

Santa Cruz Metropolitan Transit District

FY16 & FY17
FINAL BUDGET



ADOPTED JUNE 26, 2015



SANTA CRUZ **METRO**

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

FY16 & FY17

FINAL BUDGET

Table of Contents:

I. Total Budget Overview

Letter from the Board Chair and the CEO/General Manager	3
Board of Directors	4
Board Officers & Appointments	5
Management Staff	6
Transit Centers	7
Santa Cruz METRO Quick Facts	8
Ridership Performance by Service Area – FY14	9
Departmental Organizational Chart	10
Authorized and Funded Personnel Summary	11
Funded Personnel by Department Chart	12
Budget Highlights	13
Budget Development Process Timeline	20
Budget Resolution	21
Revenue Sources: FY16 & FY17 - Charts	22
Revenue Sources: Sales Tax & TDA - Charts	23
Revenue Sources: Passenger Fares - Charts	24
Revenue Sources	25
Expenses: FY16 & FY17 - Charts	26
• Consolidated Expenses	27
Departmental Expenses: FY16 & FY17 - Chart	31
• Departmental Expenses	32

II. Departmental Functions, Objectives and Line Item Budgets

Administration - 1100	35
Finance - 1200	47
Customer Service - 1300	57
Human Resources - 1400	67
Information Technology - 1500	75
Planning, Grants and Governmental Affairs - 1600	83
District Counsel - 1700	93
Risk Management - 1800	101
Purchasing - 1900	111
Facilities Maintenance - 2200	121
ParaCruz – 3100	129
Operation – 3200	137
Bus Operators – 3300	147
Fleet Maintenance – 4100	155
Capital Funded Labor – 5100	163
Cobra Benefits - 9001	171
Retired Employee Benefits - 9005	177
SCCIC - 700	183

III. Capital Budget 189

IV. Unfunded Capital Needs List 193

V. Additional Information

Board Member Travel	203
Employee Incentive Program	204

I. TOTAL BUDGET OVERVIEW



Santa Cruz Metropolitan Transit District



The Operating Budget of \$49,594,699 in FY16, \$51,427,144 in FY17, and the FY16 Capital Budget totaling \$13,248,387, represents the completion of the budget process that began in January 2015, and was adopted by the Board of Directors on June 26, 2015.

As required by law, a balanced budget has been adopted. However, the FY16 & FY17 Operating Budgets are not structurally balanced budgets. This means that recurring expenses exceed recurring revenues. The balanced budget has been achieved by using Reserves and capital eligible Federal Transit Administration (FTA) Small Transit Intensive Cities (STIC) funds and State Transit Assistance (STA) funds. STIC and STA have historically been dedicated to capital expenditures. The use of these three funding sources accounts for 18% of the FY16 operating budget. At the current burn rate, Reserves will be exhausted in FY17.

Given the current structural deficit and a pending fiscal cliff, the FY16 Budget was aligned to the FY14 Actuals, plus changes in wages and benefits that occurred over that period of time. Various cost containment and efficiency measures were identified and implemented, including holding off on filling several vacant positions. During FY16, and slated for implementation in FY17, we will be performing a system-wide service restructure. The objective of this study is to ensure that our service is effectively and efficiently allocated and to identify how best to reduce service levels to match available revenues. The process will include several public interface points.

As noted above, 18% of our Operating Budget is made up of Reserves and Capital eligible money. We need to work towards eliminating our dependence on these sources of funds, shore up our Reserves, and fund mission critical capital investments. METRO's unfunded capital needs over the next ten years exceed \$200 million to achieve a state of good repair. Our system will be in a state of good repair when we maintain vehicles and facilities on schedule; perform mid-life overhauls on schedule; and, replace our vehicles when they reach the end of their useful life.

In closing, we want to thank our customers for their continued loyalty and support and the residents of Santa Cruz County for their generous support through their sales tax. We also want to thank the Santa Cruz METRO Board of Directors for their strong commitment to the long-term financial stability of the agency and ensuring METRO provides the service our customers expect.

Respectfully Submitted,

Dene Bustichi
Santa Cruz METRO Board Chair

Alex Clifford
CEO/General Manager

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

FY16 & FY17

FINAL BUDGET

Board of Directors

Mike Rotkin

County of Santa Cruz

Don Lane

City 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

Donald “Norm” Hagen

County of Santa Cruz

Donna Blitzer

Ex Officio Director

University of California, Santa Cruz

Alex Clifford, CEO/General Manager

Adopted 06/26/15

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

FY16 & FY17

FINAL BUDGET

Board Officers and Appointments

Chair

Dene Bustichi

Vice Chair

Mike Rotkin

SCCRTC Representatives

Karina Cervantez

Cynthia Chase

Ed Bottorff

SCCRTC Alternates (in order)

Mike Rotkin

Donald "Norm" Hagen

Dene Bustichi

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

FY16 & FY17

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
Assistant Manager of Information Technology
Senior Database Administrator

Isaac Holly
Vacant
Harlan Glatt

Maintenance Manager

Allen Pierce

Purchasing Manager

Erron Alvey

Safety, Security and Risk Manager
Planning and Development Manager

Liseth Guizar
Vacant

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 FY14

As of 6/30/14

Board Members	12
Employees	330
Fixed Routes	34
Fixed Route Peak Pullout	78
Bus Stops	935
Fixed Route Ridership	5,514,200
Revenue Miles	3,325,313
Revenue Hours	223,651
Passengers per Hour	24.66
Operating Expenses (Actual)	\$44,786,254

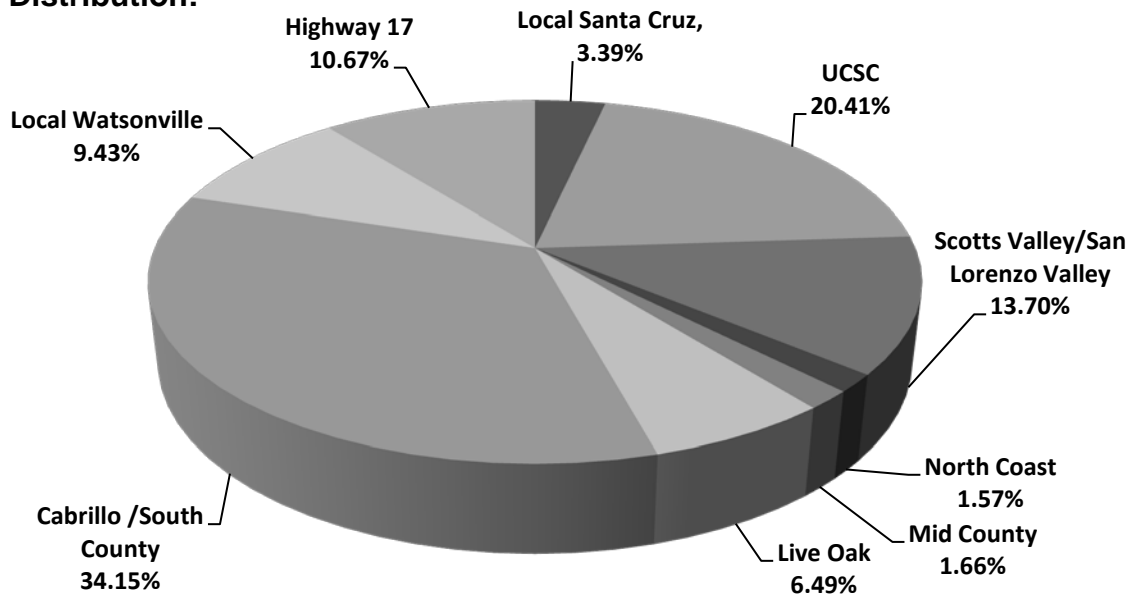
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Ridership Performance by Service Area - FY14

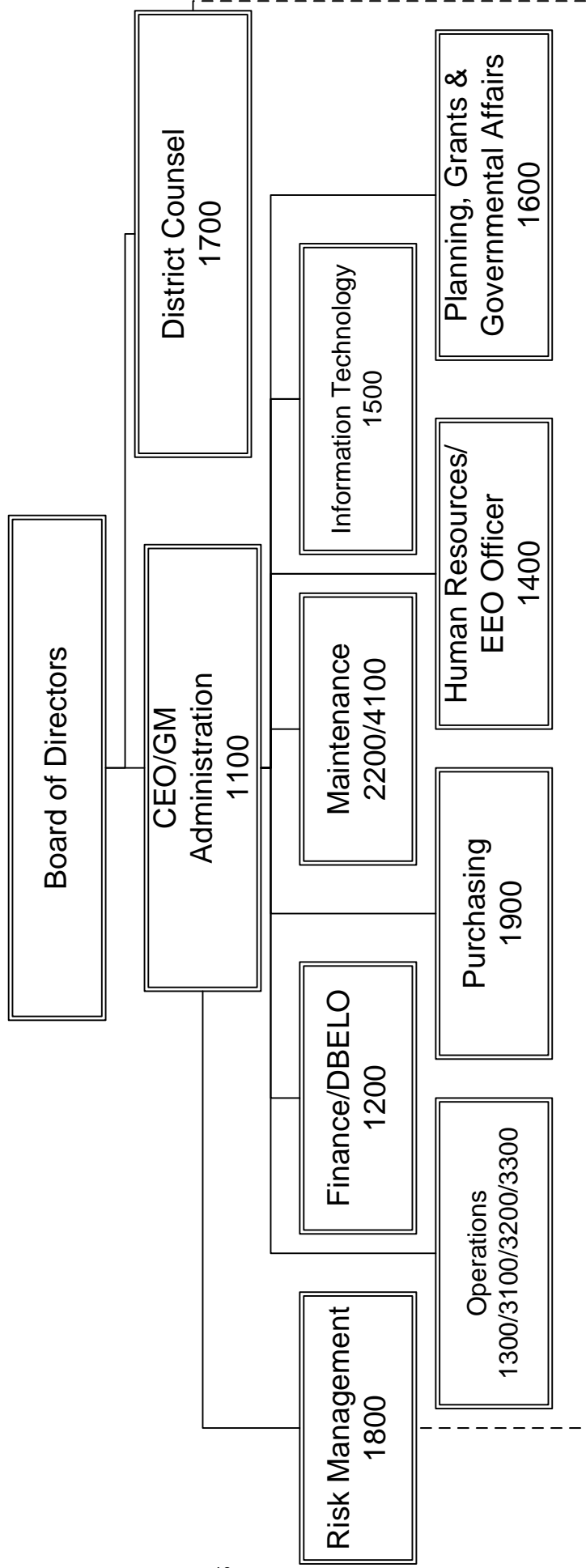
As of 06/30/14

	Trip Hrs	%	Ridership	%	Passengers per Hour
Local Santa Cruz	7,886	3.52%	99,009	1.79%	12.55
UCSC	45,690	20.41%	2,483,355	44.95%	54.35
Scotts Valley/San Lorenzo Valley	27,072	12.09%	443,117	8.02%	16.37
North Coast	3,525	1.57%	40,761	0.74%	11.56
Mid County	3,725	1.66%	46,816	0.85%	12.57
Live Oak	14,528	6.49%	300,347	5.44%	20.67
Cabrillo /South County	76,468	34.15%	1,566,716	28.36%	20.49
Local Watsonville	21,115	9.43%	178,516	3.23%	8.45
Highway 17	23,902	10.67%	365,971	6.62%	15.31
TOTAL	223,912	100.00%	5,524,608	100.00%	24.67

Service Distribution:



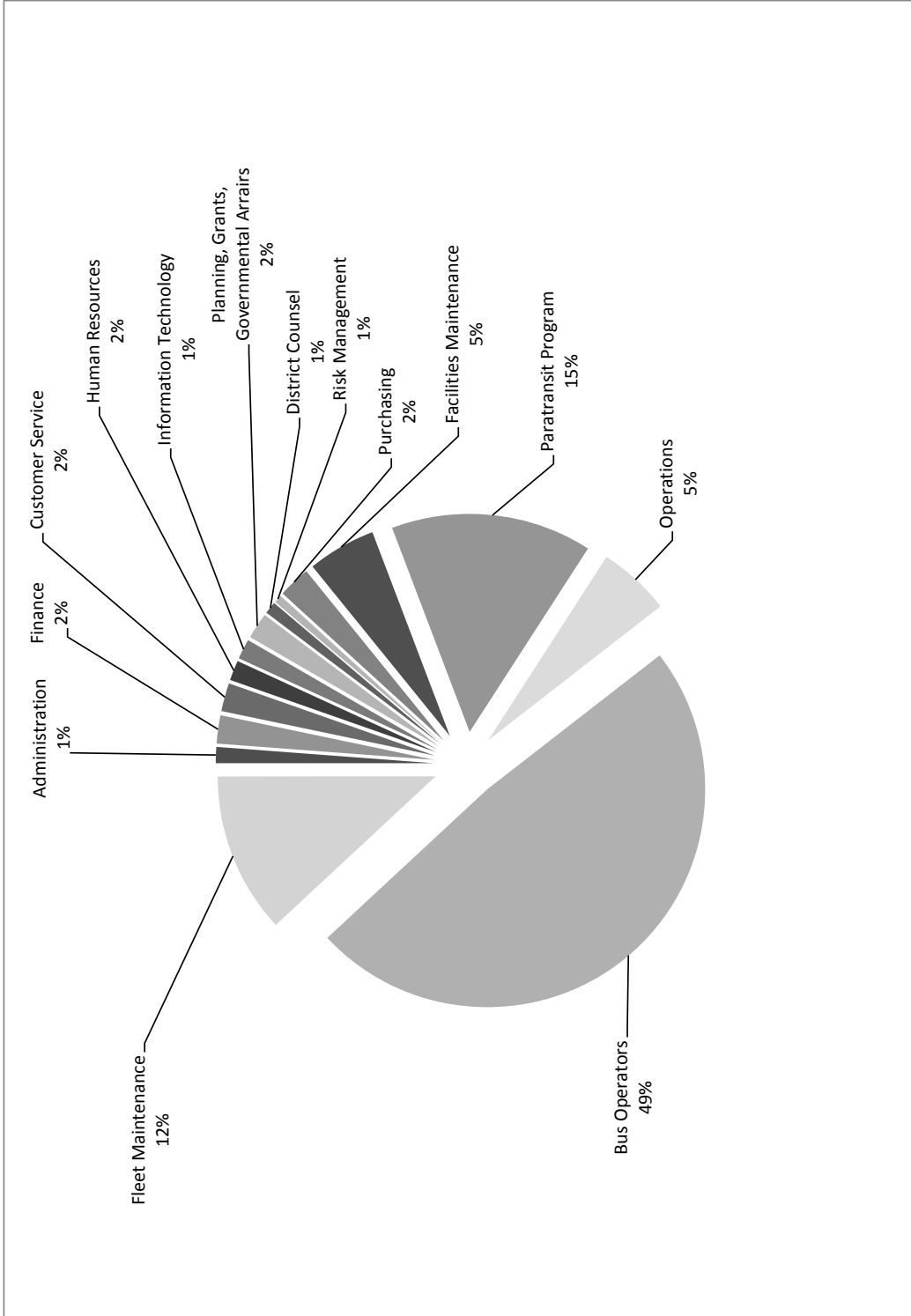
Santa Cruz Metropolitan Transit District (Santa Cruz METRO) Organizational Chart



FY16 & FY17 FINAL OPERATING BUDGET
Authorized and Funded Personnel - Full Time Equivalent (FTE)
Summary

Position Title	Authorized		Funded		Authorized		Funded		Authorized		Funded	
	FY 16 June 2014	FY 16 June 2014	FY 16 June 2014	FY 16 June 2014	Revised FY 16 June 2015	Revised FY 16 June 2015	Revised FY 16 June 2015	Revised FY 16 June 2015	Final FY 17	Final FY 17	Final FY 17	Final FY 17
Administration - 1100	14.00	11.50	5.00	4.00	5.00	4.00	5.00	4.00	5.00	4.00	5.00	4.00
Finance - 1200	8.50	7.00	8.50	7.00	8.50	7.00	8.50	7.00	8.50	7.00	8.50	7.00
Customer Service - 1300	10.25	6.00	10.25	7.00	10.25	7.00	10.25	7.00	10.25	7.00	10.25	7.00
Human Resources - 1400	6.00	5.00	6.00	5.00	6.00	5.00	6.00	5.00	6.00	5.00	6.00	5.00
Information Technology - 1500	6.00	5.00	7.00	5.00	7.00	5.00	7.00	5.00	7.00	5.00	7.00	5.00
Planning, Grants, Governmental Affairs - 1600	0.00	0.00	9.00	6.50	9.00	6.50	9.00	6.50	9.00	6.50	9.00	6.50
District Counsel - 1700	3.00	3.00	3.00	3.00	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	2.00	3.00	2.00	3.00	2.00	3.00	2.00
Purchasing - 1900	7.00	7.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00
Facilities Maintenance - 2200	19.00	15.00	21.00	17.00	21.00	17.00	21.00	17.00	21.00	17.00	21.00	17.00
Paratransit - 3100	61.00	54.00	61.00	50.00	61.00	50.00	61.00	50.00	61.00	50.00	61.00	50.00
Operations - 3200	20.00	17.00	21.00	18.00	21.00	18.00	21.00	18.00	21.00	18.00	21.00	18.00
Bus Operators - 3300	182.00	164.00	171.00	163.00	171.00	163.00	171.00	163.00	171.00	163.00	171.00	163.00
Fleet Maintenance - 4100	59.00	44.00	56.00	40.00	56.00	40.00	56.00	40.00	56.00	40.00	56.00	40.00
Total Full-Time Equivalents (FTEs)	398.75	340.50	389.75	335.50	389.75	335.50	389.75	335.50	389.75	335.50	389.75	336.50

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 FY16 & FY17 FINAL OPERATING BUDGET
 FUNDED PERSONNEL BY DEPARTMENT**



FY16 & FY17 FINAL BUDGET HIGHLIGHTS

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

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

The FY16 and FY17 Final **Operating Budgets** total **\$49,594,699** and **\$51,427,144**, respectively.

The Final FY16 **Capital Budget** totals **\$13,248,387**.

Major Operating Revenue assumptions in the FY16 Revised Budget over the FY16 Budget, include:

- Passenger Fares – decrease of -13.2% or (\$578K)
- Special Transit Fares – decrease of -3.1% or (\$110K)
- Paratransit Fares – increase of 6.1% or \$20K, as per Public Hearing on April 10, 2015: Consideration of Fare Restructuring of Highway 17 Express and ParaCruz Service and Fare changes
- Highway 17 Fares – increase of 5.1% or \$86K, as per Public Hearing on April 10, 2015: Consideration of Fare Restructuring of Highway 17 Express and ParaCruz Service and Fare changes
- Sales Tax – decrease of -9.3% or (\$1,958K)
- Transportation Development Act (TDA) - decrease of -2.9% or (\$191K)
- FTA Sec 5307 – Operating Assistance - decrease of -5.4% or (\$238K)
- FTA Sec 5307 – STIC – decrease of -7.5% or (\$107K)
- Low Carbon Transit Operations Program (LCTOP) – increase of 100% or \$101K - new source of funding this fiscal year
- (Alternative) Fuel Tax Credit – increase of 100% or \$638K. (Funds will be transferred to reserves, as per Board direction on 1/23/2015)
- Transfer (to)/from Operating Reserves – increase of 57.7% or \$1,844K.

Budget assumptions above are consistent with revenue trends from the past 5 years, actual revenue collections for the first 7 months in FY15, as well as current economic indicators and information updates from local, state and federal authorities.

FY16 & FY17 Final Budget Highlights (con't)

Potential revenue increases in Passenger Fares and Advertising, presented at the Structural Deficit Workshop (V of VII) in January 2015 are not included in the budget, as both were based on hiring a new Marketing, Communications & Customer Service Manager. The position, while authorized by the Board, is unfunded in the FY16 Revised and FY17 Final Operating Budgets due to the budget shortfall.

The Low Carbon Transit Operations Program (LCTOP) funding was added to the Revised FY16 & FY17 Operating Budget for a Watsonville Customer Service position, and in the FY16 Capital Budget for the Watsonville Transit Center Customer Service Booth Remodel. Our application for this grant is in jeopardy of not being accepted. Staff is working with our State Legislative advocate to try to resolve the situation. In each fiscal year, this grant is worth \$182K.

Operating Expenses total \$49,594,699 in FY16 and \$51,427,144 in FY17. Major Operating Expenses assumptions in the FY16 Revised Budget over the FY16 Budget, include:

- **Personnel Expenses** (Labor and Fringe Benefits) decreased by -1.8% or (\$757K).

Most positions approved since November 2014, as well as the following three new positions are included in the FY16 Revised and FY17 Final Budgets:

- Custodial Service Worker I: 1 FTE to cover the Watsonville Transit Center and the Paracruz administrative offices custodial work that was previously contracted out.
- Customer Service Coordinator: 1 FTE for the new Customer Service Office at the Watsonville Transit Center. The position is funded from the Low Carbon Transit Operating Program (LCTOP) in FY16 and FY17.
- Reservationist: 1 FTE in Paratransit

Positions, approved since November 2014, that are unfunded in the FY16 Revised and FY17 Final Budgets due to the budget shortfall are listed below:

- Marketing, Communications & Customer Service Manager: 1 FTE
- Database Administrator: 1 FTE

Total Personnel Expenses decreased in the FY16 Revised budget, primarily due to the following:

- Minimal or no budget impact when converting existing positions to new positions.
- Reduction of 1 Fixed Route Bus Operator FTE due to discontinued Route 6 Service.

FY16 & FY17 Final Budget Highlights (con't)

- Incorporated budget efficiencies, as presented at the Structural Deficit Workshop (V of VII) in January 2015, primarily resulting in reduction in Bus Operator Overtime, which results from moving from Dubois to the new Operations facility on River Street.
- Incorporated budget and operational efficiencies, as presented at the Public Hearing on April 10, 2015: Consideration of Fare Restructuring of Highway 17 Express and ParaCruz Service and Fare changes.
- Reduction of 4 Paratransit Van Operators through attrition (2 vacant positions and 2 anticipated retirements).
- Budget reductions in Retirement, State Disability (SDI) and State Unemployment (SUI) insurance accounts are due to lower than anticipated percentage changes in employer contribution rates.
- Budget reduction in Worker's Comp Insurance: average spending for the past 8 years does not exceed \$850K.
- **Non-Personnel Expenses** decreased by -3.5% or (\$320K).

To narrow the budget gap and promote operational efficiencies, Staff took the approach to align the FY16 Revised Budget projections in Non-Personnel to the FY14 Actuals, and implement further budget reductions, where possible. As a result, budget savings are anticipated in most Non-Personnel categories, as depicted in the table below:

ACTUAL	ACTUAL FY14	REVISED BUDGET FY16	\$ VAR
SERVICES	\$2,547,777	\$2,854,293	\$306,516
MOBILE MATERIALS & SUPPLIES	\$3,808,475	\$3,745,084	(\$63,391)
OTHER MATERIALS & SUPPLIES	\$359,431	\$352,489	(\$6,942)
UTILITIES	\$481,051	\$525,189	\$44,139
CASUALTY & LIABILITY	\$817,808	\$718,926	(\$98,882)
TAXES	\$40,673	\$45,249	\$4,576
PURCHASED TRANS.	\$213,032	\$200,000	(\$13,032)
MISC EXPENSE	\$248,528	\$253,737	\$5,209
LEASES & RENTALS	\$207,247	\$218,861	\$11,614
NON- PERSONNEL TOTAL	\$8,724,023	\$8,913,828	\$189,806

FY16 & FY17 Final Budget Highlights (con't)

Some of the budget efficiencies and reductions will be reinvested in the following, which are now in the FY16 Revised and FY17 Final budgets:

- Class and Comp Study
- ADA Bus Stop and Facilities Assessment
- Marketing Budget in Customer Service department.

Expenses by Department:

Significant budget variances in the FY16 Revised Budget over the FY16 Budget, include:

- Administration – decrease of -40.8% or (\$845K) primarily due to the transfer of positions, listed below, to the new Planning, Grants, Governmental Affairs department:
 - Planning and Development Manager: 1 FTE
 - Grants/Legislative Analyst: 1 FTE
 - Jr. Transportation Planner: 1 FTE
 - Sr. Transportation Planner: 1 FTE
 - Transit Surveyor: 0.5 FTE
 - Schedule Analyst: 2 FTEs

Non-Personnel Expenses in Administration are kept near or below FY14 Actuals with the exception of Prof/Technical Fees due to new budget items listed below:

- Class and Comp Study
- Team Building
- Fare Media Audit
- Financial Analytics

In addition, Employee Training and Travel budgets, previously budgeted in Administration for most departments, are transferred to the departments where costs are being incurred.

- Customer Service – increase of 12.4% or \$89K due to a new position: Customer Service Coordinator: The position is funded from the Low Carbon Transit Operating Program (LCTOP).

FY16 & FY17 Final Budget Highlights (con't)

Total Non-Personnel Expenses in Customer Service are below FY14 Actuals. The significant increase in Advertising – District Promotion is due to the added budget for Marketing. The increase is offset by savings in Printing (cost reduction in Publication and stickers to be realized with bi-yearly printing from quarterly; Separation of Customer Guide portion and Schedule portion of Headways) and other Non-Personnel accounts.

- Information Technology – increase of 14.0% or \$132K primarily due to an increase in Repair- Equipment resulting from contractual increases for software maintenance and support.

Planning, Grants, Governmental Affairs – increase of 100% or \$1,025K due to creation of this new department and the transfer of 6.5 FTEs from Administration, as well as allocated funds for the Systemwide Restructuring Project. There is a possibility that a portion of this expense will be offset by the repurposing of the Trolley Study Grant to the Systemwide Restructuring Project.

- District Counsel – increase of 18.3% or \$94K due to:
 - ADA Bus Stop and Facilities Assessment budgeted in Prof/Tech Fees
 - Legal Services (previously budgeted in the Risk Management Department)
- Facilities Maintenance – decrease of 5.2% or (\$150K) due to anticipated budget efficiencies resulting from keeping Non-Personnel Expenses near or below FY14 Actuals, with the exception of Prof/Technical Fees, where \$25K is allocated for an Engineering Review of the Maintenance Building.
- Paratransit Program – decrease of -12.2% or (\$704K) due to:
 - Budget efficiencies, as presented at the Public Hearing on April 10, 2015, resulting in the defunding of 4 Van Operators through attrition (2 vacant positions and 2 anticipated retirements).
 - Defunding the vacant Clerk I-II-III position and moving the funds to a new position, Assistant Safety Coordinator funded in Operations.
 - Budget reductions in Overtime, Retirement, State Disability (SDI) and State Unemployment (SUI), and Worker's Comp Insurance.
 - Budget Reduction in Purchased Transportation.
- Operations – decrease of -4.2% or (\$109K) due to:
 - Budget savings in Personnel Expenses: Operations Manager position converted to an Assistant Superintendent; Retired Transit Supervisors

FY16 & FY17 Final Budget Highlights (con't)

replaced by new hires at lower pay rates; Budget Reduction in Worker's Comp Insurance.

- Anticipated Efficiencies in Non-Personnel Expenses, primarily in Telecommunications.
- Bus Operators – decrease of -2.8% or (\$541K) due to:
 - Reduction of 1 Fixed Route Bus Operator FTE due to discontinued Route 6 Service.
 - Incorporated budget efficiencies, as presented at the Structural Deficit Workshop (V of VII) in January 2015, primarily resulting in reduction in Bus Operator Overtime as a result of moving Operations from Dubois to the new facility on River Street.
 - Budget reduction in Worker's Comp Insurance.
- Fleet Maintenance – decrease of -4.4% or (\$405K) primarily due to anticipated budget efficiencies resulting from keeping Non-Personnel Expenses near or below FY14 Actuals with the exception of Telecommunications (WiFi costs).
- Retired Employee Benefits – increase of 11.2% or \$283K due to the increase in number of benefited retirees, as well as rising Medical Insurance Premiums.

The **Final FY16 Capital Budget** totals **\$13,248,387**.

The Final FY16 Capital budget is a combination of ongoing and new capital projects. These capital projects are funded by a variety of sources. Noteworthy capital project activity (> \$100K) this fiscal year include:

- Ongoing - Metrobase Project – Judy K. Souza Operations Facility – It is expected that this project will be completed in mid-FY16. Effective June 30, 2015, the Project Manager Position will become a reduction in workforce and will not be funded in FY16. There is not sufficient workload at a Project Manager level to sustain this position. Santa Cruz METRO currently contracts for Metrobase Phase II project and construction management and the CEO envisions that any future Santa Cruz METRO construction projects will include contracted project and construction management. The Metrobase Administrative Specialist is currently vacant and will also not be funded in FY16. Four Provisional VSW positions assigned to the Metrobase Project will also become a reduction in workforce upon completion of the Project.
- Ongoing - Transit Security Projects – Cal-OES project funds have been added to the Judy K. Souza Operations Facility project and programmed for security measures. Projects include an electronic security gate, security cameras, a radio tower and property line fencing to name a few.

FY16 & FY17 Final Budget Highlights (con't)

- 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 – Watsonville Transit Center Conceptual Design – Staff will be seeking final board approval on conceptual design in early FY16.
- New – Finance Software Replacement – this provides for *partial funding* for new comprehensive financial software to replace existing antiquated software.
- Ongoing – Upgrade L/CNG Fueling Facility - Project is currently funded in the FY15 Capital Budget but is not anticipated to be completed prior to fiscal year end.
- Ongoing – Bus Stop Repairs / Improvements - provides funding for much needed repairs to bus stops throughout the system.
- Ongoing – Paracruz Van Replacement – project funded with STIP (grant) funds to replace four (4) Paratransit vehicles.
- New – Non-Revenue Vehicle Replacement – 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 seven (7) non-revenue vehicles.
- New – Placeholder for Remainder of the FTA 5339 Funds - Staff is finalizing the comprehensive list of projects to be funded with the remainder of the combined FY14 and FY15 FTA 5339 allocations.

The two-year FY16 Revised and FY17 Final line item Operating Budgets total \$49,594,699 and \$51,427,144, respectively. The budgets, as presented, are balanced budgets with the use of funds from the Operating / Capital Reserves account. However, the FY16 Revised and FY17 Final Operating Budgets are not structurally balanced budgets. This means that recurring expenses exceed recurring revenues.

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 CEO/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 CEO/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.: 15-06-10
On the Motion of Director: John Leopold
Duly Seconded by Director: Cynthia Chase
The Following Resolution is Adopted: June 26, 2015

**A RESOLUTION OF THE
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT ADOPTING A
BUDGET FOR FISCAL YEARS 2016 AND 2017**

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

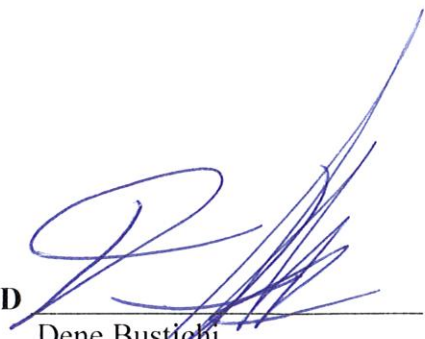
WHEREAS, a budget for Capital and Operating expenses and revenues has been developed for fiscal years 2016 and 2017;

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

PASSED AND ADOPTED this 26th day of June 2015, by the following vote:


AYES: Directors Bottorff, Cervantez, Chase, Dutra, Friend, Lane, Leopold, McPherson and Rotkin
NOES: None
ABSTAIN: None
ABSENT: Directors Bustichi and Hagen

APPROVED



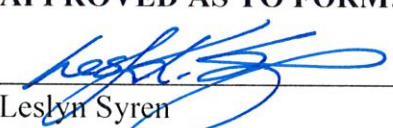
Dene Bustichi
Board Chair

ATTEST



Alex Clifford
CEO/General Manager

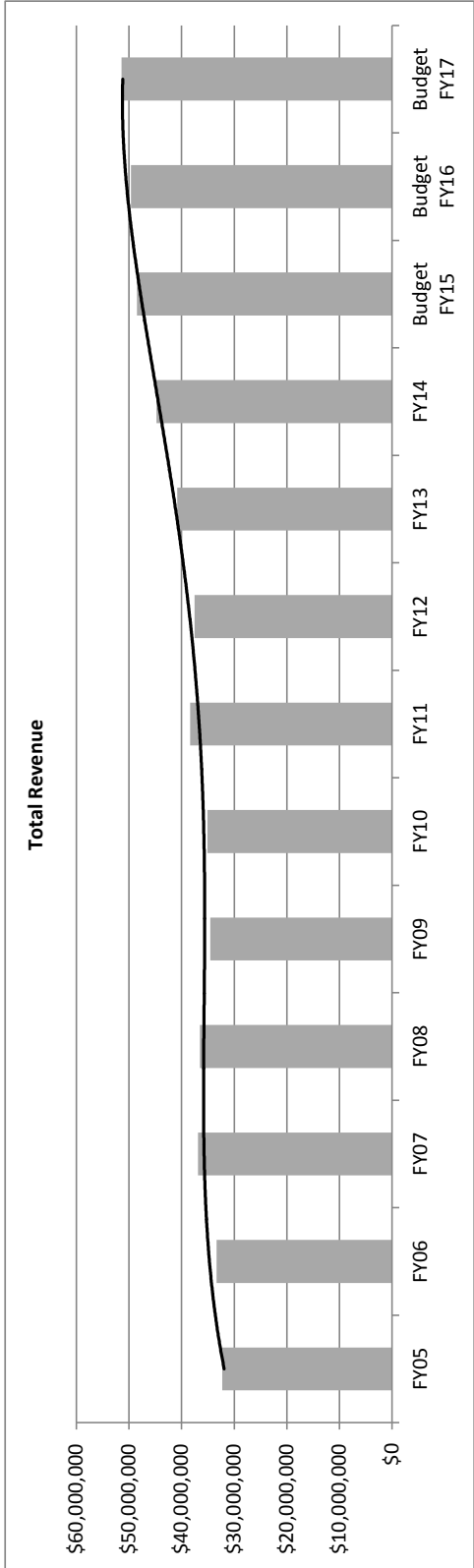
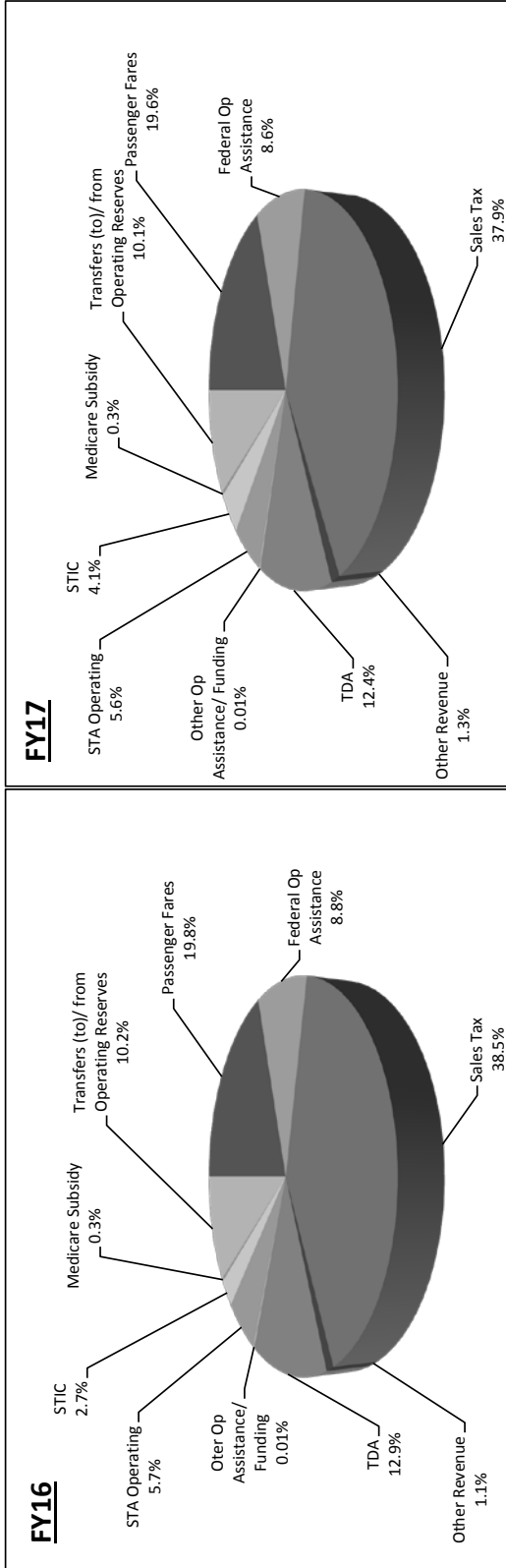
APPROVED AS TO FORM:



Leslyn Syren
District Counsel



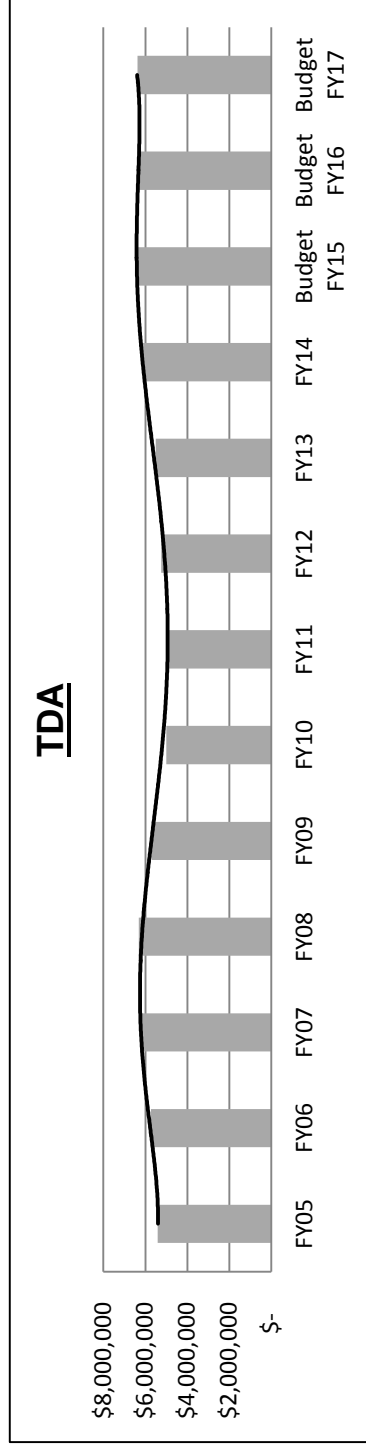
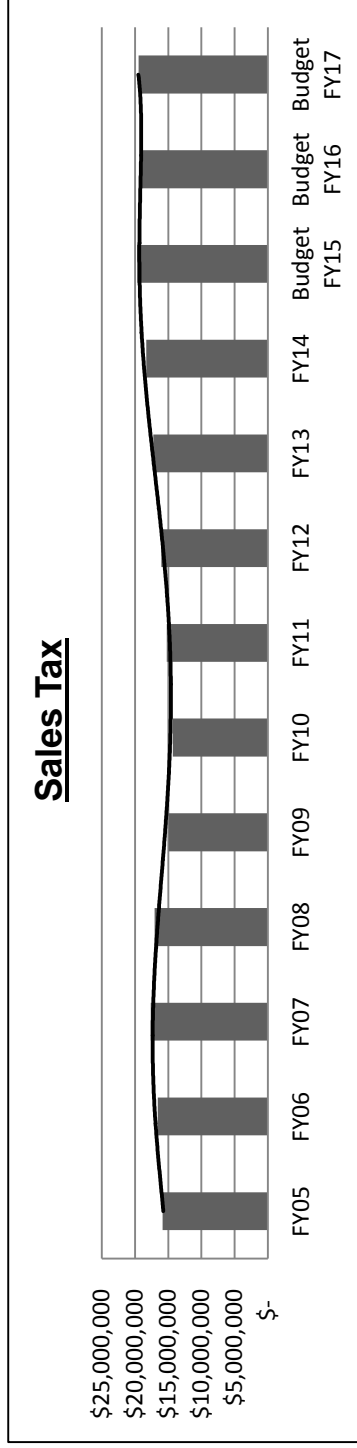
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY16 & FY17 FINAL OPERATING BUDGET REVENUE SOURCES



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY16 & FY17 FINAL OPERATING BUDGET
REVENUE SOURCES**

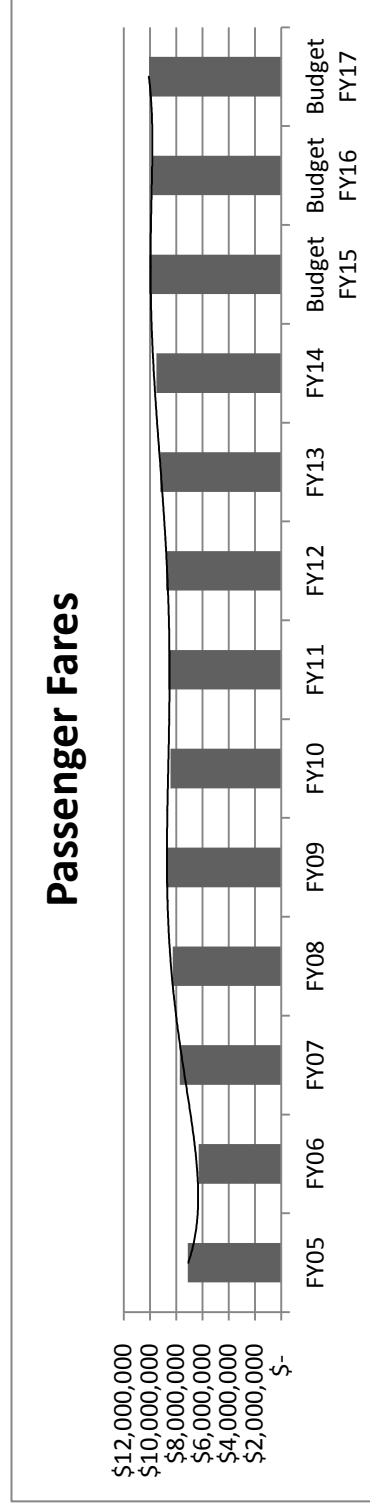
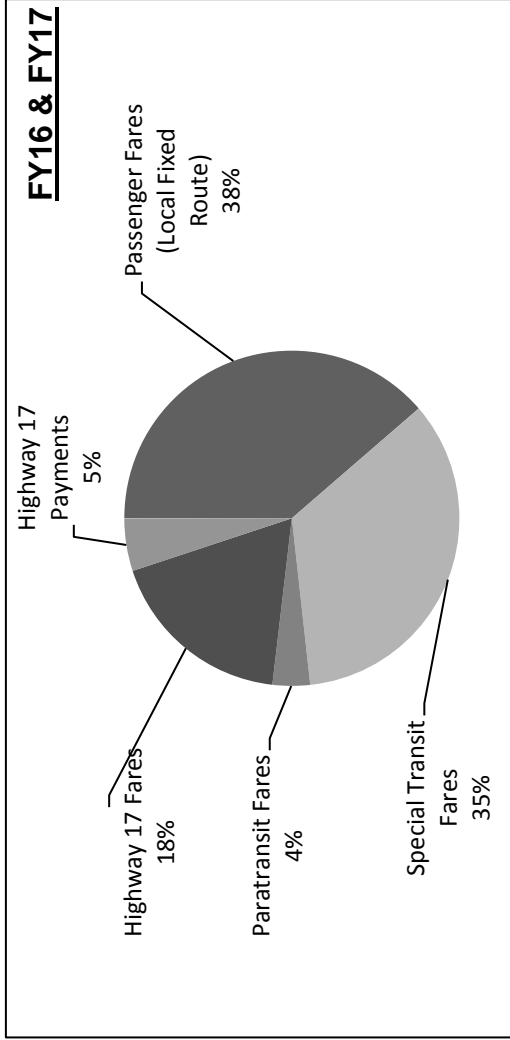
Sales Tax and TDA

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



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

Passenger Fares

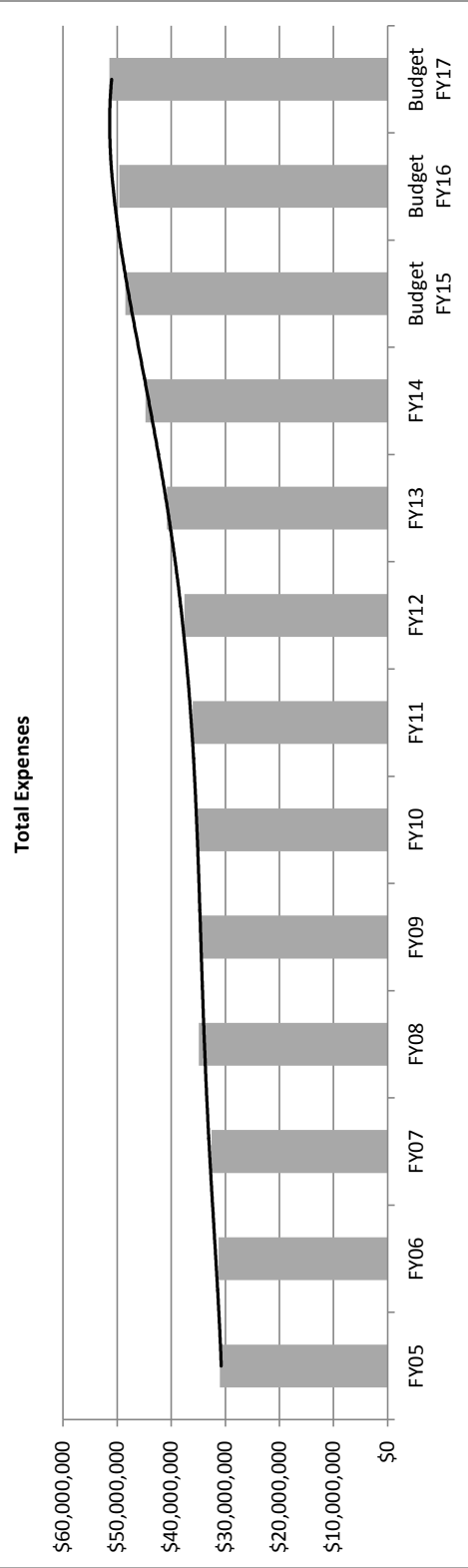
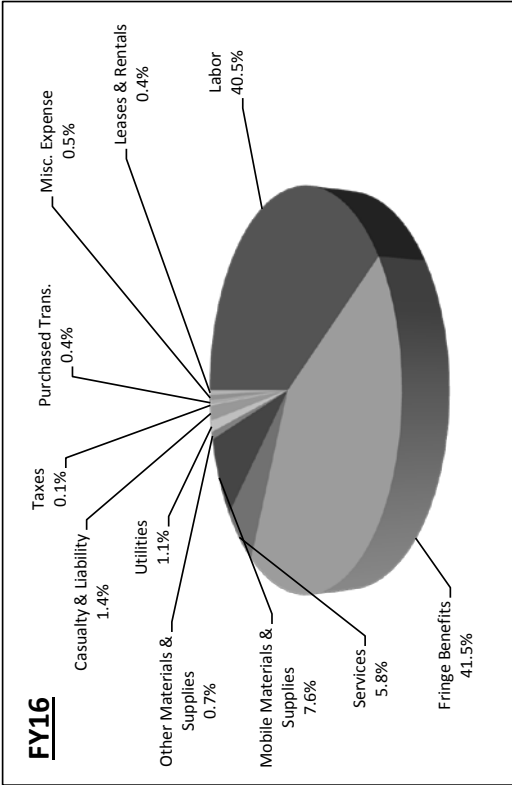
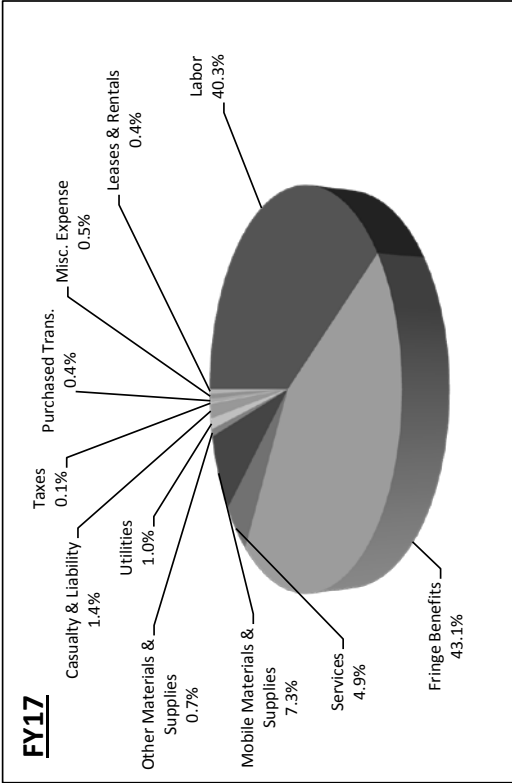


