

*Santa Cruz Metropolitan Transit District*

**FY18 & FY19  
FINAL BUDGET**



ADOPTED JUNE 23, 2017



SANTA CRUZ **METRO**

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

## **FY18 & FY19**

### **FINAL BUDGET**

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# **I. TOTAL BUDGET OVERVIEW**



# Santa Cruz Metropolitan Transit District



Santa Cruz Metropolitan Transit District (METRO) is proud to present the FY18/FY19 Operating budget. The FY18 Operating budget is \$48,077,820, representing a 3% growth over the previous year. The implementation of Measure D, Cabrillo and UCSC funds contributed to the 3% growth, providing service stability, reliability and enhancements. In FY18 METRO will increase the number of Bus Operators by seven and add one Maintenance Superintendent.

The prior year's budget anticipated the return of a significant structural deficit in FY19. Now, thanks to the support of Santa Cruz County residents and our State legislators, revenues resulting from Measure D and California State SB-1 will help ensure service stability, provide some service enhancements and reduce the likelihood of near-term service reductions. The five-year budget outlook, presented to the Board in June, now removes the expected significant structural deficit. *NOTE: Minor deficits shown in FY20 and FY22 are resolvable.* As a side-note, METRO is aware of a potential challenge to SB-1 that is originating in Southern California. Should that challenge be successful, METRO's five-year budget outlook and bus replacement plan will be significantly damaged and service reductions will again have to be considered in the next few years.


Now that METRO is on a sound financial foundation, we must turn our attention to the replacement of buses and paratransit (ParaCruz) vehicles. METRO has an immediate need to replace sixty-one buses and eight paratransit vehicles. The cost of doing so is estimated to be between \$37 - \$62 million. The capital investment variance reflects the lower cost of purchasing Compressed Natural Gas (CNG) buses versus more expensive zero emissions electric buses. Fixed Route buses expend their useful life after twelve years and about 60% of METRO's fleet exceeds this life expectancy. While METRO's Fleet Maintenance Department employees do an extraordinary job of keeping our fleet running, there is only so much that can be done when a bus exceeds its useful life. Unfortunately, an aging fleet results in poor customer service, as our equipment breaks down more frequently and we are unable to deliver the quality service we strive for.

In the early years of Measure D and SB-1, METRO will be able to identify local match revenues with which to attempt to leverage State and Federal capital grants. This strategy resulted in METRO being awarded five new buses last year. Three of those buses are Federally funded zero emissions electric buses for Highway 17 commuter service, one State funded zero emissions electric bus for a circulator service in Watsonville, and one new CNG bus for fixed-route service.

In the coming year(s), METRO will seek to retain and attract new customers, particularly customers who have a transportation mode choice. If revenues increase, METRO will work hard to improve the frequency of service on our routes, improve span of service and possibly improve weekend service. Finally, METRO continues to seek sources of revenue with which to add an Automatic Vehicle Location (AVL) system to our buses. Such a system will provide important data with which to manage and improve the system's overall on-time performance. An additional benefit of AVL is the potential of adding a Predictive Arrival & Departure System (PADS). Such a feature will include a Smartphone application that will provide customers real-time information about when the bus will arrive at their chosen stop.

Thank you for our continued support of Santa Cruz Metropolitan Transit District.

Respectfully submitted,

  
Jimmy Dutra  
Board Chair

  
Alex Clifford  
CEO/General Manager

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

**FY18 & FY19**

**FINAL BUDGET**

**Board of Directors**

**Cynthia Mathews**  
City of Santa Cruz

**Mike Rotkin**  
County of Santa Cruz

**Jimmy Dutra**  
City of Watsonville

**John Leopold**  
County of Santa Cruz

**Bruce McPherson**  
County of Santa Cruz

**Cynthia Chase**  
City of Santa Cruz

**Donna Lind**  
City of Scotts Valley

**Don Rothwell**  
County of Santa Cruz

**Ed Bottorff**  
City of Capitola

**Oscar Rios**  
City of Watsonville

**Norm Hagen**  
County of Santa Cruz

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

**Liber McKee**  
Cabrillo College Ex Officio  
Cabrillo College Appointment

**Alexander Clifford, CEO/General Manager**



***SANTA CRUZ METROPOLITAN TRANSIT DISTRICT***

**FY18 & FY19**

**FINAL BUDGET**

**Board Officers and Appointments**

**Chair**

**Jimmy Dutra**

**Vice Chair**

**Bruce McPherson**

**SCCIC Representatives**

**Cynthia Chase**

**Norm Hagen**

**John Leopold**

**Bruce McPherson**

**Oscar Rios**

**SCCRTC Representatives**

**Karina Cervantez**

**Cynthia Chase**

**Ed Bottorff**

**SCCRTC Alternates (in order)**

**Dene Bustichi**

**Mike Rotkin**

**Norm Hagen**

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

**FY18 & FY19**

**FINAL BUDGET**

## **Board Officers and Appointments**

### **Capital Projects Standing Committee**

**Ed Bottorff  
Cynthia Chase  
Bruce McPherson**

### **Finance, Budget and Audit Standing Committee**

**John Leopold  
Donna Lind  
Cynthia Mathews  
Oscar Rios**

### **Personnel/Human Resources Standing Committee**

**Jimmy Dutra  
Bruce McPherson  
Mike Rotkin  
Norm Hagen  
John Leopold**

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

**FY18 & FY19**

**FINAL BUDGET**

## **Management Staff**

CEO/General Manager COO	Alexander D. Clifford Ciro Aguirre
Finance Manager and Interim Human Resources Manager Assistant Finance Manager	Angela Aitken Debbie Kinslow
Fixed Route Superintendent	Anna Gouveia
Paratransit Superintendent Assistant Paratransit Superintendent	April Warnock Daniel Zaragoza
Human Resources Manager Assistant Human Resources Manager	Vacant Caroline Hawkins
Information Technology Manager Senior Database Administrator Database Administrator	Isaac Holly Harlan Glatt Jaron West
Maintenance Manager	Eddie Benson
Purchasing Manager	Erron Alvey
Safety, Security and Risk Manager	<i>Vacant</i>
Planning and Development Manager	Barrow Emerson

# *SANTA CRUZ METROPOLITAN TRANSIT DISTRICT*

## **TRANSIT CENTERS**

### **Santa Cruz (Pacific Station)**

920 Pacific Avenue  
Santa Cruz, CA 95060

### **Capitola Mall**

1855 41st. Avenue  
Capitola, CA 95010

### **Watsonville**

475 Rodriguez Street  
Watsonville, CA 95076

### **Scotts Valley (Cavallaro Center)**

246 Kings Village Road  
Scotts Valley, CA 95066

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

## **Santa Cruz METRO Quick Facts FY16**

As of 6/30/16

<b>Board Members</b>	<b>12</b>
<b>Employees</b>	<b>306</b>
<b>Fixed Routes</b>	<b>35</b>
<b>Fixed Route Peak Pullout</b>	<b>82</b>
<b>Bus Stops</b>	<b>936</b>
<b>Fixed Route Ridership</b>	<b>5,497,024</b>
<b>Revenue Miles</b>	<b>3,337,779</b>
<b>Revenue Hours</b>	<b>226,135</b>
<b>Passengers per Hour</b>	<b>24.31</b>
<b>Operating Expenses</b>	<b>\$46,706,726</b>

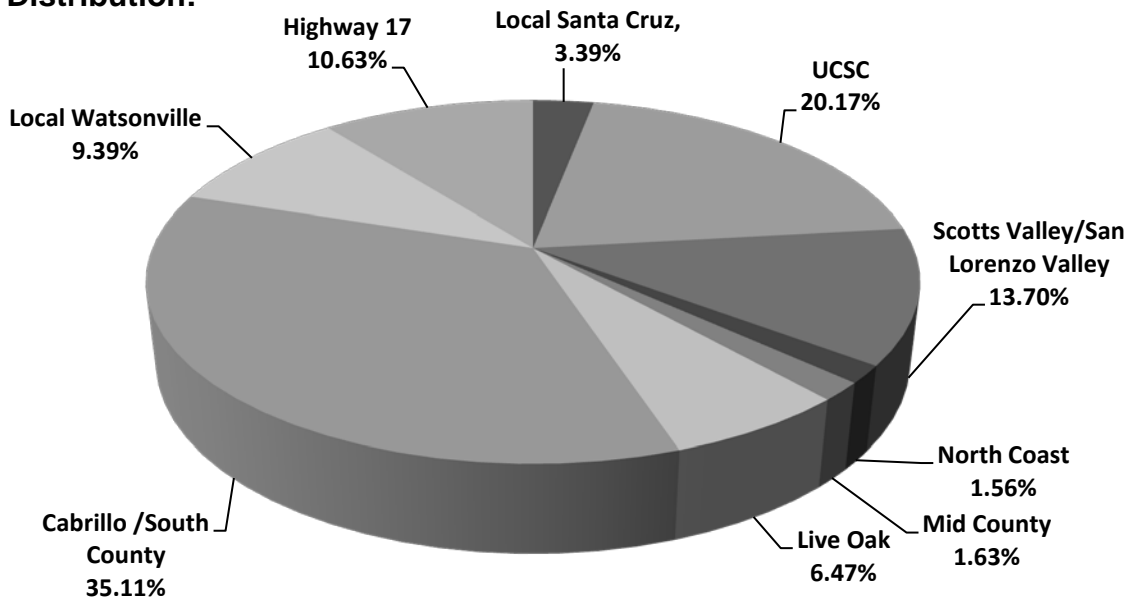
# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

## Ridership Performance by Service Area - FY16

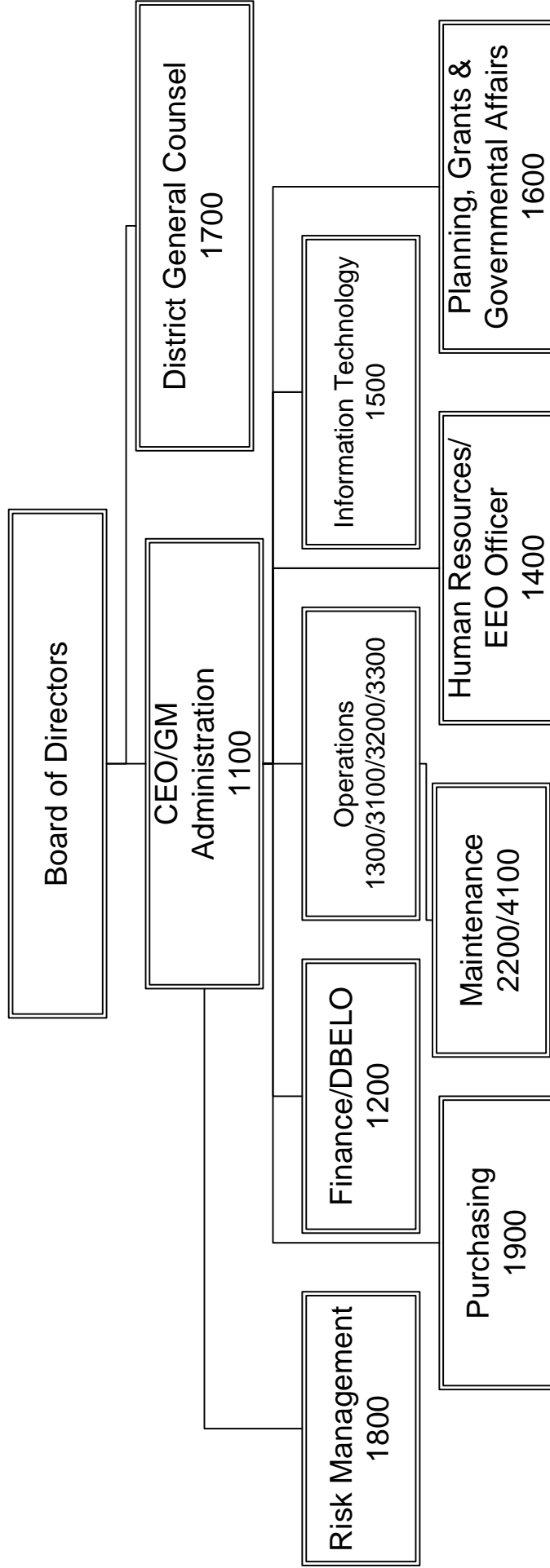
as of 06/30/2016

	Trip Hrs	%	Ridership	%	Passengers per Hour
Local Santa Cruz	6,859	3.03%	103,053	1.87%	15.02
UCSC	45,613	20.17%	2,577,202	46.88%	56.50
Scotts Valley/San Lorenzo Valley	27,150	12.01%	417,016	7.59%	15.36
North Coast	3,525	1.56%	40,204	0.73%	11.41
Mid County	3,684	1.63%	45,911	0.84%	12.46
Live Oak	14,641	6.47%	294,908	5.36%	20.14
Cabrillo /South County	79,392	35.11%	1,499,207	27.27%	18.88
Local Watsonville	21,242	9.39%	182,664	3.32%	8.60
Highway 17	24,029	10.63%	336,859	6.13%	14.02
<b>TOTAL</b>	<b>226,135</b>	<b>100.00%</b>	<b>5,497,024</b>	<b>100.00%</b>	<b>24.31</b>

### Service Distribution:



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

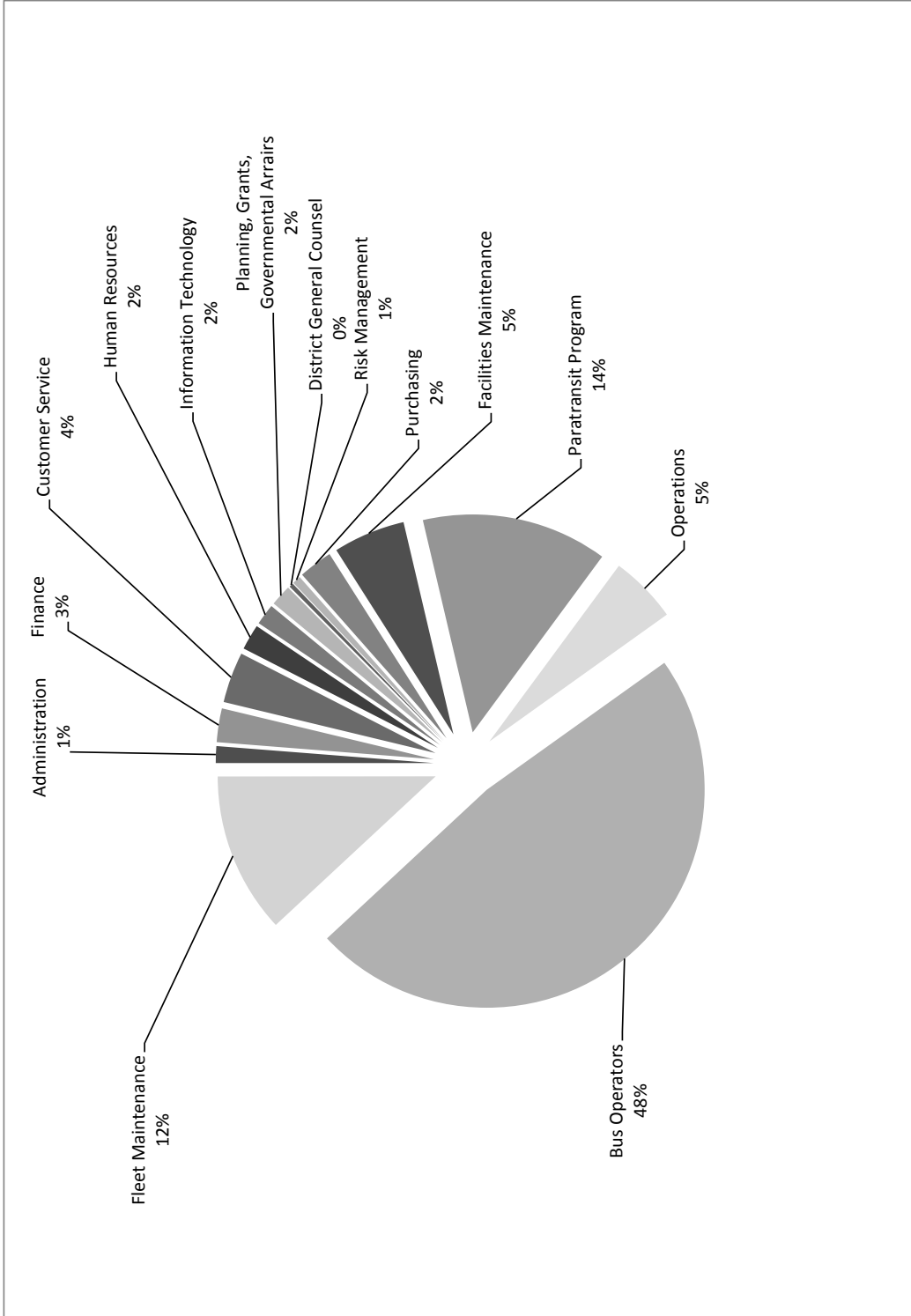


**FY18 & FY19 OPERATING BUDGET**  
**Authorized and Funded Personnel - Full Time Equivalent (FTE)**  
**Summary**

Position Title	FY 17 June 2016		FY 18 2017		FY 19 2017	
	Authorized	Funded	Authorized	Funded	Authorized	Funded
Administration - 1100	5.00	4.00	5.00	4.00	5.00	4.00
Finance - 1200	8.50	7.00	9.50	8.00	9.50	8.00
Customer Service - 1300	10.25	8.00	15.25	12.00	15.25	12.00
Human Resources - 1400	6.00	5.00	8.00	6.00	8.00	6.00
Information Technology - 1500	7.00	5.00	7.00	5.00	7.00	5.00
Planning, Grants, Governmental Affairs - 1600	9.00	5.00	11.00	5.00	11.00	5.00
District General Counsel - 1700	3.00	3.00	3.00	1.00	3.00	1.00
Risk Management - 1800	3.00	2.00	3.00	2.00	3.00	2.00
Purchasing - 1900	8.00	8.00	9.00	8.00	9.00	8.00
Facilities Maintenance - 2200	22.00	17.00	22.00	17.00	22.00	17.00
Paratransit - 3100	62.00	49.00	55.00	44.00	55.00	44.00
Operations - 3200	21.00	15.00	22.00	16.00	22.00	16.00
Bus Operators - 3300	171.00	146.00	171.00	153.00	171.00	153.00
Fleet Maintenance - 4100	56.00	37.00	57.00	38.00	57.00	38.00
<b>Total Full-Time Equivalents (FTEs)</b>	<b>391.75</b>	<b>311.00</b>	<b>397.75</b>	<b>319.00</b>	<b>397.75</b>	<b>319.00</b>



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
 FY18 & FY19 FINAL OPERATING BUDGET  
 FUNDED PERSONNEL BY DEPARTMENT**





# FY18 & FY19 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 two Ex-Officio Directors, representing the University of California and Cabrillo College, 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.

## **FY18 Operating Revenues**

Operating Revenues total \$48,077,820 in FY18. Major Operating Revenue assumptions in the FY18 Budget over the June 2016 FY17 Final Budget, include:

- **Passenger Fares** – decrease of -24.2% or (\$890K) primarily due to decreased system-wide ridership, as a result of the service reduction implemented after September 8, 2016, as well as the decrease in bulk purchases of discount passes from Cabrillo College. The budget projection is based on actual passenger fares revenue collected in October, November, and December 2016. Revenue data collected prior to the service reduction was excluded from the forecast model. In addition, data for January and February 2017 was excluded from the forecast model due to the severe weather and staffing shortages that negatively impacted ridership.
- **Special Transit Fares** – decrease of -3.9% or (\$211K) due to higher budget projections for FY17, based on trends from prior years.
- **Highway 17 Fares** – decrease of -3.7% or (\$67K) due to decreased Highway 17 Ridership as a result of increased fares (in the fall of 2015); lower fuel prices; reduced on-time performance due to increased congestion, as well as the service reduction implemented September 8, 2016. The budget projection is based on actual Highway 17 fares revenue collected in October, November, and December 2016. Revenue data collected prior to the service reduction was excluded from the forecast model. In addition, data for January and February 2017 was excluded from the forecast model due to the severe weather and staffing shortages that negatively impacted ridership.
- **1979 Gross Sales Tax (1/2 cent)** – increase of 2.5% or \$489K. Current economic data does not support much of an increase.
- **2016 Net Sales Tax (Measure D)** – increase of 100% or \$3M (new revenue source in FY18). The budget projection is based on preliminary estimates from the Santa Cruz County Regional Transportation Commission (SCRTC). Measure D funding received by Santa Cruz METRO will be used to increase Fixed-route service, sustain ParaCruz service, maintain service reliability, and to allow for the purchase of new Fixed-route buses and ParaCruz vans. Details with background include:

## FY18 & FY19 Final Budget Highlights (con't)

- As part of the reduced annual budget adopted in June 2016 for FY17, Santa Cruz METRO funded 4 Fixed-route Bus Operator positions using reserve funds to save some services until FY18, in hopes that Measure D would be successful. If Measure D had not been successful, these services would have been eliminated. With the passage of Measure D, these 4 Fixed-route Bus Operator positions will continue to be funded.
  - Measure D funds also provides an increase of 4 Fixed-route Bus Operators that will improve service reliability, something that has been difficult since the staffing reduction that came with the cost savings measures implemented with the FY17 budget.
  - Per action by the Santa Cruz METRO Board on May 19, 2017, an additional \$120,000 of Measure D funds will be committed to 1 additional Fixed-route Bus Operator position and associated operating costs, which will provide additional trips on key routes.
  - In addition to funding an increase in Fixed-route services, Measure D funds will also allow Santa Cruz METRO to sustain its current level of ParaCruz service which exceeds that required by the Americans with Disabilities Act (ADA). If Measure D had not been successful, the current Fixed-route and ParaCruz service levels would have also been subject to reduction.
  - This new funding from Measure D will also allow Santa Cruz METRO to purchase Fixed-route buses and ParaCruz vans, which in turn, will increase service reliability and decrease maintenance costs. Sixty-one (61) buses of Santa Cruz METRO's 98 buses are currently in need of replacement. The full cost of replacing the 61 buses ranges from \$37-\$58 million depending on the chosen propulsion system (compressed natural gas or electric battery). Because of the significant cost of buses, transit agencies primarily acquire buses through grants which generally require local matches in the 15-20% range. Unfortunately these grants are highly competitive and significantly oversubscribed. Santa Cruz METRO will leverage the Measure D funding against these competitive grants, to acquire as many vehicles as possible, to increase service reliability and decrease maintenance costs.
- Transportation Development Act (TDA-LTF) - increase of 1.0% or \$67K in accordance with estimates from SCCRTC, released in March 2017.
  - FTA Sec 5307 – Operating Assistance - decrease of -2.7% or (\$115K), as per current budget projections from the Federal Transit Administration (FTA).
  - AMBAG/Misc. Grant Funding – decrease of -86.3% or (\$63K). No new grants are anticipated at this time.
  - STIC – increase of 4% or \$85K due to meeting additional performance thresholds per the two UZAs (Urbanized Areas) – Watsonville and Santa Cruz. STIC funds will remain in the Operating Budget and will not be transferred to the Capital Budget due to budget constraints. Furthermore, STIC funds cannot be used to match Federal Grants.

## FY18 & FY19 Final Budget Highlights (con't)

- TDA – STA Operating (Includes SB1) – increase of 69.4% or \$1,385K, as per most recent projection from the California Transit Association (CTA). The significant increase in STA is due to the addition of SB1 – a new revenue source in FY18. SB1 will help Santa Cruz METRO sustain its current levels of fixed-route bus and Paratransit (ParaCruz) services by helping METRO avoid service reductions that might result from an anticipated structural deficit in FY2020. SB1 will also provide much needed revenues with which to leverage state and federal grants to replace an aging fleet. Today, Santa Cruz METRO needs to replace 61 fixed-route buses and eight Paratransit vehicles that are obsolete and over their life expectancy in both age and mileage. Without SB1, Santa Cruz METRO would be forced to run obsolete buses and Paratransit vehicles well beyond their life expectancy, resulting in higher maintenance costs and reduced service reliability.
- TDA – STA – Operating (Transfer to Capital Budget) – increase of 511.6% or \$1,893K, due to the increase in STA and the addition of the new SB1, as well as the inability to transfer STIC funds to the Capital Budget. In order to provide funding and stability for fixed-route buses and Paratransit vehicles replacements, \$2.26M STA funds will be transferred to the Capital Budget each year.
- Transfer (to)/from Operations Sustainability Reserve – decrease of -235% or (\$842K) due to anticipated surplus in FY18, which will allow replenishment of some of the reserves buckets to their target levels.

### **FY18 Operating Expenses**

Operating Expenses total \$48,077,820 in FY18. Major Operating Expense assumptions in the FY18 Budget over the June 2016 FY17 Budget, include:

- Personnel Expenses (Labor and Fringe Benefits) increased by 2.2% or \$864K.
- Non-Personnel Expenses increased by 6.6% or \$535K.

### **Personnel Expenses:**

Personnel Expenses (Labor and Fringe Benefits) increase by 2.2% or \$864K primarily due to:

- Contractual items - cost of living adjustments (SEIU and Management), as well as step and longevity increases, when applicable (all bargaining units and Management).
- Increase in CalPERS retirement employer contribution from 22.17% to 23.80% in FY18, as per CalPERS actuarial information.
- Anticipated average increase of 5% in Medical Insurance Premiums (the increase is effective in January 2018).
- Increased numbers of FTEs (Full Time Equivalents) – 7 Bus Operators; 1 Maintenance Superintendent, and 1 Van Operator.
- Increased number of retirees.

## FY18 & FY19 Final Budget Highlights (con't)

### **Non – Personnel Expenses:**

Non-Personnel Expenses increase by 6.6% or \$535K primarily due to:

- Services – increase of 14.1% or \$438K. The increase is due to Prof/Technical Fees (Pacific Station Alternatives Analysis; Labor Relations) and Legal Services and is mitigated by a decrease in Repair Rev Vehicles (Mid-Life Bus Engine Overhauls and Campaigns paid by capital funds – FTA 5339a)
- Mobile Materials & Supplies – increase of 4.6% or \$130K due to an increase in Rev Vehicle Parts (aging fleet).
- Casualty & Liability – increase of 26.8% or \$141K due to Insurance PL/PD (increased insurance premiums) and Insurance – Other (Employment Practices Liability Insurance – CalTIP is cancelling this coverage).
- Purchased Transportation – decrease by -100.0% or (\$150K); (the decrease is offset by an increase in Labor: Van Operator Overtime and an additional FTE – Van Operator).
- Miscellaneous Expenses – decrease by -13.3% or (\$41K) primarily due to Advertising – District Promotion (transferred to Services – Prof/Tech Fees).

### **FY19 Operating Revenues**

Moderate increases in most Operating Revenue Sources are budgeted in FY19, such as:

- 1979 Gross Sales Tax (1/2 cent) – increase of 2.5% or \$502K.
- 2016 Net Sales Tax (Measure D) – increase of 2.5% or \$74K.
- Transportation Development Act (TDA - LTF) - increase of 2.5% or \$169K.
- FTA Sec 5307 – Operating Assistance - increase of 2.2% or \$90K.
- TDA – STA Operating (includes SB1) – increase of 15.4% or \$522K. The State Controller Office (SCO) will apportion 12 months of the new SB1 revenue in FY18.
- Transfer (to)/from Operations Sustainability Reserve – increase of 87.5% or \$423K. Expected surplus funds will be used to fully fund reserve buckets in anticipation of a structural deficit in FY20.

