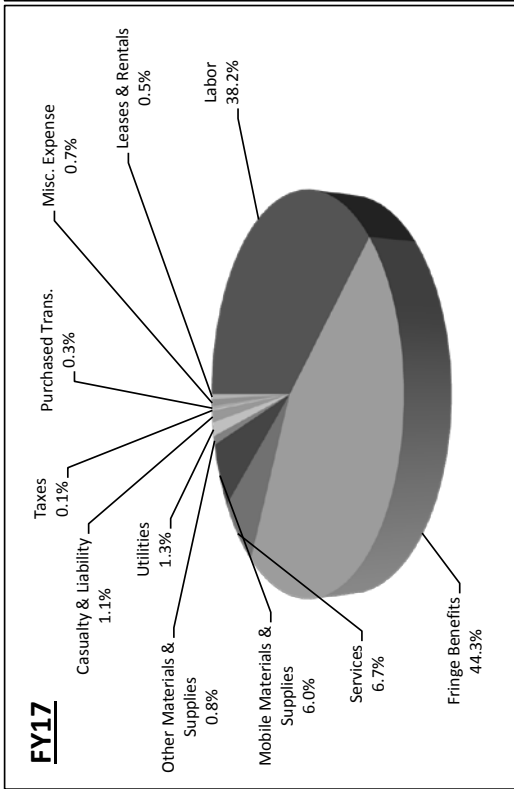
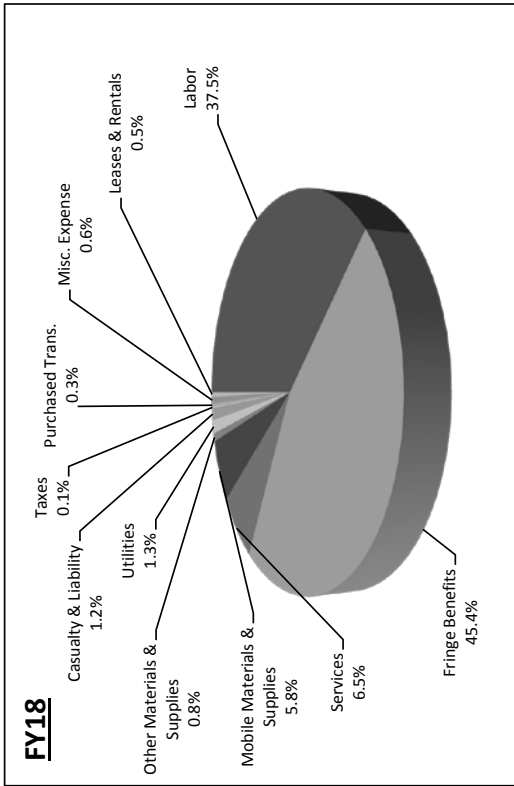
**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
 FY17 & FY18 FINAL OPERATING BUDGET  
 REVENUE SOURCES**

Passenger Fares





# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY17 & FY18 FINAL OPERATING BUDGET EXPENSES



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY17 & FY18 OPERATING BUDGET**

Consolidated Expenses

ACCOUNT	ACTUAL	ACTUAL	FINAL	REVISED	% CHANGE		% CHANGE	
	FY14	FY15	BUDGET FY16 June 2015	BUDGET FY17	BUDG FY16	BUDG FY17	BUDG FY17	BUDG FY18
<b>LABOR</b>								
501011 Bus Operator Pay	8,915,342	8,947,861	9,550,366	8,501,290	-11.0%	8,583,316	1.0%	
501013 Bus Operator OT	2,051,847	2,250,467	1,904,774	1,187,022	-37.7%	1,148,451	-3.2%	
501021 Other Salaries	7,007,828	7,037,245	8,114,801	7,716,615	-4.9%	7,846,232	1.7%	
501023 Other OT	707,861	647,053	513,937	443,280	-13.7%	456,653	3.0%	
<b>Totals</b>	<b>18,682,879</b>	<b>18,882,626</b>	<b>20,083,878</b>	<b>17,848,207</b>	<b>-11.1%</b>	<b>18,034,652</b>	<b>1.0%</b>	
<b>FRINGE BENEFITS</b>								
502011 Medicare/Soc. Sec.	288,038	294,962	348,447	309,888	-11.1%	316,438	2.1%	
502021 Retirement	3,541,673	3,903,126	4,538,548	4,461,531	-1.7%	4,811,935	7.9%	
502031 Medical Ins	7,713,956	8,440,097	9,658,090	10,165,186	5.3%	10,922,808	7.5%	
502041 Dental Ins	525,098	500,595	554,034	491,596	-11.3%	505,453	2.8%	
502045 Vision Ins	133,500	127,440	128,734	120,401	-6.5%	123,985	3.0%	
502051 Life Ins/AD&D	46,905	51,473	52,358	49,374	-5.7%	50,793	2.9%	
502060 State Disability Ins (SDI)	210,959	204,437	219,218	200,439	-8.6%	210,934	5.2%	
502061 Long Term Disability Ins	127,534	132,980	143,298	142,485	-0.6%	149,617	5.0%	
502071 State Unemployment Ins (SUI)	81,788	70,203	75,080	73,786	-1.7%	78,485	6.4%	
502081 Worker's Comp Ins	888,406	619,120	850,000	850,000	0.0%	875,500	3.0%	
502101 Holiday Pay	473,355	486,215	660,541	602,251	-8.8%	617,358	2.5%	
502103 Floating Holiday	101,502	108,409	96,241	93,689	-2.7%	95,762	2.2%	
502109 Sick Leave	737,646	650,919	1,013,417	924,456	-8.8%	947,521	2.5%	
502111 Annual Leave	2,249,067	2,233,415	1,981,314	1,934,900	-2.3%	1,865,641	-3.6%	
502121 Other Paid Absence	190,522	211,632	195,454	177,085	-9.4%	181,383	2.4%	
502251 Phys. Exams	9,300	8,207	14,110	14,110	0.0%	14,110	0.0%	
502253 Driver Lic Renewal	3,128	2,790	4,656	4,656	0.0%	4,656	0.0%	
502999 Other Fringe Benefits	56,974	51,729	63,453	58,542	-7.7%	59,303	1.3%	
<b>Totals</b>	<b>17,379,353</b>	<b>18,097,748</b>	<b>20,596,993</b>	<b>20,674,374</b>	<b>0.4%</b>	<b>21,831,684</b>	<b>5.6%</b>	



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY17 & FY18 OPERATING BUDGET**

Consolidated Expenses

ACCOUNT	ACTUAL	ACTUAL	FINAL	REVISED	% CHANGE	BUDGET	% CHANGE
	FY14	FY15	FY16 June 2015	BUDGET FY17	BUDG FY16	BUDG FY17	BUDG FY18
<b>SERVICES</b>							
503011 Actgng/Audit Fees	75,011	84,534	83,250	95,250	14.4%	95,250	0.0%
503012 Admin/Bank Fees	330,343	350,200	360,003	372,880	3.6%	376,060	0.9%
503031 Prof/Technical Fees	209,398	175,725	615,558	447,560	-27.3%	428,948	-4.2%
503032 Legislative Services	91,960	91,963	94,000	101,000	7.4%	101,000	0.0%
503033 Legal Services	6,600	3,956	106,396	106,396	0.0%	106,396	0.0%
503034 Pre-Employment Exams	7,220	6,777	8,720	5,800	-33.5%	5,800	0.0%
503041 Temp Help	247,008	388,533	-	-	0.0%	-	0.0%
503161 Custodial Services	75,944	43,191	34,642	6,468	-81.3%	8,468	30.9%
503162 Uniforms/Laundry	24,182	26,881	28,368	24,280	-14.4%	24,280	0.0%
503171 Security Services	525,581	477,038	468,500	505,323	7.9%	515,323	2.0%
503221 Classified/Legal Ads	9,066	13,626	13,048	12,200	-6.5%	12,200	0.0%
503222 Legal Ads	-	-	-	-	0.0%	-	0.0%
503225 Graphic Services	-	-	-	5,500	100.0%	-	-100.0%
503351 Repair - Bldg & Impr	55,342	61,981	55,342	48,590	-12.2%	48,590	0.0%
503352 Repair - Equipment	467,596	536,901	581,233	651,768	12.1%	650,446	-0.2%
503353 Repair - Rev Vehicle	378,868	293,808	327,233	652,000	99.2%	689,500	5.8%
503354 Repair - Non Rev Vehicle	14,747	35,656	30,000	30,000	0.0%	30,000	0.0%
503363 Haz Mat Disposal	28,910	58,321	48,000	40,452	-15.7%	40,452	0.0%
<b>Totals</b>	<b>2,547,777</b>	<b>2,649,090</b>	<b>2,854,293</b>	<b>3,105,467</b>	<b>8.8%</b>	<b>3,132,713</b>	<b>0.9%</b>
<b>MOBILE MATERIALS &amp; SUPPLIES</b>							
504011 Fuels & Lubricants - Non Rev Veh	84,952	72,693	84,952	90,000	5.9%	90,000	0.0%
504012 Fuels & Lubricants - Rev Veh	2,463,390	2,189,634	2,400,000	1,798,656	-25.1%	1,798,656	0.0%
504021 Tires & Tubes	272,023	252,890	272,023	300,000	10.3%	300,000	0.0%
504161 Other Mobile Supplies	-	-	-	-	0.0%	-	0.0%
504191 Rev Vehicle Parts	988,110	965,831	988,109	621,886	-37.1%	621,886	0.0%
<b>Totals</b>	<b>3,808,475</b>	<b>3,481,049</b>	<b>3,745,084</b>	<b>2,810,542</b>	<b>-25.0%</b>	<b>2,810,542</b>	<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY17 & FY18 OPERATING BUDGET**

Consolidated Expenses

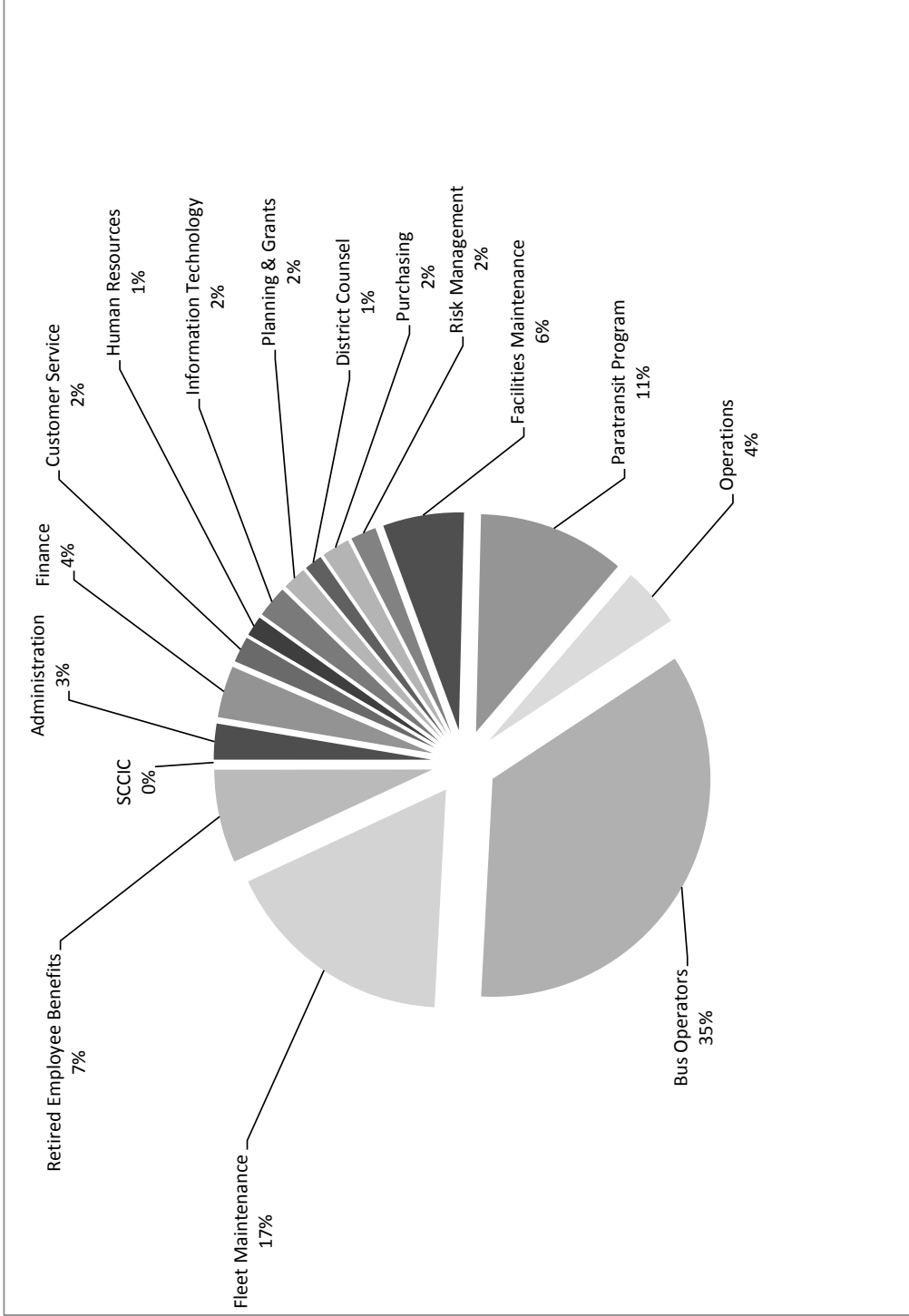
ACCOUNT	ACTUAL		FINAL BUDGET		REVISED BUDGET		% CHANGE		% CHANGE		
	FY14	FY15	FY16 June 2015	FY17	BUDG FY16	BUDG FY17	BUDG FY16	BUDG FY17	BUDG FY16	BUDG FY17	
<b>OTHER MATERIALS &amp; SUPPLIES</b>											
504205 Freight Out	2,467	2,610	136	136	136	136	0.0%	0.0%	136	136	0.0%
504211 Postage & Mailing	6,888	11,301	12,575	13,550	13,550	11,550	7.8%	7.8%	11,550	11,550	-14.8%
504214 Promotional Items	197	1,126	800	1,400	1,400	1,400	75.0%	75.0%	1,400	1,400	0.0%
504215 Printing	37,981	48,157	36,184	50,805	50,805	40,805	40.4%	40.4%	40,805	40,805	-19.7%
504217 Photo Supp./Process	3,018	2,072	2,686	2,500	2,500	2,500	-6.9%	-6.9%	2,500	2,500	0.0%
504311 Office Supplies	56,836	83,876	71,537	71,062	71,062	68,562	-0.7%	-0.7%	68,562	68,562	-3.5%
504315 Safety Supplies	31,934	24,937	22,039	16,860	16,860	16,860	-23.5%	-23.5%	16,860	16,860	0.0%
504317 Cleaning Supplies	53,467	58,649	54,480	53,830	53,830	53,830	-1.2%	-1.2%	53,830	53,830	0.0%
504409 Repair/Maint Supplies	113,070	121,056	117,000	114,983	114,983	114,983	-1.7%	-1.7%	114,983	114,983	0.0%
504417 Tenant Repairs	17,868	2,721	10,000	9,000	9,000	9,000	-10.0%	-10.0%	9,000	9,000	0.0%
504421 Non-Inventory Parts	30,136	36,718	20,000	39,730	39,730	39,730	98.7%	98.7%	39,730	39,730	0.0%
504511 Small Tools	4,787	4,969	4,269	7,736	7,736	4,236	81.2%	81.2%	4,236	4,236	-45.2%
504515 Employee Tool Replacement	783	2,313	783	2,180	2,180	2,180	178.4%	178.4%	2,180	2,180	0.0%
<b>Totals</b>	<b>359,431</b>	<b>400,505</b>	<b>352,489</b>	<b>383,772</b>	<b>383,772</b>	<b>365,772</b>	<b>8.9%</b>	<b>8.9%</b>	<b>365,772</b>	<b>365,772</b>	<b>-4.7%</b>
<b>UTILITIES</b>											
505011 Gas & Electric	251,121	253,096	269,200	297,000	297,000	297,000	10.3%	10.3%	297,000	297,000	0.0%
505021 Water & Garbage	122,922	112,834	111,000	147,240	147,240	147,240	32.6%	32.6%	147,240	147,240	0.0%
505031 Telecommunications	107,008	135,217	144,989	160,434	160,434	160,734	10.7%	10.7%	160,734	160,734	0.2%
<b>Totals</b>	<b>481,051</b>	<b>501,147</b>	<b>525,189</b>	<b>604,674</b>	<b>604,674</b>	<b>604,974</b>	<b>15.1%</b>	<b>15.1%</b>	<b>604,974</b>	<b>604,974</b>	<b>0.0%</b>
<b>CASUALTY &amp; LIABILITY</b>											
506011 Insurance - Property	61,615	52,904	61,615	61,904	61,904	63,138	0.5%	0.5%	63,138	63,138	2.0%
506015 Insurance - PL/PD	452,695	451,934	507,311	314,929	314,929	346,422	-37.9%	-37.9%	346,422	346,422	10.0%
506021 Insurance - Other	61	-	-	-	-	-	0.0%	0.0%	-	-	0.0%
506123 Settlement Costs	328,975	54,709	150,000	150,000	150,000	150,000	0.0%	0.0%	150,000	150,000	0.0%
506127 Repairs - District Prop	(25,538)	(67,640)	-	-	-	-	0.0%	0.0%	-	-	0.0%
<b>Totals</b>	<b>817,808</b>	<b>491,907</b>	<b>718,926</b>	<b>526,833</b>	<b>526,833</b>	<b>559,560</b>	<b>-26.7%</b>	<b>-26.7%</b>	<b>559,560</b>	<b>559,560</b>	<b>6.2%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY17 & FY18 OPERATING BUDGET**

Consolidated Expenses

ACCOUNT	ACTUAL FY14	ACTUAL FY15	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17	BUDGET FY18	% CHANGE BUDG FY17 BUDG FY18
<b>TAXES</b>							
507051 Fuel Tax	15,630	15,488	15,000	14,280	-4.8%	14,280	0.0%
507201 Licenses & Permits	15,351	15,412	14,701	19,296	31.3%	19,296	0.0%
507999 Other Taxes	9,693	11,798	15,548	14,400	-7.4%	14,400	0.0%
<b>Totals</b>	<b>40,673</b>	<b>42,698</b>	<b>45,249</b>	<b>47,976</b>	<b>6.0%</b>	<b>47,976</b>	<b>0.0%</b>
<b>PURCHASED TRANS.</b>							
503406 Contract/Paratransit	213,032	170,746	200,000	150,000	-25.0%	150,000	0.0%
<b>Totals</b>	<b>213,032</b>	<b>170,746</b>	<b>200,000</b>	<b>150,000</b>	<b>-25.0%</b>	<b>150,000</b>	<b>0.0%</b>
<b>MISC EXPENSE</b>							
509011 Dues/Subscriptions	69,744	66,101	76,295	93,985	23.2%	93,985	0.0%
509081 Advertising - District Promo	4,023	7,804	30,000	30,500	1.7%	30,500	0.0%
509101 Employee Incentive Program	8,946	11,506	20,300	15,200	-25.1%	15,200	0.0%
509121 Employee Training	47,257	24,294	39,266	71,660	82.5%	74,337	3.7%
509122 BOD Travel	4,103	13,197	3,000	3,000	0.0%	3,000	0.0%
509123 Travel	99,456	46,853	65,755	74,935	14.0%	67,835	-9.5%
509125 Local Meeting Expense	5,403	6,300	6,521	6,520	0.0%	6,520	0.0%
509127 Board Director Fees	8,800	10,900	12,600	12,600	0.0%	12,600	0.0%
509150 Contributions	983	-	-	-	0.0%	-	0.0%
509198 Cash Over/Short	(187)	8,815	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>248,528</b>	<b>195,770</b>	<b>253,737</b>	<b>308,400</b>	<b>21.5%</b>	<b>303,977</b>	<b>-1.4%</b>
<b>LEASES &amp; RENTALS</b>							
512011 Facility Lease	182,652	191,844	195,322	201,350	3.1%	202,050	0.3%
512061 Equipment Rental	24,595	23,380	23,539	17,394	-26.1%	17,394	0.0%
<b>Totals</b>	<b>207,247</b>	<b>215,224</b>	<b>218,861</b>	<b>218,744</b>	<b>-0.1%</b>	<b>219,444</b>	<b>0.3%</b>
<b>PERSONNEL TOTAL</b>	<b>36,062,232</b>	<b>36,980,374</b>	<b>40,680,871</b>	<b>38,522,581</b>	<b>-5.3%</b>	<b>39,866,336</b>	<b>3.5%</b>
<b>NON-PERSONNEL TOTAL</b>	<b>8,724,023</b>	<b>8,148,136</b>	<b>8,913,828</b>	<b>8,156,408</b>	<b>-8.5%</b>	<b>8,194,958</b>	<b>0.5%</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>44,786,254</b>	<b>45,128,510</b>	<b>49,594,699</b>	<b>46,678,989</b>	<b>-5.9%</b>	<b>48,061,294</b>	<b>3.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
 FY17 & FY18 FINAL OPERATING BUDGET  
 DEPARTMENTAL EXPENSES**



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY17 & FY18 OPERATING BUDGET**

Departmental Expenses

DEPARTMENT	ACTUAL FY14	ACTUAL FY15	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE		% CHANGE	
					BUDG FY16	BUDG FY17	BUDG FY16	BUDG FY17
1100 Administration	1,390,335	1,560,152	1,225,745	1,237,481	1.0%	1.0%	1,348,302	9.0%
1200 Finance	1,702,078	1,763,604	1,916,116	1,790,079	-6.6%	-6.6%	1,842,300	2.9%
1300 Customer Service	670,538	654,548	812,870	900,222	10.7%	10.7%	903,231	0.3%
1400 Human Resources	623,126	715,815	690,054	688,987	-0.2%	-0.2%	706,122	2.5%
1500 Information Technology	833,483	758,497	1,076,163	1,106,484	2.8%	2.8%	1,098,790	-0.7%
1600 Governmental Affairs	-	-	1,025,571	831,061	-19.0%	-19.0%	802,758	-3.4%
1700 District Counsel	571,316	450,372	606,155	619,225	2.2%	2.2%	645,631	4.3%
1800 Risk Management	341,269	738,974	966,705	973,366	0.7%	0.7%	993,476	2.1%
1900 Purchasing	869,154	802,638	863,775	894,698	3.6%	3.6%	945,612	5.7%
2200 Facilities Maintenance	2,396,131	2,572,866	2,757,986	2,801,428	1.6%	1.6%	2,867,848	2.4%
3100 Paratransit Program	4,921,464	5,059,219	5,086,077	5,088,359	0.0%	0.0%	5,225,311	2.7%
3200 Operations	2,921,307	2,159,463	2,470,922	2,076,115	-16.0%	-16.0%	2,184,617	5.2%
3300 Bus Operators	17,035,739	17,386,070	18,488,078	16,387,910	-11.4%	-11.4%	16,811,475	2.6%
4100 Fleet Maintenance	8,149,381	8,020,157	8,787,544	8,052,047	-8.4%	-8.4%	8,216,591	2.0%
5100 Capital Funded Labor	-	-	-	-	0.0%	0.0%	-	-
9001 Cobra Benefits	1,923	(1,591)	-	-	0.0%	0.0%	-	0.0%
9005 Retired Employee Benefits	2,358,759	2,487,455	2,820,685	3,231,276	14.6%	14.6%	3,468,978	7.4%
700 SCCIC	250	270	250	250	0.0%	0.0%	250	0.0%
<b>TOTAL OPERATING EXPENSES</b>	<b>44,786,254</b>	<b>45,128,510</b>	<b>49,594,699</b>	<b>46,678,989</b>	<b>-5.9%</b>	<b>-5.9%</b>	<b>48,061,294</b>	<b>3.0%</b>



## **II. DEPARTMENTAL FUNCTIONS**

### **OBJECTIVES**

**AND**

### **LINE ITEM BUDGETS**





**OFFICE OF THE CHIEF EXECUTIVE OFFICER  
ADMINISTRATION DEPARTMENT  
FY16 ACCOMPLISHMENTS AND FY17 OBJECTIVES  
1100**

**MAJOR FUNCTIONS OF THE DEPARTMENT**

The CEO/General Manager assumes full responsibility for the administration, management and development of the Santa Cruz Metropolitan Transit District (METRO).

**HIGH-LEVEL AGENCY ACCOMPLISHMENTS FOR FY16**

- Substantially completed and occupied the new Judy K. Souza Operations Facility on 3/11/16
- Completed the San Lorenzo Valley (SLV) High School bus stop improvements
- Completed the series of Structural Deficit Board Workshops and initiated the Comprehensive Operational Analysis (COA)
- Implemented fare restructuring on Highway 17 commuter service and fare and service restructuring on ParaCruz service
- Successfully advocated for State legislation allowing State Transit Assistance (STA) program dollars to be permanently available for use in the operations budget
- Completed the ten-year unfunded capital projects list
- Working in collaboration with APTA and The Bus Coalitions, the new Fixing America's Surface Transportation (FAST) Act has reinstated the Bus & Bus Facilities Grant program and in 2019 the Small Transit Intensive Cities (STIC) program allocation will increase from 1.5% to 2%
- Successfully sponsored a Low Carbon Transit Operations Program (LCTOP) State bill to allow LCTOP to be used in the operating budget when the agency declares a fiscal emergency (subject to the State legislative process)
- Established some of the agency's first Key Performance Indicators (KPIs) in some departments
- The CEO established recurring meetings with union leadership
- Successfully obtained Cabrillo College Student Senate approval to place a Student Transit Pass on the April 2016 Cabrillo College ballot which later resulted in student approval, passing a \$40 fee per semester for all students to have a student transit pass starting in the Fall of 2016
- Advocated successfully for a 16% share of the proposed SCCRTC countywide transportation ballot measure - The Santa Cruz County Regional Transportation Commission's 2016 Transportation Improvement Plan (TRIP)
- Convened a High Impact Governing Work Session with the Board
- Initiated in partnership with Cabrillo College, METRO's first on-site Supervisors' training and certification program
- Initiated a mid-life bus overhaul capital program
- Made progress towards installing a new ticket vending machine at Felton Faire
- METRO displayed a bus and staffed a booth at Santa Cruz County Fair
- Provided over 5.5 million fixed-route rides and over 93,000 ParaCruz rides
- Commissioned new ParaCruz vans
- Submitted a Federal LoNo grant application for five zero emissions electric buses
- Secured a LCTOP formula grant to purchase the county's first zero emission fixed-route electric bus that will operate as a community circular in Watsonville

## Administration Department (con't)

- Obtained a grant from the Association of Monterey Bay Area Governments (AMBAG) to study the feasibility of Bus on Shoulder on Highway 1
- In collaboration with AMBAG, upgraded the lighting at the maintenance facility and the Watsonville Transit Center to more efficient lighting
- Board adopted the Comprehensive Operational Analysis (COA), fully restructuring the fixed-route system and reducing overall service by approximately 10% in order to achieve a balanced budget
- Board approved balanced budget that uses very little Reserve, and subject to the outcome of the SCCRTC Sales tax measure, preliminarily results in no layoffs

## **KEY LEADERSHIP OBJECTIVES**

- The key professional leadership philosophy, values, style and the working environment the CEO strives to create.
  - Lead by example
  - Professionalism
  - Outstanding character, high ethics, strong values and integrity
  - Respectful communication
  - A passion for transit and mobility
  - “can-do” attitude
  - Foster good interpersonal communications
  - Strive for excellence
  - Continuous improvement
  - A desire to go from Good to Great (Jim Collins)
  - Inspiring a high degree of esprit de corps
  - No silos
  - Collaboration
  - Internal and external transparency
  - Foster an environment of teamwork and cross-functional working relationships
  - An appreciation for diversity
  - Our employees are valued
  - An overall positive place to work
  - Active participation in discussions – Not a “seat warmer”
  - Respect and appreciation for diverse perspectives including healthy debate, respectful dissenting opinions and willingness to be the “Devil’s Advocate”
  - Succession planning
  - Professional development, mentoring, coaching - Growing leaders from within
  - Empowerment, ownership and accountability
  - Innovation - Intrapreneurship
  - Data-driven solutions and management by Key Performance Indicators (KPIs)
  - Work/home balance
  - Good morale
  - Humor

## **AGENCY OBJECTIVES FOR FY17**

- Support the SCCRTC sales tax measure
- Work to restore and improve frequency of service, span of service and weekend service

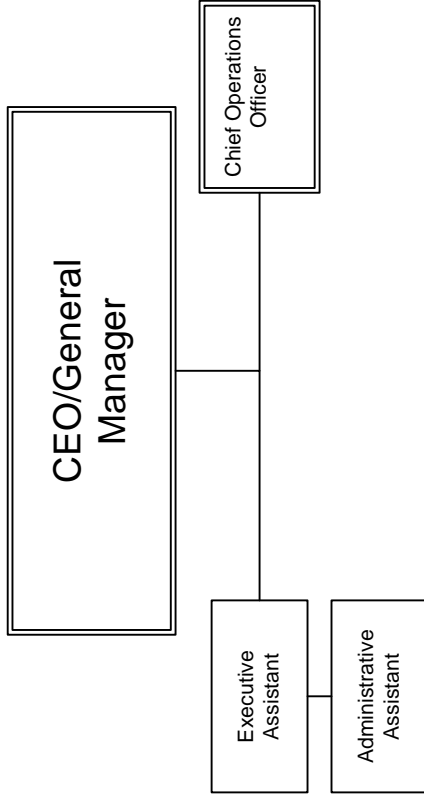
## Administration Department (con't)

- Complete the process of resolving the remainder of the structural deficit
- Implement the Board approved outcome of the Comprehensive Operational Analysis
- Benchmarking – Continued work towards bringing fixed-route and paratransit costs in alignment with our peers
- Develop more Key Performance Indicators (KPIs)
- Grow bus advertising revenues
- Review opportunities for a systemwide fare restructuring
- Aggressively seek local, State and Federal funding opportunities to fund projects on the \$200 million unfunded capital needs list
- Establish new marketing, communications and customer service programs to grow system ridership
- Increase community awareness of METRO and the economic, congestion, mobility and air quality benefits METRO brings to the region
- Identify funding for an Automatic Vehicle Location (AVL) system and customer facing Smartphone application that customers can use to determine when their next bus will arrive at their stop
- Investigate funding and installing Automatic Passenger Counters (APCs) on buses
- Continue work on identifying a new location and funding strategy that will lead to a new administration and operating facility for ParaCruz
- Expedite the boarding and fare payment process on METRO's buses by migrating customers away from cash and paper fare media to the Cruz Cash and Cruz Pass smart card fare media
- Continue work towards implementing online customer facing smartcard tools for electronic fare loading and fare balance
- Establish a bilingual customer service center at the Watsonville Transit Center
- Strive to address customer concerns and reduce customer complaints
- Continue work on replacement strategies for Watsonville Transit Center and Pacific Station
- Ensure full compliance with all Federal Transit Administration (FTA), State and State agency regulations and METRO Board policies and regulations.
- Provide information and staff support for the Santa Cruz Civic Improvement Corporation (SCCIC)
- Complete on-time the implementation of changes identified in the 2016 FTA Triennial Review
- Achieve the full occupancy permit for the Judy K. Souza Operations Facility
- Work closely with the Board, stakeholders, customers and the public to identify options that will resolve the current budgetary structural deficit and provide long-term financial stability for the agency
- Continue to achieve timely and accurate 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, Title VI, Equal Employment Opportunity (EEO) programs and Disadvantaged Business Enterprise (DBE) regulations and submit periodic updates
- Ensure that Santa Cruz METRO is highly responsive to FTA Triennial Reviews and all other outside audits and the Annual Audit
- Ensure Americans with Disability Act (ADA) compliance
- Collaborate and communicate with the Santa Cruz County Regional Transportation Commission (SCCRTC), with a goal of protecting and growing transit capital and operating funding resources and to actively participate in regional discussions

## Administration Department (con't)

- Make periodic presentations to the Elderly & Disabled Transit Advisory Committee (E&D TAC)
- Work collaboratively with the Association of Monterey Bay Area Governments (AMBAG) to review and comment on regional planning documents that will address AB 32 (Greenhouse Gas emission reductions) goals and SB 375 Sustainable Communities Strategy (SCS) requirements
- Support transit friendly State and Federal legislation, especially legislation that will increase capital and operating funding sources and grants
- Support increasing the federal funding of the Small Transit Intensive Cities (STIC) program, working to grow it to 3% and the continuation of funding for the Federal fuel tax credit
- Work with Federal legislators to identify a stable and recurring funding source for the 2021 Federal Transportation Reauthorization (FAST Act)
- Advocate for a new “ARRA-like” federal capital program
- Work to ensure that the new Bus and Bus Facilities discretionary grant program within the FAST Act is awarded based on age of fleet and not complicated with additional overlay requirements such as Ladders of Opportunity
- Ensure compliance with the FTA Transit Asset Management (TAM) Plan requirements
- Continue to update and to maintain FTA compliant the System Safety Program Plans (SSPP)
- Strive to ensure a safe work environment
- Recruit and retain an excellent work force
- Continue to improve our approach to succession planning
- Ensure compliance with Equal Employment Opportunity regulations
- Continue to expand transparency and communications opportunities with employees
- Seek out and maximize all State and Federal grant opportunities
- Seek speaking engagement opportunities at various public venues, community and stakeholder meetings
- Upgrade bus stops to become more customer friendly, more visually appealing and to implement customer facing technology that will assist the customer in knowing when the next bus will arrive
- Make progress towards implementation of a data warehouse and the upgrade of the financial system
- Continue the process of evaluating the potential of Bus on Shoulder on Highway 1
- Continue to strive to improve communications with employees, managers and the unions, seeking to achieve the shared goal of quality and timely information flow

Administration  
1100

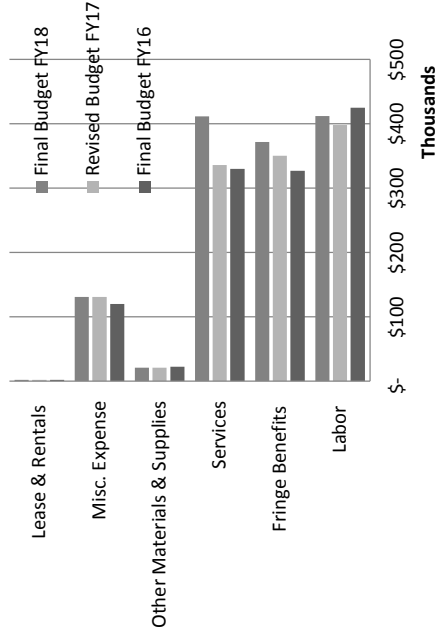


**FY17 & FY18 OPERATING BUDGET**  
**Authorized and Funded Personnel - Full Time Equivalent (FTE)**  
**Administration - 1100**

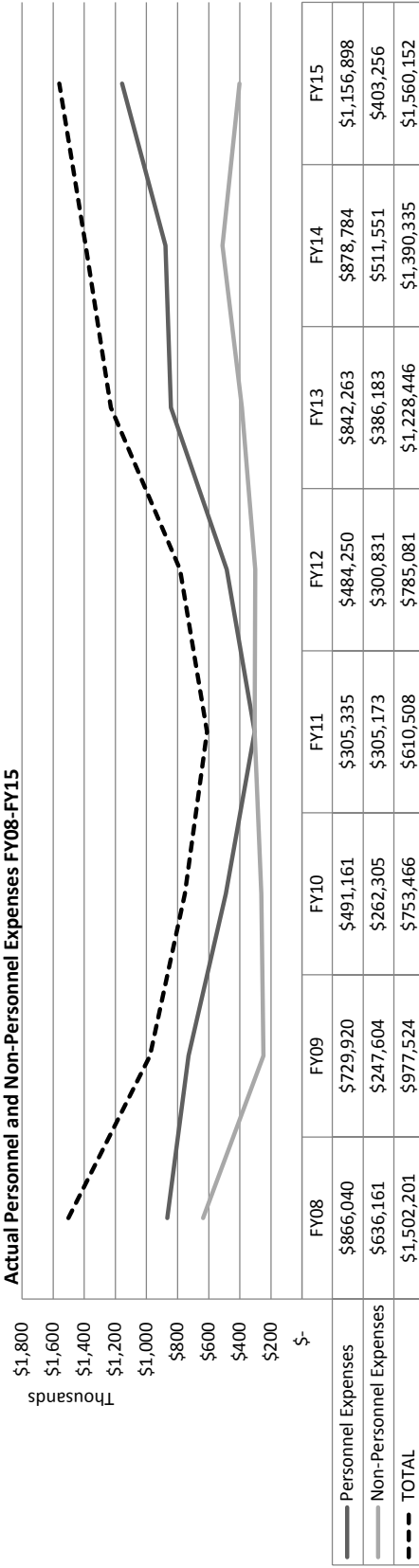
Position Title	Authorized Revised FY 16 June 2015	Funded Revised FY 16 June 2015	Authorized Revised FY 17 June 2016	Funded Revised FY 17 June 2016	Authorized FY 18 June 2016	Funded FY 18 June 2016
CEO/General Manager	1.00	1.00	1.00	1.00	1.00	1.00
Chief Operations Officer	1.00	1.00	1.00	1.00	1.00	1.00
Executive Assistant	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Assistant	2.00	1.00	2.00	1.00	2.00	1.00
<b>Total Full-Time Equivalents (FTEs)</b>	<b>5.00</b>	<b>4.00</b>	<b>5.00</b>	<b>4.00</b>	<b>5.00</b>	<b>4.00</b>

## Administration 1100

	<u>Final Budget</u> FY16	<u>Revised Budget</u> FY17	<u>Var %</u>	<u>Final Budget</u> FY18	<u>Var %</u>
<b>Personnel Expenses:</b>					
Labor	\$ 424,960	\$ 397,839	-6.4%	\$ 411,908	3.5%
Fringe Benefits	\$ 326,939	\$ 350,279	7.1%	\$ 371,521	6.1%
	\$ 751,899	\$ 748,119	-0.5%	\$ 783,429	4.7%
<b>Non-Personnel Expenses:</b>					
Services	\$ 329,736	\$ 335,937	1.9%	\$ 411,448	22.5%
Other Materials & Supplies	\$ 22,300	\$ 20,750	-7.0%	\$ 20,750	0.0%
Misc. Expense	\$ 119,810	\$ 130,675	9.1%	\$ 130,675	0.0%
Lease & Rentals	\$ 2,000	\$ 2,000	0.0%	\$ 2,000	0.0%
	\$ 473,846	\$ 489,362	3.3%	\$ 564,873	15.4%
<b>Total Expenses:</b>	\$ 1,225,745	\$ 1,237,481	1.0%	\$ 1,348,302	9.0%



Actual Personnel and Non-Personnel Expenses FY08-FY15



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY17 & FY18 OPERATING BUDGET**

Administration - 1100

ACCOUNT	ACTUAL FY14	ACTUAL FY15	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17	BUDGET FY18	% CHANGE BUDG FY17 BUDG FY18
<b>LABOR</b>							
501011 Bus Operator Pay	-	-	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	-	-	0.0%	-	0.0%
501021 Other Salaries	423,216	563,520	413,060	388,034	-6.1%	402,276	3.7%
501023 Other OT	21,362	25,387	11,900	9,805	-17.6%	9,632	-1.8%
<b>Totals</b>	<b>444,578</b>	<b>588,908</b>	<b>424,960</b>	<b>397,839</b>	<b>-6.4%</b>	<b>411,908</b>	<b>3.5%</b>
<b>FRINGE BENEFITS</b>							
502011 Medicare/Soc. Sec.	9,457	11,620	7,583	7,165	-5.5%	7,417	3.5%
502021 Retirement	97,086	154,193	107,322	109,458	2.0%	119,443	9.1%
502031 Medical Ins	87,445	99,467	70,027	94,839	35.4%	101,437	7.0%
502041 Dental Ins	6,172	7,639	5,602	5,245	-6.4%	5,402	3.0%
502045 Vision Ins	1,477	2,134	1,281	1,281	0.0%	1,319	3.0%
502051 Life Ins/AD&D	628	723	5,339	5,339	0.0%	5,430	1.7%
502060 State Disability Ins (SDI)	4,384	6,444	3,520	3,415	-3.0%	3,661	7.2%
502061 Long Term Disability Ins	2,170	2,560	2,883	3,000	4.1%	3,145	4.8%
502071 State Unemployment Ins (SUI)	1,386	2,628	891	945	6.1%	1,003	6.1%
502081 Worker's Comp Ins	6,450	6,807	12,537	12,537	0.0%	12,913	3.0%
502101 Holiday Pay	14,536	20,941	14,765	14,902	0.9%	15,442	3.6%
502103 Floating Holiday	9,562	24,794	17,955	18,074	0.7%	18,644	3.2%
502109 Sick Leave	44,727	42,130	22,147	22,354	0.9%	23,163	3.6%
502111 Annual Leave	133,510	172,935	39,669	37,471	-5.5%	38,719	3.3%
502121 Other Paid Absence	11,868	3,612	3,461	3,493	0.9%	3,619	3.6%
502251 Phys. Exams	-	-	-	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	-	-	0.0%	-	0.0%
502999 Other Fringe Benefits	3,348	9,362	11,959	10,761	-10.0%	10,765	0.0%
<b>Totals</b>	<b>434,206</b>	<b>567,988</b>	<b>326,939</b>	<b>350,279</b>	<b>7.1%</b>	<b>371,521</b>	<b>6.1%</b>



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY17 & FY18 OPERATING BUDGET**

Administration - 1100

ACCOUNT	ACTUAL FY14	ACTUAL FY15	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE		% CHANGE		
					BUDG FY16 BUDG FY17	BUDG FY17 BUDG FY18	BUDG FY16 BUDG FY17	BUDG FY17 BUDG FY18	
<b>SERVICES</b>									
503011	-	-	-	-	-	0.0%	-	0.0%	0.0%
503012	-	-	-	-	-	0.0%	-	0.0%	0.0%
503031	87,082	34,847	225,561	226,580	301,973	0.5%	33.3%	33.3%	33.3%
503032	91,960	91,963	94,000	101,000	101,000	7.4%	0.0%	0.0%	0.0%
503033	-	-	-	-	-	0.0%	-	0.0%	0.0%
503034	-	-	-	-	-	0.0%	-	0.0%	0.0%
503041	86,866	103,379	-	-	-	0.0%	-	0.0%	0.0%
503161	-	-	-	-	-	0.0%	-	0.0%	0.0%
503162	-	-	-	-	-	0.0%	-	0.0%	0.0%
503171	-	-	-	-	-	0.0%	-	0.0%	0.0%
503221	2,067	2,136	4,150	5,000	5,000	20.5%	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	7,723	726	6,025	3,357	3,475	-44.3%	3.5%	3.5%	3.5%
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>275,697</b>	<b>233,051</b>	<b>329,736</b>	<b>335,937</b>	<b>411,448</b>	<b>1.9%</b>	<b>22.5%</b>	<b>1.9%</b>	<b>22.5%</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>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY17 & FY18 OPERATING BUDGET**