**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY16 & FY17 FINAL OPERATING BUDGET
REVENUE SOURCES**

REVENUE SOURCE	ACTUAL	BUDGET	BUDGET	REVISED	% CHANGE		FINAL	% CHANGE
	FY14	FY15	FY16 June 2014	FY16 June 2015	BUDGET FY16	REVISED BUDG FY16	BUDGET FY17	BUDG FY17
1 Passenger Fares	3,850,237	4,250,459	4,377,973	3,800,000	3,850,000	-13.2%	3,850,000	1.3%
2 Special Transit Fares	3,336,122	3,407,643	3,509,872	3,400,000	3,550,000	-3.1%	3,550,000	4.4%
3 Paratransit Fares	327,498	323,795	333,509	354,000	354,000	6.1%	354,000	0.0%
4 Highway 17 Fares	1,500,202	1,640,203	1,689,409	1,775,000	1,825,000	5.1%	1,825,000	2.8%
5 Highway 17 Payments	497,552	455,260	468,918	500,000	500,000	6.6%	500,000	0.0%
6 Commissions	2,848	5,768	5,941	3,500	3,500	-41.1%	3,500	0.0%
7 Advertising Income	281,391	225,000	225,000	225,000	275,000	0.0%	275,000	22.2%
8 Rent Income	159,141	165,763	170,736	144,344	150,000	-15.5%	150,000	3.9%
9 Interest Income	74,639	45,000	35,000	65,000	45,000	85.7%	45,000	-30.8%
10 Other Non-Transp Revenue	17,466	18,000	18,000	13,000	15,000	-27.8%	15,000	15.4%
11 Sales Tax (1/2 cent)	18,297,933	19,675,758	21,053,061	19,095,116	19,477,018	-9.3%	19,477,018	2.0%
12 SLPP Backfill for Metro Base	(2,612,760)	(3,012,000)	-	(2,000,000)	-	100.0%	-	-100.0%
13 Transp Dev Act (TDA) Funds	6,114,316	6,377,610	6,568,938	6,377,491	6,377,491	-2.9%	6,377,491	0.0%
14* FTA Sec 5307 - Op Assistance	4,068,224	4,133,984	4,401,049	4,163,523	4,246,793	-5.4%	4,246,793	2.0%
15 FTA Sec 5311 - Rural Op Asst	207,574	212,267	229,157	177,787	181,343	-22.4%	181,343	2.0%
16 AMBAG/CTC/Misc. Grant Funding	7,094	10,000	84,749	64,000	64,000	-24.5%	64,000	0.0%
17 STIC	1,443,685	1,344,113	1,430,946	1,323,588	2,118,060	-7.5%	2,118,060	60.0%
18 STA - SLPP Backfill for Metro Base	2,612,761	3,012,000	-	2,000,000	-	100.0%	-	-100.0%
19 STA - Operating (Current Year)	2,953,083	2,689,917	2,800,000	2,832,152	2,832,152	1.1%	2,832,152	0.0%
20 Low Carbon Transit Operations Progra	-	-	-	100,694	182,694	100.0%	182,694	81.4%
21 Fuel Tax Credit	320,287	-	-	638,208	638,208	100.0%	638,208	0.0%
22 Fuel Tax Credit (Transfer to Reserves)	-	-	-	(638,208)	(638,208)	100.0%	(638,208)	0.0%
23 Carryover from Previous Years	309,859	-	-	-	-	0.0%	-	0.0%
24 Medicare Subsidy	120,121	75,000	75,000	141,743	167,256	89.0%	167,256	18.0%
25 Transfer (to)/from Operating Reserves	766,981	3,408,933	3,194,673	5,038,761	5,212,837	57.7%	5,212,837	3.5%
TOTAL REVENUE	44,786,254	48,464,472	50,671,930	49,594,699	51,427,144	-2.1%	51,427,144	3.7%

* FTA funding is used solely to fund labor expense

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY16 & FY17 FINAL OPERATING BUDGET EXPENSES



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY16 & FY17 FINAL OPERATING BUDGET**

Consolidated Expenses

ACCOUNT	ACTUAL FY14	BUDGET FY15	BUDGET FY16 June 2014	REVISED BUDGET FY16 June 2015	% CHANGE BUDGET FY16 REVISED BUDG FY16	FINAL BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17
LABOR							
501011 Bus Operator Pay	8,915,342	9,378,428	9,761,937	9,550,366	-2.2%	9,960,330	4.3%
501013 Bus Operator OT	2,051,847	2,105,529	2,191,418	1,904,774	-13.1%	1,726,574	-9.4%
501021 Other Salaries	7,007,828	7,748,334	7,939,699	8,114,801	2.2%	8,504,768	4.8%
501023 Other OT	707,861	473,197	488,470	513,937	5.2%	526,835	2.5%
Totals	18,682,879	19,705,489	20,381,523	20,083,878	-1.5%	20,718,506	3.2%
FRINGE BENEFITS							
502011 Medicare/Soc. Sec.	288,038	342,772	353,385	348,447	-1.4%	360,174	3.4%
502021 Retirement	3,541,673	4,333,972	4,750,432	4,538,548	-4.5%	5,104,471	12.5%
502031 Medical Ins	7,713,956	8,475,197	9,180,889	9,658,090	5.2%	10,411,265	7.8%
502041 Dental Ins	525,098	537,457	554,288	554,034	0.0%	572,781	3.4%
502045 Vision Ins	133,500	129,498	133,383	128,734	-3.5%	129,054	0.2%
502051 Life Ins/AD&D	46,905	50,443	51,833	52,358	1.0%	53,979	3.1%
502060 State Disability Ins (SDI)	210,959	238,577	293,289	219,218	-25.3%	232,996	6.3%
502061 Long Term Disability Ins	127,534	148,562	150,345	143,298	-4.7%	159,601	11.4%
502071 State Unemployment Ins (SUI)	81,788	84,712	112,712	75,080	-33.4%	79,889	6.4%
502081 Worker's Comp Ins	888,406	1,364,750	1,405,693	850,000	-39.5%	850,000	0.0%
502101 Holiday Pay	473,355	643,075	664,771	660,541	-0.6%	690,533	4.5%
502103 Floating Holiday	101,502	94,595	89,277	96,241	7.8%	101,226	5.2%
502109 Sick Leave	737,646	1,031,292	1,020,199	1,013,417	-0.7%	1,059,354	4.5%
502111 Annual Leave	2,249,067	2,014,456	2,059,947	1,981,314	-3.8%	2,065,752	4.3%
502121 Other Paid Absence	190,522	150,561	155,643	195,454	25.6%	204,193	4.5%
502251 Phys. Exams	9,300	14,110	14,110	14,110	0.0%	14,110	0.0%
502253 Driver Lic Renewal	3,128	4,656	4,656	4,656	0.0%	4,656	0.0%
502999 Other Fringe Benefits	56,974	66,648	61,680	63,453	2.9%	61,221	-3.5%
Totals	17,379,353	19,725,332	21,056,533	20,596,993	-2.2%	22,155,255	7.6%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY16 & FY17 FINAL OPERATING BUDGET**

Consolidated Expenses

ACCOUNT	ACTUAL FY14	BUDGET FY15	BUDGET FY16 June 2014	REVISED BUDGET FY16 June 2015	% CHANGE		FINAL BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17
					BUDGET FY16	REVISED BUDG FY16		
SERVICES								
503011 Acting/Audit Fees	75,011	82,250	83,250	83,250	83,250	0.0%	83,250	0.0%
503012 Admin/Bank Fees	330,343	347,200	353,050	360,003	360,003	2.0%	360,003	0.0%
503031 Prof/Technical Fees	209,398	229,950	249,291	615,558	279,042	146.9%	279,042	-54.7%
503032 Legislative Services	91,960	105,000	105,000	94,000	94,000	-10.5%	94,000	0.0%
503033 Legal Services	6,600	90,000	55,000	106,396	106,396	93.4%	106,396	0.0%
503034 Pre-Employment Exams	7,220	10,300	8,700	8,720	5,075	0.2%	5,075	-41.8%
503041 Temp Help	247,008	-	-	-	-	0.0%	-	0.0%
503161 Custodial Services	75,944	79,510	81,580	34,642	34,642	-57.5%	34,642	0.0%
503162 Uniforms/Laundry	24,182	23,450	23,850	28,368	28,568	18.9%	28,568	0.7%
503171 Security Services	525,581	534,550	534,837	468,500	468,500	-12.4%	468,500	0.0%
503221 Classified/Legal Ads	9,066	13,100	13,100	13,048	10,248	-0.4%	10,248	-21.5%
503222 Legal Ads	-	-	-	-	-	0.0%	-	0.0%
503225 Graphic Services	-	5,500	5,500	-	-	-100.0%	-	0.0%
503351 Repair - Bldg & Impr	55,342	59,740	61,532	55,342	55,342	-10.1%	55,342	0.0%
503352 Repair - Equipment	467,596	562,095	577,367	581,233	564,449	0.7%	564,449	-2.9%
503353 Repair - Rev Vehicle	378,868	364,500	375,315	327,233	327,233	-12.8%	327,233	0.0%
503354 Repair - Non Rev Vehicle	14,747	18,020	19,101	30,000	30,000	57.1%	30,000	0.0%
503363 Haz Mat Disposal	28,910	42,230	43,497	48,000	48,000	10.4%	48,000	0.0%
Totals	2,547,777	2,567,395	2,589,971	2,854,293	2,494,748	10.2%	2,494,748	-12.6%
MOBILE MATERIALS & SUPPLIES								
504011 Fuels & Lubricants - Non Rev Veh	84,952	90,743	93,465	84,952	84,952	-9.1%	84,952	0.0%
504012 Fuels & Lubricants - Rev Veh	2,463,390	2,521,518	2,597,163	2,400,000	2,400,000	-7.6%	2,400,000	0.0%
504021 Tires & Tubes	272,023	279,000	287,370	272,023	272,023	-5.3%	272,023	0.0%
504161 Other Mobile Supplies	-	-	-	-	-	0.0%	-	0.0%
504191 Rev Vehicle Parts	988,110	949,000	968,000	988,109	988,109	2.1%	988,109	0.0%
Totals	3,808,475	3,840,261	3,945,999	3,745,084	3,745,084	-5.1%	3,745,084	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY16 & FY17 FINAL OPERATING BUDGET**

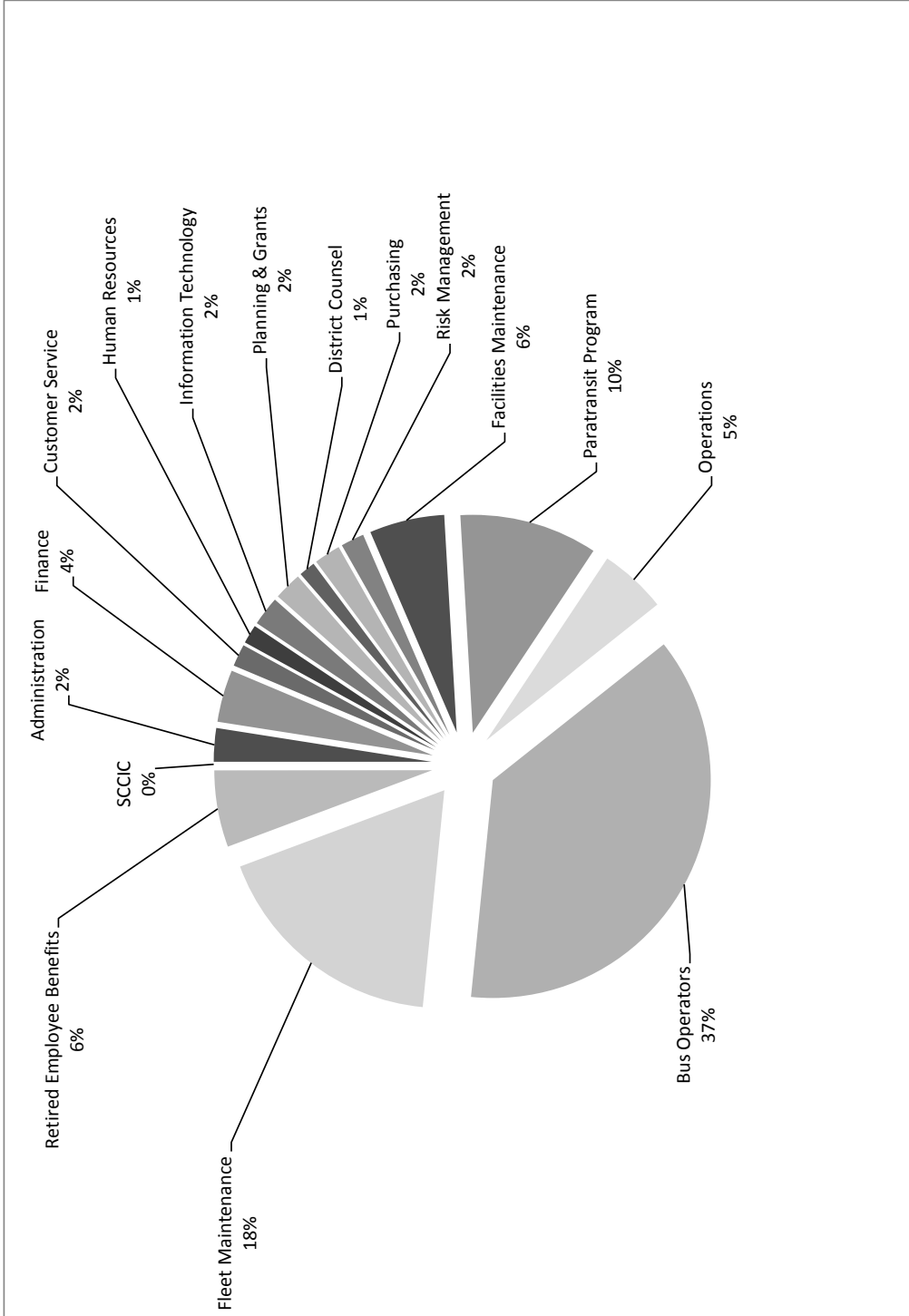
Consolidated Expenses

ACCOUNT	ACTUAL FY14	BUDGET FY15	BUDGET FY16 June 2014	REVISED BUDGET FY16 June 2015	% CHANGE BUDGET FY16 REVISED BUDG FY16	FINAL BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17
OTHER MATERIALS & SUPPLIES							
504205 Freight Out	2,467	413	425	136	-68.0%	136	0.0%
504211 Postage & Mailing	6,888	14,430	14,615	12,575	-14.0%	12,575	0.0%
504214 Promotional Items	197	1,200	1,200	800	-33.3%	800	0.0%
504215 Printing	37,981	83,380	87,338	36,184	-58.6%	40,184	11.1%
504217 Photo Supp/Process	3,018	4,600	4,600	2,686	-41.6%	2,686	0.0%
504311 Office Supplies	56,836	93,669	88,628	71,537	-19.3%	71,537	0.0%
504315 Safety Supplies	31,934	24,936	26,785	22,039	-17.7%	22,039	0.0%
504317 Cleaning Supplies	53,467	61,900	64,200	54,480	-15.1%	54,480	0.0%
504409 Repair/Maint Supplies	113,070	126,000	130,000	117,000	-10.0%	117,000	0.0%
504417 Tenant Repairs	17,868	20,000	20,000	10,000	-50.0%	10,000	0.0%
504421 Non-Inventory Parts	30,136	26,103	27,106	20,000	-26.2%	20,000	0.0%
504511 Small Tools	4,787	9,600	9,800	4,269	-56.4%	4,269	0.0%
504515 Employee Tool Replacement	783	3,000	3,000	783	-73.9%	783	0.0%
Totals	359,431	469,231	477,698	352,489	-26.2%	356,489	1.1%
UTILITIES							
505011 Gas & Electric	251,121	275,420	282,853	269,200	-4.8%	269,200	0.0%
505021 Water & Garbage	122,922	146,386	150,578	111,000	-26.3%	111,000	0.0%
505031 Telecommunications	107,008	240,240	244,650	144,989	-40.7%	144,989	0.0%
Totals	481,051	662,046	678,080	525,189	-22.5%	525,189	0.0%
CASUALTY & LIABILITY							
506011 Insurance - Property	61,615	63,167	75,172	61,615	-18.0%	61,615	0.0%
506015 Insurance - PL/PD	452,695	445,484	477,626	507,311	6.2%	507,311	0.0%
506021 Insurance - Other	61	-	-	-	0.0%	-	0.0%
506123 Settlement Costs	328,975	150,000	150,000	150,000	0.0%	150,000	0.0%
506127 Repairs - District Prop	(25,538)	-	-	-	0.0%	-	0.0%
Totals	817,808	658,651	702,798	718,926	2.3%	718,926	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY16 & FY17 FINAL OPERATING BUDGET**
Consolidated Expenses

ACCOUNT	ACTUAL FY14	BUDGET FY15	BUDGET FY16 June 2014	REVISED BUDGET FY16 June 2015	% CHANGE BUDGET FY16 REVISED BUDG FY16	FINAL BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17
TAXES							
507051 Fuel Tax	15,630	14,420	14,853	15,000	1.0%	15,000	0.0%
507201 Licenses & Permits	15,351	18,050	18,514	14,701	-20.6%	14,901	1.4%
507999 Other Taxes	9,693	18,540	19,096	15,548	-18.6%	15,548	0.0%
Totals	40,673	51,010	52,462	45,249	-13.7%	45,449	0.4%
PURCHASED TRANS.							
503406 Contract/Paratransit	213,032	250,000	250,000	200,000	-20.0%	200,000	0.0%
Totals	213,032	250,000	250,000	200,000	-20.0%	200,000	0.0%
MISC EXPENSE							
509011 Dues/Subscriptions	69,744	70,552	71,777	76,295	6.3%	76,295	0.0%
509081 Advertising - District Promo	4,023	16,000	16,000	30,000	87.5%	30,000	0.0%
509101 Employee Incentive Program	8,946	20,500	20,500	20,300	-1.0%	26,200	29.1%
509121 Employee Training	47,257	82,900	80,500	39,266	-51.2%	23,958	-39.0%
509122 BOD Travel	4,103	16,000	16,000	3,000	-81.3%	16,260	442.0%
509123 Travel	99,456	96,066	94,066	65,755	-30.1%	50,775	-22.8%
509125 Local Meeting Expense	5,403	5,200	5,000	6,521	30.4%	6,521	0.0%
509127 Board Director Fees	8,800	12,600	12,600	12,600	0.0%	12,600	0.0%
509150 Contributions	983	-	-	-	0.0%	-	0.0%
509198 Cash Over/Short	(187)	-	-	-	0.0%	-	0.0%
Totals	248,528	319,818	316,443	253,737	-19.8%	242,609	-4.4%
LEASES & RENTALS							
512011 Facility Lease	182,652	189,740	194,622	195,322	0.4%	201,350	3.1%
512061 Equipment Rental	24,595	25,500	25,800	23,539	-8.8%	23,539	0.0%
Totals	207,247	215,240	220,422	218,861	-0.7%	224,889	2.8%
PERSONNEL TOTAL							
	36,062,232	39,430,820	41,438,056	40,660,871	-1.8%	42,873,761	5.4%
NON-PERSONNEL TOTAL							
	8,724,023	9,033,652	9,233,874	8,913,828	-3.5%	8,553,383	-4.0%
TOTAL OPERATING EXPENSES	44,786,254	48,464,472	50,671,930	49,594,699	-2.1%	51,427,144	3.7%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 FY16 & FY17 FINAL OPERATING BUDGET
 DEPARTMENTAL EXPENSES**



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY16 & FY17 FINAL OPERATING BUDGET**

Departmental Expenses

DEPARTMENT	ACTUAL	BUDGET	BUDGET	REVISED	% CHANGE		FINAL	% CHANGE
	FY14	FY15	FY16 June 2014	BUDGET FY16 June 2015	BUDGET FY16 REVISED BUDG FY16	BUDGET FY16	BUDGET FY17	BUDG FY16 BUDG FY17
1100 Administration	1,390,335	2,128,356	2,070,805	1,225,745	-40.8%	1,147,929	-6.3%	
1200 Finance	1,702,078	1,829,585	1,869,381	1,916,116	2.5%	1,942,039	1.4%	
1300 Customer Service	670,538	698,124	723,433	812,870	12.4%	929,119	14.3%	
1400 Human Resources	623,126	684,486	676,992	690,054	1.9%	707,786	2.6%	
1500 Information Technology	833,483	909,968	944,357	1,076,163	14.0%	1,100,560	2.3%	
Planning, Grants, 1600 Governmental Affairs	-	-	-	1,025,571	100.0%	941,051	-8.2%	
1700 District Counsel	571,316	521,106	512,377	606,155	18.3%	625,107	3.1%	
1800 Risk Management	341,269	965,417	1,026,684	966,705	-5.8%	976,509	1.0%	
1900 Purchasing	869,154	770,998	809,972	863,775	6.6%	917,672	6.2%	
2200 Facilities Maintenance	2,396,131	2,784,083	2,908,332	2,757,986	-5.2%	2,830,756	2.6%	
3100 Paratransit Program	4,921,464	5,490,244	5,790,165	5,086,077	-12.2%	5,340,408	5.0%	
3200 Operations	2,921,307	2,460,274	2,580,428	2,470,922	-4.2%	2,616,871	5.9%	
3300 Bus Operators	17,035,739	18,032,729	19,028,889	18,488,078	-2.8%	19,270,422	4.2%	
4100 Fleet Maintenance	8,149,381	8,839,943	9,192,486	8,787,544	-4.4%	9,040,739	2.9%	
5100 Capital Funded Labor	-	-	-	-	0.0%	-	0.0%	
9001 Cobra Benefits	1,923	-	-	-	0.0%	-	0.0%	
9005 Retired Employee Benefits	2,358,759	2,348,858	2,537,326	2,820,685	11.2%	3,039,925	7.8%	
700 SCCIC	250	300	300	250	-16.7%	250	0.0%	
TOTAL OPERATING EXPENSES	44,786,254	48,464,472	50,671,930	49,594,699	-2.1%	51,427,144	3.7%	

II. DEPARTMENTAL FUNCTIONS

OBJECTIVES

AND

LINE ITEM BUDGETS



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

MAJOR FUNCTIONS OF THE DEPARTMENT

The Administration Department/Office of the CEO/General Manager is responsible for overseeing and leading all administrative functions and the operations and maintenance activities of Santa Cruz METRO (excluding the Legal Department). This includes the carrying out of policy as directed by the Board; the delivery of efficient and effective fixed-route, commuter and paratransit services; fleet and facilities maintenance; safety and security; procurement; information technology; marketing, communications and customer relations; application for and administering of grants; finance; governmental affairs activities; maintaining official Santa Cruz METRO records; planning; managing capital projects; service scheduling and service changes; and coordinating and collaborating with local, state, and federal agencies regarding public transportation and funding.

DEPARTMENT OBJECTIVES FOR FY16 & FY17

ADMINISTRATIVE

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

Administration Department (con't)

- Provide information and staff support for the Santa Cruz Civic Improvement Corporation (SCCIC).
- Work closely with the Board, stakeholders and the public to identify options that will resolve the current budgetary structural deficit.
- 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 to required plans.
- Ensure that Santa Cruz METRO is highly responsive to FTA Triennial Reviews and all outside audits and annual audits.
- Continued collaboration with Santa Cruz County Regional Transportation Commission (SCCRTC) and Elderly & Disabled Transit Advisory Committee.

PROCUREMENT

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

OPERATIONS, FLEET MAINTENANCE & FACILITIES MAINTENANCE

- Continue to review ParaCruz Operating Facility alternatives.
- Strive to maintain ParaCruz denied rides at zero.
- Pursue funding sources for replacing paratransit vehicles.
- Pursue funding sources for replacing of Fixed Route Vehicles.
- Consider procuring new electric propelled buses.
- Initiate the development of Key Performance Indicators (KPIs) and other system management tools such as scorecards and dashboards and begin measuring the Agency against identified peer transit properties.
- Continuously improve to reduce the number of bus road-calls.
- Maintain 100% Preventative Maintenance Program.
- Continuously improve to reduce the daily average number of buses on the “dead list.”
- Revise and establish new and improved processes, procedures and resource management.
- Achieve an annual “Satisfactory” CHP terminal inspection.
- Deliver safe transit trips.
- Achieve 100% on-time pull-out.
- Seek to achieve 95+% on-time performance for fixed-route, commuter and ParaCruz service delivery.
- Grow ridership.
- Continuously improve to reduce customer complaints.
- Maintain all facilities to a high standard.
- Frequently clean bus stops.
- Maintain the LCNG facility to achieve 100% performance.
- Regularly clean buses to a standard that reflects pride in the agency.
- Repaint buses with faded paint.
- Establish a bus mid-life capital program.

CONSTRUCTION

- Oversee the completion of the Judy K. Souza Operations Facility and achieve project closeout prior to December 31, 2015.
- Continue to review options for renovation or replacement of Pacific Station.
- Continue to review options for the renovation or replacement of the Watsonville Transit Center.

INFORMATION TECHNOLOGY

- Develop an IT strategic plan to move away from legacy stand-alone systems that do not interface with enterprise resource planning type systems and work towards an IT open platform structure that will interface with a data warehouse.
- Develop policies leading to IT hardware standardization.
- All IT related purchases must be prioritized and approved by the executive IT review committee.

SERVICE DELIVERY, COMMUNICATION, CUSTOMER SERVICE & MARKETING

- Ensure a customer-centric focus in the organization.
- Grow the Santa Cruz METRO internet web site to be a power resource for customers.
- Implement short-term high value/low cost maintenance and aesthetic improvements to Pacific Station.
- Implement short-term high value/low cost maintenance and aesthetic improvements to the Watsonville Transit Center.
- Coordinate and collaborate with other agencies and stakeholders to advocate for the continued improvement of public transit in Santa Cruz County.
- Work to identify funding sources for essential technology improvements such as improved farebox utilization, data collection and functionality; automated vehicle tracking, Next Bus type concepts; Smart Phone applications; improved methods of accounting for on-time performance; and automatic passenger counters.
- Ensure that customers have options to communicate their concerns and that the agency's responses to such concerns are timely and responsive.
- Develop and grow the relationship and collaboration with UCSC towards growth in ridership at financially sustainable service levels along with the migration of UCSC administrators and students to the Smart Card technology.
- Evaluate Highway 17 commuter bus service enhancements including over the road coaches.
- Complete the San Lorenzo Valley ticket vending machine installation to serve San Lorenzo Valley (SLV) High School and the surrounding community and investigate providing Smart Cards to the students who board Santa Cruz METRO buses at the SLV High School stop.
- Initiate marketing strategies that will decrease onboard cash payments and begin to increase the number of customers using the Smart Card.
- Initiate marketing strategies that will grow ridership.
- Continued route improvements.
- Initiate a Santa Cruz METRO branding review.
- Work to fund the Board approved marketing manager position.
- Grow advertising revenue.
- Work to create a regular customer survey to better understand customer perceptions of Santa Cruz METRO's on-time performance and the system.

Administration Department (con't)

- In an environment of continuous improvement, always strive to improve on-time performance and bus cleanliness.
- Ensure Americans with Disability Act (ADA) compliance.

GRANTS, PLANNING, SCHEDULING & GOVERNMENTAL AFFAIRS

- Complete the systemwide service restructuring process.
- Complete a comprehensive fare restructuring review.
- Continue route improvements.
- Aggressively seek and administer federal, state, and local grant funds to support the continued operating and capital needs of Santa Cruz METRO.
- Participate in the California Association of Community Transit (CALACT).
- Participate in key committees of the American Public Transportation Association (APTA).
- Participate in key committees of the California Transit Association (CTA).
- Monitor federal legislation and participate where applicable to achieve a long-term federal funding authorization bill with growth.
- Monitor state legislative activities and advocate for flexibility in the use of State Transit Assistance (STA) for capital and operating; growth in Transportation Development Act (TDA) funds; and growth and flexibility in use for various Cap & Trade programs.
- Work with local state legislators to introduce a new bill in FY16/17 that attempts to replicate the now expired PTMISEA capital bond bill.
- Identify funding sources for the replacement of the aging bus fleet and advocate at the federal level for the return of the bus and bus facilities discretionary program or an equivalent funding source for bus and bus facilities.
- Work to identify funding sources with which to procure replacement paratransit vehicles.
- Identify funding sources to address the backlog of state of good repair capital projects, now projected to be \$200 million over the next ten years.
- Collaborate with and communicate to the Santa Cruz County Regional Transportation Commission (SCCRTC), the capital and operating financial resource needs that are required to sustain and grow fixed-route, commuter bus and paratransit services.
- Work collaboratively with the Association of Monterey Bay Area Governments (AMBAG) to participate in regional planning documents that will address AB 32 goals and SB 375 Sustainable Communities Strategy (SCS) requirements.
- Initiate for Board consideration the development of various policies identified in the Short Range Transit Plan.
- Advocate for the Department of Labor to sign-off on federal grant reimbursements, allowing the funds to continue to flow while the Public Employees' Pension Reform Act of 2013 (PEPRA) 13-C issues are resolved.
- 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 funding needs, possibly focused on paratransit.
- Support transit friendly legislation
- Support increasing the federal funding of the Small Transit Intensive Cities (STIC) program at 3%; the continuation of funding for the fuel tax credit; and extend Qualified Transportation Fringe Benefits (Section 132(f) of the Internal Revenue Code) program to an amount equal to or greater than the parking benefit program (now \$130/mo transit & \$250/mo parking)
- Initiate non-farebox revenue strategies to grow revenues from bus, transit center and website advertising.

Administration Department (con't)

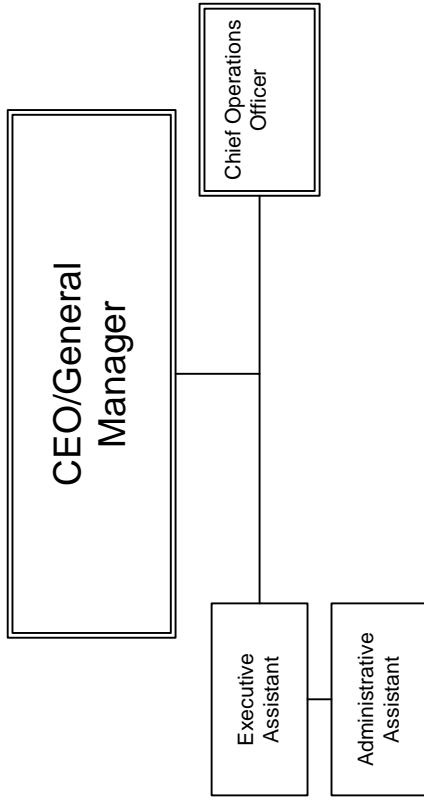
SAFETY & SECURITY

- Foster a "Safety's First" culture.
- Strive to ensure a safe work environment.
- Monitor the transit system and provide training to ensure a safe ride for our customers and operators.
- Complete quarterly safety walk-throughs of all facilities.
- Continually improve the safety culture of the agency to reduce workplace injuries, OSHA reportables and bus accidents.
- Strive for high ratings in survey results representing customer perceptions of safety and security on the Santa Cruz METRO system.
- Develop workplace emergency evacuation procedures and drills.
- Develop public safety campaigns.
- Revise Santa Cruz METRO's System Safety Program Plan (SSPP).
- Revise Santa Cruz METRO's Disaster and Emergency Preparedness Plan (DEPP).
- Continue outreach to local law enforcement to resolve transit-related crime issues.
- Continue collaboration with the Office of Emergency Services for Disaster Preparedness.

HUMAN RESOURCES

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

Administration
1100



FY16 & FY17 FINAL OPERATING BUDGET
Authorized and Funded Personnel - Full Time Equivalent (FTE)
Administration - 1100

Position Title	Authorized	Funded	Authorized Revised	Funded Revised	Authorized	Funded
	FY 16 June 2014	FY 16 June 2014	FY 16 June 2015	FY 16 June 2015	Final FY 17	Final FY 17
CEO/General Manager	1.00	1.00	1.00	1.00	1.00	1.00
Assistant General Manager	1.00	1.00	0.00	0.00	0.00	0.00
Chief Operations Officer	0.00	0.00	1.00	1.00	1.00	1.00
Admin Services Coordinator	1.00	1.00	0.00	0.00	0.00	0.00
Executive Assistant	0.00	0.00	1.00	1.00	1.00	1.00
Administrative Assistant	2.00	1.00	2.00	1.00	2.00	1.00
Administrative Specialist *	1.00	1.00	0.00	0.00	0.00	0.00
Grants/Legislative Analyst **	2.00	2.00	0.00	0.00	0.00	0.00
Transportation Planning Supervisor **	1.00	0.00	0.00	0.00	0.00	0.00
Jr. Transportation Planner **	1.00	1.00	0.00	0.00	0.00	0.00
Sr. Transportation Planner **	1.00	1.00	0.00	0.00	0.00	0.00
Transit Surveyor **	1.00	0.50	0.00	0.00	0.00	0.00
Schedule Analyst **	2.00	2.00	0.00	0.00	0.00	0.00
Total Full-Time Equivalents (FTEs)	14.00	11.50	5.00	4.00	5.00	4.00

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

** Positions are transferred to Planning, Grants, Governmental Affairs Department.

Administration 1100

Personnel Expenses:

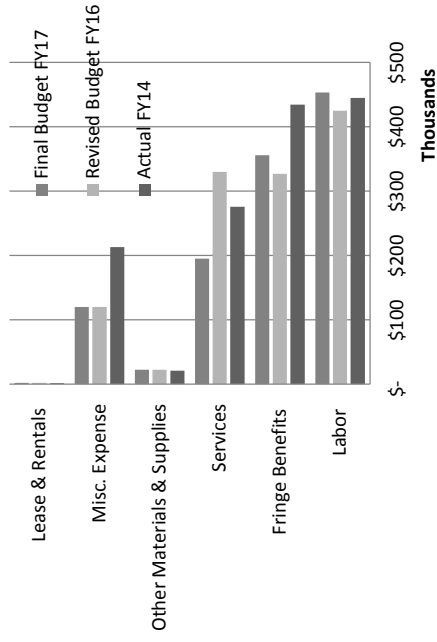
	Actual FY14	Revised Budget FY16	Final Budget FY17	Var %	Var %
Labor	\$ 444,578	\$ 424,960	\$ 452,940	-4.4%	6.6%
Fringe Benefits	\$ 434,206	\$ 326,939	\$ 355,759	-24.7%	8.8%
	\$ 878,784	\$ 751,899	\$ 808,699	-14.4%	7.6%

Non-Personnel Expenses:

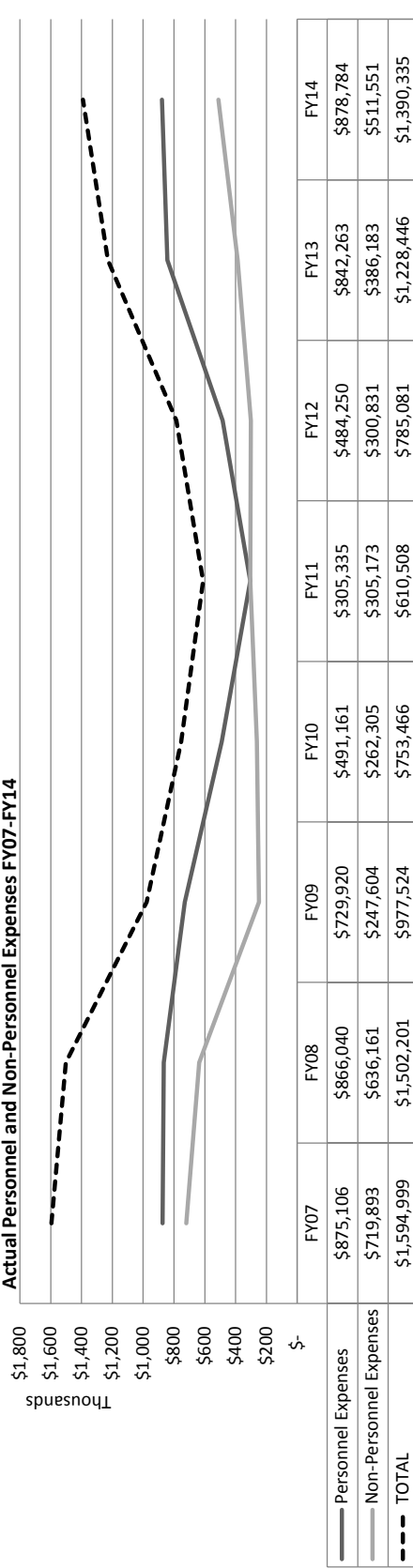
Services	\$ 275,697	\$ 329,736	\$ 195,120	19.6%	-40.8%
Other Materials & Supplies	\$ 21,067	\$ 22,300	\$ 22,300	5.9%	0.0%
Misc. Expense	\$ 213,124	\$ 119,810	\$ 119,810	-43.8%	0.0%
Lease & Rentals	\$ 1,662	\$ 2,000	\$ 2,000	20.3%	0.0%
	\$ 511,551	\$ 473,846	\$ 339,230	-7.4%	-28.4%

Total Expenses:

	\$ 1,390,335	\$ 1,225,745	\$ 1,147,929	-11.8%	-6.3%
--	--------------	--------------	--------------	--------	-------



Actual Personnel and Non-Personnel Expenses FY07-FY14



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY16 & FY17 FINAL OPERATING BUDGET**

Administration - 1100

ACCOUNT	ACTUAL FY14	BUDGET FY15	BUDGET		REVISED BUDGET	% CHANGE		FINAL BUDGET FY17	% CHANGE	
			FY16	June 2014		FY16	June 2015		BUDGET FY16	REVISED BUDG FY16
LABOR										
501011 Bus Operator Pay	-	-	-	-	-	0.0%	-	-	0.0%	0.0%
501013 Bus Operator OT	-	-	-	-	-	0.0%	-	-	0.0%	0.0%
501021 Other Salaries	423,216	850,024	806,396		413,060	-48.8%	440,240	440,240	6.6%	6.6%
501023 Other OT	21,362	25,462	25,810		11,900	-53.9%	12,700	12,700	6.7%	6.7%
Totals	444,578	875,486	832,206		424,960	-48.9%	452,940	452,940	6.6%	6.6%
FRINGE BENEFITS										
502011 Medicare/Soc. Sec.	9,457	16,843	14,852		7,583	-48.9%	8,090	8,090	6.7%	6.7%
502021 Retirement	97,086	219,340	218,661		107,322	-50.9%	123,217	123,217	14.8%	14.8%
502031 Medical Ins	87,445	226,540	239,947		70,027	-70.8%	74,737	74,737	6.7%	6.7%
502041 Dental Ins	6,172	16,595	16,753		5,602	-66.6%	5,770	5,770	3.0%	3.0%
502045 Vision Ins	1,477	3,682	3,627		1,281	-64.7%	1,281	1,281	0.0%	0.0%
502051 Life Ins/AD&D	628	3,932	3,867		5,339	38.1%	5,430	5,430	1.7%	1.7%
502060 State Disability Ins (SDI)	4,384	9,906	10,832		3,520	-67.5%	3,777	3,777	7.3%	7.3%
502061 Long Term Disability Ins	2,170	6,834	5,934		2,883	-51.4%	3,043	3,043	5.6%	5.6%
502071 State Unemployment Ins (SUI)	1,386	2,904	3,695		891	-75.9%	945	945	6.1%	6.1%
502081 Worker's Comp Ins	6,450	42,396	43,668		12,537	-71.3%	12,537	12,537	0.0%	0.0%
502101 Holiday Pay	14,536	33,311	31,370		14,765	-52.9%	15,816	15,816	7.1%	7.1%
502103 Floating Holiday	9,562	22,992	14,909		17,955	20.4%	19,232	19,232	7.1%	7.1%
502109 Sick Leave	44,727	93,509	46,010		22,147	-51.9%	23,724	23,724	7.1%	7.1%
502111 Annual Leave	133,510	128,646	92,578		39,669	-57.2%	42,492	42,492	7.1%	7.1%
502121 Other Paid Absence	11,868	7,647	7,189		3,461	-51.9%	3,707	3,707	7.1%	7.1%
502251 Phys. Exams	-	-	-		-	0.0%	-	-	0.0%	0.0%
502253 Driver Lic Renewal	-	-	-		-	0.0%	-	-	0.0%	0.0%
502999 Other Fringe Benefits	3,348	14,989	9,009		11,959	32.7%	11,963	11,963	0.0%	0.0%
Totals	434,206	850,065	762,902		326,939	-57.1%	355,759	355,759	8.8%	8.8%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY16 & FY17 FINAL OPERATING BUDGET**

Administration - 1100

ACCOUNT	ACTUAL FY14	BUDGET FY15	BUDGET		REVISED BUDGET	% CHANGE		FINAL BUDGET FY17	% CHANGE		
			FY16 June 2014	FY16 June 2015		BUDGET FY16 REVISED BUDG	FY16 FY17		BUDG FY16 BUDG FY17		
SERVICES											
503011 Acting/Audit Fees	-	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%	
503012 Admin/Bank Fees	-	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%	
503031 Prof/Technical Fees	87,082	19,261	94,588	225,561	225,561	138.5%	90,945	90,945	-59.7%	-59.7%	
503032 Legislative Services	91,960	105,000	105,000	94,000	94,000	-10.5%	94,000	94,000	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	86,866	-	-	-	-	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	2,067	5,000	5,000	4,150	4,150	-17.0%	4,150	4,150	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	7,723	7,145	7,145	6,025	6,025	-15.7%	6,025	6,025	0.0%	0.0%	
503353 Repair - Rev Vehicle	-	-	-	-	-	0.0%	-	-	0.0%	0.0%	
503354 Repair - Non Rev Vehicle	-	-	-	-	-	0.0%	-	-	0.0%	0.0%	
503363 Haz Mat Disposal	-	-	-	-	-	0.0%	-	-	0.0%	0.0%	
Totals	275,697	136,406	211,733	329,736	329,736	55.7%	195,120	195,120	-40.8%	-40.8%	
MOBILE MATERIALS & SUPPLIES											
504011 Fuels & Lubricants - Non Rev Veh	-	-	-	-	-	0.0%	-	-	0.0%	0.0%	
504012 Fuels & Lubricants - Rev Veh	-	-	-	-	-	0.0%	-	-	0.0%	0.0%	
504021 Tires & Tubes	-	-	-	-	-	0.0%	-	-	0.0%	0.0%	
504161 Other Mobile Supplies	-	-	-	-	-	0.0%	-	-	0.0%	0.0%	
504191 Rev Vehicle Parts	-	-	-	-	-	0.0%	-	-	0.0%	0.0%	
Totals	-	-	-	-	-	0.0%	-	-	0.0%	0.0%	

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY16 & FY17 FINAL OPERATING BUDGET**

Administration - 1100

ACCOUNT	ACTUAL	BUDGET	BUDGET	BUDGET	REVISED	% CHANGE		FINAL	% CHANGE		
	FY14	FY15	FY16 June 2014	FY16 June 2015	BUDGET	BUDGET FY16	REVISED BUDG FY16	BUDGET FY17	BUDG FY16	BUDG FY17	
OTHER MATERIALS & SUPPLIES											
504205 Freight Out	-	-	-	-	-	0.0%	-	-	0.0%	0.0%	
504211 Postage & Mailing	4,524	6,180	6,365	-	6,365	0.0%	6,365	6,365	0.0%	0.0%	
504214 Promotional Items	-	-	-	-	-	0.0%	-	-	0.0%	0.0%	
504215 Printing	1,009	1,030	1,061	1,009	1,009	-4.9%	1,009	1,009	0.0%	0.0%	
504217 Photo Supp/Process	-	-	-	-	-	0.0%	-	-	0.0%	0.0%	
504311 Office Supplies	15,534	14,710	14,926	14,926	14,926	0.0%	14,926	14,926	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	21,067	21,920	22,353	22,300	22,300	-0.2%	22,300	22,300	0.0%	0.0%	
UTILITIES											
505011 Gas & Electric	-	-	-	-	-	0.0%	-	-	0.0%	0.0%	
505021 Water & Garbage	-	-	-	-	-	0.0%	-	-	0.0%	0.0%	
505031 Telecommunications	-	-	-	-	-	0.0%	-	-	0.0%	0.0%	
Totals	-	-	-	-	-	0.0%	-	-	0.0%	0.0%	
CASUALTY & LIABILITY											
506011 Insurance - Property	-	-	-	-	-	0.0%	-	-	0.0%	0.0%	
506015 Insurance - PL/PD	-	-	-	-	-	0.0%	-	-	0.0%	0.0%	
506021 Insurance - Other	-	-	-	-	-	0.0%	-	-	0.0%	0.0%	
506123 Settlement Costs	-	-	-	-	-	0.0%	-	-	0.0%	0.0%	
506127 Repairs - District Prop	-	-	-	-	-	0.0%	-	-	0.0%	0.0%	
Totals	-	-	-	-	-	0.0%	-	-	0.0%	0.0%	

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY16 & FY17 FINAL OPERATING BUDGET**

Administration - 1100

ACCOUNT	ACTUAL FY14	BUDGET FY15	BUDGET FY16 June 2014	REVISED BUDGET June 2015	BUDGET FY16 REVISED BUDG	% CHANGE BUDG FY16	FINAL BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17
TAXES								
507051 Fuel Tax	-	-	-	-	-	0.0%	-	0.0%
507201 Licenses & Permits	-	-	-	-	-	0.0%	-	0.0%
507999 Other Taxes	-	-	-	-	-	0.0%	-	0.0%
Totals	-	-	-	-	-	0.0%	-	0.0%
PURCHASED TRANS.								
503406 Contract/Paratransit	-	-	-	-	-	0.0%	-	0.0%
Totals	-	-	-	-	-	0.0%	-	0.0%
MISC EXPENSE								
509011 Dues/Subscriptions	52,678	51,112	52,646	56,010	56,010	6.4%	56,010	0.0%
509081 Advertising - District Promo	-	2,000	2,000	-	-	-100.0%	-	0.0%
509101 Employee Incentive Program	8,800	17,000	17,000	20,100	20,100	18.2%	20,100	0.0%
509121 Employee Training	40,224	45,900	43,500	1,600	1,600	-96.3%	1,600	0.0%
509122 BOD Travel	4,103	16,000	16,000	3,000	3,000	-81.3%	3,000	0.0%
509123 Travel	93,137	93,566	91,566	20,000	20,000	-78.2%	20,000	0.0%
509125 Local Meeting Expense	5,382	5,000	5,000	6,500	6,500	30.0%	6,500	0.0%
509127 Board Director Fees	8,800	12,600	12,600	12,600	12,600	0.0%	12,600	0.0%
509150 Contributions	-	-	-	-	-	0.0%	-	0.0%
509198 Cash Over/Short	-	-	-	-	-	0.0%	-	0.0%
Totals	213,124	243,178	240,312	119,810	119,810	-50.1%	119,810	0.0%
LEASES & RENTALS								
512011 Facility Lease	-	-	-	-	-	0.0%	-	0.0%
512061 Equipment Rental	1,662	1,300	1,300	2,000	2,000	53.8%	2,000	0.0%
Totals	1,662	1,300	1,300	2,000	2,000	53.8%	2,000	0.0%
PERSONNEL TOTAL	878,784	1,725,551	1,595,108	751,899	751,899	-52.9%	808,699	7.6%
NON-PERSONNEL TOTAL	511,551	402,804	475,697	473,846	473,846	-0.4%	339,230	-28.4%
DEPARTMENT TOTALS	1,390,335	2,128,356	2,070,805	1,225,745	1,225,745	-40.8%	1,147,929	-6.3%

Admin - 1100

FINANCE DEPARTMENT OBJECTIVES

1200

MAJOR FUNCTIONS OF THE DEPARTMENT

The Finance Department is responsible for:

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

The Finance Department also:

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

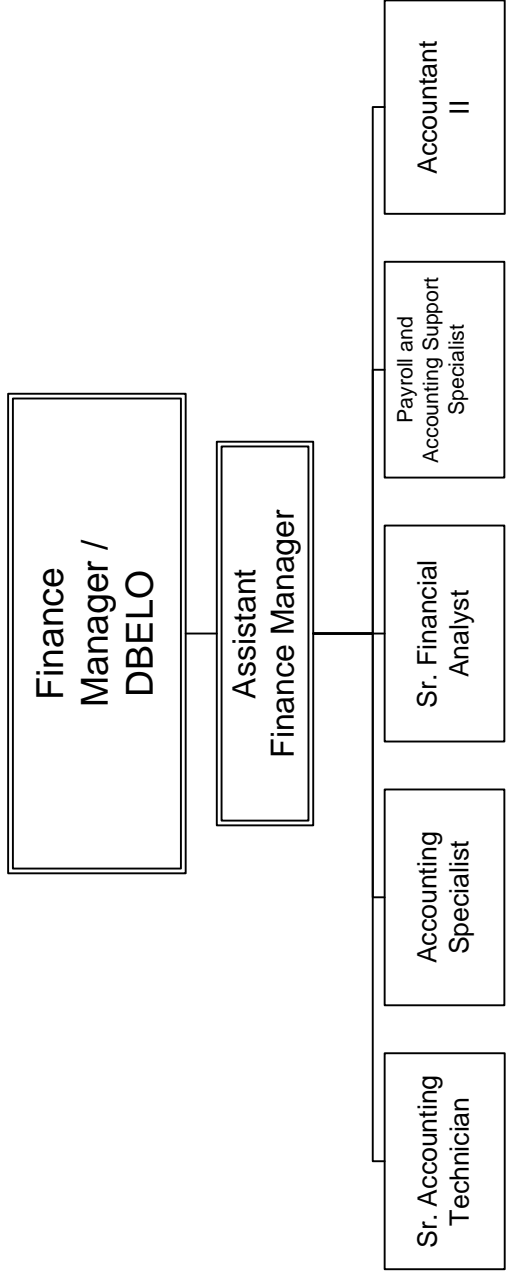
DEPARTMENT OBJECTIVES for FY16 & FY17

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

Finance Department (con't)