### **FY19 Operating Expenses**

Major Operating Expense assumptions in the preliminary FY19 budget over the FY18 budget include:

- **Personnel Expenses** (Labor and Fringe Benefits) increase by 3.6% or \$1.4M due to:
  - Contractual items allotted for in FY19.
  - Projected increase in Retirement as per CalPERS Annual Valuation Reports.
  - Anticipated increase in Medical insurance premiums based on historical trends.

## FY18 & FY19 Final Budget Highlights (con't)

**Non-Personnel Expenses** decrease by -4.7% or (\$411K) due to Services (Prof/Technical Fees).

### **FY18 Capital Budget**

The FY18 Capital Budget as shown in Attachment D totals \$18,634,373.

The current FY18 Capital budget consists of ongoing projects rolled forward from FY17, with no new projects at this time. These capital projects are funded by a variety of sources and are detailed on Attachment D.

Since the preliminary budget was presented in May, a new capital budget funding strategy has been introduced that will result in an estimated \$3M per year to be dedicated to the annual capital budget. The new strategy establishes consistency in the transfers to the capital budget in order to provide funding and stability for the required local match for the 61 fixed-route buses and eight Paratransit vehicles that are obsolete and over their life expectancy in both age and mileage.

The passage of SB 1 establishes a new Transportation Improvement Fee (TIF) under the Vehicle License Fee Law and is estimated to provide METRO with approximately \$737K per year. This (new) funding source is eligible for funding “State of Good Repair” projects, and combined with annual transfers of \$2.26M of TDA – STA – Operating funds from the Operating Budget will provide an estimated \$3M per year to the capital budget over the next five years.

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

- Ongoing - Judy K. Souza Operations Facility – The facility opened for business on Friday, March 18, 2016, and the official ribbon cutting event was on Friday, May 6, 2016. However, the project is anticipated to be fully closed out by December 2017, after the final remaining items are completed. (see Transit Security Projects below)
- Ongoing - Transit Security Projects – Current programmed projects include emergency generators, cameras on buses and access control, a mechanical platform upgrade and security cameras at the Judy K. Souza Operations Facility.
- Ongoing - Pacific Station Conceptual Design Project – Working with the City of Santa Cruz on a technical analysis / feasibility study to assume combined footprint or reconfigured footprint of the current Santa Cruz METRO properties (Greyhound lot, bus station tarmac, 920 Pacific buildings) along with the City parking lot and any other City controlled property to meet both Santa Cruz METRO and City needs.
- Ongoing – Vehicle Replacement Projects – Santa Cruz METRO has been awarded grants from a variety of Federal and State and local agencies to replace aging revenue and non-revenue (service) vehicles including:
  - Electric Buses (4) + Infrastructure and Project Management
  - Paracruz Vans (15)
  - CNG Bus Replacement (1)
  - Non-Revenue (Service) Vehicles (11)

## FY18 & FY19 Final Budget Highlights (con't)

- The three (3) electric bus replacements are in alignment with Santa Cruz METRO's strategy to begin replacing its fossil-fueled bus fleet with all-electric buses.
  - The one (1) additional electric bus will be dedicated to the Watsonville service area.
  - The CNG bus will assist in the replacement of obsolete vehicles
  - The Non-Revenue (Service) Vehicle replacements will allow Santa Cruz METRO to replace aging vehicles in the fleet, including supervisor vehicles, a pick-up truck, a custodial van, a high lift bucket truck, and a propane fueled tow motor
- Ongoing – Mid-Life Bus Engine Overhauls Campaign – Mid-life overhaul increases bus reliability and reduces maintenance cost during years 7 to 12, usually enabling an additional 2 years of lower maintenance cost operation through 14 years. Meets the FTA State of Good Repair (SGR) requirements and yields partial savings in the operating fund in Fleet Maintenance.
  - Ongoing – Bus Repaint Campaign - Bus exterior paint deteriorates through bus washing and sun UV fading. Repainting provides a protective seal for body seams, a good public image and enables ease of cleaning.

The FY18 and FY19 line item Operating Budget total \$48,077,820 and \$49,069,801, respectively. The operating budgets, as presented, are balanced budgets. The Capital Budget totals \$18,634,373. This Capital Budget is funded with multiple sources



**BUDGET DEVELOPMENT PROCESS TIMELINE**

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





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

Resolution No. 17-06-04  
On the Motion of Director: John Leopold  
Duly Seconded by Director: Mike Rotkin  
The Following Resolution is Adopted:

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE SANTA CRUZ  
METROPOLITAN TRANSIT DISTRICT TO ADOPT A BUDGET FOR FISCAL YEARS  
2018 AND 2019**

**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 2018 and 2019;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**, that the budget attached hereto as Attachment C – Attachment I and presented to the Board of Directors is hereby adopted

**PASSED AND ADOPTED** this 23<sup>rd</sup> Day of June 2017 by the following vote:

AYES: Directors Bottorff, Chase, Dutra, Hagen, Leopold, Lind, Mathews, McPherson, Rothwell and Rotkin

NOES: None

ABSENT: Director Rios

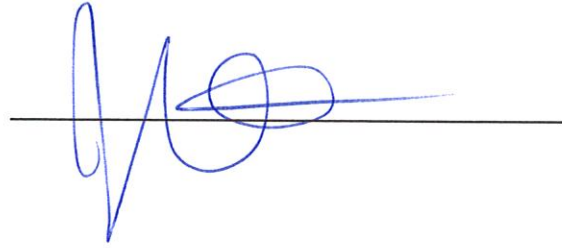
ABSTAIN: None



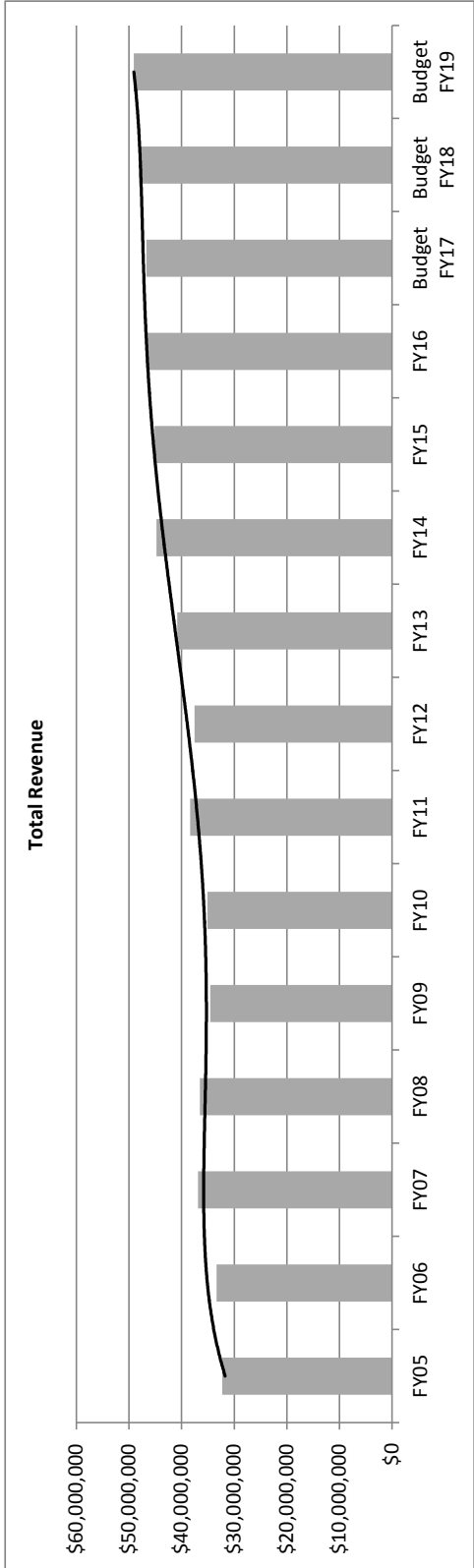
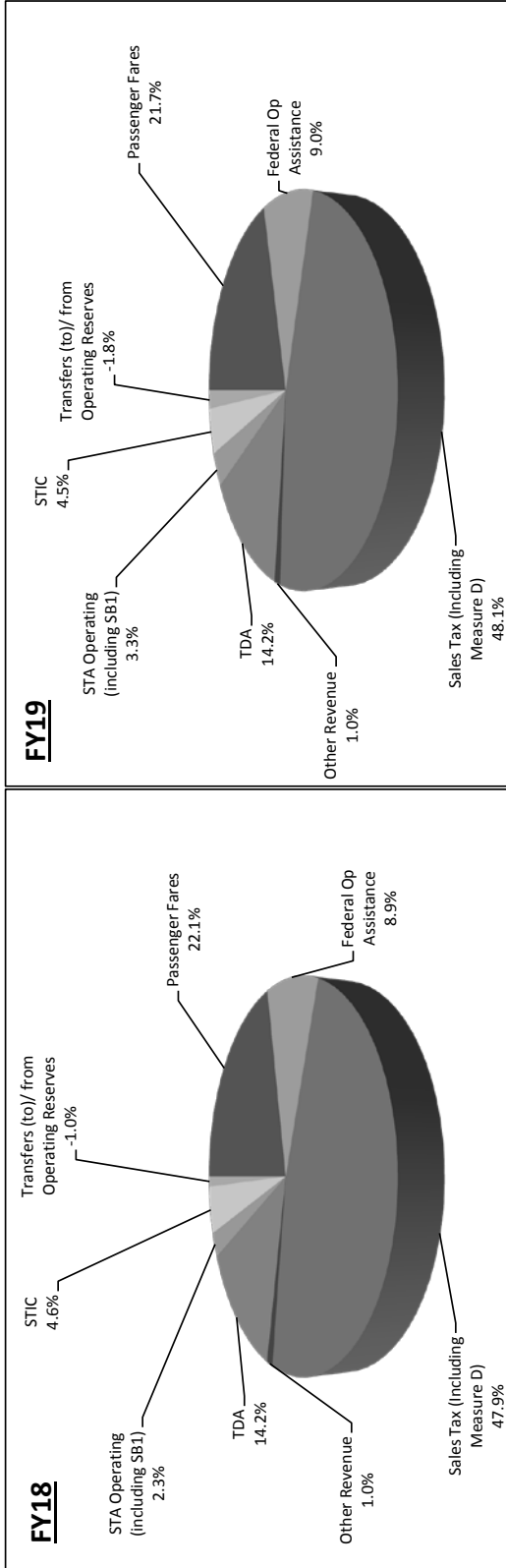
Approved:  
Jimmy Dutra, Chair

Attest:  
Alex Clifford, CEO/General Manager

Approved as to form:  
Julie A. Sherman, General Counsel

A handwritten signature in blue ink is written over a solid horizontal black line. The signature is stylized and appears to be the initials 'JAS'.

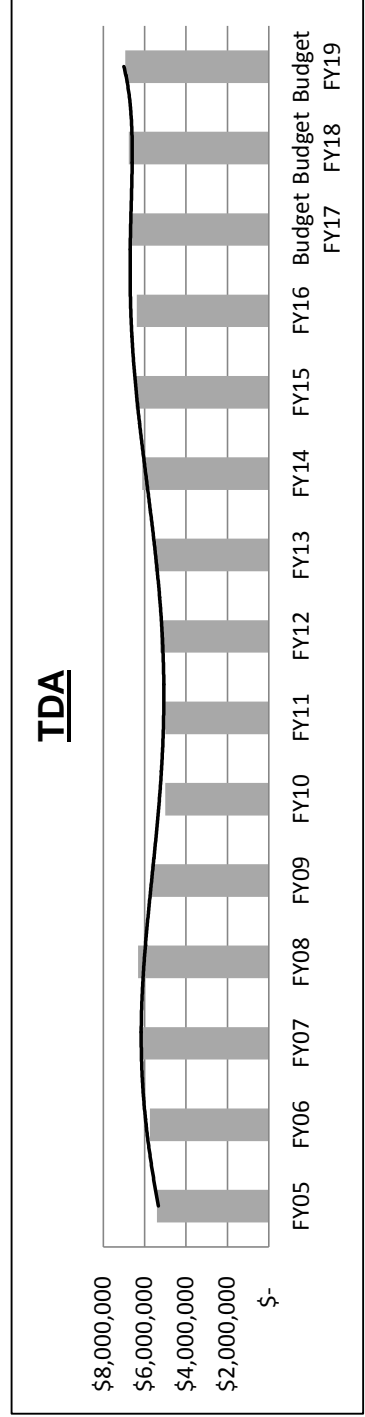
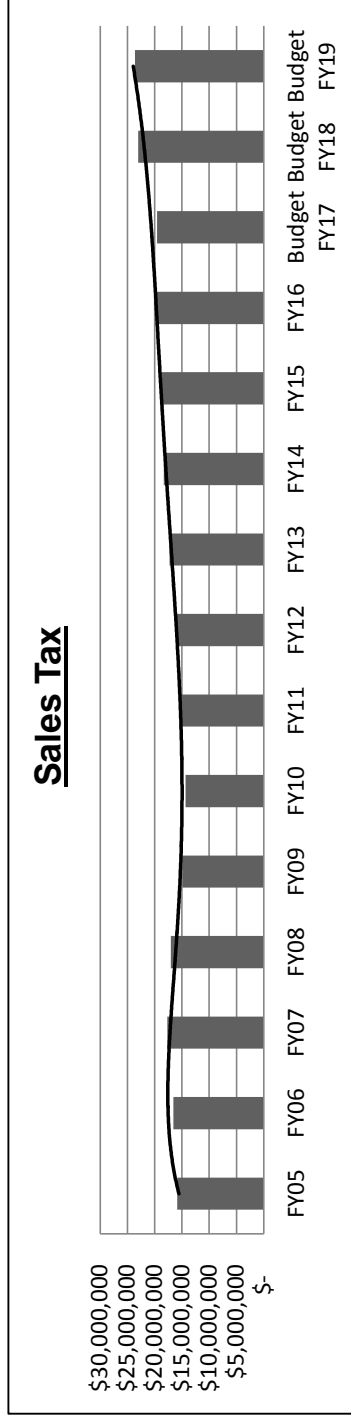
# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY18 & FY19 FINAL OPERATING BUDGET REVENUE SOURCES



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY18 & FY19 FINAL OPERATING BUDGET  
REVENUE SOURCES**

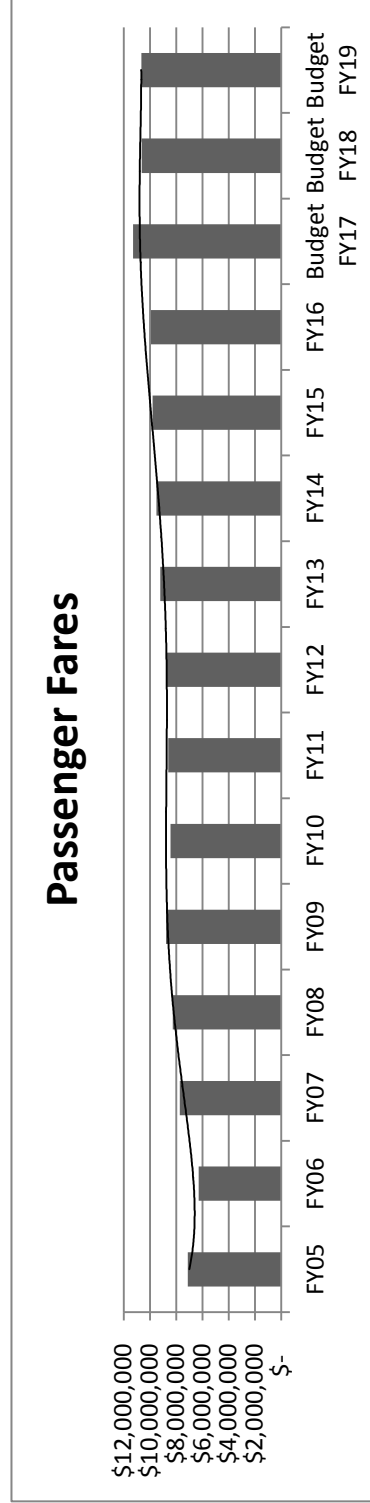
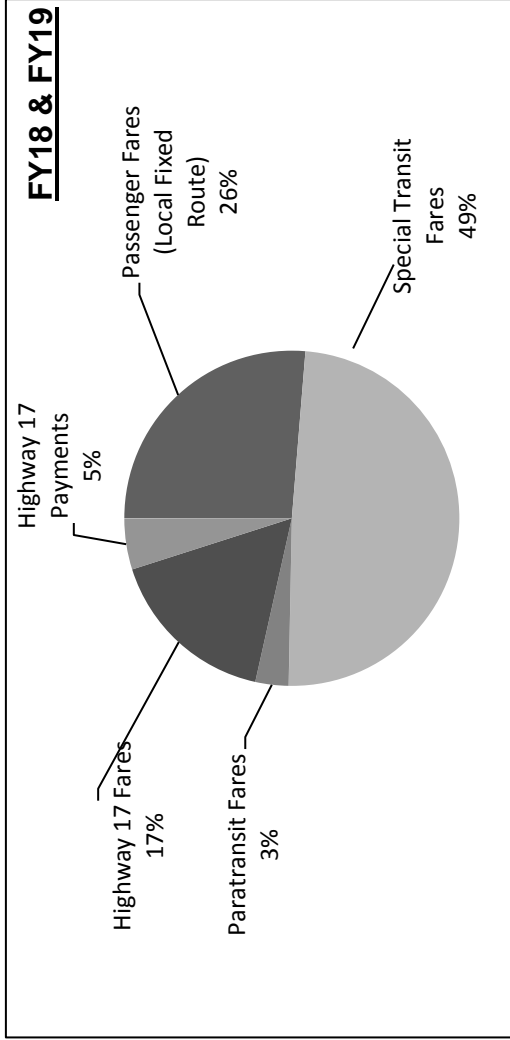
Sales Tax (Including Measure D) and TDA

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, over 2/3 of Santa Cruz County approved Measure D, a 1/2 cent sales tax measure on the November 2016 ballot to fund a comprehensive and inclusive package of transportation improvements. Santa Cruz METRO will receive 16% of the new Measure D Sales Tax. Santa Cruz METRO is also 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  
 FY18 & FY19 FINAL OPERATING BUDGET  
 REVENUE SOURCES**

Passenger Fares



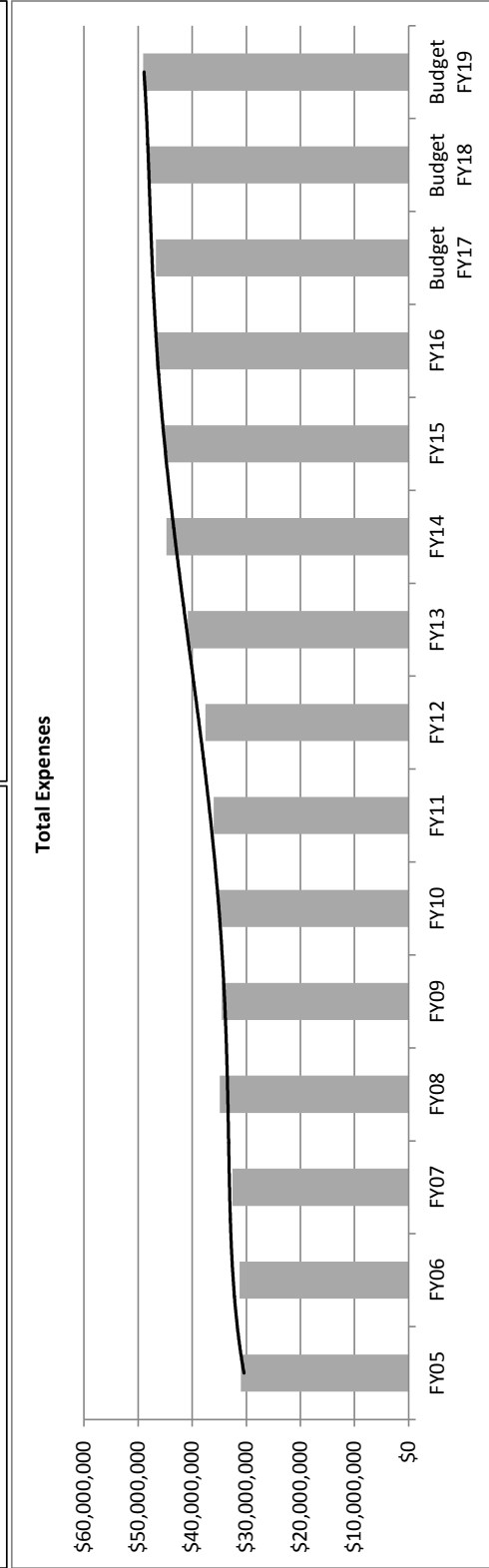
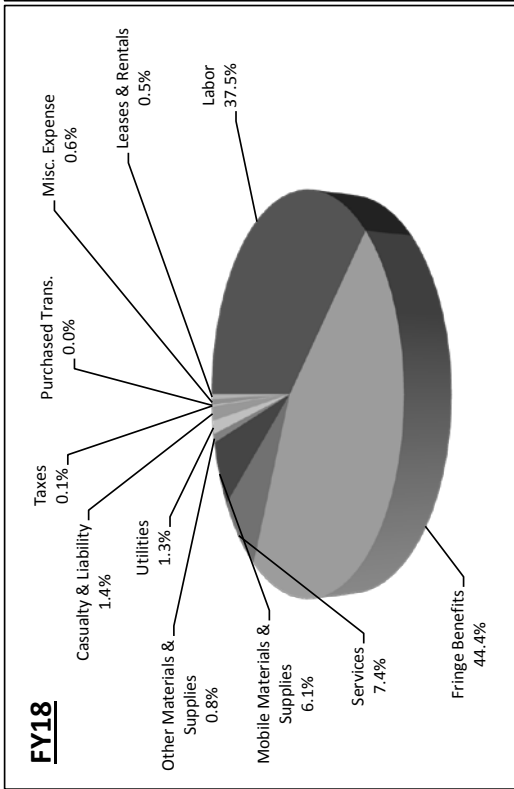
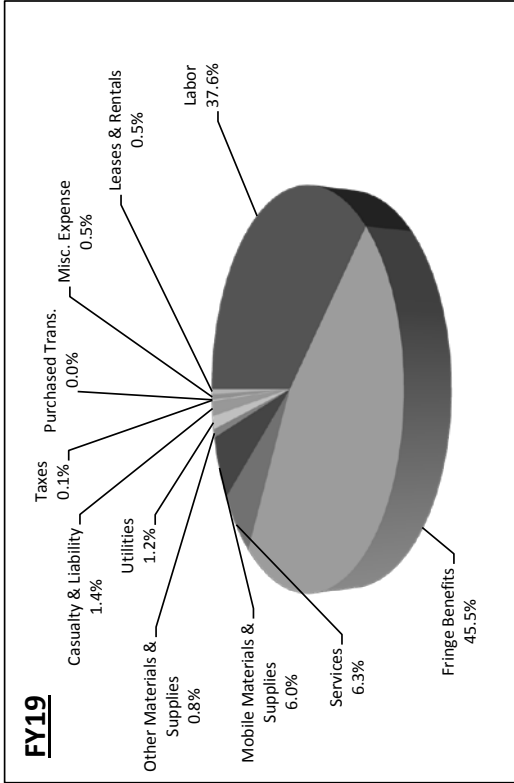
**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY18 & FY19 OPERATING BUDGET  
REVENUE SOURCES**

REVENUE SOURCE	Jun-16	Jun-17	% CHANGE	\$ CHANGE	Jun-17	% CHANGE	\$ CHANGE
	BUDGET FY17	BUDGET FY18	BUDG FY17	BUDG FY18	BUDGET FY19	BUDG FY18	BUDG FY19
1 Passenger Fares	3,681,471	2,791,893	-24.2%	(889,578)	2,791,893	0.0%	-
2 Special Transit Fares	5,418,017	5,206,844	-3.9%	(211,173)	5,246,644	0.8%	39,800
3 Paratransit Fares	339,141	339,141	0.0%	-	339,141	0.0%	-
4 Highway 17 Fares	1,826,000	1,758,751	-3.7%	(67,249)	1,758,751	0.0%	-
5 Highway 17 Payments	525,000	525,000	0.0%	-	525,000	0.0%	-
6 <i>Estimated Reduction in Fares due to Service Cuts</i>	(500,000)	-	-100.0%	500,000	-	0.0%	-
7 Commissions	2,000	1,500	-25.0%	(500)	1,500	0.0%	-
8 Advertising Income	275,000	225,000	-18.2%	(50,000)	225,000	0.0%	-
9 Rent Income	150,000	154,301	2.9%	4,301	158,644	2.8%	4,343
10 Interest Income	80,000	90,000	12.5%	10,000	90,000	0.0%	-
11 Other Non-Transp Revenue	13,000	20,592	58.4%	7,592	20,592	0.0%	-
12 1979 Gross Sales Tax (1/2 cent)	19,572,494	20,061,806	2.5%	489,312	20,563,351	2.5%	501,545
13 2016 Net Sales Tax (Measure D)	-	2,978,897	100.0%	2,978,897	3,053,369	2.5%	74,472
14** Transp Dev Act (TDA - LTF) Funds	6,701,163	6,767,933	1.0%	66,770	6,937,131	2.5%	169,198
15 FTA Sec 5307 - Op Assistance	4,246,793	4,131,857	-2.7%	(114,936)	4,222,345	2.2%	90,488
16 FTA Sec 5311 - Rural Op Asst	166,738	170,428	2.2%	3,690	174,321	2.3%	3,893
17 AMBAG/Misc. Grant Funding	73,000	10,000	-86.3%	(63,000)	10,000	0.0%	-
18 STIC	2,125,425	2,210,167	4.0%	84,742	2,220,000	0.4%	9,833
19 TDA - STA - Operating (Includes SB1)	1,995,540	3,380,240	69.4%	1,384,700	3,901,906	15.4%	521,666
20 TDA - STA - Operating (Transfer to Capital Budget)	(370,000)	(2,263,000)	511.6%	(1,893,000)	(2,263,000)	0.0%	-
21 Fuel Tax Credit	638,208	657,354	3.0%	19,146	677,075	3.0%	19,721
22 Fuel Tax Credit (Transfer to Operating and Capital Reserve Fund)	(638,208)	(657,354)	3.0%	(19,146)	(677,075)	3.0%	(19,721)
23 Transfer (to)/from Operations Sustainability Reserve	358,207	(483,530)	-235.0%	(841,737)	(906,788)	87.5%	(423,258)
<b>TOTAL REVENUE</b>	<b>46,678,989</b>	<b>48,077,820</b>	<b>3.0%</b>	<b>1,398,831</b>	<b>49,069,801</b>	<b>2.1%</b>	<b>991,981</b>

FTA funding is used solely to fund labor expense



# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY18 & FY19 FINAL OPERATING BUDGET EXPENSES



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY18 & FY19 OPERATING BUDGET**