Administration - 1100

ACCOUNT	ACTUAL FY14	ACTUAL FY15	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE		% CHANGE BUDG FY17 BUDG FY18
					BUDG FY16	BUDG FY17	
<b>OTHER MATERIALS &amp; SUPPLIES</b>							
504205 Freight Out	-	-	-	-	0.0%	0.0%	0.0%
504211 Postage & Mailing	4,524	4,706	6,365	4,200	-34.0%	4,200	0.0%
504214 Promotional Items	-	-	-	-	0.0%	-	0.0%
504215 Printing	1,009	955	1,009	1,050	4.1%	1,050	0.0%
504217 Photo Supp/Process	-	-	-	-	0.0%	-	0.0%
504311 Office Supplies	15,534	16,519	14,926	15,500	3.8%	15,500	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>21,067</b>	<b>22,179</b>	<b>22,300</b>	<b>20,750</b>	<b>-7.0%</b>	<b>20,750</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>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>CASUALTY &amp; LIABILITY</b>							
506011 Insurance - Property	-	-	-	-	0.0%	-	0.0%
506015 Insurance - PL/PD	-	-	-	-	0.0%	-	0.0%
506021 Insurance - Other	-	-	-	-	0.0%	-	0.0%
506123 Settlement Costs	-	-	-	-	0.0%	-	0.0%
506127 Repairs - District Prop	-	-	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY17 & FY18 OPERATING BUDGET**

Administration - 1100

ACCOUNT	ACTUAL FY14	ACTUAL FY15	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17	BUDGET FY18	% CHANGE BUDG FY17 BUDG FY18
<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	52,678	51,511	56,010	71,475	27.6%	71,475	0.0%
509081 Advertising - District Promo	-	2,978	-	500	100.0%	500	0.0%
509101 Employee Incentive Program	8,800	11,120	20,100	15,000	-25.4%	15,000	0.0%
509121 Employee Training	40,224	18,923	1,600	1,600	0.0%	1,600	0.0%
509122 BOD Travel	4,103	1,045	3,000	3,000	0.0%	3,000	0.0%
509123 Travel	93,137	43,730	20,000	20,000	0.0%	20,000	0.0%
509125 Local Meeting Expense	5,382	6,248	6,500	6,500	0.0%	6,500	0.0%
509127 Board Director Fees	8,800	10,900	12,600	12,600	0.0%	12,600	0.0%
509150 Contributions	-	-	-	-	0.0%	-	0.0%
509198 Cash Over/Short	-	-	-	-	0.0%	-	0.0%
<b>Totals</b>	213,124	146,455	119,810	130,675	9.1%	130,675	0.0%
<b>LEASES &amp; RENTALS</b>							
512011 Facility Lease	-	-	-	-	0.0%	-	0.0%
512061 Equipment Rental	1,662	1,571	2,000	2,000	0.0%	2,000	0.0%
<b>Totals</b>	1,662	1,571	2,000	2,000	0.0%	2,000	0.0%
<b>PERSONNEL TOTAL</b>	878,784	1,156,896	751,899	748,119	-0.5%	783,429	4.7%
<b>NON-PERSONNEL TOTAL</b>	511,551	403,256	473,846	489,362	3.3%	564,873	15.4%
<b>DEPARTMENT TOTALS</b>	<b>1,390,335</b>	<b>1,560,152</b>	<b>1,225,745</b>	<b>1,237,481</b>	<b>1.0%</b>	<b>1,348,302</b>	<b>9.0%</b>



**FINANCE DEPARTMENT  
FY16 ACCOMPLISHMENTS AND FY17 OBJECTIVES**

**1200**

**MAJOR FUNCTIONS OF THE DEPARTMENT**

**The Finance Department is responsible for all financial aspects of the agency, including:**

- General Ledger
- Accounts Payable
- Accounts Receivable
- Grant Accounting
- Payroll
- Timekeeping
- Fixed Asset Accounting
- Audit
- Operating and Capital 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 is also responsible for:**

- Developing and monitoring annual operating and capital budgets
- Developing and updating short-range and long-range financial plans
- Purchasing and maintaining property and liability insurance
- Managing Santa Cruz Civic Improvement Corporation (SCCIC) financials and related activities
- Disseminating a wide variety of information to other departments and the Public
- Conducting annual physical inventory counts
- Capital and Asset tacking
- Transit Development Act (TDA) reviews and audits
- FTA Triennial reviews and periodic audits
- Portions of the NTD reporting responsibilities
- Property Management of leased facilities
- Financial perspective on CCJPA contract with Amtrak, VTA, Cal Train, CalTrans and San Joaquin Valley Transit
- DEBELO responsibilities (Finance Manager)
- Admin Policies and Regulations for the agency
- Annual State Controller's Office Reports: Transit Operators Financial Transactions and Compensation Report; Fixed Route and Specialized Service
- Providing the Board monthly operating and capital budget updates

**DEPARTMENT ACCOMPLISHMENTS FOR FY16**

- Completed the series of Structural Deficit Board Workshops
- Assisted the Planning Department in all financial aspects of the Comprehensive Operations Analysis
- Assisted the CEO / General Manager and Board of Directors with:
  - Operating and Capital budget process
  - Long-term budgetary planning
  - Development of the agency's first five-year revenue and expense projection
  - Creation of the rolling unfunded Capital needs list
- Updated pay tables, including the inclusion of longevity
- Delivered the FY17/18 budget to the Board for adoption within the mandated time constraints
- Assisted the CEO in numerous ad-hoc and financial analytics
- Enhanced reporting functions through graphs, charts and presentations to the Public, Board of Directors, Management, Unions, and internal Departments
- Completed the Annual Audit successfully and without major findings
- Lead the agency through the FTA Triennial Review
- Maintained areas of Santa Cruz METRO's website that pertain to the Finance Department
- Maintained accurate, timely and efficient reporting of business and payroll transactions
- Worked with District Counsel and Human Resources to comply with new laws, rules, regulations and Union contracts
- Promoted individual training and education within the department
- Provided tools and time for the staff to improve overall efficiency through automation and education while maximizing the benefits of existing, upgraded, and/or new technology programs
- Ensured that effective control and accountability was maintained for all capital assets, and that resources were properly safeguarded and used solely for authorized purposes
- Maintained ongoing compliance with generally accepted accounting principles ("GAAP") and statutory reporting requirements
- Improved and updated processes relating to internal control, policies and procedures
- Updated financial policies to address Operating and Capital budgets
- Convened monthly/quarterly meetings with all Departments to review expenses against budget
- Developed the agency's first Reserve Policy, adopted by the Board on 10/23/15
- Retained and participated as a California Transit Insurance Pool (CalTIP) Board member and adhered to decisions made related to the insurance pool
- Retained and participated as a California Transit Association (CTA) Finance Committee member and continued to engage in subcommittee appointments and decisions
- Actively participated in the California Society of Municipal Finance Officers (CSMFO) groups, training sessions, meetings and conferences
- Managed advertising on Santa Cruz METRO buses
- Networked and participated in outreach with our community and transit partners

## Finance Department (con't)

- Promoted and ensured fiscal responsibility and sustainability throughout Santa Cruz METRO
- Reviewed department activities and processes to maximize organizational effectiveness, including cash and payroll controls

### **DEPARTMENT OBJECTIVES FOR FY17**

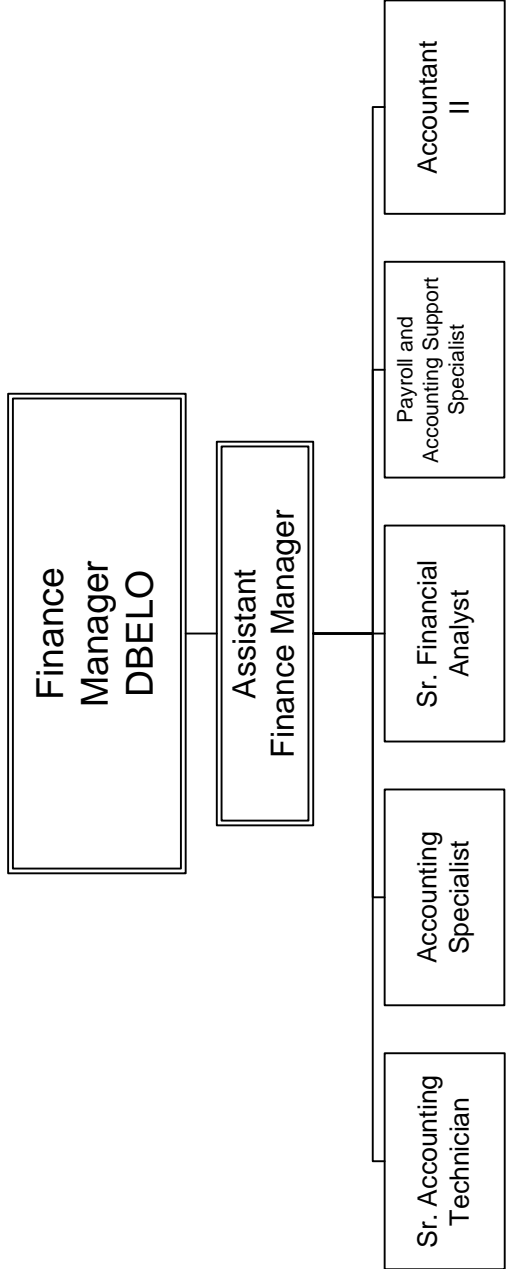
- Complete the process of resolving the structural deficit
- Develop Key Performance Indicators (KPIs)
- Assist the CEO in seeking local, State and Federal funding opportunities to fund projects on the \$200 million unfunded capital needs list
- Ensure full compliance with all Federal Transit Administration (FTA), State and State agency regulations and Santa Cruz METRO Board policies and regulations
- Provide information and staff support for the Santa Cruz Civic Improvement Corporation (SCCIC)
- Work closely with the Board, stakeholders, customers and the public to identify options that will resolve the current budgetary structural deficit and provide long-term financial stability for the agency
- Ensure that Santa Cruz METRO is highly responsive to FTA Triennial Reviews and all other outside audits and the Annual Audit
- Collaborate and communicate with the Santa Cruz County Regional Transportation Commission (SCCRTC), with a goal of protecting and growing transit capital and operating funding resources and to actively participate in regional discussions
- Work with the SCCRTC to support Santa Cruz METRO's inclusion in a 2016 Santa Cruz County sales tax initiative and at the appropriate allocation level to support Santa Cruz METRO's paratransit funding needs
- Support the CEO's effort to increase the federal funding of the Small Transit Intensive Cities (STIC) program at 3% and the continuation of funding for the Federal fuel tax credit
- Assist the CEO in working with Federal legislators to identify a stable and recurring funding source for the 2021 Federal Transportation Reauthorization
- Make progress towards implementation of a data warehouse and the upgrade of the financial system
- Continue to assist the CEO / General Manager and Board of Directors with:
  - Operating and Capital budget process
  - Long-term budgetary planning
  - Annually update the five-year revenue and expense projections
  - Work in collaboration with the Planning Department to update the unfunded Capital needs list on a minimum quarterly basis
- 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, Unions, and internal Departments.

## Finance Department (con't)

- 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
- Work towards establishing a funding policy pertaining to Santa Cruz METRO's Governmental Accounting Standards 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 and time 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 a 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
- Continually update 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
- Maintain California Transit Association (CTA) Finance Committee position and continue to engage in subcommittee appointments and decisions
- Continue to be active in California Society of Municipal Finance Officers (CSMFO) groups, training sessions, meetings and conferences
- Continue to manage advertising on Santa Cruz METRO buses
- Continue to network and outreach with our community and transit 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
- Create Annual report pamphlet for Public Outreach
- Assume all oversight of financial related duties of the ticket and pass function



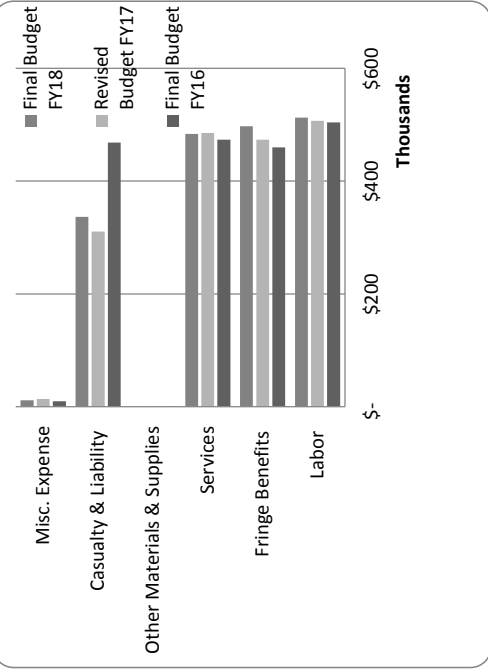
Finance  
1200



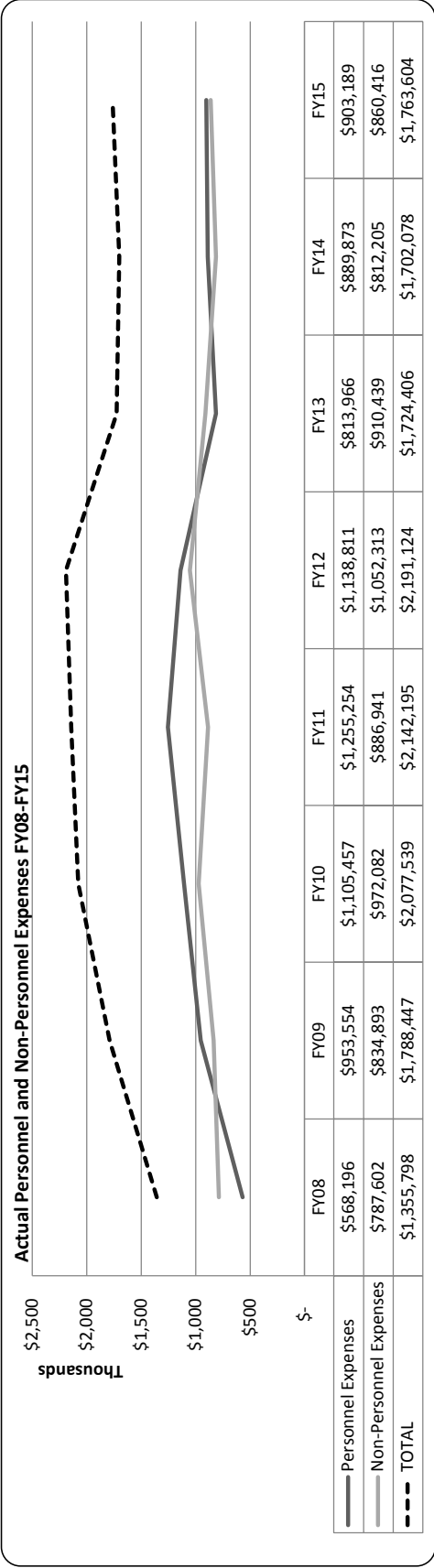
**FY17 & FY18 OPERATING BUDGET**  
**Authorized and Funded Personnel - Full Time Equivalent (FTE)**  
**Finance - 1200**

Position Title	Authorized Revised FY 16 June 2015	Funded Revised FY 16 June 2015	Authorized Revised FY 17 June 2016	Funded Revised FY 17 June 2016	Authorized FY 18 June 2016	Funded FY 18 June 2016
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
Sr. Financial Analyst	1.00	1.00	1.00	1.00	1.00	1.00
Revenue Specialist	1.00	0.00	1.00	0.00	1.00	0.00
<b>Total Full-Time Equivalents (FTEs)</b>	<b>8.50</b>	<b>7.00</b>	<b>8.50</b>	<b>7.00</b>	<b>8.50</b>	<b>7.00</b>

**Finance 1200**



	<u>Final Budget FY16</u>	<u>Revised Budget FY17</u>	<u>Final Budget FY18</u>	<u>Var %</u>	<u>Var %</u>
<b>Personnel Expenses:</b>					
Labor	\$ 503,924	\$ 506,838	\$ 512,598	0.6%	1.1%
Fringe Benefits	\$ 459,802	\$ 473,200	\$ 497,168	2.9%	5.1%
	\$ 963,726	\$ 980,038	\$ 1,009,766	1.7%	3.0%
<b>Non-Personnel Expenses:</b>					
Services	\$ 473,503	\$ 485,380	\$ 483,560	2.5%	-0.4%
Other Materials & Supplies	\$ 725	\$ 750	\$ 750	3.4%	0.0%
Casualty & Liability	\$ 468,302	\$ 310,531	\$ 336,644	-33.7%	8.4%
Misc. Expense	\$ 9,860	\$ 13,380	\$ 11,580	35.7%	-13.5%
	\$ 952,390	\$ 810,041	\$ 832,534	-14.9%	2.8%
<b>Total Expenses:</b>	<b>\$ 1,916,116</b>	<b>\$ 1,790,079</b>	<b>\$ 1,842,300</b>	<b>-6.6%</b>	<b>2.9%</b>



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY17 & FY18 OPERATING BUDGET**

Finance - 1200

ACCOUNT	ACTUAL FY14	ACTUAL FY15	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17	BUDGET FY18	% CHANGE BUDG FY17 BUDG FY18
<b>LABOR</b>							
501011 Bus Operator Pay	-	-	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	-	-	0.0%	-	0.0%
501021 Other Salaries	476,279	467,947	498,924	501,838	0.6%	507,640	1.2%
501023 Other OT	2,114	3,559	5,000	5,000	0.0%	4,959	-0.8%
<b>Totals</b>	<b>478,393</b>	<b>471,506</b>	<b>503,924</b>	<b>506,838</b>	<b>0.6%</b>	<b>512,598</b>	<b>1.1%</b>
<b>FRINGE BENEFITS</b>							
502011 Medicare/Soc. Sec.	8,716	8,566	8,992	9,059	0.8%	9,163	1.1%
502021 Retirement	107,503	119,097	129,177	140,073	8.4%	149,213	6.5%
502031 Medical Ins	137,283	148,470	157,757	158,751	0.6%	170,646	7.5%
502041 Dental Ins	11,348	11,617	11,729	10,981	-6.4%	11,311	3.0%
502045 Vision Ins	2,376	2,241	2,241	2,241	0.0%	2,308	3.0%
502051 Life Ins/AD&D	929	929	1,027	1,027	0.0%	1,058	3.0%
502060 State Disability Ins (SDI)	5,340	4,995	5,383	5,580	3.6%	5,867	5.1%
502061 Long Term Disability Ins	3,246	3,246	4,090	4,234	3.5%	4,364	3.1%
502071 State Unemployment Ins (SUI)	1,666	1,470	1,560	1,654	6.1%	1,755	6.1%
502081 Worker's Comp Ins	5,362	7,472	17,552	17,552	0.0%	18,078	3.0%
502101 Holiday Pay	18,270	17,545	18,639	18,774	0.7%	18,995	1.2%
502103 Floating Holiday	10,376	10,080	10,282	10,585	2.9%	10,583	0.0%
502109 Sick Leave	20,813	16,949	27,959	28,162	0.7%	28,492	1.2%
502111 Annual Leave	70,328	67,727	54,954	56,031	2.0%	56,783	1.3%
502121 Other Paid Absence	3,824	7,182	4,369	4,400	0.7%	4,452	1.2%
502251 Phys. Exams	-	-	-	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	-	-	0.0%	-	0.0%
502999 Other Fringe Benefits	4,101	4,094	4,091	4,095	0.1%	4,101	0.1%
<b>Totals</b>	<b>411,480</b>	<b>431,682</b>	<b>459,802</b>	<b>473,200</b>	<b>2.9%</b>	<b>497,168</b>	<b>5.1%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY17 & FY18 OPERATING BUDGET**

Finance - 1200

ACCOUNT	ACTUAL	ACTUAL	FINAL	REVISED	% CHANGE		% CHANGE	
	FY14	FY15	BUDGET FY16 June 2015	BUDGET FY17	BUDG FY16	BUDG FY17	BUDG FY17	BUDG FY18
<b>SERVICES</b>								
503011 Acting/Audit Fees	74,761	84,244	83,000	95,000	14.5%	14.5%	95,000	0.0%
503012 Admin/Bank Fees	330,343	350,180	360,003	372,880	3.6%	3.6%	376,060	0.9%
503031 Prof/Technical Fees	10,581	2,557	30,500	17,500	-42.6%	-42.6%	12,500	-28.6%
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>415,685</b>	<b>436,980</b>	<b>473,503</b>	<b>485,380</b>	<b>2.5%</b>	<b>2.5%</b>	<b>483,560</b>	<b>-0.4%</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>-</b>	<b>0.0%</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY17 & FY18 OPERATING BUDGET**

Finance - 1200

ACCOUNT	ACTUAL FY14	ACTUAL FY15	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE		% CHANGE		
					BUDG FY16 BUDG FY17	BUDG FY17 BUDG FY18	BUDG FY16 BUDG FY17	BUDG FY17 BUDG FY18	
<b>OTHER MATERIALS &amp; SUPPLIES</b>									
504205 Freight Out	-	-	-	-	-	0.0%	-	-	0.0%
504211 Postage & Mailing	93	-	-	-	-	0.0%	-	-	0.0%
504214 Promotional Items	-	-	-	-	-	0.0%	-	-	0.0%
504215 Printing	725	-	725	750	-	3.4%	750	-	0.0%
504217 Photo Supp/Process	-	-	-	-	-	0.0%	-	-	0.0%
504311 Office Supplies	-	691	-	-	-	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>817</b>	<b>691</b>	<b>725</b>	<b>750</b>	<b>750</b>	<b>3.4%</b>	<b>750</b>	<b>750</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>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>CASUALTY &amp; LIABILITY</b>									
506011 Insurance - Property	61,448	52,806	61,448	61,737	62,971	0.5%	62,971	62,971	2.0%
506015 Insurance - PL/PD	332,809	360,206	406,854	248,794	273,673	-38.8%	273,673	273,673	10.0%
506021 Insurance - Other	61	-	-	-	-	0.0%	-	-	0.0%
506123 Settlement Costs	-	-	-	-	-	0.0%	-	-	0.0%
506127 Repairs - District Prop	-	-	-	-	-	0.0%	-	-	0.0%
<b>Totals</b>	<b>394,318</b>	<b>413,012</b>	<b>468,302</b>	<b>310,531</b>	<b>336,644</b>	<b>-33.7%</b>	<b>336,644</b>	<b>336,644</b>	<b>8.4%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY17 & FY18 OPERATING BUDGET**

Finance - 1200

ACCOUNT	ACTUAL FY14	ACTUAL FY15	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17	BUDGET FY18	% CHANGE BUDG FY17 BUDG FY18
<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	589	730	960	980	2.1%	980	0.0%
509081 Advertising - District Promo	-	-	-	-	0.0%	-	0.0%
509101 Employee Incentive Program	-	-	-	-	0.0%	-	0.0%
509121 Employee Training	-	188	1,400	2,900	107.1%	3,100	6.9%
509122 BOD Travel	-	-	-	-	0.0%	-	0.0%
509123 Travel	-	-	7,500	9,500	26.7%	7,500	-21.1%
509125 Local Meeting Expense	-	-	-	-	0.0%	-	0.0%
509127 Board Director Fees	-	-	-	-	0.0%	-	0.0%
509150 Contributions	983	-	-	-	0.0%	-	0.0%
509198 Cash Over/Short	(187)	8,815	-	-	0.0%	-	0.0%
<b>Totals</b>	1,385	9,733	9,860	13,380	35.7%	11,580	-13.5%
<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>	889,873	903,189	963,726	980,038	1.7%	1,009,766	3.0%
<b>NON-PERSONNEL TOTAL</b>	812,205	860,416	952,390	810,041	-14.9%	832,534	2.8%
<b>DEPARTMENT TOTALS</b>	<b>1,702,078</b>	<b>1,763,604</b>	<b>1,916,116</b>	<b>1,790,079</b>	<b>-6.6%</b>	<b>1,842,300</b>	<b>2.9%</b>





**CUSTOMER SERVICE DEPARTMENT**  
**FY16 ACCOMPLISHMENTS AND FY17 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 service information, trip-planning assistance, lost and found services, ticket and pass sales to Santa Cruz METRO Fixed Route and ParaCruz Paratransit 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 ACCOMPLISHMENTS FOR FY 16**

- Negotiated and completed merger of Paratransit Reservationists represented by UTU to Customer Service Representative represented by SEIU
- Customer Service Representative Job Description updated to reflect current job duties and responsibilities
- Customer Service Coordinator Job Description updated to reflect current job duties and responsibilities
- Completed Training of four out of six Paratransit Reservationist's that transitioned to Customer Service Representative
- Successful informational outreach for Cabrillo College Student Ballot Measure performed by Customer Service staff
- Successful informational outreach for DUMP THE PUMP event
- Completed preliminary transition of call center phone system allowing for Customer Service and Paratransit calls to be performed from the Pacific Station Transit Center
- Improved staffing for Customer Service Information Booth resulting in reduction of times booth has been unavailable to service customers
- Promotion of reloadable Cruz Pass and Cruz Cash smart cards to riders reducing the use of tickets and passes
- Customer informational support and guidance for Highway 17 Express Service fare increase
- Customer informational support and guidance for restructuring of ParaCruz services with fare increases and reduction in service area in conjunction with ADA regulations
- Successful Bus and Booth representation of Santa Cruz METRO at the Santa Cruz Fair by Customer Service Representative staff, providing fixed route and Paratransit service information
- Improved responsiveness and independent lower level resolutions to customer issues resulting in less customer complaints being filed

**DEPARTMENT OBJECTIVES FOR FY17**

- Complete transition of Customer Service department oversight from Fixed Route to Paratransit management
- Complete recruitment and hiring of Customer Service Coordinator

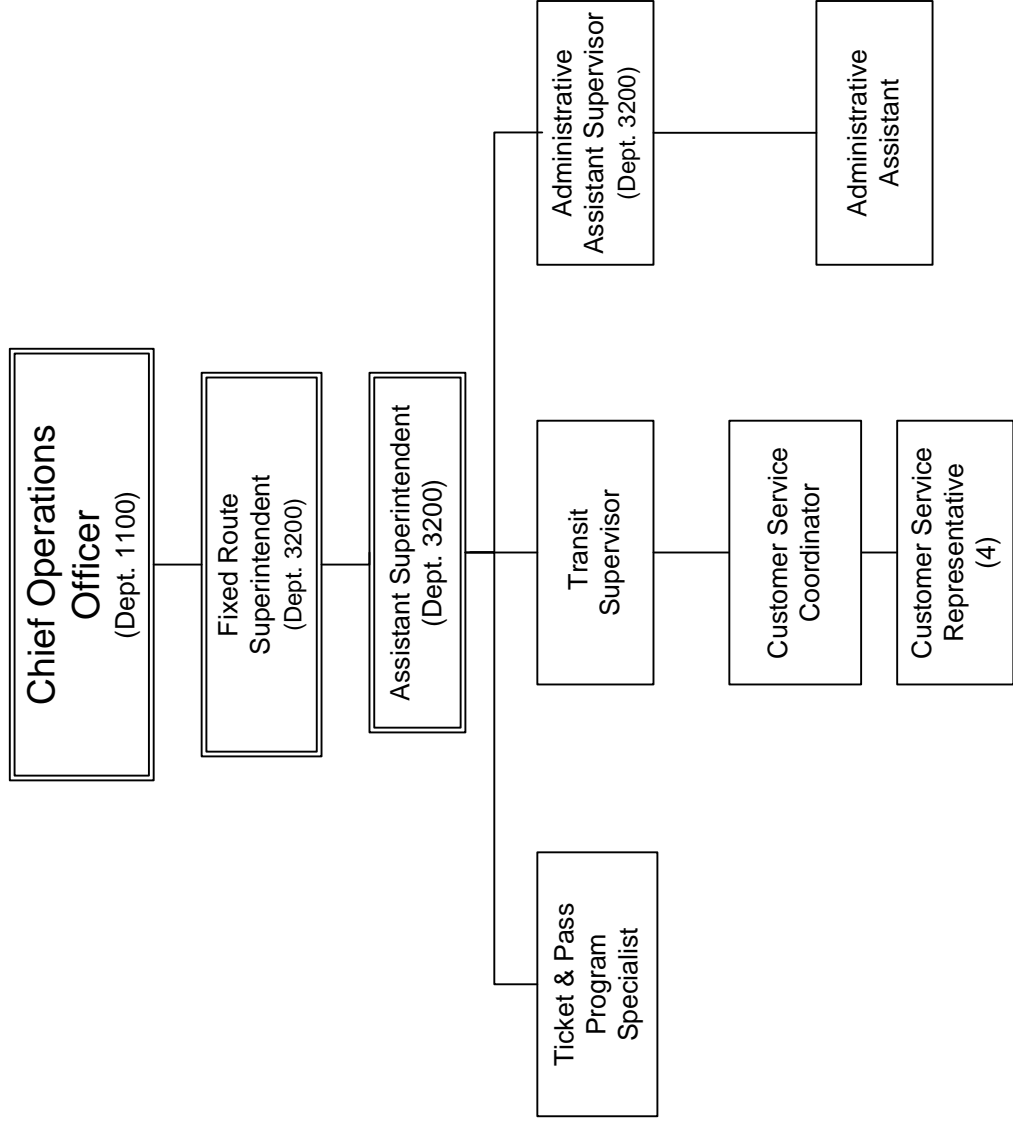
## Customer Service Department (con't)

- Complete recruitment and hiring of two Customer Service Representatives
- Perform and complete training of new Customer Service Representative hires
- Complete training of newly transitioned Paratransit Reservationists to Customer Service Representative
- Promote professional, courteous, and friendly Customer Service approach to the delivery of fixed route and Paratransit services at all times and in all instances
- Familiarize Customer Service personnel with changed routes once they are in effect
- Increase Public Outreach promoting Santa Cruz METRO's routes and various fare media options with focus on transitioning more riders to Cruz Pass and Cruz Cash smart card fare media
- Complete training of two Paratransit Reservationist to Customer Service Representative allowing for the expansion of the Customer Service group to provide enhanced service availability at Pacific Station Transit Center
- Perform infrastructure improvements to the Watsonville Transit Center to begin performing Customer Service and Paratransit Eligibility function at that location
- Expand bi-lingual Customer Service Representative staff to provide information, ticket and pass sales at the Watsonville Transit Center
- Expand the ability to perform Paratransit eligibility assessments at the Watsonville Transit Center
- Complete Customer Service phone installation and initiate recording system for incoming and outgoing calls
- Ensure Customer Service window is staffed properly during all hours it is advertised as open.
- Maintain appropriate staffing levels to properly staff the fixed-route and ParaCruz customer service phones during all hours advertised to be open
- Achieve average reduced call hold times to less than two minutes.
- Fill position of Ticket and Pass Specialist temporarily and refine position to better reflect current duties and responsibilities with possible transfer of position to Finance
- Coordinate a comprehensive presentation at UCSC familiarizing freshman class of students with available Santa Cruz METRO services.
- Update Customer Service Department procedures Manual.
- Continue expansion of Customer Service Fixed Route and Paratransit call center at Pacific Station and eventually to Watsonville Transit Center
- Familiarize Customer Service Representative staff with the various METRO departments in order to better respond to service concerns, suggestions, requests, and compliments
- Improve and increase use of visual graphic media in the promotion of Santa Cruz METRO services
- Provide more consistent monitoring and updating of informational media at the various Transit Centers
- Create Customer Service presentations on the various services METRO provides to inform new-hires and existing Operators from a Customer Service perspective.
- Improve efficiency of Customer Service Representatives in responding to inquiries and complaints by accessing available electronic information.
- Expand Customer Service Participation in select METRO committees.
- Update written procedures relating to Lost and Found, for unclaimed articles and money.
- Provide internal/external Customer Service refresher training on a more consistent basis for all Customer Service Representative Staff.
- Increase participation in local events in order to promote METRO services.

## Customer Service Department (con't)

- Integrate Accessible Services Coordinator into outreach schedule of Customer Service to solicit and provide information on the availability of Accessible Services
- Perform safety awareness training to Customer Service Staff on a periodic basis

# Customer Service 1300

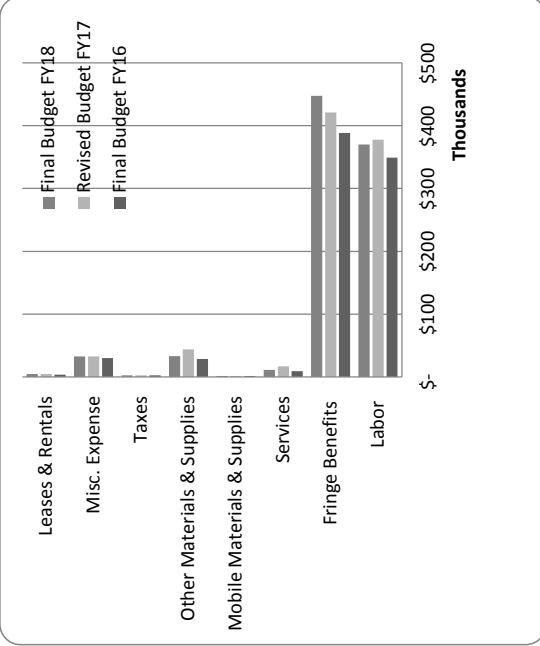


**FY17 & FY18 OPERATING BUDGET**  
**Authorized and Funded Personnel - Full Time Equivalent (FTE)**  
**Customer Service - 1300**

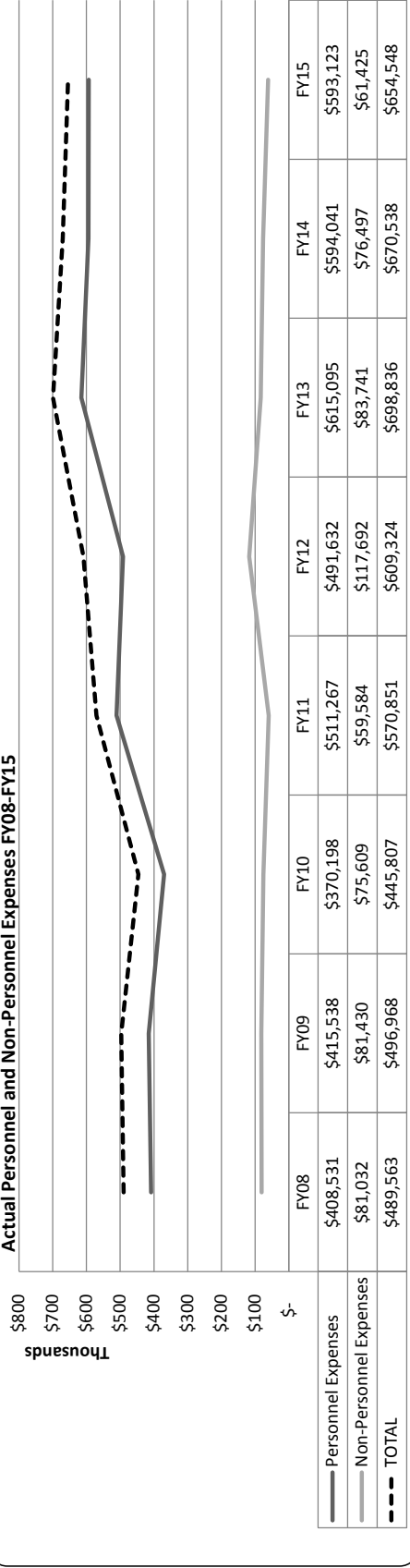
Position Title	Authorized Revised FY 16 June 2015	Funded Revised FY 16 June 2015	Authorized Revised FY 17 June 2016	Funded Revised FY 17 June 2016	Authorized FY 18 June 2016	Funded FY 18 June 2016
Marketing, Communications and Customer Service Manager	1.00	0.00	1.00	0.00	1.00	0.00
Transit Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Customer Service Coordinator CSR	1.00 5.00	1.00 3.00	1.00 5.00	1.00 4.00	1.00 5.00	1.00 4.00
Ticket & Pass Program Specialist Administrative Assistant	1.00 1.25	1.00 1.00	1.00 1.25	1.00 1.00	1.00 1.25	1.00 1.00
<b>Total Full-Time Equivalents (FTEs)</b>	<b>10.25</b>	<b>7.00</b>	<b>10.25</b>	<b>8.00</b>	<b>10.25</b>	<b>8.00</b>

### Customer Service 1300

	<u>Final Budget</u> <u>FY16</u>	<u>Revised Budget</u> <u>FY17</u>	<u>Var %</u>	<u>Final Budget</u> <u>FY18</u>	<u>Var %</u>
<b>Personnel Expenses:</b>					
Labor	\$ 348,960	\$ 377,459	8.2%	\$ 370,125	-1.9%
Fringe Benefits	\$ 388,236	\$ 420,864	8.4%	\$ 447,406	6.3%
	\$ 737,196	\$ 798,322	8.3%	\$ 817,531	2.4%
<b>Non-Personnel Expenses:</b>					
Services	\$ 9,117	\$ 17,100	87.6%	\$ 11,400	-33.3%
Mobile Materials & Supplies	\$ 1,565	\$ 1,600	2.2%	\$ 1,600	0.0%
Other Materials & Supplies	\$ 28,667	\$ 43,700	52.4%	\$ 33,200	-24.0%
Taxes	\$ 2,500	\$ 2,500	0.0%	\$ 2,500	0.0%
Misc. Expense	\$ 30,000	\$ 32,500	8.3%	\$ 32,500	0.0%
Leases & Rentals	\$ 3,825	\$ 4,500	17.6%	\$ 4,500	0.0%
	\$ 75,674	\$ 101,900	34.7%	\$ 85,700	-15.9%
<b>Total Expenses:</b>	<b>\$ 812,870</b>	<b>\$ 900,222</b>	<b>10.7%</b>	<b>\$ 903,231</b>	<b>0.3%</b>



Actual Personnel and Non-Personnel Expenses FY08-FY15



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY17 & FY18 OPERATING BUDGET**

Customer Service - 1300

ACCOUNT	ACTUAL FY14	ACTUAL FY15	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE		% CHANGE BUDG FY17 BUDG FY18
					BUDG FY16	BUDG FY17	
<b>LABOR</b>							
501011 Bus Operator Pay	-	-	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	-	-	0.0%	-	0.0%
501021 Other Salaries	305,724	281,852	338,960	367,729	8.5%	359,992	-2.1%
501023 Other OT	4,858	4,489	10,000	9,729	-2.7%	10,133	4.1%
<b>Totals</b>	<b>310,582</b>	<b>286,341</b>	<b>348,960</b>	<b>377,459</b>	<b>8.2%</b>	<b>370,125</b>	<b>-1.9%</b>
<b>FRINGE BENEFITS</b>							
502011 Medicare/Soc. Sec.	3,880	3,753	6,271	6,324	0.8%	6,595	4.3%
502021 Retirement	68,997	73,376	88,718	96,362	8.6%	105,840	9.8%
502031 Medical Ins	103,154	123,850	170,355	190,801	12.0%	204,874	7.4%
502041 Dental Ins	9,385	8,442	10,371	13,045	25.8%	13,437	3.0%
502045 Vision Ins	1,902	1,921	2,241	2,561	14.3%	2,638	3.0%
502051 Life Ins/AD&D	606	637	820	937	14.3%	966	3.0%
502060 State Disability Ins (SDI)	3,910	3,450	4,009	4,164	3.9%	4,473	7.4%
502061 Long Term Disability Ins	2,482	2,482	2,639	3,354	27.1%	3,558	6.1%
502071 State Unemployment Ins (SUI)	1,428	1,260	1,560	1,891	21.2%	2,006	6.1%
502081 Worker's Comp Ins	7,072	8,890	17,552	17,552	0.0%	18,078	3.0%
502101 Holiday Pay	10,522	10,433	12,759	12,975	1.7%	13,539	4.3%
502103 Floating Holiday	5,674	6,145	-	-	0.0%	-	0.0%
502109 Sick Leave	14,031	14,668	19,139	19,463	1.7%	20,309	4.3%
502111 Annual Leave	44,409	44,920	48,621	48,170	-0.9%	47,691	-1.0%
502121 Other Paid Absence	4,947	2,399	2,990	3,041	1.7%	3,173	4.3%
502251 Phys. Exams	-	-	-	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	-	-	0.0%	-	0.0%
502999 Other Fringe Benefits	1,059	155	191	223	16.6%	230	3.0%
<b>Totals</b>	<b>283,459</b>	<b>306,782</b>	<b>388,236</b>	<b>420,864</b>	<b>8.4%</b>	<b>447,406</b>	<b>6.3%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY17 & FY18 OPERATING BUDGET**

Customer Service - 1300

ACCOUNT	ACTUAL FY14	ACTUAL FY15	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE		% CHANGE		
					BUDG FY16 BUDG FY17	BUDG FY17 BUDG FY18	BUDG FY16 BUDG FY17	BUDG FY17 BUDG FY18	
<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	10,392	8,022	8,000	8,000	0.0%	0.0%	8,000	8,000	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	16,980	1,908	-	-	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	-	-	-	200	100.0%	0.0%	200	200	0.0%
503222 Legal Ads	-	-	-	-	0.0%	0.0%	-	-	0.0%
503225 Graphic Services	-	-	-	5,500	100.0%	0.0%	-	-	-100.0%
503351 Repair - Bldg & Impr	-	-	-	-	0.0%	0.0%	-	-	0.0%
503352 Repair - Equipment	1,117	2,486	1,117	3,400	204.4%	0.0%	3,200	3,200	-5.9%
503353 Repair - Rev Vehicle	-	-	-	-	0.0%	0.0%	-	-	0.0%
503354 Repair - Non Rev Vehicle	-	-	-	-	0.0%	0.0%	-	-	0.0%
503363 Haz Mat Disposal	-	-	-	-	0.0%	0.0%	-	-	0.0%
<b>Totals</b>	<b>28,489</b>	<b>12,416</b>	<b>9,117</b>	<b>17,100</b>	<b>87.6%</b>	<b>0.0%</b>	<b>11,400</b>	<b>11,400</b>	<b>-33.3%</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	1,565	1,772	1,565	1,600	2.2%	0.0%	1,600	1,600	0.0%
<b>Totals</b>	<b>1,565</b>	<b>1,772</b>	<b>1,565</b>	<b>1,600</b>	<b>2.2%</b>	<b>0.0%</b>	<b>1,600</b>	<b>1,600</b>	<b>0.0%</b>