- Work towards establishing a funding policy pertaining to Santa Cruz METRO's Governmental Accounting Standard's Board (GASB) 45 - Other Post Employment Benefits (OPEB) liability
- Work with District Counsel and Human Resources to comply with new laws, rules, regulations and Union contracts
- Cross-train department staff to provide assistance, back-up coverage and enhanced customer service in all daily operations
- Continue to promote individual training and education within the department
- Provide the tools 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
- Draft financial policies to address Operating and Capital budgets as well as Operating and Capital Reserve accounts for the Board's consideration.
- Maintain California Transit Insurance Pool (CalTIP) Board position and adhere to decisions made related to the insurance pool
- Continue to manage the advertising on Santa Cruz buses
- Continue to network and outreach with our community partners
- Promote and ensure fiscal responsibility and sustainability throughout Santa Cruz METRO
- Review department activities and processes on an ongoing basis—seeking to maximize organizational effectiveness, including cash and payroll controls

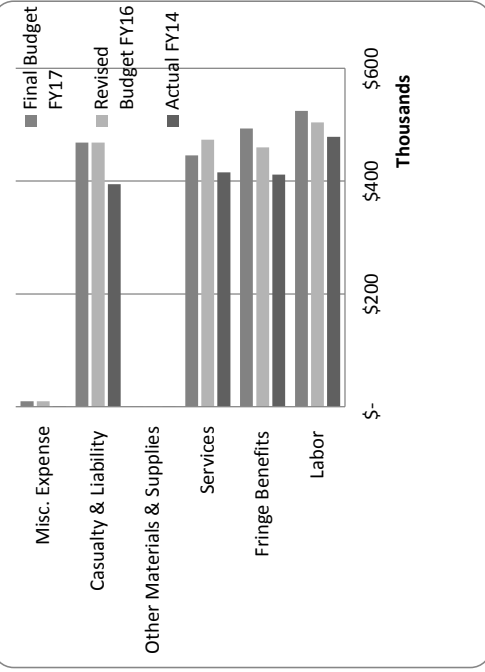
Finance
1200



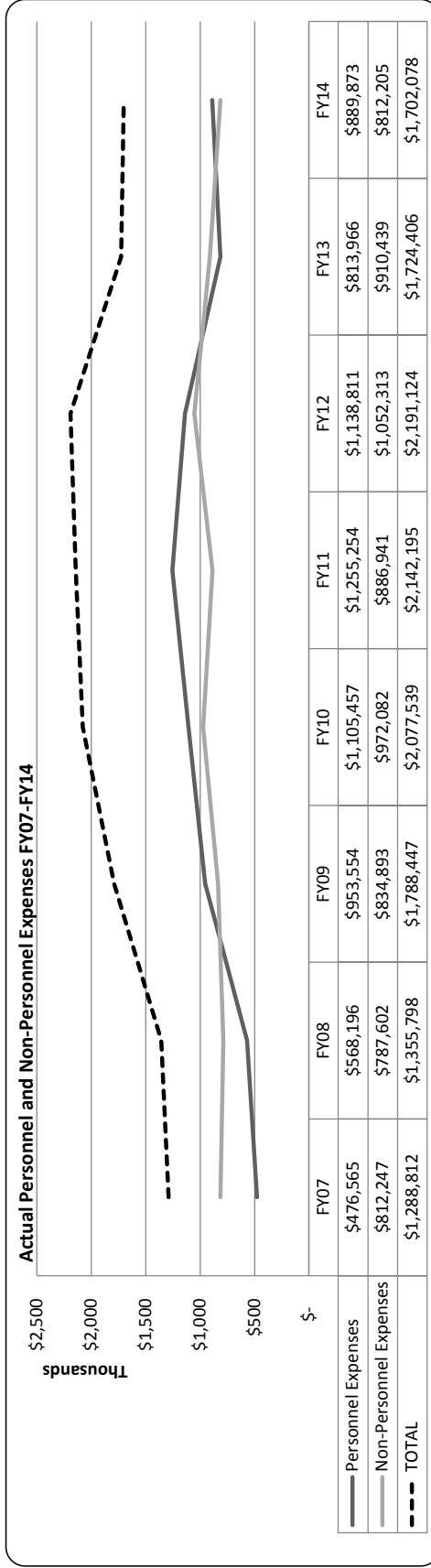
FY16 & FY17 FINAL OPERATING BUDGET
Authorized and Funded Personnel - Full Time Equivalent (FTE)
Finance - 1200

Position Title	Authorized FY 16 June 2014	Funded FY 16 June 2014	Authorized Revised FY 16 June 2015	Funded Revised FY 16 June 2015	Authorized Final FY 17	Funded Final FY 17
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
Total Full-Time Equivalents (FTEs)	8.50	7.00	8.50	7.00	8.50	7.00

Finance 1200



	<u>Actual FY14</u>	<u>Revised Budget FY16</u>	<u>Var %</u>	<u>Final Budget FY17</u>	<u>Var %</u>
Personnel Expenses:					
Labor	\$ 478,393	\$ 503,924	5.3%	\$ 524,427	4.1%
Fringe Benefits	\$ 411,480	\$ 459,802	11.7%	\$ 493,222	7.3%
	\$ 889,873	\$ 963,726	8.3%	\$ 1,017,649	5.6%
Non-Personnel Expenses:					
Services	\$ 415,685	\$ 473,503	13.9%	\$ 445,503	-5.9%
Other Materials & Supplies	\$ 817	\$ 725	-11.3%	\$ 725	0.0%
Casualty & Liability	\$ 394,318	\$ 468,302	18.8%	\$ 468,302	0.0%
Misc. Expense	\$ 1,385	\$ 9,860	611.9%	\$ 9,860	0.0%
	\$ 812,205	\$ 952,390	17.3%	\$ 924,390	-2.9%
Total Expenses:	\$ 1,702,078	\$ 1,916,116	12.6%	\$ 1,942,039	1.4%



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY16 & FY17 FINAL OPERATING BUDGET**

Finance - 1200

ACCOUNT	ACTUAL	BUDGET	BUDGET	REVISED	% CHANGE		FINAL	% CHANGE
	FY14	FY15	FY16 June 2014	BUDGET FY16 June 2015	BUDGET FY16	REVISED BUDG FY16	FY17	BUDG FY16 BUDG FY17
LABOR								
501011 Bus Operator Pay	-	-	-	-	0.0%	-	-	0.0%
501013 Bus Operator OT	-	-	-	-	0.0%	-	-	0.0%
501021 Other Salaries	476,279	489,403	499,254	498,924	-0.1%	519,427	519,427	4.1%
501023 Other OT	2,114	2,251	2,297	5,000	117.7%	5,000	5,000	0.0%
Totals	478,393	491,654	501,551	503,924	0.5%	524,427	524,427	4.1%
FRINGE BENEFITS								
502011 Medicare/Soc. Sec.	8,716	8,743	8,919	8,992	0.8%	9,358	9,358	4.1%
502021 Retirement	107,503	124,050	134,200	129,177	-3.7%	144,730	144,730	12.0%
502031 Medical Ins	137,283	149,510	161,471	157,757	-2.3%	169,532	169,532	7.5%
502041 Dental Ins	11,348	10,988	11,317	11,729	3.6%	12,081	12,081	3.0%
502045 Vision Ins	2,376	2,241	2,308	2,241	-2.9%	2,241	2,241	0.0%
502051 Life Ins/AD&D	929	1,027	1,058	1,027	-2.9%	1,058	1,058	3.0%
502060 State Disability Ins (SDI)	5,340	5,681	6,884	5,383	-21.8%	5,676	5,676	5.4%
502061 Long Term Disability Ins	3,246	4,051	4,079	4,090	0.3%	4,272	4,272	4.5%
502071 State Unemployment Ins (SUI)	1,666	1,767	2,352	1,560	-33.7%	1,654	1,654	6.1%
502081 Worker's Comp Ins	5,362	28,264	29,112	17,552	-39.7%	17,552	17,552	0.0%
502101 Holiday Pay	18,270	18,187	18,553	18,639	0.5%	19,396	19,396	4.1%
502103 Floating Holiday	10,376	10,585	10,798	10,282	-4.8%	11,013	11,013	7.1%
502109 Sick Leave	20,813	27,280	27,829	27,959	0.5%	29,095	29,095	4.1%
502111 Annual Leave	70,328	50,979	52,005	54,954	5.7%	56,920	56,920	3.6%
502121 Other Paid Absence	3,824	4,263	4,348	4,369	0.5%	4,546	4,546	4.1%
502251 Phys. Exams	-	-	-	-	0.0%	-	-	0.0%
502253 Driver Lic Renewal	-	-	-	-	0.0%	-	-	0.0%
502999 Other Fringe Benefits	4,101	4,091	4,097	4,091	-0.1%	4,097	4,097	0.1%
Totals	411,480	451,706	479,331	459,802	-4.1%	493,222	493,222	7.3%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY16 & FY17 FINAL OPERATING BUDGET**

Finance - 1200

ACCOUNT	ACTUAL	BUDGET	BUDGET	BUDGET	REVISED	% CHANGE		FINAL	% CHANGE	
	FY14	FY15	FY16 June 2014	FY16 June 2015	BUDGET	BUDGET FY16	BUDG FY16	BUDGET FY17	BUDG FY16	BUDG FY17
SERVICES										
503011 Acting/Audit Fees	74,761	82,000	83,000		83,000	0.0%	0.0%	83,000	0.0%	0.0%
503012 Admin/Bank Fees	330,343	347,150	353,000		360,003	2.0%	2.0%	360,003	0.0%	0.0%
503031 Prof/Technical Fees	10,581	60,000	15,000		30,500	103.3%	103.3%	2,500	-91.8%	-91.8%
503032 Legislative Services	-	-	-		-	0.0%	0.0%	-	0.0%	0.0%
503033 Legal Services	-	-	-		-	0.0%	0.0%	-	0.0%	0.0%
503034 Pre-Employment Exams	-	-	-		-	0.0%	0.0%	-	0.0%	0.0%
503041 Temp Help	-	-	-		-	0.0%	0.0%	-	0.0%	0.0%
503161 Custodial Services	-	-	-		-	0.0%	0.0%	-	0.0%	0.0%
503162 Uniforms/Laundry	-	-	-		-	0.0%	0.0%	-	0.0%	0.0%
503171 Security Services	-	-	-		-	0.0%	0.0%	-	0.0%	0.0%
503221 Classified/Legal Ads	-	100	100		-	-100.0%	-100.0%	-	0.0%	0.0%
503222 Legal Ads	-	-	-		-	0.0%	0.0%	-	0.0%	0.0%
503225 Graphic Services	-	-	-		-	0.0%	0.0%	-	0.0%	0.0%
503351 Repair - Bldg & Impr	-	-	-		-	0.0%	0.0%	-	0.0%	0.0%
503352 Repair - Equipment	-	-	-		-	0.0%	0.0%	-	0.0%	0.0%
503353 Repair - Rev Vehicle	-	-	-		-	0.0%	0.0%	-	0.0%	0.0%
503354 Repair - Non Rev Vehicle	-	-	-		-	0.0%	0.0%	-	0.0%	0.0%
503363 Haz Mat Disposal	-	-	-		-	0.0%	0.0%	-	0.0%	0.0%
Totals	415,685	489,250	451,100		473,503	5.0%	5.0%	445,503	-5.9%	-5.9%
MOBILE MATERIALS & SUPPLIES										
504011 Fuels & Lubricants - Non Rev Veh	-	-	-		-	0.0%	0.0%	-	0.0%	0.0%
504012 Fuels & Lubricants - Rev Veh	-	-	-		-	0.0%	0.0%	-	0.0%	0.0%
504021 Tires & Tubes	-	-	-		-	0.0%	0.0%	-	0.0%	0.0%
504161 Other Mobile Supplies	-	-	-		-	0.0%	0.0%	-	0.0%	0.0%
504191 Rev Vehicle Parts	-	-	-		-	0.0%	0.0%	-	0.0%	0.0%
Totals	-	-	-		-	0.0%	0.0%	-	0.0%	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY16 & FY17 FINAL OPERATING BUDGET**

Finance - 1200

ACCOUNT	ACTUAL	BUDGET	BUDGET	REVISED	% CHANGE		FINAL	% CHANGE
	FY14	FY15	FY16 June 2014	BUDGET June 2015	BUDG FY16	BUDG FY16	BUDG FY17	BUDG FY17
OTHER MATERIALS & SUPPLIES								
504205 Freight Out	-	-	-	-	0.0%	0.0%	-	0.0%
504211 Postage & Mailing	93	500	500	-	-100.0%	-	-	0.0%
504214 Promotional Items	-	-	-	-	0.0%	-	-	0.0%
504215 Printing	725	1,000	1,000	725	-27.5%	725	-	0.0%
504217 Photo Supp/Process	-	-	-	-	0.0%	-	-	0.0%
504311 Office Supplies	-	-	-	-	0.0%	-	-	0.0%
504315 Safety Supplies	-	-	-	-	0.0%	-	-	0.0%
504317 Cleaning Supplies	-	-	-	-	0.0%	-	-	0.0%
504409 Repair/Maint Supplies	-	-	-	-	0.0%	-	-	0.0%
504417 Tenant Repairs	-	-	-	-	0.0%	-	-	0.0%
504421 Non-Inventory Parts	-	-	-	-	0.0%	-	-	0.0%
504511 Small Tools	-	-	-	-	0.0%	-	-	0.0%
504515 Employee Tool Replacement	-	-	-	-	0.0%	-	-	0.0%
Totals	817	1,500	1,500	725	-51.7%	725	725	0.0%
UTILITIES								
505011 Gas & Electric	-	-	-	-	0.0%	-	-	0.0%
505021 Water & Garbage	-	-	-	-	0.0%	-	-	0.0%
505031 Telecommunications	-	-	-	-	0.0%	-	-	0.0%
Totals	-	-	-	-	0.0%	-	-	0.0%
CASUALTY & LIABILITY								
506011 Insurance - Property	61,448	63,000	75,000	61,448	-18.1%	61,448	61,448	0.0%
506015 Insurance - PL/PD	332,809	321,575	350,000	406,854	16.2%	406,854	406,854	0.0%
506021 Insurance - Other	61	-	-	-	0.0%	-	-	0.0%
506123 Settlement Costs	-	-	-	-	0.0%	-	-	0.0%
506127 Repairs - District Prop	-	-	-	-	0.0%	-	-	0.0%
Totals	394,318	384,575	425,000	468,302	10.2%	468,302	468,302	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY16 & FY17 FINAL OPERATING BUDGET**

Finance - 1200

ACCOUNT	ACTUAL FY14	BUDGET FY15	BUDGET FY16 June 2014	REVISED BUDGET June 2015	BUDGET FY16 REVISED BUDG	% CHANGE BUDG FY16	FINAL BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17
TAXES								
507051 Fuel Tax	-	-	-	-	-	0.0%	-	0.0%
507201 Licenses & Permits	-	-	-	-	-	0.0%	-	0.0%
507999 Other Taxes	-	-	-	-	-	0.0%	-	0.0%
Totals	-	-	-	-	-	0.0%	-	0.0%
PURCHASED TRANS.								
503406 Contract/Paratransit	-	-	-	-	-	0.0%	-	0.0%
Totals	-	-	-	-	-	0.0%	-	0.0%
MISC EXPENSE								
509011 Dues/Subscriptions	589	900	900	960	960	6.7%	960	0.0%
509081 Advertising - District Promo	-	10,000	10,000	-	-	-100.0%	-	0.0%
509101 Employee Incentive Program	-	-	-	-	1,400	0.0%	1,400	100.0%
509121 Employee Training	-	-	-	-	-	100.0%	-	-100.0%
509122 BOD Travel	-	-	-	-	7,500	0.0%	7,500	100.0%
509123 Travel	-	-	-	-	-	100.0%	-	-100.0%
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)	-	-	-	-	0.0%	-	0.0%
Totals	1,385	10,900	10,900	9,860	9,860	-9.5%	9,860	0.0%
LEASES & RENTALS								
512011 Facility Lease	-	-	-	-	-	0.0%	-	0.0%
512061 Equipment Rental	-	-	-	-	-	0.0%	-	0.0%
Totals	-	-	-	-	-	0.0%	-	0.0%
PERSONNEL TOTAL	889,873	943,360	980,881	963,726	963,726	-1.7%	1,017,649	5.6%
NON-PERSONNEL TOTAL	812,205	886,225	888,500	952,390	952,390	7.2%	924,390	-2.9%
DEPARTMENT TOTALS	1,702,078	1,829,585	1,869,381	1,916,116	1,916,116	2.5%	1,942,039	1.4%

Finance - 1200

- THIS PAGE INTENTIONALLY LEFT BLANK -

CUSTOMER SERVICE DEPARTMENT OBJECTIVES

1300

MAJOR FUNCTIONS OF THE DEPARTMENT

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

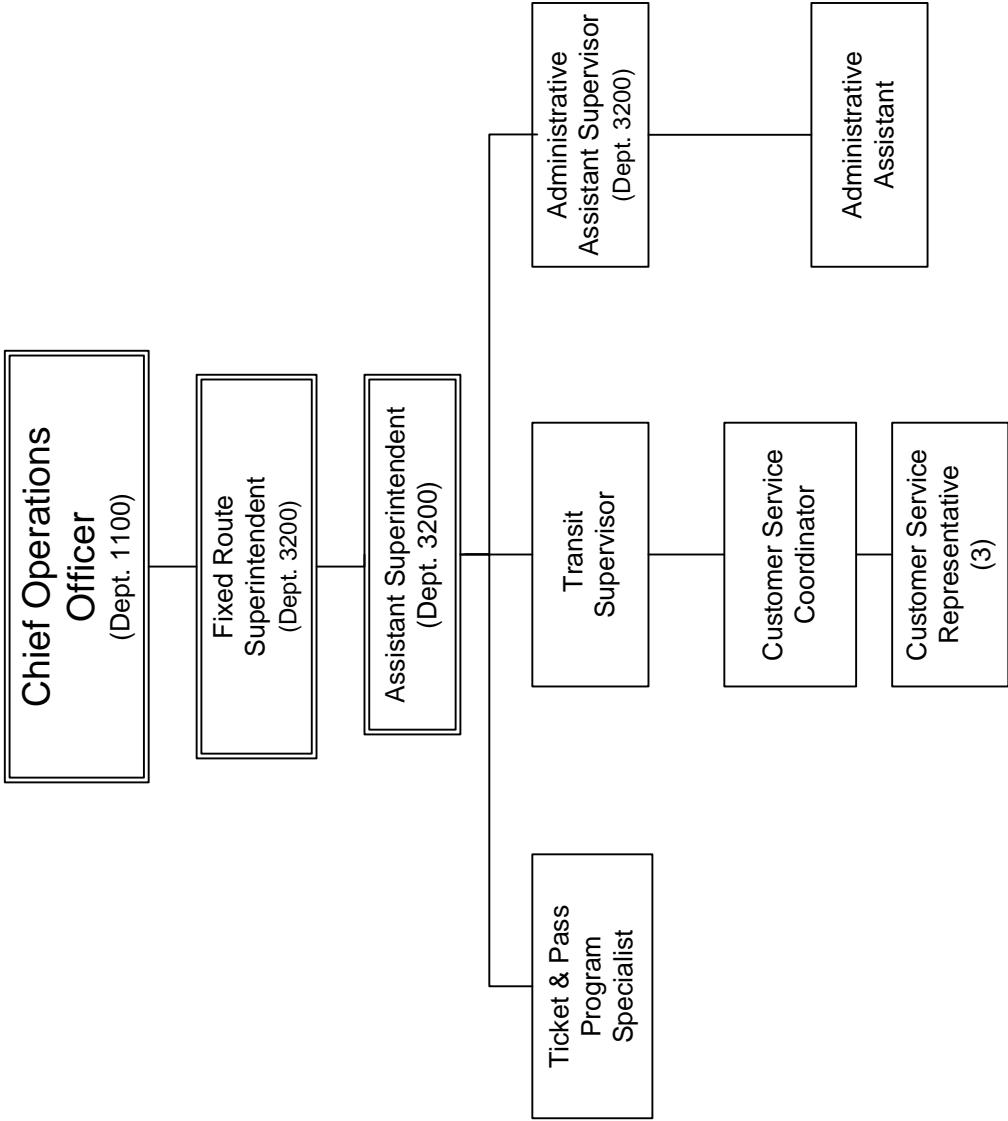
DEPARTMENT OBJECTIVES FOR FY16 & FY17

- Increase Public Outreach promoting Santa Cruz METRO's new services and various fare media options
- Complete transition of Paratransit Reservationist to Customer Service allowing for the expansion of the Customer Service group to provide enhanced service availability
- Coordinate a comprehensive presentation at UCSC familiarizing freshman class of students with available Santa Cruz METRO services.
- Update Customer Service Department Procedures Manual.
- Update Customer Service job descriptions and duties
- Expand Customer Service call center to include Fixed Route and Paratransit information and reservation functions.
- Install a telephone monitoring system for recording all incoming/outgoing calls.
- Improve Customer Service Reporting processes to better respond to service concerns, suggestions, requests, and compliments, by respective departments.
- Improve and increase use of visual graphic media in the promotion of Santa Cruz METRO services.
- Provide Customer Service presentations on the various services provided to new-hires and existing Operators.
- Improve efficiency of Customer Service Representatives in responding to inquiries and complaints by accessing available electronic information.
- Expand Customer Service Participation in Santa Cruz METRO committees.

Customer Service (con't)

- Improve process relating to Lost and Found, update written Lost and Found procedures for unclaimed articles.
- Provide internal/external Customer Service refresher training for all Representatives.
- Increase participation in local events in order to promote Santa Cruz METRO services.

Customer Service 1300

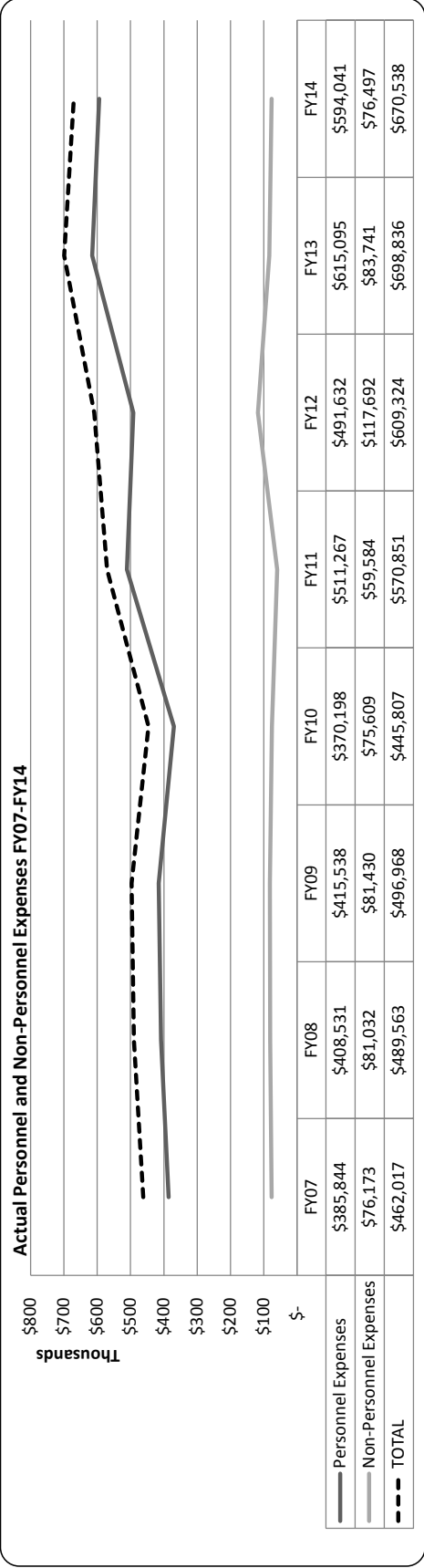
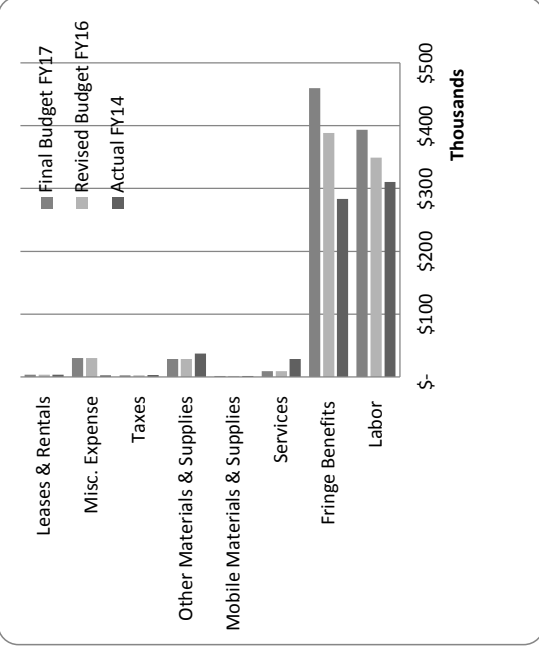


FY16 & FY17 FINAL OPERATING BUDGET
Authorized and Funded Personnel - Full Time Equivalent (FTE)
Customer Service - 1300

Position Title	Authorized FY 16 June 2014	Funded FY 16 June 2014	Authorized Revised FY 16 June 2015	Funded Revised FY 16 June 2015	Authorized Final FY 17	Funded Final FY 17
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	0.00 3.00	1.00 5.00	1.00 3.00	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
Total Full-Time Equivalents (FTEs)	10.25	6.00	10.25	7.00	10.25	8.00

Customer Service 1300

	Actual FY14	Revised Budget FY16	Final Budget FY17	Var %	Var %
Personnel Expenses:					
Labor	\$ 310,582	\$ 348,960	\$ 393,658	12.4%	12.8%
Fringe Benefits	\$ 283,459	\$ 388,236	\$ 459,587	37.0%	18.4%
	\$ 594,041	\$ 737,196	\$ 853,245	24.1%	15.7%
Non-Personnel Expenses:					
Services	\$ 28,489	\$ 9,117	\$ 9,117	-68.0%	0.0%
Mobile Materials & Supplies	\$ 1,565	\$ 1,565	\$ 1,565	0.0%	0.0%
Other Materials & Supplies	\$ 37,017	\$ 28,667	\$ 28,667	-22.6%	0.0%
Taxes	\$ 3,150	\$ 2,500	\$ 2,700	-20.6%	8.0%
Misc. Expense	\$ 2,450	\$ 30,000	\$ 30,000	1124.4%	0.0%
Leases & Rentals	\$ 3,825	\$ 3,825	\$ 3,825	0.0%	0.0%
	\$ 76,497	\$ 75,674	\$ 75,874	-1.1%	0.3%
Total Expenses:	\$ 670,538	\$ 812,870	\$ 929,119	21.2%	14.3%



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY16 & FY17 FINAL OPERATING BUDGET**

Customer Service - 1300

ACCOUNT	ACTUAL	BUDGET	BUDGET	REVISED	% CHANGE		FINAL	% CHANGE
	FY14	FY15	FY16 June 2014	BUDGET June 2015	BUDGET FY16	REVISED BUDG FY16	FY17	BUDG FY16 BUDG FY17
LABOR								
501011 Bus Operator Pay	-	-	-	-	0.0%		-	0.0%
501013 Bus Operator OT	-	-	-	-	0.0%		-	0.0%
501021 Other Salaries	305,724	290,821	296,511	338,960	14.3%		383,158	13.0%
501023 Other OT	4,858	6,369	6,494	10,000	54.0%		10,500	5.0%
Totals	310,582	297,190	303,004	348,960	15.2%		393,658	12.8%
FRINGE BENEFITS								
502011 Medicare/Soc. Sec.	3,880	5,367	5,472	6,271	14.6%		7,054	12.5%
502021 Retirement	68,997	75,118	81,228	88,718	9.2%		107,568	21.2%
502031 Medical Ins	103,154	117,213	126,590	170,355	34.6%		207,968	22.1%
502041 Dental Ins	9,385	9,260	9,538	10,371	8.7%		12,809	23.5%
502045 Vision Ins	1,902	1,921	1,978	2,241	13.3%		2,561	14.3%
502051 Life Ins/AD&D	606	703	724	820	13.3%		966	17.7%
502060 State Disability Ins (SDI)	3,910	3,812	4,626	4,009	-13.3%		4,645	15.9%
502061 Long Term Disability Ins	2,482	2,606	2,640	2,639	0.0%		3,539	34.1%
502071 State Unemployment Ins (SUI)	1,428	1,515	2,016	1,560	-22.6%		1,891	21.2%
502081 Worker's Comp Ins	7,072	24,226	24,953	17,552	-29.7%		17,552	0.0%
502101 Holiday Pay	10,522	10,952	11,172	12,759	14.2%		14,405	12.9%
502103 Floating Holiday	5,674	-	-	-	0.0%		-	0.0%
502109 Sick Leave	14,031	16,428	16,759	19,139	14.2%		21,608	12.9%
502111 Annual Leave	44,409	42,981	43,845	48,621	10.9%		53,420	9.9%
502121 Other Paid Absence	4,947	2,567	2,619	2,990	14.2%		3,376	12.9%
502251 Phys. Exams	-	-	-	-	0.0%		-	0.0%
502253 Driver Lic Renewal	-	-	-	-	0.0%		-	0.0%
502999 Other Fringe Benefits	1,059	164	169	191	13.3%		225	17.7%
Totals	283,459	314,834	334,329	388,236	16.1%		459,587	18.4%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY16 & FY17 FINAL OPERATING BUDGET**

Customer Service - 1300

ACCOUNT	ACTUAL	BUDGET	BUDGET	REVISED	% CHANGE		FINAL	% CHANGE
	FY14	FY15	FY16 June 2014	BUDGET June 2015	BUDGET FY16	REVISED BUDG FY16	BUDG FY16	BUDG FY17
SERVICES								
503011 Acting/Audit Fees	-	-	-	-	0.0%	-	-	0.0%
503012 Admin/Bank Fees	-	-	-	-	0.0%	-	-	0.0%
503031 Prof/Technical Fees	10,392	13,500	13,500	8,000	-40.7%	8,000	8,000	0.0%
503032 Legislative Services	-	-	-	-	0.0%	-	-	0.0%
503033 Legal Services	-	-	-	-	0.0%	-	-	0.0%
503034 Pre-Employment Exams	-	-	-	-	0.0%	-	-	0.0%
503041 Temp Help	16,980	-	-	-	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	-	5,500	5,500	-	-100.0%	-	-	0.0%
503351 Repair - Bldg & Impr	-	-	-	-	0.0%	-	-	0.0%
503352 Repair - Equipment	1,117	1,000	1,000	1,117	11.7%	1,117	1,117	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	28,489	20,000	20,000	9,117	-54.4%	9,117	9,117	0.0%
MOBILE MATERIALS & SUPPLIES								
504011 Fuels & Lubricants - Non Rev Veh	-	-	-	-	0.0%	-	-	0.0%
504012 Fuels & Lubricants - Rev Veh	-	-	-	-	0.0%	-	-	0.0%
504021 Tires & Tubes	-	-	-	-	0.0%	-	-	0.0%
504161 Other Mobile Supplies	-	-	-	-	0.0%	-	-	0.0%
504191 Rev Vehicle Parts	1,565	4,000	4,000	1,565	-60.9%	1,565	1,565	0.0%
Totals	1,565	4,000	4,000	1,565	-60.9%	1,565	1,565	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY16 & FY17 FINAL OPERATING BUDGET**

Customer Service - 1300

ACCOUNT	ACTUAL FY14	BUDGET FY15	BUDGET FY16		REVISED BUDGET June 2015	% CHANGE BUDGET FY16		FINAL BUDGET FY17	% CHANGE BUDG FY16	
			June 2014	June 2015		REVISED BUDG FY16	BUDG FY16		BUDG FY16	BUDG FY17
OTHER MATERIALS & SUPPLIES										
504205 Freight Out	-	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%
504211 Postage & Mailing	1,597	3,500	3,500	2,000	2,000	-42.9%	2,000	2,000	0.0%	0.0%
504214 Promotional Items	165	1,000	1,000	600	600	-40.0%	600	600	0.0%	0.0%
504215 Printing	31,631	41,500	41,500	23,000	23,000	-44.6%	23,000	23,000	0.0%	0.0%
504217 Photo Supp/Process	767	2,000	2,000	767	767	-61.7%	767	767	0.0%	0.0%
504311 Office Supplies	2,857	3,500	3,500	2,300	2,300	-34.3%	2,300	2,300	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	37,017	51,500	51,500	28,667	28,667	-44.3%	28,667	28,667	0.0%	0.0%
UTILITIES										
505011 Gas & Electric	-	-	-	-	-	0.0%	-	-	0.0%	0.0%
505021 Water & Garbage	-	-	-	-	-	0.0%	-	-	0.0%	0.0%
505031 Telecommunications	-	-	-	-	-	0.0%	-	-	0.0%	0.0%
Totals	-	-	-	-	-	0.0%	-	-	0.0%	0.0%
CASUALTY & LIABILITY										
506011 Insurance - Property	-	-	-	-	-	0.0%	-	-	0.0%	0.0%
506015 Insurance - PL/PD	-	-	-	-	-	0.0%	-	-	0.0%	0.0%
506021 Insurance - Other	-	-	-	-	-	0.0%	-	-	0.0%	0.0%
506123 Settlement Costs	-	-	-	-	-	0.0%	-	-	0.0%	0.0%
506127 Repairs - District Prop	-	-	-	-	-	0.0%	-	-	0.0%	0.0%
Totals	-	-	-	-	-	0.0%	-	-	0.0%	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY16 & FY17 FINAL OPERATING BUDGET**

Customer Service - 1300

ACCOUNT	ACTUAL FY14	BUDGET FY15	BUDGET FY16 June 2014	BUDGET FY16 June 2015	REVISED BUDGET June 2016	% CHANGE BUDGET FY16 REVISED BUDG FY16	FINAL BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17
TAXES								
507051 Fuel Tax	-	-	-	-	-	0.0%	-	0.0%
507201 Licenses & Permits	3,150	2,100	2,100	2,500	2,500	19.0%	2,700	8.0%
507999 Other Taxes	-	-	-	-	-	0.0%	-	0.0%
Totals	3,150	2,100	2,100	2,500	2,500	19.0%	2,700	8.0%
PURCHASED TRANS.								
503406 Contract/Paratransit	-	-	-	-	-	0.0%	-	0.0%
Totals	-	-	-	-	-	0.0%	-	0.0%
MISC EXPENSE								
509011 Dues/Subscriptions	-	-	-	-	-	0.0%	-	0.0%
509081 Advertising - District Promo	2,450	4,000	4,000	30,000	30,000	650.0%	30,000	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%
Totals	2,450	4,000	4,000	30,000	30,000	650.0%	30,000	0.0%
LEASES & RENTALS								
512011 Facility Lease	-	-	-	-	-	0.0%	-	0.0%
512061 Equipment Rental	3,825	4,500	4,500	3,825	3,825	-15.0%	3,825	0.0%
Totals	3,825	4,500	4,500	3,825	3,825	-15.0%	3,825	0.0%
PERSONNEL TOTAL	594,041	612,024	637,333	737,196	737,196	15.7%	853,245	15.7%
NON-PERSONNEL TOTAL	76,497	86,100	86,100	75,674	75,674	-12.1%	75,874	0.3%
DEPARTMENT TOTALS	670,538	698,124	723,433	812,870	812,870	12.4%	929,119	14.3%

CustService - 1300

- THIS PAGE INTENTIONALLY LEFT BLANK -

HUMAN RESOURCES DEPARTMENT OBJECTIVES

1400

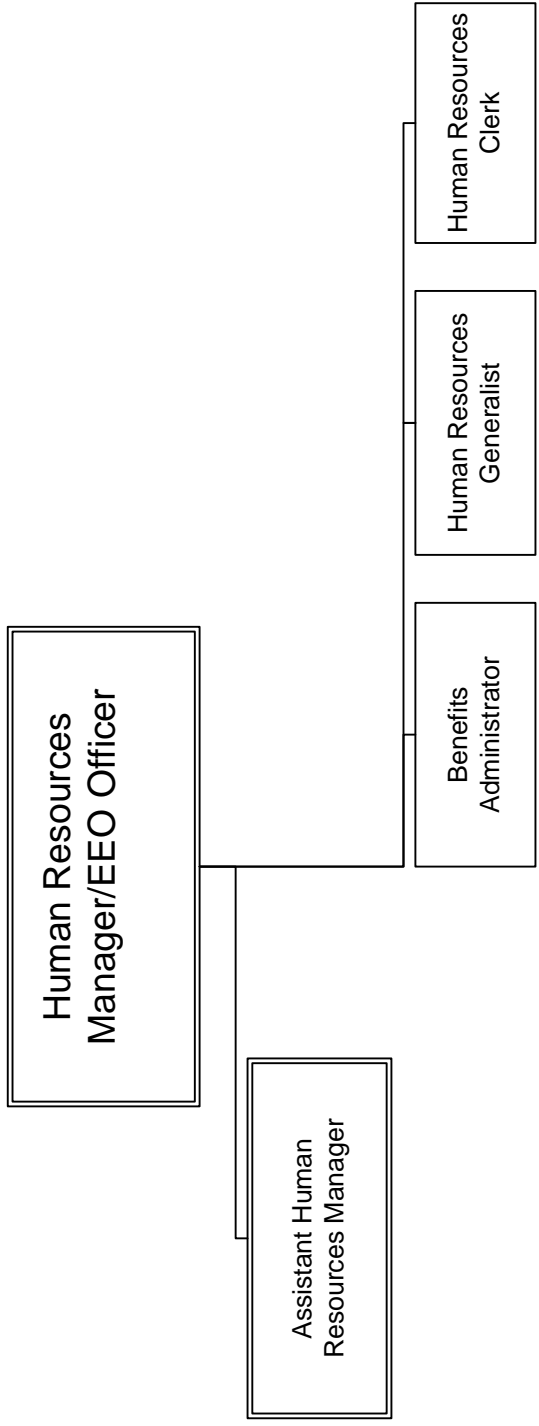
MAJOR FUNCTIONS OF THE DEPARTMENT

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

DEPARTMENT OBJECTIVES FOR FY16 & 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.
- Work with vendors to maintain compliance with FTA mandated drug and alcohol testing program.
- Train Santa Cruz METRO employees as needed on Santa Cruz METRO policies and procedures.
- Monitor and implement federal and state regulatory changes in the areas of human resources administration and compliance.
- Meet and confer with the unions regarding new policies and regulations.
- Work collaboratively with the union(s) to complete negotiations.
- Complete recruitments for open positions and review recruitment processes.
- Continue to perform outreach to the community as part of the recruitment process to help with the areas of underutilization as determined by Santa Cruz METRO's EEO Plan
- Train new HR Generalist
- Create and update departmental procedures
- Ongoing review of compliance issues regarding the Affordability Health Care Act and the Public Employees Pension Reform Act (PEPRA)
- Implementation of updated HRIS system.

Human Resources
1400

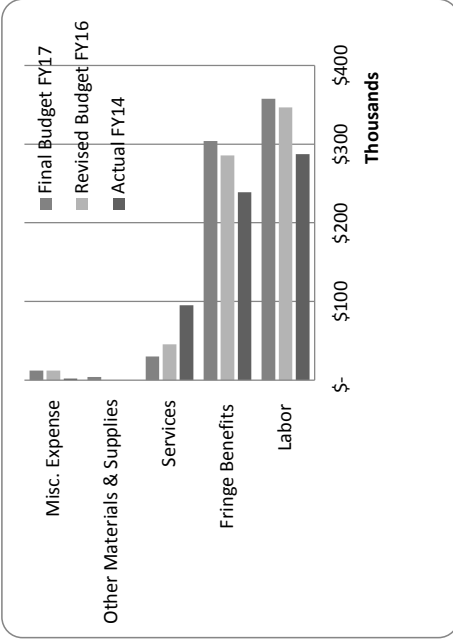


FY16 & FY17 FINAL OPERATING BUDGET
Authorized and Funded Personnel - Full Time Equivalent (FTE)
Human Resources - 1400

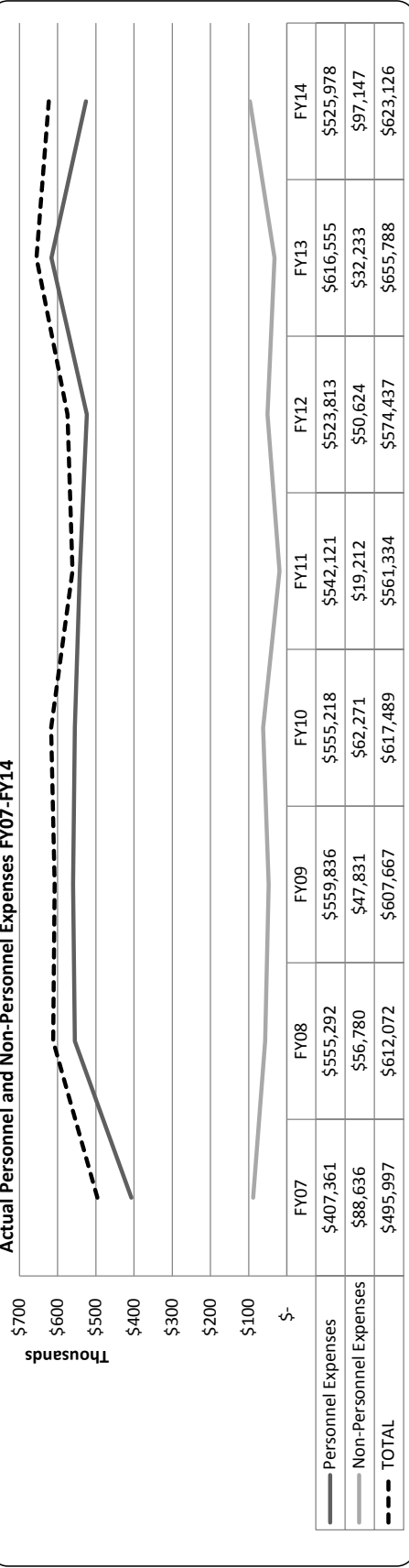
Position Title	Authorized FY 16 June 2014	Funded FY 16 June 2014	Authorized Revised FY 16 June 2015	Funded Revised FY 16 June 2015	Authorized Final FY 17	Funded Final FY 17
Human Resources Manager	1.00	1.00	1.00	1.00	1.00	1.00
Asst Human Resources Manager	1.00	1.00	1.00	1.00	1.00	1.00
Personnel Technician	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
Total Full-Time Equivalents (FTEs)	6.00	5.00	6.00	5.00	6.00	5.00

Human Resources 1400

	Actual FY14	Revised Budget FY16	Var %	Final Budget FY17	Var %
Personnel Expenses:					
Labor	\$ 287,273	\$ 346,757	20.7%	\$ 357,554	3.1%
Fringe Benefits	\$ 238,705	\$ 285,797	19.7%	\$ 304,077	6.4%
	\$ 525,978	\$ 632,554	20.3%	\$ 661,631	4.6%
Non-Personnel Expenses:					
Services	\$ 95,304	\$ 45,420	-52.3%	\$ 30,075	-33.8%
Other Materials & Supplies	\$ -	\$ -	0.0%	\$ 4,000	100.0%
Misc. Expense	\$ 1,844	\$ 12,081	555.2%	\$ 12,081	0.0%
	\$ 97,147	\$ 57,501	-40.8%	\$ 46,156	-19.7%
Total Expenses:	\$ 623,126	\$ 690,055	10.7%	\$ 707,787	2.6%



Actual Personnel and Non-Personnel Expenses FY07-FY14



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY16 & FY17 FINAL OPERATING BUDGET**

Human Resources - 1400

ACCOUNT	ACTUAL FY14	BUDGET FY15	BUDGET FY16 June 2014	BUDGET FY16 June 2015	REVISED BUDGET June 2015	% CHANGE BUDGET FY16 REVISED BUDG FY16	FINAL BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17
LABOR								
501011 Bus Operator Pay	-	-	-	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	-	-	-	0.0%	-	0.0%
501021 Other Salaries	286,741	337,484	328,180	344,757	344,757	5.1%	354,554	2.8%
501023 Other OT	532	1,721	1,674	2,000	2,000	19.5%	3,000	50.0%
Totals	287,273	339,205	329,854	346,757	346,757	5.1%	357,554	3.1%
FRINGE BENEFITS								
502011 Medicare/Soc. Sec.	5,322	6,083	5,974	6,243	6,243	4.5%	6,433	3.0%
502021 Retirement	63,608	86,282	89,864	89,998	89,998	0.1%	99,582	10.6%
502031 Medical Ins	61,746	74,128	80,059	74,040	74,040	-7.5%	79,681	7.6%
502041 Dental Ins	4,338	6,139	6,323	4,720	4,720	-25.3%	4,862	3.0%
502045 Vision Ins	1,346	1,601	1,649	1,601	1,601	-2.9%	1,601	0.0%
502051 Life Ins/AD&D	717	793	817	796	796	-2.5%	820	3.0%
502060 State Disability Ins (SDI)	2,966	3,923	4,561	3,767	3,767	-17.4%	4,007	6.4%
502061 Long Term Disability Ins	1,872	2,983	3,062	3,137	3,137	2.5%	3,258	3.8%
502071 State Unemployment Ins (SUI)	1,178	1,262	1,680	1,114	1,114	-33.7%	1,182	6.1%
502081 Worker's Comp Ins	14,555	24,226	24,953	12,537	12,537	-49.8%	12,537	0.0%
502101 Holiday Pay	9,240	12,856	12,626	13,187	13,187	4.4%	13,558	2.8%
502103 Floating Holiday	9,190	9,779	10,166	9,962	9,962	-2.0%	10,163	2.0%
502109 Sick Leave	6,356	19,284	18,939	19,780	19,780	4.4%	20,337	2.8%
502111 Annual Leave	51,745	35,395	37,468	37,786	37,786	0.8%	38,838	2.8%
502121 Other Paid Absence	2,078	3,013	2,959	3,091	3,091	4.4%	3,178	2.8%
502251 Phys. Exams	-	-	-	-	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	-	-	-	0.0%	-	0.0%
502999 Other Fringe Benefits	2,448	4,037	4,041	4,037	4,037	-0.1%	4,042	0.1%
Totals	238,705	291,783	305,139	285,797	285,797	-6.3%	304,077	6.4%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY16 & FY17 FINAL OPERATING BUDGET**

Human Resources - 1400

ACCOUNT	ACTUAL FY14	BUDGET FY15	BUDGET		REVISED BUDGET	% CHANGE		FINAL BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17
			FY16 June 2014	FY16 June 2015		BUDGET FY16	REVISED BUDG FY16		
SERVICES									
503011 Accting/Audit Fees	-	-	-	-	-	0.0%	-	0.0%	0.0%
503012 Admin/Bank Fees	-	-	-	-	-	0.0%	-	0.0%	0.0%
503031 Prof/Technical Fees	57,377	36,000	24,000	29,700	29,700	23.8%	20,800	-30.0%	0.0%
503032 Legislative Services	-	-	-	-	-	0.0%	-	0.0%	0.0%
503033 Legal Services	204	-	-	-	-	0.0%	-	0.0%	0.0%
503034 Pre-Employment Exams	7,220	10,300	8,700	8,720	8,720	0.2%	5,075	-41.8%	0.0%
503041 Temp Help	25,400	-	-	-	-	0.0%	-	0.0%	0.0%
503161 Custodial Services	-	-	-	-	-	0.0%	-	0.0%	0.0%
503162 Uniforms/Laundry	-	-	-	-	-	0.0%	-	0.0%	0.0%
503171 Security Services	-	-	-	-	-	0.0%	-	0.0%	0.0%
503221 Classified/Legal Ads	5,102	4,000	4,000	7,000	7,000	75.0%	4,200	-40.0%	0.0%
503222 Legal Ads	-	-	-	-	-	0.0%	-	0.0%	0.0%
503225 Graphic Services	-	-	-	-	-	0.0%	-	0.0%	0.0%
503351 Repair - Bldg & Impr	-	-	-	-	-	0.0%	-	0.0%	0.0%
503352 Repair - Equipment	-	-	-	-	-	0.0%	-	0.0%	0.0%
503353 Repair - Rev Vehicle	-	-	-	-	-	0.0%	-	0.0%	0.0%
503354 Repair - Non Rev Vehicle	-	-	-	-	-	0.0%	-	0.0%	0.0%
503363 Haz Mat Disposal	-	-	-	-	-	0.0%	-	0.0%	0.0%
Totals	95,304	50,300	36,700	45,420	45,420	23.8%	30,075	-33.8%	
MOBILE MATERIALS & SUPPLIES									
504011 Fuels & Lubricants - Non Rev Veh	-	-	-	-	-	0.0%	-	0.0%	0.0%
504012 Fuels & Lubricants - Rev Veh	-	-	-	-	-	0.0%	-	0.0%	0.0%
504021 Tires & Tubes	-	-	-	-	-	0.0%	-	0.0%	0.0%
504161 Other Mobile Supplies	-	-	-	-	-	0.0%	-	0.0%	0.0%
504191 Rev Vehicle Parts	-	-	-	-	-	0.0%	-	0.0%	0.0%
Totals	-	-	-	-	-	0.0%	-	0.0%	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY16 & FY17 FINAL OPERATING BUDGET**