Consolidated Expenses

ACCOUNT	Jun-16	Jun-17	% CHANGE	\$ CHANGE	Jun-17	% CHANGE	\$ CHANGE
	BUDGET FY17	BUDGET FY18	BUDG FY17 BUDG FY18	BUDG FY17 BUDG FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19
<b>LABOR</b>							
501011 Bus Operator Pay	8,501,290	8,697,054	2.3%	195,764	8,909,463	2.4%	212,410
501013 Bus Operator OT	1,187,022	1,225,000	3.2%	37,978	1,255,189	2.5%	30,189
501021 Other Salaries	7,716,615	7,700,077	-0.2%	(16,539)	7,846,154	1.9%	146,078
501023 Other OT	443,279	424,985	-4.1%	(18,294)	433,591	2.0%	8,606
<b>Totals</b>	<b>17,848,206</b>	<b>18,047,115</b>	<b>1.1%</b>	<b>198,909</b>	<b>18,444,398</b>	<b>2.2%</b>	<b>397,283</b>
<b>FRINGE BENEFITS</b>							
502011 Medicare/Soc. Sec.	309,888	315,704	1.9%	5,816	322,741	2.2%	7,038
502021 Retirement	4,461,531	4,773,205	7.0%	311,675	5,143,401	7.8%	370,195
502031 Medical Ins	10,165,186	10,570,926	4.0%	405,740	11,043,009	4.5%	472,083
502041 Dental Ins	491,596	508,672	3.5%	17,076	523,933	3.0%	15,260
502045 Vision Ins	120,401	130,773	8.6%	10,372	134,696	3.0%	3,923
502051 Life Ins/AD&D	49,374	45,222	-8.4%	(4,152)	46,509	2.8%	1,287
502060 State Disability Ins (SDI)	200,439	192,651	-3.9%	(7,788)	203,088	5.4%	10,437
502061 Long Term Disability Ins	142,485	150,021	5.3%	7,536	156,992	4.6%	6,972
502071 State Unemployment Ins (SUI)	73,786	55,825	-24.3%	(17,961)	59,132	5.9%	3,307
502081 Worker's Comp Ins	850,000	875,500	3.0%	25,500	901,766	3.0%	26,266
502101 Holiday Pay	602,251	615,209	2.2%	12,958	628,949	2.2%	13,740
502103 Floating Holiday	93,689	92,042	-1.8%	(1,647)	93,752	1.9%	1,710
502109 Sick Leave	924,456	943,920	2.1%	19,464	965,029	2.2%	21,109
502111 Annual Leave	1,934,900	1,849,196	-4.4%	(85,704)	1,897,480	2.6%	48,285
502121 Other Paid Absence	177,085	144,190	-18.6%	(32,896)	147,410	2.2%	3,220
502251 Phys. Exams	14,110	14,280	1.2%	170	14,280	0.0%	-
502253 Driver Lic Renewal	4,656	4,956	6.4%	300	4,956	0.0%	-
502999 Other Fringe Benefits	58,542	57,426	-1.9%	(1,116)	58,005	1.0%	579
<b>Totals</b>	<b>20,674,374</b>	<b>21,339,718</b>	<b>3.2%</b>	<b>665,343</b>	<b>22,345,128</b>	<b>4.7%</b>	<b>1,005,411</b>

Consolidated

7/7/2017

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY18 & FY19 OPERATING BUDGET**

Consolidated Expenses

ACCOUNT	Jun-16	Jun-17	% CHANGE	\$ CHANGE	Jun-17	% CHANGE	\$ CHANGE	Jun-17	% CHANGE
	BUDGET FY17	BUDGET FY18	BUDG FY17 BUDG FY18	BUDG FY17 BUDG FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY17 BUDG FY18	BUDGET FY19	BUDG FY18 BUDG FY19
<b>SERVICES</b>									
503011 Acting/Audit Fees	95,250	95,250	0.0%	-	95,250	0.0%	-	95,250	0.0%
503012 Admin/Bank Fees	372,880	380,500	2.0%	7,620	389,640	2.4%	9,140	389,640	2.4%
503031 Prof/Technical Fees	447,560	972,279	117.2%	524,719	485,200	-50.1%	(487,079)	485,200	-50.1%
503032 Legislative Services	101,000	101,000	0.0%	-	101,000	0.0%	-	101,000	0.0%
503033 Legal Services	106,396	350,000	229.0%	243,604	350,000	0.0%	-	350,000	0.0%
503034 Pre-Employment Exams	5,800	5,500	-5.2%	(300)	5,500	0.0%	-	5,500	0.0%
503041 Temp Help	-	-	0.0%	-	-	0.0%	-	-	0.0%
503161 Custodial Services	6,468	8,300	28.3%	1,832	8,300	0.0%	-	8,300	0.0%
503162 Uniforms/Laundry	24,280	24,150	-0.5%	(130)	24,150	0.0%	-	24,150	0.0%
503171 Security Services	505,323	515,600	2.0%	10,277	525,600	1.9%	10,000	525,600	1.9%
503221 Classified/Legal Ads	12,200	13,200	8.2%	1,000	13,200	0.0%	-	13,200	0.0%
503222 Legal Ads	-	-	0.0%	-	-	0.0%	-	-	0.0%
503225 Graphic Services	5,500	-	-100.0%	(5,500)	-	0.0%	-	-	0.0%
503351 Repair - Bldg & Impr	48,590	50,000	2.9%	1,410	50,000	0.0%	-	50,000	0.0%
503352 Repair - Equipment	651,768	622,800	-4.4%	(28,968)	633,100	1.7%	10,300	633,100	1.7%
503353 Repair - Rev Vehicle	652,000	326,500	-49.9%	(325,500)	326,500	0.0%	-	326,500	0.0%
503354 Repair - Non Rev Vehicle	30,000	30,000	0.0%	-	30,000	0.0%	-	30,000	0.0%
503363 Haz Mat Disposal	40,452	48,400	19.6%	7,948	48,400	0.0%	-	48,400	0.0%
<b>Totals</b>	<b>3,105,467</b>	<b>3,543,479</b>	<b>14.1%</b>	<b>438,012</b>	<b>3,085,840</b>	<b>-12.9%</b>	<b>(457,639)</b>	<b>3,085,840</b>	<b>-12.9%</b>
<b>MOBILE MATERIALS &amp; SUPPLIES</b>									
504011 Fuels & Lubricants - Non Rev Veh	90,000	60,000	-33.3%	(30,000)	60,000	0.0%	-	60,000	0.0%
504012 Fuels & Lubricants - Rev Veh	1,798,656	1,847,000	2.7%	48,344	1,847,000	0.0%	-	1,847,000	0.0%
504021 Tires & Tubes	300,000	300,000	0.0%	-	300,000	0.0%	-	300,000	0.0%
504161 Other Mobile Supplies	-	-	0.0%	-	-	0.0%	-	-	0.0%
504191 Rev Vehicle Parts	621,886	733,500	17.9%	111,614	733,500	0.0%	-	733,500	0.0%
<b>Totals</b>	<b>2,810,542</b>	<b>2,940,500</b>	<b>4.6%</b>	<b>129,958</b>	<b>2,940,500</b>	<b>0.0%</b>	<b>-</b>	<b>2,940,500</b>	<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY18 & FY19 OPERATING BUDGET**

Consolidated Expenses

ACCOUNT	Jun-16	Jun-17	% CHANGE	\$ CHANGE	Jun-17	% CHANGE	\$ CHANGE
	BUDGET FY17	BUDGET FY18	BUDG FY17 BUDG FY18	BUDG FY17 BUDG FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19
<b>OTHER MATERIALS &amp; SUPPLIES</b>							
504205 Freight Out	136	2,500	1738.2%	2,364	2,500	0.0%	-
504211 Postage & Mailing	13,550	12,300	-9.2%	(1,250)	12,300	0.0%	-
504214 Promotional Items	1,400	200	-85.7%	(1,200)	200	0.0%	-
504215 Printing	50,805	48,850	-3.8%	(1,955)	50,750	3.9%	1,900
504217 Photo Supp/Process	2,500	1,500	-40.0%	(1,000)	1,500	0.0%	-
504311 Office Supplies	71,062	71,800	1.0%	738	69,800	-2.8%	(2,000)
504315 Safety Supplies	16,860	11,320	-32.9%	(5,540)	11,320	0.0%	-
504317 Cleaning Supplies	53,830	48,600	-9.7%	(5,230)	48,600	0.0%	-
504409 Repair/Maint Supplies	114,983	110,500	-3.9%	(4,483)	110,500	0.0%	-
504417 Tenant Repairs	9,000	9,000	0.0%	-	9,000	0.0%	-
504421 Non-Inventory Parts	39,730	58,000	46.0%	18,270	58,000	0.0%	-
504511 Small Tools	7,736	9,500	22.8%	1,764	9,500	0.0%	-
504515 Employee Tool Replacement	2,180	3,000	37.6%	820	3,000	0.0%	-
<b>Totals</b>	<b>383,772</b>	<b>387,070</b>	<b>0.9%</b>	<b>3,298</b>	<b>386,970</b>	<b>0.0%</b>	<b>(100)</b>
<b>UTILITIES</b>							
505011 Gas & Electric	297,000	304,000	2.4%	7,000	304,000	0.0%	-
505021 Water & Garbage	147,240	147,400	0.1%	160	147,400	0.0%	-
505031 Telecommunications	160,434	157,600	-1.8%	(2,834)	157,600	0.0%	-
<b>Totals</b>	<b>604,674</b>	<b>609,000</b>	<b>0.7%</b>	<b>4,326</b>	<b>609,000</b>	<b>0.0%</b>	<b>-</b>
<b>CASUALTY &amp; LIABILITY</b>							
506011 Insurance - Property	61,904	61,737	-0.3%	(167)	62,971	2.0%	1,234
506015 Insurance - PL/PD	314,929	406,047	28.9%	91,118	446,652	10.0%	40,605
506021 Insurance - Other	-	50,000	100.0%	50,000	50,000	0.0%	-
506123 Settlement Costs	150,000	150,000	0.0%	-	150,000	0.0%	-
506127 Repairs - District Prop	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	<b>526,833</b>	<b>667,784</b>	<b>26.8%</b>	<b>140,951</b>	<b>709,623</b>	<b>6.3%</b>	<b>41,839</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY18 & FY19 OPERATING BUDGET**

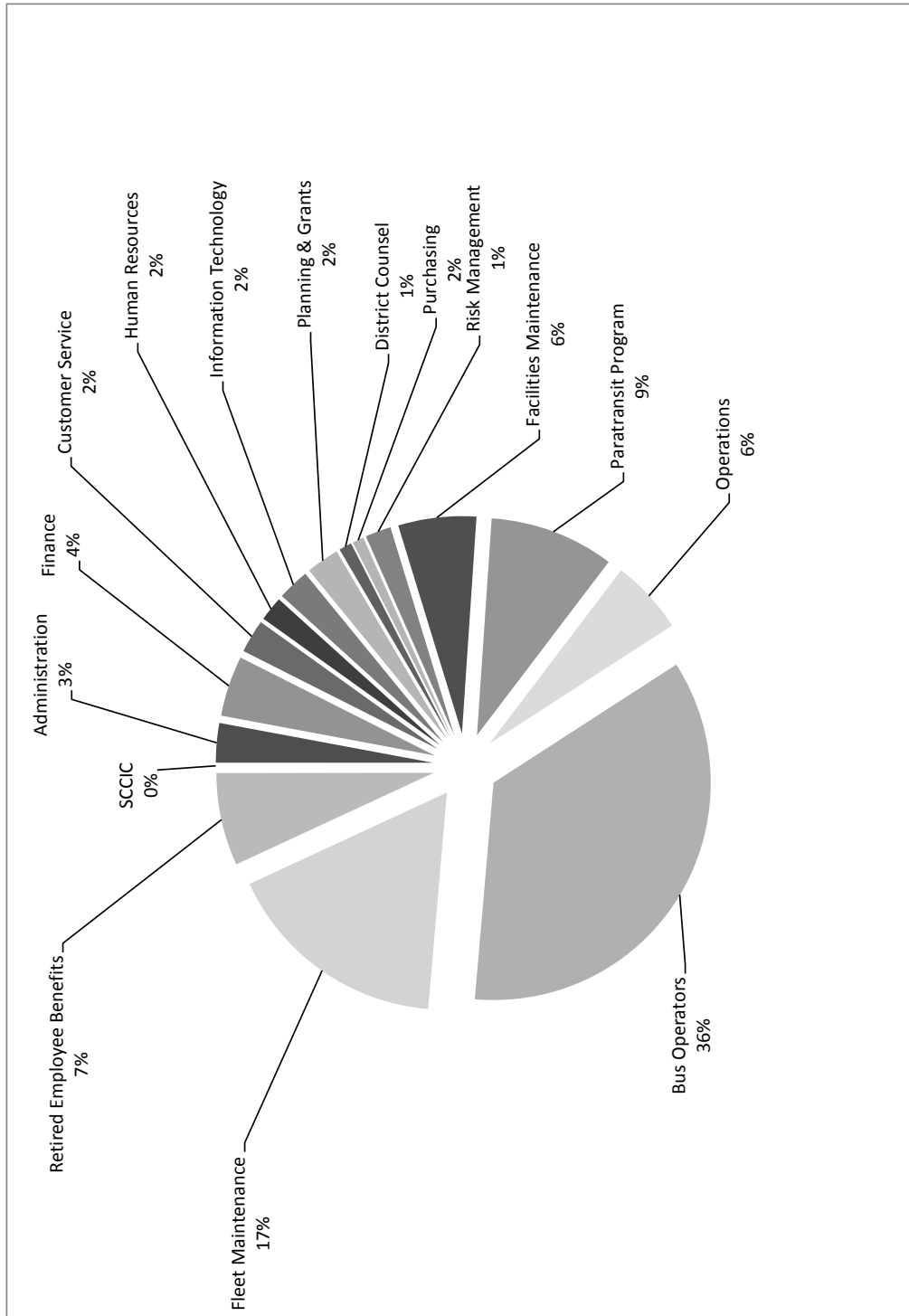
Consolidated Expenses

ACCOUNT	Jun-16		Jun-17		% CHANGE		\$ CHANGE		Jun-17		% CHANGE		\$ CHANGE	
	BUDGET FY17	BUDGET FY18	BUDGET FY17	BUDGET FY18	BUDG FY17	BUDG FY18	BUDG FY17	BUDG FY18	BUDGET FY17	BUDGET FY19	BUDG FY18	BUDG FY19	BUDG FY18	BUDG FY19
<b>TAXES</b>														
507051 Fuel Tax	14,280	15,000	5.0%	720	15,000	0.0%	-	15,000	0.0%	-	15,000	0.0%	-	288
507201 Licenses & Permits	19,296	20,852	8.1%	1,556	21,140	1.4%	288	21,140	1.4%	-	21,140	0.0%	-	288
507999 Other Taxes	14,400	14,400	0.0%	-	14,400	0.0%	-	14,400	0.0%	-	14,400	0.0%	-	-
<b>Totals</b>	<b>47,976</b>	<b>50,252</b>	<b>4.7%</b>	<b>2,276</b>	<b>50,540</b>	<b>0.6%</b>	<b>288</b>	<b>50,540</b>	<b>0.6%</b>	<b>288</b>	<b>50,540</b>	<b>0.6%</b>	<b>288</b>	<b>288</b>
<b>PURCHASED TRANS.</b>														
503406 Contract/Paratransit	150,000	-	-100.0%	(150,000)	-	0.0%	-	(150,000)	0.0%	-	-	0.0%	-	-
<b>Totals</b>	<b>150,000</b>	<b>-</b>	<b>-100.0%</b>	<b>(150,000)</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>(150,000)</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>
<b>MISC EXPENSE</b>														
509011 Dues/Subscriptions	93,985	82,730	-12.0%	(11,255)	82,730	0.0%	-	(11,255)	0.0%	-	82,730	0.0%	-	-
509081 Advertising - District Promo	30,500	-	-100.0%	(30,500)	-	0.0%	-	(30,500)	0.0%	-	-	0.0%	-	-
509101 Employee Incentive Program	15,200	19,100	25.7%	3,900	19,100	0.0%	-	3,900	0.0%	-	19,100	0.0%	-	-
509121 Employee Training	71,660	65,073	-9.2%	(6,587)	65,273	0.3%	200	(6,587)	0.3%	-	65,273	0.0%	-	200
509122 BOD Travel	3,000	8,000	166.7%	5,000	8,000	0.0%	-	5,000	0.0%	-	8,000	0.0%	-	-
509123 Travel	74,935	69,705	-7.0%	(5,230)	67,705	-2.9%	(2,000)	(5,230)	-2.9%	-	67,705	0.0%	-	(2,000)
509125 Local Meeting Expense	6,520	10,300	58.0%	3,780	10,300	0.0%	-	3,780	0.0%	-	10,300	0.0%	-	-
509127 Board Director Fees	12,600	12,600	0.0%	-	12,600	0.0%	-	-	0.0%	-	12,600	0.0%	-	-
509150 Contributions	-	-	0.0%	-	-	0.0%	-	-	0.0%	-	-	0.0%	-	-
509198 Cash Over/Short	-	-	0.0%	-	-	0.0%	-	-	0.0%	-	-	0.0%	-	-
509999 Other Misc Expense	-	-	0.0%	-	-	0.0%	-	-	0.0%	-	-	0.0%	-	-
<b>Totals</b>	<b>308,400</b>	<b>267,508</b>	<b>-13.3%</b>	<b>(40,892)</b>	<b>265,708</b>	<b>-0.7%</b>	<b>(1,800)</b>	<b>(40,892)</b>	<b>-0.7%</b>	<b>(1,800)</b>	<b>265,708</b>	<b>-0.7%</b>	<b>(1,800)</b>	<b>(1,800)</b>
<b>LEASES &amp; RENTALS</b>														
512011 Facility Lease	201,350	208,100	3.4%	6,750	214,800	3.2%	6,700	6,750	3.2%	-	214,800	3.2%	-	6,700
512061 Equipment Rental	17,394	17,294	-0.6%	(100)	17,294	0.0%	-	(100)	0.0%	-	17,294	0.0%	-	-
<b>Totals</b>	<b>218,744</b>	<b>225,394</b>	<b>3.0%</b>	<b>6,650</b>	<b>232,094</b>	<b>3.0%</b>	<b>6,700</b>	<b>6,650</b>	<b>3.0%</b>	<b>6,700</b>	<b>232,094</b>	<b>3.0%</b>	<b>6,700</b>	<b>6,700</b>
<b>PERSONNEL TOTAL</b>														
	38,522,581	39,386,833	2.2%	864,251	40,789,526	3.6%	1,402,693	864,251	3.6%	-	40,789,526	3.6%	-	1,402,693
<b>NON-PERSONNEL TOTAL</b>														
	8,156,408	8,690,987	6.6%	534,579	8,280,275	-4.7%	(410,712)	534,579	-4.7%	-	8,280,275	-4.7%	-	(410,712)
<b>TOTAL OPERATING EXPENSES</b>	<b>46,678,989</b>	<b>48,077,820</b>	<b>3.0%</b>	<b>1,398,830</b>	<b>49,069,801</b>	<b>2.1%</b>	<b>991,981</b>	<b>1,398,830</b>	<b>2.1%</b>	<b>991,981</b>	<b>49,069,801</b>	<b>2.1%</b>	<b>991,981</b>	<b>991,981</b>

7/7/2017

Consolidated

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
 FY18 & FY19 FINAL OPERATING BUDGET  
 DEPARTMENTAL EXPENSES**



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY18 & FY19 OPERATING BUDGET**

Departmental Expenses

DEPARTMENT	Jun-16	Jun-17	% CHANGE	\$ CHANGE	Jun-17	% CHANGE	\$ CHANGE
	BUDGET FY17	BUDGET FY18	BUDG FY17 BUDG FY18	BUDG FY17 BUDG FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19
1100 Administration	1,237,481	1,410,480	14.0%	172,999	1,356,419	-3.8%	(54,061)
1200 Finance	1,790,079	2,161,459	20.7%	371,380	2,185,430	1.1%	23,971
1300 Customer Service	900,222	1,182,225	31.3%	282,002	1,218,813	3.1%	36,588
1400 Human Resources	688,988	873,261	26.7%	184,274	911,280	4.4%	38,019
1500 Information Technology Planning, Grants,	1,106,484	1,146,885	3.7%	40,401	1,167,271	1.8%	20,386
1600 Governmental Affairs	831,061	1,175,932	41.5%	344,871	893,998	-24.0%	(281,934)
1700 District General Counsel	619,225	466,174	-24.7%	(153,052)	472,396	1.3%	6,222
1800 Risk Management	973,366	405,842	-58.3%	(567,524)	420,981	3.7%	15,139
1900 Purchasing	894,698	925,219	3.4%	30,521	959,776	3.7%	34,557
2200 Facilities Maintenance	2,801,428	2,786,946	-0.5%	(14,482)	2,842,615	2.0%	55,669
3100 Paratransit Program	5,088,359	4,461,839	-12.3%	(626,520)	4,622,507	3.6%	160,668
3200 Operations	2,076,115	2,649,916	27.6%	573,801	2,740,869	3.4%	90,953
3300 Bus Operators	16,387,910	17,069,239	4.2%	681,329	17,677,828	3.6%	608,589
4100 Fleet Maintenance	8,052,047	8,043,643	-0.1%	(8,403)	8,138,459	1.2%	94,815
9001 Cobra Benefits	-	-	0.0%	-	-	0.0%	-
9005 Retired Employee Benefits	3,231,276	3,318,508	2.7%	87,232	3,460,908	4.3%	142,400
700 SCCIC	250	250	0.0%	-	250	0.0%	-
<b>TOTAL OPERATING EXPENSES</b>	<b>46,678,989</b>	<b>48,077,820</b>	<b>3.0%</b>	<b>1,398,830</b>	<b>49,069,801</b>	<b>2.1%</b>	<b>991,981</b>





## **II. DEPARTMENTAL FUNCTIONS**

### **OBJECTIVES**

**AND**

### **LINE ITEM BUDGETS**



**OFFICE OF THE CHIEF EXECUTIVE OFFICER  
ADMINISTRATION DEPARTMENT  
FY17 ACCOMPLISHMENTS AND FY18 OBJECTIVES  
1100**

**MAJOR FUNCTIONS OF THE DEPARTMENT**

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

**HIGH-LEVEL AGENCY ACCOMPLISHMENTS FOR FY17**

- Continued forward progress with the final tasks for full closeout of the new Judy K. Souza Operations project
- Organized a Comprehensive Operational Analysis (COA) for Board consideration following a substantial communications and outreach campaign across the county.
- Managed the budget to meet Board expectations
- Continued to identify operational efficiencies
- Continued to move the Pacific Station discussion forward and to be responsive to the Pacific Station Ad Hoc/Standing Committee directions
- Continued to make improvements to the Watsonville Transit Center, including upgrade lighting; repainting the facility; and initiating construction of a customer service booth
- Worked with the Board to establish new Board Standing Committees (HR/Personnel, Capital & Budget Committees)
- METRO is progressing forward on the Bus on Shoulder feasibility study in partnership with Monterey-Salinas Transit (MST) & AMBAG
- Passed the annual CHP terminal inspection
- Successful annual audit
- Obtained a State LCTOP grant for an electric bus circulator route in Watsonville
- Obtained a federal Low-No grant for three electric over-the-road coaches for Highway 17 commuter service
- Obtained a Santa Cruz Regional Transportation Commission – Surface Transportation Block Grant for one new CNG bus
- Advocated for a temporary legislative fix to the State Transit Assistance Program (STA) allocation methodology and a follow-on permanent legislative fix
- Strongly advocated for the passage of SB1
- Initiated the purchase of twelve new ParaCruz vehicles
- Put together a FY17 budget that was several million dollars below the prior year's projection and that resolved the \$6.3 million FY17 structural deficit
- No layoffs
- Brought focus and attention to the need to replace 61 obsolete fixed-route buses
- Continued to reach out to the public in various ways, such as:
  - State of METRO presentations to all City Councils
  - Attendance at Monterey Bay Economic Partnership (MBEP) functions

## Administration Department (con't)

- Attendance at Chamber functions, including active membership in the Community Affairs Committee
- Participation in First Fridays with a METRO bus
- Santa Cruz County Fair
- Fourth of July parade
- Santa Cruz Holiday parade
- METRO Advisory Committee
- Dump the Pump
- Bike to Work week
- Started work on the federally mandate Transit Asset Management (TAM) Plan
- Started work on the process towards constructing a bus yard electric bus recharging facility
- Second year of Cabrillo College Supervisory Training courses
- New roof on the Vernon building
- Launched the new systemwide Schedule by Stop program
- Ran pretty dependable bus service through some of the worst weather we have had in a while
- Migrated from CalTIP Program II to CalTIP Program I
- Board approval of a procurement to add security cameras to ParaCruz and fixed-route buses
- Initiation of the Class & Comp Study
- Trial run of an articulated bus on UCSC routes
- Established a customer service center at the Watsonville Transit Center

## **KEY LEADERSHIP OBJECTIVES**

- The key professional leadership philosophy, values, style and the working environment the CEO strives to create, include:
  - Lead by example
  - Professionalism
  - Outstanding character, high ethics, strong values and integrity
  - Quality agency-wide communication
  - Respectful communication
  - A passion for transit and mobility
  - “can-do” attitude
  - Foster good interpersonal communications
  - Strive for excellence
  - Continuous improvement
  - A desire to go from “Good to Great” (Jim Collins)
  - Inspiring a high degree of esprit de corps
  - No silos
  - Collaboration
  - Internal and external transparency
  - Foster an environment of teamwork and cross-functional working relationships
  - An appreciation for diversity
  - Our employees are valued
  - An overall positive place to work
  - Encouragement of active participation in discussions – Not a “seat warmer”

## Administration Department (con't)

- Respect and appreciation for diverse perspectives including healthy debate, respectful dissenting opinions and willingness to be the “Devil’s Advocate”
- Succession planning
- Professional development, mentoring, coaching - Growing leaders from within
- Empowerment, ownership and accountability
- Innovation - Intrapreneurship
- Data-driven solutions and management by Key Performance Indicators (KPIs), scorecards and dashboards
- Work/home balance
- Good morale
- A sense of humor

## **AGENCY OBJECTIVES – KEY FOCUS AREAS FOR FY18**

### FUNDING (Operations & Capital)

- Implement programs associated with Measure D and SB1
- Be mindful and plan ahead for the return of the structural deficit
- Grow bus advertising revenues
- Review opportunities for a systemwide fare restructuring (CY2018)
- Continue to seek grant funding opportunities that will assist in the replacement of 61 obsolete fixed-route buses and eight ParaCruz vehicles
- Aggressively seek local, State and Federal funding opportunities to fund projects on the \$200 million unfunded capital needs list
- Obtain a second round of funding for a Federal Low-No grant
- Obtain federal funding under the Bus & Bus Facilities grant program

### STRATEGIC PLANNING

- As resources become available, work to improve frequency of service, span of service and weekend service
- Continue work on identifying a new location and funding strategy that will lead to a new administration and operating facility for ParaCruz
- Seek out and maximize all State, Federal and local grant opportunities
- Continue the feasibility study of the potential Bus on Shoulder on Highway 1
- Maintain and grow the transportation partnership with UCSC
- Maintain and grow the Highway 17 partnership

### STRATEGIC MANAGEMENT

- Benchmarking – Continued work towards bringing fixed-route and paratransit costs in alignment with METRO’s peers
- Continue the development of more Key Performance Indicators (KPIs)
- Initiate the process towards replacing the agency’s financial software – Possible Enterprise Resource Planning (ERP)
- Make progress towards implementation of a data warehouse