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY17 & FY18 OPERATING BUDGET**

Customer Service - 1300

ACCOUNT	ACTUAL	ACTUAL	FINAL	REVISED	% CHANGE		% CHANGE	
	FY14	FY15	BUDGET FY16 June 2015	BUDGET FY17	BUDG FY16 BUDG FY17	BUDG FY17 BUDG FY18	BUDG FY17 BUDG FY18	
<b>OTHER MATERIALS &amp; SUPPLIES</b>								
504205 Freight Out	-	-	-	-	0.0%	-	0.0%	
504211 Postage & Mailing	1,597	1,488	2,000	3,500	75.0%	3,000	-14.3%	
504214 Promotional Items	165	991	600	1,200	100.0%	1,200	0.0%	
504215 Printing	31,631	29,278	23,000	35,000	52.2%	25,000	-28.6%	
504217 Photo Supp/Process	767	1,231	767	1,000	30.4%	1,000	0.0%	
504311 Office Supplies	2,857	2,816	2,300	3,000	30.4%	3,000	0.0%	
504315 Safety Supplies	-	-	-	-	0.0%	-	0.0%	
504317 Cleaning Supplies	-	-	-	-	0.0%	-	0.0%	
504409 Repair/Maint Supplies	-	-	-	-	0.0%	-	0.0%	
504417 Tenant Repairs	-	-	-	-	0.0%	-	0.0%	
504421 Non-Inventory Parts	-	-	-	-	0.0%	-	0.0%	
504511 Small Tools	-	-	-	-	0.0%	-	0.0%	
504515 Employee Tool Replacement	-	-	-	-	0.0%	-	0.0%	
<b>Totals</b>	<b>37,017</b>	<b>35,803</b>	<b>28,667</b>	<b>43,700</b>	<b>52.4%</b>	<b>33,200</b>	<b>-24.0%</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>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>	
<b>CASUALTY &amp; LIABILITY</b>								
506011 Insurance - Property	-	-	-	-	0.0%	-	0.0%	
506015 Insurance - PL/PD	-	-	-	-	0.0%	-	0.0%	
506021 Insurance - Other	-	-	-	-	0.0%	-	0.0%	
506123 Settlement Costs	-	-	-	-	0.0%	-	0.0%	
506127 Repairs - District Prop	-	-	-	-	0.0%	-	0.0%	
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>	

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY17 & FY18 OPERATING BUDGET**

Customer Service - 1300

ACCOUNT	ACTUAL FY14	ACTUAL FY15	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE		% CHANGE		
					BUDG FY16 BUDG FY17	BUDG FY17 BUDG FY18	BUDG FY16 BUDG FY17	BUDG FY17 BUDG FY18	
<b>TAXES</b>									
507051 Fuel Tax	-	-	-	-	0.0%	0.0%	-	-	0.0%
507201 Licenses & Permits	3,150	2,506	2,500	2,500	0.0%	0.0%	2,500	2,500	0.0%
507999 Other Taxes	-	-	-	-	0.0%	0.0%	-	-	0.0%
<b>Totals</b>	<b>3,150</b>	<b>2,506</b>	<b>2,500</b>	<b>2,500</b>	<b>0.0%</b>	<b>0.0%</b>	<b>2,500</b>	<b>2,500</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>-</b>	<b>-</b>	<b>0.0%</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>MISC EXPENSE</b>									
509011 Dues/Subscriptions	-	-	-	-	0.0%	0.0%	-	-	0.0%
509081 Advertising - District Promo	2,450	4,826	30,000	30,000	0.0%	0.0%	30,000	30,000	0.0%
509101 Employee Incentive Program	-	-	-	-	0.0%	0.0%	-	-	0.0%
509121 Employee Training	-	-	-	1,000	100.0%	100.0%	1,000	1,000	0.0%
509122 BOD Travel	-	-	-	-	0.0%	0.0%	-	-	0.0%
509123 Travel	-	-	-	1,500	100.0%	100.0%	1,500	1,500	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>2,450</b>	<b>4,826</b>	<b>30,000</b>	<b>32,500</b>	<b>8.3%</b>	<b>8.3%</b>	<b>32,500</b>	<b>32,500</b>	<b>0.0%</b>
<b>LEASES &amp; RENTALS</b>									
512011 Facility Lease	-	-	-	-	0.0%	0.0%	-	-	0.0%
512061 Equipment Rental	3,825	4,102	3,825	4,500	17.6%	17.6%	4,500	4,500	0.0%
<b>Totals</b>	<b>3,825</b>	<b>4,102</b>	<b>3,825</b>	<b>4,500</b>	<b>17.6%</b>	<b>17.6%</b>	<b>4,500</b>	<b>4,500</b>	<b>0.0%</b>
<b>PERSONNEL TOTAL</b>	<b>594,041</b>	<b>593,123</b>	<b>737,196</b>	<b>798,322</b>	<b>8.3%</b>	<b>8.3%</b>	<b>817,531</b>	<b>817,531</b>	<b>2.4%</b>
<b>NON-PERSONNEL TOTAL</b>	<b>76,497</b>	<b>61,425</b>	<b>75,674</b>	<b>101,900</b>	<b>34.7%</b>	<b>34.7%</b>	<b>85,700</b>	<b>85,700</b>	<b>-15.9%</b>
<b>DEPARTMENT TOTALS</b>	<b>670,538</b>	<b>654,548</b>	<b>812,870</b>	<b>900,222</b>	<b>10.7%</b>	<b>10.7%</b>	<b>903,231</b>	<b>903,231</b>	<b>0.3%</b>

**HUMAN RESOURCES DEPARTMENT**  
**FY16 ACCOMPLISHMENTS AND FY17 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 ACCOMPLISHMENTS FOR FY16**

- Initiated in partnership with Cabrillo College, METRO's first on-site Supervisors' training and certification program
- Installed the major components of the HRIS system
- Developed many of the HRIS system protocols and parameters
- Began the initial stages of the Management self serve module of the HRIS system
- Converted the manual Benefits spread sheet used by Finance to a report generated by the HRIS system
- Hired the Planning and Development Manager
- Hired 21 employees (11 new hires, 10 promotions)
- Developed and implemented a revised New Hire Orientation
- Participated in the annual VTT training for Bus Operators
- Successfully completed a Federal Drug and Alcohol Testing Program audit with no violations
- Successfully completed the Drug and Alcohol Testing Program and Equal Employment Opportunity modules of the Triennial Audit with no findings
- Successfully completed the State Drug and Alcohol Testing program audit with no violations
- Provided training for vendors used for Drug and Alcohol Testing
- Coordinated Reasonable Suspicion Training for contractors and METRO employees
- Successfully enrolled employees, dependents and retirees in METRO's health plans throughout the year
- Timely COBRA notification to all employees, dependents and retirees
- Coordinated a Money Management Fair with representatives from CalPERS, Voya, Empower, Public Employees Retirement Association and TIAA-CREF with information from Social Security and MHN.
- Created and distributed 1095C forms to all METRO employees within the required deadline (first year this document has been required)
- Improved recruitment process by meeting with the manager prior to opening a recruitment

## Human Resources Department (con't)

- Eliminated testing costs by working with a new vendor for applicant testing
- Significantly increased the advertising activity for external recruitments
- Developed a document to track recruitments which is also used for KPI's
- Reduced time taken to fill a position by 50%
- Coordinated Workers Compensation Training for METRO managers, supervisors and staff
- Improve the longevity and step increase process to insure accurate and timely wage increases to employees
- Reduced redundancy of staff work by creating inclusive communication
- Regularly communicate information from Senior Leadership and Board meetings to staff

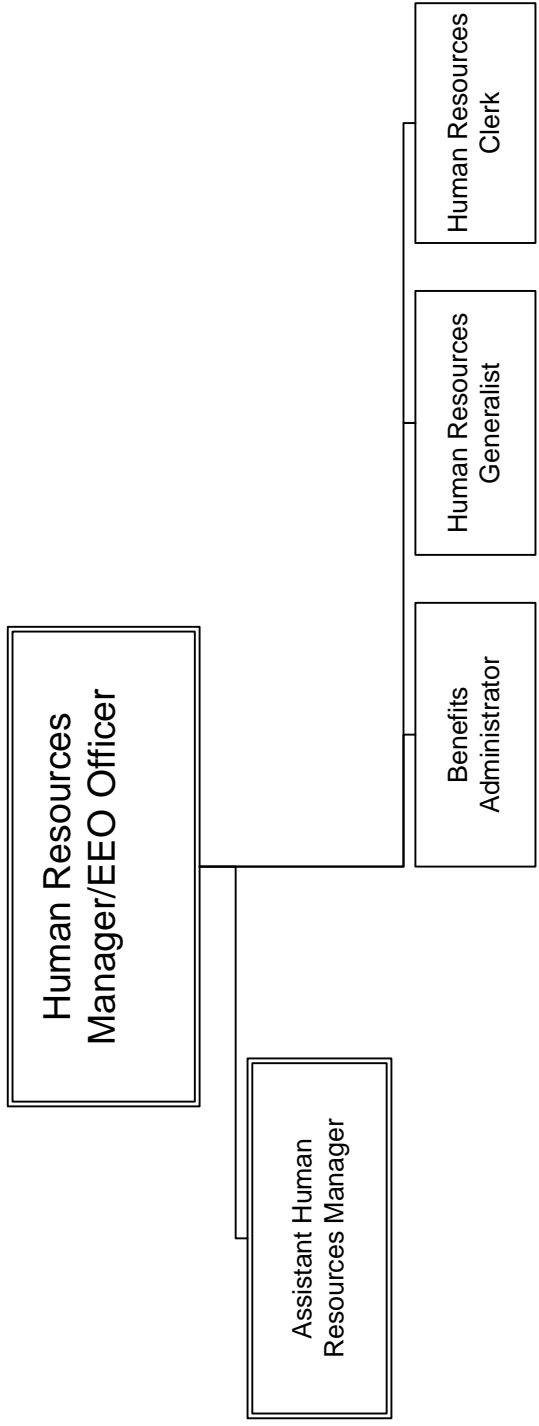
### **DEPARTMENT OBJECTIVES FOR FY17**

- 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
- Distribute educational materials to all METRO employees on the dangers of drugs and alcohol misuse
- Work with vendors to maintain compliance with FTA mandated drug and alcohol testing program
- Continue to perform outreach to the community as part of the recruitment process to help with the areas of underutilization as determined by METRO's EEO Plan
- Train Santa Cruz METRO employees as needed on Santa Cruz METRO policies and procedures
- Working in conjunction with Cabrillo College, develop another supervisor training series
- 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 streamline recruitment processes
- Work with managers to develop comprehensive examinations which better reflect the knowledge, skills and abilities (KSA's) needed upon entry.
- Continue to meet with managers prior to recruitments to plan the process and brainstorm on possible advertising venues
- Complete classification studies and create comprehensive organizational alignment
- Successfully complete the annual Medical Open Enrollment process
- Continue to enroll employees, dependents and retirees in METRO's health and welfare programs (medical, dental, vision, life and AD&D, long term disability, 457(b) plans and the Employee Assistance Plan)
- Continue to provide a timely notification of COBRA benefits to employees, dependents and retirees
- Continue to track and collect payments for COBRA benefit premiums from participants

## Human Resources Department (con't)

- Provide accurate 1095 forms to employees by the required deadline
- Provide an accurate 1094C report to the IRS by the required deadline
- Timely reporting of workers' compensation claims to METRO's third party administrator
- Create and update departmental procedures
- Continue to cross train employees in HR functions
- Continue practice of timely responses to state disability, family leave and unemployment
- Coordinate a health fair to provide information to employees on health care options available to them through CalPERS and METRO's contracted plans
- Provide excellent customer service for internal and external customers
- Utilize the HRIS system to improve the employee performance program by notifying managers of upcoming employee performance reviews in their area
- Track complete performance reviews
- Ongoing review of compliance issues, for example the Affordability Health Care Act and the Public Employees Pension Reform Act (PEPRA)
- Implementation of updated HRIS system
- Working with the IT department, develop new reporting tools that can be used for key performance indicators, to provide information to the Finance department for budgeting and to managers
- Introduce the Manager's self serve module of the HRIS system
- Begin using the applicant self serve module of the HRIS system

Human Resources  
1400

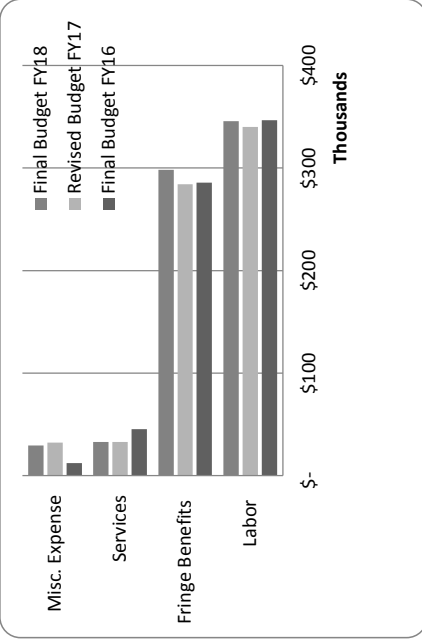


**FY17 & FY18 OPERATING BUDGET**  
**Authorized and Funded Personnel - Full Time Equivalent (FTE)**  
**Human Resources - 1400**

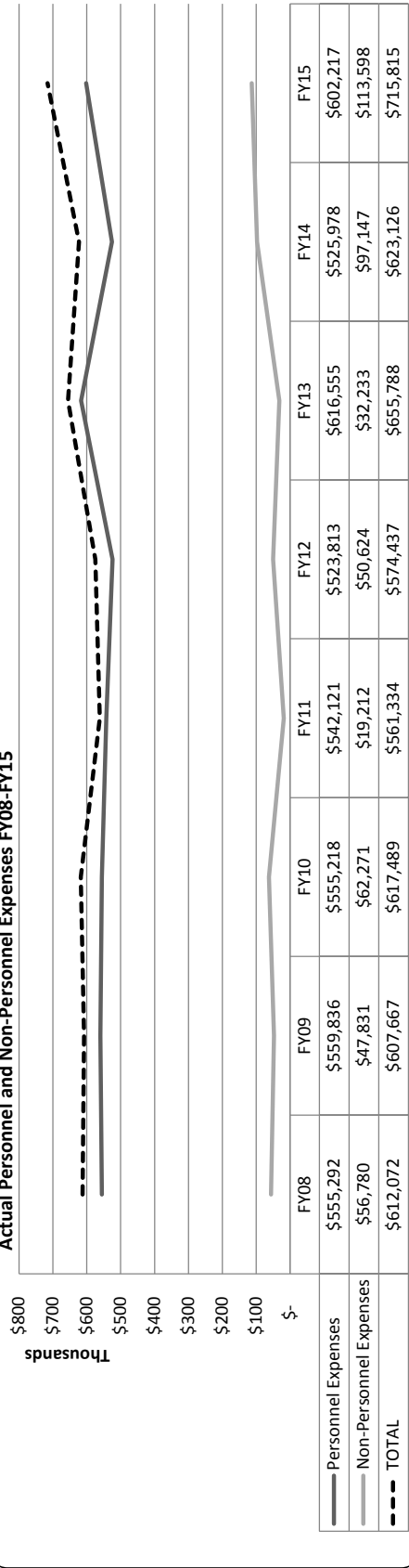
Position Title	Authorized Revised FY 16 June 2015	Funded Revised FY 16 June 2015	Authorized Revised FY 17 June 2016	Funded Revised FY 17 June 2016	Authorized FY 18 June 2016	Funded FY 18 June 2016
Human Resources Manager	1.00	1.00	1.00	1.00	1.00	1.00
Asst Human Resources Manager	1.00	1.00	1.00	1.00	1.00	1.00
Personnel Technician	1.00	1.00	0.00	0.00	0.00	0.00
Human Resources Generalist	0.00	0.00	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>Final Budget</u> <u>FY16</u>	<u>Revised Budget</u> <u>FY17</u>	<u>Var %</u>	<u>Final Budget</u> <u>FY18</u>	<u>Var %</u>
<b>Personnel Expenses:</b>					
Labor	\$ 346,757	\$ 340,041	-1.9%	\$ 345,671	1.7%
Fringe Benefits	\$ 285,797	\$ 284,066	-0.6%	\$ 298,172	5.0%
	\$ 632,554	\$ 624,108	-1.3%	\$ 643,843	3.2%
<b>Non-Personnel Expenses:</b>					
Services	\$ 45,420	\$ 32,800	-27.8%	\$ 32,800	0.0%
Misc. Expense	\$ 12,081	\$ 32,080	165.5%	\$ 29,480	-8.1%
	\$ 57,501	\$ 64,880	12.8%	\$ 62,280	-4.0%
<b>Total Expenses:</b>	<b>\$ 690,055</b>	<b>\$ 688,988</b>	<b>-0.2%</b>	<b>\$ 706,123</b>	<b>2.5%</b>



## Actual Personnel and Non-Personnel Expenses FY08-FY15





**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY17 & FY18 OPERATING BUDGET**

Human Resources - 1400

ACCOUNT	ACTUAL FY14	ACTUAL FY15	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17	BUDGET FY18	% CHANGE BUDG FY17 BUDG FY18
<b>LABOR</b>							
501011 Bus Operator Pay	-	-	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	-	-	0.0%	-	0.0%
501021 Other Salaries	286,741	330,073	344,757	336,041	-2.5%	341,714	1.7%
501023 Other OT	532	2,369	2,000	4,000	100.0%	3,958	-1.1%
<b>Totals</b>	<b>287,273</b>	<b>332,442</b>	<b>346,757</b>	<b>340,041</b>	<b>-1.9%</b>	<b>345,671</b>	<b>1.7%</b>
<b>FRINGE BENEFITS</b>							
502011 Medicare/Soc. Sec.	5,322	6,047	6,243	6,127	-1.9%	6,226	1.6%
502021 Retirement	63,608	78,252	89,998	94,594	5.1%	101,255	7.0%
502031 Medical Ins	61,746	73,763	74,040	67,530	-8.8%	72,671	7.6%
502041 Dental Ins	4,338	4,941	4,720	4,883	3.4%	5,029	3.0%
502045 Vision Ins	1,346	1,740	1,601	1,601	0.0%	1,649	3.0%
502051 Life Ins/AD&D	717	676	796	796	0.0%	820	3.0%
502060 State Disability Ins (SDI)	2,966	3,219	3,767	3,853	2.3%	4,069	5.6%
502061 Long Term Disability Ins	1,872	1,779	3,137	3,206	2.2%	3,312	3.3%
502071 State Unemployment Ins (SUI)	1,178	1,382	1,114	1,182	6.1%	1,254	6.1%
502081 Worker's Comp Ins	14,555	12,548	12,537	12,537	0.0%	12,913	3.0%
502101 Holiday Pay	9,240	11,204	13,187	12,831	-2.7%	13,043	1.7%
502103 Floating Holiday	9,190	9,767	9,962	9,767	-2.0%	9,766	0.0%
502109 Sick Leave	6,356	10,840	19,780	19,246	-2.7%	19,564	1.7%
502111 Annual Leave	51,745	47,118	37,786	37,666	-0.3%	38,300	1.7%
502121 Other Paid Absence	2,078	2,461	3,091	3,007	-2.7%	3,057	1.7%
502251 Phys. Exams	-	-	-	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	-	-	0.0%	-	0.0%
502999 Other Fringe Benefits	2,448	4,039	4,037	5,240	29.8%	5,244	0.1%
<b>Totals</b>	<b>238,705</b>	<b>269,775</b>	<b>285,797</b>	<b>284,066</b>	<b>-0.6%</b>	<b>298,172</b>	<b>5.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY17 & FY18 OPERATING BUDGET**

Human Resources - 1400

ACCOUNT	ACTUAL FY14	ACTUAL FY15	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17	BUDGET FY18	% CHANGE BUDG FY17 BUDG FY18
<b>SERVICES</b>							
503011 Accting/Audit Fees	-	-	-	-	0.0%	-	0.0%
503012 Admin/Bank Fees	-	-	-	-	0.0%	-	0.0%
503031 Prof/Technical Fees	57,377	63,703	29,700	21,800	-26.6%	21,800	0.0%
503032 Legislative Services	-	-	-	-	0.0%	-	0.0%
503033 Legal Services	204	-	-	-	0.0%	-	0.0%
503034 Pre-Employment Exams	7,220	6,777	8,720	5,000	-42.7%	5,000	0.0%
503041 Temp Help	25,400	32,419	-	-	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	5,102	9,827	7,000	6,000	-14.3%	6,000	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>95,304</b>	<b>112,726</b>	<b>45,420</b>	<b>32,800</b>	<b>-27.8%</b>	<b>32,800</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>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY17 & FY18 OPERATING BUDGET**

Human Resources - 1400

ACCOUNT	ACTUAL	ACTUAL	FINAL	REVISED	% CHANGE		% CHANGE	
	FY14	FY15	BUDGET FY16 June 2015	BUDGET FY17	BUDG FY16 BUDG FY17	BUDG FY17 BUDG FY18	BUDG FY17 BUDG FY18	BUDG FY18
<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	-	-	-	-	0.0%	0.0%	-	0.0%
504315 Safety Supplies	-	-	-	-	0.0%	0.0%	-	0.0%
504317 Cleaning Supplies	-	-	-	-	0.0%	0.0%	-	0.0%
504409 Repair/Maint Supplies	-	-	-	-	0.0%	0.0%	-	0.0%
504417 Tenant Repairs	-	-	-	-	0.0%	0.0%	-	0.0%
504421 Non-Inventory Parts	-	-	-	-	0.0%	0.0%	-	0.0%
504511 Small Tools	-	-	-	-	0.0%	0.0%	-	0.0%
504515 Employee Tool Replacement	-	-	-	-	0.0%	0.0%	-	0.0%
Totals	-	-	-	-	0.0%	0.0%	-	0.0%
<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%
Totals	-	-	-	-	0.0%	0.0%	-	0.0%
<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%
Totals	-	-	-	-	0.0%	0.0%	-	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY17 & FY18 OPERATING BUDGET**

Human Resources - 1400

ACCOUNT	ACTUAL FY14	ACTUAL FY15	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17	BUDGET FY18	% CHANGE BUDG FY17 BUDG FY18
<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	250	820	1,800	1,800	0.0%	1,800	0.0%
509081 Advertising - District Promo	1,573	-	-	-	0.0%	-	0.0%
509101 Employee Incentive Program	-	-	-	-	0.0%	-	0.0%
509121 Employee Training	-	-	4,500	24,000	433.3%	26,500	10.4%
509122 BOD Travel	-	-	-	-	0.0%	-	0.0%
509123 Travel	-	-	5,760	6,260	8.7%	1,160	-81.5%
509125 Local Meeting Expense	21	52	21	20	-4.8%	20	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>	1,844	872	12,081	32,080	165.5%	29,480	-8.1%
<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>	525,978	602,217	632,554	624,108	-1.3%	643,843	3.2%
<b>NON-PERSONNEL TOTAL</b>	97,147	113,598	57,501	64,880	12.8%	62,280	-4.0%
<b>DEPARTMENT TOTALS</b>	<b>623,126</b>	<b>715,815</b>	<b>690,054</b>	<b>688,987</b>	<b>-0.2%</b>	<b>706,122</b>	<b>2.5%</b>

**INFORMATION TECHNOLOGY DEPARTMENT  
FY16 ACCOMPLISHMENTS AND FY17 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, automated bus announcement systems, 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 and implemented to improve employee efficiency through computing at the lowest long-term cost.

**DEPARTMENT ACCOMPLISHMENTS FOR FY16**

- Integrated 1200 Ops network infrastructure into the existing environment
  - Coordinated with Hill on change orders for network drops
  - Engineered a fallback network connection for JKS due to delays in inter-site fiber installation
  - Took the lead in ensuring that the fiber and cat3 connections between Fueling and JKS were completed
  - Coordinated with AT&T on the phone transition to JKS
- Migrated application servers and users to a currently supported operating system
- Upgraded the district-wide internet connection to high speed fiber
- Concluded website Accessibility remediation, ongoing staff support for PDF
- Evaluated comparable systems to Hastus for cost benefit analysis
- HR software update project (HCM)
  - Project specification, installation, migration, data export testing, cutover
  - Systematic replacement of all new and existing reporting functions
  - Address data integrity and interface issues as they arise
  - New requirements: COLA (mass payrate update), 1095/1094C reporting
- Facilitated transition and training of all new Planning Staff
  - Supported COA and NTD reporting crisis
- Upgraded Maintstar to version 13 with added advanced query module
  - Hosted onsite training of all maintenance and parts departments
- Website Platform upgrade (spanning several months)
  - Built updated LAMP test server, migrated from Joomla 2.5 to 3.x, mitigated all breakage incurred on each custom and 3<sup>rd</sup> party software module, performed final test and data sync to cutover to new server at end of February 2016
- Bus Stop Signage Redesign project
  - Designed sticker prototypes, production and costing
  - Audited with working group consistent renaming of bus stops prior to sticker printing
  - Organized sticker production and deployment campaign with Facilities
- Website Stops page software development to support bus stop redesign (March-June)

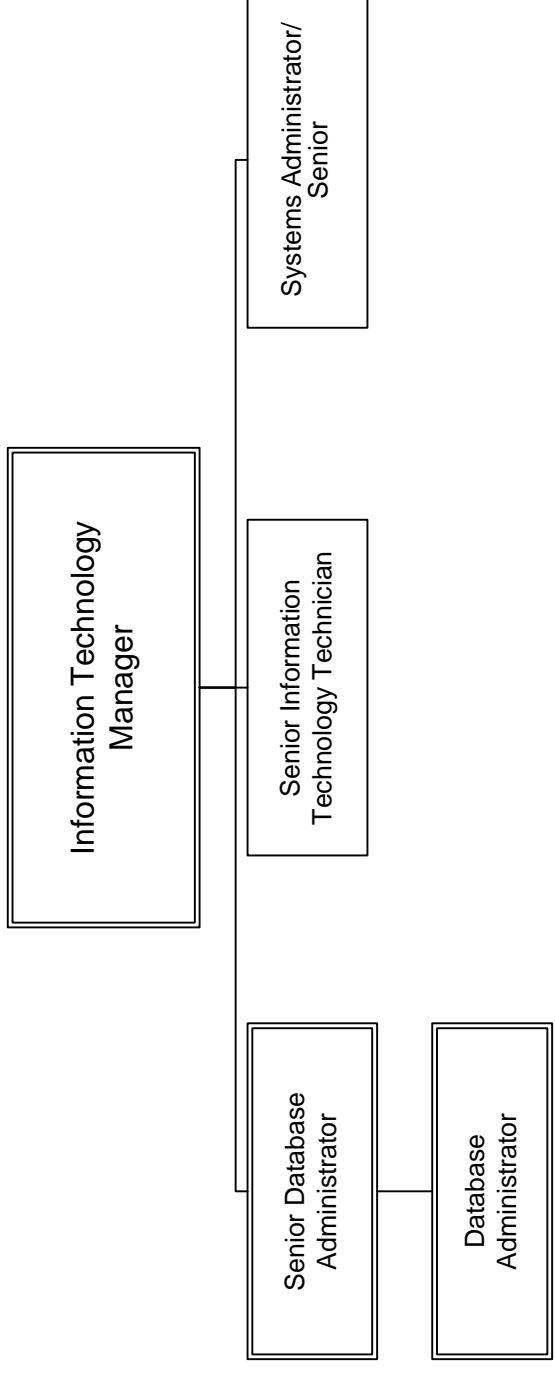
## Information Technology Department (con't)

- Bring GTFS data into website database, augment data as needed
  - Iterative design and development features and optimize design and performance
  - Research and development of text messaging services component
- Fall Service publication support
  - Rearrange layout of Headways publication due to attrition of routes
  - Audit of stop sequences in all routes
  - Callstop reprogramming (new announcements recorded)
  - Redesign of route map layer export software
  - Redesign of route maps and system maps, and Route locator
- Recruited and hired Database Administrator for increased department capacity and achieved first half of succession planning goals

## **DEPARTMENT OBJECTIVES FOR FY17**

- Continue website enhancement:
  - Homepage redesign
  - Refinement of stops page: features and site integration
  - ADA retest with MSF&W
  - Responsive (mobile-first) web design template design
  - Admin features (ongoing)
- Work towards Data Warehouse/ERP solution for advanced reporting and business analytics
  - NTD requires us to update our random sampling methodology by FY17 (or FY18 if second waiver is approved)
  - For this purpose the Hastus data and GFI farebox data will be the first target for implementation and testing of data warehouse
  - Order and priority of integration with other department software can be established from there
  - Further peer research into best practices will inform our overall approach
- Bus Stop Signage Redesign campaign
  - Coordinate with Planning on focus groups
  - Develop and execute pilot a project
  - Get board, union and public buy-in through inclusion in the process
  - Deploy upon board approval
- Prepare for an AVL system acquisition within the year
  - First draft of scope of work for RFP is complete
- Work towards an APC system acquisition
- Upgrade existing Microsoft SQL databases to current versions
- Upgrade inter-site connections to meet emerging bandwidth needs
  - Watsonville Transit Center
  - Pacific Station
- Assist in establishing a customer service presence at Watsonville Transit Center
- Upgrade aging user workstations
- Data, Data, Data, and also... Data!

# Information Technology 1500



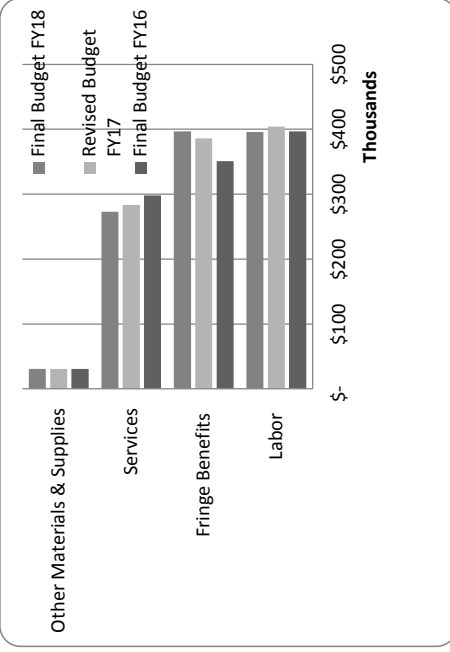
**FY17 & FY18 OPERATING BUDGET**  
**Authorized and Funded Personnel - Full Time Equivalent (FTE)**  
**Information Technology - 1500**

Position Title	Authorized Revised FY 16 June 2015	Funded Revised FY 16 June 2015	Authorized Revised FY 17 June 2016	Funded Revised FY 17 June 2016	Authorized FY 18 June 2016	Funded FY 18 June 2016
Information Technology Manager	1.00	1.00	1.00	1.00	1.00	1.00
Asst Manager of Information Technology	1.00	1.00	1.00	0.00	1.00	0.00
Sr. Database Administrator	1.00	1.00	1.00	1.00	1.00	1.00
Database Administrator	1.00	0.00	1.00	1.00	1.00	1.00
Systems Administrator/Sr	1.00	0.00	1.00	1.00	1.00	1.00
IT Technician/Sr IT Tech	2.00	2.00	2.00	1.00	2.00	1.00
<b>Total Full-Time Equivalents (FTEs)</b>	<b>7.00</b>	<b>5.00</b>	<b>7.00</b>	<b>5.00</b>	<b>7.00</b>	<b>5.00</b>

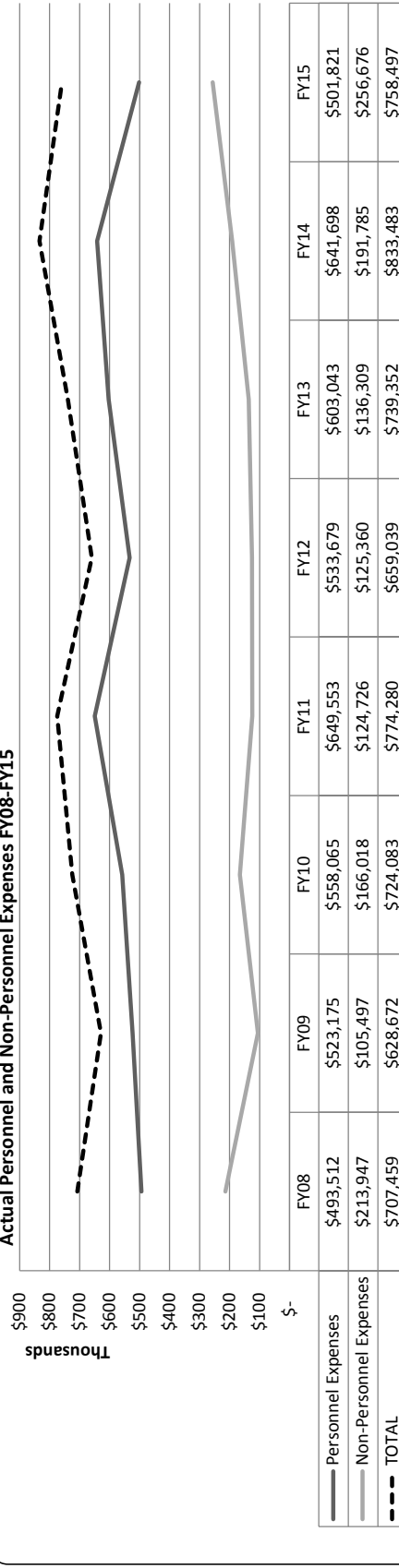


## Information Technology 1500

	<u>Final Budget</u> <u>FY16</u>	<u>Revised Budget</u> <u>FY17</u>	<u>Final Budget</u> <u>FY18</u>	<u>Var %</u>	<u>Var %</u>
<b>Personnel Expenses:</b>					
Labor	\$ 396,634	\$ 403,881	\$ 395,648	1.8%	-2.0%
Fringe Benefits	\$ 350,749	\$ 385,768	\$ 396,547	10.0%	2.8%
	\$ 747,382	\$ 789,649	\$ 792,195	5.7%	0.3%
<b>Non-Personnel Expenses:</b>					
Services	\$ 297,981	\$ 283,035	\$ 272,795	-5.0%	-3.6%
Other Materials & Supplies	\$ 30,800	\$ 30,800	\$ 30,800	0.0%	0.0%
Misc. Expense	\$ -	\$ 3,000	\$ 3,000	100.0%	0.0%
	\$ 328,781	\$ 316,835	\$ 306,595	-3.6%	-3.2%
<b>Total Expenses:</b>	<b>\$ 1,076,163</b>	<b>\$ 1,106,484</b>	<b>\$ 1,098,790</b>	<b>2.8%</b>	<b>-0.7%</b>



Actual Personnel and Non-Personnel Expenses FY08-FY15



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY17 & FY18 OPERATING BUDGET**

Information Technology - 1500

ACCOUNT	ACTUAL FY14	ACTUAL FY15	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17	BUDGET FY18	% CHANGE BUDG FY17 BUDG FY18
<b>LABOR</b>							
501011 Bus Operator Pay	-	-	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	-	-	0.0%	-	0.0%
501021 Other Salaries	345,673	330,385	395,134	402,369	1.8%	394,145	-2.0%
501023 Other OT	642	735	1,500	1,512	0.8%	1,503	-0.6%
<b>Totals</b>	<b>346,315</b>	<b>331,120</b>	<b>396,634</b>	<b>403,881</b>	<b>1.8%</b>	<b>395,648</b>	<b>-2.0%</b>
<b>FRINGE BENEFITS</b>							
502011 Medicare/Soc. Sec.	6,726	4,695	7,196	6,967	-3.2%	7,129	2.3%
502021 Retirement	80,262	81,572	103,897	108,245	4.2%	116,651	7.8%
502031 Medical Ins	72,780	74,580	103,673	125,907	21.4%	137,953	9.6%
502041 Dental Ins	5,549	5,167	7,142	7,336	2.7%	7,692	4.8%
502045 Vision Ins	1,425	1,347	1,601	1,601	0.0%	1,649	3.0%
502051 Life Ins/AD&D	703	640	896	982	9.6%	1,030	4.8%
502060 State Disability Ins (SDI)	3,776	3,410	4,304	4,311	0.2%	4,616	7.1%
502061 Long Term Disability Ins	1,404	1,131	2,786	3,117	11.8%	3,682	18.2%
502071 State Unemployment Ins (SUI)	1,071	840	1,114	1,182	6.1%	1,254	6.1%
502081 Worker's Comp Ins	4,524	5,048	12,537	12,537	0.0%	12,913	3.0%
502101 Holiday Pay	12,598	11,464	15,223	14,737	-3.2%	15,081	2.3%
502103 Floating Holiday	14,197	12,831	14,950	14,190	-5.1%	14,371	1.3%
502109 Sick Leave	26,299	(45,304)	22,835	22,106	-3.2%	22,621	2.3%
502111 Annual Leave	58,075	7,565	43,039	53,102	23.4%	40,377	-24.0%
502121 Other Paid Absence	976	1,344	3,568	3,454	-3.2%	3,535	2.3%
502251 Phys. Exams	-	-	-	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	-	-	0.0%	-	0.0%
502999 Other Fringe Benefits	5,017	4,372	5,987	5,994	0.1%	5,993	0.0%
<b>Totals</b>	<b>295,383</b>	<b>170,702</b>	<b>350,749</b>	<b>385,768</b>	<b>10.0%</b>	<b>396,547</b>	<b>2.8%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY17 & FY18 OPERATING BUDGET**

Information Technology - 1500

ACCOUNT	ACTUAL	ACTUAL	FINAL	REVISED	% CHANGE		% CHANGE	
	FY14	FY15	BUDGET FY16 June 2015	BUDGET FY17	BUDG FY16	BUDG FY17	BUDG FY17	BUDG FY18
<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	1,380	16,775	16,375	16,375	0.0%	6,375	-61.1%	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	174,681	205,728	281,606	266,660	-5.3%	266,420	-0.1%	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>176,061</b>	<b>222,503</b>	<b>297,981</b>	<b>283,035</b>	<b>-5.0%</b>	<b>272,795</b>	<b>-3.6%</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>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>	

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY17 & FY18 OPERATING BUDGET**

Information Technology - 1500

ACCOUNT	ACTUAL	ACTUAL	FINAL	REVISED	% CHANGE		% CHANGE	
	FY14	FY15	BUDGET FY16 June 2015	BUDGET FY17	BUDG FY16	BUDG FY17	BUDG FY17	BUDG FY18
<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	15,724	34,173	30,800	30,800	0.0%	0.0%	30,800	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>15,724</b>	<b>34,173</b>	<b>30,800</b>	<b>30,800</b>	<b>0.0%</b>	<b>0.0%</b>	<b>30,800</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>-</b>	<b>0.0%</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>-</b>	<b>-</b>	<b>0.0%</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY17 & FY18 OPERATING BUDGET**

Information Technology - 1500

ACCOUNT	ACTUAL FY14	ACTUAL FY15	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17	BUDGET FY18	% CHANGE BUDG FY17 BUDG FY18
<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	-	-	-	2,000	100.0%	2,000	0.0%
509122 BOD Travel	-	-	-	-	0.0%	-	0.0%
509123 Travel	-	-	-	1,000	100.0%	1,000	0.0%
509125 Local Meeting Expense	-	-	-	-	0.0%	-	0.0%
509127 Board Director Fees	-	-	-	-	0.0%	-	0.0%
509150 Contributions	-	-	-	-	0.0%	-	0.0%
509198 Cash Over/Short	-	-	-	-	0.0%	-	0.0%
<b>Totals</b>	-	-	-	3,000	100.0%	3,000	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>	641,698	501,821	747,382	789,649	5.7%	792,195	0.3%
<b>NON-PERSONNEL TOTAL</b>	191,785	256,676	328,781	316,835	-3.6%	306,595	-3.2%
<b>DEPARTMENT TOTALS</b>	<b>833,483</b>	<b>758,497</b>	<b>1,076,163</b>	<b>1,106,484</b>	<b>2.8%</b>	<b>1,098,790</b>	<b>-0.7%</b>



**PLANNING, GRANTS AND GOVERNMENTAL AFFAIRS DEPARTMENT**  
**FY16 ACCOMPLISHMENTS AND FY17 OBJECTIVES**  
**1600**

**MAJOR FUNCTIONS OF THE DEPARTMENT**

Service Planning

- Performing short- and long-range service planning;
- Ongoing monitoring and reporting of service performance to improve service delivery;
- Providing planning and operating information to internal and external clients.
- Complying with National Transit Database requirements for data collection and reporting.
- Operating GIS to perform spatial analysis and produce maps;
- Developing run-cuts and operator work bids;
- Coordinating service changes with Operations and operators' union leadership;

Infrastructure Planning

- Developing capital project proposals;
- Maintaining the unfunded and programmed capital projects inventory;
- Developing project scopes, schedules and budgets;
- Administering contracts for delegated projects;
- Manages the bus stop improvement program;

Grants and Legislative

- Seeking and applying for grants to support METRO operating and capital needs;
- Administering grant contracts from award through closeout;
- Monitoring grant-funded projects;
- Ensuring compliance with federal and state grant program requirements;
- Providing legislative and grants information to internal and external clients.
- Monitoring and advocating for state and federal legislation which impacts METRO;
- Participating in CTA and APTA legislative programs;
- Assists the Finance Department with audits, including the Federal Triennial Review;

Intergovernmental Affairs

- Maintaining and updating the Short Range Transit Plan;
- Representing METRO at local and regional transportation planning agencies;

**DEPARTMENT ACCOMPLISHMENTS FOR FY16**

- Restructured the Planning, Grants and Governmental Affairs Department to better support Santa Cruz METRO's mission.
- Conducted a system-wide service restructuring, including extensive public outreach, to maximize service productivity within the available operating revenue.

## Planning, Grants and Governmental Affairs Department (con't)

- Established new service agreements for public transit for University of California Santa Cruz and Cabrillo College.
- Produced a bus stop improvement guide.
- Produced schedules and run cut scenarios to implement service restructuring.
- Acquired various grant funding, including METRO's first electric bus
- Monitored federal legislation to achieve a new multi-year authorization bill including major revisions to the federal bus capital funding program.