Human Resources - 1400

ACCOUNT	BUDGET FY14	BUDGET FY15	BUDGET FY16 June 2014	BUDGET FY16 June 2015	REVISED BUDGET	% CHANGE BUDGET FY16 REVISED BUDG FY16	FINAL BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17
OTHER MATERIALS & SUPPLIES								
504205 Freight Out	-	-	-	-	-	0.0%	-	0.0%
504211 Postage & Mailing	-	500	500	-	-	-100.0%	-	0.0%
504214 Promotional Items	-	-	-	-	-	0.0%	-	0.0%
504215 Printing	-	-	3,000	-	-	-100.0%	4,000	100.0%
504217 Photo Supp/Process	-	-	-	-	-	0.0%	-	0.0%
504311 Office Supplies	-	-	-	-	-	0.0%	-	0.0%
504315 Safety Supplies	-	-	-	-	-	0.0%	-	0.0%
504317 Cleaning Supplies	-	-	-	-	-	0.0%	-	0.0%
504409 Repair/Maint Supplies	-	-	-	-	-	0.0%	-	0.0%
504417 Tenant Repairs	-	-	-	-	-	0.0%	-	0.0%
504421 Non-Inventory Parts	-	-	-	-	-	0.0%	-	0.0%
504511 Small Tools	-	-	-	-	-	0.0%	-	0.0%
504515 Employee Tool Replacement	-	-	-	-	-	0.0%	-	0.0%
Totals	-	500	3,500	-	-	-100.0%	4,000	100.0%
UTILITIES								
505011 Gas & Electric	-	-	-	-	-	0.0%	-	0.0%
505021 Water & Garbage	-	-	-	-	-	0.0%	-	0.0%
505031 Telecommunications	-	-	-	-	-	0.0%	-	0.0%
Totals	-	-	-	-	-	0.0%	-	0.0%
CASUALTY & LIABILITY								
506011 Insurance - Property	-	-	-	-	-	0.0%	-	0.0%
506015 Insurance - PL/PD	-	-	-	-	-	0.0%	-	0.0%
506021 Insurance - Other	-	-	-	-	-	0.0%	-	0.0%
506123 Settlement Costs	-	-	-	-	-	0.0%	-	0.0%
506127 Repairs - District Prop	-	-	-	-	-	0.0%	-	0.0%
Totals	-	-	-	-	-	0.0%	-	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY16 & FY17 FINAL OPERATING BUDGET**

Human Resources - 1400

ACCOUNT	ACTUAL FY14	BUDGET FY15	BUDGET FY16 June 2014	REVISED BUDGET June 2015	BUDGET FY16 REVISED BUDG	% CHANGE BUDG FY16	FINAL BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17
TAXES								
507051 Fuel Tax	-	-	-	-	-	0.0%	-	0.0%
507201 Licenses & Permits	-	-	-	-	-	0.0%	-	0.0%
507999 Other Taxes	-	-	-	-	-	0.0%	-	0.0%
Totals	-	-	-	-	-	0.0%	-	0.0%
PURCHASED TRANS.								
503406 Contract/Paratransit	-	-	-	-	-	0.0%	-	0.0%
Totals	-	-	-	-	-	0.0%	-	0.0%
MISC EXPENSE								
509011 Dues/Subscriptions	250	2,500	1,800	1,800	1,800	0.0%	1,800	0.0%
509081 Advertising - District Promo	1,573	-	-	-	-	0.0%	-	0.0%
509101 Employee Incentive Program	-	-	-	-	4,500	100.0%	4,500	100.0%
509121 Employee Training	-	-	-	-	-	100.0%	-	-100.0%
509122 BOD Travel	-	-	-	-	5,760	100.0%	5,760	100.0%
509123 Travel	-	-	-	-	-	100.0%	-	-100.0%
509125 Local Meeting Expense	21	200	-	21	21	100.0%	21	0.0%
509127 Board Director Fees	-	-	-	-	-	0.0%	-	0.0%
509150 Contributions	-	-	-	-	-	0.0%	-	0.0%
509198 Cash Over/Short	-	-	-	-	-	0.0%	-	0.0%
Totals	1,844	2,700	1,800	12,081	12,081	571.2%	12,081	0.0%
LEASES & RENTALS								
512011 Facility Lease	-	-	-	-	-	0.0%	-	0.0%
512061 Equipment Rental	-	-	-	-	-	0.0%	-	0.0%
Totals	-	-	-	-	-	0.0%	-	0.0%
PERSONNEL TOTAL	525,978	630,987	634,993	632,554	632,554	-0.4%	661,631	4.6%
NON-PERSONNEL TOTAL	97,147	53,500	42,000	57,501	57,501	36.9%	46,156	-19.7%
DEPARTMENT TOTALS	623,126	684,486	676,992	690,054	690,054	1.9%	707,786	2.6%

HR - 1400

INFORMATION TECHNOLOGY DEPARTMENT OBJECTIVES 1500

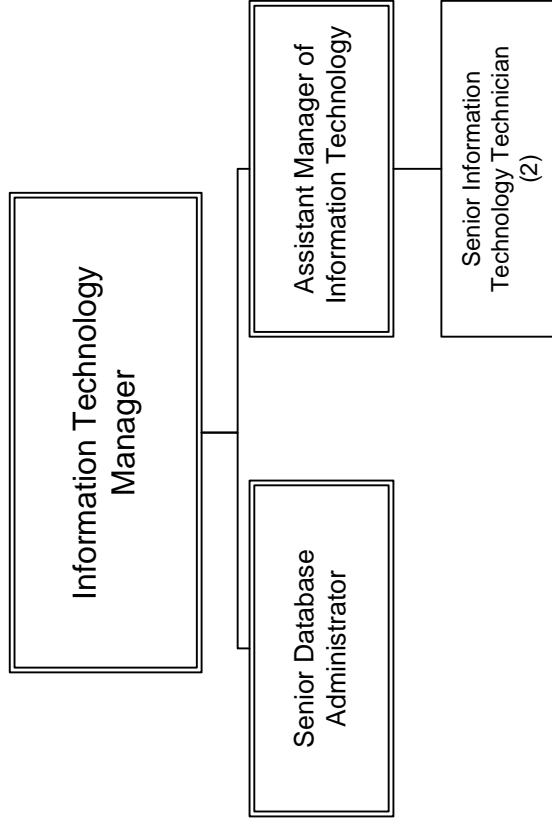
MAJOR FUNCTIONS OF THE DEPARTMENT

The IT Department is responsible for Santa Cruz METRO's Information Systems needs including equipment and software maintenance, phone systems, automated bus announcement systems, Santa Cruz METRO web site, as well as end-user technical support. IT personnel support multiple databases used by all departments. Santa Cruz METRO data is backed up on-site for quick recovery and off-site for emergency reconstruction. Santa Cruz 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 OBJECTIVES FOR FY16 & FY17

- Continue website enhancement, platform update, and ADA usability design changes, responsive web design template, public and admin features (ongoing)
- Hastus report development and minor customizations as needed
- Evaluate comparable systems to Hastus for cost benefit analysis
- Migrate from legacy Contracts management database to Smartsheet based system
- Work towards an AVL / APC system acquisition
- Work towards Data Warehouse/ERP solution for advanced reporting and business analytics
- Upgrade existing Microsoft SQL databases to current versions
- Upgrade application environment to currently supported version of Microsoft Windows
- Upgrade internet and site to site connections to meet emerging bandwidth needs
- Upgrade ageing user workstations
- Integrate 1200 Ops network infrastructure into the existing environment
- Data, Data, Data!

Information Technology 1500

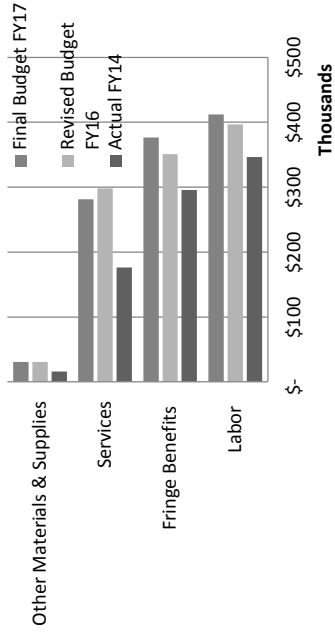


FY16 & FY17 FINAL OPERATING BUDGET
Authorized and Funded Personnel - Full Time Equivalent (FTE)
Information Technology - 1500

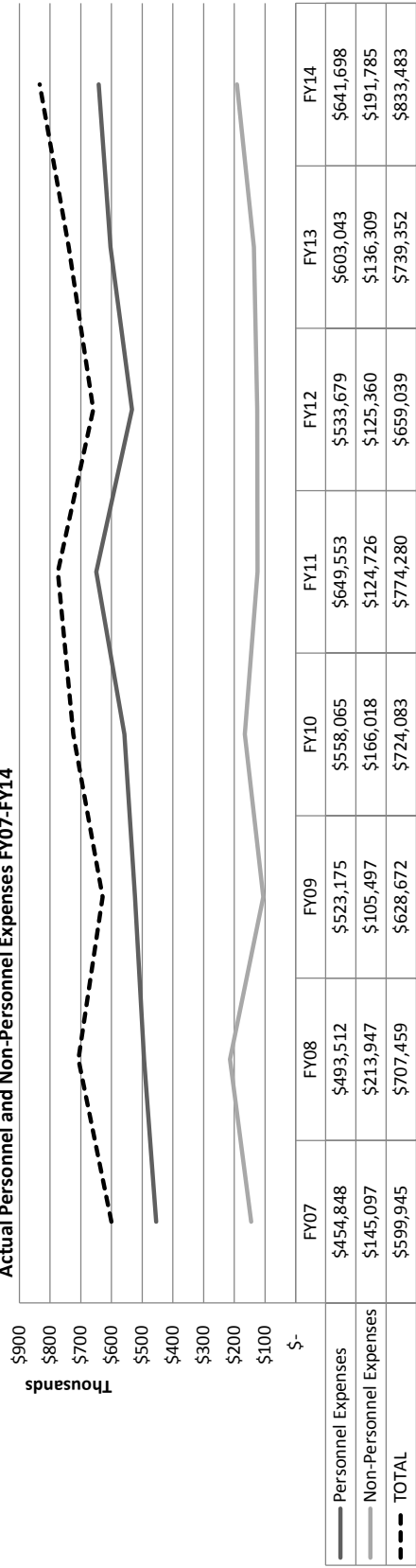
Position Title	Authorized	Funded	Authorized Revised	Funded Revised	Authorized	Funded
	FY 16 June 2014	FY 16 June 2014	FY 16 June 2015	FY 16 June 2015	Final FY 17	Final FY 17
Information Technology/Project Manager	1.00	1.00	0.00	0.00	0.00	0.00
Information Technology Manager	0.00	0.00	1.00	1.00	1.00	1.00
Asst Manager of Information Technology	1.00	1.00	1.00	1.00	1.00	1.00
Sr. Database Administrator	1.00	1.00	1.00	1.00	1.00	1.00
Database Administrator	0.00	0.00	1.00	0.00	1.00	0.00
Systems Administrator/Sr	1.00	0.00	1.00	0.00	1.00	0.00
IT Technician/Sr IT Tech	2.00	2.00	2.00	2.00	2.00	2.00
Total Full-Time Equivalents (FTEs)	6.00	5.00	7.00	5.00	7.00	5.00

Information Technology 1500

	Actual FY14	Revised Budget FY16	Final Budget FY17	Var %	Var %
Personnel Expenses:					
Labor	\$ 346,315	\$ 396,634	\$ 412,078	14.5%	3.9%
Fringe Benefits	\$ 295,383	\$ 350,749	\$ 376,485	18.7%	7.3%
	\$ 641,698	\$ 747,382	\$ 788,563	16.5%	5.5%
Non-Personnel Expenses:					
Services	\$ 176,061	\$ 297,981	\$ 281,197	69.2%	-5.6%
Other Materials & Supplies	\$ 15,724	\$ 30,800	\$ 30,800	95.9%	0.0%
	\$ 191,785	\$ 328,781	\$ 311,997	71.4%	-5.1%
Total Expenses:	\$ 833,483	\$ 1,076,163	\$ 1,100,560	29.1%	2.3%



Actual Personnel and Non-Personnel Expenses FY07-FY14



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY16 & FY17 FINAL OPERATING BUDGET**

Information Technology - 1500

ACCOUNT	ACTUAL FY14	BUDGET FY15	BUDGET FY16 June 2014	REVISED BUDGET June 2015	BUDGET FY16 REVISED BUDG FY16	% CHANGE BUDG FY16 REVISED BUDG FY16	FINAL BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17
LABOR								
501011 Bus Operator Pay	-	-	-	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	-	-	-	0.0%	-	0.0%
501021 Other Salaries	345,673	348,626	358,298	395,134	395,134	10.3%	410,578	3.9%
501023 Other OT	642	1,395	1,433	1,500	1,500	4.7%	1,500	0.0%
Totals	346,315	350,020	359,731	396,634	396,634	10.3%	412,078	3.9%
FRINGE BENEFITS								
502011 Medicare/Soc. Sec.	6,726	6,381	6,556	7,196	7,196	9.8%	7,473	3.9%
502021 Retirement	80,262	90,590	98,702	103,897	103,897	5.3%	116,143	11.8%
502031 Medical Ins	72,780	77,076	83,183	103,673	103,673	24.6%	111,513	7.6%
502041 Dental Ins	5,549	5,466	5,630	7,142	7,142	26.9%	7,357	3.0%
502045 Vision Ins	1,425	1,441	1,484	1,601	1,601	7.9%	1,601	0.0%
502051 Life Ins/AD&D	703	786	810	896	896	10.7%	923	3.0%
502060 State Disability Ins (SDI)	3,776	4,257	5,196	4,304	4,304	-17.2%	4,586	6.5%
502061 Long Term Disability Ins	1,404	3,566	3,355	2,786	2,786	-16.9%	3,853	38.3%
502071 State Unemployment Ins (SUI)	1,071	1,136	1,512	1,114	1,114	-26.3%	1,182	6.1%
502081 Worker's Comp Ins	4,524	20,189	20,794	12,537	12,537	-39.7%	12,537	0.0%
502101 Holiday Pay	12,598	13,498	13,868	15,223	15,223	9.8%	15,812	3.9%
502103 Floating Holiday	14,197	12,977	13,238	14,950	14,950	12.9%	15,495	3.6%
502109 Sick Leave	26,299	20,246	20,801	22,835	22,835	9.8%	23,719	3.9%
502111 Annual Leave	58,075	40,161	41,240	43,039	43,039	4.4%	44,595	3.6%
502121 Other Paid Absence	976	3,164	3,250	3,568	3,568	9.8%	3,706	3.9%
502251 Phys. Exams	-	-	-	-	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	-	-	-	0.0%	-	0.0%
502999 Other Fringe Benefits	5,017	4,998	5,002	5,987	5,987	19.7%	5,991	0.1%
Totals	295,383	305,933	324,619	350,749	350,749	8.0%	376,485	7.3%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY16 & FY17 FINAL OPERATING BUDGET**

Information Technology - 1500

ACCOUNT	ACTUAL FY14	BUDGET FY15	BUDGET FY16 June 2014	REVISED BUDGET June 2015	% CHANGE BUDGET FY16 REVISED BUDG FY16	FINAL BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17
SERVICES							
503011 Accting/Audit Fees	-	-	-	-	0.0%	-	0.0%
503012 Admin/Bank Fees	-	-	-	-	0.0%	-	0.0%
503031 Prof/Technical Fees	1,380	16,185	16,675	16,375	-1.8%	16,375	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	174,681	200,450	205,952	281,606	36.7%	264,822	-6.0%
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	176,061	216,635	222,627	297,981	33.8%	281,197	-5.6%
MOBILE MATERIALS & SUPPLIES							
504011 Fuels & Lubricants - Non Rev Veh	-	-	-	-	0.0%	-	0.0%
504012 Fuels & Lubricants - Rev Veh	-	-	-	-	0.0%	-	0.0%
504021 Tires & Tubes	-	-	-	-	0.0%	-	0.0%
504161 Other Mobile Supplies	-	-	-	-	0.0%	-	0.0%
504191 Rev Vehicle Parts	-	-	-	-	0.0%	-	0.0%
Totals	-	-	-	-	0.0%	-	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY16 & FY17 FINAL OPERATING BUDGET**

Information Technology - 1500

ACCOUNT	ACTUAL FY14	BUDGET FY15	BUDGET FY16 June 2014	BUDGET FY16 June 2015	REVISED BUDGET June 2015	% CHANGE BUDGET FY16 REVISED BUDG FY16	FINAL BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17
OTHER MATERIALS & SUPPLIES								
504205 Freight Out	-	-	-	-	-	0.0%	-	0.0%
504211 Postage & Mailing	-	-	-	-	-	0.0%	-	0.0%
504214 Promotional Items	-	-	-	-	-	0.0%	-	0.0%
504215 Printing	-	-	-	-	-	0.0%	-	0.0%
504217 Photo Supp/Process	-	-	-	-	-	0.0%	-	0.0%
504311 Office Supplies	15,724	37,380	37,380	30,800	30,800	-17.6%	30,800	0.0%
504315 Safety Supplies	-	-	-	-	-	0.0%	-	0.0%
504317 Cleaning Supplies	-	-	-	-	-	0.0%	-	0.0%
504409 Repair/Maint Supplies	-	-	-	-	-	0.0%	-	0.0%
504417 Tenant Repairs	-	-	-	-	-	0.0%	-	0.0%
504421 Non-Inventory Parts	-	-	-	-	-	0.0%	-	0.0%
504511 Small Tools	-	-	-	-	-	0.0%	-	0.0%
504515 Employee Tool Replacement	-	-	-	-	-	0.0%	-	0.0%
Totals	15,724	37,380	37,380	30,800	30,800	-17.6%	30,800	0.0%
UTILITIES								
505011 Gas & Electric	-	-	-	-	-	0.0%	-	0.0%
505021 Water & Garbage	-	-	-	-	-	0.0%	-	0.0%
505031 Telecommunications	-	-	-	-	-	0.0%	-	0.0%
Totals	-	-	-	-	-	0.0%	-	0.0%
CASUALTY & LIABILITY								
506011 Insurance - Property	-	-	-	-	-	0.0%	-	0.0%
506015 Insurance - PL/PD	-	-	-	-	-	0.0%	-	0.0%
506021 Insurance - Other	-	-	-	-	-	0.0%	-	0.0%
506123 Settlement Costs	-	-	-	-	-	0.0%	-	0.0%
506127 Repairs - District Prop	-	-	-	-	-	0.0%	-	0.0%
Totals	-	-	-	-	-	0.0%	-	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY16 & FY17 FINAL OPERATING BUDGET**

Information Technology - 1500

ACCOUNT	ACTUAL FY14	BUDGET FY15	BUDGET FY16 June 2014	REVISED BUDGET June 2015	BUDGET FY16 REVISED BUDG FY16	% CHANGE BUDG FY16	FINAL BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17
TAXES								
507051 Fuel Tax	-	-	-	-	0.0%	0.0%	-	0.0%
507201 Licenses & Permits	-	-	-	-	0.0%	0.0%	-	0.0%
507999 Other Taxes	-	-	-	-	0.0%	0.0%	-	0.0%
Totals	-	-	-	-	0.0%	0.0%	-	0.0%
PURCHASED TRANS.								
503406 Contract/Paratransit	-	-	-	-	0.0%	0.0%	-	0.0%
Totals	-	-	-	-	0.0%	0.0%	-	0.0%
MISC EXPENSE								
509011 Dues/Subscriptions	-	-	-	-	0.0%	0.0%	-	0.0%
509081 Advertising - District Promo	-	-	-	-	0.0%	0.0%	-	0.0%
509101 Employee Incentive Program	-	-	-	-	0.0%	0.0%	-	0.0%
509121 Employee Training	-	-	-	-	0.0%	0.0%	-	0.0%
509122 BOD Travel	-	-	-	-	0.0%	0.0%	-	0.0%
509123 Travel	-	-	-	-	0.0%	0.0%	-	0.0%
509125 Local Meeting Expense	-	-	-	-	0.0%	0.0%	-	0.0%
509127 Board Director Fees	-	-	-	-	0.0%	0.0%	-	0.0%
509150 Contributions	-	-	-	-	0.0%	0.0%	-	0.0%
509198 Cash Over/Short	-	-	-	-	0.0%	0.0%	-	0.0%
Totals	-	-	-	-	0.0%	0.0%	-	0.0%
LEASES & RENTALS								
512011 Facility Lease	-	-	-	-	0.0%	0.0%	-	0.0%
512061 Equipment Rental	-	-	-	-	0.0%	0.0%	-	0.0%
Totals	-	-	-	-	0.0%	0.0%	-	0.0%
PERSONNEL TOTAL	641,698	655,953	684,350	747,382	9.2%	788,563	5.5%	
NON-PERSONNEL TOTAL	191,785	254,015	260,007	328,781	26.5%	311,997	-5.1%	
DEPARTMENT TOTALS	833,483	909,968	944,357	1,076,163	14.0%	1,100,560	2.3%	

IT - 1500

PLANNING, GRANTS AND GOVERNMENTAL AFFAIRS DEPARTMENT

1600

MAJOR FUNCTIONS OF THE DEPARTMENT

The Planning, Grants and Governmental Affairs Department is responsible for:

- Monitoring and advocating for state and federal legislation which impacts Santa Cruz
- METRO; Participating in CTA and APTA legislative programs;
- Seeking and applying for grants to support Santa Cruz 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;
- Developing capital and operating projects;
- Administering contracts for delegated projects;
- Performing short- and long-range service planning;
- Maintaining and updating the Short Range Transit Plan;
- Developing routes to improve service delivery;
- Developing run-cuts and operator work bids;
- Coordinating service changes with Operations and operators' union leadership;
- Monitoring and reporting service performance;
- Representing Santa Cruz METRO at local and regional transportation planning agencies; and Providing legislative, grants, planning and operating information to internal and external clients.
- Complying with National Transit Database requirements for data collection and reporting.

The Planning, Grants and Governmental Affairs Department also:

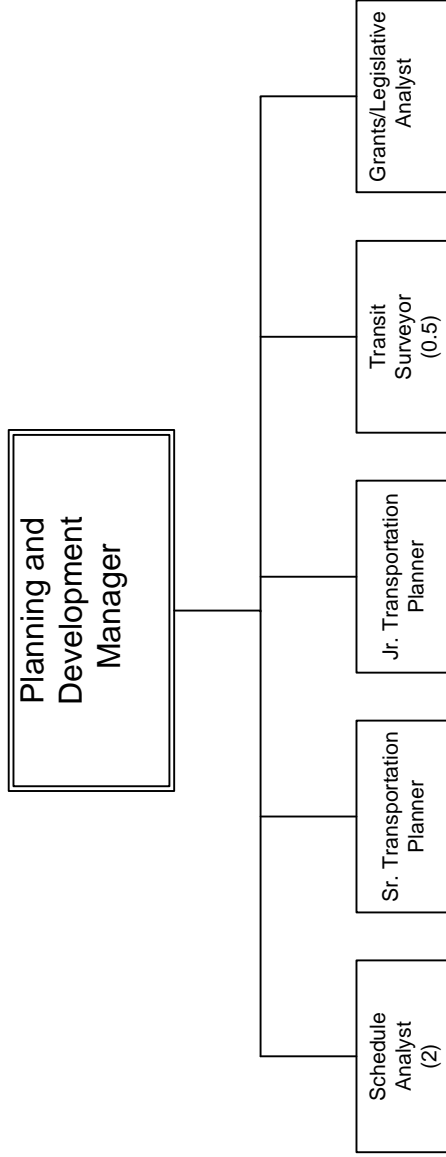
- Manages the bus stop improvement program;
- Operates GIS to perform spatial analysis and produce maps;
- Leads and administers the federal Triennial Review;
- Assists the Finance Department with annual and special audits;
- Reports DBE goals and attainment to Caltrans and the FTA;
- Manages data collection and submits reporting quarterly
- Maintains the unfunded and programmed capital projects inventory;
- Develops project scopes, schedules and budgets;
- Manages special projects.

DEPARTMENT OBJECTIVES FOR FY16 & FY17

- Restructure the Planning, Grants and Governmental Affairs Department to better support Santa Cruz METRO's mission.
- Monitor federal legislation to achieve a new multi-year authorization bill including major revisions to the federal bus capital funding program.
- Advocate for new and increased state funding for public transit operations and infrastructure.
- Continue to communicate to SCCRTC, local and regional agencies the financial resources that are necessary to sustain fixed-route and paratransit services.
- Work collaboratively with AMBAG to advocate for the use of Cap and Trade Auction receipts to provide transit service improvements.
- Aggressively seek and apply for federal, state and local grants.
- Identify funding source(s) to replace the remaining 29 diesel buses.
- Seek funding for on-board AVL/GPS.
- Seek funds for electric propulsion through participation in the US Bus Consortium.
- Evaluate design options and identify funds to renovate/reconstruct Pacific Station.
- Evaluate design options and identify funds to renovate/reconstruct the Watsonville Transit Center.

- Identify funds to build a ParaCruz facility at MetroBase.
- Conduct a system-wide service restructuring to maximize service productivity within the available operating revenue.
- Upgrade fare and service agreements for public transit for University of California Santa Cruz and Cabrillo College.
- Evaluate the fixed-route fare structure and make recommendations.
- Produce a bus stop improvement guide.
- Develop service planning policies including goals and performance standards.
- Produce schedules and run cut scenarios to implement service restructuring.
- Continue timely preparation of route schedules, run-cuts and operators' bid packages for each service change.
- Continue timely preparation and reporting on service performance.

Planning, Grants, Governmental
Affairs
1600



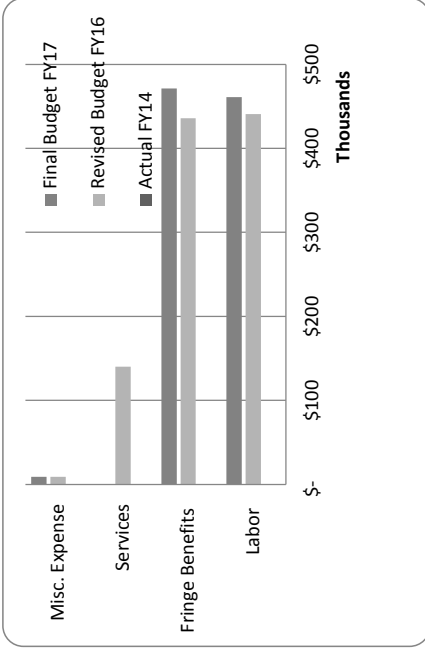
FY16 & FY17 FINAL OPERATING BUDGET
Authorized and Funded Personnel - Full Time Equivalent (FTE)
Planning, Grants, Governmental Affairs - 1600

Position Title	Authorized	Funded	Authorized Revised	Funded Revised	Authorized	Funded
	FY 16 June 2014	FY 16 June 2014	FY 16 June 2015	FY 16 June 2015	Final FY 17	Final FY 17
Planning and Development Manager	0.00	0.00	1.00	1.00	1.00	1.00
Grants/Legislative Analyst *	0.00	0.00	2.00	1.00	2.00	1.00
Transportation Planning Supervisor *	0.00	0.00	1.00	0.00	1.00	0.00
Jr. Transportation Planner *	0.00	0.00	1.00	1.00	1.00	1.00
Sr. Transportation Planner *	0.00	0.00	1.00	1.00	1.00	1.00
Transit Surveyor *	0.00	0.00	1.00	0.50	1.00	0.50
Schedule Analyst *	0.00	0.00	2.00	2.00	2.00	2.00
Total Full-Time Equivalents (FTEs)	0.00	0.00	9.00	6.50	9.00	6.50

* Positions are transferred from Administration Department.

Planning, Grants, Governmental Affairs - 1600 (New Department in FY16)

	Actual FY14	Revised Budget FY16	Var %	Final Budget FY17	Var %
Personnel Expenses:					
Labor	\$ -	\$ 440,714	100.0%	\$ 460,898	4.6%
Fringe Benefits	\$ -	\$ 435,857	100.0%	\$ 471,153	8.1%
	\$ -	\$ 876,571	100.0%	\$ 932,051	6.3%
Non-Personnel Expenses:					
Services	\$ -	\$ 140,000	100.0%	\$ -	-100.0%
Misc. Expense	\$ -	\$ 9,000	100.0%	\$ 9,000	0.0%
	\$ -	\$ 149,000	100.0%	\$ 9,000	-94.0%
Total Expenses:	\$ -	\$ 1,025,571	100.0%	\$ 941,051	-8.2%



Actual Personnel and Non-Personnel Expenses FY07-FY14: N/A

	FY07	FY08	FY09	FY10	FY11	FY12	FY13	FY14
Personnel Expenses	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-
Non-Personnel Expenses	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-
TOTAL	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY16 & FY17 FINAL OPERATING BUDGET**

Planning, Grants, Governmental Affairs - 1600

ACCOUNT	ACTUAL FY14	BUDGET FY15	BUDGET FY16 June 2014	REVISED BUDGET FY16 June 2015	% CHANGE BUDGET FY16 REVISED BUDG FY16	FINAL BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17
LABOR							
501011 Bus Operator Pay	-	-	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	-	-	0.0%	-	0.0%
501021 Other Salaries	-	-	-	426,196	100.0%	445,726	4.6%
501023 Other OT	-	-	-	14,518	100.0%	15,172	4.5%
Totals	-	-	-	440,714	100.0%	460,898	4.6%
FRINGE BENEFITS							
502011 Medicare/Soc. Sec.	-	-	-	7,857	100.0%	8,215	4.6%
502021 Retirement	-	-	-	110,740	100.0%	124,606	12.5%
502031 Medical Ins	-	-	-	174,528	100.0%	187,988	7.7%
502041 Dental Ins	-	-	-	12,150	100.0%	12,514	3.0%
502045 Vision Ins	-	-	-	2,241	100.0%	2,241	0.0%
502051 Life Ins/AD&D	-	-	-	924	100.0%	951	3.0%
502060 State Disability Ins (SDI)	-	-	-	4,879	100.0%	5,208	6.7%
502061 Long Term Disability Ins	-	-	-	1,404	100.0%	3,700	163.5%
502071 State Unemployment Ins (SUI)	-	-	-	1,560	100.0%	1,654	6.1%
502081 Worker's Comp Ins	-	-	-	16,298	100.0%	16,298	0.0%
502101 Holiday Pay	-	-	-	16,827	100.0%	17,609	4.6%
502103 Floating Holiday	-	-	-	5,069	100.0%	5,430	7.1%
502109 Sick Leave	-	-	-	24,338	100.0%	25,447	4.6%
502111 Annual Leave	-	-	-	51,099	100.0%	53,168	4.0%
502121 Other Paid Absence	-	-	-	3,803	100.0%	3,976	4.6%
502251 Phys. Exams	-	-	-	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	-	-	0.0%	-	0.0%
502999 Other Fringe Benefits	-	-	-	2,141	100.0%	2,147	0.3%
Totals	-	-	-	435,857	100.0%	471,153	8.1%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY16 & FY17 FINAL OPERATING BUDGET**

Planning, Grants, Governmental Affairs - 1600

ACCOUNT	ACTUAL FY14	BUDGET FY15	BUDGET FY16 June 2014	REVISED BUDGET FY16 June 2015	% CHANGE		FINAL BUDGET FY17	% CHANGE	
					BUDGET FY16	REVISED BUDG FY16		BUDG FY16	BUDG FY17
SERVICES									
503011 Accting/Audit Fees	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%
503012 Admin/Bank Fees	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%
503031 Prof/Technical Fees	-	-	-	140,000	100.0%	100.0%	-	-100.0%	-100.0%
503032 Legislative Services	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%
503033 Legal Services	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%
503034 Pre-Employment Exams	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%
503041 Temp Help	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%
503161 Custodial Services	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%
503162 Uniforms/Laundry	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%
503171 Security Services	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%
503221 Classified/Legal Ads	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%
503222 Legal Ads	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%
503225 Graphic Services	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%
503351 Repair - Bldg & Impr	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%
503352 Repair - Equipment	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%
503353 Repair - Rev Vehicle	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%
503354 Repair - Non Rev Vehicle	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%
503363 Haz Mat Disposal	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%
Totals	-	-	-	140,000	100.0%	100.0%	-	-100.0%	-100.0%
MOBILE MATERIALS & SUPPLIES									
504011 Fuels & Lubricants - Non Rev Veh	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%
504012 Fuels & Lubricants - Rev Veh	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%
504021 Tires & Tubes	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%
504161 Other Mobile Supplies	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%
504191 Rev Vehicle Parts	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%
Totals	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY16 & FY17 FINAL OPERATING BUDGET**

Planning, Grants, Governmental Affairs - 1600

ACCOUNT	ACTUAL FY14	BUDGET FY15	BUDGET FY16 June 2014	REVISED BUDGET FY16 June 2015	% CHANGE BUDGET FY16 REVISED BUDG FY16	FINAL BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17
OTHER MATERIALS & SUPPLIES							
504205 Freight Out	-	-	-	-	0.0%	-	0.0%
504211 Postage & Mailing	-	-	-	-	0.0%	-	0.0%
504214 Promotional Items	-	-	-	-	0.0%	-	0.0%
504215 Printing	-	-	-	-	0.0%	-	0.0%
504217 Photo Supp/Process	-	-	-	-	0.0%	-	0.0%
504311 Office Supplies	-	-	-	-	0.0%	-	0.0%
504315 Safety Supplies	-	-	-	-	0.0%	-	0.0%
504317 Cleaning Supplies	-	-	-	-	0.0%	-	0.0%
504409 Repair/Maint Supplies	-	-	-	-	0.0%	-	0.0%
504417 Tenant Repairs	-	-	-	-	0.0%	-	0.0%
504421 Non-Inventory Parts	-	-	-	-	0.0%	-	0.0%
504511 Small Tools	-	-	-	-	0.0%	-	0.0%
504515 Employee Tool Replacement	-	-	-	-	0.0%	-	0.0%
Totals	-	-	-	-	0.0%	-	0.0%
UTILITIES							
505011 Gas & Electric	-	-	-	-	0.0%	-	0.0%
505021 Water & Garbage	-	-	-	-	0.0%	-	0.0%
505031 Telecommunications	-	-	-	-	0.0%	-	0.0%
Totals	-	-	-	-	0.0%	-	0.0%
CASUALTY & LIABILITY							
506011 Insurance - Property	-	-	-	-	0.0%	-	0.0%
506015 Insurance - PL/PD	-	-	-	-	0.0%	-	0.0%
506021 Insurance - Other	-	-	-	-	0.0%	-	0.0%
506123 Settlement Costs	-	-	-	-	0.0%	-	0.0%
506127 Repairs - District Prop	-	-	-	-	0.0%	-	0.0%
Totals	-	-	-	-	0.0%	-	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY16 & FY17 FINAL OPERATING BUDGET**

Planning, Grants, Governmental Affairs - 1600

ACCOUNT	ACTUAL FY14	BUDGET FY15	BUDGET FY16 June 2014	REVISED BUDGET FY16 June 2015	% CHANGE BUDGET FY16 REVISED BUDG FY16	FINAL BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17
TAXES							
507051 Fuel Tax	-	-	-	-	0.0%	-	0.0%
507201 Licenses & Permits	-	-	-	-	0.0%	-	0.0%
507999 Other Taxes	-	-	-	-	0.0%	-	0.0%
Totals	-	-	-	-	0.0%	-	0.0%
PURCHASED TRANS.							
503406 Contract/Paratransit	-	-	-	-	0.0%	-	0.0%
Totals	-	-	-	-	0.0%	-	0.0%
MISC EXPENSE							
509011 Dues/Subscriptions	-	-	-	-	0.0%	-	0.0%
509081 Advertising - District Promo	-	-	-	-	0.0%	-	0.0%
509101 Employee Incentive Program	-	-	-	-	0.0%	-	0.0%
509121 Employee Training	-	-	2,000	2,000	100.0%	2,000	0.0%
509122 BOD Travel	-	-	-	-	0.0%	-	0.0%
509123 Travel	-	-	7,000	7,000	100.0%	7,000	0.0%
509125 Local Meeting Expense	-	-	-	-	0.0%	-	0.0%
509127 Board Director Fees	-	-	-	-	0.0%	-	0.0%
509150 Contributions	-	-	-	-	0.0%	-	0.0%
509198 Cash Over/Short	-	-	-	-	0.0%	-	0.0%
Totals	-	-	9,000	9,000	100.0%	9,000	0.0%
LEASES & RENTALS							
512011 Facility Lease	-	-	-	-	0.0%	-	0.0%
512061 Equipment Rental	-	-	-	-	0.0%	-	0.0%
Totals	-	-	-	-	0.0%	-	0.0%
PERSONNEL TOTAL	-	-	-	876,571	100.0%	932,051	6.3%
NON-PERSONNEL TOTAL	-	-	-	149,000	100.0%	9,000	-94.0%
DEPARTMENT TOTALS	-	-	-	1,025,571	100.0%	941,051	-8.2%

Planning_Grants - 1600

- THIS PAGE INTENTIONALLY LEFT BLANK -

DISTRICT COUNSEL DEPARTMENT OBJECTIVES 1700

MAJOR FUNCTIONS OF THE DEPARTMENT

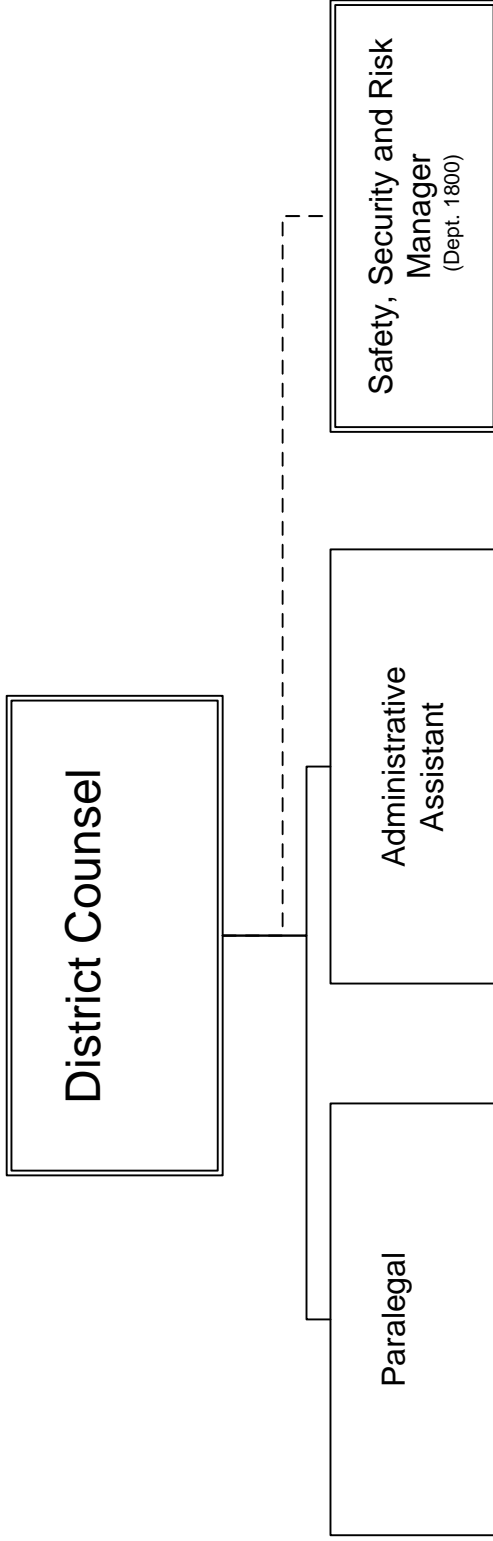
The Legal Department under the direction of the General Counsel performs the following major activities and services:

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

DEPARTMENT OBJECTIVES FOR FY16 & 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 Santa Cruz 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

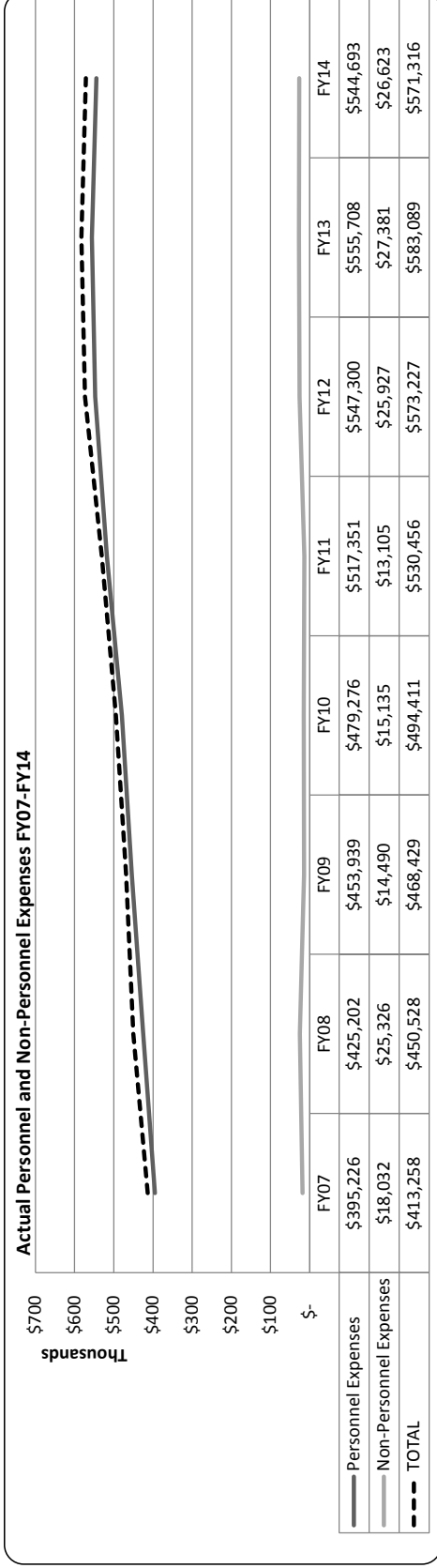
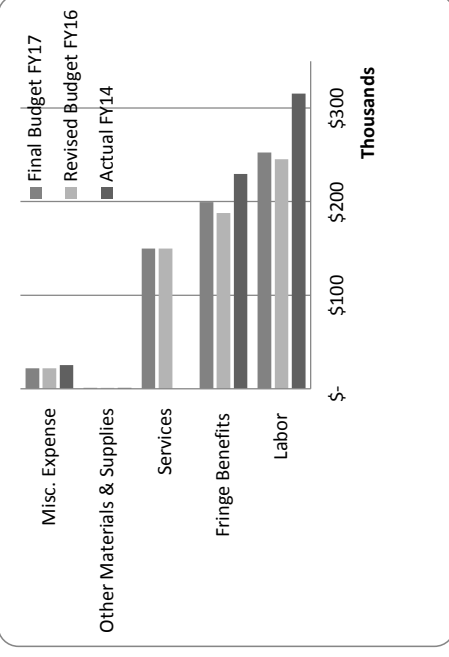


FY16 & FY17 FINAL OPERATING BUDGET
Authorized and Funded Personnel - Full Time Equivalent (FTE)
District Counsel - 1700

Position Title	Authorized FY 16 June 2014	Funded FY 16 June 2014	Authorized Revised FY 16 June 2015	Funded Revised FY 16 June 2015	Authorized Final FY 17	Funded Final FY 17
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
Total Full-Time Equivalents (FTEs)	3.00	3.00	3.00	3.00	3.00	3.00

District Counsel 1700

	Actual FY14	Revised Budget FY16	Var %	Final Budget FY17	Var %
Personnel Expenses:					
Labor	\$ 315,150	\$ 245,255	-22.2%	\$ 252,423	2.9%
Fringe Benefits	\$ 229,543	\$ 187,628	-18.3%	\$ 199,411	6.3%
	\$ 544,693	\$ 432,883	-20.5%	\$ 451,835	4.4%
Non-Personnel Expenses:					
Services	\$ -	\$ 150,000	100.0%	\$ 150,000	0.0%
Other Materials & Supplies	\$ 1,262	\$ 1,262	0.0%	\$ 1,262	0.0%
Misc. Expense	\$ 25,361	\$ 22,010	-13.2%	\$ 22,010	0.0%
	\$ 26,623	\$ 173,272	550.8%	\$ 173,272	0.0%
Total Expenses:	\$ 571,316	\$ 606,155	6.1%	\$ 625,107	3.1%



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY16 & FY17 FINAL OPERATING BUDGET**

District Counsel - 1700

ACCOUNT	ACTUAL FY14	BUDGET FY15	BUDGET FY16 June 2014	REVISED BUDGET June 2015	% CHANGE BUDGET FY16 REVISED BUDG FY16	FINAL BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17
LABOR							
501011 Bus Operator Pay	-	-	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	-	-	0.0%	-	0.0%
501021 Other Salaries	314,742	244,631	256,082	245,255	-4.2%	252,423	2.9%
501023 Other OT	407	73	77	-	-100.0%	-	0.0%
Totals	315,150	244,705	256,158	245,255	-4.3%	252,423	2.9%
FRINGE BENEFITS							
502011 Medicare/Soc. Sec.	5,970	4,472	4,684	4,359	-6.9%	4,486	2.9%
502021 Retirement	71,009	63,679	70,729	63,131	-10.7%	69,915	10.7%
502031 Medical Ins	42,177	35,148	37,838	46,132	21.9%	49,060	6.3%
502041 Dental Ins	3,251	2,538	2,614	3,035	16.1%	3,126	3.0%
502045 Vision Ins	1,268	960	989	960	-2.9%	960	0.0%
502051 Life Ins/AD&D	518	455	469	455	-2.9%	469	3.0%
502060 State Disability Ins (SDI)	3,395	2,560	3,102	2,150	-30.7%	2,295	6.7%
502061 Long Term Disability Ins	1,400	1,872	1,872	1,816	-3.0%	1,901	4.7%
502071 State Unemployment Ins (SUI)	952	757	1,008	668	-33.7%	709	6.1%
502081 Worker's Comp Ins	2,906	12,113	12,477	7,522	-39.7%	7,522	0.0%
502101 Holiday Pay	10,886	9,488	9,937	9,250	-6.9%	9,519	2.9%
502103 Floating Holiday	9,059	6,961	7,456	7,456	0.0%	7,606	2.0%
502109 Sick Leave	12,444	14,232	14,906	13,875	-6.9%	14,278	2.9%
502111 Annual Leave	48,808	30,824	32,251	22,619	-29.9%	23,301	3.0%
502121 Other Paid Absence	11,952	2,224	2,329	2,168	-6.9%	2,231	2.9%
502251 Phys. Exams	-	-	-	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	-	-	0.0%	-	0.0%
502999 Other Fringe Benefits	3,549	2,032	2,034	2,032	-0.1%	2,034	0.1%
Totals	229,543	190,317	204,696	187,628	-8.3%	199,411	6.3%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY16 & FY17 FINAL OPERATING BUDGET**

District Counsel - 1700

ACCOUNT	ACTUAL FY14	BUDGET FY15	BUDGET FY16 June 2014	BUDGET FY16 June 2015	REVISED BUDGET June 2015	% CHANGE BUDGET FY16 REVISED BUDG FY16	FINAL BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17
SERVICES								
503011 Accting/Audit Fees	-	-	-	-	-	0.0%	-	0.0%
503012 Admin/Bank Fees	-	-	-	-	-	0.0%	-	0.0%
503031 Prof/Technical Fees	-	-	-	50,000	50,000	100.0%	50,000	0.0%
503032 Legislative Services	-	-	-	-	-	0.0%	-	0.0%
503033 Legal Services	-	60,000	25,000	100,000	100,000	300.0%	100,000	0.0%
503034 Pre-Employment Exams	-	-	-	-	-	0.0%	-	0.0%
503041 Temp Help	-	-	-	-	-	0.0%	-	0.0%
503161 Custodial Services	-	-	-	-	-	0.0%	-	0.0%
503162 Uniforms/Laundry	-	-	-	-	-	0.0%	-	0.0%
503171 Security Services	-	-	-	-	-	0.0%	-	0.0%
503221 Classified/Legal Ads	-	-	-	-	-	0.0%	-	0.0%
503222 Legal Ads	-	-	-	-	-	0.0%	-	0.0%
503225 Graphic Services	-	-	-	-	-	0.0%	-	0.0%
503351 Repair - Bldg & Impr	-	-	-	-	-	0.0%	-	0.0%
503352 Repair - Equipment	-	-	-	-	-	0.0%	-	0.0%
503353 Repair - Rev Vehicle	-	-	-	-	-	0.0%	-	0.0%
503354 Repair - Non Rev Vehicle	-	-	-	-	-	0.0%	-	0.0%
503363 Haz Mat Disposal	-	-	-	-	-	0.0%	-	0.0%
Totals	-	60,000	25,000	150,000	150,000	500.0%	150,000	0.0%
MOBILE MATERIALS & SUPPLIES								
504011 Fuels & Lubricants - Non Rev Veh	-	-	-	-	-	0.0%	-	0.0%
504012 Fuels & Lubricants - Rev Veh	-	-	-	-	-	0.0%	-	0.0%
504021 Tires & Tubes	-	-	-	-	-	0.0%	-	0.0%
504161 Other Mobile Supplies	-	-	-	-	-	0.0%	-	0.0%
504191 Rev Vehicle Parts	-	-	-	-	-	0.0%	-	0.0%
Totals	-	-	-	-	-	0.0%	-	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY16 & FY17 FINAL OPERATING BUDGET**

District Counsel - 1700

ACCOUNT	ACTUAL FY14	BUDGET FY15	BUDGET FY16 June 2014	REVISED BUDGET June 2015	BUDGET FY16 REVISED BUDG	% CHANGE BUDG FY16	FINAL BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17
OTHER MATERIALS & SUPPLIES								
504205 Freight Out	-	-	-	-	-	0.0%	-	0.0%
504211 Postage & Mailing	-	-	-	-	-	0.0%	-	0.0%
504214 Promotional Items	-	-	-	-	-	0.0%	-	0.0%
504215 Printing	-	-	-	-	-	0.0%	-	0.0%
504217 Photo Supp/Process	-	-	-	-	-	0.0%	-	0.0%
504311 Office Supplies	1,262	1,545	1,591	1,262	1,262	-20.7%	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%
Totals	1,262	1,545	1,591	1,262	1,262	-20.7%	1,262	0.0%
UTILITIES								
505011 Gas & Electric	-	-	-	-	-	0.0%	-	0.0%
505021 Water & Garbage	-	-	-	-	-	0.0%	-	0.0%
505031 Telecommunications	-	-	-	-	-	0.0%	-	0.0%
Totals	-	-	-	-	-	0.0%	-	0.0%
CASUALTY & LIABILITY								
506011 Insurance - Property	-	-	-	-	-	0.0%	-	0.0%
506015 Insurance - PL/PD	-	-	-	-	-	0.0%	-	0.0%
506021 Insurance - Other	-	-	-	-	-	0.0%	-	0.0%
506123 Settlement Costs	-	-	-	-	-	0.0%	-	0.0%
506127 Repairs - District Prop	-	-	-	-	-	0.0%	-	0.0%
Totals	-	-	-	-	-	0.0%	-	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY16 & FY17 FINAL OPERATING BUDGET**

District Counsel - 1700

ACCOUNT	ACTUAL FY14	BUDGET FY15	BUDGET FY16 June 2014	BUDGET FY16 June 2015	REVISED BUDGET June 2015	% CHANGE BUDGET FY16 REVISED BUDG FY16	FINAL BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17
TAXES								
507051 Fuel Tax	-	-	-	-	-	0.0%	-	0.0%
507201 Licenses & Permits	-	-	-	-	-	0.0%	-	0.0%
507999 Other Taxes	-	-	-	-	-	0.0%	-	0.0%
Totals	-	-	-	-	-	0.0%	-	0.0%
PURCHASED TRANS.								
503406 Contract/Paratransit	-	-	-	-	-	0.0%	-	0.0%
Totals	-	-	-	-	-	0.0%	-	0.0%
MISC EXPENSE								
509011 Dues/Subscriptions	12,010	13,040	13,431	12,010	12,010	-10.6%	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	9,000	9,000	5,000	5,000	-44.4%	5,000	0.0%
509122 BOD Travel	-	-	-	-	-	0.0%	-	0.0%
509123 Travel	6,319	2,500	2,500	5,000	5,000	100.0%	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%
Totals	25,361	24,540	24,931	22,010	22,010	-11.7%	22,010	0.0%
LEASES & RENTALS								
512011 Facility Lease	-	-	-	-	-	0.0%	-	0.0%
512061 Equipment Rental	-	-	-	-	-	0.0%	-	0.0%
Totals	-	-	-	-	-	0.0%	-	0.0%
PERSONNEL TOTAL	544,693	435,022	460,854	432,883	432,883	-6.1%	451,835	4.4%
NON-PERSONNEL TOTAL	26,623	86,085	51,522	173,272	173,272	236.3%	173,272	0.0%
DEPARTMENT TOTALS	571,316	521,106	512,377	606,155	625,107	18.3%	625,107	3.1%

District Counsel - 1700

RISK MANAGEMENT DEPARTMENT OBJECTIVES

1800

MAJOR FUNCTIONS OF THE DEPARTMENT

The Risk Management Department identifies risks, measures the potential impact of risks, analyzes alternative strategies for managing the risks, selects the best alternatives and monitors progress in reducing risks and losses. The Risk Management Department is responsible for the development and implementation of safety policies and procedures designed to meet required State and Federal Occupational Safety and Health Administration (OSHA) standards and transportation best practices, including mandated training. The Risk Management Department also oversees Santa Cruz METRO's transit system security by organizing, directing and coordinating Santa Cruz METRO's contracted security services, enforcement of Santa Cruz METRO rules and regulations at Santa Cruz METRO facilities and fleet, conducting system risk assessments and coordinating emergency response protocols.