### CUSTOMER SERVICE

- Establish new target marketing, communications and customer service programs to grow system ridership

## Administration Department (con't)

- Identify funding for an Automatic Vehicle Location (AVL) system and customer facing Smartphone application that customers can use to determine when their next bus will arrive at their stop
- Investigate funding and installing Automatic Passenger Counters (APCs) on buses
- Expedite the boarding and fare payment process on METRO's buses by migrating customers away from cash and paper fare media to the Cruz Cash and Cruz Pass smart card fare media
- Continue work towards implementing online customer facing smartcard tools for electronic fare loading and fare balance
- Service reliability - Deliver the service that is published in the Headways
- Strive to address customer concerns and reduce customer complaints
- Continue to achieve timely and accurate preparation, delivery and posting of Board agenda packets and minutes
- Upgrade bus stops to become more customer friendly, more visually appealing and to implement customer facing technology that will assist the customer in knowing when the next bus will arrive

## EMPLOYEE ENGAGEMENT

- Recruit and retain an excellent work force
- Continue to improve METRO's approach to succession planning
- Continue to expand transparency and communications opportunities with employees
- Continue to strive to improve communications with employees, managers and the unions, seeking to achieve the shared goal of quality and timely information flow

## STAKEHOLDERS, COMMUNITY OUTREACH & COLLABORATION

- Increase community awareness of METRO and the economic, congestion, mobility and air quality benefits METRO brings to the region
- Provide information and staff support for the Metro Advisory Committee (MAC)
- Collaborate and communicate with the Santa Cruz County Regional Transportation Commission (SCCRTC), with a goal of protecting and growing transit capital and operating funding resources and to actively participate in regional discussions
- Make periodic presentations to the Elderly & Disabled Transit Advisory Committee (E&D TAC)
- Work collaboratively with the Association of Monterey Bay Area Governments (AMBAG) to review and comment on regional planning documents that will address AB 32 (Greenhouse Gas emission reductions) goals and SB 375 Sustainable Communities Strategy (SCS) requirements
- Seek speaking engagement opportunities at various public venues, community and stakeholder meetings

## SAFETY, AUDIT & COMPLIANCE

- Ensure full compliance with all Federal Transit Administration (FTA), State and State agency regulations and METRO Board policies and regulations.
- Maintain compliance with FTA Civil Rights, Title VI, Equal Employment Opportunity (EEO) programs and Disadvantaged Business Enterprise (DBE) regulations and submit periodic updates
- Ensure that Santa Cruz METRO is highly responsive to FTA Triennial Reviews and all other outside audits and the Annual Audit
- Ensure compliance with the Americans with Disability Act (ADA)

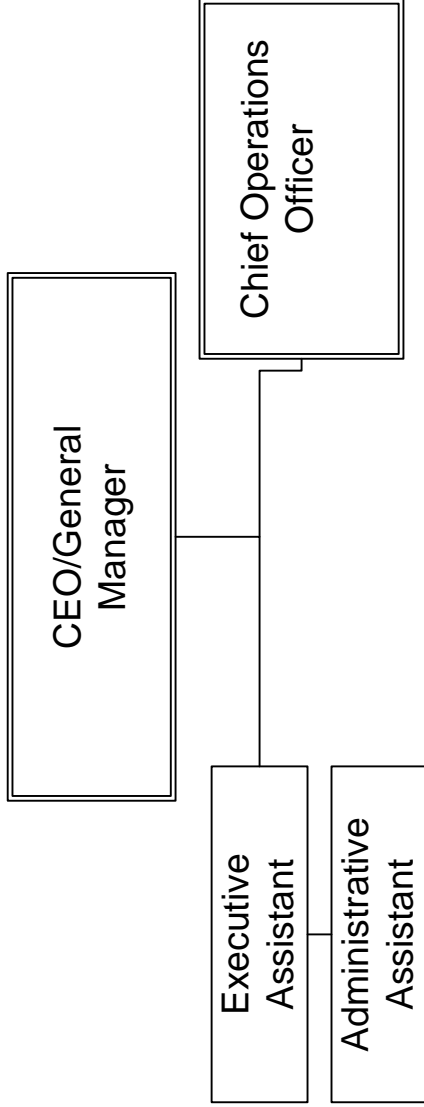
## Administration Department (con't)

- Ensure compliance with the FTA Transit Asset Management (TAM) Plan requirements
- Continue to update and to maintain FTA compliant the System Safety Program Plans (SSPP)
- Strive to ensure a safe work environment

## LEGISLATIVE ADVOCACY

- Support transit friendly State and Federal legislation, especially legislation that will increase capital and operating funding sources and grants
- Support increasing the federal funding of the Small Transit Intensive Cities (STIC) program, working to grow it to 3% and the continuation of funding for the Federal fuel tax credit
- Work with Federal legislators to identify a stable and recurring funding source for the 2021 Federal Transportation Reauthorization (FAST Act)
- Advocate for a new Federal transportation infrastructure program
- Work to ensure that the new Bus and Bus Facilities discretionary (competitive) grant program within the FAST Act is awarded based on age and mileage of the fleet and not complicated with an additional overlay of requirements such as Ladders of Opportunity

Administration  
1100





**FY18 & FY19 OPERATING BUDGET**  
**Authorized and Funded Personnel - Full Time Equivalent (FTE)**  
**Administration - 1100**

Position Title	Authorized FY 17 June 2016	Funded FY 17 June 2016	Authorized FY 18 2017	Funded FY 18 2017	Authorized FY 19 2017	Funded FY 19 2017
CEO/General Manager	1.00	1.00	1.00	1.00	1.00	1.00
Chief Operations Officer	1.00	1.00	1.00	1.00	1.00	1.00
Executive Assistant	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Assistant	2.00	1.00	2.00	1.00	2.00	1.00
<b>Total Full-Time Equivalents (FTEs)</b>	<b>5.00</b>	<b>4.00</b>	<b>5.00</b>	<b>4.00</b>	<b>5.00</b>	<b>4.00</b>

## Administration 1100

### Personnel Expenses:

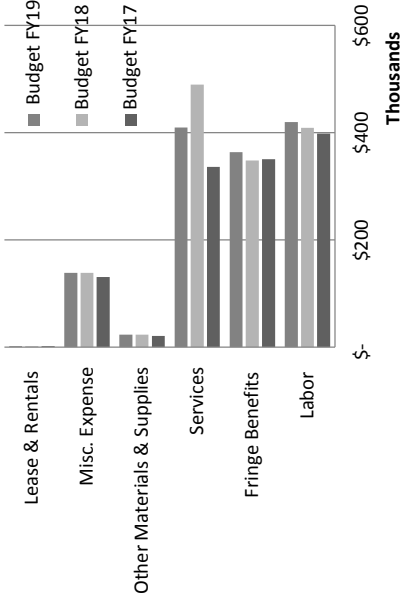
	Budget FY17	Budget FY18	Var %	Budget FY19	Var %
Labor	\$ 397,839	\$ 408,908	2.8%	\$ 419,558	2.6%
Fringe Benefits	\$ 350,279	\$ 348,022	-0.6%	\$ 363,311	4.4%
	\$ 748,119	\$ 756,930	1.2%	\$ 782,869	3.4%

### Non-Personnel Expenses:

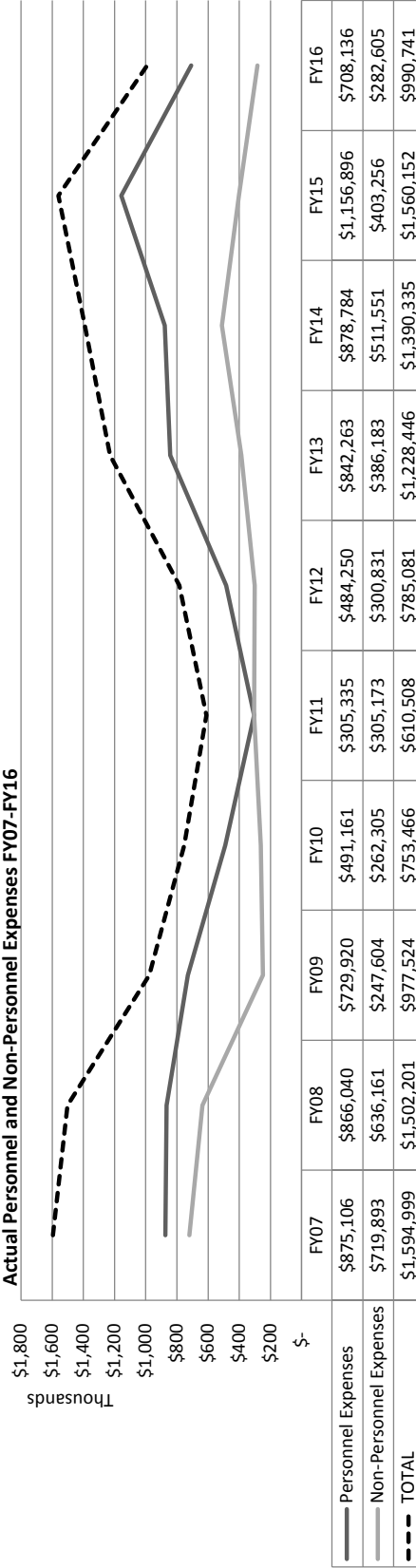
Services	\$ 335,937	\$ 489,400	45.7%	\$ 409,400	-16.3%
Other Materials & Supplies	\$ 20,750	\$ 23,600	13.7%	\$ 23,600	0.0%
Misc. Expense	\$ 130,675	\$ 138,550	6.0%	\$ 138,550	0.0%
Lease & Rentals	\$ 2,000	\$ 2,000	0.0%	\$ 2,000	0.0%
	\$ 489,362	\$ 653,550	33.6%	\$ 573,550	-12.2%

### Total Expenses:

	\$ 1,237,481	\$ 1,410,480	14.0%	\$ 1,356,419	-3.8%
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### Actual Personnel and Non-Personnel Expenses FY07-FY16



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY18 & FY19 OPERATING BUDGET**

Administration - 1100

ACCOUNT	Jun-16	Jun-17	% CHANGE	\$ CHANGE	Jun-17	% CHANGE	\$ CHANGE
	BUDGET FY17	BUDGET FY18	BUDG FY17	BUDG FY18	BUDGET FY19	BUDG FY18	BUDG FY19
<b>LABOR</b>							
501011 Bus Operator Pay	-	-	0.0%	-	-	0.0%	-
501013 Bus Operator OT	-	-	0.0%	-	-	0.0%	-
501021 Other Salaries	388,034	402,408	3.7%	14,374	412,889	2.6%	10,481
501023 Other OT	9,805	6,500	-33.7%	(3,305)	6,669	2.6%	169
<b>Totals</b>	<b>397,839</b>	<b>408,908</b>	<b>2.8%</b>	<b>11,069</b>	<b>419,558</b>	<b>2.6%</b>	<b>10,650</b>
<b>FRINGE BENEFITS</b>							
502011 Medicare/Soc. Sec.	7,165	7,379	3.0%	214	7,570	2.6%	192
502021 Retirement	109,458	103,573	-5.4%	(5,885)	109,893	6.1%	6,320
502031 Medical Ins	94,839	96,493	1.7%	1,654	101,750	5.4%	5,257
502041 Dental Ins	5,245	5,222	-0.4%	(23)	5,378	3.0%	157
502045 Vision Ins	1,281	1,319	3.0%	38	1,359	3.0%	40
502051 Life Ins/AD&D	5,339	5,017	-6.0%	(322)	5,098	1.6%	81
502060 State Disability Ins (SDI)	3,415	3,223	-5.6%	(192)	3,407	5.7%	183
502061 Long Term Disability Ins	3,000	3,099	3.3%	99	3,215	3.7%	115
502071 State Unemployment Ins (SUI)	945	700	-26.0%	(245)	743	6.1%	43
502081 Worker's Comp Ins	12,537	11,260	-10.2%	(1,277)	11,598	3.0%	338
502101 Holiday Pay	14,902	15,458	3.7%	556	15,859	2.6%	401
502103 Floating Holiday	18,074	19,019	5.2%	945	19,459	2.3%	440
502109 Sick Leave	22,354	23,187	3.7%	833	23,789	2.6%	602
502111 Annual Leave	37,471	38,687	3.2%	1,216	39,710	2.6%	1,024
502121 Other Paid Absence	3,493	3,623	3.7%	130	3,717	2.6%	94
502251 Phys. Exams	-	-	0.0%	-	-	0.0%	-
502253 Driver Lic Renewal	-	-	0.0%	-	-	0.0%	-
502999 Other Fringe Benefits	10,761	10,761	0.0%	(0)	10,765	0.0%	3
<b>Totals</b>	<b>350,279</b>	<b>348,022</b>	<b>-0.6%</b>	<b>(2,257)</b>	<b>363,311</b>	<b>4.4%</b>	<b>15,289</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY18 & FY19 OPERATING BUDGET**

Administration - 1100

ACCOUNT	Jun-16	Jun-17	% CHANGE	\$ CHANGE	Jun-17	% CHANGE	\$ CHANGE
	BUDGET FY17	BUDGET FY18	BUDG FY17	BUDG FY18	BUDGET FY19	BUDG FY18	BUDG FY19
<b>SERVICES</b>							
503011 Accting/Audit Fees	-	-	0.0%	-	-	0.0%	-
503012 Admin/Bank Fees	-	-	0.0%	-	-	0.0%	-
503031 Prof/Technical Fees	226,580	379,900	67.7%	153,320	299,900	-21.1%	(80,000)
503032 Legislative Services	101,000	101,000	0.0%	-	101,000	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	5,000	5,000	0.0%	-	5,000	0.0%	-
503222 Legal Ads	-	-	0.0%	-	-	0.0%	-
503225 Graphic Services	-	-	0.0%	-	-	0.0%	-
503351 Repair - Bldg & Impr	-	-	0.0%	-	-	0.0%	-
503352 Repair - Equipment	3,357	3,500	4.3%	143	3,500	0.0%	-
503353 Repair - Rev Vehicle	-	-	0.0%	-	-	0.0%	-
503354 Repair - Non Rev Vehicle	-	-	0.0%	-	-	0.0%	-
503363 Haz Mat Disposal	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	<b>335,937</b>	<b>489,400</b>	<b>45.7%</b>	<b>153,463</b>	<b>409,400</b>	<b>-16.3%</b>	<b>(80,000)</b>
<b>MOBILE MATERIALS &amp; SUPPLIES</b>							
504011 Fuels & Lubricants - Non Rev Veh	-	-	0.0%	-	-	0.0%	-
504012 Fuels & Lubricants - Rev Veh	-	-	0.0%	-	-	0.0%	-
504021 Tires & Tubes	-	-	0.0%	-	-	0.0%	-
504161 Other Mobile Supplies	-	-	0.0%	-	-	0.0%	-
504191 Rev Vehicle Parts	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY18 & FY19 OPERATING BUDGET**

Administration - 1100

ACCOUNT	Jun-16	Jun-17	% CHANGE	\$ CHANGE	Jun-17	% CHANGE	\$ CHANGE	Jun-17	% CHANGE
	BUDGET FY17	BUDGET FY18	BUDG FY17	BUDG FY18	BUDGET FY18	BUDG FY17	BUDG FY18	BUDGET FY19	BUDG FY19
<b>OTHER MATERIALS &amp; SUPPLIES</b>									
504205 Freight Out	-	-	0.0%	-	-	0.0%	-	-	0.0%
504211 Postage & Mailing	4,200	4,500	7.1%	300	4,500	0.0%	-	-	0.0%
504214 Promotional Items	-	-	0.0%	-	-	0.0%	-	-	0.0%
504215 Printing	1,050	1,100	4.8%	50	1,100	0.0%	-	-	0.0%
504217 Photo Supp/Process	-	-	0.0%	-	-	0.0%	-	-	0.0%
504311 Office Supplies	15,500	18,000	16.1%	2,500	18,000	0.0%	-	-	0.0%
504315 Safety Supplies	-	-	0.0%	-	-	0.0%	-	-	0.0%
504317 Cleaning Supplies	-	-	0.0%	-	-	0.0%	-	-	0.0%
504409 Repair/Maint Supplies	-	-	0.0%	-	-	0.0%	-	-	0.0%
504417 Tenant Repairs	-	-	0.0%	-	-	0.0%	-	-	0.0%
504421 Non-Inventory Parts	-	-	0.0%	-	-	0.0%	-	-	0.0%
504511 Small Tools	-	-	0.0%	-	-	0.0%	-	-	0.0%
504515 Employee Tool Replacement	-	-	0.0%	-	-	0.0%	-	-	0.0%
<b>Totals</b>	<b>20,750</b>	<b>23,600</b>	<b>13.7%</b>	<b>2,850</b>	<b>23,600</b>	<b>0.0%</b>	<b>2,850</b>	<b>23,600</b>	<b>0.0%</b>
<b>UTILITIES</b>									
505011 Gas & Electric	-	-	0.0%	-	-	0.0%	-	-	0.0%
505021 Water & Garbage	-	-	0.0%	-	-	0.0%	-	-	0.0%
505031 Telecommunications	-	-	0.0%	-	-	0.0%	-	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>CASUALTY &amp; LIABILITY</b>									
506011 Insurance - Property	-	-	0.0%	-	-	0.0%	-	-	0.0%
506015 Insurance - PL/PD	-	-	0.0%	-	-	0.0%	-	-	0.0%
506021 Insurance - Other	-	-	0.0%	-	-	0.0%	-	-	0.0%
506123 Settlement Costs	-	-	0.0%	-	-	0.0%	-	-	0.0%
506127 Repairs - District Prop	-	-	0.0%	-	-	0.0%	-	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY18 & FY19 OPERATING BUDGET**

Administration - 1100

ACCOUNT	Jun-16	Jun-17	% CHANGE	\$ CHANGE	Jun-17	% CHANGE	\$ CHANGE	BUDG FY18	BUDG FY19	% CHANGE	\$ CHANGE
	BUDGET FY17	BUDGET FY18	BUDG FY17 BUDG FY18	BUDG FY17 BUDG FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDG FY18	BUDG FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19
<b>TAXES</b>											
507051 Fuel Tax	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
507201 Licenses & Permits	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
507999 Other Taxes	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>
<b>PURCHASED TRANS.</b>											
503406 Contract/Paratransit	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>
<b>MISC EXPENSE</b>											
509011 Dues/Subscriptions	71,475	70,950	-0.7%	(525)	70,950	0.0%	-	-	-	0.0%	-
509081 Advertising - District Promo	500	-	-100.0%	(500)	-	0.0%	-	-	-	0.0%	-
509101 Employee Incentive Program	15,000	15,000	0.0%	-	15,000	0.0%	-	-	-	0.0%	-
509121 Employee Training	1,600	2,000	25.0%	400	2,000	0.0%	-	-	-	0.0%	-
509122 BOD Travel	3,000	8,000	166.7%	5,000	8,000	0.0%	-	-	-	0.0%	-
509123 Travel	20,000	20,000	0.0%	-	20,000	0.0%	-	-	-	0.0%	-
509125 Local Meeting Expense	6,500	10,000	53.8%	3,500	10,000	0.0%	-	-	-	0.0%	-
509127 Board Director Fees	12,600	12,600	0.0%	-	12,600	0.0%	-	-	-	0.0%	-
509150 Contributions	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
509198 Cash Over/Short	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
509999 Other Misc Expense	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
<b>Totals</b>	<b>130,675</b>	<b>138,550</b>	<b>6.0%</b>	<b>7,875</b>	<b>138,550</b>	<b>0.0%</b>	<b>0.0%</b>	<b>138,550</b>	<b>138,550</b>	<b>0.0%</b>	<b>-</b>
<b>LEASES &amp; RENTALS</b>											
512011 Facility Lease	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
512061 Equipment Rental	2,000	2,000	0.0%	-	2,000	0.0%	-	-	-	0.0%	-
<b>Totals</b>	<b>2,000</b>	<b>2,000</b>	<b>0.0%</b>	<b>-</b>	<b>2,000</b>	<b>0.0%</b>	<b>0.0%</b>	<b>2,000</b>	<b>2,000</b>	<b>0.0%</b>	<b>-</b>
<b>PERSONNEL TOTAL</b>											
	748,119	756,930	1.2%	8,811	782,869	3.4%	25,939				
<b>NON-PERSONNEL TOTAL</b>											
	489,362	653,550	33.6%	164,188	573,550	-12.2%	(80,000)				
<b>DEPARTMENT TOTALS</b>	<b>1,237,481</b>	<b>1,410,480</b>	<b>14.0%</b>	<b>172,999</b>	<b>1,356,419</b>	<b>-3.8%</b>	<b>(54,061)</b>				

Admin - 1100

7/7/2017

**FINANCE DEPARTMENT  
FY17 ACCOMPLISHMENTS AND FY18 OBJECTIVES**

**1200**

**MAJOR FUNCTIONS OF THE DEPARTMENT**

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

- General Ledger
- Accounts Payable
- Accounts Receivable
- Budgeting / Operating and Capital Financial Forecasting
- Grant Accounting
- Payroll and Time-keeping
- Fixed Asset Management
- Audit
- Financial and Regulatory Reporting
- Tax Filings (Monthly, Quarterly, and Annual)
- Revenue Collection and Reconciliation
- Bus Advertising
- Treasury (Banking and Cash)

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

- Developing and monitoring annual operating and capital budgets
- Developing and updating short-range and long-range financial plans
- Transportation Development Act (TDA) reviews and audits
- Federal Transit Administration (FTA) Triennial reviews and periodic audits
- Significant portion of the Annual National Transit Database (NTD) report
- Administrative Policies and Regulations for the agency
- Annual State Controller's Office (SCO) Reports: Transit Operators Financial Transactions Reports for Fixed Route and Specialized Service and Compensation Report
- Providing the Board with monthly operating and capital budget updates
- Purchasing and maintaining insurance coverage for the agency's facilities and equipment
- Managing Santa Cruz Civic Improvement Corporation (SCCIC) financials and related activities
- Property Management of leased facilities
- Financial management and perspective on the 'Highway 17 Express' - CCJPA contract with Amtrak, VTA, Cal Train, CalTrans and San Joaquin Valley Transit
- DBE Liaison Office (DBELO) responsibilities (Finance Manager)
- Obtaining Actuarial Valuation Reports as required
- Disseminating a wide variety of information to other departments and the Public
- Capital Asset tacking
- Conducting annual physical asset inventory counts

**DEPARTMENT ACCOMPLISHMENTS FOR FY17**

- Assisted the CEO / General Manager and Board of Directors with:
  - Operating and Capital budget process
  - Long-term budgetary planning
  - Development of the agency's first five-year revenue and expense projection
  - Creation of the rolling Unfunded Capital Projects List
- Delivered the FY18/19 budget to the Board for adoption within the mandated time constraints
- Presented the 5-Year Budget Plan to the BOD and public (for the first time)
- Transitioned the former Ticket & Pass Specialist position from the Customer Service department to the Finance department
- Worked with Santa Cruz County Regional Transportation Commission (SCCRTC) staff on finalizing the Master Funding Agreement between the SCCRTC and METRO after the voters approved the 2016 Santa Cruz County sales tax initiative (Measure D)
- Completed the Annual Financial Audit successfully and with no findings
- Resolved outstanding issues from the FTA Triennial Review
- Assisted the CEO in numerous ad-hoc and financial analytics and activities
- Enhanced reporting functions through graphs, charts and presentations to the Public, Board of Directors, Management, Unions, and internal Departments
- Facilitated monthly meetings with various departments to review and analyze consequences of the September 2016 service reductions in an effort to improve future decisions related to service delivery
- Maintained areas of Santa Cruz METRO's website that pertain to the Finance Department
- Maintained accurate, timely and efficient reporting of business and payroll transactions
- Worked with District / General Counsel and Human Resources to comply with new laws, rules, regulations and Union labor agreements
- Promoted individual training and education within the department
- Provided tools and time for the staff to improve overall efficiency through automation and education while maximizing the benefits of existing, upgraded, and/or new technology programs
- Ensured that effective control and accountability was maintained for all capital assets, and that resources were properly safeguarded and used solely for authorized purposes
- Maintained ongoing compliance with generally accepted accounting principles (GAAP) and statutory reporting requirements
- Improved and updated processes relating to internal control, policies and procedures
- Updated financial policies to address Operating and Capital budgets
- Convened monthly/quarterly meetings with all Departments to review expenses against budget
- Continued to participate as a California Transit Indemnity Pool (CalTIP) Board member and adhered to decisions made related to the insurance pool
- Retained and participated as a California Transit Association (CTA) Finance Committee member and continued to engage in subcommittee appointments and decisions
- Actively participated in the California Society of Municipal Finance Officers (CSMFO) groups, training sessions, meetings and conferences



## Finance Department (con't)

- Managed advertising on Santa Cruz METRO buses
- Networked and participated in outreach with our community and transit partners
- Promoted and ensured fiscal responsibility and sustainability throughout the agency
- Reviewed department activities and processes to maximize organizational effectiveness, including cash and payroll controls
- Updated pay tables as required