### **DEPARTMENT OBJECTIVES FOR FY17**

#### Service Planning

- Evaluate fare structure and policies and develop recommendations for modifications, including migrating customers away from cash and paper media towards smart cards.
- Upgrade fare media for University of California Santa Cruz and Cabrillo College.
- Develop District Strategic Plan which identifies policies, processes, and priorities to support increased ridership, financial stability, and an effective organization.
- Update service planning policies including goals and performance standards.
- Continue timely preparation of route schedules, run-cuts and operators' bid packages for each service change.
- Participate in marketing efforts to increase ridership.
- Develop more robust data warehouse to support service planning and analysis.
- Target additional employers for participation in discounted bus pass programs.
- Continue monitoring and reporting on service performance.
- Support the METRO Advisory Committee (MAC).

#### Infrastructure Planning

- Evaluate design options and identify funds to renovate/reconstruct Pacific Station and the Watsonville Transit Center.
- Identify funding opportunities to build a ParaCruz facility at Metro Base.
- Evaluate bus stops facilities and develop prioritized improvement plan.
- Continue evaluation of Bus-on-shoulder opportunities on Highway 1.

#### Grants and Legislative

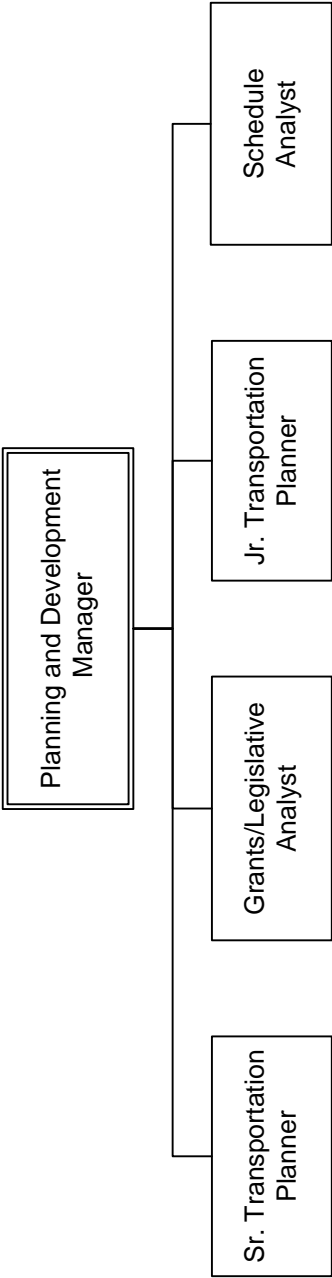
- Aggressively seek new and increased funding for operations and infrastructure.
- Continue to communicate to local, regional, state and federal agencies the financial resources necessary to sustain and expand fixed-route and paratransit services.
- Identify funding source(s) to replace the remaining 24 diesel buses.
- Seek funding for on-board AVL/GPS and APC.
- Seek funds for electric propulsion through participation in the US Bus Consortium.

#### Intergovernmental Affairs

- Represent METRO at local and regional transportation planning agencies, with a goal of protecting and growing transit capital and operating funding.



Planning, Grants, Governmental  
Affairs  
1600

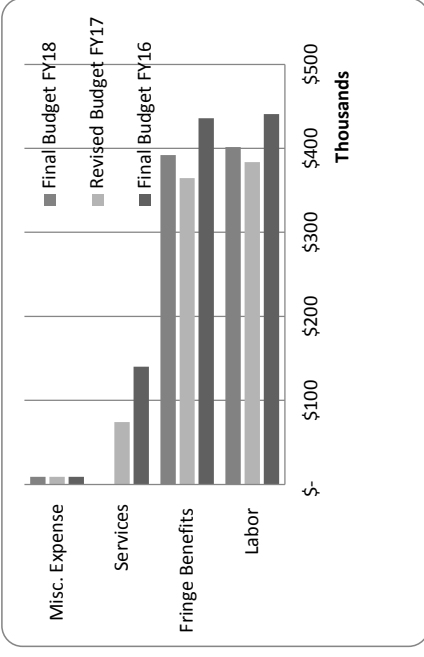


**FY17 & FY18 OPERATING BUDGET**  
**Authorized and Funded Personnel - Full Time Equivalent (FTE)**  
**Planning, Grants, Governmental Affairs - 1600**

Position Title	Authorized Revised FY 16 June 2015	Funded Revised FY 16 June 2015	Authorized Revised FY 17 June 2016	Funded Revised FY 17 June 2016	Authorized FY 18 June 2016	Funded FY 18 June 2016
Planning and Development Manager	1.00	1.00	1.00	1.00	1.00	1.00
Grants/Legislative Analyst	2.00	1.00	2.00	1.00	2.00	1.00
Transportation Planning Supervisor	1.00	0.00	1.00	0.00	1.00	0.00
Jr. Transportation Planner	1.00	1.00	1.00	1.00	1.00	1.00
Sr. Transportation Planner	1.00	1.00	1.00	1.00	1.00	1.00
Transit Surveyor	1.00	0.50	1.00	0.00	1.00	0.00
Schedule Analyst	2.00	2.00	2.00	1.00	2.00	1.00
<b>Total Full-Time Equivalents (FTEs)</b>	<b>9.00</b>	<b>6.50</b>	<b>9.00</b>	<b>5.00</b>	<b>9.00</b>	<b>5.00</b>

**Planning, Grants, Governmental Affairs - 1600**

	<u>Final Budget</u> <u>FY16</u>	<u>Revised Budget</u> <u>FY17</u>	<u>Var %</u>	<u>Final Budget</u> <u>FY18</u>	<u>Var %</u>
<b>Personnel Expenses:</b>					
Labor	\$ 440,714	\$ 383,419	100.0%	\$ 401,671	4.8%
Fringe Benefits	\$ 435,857	\$ 364,563	100.0%	\$ 392,087	7.5%
	<b>\$ 876,571</b>	<b>\$ 747,982</b>	<b>100.0%</b>	<b>\$ 793,758</b>	<b>6.1%</b>
<b>Non-Personnel Expenses:</b>					
Services	\$ 140,000	\$ 74,079	100.0%	\$ -	-100.0%
Misc. Expense	\$ 9,000	\$ 9,000	100.0%	\$ 9,000	0.0%
	<b>\$ 149,000</b>	<b>\$ 83,079</b>	<b>100.0%</b>	<b>\$ 9,000</b>	<b>-89.2%</b>
<b>Total Expenses:</b>	<b>\$ 1,025,571</b>	<b>\$ 831,061</b>	<b>100.0%</b>	<b>\$ 802,758</b>	<b>-3.4%</b>



**Actual Personnel and Non-Personnel Expenses FY08-FY15: N/A**

	FY08	FY09	FY10	FY11	FY12	FY13	FY14	FY15
Personnel Expenses	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-
Non-Personnel Expenses	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-
<b>TOTAL</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY17 & FY18 OPERATING BUDGET**  
 Planning, Grants, Governmental Affairs - 1600

ACCOUNT	ACTUAL FY14	ACTUAL FY15	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17	BUDGET FY18	% CHANGE BUDG FY17 BUDG FY18
<b>LABOR</b>							
501011 Bus Operator Pay	-	-	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	-	-	0.0%	-	0.0%
501021 Other Salaries	-	-	426,196	373,413	-12.4%	391,746	4.9%
501023 Other OT	-	-	14,518	10,006	-31.1%	9,925	-0.8%
<b>Totals</b>	-	-	<b>440,714</b>	<b>383,419</b>	<b>-13.0%</b>	<b>401,671</b>	<b>4.8%</b>
<b>FRINGE BENEFITS</b>							
502011 Medicare/Soc. Sec.	-	-	7,857	6,761	-13.9%	7,089	4.8%
502021 Retirement	-	-	110,740	103,117	-6.9%	113,988	10.5%
502031 Medical Ins	-	-	174,528	133,887	-23.3%	144,536	8.0%
502041 Dental Ins	-	-	12,150	8,974	-26.1%	9,243	3.0%
502045 Vision Ins	-	-	2,241	1,601	-28.6%	1,649	3.0%
502051 Life Ins/AD&D	-	-	924	689	-25.4%	710	3.0%
502060 State Disability Ins (SDI)	-	-	4,879	4,246	-13.0%	4,565	7.5%
502061 Long Term Disability Ins	-	-	1,404	2,863	103.9%	2,979	4.1%
502071 State Unemployment Ins (SUI)	-	-	1,560	1,182	-24.2%	1,254	6.1%
502081 Worker's Comp Ins	-	-	16,298	16,298	0.0%	16,787	3.0%
502101 Holiday Pay	-	-	16,827	13,018	-22.6%	13,716	5.4%
502103 Floating Holiday	-	-	5,069	5,479	8.1%	5,753	5.0%
502109 Sick Leave	-	-	24,338	19,527	-19.8%	20,574	5.4%
502111 Annual Leave	-	-	51,099	41,780	-18.2%	43,937	5.2%
502121 Other Paid Absence	-	-	3,803	3,051	-19.8%	3,215	5.4%
502251 Phys. Exams	-	-	-	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	-	-	0.0%	-	0.0%
502999 Other Fringe Benefits	-	-	2,141	2,089	-2.4%	2,093	0.2%
<b>Totals</b>	-	-	<b>435,857</b>	<b>364,563</b>	<b>-16.4%</b>	<b>392,087</b>	<b>7.5%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY17 & FY18 OPERATING BUDGET**  
 Planning, Grants, Governmental Affairs - 1600

ACCOUNT	ACTUAL	ACTUAL	FINAL	REVISED	% CHANGE		% CHANGE	
	FY14	FY15	BUDGET FY16 June 2015	BUDGET FY17	BUDG FY16	BUDG FY17	BUDG FY16	BUDG FY17
<b>SERVICES</b>								
503011	-	-	-	-	0.0%	0.0%	0.0%	0.0%
503012	-	-	-	-	0.0%	0.0%	0.0%	0.0%
503031	-	-	140,000	74,079	-47.1%	-	-100.0%	-
503032	-	-	-	-	0.0%	-	0.0%	-
503033	-	-	-	-	0.0%	-	0.0%	-
503034	-	-	-	-	0.0%	-	0.0%	-
503041	-	-	-	-	0.0%	-	0.0%	-
503161	-	-	-	-	0.0%	-	0.0%	-
503162	-	-	-	-	0.0%	-	0.0%	-
503171	-	-	-	-	0.0%	-	0.0%	-
503221	-	-	-	-	0.0%	-	0.0%	-
503222	-	-	-	-	0.0%	-	0.0%	-
503225	-	-	-	-	0.0%	-	0.0%	-
503351	-	-	-	-	0.0%	-	0.0%	-
503352	-	-	-	-	0.0%	-	0.0%	-
503353	-	-	-	-	0.0%	-	0.0%	-
503354	-	-	-	-	0.0%	-	0.0%	-
503363	-	-	-	-	0.0%	-	0.0%	-
Totals	-	-	140,000	74,079	-47.1%	-	-100.0%	-
<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**  
**FY17 & FY18 OPERATING BUDGET**  
 Planning, Grants, Governmental Affairs - 1600

ACCOUNT	ACTUAL	ACTUAL	FINAL	REVISED	% CHANGE		% CHANGE	
	FY14	FY15	BUDGET FY16 June 2015	BUDGET FY17	BUDG FY16	BUDG FY17	BUDG FY17	BUDG FY18
<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	-	-	-	-	0.0%	0.0%	-	0.0%
504315 Safety Supplies	-	-	-	-	0.0%	0.0%	-	0.0%
504317 Cleaning Supplies	-	-	-	-	0.0%	0.0%	-	0.0%
504409 Repair/Maint Supplies	-	-	-	-	0.0%	0.0%	-	0.0%
504417 Tenant Repairs	-	-	-	-	0.0%	0.0%	-	0.0%
504421 Non-Inventory Parts	-	-	-	-	0.0%	0.0%	-	0.0%
504511 Small Tools	-	-	-	-	0.0%	0.0%	-	0.0%
504515 Employee Tool Replacement	-	-	-	-	0.0%	0.0%	-	0.0%
Totals	-	-	-	-	0.0%	0.0%	-	0.0%
<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%
Totals	-	-	-	-	0.0%	0.0%	-	0.0%
<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%
Totals	-	-	-	-	0.0%	0.0%	-	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY17 & FY18 OPERATING BUDGET**  
 Planning, Grants, Governmental Affairs - 1600

ACCOUNT	ACTUAL FY14	ACTUAL FY15	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17	BUDGET FY18	% CHANGE BUDG FY17 BUDG FY18
<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	-	-	-	3,000	100.0%	3,000	0.0%
509081 Advertising - District Promo	-	-	-	-	0.0%	-	0.0%
509101 Employee Incentive Program	-	-	-	-	0.0%	-	0.0%
509121 Employee Training	-	-	2,000	1,000	-50.0%	1,000	0.0%
509122 BOD Travel	-	-	-	-	0.0%	-	0.0%
509123 Travel	-	-	7,000	5,000	-28.6%	5,000	0.0%
509125 Local Meeting Expense	-	-	-	-	0.0%	-	0.0%
509127 Board Director Fees	-	-	-	-	0.0%	-	0.0%
509150 Contributions	-	-	-	-	0.0%	-	0.0%
509198 Cash Over/Short	-	-	-	-	0.0%	-	0.0%
<b>Totals</b>	-	-	9,000	9,000	0.0%	9,000	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>	-	-	876,571	747,982	-14.7%	793,758	6.1%
<b>NON-PERSONNEL TOTAL</b>	-	-	149,000	83,079	-44.2%	9,000	-89.2%
<b>DEPARTMENT TOTALS</b>	-	-	1,025,571	831,061	-19.0%	802,758	-3.4%





## **DISTRICT COUNSEL DEPARTMENT OBJECTIVES 1700**

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

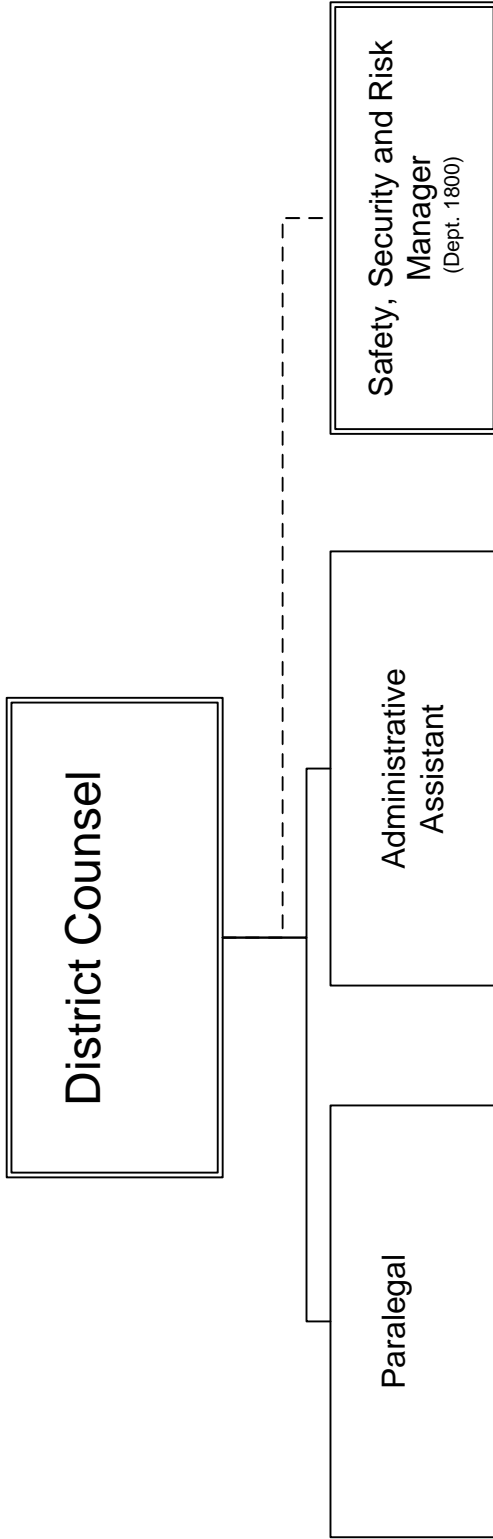
The Legal Department under the direction of the General Counsel performs the following major activities and services:

- 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 METRO staff, as appropriate, in civil litigation and administrative hearings;
- Directs the defense of all tort litigation filed against 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 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 FY17**

- 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 METRO policies and procedures.
- Provide advice to the Safety, Security and Risk Manager, and the CEO/General Manager on new programs and enforcement efforts related to transit facilities.
- 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

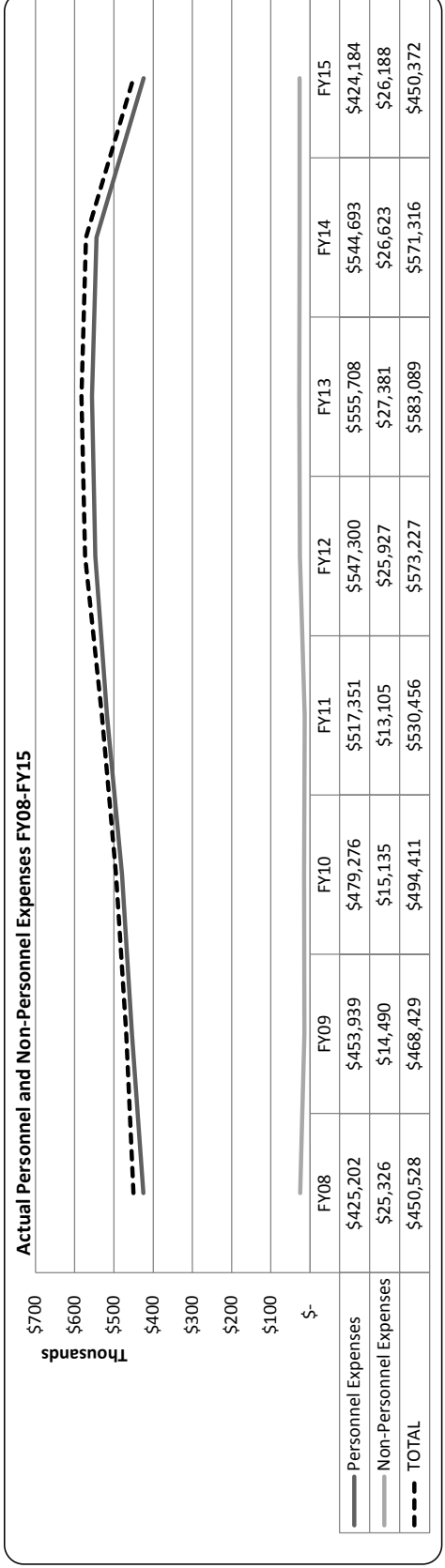
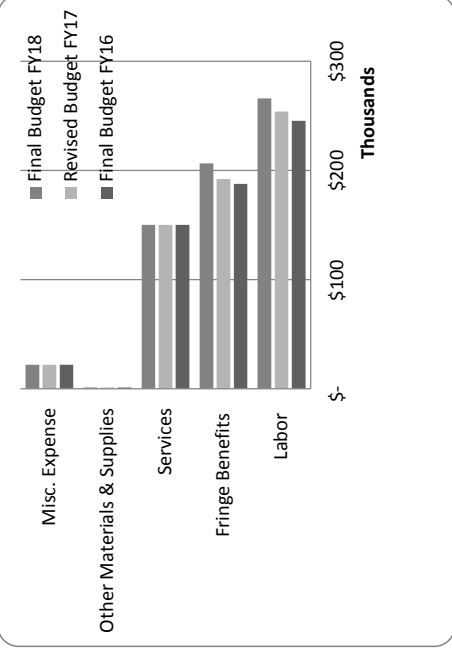


**FY17 & FY18 OPERATING BUDGET**  
**Authorized and Funded Personnel - Full Time Equivalent (FTE)**  
**District Counsel - 1700**

Position Title	Authorized Revised FY 16 June 2015	Funded Revised FY 16 June 2015	Authorized Revised FY 17 June 2016	Funded Revised FY 17 June 2016	Authorized FY 18 June 2016	Funded FY 18 June 2016
District Counsel	1.00	1.00	1.00	1.00	1.00	1.00
Paralegal	2.00	2.00	1.00	1.00	1.00	1.00
Administrative Assistant	0.00	0.00	1.00	1.00	1.00	1.00
<b>Total Full-Time Equivalents (FTEs)</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>

**District Counsel 1700**

	<u>Final Budget FY16</u>	<u>Revised Budget FY17</u>	<u>Var %</u>	<u>Final Budget FY18</u>	<u>Var %</u>
<b>Personnel Expenses:</b>					
Labor	\$ 245,255	\$ 253,960	3.5%	\$ 265,863	4.7%
Fringe Benefits	\$ 187,628	\$ 191,993	2.3%	\$ 206,496	7.6%
	\$ 432,883	\$ 445,953	3.0%	\$ 472,359	5.9%
<b>Non-Personnel Expenses:</b>					
Services	\$ 150,000	\$ 150,000	100.0%	\$ 150,000	0.0%
Other Materials & Supplies	\$ 1,262	\$ 1,262	0.0%	\$ 1,262	0.0%
Misc. Expense	\$ 22,010	\$ 22,010	0.0%	\$ 22,010	0.0%
	\$ 173,272	\$ 173,272	0.0%	\$ 173,272	0.0%
<b>Total Expenses:</b>	\$ 606,155	\$ 619,225	2.2%	\$ 645,631	4.3%



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY17 & FY18 OPERATING BUDGET**

District Counsel - 1700

ACCOUNT	ACTUAL FY14	ACTUAL FY15	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17	BUDGET FY18	% CHANGE BUDG FY17 BUDG FY18
<b>LABOR</b>							
501011 Bus Operator Pay	-	-	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	-	-	0.0%	-	0.0%
501021 Other Salaries	314,742	258,078	245,255	253,960	3.5%	265,863	4.7%
501023 Other OT	407	134	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>315,150</b>	<b>258,212</b>	<b>245,255</b>	<b>253,960</b>	<b>3.5%</b>	<b>265,863</b>	<b>4.7%</b>
<b>FRINGE BENEFITS</b>							
502011 Medicare/Soc. Sec.	5,970	4,461	4,359	4,514	3.5%	4,725	4.7%
502021 Retirement	71,009	65,221	63,131	70,352	11.4%	77,548	10.2%
502031 Medical Ins	42,177	36,760	46,132	41,680	-9.7%	45,519	9.2%
502041 Dental Ins	3,251	2,834	3,035	2,351	-22.6%	2,421	3.0%
502045 Vision Ins	1,268	987	960	960	0.0%	989	3.0%
502051 Life Ins/AD&D	518	400	455	455	0.0%	469	3.0%
502060 State Disability Ins (SDI)	3,395	2,421	2,150	2,222	3.4%	2,371	6.7%
502061 Long Term Disability Ins	1,400	2,077	1,816	1,862	2.5%	1,949	4.6%
502071 State Unemployment Ins (SUI)	952	993	668	709	6.1%	752	6.1%
502081 Worker's Comp Ins	2,906	3,393	7,522	7,522	0.0%	7,748	3.0%
502101 Holiday Pay	10,886	9,538	9,250	9,578	3.5%	10,026	4.7%
502103 Floating Holiday	9,059	7,186	7,456	8,011	7.4%	8,411	5.0%
502109 Sick Leave	12,444	4,538	13,875	14,367	3.5%	15,038	4.7%
502111 Annual Leave	48,808	17,802	22,619	23,131	2.3%	24,144	4.4%
502121 Other Paid Absence	11,952	5,306	2,168	2,245	3.5%	2,350	4.7%
502251 Phys. Exams	-	-	-	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	-	-	0.0%	-	0.0%
502999 Other Fringe Benefits	3,549	2,052	2,032	2,034	0.1%	2,036	0.1%
<b>Totals</b>	<b>229,543</b>	<b>165,971</b>	<b>187,628</b>	<b>191,993</b>	<b>2.3%</b>	<b>206,496</b>	<b>7.6%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY17 & FY18 OPERATING BUDGET**

District Counsel - 1700

ACCOUNT	ACTUAL FY14	ACTUAL FY15	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17	BUDGET FY18	% CHANGE BUDG FY17 BUDG FY18
<b>SERVICES</b>							
503011 Accting/Audit Fees	-	-	-	-	0.0%	-	0.0%
503012 Admin/Bank Fees	-	-	-	-	0.0%	-	0.0%
503031 Prof/Technical Fees	-	-	50,000	50,000	0.0%	50,000	0.0%
503032 Legislative Services	-	-	-	-	0.0%	-	0.0%
503033 Legal Services	-	3,956	100,000	100,000	0.0%	100,000	0.0%
503034 Pre-Employment Exams	-	-	-	-	0.0%	-	0.0%
503041 Temp Help	-	2,986	-	-	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	-	6,942	150,000	150,000	0.0%	150,000	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  
FY17 & FY18 OPERATING BUDGET**

District Counsel - 1700

ACCOUNT	ACTUAL FY14	ACTUAL FY15	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17	BUDGET FY18	% CHANGE BUDG FY17 BUDG FY18
<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	1,262	1,033	1,262	1,262	0.0%	1,262	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>1,262</b>	<b>1,033</b>	<b>1,262</b>	<b>1,262</b>	<b>0.0%</b>	<b>1,262</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>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>CASUALTY &amp; LIABILITY</b>							
506011 Insurance - Property	-	-	-	-	0.0%	-	0.0%
506015 Insurance - PL/PD	-	-	-	-	0.0%	-	0.0%
506021 Insurance - Other	-	-	-	-	0.0%	-	0.0%
506123 Settlement Costs	-	-	-	-	0.0%	-	0.0%
506127 Repairs - District Prop	-	-	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY17 & FY18 OPERATING BUDGET**

District Counsel - 1700

ACCOUNT	ACTUAL FY14	ACTUAL FY15	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17	BUDGET FY18	% CHANGE BUDG FY17 BUDG FY18
<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	12,010	9,908	12,010	12,010	0.0%	12,010	0.0%
509081 Advertising - District Promo	-	-	-	-	0.0%	-	0.0%
509101 Employee Incentive Program	-	-	-	-	0.0%	-	0.0%
509121 Employee Training	7,033	5,183	5,000	5,000	0.0%	5,000	0.0%
509122 BOD Travel	-	-	-	-	0.0%	-	0.0%
509123 Travel	6,319	3,123	5,000	5,000	0.0%	5,000	0.0%
509125 Local Meeting Expense	-	-	-	-	0.0%	-	0.0%
509127 Board Director Fees	-	-	-	-	0.0%	-	0.0%
509150 Contributions	-	-	-	-	0.0%	-	0.0%
509198 Cash Over/Short	-	-	-	-	0.0%	-	0.0%
<b>Totals</b>	25,361	18,214	22,010	22,010	0.0%	22,010	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>	544,693	424,184	432,883	445,953	3.0%	472,359	5.9%
<b>NON-PERSONNEL TOTAL</b>	26,623	26,188	173,272	173,272	0.0%	173,272	0.0%
<b>DEPARTMENT TOTALS</b>	571,316	450,372	606,155	619,225	2.2%	645,631	4.3%



**SAFETY, SECURITY & RISK MANAGEMENT DEPARTMENT  
FY16 ACCOMPLISHMENTS AND FY17 OBJECTIVES  
1800**

**MAJOR FUNCTIONS OF THE DEPARTMENT**

The Safety, Security & Risk Management Department is a cross-functional departmental partner in managing and reducing risk and ensuring the safety of METRO employees, customers and the public. Responsibilities include:

- Identify risks
- Reviewing daily activity reports
- Tracking all accidents and incidents
- Reporting required accident/incident information into NTD
- Tracking all occurrence reports and claims and establishing a reserve estimates
- The timely reporting of certain accidents/incidents to CalTIP
- Overseeing video requests and ensuring the proper chain of custody
- Measure the potential impact of risks
- Analyze alternative strategies for managing the risks
- Safety and security VTT training
- Attending, participating and in some cases leading various meetings such as health & Safety and Injury and Illness Prevention Program (IIPP)
- Representing the agency in restraining orders, stay away orders and small claims court
- Managing the CalOES (Proposition 1B) grants and associated projects
- Project Manager for the fixed-route and ParaCuz radio conversion project
- Project Manager for the First Alarm security contract
- Homeland security point of contact
- Collaborating on supervisor training programs
- Develop and implement safety policies and procedures designed to meet required State and Federal Occupational Safety and Health Administration (OSHA) standards and Federal Transit Administration's Safety Management Systems (SMS) standards
- Develop and maintain the IIPP
- Oversee Santa Cruz METRO's transit system security by:
  - Project Manager for the security camera system at various locations throughout the system
  - 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
  - Coordinating emergency response protocols

## Risk Management Department (con't)

- Protecting employees, equipment, facilities and passengers by proactively developing training, policies and procedures that will prevent employee injuries, vehicle damage, property damage and passenger injuries.
- Establishing facility evacuation exercises
- Investigating, managing and administering Santa Cruz METRO's tort claims and providing a defense for tort litigation.
- Managing the department to budget

### **DEPARTMENT ACCOMPLISHMENTS FOR FY16**

- Integration of the Safety Specialist into the Risk Department
- Established an Injury and Illness Prevention Program (IIPP)
- Began required employee training on the IIPP
- Created OSHA mandated written safety programs:
  - Injury and Illness Prevention Program
  - Emergency Action Plan
  - Hazard Communication
  - Exposure Control Plan (ECP)
- Established Safety Bulletin Boards in all facilities for effective safety communication and CAL/OSHA compliance
- Implemented a Hazard Identification and Resolution Program that enables METRO Employees to identify hazardous conditions at work and report them to their management without fear of reprisal
- Implemented Globally Harmonized System (GHS) container labeling requirements
- Revamped all facility safety inspection forms with an emphasis on safety and compliance
- Oversaw the final installation of the new radio system

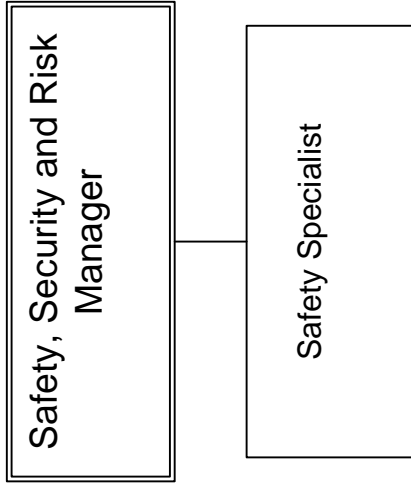
### **DEPARTMENT OBJECTIVES FOR FY17**

- To be Proactive in the update and implementation of SMS
- Investigate the installation of Automated External Defibrillators (AEDs) at various METRO facilities
- Revise/Update Santa Cruz METRO's System Safety Program Plan (SSPP)
- Revise/Update Santa Cruz METRO's Disaster and Emergency Preparedness Plan (DEPP)
- Work with Santa Cruz METRO staff and outside agencies to update security programs and protocols
- Complete the full installation of the Day Wireless radio system
- Create a scope of work for a new radio system maintenance contract
- Develop a safety "Train the Trainer" program to ensure strong safety communications between supervisors and employees

## Risk Management Department (con't)

- Review all workplace injuries and establish focused training for all employees who work in the function where the injury took place
- Perform quarterly safety audits of all METRO facilities
- Collaborate with the Operations Safety and Training Coordinator
- Achieve and maintain 100% compliance on all Cal/OSHA employee training and reporting requirements
- Continue to coordinate training programs with Security personnel specific to meet Santa Cruz METRO's needs
- Continue outreach to local law enforcement on issues and incidents of mutual issues
- Coordinate with the Department of Homeland Security
- Maintain membership and participation in the Santa Cruz County's Emergency Management Council
- Organize periodic CNG bus safety training with local Police Departments, Sheriffs and Fire Departments
- Continue the administration of Risk Management program
- Continue development and administration of safety programs
- Evaluate existing policies, programs, and procedures to ensure that safety, security, and risk activities are in accordance with Santa Cruz METRO's goals
- Respond to major incidents/accidents that might impact METRO, either directly or indirectly
- Project Manager for the installation of the new security cameras at the JKS Operations building
- Continue to track all CalOES security grants and work with the CEO to prioritize the security projects
- Establish Key Performance Indicators

**Risk Management**  
**1800**

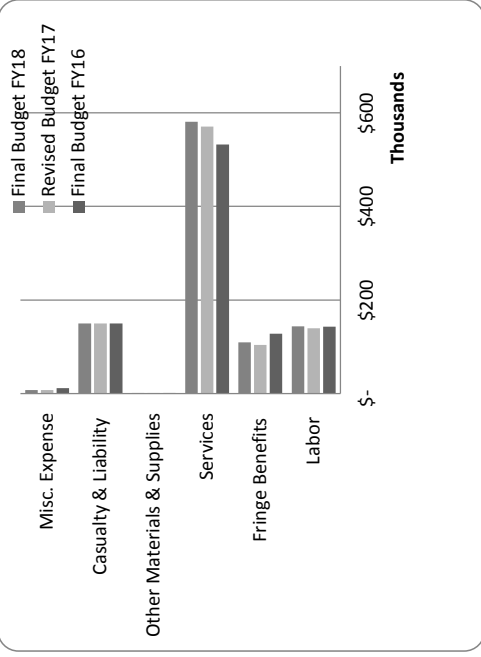


**FY17 & FY18 OPERATING BUDGET**  
**Authorized and Funded Personnel - Full Time Equivalent (FTE)**  
**Risk Management - 1800**

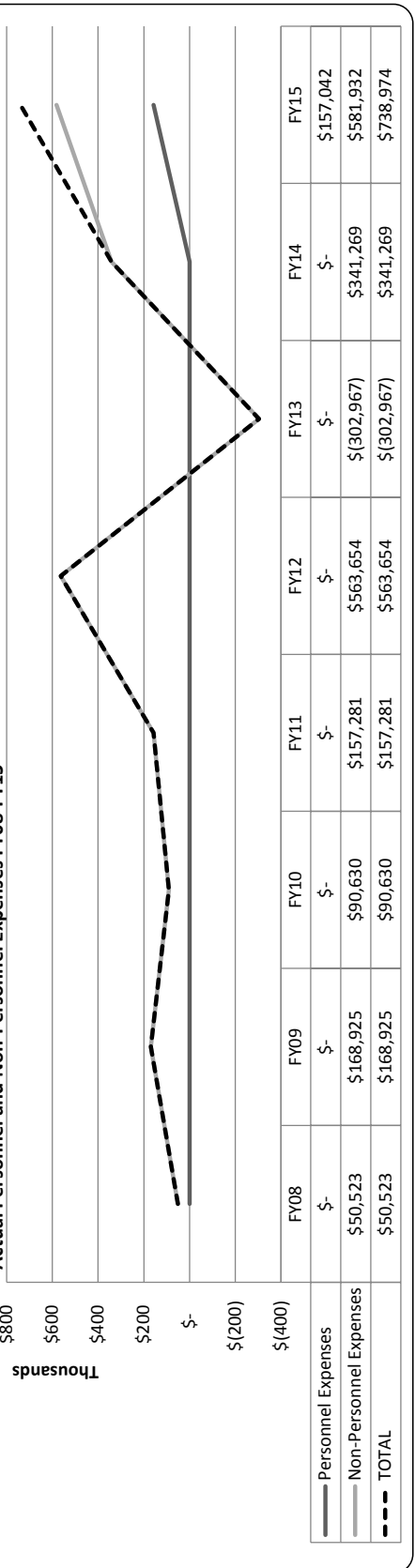
Position Title	Authorized Revised FY 16 June 2015	Funded Revised FY 16 June 2015	Authorized Revised FY 17 June 2016	Funded Revised FY 17 June 2016	Authorized FY 18 June 2016	Funded FY 18 June 2016
Claims Investigator I	1.00	1.00	0.00	0.00	0.00	0.00
Claims Investigator II	1.00	0.00	1.00	0.00	1.00	0.00
Safety Specialist	0.00	0.00	1.00	1.00	1.00	1.00
Safety, Security and Risk Manager	1.00	1.00	1.00	1.00	1.00	1.00
<b>Total Full-Time Equivalents (FTEs)</b>	<b>3.00</b>	<b>2.00</b>	<b>3.00</b>	<b>2.00</b>	<b>3.00</b>	<b>2.00</b>

**Risk Management 1800**

	<u>Final Budget</u> <u>FY16</u>	<u>Revised Budget</u> <u>FY17</u>	<u>Var %</u>	<u>Final Budget</u> <u>FY18</u>	<u>Var %</u>
<b>Personnel Expenses:</b>					
Labor	\$ 142,774	\$ 139,585	100%	\$ 143,954	3.1%
Fringe Benefits	\$ 128,258	\$ 103,954	100%	\$ 109,695	5.5%
	\$ 271,032	\$ 243,539	100%	\$ 253,649	4.2%
<b>Non-Personnel Expenses:</b>					
Services	\$ 532,294	\$ 570,727	7%	\$ 580,727	1.8%
Other Materials & Supplies	\$ 1,600	\$ 1,600	100%	\$ 1,600	0.0%
Casualty & Liability	\$ 150,000	\$ 150,000	0%	\$ 150,000	0.0%
Misc. Expense	\$ 11,779	\$ 7,500	100%	\$ 7,500	0.0%
	\$ 695,673	\$ 729,827	5%	\$ 739,827	1.4%
<b>Total Expenses:</b>	<b>\$ 966,705</b>	<b>\$ 973,366</b>	<b>1%</b>	<b>\$ 993,476</b>	<b>2.1%</b>



**Actual Personnel and Non-Personnel Expenses FY08-FY15**



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY17 & FY18 OPERATING BUDGET**

Risk Management - 1800

ACCOUNT	ACTUAL FY14	ACTUAL FY15	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17	BUDGET FY18	% CHANGE BUDG FY17 BUDG FY18
<b>LABOR</b>							
501011 Bus Operator Pay	-	-	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	-	-	0.0%	-	0.0%
501021 Other Salaries	-	72,190	142,774	139,585	-2.2%	143,954	3.1%
501023 Other OT	-	-	-	-	0.0%	-	0.0%
<b>Totals</b>	-	72,190	142,774	139,585	-2.2%	143,954	3.1%
<b>FRINGE BENEFITS</b>							
502011 Medicare/Soc. Sec.	-	1,791	2,572	2,521	-2.0%	2,598	3.0%
502021 Retirement	-	17,746	37,250	39,300	5.5%	42,638	8.5%
502031 Medical Ins	-	10,542	40,225	12,682	-68.5%	13,696	8.0%
502041 Dental Ins	-	656	2,727	2,532	-7.1%	2,608	3.0%
502045 Vision Ins	-	320	640	640	0.0%	660	3.0%
502051 Life Ins/AD&D	-	214	338	338	0.0%	348	3.0%
502060 State Disability Ins (SDI)	-	866	1,644	1,660	1.0%	1,762	6.1%
502061 Long Term Disability Ins	-	468	790	1,280	62.0%	1,318	3.0%
502071 State Unemployment Ins (SUI)	-	210	446	473	6.1%	502	6.1%
502081 Worker's Comp Ins	-	687	5,012	5,012	0.0%	5,162	3.0%
502101 Holiday Pay	-	2,312	5,458	5,351	-2.0%	5,512	3.0%
502103 Floating Holiday	-	4,001	4,286	4,201	-2.0%	4,201	0.0%
502109 Sick Leave	-	6,230	8,187	8,026	-2.0%	8,268	3.0%
502111 Annual Leave	-	36,838	15,399	15,478	0.5%	15,923	2.9%
502121 Other Paid Absence	-	-	1,279	1,254	-2.0%	1,292	3.0%
502251 Phys. Exams	-	-	-	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	-	-	0.0%	-	0.0%
502999 Other Fringe Benefits	-	1,969	2,005	3,206	59.9%	3,207	0.1%
<b>Totals</b>	-	84,852	128,258	103,954	-18.9%	109,695	5.5%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY17 & FY18 OPERATING BUDGET**

Risk Management - 1800

ACCOUNT	ACTUAL	ACTUAL	FINAL	REVISED	% CHANGE		% CHANGE	
	FY14	FY15	BUDGET FY16 June 2015	BUDGET FY17	BUDG FY16	BUDG FY17	BUDG FY17	BUDG FY18
<b>SERVICES</b>								
503011 Accting/Audit Fees	-	-	-	-	0.0%	-	-	0.0%
503012 Admin/Bank Fees	-	-	-	-	0.0%	-	-	0.0%
503031 Prof/Technical Fees	5,898	10,040	65,898	7,898	-88.0%	7,898	7,898	0.0%
503032 Legislative Services	-	-	-	-	0.0%	-	-	0.0%
503033 Legal Services	6,396	-	6,396	6,396	0.0%	6,396	6,396	0.0%
503034 Pre-Employment Exams	-	-	-	600	100.0%	600	600	0.0%
503041 Temp Help	-	31,056	-	-	0.0%	-	-	0.0%
503161 Custodial Services	-	-	-	-	0.0%	-	-	0.0%
503162 Uniforms/Laundry	-	-	-	-	0.0%	-	-	0.0%
503171 Security Services	-	470,102	460,000	495,833	7.8%	505,833	505,833	2.0%
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	-	-	-	60,000	100.0%	60,000	60,000	0.0%
503353 Repair - Rev Vehicle	-	-	-	-	0.0%	-	-	0.0%
503354 Repair - Non Rev Vehicle	-	-	-	-	0.0%	-	-	0.0%
503363 Haz Mat Disposal	-	-	-	-	0.0%	-	-	0.0%
<b>Totals</b>	<b>12,294</b>	<b>511,198</b>	<b>532,294</b>	<b>570,727</b>	<b>7.2%</b>	<b>580,727</b>	<b>580,727</b>	<b>1.8%</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>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY17 & FY18 OPERATING BUDGET**

Risk Management - 1800

ACCOUNT	ACTUAL FY14	ACTUAL FY15	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE		% CHANGE		
					BUDG FY16	BUDG FY17	BUDG FY16	BUDG FY17	
<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	-	399	500	500	500	0.0%	500	0.0%	0.0%
504217 Photo Supp/Process	-	-	100	100	100	0.0%	100	0.0%	0.0%
504311 Office Supplies	-	3,474	-	-	-	0.0%	-	0.0%	0.0%
504315 Safety Supplies	-	-	1,000	1,000	1,000	0.0%	1,000	0.0%	0.0%
504317 Cleaning Supplies	-	-	-	-	-	0.0%	-	0.0%	0.0%
504409 Repair/Maint Supplies	-	-	-	-	-	0.0%	-	0.0%	0.0%
504417 Tenant Repairs	-	-	-	-	-	0.0%	-	0.0%	0.0%
504421 Non-Inventory Parts	-	-	-	-	-	0.0%	-	0.0%	0.0%
504511 Small Tools	-	-	-	-	-	0.0%	-	0.0%	0.0%
504515 Employee Tool Replacement	-	-	-	-	-	0.0%	-	0.0%	0.0%
Totals	-	3,873	1,600	1,600	1,600	0.0%	1,600	0.0%	0.0%
<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%
Totals	-	-	-	-	-	0.0%	-	0.0%	0.0%
<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	328,975	54,709	150,000	150,000	150,000	0.0%	150,000	0.0%	0.0%
506127 Repairs - District Prop	-	-	-	-	-	0.0%	-	0.0%	0.0%
Totals	328,975	54,709	150,000	150,000	150,000	0.0%	150,000	0.0%	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY17 & FY18 OPERATING BUDGET**

Risk Management - 1800

ACCOUNT	ACTUAL FY14	ACTUAL FY15	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17	BUDGET FY18	% CHANGE BUDG FY17 BUDG FY18
<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	-	-	500	500	0.0%	500	0.0%
509081 Advertising - District Promo	-	-	-	-	0.0%	-	0.0%
509101 Employee Incentive Program	-	-	-	-	0.0%	-	0.0%
509121 Employee Training	-	-	9,769	4,000	-59.1%	4,000	0.0%
509122 BOD Travel	-	12,152	-	-	0.0%	-	0.0%
509123 Travel	-	-	1,510	3,000	98.7%	3,000	0.0%
509125 Local Meeting Expense	-	-	-	-	0.0%	-	0.0%
509127 Board Director Fees	-	-	-	-	0.0%	-	0.0%
509150 Contributions	-	-	-	-	0.0%	-	0.0%
509198 Cash Over/Short	-	-	-	-	0.0%	-	0.0%
<b>Totals</b>	-	12,152	11,779	7,500	-36.3%	7,500	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>	-	157,042	271,032	243,539	-10.1%	253,649	4.2%
<b>NON-PERSONNEL TOTAL</b>	341,269	581,932	695,673	729,827	4.9%	739,827	1.4%
<b>DEPARTMENT TOTALS</b>	<b>341,269</b>	<b>738,974</b>	<b>966,705</b>	<b>973,366</b>	<b>0.7%</b>	<b>993,476</b>	<b>2.1%</b>

**PURCHASING DEPARTMENT**  
**FY16 ACCOMPLISHMENTS AND FY17 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 Maintenance Department parts and materials 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 ACCOMPLISHMENTS FOR FY16**

**Procurement:**

- Purchasing Manager and Administrative Assistant undertook a substantial amount of internal JKS OPS Project management duties after the Project Manager was laid off on June 30, 2015. The wide variety of tasks ranged from the Contract Administration of several contracts, to furniture selection and coordination. Operations staff moved into the building on March 18, 2016.
- Staff completed 14 formal procurements, drafted 70 staff reports, and issued 1,383 purchase orders.
- Received positive feed back from Triennial Reviewer in regard to procurement contract organization and knowledge of federal procurement regulations.