The major functions of the Risk Management Department are:

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

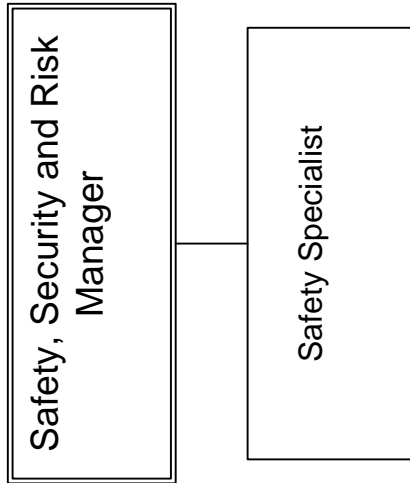
DEPARTMENT OBJECTIVES FOR FY16 & FY17

- Develop workplace emergency evacuation procedures.
- Develop workplace and transit center emergency evacuation drills using a variety of scenarios.
- Develop program for the implementation and management of citations.
- Develop public safety campaigns.

Risk Management (Cont'd)

- Revise Santa Cruz METRO's key and access cards policy and procedures.
- Revise Santa Cruz METRO's System Safety Program Plan (SSPP).
- Revise Santa Cruz METRO's Disaster and Emergency Preparedness Plan (DEPP).
- Work with Santa Cruz METRO staff and outside agencies to develop new security programs.
- Continue to provide staff with training on risk management, safety and security issues as requested.
- Continue to coordinate training programs with Security personnel specific to meet Santa Cruz METRO's needs.
- Continue outreach to local law enforcement in attempting to resolve mutual issues.
- Maintain membership in Santa Cruz county's Emergency Management Council to continue training and relationships with providing local police, fire and emergency medical response agencies.
- Hire and train a Safety Specialist.
- Continue successful administration of Risk Management program.
- Continue development and administration of safety programs.
- Evaluate existing policies, programs, and procedures to ensure that security activities are in accordance with Santa Cruz METRO goals.

Risk Management
1800

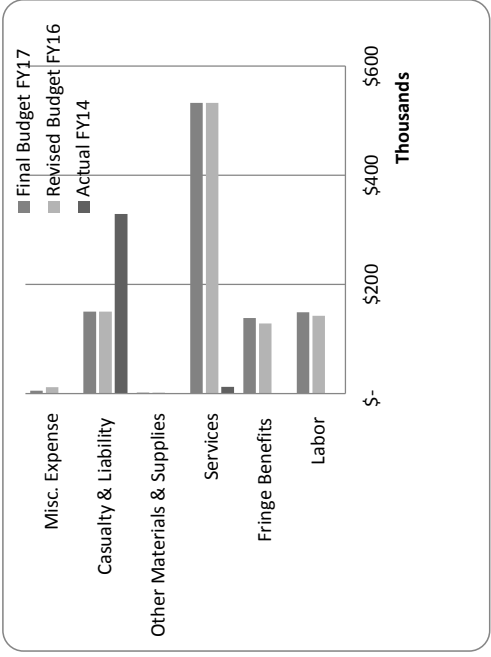


FY16 & FY17 FINAL OPERATING BUDGET
Authorized and Funded Personnel - Full Time Equivalent (FTE)
Risk Management - 1800

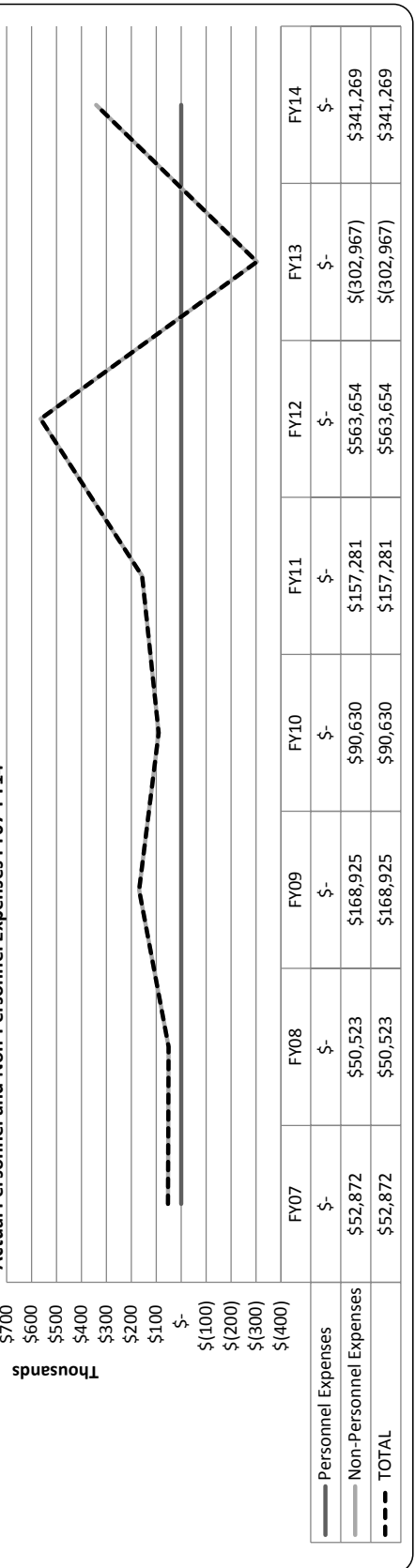
Position Title	Authorized FY 16 June 2014	Funded FY 16 June 2014	Authorized Revised FY 16 June 2015	Funded Revised FY 16 June 2015	Authorized Final FY 17	Funded Final FY 17
Claims Investigator I	1.00	1.00	0.00	0.00	0.00	0.00
Claims Investigator II	1.00	0.00	1.00	0.00	1.00	0.00
Safety Specialist	0.00	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
Total Full-Time Equivalents (FTEs)	3.00	2.00	3.00	2.00	3.00	2.00

Risk Management 1800

	<u>Actual FY14</u>	<u>Revised Budget FY16</u>	<u>Var %</u>	<u>Final Budget FY17</u>	<u>Var %</u>
Personnel Expenses:					
Labor	\$ -	\$ 142,774	100%	\$ 148,887	4.3%
Fringe Benefits	\$ -	\$ 128,258	100%	\$ 138,228	7.8%
	\$ -	\$ 271,032	100%	\$ 287,115	5.9%
Non-Personnel Expenses:					
Services	\$ 12,294	\$ 532,294	4230%	\$ 532,294	0.0%
Other Materials & Supplies	\$ -	\$ 1,600	100%	\$ 1,600	0.0%
Casualty & Liability	\$ 328,975	\$ 150,000	-54%	\$ 150,000	0.0%
Misc. Expense	\$ -	\$ 11,779	100%	\$ 5,500	-53.3%
	\$ 341,269	\$ 695,673	104%	\$ 689,394	-0.9%
Total Expenses:	\$ 341,269	\$ 966,705	183%	\$ 976,509	1.0%



Actual Personnel and Non-Personnel Expenses FY07-FY14



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY16 & FY17 FINAL OPERATING BUDGET**

Risk Management - 1800

ACCOUNT	ACTUAL FY14	BUDGET FY15	BUDGET FY16 June 2014	BUDGET FY16 June 2015	REVISED BUDGET June 2015	% CHANGE BUDGET FY16 REVISED BUDG FY16	FINAL BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17
LABOR								
501011 Bus Operator Pay	-	-	-	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	-	-	-	0.0%	-	0.0%
501021 Other Salaries	-	89,983	120,517	142,774	142,774	18.5%	148,887	4.3%
501023 Other OT	-	-	-	-	-	0.0%	-	0.0%
Totals	-	89,983	120,517	142,774	142,774	18.5%	148,887	4.3%
FRINGE BENEFITS								
502011 Medicare/Soc. Sec.	-	1,667	2,207	2,572	2,572	16.5%	2,680	4.2%
502021 Retirement	-	23,747	33,340	37,250	37,250	11.7%	41,776	12.1%
502031 Medical Ins	-	23,831	39,127	40,225	40,225	2.8%	43,443	8.0%
502041 Dental Ins	-	1,717	2,816	2,727	2,727	-3.2%	2,809	3.0%
502045 Vision Ins	-	480	660	640	640	-2.9%	640	0.0%
502051 Life Ins/AD&D	-	279	348	338	338	-2.9%	348	3.0%
502060 State Disability Ins (SDI)	-	1,184	1,866	1,644	1,644	-11.9%	1,765	7.3%
502061 Long Term Disability Ins	-	1,094	1,172	790	790	-32.6%	1,312	66.1%
502071 State Unemployment Ins (SUI)	-	379	672	446	446	-33.7%	473	6.1%
502081 Worker's Comp Ins	-	6,054	6,235	5,012	5,012	-19.6%	5,012	0.0%
502101 Holiday Pay	-	3,477	4,623	5,458	5,458	18.1%	5,688	4.2%
502103 Floating Holiday	-	3,629	3,888	4,286	4,286	10.2%	4,372	2.0%
502109 Sick Leave	-	5,216	6,935	8,187	8,187	18.1%	8,532	4.2%
502111 Annual Leave	-	11,872	15,188	15,399	15,399	1.4%	16,039	4.2%
502121 Other Paid Absence	-	815	1,084	1,279	1,279	18.1%	1,333	4.2%
502251 Phys. Exams	-	-	-	-	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	-	-	-	0.0%	-	0.0%
502999 Other Fringe Benefits	-	1,991	2,006	2,005	2,005	-0.1%	2,006	0.1%
Totals	-	87,434	122,167	128,258	128,258	5.0%	138,228	7.8%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY16 & FY17 FINAL OPERATING BUDGET**

Risk Management - 1800

ACCOUNT	ACTUAL FY14	BUDGET FY15	BUDGET FY16 June 2014	BUDGET FY16 June 2015	REVISED BUDGET June 2015	% CHANGE		FINAL BUDGET FY17	% CHANGE	
						BUDG FY16 REVISED	BUDG FY16		BUDG FY16 REVISED	BUDG FY17
SERVICES										
503011 Accting/Audit Fees	-	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%
503012 Admin/Bank Fees	-	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%
503031 Prof/Technical Fees	5,898	50,000	50,000	65,898	65,898	31.8%	31.8%	65,898	0.0%	0.0%
503032 Legislative Services	-	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%
503033 Legal Services	6,396	30,000	30,000	6,396	6,396	-78.7%	-78.7%	6,396	0.0%	0.0%
503034 Pre-Employment Exams	-	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%
503041 Temp Help	-	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%
503161 Custodial Services	-	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%
503162 Uniforms/Laundry	-	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%
503171 Security Services	-	525,000	525,000	460,000	460,000	-12.4%	-12.4%	460,000	0.0%	0.0%
503221 Classified/Legal Ads	-	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%
503222 Legal Ads	-	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%
503225 Graphic Services	-	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%
503351 Repair - Bldg & Impr	-	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%
503352 Repair - Equipment	-	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%
503353 Repair - Rev Vehicle	-	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%
503354 Repair - Non Rev Vehicle	-	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%
503363 Haz Mat Disposal	-	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%
Totals	12,294	605,000	605,000	532,294	532,294	-12.0%	-12.0%	532,294	0.0%	0.0%
MOBILE MATERIALS & SUPPLIES										
504011 Fuels & Lubricants - Non Rev Veh	-	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%
504012 Fuels & Lubricants - Rev Veh	-	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%
504021 Tires & Tubes	-	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%
504161 Other Mobile Supplies	-	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%
504191 Rev Vehicle Parts	-	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%
Totals	-	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY16 & FY17 FINAL OPERATING BUDGET**

Risk Management - 1800

ACCOUNT	ACTUAL FY14	BUDGET FY15	BUDGET FY16 June 2014	REVISED BUDGET June 2015	BUDGET FY16 REVISED BUDG	% CHANGE BUDG FY16	FINAL BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17
OTHER MATERIALS & SUPPLIES								
504205 Freight Out	-	-	-	-	-	0.0%	-	0.0%
504211 Postage & Mailing	-	-	-	-	-	0.0%	-	0.0%
504214 Promotional Items	-	-	-	-	-	0.0%	-	0.0%
504215 Printing	-	-	-	500	500	100.0%	500	0.0%
504217 Photo Supp/Process	-	-	-	100	100	100.0%	100	0.0%
504311 Office Supplies	-	5,000	1,000	-	-	-100.0%	-	0.0%
504315 Safety Supplies	-	-	-	1,000	1,000	100.0%	1,000	0.0%
504317 Cleaning Supplies	-	-	-	-	-	0.0%	-	0.0%
504409 Repair/Maint Supplies	-	-	-	-	-	0.0%	-	0.0%
504417 Tenant Repairs	-	-	-	-	-	0.0%	-	0.0%
504421 Non-Inventory Parts	-	-	-	-	-	0.0%	-	0.0%
504511 Small Tools	-	-	-	-	-	0.0%	-	0.0%
504515 Employee Tool Replacement	-	-	-	-	-	0.0%	-	0.0%
Totals	-	5,000	1,000	1,600	1,600	60.0%	1,600	0.0%
UTILITIES								
505011 Gas & Electric	-	-	-	-	-	0.0%	-	0.0%
505021 Water & Garbage	-	-	-	-	-	0.0%	-	0.0%
505031 Telecommunications	-	-	-	-	-	0.0%	-	0.0%
Totals	-	-	-	-	-	0.0%	-	0.0%
CASUALTY & LIABILITY								
506011 Insurance - Property	-	-	-	-	-	0.0%	-	0.0%
506015 Insurance - PL/PD	-	-	-	-	-	0.0%	-	0.0%
506021 Insurance - Other	-	-	-	-	-	0.0%	-	0.0%
506123 Settlement Costs	328,975	150,000	150,000	150,000	150,000	0.0%	150,000	0.0%
506127 Repairs - District Prop	-	-	-	-	-	0.0%	-	0.0%
Totals	328,975	150,000	150,000	150,000	150,000	0.0%	150,000	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY16 & FY17 FINAL OPERATING BUDGET**

Risk Management - 1800

ACCOUNT	ACTUAL FY14	BUDGET FY15	BUDGET FY16 June 2014	REVISED BUDGET June 2015	BUDGET FY16 REVISED BUDG FY16	% CHANGE BUDG FY16 REVISED BUDG FY16	FINAL BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17
TAXES								
507051 Fuel Tax	-	-	-	-	0.0%	0.0%	-	0.0%
507201 Licenses & Permits	-	-	-	-	0.0%	0.0%	-	0.0%
507999 Other Taxes	-	-	-	-	0.0%	0.0%	-	0.0%
Totals	-	-	-	-	0.0%	0.0%	-	0.0%
PURCHASED TRANS.								
503406 Contract/Paratransit	-	-	-	-	0.0%	0.0%	-	0.0%
Totals	-	-	-	-	0.0%	0.0%	-	0.0%
MISC EXPENSE								
509011 Dues/Subscriptions	-	-	-	500	100.0%	100.0%	500	0.0%
509081 Advertising - District Promo	-	-	-	-	0.0%	0.0%	-	0.0%
509101 Employee Incentive Program	-	-	-	-	0.0%	0.0%	-	0.0%
509121 Employee Training	-	28,000	28,000	9,769	-65.1%	-65.1%	3,000	-69.3%
509122 BOD Travel	-	-	-	-	0.0%	0.0%	-	0.0%
509123 Travel	-	-	-	1,510	100.0%	100.0%	2,000	32.5%
509125 Local Meeting Expense	-	-	-	-	0.0%	0.0%	-	0.0%
509127 Board Director Fees	-	-	-	-	0.0%	0.0%	-	0.0%
509150 Contributions	-	-	-	-	0.0%	0.0%	-	0.0%
509198 Cash Over/Short	-	-	-	-	0.0%	0.0%	-	0.0%
Totals	-	28,000	28,000	11,779	-57.9%	-57.9%	5,500	-53.3%
LEASES & RENTALS								
512011 Facility Lease	-	-	-	-	0.0%	0.0%	-	0.0%
512061 Equipment Rental	-	-	-	-	0.0%	0.0%	-	0.0%
Totals	-	-	-	-	0.0%	0.0%	-	0.0%
PERSONNEL TOTAL	-	177,417	242,684	271,032	11.7%	11.7%	287,115	5.9%
NON-PERSONNEL TOTAL	341,269	788,000	784,000	695,673	-11.3%	-11.3%	689,394	-0.9%
DEPARTMENT TOTALS	341,269	965,417	1,026,684	966,705	-5.8%	-5.8%	976,509	1.0%

Risk Mgmt - 1800

- THIS PAGE INTENTIONALLY LEFT BLANK -

PURCHASING DEPARTMENT OBJECTIVES

1900

MAJOR FUNCTIONS OF THE DEPARTMENT

The Purchasing Department is responsible for all purchasing activities of Santa Cruz METRO and ensuring that such materials and services are obtained in an effective manner and in compliance with the provisions of all applicable federal, state, and local laws and regulations. This includes the procurement of supplies, equipment, services and construction; obtaining spending approval from the Board of the Directors; the establishment of contracts and vendor relations; managing 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 OBJECTIVES FOR FY16 & 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.

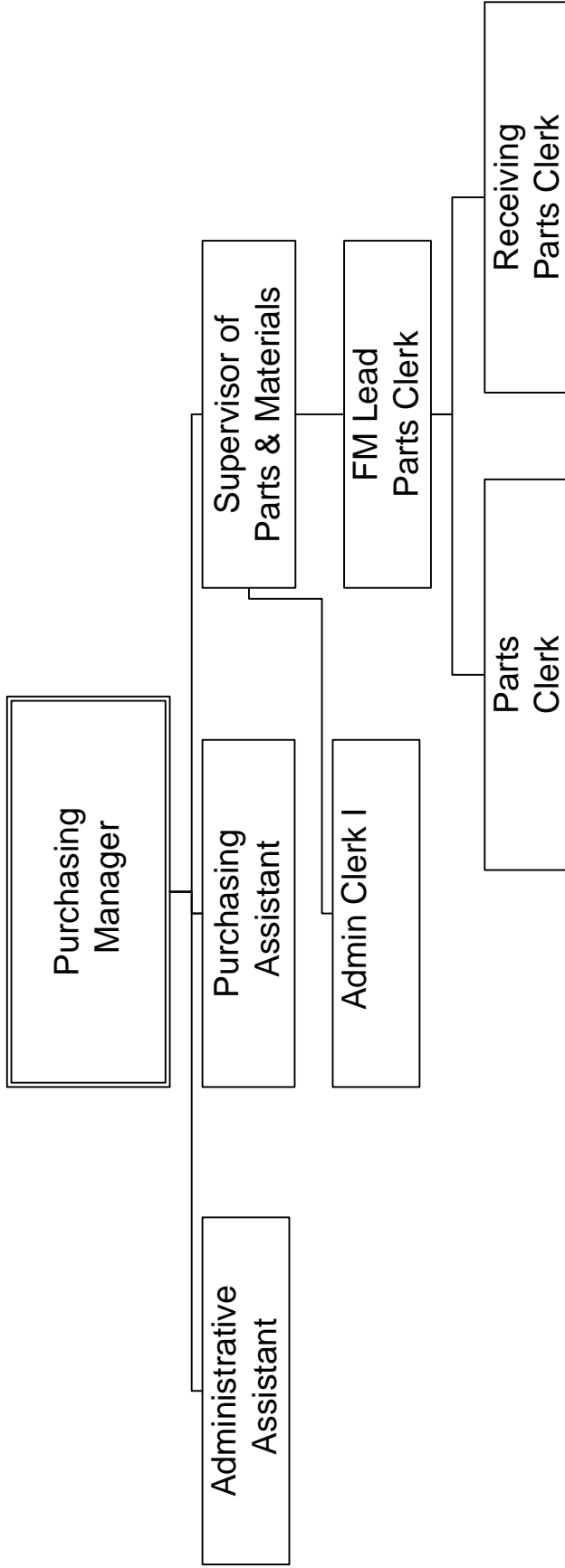
Purchasing Department (con't)

- 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.
- Develop and implement Contract Administration training program.
- 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.
- Develop and implement outreach program for “How to do business with Santa Cruz METRO.”
- Revise the Procurement Manual to incorporate administrative updates since last revision of May 2, 2014.
- Continue bi-weekly 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 Maintenance.
- Continue to work with Fleet Maintenance to reduce inventory value.
- Continue to develop and monitor Warranty Program to recoup costs on parts that fail under warranty.
- Continue to develop new vendor relationships and work with current vendors to obtain the most advantageous parts and materials pricing.

Purchasing 1900

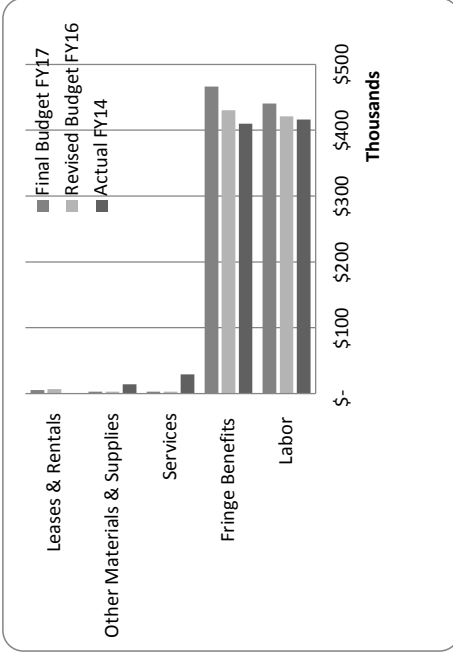


FY16 & FY17 FINAL OPERATING BUDGET
Authorized and Funded Personnel - Full Time Equivalent (FTE)
Purchasing - 1900

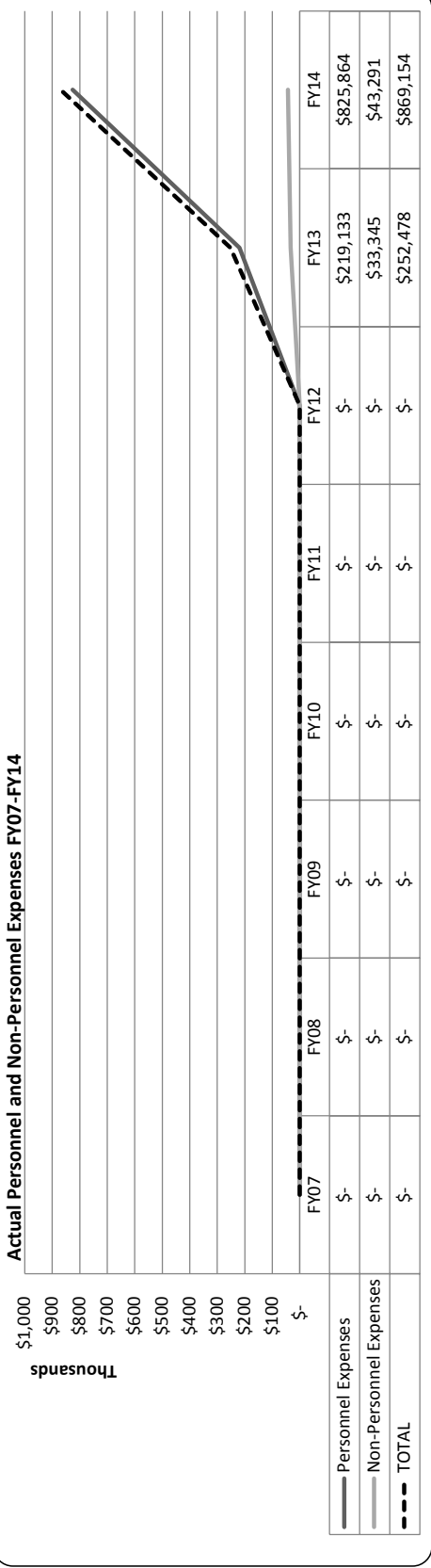
Position Title	Authorized	Funded	Authorized Revised	Funded Revised	Authorized	Funded
	FY 16 June 2014	FY 16 June 2014	FY 16 June 2015	FY 16 June 2015	Final FY 17	Final FY 17
Purchasing Manager	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	1.00	1.00	1.00
Purchasing Agent	0.00	0.00	0.00	0.00	0.00	0.00
Purchasing Assistant	1.00	1.00	1.00	1.00	1.00	1.00
Supervisor of Parts & Materials	1.00	1.00	1.00	1.00	1.00	1.00
FM Lead Parts Clerk	1.00	1.00	1.00	1.00	1.00	1.00
Parts Clerk	1.00	1.00	1.00	1.00	1.00	1.00
Receiving Parts Clerk	1.00	1.00	1.00	1.00	1.00	1.00
Admin Clerk I	0.00	0.00	1.00	1.00	1.00	1.00
Total Full-Time Equivalents (FTEs)	7.00	7.00	8.00	8.00	8.00	8.00

Purchasing 1900

	<u>Actual FY14</u>	<u>Revised Budget FY16</u>	<u>Var %</u>	<u>Final Budget FY17</u>	<u>Var %</u>
Personnel Expenses:					
Labor	\$ 416,025	\$ 421,026	1.2%	\$ 440,419	4.6%
Fringe Benefits	\$ 409,838	\$ 430,137	5.0%	\$ 466,285	8.4%
	\$ 825,864	\$ 851,163	3.1%	\$ 906,704	6.5%
Non-Personnel Expenses:					
Services	\$ 29,081	\$ 2,748	-90.6%	\$ 2,748	0.0%
Other Materials & Supplies	\$ 14,209	\$ 2,997	-78.9%	\$ 2,997	0.0%
Misc. Expense	\$ -	\$ 6,867	0.0%	\$ 5,223	0.0%
	\$ 43,291	\$ 12,612	-70.9%	\$ 10,968	-13.0%
Total Expenses:	\$ 869,154	\$ 863,775	-0.6%	\$ 917,672	6.2%



Actual Personnel and Non-Personnel Expenses FY07-FY14



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY16 & FY17 FINAL OPERATING BUDGET**

Purchasing - 1900

ACCOUNT	ACTUAL FY14	BUDGET FY15	BUDGET FY16 June 2014	REVISED BUDGET June 2015	% CHANGE BUDGET FY16 REVISED BUDG FY16	FINAL BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17
LABOR							
501011 Bus Operator Pay	-	-	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	-	-	0.0%	-	0.0%
501021 Other Salaries	407,939	378,470	392,198	419,261	6.9%	438,654	4.6%
501023 Other OT	8,087	1,703	1,765	1,765	0.0%	1,765	0.0%
Totals	416,025	380,173	393,963	421,026	6.9%	440,419	4.6%
FRINGE BENEFITS							
502011 Medicare/Soc. Sec.	5,899	6,889	7,140	7,545	5.7%	7,933	5.1%
502021 Retirement	87,292	97,755	107,457	108,899	1.3%	123,250	13.2%
502031 Medical Ins	116,902	124,915	134,908	167,058	23.8%	179,604	7.5%
502041 Dental Ins	9,529	9,402	9,684	11,450	18.2%	11,794	3.0%
502045 Vision Ins	2,219	2,241	2,308	2,561	11.0%	2,561	0.0%
502051 Life Ins/AD&D	768	924	951	1,044	9.8%	1,076	3.0%
502060 State Disability Ins (SDI)	5,120	4,893	6,012	4,766	-20.7%	5,119	7.4%
502061 Long Term Disability Ins	468	3,449	3,554	3,499	-1.6%	4,120	17.8%
502071 State Unemployment Ins (SUI)	1,414	1,767	2,352	1,782	-24.2%	1,891	6.1%
502081 Worker's Comp Ins	5,238	32,302	33,271	20,059	-39.7%	20,059	0.0%
502101 Holiday Pay	13,344	14,565	15,098	15,956	5.7%	16,780	5.2%
502103 Floating Holiday	3,980	4,262	4,565	4,793	5.0%	5,134	7.1%
502109 Sick Leave	40,395	21,848	22,646	23,934	5.7%	25,170	5.2%
502111 Annual Leave	109,393	50,808	52,627	50,881	-3.3%	55,684	9.4%
502121 Other Paid Absence	5,757	3,414	3,539	3,740	5.7%	3,933	5.2%
502251 Phys. Exams	-	-	-	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	-	-	0.0%	-	0.0%
502999 Other Fringe Benefits	2,121	2,141	2,147	2,169	1.0%	2,176	0.3%
Totals	409,838	381,574	408,259	430,137	5.4%	466,285	8.4%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY16 & FY17 FINAL OPERATING BUDGET**

Purchasing - 1900

ACCOUNT	ACTUAL FY14	BUDGET FY15	BUDGET FY16 June 2014	REVISSED BUDGET June 2015	% CHANGE BUDGET FY16 REVISED BUDG FY16	FINAL BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17
SERVICES							
503011 Accting/Audit Fees	-	-	-	-	0.0%	-	0.0%
503012 Admin/Bank Fees	-	-	-	-	0.0%	-	0.0%
503031 Prof/Technical Fees	-	-	-	-	0.0%	-	0.0%
503032 Legislative Services	-	-	-	-	0.0%	-	0.0%
503033 Legal Services	-	-	-	-	0.0%	-	0.0%
503034 Pre-Employment Exams	-	-	-	-	0.0%	-	0.0%
503041 Temp Help	26,744	-	-	-	0.0%	-	0.0%
503161 Custodial Services	-	-	-	-	0.0%	-	0.0%
503162 Uniforms/Laundry	439	850	850	850	0.0%	850	0.0%
503171 Security Services	-	-	-	-	0.0%	-	0.0%
503221 Classified/Legal Ads	1,898	4,000	4,000	1,898	-52.6%	1,898	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	29,081	4,850	4,850	2,748	-43.3%	2,748	0.0%
MOBILE MATERIALS & SUPPLIES							
504011 Fuels & Lubricants - Non Rev Veh	-	-	-	-	0.0%	-	0.0%
504012 Fuels & Lubricants - Rev Veh	-	-	-	-	0.0%	-	0.0%
504021 Tires & Tubes	-	-	-	-	0.0%	-	0.0%
504161 Other Mobile Supplies	-	-	-	-	0.0%	-	0.0%
504191 Rev Vehicle Parts	-	-	-	-	0.0%	-	0.0%
Totals	-	-	-	-	0.0%	-	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY16 & FY17 FINAL OPERATING BUDGET**

Purchasing - 1900

ACCOUNT	ACTUAL FY14	BUDGET FY15	BUDGET FY16 June 2014	REVISED BUDGET June 2015	% CHANGE BUDGET FY16 REVISED BUDG FY16	FINAL BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17
OTHER MATERIALS & SUPPLIES							
504205 Freight Out	2,332	-	-	-	0.0%	-	0.0%
504211 Postage & Mailing	317	500	500	500	0.0%	500	0.0%
504214 Promotional Items	-	-	-	-	0.0%	-	0.0%
504215 Printing	-	-	-	-	0.0%	-	0.0%
504217 Photo Supp/Process	-	-	-	-	0.0%	-	0.0%
504311 Office Supplies	2,497	3,500	2,000	2,497	24.9%	2,497	0.0%
504315 Safety Supplies	9,064	200	200	-	-100.0%	-	0.0%
504317 Cleaning Supplies	-	200	200	-	-100.0%	-	0.0%
504409 Repair/Maint Supplies	-	-	-	-	0.0%	-	0.0%
504417 Tenant Repairs	-	-	-	-	0.0%	-	0.0%
504421 Non-Inventory Parts	-	-	-	-	0.0%	-	0.0%
504511 Small Tools	-	-	-	-	0.0%	-	0.0%
504515 Employee Tool Replacement	-	-	-	-	0.0%	-	0.0%
Totals	14,209	4,400	2,900	2,997	3.3%	2,997	0.0%
UTILITIES							
505011 Gas & Electric	-	-	-	-	0.0%	-	0.0%
505021 Water & Garbage	-	-	-	-	0.0%	-	0.0%
505031 Telecommunications	-	-	-	-	0.0%	-	0.0%
Totals	-	-	-	-	0.0%	-	0.0%
CASUALTY & LIABILITY							
506011 Insurance - Property	-	-	-	-	0.0%	-	0.0%
506015 Insurance - PL/PD	-	-	-	-	0.0%	-	0.0%
506021 Insurance - Other	-	-	-	-	0.0%	-	0.0%
506123 Settlement Costs	-	-	-	-	0.0%	-	0.0%
506127 Repairs - District Prop	-	-	-	-	0.0%	-	0.0%
Totals	-	-	-	-	0.0%	-	0.0%

Purchasing - 1900

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY16 & FY17 FINAL OPERATING BUDGET**

Purchasing - 1900

ACCOUNT	ACTUAL FY14	BUDGET FY15	BUDGET FY16 June 2014	REVISED BUDGET June 2015	BUDGET FY16 REVISED BUDG FY16	% CHANGE BUDG FY16 REVISED BUDG FY16	FINAL BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17
TAXES								
507051 Fuel Tax	-	-	-	-	0.0%	0.0%	-	0.0%
507201 Licenses & Permits	-	-	-	-	0.0%	0.0%	-	0.0%
507999 Other Taxes	-	-	-	-	0.0%	0.0%	-	0.0%
Totals	-	-	-	-	0.0%	0.0%	-	0.0%
PURCHASED TRANS.								
503406 Contract/Paratransit	-	-	-	-	0.0%	0.0%	-	0.0%
Totals	-	-	-	-	0.0%	0.0%	-	0.0%
MISC EXPENSE								
509011 Dues/Subscriptions	-	-	-	315	100.0%	100.0%	315	0.0%
509081 Advertising - District Promo	-	-	-	-	0.0%	0.0%	-	0.0%
509101 Employee Incentive Program	-	-	-	-	0.0%	0.0%	-	0.0%
509121 Employee Training	-	-	-	3,747	100.0%	100.0%	2,158	-42.4%
509122 BOD Travel	-	-	-	-	0.0%	0.0%	-	0.0%
509123 Travel	-	-	-	2,805	100.0%	100.0%	2,750	-2.0%
509125 Local Meeting Expense	-	-	-	-	0.0%	0.0%	-	0.0%
509127 Board Director Fees	-	-	-	-	0.0%	0.0%	-	0.0%
509150 Contributions	-	-	-	-	0.0%	0.0%	-	0.0%
509198 Cash Over/Short	-	-	-	-	0.0%	0.0%	-	0.0%
Totals	-	-	-	6,867	100.0%	100.0%	5,223	-23.9%
LEASES & RENTALS								
512011 Facility Lease	-	-	-	-	0.0%	0.0%	-	0.0%
512061 Equipment Rental	-	-	-	-	0.0%	0.0%	-	0.0%
Totals	-	-	-	-	0.0%	0.0%	-	0.0%
PERSONNEL TOTAL	825,864	761,748	802,222	851,163	6.1%	6.1%	906,704	6.5%
NON-PERSONNEL TOTAL	43,291	9,250	7,750	12,612	62.7%	62.7%	10,968	-13.0%
DEPARTMENT TOTALS	869,154	770,998	809,972	863,775	6.6%	6.6%	917,672	6.2%
								Purchasing - 1900

- THIS PAGE INTENTIONALLY LEFT BLANK -

FACILITIES MAINTENANCE DEPARTMENT OBJECTIVES

2200

MAJOR FUNCTIONS OF THE DEPARTMENT

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

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

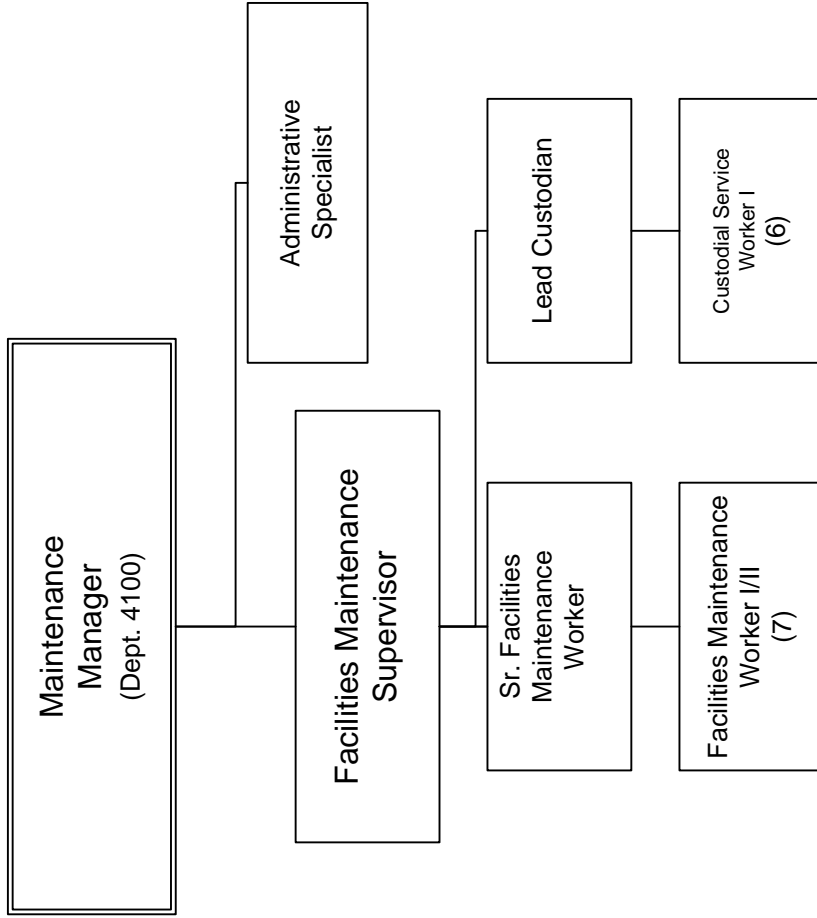
The Santa Cruz Facilities Maintenance staff develops/implements/administers the many Local, State and Federal regulatory compliance programs such as the storm water and hazardous materials programs required to operate a transit agency.

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

DEPARTMENT OBJECTIVES FOR FY16 & FY17

- Continue working with the Planning Department to standardize bus stop amenities and develop criteria for upgrading bus stops at all locations throughout Santa Cruz County.
- Manage capital improvement projects to improve and enhance Santa Cruz METRO capacities and capabilities.
- Maintain all Santa Cruz METRO facilities including upgrades, to ensure compliance with all applicable regulations, and to provide a safe and comfortable environment for both Santa Cruz METRO employees and customers.
- Enhance bus stop preventive maintenance program including graffiti removal, pressure washing of bus stops, and other activities to offer passengers waiting at Santa Cruz METRO bus stops, a pleasant experience.
- Prepare to take on facilities maintenance functions for the new Judy K Sousa Operations Building and closing out the temporary Operational Facilities at 165 Dubois.