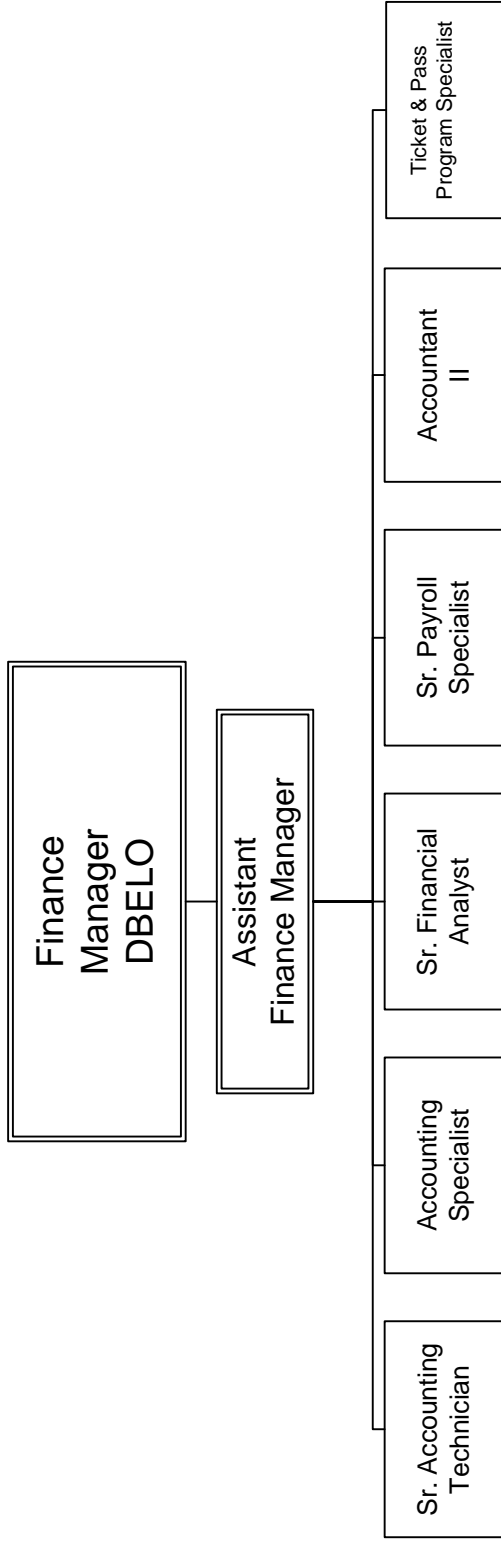
### **DEPARTMENT OBJECTIVES FOR FY18**

- Work with the SCCRTC to ensure full compliance with all requirements and responsibilities of the new Measure D Master Funding Agreement
- Develop Key Performance Indicators (KPIs)
- Assist the CEO in seeking local, State and Federal funding opportunities to fund projects on the \$200 + million Unfunded Capital Projects List
- Ensure full compliance with all FTA, State and State agency regulations and Santa Cruz METRO Board policies and regulations
- Provide information and staff support for the SCCIC
- Work closely with the Board, stakeholders, customers and the public to identify options that will resolve the current budgetary structural deficit and provide long-term financial stability for the agency
- Ensure that Santa Cruz METRO is highly responsive to FTA Triennial Reviews, TDA Audits, the annual Financial Audit and all other outside audits
- Collaborate and communicate with the Santa Cruz County Regional Transportation Commission (SCCRTC), with a goal of protecting and growing transit capital and operating funding resources and to actively participate in regional discussions
- Support the CEO's effort to increase the federal funding of the Small Transit Intensive Cities (STIC) program at 3% and the continuation of funding for the Federal fuel tax credit
- Assist the CEO in working with Federal legislators to identify a stable and recurring funding source for the 2021 Federal Transportation Reauthorization
- Make progress towards implementation of a data warehouse and the upgrade of the financial system
- Continue to assist the CEO / General Manager and Board of Directors with:
  - Operating and Capital budget process
  - Long-term budgetary planning
  - Annually update the five-year revenue and expense projections
  - Work in collaboration with the Planning Department to update the Unfunded Capital Projects List on a minimum quarterly basis
- Work towards fully automating the timekeeping process to increase efficiency and ensure compliance with the Fair Labor Standards Act (FLSA)
- Continue to enhance reporting functions through graphs, charts and presentations to the Public, Board of Directors, Management, 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 Standards Board (GASB) 45 - Other Post Employment Benefits (OPEB) liability
- Work with General Counsel and Human Resources to comply with new laws, rules, regulations and Union labor agreements
- 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 a consultant to write a Request for Proposals (RFP) to procure a new financial system
- Ensure that effective control and accountability is maintained for all capital assets, and that resources are properly safeguarded and used solely for authorized purposes
- Maintain ongoing compliance with generally accepted accounting principles (GAAP) and statutory reporting requirements
- Continue to improve and update processes relating to internal control, policies and procedures
- Continually update financial policies to address Operating and Capital budgets, as well as Operating and Capital Reserve accounts for the Board's consideration.
- Maintain CalTIP Board position and adhere to decisions made related to the insurance pool
- Maintain CTA Finance Committee position and continue to engage in subcommittee appointments and decisions
- Continue to be active in CSMFO groups, training sessions, meetings and conferences
- Continue to manage advertising on Santa Cruz METRO buses
- Continue to network and outreach with our community and transit partners
- Promote and ensure fiscal responsibility and sustainability throughout the agency
- Review department activities and processes on an ongoing basis—seeking to maximize organizational effectiveness, including cash and payroll controls
- Create Annual report pamphlet for Public Outreach

Finance  
1200



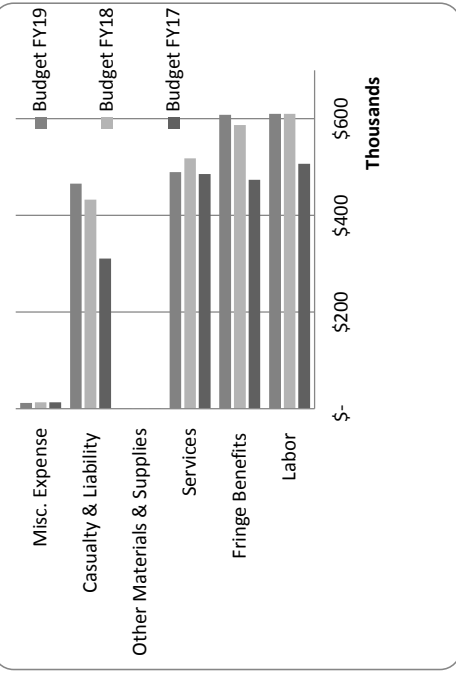
**FY18 & FY19 OPERATING BUDGET**  
**Authorized and Funded Personnel - Full Time Equivalent (FTE)**  
**Finance - 1200**

Position Title	Authorized	Funded	Authorized	Funded	Authorized	Funded
	FY 17 June 2016	FY 17 June 2016	FY 18 2017	FY 18 2017	FY 19 2017	FY 19 2017
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
Sr. Payroll Specialist *	1.00	1.00	1.00	1.00	1.00	1.00
Ticket & Pass Program Specialist **	0.00	0.00	1.00	1.00	1.00	1.00
Sr. Financial Analyst	1.00	1.00	1.00	1.00	1.00	1.00
Revenue Specialist	1.00	0.00	1.00	0.00	1.00	0.00
<b>Total Full-Time Equivalents (FTEs)</b>	<b>8.50</b>	<b>7.00</b>	<b>9.50</b>	<b>8.00</b>	<b>9.50</b>	<b>8.00</b>

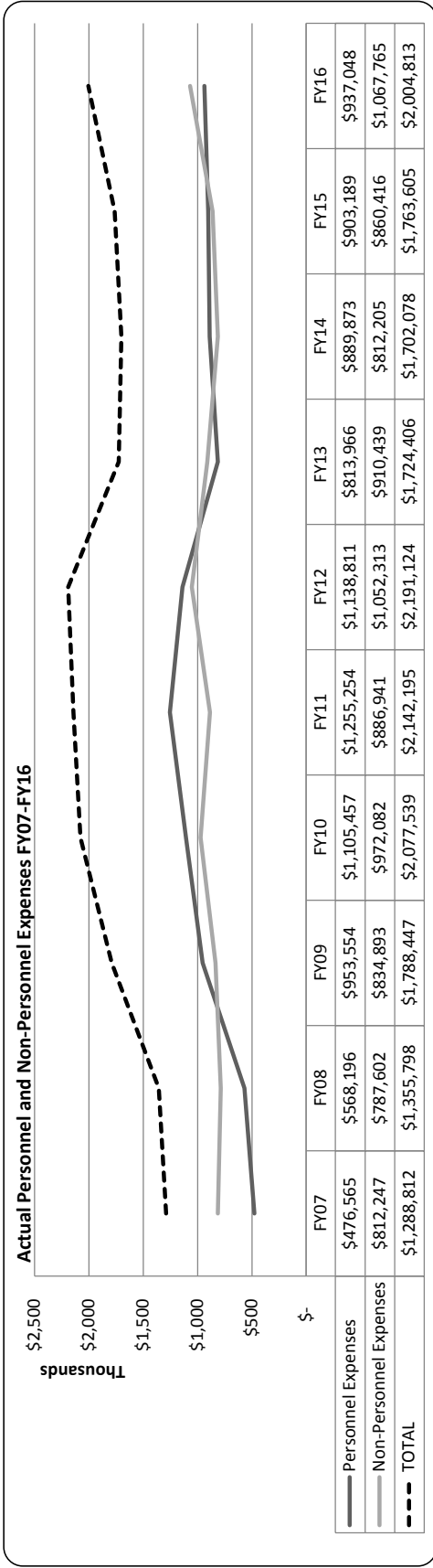
\* Position Title Reclassified in FY17 from Payroll and Accounting Support Specialist to Sr. Payroll Specialist

\*\* 1 Ticket & Pass Program Specialist position is transferred from Customer Service to Finance in FY18.

## Finance 1200



	Budget FY17	Budget FY18	Var %	Budget FY19	Var %
<b>Personnel Expenses:</b>					
Labor	\$ 506,838	\$ 609,989	20.4%	\$ 609,989	0.0%
Fringe Benefits	\$ 473,200	\$ 586,826	24.0%	\$ 608,146	3.6%
	\$ 980,038	\$ 1,196,815	22.1%	\$ 1,218,134	1.8%
<b>Non-Personnel Expenses:</b>					
Services	\$ 485,380	\$ 518,000	6.7%	\$ 489,140	-5.6%
Other Materials & Supplies	\$ 750	\$ 750	0.0%	\$ 750	0.0%
Casualty & Liability	\$ 310,531	\$ 432,514	39.3%	\$ 465,826	7.7%
Misc. Expense	\$ 13,380	\$ 13,380	0.0%	\$ 11,580	-13.5%
	\$ 810,041	\$ 964,644	19.1%	\$ 967,296	0.3%
<b>Total Expenses:</b>	\$ 1,790,079	\$ 2,161,459	20.7%	\$ 2,185,430	1.1%



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY18 & FY19 OPERATING BUDGET**

Finance - 1200

ACCOUNT	Jun-16	Jun-17	% CHANGE	\$ CHANGE	Jun-17	% CHANGE	\$ CHANGE	BUDG FY18	BUDG FY19
	BUDGET FY17	BUDGET FY18	BUDG FY17 BUDG FY18	BUDG FY17 BUDG FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY17 BUDG FY18	BUDG FY18	BUDG FY19
<b>LABOR</b>									
501011 Bus Operator Pay	-	-	0.0%	-	-	0.0%	-	-	-
501013 Bus Operator OT	-	-	0.0%	-	-	0.0%	-	-	-
501021 Other Salaries	501,838	607,589	21.1%	105,750	607,589	0.0%	-	-	-
501023 Other OT	5,000	2,400	-52.0%	(2,600)	2,400	0.0%	-	-	-
<b>Totals</b>	<b>506,838</b>	<b>609,989</b>	<b>20.4%</b>	<b>103,150</b>	<b>609,989</b>	<b>0.0%</b>			
<b>FRINGE BENEFITS</b>									
502011 Medicare/Soc. Sec.	9,059	10,942	20.8%	1,883	10,942	0.0%	-	-	-
502021 Retirement	140,073	179,029	27.8%	38,956	188,808	5.5%	9,779	9,779	9,779
502031 Medical Ins	158,751	199,295	25.5%	40,545	209,260	5.0%	9,965	9,965	9,965
502041 Dental Ins	10,981	12,837	16.9%	1,855	13,222	3.0%	385	385	385
502045 Vision Ins	2,241	2,638	17.7%	397	2,717	3.0%	79	79	79
502051 Life Ins/AD&D	1,027	1,036	0.8%	8	1,067	3.0%	31	31	31
502060 State Disability Ins (SDI)	5,580	6,235	11.7%	655	6,483	4.0%	249	249	249
502061 Long Term Disability Ins	4,234	4,953	17.0%	719	5,101	3.0%	149	149	149
502071 State Unemployment Ins (SUI)	1,654	1,400	-15.4%	(254)	1,485	6.1%	85	85	85
502081 Worker's Comp Ins	17,552	19,706	12.3%	2,154	20,297	3.0%	591	591	591
502101 Holiday Pay	18,774	22,775	21.3%	4,001	22,775	0.0%	-	-	-
502103 Floating Holiday	10,585	11,521	8.8%	936	11,521	0.0%	-	-	-
502109 Sick Leave	28,162	34,163	21.3%	6,001	34,163	0.0%	-	-	-
502111 Annual Leave	56,031	70,837	26.4%	14,806	70,837	0.0%	-	-	-
502121 Other Paid Absence	4,400	5,338	21.3%	938	5,338	0.0%	-	-	-
502251 Phys. Exams	-	-	0.0%	-	-	0.0%	-	-	-
502253 Driver Lic Renewal	-	-	0.0%	-	-	0.0%	-	-	-
502999 Other Fringe Benefits	4,095	4,122	0.7%	27	4,129	0.2%	7	7	7
<b>Totals</b>	<b>473,200</b>	<b>586,826</b>	<b>24.0%</b>	<b>113,627</b>	<b>608,146</b>	<b>3.6%</b>			

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY18 & FY19 OPERATING BUDGET**

Finance - 1200

ACCOUNT	Jun-16	Jun-17	% CHANGE	\$ CHANGE	Jun-17	% CHANGE	\$ CHANGE
	BUDGET FY17	BUDGET FY18	BUDG FY18	BUDG FY18	BUDGET FY19	BUDG FY19	BUDG FY19
<b>SERVICES</b>							
503011 Accting/Audit Fees	95,000	95,000	0.0%	-	95,000	0.0%	-
503012 Admin/Bank Fees	372,880	380,500	2.0%	7,620	389,640	2.4%	9,140
503031 Prof/Technical Fees	17,500	42,500	142.9%	25,000	4,500	-89.4%	(38,000)
503032 Legislative Services	-	-	0.0%	-	-	0.0%	-
503033 Legal Services	-	-	0.0%	-	-	0.0%	-
503034 Pre-Employment Exams	-	-	0.0%	-	-	0.0%	-
503041 Temp Help	-	-	0.0%	-	-	0.0%	-
503161 Custodial Services	-	-	0.0%	-	-	0.0%	-
503162 Uniforms/Laundry	-	-	0.0%	-	-	0.0%	-
503171 Security Services	-	-	0.0%	-	-	0.0%	-
503221 Classified/Legal Ads	-	-	0.0%	-	-	0.0%	-
503222 Legal Ads	-	-	0.0%	-	-	0.0%	-
503225 Graphic Services	-	-	0.0%	-	-	0.0%	-
503351 Repair - Bldg & Impr	-	-	0.0%	-	-	0.0%	-
503352 Repair - Equipment	-	-	0.0%	-	-	0.0%	-
503353 Repair - Rev Vehicle	-	-	0.0%	-	-	0.0%	-
503354 Repair - Non Rev Vehicle	-	-	0.0%	-	-	0.0%	-
503363 Haz Mat Disposal	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	<b>485,380</b>	<b>518,000</b>	<b>6.7%</b>	<b>32,620</b>	<b>489,140</b>	<b>-5.6%</b>	<b>(28,860)</b>
<b>MOBILE MATERIALS &amp; SUPPLIES</b>							
504011 Fuels & Lubricants - Non Rev Veh	-	-	0.0%	-	-	0.0%	-
504012 Fuels & Lubricants - Rev Veh	-	-	0.0%	-	-	0.0%	-
504021 Tires & Tubes	-	-	0.0%	-	-	0.0%	-
504161 Other Mobile Supplies	-	-	0.0%	-	-	0.0%	-
504191 Rev Vehicle Parts	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY18 & FY19 OPERATING BUDGET**

Finance - 1200

ACCOUNT	Jun-16	Jun-17	% CHANGE	\$ CHANGE	Jun-17	% CHANGE	\$ CHANGE	Jun-17	% CHANGE
	BUDGET FY17	BUDGET FY18	BUDG FY17 BUDG FY18	BUDG FY17 BUDG FY18	BUDGET FY19	BUDG FY17 BUDG FY19	BUDG FY17 BUDG FY19	BUDGET FY19	BUDG FY17 BUDG FY19
<b>OTHER MATERIALS &amp; SUPPLIES</b>									
504205 Freight Out	-	-	0.0%	-	-	0.0%	-	-	0.0%
504211 Postage & Mailing	-	-	0.0%	-	-	0.0%	-	-	0.0%
504214 Promotional Items	-	-	0.0%	-	-	0.0%	-	-	0.0%
504215 Printing	750	750	0.0%	-	750	0.0%	-	750	0.0%
504217 Photo Supp/Process	-	-	0.0%	-	-	0.0%	-	-	0.0%
504311 Office Supplies	-	-	0.0%	-	-	0.0%	-	-	0.0%
504315 Safety Supplies	-	-	0.0%	-	-	0.0%	-	-	0.0%
504317 Cleaning Supplies	-	-	0.0%	-	-	0.0%	-	-	0.0%
504409 Repair/Maint Supplies	-	-	0.0%	-	-	0.0%	-	-	0.0%
504417 Tenant Repairs	-	-	0.0%	-	-	0.0%	-	-	0.0%
504421 Non-Inventory Parts	-	-	0.0%	-	-	0.0%	-	-	0.0%
504511 Small Tools	-	-	0.0%	-	-	0.0%	-	-	0.0%
504515 Employee Tool Replacement	-	-	0.0%	-	-	0.0%	-	-	0.0%
<b>Totals</b>	<b>750</b>	<b>750</b>	<b>0.0%</b>	<b>-</b>	<b>750</b>	<b>0.0%</b>	<b>-</b>	<b>750</b>	<b>0.0%</b>
<b>UTILITIES</b>									
505011 Gas & Electric	-	-	0.0%	-	-	0.0%	-	-	0.0%
505021 Water & Garbage	-	-	0.0%	-	-	0.0%	-	-	0.0%
505031 Telecommunications	-	-	0.0%	-	-	0.0%	-	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>CASUALTY &amp; LIABILITY</b>									
506011 Insurance - Property	61,737	61,737	0.0%	-	62,971	2.0%	1,234	62,971	2.0%
506015 Insurance - PL/PD	248,794	320,777	28.9%	71,983	352,855	10.0%	32,078	352,855	10.0%
506021 Insurance - Other	-	50,000	100.0%	50,000	50,000	0.0%	-	50,000	0.0%
506123 Settlement Costs	-	-	0.0%	-	-	0.0%	-	-	0.0%
506127 Repairs - District Prop	-	-	0.0%	-	-	0.0%	-	-	0.0%
<b>Totals</b>	<b>310,531</b>	<b>432,514</b>	<b>39.3%</b>	<b>121,983</b>	<b>465,826</b>	<b>7.7%</b>	<b>33,312</b>	<b>465,826</b>	<b>7.7%</b>



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY18 & FY19 OPERATING BUDGET**

Finance - 1200

ACCOUNT	Jun-16	Jun-17	% CHANGE	\$ CHANGE	Jun-17	% CHANGE	\$ CHANGE	BUDG FY18	BUDG FY19
	BUDGET FY17	BUDGET FY18	BUDG FY17 BUDG FY18	BUDG FY17 BUDG FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDG FY18	BUDG FY19
<b>TAXES</b>									
507051 Fuel Tax	-	-	0.0%	-	-	0.0%	-	-	-
507201 Licenses & Permits	-	-	0.0%	-	-	0.0%	-	-	-
507999 Other Taxes	-	-	0.0%	-	-	0.0%	-	-	-
<b>Totals</b>	-	-	0.0%	-	-	0.0%	-	-	-
<b>PURCHASED TRANS.</b>									
503406 Contract/Paratransit	-	-	0.0%	-	-	0.0%	-	-	-
<b>Totals</b>	-	-	0.0%	-	-	0.0%	-	-	-
<b>MISC EXPENSE</b>									
509011 Dues/Subscriptions	980	980	0.0%	-	980	0.0%	-	-	-
509081 Advertising - District Promo	-	-	0.0%	-	-	0.0%	-	-	-
509101 Employee Incentive Program	-	-	0.0%	-	-	0.0%	-	-	-
509121 Employee Training	2,900	2,900	0.0%	-	3,100	6.9%	200	-	-
509122 BOD Travel	-	-	0.0%	-	-	0.0%	-	-	-
509123 Travel	9,500	9,500	0.0%	-	7,500	-21.1%	(2,000)	-	-
509125 Local Meeting Expense	-	-	0.0%	-	-	0.0%	-	-	-
509127 Board Director Fees	-	-	0.0%	-	-	0.0%	-	-	-
509150 Contributions	-	-	0.0%	-	-	0.0%	-	-	-
509198 Cash Over/Short	-	-	0.0%	-	-	0.0%	-	-	-
509999 Other Misc Expense	-	-	0.0%	-	-	0.0%	-	-	-
<b>Totals</b>	13,380	13,380	0.0%	-	11,580	-13.5%	(1,800)	-	-
<b>LEASES &amp; RENTALS</b>									
512011 Facility Lease	-	-	0.0%	-	-	0.0%	-	-	-
512061 Equipment Rental	-	-	0.0%	-	-	0.0%	-	-	-
<b>Totals</b>	-	-	0.0%	-	-	0.0%	-	-	-
<b>PERSONNEL TOTAL</b>									
	980,038	1,196,815	22.1%	216,777	1,218,134	1.8%	21,319	-	-
<b>NON-PERSONNEL TOTAL</b>									
	810,041	964,644	19.1%	154,603	967,296	0.3%	2,652	-	-
<b>DEPARTMENT TOTALS</b>	<u>1,790,079</u>	<u>2,161,459</u>	<u>20.7%</u>	<u>371,380</u>	<u>2,185,430</u>	<u>1.1%</u>	<u>23,971</u>	-	-



**CUSTOMER SERVICE DEPARTMENT**  
**FY17 ACCOMPLISHMENTS AND FY18 OBJECTIVES**  
**1300**

**MAJOR FUNCTIONS OF THE DEPARTMENT**

The Customer Service Department located in the downtown Santa Cruz METRO Pacific Station Transit Center and the Watsonville Transit Center provides bi-lingual service information, trip-planning assistance, lost and found services, ticket and pass sales to Santa Cruz METRO Fixed Route and ParaCruz Paratransit customers. Customer Service is also responsible for marketing and outreach to the community on Santa Cruz METRO services. Customer Service coordinates with other departments within Santa Cruz METRO and other organizations 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 Services.

**DEPARTMENT ACCOMPLISHMENTS FOR FY 17**

- Successful promotion of Bike to Work Week by Customer Service
- Completed Training of all six Paratransit Reservationist's that transitioned to Customer Service Representative
- Recruited and hired three Customer Service Representatives
- Successful informational outreach for Measure-D Ballot Measure performed by Customer Service staff
- Participated in the first 'Touch a Truck' event in Scotts Valley in May 2017
- June Dump the Pump promotional successfully executed by Customer Service with extensive outreach to the public week of 6/12/17.
- Successful informational outreach for Santa Cruz City First Friday events
- Completed temporary installation of work stations at Pacific Station allowing for Customer Service and Paratransit calls to be performed from the Pacific Station Transit Center
- Customer Service represented Santa Cruz METRO at Open Streets in Watsonville 05/21/17
- Assisted in designing the Watsonville Transit Center Customer Service Information and Eligibility offices
- Watsonville Transit Center - Customer Service began June 8, 2017 full time Monday through Friday staffing of the new Information Booth
- Improved responsiveness and independent lower level resolutions to customer issues resulting in less customer complaints being filed
- Purchase of new Print Encoding Machine, Computers, and Printer for Customer Service at Watsonville Transit Center
- Successful support of Cabrillo Student Fees for Santa Cruz METRO service
- Public Restrooms at Pacific Station repaired extensively, and in record time
- Productive meeting with MST and SLORTA as networking and informational exchange
- Design and development of temporary tattoos and stickers for give-aways

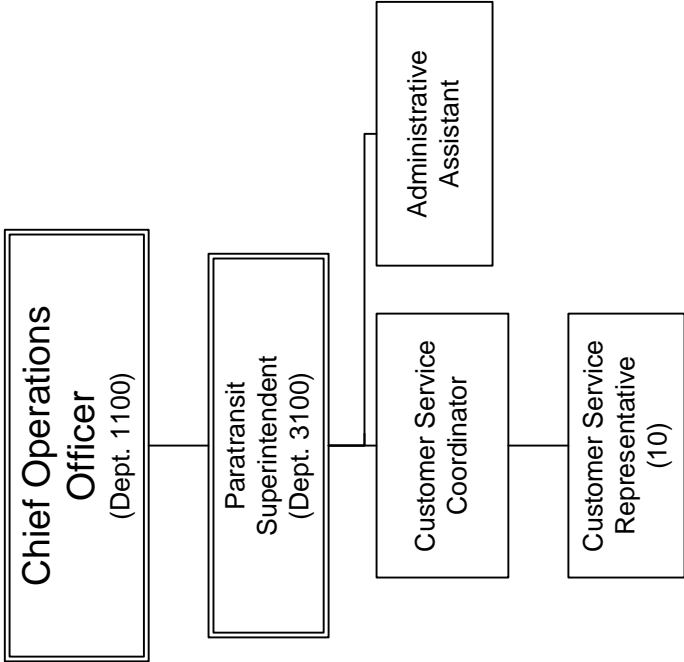
**DEPARTMENT OBJECTIVES FOR FY18**

- Successful Bus and Booth representation of Santa Cruz METRO at the Santa Cruz Fair by Customer Service Representative staff, providing fixed route and Paratransit service information
- Outreach and Service delivery of Customer Service to the Watsonville Transit Center

## Customer Service Department (con't)

- Paratransit Eligibility Certification to be performed at Watsonville Transit Center
- Promote professional, courteous, and friendly Customer Service approach to the delivery of fixed route and Paratransit services at all times and in all instances
- Familiarize Customer Service personnel with changed routes once they are in effect
- Increase Public Outreach promoting Santa Cruz METRO's routes and various fare media options with focus on transitioning more riders to Cruz Pass and Cruz Cash smart card fare media at both Pacific Station and Watsonville Transit Centers
- Expand bi-lingual Customer Service Representative staff to provide information, ticket and pass sales at the Watsonville Transit Center
- Complete Customer Service phone installation and initiate recording system for incoming and outgoing calls at both Pacific Station and Watsonville Transit Centers
- Achieve average reduced call hold times to less than two minutes.
- Transition Ticket and Pass Specialist position to Finance Dept and refine position to better reflect current duties and responsibilities
- Coordinate a comprehensive presentation at UCSC familiarizing freshman class of students with available Santa Cruz METRO services.
- Update Customer Service Department procedures Manual.
- Familiarize Customer Service Representative staff with the various Santa Cruz METRO departments in order to better respond to service concerns, suggestions, requests, and compliments
- Improve and increase use of visual graphic media in the promotion of Santa Cruz METRO services and events to the public
- Provide more consistent monitoring and updating of informational media at the various Transit Centers
- Create Customer Service presentations on the various services Santa Cruz METRO provides, to inform new-hires and existing Operators from a Customer Service perspective.
- Improve efficiency of Customer Service Representatives in responding to inquiries and complaints by accessing available electronic information.
- Expand Customer Service Participation in select Santa Cruz METRO committees.
- Provide internal/external Customer Service refresher training on a more consistent basis for all Customer Service Representative Staff.
- Continue to increase participation in local events in order to promote Santa Cruz METRO services.
- Integrate Accessible Services Coordinator into outreach schedule of Customer Service to solicit and provide information on the availability of Accessible Services
- Perform safety awareness training to Customer Service Staff on a periodic basis
- Perform evacuation drills for Customer Service at both Pacific Station and Watsonville Transit Centers.