**Parts Room/Inventory:**

- Began weekly safety training and testing within the Parts Department.
- Trained and certified all staff with forklift access.
- Implemented an electronic METRO-wide Safety Data Sheet system for staff District-wide using of chemical products.
- Updated Parts Department Policy Procedures to reflect current practices.
- Took control of all parts data entry previously handled by mechanics which led to a missing items count of missing items.

## Purchasing Department (con't)

- Met goal of reducing inventory value to a historical low of \$600,000 while maintaining an average of 1 vehicle down per day waiting for parts.
- Staff relations between Parts and Maintenance have improved greatly and resulted in increased productivity and better morale.

## **DEPARTMENT OBJECTIVES FOR FY17**

### **Procurement:**

- 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 on all products and services.
- 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 and upcoming procurements.
- Participate in joint procurements with other government agencies to obtain more advantageous pricing.
- Continue training department staff through National Transit Institute courses and other government procurement-related offerings.
- Provide ongoing procurement training for Santa Cruz METRO employees.
- Identify professional development opportunities for department staff.
- Continue to refine boilerplate language for formal procurements and create new templates for more specifically tailored types of procurement and contracts.

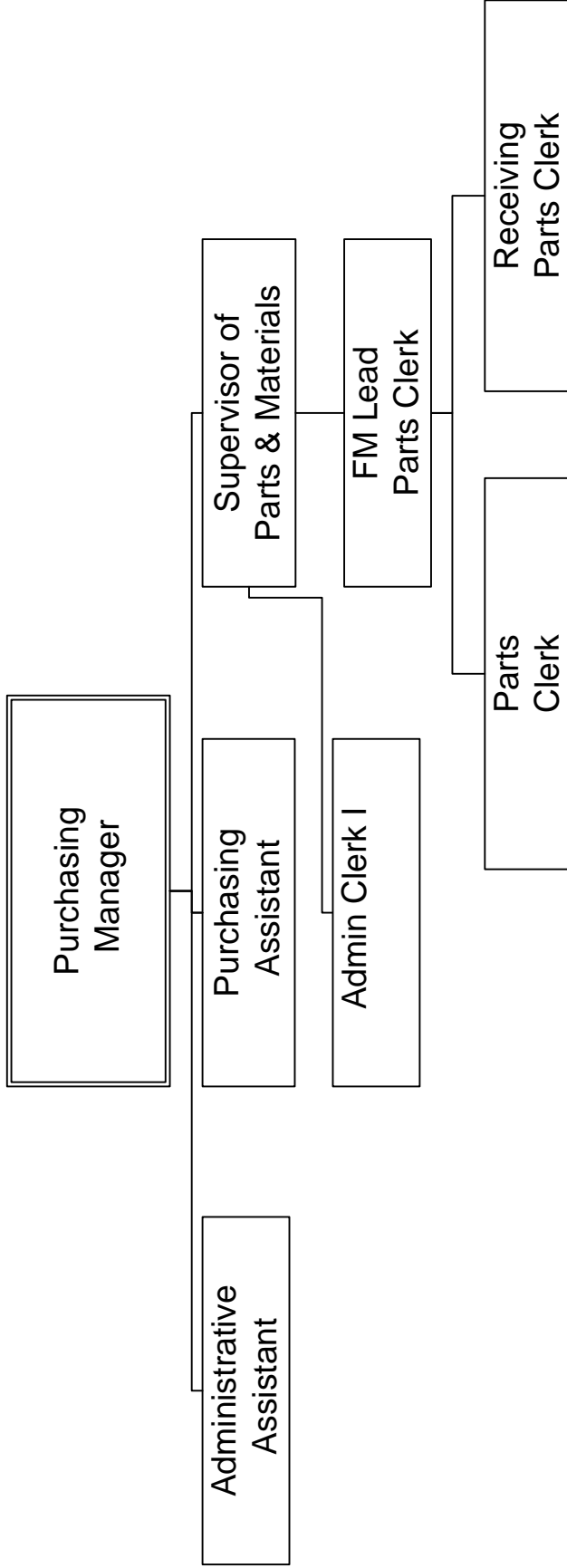
## Purchasing Department (con't)

- Develop and implement outreach program for “How to do business with Santa Cruz METRO.”
- Revise the Procurement Manual to incorporate administrative and Board approved policy updates.
- Complete the Contract Administration Policy and implement regular trainings for staff involved in contract and project administration.
- Continue monthly staff meetings to ensure department staff is aware of Santa Cruz METRO business and has an opportunity to discuss this or other important issues.

## **Parts Room/Inventory:**

- Foster a positive and collaborative working relationship between Purchasing/Parts and all METRO departments.
- Continue to work with Fleet Maintenance to reduce inventory value.
- Daily monitoring of buses on dead list that are tagged “waiting for parts”. Tracking number of buses down per day and how many days each bus is down.
- Continue to monitor and improve Warranty and Core Program to recoup costs on parts that fail under warranty, or which require a core return.
- Continue to develop new vendor relationships and work with current vendors to obtain the most advantageous parts and materials pricing.
- Hire a permanent Administrative Clerk I to replace the previous employee who was promoted to another department.

# Purchasing 1900

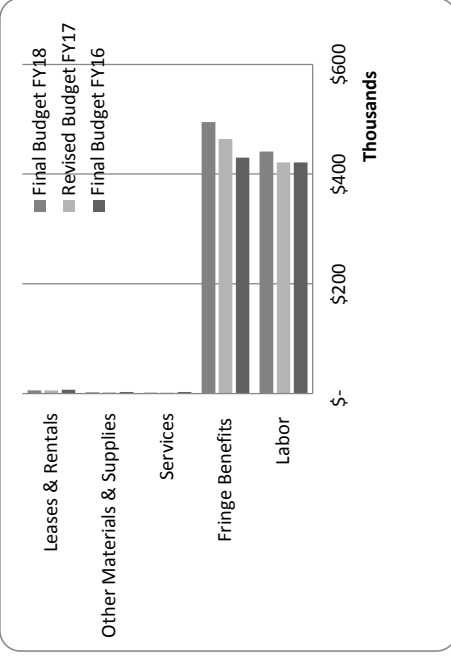


**FY17 & FY18 OPERATING BUDGET**  
**Authorized and Funded Personnel - Full Time Equivalent (FTE)**  
**Purchasing - 1900**

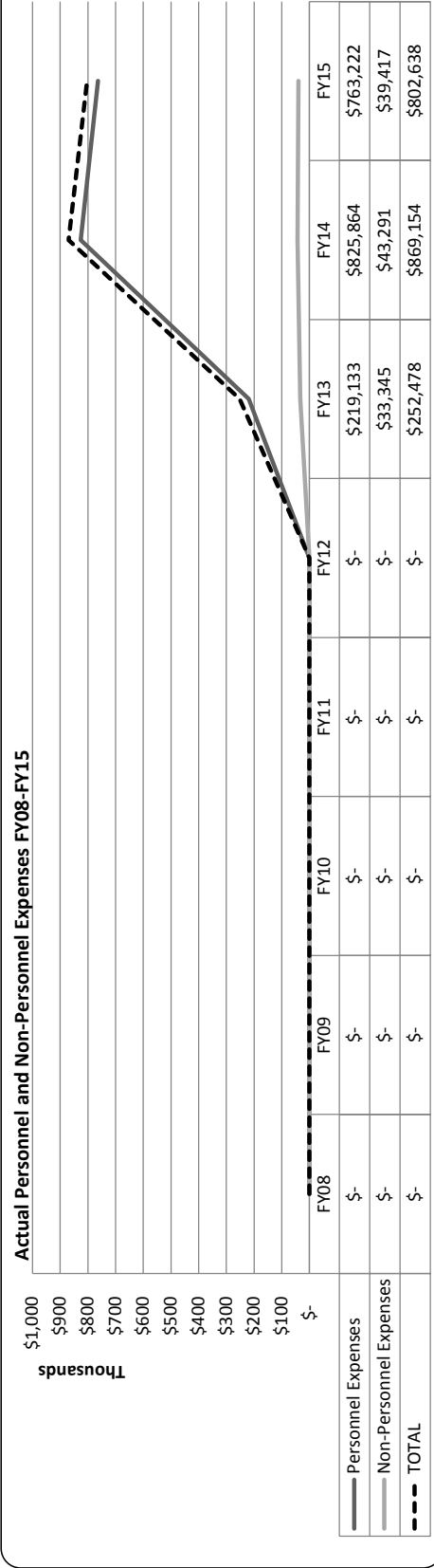
Position Title	Authorized Revised FY 16 June 2015	Funded Revised FY 16 June 2015	Authorized Revised FY 17 June 2016	Funded Revised FY 17 June 2016	Authorized FY 18 June 2016	Funded FY 18 June 2016
Purchasing Manager	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	1.00	1.00	1.00
Purchasing 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
Admin Clerk I	1.00	1.00	1.00	1.00	1.00	1.00
<b>Total Full-Time Equivalents (FTEs)</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>

**Purchasing 1900**

	<u>Final Budget</u> <u>FY16</u>	<u>Revised Budget</u> <u>FY17</u>	<u>Var %</u>	<u>Final Budget</u> <u>FY18</u>	<u>Var %</u>
<b>Personnel Expenses:</b>					
Labor	\$ 421,026	\$ 421,161	0.0%	\$ 441,009	4.7%
Fringe Benefits	\$ 430,137	\$ 463,709	7.8%	\$ 494,798	6.7%
	\$ 851,163	\$ 884,870	4.0%	\$ 935,807	5.8%
<b>Non-Personnel Expenses:</b>					
Services	\$ 2,748	\$ 1,850	-32.7%	\$ 1,850	0.0%
Other Materials & Supplies	\$ 2,997	\$ 2,100	-29.9%	\$ 2,100	0.0%
Misc. Expense	\$ 6,867	\$ 5,878	0.0%	\$ 5,855	0.0%
	\$ 12,612	\$ 9,828	-22.1%	\$ 9,805	-0.2%
<b>Total Expenses:</b>	\$ 863,775	\$ 894,698	3.6%	\$ 945,612	5.7%



**Actual Personnel and Non-Personnel Expenses FY08-FY15**





**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY17 & FY18 OPERATING BUDGET**

Purchasing - 1900

ACCOUNT	ACTUAL FY14	ACTUAL FY15	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17	BUDGET FY18	% CHANGE BUDG FY17 BUDG FY18
<b>LABOR</b>							
501011 Bus Operator Pay	-	-	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	-	-	0.0%	-	0.0%
501021 Other Salaries	407,939	395,737	419,261	419,396	0.0%	439,252	4.7%
501023 Other OT	8,087	1,165	1,765	1,765	0.0%	1,757	-0.4%
<b>Totals</b>	<b>416,025</b>	<b>396,902</b>	<b>421,026</b>	<b>421,161</b>	<b>0.0%</b>	<b>441,009</b>	<b>4.7%</b>
<b>FRINGE BENEFITS</b>							
502011 Medicare/Soc. Sec.	5,899	5,567	7,545	7,595	0.7%	7,953	4.7%
502021 Retirement	87,292	94,252	108,899	117,981	8.3%	130,121	10.3%
502031 Medical Ins	116,902	131,882	167,058	187,703	12.4%	199,691	6.4%
502041 Dental Ins	9,529	9,381	11,450	11,111	-3.0%	11,444	3.0%
502045 Vision Ins	2,219	2,268	2,561	2,561	0.0%	2,638	3.0%
502051 Life Ins/AD&D	768	768	1,044	1,044	0.0%	1,076	3.0%
502060 State Disability Ins (SDI)	5,120	4,452	4,766	4,941	3.7%	5,308	7.4%
502061 Long Term Disability Ins	468	2,153	3,499	4,007	14.5%	4,244	5.9%
502071 State Unemployment Ins (SUI)	1,414	1,680	1,782	1,891	6.1%	2,006	6.1%
502081 Worker's Comp Ins	5,238	7,472	20,059	20,059	0.0%	20,661	3.0%
502101 Holiday Pay	13,344	13,494	15,956	16,063	0.7%	16,822	4.7%
502103 Floating Holiday	3,980	4,973	4,793	4,935	3.0%	5,180	5.0%
502109 Sick Leave	40,395	10,033	23,934	24,094	0.7%	25,234	4.7%
502111 Annual Leave	109,393	70,128	50,881	53,786	5.7%	56,298	4.7%
502121 Other Paid Absence	5,757	5,684	3,740	3,765	0.7%	3,943	4.7%
502251 Phys. Exams	-	-	-	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	-	-	0.0%	-	0.0%
502999 Other Fringe Benefits	2,121	2,132	2,169	2,174	0.2%	2,180	0.3%
<b>Totals</b>	<b>409,838</b>	<b>366,319</b>	<b>430,137</b>	<b>463,709</b>	<b>7.8%</b>	<b>494,798</b>	<b>6.7%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY17 & FY18 OPERATING BUDGET**

Purchasing - 1900

ACCOUNT	ACTUAL FY14	ACTUAL FY15	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE		% CHANGE		
					BUDG FY16	BUDG FY17	BUDG FY16	BUDG FY17	
<b>SERVICES</b>									
503011 Accting/Audit Fees	-	40	-	-	-	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	26,744	30,366	-	-	-	0.0%	-	0.0%	0.0%
503161 Custodial Services	-	-	-	-	-	0.0%	-	0.0%	0.0%
503162 Uniforms/Laundry	439	859	850	850	850	0.0%	850	0.0%	0.0%
503171 Security Services	-	-	-	-	-	0.0%	-	0.0%	0.0%
503221 Classified/Legal Ads	1,898	1,663	1,898	1,000	1,000	-47.3%	1,000	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>29,081</b>	<b>32,927</b>	<b>2,748</b>	<b>1,850</b>	<b>1,850</b>	<b>-32.7%</b>	<b>1,850</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>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>	<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY17 & FY18 OPERATING BUDGET**

Purchasing - 1900

ACCOUNT	ACTUAL	ACTUAL	FINAL	REVISED	% CHANGE		% CHANGE		
	FY14	FY15	BUDGET FY16 June 2015	BUDGET FY17	BUDG FY16 BUDG FY17	BUDG FY17 BUDG FY18	BUDG FY17 BUDG FY18	BUDG FY18	
<b>OTHER MATERIALS &amp; SUPPLIES</b>									
504205 Freight Out	2,332	29	-	-	-	0.0%	-	0.0%	
504211 Postage & Mailing	317	400	500	300	-40.0%	300	300	0.0%	
504214 Promotional Items	-	-	-	-	0.0%	-	-	0.0%	
504215 Printing	-	631	-	300	100.0%	300	300	0.0%	
504217 Photo Supp/Process	-	-	-	-	0.0%	-	-	0.0%	
504311 Office Supplies	2,497	5,390	2,497	1,500	-39.9%	1,500	1,500	0.0%	
504315 Safety Supplies	9,064	-	-	-	0.0%	-	-	0.0%	
504317 Cleaning Supplies	-	40	-	-	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	14,209	6,490	2,997	2,100	-29.9%	2,100	2,100	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  
FY17 & FY18 OPERATING BUDGET**

Purchasing - 1900

ACCOUNT	ACTUAL FY14	ACTUAL FY15	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17	BUDGET FY18	% CHANGE BUDG FY17 BUDG FY18
<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	-	-	315	320	1.6%	320	0.0%
509081 Advertising - District Promo	-	-	-	-	0.0%	-	0.0%
509101 Employee Incentive Program	-	-	-	-	0.0%	-	0.0%
509121 Employee Training	-	-	3,747	2,308	-38.4%	2,285	-1.0%
509122 BOD Travel	-	-	-	-	0.0%	-	0.0%
509123 Travel	-	-	2,805	3,250	15.9%	3,250	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>	-	-	6,867	5,878	-14.4%	5,855	-0.4%
<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>	825,864	763,222	851,163	884,870	4.0%	935,807	5.8%
<b>NON-PERSONNEL TOTAL</b>	43,291	39,417	12,612	9,828	-22.1%	9,805	-0.2%
<b>DEPARTMENT TOTALS</b>	<b>869,154</b>	<b>802,638</b>	<b>863,775</b>	<b>894,698</b>	<b>3.6%</b>	<b>945,612</b>	<b>5.7%</b>

**FACILITIES MAINTENANCE DEPARTMENT  
FY16 ACCOMPLISHMENTS AND FY17 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 approximately 965 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 Metro Advisory Committee (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 and 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.

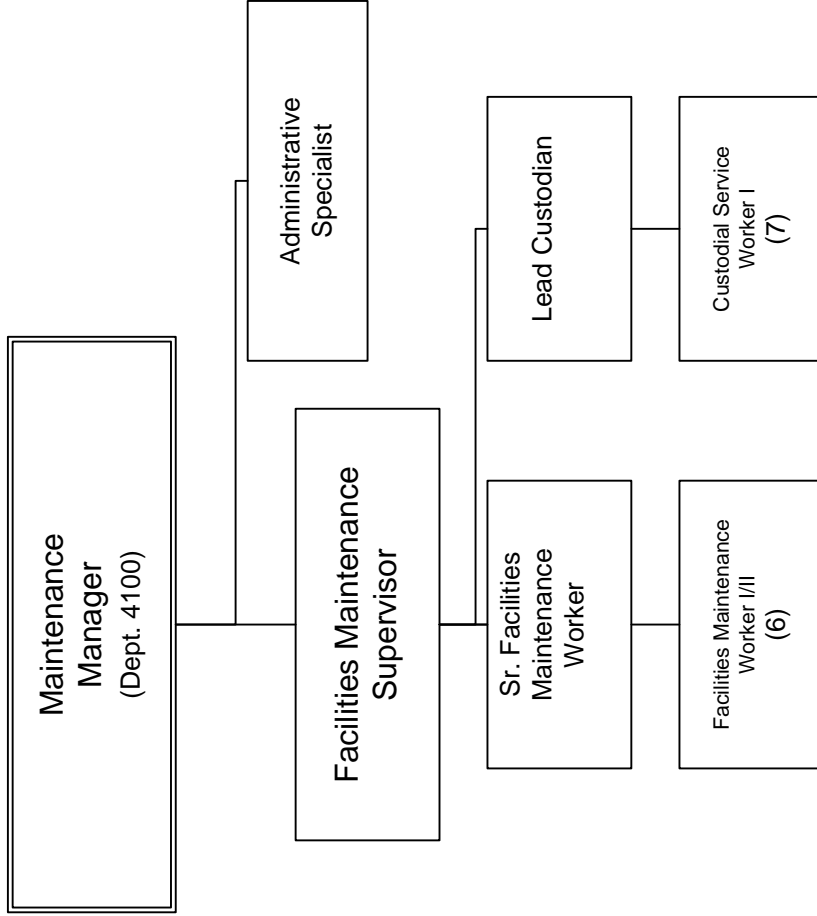
**DEPARTMENT ACCOMPLISHMENTS FOR FY16**

- Developed a bus stop maintenance and removal/replacement process and coordinated with Planning Department.
- Completed several bus stop improvements including San Lorenzo Valley High School and Soquel and 41<sup>st</sup> street inbound.
- Assisted with move-in and acquired full facilities and custodial responsibilities for JKS operations building and associated grounds and equipment.
- Prepare for and successfully completed the FTA Triennial audit.
- Began process to establish MAP 21 Transit Asset Management Program and comply with State of Good Repair mandates.
- Complete all repairs and cleanup of rented building space at 165 Dubois for turnover to landlord.
- Installed, low operating cost, high intensity area lighting at Golf Club Dr. Fleet Maintenance facility and Watsonville Transit Center.
- Completed major upgrade of the LCNG fueling facility with mechanical and software system upgrades adding redundancy capabilities for fueling.

**DEPARTMENT OBJECTIVES FOR FY17**

- Continue working with the Planning Department to standardize bus stop amenities and upgrades.
- Implement new rider based information technologies at all locations throughout Santa Cruz County.
- Develop a Transit Asset Management Plan, inventory and inspect and document all METRO assets as required by MAP 21.
- Continue updating facilities work order and equipment database coupled with enhanced Key Performance Indicators (KPI's) reporting.
- Close out facilities upgrades funded by FTA 5339 Grants to include complete repaint exterior of Watsonville Transit Center, reseal several asphalt parking lots, and make needed repairs to Pacific Station roof.
- Continue to seek funding for facilities upgrades and unfunded mandates such as MAP 21 Transit Asset Management Plan.
- Provide staff training and educational programs coupled with defined succession planning to develop employees' skills and promotion possibilities.
- Assist with major service change September 2016 adding, removing and relabeling all bus stops to meet new service requirements.
- Restructure custodial worker assignments to specific buildings.

# Facilities Maintenance 2200



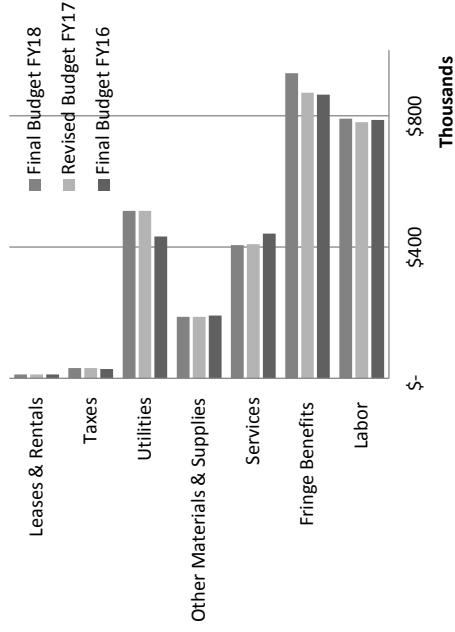
**FY17 & FY18 OPERATING BUDGET**  
**Authorized and Funded Personnel - Full Time Equivalent (FTE)**  
**Facilities Maintenance - 2200**

Position Title	Authorized Revised FY 16 June 2015	Funded Revised FY 16 June 2015	Authorized Revised FY 17 June 2016	Funded Revised FY 17 June 2016	Authorized FY 18 June 2016	Funded FY 18 June 2016
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	1.00	1.00	1.00	1.00	1.00	1.00
Admin Specialist	1.00	1.00	1.00	1.00	1.00	1.00
Facilities Maint Worker II	7.00	6.00	7.00	6.00	7.00	6.00
Facilities Maint Worker I	2.00	1.00	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	6.00	6.00	7.00	7.00	7.00	7.00
Administrative Assistant	1.00	0.00	1.00	0.00	1.00	0.00
<b>Total Full-Time Equivalents (FTEs)</b>	<b>21.00</b>	<b>17.00</b>	<b>22.00</b>	<b>17.00</b>	<b>22.00</b>	<b>17.00</b>

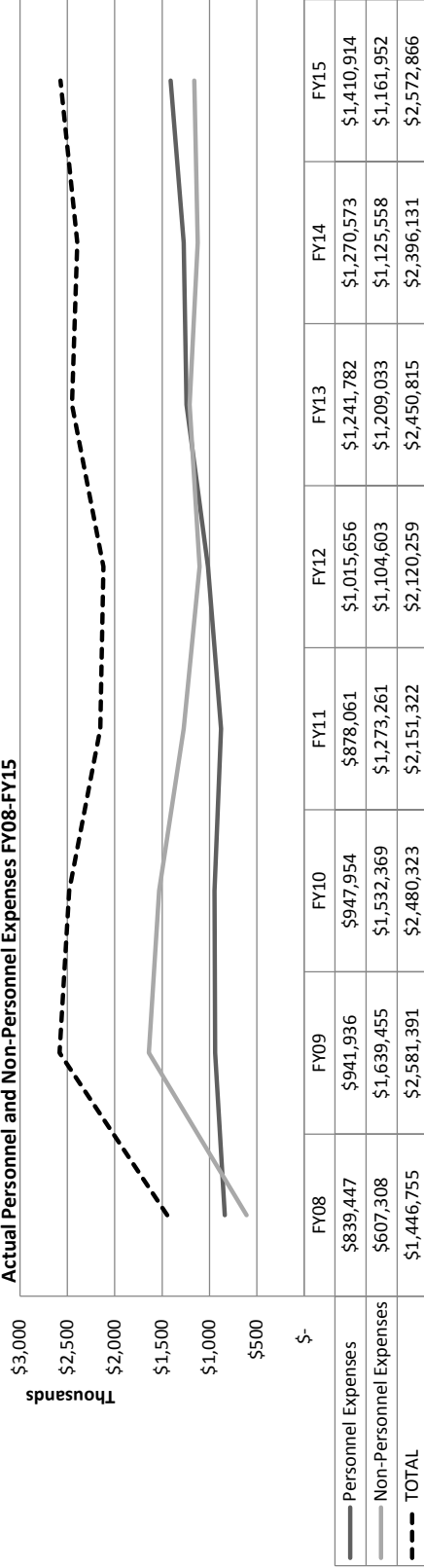


## Facilities Maintenance 2200

	<u>Final Budget</u> <u>FY16</u>	<u>Revised Budget</u> <u>FY17</u>	<u>Var %</u>	<u>Final Budget</u> <u>FY18</u>	<u>Var %</u>
<b>Personnel Expenses:</b>					
Labor	\$ 787,336	\$ 780,401	-0.9%	\$ 790,601	1.3%
Fringe Benefits	\$ 864,169	\$ 869,984	0.7%	\$ 929,130	6.8%
	\$ 1,651,505	\$ 1,650,385	-0.1%	\$ 1,719,731	4.2%
<b>Non-Personnel Expenses:</b>					
Services	\$ 441,045	\$ 408,530	-7.4%	\$ 405,604	-0.7%
Other Materials & Supplies	\$ 190,987	\$ 187,044	-2.1%	\$ 187,044	0.0%
Utilities	\$ 432,000	\$ 509,648	18.0%	\$ 509,648	0.0%
Taxes	\$ 27,749	\$ 31,196	12.4%	\$ 31,196	0.0%
Leases & Rentals	\$ 11,700	\$ 11,125	-4.9%	\$ 11,125	0.0%
Misc. Expense	\$ 3,000	\$ 3,500	100.0%	\$ 3,500	0.0%
	\$ 1,106,481	\$ 1,151,043	4.0%	\$ 1,148,117	-0.3%
<b>Total Expenses:</b>	\$ 2,757,986	\$ 2,801,428	1.6%	\$ 2,867,848	2.4%



Actual Personnel and Non-Personnel Expenses FY08-FY15



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY17 & FY18 OPERATING BUDGET**  
 Facilities Maintenance - 2200

ACCOUNT	ACTUAL FY14	ACTUAL FY15	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17	BUDGET FY18	% CHANGE BUDG FY17 BUDG FY18
<b>LABOR</b>							
501011 Bus Operator Pay	-	-	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	-	-	0.0%	-	0.0%
501021 Other Salaries	602,943	662,410	745,866	739,949	-0.8%	750,177	1.4%
501023 Other OT	42,263	49,335	41,470	40,452	-2.5%	40,425	-0.1%
<b>Totals</b>	<b>645,206</b>	<b>711,745</b>	<b>787,336</b>	<b>780,401</b>	<b>-0.9%</b>	<b>790,601</b>	<b>1.3%</b>
<b>FRINGE BENEFITS</b>							
502011 Medicare/Soc. Sec.	9,521	11,570	13,948	13,478	-3.4%	14,002	3.9%
502021 Retirement	134,098	163,458	193,293	200,922	3.9%	220,209	9.6%
502031 Medical Ins	263,446	305,905	385,613	393,079	1.9%	419,834	6.8%
502041 Dental Ins	22,325	22,971	27,394	26,012	-5.0%	26,792	3.0%
502045 Vision Ins	4,228	4,724	5,442	5,442	0.0%	5,606	3.0%
502051 Life Ins/AD&D	1,381	1,381	1,992	1,992	0.0%	2,052	3.0%
502060 State Disability Ins (SDI)	7,727	7,882	8,917	8,875	-0.5%	9,497	7.0%
502061 Long Term Disability Ins	4,642	4,642	6,119	6,984	14.1%	7,414	6.2%
502071 State Unemployment Ins (SUI)	3,773	3,511	3,787	4,018	6.1%	4,263	6.1%
502081 Worker's Comp Ins	40,554	19,001	42,625	42,625	0.0%	43,904	3.0%
502101 Holiday Pay	19,973	23,319	28,321	27,355	-3.4%	28,469	4.1%
502103 Floating Holiday	69	-	-	-	0.0%	-	0.0%
502109 Sick Leave	23,452	25,562	42,482	41,032	-3.4%	42,704	4.1%
502111 Annual Leave	75,632	90,302	97,134	91,286	-6.0%	97,224	6.5%
502121 Other Paid Absence	14,190	14,554	6,638	6,411	-3.4%	6,672	4.1%
502251 Phys. Exams	-	-	-	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	-	-	0.0%	-	0.0%
502999 Other Fringe Benefits	356	389	464	474	2.0%	488	3.0%
<b>Totals</b>	<b>625,368</b>	<b>699,170</b>	<b>864,169</b>	<b>869,984</b>	<b>0.7%</b>	<b>929,130</b>	<b>6.8%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY17 & FY18 OPERATING BUDGET**

Facilities Maintenance - 2200

ACCOUNT	ACTUAL	ACTUAL	FINAL	REVISED	% CHANGE		% CHANGE	
	FY14	FY15	BUDGET FY16 June 2015	BUDGET FY17	BUDG FY16	BUDG FY17	BUDG FY17	BUDG FY18
<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	16,550	18,673	41,550	21,354	-48.6%	16,428	16,428	-23.1%
503032 Legislative Services	-	-	-	-	0.0%	-	-	0.0%
503033 Legal Services	-	-	-	-	0.0%	-	-	0.0%
503034 Pre-Employment Exams	-	-	-	-	0.0%	-	-	0.0%
503041 Temp Help	42,536	46,323	-	-	0.0%	-	-	0.0%
503161 Custodial Services	66,120	35,280	33,642	5,468	-83.7%	7,468	7,468	36.6%
503162 Uniforms/Laundry	1,356	2,276	2,200	4,330	96.8%	4,330	4,330	0.0%
503171 Security Services	8,500	6,936	8,500	9,490	11.6%	9,490	9,490	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	55,342	61,981	55,342	48,590	-12.2%	48,590	48,590	0.0%
503352 Repair - Equipment	251,811	287,486	251,811	278,846	10.7%	278,846	278,846	0.0%
503353 Repair - Rev Vehicle	-	-	-	-	0.0%	-	-	0.0%
503354 Repair - Non Rev Vehicle	-	-	-	-	0.0%	-	-	0.0%
503363 Haz Mat Disposal	28,910	58,321	48,000	40,452	-15.7%	40,452	40,452	0.0%
Totals	471,126	517,276	441,045	408,530	-7.4%	405,604	405,604	-0.7%
<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**  
**FY17 & FY18 OPERATING BUDGET**  
 Facilities Maintenance - 2200

ACCOUNT	ACTUAL	ACTUAL	FINAL	REVISED	% CHANGE		% CHANGE	
	FY14	FY15	BUDGET FY16 June 2015	BUDGET FY17	BUDG FY16	BUDG FY17	BUDG FY17	BUDG FY18
<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	665	6,005	7,000	6,005	-14.2%	6,005	6,005	0.0%
504217 Photo Supp/Process	-	-	-	-	0.0%	-	-	0.0%
504311 Office Supplies	580	1,283	1,000	2,000	100.0%	2,000	2,000	0.0%
504315 Safety Supplies	8,025	6,334	6,191	6,220	0.5%	6,220	6,220	0.0%
504317 Cleaning Supplies	48,560	51,474	48,560	47,600	-2.0%	47,600	47,600	0.0%
504409 Repair/Maint Supplies	113,070	121,056	117,000	114,983	-1.7%	114,983	114,983	0.0%
504417 Tenant Repairs	17,868	2,721	10,000	9,000	-10.0%	9,000	9,000	0.0%
504421 Non-Inventory Parts	1,575	2	-	-	0.0%	-	-	0.0%
504511 Small Tools	1,755	941	1,236	1,236	0.0%	1,236	1,236	0.0%
504515 Employee Tool Replacement	-	-	-	-	0.0%	-	-	0.0%
<b>Totals</b>	<b>192,097</b>	<b>189,816</b>	<b>190,987</b>	<b>187,044</b>	<b>-2.1%</b>	<b>187,044</b>	<b>187,044</b>	<b>0.0%</b>
<b>UTILITIES</b>								
505011 Gas & Electric	240,710	243,792	258,200	285,000	10.4%	285,000	285,000	0.0%
505021 Water & Garbage	117,734	107,613	105,800	140,840	33.1%	140,840	140,840	0.0%
505031 Telecommunications	67,476	68,798	68,000	83,808	23.2%	83,808	83,808	0.0%
<b>Totals</b>	<b>425,920</b>	<b>420,204</b>	<b>432,000</b>	<b>509,648</b>	<b>18.0%</b>	<b>509,648</b>	<b>509,648</b>	<b>0.0%</b>
<b>CASUALTY &amp; LIABILITY</b>								
506011 Insurance - Property	-	-	-	-	0.0%	-	-	0.0%
506015 Insurance - PL/PD	-	-	-	-	0.0%	-	-	0.0%
506021 Insurance - Other	-	-	-	-	0.0%	-	-	0.0%
506123 Settlement Costs	-	-	-	-	0.0%	-	-	0.0%
506127 Repairs - District Prop	-	-	-	-	0.0%	-	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY17 & FY18 OPERATING BUDGET**  
 Facilities Maintenance - 2200

ACCOUNT	ACTUAL FY14	ACTUAL FY15	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17	BUDGET FY18	% CHANGE BUDG FY17 BUDG FY18
<b>TAXES</b>							
507051 Fuel Tax			-	-	0.0%	-	0.0%
507201 Licenses & Permits	12,201	12,606	12,201	16,796	37.7%	16,796	0.0%
507999 Other Taxes	9,693	11,798	15,548	14,400	-7.4%	14,400	0.0%
<b>Totals</b>	<b>21,894</b>	<b>24,404</b>	<b>27,749</b>	<b>31,196</b>	<b>12.4%</b>	<b>31,196</b>	<b>0.0%</b>
<b>PURCHASED TRANS.</b>							
503406 Contract/Paratransit	-	-	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>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	-	-	3,000	3,000	0.0%	3,000	0.0%
509122 BOD Travel	-	-	-	-	0.0%	-	0.0%
509123 Travel	-	-	-	500	100.0%	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>-</b>	<b>-</b>	<b>3,000</b>	<b>3,500</b>	<b>16.7%</b>	<b>3,500</b>	<b>0.0%</b>
<b>LEASES &amp; RENTALS</b>							
512011 Facility Lease	5,000	5,000	5,000	5,000	0.0%	5,000	0.0%
512061 Equipment Rental	9,522	5,252	6,700	6,125	-8.6%	6,125	0.0%
<b>Totals</b>	<b>14,522</b>	<b>10,252</b>	<b>11,700</b>	<b>11,125</b>	<b>-4.9%</b>	<b>11,125</b>	<b>0.0%</b>
<b>PERSONNEL TOTAL</b>	<b>1,270,573</b>	<b>1,410,914</b>	<b>1,651,505</b>	<b>1,650,385</b>	<b>-0.1%</b>	<b>1,719,731</b>	<b>4.2%</b>
<b>NON-PERSONNEL TOTAL</b>	<b>1,125,558</b>	<b>1,161,952</b>	<b>1,106,481</b>	<b>1,151,043</b>	<b>4.0%</b>	<b>1,148,117</b>	<b>-0.3%</b>
<b>DEPARTMENT TOTALS</b>	<b>2,396,131</b>	<b>2,572,866</b>	<b>2,757,986</b>	<b>2,801,428</b>	<b>1.6%</b>	<b>2,867,848</b>	<b>2.4%</b>



**PARATRANSIT DEPARTMENT  
FY16 ACCOMPLISHMENTS AND FY17 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 offered to qualifying 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 ACCOMPLISHMENTS FOR FY16**

- Obtained stakeholder input, and revised ParaCruz Policy & Procedures.
- Revised the ParaCruz Customer Guide to reflect Board approved changes to service delivery and fare increases, effective September 10, 2015.
- Performed intensive outreach to ParaCruz client base clarifying changes to service provided and new fare structure
- Provided extensive training for Operators regarding service changes; effect on clients; customer service; alternatives available for clients.
- Continued scheduled replacement of Paratransit Cutaway Vehicles by obtaining funding and ordering for two new mid-size buses.
- Provided Management and Paratransit Supervisors with training relative to Paratransit Services to enhance service performance and customer satisfaction.
- Enhanced ParaCruz Operator performance by providing yearly Paratransit Operator Training.
- Enhanced ParaCruz Staff performance by providing yearly Paratransit Staff Training.

**DEPARTMENT OBJECTIVES FOR FY17**

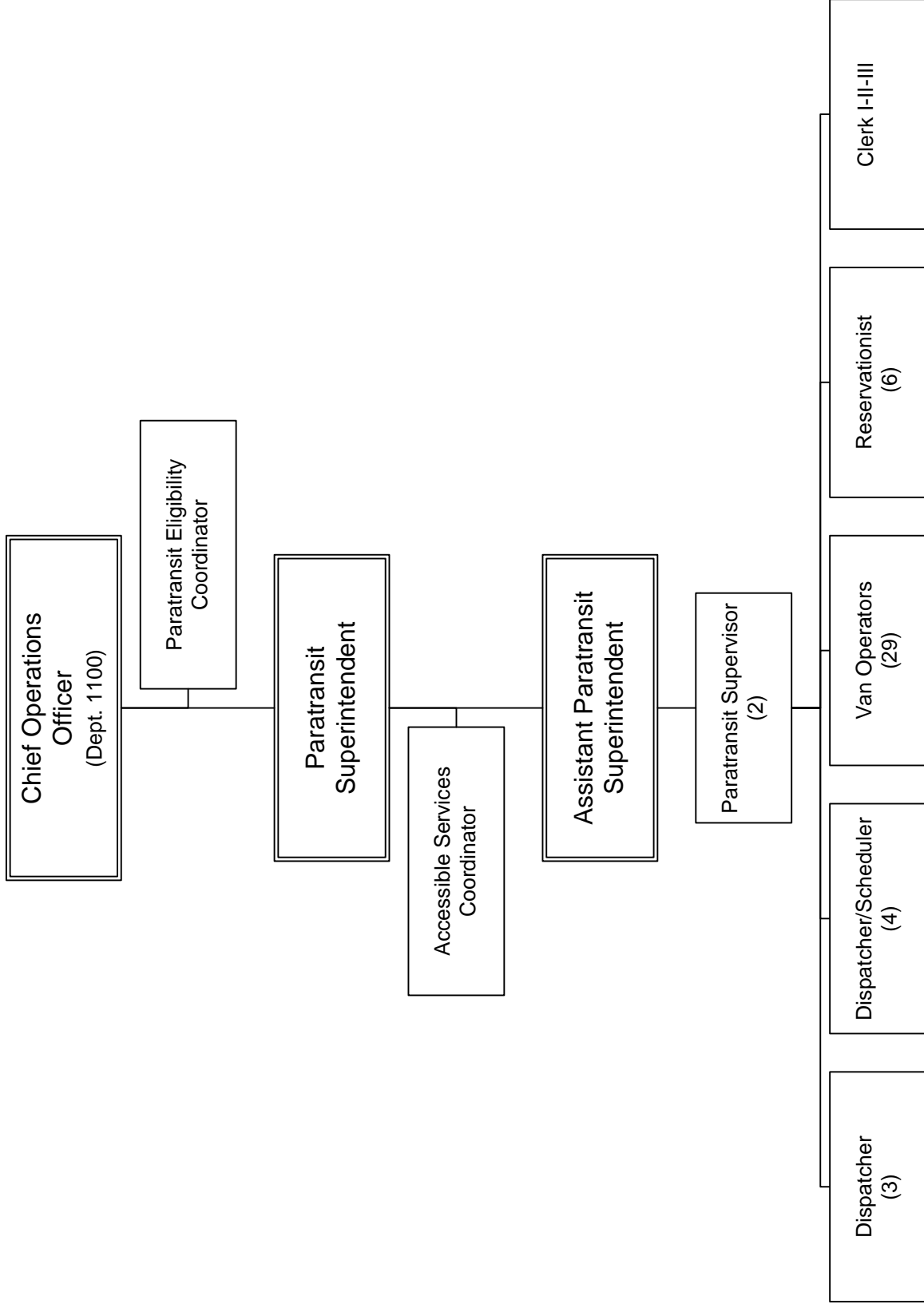
- Migrate communications from Cellular Technology to newly installed Digital 2-way Radio system.
- Arrange ongoing development training for new and existing staff covering a variety of areas critical to effective efficient Paratransit operation to include Customer Service, Shared Ride Scheduling, Eligibility, Office Administration, and Supervision.