Facilities Maintenance 2200

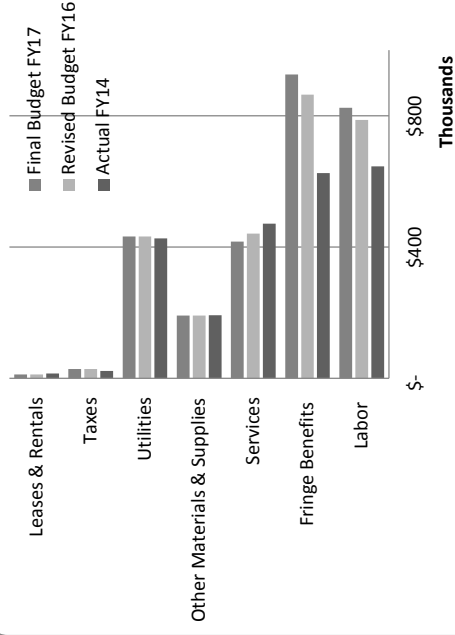


FY16 & FY17 FINAL OPERATING BUDGET
Authorized and Funded Personnel - Full Time Equivalent (FTE)
Facilities Maintenance - 2200

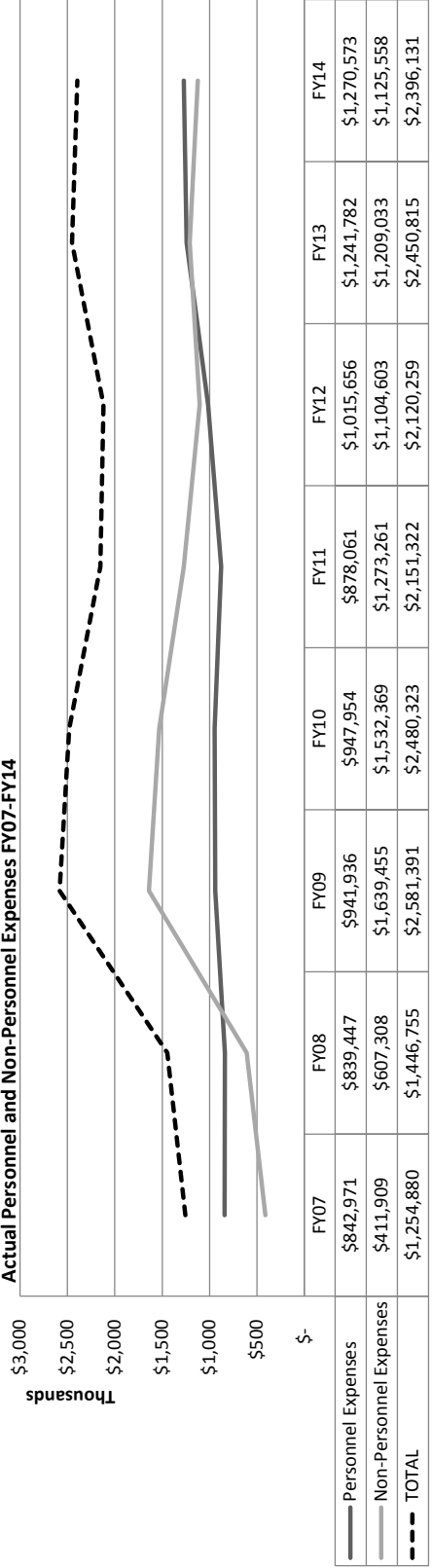
Position Title	Authorized	Funded	Authorized Revised	Funded Revised	Authorized	Funded
	FY 16 June 2014	FY 16 June 2014	FY 16 June 2015	FY 16 June 2015	Final FY 17	Final FY 17
Facilities Maintenance Manager	1.00	0.00	1.00	0.00	1.00	0.00
Facilities Maintenance Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Sr. Facilities Maint Worker	0.00	0.00	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	7.00	7.00	6.00	7.00	6.00
Facilities Maint Worker I	2.00	0.00	2.00	1.00	2.00	1.00
Lead Custodian	1.00	1.00	1.00	1.00	1.00	1.00
Custodial Service Worker I	5.00	5.00	6.00	6.00	6.00	6.00
Administrative Assistant	1.00	0.00	1.00	0.00	1.00	0.00
Total Full-Time Equivalents (FTEs)	19.00	15.00	21.00	17.00	21.00	17.00

Facilities Maintenance 2200

	Actual FY14	Revised Budget FY16	Final Budget FY17	Var %	Var %
Personnel Expenses:					
Labor	\$ 645,206	\$ 787,336	\$ 823,922	22.0%	4.6%
Fringe Benefits	\$ 625,368	\$ 864,169	\$ 925,353	38.2%	7.1%
	\$ 1,270,573	\$ 1,651,505	\$ 1,749,275	30.0%	5.9%
Non-Personnel Expenses:					
Services	\$ 471,126	\$ 441,045	\$ 416,045	-6.4%	-5.7%
Other Materials & Supplies	\$ 192,097	\$ 190,987	\$ 190,987	-0.6%	0.0%
Utilities	\$ 425,920	\$ 432,000	\$ 432,000	1.4%	0.0%
Taxes	\$ 21,894	\$ 27,749	\$ 27,749	26.7%	0.0%
Leases & Rentals	\$ 14,522	\$ 11,700	\$ 11,700	-19.4%	0.0%
Misc. Expense	\$ -	\$ 3,000	\$ 3,000	100.0%	0.0%
	\$ 1,125,558	\$ 1,106,481	\$ 1,081,481	-1.7%	-2.3%
Total Expenses:	\$ 2,396,131	\$ 2,757,986	\$ 2,830,756	15.1%	2.6%



Actual Personnel and Non-Personnel Expenses FY07-FY14



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY16 & FY17 FINAL OPERATING BUDGET**

Facilities Maintenance - 2200

ACCOUNT	ACTUAL FY14	BUDGET FY15	BUDGET FY16 June 2014	REVISED BUDGET June 2015	BUDGET FY16 REVISED BUDG FY16	% CHANGE BUDG FY16 REVISED BUDG FY16	FINAL BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17
LABOR								
501011 Bus Operator Pay	-	-	-	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	-	-	-	0.0%	-	0.0%
501021 Other Salaries	602,943	661,472	685,170	745,866	8.9%	781,622	4.8%	
501023 Other OT	42,263	46,303	47,962	41,470	-13.5%	42,300	2.0%	
Totals	645,206	707,775	733,132	787,336	7.4%	823,922	4.6%	
FRINGE BENEFITS								
502011 Medicare/Soc. Sec.	9,521	12,484	12,993	13,948	7.3%	14,591	4.6%	
502021 Retirement	134,098	168,230	185,743	193,293	4.1%	217,863	12.7%	
502031 Medical Ins	263,446	342,215	369,512	385,613	4.4%	410,762	6.5%	
502041 Dental Ins	22,325	26,638	27,437	27,394	-0.2%	28,216	3.0%	
502045 Vision Ins	4,228	4,802	4,946	5,442	10.0%	5,442	0.0%	
502051 Life Ins/AD&D	1,381	1,758	1,810	1,992	10.0%	2,052	3.0%	
502060 State Disability Ins (SDI)	7,727	8,868	10,984	8,917	-18.8%	9,608	7.8%	
502061 Long Term Disability Ins	4,642	6,111	6,311	6,119	-3.0%	7,321	19.7%	
502071 State Unemployment Ins (SUI)	3,773	3,787	5,039	3,787	-24.8%	4,018	6.1%	
502081 Worker's Comp Ins	40,554	60,566	62,383	42,625	-31.7%	42,625	0.0%	
502101 Holiday Pay	19,973	25,066	26,097	28,321	8.5%	29,661	4.7%	
502103 Floating Holiday	69	-	-	-	0.0%	-	0.0%	
502109 Sick Leave	23,452	37,598	39,145	42,482	8.5%	44,492	4.7%	
502111 Annual Leave	75,632	84,622	91,613	97,134	6.0%	101,269	4.3%	
502121 Other Paid Absence	14,190	5,875	6,116	6,638	8.5%	6,952	4.7%	
502251 Phys. Exams	-	-	-	-	0.0%	-	0.0%	
502253 Driver Lic Renewal	-	-	-	-	0.0%	-	0.0%	
502999 Other Fringe Benefits	356	422	435	464	6.8%	478	3.0%	
Totals	625,368	789,040	850,564	864,169	1.6%	925,353	7.1%	

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY16 & FY17 FINAL OPERATING BUDGET
 Facilities Maintenance - 2200

ACCOUNT	ACTUAL FY14	BUDGET FY15	BUDGET FY16 June 2014	REVISED BUDGET June 2015	BUDGET FY16 REVISED BUDG	% CHANGE BUDG FY16	FINAL BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17
SERVICES								
503011 Accting/Audit Fees	-	-	-	-	-	0.0%	-	0.0%
503012 Admin/Bank Fees	-	-	-	-	-	0.0%	-	0.0%
503031 Prof/Technical Fees	16,550	17,504	18,029	41,550	16,550	130.5%	16,550	-60.2%
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	-	-	-	-	0.0%	-	0.0%
503161 Custodial Services	66,120	69,010	71,080	33,642	33,642	-52.7%	33,642	0.0%
503162 Uniforms/Laundry	1,356	2,500	2,500	2,200	2,200	-12.0%	2,200	0.0%
503171 Security Services	8,500	9,550	9,837	8,500	8,500	-13.6%	8,500	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	59,740	61,532	55,342	55,342	-10.1%	55,342	0.0%
503352 Repair - Equipment	251,811	309,000	318,270	251,811	251,811	-20.9%	251,811	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	42,230	43,497	48,000	48,000	10.4%	48,000	0.0%
Totals	471,126	509,534	524,745	441,045	416,045	-16.0%	416,045	-5.7%
MOBILE MATERIALS & SUPPLIES								
504011 Fuels & Lubricants - Non Rev Veh	-	-	-	-	-	0.0%	-	0.0%
504012 Fuels & Lubricants - Rev Veh	-	-	-	-	-	0.0%	-	0.0%
504021 Tires & Tubes	-	-	-	-	-	0.0%	-	0.0%
504161 Other Mobile Supplies	-	-	-	-	-	0.0%	-	0.0%
504191 Rev Vehicle Parts	-	-	-	-	-	0.0%	-	0.0%
Totals	-	-	-	-	-	0.0%	-	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY16 & FY17 FINAL OPERATING BUDGET**

Facilities Maintenance - 2200

ACCOUNT	ACTUAL FY14	BUDGET FY15	BUDGET FY16 June 2014	BUDGET FY16 June 2015	REVISED BUDGET June 2015	% CHANGE BUDGET FY16 REVISED BUDG FY16	FINAL BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17
OTHER MATERIALS & SUPPLIES								
504205 Freight Out	-	-	-	-	-	0.0%	-	0.0%
504211 Postage & Mailing	-	-	-	-	-	0.0%	-	0.0%
504214 Promotional Items	-	-	-	-	-	0.0%	-	0.0%
504215 Printing	665	30,900	31,827	7,000	7,000	-78.0%	7,000	0.0%
504217 Photo Supp/Process	-	-	-	-	-	0.0%	-	0.0%
504311 Office Supplies	580	1,906	1,963	1,000	1,000	-49.0%	1,000	0.0%
504315 Safety Supplies	8,025	8,736	9,085	6,191	6,191	-31.9%	6,191	0.0%
504317 Cleaning Supplies	48,560	53,700	56,000	48,560	48,560	-13.3%	48,560	0.0%
504409 Repair/Maint Supplies	113,070	126,000	130,000	117,000	117,000	-10.0%	117,000	0.0%
504417 Tenant Repairs	17,868	20,000	20,000	10,000	10,000	-50.0%	10,000	0.0%
504421 Non-Inventory Parts	1,575	103	106	-	-	-100.0%	-	0.0%
504511 Small Tools	1,755	2,900	3,100	1,236	1,236	-60.1%	1,236	0.0%
504515 Employee Tool Replacement	-	-	-	-	-	0.0%	-	0.0%
Totals	192,097	244,245	252,081	190,987	190,987	-24.2%	190,987	0.0%
UTILITIES								
505011 Gas & Electric	240,710	261,000	268,000	258,200	258,200	-3.7%	258,200	0.0%
505021 Water & Garbage	117,734	140,000	144,000	105,800	105,800	-26.5%	105,800	0.0%
505031 Telecommunications	67,476	86,000	88,000	68,000	68,000	-22.7%	68,000	0.0%
Totals	425,920	487,000	500,000	432,000	432,000	-13.6%	432,000	0.0%
CASUALTY & LIABILITY								
506011 Insurance - Property	-	-	-	-	-	0.0%	-	0.0%
506015 Insurance - PL/PD	-	-	-	-	-	0.0%	-	0.0%
506021 Insurance - Other	-	-	-	-	-	0.0%	-	0.0%
506123 Settlement Costs	-	-	-	-	-	0.0%	-	0.0%
506127 Repairs - District Prop	-	-	-	-	-	0.0%	-	0.0%
Totals	-	-	-	-	-	0.0%	-	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY16 & FY17 FINAL OPERATING BUDGET**

Facilities Maintenance - 2200

ACCOUNT	ACTUAL FY14	BUDGET FY15	BUDGET FY16 June 2014	BUDGET FY16 June 2015	REVISED BUDGET June 2016	BUDGET FY16 REVISED BUDG FY16	% CHANGE BUDG FY16 REVISED BUDG FY16	FINAL BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17
TAXES									
507051 Fuel Tax	-	-	-	-	-	-	0.0%	-	0.0%
507201 Licenses & Permits	12,201	15,450	15,914	12,201	12,201	12,201	-23.3%	12,201	0.0%
507999 Other Taxes	9,693	18,540	19,096	15,548	15,548	15,548	-18.6%	15,548	0.0%
Totals	21,894	33,990	35,010	27,749	27,749	27,749	-20.7%	27,749	0.0%
PURCHASED TRANS.									
503406 Contract/Paratransit	-	-	-	-	-	-	0.0%	-	0.0%
Totals	-	-	-	-	-	-	0.0%	-	0.0%
MISC EXPENSE									
509011 Dues/Subscriptions	-	-	-	-	-	-	0.0%	-	0.0%
509081 Advertising - District Promo	-	-	-	-	-	-	0.0%	-	0.0%
509101 Employee Incentive Program	-	-	-	-	-	-	0.0%	-	0.0%
509121 Employee Training	-	-	-	3,000	3,000	3,000	100.0%	3,000	0.0%
509122 BOD Travel	-	-	-	-	-	-	0.0%	-	0.0%
509123 Travel	-	-	-	-	-	-	0.0%	-	0.0%
509125 Local Meeting Expense	-	-	-	-	-	-	0.0%	-	0.0%
509127 Board Director Fees	-	-	-	-	-	-	0.0%	-	0.0%
509150 Contributions	-	-	-	-	-	-	0.0%	-	0.0%
509198 Cash Over/Short	-	-	-	-	-	-	0.0%	-	0.0%
Totals	-	-	-	3,000	3,000	3,000	100.0%	3,000	0.0%
LEASES & RENTALS									
512011 Facility Lease	5,000	5,000	5,000	5,000	5,000	5,000	0.0%	5,000	0.0%
512061 Equipment Rental	9,522	7,500	7,800	6,700	6,700	6,700	-14.1%	6,700	0.0%
Totals	14,522	12,500	12,800	11,700	11,700	11,700	-8.6%	11,700	0.0%
PERSONNEL TOTAL	1,270,573	1,496,815	1,583,696	1,651,505	1,651,505	1,651,505	4.3%	1,749,275	5.9%
NON-PERSONNEL TOTAL	1,125,558	1,287,268	1,324,636	1,106,481	1,106,481	1,081,481	-16.5%	1,081,481	-2.3%
DEPARTMENT TOTALS	2,396,131	2,784,083	2,908,332	2,757,986	2,757,986	2,830,756	-5.2%	2,830,756	2.6%

Fac Maint- 2200

PARACRUZ DEPARTMENT OBJECTIVES

3100

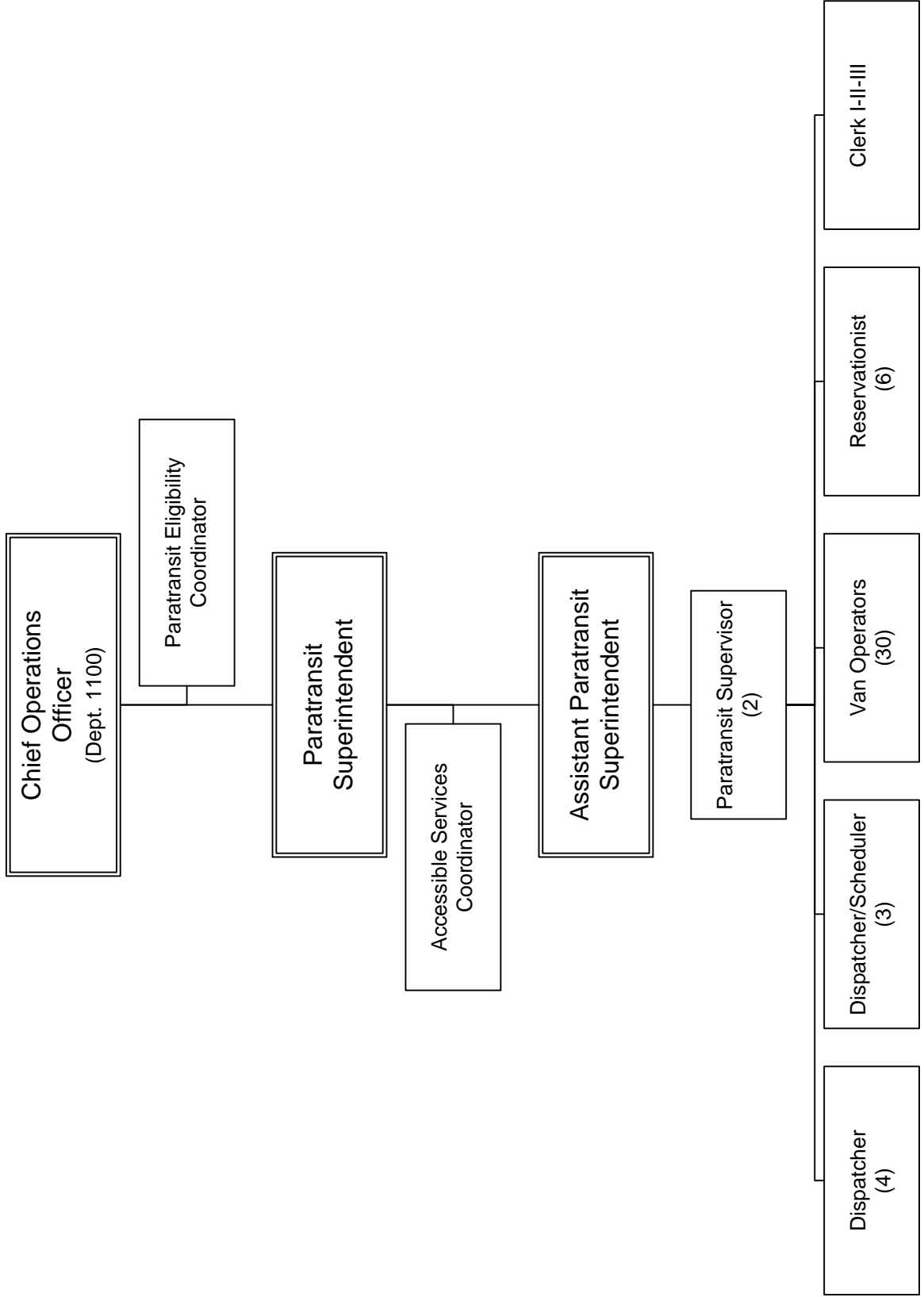
MAJOR FUNCTIONS OF THE DEPARTMENT

The ParaCruz Department is responsible for coordinating and providing safe, efficient, reliable, and courteous complimentary shared ride Paratransit service 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 OBJECTIVES FOR FY16 & FY17

- Migrate communications from Cellular Technology to newly installed Digital 2-way Radio system.
- Obtain stakeholder input, and revise ParaCruz Policy & Procedures.
- Revise the ParaCruz Customer Guide to reflect Board approved changes to service delivery and fare increases.
- Perform ongoing outreach to ParaCruz client base clarifying changes to service provided and new fare structure.
- Arrange ongoing development training for new and existing staff covering a variety of areas critical to effective efficient Paratransit operation to include Customer Service, Shared Ride Scheduling, Eligibility, Office Administration, and Supervision.
- Development and certification of staff to respond to emergency situations through certification in Standard Emergency Management System (SEMS), National Incident Management System (NIMS) and Incident Command System (ICS) training.
- Provide Management and Paratransit Supervisors with increased training relative to Paratransit Services to enhance service performance and customer satisfaction.
- 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 Vehicle Transit Training.

Paratransit 3100



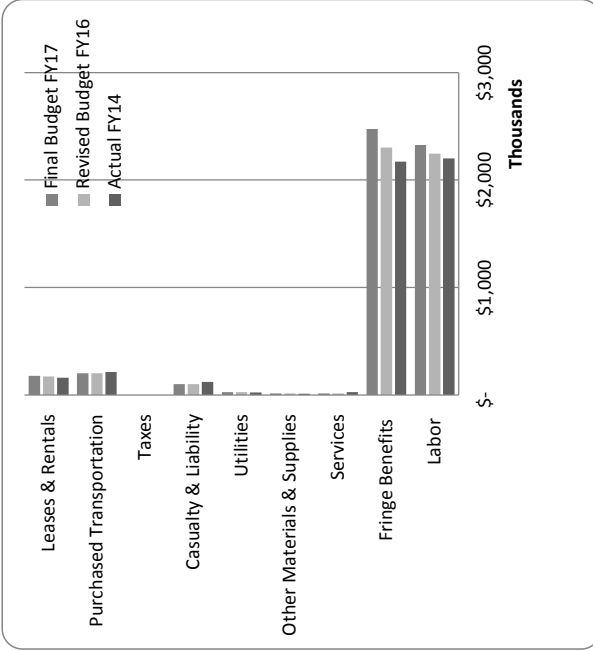
See Budget for details

FY16 & FY17 FINAL OPERATING BUDGET
Authorized and Funded Personnel - Full Time Equivalent (FTE)
Paratransit - 3100

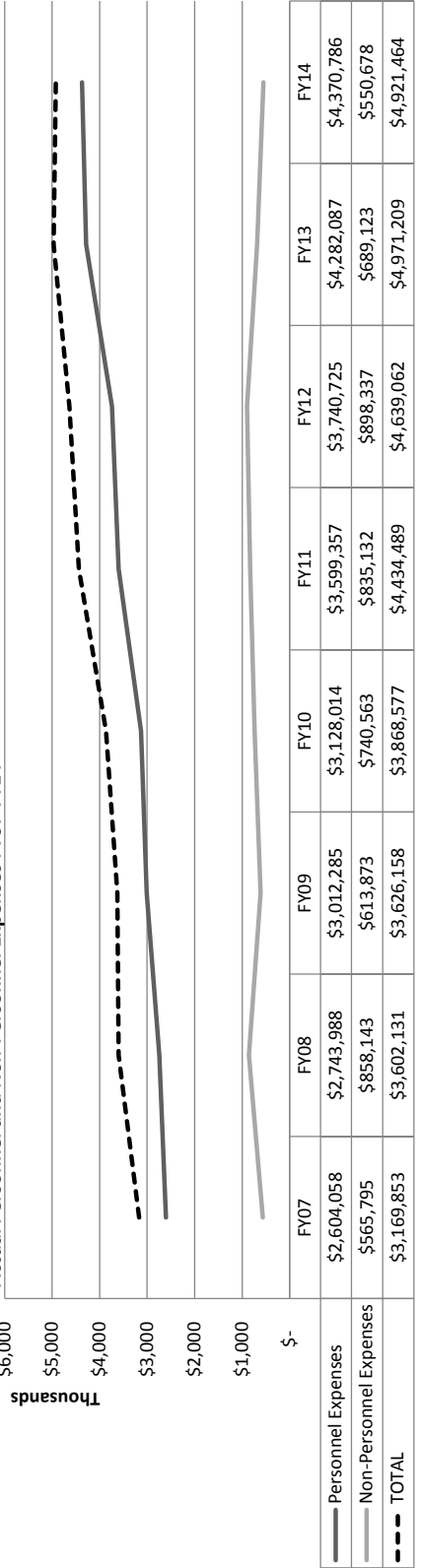
Position Title	Authorized FY 16 June 2014	Funded FY 16 June 2014	Authorized Revised FY 16 June 2015	Funded Revised FY 16 June 2015	Authorized Final FY 17	Funded Final FY 17
Paratransit Superintendent	1.00	1.00	1.00	1.00	1.00	1.00
Assistant Paratransit Superintendent	1.00	1.00	1.00	1.00	1.00	1.00
Accessible Services Coordinator	1.00	1.00	1.00	1.00	1.00	1.00
Paratransit Eligibility Coordinator	1.00	1.00	1.00	1.00	1.00	1.00
Reservation & Scheduling Coord	1.00	0.00	1.00	0.00	1.00	0.00
Safety/Road Response Coord	1.00	0.00	1.00	0.00	1.00	0.00
Dispatcher/Scheduler	3.00	3.00	3.00	3.00	3.00	3.00
Dispatcher	5.00	4.00	5.00	4.00	5.00	4.00
Clerk I-II-III	2.00	2.00	2.00	1.00	2.00	1.00
Van Operator	34.00	34.00	34.00	30.00	34.00	30.00
Reservationist	7.00	5.00	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
Total Full-Time Equivalents (FTEs)	61.00	54.00	61.00	50.00	61.00	50.00

Paratransit 3100

	Actual FY14	Revised Budget FY16	Var %	Final Budget FY17	Var %
Personnel Expenses:					
Labor	\$ 2,200,578	\$ 2,246,461	2.1%	\$ 2,327,095	3.6%
Fringe Benefits	\$ 2,170,208	\$ 2,302,908	6.1%	\$ 2,473,582	7.4%
	\$ 4,370,786	\$ 4,549,369	4.1%	\$ 4,800,677	5.5%
Non-Personnel Expenses:					
Services	\$ 24,279	\$ 12,608	-48.1%	\$ 12,608	0.0%
Other Materials & Supplies	\$ 11,475	\$ 14,180	23.6%	\$ 14,180	0.0%
Utilities	\$ 21,995	\$ 27,000	22.8%	\$ 27,000	0.0%
Casualty & Liability	\$ 120,053	\$ 100,624	-16.2%	\$ 100,624	0.0%
Taxes	\$ -	\$ -	0.0%	\$ -	0.0%
Purchased Transportation	\$ 213,032	\$ 200,000	-6.1%	\$ 200,000	0.0%
Leases & Rentals	\$ 159,844	\$ 171,666	7.4%	\$ 177,694	3.5%
Misc. Expense	\$ -	\$ 10,630	100.0%	\$ 7,625	-28.3%
	\$ 550,678	\$ 536,708	-2.5%	\$ 539,731	0.6%
Total Expenses:	\$ 4,921,464	\$ 5,086,077	3.3%	\$ 5,340,408	5.0%



Actual Personnel and Non-Personnel Expenses FY07-FY14



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY16 & FY17 FINAL OPERATING BUDGET**

Paratransit - 3100

ACCOUNT	ACTUAL FY14	BUDGET FY15	BUDGET FY16 June 2014	REVISED BUDGET June 2015	% CHANGE BUDGET FY16 REVISED BUDG FY16	FINAL BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17
LABOR							
501011 Bus Operator Pay	1,041,826	1,213,445	1,271,918	1,096,922	-13.8%	1,145,181	4.4%
501013 Bus Operator OT	227,807	247,179	259,090	156,250	-39.7%	156,289	0.0%
501021 Other Salaries	809,959	885,780	919,803	913,289	-0.7%	945,625	3.5%
501023 Other OT	120,986	96,019	99,707	80,000	-19.8%	80,000	0.0%
Totals	2,200,578	2,442,421	2,550,517	2,246,461	-11.9%	2,327,095	3.6%
FRINGE BENEFITS							
502011 Medicare/Soc. Sec.	38,441	41,507	43,343	38,632	-10.9%	40,032	3.6%
502021 Retirement	416,315	520,273	576,051	509,885	-11.5%	570,545	11.9%
502031 Medical Ins	887,702	1,058,985	1,143,704	1,067,336	-6.7%	1,154,408	8.2%
502041 Dental Ins	62,240	66,750	68,753	63,204	-8.1%	65,101	3.0%
502045 Vision Ins	16,306	17,608	18,136	16,327	-10.0%	16,327	0.0%
502051 Life Ins/AD&D	5,602	6,652	6,852	6,131	-10.5%	6,315	3.0%
502060 State Disability Ins (SDI)	25,718	29,362	36,484	24,609	-32.5%	26,280	6.8%
502061 Long Term Disability Ins	16,537	17,159	17,882	16,463	-7.9%	17,603	6.9%
502071 State Unemployment Ins (SUI)	14,188	13,887	18,477	11,362	-38.5%	12,054	6.1%
502081 Worker's Comp Ins	275,282	218,037	224,578	121,607	-45.9%	121,607	0.0%
502101 Holiday Pay	54,622	76,780	80,195	73,899	-7.9%	76,868	4.0%
502103 Floating Holiday	7,176	7,981	8,318	8,149	-2.0%	8,492	4.2%
502109 Sick Leave	82,786	119,341	124,658	114,820	-7.9%	119,439	4.0%
502111 Annual Leave	245,188	198,038	206,681	203,626	-1.5%	210,916	3.6%
502121 Other Paid Absence	15,454	17,995	18,796	17,320	-7.9%	18,016	4.0%
502251 Phys. Exams	1,050	3,183	3,183	3,183	0.0%	3,183	0.0%
502253 Driver Lic Renewal	382	1,061	1,061	1,061	0.0%	1,061	0.0%
502999 Other Fringe Benefits	5,219	5,402	5,447	5,293	-2.8%	5,335	0.8%
Totals	2,170,208	2,420,001	2,602,598	2,302,908	-11.5%	2,473,582	7.4%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY16 & FY17 FINAL OPERATING BUDGET**

Paratransit - 3100

ACCOUNT	ACTUAL FY14	BUDGET FY15	BUDGET FY16 June 2014	BUDGET FY16 June 2015	REVISED BUDGET June 2015	% CHANGE		FINAL BUDGET FY17	% CHANGE	
						BUDG FY16 REVISED	BUDG FY16		BUDG FY16 REVISED	BUDG FY17
SERVICES										
503011 Accting/Audit Fees	-	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%
503012 Admin/Bank Fees	-	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%
503031 Prof/Technical Fees	3,474	8,000	8,000	3,474	3,474	-56.6%	0.0%	3,474	0.0%	0.0%
503032 Legislative Services	-	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%
503033 Legal Services	-	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%
503034 Pre-Employment Exams	-	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%
503041 Temp Help	2,847	-	-	-	-	-	0.0%	-	0.0%	0.0%
503161 Custodial Services	9,824	10,500	10,500	1,000	1,000	-90.5%	0.0%	1,000	0.0%	0.0%
503162 Uniforms/Laundry	2,164	1,000	1,000	2,164	2,164	116.4%	0.0%	2,164	0.0%	0.0%
503171 Security Services	-	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%
503221 Classified/Legal Ads	-	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%
503222 Legal Ads	-	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%
503225 Graphic Services	-	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%
503351 Repair - Bldg & Impr	-	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%
503352 Repair - Equipment	3,737	3,000	3,000	3,737	3,737	24.6%	0.0%	3,737	0.0%	0.0%
503353 Repair - Rev Vehicle	2,233	4,000	4,000	2,233	2,233	-44.2%	0.0%	2,233	0.0%	0.0%
503354 Repair - Non Rev Vehicle	-	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%
503363 Haz Mat Disposal	-	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%
Totals	24,279	26,500	26,500	12,608	12,608	-52.4%	0.0%	12,608	0.0%	0.0%
MOBILE MATERIALS & SUPPLIES										
504011 Fuels & Lubricants - Non Rev Veh	-	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%
504012 Fuels & Lubricants - Rev Veh	-	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%
504021 Tires & Tubes	-	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%
504161 Other Mobile Supplies	-	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%
504191 Rev Vehicle Parts	-	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%
Totals	-	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY16 & FY17 FINAL OPERATING BUDGET**

Paratransit - 3100

ACCOUNT	ACTUAL FY14	BUDGET FY15	BUDGET FY16 June 2014	BUDGET FY16 June 2015	REVISED BUDGET	% CHANGE BUDGET FY16 REVISED BUDG FY16	FINAL BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17
OTHER MATERIALS & SUPPLIES								
504205 Freight Out	-	-	-	-	-	0.0%	-	0.0%
504211 Postage & Mailing	147	2,800	2,800	3,500	3,500	25.0%	3,500	0.0%
504214 Promotional Items	32	200	200	200	200	0.0%	200	0.0%
504215 Printing	3,221	4,300	4,300	3,221	3,221	-25.1%	3,221	0.0%
504217 Photo Supp/Process	1,219	2,000	2,000	1,219	1,219	-39.1%	1,219	0.0%
504311 Office Supplies	6,318	9,500	9,500	5,500	5,500	-42.1%	5,500	0.0%
504315 Safety Supplies	118	1,000	1,000	120	120	-88.0%	120	0.0%
504317 Cleaning Supplies	420	1,200	1,200	420	420	-65.0%	420	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	11,475	21,000	21,000	14,180	14,180	-32.5%	14,180	0.0%
UTILITIES								
505011 Gas & Electric	10,411	14,420	14,853	11,000	11,000	-25.9%	11,000	0.0%
505021 Water & Garbage	5,188	6,386	6,578	5,200	5,200	-20.9%	5,200	0.0%
505031 Telecommunications	6,396	17,000	17,000	10,800	10,800	-36.5%	10,800	0.0%
Totals	21,995	37,806	38,430	27,000	27,000	-29.7%	27,000	0.0%
CASUALTY & LIABILITY								
506011 Insurance - Property	167	167	172	167	167	-2.9%	167	0.0%
506015 Insurance - PL/PD	119,886	123,909	127,626	100,457	100,457	-21.3%	100,457	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	120,053	124,076	127,798	100,624	100,624	-21.3%	100,624	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY16 & FY17 FINAL OPERATING BUDGET**

Paratransit - 3100

ACCOUNT	ACTUAL FY14	BUDGET FY15	BUDGET FY16 June 2014	BUDGET FY16 June 2015	REVISED BUDGET June 2015	% CHANGE BUDGET FY16 REVISED BUDG FY16	FINAL BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17
TAXES								
507051 Fuel Tax	-	-	-	-	-	0.0%	-	0.0%
507201 Licenses & Permits	-	500	500	-	-	-100.0%	-	0.0%
507999 Other Taxes	-	-	-	-	-	0.0%	-	0.0%
Totals	-	500	500	-	-	-100.0%	-	0.0%
PURCHASED TRANS.								
503406 Contract/Paratransit	213,032	250,000	250,000	200,000	200,000	-20.0%	200,000	0.0%
Totals	213,032	250,000	250,000	200,000	200,000	-20.0%	200,000	0.0%
MISC EXPENSE								
509011 Dues/Subscriptions	-	-	-	-	-	0.0%	-	0.0%
509081 Advertising - District Promo	-	-	-	-	-	0.0%	-	0.0%
509101 Employee Incentive Program	-	-	-	-	-	0.0%	-	0.0%
509121 Employee Training	-	-	-	3,750	3,750	100.0%	2,700	-28.0%
509122 BOD Travel	-	-	-	-	-	0.0%	-	0.0%
509123 Travel	-	-	-	6,880	6,880	100.0%	4,925	-28.4%
509125 Local Meeting Expense	-	-	-	-	-	0.0%	-	0.0%
509127 Board Director Fees	-	-	-	-	-	0.0%	-	0.0%
509150 Contributions	-	-	-	-	-	0.0%	-	0.0%
509198 Cash Over/Short	-	-	-	-	-	0.0%	-	0.0%
Totals	-	-	-	10,630	10,630	100.0%	7,625	-28.3%
LEASES & RENTALS								
512011 Facility Lease	155,800	162,740	167,622	167,622	167,622	0.0%	173,650	3.6%
512061 Equipment Rental	4,044	5,200	5,200	4,044	4,044	-22.2%	4,044	0.0%
Totals	159,844	167,940	172,822	171,666	171,666	-0.7%	177,694	3.5%
PERSONNEL TOTAL								
	4,370,786	4,862,422	5,153,115	4,549,369	4,549,369	-11.7%	4,800,677	5.5%
NON-PERSONNEL TOTAL								
	550,678	627,822	637,051	536,708	536,708	-15.8%	539,731	0.6%
DEPARTMENT TOTALS								
	4,921,464	5,490,244	5,790,165	5,086,077	5,086,077	-12.2%	5,340,408	5.0%

Paratransit - 3100

OPERATIONS DEPARTMENT OBJECTIVES

3200

MAJOR FUNCTIONS OF THE DEPARTMENT

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

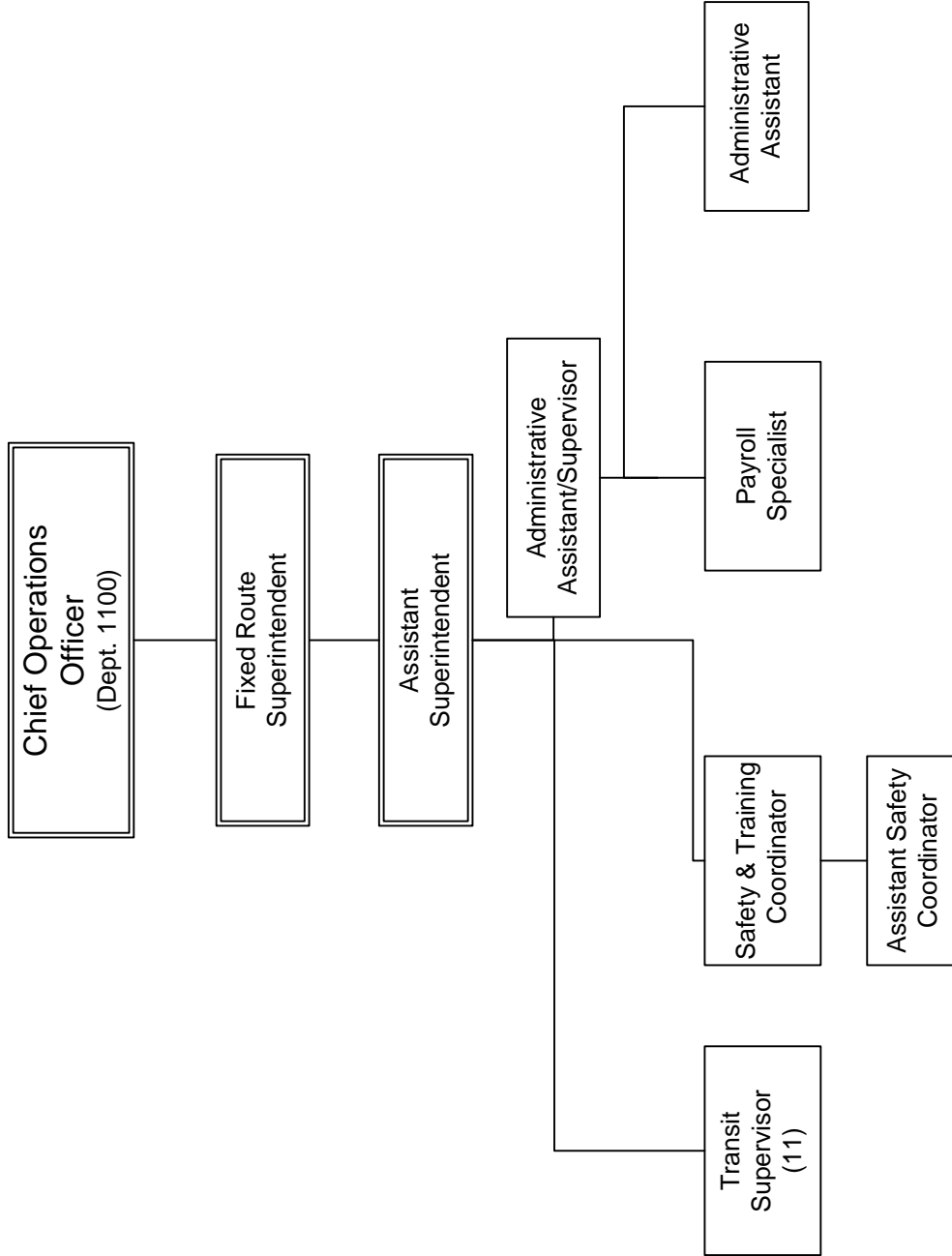
DEPARTMENT OBJECTIVES FOR FY16 & FY17

- Successfully transition Operations from the Dubois Facility to the newly built Judy K. Souza building
- Complete installation of Land Mobile Radio system and transition from analog to digital capacity.
- Implement expanded review of Operator performance monitoring to ensure quality service is being provided to the community in compliance with SSPP
- Implement processes necessary to achieve stakeholder input, and complete revision of the Operator Handbooks for Fixed-Route personnel.
- Complete staffing appointments for critical positions such Supervision, Assistant Superintendent and Assistant Safety and Training Coordinator.
- 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.
- Development and certification of supervisory staff to respond to emergency situations through training and certification in Standard Emergency Management System (SEMS), National Incident Management System (NIMS) and Incident Command System (ICS) training.
- Cross train Fixed Route Operators on ParaCruz vehicles to provide additional certified Operators in case of emergency deployment.
- Continue outreach in providing local police, fire and emergency medical response agencies with CNG equipment and building information 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 Santa Cruz METRO Supervisory staff in exercises with those agencies responding to an emergency. Provide contact information that will assist in improving service deployment during an emergency.

Operations Department (con't)

- Review and upgrade various job descriptions to reflect changes in responsibilities and duties consistent with current agency needs.
- Improve Operator recognition for commendable performance
- Increase training in various skill sets for Office Administrative staff and implement cross training of various critical function areas.

Operations 3200



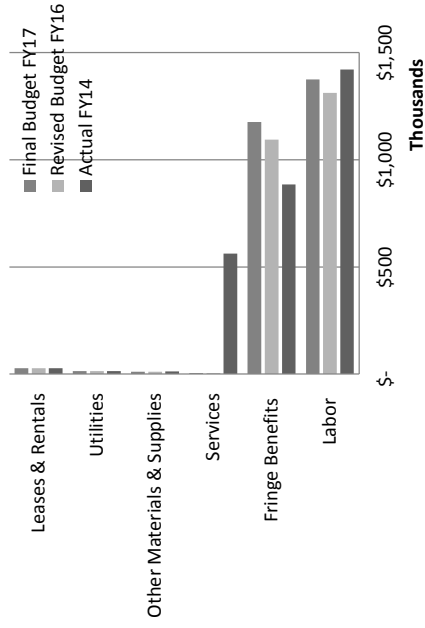
FY16 & FY17 FINAL OPERATING BUDGET
Authorized and Funded Personnel - Full Time Equivalent (FTE)
Operations - 3200

Position Title	Authorized FY 16 June 2014	Funded FY 16 June 2014	Authorized Revised FY 16 June 2015	Funded Revised FY 16 June 2015	Authorized Final FY 17	Funded Final FY 17
Operations Manager	1.00	1.00	0.00	0.00	0.00	0.00
Assistant Superintendent	0.00	0.00	1.00	1.00	1.00	1.00
Fixed Route Superintendent	1.00	1.00	1.00	1.00	1.00	1.00
Transit Supervisor	14.00	11.00	14.00	11.00	14.00	11.00
Assistant Safety Coordinator	0.00	0.00	1.00	1.00	1.00	1.00
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
Administrative Clerk I	0.00	0.00	0.00	0.00	0.00	0.00
Payroll Specialist	1.00	1.00	1.00	1.00	1.00	1.00
Total Full-Time Equivalents (FTEs)	20.00	17.00	21.00	18.00	21.00	18.00

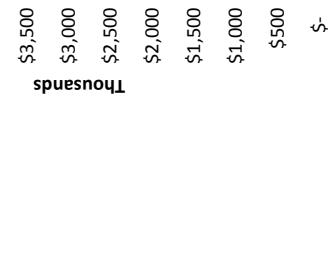
* Two Schedule Analyst positions are transferred from Operations to Administration in FY15 and FY16.

Operations 3200

	Actual FY14	Revised Budget FY16	Final Budget FY17	Var %	Var %
Personnel Expenses:					
Labor	\$ 1,421,739	\$ 1,311,752	\$ 1,374,724	-7.7%	4.8%
Fringe Benefits	\$ 884,272	\$ 1,093,893	\$ 1,176,871	23.7%	7.6%
	\$ 2,306,010	\$ 2,405,645	\$ 2,551,594	4.3%	6.1%
Non-Personnel Expenses:					
Services	\$ 562,906	\$ 5,591	\$ 5,591	-99.0%	0.0%
Other Materials & Supplies	\$ 11,859	\$ 11,427	\$ 11,427	-3.6%	0.0%
Utilities	\$ 13,189	\$ 13,189	\$ 13,189	0.0%	0.0%
Misc. Expense	\$ 120	\$ 7,000	\$ 7,000	5735.8%	0.0%
Leases & Rentals	\$ 27,222	\$ 28,070	\$ 28,070	3.1%	0.0%
	\$ 615,297	\$ 65,277	\$ 65,277	-89.4%	0.0%
Total Expenses:	\$ 2,921,307	\$ 2,470,922	\$ 2,616,871	-15.4%	5.9%



Actual Personnel and Non-Personnel Expenses FY07-FY14



	FY07	FY08	FY09	FY10	FY11	FY12	FY13	FY14
Personnel Expenses	\$1,977,337	\$1,969,697	\$1,964,018	\$2,098,572	\$1,956,854	\$2,078,149	\$2,182,249	\$2,306,010
Non-Personnel Expenses	561,559	573,010	542,219	493,520	460,593	433,849	\$541,275	\$615,177
TOTAL	2,538,896	2,542,706.98	2,506,237	2,592,092	2,417,447	2,511,998	\$2,723,523	\$2,921,187

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY16 & FY17 FINAL OPERATING BUDGET**

Operations - 3200

ACCOUNT	ACTUAL FY14	BUDGET FY15	BUDGET FY16 June 2014	REVISED BUDGET June 2015	% CHANGE BUDGET FY16 REVISED BUDG FY16	FINAL BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17
LABOR							
501011 Bus Operator Pay	-	-	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	-	-	0.0%	-	0.0%
501021 Other Salaries	1,066,757	1,086,187	1,119,543	1,091,752	-2.5%	1,148,123	5.2%
501023 Other OT	354,982	193,884	199,838	220,000	10.1%	226,600	3.0%
Totals	1,421,739	1,280,072	1,319,381	1,311,752	-0.6%	1,374,724	4.8%
FRINGE BENEFITS							
502011 Medicare/Soc. Sec.	18,460	22,528	23,323	23,088	-1.0%	24,159	4.6%
502021 Retirement	245,243	280,808	308,492	288,183	-6.6%	325,328	12.9%
502031 Medical Ins	270,368	359,644	388,416	391,045	0.7%	420,297	7.5%
502041 Dental Ins	21,270	25,526	26,291	27,386	4.2%	28,207	3.0%
502045 Vision Ins	4,678	5,442	5,606	5,763	2.8%	5,763	0.0%
502051 Life Ins/AD&D	1,779	2,199	2,265	2,316	2.3%	2,385	3.0%
502060 State Disability Ins (SDI)	14,128	15,468	18,994	14,640	-22.9%	15,736	7.5%
502061 Long Term Disability Ins	6,922	8,654	8,731	6,858	-21.4%	9,289	35.4%
502071 State Unemployment Ins (SUI)	3,551	4,292	5,711	4,010	-29.8%	4,254	6.1%
502081 Worker's Comp Ins	15,547	68,641	70,701	45,133	-36.2%	45,133	0.0%
502101 Holiday Pay	40,581	41,635	43,138	41,972	-2.7%	44,040	4.9%
502103 Floating Holiday	11,217	9,677	10,072	7,750	-23.1%	8,303	7.1%
502109 Sick Leave	35,579	62,452	64,707	62,958	-2.7%	66,060	4.9%
502111 Annual Leave	183,182	150,070	161,068	158,032	-1.9%	162,659	2.9%
502121 Other Paid Absence	7,901	9,758	10,110	9,837	-2.7%	10,322	4.9%
502251 Phys. Exams	825	530	530	530	0.0%	530	0.0%
502253 Driver Lic Renewal	30	-	-	-	0.0%	-	0.0%
502999 Other Fringe Benefits	3,010	4,377	4,391	4,392	0.0%	4,406	0.3%
Totals	884,272	1,071,702	1,152,547	1,093,893	-5.1%	1,176,871	7.6%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY16 & FY17 FINAL OPERATING BUDGET**

Operations - 3200

ACCOUNT	ACTUAL FY14	BUDGET FY15	BUDGET FY16 June 2014	BUDGET FY16 June 2015	REVISED BUDGET June 2015	% CHANGE BUDGET FY16 REVISED BUDG FY16	FINAL BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17
SERVICES								
503011 Accting/Audit Fees	-	-	-	-	-	0.0%	-	0.0%
503012 Admin/Bank Fees	-	-	-	-	-	0.0%	-	0.0%
503031 Prof/Technical Fees	11,960	3,000	3,000	4,000	4,000	33.3%	4,000	0.0%
503032 Legislative Services	-	-	-	-	-	0.0%	-	0.0%
503033 Legal Services	-	-	-	-	-	0.0%	-	0.0%
503034 Pre-Employment Exams	-	-	-	-	-	0.0%	-	0.0%
503041 Temp Help	32,274	-	-	-	-	0.0%	-	0.0%
503161 Custodial Services	-	-	-	-	-	0.0%	-	0.0%
503162 Uniforms/Laundry	654	500	500	654	654	30.8%	654	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	3,000	3,000	937	937	-68.8%	937	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	562,906	6,500	6,500	5,591	5,591	-14.0%	5,591	0.0%
MOBILE MATERIALS & SUPPLIES								
504011 Fuels & Lubricants - Non Rev Veh	-	-	-	-	-	0.0%	-	0.0%
504012 Fuels & Lubricants - Rev Veh	-	-	-	-	-	0.0%	-	0.0%
504021 Tires & Tubes	-	-	-	-	-	0.0%	-	0.0%
504161 Other Mobile Supplies	-	-	-	-	-	0.0%	-	0.0%
504191 Rev Vehicle Parts	-	-	-	-	-	0.0%	-	0.0%
Totals	-	-	-	-	-	0.0%	-	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY16 & FY17 FINAL OPERATING BUDGET**

Operations - 3200

ACCOUNT	ACTUAL FY14	BUDGET FY15	BUDGET FY16 June 2014	BUDGET FY16 June 2015	REVISED BUDGET June 2015	% CHANGE BUDGET FY16 REVISED BUDG FY16	FINAL BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17
OTHER MATERIALS & SUPPLIES								
504205 Freight Out	-	-	-	-	-	0.0%	-	0.0%
504211 Postage & Mailing	210	200	200	210	210	5.0%	210	0.0%
504214 Promotional Items	-	-	-	-	-	0.0%	-	0.0%
504215 Printing	365	4,500	4,500	365	365	-91.9%	365	0.0%
504217 Photo Supp/Process	1,032	600	600	600	600	0.0%	600	0.0%
504311 Office Supplies	10,252	12,000	12,000	10,252	10,252	-14.6%	10,252	0.0%
504315 Safety Supplies	-	-	-	-	-	0.0%	-	0.0%
504317 Cleaning Supplies	-	-	-	-	-	0.0%	-	0.0%
504409 Repair/Maint Supplies	-	-	-	-	-	0.0%	-	0.0%
504417 Tenant Repairs	-	-	-	-	-	0.0%	-	0.0%
504421 Non-Inventory Parts	-	-	-	-	-	0.0%	-	0.0%
504511 Small Tools	-	-	-	-	-	0.0%	-	0.0%
504515 Employee Tool Replacement	-	-	-	-	-	0.0%	-	0.0%
Totals	11,859	17,300	17,300	11,427	11,427	-33.9%	11,427	0.0%
UTILITIES								
505011 Gas & Electric	-	-	-	-	-	0.0%	-	0.0%
505021 Water & Garbage	-	-	-	-	-	0.0%	-	0.0%
505031 Telecommunications	13,189	56,900	56,900	13,189	13,189	-76.8%	13,189	0.0%
Totals	13,189	56,900	56,900	13,189	13,189	-76.8%	13,189	0.0%
CASUALTY & LIABILITY								
506011 Insurance - Property	-	-	-	-	-	0.0%	-	0.0%
506015 Insurance - PL/PD	-	-	-	-	-	0.0%	-	0.0%
506021 Insurance - Other	-	-	-	-	-	0.0%	-	0.0%
506123 Settlement Costs	-	-	-	-	-	0.0%	-	0.0%
506127 Repairs - District Prop	-	-	-	-	-	0.0%	-	0.0%
Totals	-	-	-	-	-	0.0%	-	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY16 & FY17 FINAL OPERATING BUDGET**

Operations - 3200

ACCOUNT	ACTUAL FY14	BUDGET FY15	BUDGET FY16 June 2014	REVISED BUDGET June 2015	BUDGET FY16 REVISED BUDG	% CHANGE BUDG FY16	FINAL BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17
TAXES								
507051 Fuel Tax	-	-	-	-	-	0.0%	-	0.0%
507201 Licenses & Permits	-	-	-	-	-	0.0%	-	0.0%
507999 Other Taxes	-	-	-	-	-	0.0%	-	0.0%
Totals	-	-	-	-	-	0.0%	-	0.0%
PURCHASED TRANS.								
503406 Contract/Paratransit	-	-	-	-	-	0.0%	-	0.0%
Totals	-	-	-	-	-	0.0%	-	0.0%
MISC EXPENSE								
509011 Dues/Subscriptions	-	-	-	-	-	0.0%	-	0.0%
509081 Advertising - District Promo	-	-	-	-	-	0.0%	-	0.0%
509101 Employee Incentive Program	120	-	-	-	-	0.0%	-	0.0%
509121 Employee Training	-	-	-	2,000	2,000	100.0%	2,000	0.0%
509122 BOD Travel	-	-	-	-	-	0.0%	-	0.0%
509123 Travel	-	-	-	5,000	5,000	100.0%	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%
Totals	120	-	-	7,000	7,000	100.0%	7,000	0.0%
LEASES & RENTALS								
512011 Facility Lease	21,852	22,000	22,000	22,700	22,700	3.2%	22,700	0.0%
512061 Equipment Rental	5,370	5,800	5,800	5,370	5,370	-7.4%	5,370	0.0%
Totals	27,222	27,800	27,800	28,070	28,070	1.0%	28,070	0.0%
PERSONNEL TOTAL	2,306,010	2,351,774	2,471,928	2,405,645	2,405,645	-2.7%	2,551,594	6.1%
NON-PERSONNEL TOTAL	615,297	108,500	108,500	65,277	65,277	-39.8%	65,277	0.0%
DEPARTMENT TOTALS	2,921,307	2,460,274	2,580,428	2,470,922	2,470,922	-4.2%	2,616,871	5.9%