# Customer Service 1300



**FY18 & FY19 OPERATING BUDGET**  
**Authorized and Funded Personnel - Full Time Equivalent (FTE)**  
**Customer Service - 1300**

Position Title	Authorized FY 17 June 2016	Funded FY 17 June 2016	Authorized FY 18 2017	Funded FY 18 2017	Authorized FY 19 2017	Funded FY 19 2017
Marketing, Communications and Customer Service Manager	1.00	0.00	1.00	0.00	1.00	0.00
Transit Supervisor *	1.00	1.00	0.00	0.00	0.00	0.00
Customer Service Coordinator CSR **	1.00	1.00	1.00	1.00	1.00	1.00
Ticket & Pass Program Specialist ***	5.00	4.00	12.00	10.00	12.00	10.00
Administrative Assistant	1.00	1.00	0.00	0.00	0.00	0.00
	1.25	1.00	1.25	1.00	1.25	1.00
<b>Total Full-Time Equivalents (FTEs)</b>	<b>10.25</b>	<b>8.00</b>	<b>15.25</b>	<b>12.00</b>	<b>15.25</b>	<b>12.00</b>

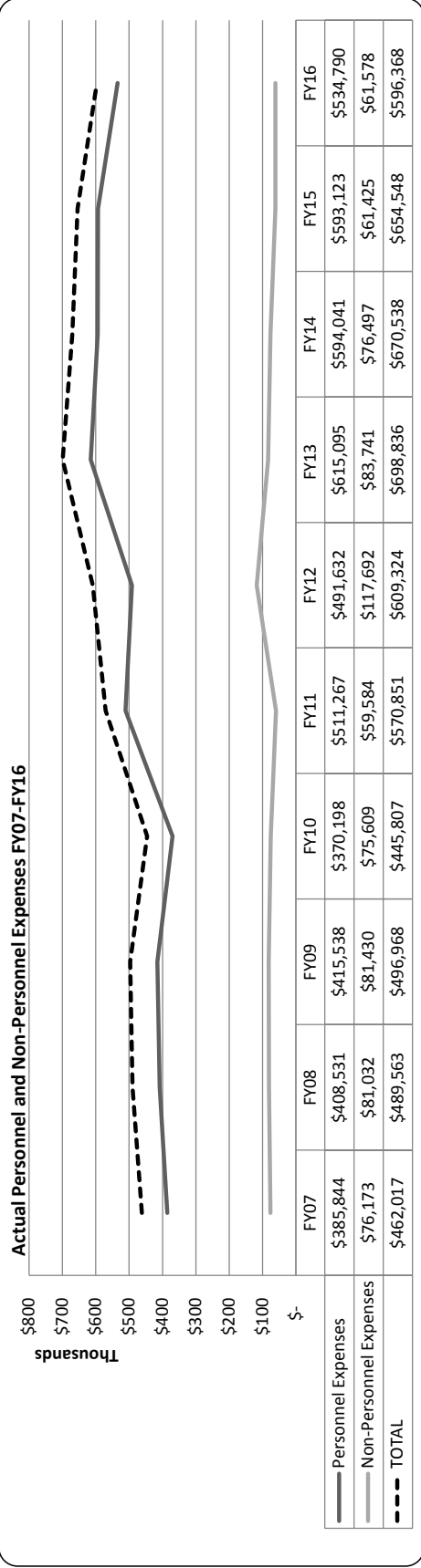
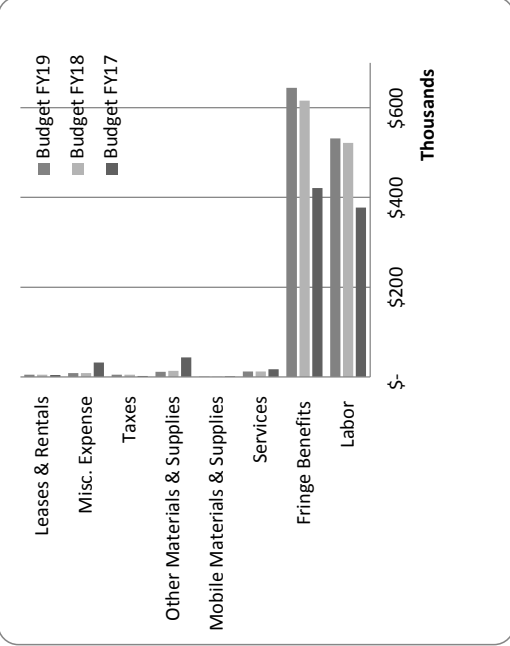
\* 1 Transit Supervisor position is transferred from Customer Service to Operations in FY17.

\*\* 7 Authorized and 6 Funded Reservationist positions were transferred from Paratransit to Customer Service, and converted to CSRs in FY17.

\*\*\* 1 Ticket & Pass Program Specialist position is transferred from Customer Service to Finance in FY18.

### Customer Service 1300

	Budget FY17	Budget FY18	Var %	Budget FY19	Var %
<b>Personnel Expenses:</b>					
Labor	\$ 377,459	\$ 521,897	38.3%	\$ 531,875	1.9%
Fringe Benefits	\$ 420,864	\$ 615,776	46.3%	\$ 644,098	4.6%
	<b>\$ 798,322</b>	<b>\$ 1,137,673</b>	<b>42.5%</b>	<b>\$ 1,175,973</b>	<b>3.4%</b>
<b>Non-Personnel Expenses:</b>					
Services	\$ 17,100	\$ 12,200	-28.7%	\$ 12,200	0.0%
Mobile Materials & Supplies	\$ 1,600	\$ 500	-68.8%	\$ 500	0.0%
Other Materials & Supplies	\$ 43,700	\$ 13,700	-68.6%	\$ 11,700	-14.6%
Taxes	\$ 2,500	\$ 4,752	90.1%	\$ 5,040	6.1%
Misc. Expense	\$ 32,500	\$ 8,500	-73.8%	\$ 8,500	0.0%
Leases & Rentals	\$ 4,500	\$ 4,900	8.9%	\$ 4,900	0.0%
	<b>\$ 101,900</b>	<b>\$ 44,552</b>	<b>-56.3%</b>	<b>\$ 42,840</b>	<b>-3.8%</b>
<b>Total Expenses:</b>	<b>\$ 900,222</b>	<b>\$ 1,182,225</b>	<b>31.3%</b>	<b>\$ 1,218,813</b>	<b>3.1%</b>



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY18 & FY19 OPERATING BUDGET**

Customer Service - 1300

ACCOUNT	Jun-16	Jun-17	% CHANGE		\$ CHANGE		Jun-17	% CHANGE		\$ CHANGE	
	BUDGET FY17	BUDGET FY18	BUDG FY17	BUDG FY18	BUDG FY17	BUDG FY18	BUDGET FY19	BUDG FY18	BUDG FY19	BUDG FY18	BUDG FY19
<b>LABOR</b>											
501011 Bus Operator Pay	-	-	0.0%	-	-	-	-	0.0%	-	-	-
501013 Bus Operator OT	-	-	0.0%	-	-	-	-	0.0%	-	-	-
501021 Other Salaries	367,729	507,609	38.0%	139,879	517,314	9,705	1.9%	9,705	9,705	9,705	9,705
501023 Other OT	9,729	14,288	46.9%	4,558	14,561	273	1.9%	273	273	273	273
<b>Totals</b>	<b>377,459</b>	<b>521,897</b>	<b>38.3%</b>	<b>144,438</b>	<b>531,875</b>	<b>9,978</b>	<b>1.9%</b>	<b>9,978</b>	<b>9,978</b>	<b>9,978</b>	<b>9,978</b>
<b>FRINGE BENEFITS</b>											
502011 Medicare/Soc. Sec.	6,324	9,122	44.2%	2,798	9,289	168	1.8%	168	168	168	168
502021 Retirement	96,362	146,319	51.8%	49,957	157,145	10,826	7.4%	10,826	10,826	10,826	10,826
502031 Medical Ins	190,801	283,283	48.5%	92,482	296,661	13,378	4.7%	13,378	13,378	13,378	13,378
502041 Dental Ins	13,045	14,997	15.0%	1,952	15,447	450	3.0%	450	450	450	450
502045 Vision Ins	2,561	3,957	54.5%	1,396	4,076	119	3.0%	119	119	119	119
502051 Life Ins/AD&D	937	1,243	32.6%	306	1,280	37	3.0%	37	37	37	37
502060 State Disability Ins (SDI)	4,164	5,662	36.0%	1,498	5,939	277	4.9%	277	277	277	277
502061 Long Term Disability Ins	3,354	4,987	48.7%	1,634	5,233	246	4.9%	246	246	246	246
502071 State Unemployment Ins (SUI)	1,891	2,100	11.1%	209	2,228	128	6.1%	128	128	128	128
502081 Worker's Comp Ins	17,552	36,596	108.5%	19,044	37,694	1,098	3.0%	1,098	1,098	1,098	1,098
502101 Holiday Pay	12,975	18,580	43.2%	5,605	18,928	347	1.9%	347	347	347	347
502103 Floating Holiday	-	-	0.0%	-	-	-	0.0%	-	-	-	-
502109 Sick Leave	19,463	27,871	43.2%	8,408	28,392	521	1.9%	521	521	521	521
502111 Annual Leave	48,170	56,371	17.0%	8,201	57,006	635	1.1%	635	635	635	635
502121 Other Paid Absence	3,041	4,355	43.2%	1,314	4,436	81	1.9%	81	81	81	81
502251 Phys. Exams	-	-	0.0%	-	-	-	0.0%	-	-	-	-
502253 Driver Lic Renewal	-	-	0.0%	-	-	-	0.0%	-	-	-	-
502999 Other Fringe Benefits	223	334	49.7%	111	344	10	3.0%	10	10	10	10
<b>Totals</b>	<b>420,864</b>	<b>615,776</b>	<b>46.3%</b>	<b>194,913</b>	<b>644,098</b>	<b>28,322</b>	<b>4.6%</b>	<b>28,322</b>	<b>28,322</b>	<b>28,322</b>	<b>28,322</b>



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY18 & FY19 OPERATING BUDGET**

Customer Service - 1300

ACCOUNT	Jun-16	Jun-17	% CHANGE	\$ CHANGE	Jun-17	% CHANGE	\$ CHANGE	Jun-17	% CHANGE
	BUDGET FY17	BUDGET FY18	BUDG FY17 BUDG FY18	BUDG FY17 BUDG FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY17 BUDG FY18	BUDGET FY19	BUDG FY18 BUDG FY19
<b>SERVICES</b>									
503011	-	-	0.0%	-	-	0.0%	-	-	0.0%
503012	-	-	0.0%	-	-	0.0%	-	-	0.0%
503031	8,000	9,500	18.8%	1,500	9,500	0.0%	-	-	0.0%
503032	-	-	0.0%	-	-	0.0%	-	-	0.0%
503033	-	-	0.0%	-	-	0.0%	-	-	0.0%
503034	-	-	0.0%	-	-	0.0%	-	-	0.0%
503041	-	-	0.0%	-	-	0.0%	-	-	0.0%
503161	-	-	0.0%	-	-	0.0%	-	-	0.0%
503162	-	200	100.0%	200	200	0.0%	-	-	0.0%
503171	-	-	0.0%	-	-	0.0%	-	-	0.0%
503221	200	-	-100.0%	(200)	-	0.0%	-	-	0.0%
503222	-	-	0.0%	-	-	0.0%	-	-	0.0%
503225	5,500	-	-100.0%	(5,500)	-	0.0%	-	-	0.0%
503351	-	-	0.0%	-	-	0.0%	-	-	0.0%
503352	3,400	2,500	-26.5%	(900)	2,500	0.0%	-	-	0.0%
503353	-	-	0.0%	-	-	0.0%	-	-	0.0%
503354	-	-	0.0%	-	-	0.0%	-	-	0.0%
503363	-	-	0.0%	-	-	0.0%	-	-	0.0%
<b>Totals</b>	<b>17,100</b>	<b>12,200</b>	<b>-28.7%</b>	<b>(4,900)</b>	<b>12,200</b>	<b>0.0%</b>	<b>(4,900)</b>	<b>12,200</b>	<b>0.0%</b>
<b>MOBILE MATERIALS &amp; SUPPLIES</b>									
504011	-	-	0.0%	-	-	0.0%	-	-	0.0%
504012	-	-	0.0%	-	-	0.0%	-	-	0.0%
504021	-	-	0.0%	-	-	0.0%	-	-	0.0%
504161	-	-	0.0%	-	-	0.0%	-	-	0.0%
504191	1,600	500	-68.8%	(1,100)	500	0.0%	-	500	0.0%
<b>Totals</b>	<b>1,600</b>	<b>500</b>	<b>-68.8%</b>	<b>(1,100)</b>	<b>500</b>	<b>0.0%</b>	<b>(1,100)</b>	<b>500</b>	<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY18 & FY19 OPERATING BUDGET**

Customer Service - 1300

ACCOUNT	Jun-16	Jun-17	% CHANGE		\$ CHANGE		Jun-17	% CHANGE		\$ CHANGE		
	BUDGET FY17	BUDGET FY18	BUDG FY17	BUDG FY18	BUDG FY17	BUDG FY18	BUDGET FY19	BUDG FY17	BUDG FY19	BUDG FY18	BUDG FY19	
<b>OTHER MATERIALS &amp; SUPPLIES</b>												
504205 Freight Out	-	-	0.0%	-	-	-	-	0.0%	-	-	-	
504211 Postage & Mailing	3,500	4,700	34.3%	1,200	1,200	4,700	0.0%	-	-	-	-	
504214 Promotional Items	1,200	-	-100.0%	(1,200)	(1,200)	-	0.0%	-	-	-	-	
504215 Printing	35,000	-	-100.0%	(35,000)	(35,000)	-	0.0%	-	-	-	-	
504217 Photo Supp/Process	1,000	1,500	50.0%	500	500	1,500	0.0%	-	-	-	-	
504311 Office Supplies	3,000	7,500	150.0%	4,500	4,500	5,500	-26.7%	(2,000)	(2,000)	-	-	
504315 Safety Supplies	-	-	0.0%	-	-	-	0.0%	-	-	-	-	
504317 Cleaning Supplies	-	-	0.0%	-	-	-	0.0%	-	-	-	-	
504409 Repair/Maint Supplies	-	-	0.0%	-	-	-	0.0%	-	-	-	-	
504417 Tenant Repairs	-	-	0.0%	-	-	-	0.0%	-	-	-	-	
504421 Non-Inventory Parts	-	-	0.0%	-	-	-	0.0%	-	-	-	-	
504511 Small Tools	-	-	0.0%	-	-	-	0.0%	-	-	-	-	
504515 Employee Tool Replacement	-	-	0.0%	-	-	-	0.0%	-	-	-	-	
<b>Totals</b>	<b>43,700</b>	<b>13,700</b>	<b>-68.6%</b>	<b>(30,000)</b>	<b>(30,000)</b>	<b>11,700</b>	<b>-14.6%</b>	<b>(2,000)</b>	<b>(2,000)</b>	<b>-</b>	<b>-</b>	
<b>UTILITIES</b>												
505011 Gas & Electric	-	-	0.0%	-	-	-	-	0.0%	-	-	-	
505021 Water & Garbage	-	-	0.0%	-	-	-	-	0.0%	-	-	-	
505031 Telecommunications	-	-	0.0%	-	-	-	-	0.0%	-	-	-	
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>CASUALTY &amp; LIABILITY</b>												
506011 Insurance - Property	-	-	0.0%	-	-	-	-	0.0%	-	-	-	
506015 Insurance - PL/PD	-	-	0.0%	-	-	-	-	0.0%	-	-	-	
506021 Insurance - Other	-	-	0.0%	-	-	-	-	0.0%	-	-	-	
506123 Settlement Costs	-	-	0.0%	-	-	-	-	0.0%	-	-	-	
506127 Repairs - District Prop	-	-	0.0%	-	-	-	-	0.0%	-	-	-	
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY18 & FY19 OPERATING BUDGET**

Customer Service - 1300

ACCOUNT	Jun-16	Jun-17	% CHANGE	\$ CHANGE	Jun-17	% CHANGE	\$ CHANGE	BUDG FY18	BUDG FY19	% CHANGE	\$ CHANGE
	BUDGET FY17	BUDGET FY18	BUDG FY17 BUDG FY18	BUDG FY17 BUDG FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDG FY18	BUDG FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19
<b>TAXES</b>											
507051 Fuel Tax	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
507201 Licenses & Permits	2,500	4,752	90.1%	2,252	5,040	6.1%	288	2,252	5,040	6.1%	288
507999 Other Taxes	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
<b>Totals</b>	<b>2,500</b>	<b>4,752</b>	<b>90.1%</b>	<b>2,252</b>	<b>5,040</b>	<b>6.1%</b>	<b>288</b>	<b>2,252</b>	<b>5,040</b>	<b>6.1%</b>	<b>288</b>
<b>PURCHASED TRANS.</b>											
503406 Contract/Paratransit	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>
<b>MISC EXPENSE</b>											
509011 Dues/Subscriptions	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
509081 Advertising - District Promo	30,000	-	-100.0%	(30,000)	-	0.0%	-	-	-	0.0%	-
509101 Employee Incentive Program	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
509121 Employee Training	1,000	3,500	250.0%	2,500	3,500	0.0%	-	2,500	3,500	0.0%	-
509122 BOD Travel	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
509123 Travel	1,500	5,000	233.3%	3,500	5,000	0.0%	-	3,500	5,000	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%	-
509999 Other Misc Expense	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
<b>Totals</b>	<b>32,500</b>	<b>8,500</b>	<b>-73.8%</b>	<b>(24,000)</b>	<b>8,500</b>	<b>0.0%</b>	<b>-</b>	<b>(24,000)</b>	<b>8,500</b>	<b>0.0%</b>	<b>-</b>
<b>LEASES &amp; RENTALS</b>											
512011 Facility Lease	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
512061 Equipment Rental	4,500	4,900	8.9%	400	4,900	0.0%	-	400	4,900	0.0%	-
<b>Totals</b>	<b>4,500</b>	<b>4,900</b>	<b>8.9%</b>	<b>400</b>	<b>4,900</b>	<b>0.0%</b>	<b>-</b>	<b>400</b>	<b>4,900</b>	<b>0.0%</b>	<b>-</b>
<b>PERSONNEL TOTAL</b>											
	798,322	1,137,673	42.5%	339,350	1,175,973	3.4%	38,300	339,350	1,175,973	3.4%	38,300
<b>NON-PERSONNEL TOTAL</b>											
	101,900	44,552	-56.3%	(57,348)	42,840	-3.8%	(1,712)	(57,348)	42,840	-3.8%	(1,712)
<b>DEPARTMENT TOTALS</b>	<b>900,222</b>	<b>1,182,225</b>	<b>31.3%</b>	<b>282,002</b>	<b>1,218,813</b>	<b>3.1%</b>	<b>36,588</b>	<b>282,002</b>	<b>1,218,813</b>	<b>3.1%</b>	<b>36,588</b>

Customer Service - 1300

7/7/2017



**HUMAN RESOURCES DEPARTMENT**  
**FY17 ACCOMPLISHMENTS AND FY18 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; assisting managers with labor contract application and interpretation, Santa Cruz METRO rules and regulations, employee performance and employee training.

**DEPARTMENT ACCOMPLISHMENTS FOR FY17**

- Continued our partnership with Cabrillo College, with Santa Cruz METRO's on-site Supervisor training and certification program
- Installed major HR components of the HRIS system
- Continued to develop and troubleshoot the HRIS system protocols and parameters
- Finalized before roll out, the Management self serve module of the HRIS system
- Hired 51 employees (38 new hires, 13 promotions)
- Processed 18 resignations, 1 furlough and 19 retirements
- Processed 21 Longevity Increase Pay with labor agreements. (12 employees reached 10yrs of service and 9 employees reached 15 years of service)
- Processed 112 step increases in accordance with labor agreements
- Simplified and condensed the New Hire Orientation process
- Participated in the annual VTT training for Bus Operators
- Successfully completed a Federal Drug and Alcohol Testing Program audit with no violations
- Successfully completed the State Drug and Alcohol Testing program audit with no violations
- Coordinated Reasonable Suspicion Training for contractors and employees
- Successfully enrolled employees, dependents and retirees in health plans throughout the year
- Timely COBRA notification to all employees, dependents and retirees
- Continued improving recruitment process agency wide
- Coordinated various training for managers, supervisors and staff
- Staff meetings are now inclusive and idea generating to make better use of staff time
- Distributed educational materials to all employees on the dangers of drugs and alcohol misuse
- Participated with the CEO in a successful negotiation of an extension to the SEIU contract
- Utilize Doctors on Duty for pre-employment DMV physicals; now one stop and no appointments necessary
- Successfully completed largest Open Enrollment in the past 12 years error-free

## Human Resources Department (con't)

- Enrolled 40 New Hires in CalPERS Retirement and Health Benefits
- Provided employee 1095C forms to current and past employees by the IRS deadline
- Provided 1094C to the IRS by the deadline
- Organized a Money Management Fair and Health Fair for employees
- Processed benefits for the largest number of exiting employees ever due to the Incentive program offered in FY17
- Held Special Life Insurance Open Enrollment period
- Continued to process and pay all monthly benefit bills on time

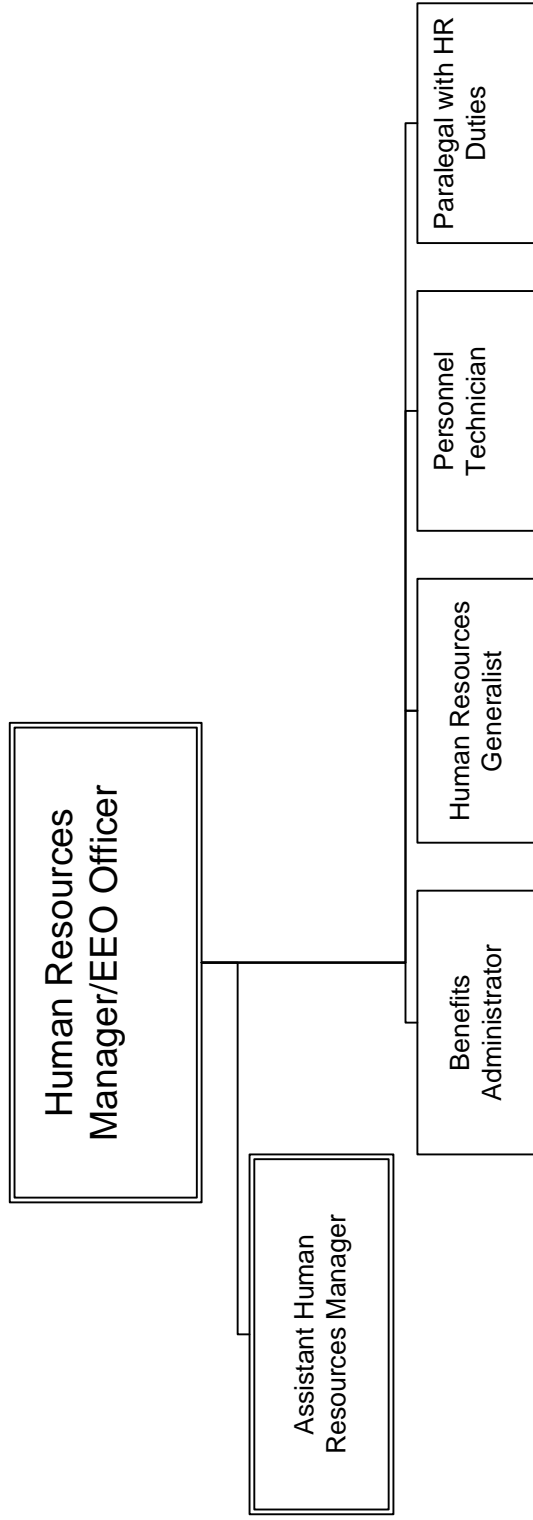
### **DEPARTMENT OBJECTIVES FOR FY18**

- Coordinate and insure compliance of FTA mandated drug and alcohol testing program, workers compensation plan and other state and federally mandated requirements
- Distribute educational materials to all employees on the dangers of drugs and alcohol misuse
- Work with vendors to maintain compliance with FTA mandated drug and alcohol testing program
- Continue to perform outreach to the community as part of the recruitment process to help with the areas of underutilization as determined by the EEO Plan
- Ensure full compliance and submit Santa Cruz METRO's EEO Plan by March 2018
- Train employees as needed on agency policies and procedures
- Working in conjunction with Cabrillo College to develop a Level II Cabrillo Supervisory Series and a new training series directed at non-supervisors whom may be interested in being a supervisor in the future
- Monitor and implement federal and state regulatory changes in the areas of human resources administration and compliance
- Meet with the unions as needed regarding new policies and regulations
- Work collaboratively with the union(s) to complete negotiations
- Complete recruitments for open positions and continue to streamline the recruitment processes
- Continue to work with managers to develop comprehensive examinations which better reflect the knowledge, skills and abilities (KSA's) needed upon entry into positions
- Complete the Management classification and compensation study to create comprehensive organizational alignment
- Initiate the SEIU classification and compensation study, which will update class specifications/job descriptions
- Successfully complete the annual Medical Open Enrollment process
- Continue to enroll employees, dependents and retirees in health and welfare programs (medical, dental, vision, life and AD&D, long term disability, 457(b) plans and the Employee Assistance Plan)
- Continue to provide a timely notification of COBRA benefits to employees, dependents and retirees
- Continue to track and collect payments for COBRA benefit premiums from participants
- Provide accurate 1095C forms to employees by the required deadline

## Human Resources Department (con't)

- Provide an accurate 1094C report to the IRS by the required deadline
- Timely reporting of workers' compensation claims to the third party administrator
- Continue to create and update departmental procedures
- Continue to cross train employees in numerous HR functions
- Continue timely responses to state disability, family leave and unemployment inquiries
- Continue to coordinate a health fair to provide information to employees on health care options available to them through CalPERS and other contracted benefit plans
- Provide excellent customer service for internal and external customers
- Utilize the HRIS system to improve the candidate, manager, employee and staff interaction with the HR Department
- Ongoing review of compliance issues such as the Affordability Health Care Act and the Public Employees Pension Reform Act (PEPRA)
- Work with the IT department, develop new reporting tools that can be used for key performance indicators (KPIs)
- Release and complete managers training on Epicor HCM Manager Self Service
- Implement "notes" in employee files in HRIS
- Complete roll out of Epicor HCM Candidate Self Service and training material
- Fully implement the HRIS system with working reports and additional modules
- Complete missing benchmarks for interview questions
- Revise and improve the New Hire Orientation
- Confirm the validity of the Bus Operator test with Operations Department.
- Set up monthly "HR Office Hours" in Operations dispatch area to give easier access to employees
- Audit, update and confirm licensing requirements for all driving positions
- Work with Risk Department to promote safety program throughout organization
- Improve missed deductions process to ensure employees on leave submit regular payments
- Incorporate Paralegal with HR Duties into Human Resources Department
- Perform a comprehensive review of the benefits process to streamline and reduce staff processing time
- Complete goals and processes from the Leaves of Absence Work Group Meetings
- Research and attain a third party vendor to perform and ensure on-time completion 1094C/1095C duties
- Work with DOT to develop a regular training program for transit supervisors regarding drug and alcohol testing processes and procedures
- Publish all job descriptions on the agency website
- Fully implement Bilingual testing with backup testers
- Track and file complete performance reviews for all departments.
- Utilize the HRIS system to improve the employee performance program by notifying managers of upcoming employee performance reviews in their area
- Utilize the HRIS system for property control and work with Facilities to accomplish this goal

Human Resources  
1400





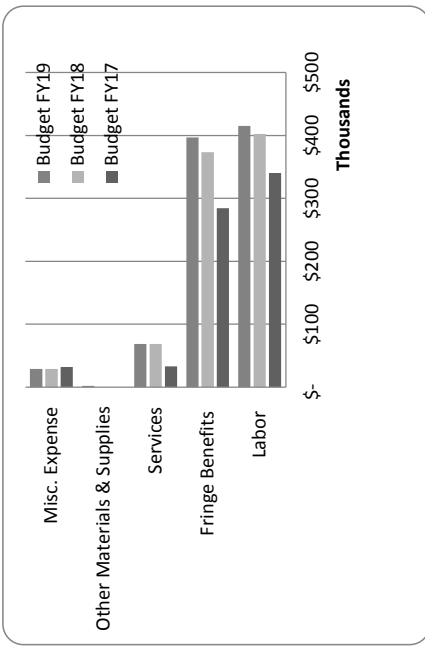
**FY18 & FY19 OPERATING BUDGET**  
**Authorized and Funded Personnel - Full Time Equivalent (FTE)**  
**Human Resources - 1400**

Position Title	Authorized FY 17 June 2016	Funded FY 17 June 2016	Authorized FY 18 2017	Funded FY 18 2017	Authorized FY 19 2017	Funded FY 19 2017
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	0.00	0.00	1.00	1.00	1.00	1.00
Human Resources Generalist	1.00	1.00	1.00	1.00	1.00	1.00
Benefits Administrator	1.00	1.00	1.00	1.00	1.00	1.00
Human Resources Specialist	1.00	0.00	1.00	0.00	1.00	0.00
Human Resources Clerk	1.00	1.00	1.00	0.00	1.00	0.00
Paralegal with HR Duties *	0.00	0.00	1.00	1.00	1.00	1.00
<b>Total Full-Time Equivalents (FTEs)</b>	<b>6.00</b>	<b>5.00</b>	<b>8.00</b>	<b>6.00</b>	<b>8.00</b>	<b>6.00</b>

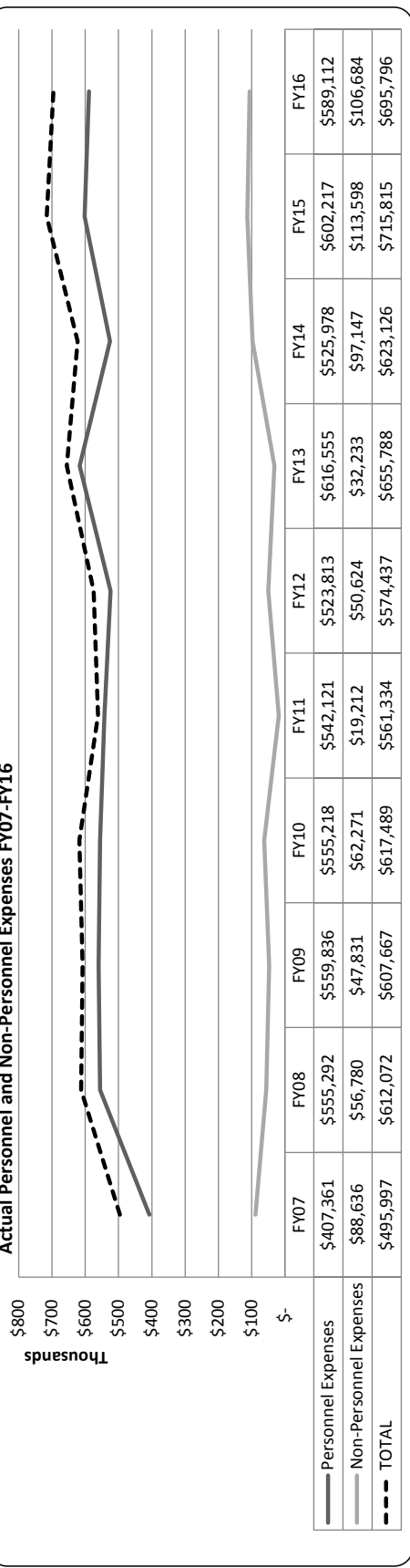
\* Paralegal with HR Duties transferred from District Counsel in FY18.