## ParaCruz (con't)

- 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.
- Continue scheduled replacement of Paratransit Cutaway Vehicles.
- Engage Office of Emergency Services for additional training and Table-top exercises for emergency situations.
- Enhance ParaCruz Operator performance by providing yearly Paratransit Operator Training.
- Enhance ParaCruz Staff performance by providing yearly Paratransit Staff Training.



# Paratransit 3100

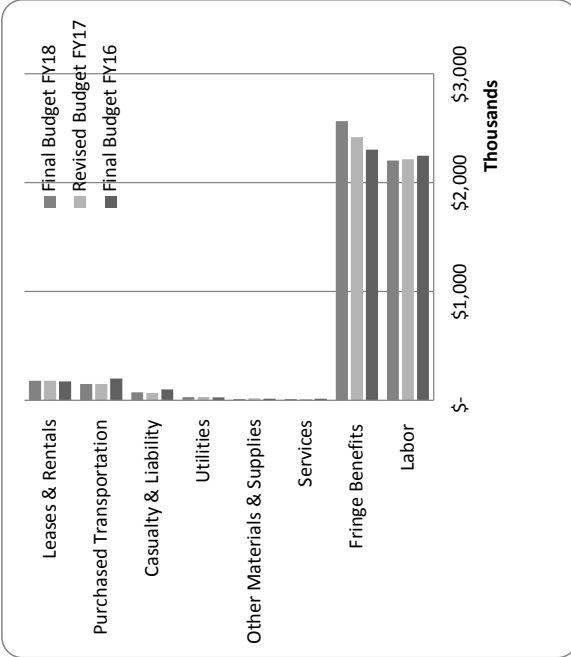


**FY17 & FY18 OPERATING BUDGET**  
**Authorized and Funded Personnel - Full Time Equivalent (FTE)**  
**Paratransit - 3100**

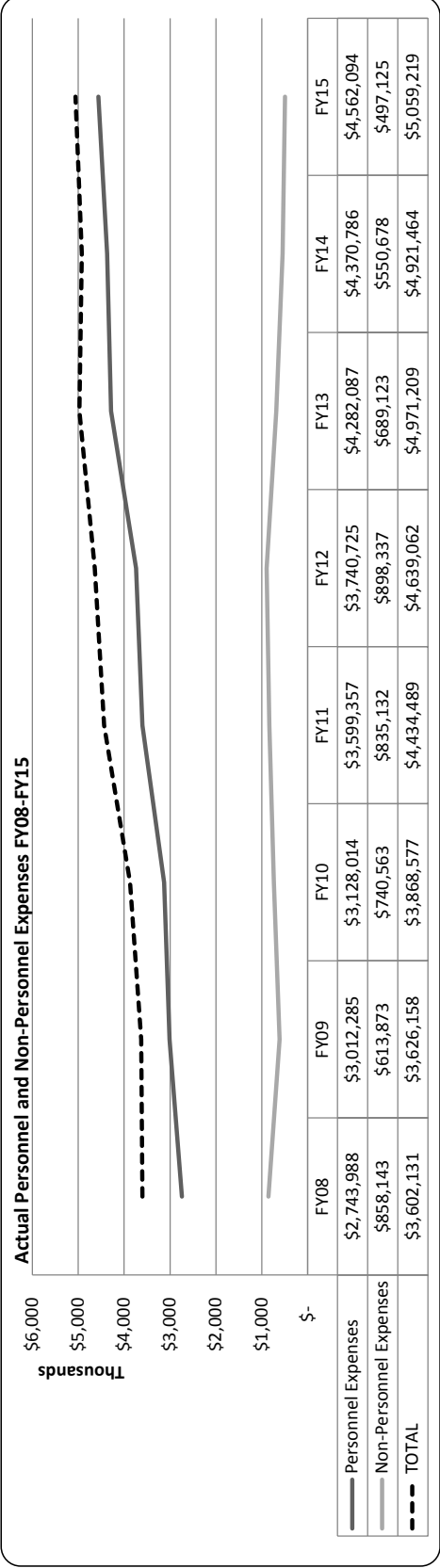
Position Title	Authorized Revised FY 16 June 2015	Funded Revised FY 16 June 2015	Authorized Revised FY 17 June 2016	Funded Revised FY 17 June 2016	Authorized FY 18 June 2016	Funded FY 18 June 2016
Paratransit Superintendent	1.00	1.00	1.00	1.00	1.00	1.00
Assistant Paratransit Superintendent	1.00	1.00	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	4.00	4.00	4.00	4.00
Dispatcher	5.00	4.00	5.00	3.00	5.00	3.00
Clerk I-II-III	2.00	1.00	2.00	1.00	2.00	1.00
Van Operator	34.00	30.00	34.00	29.00	34.00	29.00
Reservationist	7.00	6.00	7.00	6.00	7.00	6.00
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>50.00</b>	<b>62.00</b>	<b>49.00</b>	<b>62.00</b>	<b>49.00</b>

**Paratransit 3100**

	<u>Final Budget</u> <u>FY16</u>	<u>Revised Budget</u> <u>FY17</u>	<u>Var %</u>	<u>Final Budget</u> <u>FY18</u>	<u>Var %</u>
<b>Personnel Expenses:</b>					
Labor	\$ 2,246,461	\$ 2,215,576	-1.4%	\$ 2,203,516	-0.5%
Fringe Benefits	\$ 2,302,908	\$ 2,416,667	4.9%	\$ 2,564,066	6.1%
	\$ 4,549,369	\$ 4,632,244	1.8%	\$ 4,767,582	2.9%
<b>Non-Personnel Expenses:</b>					
Services	\$ 12,608	\$ 10,974	-13.0%	\$ 9,974	-9.1%
Other Materials & Supplies	\$ 14,180	\$ 15,520	9.4%	\$ 11,520	-25.8%
Utilities	\$ 27,000	\$ 28,000	3.7%	\$ 28,000	0.0%
Casualty & Liability	\$ 100,624	\$ 66,302	-34.1%	\$ 72,916	10.0%
Purchased Transportation	\$ 200,000	\$ 150,000	-25.0%	\$ 150,000	0.0%
Leases & Rentals	\$ 171,666	\$ 177,694	3.5%	\$ 177,694	0.0%
Misc. Expense	\$ 10,630	\$ 7,625	100.0%	\$ 7,625	0.0%
	\$ 536,708	\$ 456,115	-15.0%	\$ 457,729	0.4%
<b>Total Expenses:</b>	<b>\$ 5,086,077</b>	<b>\$ 5,088,359</b>	<b>0.0%</b>	<b>\$ 5,225,311</b>	<b>2.7%</b>



**Actual Personnel and Non-Personnel Expenses FY08-FY15**



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY17 & FY18 OPERATING BUDGET**

Paratransit - 3100

ACCOUNT	ACTUAL FY14	ACTUAL FY15	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE		% CHANGE	
					BUDG FY16	BUDG FY17	BUDG FY17	BUDG FY18
<b>LABOR</b>								
501011 Bus Operator Pay	1,041,826	1,107,744	1,096,922	1,068,545			1,073,819	0.5%
501013 Bus Operator OT	227,807	226,676	156,250	152,819			148,702	-2.7%
501021 Other Salaries	809,959	854,350	913,289	914,765		0.2%	903,549	-1.2%
501023 Other OT	120,986	103,347	80,000	79,448		-0.7%	77,446	-2.5%
<b>Totals</b>	<b>2,200,578</b>	<b>2,292,117</b>	<b>2,246,461</b>	<b>2,215,576</b>		<b>-1.4%</b>	<b>2,203,516</b>	<b>-0.5%</b>
<b>FRINGE BENEFITS</b>								
502011 Medicare/Soc. Sec.	38,441	40,151	38,632	37,887		-1.9%	38,036	0.4%
502021 Retirement	416,315	479,777	509,885	538,020		5.5%	570,489	6.0%
502031 Medical Ins	887,702	1,012,494	1,067,336	1,159,172		8.6%	1,260,121	8.7%
502041 Dental Ins	62,240	64,743	63,204	60,925		-3.6%	62,657	2.8%
502045 Vision Ins	16,306	17,582	16,327	16,007		-2.0%	16,487	3.0%
502051 Life Ins/AD&D	5,602	5,602	6,131	6,014		-1.9%	6,194	3.0%
502060 State Disability Ins (SDI)	25,718	25,932	24,609	24,909		1.2%	25,792	3.5%
502061 Long Term Disability Ins	16,537	16,537	16,463	16,417		-0.3%	17,272	5.2%
502071 State Unemployment Ins (SUI)	14,188	11,474	11,362	11,860		4.4%	12,538	5.7%
502081 Worker's Comp Ins	275,282	149,125	121,607	121,607		0.0%	125,256	3.0%
502101 Holiday Pay	54,622	58,710	73,899	72,289		-2.2%	73,015	1.0%
502103 Floating Holiday	7,176	7,825	8,149	8,161		0.2%	8,341	2.2%
502109 Sick Leave	82,786	88,892	114,820	112,276		-2.2%	113,431	1.0%
502111 Annual Leave	245,188	269,999	203,626	204,648		0.5%	207,746	1.5%
502121 Other Paid Absence	15,454	14,241	17,320	16,938		-2.2%	17,113	1.0%
502251 Phys. Exams	1,050	1,367	3,183	3,183		0.0%	3,183	0.0%
502253 Driver Lic Renewal	382	180	1,061	1,061		0.0%	1,061	0.0%
502999 Other Fringe Benefits	5,219	5,347	5,293	5,293		0.0%	5,335	0.8%
<b>Totals</b>	<b>2,170,208</b>	<b>2,269,977</b>	<b>2,302,908</b>	<b>2,416,667</b>		<b>4.9%</b>	<b>2,564,066</b>	<b>6.1%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY17 & FY18 OPERATING BUDGET**

Paratransit - 3100

ACCOUNT	ACTUAL FY14	ACTUAL FY15	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE		% CHANGE		
					BUDG FY16	BUDG FY17	BUDG FY17	BUDG FY18	
<b>SERVICES</b>									
503011 Accting/Audit Fees	-	-	-	-	-	0.0%	-	-	0.0%
503012 Admin/Bank Fees	-	-	-	-	-	0.0%	-	-	0.0%
503031 Prof/Technical Fees	3,474	1,964	3,474	3,474	3,474	0.0%	3,474	3,474	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	2,847	7,829	-	-	-	0.0%	-	-	0.0%
503161 Custodial Services	9,824	7,911	1,000	1,000	1,000	0.0%	1,000	1,000	0.0%
503162 Uniforms/Laundry	2,164	2,022	2,164	1,000	1,000	-53.8%	1,000	1,000	0.0%
503171 Security Services	-	-	-	-	-	0.0%	-	-	0.0%
503221 Classified/Legal Ads	-	-	-	-	-	0.0%	-	-	0.0%
503222 Legal Ads	-	-	-	-	-	0.0%	-	-	0.0%
503225 Graphic Services	-	-	-	-	-	0.0%	-	-	0.0%
503351 Repair - Bldg & Impr	-	-	-	-	-	0.0%	-	-	0.0%
503352 Repair - Equipment	3,737	3,911	3,737	4,000	4,000	7.0%	3,000	3,000	-25.0%
503353 Repair - Rev Vehicle	2,233	1,549	2,233	1,500	1,500	-32.8%	1,500	1,500	0.0%
503354 Repair - Non Rev Vehicle	-	-	-	-	-	0.0%	-	-	0.0%
503363 Haz Mat Disposal	-	-	-	-	-	0.0%	-	-	0.0%
<b>Totals</b>	<b>24,279</b>	<b>25,186</b>	<b>12,608</b>	<b>10,974</b>	<b>9,974</b>	<b>-13.0%</b>	<b>9,974</b>	<b>9,974</b>	<b>-9.1%</b>
<b>MOBILE MATERIALS &amp; SUPPLIES</b>									
504011 Fuels & Lubricants - Non Rev Veh	-	-	-	-	-	0.0%	-	-	0.0%
504012 Fuels & Lubricants - Rev Veh	-	-	-	-	-	0.0%	-	-	0.0%
504021 Tires & Tubes	-	-	-	-	-	0.0%	-	-	0.0%
504161 Other Mobile Supplies	-	-	-	-	-	0.0%	-	-	0.0%
504191 Rev Vehicle Parts	-	-	-	-	-	0.0%	-	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY17 & FY18 OPERATING BUDGET**

Paratransit - 3100

ACCOUNT	ACTUAL FY14	ACTUAL FY15	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17	BUDGET FY18	% CHANGE BUDG FY17 BUDG FY18
<b>OTHER MATERIALS &amp; SUPPLIES</b>							
504205 Freight Out	-	-	-	-	0.0%	-	0.0%
504211 Postage & Mailing	147	4,470	3,500	5,000	42.9%	3,500	-30.0%
504214 Promotional Items	32	135	200	200	0.0%	200	0.0%
504215 Printing	3,221	1,757	3,221	3,200	-0.7%	3,200	0.0%
504217 Photo Supp/Process	1,219	780	1,219	1,000	-18.0%	1,000	0.0%
504311 Office Supplies	6,318	7,632	5,500	5,500	0.0%	3,000	-45.5%
504315 Safety Supplies	118	349	120	120	0.0%	120	0.0%
504317 Cleaning Supplies	420	395	420	500	19.0%	500	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>11,475</b>	<b>15,518</b>	<b>14,180</b>	<b>15,520</b>	<b>9.4%</b>	<b>11,520</b>	<b>-25.8%</b>
<b>UTILITIES</b>							
505011 Gas & Electric	10,411	9,304	11,000	12,000	9.1%	12,000	0.0%
505021 Water & Garbage	5,188	5,221	5,200	6,400	23.1%	6,400	0.0%
505031 Telecommunications	6,396	10,155	10,800	9,600	-11.1%	9,600	0.0%
<b>Totals</b>	<b>21,995</b>	<b>24,680</b>	<b>27,000</b>	<b>28,000</b>	<b>3.7%</b>	<b>28,000</b>	<b>0.0%</b>
<b>CASUALTY &amp; LIABILITY</b>							
506011 Insurance - Property	167	98	167	167	0.0%	167	0.0%
506015 Insurance - PL/PD	119,886	91,728	100,457	66,135	-34.2%	72,749	10.0%
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>120,053</b>	<b>91,826</b>	<b>100,624</b>	<b>66,302</b>	<b>-34.1%</b>	<b>72,916</b>	<b>10.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY17 & FY18 OPERATING BUDGET**

Paratransit - 3100

ACCOUNT	ACTUAL FY14	ACTUAL FY15	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17	BUDGET FY18	% CHANGE BUDG FY17 BUDG FY18
<b>TAXES</b>							
507051 Fuel Tax	-	-	-	-	0.0%	-	0.0%
507201 Licenses & Permits	-	150	-	-	0.0%	-	0.0%
507999 Other Taxes	-	-	-	-	0.0%	-	0.0%
<b>Totals</b>	-	150	-	-	0.0%	-	0.0%
<b>PURCHASED TRANS.</b>							
503406 Contract/Paratransit	213,032	170,746	200,000	150,000	-25.0%	150,000	0.0%
<b>Totals</b>	213,032	170,746	200,000	150,000	-25.0%	150,000	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	-	-	3,750	2,700	-28.0%	2,700	0.0%
509122 BOD Travel	-	-	-	-	0.0%	-	0.0%
509123 Travel	-	-	6,880	4,925	-28.4%	4,925	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>	-	-	10,630	7,625	-28.3%	7,625	0.0%
<b>LEASES &amp; RENTALS</b>							
512011 Facility Lease	155,800	164,443	167,622	173,650	3.6%	173,650	0.0%
512061 Equipment Rental	4,044	4,576	4,044	4,044	0.0%	4,044	0.0%
<b>Totals</b>	159,844	169,019	171,666	177,694	3.5%	177,694	0.0%
<b>PERSONNEL TOTAL</b>	4,370,786	4,562,094	4,549,369	4,632,244	1.8%	4,767,582	2.9%
<b>NON-PERSONNEL TOTAL</b>	550,678	497,125	536,708	456,115	-15.0%	457,729	0.4%
<b>DEPARTMENT TOTALS</b>	<u>4,921,464</u>	<u>5,059,219</u>	<u>5,086,077</u>	<u>5,088,359</u>	<u>0.0%</u>	<u>5,225,311</u>	<u>2.7%</u>





**OPERATIONS DEPARTMENT**  
**FY16 ACCOMPLISHMENTS AND FY17 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 Administrative support required in meeting Federal, State, Local, and Santa Cruz METRO organizational requirement for the delivery of local bus service in Santa Cruz County, and in conjunction with other transit jurisdictions for intra-regional commuter service.

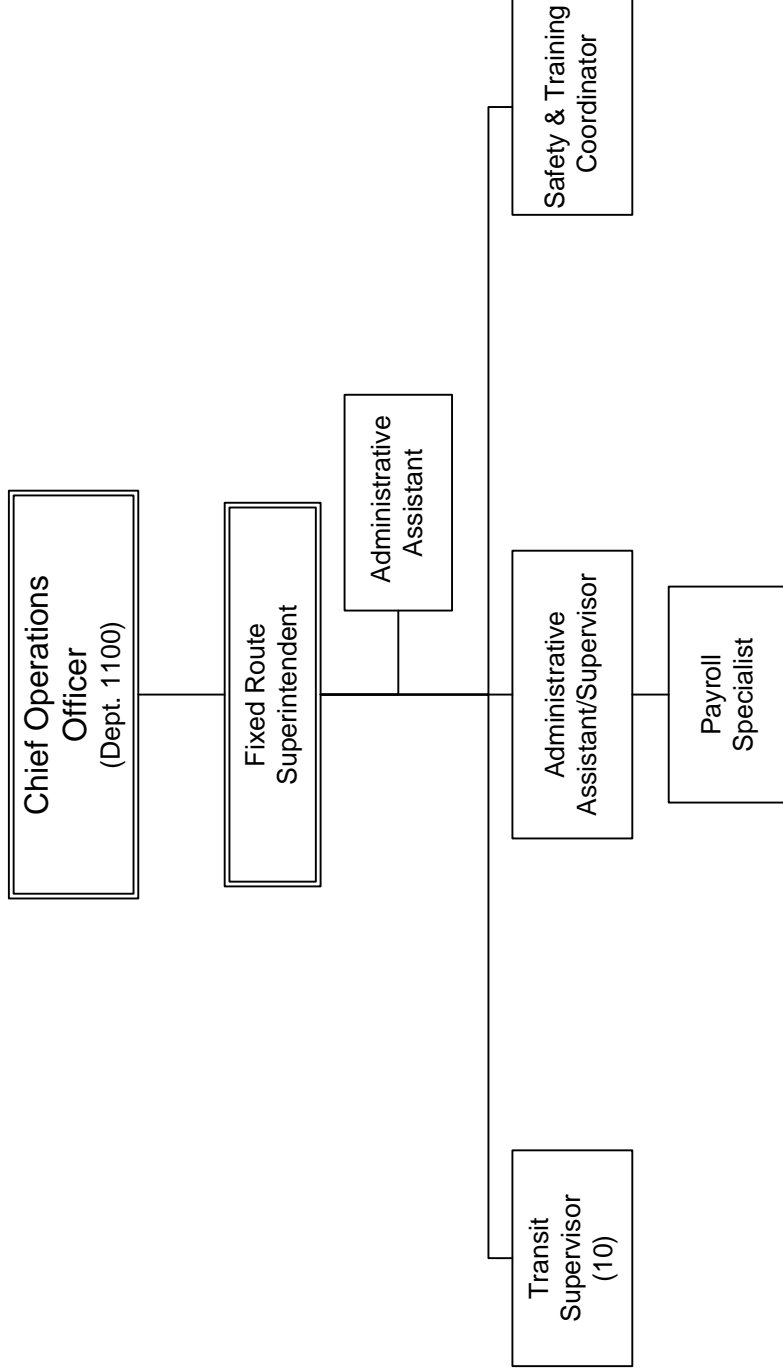
**DEPARTMENT ACCOMPLISHMENTS FOR FY16**

- Completed 2-way radio installation of fixed route and Paratransit radios switching from Analogue to Digital system in compliance with FCC mandatory narrow band program
- Successful compliance of California Transit Insurance Pool Safety Security Prevention Program becoming eligible for specialized training
- Successfully completed training of nine Operator Trainees
- Successfully transitioned Operations from the temporary Dubois Facility to the newly built Judy K. Souza Operations Facility building
- Successful layout and installation of Operations administrative floor furniture and hardware
- Successful layout and installation of Operations Operator Ready Room floor furniture and hardware
- Successful transition of radio equipment and programming from the temporary Dubois facility to the new Operations facility
- Established layout of Bus parking at the new Operations facility to maximize number of buses to be parked at the facility and improve pull-in, servicing, and pull-out of buses
- Ensured JKS communication tower that was omitted was reintroduced into design of building and installed
- Superintendent and one Supervisor completed eight month Supervisor Course provided through Cabrillo College
- Superintendent, Safety and Training Coordinator, and one Supervisor completed course for certification in Standard Emergency Management System (SEMS), National Incident Management System (NIMS) and Incident Command System (ICS) training.
- Successful completion of CHP audit meeting all areas of Commercial Motor Carrier compliance
- Fixed Route Operator Certification completed on new Paratransit vehicles for use in the event of an emergency affecting Fixed Route service delivery
- GovDelivery alert system training provided to Supervisors with successful implementation of alerts affecting METRO routes or service delivery
- Instituted Operator Commendation Certificate issued whenever an act or compliment is reported by a rider toward an Operator's performance

**DEPARTMENT OBJECTIVES FOR FY17**

- Resume attendance by Safety and Training Coordinator to the Highway 17 Task Force
- Resume participation in the Emergency Management Council
- Involve Safety and Training Coordinator in Leadership Santa Cruz County
- Recruit and hire four new supervisor to fill vacant positions
- Begin succession plan for Safety and Training Coordinator position
- Purchase of a new Supervisor Vehicle
- Complete revision of Operator Handbook
- Complete installation of Land Mobile Radio system recording and antenna upgrades and closure of project
- Implement expanded review of Operator performance monitoring to ensure quality service is being provided to the community in compliance with Safety Security Prevention Program
- Refresher training in Customer Service with emphasis on professionalism, courteousness, and friendliness at all times and with all persons
- 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, and Vehicle Transit Training.
- Continue training, development, and certification of supervisory staff in Standard Emergency Management System (SEMS), National Incident Management System (NIMS) and Incident Command System (ICS) programs.
- Cross train Fixed Route Operators on new 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 and training 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 “table top” 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.
- Refresher training on identifying suspicious packages and suspicious behaviors
- Increase training in various skill sets for Office Administrative staff and implement cross training of various critical function areas.
- Focus on streamlining processes, and strive to become paperless
- Increase office staff training opportunities
- Cross training of Office Staff to perform key function of critical staff
- Improve utilization of supervisory overtime in order to reduce costs
- Establish supervisor standards for improved management of labor resources to reduce costs
- In conjunction with Union:
  - Improve scheduling of personnel
  - Additional extra-board personnel to be assigned to critical periods of service requirement
  - Through improved distribution of labor resources reduce the use of overtime to budgeted levels or below.

# Operations 3200



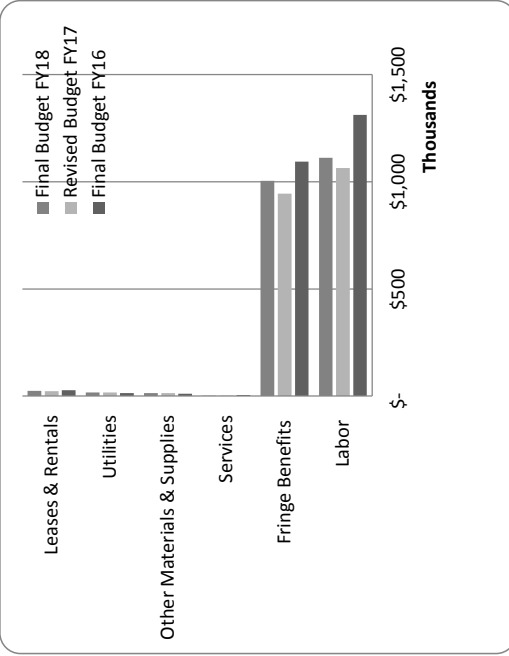
**FY17 & FY18 OPERATING BUDGET**  
**Authorized and Funded Personnel - Full Time Equivalent (FTE)**  
**Operations - 3200**

Position Title	Authorized Revised FY 16 June 2015	Funded Revised FY 16 June 2015	Authorized Revised FY 17 June 2016	Funded Revised FY 17 June 2016	Authorized FY 18 June 2016	Funded FY 18 June 2016
Assistant Superintendent	1.00	1.00	1.00	0.00	1.00	0.00
Fixed Route Superintendent	1.00	1.00	1.00	1.00	1.00	1.00
Transit Supervisor	14.00	11.00	14.00	10.00	14.00	10.00
Assistant Safety Coordinator	1.00	1.00	1.00	0.00	1.00	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	1.00	1.00	1.00	1.00	1.00
Payroll Specialist	1.00	1.00	1.00	1.00	1.00	1.00
<b>Total Full-Time Equivalents (FTEs)</b>	<b>21.00</b>	<b>18.00</b>	<b>21.00</b>	<b>15.00</b>	<b>21.00</b>	<b>15.00</b>

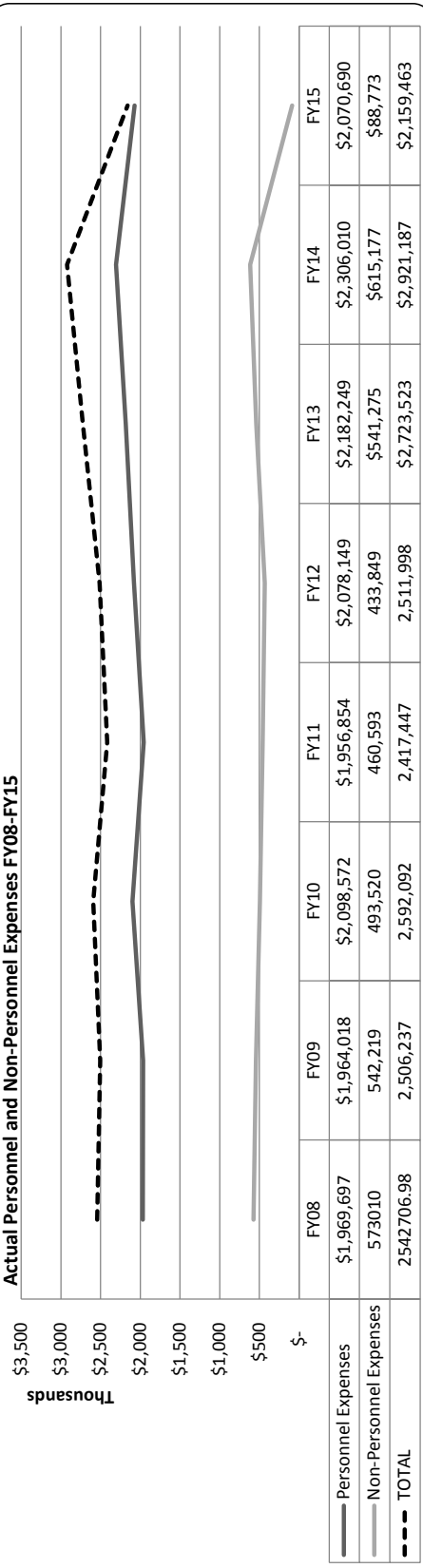
\* Two Schedule Analyst positions are transferred from Operations to Administration in FY15 and FY16.

## Operations 3200

	<u>Final Budget</u> <u>FY16</u>	<u>Revised Budget</u> <u>FY17</u>	<u>Final Budget</u> <u>FY18</u>	<u>Var %</u>	<u>Var %</u>
<b>Personnel Expenses:</b>					
Labor	\$ 1,311,752	\$ 1,063,775	\$ 1,111,728	-18.9%	4.5%
Fringe Benefits	\$ 1,093,893	\$ 945,140	\$ 1,004,689	-13.6%	6.3%
	\$ 2,405,645	\$ 2,008,915	\$ 2,116,417	-16.5%	5.4%
<b>Non-Personnel Expenses:</b>					
Services	\$ 5,591	\$ 2,300	\$ 2,300	-58.9%	0.0%
Other Materials & Supplies	\$ 11,427	\$ 14,200	\$ 14,200	24.3%	0.0%
Utilities	\$ 13,189	\$ 16,500	\$ 16,800	25.1%	1.8%
Misc. Expense	\$ 7,000	\$ 11,000	\$ 11,000	57.1%	0.0%
Leases & Rentals	\$ 28,070	\$ 23,200	\$ 23,900	-17.3%	3.0%
	\$ 65,277	\$ 67,200	\$ 68,200	2.9%	1.5%
<b>Total Expenses:</b>	<b>\$ 2,470,922</b>	<b>\$ 2,076,115</b>	<b>\$ 2,184,617</b>	<b>-16.0%</b>	<b>5.2%</b>



### Actual Personnel and Non-Personnel Expenses FY08-FY15



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY17 & FY18 OPERATING BUDGET**

Operations - 3200

ACCOUNT	ACTUAL FY14	ACTUAL FY15	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17	BUDGET FY18	% CHANGE BUDG FY17 BUDG FY18
<b>LABOR</b>							
501011 Bus Operator Pay	-	-	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	-	-	0.0%	-	0.0%
501021 Other Salaries	1,066,757	950,334	1,091,752	897,054	-17.8%	929,487	3.6%
501023 Other OT	354,982	327,872	220,000	166,721	-24.2%	182,241	9.3%
<b>Totals</b>	<b>1,421,739</b>	<b>1,278,206</b>	<b>1,311,752</b>	<b>1,063,775</b>	<b>-18.9%</b>	<b>1,111,728</b>	<b>4.5%</b>
<b>FRINGE BENEFITS</b>							
502011 Medicare/Soc. Sec.	18,460	15,990	23,088	18,769	-18.7%	19,585	4.3%
502021 Retirement	245,243	233,113	288,183	254,863	-11.6%	278,094	9.1%
502031 Medical Ins	270,368	284,841	391,045	343,315	-12.2%	366,953	6.9%
502041 Dental Ins	21,270	19,061	27,386	19,519	-28.7%	20,104	3.0%
502045 Vision Ins	4,678	4,722	5,763	4,802	-16.7%	4,946	3.0%
502051 Life Ins/AD&D	1,779	1,779	2,316	1,861	-19.6%	1,917	3.0%
502060 State Disability Ins (SDI)	14,128	12,406	14,640	12,245	-16.4%	13,129	7.2%
502061 Long Term Disability Ins	6,922	6,922	6,858	7,529	9.8%	7,828	4.0%
502071 State Unemployment Ins (SUI)	3,551	2,940	4,010	3,545	-11.6%	3,761	6.1%
502081 Worker's Comp Ins	15,547	20,506	45,133	45,133	0.0%	46,487	3.0%
502101 Holiday Pay	40,581	36,638	41,972	34,494	-17.8%	35,748	3.6%
502103 Floating Holiday	11,217	8,097	7,750	4,534	-41.5%	4,760	5.0%
502109 Sick Leave	35,579	10,918	62,958	51,741	-17.8%	53,622	3.6%
502111 Annual Leave	183,182	116,322	158,032	131,806	-16.6%	136,466	3.5%
502121 Other Paid Absence	7,901	14,727	9,837	8,085	-17.8%	8,378	3.6%
502251 Phys. Exams	825	225	530	530	0.0%	530	0.0%
502253 Driver Lic Renewal	30	186	-	-	0.0%	-	0.0%
502999 Other Fringe Benefits	3,010	3,092	4,392	2,368	-46.1%	2,380	0.5%
<b>Totals</b>	<b>884,272</b>	<b>792,484</b>	<b>1,093,893</b>	<b>945,140</b>	<b>-13.6%</b>	<b>1,004,689</b>	<b>6.3%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY17 & FY18 OPERATING BUDGET**

Operations - 3200

ACCOUNT	ACTUAL FY14	ACTUAL FY15	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17	BUDGET FY18	% CHANGE BUDG FY17 BUDG FY18
<b>SERVICES</b>							
503011 Accting/Audit Fees	-	-	-	-	0.0%	-	0.0%
503012 Admin/Bank Fees	-	-	-	-	0.0%	-	0.0%
503031 Prof/Technical Fees	11,960	4,391	4,000	500	-87.5%	500	0.0%
503032 Legislative Services	-	-	-	-	0.0%	-	0.0%
503033 Legal Services	-	-	-	-	0.0%	-	0.0%
503034 Pre-Employment Exams	-	-	-	200	100.0%	200	0.0%
503041 Temp Help	32,274	23,890	-	-	0.0%	-	0.0%
503161 Custodial Services	-	-	-	-	0.0%	-	0.0%
503162 Uniforms/Laundry	654	623	654	600	-8.3%	600	0.0%
503171 Security Services	517,081	-	-	-	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	937	1,860	937	1,000	6.7%	1,000	0.0%
503353 Repair - Rev Vehicle	-	-	-	-	0.0%	-	0.0%
503354 Repair - Non Rev Vehicle	-	1,108	-	-	0.0%	-	0.0%
503363 Haz Mat Disposal	-	-	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>562,906</b>	<b>31,872</b>	<b>5,591</b>	<b>2,300</b>	<b>-58.9%</b>	<b>2,300</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>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY17 & FY18 OPERATING BUDGET**

Operations - 3200

ACCOUNT	ACTUAL	ACTUAL	FINAL	REVISED	% CHANGE		% CHANGE	
	FY14	FY15	BUDGET FY16 June 2015	BUDGET FY17	BUDG FY16	BUDG FY17	BUDG FY17	BUDG FY18
<b>OTHER MATERIALS &amp; SUPPLIES</b>								
504205 Freight Out	-	-	-	-	0.0%	-	-	0.0%
504211 Postage & Mailing	210	238	210	300	42.9%	300	300	0.0%
504214 Promotional Items	-	-	-	-	0.0%	-	-	0.0%
504215 Printing	365	9,132	365	3,500	858.9%	3,500	3,500	0.0%
504217 Photo Supp/Process	1,032	61	600	400	-33.3%	400	400	0.0%
504311 Office Supplies	10,252	8,210	10,252	10,000	-2.5%	10,000	10,000	0.0%
504315 Safety Supplies	-	-	-	-	0.0%	-	-	0.0%
504317 Cleaning Supplies	-	-	-	-	0.0%	-	-	0.0%
504409 Repair/Maint Supplies	-	-	-	-	0.0%	-	-	0.0%
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>11,859</b>	<b>17,641</b>	<b>11,427</b>	<b>14,200</b>	<b>24.3%</b>	<b>14,200</b>	<b>14,200</b>	<b>0.0%</b>
<b>UTILITIES</b>								
505011 Gas & Electric	-	-	-	-	0.0%	-	-	0.0%
505021 Water & Garbage	-	-	-	-	0.0%	-	-	0.0%
505031 Telecommunications	13,189	10,275	13,189	16,500	25.1%	16,800	16,800	1.8%
<b>Totals</b>	<b>13,189</b>	<b>10,275</b>	<b>13,189</b>	<b>16,500</b>	<b>25.1%</b>	<b>16,800</b>	<b>16,800</b>	<b>1.8%</b>
<b>CASUALTY &amp; LIABILITY</b>								
506011 Insurance - Property	-	-	-	-	0.0%	-	-	0.0%
506015 Insurance - PL/PD	-	-	-	-	0.0%	-	-	0.0%
506021 Insurance - Other	-	-	-	-	0.0%	-	-	0.0%
506123 Settlement Costs	-	-	-	-	0.0%	-	-	0.0%
506127 Repairs - District Prop	-	-	-	-	0.0%	-	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY17 & FY18 OPERATING BUDGET**

Operations - 3200

ACCOUNT	ACTUAL FY14	ACTUAL FY15	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17	BUDGET FY18	% CHANGE BUDG FY17 BUDG FY18
<b>TAXES</b>							
507051 Fuel Tax	-	-	-	-	0.0%	-	0.0%
507201 Licenses & Permits	-	150	-	-	0.0%	-	0.0%
507999 Other Taxes	-	-	-	-	0.0%	-	0.0%
<b>Totals</b>	-	150	-	-	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	120	155	-	-	0.0%	-	0.0%
509121 Employee Training	-	-	2,000	6,000	200.0%	6,000	0.0%
509122 BOD Travel	-	-	-	-	0.0%	-	0.0%
509123 Travel	-	-	5,000	5,000	0.0%	5,000	0.0%
509125 Local Meeting Expense	-	-	-	-	0.0%	-	0.0%
509127 Board Director Fees	-	-	-	-	0.0%	-	0.0%
509150 Contributions	-	-	-	-	0.0%	-	0.0%
509198 Cash Over/Short	-	-	-	-	0.0%	-	0.0%
<b>Totals</b>	120	155	7,000	11,000	57.1%	11,000	0.0%
<b>LEASES &amp; RENTALS</b>							
512011 Facility Lease	21,852	22,401	22,700	22,700	0.0%	23,400	3.1%
512061 Equipment Rental	5,370	6,279	5,370	500	-90.7%	500	0.0%
<b>Totals</b>	27,222	28,680	28,070	23,200	-17.3%	23,900	3.0%
<b>PERSONNEL TOTAL</b>	2,306,010	2,070,690	2,405,645	2,008,915	-16.5%	2,116,417	5.4%
<b>NON-PERSONNEL TOTAL</b>	615,297	88,773	65,277	67,200	2.9%	68,200	1.5%
<b>DEPARTMENT TOTALS</b>	<u>2,921,307</u>	<u>2,159,463</u>	<u>2,470,922</u>	<u>2,076,115</u>	<u>-16.0%</u>	<u>2,184,617</u>	<u>5.2%</u>



**BUS OPERATORS DEPARTMENT**  
**FY16 ACCOMPLISHMENTS AND FY17 OBJECTIVES**  
**3300**

**MAJOR FUNCTIONS OF THE DEPARTMENT**

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

**DEPARTMENT ACCOMPLISHMENTS FOR FY16**

- Nine Operator Trainees were hired and completed training becoming fully qualified Operators
- Vehicle Transit Training resumed with a more extensive curriculum that includes information from Human Resources, Legal, Customer Service, Security, and servicing the community with disabilities
- Thirteen Commendation Certificates issued to Operators receiving public praise for their performance. One Operator recognized at the Board for heroic act.
- Two Operators attended and completed METRO sponsored eight month long Supervisor course presented by Cabrillo College
- Operators participating at the Santa Cruz County Fair were well received for their presentations and interactions with persons visiting the METRO display
- Operators assigned to transport alumni of the Leadership Santa Cruz County program were commended for their professional performance by Director and recognized at graduation
- Chargeable Accident rate decreased over last year
- Operators have successfully transitioned to new Operations Facility, effectively integrating pull-in and pull-out staging of buses
- Increased Operator presence in Customer Service oriented projects as active participants

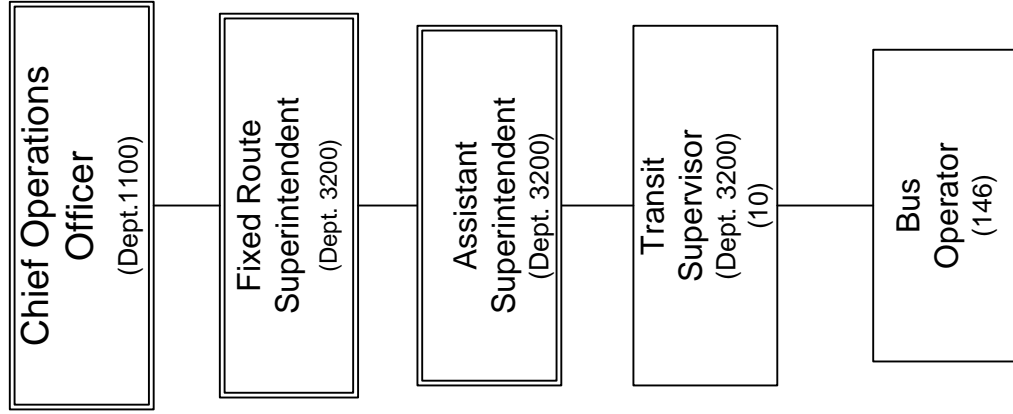
**DEPARTMENT OBJECTIVES FOR FY17**

- Familiarization of Operator staff to ensure that new changes to service are well understood and can be conveyed to riders when asked
- Continue to extend Verification of Transit Training for yearly re-certification of existing Operators to include curriculum tailored to address trends identified
- Complete and implement changes in new Operators Handbook with familiarization of changes explained in detail during Verification of Transit Training
- Assignment of extra-board Operators to cover identified peak period requirements
- Continue refining 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

## Bus Operators Department (con't)

- Continue to increase Operator representation in Customer Service role during presentations and community familiarization outreach of Santa Cruz METRO services
- Continue to provide information on seminars, certification programs and other educational options that will allow Operators to compete for promotional opportunities within Santa Cruz METRO
- Strive to enhance professional appearance through proper uniform use and enforcement of bus operator uniform standards
- Increase Operator participation in community outreach and events representing Santa Cruz METRO
- Increase supervisor ride-along to monitor and evaluate Operator performance while driving
- Improve Safe Driving recognition of Operators with no chargeable accidents or incidents
- Determine an appropriate Incentive for those Operators who have not had an absence within a six month period
- Move towards re-instituting Transit education with bus and Operator visits to elementary schools.