Operations - 3200

- THIS PAGE INTENTIONALLY LEFT BLANK -

BUS OPERATORS DEPARTMENT OBJECTIVES

3300

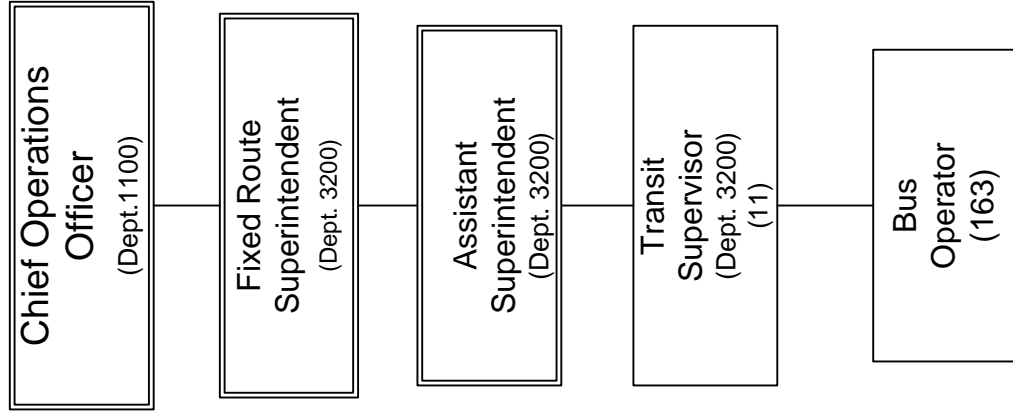
MAJOR FUNCTIONS OF THE DEPARTMENT

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

DEPARTMENT OBJECTIVES FOR FY16 & FY17

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

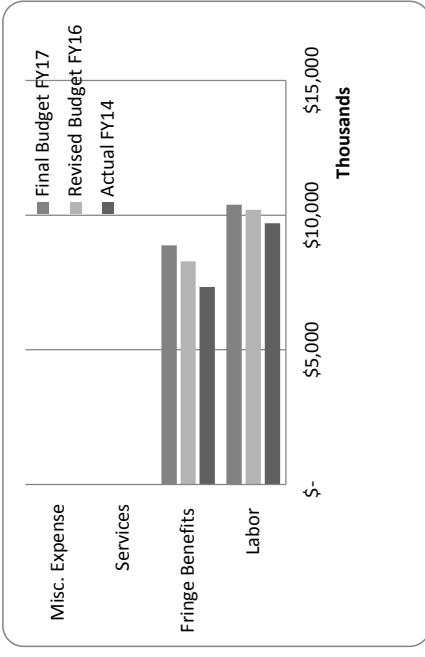
Bus Operators 3300



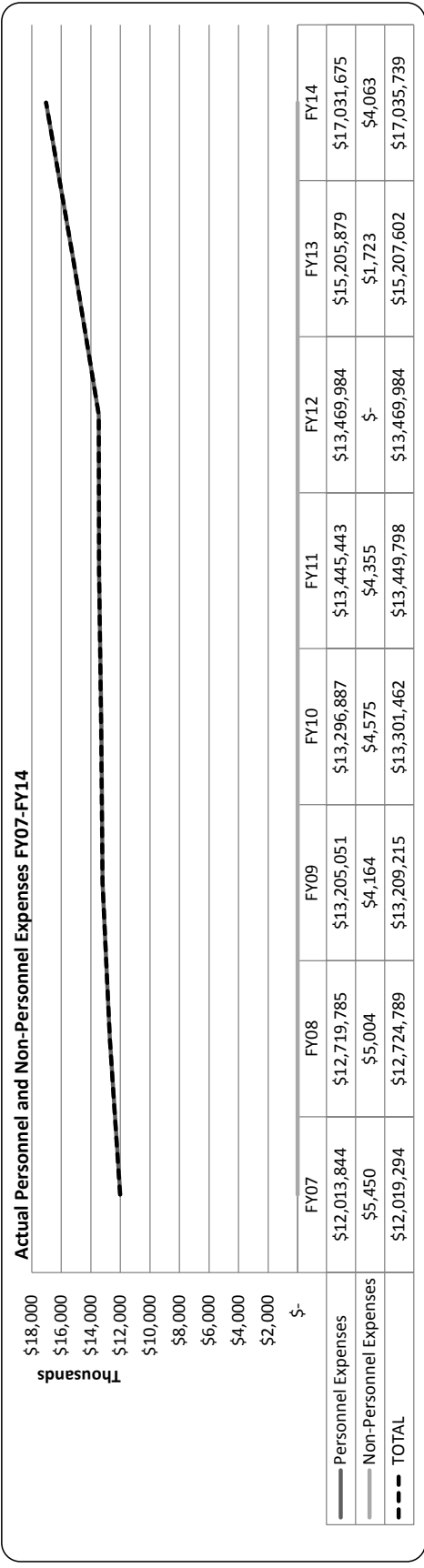
FY16 & FY17 FINAL OPERATING BUDGET
Authorized and Funded Personnel - Full Time Equivalent (FTE)
Bus Operators - 3300

Position Title	Authorized	Funded	Authorized	Funded	Authorized	Funded
	FY 16 June 2014	FY 16 June 2014	Revised FY 16 June 2015	Revised FY 16 June 2015	Final FY 17	Final FY 17
Bus Operators	182.00	164.00	171.00	163.00	171.00	163.00
Total Full-Time Equivalents (FTEs)	182.00	164.00	171.00	163.00	171.00	163.00

Bus Operators 3300



	Actual FY14	Revised Budget FY16	Var %	Final Budget FY17	Var %
Personnel Expenses:					
Labor	\$ 9,697,556	\$ 10,201,967	5.2%	\$ 10,385,434	1.8%
Fringe Benefits	\$ 7,334,119	\$ 8,283,411	12.9%	\$ 8,882,089	7.2%
	\$ 17,031,675	\$ 18,485,378	8.5%	\$ 19,267,522	4.2%
Non-Personnel Expenses:					
Services	\$ 4,037	\$ 2,500	-38.1%	\$ 2,700	8.0%
Misc. Expense	\$ 27	\$ 200	646.8%	\$ 200	0.0%
	\$ 4,063	\$ 2,700	-33.6%	\$ 2,900	7.4%
Total Expenses:	\$ 17,035,739	\$ 18,488,078	8.5%	\$ 19,270,422	4.2%



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY16 & FY17 FINAL OPERATING BUDGET**

Bus Operators - 3300

ACCOUNT	ACTUAL FY14	BUDGET FY15	BUDGET FY16 June 2014	REVISED BUDGET June 2015	% CHANGE BUDGET FY16 REVISED BUDG FY16	FINAL BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17
LABOR							
501011 Bus Operator Pay	7,873,516	8,164,984	8,490,019	8,453,443	-0.4%	8,815,149	4.3%
501013 Bus Operator OT	1,824,040	1,858,350	1,932,328	1,748,524	-9.5%	1,570,285	-10.2%
501021 Other Salaries	-	-	-	-	0.0%	-	0.0%
501023 Other OT	-	-	-	-	0.0%	-	0.0%
Totals	9,697,556	10,023,334	10,422,347	10,201,967	-2.1%	10,385,434	1.8%
FRINGE BENEFITS							
502011 Medicare/Soc. Sec.	142,587	170,777	177,550	173,831	-2.1%	177,642	2.2%
502021 Retirement	1,736,358	2,048,446	2,258,441	2,150,366	-4.8%	2,413,880	12.3%
502031 Medical Ins	2,794,108	2,823,150	3,063,059	3,234,315	5.6%	3,466,981	7.2%
502041 Dental Ins	216,950	220,696	227,316	219,467	-3.5%	226,051	3.0%
502045 Vision Ins	53,407	52,183	53,748	52,183	-2.9%	52,183	0.0%
502051 Life Ins/AD&D	19,706	19,101	19,674	19,047	-3.2%	19,619	3.0%
502060 State Disability Ins (SDI)	109,085	121,310	150,085	111,132	-26.0%	116,975	5.3%
502061 Long Term Disability Ins	73,711	71,935	73,263	73,134	-0.2%	77,140	5.5%
502071 State Unemployment Ins (SUI)	42,355	41,157	54,760	36,315	-33.7%	38,526	6.1%
502081 Worker's Comp Ins	462,149	658,149	677,893	408,702	-39.7%	408,702	0.0%
502101 Holiday Pay	210,731	303,451	315,548	312,573	-0.9%	326,143	4.3%
502103 Floating Holiday	682	-	-	-	0.0%	-	0.0%
502109 Sick Leave	359,120	474,142	493,044	488,395	-0.9%	509,599	4.3%
502111 Annual Leave	1,007,735	905,656	939,947	871,389	-7.3%	911,052	4.6%
502121 Other Paid Absence	89,171	71,121	73,957	114,040	54.2%	118,940	4.3%
502251 Phys. Exams	5,925	8,487	8,487	8,487	0.0%	8,487	0.0%
502253 Driver Lic Renewal	2,676	3,183	3,183	3,183	0.0%	3,183	0.0%
502999 Other Fringe Benefits	7,663	10,452	10,586	6,852	-35.3%	6,986	1.9%
Totals	7,334,119	8,003,394	8,600,542	8,283,411	-3.7%	8,882,089	7.2%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY16 & FY17 FINAL OPERATING BUDGET**

Bus Operators - 3300

ACCOUNT	ACTUAL FY14	BUDGET FY15	BUDGET FY16 June 2014	BUDGET FY16 June 2015	REVISED BUDGET June 2015	% CHANGE		FINAL BUDGET FY17	% CHANGE		
						BUDG FY16 REVISED	BUDG FY16 BUDG		BUDG FY16 REVISED	BUDG FY16 BUDG	
SERVICES											
503011 Acctg/Audit Fees	-	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%	
503012 Admin/Bank Fees	-	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%	
503031 Prof/Technical Fees	-	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%	
503032 Legislative Services	-	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%	
503033 Legal Services	-	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%	
503034 Pre-Employment Exams	-	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%	
503041 Temp Help	-	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%	
503161 Custodial Services	-	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%	
503162 Uniforms/Laundry	4,037	2,500	2,500	2,500	2,500	0.0%	0.0%	2,700	8.0%	0.0%	
503171 Security Services	-	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%	
503221 Classified/Legal Ads	-	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%	
503222 Legal Ads	-	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%	
503225 Graphic Services	-	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%	
503351 Repair - Bldg & Impr	-	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%	
503352 Repair - Equipment	-	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%	
503353 Repair - Rev Vehicle	-	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%	
503354 Repair - Non Rev Vehicle	-	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%	
503363 Haz Mat Disposal	-	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%	
Totals	4,037	2,500	2,500	2,500	2,500	0.0%	0.0%	2,700	8.0%	0.0%	
MOBILE MATERIALS & SUPPLIES											
504011 Fuels & Lubricants - Non Rev Veh	-	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%	
504012 Fuels & Lubricants - Rev Veh	-	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%	
504021 Tires & Tubes	-	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%	
504161 Other Mobile Supplies	-	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%	
504191 Rev Vehicle Parts	-	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%	
Totals	-	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%	

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY16 & FY17 FINAL OPERATING BUDGET**

Bus Operators - 3300

ACCOUNT	ACTUAL FY14	BUDGET FY15	BUDGET FY16 June 2014	REVISED BUDGET June 2015	BUDGET FY16 REVISED BUDG	% CHANGE BUDG FY16	FINAL BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17
OTHER MATERIALS & SUPPLIES								
504205 Freight Out	-	-	-	-	-	0.0%	-	0.0%
504211 Postage & Mailing	-	-	-	-	-	0.0%	-	0.0%
504214 Promotional Items	-	-	-	-	-	0.0%	-	0.0%
504215 Printing	-	-	-	-	-	0.0%	-	0.0%
504217 Photo Supp/Process	-	-	-	-	-	0.0%	-	0.0%
504311 Office Supplies	-	-	-	-	-	0.0%	-	0.0%
504315 Safety Supplies	-	-	-	-	-	0.0%	-	0.0%
504317 Cleaning Supplies	-	-	-	-	-	0.0%	-	0.0%
504409 Repair/Maint Supplies	-	-	-	-	-	0.0%	-	0.0%
504417 Tenant Repairs	-	-	-	-	-	0.0%	-	0.0%
504421 Non-Inventory Parts	-	-	-	-	-	0.0%	-	0.0%
504511 Small Tools	-	-	-	-	-	0.0%	-	0.0%
504515 Employee Tool Replacement	-	-	-	-	-	0.0%	-	0.0%
Totals	-	-	-	-	-	0.0%	-	0.0%
UTILITIES								
505011 Gas & Electric	-	-	-	-	-	0.0%	-	0.0%
505021 Water & Garbage	-	-	-	-	-	0.0%	-	0.0%
505031 Telecommunications	-	-	-	-	-	0.0%	-	0.0%
Totals	-	-	-	-	-	0.0%	-	0.0%
CASUALTY & LIABILITY								
506011 Insurance - Property	-	-	-	-	-	0.0%	-	0.0%
506015 Insurance - PL/PD	-	-	-	-	-	0.0%	-	0.0%
506021 Insurance - Other	-	-	-	-	-	0.0%	-	0.0%
506123 Settlement Costs	-	-	-	-	-	0.0%	-	0.0%
506127 Repairs - District Prop	-	-	-	-	-	0.0%	-	0.0%
Totals	-	-	-	-	-	0.0%	-	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY16 & FY17 FINAL OPERATING BUDGET**

Bus Operators - 3300

ACCOUNT	ACTUAL FY14	BUDGET FY15	BUDGET FY16 June 2014	BUDGET FY16 June 2015	REVISED BUDGET June 2015	% CHANGE BUDGET FY16 REVISED BUDG FY16	FINAL BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17
TAXES								
507051 Fuel Tax	-	-	-	-	-	0.0%	-	0.0%
507201 Licenses & Permits	-	-	-	-	-	0.0%	-	0.0%
507999 Other Taxes	-	-	-	-	-	0.0%	-	0.0%
Totals	-	-	-	-	-	0.0%	-	0.0%
PURCHASED TRANS.								
503406 Contract/Paratransit	-	-	-	-	-	0.0%	-	0.0%
Totals	-	-	-	-	-	0.0%	-	0.0%
MISC EXPENSE								
509011 Dues/Subscriptions	-	-	-	-	-	0.0%	-	0.0%
509081 Advertising - District Promo	-	-	-	-	-	0.0%	-	0.0%
509101 Employee Incentive Program	27	3,500	3,500	200	200	-94.3%	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%
Totals	27	3,500	3,500	200	200	-94.3%	200	0.0%
LEASES & RENTALS								
512011 Facility Lease	-	-	-	-	-	0.0%	-	0.0%
512061 Equipment Rental	-	-	-	-	-	0.0%	-	0.0%
Totals	-	-	-	-	-	0.0%	-	0.0%
PERSONNEL TOTAL	17,031,675	18,026,729	19,022,889	18,485,378	18,485,378	-2.8%	19,267,522	4.2%
NON-PERSONNEL TOTAL	4,063	6,000	6,000	2,700	2,700	-55.0%	2,900	7.4%
DEPARTMENT TOTALS	17,035,739	18,032,729	19,028,889	18,488,078	18,488,078	-2.8%	19,270,422	4.2%

Bus Operators - 3300

FLEET MAINTENANCE DEPARTMENT OBJECTIVES 4100

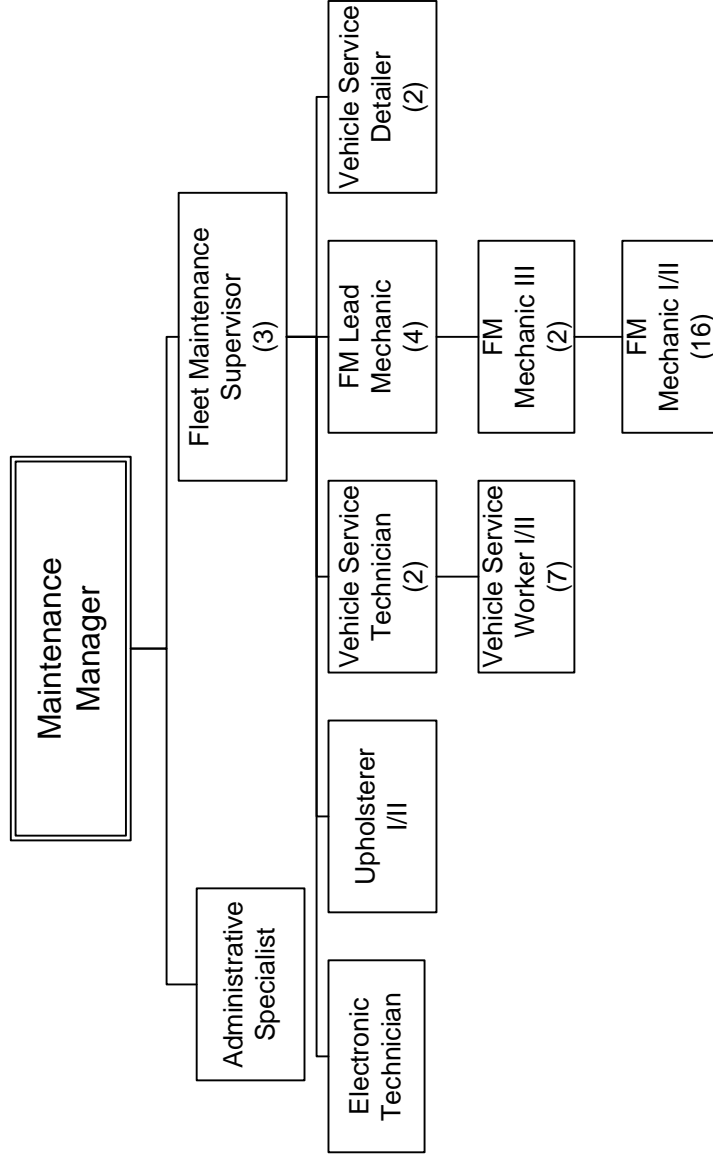
MAJOR FUNCTIONS OF THE DEPARTMENT

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.

DEPARTMENT OBJECTIVES FOR FY16 & FY17

- In the next fiscal year, the Fleet Maintenance Department will continue to put safety first. Safety program enhancements and practices already in place will be monitored and continued improvements implemented as necessary. These safety practices will include items such as “Lock Out/Tag Out”, Personal Protective Equipment (PPE) policy, Work Zones where PPE is to be worn and continued training in safe work practices. Refresher safety programs will be developed with the input of all Fleet Maintenance personnel including mechanics, lead mechanics, and supervisors.
- The Fleet Maintenance Department is instituting an enhanced 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 quality.
- The Fleet Maintenance Department will rearrange its staffing schedule to enable more repairs to be completed during the times when bus service is reduced or not scheduled, increasing the number of buses available for service.
- The Fleet Maintenance Department will continue its training program for all employees of the department. This training will be both technical and administrative. The technical training will enhance staff’s ability to repair Santa Cruz METRO equipment with 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.
- Other priorities are: reducing the Bus Spare Ratio to 20 percent, implementation of a Mid-Life Bus Overhaul Program and completing major engine repairs in-house.

Fleet Maintenance 4100



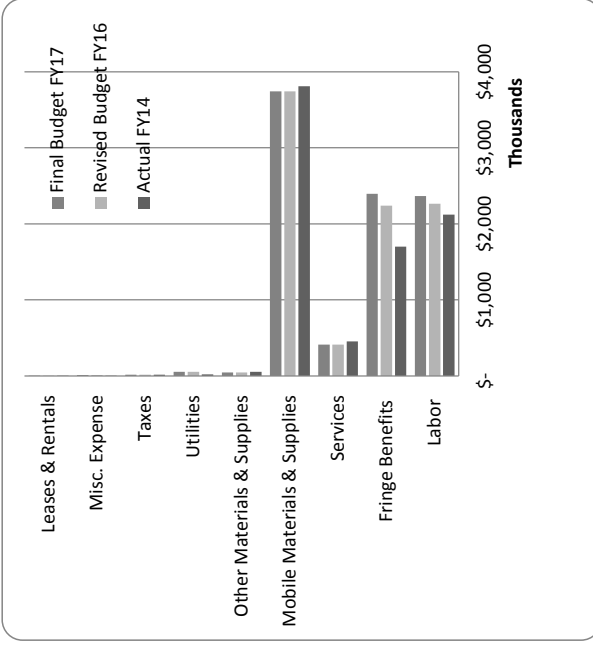
FY16 & FY17 FINAL OPERATING BUDGET
Authorized and Funded Personnel - Full Time Equivalent (FTE)
Fleet Maintenance - 4100

Position Title	Authorized		Funded		Authorized Revised		Funded Revised		Authorized		Funded	
	FY 16 June 2014	FY 16 June 2014	FY 16 June 2014	FY 16 June 2014	FY 16 June 2015	FY 16 June 2015	FY 16 June 2015	FY 16 June 2015	Final FY 17	Final FY 17	Final FY 17	Final FY 17
Maintenance Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Fleet Maint Supervisor	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
FM Lead Mechanic	6.00	4.00	4.00	4.00	6.00	4.00	4.00	4.00	6.00	4.00	4.00	4.00
FM Mechanic III	4.00	1.00	1.00	1.00	4.00	2.00	2.00	2.00	4.00	2.00	2.00	2.00
FM Mechanic I - II	18.00	18.00	18.00	18.00	18.00	16.00	16.00	16.00	18.00	16.00	16.00	16.00
Body Repair Mechanic	1.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00
Upholsterer I - II	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Admin Assistant/Supervisor	1.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00
Admin Specialist	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Accounting Tech/Sr Acctng Tech	2.00	0.00	0.00	0.00	2.00	0.00	0.00	0.00	2.00	0.00	0.00	0.00
Administrative Clerk I	1.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00
Vehicle Service Technician	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Vehicle Service Detailer	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Vehicle Service Worker I - II *	16.00	11.00	11.00	11.00	12.00	7.00	7.00	7.00	12.00	7.00	7.00	7.00
Electronic Technician	0.00	0.00	0.00	0.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Total Full-Time Equivalents (FTEs)	59.00	44.00	44.00	44.00	56.00	40.00	40.00	40.00	56.00	40.00	40.00	40.00

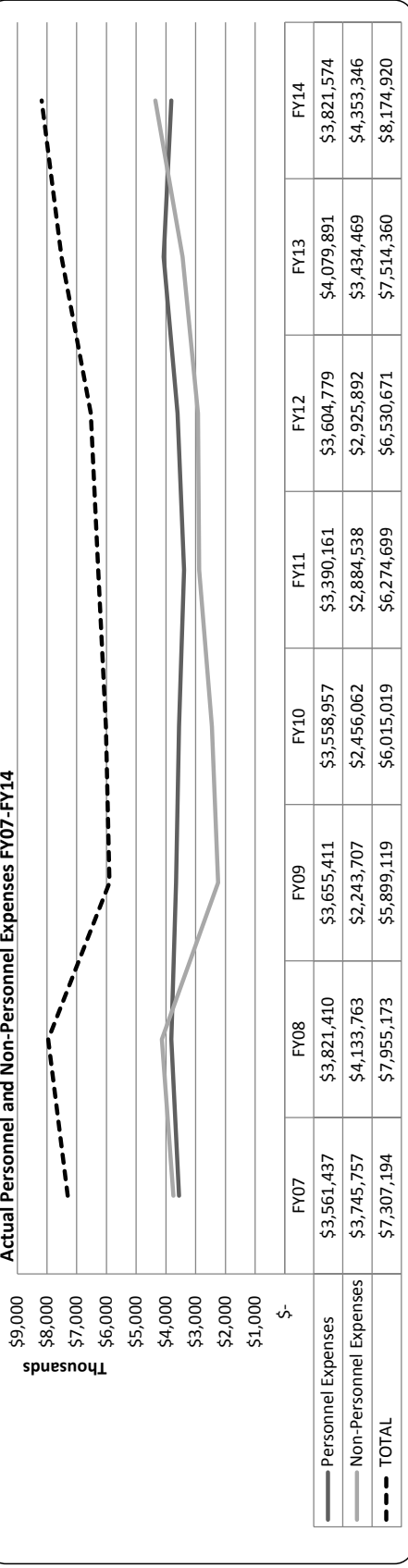
* Expenses for 4 FTEs (Vehicle Service Worker I - II) will be incurred in Capital Funded Labor , in order to facilitate financial/grant reporting.

Fleet Maintenance 4100

	Actual FY14	Revised Budget FY16	Var %	Final Budget FY17	Var %
Personnel Expenses:					
Labor	\$ 2,119,484	\$ 2,265,358	6.9%	\$ 2,364,047	4.4%
Fringe Benefits	\$ 1,702,090	\$ 2,238,523	31.5%	\$ 2,393,229	6.9%
	\$ 3,821,574	\$ 4,503,881	17.9%	\$ 4,757,276	5.6%
Non-Personnel Expenses:					
Services	\$ 452,569	\$ 411,500	-9.1%	\$ 411,500	0.0%
Mobile Materials & Supplies	\$ 3,806,909	\$ 3,743,519	-1.7%	\$ 3,743,519	0.0%
Other Materials & Supplies	\$ 53,904	\$ 47,544	-11.8%	\$ 47,544	0.0%
Utilities	\$ 19,947	\$ 53,000	165.7%	\$ 53,000	0.0%
Casualty & Liability	\$ (25,538)	\$ -	-100.0%	\$ -	0.0%
Taxes	\$ 15,630	\$ 15,000	-4.0%	\$ 15,000	0.0%
Misc. Expense	\$ 4,216	\$ 11,500	172.7%	\$ 11,300	-1.7%
Leases & Rentals	\$ 171	\$ 1,600	833.6%	\$ 1,600	0.0%
	\$ 4,327,807	\$ 4,283,663	-1.0%	\$ 4,283,463	0.0%
Total Expenses:	\$ 8,149,381	\$ 8,787,544	7.8%	\$ 9,040,739	2.9%



Actual Personnel and Non-Personnel Expenses FY07-FY14



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY16 & FY17 FINAL OPERATING BUDGET**

Fleet Maintenance - 4100

ACCOUNT	ACTUAL FY14	BUDGET FY15	BUDGET FY16 June 2014	REVISED BUDGET FY16 June 2015	% CHANGE BUDGET FY16 REVISED BUDG FY16	FINAL BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17
LABOR							
501011 Bus Operator Pay	-	-	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	-	-	0.0%	-	0.0%
501021 Other Salaries	1,967,855	2,085,454	2,157,747	2,139,575	-0.8%	2,235,750	4.5%
501023 Other OT	151,629	98,016	101,414	125,783	24.0%	128,297	2.0%
Totals	2,119,484	2,183,470	2,259,161	2,265,358	0.3%	2,364,047	4.4%
FRINGE BENEFITS							
502011 Medicare/Soc. Sec.	33,061	39,032	40,371	40,331	-0.1%	42,028	4.2%
502021 Retirement	433,902	535,655	587,525	557,689	-5.1%	626,067	12.3%
502031 Medical Ins	672,511	825,370	891,043	876,878	-1.6%	940,256	7.2%
502041 Dental Ins	55,231	58,962	60,731	59,265	-2.4%	61,043	3.0%
502045 Vision Ins	10,443	12,806	13,190	12,806	-2.9%	12,806	0.0%
502051 Life Ins/AD&D	3,325	4,791	4,934	4,687	-5.0%	4,827	3.0%
502060 State Disability Ins (SDI)	25,409	27,351	33,664	25,498	-24.3%	27,319	7.1%
502061 Long Term Disability Ins	12,681	18,247	18,491	17,680	-4.4%	19,248	8.9%
502071 State Unemployment Ins (SUI)	8,826	10,100	13,438	8,912	-33.7%	9,454	6.1%
502081 Worker's Comp Ins	48,767	169,587	174,675	110,327	-36.8%	110,327	0.0%
502101 Holiday Pay	58,053	79,811	82,547	81,713	-1.0%	85,237	4.3%
502103 Floating Holiday	20,318	5,753	5,868	5,589	-4.8%	5,987	7.1%
502109 Sick Leave	71,642	119,716	123,820	122,569	-1.0%	127,856	4.3%
502111 Annual Leave	221,062	284,405	293,435	287,064	-2.2%	295,399	2.9%
502121 Other Paid Absence	22,404	18,706	19,347	19,151	-1.0%	19,977	4.3%
502251 Phys. Exams	1,500	1,910	1,910	1,910	0.0%	1,910	0.0%
502253 Driver Lic Renewal	40	412	412	412	0.0%	412	0.0%
502999 Other Fringe Benefits	2,915	6,080	6,114	6,043	-1.2%	3,075	-49.1%
Totals	1,702,090	2,218,690	2,371,514	2,238,523	-5.6%	2,393,229	6.9%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY16 & FY17 FINAL OPERATING BUDGET**

Fleet Maintenance - 4100

ACCOUNT	ACTUAL FY14	BUDGET FY15	BUDGET FY16 June 2014	REVISED BUDGET June 2015	BUDGET FY16 REVISED BUDG	% CHANGE BUDG FY16	FINAL BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17
SERVICES								
503011 Accting/Audit Fees	-	-	-	-	-	0.0%	-	0.0%
503012 Admin/Bank Fees	-	-	-	-	-	0.0%	-	0.0%
503031 Prof/Technical Fees	4,703	6,500	6,500	500	-92.3%	500	0.0%	
503032 Legislative Services	-	-	-	-	0.0%	-	0.0%	
503033 Legal Services	-	-	-	-	0.0%	-	0.0%	
503034 Pre-Employment Exams	-	-	-	-	0.0%	-	0.0%	
503041 Temp Help	13,361	-	-	-	0.0%	-	0.0%	
503161 Custodial Services	-	-	-	-	0.0%	-	0.0%	
503162 Uniforms/Laundry	15,533	16,100	16,500	20,000	21.2%	20,000	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	38,500	39,000	36,000	-7.7%	36,000	0.0%	
503353 Repair - Rev Vehicle	376,635	360,500	371,315	325,000	-12.5%	325,000	0.0%	
503354 Repair - Non Rev Vehicle	14,747	18,020	19,101	30,000	57.1%	30,000	0.0%	
503363 Haz Mat Disposal	-	-	-	-	0.0%	-	0.0%	
Totals	452,569	439,620	452,416	411,500	-9.0%	411,500	0.0%	
MOBILE MATERIALS & SUPPLIES								
504011 Fuels & Lubricants - Non Rev Veh	84,952	90,743	93,465	84,952	-9.1%	84,952	0.0%	
504012 Fuels & Lubricants - Rev Veh	2,463,390	2,521,518	2,597,163	2,400,000	-7.6%	2,400,000	0.0%	
504021 Tires & Tubes	272,023	279,000	287,370	272,023	-5.3%	272,023	0.0%	
504161 Other Mobile Supplies	-	-	-	-	0.0%	-	0.0%	
504191 Rev Vehicle Parts	986,544	945,000	964,000	986,544	2.3%	986,544	0.0%	
Totals	3,806,909	3,836,261	3,941,999	3,743,519	-5.0%	3,743,519	0.0%	

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY16 & FY17 FINAL OPERATING BUDGET**

Fleet Maintenance - 4100

ACCOUNT	ACTUAL FY14	BUDGET FY15	BUDGET FY16 June 2014	BUDGET FY16 June 2015	REVISED BUDGET June 2015	% CHANGE BUDGET FY16 REVISED BUDG FY16	FINAL BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17
OTHER MATERIALS & SUPPLIES								
504205 Freight Out	136	413	425	136	136	-68.0%	136	0.0%
504211 Postage & Mailing	-	250	250	-	-	-100.0%	-	0.0%
504214 Promotional Items	-	-	-	-	-	0.0%	-	0.0%
504215 Printing	364	150	150	364	364	142.7%	364	0.0%
504217 Photo Supp/Process	-	-	-	-	-	0.0%	-	0.0%
504311 Office Supplies	1,813	4,629	4,768	3,000	3,000	-37.1%	3,000	0.0%
504315 Safety Supplies	14,728	15,000	16,500	14,728	14,728	-10.7%	14,728	0.0%
504317 Cleaning Supplies	4,487	6,800	6,800	5,500	5,500	-19.1%	5,500	0.0%
504409 Repair/Maint Supplies	-	-	-	-	-	0.0%	-	0.0%
504417 Tenant Repairs	-	-	-	-	-	0.0%	-	0.0%
504421 Non-Inventory Parts	28,560	26,000	27,000	20,000	20,000	-25.9%	20,000	0.0%
504511 Small Tools	3,033	6,700	6,700	3,033	3,033	-54.7%	3,033	0.0%
504515 Employee Tool Replacement	783	3,000	3,000	783	783	-73.9%	783	0.0%
Totals	53,904	62,942	65,593	47,544	47,544	-27.5%	47,544	0.0%
UTILITIES								
505011 Gas & Electric	-	-	-	-	-	0.0%	-	0.0%
505021 Water & Garbage	-	-	-	-	-	0.0%	-	0.0%
505031 Telecommunications	19,947	80,340	82,750	53,000	53,000	-36.0%	53,000	0.0%
Totals	19,947	80,340	82,750	53,000	53,000	-36.0%	53,000	0.0%
CASUALTY & LIABILITY								
506011 Insurance - Property	-	-	-	-	-	0.0%	-	0.0%
506015 Insurance - PL/PD	-	-	-	-	-	0.0%	-	0.0%
506021 Insurance - Other	-	-	-	-	-	0.0%	-	0.0%
506123 Settlement Costs	-	-	-	-	-	0.0%	-	0.0%
506127 Repairs - District Prop	(25,538)	-	-	-	-	0.0%	-	0.0%
Totals	(25,538)	-	-	-	-	0.0%	-	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY16 & FY17 FINAL OPERATING BUDGET**

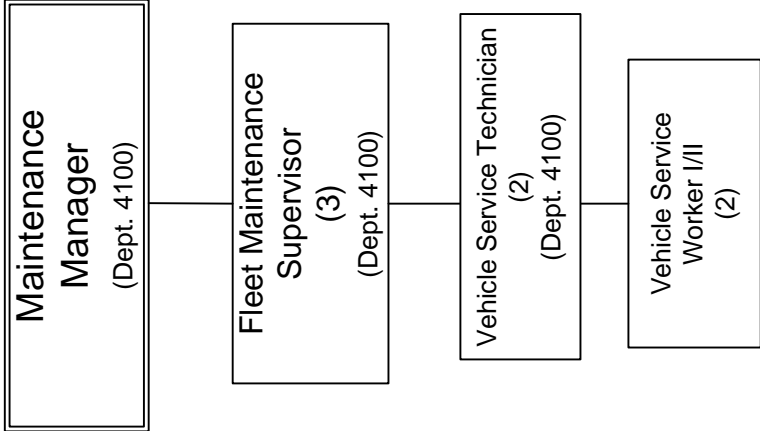
Fleet Maintenance - 4100

ACCOUNT	ACTUAL FY14	BUDGET FY15	BUDGET FY16 June 2014	BUDGET FY16 June 2015	REVISED BUDGET June 2015	% CHANGE BUDGET FY16 REVISED BUDG FY16	FINAL BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17
TAXES								
507051 Fuel Tax	15,630	14,420	14,853	15,000	15,000	1.0%	15,000	0.0%
507201 Licenses & Permits	-	-	-	-	-	0.0%	-	0.0%
507999 Other Taxes	-	-	-	-	-	0.0%	-	0.0%
Totals	15,630	14,420	14,853	15,000	15,000	1.0%	15,000	0.0%
PURCHASED TRANS.								
503406 Contract/Paratransit	-	-	-	-	-	0.0%	-	0.0%
Totals	-	-	-	-	-	0.0%	-	0.0%
MISC EXPENSE								
509011 Dues/Subscriptions	4,216	3,000	3,000	4,700	4,700	56.7%	4,700	0.0%
509081 Advertising - District Promo	-	-	-	-	-	0.0%	-	0.0%
509101 Employee Incentive Program	-	-	-	-	-	0.0%	-	0.0%
509121 Employee Training	-	-	-	2,500	2,500	100.0%	2,500	0.0%
509122 BOD Travel	-	-	-	-	-	0.0%	-	0.0%
509123 Travel	-	-	-	4,300	4,300	100.0%	4,100	-4.7%
509125 Local Meeting Expense	-	-	-	-	-	0.0%	-	0.0%
509127 Board Director Fees	-	-	-	-	-	0.0%	-	0.0%
509150 Contributions	-	-	-	-	-	0.0%	-	0.0%
509198 Cash Over/Short	-	-	-	-	-	0.0%	-	0.0%
Totals	4,216	3,000	3,000	11,500	11,500	283.3%	11,300	-1.7%
LEASES & RENTALS								
512011 Facility Lease	-	-	-	-	-	0.0%	-	0.0%
512061 Equipment Rental	171	1,200	1,200	1,600	1,600	33.3%	1,600	0.0%
Totals	171	1,200	1,200	1,600	1,600	33.3%	1,600	0.0%
PERSONNEL TOTAL	3,821,574	4,402,161	4,630,675	4,503,881	4,503,881	-2.7%	4,757,276	5.6%
NON-PERSONNEL TOTAL	4,327,807	4,437,783	4,561,811	4,283,663	4,283,663	-6.1%	4,283,463	0.0%
DEPARTMENT TOTALS	8,149,381	8,839,943	9,192,486	8,787,544	8,787,544	-4.4%	9,040,739	2.9%

Fleet Maint- 4100

CAPITAL FUNDED LABOR - 5100

Capital Funded Labor
5100



FY16 & FY17 FINAL OPERATING BUDGET
Authorized and Funded Personnel - Full Time Equivalent (FTE)
Capital Funded Labor - 5100

Position Title	Authorized FY 16 June 2014	Funded FY 16 June 2014	Authorized Revised FY 16 June 2015	Funded Revised FY 16 June 2015
Project Manager	0.50	0.50	0.00	0.00
Admin Specialist	1.00	1.00	0.00	0.00
*Vehicle Service Worker I - II	4.00	4.00	2.00	2.00
Total Full-Time Equivalents (FTEs)	5.50	5.50	2.00	2.00

* 4 VSWs funded for 6 months in FY16

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY16 & FY17 FINAL OPERATING BUDGET**

Capital Funded Labor - 5100

ACCOUNT	ACTUAL FY14	BUDGET FY15	BUDGET FY16 June 2014	REVISED BUDGET June 2015	BUDGET FY16 REVISED BUDG	% CHANGE BUDG FY16	FINAL BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17
LABOR								
501011 Bus Operator Pay	-	-	-	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	-	-	-	0.0%	-	0.0%
501021 Other Salaries	-	-	-	-	-	0.0%	-	0.0%
501023 Other OT	-	-	-	-	-	0.0%	-	0.0%
Totals	-	-	-	-	-	0.0%	-	0.0%
FRINGE BENEFITS								
502011 Medicare/Soc. Sec.	-	-	-	-	-	0.0%	-	0.0%
502021 Retirement	-	-	-	-	-	0.0%	-	0.0%
502031 Medical Ins	-	-	-	-	-	0.0%	-	0.0%
502041 Dental Ins	-	-	-	-	-	0.0%	-	0.0%
502045 Vision Ins	-	-	-	-	-	0.0%	-	0.0%
502051 Life Ins/AD&D	-	-	-	-	-	0.0%	-	0.0%
502060 State Disability Ins (SDI)	-	-	-	-	-	0.0%	-	0.0%
502061 Long Term Disability Ins	-	-	-	-	-	0.0%	-	0.0%
502071 State Unemployment Ins (SUI)	-	-	-	-	-	0.0%	-	0.0%
502081 Worker's Comp Ins	-	-	-	-	-	0.0%	-	0.0%
502101 Holiday Pay	-	-	-	-	-	0.0%	-	0.0%
502103 Floating Holiday	-	-	-	-	-	0.0%	-	0.0%
502109 Sick Leave	-	-	-	-	-	0.0%	-	0.0%
502111 Annual Leave	-	-	-	-	-	0.0%	-	0.0%
502121 Other Paid Absence	-	-	-	-	-	0.0%	-	0.0%
502251 Phys. Exams	-	-	-	-	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	-	-	-	0.0%	-	0.0%
502999 Other Fringe Benefits	-	-	-	-	-	0.0%	-	0.0%
Totals	-	-	-	-	-	0.0%	-	0.0%

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY16 & FY17 FINAL OPERATING BUDGET
 Capital Funded Labor - 5100

ACCOUNT	ACTUAL FY14	BUDGET FY15	BUDGET FY16 June 2014	REVISED BUDGET June 2015	BUDGET FY16 REVISED BUDG	% CHANGE BUDG FY16	FINAL BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17
SERVICES								
503011 Accting/Audit Fees	-	-	-	-	-	0.0%	-	0.0%
503012 Admin/Bank Fees	-	-	-	-	-	0.0%	-	0.0%
503031 Prof/Technical Fees	-	-	-	-	-	0.0%	-	0.0%
503032 Legislative Services	-	-	-	-	-	0.0%	-	0.0%
503033 Legal Services	-	-	-	-	-	0.0%	-	0.0%
503034 Pre-Employment Exams	-	-	-	-	-	0.0%	-	0.0%
503041 Temp Help	-	-	-	-	-	0.0%	-	0.0%
503161 Custodial Services	-	-	-	-	-	0.0%	-	0.0%
503162 Uniforms/Laundry	-	-	-	-	-	0.0%	-	0.0%
503171 Security Services	-	-	-	-	-	0.0%	-	0.0%
503221 Classified/Legal Ads	-	-	-	-	-	0.0%	-	0.0%
503222 Legal Ads	-	-	-	-	-	0.0%	-	0.0%
503225 Graphic Services	-	-	-	-	-	0.0%	-	0.0%
503351 Repair - Bldg & Impr	-	-	-	-	-	0.0%	-	0.0%
503352 Repair - Equipment	-	-	-	-	-	0.0%	-	0.0%
503353 Repair - Rev Vehicle	-	-	-	-	-	0.0%	-	0.0%
503354 Repair - Non Rev Vehicle	-	-	-	-	-	0.0%	-	0.0%
503363 Haz Mat Disposal	-	-	-	-	-	0.0%	-	0.0%
Totals	-	-	-	-	-	0.0%	-	0.0%
MOBILE MATERIALS & SUPPLIES								
504011 Fuels & Lubricants - Non Rev Veh	-	-	-	-	-	0.0%	-	0.0%
504012 Fuels & Lubricants - Rev Veh	-	-	-	-	-	0.0%	-	0.0%
504021 Tires & Tubes	-	-	-	-	-	0.0%	-	0.0%
504161 Other Mobile Supplies	-	-	-	-	-	0.0%	-	0.0%
504191 Rev Vehicle Parts	-	-	-	-	-	0.0%	-	0.0%
Totals	-	-	-	-	-	0.0%	-	0.0%

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY16 & FY17 FINAL OPERATING BUDGET
 Capital Funded Labor - 5100

ACCOUNT	ACTUAL FY14	BUDGET FY15	BUDGET FY16 June 2014	REVISED BUDGET June 2015	BUDGET FY16 REVISED BUDG	% CHANGE BUDG FY16	FINAL BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17
OTHER MATERIALS & SUPPLIES								
504205 Freight Out	-	-	-	-	-	0.0%	-	0.0%
504211 Postage & Mailing	-	-	-	-	-	0.0%	-	0.0%
504214 Promotional Items	-	-	-	-	-	0.0%	-	0.0%
504215 Printing	-	-	-	-	-	0.0%	-	0.0%
504217 Photo Supp/Process	-	-	-	-	-	0.0%	-	0.0%
504311 Office Supplies	-	-	-	-	-	0.0%	-	0.0%
504315 Safety Supplies	-	-	-	-	-	0.0%	-	0.0%
504317 Cleaning Supplies	-	-	-	-	-	0.0%	-	0.0%
504409 Repair/Maint Supplies	-	-	-	-	-	0.0%	-	0.0%
504417 Tenant Repairs	-	-	-	-	-	0.0%	-	0.0%
504421 Non-Inventory Parts	-	-	-	-	-	0.0%	-	0.0%
504511 Small Tools	-	-	-	-	-	0.0%	-	0.0%
504515 Employee Tool Replacement	-	-	-	-	-	0.0%	-	0.0%
Totals	-	-	-	-	-	0.0%	-	0.0%
UTILITIES								
505011 Gas & Electric	-	-	-	-	-	0.0%	-	0.0%
505021 Water & Garbage	-	-	-	-	-	0.0%	-	0.0%
505031 Telecommunications	-	-	-	-	-	0.0%	-	0.0%
Totals	-	-	-	-	-	0.0%	-	0.0%
CASUALTY & LIABILITY								
506011 Insurance - Property	-	-	-	-	-	0.0%	-	0.0%
506015 Insurance - PL/PD	-	-	-	-	-	0.0%	-	0.0%
506021 Insurance - Other	-	-	-	-	-	0.0%	-	0.0%
506123 Settlement Costs	-	-	-	-	-	0.0%	-	0.0%
506127 Repairs - District Prop	-	-	-	-	-	0.0%	-	0.0%
Totals	-	-	-	-	-	0.0%	-	0.0%

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY16 & FY17 FINAL OPERATING BUDGET
 Capital Funded Labor - 5100

ACCOUNT	ACTUAL FY14	BUDGET FY15	BUDGET FY16 June 2014	REVISED BUDGET June 2015	% CHANGE BUDGET FY16 REVISED BUDG FY16	FINAL BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17
TAXES							
507051 Fuel Tax	-	-	-	-	0.0%	-	0.0%
507201 Licenses & Permits	-	-	-	-	0.0%	-	0.0%
507999 Other Taxes	-	-	-	-	0.0%	-	0.0%
Totals	-	-	-	-	0.0%	-	0.0%
PURCHASED TRANS.							
503406 Contract/Paratransit	-	-	-	-	0.0%	-	0.0%
Totals	-	-	-	-	0.0%	-	0.0%
MISC EXPENSE							
509011 Dues/Subscriptions	-	-	-	-	0.0%	-	0.0%
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%
Totals	-	-	-	-	0.0%	-	0.0%
LEASES & RENTALS							
512011 Facility Lease	-	-	-	-	0.0%	-	0.0%
512061 Equipment Rental	-	-	-	-	0.0%	-	0.0%
Totals	-	-	-	-	0.0%	-	0.0%
PERSONNEL TOTAL							
	-	-	-	-	0.0%	-	0.0%
NON-PERSONNEL TOTAL							
	-	-	-	-	0.0%	-	0.0%
DEPARTMENT TOTALS							
	-	-	-	-	0.0%	-	0.0%
							Capital Labor- 5100

- THIS PAGE INTENTIONALLY LEFT BLANK -

COBRA BENEFITS – 9001

- THIS PAGE INTENTIONALLY LEFT BLANK -

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY16 & FY17 FINAL OPERATING BUDGET**

COBRA Benefits - 9001

ACCOUNT	ACTUAL FY14	BUDGET FY15	BUDGET FY16 June 2014	REVISED BUDGET June 2015	BUDG FY16 REVISED BUDG	% CHANGE BUDG FY16	FINAL BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17
LABOR								
501011 Bus Operator Pay	-	-	-	-	0.0%	-	0.0%	
501013 Bus Operator OT	-	-	-	-	0.0%	-	0.0%	
501021 Other Salaries	-	-	-	-	0.0%	-	0.0%	
501023 Other OT	-	-	-	-	0.0%	-	0.0%	
Totals					0.0%		0.0%	
FRINGE BENEFITS								
502011 Medicare/Soc. Sec.	-	-	-	-	0.0%	-	0.0%	
502021 Retirement	-	-	-	-	0.0%	-	0.0%	
502031 Medical Ins	-	-	-	-	0.0%	-	0.0%	
502041 Dental Ins	1,379	-	-	-	0.0%	-	0.0%	
502045 Vision Ins	545	-	-	-	0.0%	-	0.0%	
502051 Life Ins/AD&D	-	-	-	-	0.0%	-	0.0%	
502060 State Disability Ins (SDI)	-	-	-	-	0.0%	-	0.0%	
502061 Long Term Disability Ins	-	-	-	-	0.0%	-	0.0%	
502071 State Unemployment Ins (SUI)	-	-	-	-	0.0%	-	0.0%	
502081 Worker's Comp Ins	-	-	-	-	0.0%	-	0.0%	
502101 Holiday Pay	-	-	-	-	0.0%	-	0.0%	
502103 Floating Holiday	-	-	-	-	0.0%	-	0.0%	
502109 Sick Leave	-	-	-	-	0.0%	-	0.0%	
502111 Annual Leave	-	-	-	-	0.0%	-	0.0%	
502121 Other Paid Absence	-	-	-	-	0.0%	-	0.0%	
502251 Phys. Exams	-	-	-	-	0.0%	-	0.0%	
502253 Driver Lic Renewal	-	-	-	-	0.0%	-	0.0%	
502999 Other Fringe Benefits	-	-	-	-	0.0%	-	0.0%	
Totals	1,923				0.0%		0.0%	

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY16 & FY17 FINAL OPERATING BUDGET**