## Human Resources 1400

	Budget FY17	Budget FY18	Var %	Budget FY19	Var %
<b>Personnel Expenses:</b>					
Labor	\$ 340,041	\$ 402,574	18.4%	\$ 415,135	3.1%
Fringe Benefits	\$ 284,066	\$ 373,138	31.4%	\$ 396,596	6.3%
	\$ 624,108	\$ 775,712	24.3%	\$ 811,731	4.6%
<b>Non-Personnel Expenses:</b>					
Services	\$ 32,800	\$ 68,400	108.5%	\$ 68,400	0.0%
Other Materials & Supplies	\$ -	\$ -	0.0%	\$ 2,000	100.0%
Misc. Expense	\$ 32,080	\$ 29,150	-9.1%	\$ 29,150	0.0%
	\$ 64,880	\$ 97,550	50.4%	\$ 99,550	2.1%
<b>Total Expenses:</b>	\$ 688,988	\$ 873,261	26.7%	\$ 911,280	4.4%



Actual Personnel and Non-Personnel Expenses FY07-FY16



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY18 & FY19 OPERATING BUDGET**

Human Resources - 1400

ACCOUNT	Jun-16	Jun-17	% CHANGE	\$ CHANGE	Jun-17	% CHANGE	\$ CHANGE
	BUDGET FY17	BUDGET FY18	BUDG FY17 BUDG FY18	BUDG FY17 BUDG FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19
<b>LABOR</b>							
501011 Bus Operator Pay	-	-	0.0%	-	-	0.0%	-
501013 Bus Operator OT	-	-	0.0%	-	-	0.0%	-
501021 Other Salaries	336,041	398,074	18.5%	62,033	410,495	3.1%	12,420
501023 Other OT	4,000	4,500	12.5%	500	4,640	3.1%	140
<b>Totals</b>	<b>340,041</b>	<b>402,574</b>	<b>18.4%</b>	<b>62,533</b>	<b>415,135</b>	<b>3.1%</b>	<b>12,561</b>
<b>FRINGE BENEFITS</b>							
502011 Medicare/Soc. Sec.	6,127	7,200	17.5%	1,073	7,450	3.5%	250
502021 Retirement	94,594	117,107	23.8%	22,512	127,790	9.1%	10,683
502031 Medical Ins	67,530	118,200	75.0%	50,670	124,879	5.7%	6,680
502041 Dental Ins	4,883	6,766	38.6%	1,883	6,969	3.0%	203
502045 Vision Ins	1,601	1,979	23.6%	378	2,038	3.0%	59
502051 Life Ins/AD&D	796	621	-22.0%	(175)	640	3.0%	19
502060 State Disability Ins (SDI)	3,853	4,379	13.7%	526	4,645	6.1%	266
502061 Long Term Disability Ins	3,206	3,723	16.1%	517	3,875	4.1%	152
502071 State Unemployment Ins (SUI)	1,182	1,050	-11.2%	(132)	1,114	6.1%	64
502081 Worker's Comp Ins	12,537	14,076	12.3%	1,539	14,498	3.0%	422
502101 Holiday Pay	12,831	15,079	17.5%	2,248	15,604	3.5%	525
502103 Floating Holiday	9,767	8,882	-9.1%	(885)	9,326	5.0%	444
502109 Sick Leave	19,246	22,619	17.5%	3,372	23,407	3.5%	788
502111 Annual Leave	37,666	43,857	16.4%	6,191	46,632	6.3%	2,775
502121 Other Paid Absence	3,007	3,534	17.5%	527	3,657	3.5%	123
502251 Phys. Exams	-	-	0.0%	-	-	0.0%	-
502253 Driver Lic Renewal	-	-	0.0%	-	-	0.0%	-
502999 Other Fringe Benefits	5,240	4,067	-22.4%	(1,173)	4,072	0.1%	5
<b>Totals</b>	<b>284,066</b>	<b>373,138</b>	<b>31.4%</b>	<b>89,072</b>	<b>396,596</b>	<b>6.3%</b>	<b>23,458</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY18 & FY19 OPERATING BUDGET**

Human Resources - 1400

ACCOUNT	Jun-16	Jun-17	% CHANGE	\$ CHANGE	Jun-17	% CHANGE	\$ CHANGE	Jun-17	% CHANGE
	BUDGET FY17	BUDGET FY18	BUDG FY17 BUDG FY18	BUDG FY17 BUDG FY18	BUDGET FY19	BUDG FY17 BUDG FY19	BUDG FY17 BUDG FY19	BUDGET FY19	BUDG FY17 BUDG FY19
<b>SERVICES</b>									
503011 Acting/Audit Fees	-	-	0.0%	-	-	0.0%	-	-	0.0%
503012 Admin/Bank Fees	-	-	0.0%	-	-	0.0%	-	-	0.0%
503031 Prof/Technical Fees	21,800	55,900	156.4%	34,100	55,900	0.0%	-	-	0.0%
503032 Legislative Services	-	-	0.0%	-	-	0.0%	-	-	0.0%
503033 Legal Services	-	-	0.0%	-	-	0.0%	-	-	0.0%
503034 Pre-Employment Exams	5,000	5,500	10.0%	500	5,500	0.0%	-	-	0.0%
503041 Temp Help	-	-	0.0%	-	-	0.0%	-	-	0.0%
503161 Custodial Services	-	-	0.0%	-	-	0.0%	-	-	0.0%
503162 Uniforms/Laundry	-	-	0.0%	-	-	0.0%	-	-	0.0%
503171 Security Services	-	-	0.0%	-	-	0.0%	-	-	0.0%
503221 Classified/Legal Ads	6,000	7,000	16.7%	1,000	7,000	0.0%	-	-	0.0%
503222 Legal Ads	-	-	0.0%	-	-	0.0%	-	-	0.0%
503225 Graphic Services	-	-	0.0%	-	-	0.0%	-	-	0.0%
503351 Repair - Bldg & Impr	-	-	0.0%	-	-	0.0%	-	-	0.0%
503352 Repair - Equipment	-	-	0.0%	-	-	0.0%	-	-	0.0%
503353 Repair - Rev Vehicle	-	-	0.0%	-	-	0.0%	-	-	0.0%
503354 Repair - Non Rev Vehicle	-	-	0.0%	-	-	0.0%	-	-	0.0%
503363 Haz Mat Disposal	-	-	0.0%	-	-	0.0%	-	-	0.0%
<b>Totals</b>	<b>32,800</b>	<b>68,400</b>	<b>108.5%</b>	<b>35,600</b>	<b>68,400</b>	<b>0.0%</b>	<b>-</b>	<b>68,400</b>	<b>0.0%</b>
<b>MOBILE MATERIALS &amp; SUPPLIES</b>									
504011 Fuels & Lubricants - Non Rev Veh	-	-	0.0%	-	-	0.0%	-	-	0.0%
504012 Fuels & Lubricants - Rev Veh	-	-	0.0%	-	-	0.0%	-	-	0.0%
504021 Tires & Tubes	-	-	0.0%	-	-	0.0%	-	-	0.0%
504161 Other Mobile Supplies	-	-	0.0%	-	-	0.0%	-	-	0.0%
504191 Rev Vehicle Parts	-	-	0.0%	-	-	0.0%	-	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY18 & FY19 OPERATING BUDGET**

Human Resources - 1400

ACCOUNT	Jun-16	Jun-17	% CHANGE	\$ CHANGE	Jun-17	% CHANGE	\$ CHANGE	Jun-17	% CHANGE
	BUDGET FY17	BUDGET FY18	BUDG FY17 BUDG FY18	BUDG FY17 BUDG FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY19	BUDG FY18 BUDG FY19
<b>OTHER MATERIALS &amp; SUPPLIES</b>									
504205 Freight Out	-	-	0.0%	-	-	0.0%	-	-	0.0%
504211 Postage & Mailing	-	-	0.0%	-	-	0.0%	-	-	0.0%
504214 Promotional Items	-	-	0.0%	-	-	0.0%	-	-	0.0%
504215 Printing	-	-	0.0%	-	2,000	100.0%	2,000	2,000	100.0%
504217 Photo Supp/Process	-	-	0.0%	-	-	0.0%	-	-	0.0%
504311 Office Supplies	-	-	0.0%	-	-	0.0%	-	-	0.0%
504315 Safety Supplies	-	-	0.0%	-	-	0.0%	-	-	0.0%
504317 Cleaning Supplies	-	-	0.0%	-	-	0.0%	-	-	0.0%
504409 Repair/Maint Supplies	-	-	0.0%	-	-	0.0%	-	-	0.0%
504417 Tenant Repairs	-	-	0.0%	-	-	0.0%	-	-	0.0%
504421 Non-Inventory Parts	-	-	0.0%	-	-	0.0%	-	-	0.0%
504511 Small Tools	-	-	0.0%	-	-	0.0%	-	-	0.0%
504515 Employee Tool Replacement	-	-	0.0%	-	-	0.0%	-	-	0.0%
<b>Totals</b>	-	-	0.0%	-	2,000	100.0%	2,000	2,000	100.0%
<b>UTILITIES</b>									
505011 Gas & Electric	-	-	0.0%	-	-	0.0%	-	-	0.0%
505021 Water & Garbage	-	-	0.0%	-	-	0.0%	-	-	0.0%
505031 Telecommunications	-	-	0.0%	-	-	0.0%	-	-	0.0%
<b>Totals</b>	-	-	0.0%	-	-	0.0%	-	-	0.0%
<b>CASUALTY &amp; LIABILITY</b>									
506011 Insurance - Property	-	-	0.0%	-	-	0.0%	-	-	0.0%
506015 Insurance - PL/PD	-	-	0.0%	-	-	0.0%	-	-	0.0%
506021 Insurance - Other	-	-	0.0%	-	-	0.0%	-	-	0.0%
506123 Settlement Costs	-	-	0.0%	-	-	0.0%	-	-	0.0%
506127 Repairs - District Prop	-	-	0.0%	-	-	0.0%	-	-	0.0%
<b>Totals</b>	-	-	0.0%	-	-	0.0%	-	-	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY18 & FY19 OPERATING BUDGET**

Human Resources - 1400

ACCOUNT	Jun-16	Jun-17	% CHANGE	\$ CHANGE	Jun-17	% CHANGE	\$ CHANGE	Jun-17	% CHANGE
	BUDGET FY17	BUDGET FY18	BUDG FY17 BUDG FY18	BUDG FY17 BUDG FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY17 BUDG FY18	BUDGET FY19	BUDG FY18 BUDG FY19
<b>TAXES</b>									
507051 Fuel Tax	-	-	0.0%	-	-	0.0%	-	-	0.0%
507201 Licenses & Permits	-	-	0.0%	-	-	0.0%	-	-	0.0%
507999 Other Taxes	-	-	0.0%	-	-	0.0%	-	-	0.0%
<b>Totals</b>	-	-	0.0%	-	-	0.0%	-	-	0.0%
<b>PURCHASED TRANS.</b>									
503406 Contract/Paratransit	-	-	0.0%	-	-	0.0%	-	-	0.0%
<b>Totals</b>	-	-	0.0%	-	-	0.0%	-	-	0.0%
<b>MISC EXPENSE</b>									
509011 Dues/Subscriptions	1,800	2,350	30.6%	550	2,350	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	24,000	24,000	0.0%	-	24,000	0.0%	-	-	0.0%
509122 BOD Travel	-	-	0.0%	-	-	0.0%	-	-	0.0%
509123 Travel	6,260	2,500	-60.1%	(3,760)	2,500	0.0%	-	-	0.0%
509125 Local Meeting Expense	20	300	1400.0%	280	300	0.0%	-	-	0.0%
509127 Board Director Fees	-	-	0.0%	-	-	0.0%	-	-	0.0%
509150 Contributions	-	-	0.0%	-	-	0.0%	-	-	0.0%
509198 Cash Over/Short	-	-	0.0%	-	-	0.0%	-	-	0.0%
509999 Other Misc Expense	-	-	0.0%	-	-	0.0%	-	-	0.0%
<b>Totals</b>	32,080	29,150	-9.1%	(2,930)	29,150	0.0%	-	-	0.0%
<b>LEASES &amp; RENTALS</b>									
512011 Facility Lease	-	-	0.0%	-	-	0.0%	-	-	0.0%
512061 Equipment Rental	-	-	0.0%	-	-	0.0%	-	-	0.0%
<b>Totals</b>	-	-	0.0%	-	-	0.0%	-	-	0.0%
<b>PERSONNEL TOTAL</b>									
	624,108	775,712	24.3%	151,605	811,731	4.6%	-	-	36,019
<b>NON-PERSONNEL TOTAL</b>									
	64,880	97,550	50.4%	32,670	99,550	2.1%	-	-	2,000
<b>DEPARTMENT TOTALS</b>	<b>688,988</b>	<b>873,261</b>	<b>26.7%</b>	<b>184,274</b>	<b>911,280</b>	<b>4.4%</b>	<b>-</b>	<b>-</b>	<b>38,019</b>

**INFORMATION TECHNOLOGY DEPARTMENT  
FY17 ACCOMPLISHMENTS AND FY18 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, 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. The IT Department also functions as the Agency's Intelligent Transportation Systems (ITS Project Manager).

**DEPARTMENT ACCOMPLISHMENTS FOR FY17**

- HR software update project (HCM)
  - Initial rollout of remaining self serve modules (Manager, Employee and Candidate)
  - Implementation of FY18 COLA (mass payrate update)
  - Test and deploy multiple vendor software updates to enable 1094/1095C reporting leading to a successful closeout of RY16 after repeated attempts to resolve with IRS
- NTD mandated passenger mile calculation rewrite
  - Coordinated with Planning Analyst to conference with and receive written specification from transit statistician consultant
  - Exported Hastus trip and survey data and GFI passenger boarding data into data warehouse (see below)
  - Develop aggregated data views aligning with prescribed computational model
  - Develop Crystal report delivering final report
  - Upon completion of rewrite, resubmitted revised figures to NTD prior to FY16 close-out which corrected a substantial error in passenger mile calculation, resulting in dramatic permanent annual increase in FTA revenue yield as of FY18
- Website Updates
  - Update Joomla Content Management System to newest release (3.6x)
  - New content page for Standing Committees maintained monthly similar to agenda archive
  - Schedule by Stop design and feature refinements (both web and text message)
  - Publish web and print outreach materials "Stay Connected" covering subscriber service alerts and Schedule by Stop
  - System map integration with Schedule by Stop
  - Improvements to website administrator interface on service alerts and data import
  - Added a new Cabrillo service calendar in database and integrated into website and print publications
- Publication Layout Revision and Automation
  - Develop tracking mechanism for SMS text message stats on Schedule by Stop

## Information Technology Department (con't)

- Rebuild graphic workstations with Adobe Creative Cloud
- Website Updates
  - Schedule by stop refinements
  - System map integration with schedule by stop
  - Improvements to administrator interface
- Publication Automation
  - Crafted tools to automate creation of map layers for web site, print and use in ArcMap (GIS mapping software)
  - Developed reporting tools to compare quarterly changes to stop sequences
  - Developed reports for Facilities bus sticker deployment instructions
  - Overhaul Hwy17 brochure design per COA
  - Overhaul Headways and related outreach materials due to COA service cut
  - Redesign display case posters to align with lanes, adding a lane maps for SMC & WTC, as well as internal display case map for facilities poster replacements
  - Physically reorganize all display cases at SMC
  - Design and print lane signage at WTC
  - Design and print revised farebox sticker with new rates and code for Cabrillo ST svc
  - Design and outreach of Santa Cruz METRO art Contest in Headways and Bus Ads/Car Cards
- Bus Stop Signage Redesign project
  - Systematic renaming of Bus Stop naming conventions per committee prior to sticker publication
  - Finalized the bus stop ID sticker design which received unanimous BoD approval
  - Organized sticker production and deployment campaign with Facilities
  - Directed photo audit of all bus stops after sticker deployment in coordination with the Planning department
- Data Warehouse
  - Staging NTD passenger mile report on webserver to reach tight close-out deadline
  - Completed migration to dedicated server and schema refactoring
  - Rewrite NTD passenger mile report, still building general S-10 service stats report
  - Work ongoing with planning, finance and ops analysts to identify their reporting needs and prioritize to make vital stats available, while guiding the project to long term data warehouse goals
  - Deliver interim crystal report of historical analysis of cancelled service to facilitate immediate service efficiency analysis
  - Develop specialized Cancelled Service report detailed breakout of UCSC data
  - June Analysis Project ongoing to FY18: Hours Paid vs. Service Scheduled
- Established a customer service presence at Watsonville Transit Center (WTC)
  - Set up and configured a network infrastructure at WTC
  - Designed and configured new workstations for new site deployment
  - Configured, integrated and deployed phones for the site
  - Ordered and configured the Point of Sale device for the site
  - Configured and integrated a new Printer/Encoder Machine (PEM) for the site
- ParaCruz and Customer Service merge
  - Coordinated with facilities on adding the required network cabling to support the additional workstations



## Information Technology Department (con't)

- Moved the majority of the workstations at ParaCruz to the Customer Service area at Pacific Station
  - Configured and deployed additional workstations and phones as the need grew
  - Set up new phones to support both Paracruz and Customer Service functions
- Upgraded inter-site connections to meet emerging bandwidth needs
  - Between Vernon and the Watsonville Transit Center
  - Between Vernon and the Pacific Station
- Researched and developed the specification for the Vehicle Surveillance RFP
- Shared a leading role in the Access Control system specification and procurement
- Recruited and hired Systems Administrator for increased department capacity and initiated second half of succession planning goals
- Addressed and closed over 1560 IT support tickets

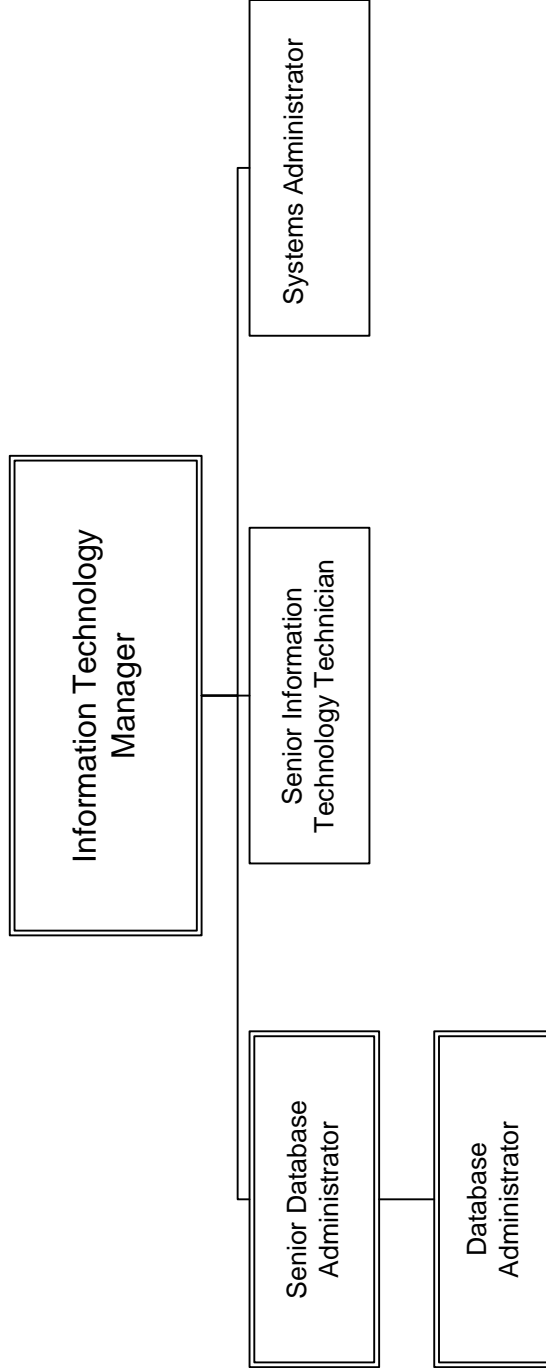
## **DEPARTMENT OBJECTIVES FOR FY18**

- In-house development of Data Warehouse/ERP solution for advanced reporting and business analytics ongoing incrementally over the next few years. Currently in data-staging and validation phase during which critical interim reports can be developed.
  - Hastus and GFI Farebox Systems:
    - Completed: NTD S-10 report required METRO to update our passenger mile calculation methodology (GFI Farebox data also required)
    - To be completed prior to next NTD reporting cycle: all other annual S-10 operational statistics aggregated from Hastus
    - Currently focused on critical Hastus operational and work/pay stats driven by department analysts and reporting requirements
    - GFI ridership reports also in development to automate manual work of Planning Analyst
  - Payroll middleware rewrite: an urgent priority
    - Need to move off of last remaining legacy Unix/Informix in-house middleware which imports raw qquest timecard data, applies UTU/SEIU MOU pay rules, and exports data for upload to County Payroll Provider
    - Need to be in position to introduce new data fields and completely rewrite the system logic due to pending “PERS-able compensation mandate”
  - Other department systems data integration: order and priority to be determined (such as: Maintstar/Fuelforce, ABS, Trapeze, HCM, etc)
  - Further peer research into best practices and examples will inform our overall approach
  - Further R&D into ETL and BI reporting platforms and datamart environments ongoing
- ITS Project Development and Management and Project Management of JKS:
  - Continue to research and be “shovel-ready” for an Automatic Vehicle Location (AVL) system acquisition when funding is identified
    - The AVL system will also offer customer facing real-time schedule and bus location capabilities
  - Continue to stay abreast of Automatic Passenger Counter (APC) system technology in preparation for acquisition when funding is identified
- Coordinate with the Planning department in researching Mobile Payment solutions to migrate riders away from antiquated cash and paper ticket based fare payment methods

## Information Technology Department (con't)

- Purchase and configure new servers to replace and augment the existing application environment
  - Update OS versions for desktops
  - Update user applications such as the Microsoft Office Suite
- Migrate to a new phone system to replace the existing End-of-Life system
- Manage the installation of an Access Control system at the JKS Operations facility
  - Part of this project includes installing data fiber between the JKS Operations facility and the Fleet building to complete the campus network circuit and retire the radio link bridge between sites
- This project also includes a telephony backend for the egress intercoms that will be capable of supporting a new phone system
- Coordinate with the Fleet Maintenance department in managing the installation of a surveillance system on Fixed Route and Paratransit vehicles (AKA Cameras on Buses)

# Information Technology 1500

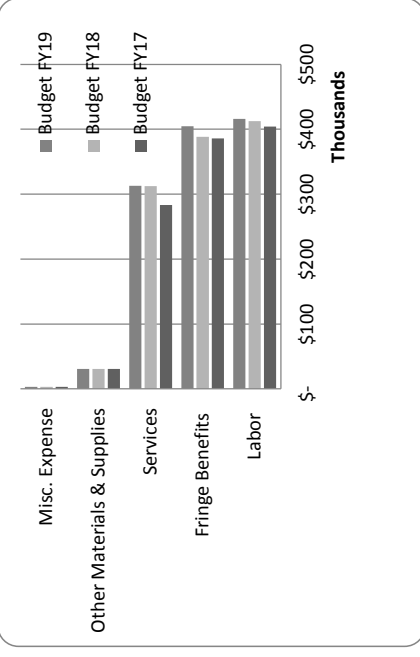


**FY18 & FY19 OPERATING BUDGET**  
**Authorized and Funded Personnel - Full Time Equivalent (FTE)**  
**Information Technology - 1500**