# Bus Operators 3300

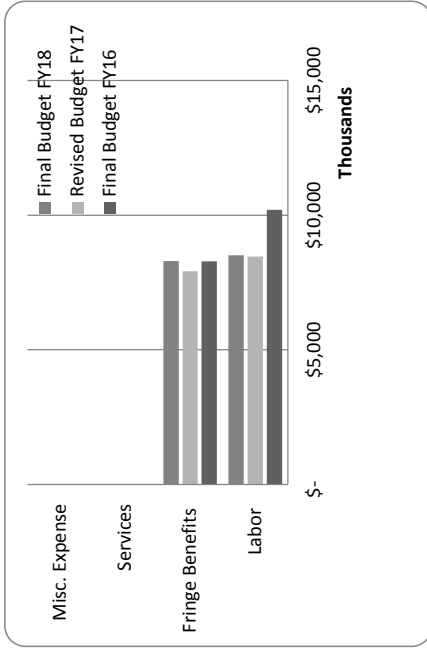


**FY17 & FY18 OPERATING BUDGET**  
**Authorized and Funded Personnel - Full Time Equivalent (FTE)**  
**Bus Operators - 3300**

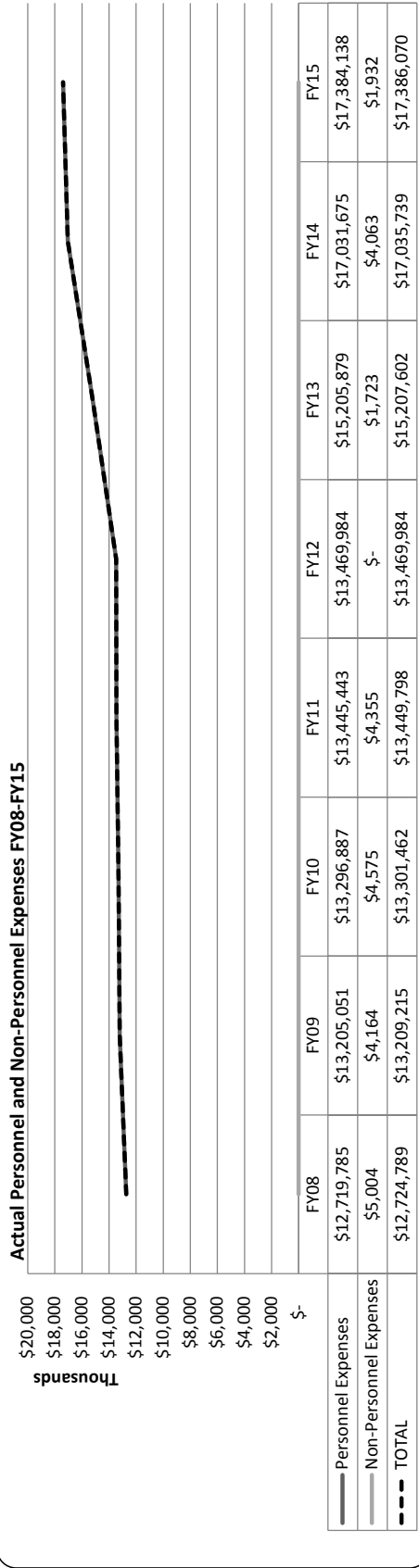
Position Title	Authorized	Funded	Authorized	Funded	Authorized	Funded
	Revised FY 16 June 2015	Revised FY 16 June 2015	Revised FY 17 June 2016	Revised FY 17 June 2016	FY 18 June 2016	FY 18 June 2016
Bus Operators	171.00	163.00	171.00	146.00	171.00	146.00
<b>Total Full-Time Equivalents (FTEs)</b>	<b>171.00</b>	<b>163.00</b>	<b>171.00</b>	<b>146.00</b>	<b>171.00</b>	<b>146.00</b>

**Bus Operators 3300**

	<u>Final Budget FY16</u>	<u>Revised Budget FY17</u>	<u>Var %</u>	<u>Final Budget FY18</u>	<u>Var %</u>
<b>Personnel Expenses:</b>					
Labor	\$ 10,201,967	\$ 8,466,948	-17.0%	\$ 8,509,245	0.5%
Fringe Benefits	\$ 8,283,411	\$ 7,918,262	-4.4%	\$ 8,299,530	4.8%
	\$ 18,485,378	\$ 16,385,210	-11.4%	\$ 16,808,775	2.6%
<b>Non-Personnel Expenses:</b>					
Services	\$ 2,500	\$ 2,500	0.0%	\$ 2,500	0.0%
Misc. Expense	\$ 200	\$ 200	0.0%	\$ 200	0.0%
	\$ 2,700	\$ 2,700	0.0%	\$ 2,700	0.0%
<b>Total Expenses:</b>	<b>\$ 18,488,078</b>	<b>\$ 16,387,910</b>	<b>-11.4%</b>	<b>\$ 16,811,475</b>	<b>2.6%</b>



**Actual Personnel and Non-Personnel Expenses FY08-FY15**



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY17 & FY18 OPERATING BUDGET**

Bus Operators - 3300

ACCOUNT	ACTUAL FY14	ACTUAL FY15	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17	BUDGET FY18	% CHANGE BUDG FY17 BUDG FY18
<b>LABOR</b>							
501011 Bus Operator Pay	7,873,516	7,840,117	8,453,443	7,432,745	-12.1%	7,509,497	1.0%
501013 Bus Operator OT	1,824,040	2,023,791	1,748,524	1,034,203	-40.9%	999,748	-3.3%
501021 Other Salaries	-	-	-	-	0.0%	-	0.0%
501023 Other OT	-	-	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>9,697,556</b>	<b>9,863,908</b>	<b>10,201,967</b>	<b>8,466,948</b>	<b>-17.0%</b>	<b>8,509,245</b>	<b>0.5%</b>
<b>FRINGE BENEFITS</b>							
502011 Medicare/Soc. Sec.	142,587	146,809	173,831	146,135	-15.9%	148,098	1.3%
502021 Retirement	1,736,358	1,881,999	2,150,366	2,043,962	-4.9%	2,192,903	7.3%
502031 Medical Ins	2,794,108	3,020,156	3,234,315	3,200,934	-1.0%	3,424,655	7.0%
502041 Dental Ins	216,950	207,271	219,467	194,300	-11.5%	199,198	2.5%
502045 Vision Ins	53,407	49,550	52,183	46,767	-10.4%	48,142	2.9%
502051 Life Ins/AD&D	19,706	23,831	19,047	17,038	-10.6%	17,539	2.9%
502060 State Disability Ins (SDI)	109,085	106,203	111,132	96,228	-13.4%	100,446	4.4%
502061 Long Term Disability Ins	73,711	76,302	73,134	67,411	-7.8%	70,532	4.6%
502071 State Unemployment Ins (SUI)	42,355	33,219	36,315	34,508	-5.0%	36,610	6.1%
502081 Worker's Comp Ins	462,149	251,119	408,702	408,702	0.0%	420,963	3.0%
502101 Holiday Pay	210,731	213,867	312,573	275,781	-11.8%	281,216	2.0%
502103 Floating Holiday	682	-	-	-	0.0%	-	0.0%
502109 Sick Leave	359,120	371,899	488,395	430,908	-11.8%	439,400	2.0%
502111 Annual Leave	1,007,735	1,003,818	871,389	838,074	-3.8%	800,167	-4.5%
502121 Other Paid Absence	89,171	119,387	114,040	100,574	-11.8%	102,600	2.0%
502251 Phys. Exams	5,925	5,490	8,487	8,487	0.0%	8,487	0.0%
502253 Driver Lic Renewal	2,676	2,226	3,183	3,183	0.0%	3,183	0.0%
502999 Other Fringe Benefits	7,663	7,082	6,852	5,270	-23.1%	5,390	2.3%
<b>Totals</b>	<b>7,334,119</b>	<b>7,520,230</b>	<b>8,283,411</b>	<b>7,918,262</b>	<b>-4.4%</b>	<b>8,299,530</b>	<b>4.8%</b>



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY17 & FY18 OPERATING BUDGET**

Bus Operators - 3300

ACCOUNT	ACTUAL FY14	ACTUAL FY15	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17	BUDGET FY18	% CHANGE BUDG FY17 BUDG FY18
<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	4,037	1,701	2,500	2,500	0.0%	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>4,037</b>	<b>1,701</b>	<b>2,500</b>	<b>2,500</b>	<b>0.0%</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>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY17 & FY18 OPERATING BUDGET**

Bus Operators - 3300

ACCOUNT	ACTUAL	ACTUAL	FINAL	REVISED	% CHANGE		% CHANGE	
	FY14	FY15	BUDGET FY16 June 2015	BUDGET FY17	BUDG FY16 BUDG FY17	BUDG FY17 BUDG FY18	BUDG FY17 BUDG FY18	BUDG FY18
<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	-	-	-	-	0.0%	0.0%	-	0.0%
504315 Safety Supplies	-	-	-	-	0.0%	0.0%	-	0.0%
504317 Cleaning Supplies	-	-	-	-	0.0%	0.0%	-	0.0%
504409 Repair/Maint Supplies	-	-	-	-	0.0%	0.0%	-	0.0%
504417 Tenant Repairs	-	-	-	-	0.0%	0.0%	-	0.0%
504421 Non-Inventory Parts	-	-	-	-	0.0%	0.0%	-	0.0%
504511 Small Tools	-	-	-	-	0.0%	0.0%	-	0.0%
504515 Employee Tool Replacement	-	-	-	-	0.0%	0.0%	-	0.0%
Totals	-	-	-	-	0.0%	0.0%	-	0.0%
<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%
Totals	-	-	-	-	0.0%	0.0%	-	0.0%
<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%
Totals	-	-	-	-	0.0%	0.0%	-	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY17 & FY18 OPERATING BUDGET**

Bus Operators - 3300

ACCOUNT	ACTUAL FY14	ACTUAL FY15	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17	BUDGET FY18	% CHANGE BUDG FY17 BUDG FY18
<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	27	231	200	200	0.0%	200	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>	27	231	200	200	0.0%	200	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>	17,031,675	17,384,138	18,485,378	16,385,210	-11.4%	16,808,775	2.6%
<b>NON-PERSONNEL TOTAL</b>	4,063	1,932	2,700	2,700	0.0%	2,700	0.0%
<b>DEPARTMENT TOTALS</b>	17,035,739	17,386,070	18,488,078	16,387,910	-11.4%	16,811,475	2.6%



**FLEET MAINTENANCE DEPARTMENT  
FY16 ACCOMPLISHMENTS AND FY17 OBJECTIVES  
4100**

**MAJOR FUNCTIONS OF THE DEPARTMENT**

The major function of the Fleet Maintenance Department is to provide support to the Operations Department 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.

The Santa Cruz Fleet Maintenance staff implements and administers the many Local, State and Federal regulatory compliance programs such as California Highway Patrol (CHP) Title 13 and Federal CFR 49 programs required to operate a transit fleet.

**DEPARTMENT ACCOMPLISHMENTS FOR FY16**

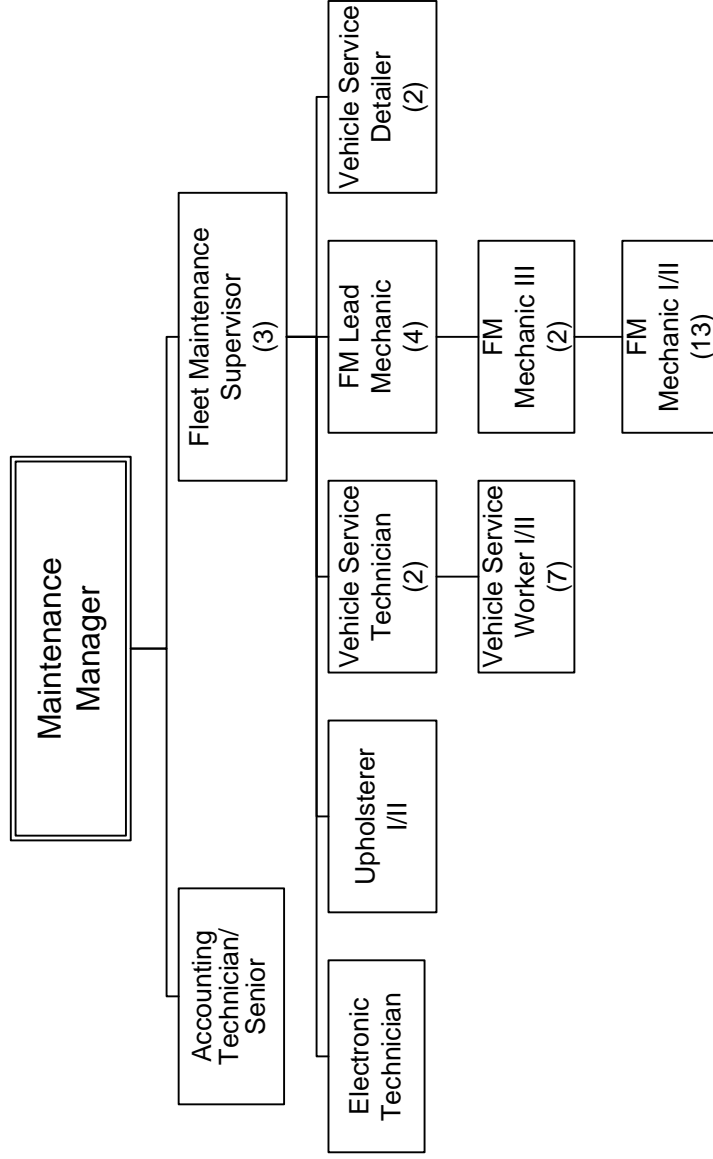
- Implemented Mid Life Overhaul program completing 4 buses.
- Implemented Engine Overhaul program for the Cummins ISL and John Deere CNG. Completed 4 Cummins and 2 John Deere saving METRO \$51,600.
- Reduced fixed route bus spare ratio to 20%.
- Developed and implemented Bus Contingency Fleet Plan.
- Completed FTA Triennial with no Findings for maintenance.
- Developed department Key Performance Indicators (KPI's) published monthly.
- Implemented the seven minute training during pre-shift meetings.
- The Fleet Maintenance Department instituted a fully compliant vehicle maintenance inspection, repair and quality control program. These new programs include implementing more accurate tracking, maintenance scheduling and Key Performance Indicator reporting to improve fleet reliability and service quality.
- The Fleet Maintenance Department rearranged its staffing schedule to enable more repairs to be completed during the times when bus service is reduced or not scheduled, increasing the number of buses available for service.
- METRO joined the Southern California Regional Transit Training Consortium (SCRTTC).

**DEPARTMENT OBJECTIVES FOR FY17**

## Fleet Maintenance Department (con't)

- In the next fiscal year, the Fleet Maintenance Department will continue to put safety first. Provide safety program enhancements working with our Safety Specialist.
- The Fleet Maintenance Department will continue its training program for all employees of the department. This training will be both technical and administrative. Continue technical training using the Original Equipment Manufacturer (OEM) and SCRTTC will enhance staff's ability to repair Santa Cruz METRO equipment with efficiency, accuracy, and lower 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 succession pool for those who retire or otherwise vacate their positions.
- Work with Planning during the service reduction to remove buses from service with the least amount of impact on operations.
- Implement Electric Bus program on a small prototype scale.
- Phase out as many of the 1998 diesel bus fleet as possible and continue adequate fleet availability.
- Complete a consolidation of all maintenance procedures into one binder as recommended by the Triennial review team.
- Continue refining KPI reporting to focus on defined measures that relate to quality of maintenance department product.

# Fleet Maintenance 4100



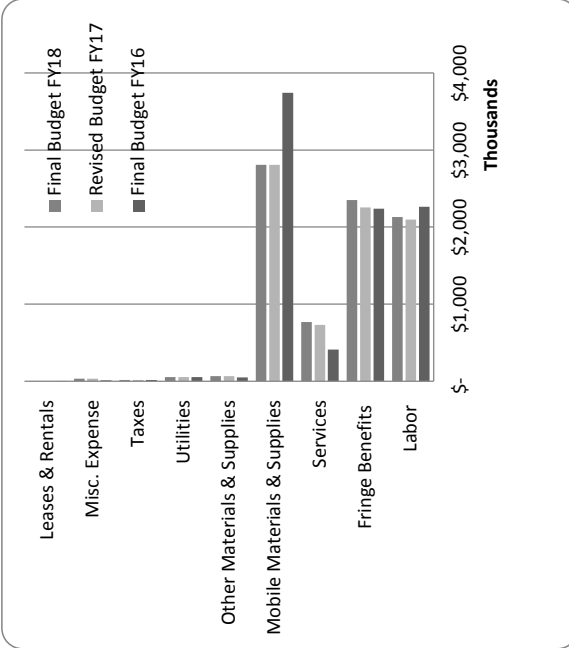
**FY17 & FY18 OPERATING BUDGET**  
**Authorized and Funded Personnel - Full Time Equivalent (FTE)**  
**Fleet Maintenance - 4100**

Position Title	Authorized Revised FY 16 June 2015	Funded Revised FY 16 June 2015	Authorized Revised FY 17 June 2016	Funded Revised FY 17 June 2016	Authorized FY 18 June 2016	Funded FY 18 June 2016
Maintenance Manager	1.00	1.00	1.00	1.00	1.00	1.00
Fleet Maint Supervisor	3.00	3.00	3.00	3.00	3.00	3.00
FM Lead Mechanic	6.00	4.00	6.00	4.00	6.00	4.00
FM Mechanic III	4.00	2.00	4.00	2.00	4.00	2.00
FM Mechanic I - II	18.00	16.00	18.00	13.00	18.00	13.00
Body Repair Mechanic	1.00	0.00	1.00	0.00	1.00	0.00
Upholsterer I - II	1.00	1.00	1.00	1.00	1.00	1.00
Admin Assistant/Supervisor	1.00	0.00	1.00	0.00	1.00	0.00
Admin Specialist	1.00	1.00	1.00	0.00	1.00	0.00
Accounting Tech/Sr Acctng Tech	2.00	0.00	2.00	1.00	2.00	1.00
Administrative Clerk I	1.00	0.00	1.00	0.00	1.00	0.00
Vehicle Service Technician	2.00	2.00	2.00	2.00	2.00	2.00
Vehicle Service Detailer	2.00	2.00	2.00	2.00	2.00	2.00
Vehicle Service Worker I - II	12.00	7.00	12.00	7.00	12.00	7.00
Electronic Technician	1.00	1.00	1.00	1.00	1.00	1.00
<b>Total Full-Time Equivalents (FTEs)</b>	<b>56.00</b>	<b>40.00</b>	<b>56.00</b>	<b>37.00</b>	<b>56.00</b>	<b>37.00</b>

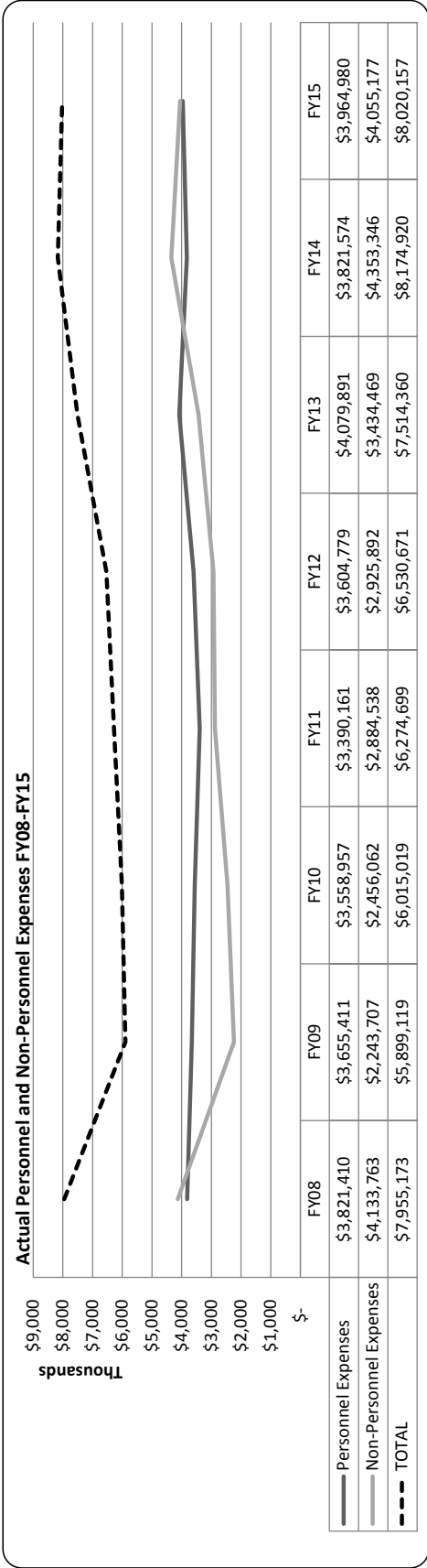


## Fleet Maintenance 4100

	<u>Final Budget</u> <u>FY16</u>	<u>Revised Budget</u> <u>FY17</u>	<u>Var %</u>	<u>Final Budget</u> <u>FY18</u>	<u>Var %</u>
<b>Personnel Expenses:</b>					
Labor	\$ 2,265,358	\$ 2,097,322	-7.4%	\$ 2,131,113	1.6%
Fringe Benefits	\$ 2,238,523	\$ 2,254,649	0.7%	\$ 2,351,402	4.3%
	\$ 4,503,881	\$ 4,351,971	-3.4%	\$ 4,482,515	3.0%
<b>Non-Personnel Expenses:</b>					
Services	\$ 411,500	\$ 730,005	77.4%	\$ 767,505	5.1%
Mobile Materials & Supplies	\$ 3,743,519	\$ 2,808,942	-25.0%	\$ 2,808,942	0.0%
Other Materials & Supplies	\$ 47,544	\$ 66,046	38.9%	\$ 62,546	-5.3%
Utilities	\$ 53,000	\$ 50,526	-4.7%	\$ 50,526	0.0%
Taxes	\$ 15,000	\$ 14,280	-4.8%	\$ 14,280	0.0%
Misc. Expense	\$ 11,500	\$ 30,052	161.3%	\$ 30,052	0.0%
Leases & Rentals	\$ 1,600	\$ 225	-85.9%	\$ 225	0.0%
	\$ 4,283,663	\$ 3,700,076	-13.6%	\$ 3,734,076	0.9%
<b>Total Expenses:</b>	<b>\$ 8,787,544</b>	<b>\$ 8,052,047</b>	<b>-8.4%</b>	<b>\$ 8,216,591</b>	<b>2.0%</b>



## Actual Personnel and Non-Personnel Expenses FY08-FY15



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY17 & FY18 OPERATING BUDGET**

Fleet Maintenance - 4100

ACCOUNT	ACTUAL FY14	ACTUAL FY15	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17	BUDGET FY18	% CHANGE BUDG FY17 BUDG FY18
<b>LABOR</b>							
501011 Bus Operator Pay	-	-	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	-	-	0.0%	-	0.0%
501021 Other Salaries	1,967,855	1,870,369	2,139,575	1,982,481	-7.3%	2,016,438	1.7%
501023 Other OT	151,629	128,660	125,783	114,841	-8.7%	114,675	-0.1%
<b>Totals</b>	<b>2,119,484</b>	<b>1,999,029</b>	<b>2,265,358</b>	<b>2,097,322</b>	<b>-7.4%</b>	<b>2,131,113</b>	<b>1.6%</b>
<b>FRINGE BENEFITS</b>							
502011 Medicare/Soc. Sec.	33,061	33,941	40,331	36,586	-9.3%	37,824	3.4%
502021 Retirement	433,902	461,070	557,689	544,282	-2.4%	593,543	9.1%
502031 Medical Ins	672,511	755,941	876,878	925,987	5.6%	996,990	7.7%
502041 Dental Ins	55,231	53,797	59,265	55,380	-6.6%	57,041	3.0%
502045 Vision Ins	10,443	11,674	12,806	11,845	-7.5%	12,201	3.0%
502051 Life Ins/AD&D	3,325	3,325	4,687	4,335	-7.5%	4,465	3.0%
502060 State Disability Ins (SDI)	25,409	22,758	25,498	23,789	-6.7%	25,378	6.7%
502061 Long Term Disability Ins	12,681	12,681	17,680	17,223	-2.6%	18,020	4.6%
502071 State Unemployment Ins (SUI)	8,826	8,595	8,912	8,745	-1.9%	9,529	9.0%
502081 Worker's Comp Ins	48,767	127,050	110,327	110,327	0.0%	113,637	3.0%
502101 Holiday Pay	58,053	56,751	81,713	74,102	-9.3%	76,735	3.6%
502103 Floating Holiday	20,318	12,709	5,589	5,753	2.9%	5,753	0.0%
502109 Sick Leave	71,642	93,565	122,569	111,154	-9.3%	115,102	3.6%
502111 Annual Leave	221,062	287,940	287,064	302,470	5.4%	261,866	-13.4%
502121 Other Paid Absence	22,404	20,734	19,151	17,368	-9.3%	17,985	3.6%
502251 Phys. Exams	1,500	1,125	1,910	1,910	0.0%	1,910	0.0%
502253 Driver Lic Renewal	40	198	412	412	0.0%	412	0.0%
502999 Other Fringe Benefits	2,915	2,097	6,043	2,981	-50.7%	3,012	1.0%
<b>Totals</b>	<b>1,702,090</b>	<b>1,965,951</b>	<b>2,238,523</b>	<b>2,254,649</b>	<b>0.7%</b>	<b>2,351,402</b>	<b>4.3%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY17 & FY18 OPERATING BUDGET**  
 Fleet Maintenance - 4100

ACCOUNT	ACTUAL FY14	ACTUAL FY15	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17	BUDGET FY18	% CHANGE BUDG FY17 BUDG FY18
<b>SERVICES</b>							
503011 Accting/Audit Fees	-	-	-	-	0.0%	-	0.0%
503012 Admin/Bank Fees	-	-	-	-	0.0%	-	0.0%
503031 Prof/Technical Fees	4,703	14,754	500	-	-100.0%	-	0.0%
503032 Legislative Services	-	-	-	-	0.0%	-	0.0%
503033 Legal Services	-	-	-	-	0.0%	-	0.0%
503034 Pre-Employment Exams	-	-	-	-	0.0%	-	0.0%
503041 Temp Help	13,361	108,378	-	-	0.0%	-	0.0%
503161 Custodial Services	-	-	-	-	0.0%	-	0.0%
503162 Uniforms/Laundry	15,533	19,400	20,000	15,000	-25.0%	15,000	0.0%
503171 Security Services	-	-	-	-	0.0%	-	0.0%
503221 Classified/Legal Ads	-	-	-	-	0.0%	-	0.0%
503222 Legal Ads	-	-	-	-	0.0%	-	0.0%
503225 Graphic Services	-	-	-	-	0.0%	-	0.0%
503351 Repair - Bldg & Impr	-	-	-	-	0.0%	-	0.0%
503352 Repair - Equipment	27,590	34,704	36,000	34,505	-4.2%	34,505	0.0%
503353 Repair - Rev Vehicle	376,635	292,259	325,000	650,500	100.2%	688,000	5.8%
503354 Repair - Non Rev Vehicle	14,747	34,547	30,000	30,000	0.0%	30,000	0.0%
503363 Haz Mat Disposal	-	-	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>452,569</b>	<b>504,043</b>	<b>411,500</b>	<b>730,005</b>	<b>77.4%</b>	<b>767,505</b>	<b>5.1%</b>
<b>MOBILE MATERIALS &amp; SUPPLIES</b>							
504011 Fuels & Lubricants - Non Rev Veh	84,952	72,693	84,952	90,000	5.9%	90,000	0.0%
504012 Fuels & Lubricants - Rev Veh	2,463,390	2,189,634	2,400,000	1,798,656	-25.1%	1,798,656	0.0%
504021 Tires & Tubes	272,023	252,890	272,023	300,000	10.3%	300,000	0.0%
504161 Other Mobile Supplies	-	-	-	-	0.0%	-	0.0%
504191 Rev Vehicle Parts	986,544	964,059	986,544	620,286	-37.1%	620,286	0.0%
<b>Totals</b>	<b>3,806,909</b>	<b>3,479,277</b>	<b>3,743,519</b>	<b>2,808,942</b>	<b>-25.0%</b>	<b>2,808,942</b>	<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY17 & FY18 OPERATING BUDGET**

Fleet Maintenance - 4100

ACCOUNT	ACTUAL	ACTUAL	FINAL	REVISED	% CHANGE		% CHANGE	
	FY14	FY15	BUDGET FY16 June 2015	BUDGET FY17	BUDG FY16	BUDG FY17	BUDG FY17	BUDG FY18
<b>OTHER MATERIALS &amp; SUPPLIES</b>								
504205 Freight Out	136	2,581	136	136	0.0%	0.0%	136	0.0%
504211 Postage & Mailing	-	-	-	250	100.0%	0.0%	250	0.0%
504214 Promotional Items	-	-	-	-	0.0%	0.0%	-	0.0%
504215 Printing	364	-	364	500	37.4%	0.0%	500	0.0%
504217 Photo Supp/Process	-	-	-	-	0.0%	0.0%	-	0.0%
504311 Office Supplies	1,813	2,656	3,000	1,500	-50.0%	0.0%	1,500	0.0%
504315 Safety Supplies	14,728	18,253	14,728	9,520	-35.4%	0.0%	9,520	0.0%
504317 Cleaning Supplies	4,487	6,741	5,500	5,730	4.2%	0.0%	5,730	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	28,560	36,716	20,000	39,730	98.7%	0.0%	39,730	0.0%
504511 Small Tools	3,033	4,028	3,033	6,500	114.3%	-53.8%	3,000	-53.8%
504515 Employee Tool Replacement	783	2,313	783	2,180	178.4%	0.0%	2,180	0.0%
<b>Totals</b>	<b>53,904</b>	<b>73,288</b>	<b>47,544</b>	<b>66,046</b>	<b>38.9%</b>	<b>-5.3%</b>	<b>62,546</b>	<b>-5.3%</b>
<b>UTILITIES</b>								
505011 Gas & Electric	-	-	-	-	0.0%	0.0%	-	0.0%
505021 Water & Garbage	-	-	-	-	0.0%	0.0%	-	0.0%
505031 Telecommunications	19,947	45,988	53,000	50,526	-4.7%	0.0%	50,526	0.0%
<b>Totals</b>	<b>19,947</b>	<b>45,988</b>	<b>53,000</b>	<b>50,526</b>	<b>-4.7%</b>	<b>0.0%</b>	<b>50,526</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	(25,538)	(67,640)	-	-	0.0%	0.0%	-	0.0%
<b>Totals</b>	<b>(25,538)</b>	<b>(67,640)</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY17 & FY18 OPERATING BUDGET**

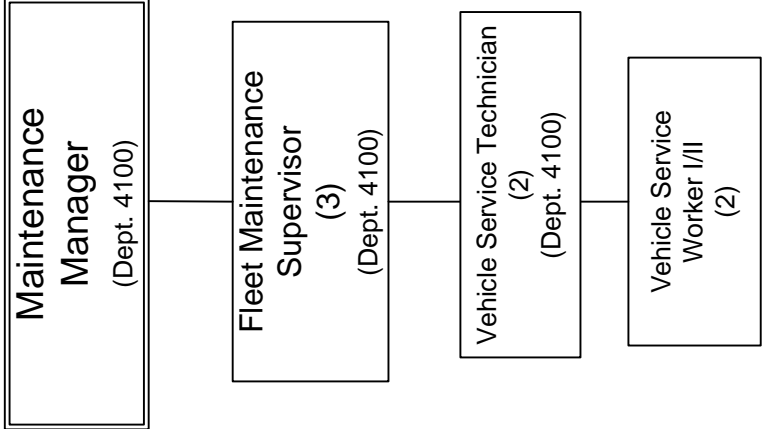
Fleet Maintenance - 4100

ACCOUNT	ACTUAL FY14	ACTUAL FY15	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17	BUDGET FY18	% CHANGE BUDG FY17 BUDG FY18
<b>TAXES</b>							
507051 Fuel Tax	15,630	15,488	15,000	14,280	-4.8%	14,280	0.0%
507201 Licenses & Permits	-	-	-	-	0.0%	-	0.0%
507999 Other Taxes	-	-	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>15,630</b>	<b>15,488</b>	<b>15,000</b>	<b>14,280</b>	<b>-4.8%</b>	<b>14,280</b>	<b>0.0%</b>
<b>PURCHASED TRANS.</b>							
503406 Contract/Paratransit	-	-	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>MISC EXPENSE</b>							
509011 Dues/Subscriptions	4,216	3,133	4,700	3,900	-17.0%	3,900	0.0%
509081 Advertising - District Promo	-	-	-	-	0.0%	-	0.0%
509101 Employee Incentive Program	-	-	-	-	0.0%	-	0.0%
509121 Employee Training	-	-	2,500	16,152	546.1%	16,152	0.0%
509122 BOD Travel	-	-	-	-	0.0%	-	0.0%
509123 Travel	-	-	4,300	10,000	132.6%	10,000	0.0%
509125 Local Meeting Expense	-	-	-	-	0.0%	-	0.0%
509127 Board Director Fees	-	-	-	-	0.0%	-	0.0%
509150 Contributions	-	-	-	-	0.0%	-	0.0%
509198 Cash Over/Short	-	-	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>4,216</b>	<b>3,133</b>	<b>11,500</b>	<b>30,052</b>	<b>161.3%</b>	<b>30,052</b>	<b>0.0%</b>
<b>LEASES &amp; RENTALS</b>							
512011 Facility Lease	-	-	-	-	0.0%	-	0.0%
512061 Equipment Rental	171	1,600	1,600	225	-85.9%	225	0.0%
<b>Totals</b>	<b>171</b>	<b>1,600</b>	<b>1,600</b>	<b>225</b>	<b>-85.9%</b>	<b>225</b>	<b>0.0%</b>
<b>PERSONNEL TOTAL</b>	<b>3,821,574</b>	<b>3,964,980</b>	<b>4,503,881</b>	<b>4,351,971</b>	<b>-3.4%</b>	<b>4,482,515</b>	<b>3.0%</b>
<b>NON-PERSONNEL TOTAL</b>	<b>4,327,807</b>	<b>4,055,177</b>	<b>4,283,663</b>	<b>3,700,076</b>	<b>-13.6%</b>	<b>3,734,076</b>	<b>0.9%</b>
<b>DEPARTMENT TOTALS</b>	<b>8,149,381</b>	<b>8,020,157</b>	<b>8,787,544</b>	<b>8,052,047</b>	<b>-8.4%</b>	<b>8,216,591</b>	<b>2.0%</b>



## **CAPITAL FUNDED LABOR - 5100**

**Capital Funded Labor  
5100**





**FY17 & FY18 OPERATING BUDGET**  
**Authorized and Funded Personnel - Full Time Equivalent (FTE)**  
**Capital Funded Labor - 5100**

Position Title	Authorized Revised FY 16 June 2015	Funded Revised FY 16 June 2015	Authorized Revised FY 17 June 2016	Funded Revised FY 17 June 2016	Authorized FY 18 June 2016	Funded FY 18 June 2016
*Vehicle Service Worker I - II	2.00	2.00	0.00	0.00	0.00	0.00
<b>Total Full-Time Equivalents (FTEs)</b>	<b>2.00</b>	<b>2.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

\* 4 VSWs funded for 6 months in FY16

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY17 & FY18 OPERATING BUDGET**

Capital Funded Labor - 5100

ACCOUNT	ACTUAL	ACTUAL	FINAL	REVISED	% CHANGE		% CHANGE	
	FY14	FY15	BUDGET FY16 June 2015	BUDGET FY17	BUDG FY16	BUDG FY17	BUDG FY17	BUDG FY18
<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	-	-	-	-	0.0%	0.0%	-	0.0%
501023 Other OT	-	-	-	-	0.0%	0.0%	-	0.0%
<b>Totals</b>	-	-	-	-	<b>0.0%</b>	<b>0.0%</b>	-	<b>0.0%</b>
<b>FRINGE BENEFITS</b>								
502011 Medicare/Soc. Sec.	-	-	-	-	0.0%	0.0%	-	0.0%
502021 Retirement	-	-	-	-	0.0%	0.0%	-	0.0%
502031 Medical Ins	-	-	-	-	0.0%	0.0%	-	0.0%
502041 Dental Ins	-	-	-	-	0.0%	0.0%	-	0.0%
502045 Vision Ins	-	-	-	-	0.0%	0.0%	-	0.0%
502051 Life Ins/AD&D	-	-	-	-	0.0%	0.0%	-	0.0%
502060 State Disability Ins (SDI)	-	-	-	-	0.0%	0.0%	-	0.0%
502061 Long Term Disability Ins	-	-	-	-	0.0%	0.0%	-	0.0%
502071 State Unemployment Ins (SUI)	-	-	-	-	0.0%	0.0%	-	0.0%
502081 Worker's Comp Ins	-	-	-	-	0.0%	0.0%	-	0.0%
502101 Holiday Pay	-	-	-	-	0.0%	0.0%	-	0.0%
502103 Floating Holiday	-	-	-	-	0.0%	0.0%	-	0.0%
502109 Sick Leave	-	-	-	-	0.0%	0.0%	-	0.0%
502111 Annual Leave	-	-	-	-	0.0%	0.0%	-	0.0%
502121 Other Paid Absence	-	-	-	-	0.0%	0.0%	-	0.0%
502251 Phys. Exams	-	-	-	-	0.0%	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	-	-	0.0%	0.0%	-	0.0%
502999 Other Fringe Benefits	-	-	-	-	0.0%	0.0%	-	0.0%
<b>Totals</b>	-	-	-	-	<b>0.0%</b>	<b>0.0%</b>	-	<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY17 & FY18 OPERATING BUDGET**

Capital Funded Labor - 5100

ACCOUNT	ACTUAL	ACTUAL	FINAL	REVISED	% CHANGE		% CHANGE	
	FY14	FY15	BUDGET FY16 June 2015	BUDGET FY17	BUDG FY16 BUDG FY17	BUDG FY17 BUDG FY18	BUDG FY16 BUDG FY17	BUDG FY17 BUDG FY18
<b>SERVICES</b>								
503011	-	-	-	-	0.0%	-	0.0%	0.0%
503012	-	-	-	-	0.0%	-	0.0%	0.0%
503031	-	-	-	-	0.0%	-	0.0%	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	-	-	-	-	0.0%	-	0.0%	0.0%
503171	-	-	-	-	0.0%	-	0.0%	0.0%
503221	-	-	-	-	0.0%	-	0.0%	0.0%
503222	-	-	-	-	0.0%	-	0.0%	0.0%
503225	-	-	-	-	0.0%	-	0.0%	0.0%
503351	-	-	-	-	0.0%	-	0.0%	0.0%
503352	-	-	-	-	0.0%	-	0.0%	0.0%
503353	-	-	-	-	0.0%	-	0.0%	0.0%
503354	-	-	-	-	0.0%	-	0.0%	0.0%
503363	-	-	-	-	0.0%	-	0.0%	0.0%
Totals	-	-	-	-	0.0%	-	0.0%	0.0%
<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%
Totals	-	-	-	-	0.0%	-	0.0%	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY17 & FY18 OPERATING BUDGET**

Capital Funded Labor - 5100

ACCOUNT	ACTUAL	ACTUAL	FINAL	REVISED	% CHANGE		% CHANGE	
	FY14	FY15	BUDGET FY16 June 2015	BUDGET FY17	BUDG FY16 BUDG FY17	BUDG FY17 BUDG FY18	BUDG FY17 BUDG FY18	BUDG FY18
<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	-	-	-	-	0.0%	0.0%	-	0.0%
504315 Safety Supplies	-	-	-	-	0.0%	0.0%	-	0.0%
504317 Cleaning Supplies	-	-	-	-	0.0%	0.0%	-	0.0%
504409 Repair/Maint Supplies	-	-	-	-	0.0%	0.0%	-	0.0%
504417 Tenant Repairs	-	-	-	-	0.0%	0.0%	-	0.0%
504421 Non-Inventory Parts	-	-	-	-	0.0%	0.0%	-	0.0%
504511 Small Tools	-	-	-	-	0.0%	0.0%	-	0.0%
504515 Employee Tool Replacement	-	-	-	-	0.0%	0.0%	-	0.0%
Totals	-	-	-	-	0.0%	0.0%	-	0.0%
<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%
Totals	-	-	-	-	0.0%	0.0%	-	0.0%
<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%
Totals	-	-	-	-	0.0%	0.0%	-	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY17 & FY18 OPERATING BUDGET**

Capital Funded Labor - 5100

ACCOUNT	ACTUAL FY14	ACTUAL FY15	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17	BUDGET FY18	% CHANGE BUDG FY17 BUDG FY18
<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	-	-	-	-	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>	-	-	-	-	0.0%	-	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>							
	-	-	-	-	0.0%	-	0.0%
<b>NON-PERSONNEL TOTAL</b>							
	-	-	-	-	0.0%	-	0.0%
<b>DEPARTMENT TOTALS</b>							
	-	-	-	-	0.0%	-	0.0%



## **COBRA BENEFITS - 9001**

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY17 & FY18 OPERATING BUDGET**

COBRA Benefits - 9001

ACCOUNT	ACTUAL FY14	ACTUAL FY15	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17	BUDGET FY18	% CHANGE BUDG FY17 BUDG FY18
<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	1,379	(1,398.48)	-	-	0.0%	-	0.0%
502045 Vision Ins	545	(192.59)	-	-	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>	1,923	(1,591.07)	-	-	0.0%	-	0.0%



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY17 & FY18 OPERATING BUDGET**

COBRA Benefits - 9001

ACCOUNT	ACTUAL	ACTUAL	FINAL	REVISED	% CHANGE		% CHANGE	
	FY14	FY15	BUDGET FY16 June 2015	BUDGET FY17	BUDG FY16 BUDG FY17	BUDG FY17 BUDG FY18	BUDG FY17 BUDG FY18	BUDG FY18
<b>SERVICES</b>								
503011	-	-	-	-	0.0%	-	0.0%	0.0%
503012	-	-	-	-	0.0%	-	0.0%	0.0%
503031	-	-	-	-	0.0%	-	0.0%	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	-	-	-	-	0.0%	-	0.0%	0.0%
503171	-	-	-	-	0.0%	-	0.0%	0.0%
503221	-	-	-	-	0.0%	-	0.0%	0.0%
503222	-	-	-	-	0.0%	-	0.0%	0.0%
503225	-	-	-	-	0.0%	-	0.0%	0.0%
503351	-	-	-	-	0.0%	-	0.0%	0.0%
503352	-	-	-	-	0.0%	-	0.0%	0.0%
503353	-	-	-	-	0.0%	-	0.0%	0.0%
503354	-	-	-	-	0.0%	-	0.0%	0.0%
503363	-	-	-	-	0.0%	-	0.0%	0.0%
Totals	-	-	-	-	0.0%	-	0.0%	0.0%
<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%
Totals	-	-	-	-	0.0%	-	0.0%	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY17 & FY18 OPERATING BUDGET**