COBRA Benefits - 9001

ACCOUNT	ACTUAL FY14	BUDGET FY15	BUDGET FY16 June 2014	REVISED BUDGET June 2015	% CHANGE		FINAL BUDGET FY17	% CHANGE	
					BUDG FY16	REVISED BUDG FY16		BUDG FY16	BUDG FY17
SERVICES									
503011 Accting/Audit Fees	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%
503012 Admin/Bank Fees	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%
503031 Prof/Technical Fees	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%
503032 Legislative Services	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%
503033 Legal Services	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%
503034 Pre-Employment Exams	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%
503041 Temp Help	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%
503161 Custodial Services	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%
503162 Uniforms/Laundry	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%
503171 Security Services	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%
503221 Classified/Legal Ads	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%
503222 Legal Ads	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%
503225 Graphic Services	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%
503351 Repair - Bldg & Impr	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%
503352 Repair - Equipment	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%
503353 Repair - Rev Vehicle	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%
503354 Repair - Non Rev Vehicle	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%
503363 Haz Mat Disposal	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%
Totals	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%
MOBILE MATERIALS & SUPPLIES									
504011 Fuels & Lubricants - Non Rev Veh	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%
504012 Fuels & Lubricants - Rev Veh	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%
504021 Tires & Tubes	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%
504161 Other Mobile Supplies	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%
504191 Rev Vehicle Parts	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%
Totals	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY16 & FY17 FINAL OPERATING BUDGET**

COBRA Benefits - 9001

ACCOUNT	ACTUAL FY14	BUDGET FY15	BUDGET FY16 June 2014	REVISED BUDGET June 2015	BUDGET FY16 REVISED BUDG	% CHANGE BUDG FY16	FINAL BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17
OTHER MATERIALS & SUPPLIES								
504205 Freight Out	-	-	-	-	-	0.0%	-	0.0%
504211 Postage & Mailing	-	-	-	-	-	0.0%	-	0.0%
504214 Promotional Items	-	-	-	-	-	0.0%	-	0.0%
504215 Printing	-	-	-	-	-	0.0%	-	0.0%
504217 Photo Supp/Process	-	-	-	-	-	0.0%	-	0.0%
504311 Office Supplies	-	-	-	-	-	0.0%	-	0.0%
504315 Safety Supplies	-	-	-	-	-	0.0%	-	0.0%
504317 Cleaning Supplies	-	-	-	-	-	0.0%	-	0.0%
504409 Repair/Maint Supplies	-	-	-	-	-	0.0%	-	0.0%
504417 Tenant Repairs	-	-	-	-	-	0.0%	-	0.0%
504421 Non-Inventory Parts	-	-	-	-	-	0.0%	-	0.0%
504511 Small Tools	-	-	-	-	-	0.0%	-	0.0%
504515 Employee Tool Replacement	-	-	-	-	-	0.0%	-	0.0%
Totals	-	-	-	-	-	0.0%	-	0.0%
UTILITIES								
505011 Gas & Electric	-	-	-	-	-	0.0%	-	0.0%
505021 Water & Garbage	-	-	-	-	-	0.0%	-	0.0%
505031 Telecommunications	-	-	-	-	-	0.0%	-	0.0%
Totals	-	-	-	-	-	0.0%	-	0.0%
CASUALTY & LIABILITY								
506011 Insurance - Property	-	-	-	-	-	0.0%	-	0.0%
506015 Insurance - PL/PD	-	-	-	-	-	0.0%	-	0.0%
506021 Insurance - Other	-	-	-	-	-	0.0%	-	0.0%
506123 Settlement Costs	-	-	-	-	-	0.0%	-	0.0%
506127 Repairs - District Prop	-	-	-	-	-	0.0%	-	0.0%
Totals	-	-	-	-	-	0.0%	-	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY16 & FY17 FINAL OPERATING BUDGET**

COBRA Benefits - 9001

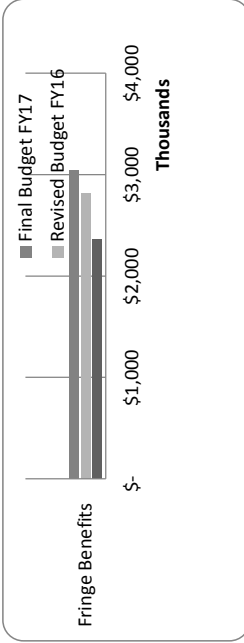
ACCOUNT	ACTUAL FY14	BUDGET FY15	BUDGET FY16 June 2014	REVISED BUDGET June 2015	BUDGET FY16 REVISED BUDG	% CHANGE BUDG FY16	FINAL BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17
TAXES								
507051 Fuel Tax	-	-	-	-	-	0.0%	-	0.0%
507201 Licenses & Permits	-	-	-	-	-	0.0%	-	0.0%
507999 Other Taxes	-	-	-	-	-	0.0%	-	0.0%
Totals	-	-	-	-	-	0.0%	-	0.0%
PURCHASED TRANS.								
503406 Contract/Paratransit	-	-	-	-	-	0.0%	-	0.0%
Totals	-	-	-	-	-	0.0%	-	0.0%
MISC EXPENSE								
509011 Dues/Subscriptions	-	-	-	-	-	0.0%	-	0.0%
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%
Totals	-	-	-	-	-	0.0%	-	0.0%
LEASES & RENTALS								
512011 Facility Lease	-	-	-	-	-	0.0%	-	0.0%
512061 Equipment Rental	-	-	-	-	-	0.0%	-	0.0%
Totals	-	-	-	-	-	0.0%	-	0.0%
PERSONNEL TOTAL	1,923	-	-	-	-	0.0%	-	0.0%
NON-PERSONNEL TOTAL	-	-	-	-	-	0.0%	-	0.0%
DEPARTMENT TOTALS	1,923	-	-	-	-	0.0%	-	0.0%

COBRA- 9001

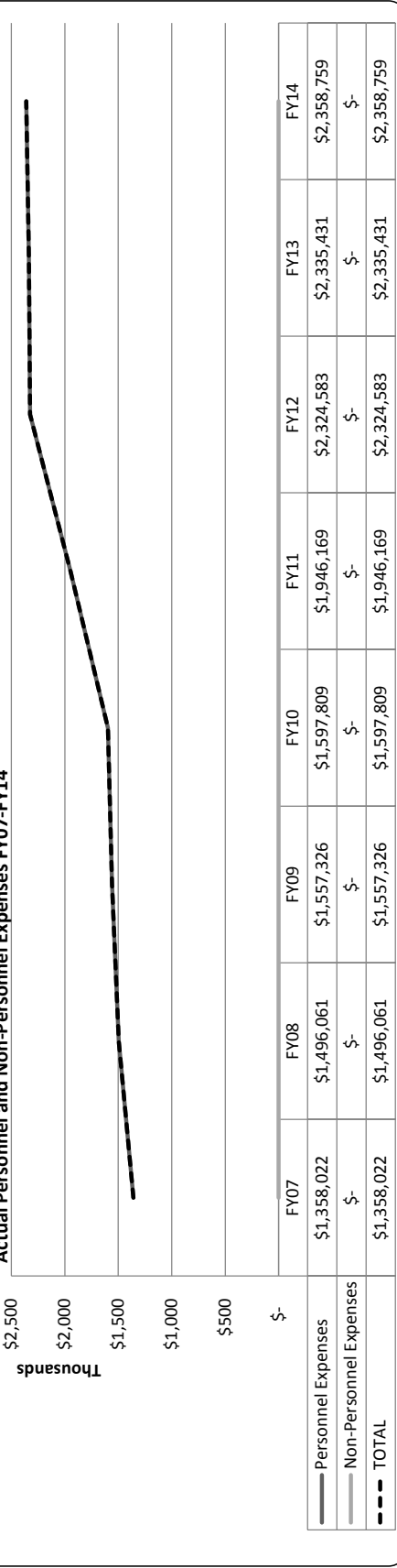
RETIRED EMPLOYEE BENEFITS - 9005

Retirees 9005

	Actual FY14	Revised Budget FY16	Var %	Final Budget FY17	Var %
Personnel Expenses:					
Fringe Benefits	\$ 2,358,759	\$ 2,820,685	19.6%	\$ 3,039,925	7.8%
	\$ 2,358,759	\$ 2,820,685	19.6%	\$ 3,039,925	7.8%
Total Expenses:	\$ 2,358,759	\$ 2,820,685	19.6%	\$ 3,039,925	7.8%



Actual Personnel and Non-Personnel Expenses FY07-FY14



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY16 & FY17 FINAL OPERATING BUDGET**

Retired Employee Benefits - 9005

ACCOUNT	ACTUAL FY14	BUDGET FY15	BUDGET FY16 June 2014	REVISED BUDGET FY16 June 2015	% CHANGE BUDGET FY16 REVISED BUDG FY16	FINAL BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17
LABOR							
501011 Bus Operator Pay	-	-	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	-	-	0.0%	-	0.0%
501021 Other Salaries	-	-	-	-	0.0%	-	0.0%
501023 Other OT	-	-	-	-	0.0%	-	0.0%
Totals	-	-	-	-	0.0%	-	0.0%
FRINGE BENEFITS							
502011 Medicare/Soc. Sec.	-	-	-	-	0.0%	-	0.0%
502021 Retirement	-	-	-	-	0.0%	-	0.0%
502031 Medical Ins	2,204,334	2,237,472	2,422,032	2,699,107	11.4%	2,915,035	8.0%
502041 Dental Ins	96,131	76,780	79,084	88,391	11.8%	91,042	3.0%
502045 Vision Ins	31,880	22,091	22,754	20,847	-8.4%	20,847	0.0%
502051 Life Ins/AD&D	10,244	7,043	7,255	6,545	-9.8%	6,741	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	5,471	6,202	5,796	-6.5%	6,260	8.0%
Totals	2,358,759	2,348,858	2,537,326	2,820,685	11.2%	3,039,925	7.8%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY16 & FY17 FINAL OPERATING BUDGET**

Retired Employee Benefits - 9005

ACCOUNT	ACTUAL	BUDGET	BUDGET	REVISED	% CHANGE		FINAL	% CHANGE	
	FY14	FY15	FY16 June 2014	BUDGET FY16 June 2015	BUDG FY16	BUDG FY16	BUDGET FY17	BUDG FY16	BUDG FY17
SERVICES									
503011	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%
503012	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%
503031	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%
503032	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%
503033	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%
503034	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%
503041	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%
503161	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%
503162	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%
503171	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%
503221	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%
503222	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%
503225	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%
503351	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%
503352	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%
503353	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%
503354	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%
503363	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%
Totals	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%
MOBILE MATERIALS & SUPPLIES									
504011	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%
504012	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%
504021	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%
504161	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%
504191	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%
Totals	-	-	-	-	0.0%	0.0%	-	0.0%	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY16 & FY17 FINAL OPERATING BUDGET**

Retired Employee Benefits - 9005

ACCOUNT	ACTUAL	BUDGET	BUDGET	REVISED	% CHANGE		FINAL	% CHANGE
	FY14	FY15	FY16 June 2014	BUDGET FY16 June 2015	BUDG FY16	REVISED BUDG FY16	BUDGET FY17	BUDG FY17
OTHER MATERIALS & SUPPLIES								
504205 Freight Out	-	-	-	-	0.0%	0.0%	-	0.0%
504211 Postage & Mailing	-	-	-	-	0.0%	0.0%	-	0.0%
504214 Promotional Items	-	-	-	-	0.0%	0.0%	-	0.0%
504215 Printing	-	-	-	-	0.0%	0.0%	-	0.0%
504217 Photo Supp/Process	-	-	-	-	0.0%	0.0%	-	0.0%
504311 Office Supplies	-	-	-	-	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%
UTILITIES								
505011 Gas & Electric	-	-	-	-	0.0%	0.0%	-	0.0%
505021 Water & Garbage	-	-	-	-	0.0%	0.0%	-	0.0%
505031 Telecommunications	-	-	-	-	0.0%	0.0%	-	0.0%
Totals	-	-	-	-	0.0%	0.0%	-	0.0%
CASUALTY & LIABILITY								
506011 Insurance - Property	-	-	-	-	0.0%	0.0%	-	0.0%
506015 Insurance - PL/PD	-	-	-	-	0.0%	0.0%	-	0.0%
506021 Insurance - Other	-	-	-	-	0.0%	0.0%	-	0.0%
506123 Settlement Costs	-	-	-	-	0.0%	0.0%	-	0.0%
506127 Repairs - District Prop	-	-	-	-	0.0%	0.0%	-	0.0%
Totals	-	-	-	-	0.0%	0.0%	-	0.0%

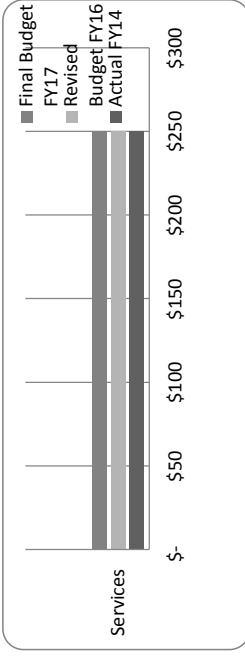
**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY16 & FY17 FINAL OPERATING BUDGET**

Retired Employee Benefits - 9005

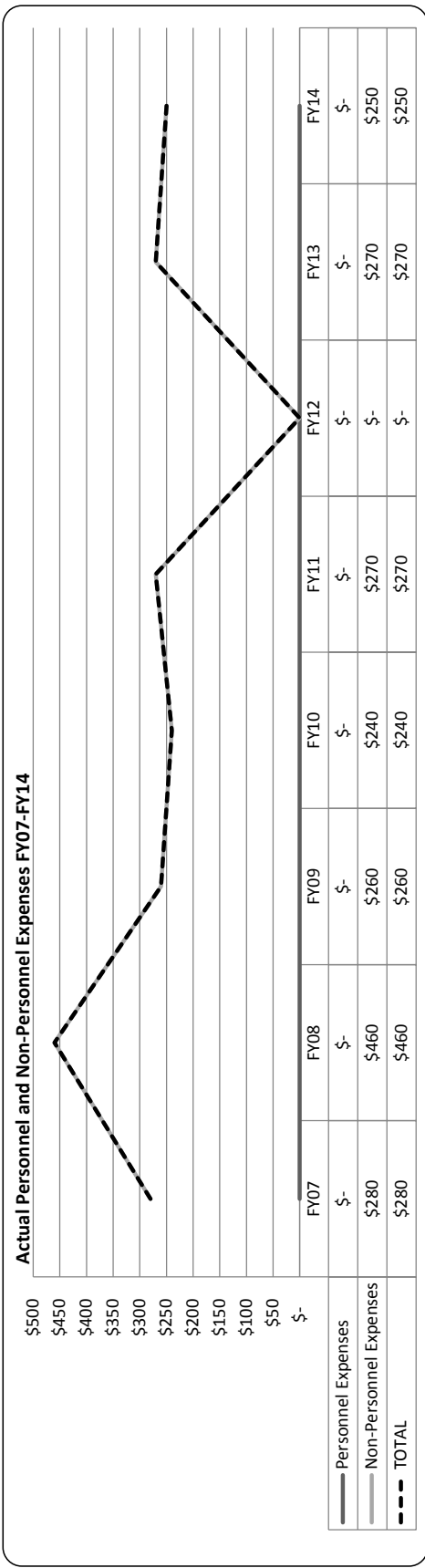
ACCOUNT	ACTUAL FY14	BUDGET FY15	BUDGET FY16 June 2014	REVISED BUDGET FY16 June 2015	REVISSED BUDG FY16	% CHANGE BUDGET FY16	FINAL BUDGET FY17	% CHANGE BUDG FY16	BUDG FY17
TAXES									
507051 Fuel Tax	-	-	-	-	-	0.0%	-	0.0%	-
507201 Licenses & Permits	-	-	-	-	-	0.0%	-	0.0%	-
507999 Other Taxes	-	-	-	-	-	0.0%	-	0.0%	-
Totals	-	-	-	-	-	0.0%	-	0.0%	-
PURCHASED TRANS.									
503406 Contract/Paratransit	-	-	-	-	-	0.0%	-	0.0%	-
Totals	-	-	-	-	-	0.0%	-	0.0%	-
MISC EXPENSE									
509011 Dues/Subscriptions	-	-	-	-	-	0.0%	-	0.0%	-
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%	-
Totals	-	-	-	-	-	0.0%	-	0.0%	-
LEASES & RENTALS									
512011 Facility Lease	-	-	-	-	-	0.0%	-	0.0%	-
512061 Equipment Rental	-	-	-	-	-	0.0%	-	0.0%	-
Totals	-	-	-	-	-	0.0%	-	0.0%	-
PERSONNEL TOTAL	2,358,759	2,348,858	2,537,326	2,820,685	2,820,685	11.2%	3,039,925	7.8%	
NON-PERSONNEL TOTAL	-	-	-	-	-	0.0%	-	0.0%	
DEPARTMENT TOTALS	<u>2,358,759</u>	<u>2,348,858</u>	<u>2,537,326</u>	<u>2,820,685</u>	<u>2,820,685</u>	<u>11.2%</u>	<u>3,039,925</u>	<u>7.8%</u>	Retirees- 9005

SCCIC - 700

SCCIC 700



	Actual FY14	Revised Budget FY16	Final Budget FY17	Var %	Var %
Non-Personnel Expenses:					
Services	\$ 250	\$ 250	\$ 250	0.0%	0.0%
	\$ 250	\$ 250	\$ 250	0.0%	0.0%
Total Expenses:	\$ 250	\$ 250	\$ 250	0.0%	0.0%



SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY16 & FY17 FINAL OPERATING BUDGET
 SCCIC - 700

ACCOUNT	ACTUAL FY14	BUDGET FY15	BUDGET FY16 June 2014	REVISD BUDGET June 2015	REVISED BUDGET FY16	% CHANGE BUDGET FY16 REVISED BUDG FY16	FINAL BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17
LABOR								
501011 Bus Operator Pay	-	-	-	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	-	-	-	0.0%	-	0.0%
501021 Other Salaries	-	-	-	-	-	0.0%	-	0.0%
501023 Other OT	-	-	-	-	-	0.0%	-	0.0%
Totals	-	-	-	-	-	0.0%	-	0.0%
FRINGE BENEFITS								
502011 Medicare/Soc. Sec.	-	-	-	-	-	0.0%	-	0.0%
502021 Retirement	-	-	-	-	-	0.0%	-	0.0%
502031 Medical Ins	-	-	-	-	-	0.0%	-	0.0%
502041 Dental Ins	-	-	-	-	-	0.0%	-	0.0%
502045 Vision Ins	-	-	-	-	-	0.0%	-	0.0%
502051 Life Ins/AD&D	-	-	-	-	-	0.0%	-	0.0%
502060 State Disability Ins (SDI)	-	-	-	-	-	0.0%	-	0.0%
502061 Long Term Disability Ins	-	-	-	-	-	0.0%	-	0.0%
502071 State Unemployment Ins (SUI)	-	-	-	-	-	0.0%	-	0.0%
502081 Worker's Comp Ins	-	-	-	-	-	0.0%	-	0.0%
502101 Holiday Pay	-	-	-	-	-	0.0%	-	0.0%
502103 Floating Holiday	-	-	-	-	-	0.0%	-	0.0%
502109 Sick Leave	-	-	-	-	-	0.0%	-	0.0%
502111 Annual Leave	-	-	-	-	-	0.0%	-	0.0%
502121 Other Paid Absence	-	-	-	-	-	0.0%	-	0.0%
502251 Phys. Exams	-	-	-	-	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	-	-	-	0.0%	-	0.0%
502999 Other Fringe Benefits	-	-	-	-	-	0.0%	-	0.0%
Totals	-	-	-	-	-	0.0%	-	0.0%

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY16 & FY17 FINAL OPERATING BUDGET
 SCCIC - 700

ACCOUNT	ACTUAL FY14	BUDGET FY15	BUDGET FY16 June 2014	BUDGET FY16 June 2015	REVISED BUDGET June 2015	% CHANGE BUDGET FY16 REVISED BUDG FY16	FINAL BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17
SERVICES								
503011 Accting/Audit Fees	250	250	250	250	250	0.0%	250	0.0%
503012 Admin/Bank Fees	-	50	50	-	-	-100.0%	-	0.0%
503031 Prof/Technical Fees	-	-	-	-	-	0.0%	-	0.0%
503032 Legislative Services	-	-	-	-	-	0.0%	-	0.0%
503033 Legal Services	-	-	-	-	-	0.0%	-	0.0%
503034 Pre-Employment Exams	-	-	-	-	-	0.0%	-	0.0%
503041 Temp Help	-	-	-	-	-	0.0%	-	0.0%
503161 Custodial Services	-	-	-	-	-	0.0%	-	0.0%
503162 Uniforms/Laundry	-	-	-	-	-	0.0%	-	0.0%
503171 Security Services	-	-	-	-	-	0.0%	-	0.0%
503221 Classified/Legal Ads	-	-	-	-	-	0.0%	-	0.0%
503222 Legal Ads	-	-	-	-	-	0.0%	-	0.0%
503225 Graphic Services	-	-	-	-	-	0.0%	-	0.0%
503351 Repair - Bldg & Impr	-	-	-	-	-	0.0%	-	0.0%
503352 Repair - Equipment	-	-	-	-	-	0.0%	-	0.0%
503353 Repair - Rev Vehicle	-	-	-	-	-	0.0%	-	0.0%
503354 Repair - Non Rev Vehicle	-	-	-	-	-	0.0%	-	0.0%
503363 Haz Mat Disposal	-	-	-	-	-	0.0%	-	0.0%
Totals	250	300	300	250	250	-16.7%	250	0.0%
MOBILE MATERIALS & SUPPLIES								
504011 Fuels & Lubricants - Non Rev Veh	-	-	-	-	-	0.0%	-	0.0%
504012 Fuels & Lubricants - Rev Veh	-	-	-	-	-	0.0%	-	0.0%
504021 Tires & Tubes	-	-	-	-	-	0.0%	-	0.0%
504161 Other Mobile Supplies	-	-	-	-	-	0.0%	-	0.0%
504191 Rev Vehicle Parts	-	-	-	-	-	0.0%	-	0.0%
Totals	-	-	-	-	-	0.0%	-	0.0%

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY16 & FY17 FINAL OPERATING BUDGET
 SCCIC - 700

ACCOUNT	ACTUAL FY14	BUDGET FY15	BUDGET FY16 June 2014	REVISED BUDGET June 2015	BUDGET FY16 REVISED BUDG	% CHANGE BUDG FY16	FINAL BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17
OTHER MATERIALS & SUPPLIES								
504205 Freight Out	-	-	-	-	-	0.0%	-	0.0%
504211 Postage & Mailing	-	-	-	-	-	0.0%	-	0.0%
504214 Promotional Items	-	-	-	-	-	0.0%	-	0.0%
504215 Printing	-	-	-	-	-	0.0%	-	0.0%
504217 Photo Supp/Process	-	-	-	-	-	0.0%	-	0.0%
504311 Office Supplies	-	-	-	-	-	0.0%	-	0.0%
504315 Safety Supplies	-	-	-	-	-	0.0%	-	0.0%
504317 Cleaning Supplies	-	-	-	-	-	0.0%	-	0.0%
504409 Repair/Maint Supplies	-	-	-	-	-	0.0%	-	0.0%
504417 Tenant Repairs	-	-	-	-	-	0.0%	-	0.0%
504421 Non-Inventory Parts	-	-	-	-	-	0.0%	-	0.0%
504511 Small Tools	-	-	-	-	-	0.0%	-	0.0%
504515 Employee Tool Replacement	-	-	-	-	-	0.0%	-	0.0%
Totals	-	-	-	-	-	0.0%	-	0.0%
UTILITIES								
505011 Gas & Electric	-	-	-	-	-	0.0%	-	0.0%
505021 Water & Garbage	-	-	-	-	-	0.0%	-	0.0%
505031 Telecommunications	-	-	-	-	-	0.0%	-	0.0%
Totals	-	-	-	-	-	0.0%	-	0.0%
CASUALTY & LIABILITY								
506011 Insurance - Property	-	-	-	-	-	0.0%	-	0.0%
506015 Insurance - PL/PD	-	-	-	-	-	0.0%	-	0.0%
506021 Insurance - Other	-	-	-	-	-	0.0%	-	0.0%
506123 Settlement Costs	-	-	-	-	-	0.0%	-	0.0%
506127 Repairs - District Prop	-	-	-	-	-	0.0%	-	0.0%
Totals	-	-	-	-	-	0.0%	-	0.0%

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY16 & FY17 FINAL OPERATING BUDGET
 SCCIC - 700

ACCOUNT	ACTUAL FY14	BUDGET FY15	BUDGET FY16 June 2014	REVIS BUDGET June 2015	% CHANGE BUDGET FY16 REVISED BUDG FY16	FINAL BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17
TAXES							
507051 Fuel Tax	-	-	-	-	0.0%	-	0.0%
507201 Licenses & Permits	-	-	-	-	0.0%	-	0.0%
507999 Other Taxes	-	-	-	-	0.0%	-	0.0%
Totals	-	-	-	-	0.0%	-	0.0%
PURCHASED TRANS.							
503406 Contract/Paratransit	-	-	-	-	0.0%	-	0.0%
Totals	-	-	-	-	0.0%	-	0.0%
MISC EXPENSE							
509011 Dues/Subscriptions	-	-	-	-	0.0%	-	0.0%
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%
Totals	-	-	-	-	0.0%	-	0.0%
LEASES & RENTALS							
512011 Facility Lease	-	-	-	-	0.0%	-	0.0%
512061 Equipment Rental	-	-	-	-	0.0%	-	0.0%
Totals	-	-	-	-	0.0%	-	0.0%
PERSONNEL TOTAL							
	-	-	-	-	0.0%	-	0.0%
NON-PERSONNEL TOTAL							
	250	300	300	250	-16.7%	250	0.0%
DEPARTMENT TOTALS							
	250	300	300	250	-16.7%	250	0.0%
							SCCIC- 700

III. CAPITAL BUDGET

- THIS PAGE INTENTIONALLY LEFT BLANK -

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FINAL FY16 CAPITAL BUDGET
AS OF JUNE 26, 2015**

PROJECT/ACTIVITY	RESTRICTED FEDERAL FUNDS	RESTRICTED - SAKATA/LAW SUIT PROCEEDS	RESTRICTED - PTMISEA (1B)	RESTRICTED - SLPP	RESTRICTED - CAL-OES PROP 1B - TRANSIT SECURITY	RESTRICTED - STIP	RESTRICTED - CAPITAL STA	RESTRICTED - LCTOP (CAP & TRADE)	SALES TAX MATCH - SLPP - (BACKFILL - W/STA)	OPERATING / CAPITAL RESERVES - CARRYOVER FROM FY15	OPERATING / CAPITAL RESERVES - NEW FOR FY16	TOTAL
Construction Related Projects												
1 Metrobase Project - Judy K.Souza - Operations Bldg.	\$ -	\$ 635,000	\$ 6,500,000	\$ 1,000,000	\$ 646,033	\$ -	\$ -	\$ -	\$ 1,000,000	\$ -	\$ -	\$ 9,781,033
2 Transit Security Projects					\$ 538,000							\$ 538,000
3 w/ City of SC Pacific Station/Metro Center - Conceptual Design / MOU	\$ 300,000									\$ 75,000		\$ 375,000
4 Watsonville Transit Center - Conceptual Design								\$ 82,000		\$ 158,000		\$ 158,000
5 WTC Customer Service Booth Remodel										\$ 82,000		\$ 82,000
6 Fine Egress	\$ 300,000	\$ 635,000	\$ 6,500,000	\$ 1,000,000	\$ 1,184,033	\$ -	\$ 50,000	\$ 82,000	\$ 1,000,000	\$ 233,000	\$ -	\$ 50,000
Subtotal												\$ 10,984,033
IT Projects												
7 Finance Software Replacement (Partial Funding - 1/2)							\$ 35,000			\$ 90,000		\$ 125,000
8 HR Software Upgrade							\$ 10,000			\$ 40,000		\$ 50,000
Subtotal							\$ 45,000			\$ 130,000		\$ 175,000
Facilities Repair & Improvements												
9 Upgrade L/CNG Fueling Facility										\$ 130,000		\$ 130,000
10 Bus Stop Repairs / Improvements							\$ 71,790			\$ 43,436		\$ 115,226
11 WTC Renovations & Repairs							\$ 7,000			\$ 37,000		\$ 37,000
Subtotal							\$ 78,790			\$ 173,436		\$ 282,226
Revenue Vehicle Replacement & Campaigns												
12 Paracruz Van Replacements (4)	\$ 50,400									\$ 86,250		\$ 431,250
13 FTA Section 5310(1) Paratransit Vehicle TBD)												
State of Good Repair # 2 Close-out - Tooling, Diagnostic Equipment and Spare Parts for the 6 New Flyer Buses												
Subtotal	\$ 50,400									\$ 345,000		\$ 345,000
Non-Revenue Vehicle Replacement												
15 Replacement Non-Revenue Vehicles (FTA 5339) *	\$ 152,000											\$ 152,000
Subtotal	\$ 152,000									\$ 38,000		\$ 190,000
Fleet & Maint Equipment												
16 None at this time	\$ -											\$ -
Subtotal	\$ -											\$ -
Office Equipment												
17 Office Furniture Ergonomic & Distressed Furniture (STA)							\$ 42,000					\$ 42,000
18 WTC Police Substation - Workstation												
Subtotal							\$ 42,000					\$ 42,000
Misc.												
19 Ticket Vending Machine-SLV												
TYM Audible Improvements - Firmware, Braille Placards, and Key Pads										\$ 63,735		\$ 63,735
FTA 5339 Funds (Placeholder FY14 & FY15 Allocation Programming in Progress) *	\$ 764,819									\$ 25,000		\$ 25,000
Subtotal	\$ 764,819									\$ 74,981		\$ 956,023
Subtotal										\$ 163,716		\$ 163,716
TOTAL CAPITAL PROJECTS	\$ 1,267,219	\$ 635,000	\$ 6,500,000	\$ 1,000,000	\$ 1,184,033	\$ 345,000	\$ 215,790	\$ 82,000	\$ 1,000,000	\$ 859,402	\$ 159,943	\$ 13,248,387

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FINAL FY16 CAPITAL BUDGET
AS OF JUNE 26, 2015**

PROJECT/ACTIVITY	RESTRICTED FEDERAL FUNDS	RESTRICTED SAKATA/LAW SUIT PROCEEDS	RESTRICTED - PTMISEA (1B)	RESTRICTED - SLPP	RESTRICTED - CAL-OES PROP 1B - TRANSIT SECURITY	RESTRICTED - STIP	RESTRICTED - CAPITAL STA	RESTRICTED LCTOP (CAP & TRADE)	SALES TAX MATCH - SLPP - (BACKFILL - W/STA)	OPERATING / CAPITAL RESERVES - CARRYOVER FROM FY15	OPERATING / CAPITAL RESERVES - NEW FOR FY16	TOTAL
CAPITAL PROGRAM FUNDING												
Federal Sources of Funds:												
Federal Grants (FTA)	\$ 1,267,219											\$ 1,267,219
Sakata / Lawsuit Proceeds		\$ 635,000										\$ 635,000
State Sources of Funds:												
PTMISEA (1B)			\$ 6,500,000									\$ 6,500,000
State-Local Partnership Program (SLPP)				\$ 1,000,000								\$ 1,000,000
Cal-OES Prop 1B Transit Security Grant Funds (CTSGP)					\$ 1,184,033							\$ 1,184,033
Statewide Transportation Improvement Program (STIP)						\$ 345,000						\$ 345,000
Capital Restricted - State Transit Assistance (STA)							\$ 215,790					\$ 215,790
Low Carbon Transit Operations Program (LCTOP) - Cap & Trade								\$ 82,000				\$ 82,000
Sales Tax Match for SLPP - (Backfilled w/STA)									\$ 1,000,000			\$ 1,000,000
Local Sources of Funds:												
Operating / Capital Reserve Fund										\$ 859,402	\$ 159,943	\$ 1,019,345
TOTAL CAPITAL FUNDING BY FUNDING SOURCE	\$ 1,267,219	\$ 635,000	\$ 6,500,000	\$ 1,000,000	\$ 1,184,033	\$ 345,000	\$ 215,790	\$ 82,000	\$ 1,000,000	\$ 859,402	\$ 159,943	\$ 13,248,387
Restricted Funds	\$ 1,267,219	\$ 635,000	\$ 6,500,000	\$ 1,000,000	\$ 1,184,033	\$ 345,000	\$ 215,790	\$ 82,000	\$ 1,000,000			\$ 12,229,042
Non-Restricted Funds										\$ 859,402	\$ 159,943	\$ 1,019,345
TOTAL CAPITAL FUNDING	\$ 1,267,219	\$ 635,000	\$ 6,500,000	\$ 1,000,000	\$ 1,184,033	\$ 345,000	\$ 215,790	\$ 82,000	\$ 1,000,000	\$ 859,402	\$ 159,943	\$ 13,248,387
* FTA Section 5339 Funds - Staff is currently developing the comprehensive list of projects to be funded with the remainder of the combined FY14 and FY15 FTA Section 5339 grant funds in the amount of \$1,146,023.												
FTA 5339 - FTA Share @ 80%	\$ 916,819											
Local share @ 20% funded with Operating / Capital Reserves	\$ 229,204											
Total FTA Section 5339 Grant	\$ 1,146,023											

IV. UNFUNDED CAPITAL NEEDS LIST

- THIS PAGE INTENTIONALLY LEFT BLANK -

Santa Cruz METRO
Unfunded Capital Projects
 Consideration for Future Grant Applications

- 5339 PRIORITY**
- 1** Immediate Repair or Replace
 - 2** Needed for State of Good Repair
 - 3** Not Mission Critical
 - +** Exceeds amount available for discreet project
 - Ø** Ineligible

UNFUNDED CAPITAL PROJECTS

#	5339	Project	Description	Cost (000s)	Potential Funding Source	UNFUNDED CAPITAL PROJECTS												DEPT
						16	17	18	19	20	21	22	23	24	25			
1	1	Bus Replacements 2016	Bus Replacements Replace 4 2200s (C40LF buses) ; Retire 8 due to tank expirations.	\$ 2,400	Unfunded													Fleet
2	1	Rebuild Vernon Street Roof	Correct Water leakage	\$ 150	Unfunded													IT Facilities Const.
3	1	Roof Replacement, Pacific Station	Remove Curved windows; replace roof	\$ 250	Unfunded		\$ 250											Facilities
4	1	Relocate Mechanics Sink, fleet	138 Golf Club Capital + Engineering Cost	\$ 10	Unfunded													Fleet Facilities
5	1	Exhaust evacuation @ Golf Club.	Upgrade Fleet Exhaust Evacuation System @ 138 Golf Club	\$ 35	Unfunded		\$ 35											Const. Fleet Facilities
6	1	Propane bus mule	Tow motor to hostile buses at Fleet maintenance	\$ 25	Unfunded													Fleet
7	1	Reseal/Resurface	Reseal, resurface asphalt at Pacific Station, upper Vernon St. lot, Scotts Valley Transit Center, Soquel P & R	\$ 75	Unfunded													Facilities
8	2	Mid-Life Overhaul, 2015-2024	Bus Mid-Life Overhaul	\$ 16,000	STIP	\$ 1,600	\$ 1,600	\$ 1,600	\$ 1,600	\$ 1,600	\$ 1,600	\$ 1,600	\$ 1,600	\$ 1,600	\$ 1,600	\$ 1,600	\$ 1,600	Fleet
9	2	Maintenance for existing transit facilities	Maintenance of bus stops, parking lots, transit centers, buildings	\$ 500	continuous	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	Facilities
20	3	ADA Access Assessment at Bus Stops	Consultant assessment of ADA access at METRO bus stops	\$ 10	Unfunded													Planning Facilities
10	2	ADA Access Bus Stops	Remedial ADA Access at all bus stops: annually	\$ 879	Unfunded		\$ 175	\$ 88	\$ 88	\$ 88	\$ 88	\$ 88	\$ 88	\$ 88	\$ 88	\$ 88	\$ 88	Planning Facilities
20	3	ADA Access Assessment at all Facilities	Consultant assessment of ADA access at all METRO facilities. Remedial ADA Access at all facilities. Respond to 2015 Accessibility Study	\$ 25	Unfunded													Planning Facilities
21	3	ADA Access at all Facilities	Remedial ADA Access at all facilities. Respond to 2015 Accessibility Study	\$ 879	Unfunded		\$ 175	\$ 88	\$ 88	\$ 88	\$ 88	\$ 88	\$ 88	\$ 88	\$ 88	\$ 88	\$ 88	Planning Facilities

Santa Cruz METRO
Unfunded Capital Projects
 Consideration for Future Grant Applications

UNFUNDED CAPITAL PROJECTS

#	5339	Project	Description	Cost (000s)	Potential Funding Source	UNFUNDED CAPITAL PROJECTS											DEPT.
						16	17	18	19	20	21	22	23	24	25		
11	2	Upgrade HVAC Systems, all sites	Heating Ventilation Air Conditioning	\$ 500	FY14 FTA 5339	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	Facilities
12	2	Custodial Equipment Replacement	Vacuums, Buffers, Scrubbers	\$ 100	Unfunded	\$ 10	\$ 10	\$ 10	\$ 10	\$ 10	\$ 10	\$ 10	\$ 10	\$ 10	\$ 10	\$ 10	Facilities
13	2	ParaCruz Adds & Replacement Vans 2016	Replace (6) Paracruz Vans	\$ 400	Unfunded	\$ 400											ParaCruz
14	2	Fire Suppression for IT Server Room	110 Vernon	\$ 100	Unfunded		\$ 100										IT Facilities Const.
15	2	Watsonville Transit Center Repaint	Exterior repainting	\$ 50	Unfunded	\$ 50											Facilities
16	2	Bird Abatement	All Facilities	\$ 10	Unfunded	\$ 10											Facilities Const. Fleet Facilities
17	2	Bus Lifts	Remove and Replace lifts	\$ 1,000	Unfunded	\$ 1,000											Facilities
18	2	Roof Reconstruction, Golf Club	Reconstruct built-up roof on first-half of Maintenance Building	\$ 100	Unfunded	\$ 100											Facilities
19	2	Tire Carousel	138 Golf Club Capital + Engineering Cost	\$ 50	Unfunded	\$ 50											Fleet
22	3	Bus Replacements 2017	Bus Replacements @ \$575 ea. Replace 18 35' 9800s (D35LF) Replace 12 40' 9800s (D40LF) Replace 8 40' CNG buses (tanks expire '16)	\$ 21,850	FTA 5339/STIP	\$ 21,850											Fleet
23	3	Facilities Bucket Truck Maintenance Equipment Routine replacements	Person lift for high-altitudework. Routine Replacements; Welder	\$ 100	FY14 FTA 5339	\$ 100											Fleet
24	3	Offsite SCMTD Servers	MetroBase. Balance of Lifetime Budget	\$ 50	MetroBase	\$ 50											IT Const.
26	3	ParaCruz Adds & Replacement Vans 2017	Replace (17) Paracruz mid-size vans Goshen, E350 Transporter, E350 Versa Shuttle; 4 expansion vehicles	\$ 1,300	Unfunded	\$ 1,300											ParaCruz

Santa Cruz METRO
Unfunded Capital Projects
 Consideration for Future Grant Applications

UNFUNDED CAPITAL PROJECTS

#	5339	Project	Description	Cost (000s)	Potential Funding Source	UNFUNDED CAPITAL PROJECTS												DEPT.	
						16	17	18	19	20	21	22	23	24	25				
27	3	Bus Replacements 2018	Bus Replacements Replace 13 2200s	\$ 7,800	FTA 5339/STIP			\$ 7,800											Fleet
28	3	ParaCruz Adds & Replacement Vans 2018	Replace (13) Paracruz mid-size vans C5500 Elite, E350 Transporter, E350 Versa Shuttle	\$ 935	Unfunded			\$ 935											ParaCruz
29	3	WiFi expansion	Public WiFi equipment on all facilities and routes beginning w/UCSCs and Express buses	\$ 1,000	Unfunded			\$ 1,000											Ops
30	3	Parts Washers (3)	Replace the JRI units purchased 2010	\$ 75	Unfunded				\$ 75										Fleet
31	3	Replace Fueling Station Hose Reels	Fuel Station hose reel system	\$ 75	Unfunded		\$ 75												Fleet Facilities
32	3	Roof Replacement, Scotts Valley	Replace Roof	\$ 100	Unfunded												\$ 100		Facilities
33	3	Exterior/Interior Painting	Exterior: Vernon, 138 Golf Club, Fueling Station interior/exterior Replace (5) Paracruz Light Duty vans	\$ 400	Unfunded			\$ 200	\$ 125	\$ 75									Facilities
34	3	ParaCruz Adds & Replacement Vans 2019	Replace (5) Paracruz Light Duty vans C5500 Elite, E350 Transporter, E350 Versa Shuttle	\$ 300	Unfunded				\$ 300										ParaCruz
35	3	Bus Replacements 2022	Bus Replacements Replace (13) 2800s CNG Buses	\$ 7,800	FTA 5339/STIP					\$ 7,800									Fleet
36	3	Replace Fleet Hose Reels	Replace Golf Club Lube Hose Reel system	\$ 100	Unfunded				\$ 100										Fleet
37	3	Roof Replacement, Fueling Station	Replace Roof	\$ 50	Unfunded					\$ 50									Facilities
38	3	Remove Diesel Tank	Remove tank after replacement of last diesel bus fleet	\$ 100	Unfunded					\$ 100									Const. Facilities
39	3	Bus Replacements 2020	Bus Replacements Electric Bus	\$ 3,000	FTA 5339/STIP					\$ 3,000									Fleet
40	3	Bus Replacements 2023	Bus Replacements Replace (5) 1000s CNG Buses	\$ 3,000	FTA 5339/STIP											\$ 3,000			Fleet

**Santa Cruz METRO
Unfunded Capital Projects**
Consideration for Future Grant Applications

UNFUNDED CAPITAL PROJECTS

#	5339	Project	Description	Cost (000s)	Potential Funding Source	16	17	18	19	20	21	22	23	24	25	DEPT.
41	3	Bus Replacements 2024	Bus Replacements Replace (11) 1200s CNG Buses (~\$600K each)	\$ 13,200	FTA 5339/STIP									\$ 6,600	\$ 6,600	Fleet
42	?	Furniture	All Facilities	\$300	Unfunded	\$ 300										Admin Const.
43	?	Gates/Fences MetroBase plant	Automatic Swing gates for fueling station, fences and gates for Maintenance, Vernon.	\$ 100	Unfunded	\$ 100										Facilities Const.
44	+	Signal Priority/Pre- Emption for Buses	Enable coach operators to actuate traffic signals to prolong green or change red lights to improve transit running time.	\$ 2,000	Coordinate with Public Works in affected jurisdiction					\$ 2,000						Planning Ops
45	+	Bus AVL	Automatic Vehicle Locator system on all METRO Buses	\$ 1,300	Unfunded	\$ 1,300										IT Planning Fleet
46	+	Bus APC	Automatic Passenger Counter systems on all METRO buses.	\$ 1,200	Unfunded		\$ 1,200									IT Planning Fleet
47	Ø	South County Ops. & Maint. Facility	Auxiliary Operating & Maint Facility in Watsonville. Fascia or complete transit center renovation. Add ADA eligibility office. Requires buy-in from local community, possible City of Watsonville financial participation.	\$ 50,000	Unfunded									\$ 50,000		Grants Facilities Const.
48	Ø	Watsonville Transit Center Renovation	Demolition of 1211/1217 River Street houses; environmental report; design engineering and construction for bus parking.	TBD	Unfunded											Const. Facilities
49	Ø	MetroBase: River Street overflow parking lot.	Replace N/S Wash System purchase 2010	\$ 300	Unfunded			\$ 300								ParaCruz
50	Ø	Bus Washer	Energy reduction through installation of solar panels at the Judy K. Souza Operations combined with water harvesting and tree removal.	\$ 50	FTA 5339			\$	50							Facilities Fleet
51	Ø	Solar Panels and Water Harvesting		\$ 4,000	Unfunded					\$ 4,000						Const. Facilities

Santa Cruz METRO
Unfunded Capital Projects
 Consideration for Future Grant Applications

UNFUNDED CAPITAL PROJECTS

#	5339	Project	Description	Cost (000s)	Potential Funding Source	UNFUNDED CAPITAL PROJECTS												DEPT.
						16	17	18	19	20	21	22	23	24	25			
52	Ø	Park and Ride Lots for Bus Commuters	Fund purchase and construction of parking areas for commute bus patrons 17th ave & 41st Ave.	\$ 1,500	Unfunded													Facilities
53	Ø	Pacific Station Renovation	Consider mixed-use or transit only renovations	\$ 25,000	Private Developer City partnership			\$ 25,000										Grants Facilities Const.
54	Ø	Metro Rebranding	Establish consistent brand with uniform signage, letterhead, adds	\$ 500	Unfunded													
55	Ø	Landscaping/Irrigation	Re-landscape & irrigate all sites	\$ 500	Unfunded	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	Facilities
56	Ø	Fare System Integration	System Integrator to analyze and propose integrated fare media strategy	\$ 100	Unfunded.		\$ 100											IT Planning Fleet
57	Ø	Fare System Upgrade	Upgrade GFI Farebox system to enable fare media loading, tracking, registration, interoperability via internet. Necessary IT upgrades	\$ 1,300	Unfunded.		\$ 1,300											IT Planning Fleet
58	Ø	Vernon Street Bus Stop	Move (Route 4) bus stop to to lower Administration parking lot (fronts River Street) . Install base and concrete to bus stop pad and maneuvering apron	\$ 70	Unfunded	\$ 70												Facilities Const.
59	Ø	FiberOptic Switches	Connect Fiber Optic from Ops to HASTUS upgrade required for new OS environment	\$ 5	Unfunded	\$ 5												IT Facilities
60	Ø	HASTUS Upgrade		\$ 850	Unfunded		\$ 850											IT
61	Ø	Financial Management Software	Financial, Payroll, Timekeeping S	\$ 125	Unfunded		\$ 125											IT Finance
62	Ø	Property Acquisition	MetroBase right-of-way Rayne @ 1231 River St.	\$ 850	Unfunded	\$ 850												Const. Legal
63	Ø	Felton Faire Bus Stop	Either relocate or improve path of travel for 2 stops	\$ 100	Unfunded	\$ 100												Planning Facilities

Santa Cruz METRO
Unfunded Capital Projects
 Consideration for Future Grant Applications

UNFUNDED CAPITAL PROJECTS																
#	5339	Project	Description	Cost (000s)	Potential Funding Source	16	17	18	19	20	21	22	23	24	25	DEPT.
64	Ø	ParaCruz Operating Facility (Mobility Management Center)	Design, Right-of-Way and construction for new ParaCruz Operating Facility	\$ 10,000	Unfunded			\$ 10,000								Paracruz Const. Ops.
65	Ø	MetroBase Maintenance Facility Wing 2	Design, Right-of-Way and construction for second wing of Maintenance Facility	\$ 15,000	Unfunded			\$ 15,000								Maint. Const. Ops.
66	Ø	Administration Remodel	Assess reconfiguration of Administration (110 Vernon) to move/add office space, windows.	\$25	Unfunded	\$ 25										Facilities
Unfunded Capital Costs thru 2025				\$199,583	NA	\$ 7,890	\$ 30,045	\$ 62,621	\$ 2,511	\$ 10,686	\$ 3,936	\$ 9,786	\$ 4,936	\$ 8,536	\$ 58,636	Grants Finance Grants
ROLLING STOCK REPLACEMENTS:				\$61,985	NA	\$2,800	\$23,150	\$8,735	\$300	\$3,000	\$0	\$7,800	\$3,000	\$6,600	\$6,600	Finance

V. ADDITIONAL INFORMATION

- Board Member Travel
- Employee Incentive Program

- THIS PAGE INTENTIONALLY LEFT BLANK -

BOARD MEMBER TRAVEL

FY16

American Public Transportation Association (APTA) Meetings

Legislative Conference
March 2016
Washington, DC
Two Board Members

Annual Conference
October 2015
San Francisco, CA
Two Board Members

California Transit Association (CTA) Meetings

Annual Meeting
November 2015
Pasadena, CA
One Board Member

Legislative Conference
Spring 2016
One Board Member

Additional Travel

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

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

EMPLOYEE INCENTIVE PROGRAM

EVENT/ACTIVITY	# EMP	RATE	FY16	FY17	DEPT/ACCOUNT
District Service Awards			\$ 9,400	\$ 9,400	1100-509101
Employee Picnic & Holiday Party			\$ 10,000	\$ 10,000	1100-509101
Certificates of Appreciation			\$ 700	\$ 700	1100-509101
Safe Driver Pins and Certificates			\$ 200	\$ 200	3300-509101
Employee Incentive Program			\$ -	\$ -	1100-509101
Departmental Programs					
<u>Administrative Facility (110 Vernon)</u>					
Employee Recognition/Appreciation Events		\$ -	\$ -	\$ -	1200-509101
<u>Customer Service (Metro Center)</u>					
Employee Recognition/Appreciation Events		\$ -	\$ -	\$ -	1300-509101
<u>Facilities Maintenance</u>					
Employee Recognition/Appreciation Events		\$ -	\$ -	\$ -	2200-509101
<u>ParaCruz</u>					
Employee Recognition/Appreciation Events		\$ -	\$ -	\$ -	3100-509101
<u>Operations</u>					
Employee Recognition/Appreciation Events and Shift Bid Refreshments		\$ -	\$ -	\$ -	3200-509101
<u>Fleet Maintenance</u>					
Employee Recognition/Appreciation Events and Shift Bid Refreshments		\$ -	\$ -	\$ -	4100-509101
TOTALS			\$ 20,300	\$ 20,300	