COBRA Benefits - 9001

ACCOUNT	ACTUAL	ACTUAL	FINAL	REVISED	% CHANGE		% CHANGE	
	FY14	FY15	BUDGET FY16 June 2015	BUDGET FY17	BUDG FY16 BUDG FY17	BUDG FY17 BUDG FY18	BUDG FY17 BUDG FY18	BUDG FY18
<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	-	-	-	-	0.0%	0.0%	-	0.0%
504315 Safety Supplies	-	-	-	-	0.0%	0.0%	-	0.0%
504317 Cleaning Supplies	-	-	-	-	0.0%	0.0%	-	0.0%
504409 Repair/Maint Supplies	-	-	-	-	0.0%	0.0%	-	0.0%
504417 Tenant Repairs	-	-	-	-	0.0%	0.0%	-	0.0%
504421 Non-Inventory Parts	-	-	-	-	0.0%	0.0%	-	0.0%
504511 Small Tools	-	-	-	-	0.0%	0.0%	-	0.0%
504515 Employee Tool Replacement	-	-	-	-	0.0%	0.0%	-	0.0%
Totals	-	-	-	-	0.0%	0.0%	-	0.0%
<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%
Totals	-	-	-	-	0.0%	0.0%	-	0.0%
<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%
Totals	-	-	-	-	0.0%	0.0%	-	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY17 & FY18 OPERATING BUDGET**

COBRA Benefits - 9001

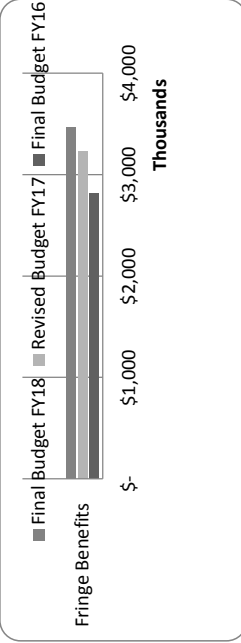
ACCOUNT	ACTUAL FY14	ACTUAL FY15	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17	BUDGET FY18	% CHANGE BUDG FY17 BUDG FY18
<b>TAXES</b>							
507051 Fuel Tax	-	-	-	-	0.0%	-	0.0%
507201 Licenses & Permits	-	-	-	-	0.0%	-	0.0%
507999 Other Taxes	-	-	-	-	0.0%	-	0.0%
<b>Totals</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	-	-	-	-	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>	-	-	-	-	0.0%	-	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>	1,923	(1,591.07)	-	-	0.0%	-	0.0%
<b>NON-PERSONNEL TOTAL</b>	-	-	-	-	0.0%	-	0.0%
<b>DEPARTMENT TOTALS</b>	1,923	(1,591.07)	-	-	0.0%	-	0.0%



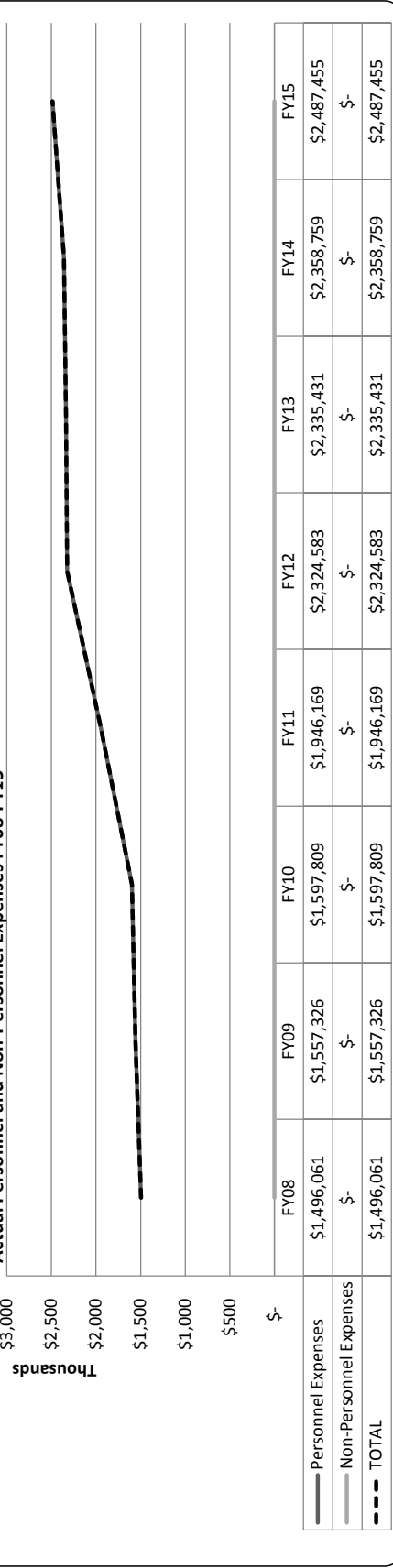
## **RETIRED EMPLOYEE BENEFITS - 9005**

**Retirees 9005**

	<u>Final Budget</u> <u>FY16</u>	<u>Revised Budget</u> <u>FY17</u>	<u>Var %</u>	<u>Final Budget</u> <u>FY18</u>	<u>Var %</u>
<b>Personnel Expenses:</b>					
Fringe Benefits	\$ 2,820,685	\$ 3,231,276	14.6%	\$ 3,468,978	7.4%
	\$ 2,820,685	\$ 3,231,276	14.6%	\$ 3,468,978	7.4%
<b>Total Expenses:</b>	\$ 2,820,685	\$ 3,231,276	14.6%	\$ 3,468,978	7.4%



**Actual Personnel and Non-Personnel Expenses FY08-FY15**



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY17 & FY18 OPERATING BUDGET**

Retired Employee Benefits - 9005

ACCOUNT	ACTUAL FY14	ACTUAL FY15	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17	BUDGET FY18	% CHANGE BUDG FY17 BUDG FY18
<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>-</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	2,204,334	2,361,446	2,699,107	3,128,918	15.9%	3,363,232	7.5%
502041 Dental Ins	96,131	83,474	88,391	69,002	-21.9%	71,072	3.0%
502045 Vision Ins	31,880	26,420	20,847	20,490	-1.7%	21,105	3.0%
502051 Life Ins/AD&D	10,244	10,567	6,545	6,525	-0.3%	6,721	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	16,169	5,547	5,796	6,341	9.4%	6,848	8.0%
<b>Totals</b>	<b>2,358,759</b>	<b>2,487,455</b>	<b>2,820,685</b>	<b>3,231,276</b>	<b>14.6%</b>	<b>3,468,978</b>	<b>7.4%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY17 & FY18 OPERATING BUDGET**

Retired Employee Benefits - 9005

ACCOUNT	ACTUAL	ACTUAL	FINAL	REVISED	% CHANGE		% CHANGE	
	FY14	FY15	BUDGET FY16 June 2015	BUDGET FY17	BUDG FY16 BUDG FY17	BUDG FY17 BUDG FY18	BUDG FY17 BUDG FY18	BUDG FY18
<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%
<b>Totals</b>	-	-	-	-	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%
<b>Totals</b>	-	-	-	-	0.0%	-	0.0%	0.0%



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY17 & FY18 OPERATING BUDGET**

Retired Employee Benefits - 9005

ACCOUNT	ACTUAL	ACTUAL	FINAL	REVISED	% CHANGE		% CHANGE	
	FY14	FY15	BUDGET FY16 June 2015	BUDGET FY17	BUDG FY16 BUDG FY17	BUDG FY17 BUDG FY18	BUDG FY17 BUDG FY18	BUDG FY18
<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	-	-	-	-	0.0%	-	0.0%	0.0%
504315 Safety Supplies	-	-	-	-	0.0%	-	0.0%	0.0%
504317 Cleaning Supplies	-	-	-	-	0.0%	-	0.0%	0.0%
504409 Repair/Maint Supplies	-	-	-	-	0.0%	-	0.0%	0.0%
504417 Tenant Repairs	-	-	-	-	0.0%	-	0.0%	0.0%
504421 Non-Inventory Parts	-	-	-	-	0.0%	-	0.0%	0.0%
504511 Small Tools	-	-	-	-	0.0%	-	0.0%	0.0%
504515 Employee Tool Replacement	-	-	-	-	0.0%	-	0.0%	0.0%
<b>Totals</b>	-	-	-	-	0.0%	-	0.0%	0.0%
<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>	-	-	-	-	0.0%	-	0.0%	0.0%
<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>	-	-	-	-	0.0%	-	0.0%	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY17 & FY18 OPERATING BUDGET**

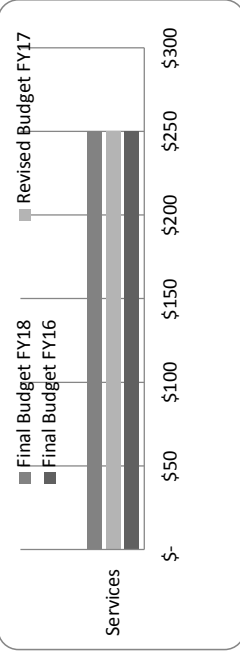
Retired Employee Benefits - 9005

ACCOUNT	ACTUAL	ACTUAL	FINAL	REVISED	% CHANGE		% CHANGE		
	FY14	FY15	BUDGET FY16 June 2015	BUDGET FY17	BUDG FY16 BUDG FY17	BUDG FY17 BUDG FY18	BUDG FY17 BUDG FY18	BUDG FY18	
<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	-	-	-	-	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>	-	-	-	-	0.0%	-	-	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>	2,358,759	2,487,455	2,820,685	3,231,276	14.6%	3,468,978	7.4%		
<b>NON-PERSONNEL TOTAL</b>	-	-	-	-	0.0%	-	0.0%		
<b>DEPARTMENT TOTALS</b>	<u>2,358,759</u>	<u>2,487,455</u>	<u>2,820,685</u>	<u>3,231,276</u>	<u>14.6%</u>	<u>3,468,978</u>	<u>7.4%</u>		

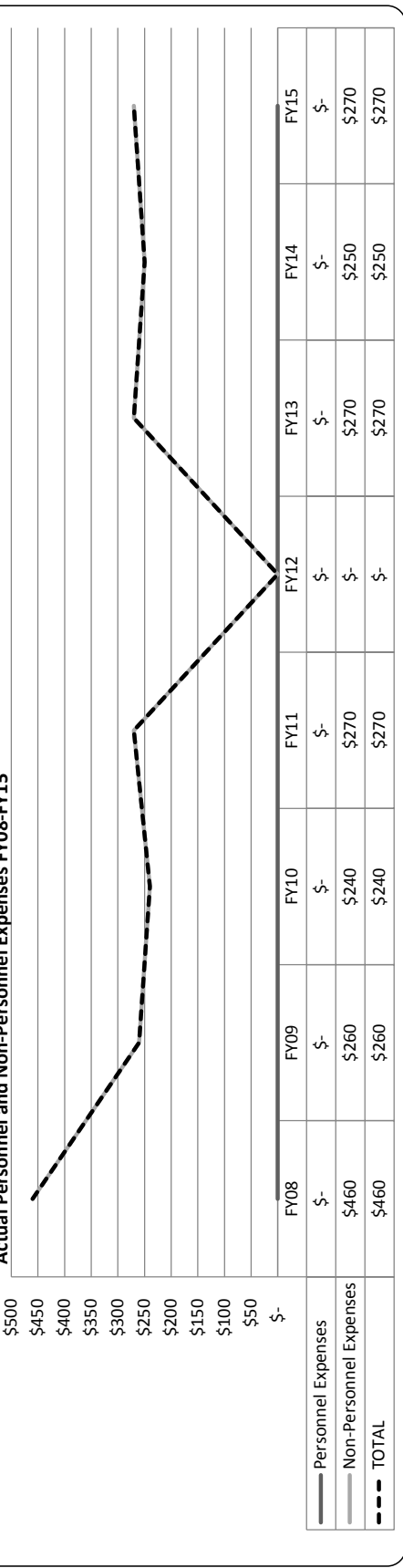
## **SCCIC - 700**

**SCCIC 700**

	<u>Final Budget</u> <u>FY16</u>	<u>Revised Budget</u> <u>FY17</u>	<u>Var %</u>	<u>Final Budget</u> <u>FY18</u>	<u>Var %</u>
<b>Non-Personnel Expenses:</b>					
Services	\$ 250	\$ 250	0.0%	\$ 250	0.0%
	\$ 250	\$ 250	0.0%	\$ 250	0.0%
<b>Total Expenses:</b>	\$ 250	\$ 250	0.0%	\$ 250	0.0%



**Actual Personnel and Non-Personnel Expenses FY08-FY15**



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY17 & FY18 OPERATING BUDGET**  
 SCCIC - 700

ACCOUNT	ACTUAL FY14	ACTUAL FY15	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17	BUDGET FY18	% CHANGE BUDG FY17 BUDG FY18
<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**  
**FY17 & FY18 OPERATING BUDGET**  
 SCCIC - 700

ACCOUNT	ACTUAL FY14	ACTUAL FY15	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17	BUDGET FY18	% CHANGE BUDG FY17 BUDG FY18
<b>SERVICES</b>							
503011 Accting/Audit Fees	250	250	250	250	0.0%	250	0.0%
503012 Admin/Bank Fees	-	20	-	-	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%
<b>Totals</b>	<b>250</b>	<b>270</b>	<b>250</b>	<b>250</b>	<b>0.0%</b>	<b>250</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>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY17 & FY18 OPERATING BUDGET**  
 SCCIC - 700

ACCOUNT	ACTUAL	ACTUAL	FINAL	REVISED	% CHANGE		% CHANGE	
	FY14	FY15	BUDGET FY16 June 2015	BUDGET FY17	BUDG FY16	BUDG FY17	BUDG FY17	BUDG FY18
<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	-	-	-	-	0.0%	0.0%	-	0.0%
504315 Safety Supplies	-	-	-	-	0.0%	0.0%	-	0.0%
504317 Cleaning Supplies	-	-	-	-	0.0%	0.0%	-	0.0%
504409 Repair/Maint Supplies	-	-	-	-	0.0%	0.0%	-	0.0%
504417 Tenant Repairs	-	-	-	-	0.0%	0.0%	-	0.0%
504421 Non-Inventory Parts	-	-	-	-	0.0%	0.0%	-	0.0%
504511 Small Tools	-	-	-	-	0.0%	0.0%	-	0.0%
504515 Employee Tool Replacement	-	-	-	-	0.0%	0.0%	-	0.0%
Totals	-	-	-	-	0.0%	0.0%	-	0.0%
<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%
Totals	-	-	-	-	0.0%	0.0%	-	0.0%
<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%
Totals	-	-	-	-	0.0%	0.0%	-	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY17 & FY18 OPERATING BUDGET**  
 SCCIC - 700

ACCOUNT	ACTUAL FY14	ACTUAL FY15	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17	BUDGET FY18	% CHANGE BUDG FY17 BUDG FY18
<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	-	-	-	-	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>	-	-	-	-	0.0%	-	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>							
	-	-	-	-	0.0%	-	0.0%
<b>NON-PERSONNEL TOTAL</b>							
	250	270	250	250	0.0%	250	0.0%
<b>DEPARTMENT TOTALS</b>							
	250	270	250	250	0.0%	250	0.0%



### **III. CAPITAL BUDGET**

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

**FY17 CAPITAL BUDGET**

**AS OF JUNE 24, 2016**

PROJECT/ACTIVITY	RESTRICTED FEDERAL FUNDS	RESTRICTED - SAKATA/LAW SUIT PROCEEDS	RESTRICTED - PTMISEA (1B)	RESTRICTED - PTMISEA (1B) - PACIFIC STATION PLACEHOLDER	RESTRICTED - CAL-OES PROP 1B - TRANSIT SECURITY	RESTRICTED - STIP	RESTRICTED - CAPITAL STA	UNRESTRICTED - FY17 STA (1/5)	TOTAL
Estimated Cash Balance on Hand (if applicable)	N/A	\$ 460,000	\$ 2,500,000	\$ 5,949,126	\$ 1,090,000	N/A	\$ 45,000	\$ -	\$ 10,044,126
Amount Available if not Cash on Hand	\$ 1,036,040					\$ 247,950		\$ 370,000	\$ 1,653,990
<b>Construction Related Projects</b>									
1 Metrobase Project - Judy K. Souza - Operations Bldg.	\$ -	\$ 460,000	\$ 1,420,000	\$ 545,000	\$ 445,000	\$ -	\$ -	\$ -	\$ 2,870,000
2 Transit Security Projects	\$ 168,822				\$ 630,000				\$ 630,000
3 Pacific Station/Metro Center - Conceptual Design / MOU	\$ 168,822	\$ 460,000	\$ 1,420,000	\$ 545,000	\$ 1,075,000	\$ -	\$ -	\$ 42,205	\$ 2,11,027
Subtotal								\$ 42,205	\$ 3,711,027
<b>IT Projects</b>									
4 HR Software Upgrade (cont.)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,000	\$ -	\$ 18,000
Subtotal							\$ 18,000	\$ -	\$ 18,000
<b>Facilities Repair &amp; Improvements</b>									
5 Repaint Watsonville Transit Center (FTA 5339)	\$ 85,632						\$ 21,408		\$ 107,040
6 Reseal, Resurface Parking Lots (FTA 5339)	\$ 60,000						\$ 15,000	\$ 45,000	\$ 75,000
7 Maintenance Bldg. Structural Upgrade							\$ 3,000	\$ 30,000	\$ 33,000
8 Repair Roof at Pacific Station (FTA 5339)	\$ 12,000							\$ 1,910	\$ 13,910
9 Relocate Mechanics Sink-Golf Club (FTA 5339)-ON HOLD	\$ 7,638							\$ 1,600	\$ 9,238
10 Upgrade Exhaust Evac.-Golf Club (FTA 5339)-ON HOLD	\$ 6,400							\$ 48,510	\$ 54,910
Subtotal	\$ 171,670	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 24,408	\$ -	\$ 196,078
<b>Revenue Vehicle Replacement &amp; Campaigns</b>									
11 Paracruz Van Replacements (2 - 2 purch in FY16)						\$ 247,950			\$ 247,950
12 Mid-Life Bus Engine Overhaul (6) (FTA 5339)-ON HOLD	\$ 189,666							\$ 47,416	\$ 237,082
13 Bus Repaint Campaign (56) (FTA 5339)-ON HOLD	\$ 162,539							\$ 40,635	\$ 203,174
14 FTA Section 5310-(1) Paratransit Vehicle TBD	\$ 50,400							\$ 12,600	\$ 63,000
Subtotal	\$ 402,605	\$ -	\$ -	\$ -	\$ -	\$ 247,950	\$ -	\$ 188,437	\$ 838,992
<b>Non-Revenue Vehicle Replacement</b>									
15 Replace 11 Non-Revenue Vehicles (FTA 5339)-ON HOLD	\$ 171,023							\$ 42,756	\$ 213,779
16 Replace High Lift Bucket Truck (FTA 5339)-ON HOLD	\$ 75,318							\$ 18,830	\$ 94,148
17 Propane Fueled Tow Motor (FTA 5339)-ON HOLD	\$ 46,602							\$ 11,651	\$ 58,253
Subtotal	\$ 292,943	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 73,237	\$ 366,180
<b>Fleet &amp; Maint Equipment</b>									
18 None at this time	\$ -							\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Office Equipment</b>									
19 None at this time	\$ -							\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Misc.</b>									
20 Ticket Vending Machine-SLV-Installation Costs								\$ 17,045	\$ 17,045
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,045	\$ 17,045
<b>TOTAL CAPITAL PROJECTS</b>	<b>\$ 1,036,040</b>	<b>\$ 460,000</b>	<b>\$ 1,420,000</b>	<b>\$ 545,000</b>	<b>\$ 1,075,000</b>	<b>\$ 247,950</b>	<b>\$ 42,408</b>	<b>\$ 369,434</b>	<b>\$ 5,195,832</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY17 CAPITAL BUDGET**

**AS OF JUNE 24, 2016**

PROJECT/ACTIVITY	RESTRICTED FEDERAL FUNDS	RESTRICTED - SAKATA/LAW SUIT PROCEEDS	RESTRICTED - PTMISEA (1B)	RESTRICTED - PTMISEA (1B) - PACIFIC STATION PLACEHOLDER	RESTRICTED - CAL-OES PROP 1B - TRANSIT SECURITY	RESTRICTED - STIP	RESTRICTED - CAPITAL STA	UNRESTRICTED - FY17 STA (1/5)	TOTAL
<b>CAPITAL PROGRAM FUNDING</b>									
<b>Federal Sources of Funds:</b>									
Federal Grants (FTA)	\$ 1,036,040								\$ 1,036,040
Sakata / Lawsuit Proceeds		\$ 460,000							\$ 460,000
<b>State Sources of Funds:</b>									
PTMISEA (1B)			\$ 1,420,000	\$ 545,000	\$ 1,075,000				\$ 1,965,000
Cal-OES Prop 1B Transit Security Grant Funds (CTSGP)									\$ 1,075,000
Statewide Transportation Improvement Program (STIP)						\$ 247,950			\$ 247,950
Capital Restricted - State Transit Assistance (STA)							\$ 42,408		\$ 42,408
State Transit Assistance (STA) - (1/5 of FY17 Allocation)							\$ 369,434		\$ 369,434
<b>Local Sources of Funds:</b>									
Operating and Capital Reserve Fund									\$ -
<b>TOTAL CAPITAL FUNDING BY FUNDING SOURCE</b>	<b>\$ 1,036,040</b>	<b>\$ 460,000</b>	<b>\$ 1,420,000</b>	<b>\$ 545,000</b>	<b>\$ 1,075,000</b>	<b>\$ 247,950</b>	<b>\$ 42,408</b>	<b>\$ 369,434</b>	<b>\$ 5,195,832</b>
Restricted Funds	\$ 1,036,040	\$ 460,000	\$ 1,420,000	\$ 545,000	\$ 1,075,000	\$ 247,950	\$ 42,408		\$ 4,826,398
Unrestricted Funds								\$ 369,434	\$ 369,434
<b>TOTAL CAPITAL FUNDING</b>	<b>\$ 1,036,040</b>	<b>\$ 460,000</b>	<b>\$ 1,420,000</b>	<b>\$ 545,000</b>	<b>\$ 1,075,000</b>	<b>\$ 247,950</b>	<b>\$ 42,408</b>	<b>\$ 369,434</b>	<b>\$ 5,195,832</b>
* All FTA 5339 funded projects are currently on hold - with the exception of four (4) projects with pre-award authority.									



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

UNFUNDED CAPITAL PROJECTS (000s)													DEPT.			
#	Project	Construction	Cost (000s)	Potential Funding Source	Required Local Match	17	18	19	20	21	22	23	24	25	26	
1	River Street overflow parking lot.	Demolition of 1211/1217 River Street houses; environmental report; design engineering and construction for bus parking.	\$ 300	Unfunded	TBD	\$ 300										
2	ADA Access Bus Stops	Remedial ADA Access at all bus stops; pending COA and bus stop audit	\$ 879	Unfunded	TBD	\$	\$ 175	\$ 88	\$ 88	\$ 88	\$ 88	\$ 88	\$ 88	\$ 88	\$ 88	Planning Facilities
3	ADA Access at all Facilities	Remedial ADA Access at all facilities. Access needs will be identified by future Accessibility Study	\$ 879	Unfunded	TBD	\$	\$ 175	\$ 88	\$ 88	\$ 88	\$ 88	\$ 88	\$ 88	\$ 88	\$ 88	Planning Facilities
4	Vernon Street Bus Stop	Move (Route 4) bus stop to lower Administration parking lot (fronts River Street) . Install base and concrete to bus stop pad and maneuvering apron	\$ 300	Unfunded	TBD	\$ 300										Facilities Const.
5	Felton Fair Bus Stop	Either relocate or improve path of travel for 2 stops	\$ 200	Unfunded	TBD	\$ 200										Planning Facilities
6	1231 River St. Property Acquisition	Maintenance Facility Expansion	\$ 850	Unfunded	TBD			\$ 850								Const. Legal
7	Fire Suppression for IT Server Room	1110 Vernon	\$ 100	Unfunded	TBD			\$ 100								IT Facilities Const.
8	Roof Reconstruction, Golf Club	Reconstruct built-up roof on first-half of Maintenance Building	\$ 100	Unfunded	TBD			\$ 100								Facilities
9	ParaCruz Operating Facility (Mobility Management Center)	Property Acquisition, Design, Right-of-Way and construction for new ParaCruz Operating Facility	\$ 12,000	Unfunded	TBD			\$ 12,000								Paracruz Const. Cps.
10	Maintenance Facility Wing 2	Property Acquisition, Design, Right-of-Way and Construction for second wing of Maintenance Facility	\$ 15,000	Unfunded	TBD				\$ 15,000							Maint. Const. Ops.
11	Pacific Station Renovation	Consider mixed-use or transit only renovations	\$ 25,000	PTMISEA; AHSC; Developer; City of SC	TBD			\$ 25,000								Grants Facilities Const.
12	Park and Ride Lots for Bus Commuters	Fund purchase and construction of parking areas for commuter bus patrons at 17th ave & 41st Ave.	\$ 2,000	Unfunded	TBD				\$ 2,000							Const. Facilities
13	Solar Panels	Energy reduction through installation of roof mounted solar panels at the Judy K. Souza Operations	\$ 2,000	Unfunded	TBD				\$ 2,000							Const. Facilities
14	Remove Diesel Tank	Remove tank after replacement of last diesel bus fleet	\$ 100	Unfunded	TBD				\$ 100							Const. Facilities

UNFUNDED CAPITAL PROJECTS (000s)													DEPT.								
Construction		Construction		Construction		Construction		Construction		Construction		Construction		Construction		Construction		Construction		Construction	
#	Project	Description	Cost (000s)	Potential Funding Source	Required Local Match	17	18	19	20	21	22	23	24	25	26						
15	Signal Priority/Pre-Empion for Buses	Enable coach operators to actuate traffic signals to prolong green or change red lights to improve transit running time	\$ 2,000	Public Works in affected jurisdiction	TBD					\$ 2,000											Planning Ops
16	South County Ops. & Maint. Facility	Auxiliary Operating & Maintenance Facility in Watsonville.	\$ 50,000	Unfunded	TBD										\$ 50,000						Grants Facilities Const.
17	Watsonville Transit Center Renovation	Fascia replacement or repair	\$ 1,000	Unfunded	TBD			\$ 1,000													Const. Facilities
18	Watsonville Park and Ride Lot	South County P&R to support Hwy 1 commuters	\$ 1,000	Unfunded	TBD					\$ 1,000											Const. Facilities
19	Cavallaro Transit Center Parking Structure	Parking Structure to support Hwy 17 Express commuters	\$ 26,400	Unfunded	TBD					\$ 26,400											Const. Facilities
20	Bike Station at Pacific Station	Bike Station to provide secure, convenient bicycle parking for METRO riders, reducing bikes onboard demand	\$ 500	Unfunded	TBD					\$ 500											Const. Facilities
21	Bike Station at Capitola Mall TTC	Bike Station to provide secure, convenient bicycle parking for METRO riders, reducing bikes onboard demand	\$ 500	Unfunded	TBD					\$ 500											Const. Facilities
			<b>\$ 141,108</b>			<b>\$ 300</b>	<b>\$ 850</b>	<b>\$ 39,226</b>	<b>\$ 176</b>	<b>\$ 19,276</b>	<b>\$ 30,576</b>	<b>\$ 176</b>	<b>\$ 176</b>	<b>\$ 176</b>	<b>\$ 50,176</b>	<b>\$ 141,108</b>					

UNFUNDED CAPITAL PROJECTS (000s)													DEPT.									
Vehicle SGR																						
#	Project	Description	Cost (000s)	Potential Funding Source	Required Local Match	17	18	19	20	21	22	23	24	25	26							
1	Bus Mid-Life Overhaul, 2017-2026	Bus Mid-Life Overhaul (25% reduction) Bus Replacements @ Replace (14) 35' 9800s (D35LF) Replace (12) 40' 9800s (D40LF) Replace (8) 40' CNG buses (tanks expire '16)	\$ 2,713	STIP	TBD	\$ 188	\$ 225	\$ 250	\$ 250	\$ 275	\$ 275	\$ 300	\$ 300	\$ 325	\$ 325	Fleet						
2	Bus Replacements 2017		\$ 21,450	FTA 5339/STIP	TBD	\$ 10,725	\$ 10,725									Fleet						
3	ParaCruz Adds & Replacement Vans 2018	Replace (8) ParaCruz cutaways	\$ 2,760	Unfunded	TBD	\$ 1,320							\$ 1,440			ParaCruz						
4	Bus Replacements 2019	Bus Replacements Replace (13) 2200s	\$ 8,710	FTA 5339/STIP	TBD	\$ 4,355	\$ 4,355									Fleet						
5	ParaCruz Adds & Replacement Vans 2019	Replace (21) ParaCruz E350 Versa's	\$ 4,095	Unfunded	TBD	\$ 945	\$ 945						\$ 1,103	\$ 1,103		ParaCruz						
6	ParaCruz Adds & Replacement Vans 2020	Replace (5) ParaCruz Light Duty Amerivans Bus Replacements Over-the-Road Coaches for Hwy 17 - consider Electric Bus	\$ 625	Unfunded	TBD	\$ 300									\$ 325	ParaCruz						
7	Bus Replacements 2021		\$ 13,500	FTA 5339/STIP	TBD	\$ 13,500										Fleet						
8	Bus Replacements 2023	Bus Replacements Replace (13) 2800s CNG Buses	\$ 10,075	FTA 5339/STIP	TBD						\$ 10,075					Fleet						
9	Bus Replacements 2024	Bus Replacements Replace (5) 1000s CNG Buses	\$ 3,875	FTA 5339/STIP	TBD								\$ 3,875			Fleet						
10	Bus Replacements 2025	Bus Replacements Replace (11) 1200s CNG Buses	\$ 8,800	FTA 5339/STIP	TBD									\$ 8,800		Fleet						
11	Bus Replacements 2026	Bus Replacements Replace (6) 1300s CNG Buses	\$ 4,800	FTA 5339/STIP	TBD										\$ 4,800	Fleet						
12	Non-revenue Vehicle Replacements	Non-revenue trucks and cars	\$ 1,660		TBD	\$ 490	\$ 490	\$ 20	\$ 340	\$ 205	\$ 70		\$ 25	\$ 490	\$ 20	Fleet						
		<b>Unfunded Capital Costs thru 2026</b>	<b>\$ 83,063</b>			<b>\$ 188</b>	<b>\$ 18,060</b>	<b>\$ 16,295</b>	<b>\$ 890</b>	<b>\$ 13,980</b>	<b>\$ 345</b>	<b>\$ 10,375</b>	<b>\$ 6,743</b>	<b>\$ 10,718</b>	<b>\$ 5,470</b>	<b>\$ 83,063</b>						
		Rolling Stock Replacements	\$ 78,690			\$ -	\$ 17,345	\$ 16,025	\$ 300	\$ 13,500	\$ -	\$ 10,075	\$ 6,418	\$ 9,903	\$ 5,125	\$ 78,690						



UNFUNDED CAPITAL PROJECTS (000s)											DEPT.					
Facilities Maintenance																
#	Project	Description	Cost (000s)	Potential Funding Source	Required Local Match	17	18	19	20	21	22	23	24	25	26	
1	Fire Egress	Construction of fire egress for 2nd floor of Golf Club Dr maintenance building	\$ 95	Continuous	TBD	\$ 95										Facilities
2	Capital upgrade of existing transit facilities	Capital upgrade of bus stops, parking lots, transit centers, buildings	\$ 585	Continuous	TBD	\$ 50	\$ 50	\$ 55	\$ 55	\$ 55	\$ 60	\$ 60	\$ 60	\$ 70	\$ 70	Facilities
3	Upgrade HVAC Systems, all sites	Heating Ventilation Air Conditioning	\$ 430	Unfunded	TBD	\$	\$ 160	\$ 60	\$ 50	\$ 120	\$ 40	\$ -	\$ -	\$ -	\$ -	Facilities
4	Custodial Equipment Replacement	Vacuums, Buffers, Scrubbers	\$ -	Unfunded	TBD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Facilities
5	Landscaping/Irrigation	Re-landscape & irrigate all sites	\$ -	Unfunded	TBD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Facilities
6	Administration Remodel	Office remodel of 110 Vernon St.: upgrade HVAC and move/add office space (Planning relocated downstairs)	\$ 150	Unfunded	TBD	\$ 50	\$ 50	\$ 50	\$ 50							Facilities
7	Bird Abatement	All Facilities	\$ 10	Unfunded	TBD	\$ 10										Facilities
8	Furniture	All Facilities	\$ 150	Unfunded	TBD	\$ 50	\$ 50	\$ 50	\$ 50							Admin Const.
9	Fire Proof File Cabinets	Administrative Building	\$ 5	Unfunded	TBD	\$ 5										Facilities
10	Emergency Operations Centers	Purchase of equipment for EOC at OPS and Admin	\$ 15	Unfunded	TBD	\$ 15										Facilities
11	Bus Washer	Replace N/S Wash System purchased 2009 & upgrade water recycling system	\$ 80	Unfunded	TBD	\$ 80										Facilities Fleet
12	Bus Lifts	Remove and Replace lifts	\$ 1,000	Unfunded	TBD	\$ 1,000										Const. Fleet Facilities
13	Exterior/Interior Painting	Exterior: Vernon, 138 Golf Club, Fueling Station interior/exterior	\$ 345	Unfunded	TBD	\$ 100	\$ 100	\$ 125	\$ 125	\$ 120						Facilities
14	Parts Washers (3)	Replace the JRI units purchased 2010	\$ 100	Unfunded	TBD									\$ 100	\$ 100	Fleet
15	Fuel Management System	Purchase and installation of fuel management system	\$ 265	Unfunded	TBD	\$ 265										Facilities
16	Roof Replacement, Fueling Station	Replace Roof	\$ 150	Unfunded	TBD									\$	\$ 150	Facilities
17	Roof Replacement, Scotts Valley	Replace Roof	\$ 100	Unfunded	TBD											Facilities
<b>Unfunded Capital Costs thru 2025</b>			<b>\$ 3,480</b>			<b>\$ 195</b>	<b>\$ 685</b>	<b>\$ 1,315</b>	<b>\$ 280</b>	<b>\$ 295</b>	<b>\$ 100</b>	<b>\$ 60</b>	<b>\$ 60</b>	<b>\$ 70</b>	<b>\$ 420</b>	<b>\$ 3,480</b>

UNFUNDED CAPITAL PROJECTS (000s)										UNFUNDED CAPITAL PROJECTS (000s)										DEPT
#	Project	RTP Project ID	RTP#	Description	Cost (000s)	Potential Funding Source	Required Local Match	Year										DEPT		
								17	18	19	20	21	22	23	24	25	26			
1	Financial Management Software	727	MTD-P35	Financial, Payroll, Timekeeping Software	\$ 250	Unfunded	TBD	\$ 250											IT	
2	Bus AVL			Automatic Vehicle Locator system on all METRO Buses	\$ 2,000	Unfunded	TBD	\$ 2,000											IT	
3	Offsite SCMTD Servers	727	MTD-P35	At Ops Backup system to meet growing disaster recovery needs	\$ 15	Unfunded	TBD	\$ 15											Planning Fleet	
4	Backup system	727	MTD-P35		\$ 20	Unfunded	TBD	\$ 20											IT	
5	Highway 17 Express WiFi upgrade	new-5	new-5	Add Simms cards to routers for additional functionality. Bus AVL implementation may negate the need for this.	\$ 10	Unfunded	TBD	\$ 10											Fleet Ops	
6	Fare System Integration and Upgrade	1575	MTD-P50	Upgrade GFI Farebox system to enable fare media loading, tracking, registration, interoperability via internet. Necessary IT upgrades. System integrator to analyze and propose integrated fare media strategy (includes \$50k for vaulting)	\$ 1,300	Unfunded	TBD	\$ 1,300											IT	
7	Phone System	727	MTD-P35	Replacement phone system due to the existing system reaching end-of-life for parts and support. (waiting for budget estimate)	\$ -	Unfunded	TBD												IT	
8	MaintStar Expansion Software and Mobile Equipment	727	MTD-P35	Asset and Maintenance Managing software and equipment with onsite training and installation. Work field orders.	\$ 150	Unfunded	TBD	\$ 150											IT	
9	Bus APC	1575	MTD-P06	Automatic Passenger Counter systems on all METRO buses.	\$ 1,200	Unfunded	TBD	\$ 1,200											Planning Fleet	
10	WiFi expansion	new-5	new-5	Public WiFi equipment on all facilities and routes beginning w/UCSCs and Express buses. Bus AVL implementation may negate the need for this.	\$ 1,000	Unfunded	TBD	\$ 1,000											Fleet Ops	
11	Cameras on buses	725	MTD-P33	Cameras on buses	\$ 700	CalOES	TBD	\$ 700											Fleet Ops	
12	Camera security system for ParaCruz facility	725	MTD-P33	Camera security system for ParaCruz facility	\$ -	Unfunded	TBD												IT	
13	ParaCruz MDC replacements	722	MTD-P30	ParaCruz MDC replacements (two per year)	\$ 15	Unfunded	TBD	\$ 15											ParaCruz Facilities	
14	Additional TV/MS	320	MTD18	2nd TVM at Pacific Station and Watsonville Transit Center	\$ 210	Unfunded	TBD	\$ 210											IT	
					\$ 6,870		\$ 2,285	\$ 3,210	\$ 165	\$ 1,210	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,870	



UNFUNDED CAPITAL PROJECTS (000s)												
	Rolling Stock Replacements	17	18	19	20	21	22	23	24	25	26	TOTAL
Construction	\$ -	\$ 300	\$ 850	\$ 39,226	\$ 176	\$ 19,276	\$ 30,576	\$ 176	\$ 176	\$ 176	\$ 50,176	\$ 141,108
Vehicle SGR	\$ 78,690	\$ 188	\$ 18,060	\$ 16,295	\$ 890	\$ 13,980	\$ 345	\$ 10,375	\$ 6,743	\$ 10,718	\$ 5,470	\$ 83,063
Facilities Maintenance	\$ -	\$ 195	\$ 685	\$ 1,315	\$ 280	\$ 295	\$ 100	\$ 60	\$ 60	\$ 70	\$ 420	\$ 3,480
IT	\$ -	\$ 2,285	\$ 3,210	\$ 165	\$ 1,210	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,870
Communications	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500
	\$ 78,690	\$ 2,968	\$ 22,805	\$ 57,001	\$ 3,056	\$ 33,551	\$ 31,021	\$ 10,611	\$ 6,979	\$ 10,964	\$ 56,066	\$ 235,021

## **V. ADDITIONAL INFORMATION**

## **BOARD MEMBER TRAVEL**

**FY17**

### American Public Transportation Association (APTA) Meetings

Legislative Conference  
March 2017  
Washington, DC  
Two Board Members

Annual Conference  
September 2016  
Los Angeles, CA  
Two Board Members

### California Transit Association (CTA) Meetings

Annual Meeting  
November 2016  
Oakland, CA  
One Board Member

Legislative Conference  
Spring 2017  
Sacramento, 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.

## **Budgeted Ongoing Activities FY17**

Santa Cruz County Fair - September, 14 – 18, 2016

Santa Cruz Follies

Santa Cruz Seaside Company - Late Night Transit Service to Watsonville for the summer

Senior Luncheon

Metro Advisory Committee METRO Tour

Leadership Santa Cruz

EMPLOYEE INCENTIVE PROGRAM  
FY17 and FY18

EVENT/ACTIVITY	# EMP	RATE	FY17	FY18	DEPT/ACCOUNT
District Service Awards			\$ 5,000	\$ 5,000	1100-509101
Employee Picnic & Holiday Party			\$ 10,000	\$ 10,000	1100-509101
Safe Driver Pins and Certificates			\$ 200	\$ 200	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>\$ 15,200</b>	<b>\$ 15,200</b>	



**MEMBERSHIPS  
FY17 and FY18**

<b>MEMBERSHIPS / Dues &amp; Subscriptions</b>	<b>FY17</b>	<b>FY18</b>	<b>DEPT/ACCOUNT</b>
<b>Administration</b>			
American Public Transportation Association (APTA)	\$ 35,100	\$ 35,100	1100-509011
California Transit Association (CTA)	\$ 15,000	\$ 15,000	1100-509011
California Association for Coordinated Transportation (CalACT)	\$ 825	\$ 825	1100-509011
The Bus Coalition	\$ 1,000	\$ 1,000	1100-509011
Chamber of Commerce	\$ 3,000	\$ 3,000	1100-509011
Community Transportation Association of America (CTAA)	\$ 5,625	\$ 5,625	1100-509011
Monterey Bay Economic Partnership (MBEP)	\$ 10,000	\$ 10,000	1100-509011
Costco	\$ 110	\$ 110	1100-509011
Santa Cruz Sentinel	\$ 315	\$ 315	1100-509011
Miscellaneous	\$ 500	\$ 500	1100-509011
<b>Finance</b>			
Government Finance Officers Association (GFOA)	\$ 430	\$ 430	1200-509011
California Society of Municipal Finance Officers (CSMFO)	\$ 450	\$ 450	1200-509011
Kiplinger Letters	\$ 100	\$ 100	1200-509011
<b>Human Resources</b>			
Society for Human Resource Management (SHRM)	\$ 600	\$ 600	1400-509011
Chamber of Commerce	\$ 450	\$ 450	1400-509011
Northern California Human Resources Association (NCHRA)	\$ 500	\$ 500	1400-509011
John Dash	\$ 250	\$ 250	1400-509011
<b>Planning, Grants, Governmental Affairs</b>			
Center for Transportation and the Environment (CTE)	\$ 3,000	\$ 3,000	1600-509011
<b>District Counsel</b>			
Thompson - Reuters - WEST	\$ -	\$ -	1700-509011
LexisNexis & Co	\$ -	\$ -	1700-509011
Santa Cruz Law Library	\$ -	\$ -	1700-509011
Women Lawyers of Santa Cruz County	\$ -	\$ -	1700-509011
California Public Employers Labor Relations Association	\$ -	\$ -	1700-509011
Total	\$ 12,010	\$ 12,010	1700-509011
<b>Risk Management</b>			
Miscellaneous	\$ 500	\$ 500	1800-509011
<b>Purchasing</b>			
The Institute for Public Procurement (NIGP)	\$ 190	\$ 190	1900-509011
California Association of Public Procurement Officials (CAPPO)	\$ 130	\$ 130	1900-509011
<b>Fleet Maintenance</b>			
Cal/OSHA	\$ 300	\$ 300	4100-509011
Cummins INSITE Fleet books (6) Software	\$ 3,000	\$ 3,000	4100-509011
John Deere Software	\$ 600	\$ 600	4100-509011
<b>TOTALS</b>	<b>\$ 93,985</b>	<b>\$ 93,985</b>	



ADOPTED JUNE 24, 2016