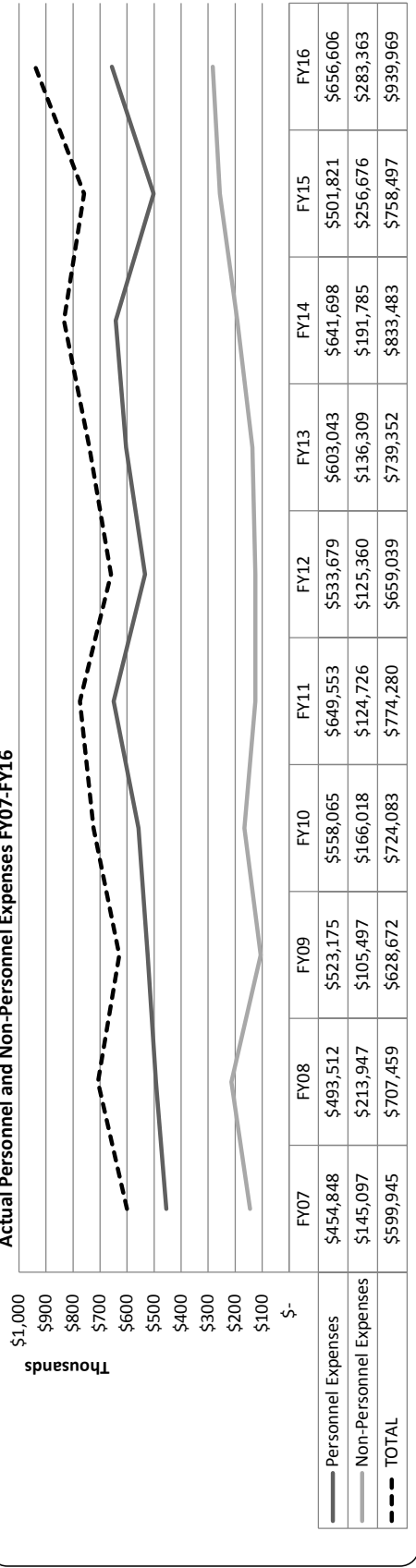
Position Title	Authorized	Funded	Authorized	Funded	Authorized	Funded
	FY 17 June 2016	FY 17 June 2016	FY 18 2017	FY 18 2017	FY 19 2017	FY 19 2017
Information Technology Manager	1.00	1.00	1.00	1.00	1.00	1.00
Asst Manager of Information Technology	1.00	0.00	1.00	0.00	1.00	0.00
Sr. Database Administrator	1.00	1.00	1.00	1.00	1.00	1.00
Database Administrator	1.00	1.00	1.00	1.00	1.00	1.00
Systems Administrator	1.00	0.00	1.00	1.00	1.00	1.00
IT Technician/Sr IT Tech	2.00	2.00	2.00	1.00	2.00	1.00
<b>Total Full-Time Equivalents (FTEs)</b>	<b>7.00</b>	<b>5.00</b>	<b>7.00</b>	<b>5.00</b>	<b>7.00</b>	<b>5.00</b>

## Information Technology 1500

	Budget FY17	Budget FY18	Var %	Budget FY19	Var %
<b>Personnel Expenses:</b>					
Labor	\$ 403,881	\$ 412,276	2.1%	\$ 415,970	0.9%
Fringe Benefits	\$ 385,768	\$ 388,509	0.7%	\$ 404,401	4.1%
	<b>\$ 789,649</b>	<b>\$ 800,785</b>	<b>1.4%</b>	<b>\$ 820,371</b>	<b>2.4%</b>
<b>Non-Personnel Expenses:</b>					
Services	\$ 283,035	\$ 312,200	10.3%	\$ 313,000	0.3%
Other Materials & Supplies	\$ 30,800	\$ 30,800	0.0%	\$ 30,800	0.0%
Misc. Expense	\$ 3,000	\$ 3,100	3.3%	\$ 3,100	0.0%
	<b>\$ 316,835</b>	<b>\$ 346,100</b>	<b>9.2%</b>	<b>\$ 346,900</b>	<b>0.2%</b>
<b>Total Expenses:</b>	<b>\$ 1,106,484</b>	<b>\$ 1,146,885</b>	<b>3.7%</b>	<b>\$ 1,167,271</b>	<b>1.8%</b>



Actual Personnel and Non-Personnel Expenses FY07-FY16



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY18 & FY19 OPERATING BUDGET**  
Information Technology - 1500

ACCOUNT	Jun-16	Jun-17	% CHANGE	\$ CHANGE	Jun-17	% CHANGE	\$ CHANGE
	BUDGET FY17	BUDGET FY18	BUDG FY17 BUDG FY18	BUDG FY17 BUDG FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19
<b>LABOR</b>							
501011 Bus Operator Pay	-	-	0.0%	-	-	0.0%	-
501013 Bus Operator OT	-	-	0.0%	-	-	0.0%	-
501021 Other Salaries	402,369	410,649	2.1%	8,280	414,329	0.9%	3,680
501023 Other OT	1,512	1,627	7.6%	114	1,641	0.9%	15
<b>Totals</b>	<b>403,881</b>	<b>412,276</b>	<b>2.1%</b>	<b>8,395</b>	<b>415,970</b>	<b>0.9%</b>	<b>3,694</b>
<b>FRINGE BENEFITS</b>							
502011 Medicare/Soc. Sec.	6,967	7,429	6.6%	462	7,496	0.9%	67
502021 Retirement	108,245	121,547	12.3%	13,303	129,340	6.4%	7,793
502031 Medical Ins	125,907	121,429	-3.6%	(4,479)	127,500	5.0%	6,071
502041 Dental Ins	7,336	6,637	-9.5%	(699)	6,836	3.0%	199
502045 Vision Ins	1,601	1,649	3.0%	48	1,698	3.0%	49
502051 Life Ins/AD&D	982	828	-15.7%	(154)	853	3.0%	25
502060 State Disability Ins (SDI)	4,311	4,258	-1.2%	(53)	4,490	5.5%	232
502061 Long Term Disability Ins	3,117	3,739	20.0%	623	3,891	4.0%	151
502071 State Unemployment Ins (SUI)	1,182	875	-26.0%	(307)	835	-4.5%	(40)
502081 Worker's Comp Ins	12,537	14,076	12.3%	1,539	14,498	3.0%	422
502101 Holiday Pay	14,737	15,714	6.6%	977	15,855	0.9%	141
502103 Floating Holiday	14,190	14,896	5.0%	706	15,090	1.3%	194
502109 Sick Leave	22,106	23,571	6.6%	1,465	23,783	0.9%	212
502111 Annual Leave	53,102	42,190	-20.6%	(10,913)	42,525	0.8%	336
502121 Other Paid Absence	3,454	3,683	6.6%	229	3,716	0.9%	33
502251 Phys. Exams	-	-	0.0%	-	-	0.0%	-
502253 Driver Lic Renewal	-	-	0.0%	-	-	0.0%	-
502999 Other Fringe Benefits	5,994	5,989	-0.1%	(5)	5,993	0.1%	4
<b>Totals</b>	<b>385,768</b>	<b>388,509</b>	<b>0.7%</b>	<b>2,741</b>	<b>404,401</b>	<b>4.1%</b>	<b>15,892</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY18 & FY19 OPERATING BUDGET**  
Information Technology - 1500

ACCOUNT	Jun-16	Jun-17	% CHANGE	\$ CHANGE	Jun-17	% CHANGE	\$ CHANGE
	BUDGET FY17	BUDGET FY18	BUDG FY17 BUDG FY18	BUDG FY17 BUDG FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19
<b>SERVICES</b>							
503011 Acting/Audit Fees	-	-	0.0%	-	-	0.0%	-
503012 Admin/Bank Fees	-	-	0.0%	-	-	0.0%	-
503031 Prof/Technical Fees	16,375	16,400	0.2%	25	6,400	-61.0%	(10,000)
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	266,660	295,800	10.9%	29,140	306,600	3.7%	10,800
503353 Repair - Rev Vehicle	-	-	0.0%	-	-	0.0%	-
503354 Repair - Non Rev Vehicle	-	-	0.0%	-	-	0.0%	-
503363 Haz Mat Disposal	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	<b>283,035</b>	<b>312,200</b>	<b>10.3%</b>	<b>29,165</b>	<b>313,000</b>	<b>0.3%</b>	<b>800</b>
<b>MOBILE MATERIALS &amp; SUPPLIES</b>							
504011 Fuels & Lubricants - Non Rev Veh	-	-	0.0%	-	-	0.0%	-
504012 Fuels & Lubricants - Rev Veh	-	-	0.0%	-	-	0.0%	-
504021 Tires & Tubes	-	-	0.0%	-	-	0.0%	-
504161 Other Mobile Supplies	-	-	0.0%	-	-	0.0%	-
504191 Rev Vehicle Parts	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY18 & FY19 OPERATING BUDGET**  
Information Technology - 1500

ACCOUNT	Jun-16	Jun-17	% CHANGE	\$ CHANGE	Jun-17	% CHANGE	\$ CHANGE	Jun-17	% CHANGE
	BUDGET FY17	BUDGET FY18	BUDG FY17 BUDG FY18	BUDG FY17 BUDG FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY17 BUDG FY18	BUDGET FY19	BUDG FY18 BUDG FY19
<b>OTHER MATERIALS &amp; SUPPLIES</b>									
504205 Freight Out	-	-	0.0%	-	-	0.0%	-	-	0.0%
504211 Postage & Mailing	-	-	0.0%	-	-	0.0%	-	-	0.0%
504214 Promotional Items	-	-	0.0%	-	-	0.0%	-	-	0.0%
504215 Printing	-	-	0.0%	-	-	0.0%	-	-	0.0%
504217 Photo Supp/Process	-	-	0.0%	-	-	0.0%	-	-	0.0%
504311 Office Supplies	30,800	30,800	0.0%	-	30,800	0.0%	-	-	0.0%
504315 Safety Supplies	-	-	0.0%	-	-	0.0%	-	-	0.0%
504317 Cleaning Supplies	-	-	0.0%	-	-	0.0%	-	-	0.0%
504409 Repair/Maint Supplies	-	-	0.0%	-	-	0.0%	-	-	0.0%
504417 Tenant Repairs	-	-	0.0%	-	-	0.0%	-	-	0.0%
504421 Non-Inventory Parts	-	-	0.0%	-	-	0.0%	-	-	0.0%
504511 Small Tools	-	-	0.0%	-	-	0.0%	-	-	0.0%
504515 Employee Tool Replacement	-	-	0.0%	-	-	0.0%	-	-	0.0%
<b>Totals</b>	<b>30,800</b>	<b>30,800</b>	<b>0.0%</b>	<b>-</b>	<b>30,800</b>	<b>0.0%</b>	<b>-</b>	<b>30,800</b>	<b>0.0%</b>
<b>UTILITIES</b>									
505011 Gas & Electric	-	-	0.0%	-	-	0.0%	-	-	0.0%
505021 Water & Garbage	-	-	0.0%	-	-	0.0%	-	-	0.0%
505031 Telecommunications	-	-	0.0%	-	-	0.0%	-	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>CASUALTY &amp; LIABILITY</b>									
506011 Insurance - Property	-	-	0.0%	-	-	0.0%	-	-	0.0%
506015 Insurance - PL/PD	-	-	0.0%	-	-	0.0%	-	-	0.0%
506021 Insurance - Other	-	-	0.0%	-	-	0.0%	-	-	0.0%
506123 Settlement Costs	-	-	0.0%	-	-	0.0%	-	-	0.0%
506127 Repairs - District Prop	-	-	0.0%	-	-	0.0%	-	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY18 & FY19 OPERATING BUDGET**  
 Information Technology - 1500

ACCOUNT	Jun-16	Jun-17	% CHANGE	\$ CHANGE	Jun-17	% CHANGE	\$ CHANGE
	BUDGET FY17	BUDGET FY18	BUDG FY17 BUDG FY18	BUDG FY17 BUDG FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19
<b>TAXES</b>							
507051 Fuel Tax	-	-	0.0%	-	-	0.0%	-
507201 Licenses & Permits	-	-	0.0%	-	-	0.0%	-
507999 Other Taxes	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	-	-	0.0%	-	-	0.0%	-
<b>PURCHASED TRANS.</b>							
503406 Contract/Paratransit	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	-	-	0.0%	-	-	0.0%	-
<b>MISC EXPENSE</b>							
509011 Dues/Subscriptions	-	-	0.0%	-	-	0.0%	-
509081 Advertising - District Promo	-	-	0.0%	-	-	0.0%	-
509101 Employee Incentive Program	-	-	0.0%	-	-	0.0%	-
509121 Employee Training	2,000	1,100	-45.0%	(900)	1,100	0.0%	-
509122 BOD Travel	-	-	0.0%	-	-	0.0%	-
509123 Travel	1,000	2,000	100.0%	1,000	2,000	0.0%	-
509125 Local Meeting Expense	-	-	0.0%	-	-	0.0%	-
509127 Board Director Fees	-	-	0.0%	-	-	0.0%	-
509150 Contributions	-	-	0.0%	-	-	0.0%	-
509198 Cash Over/Short	-	-	0.0%	-	-	0.0%	-
509999 Other Misc Expense	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	3,000	3,100	3.3%	100	3,100	0.0%	-
<b>LEASES &amp; RENTALS</b>							
512011 Facility Lease	-	-	0.0%	-	-	0.0%	-
512061 Equipment Rental	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	-	-	0.0%	-	-	0.0%	-
<b>PERSONNEL TOTAL</b>							
	789,649	800,785	1.4%	11,136	820,371	2.4%	19,586
<b>NON-PERSONNEL TOTAL</b>							
	316,835	346,100	9.2%	29,265	346,900	0.2%	800
<b>DEPARTMENT TOTALS</b>							
	1,106,484	1,146,885	3.7%	40,401	1,167,271	1.8%	20,386



**PLANNING, GRANTS AND GOVERNMENTAL AFFAIRS DEPARTMENT**  
**FY17 ACCOMPLISHMENTS AND FY18 OBJECTIVES**  
**1600**

**MAJOR FUNCTIONS OF THE DEPARTMENT**

**Service Planning**

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

**Infrastructure Planning**

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

**Grants and Legislative**

- Seeking and applying for grants to support 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;
- Providing legislative and grants information to internal and external clients.
- Monitoring and advocating for state and federal legislation which impacts Santa Cruz METRO;
- Participating in CTA and APTA legislative programs;
- Assists the Finance Department with audits, including the Federal Triennial Review;

**Intergovernmental Affairs**

- Maintaining and updating the Short Range Transit Plan;
- Representing Santa Cruz METRO at local and regional transportation planning agencies;
- Development of Santa Cruz METRO's Strategic Plan

**DEPARTMENT ACCOMPLISHMENTS FOR FY17**

- Planned and implemented four quarterly service modifications (including schedules, run cuts, and material production) following a system-wide service restructuring, which reduced weekday trips by 13% and weekend trips by 31%, to maximize service productivity within the available operating revenue.
- Communicated continuously with stakeholders and citizens on impacts of service reduction
- Initiated new service agreements for public transit for University of California Santa Cruz and Cabrillo College.
- Established Transit Service Coordination staffing at Cabrillo College
- Acquired various grant funding, including Santa Cruz METRO's first three over-the-road Highway 17 electric buses and one replacement CNG bus
- Monitored federal legislation to achieve a new multi-year authorization bill including major revisions to the federal bus capital funding program.
- Participated in successful state effort to establish increased recurring funding for transit
- Established program requirements for Santa Cruz METRO downtown Santa Cruz terminal operations and analyzed alternative site opportunities
- Initiated discussions with City of Santa Cruz on downtown transit pass program
- Initiated fare policy and payment media review
- Conducted inventory and developed improved data base of all stop facilities
- Expanded depth and accuracy of data "warehouse and introduced regular snapshot reporting tool.
- Participated in three RTC led initiatives; Cruz 911 Individualized Marketing project, Highway 9 Study, and Unified Corridor Study
- Updated the METRO 20-year operating and capital forecast in conjunction with RTC, as part of the AMBAG Metropolitan Transportation Plan/Sustainable Community Strategy.
- Implemented UCSC articulated bus test and planned for implementation of pilot program for FY18 school year.
- Established 5-year plan for allocations of Measure D funding
- Established formal plan and grant strategy for fixed-route bus replacement including transition to electric powered vehicles.
- Participated in Bus On Shoulders Feasibility Study in conjunction with Monterey-Salinas Transit.

**DEPARTMENT OBJECTIVES FOR FY18**

**Service Planning**

- Implement system wide on board survey developing information about passenger demographics, travel patterns and customer satisfaction
- Establish 5-year plan for system service level
- Develop fare structure and policies recommendations for modifications, including migrating customers away from cash and paper media towards smart cards.
- Upgrade fare media for University of California Santa Cruz and Cabrillo College.
- Develop District Strategic Plan which identifies policies, processes, and priorities to support increased ridership, financial stability, and an effective organization.
- Update service planning policies including goals and performance standards.

## Planning Department (Con't)

- Continue timely preparation of route schedules, run-cuts and operators' bid packages for each service change.
- Participate in marketing efforts to increase ridership.
- Develop more robust data warehouse to support service planning and analysis.
- Target additional employers for participation in discounted bus pass programs.
- Continue monitoring and reporting on service performance.
- Investigate opportunities for alternative service models
- Support the METRO Advisory Committee (MAC).
- Work with UCSC and Cabrillo College to strengthen partnership and to continuously refine and improve their bus services
- Coordinate with Highway 17 partners to continuously refine and improve this service
- Plan for introduction of electric bus service in Watsonville
- Monitor bus service performance measures to enhance opportunities to maintain or increase federal funding from the Small Transit Intensive Cities (STIC) program
- Develop Service Performance KPIs

### Infrastructure Planning

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

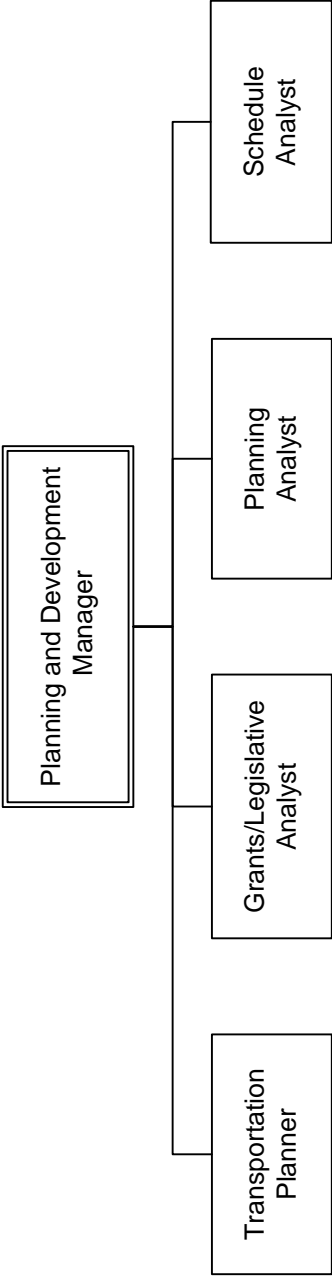
### Grants and Legislative

- Aggressively seek new and increased funding for operations and infrastructure, including FTA funds from the Low-No and Bus-and-Bus Facilities programs for replacement for 61 outdated buses, and most critically the remaining 22 diesel buses.
- Continue to communicate to local, regional, state and federal agencies the financial resources necessary to sustain and expand fixed-route and paratransit services.
- Seek funding for on-board AVL/GPS and APC.
- Seek funds for electric propulsion through participation in the US Bus Consortium.

### Intergovernmental Affairs

- Represent Santa Cruz METRO at local and regional transportation planning agencies, with a goal of protecting and growing transit capital and operating funding.
- Initiate the Santa Cruz METRO Strategic Plan
- Lead department for APTA Universities Conference

Planning, Grants, Governmental  
Affairs  
1600

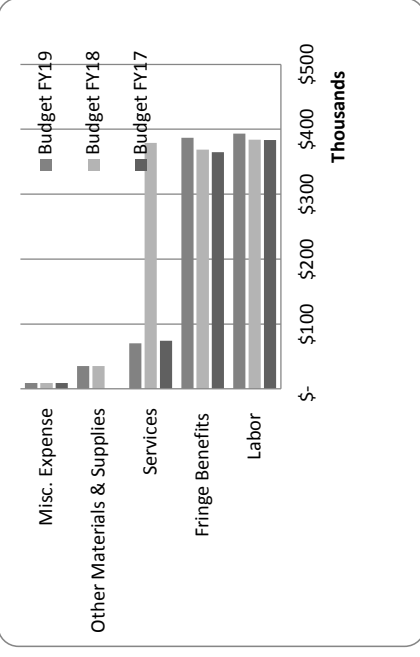


**FY18 & FY19 OPERATING BUDGET**  
**Authorized and Funded Personnel - Full Time Equivalent (FTE)**  
**Planning, Grants, Governmental Affairs - 1600**

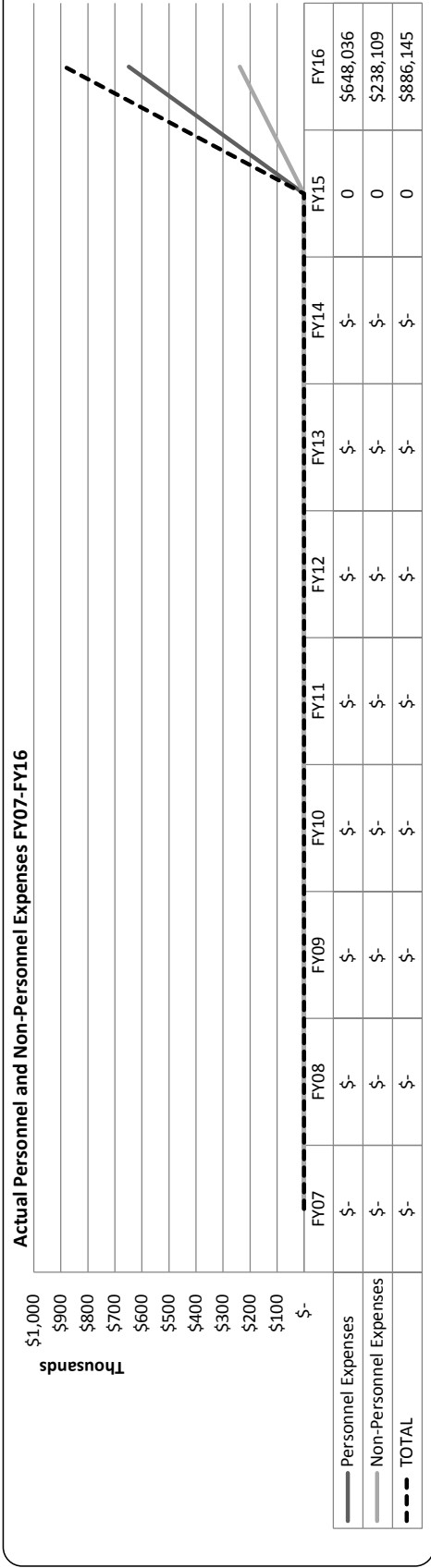
Position Title	FY 17 June 2016		FY 18 2017		FY 19 2017	
	Authorized	Funded	Authorized	Funded	Authorized	Funded
Planning and Development Manager	1.00	1.00	1.00	1.00	1.00	1.00
Grants/Legislative Analyst	2.00	1.00	2.00	1.00	2.00	1.00
Transportation Planning Supervisor	1.00	0.00	1.00	0.00	1.00	0.00
Jr. Transportation Planner	1.00	1.00	1.00	0.00	1.00	0.00
Sr. Transportation Planner	1.00	1.00	1.00	0.00	1.00	0.00
Transportation Planner	0.00	0.00	1.00	1.00	1.00	1.00
Transit Surveyor	1.00	0.00	1.00	0.00	1.00	0.00
Planning Analyst	0.00	0.00	1.00	1.00	1.00	1.00
Schedule Analyst	2.00	1.00	2.00	1.00	2.00	1.00
<b>Total Full-Time Equivalents (FTEs)</b>	<b>9.00</b>	<b>5.00</b>	<b>11.00</b>	<b>5.00</b>	<b>11.00</b>	<b>5.00</b>

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

	Budget FY17	Budget FY18	Var %	Budget FY19	Var %
<b>Personnel Expenses:</b>					
Labor	\$ 383,419	\$ 384,024	0.2%	\$ 393,169	2.4%
Fringe Benefits	\$ 364,563	\$ 368,629	1.1%	\$ 386,629	4.9%
	\$ 747,982	\$ 752,653	0.6%	\$ 779,798	3.6%
<b>Non-Personnel Expenses:</b>					
Services	\$ 74,079	\$ 379,079	411.7%	\$ 70,000	-81.5%
Other Materials & Supplies	\$ -	\$ 35,000	100.0%	\$ 35,000	0.0%
Misc. Expense	\$ 9,000	\$ 9,200	2.2%	\$ 9,200	0.0%
	\$ 83,079	\$ 423,279	409.5%	\$ 114,200	-73.0%
<b>Total Expenses:</b>	\$ 831,061	\$ 1,175,932	41.5%	\$ 893,998	-24.0%



**Actual Personnel and Non-Personnel Expenses FY07-FY16**





**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY18 & FY19 OPERATING BUDGET**  
 Planning, Grants, Governmental Affairs - 1600

ACCOUNT	Jun-16	Jun-17	% CHANGE	\$ CHANGE	Jun-17	% CHANGE	\$ CHANGE
	BUDGET FY17	BUDGET FY18	BUDG FY17 BUDG FY18	BUDG FY17 BUDG FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19
<b>LABOR</b>							
501011 Bus Operator Pay	-	-	0.0%	-	-	0.0%	-
501013 Bus Operator OT	-	-	0.0%	-	-	0.0%	-
501021 Other Salaries	373,413	373,890	0.1%	477	382,794	2.4%	8,904
501023 Other OT	10,006	10,134	1.3%	128	10,375	2.4%	241
<b>Totals</b>	<b>383,419</b>	<b>384,024</b>	<b>0.2%</b>	<b>605</b>	<b>393,169</b>	<b>2.4%</b>	<b>9,145</b>
<b>FRINGE BENEFITS</b>							
502011 Medicare/Soc. Sec.	6,761	6,846	1.3%	85	7,007	2.4%	162
502021 Retirement	103,117	109,950	6.6%	6,833	118,697	8.0%	8,747
502031 Medical Ins	133,887	130,053	-2.9%	(3,834)	136,014	4.6%	5,961
502041 Dental Ins	8,974	7,435	-17.2%	(1,539)	7,658	3.0%	223
502045 Vision Ins	1,601	1,649	3.0%	48	1,698	3.0%	49
502051 Life Ins/AD&D	689	621	-9.9%	(68)	640	3.0%	19
502060 State Disability Ins (SDI)	4,246	3,972	-6.5%	(275)	4,225	6.4%	254
502061 Long Term Disability Ins	2,863	2,979	4.1%	116	3,068	3.0%	89
502071 State Unemployment Ins (SUI)	1,182	875	-26.0%	(307)	928	6.1%	53
502081 Worker's Comp Ins	16,298	14,076	-13.6%	(2,222)	14,498	3.0%	422
502101 Holiday Pay	13,018	13,863	6.5%	845	14,199	2.4%	336
502103 Floating Holiday	5,479	5,868	7.1%	389	5,867	0.0%	(1)
502109 Sick Leave	19,527	20,795	6.5%	1,267	21,299	2.4%	504
502111 Annual Leave	41,780	44,311	6.1%	2,530	45,409	2.5%	1,098
502121 Other Paid Absence	3,051	3,249	6.5%	198	3,328	2.4%	79
502251 Phys. Exams	-	-	0.0%	-	-	0.0%	-
502253 Driver Lic Renewal	-	-	0.0%	-	-	0.0%	-
502999 Other Fringe Benefits	2,089	2,089	0.0%	(0)	2,093	0.2%	4
<b>Totals</b>	<b>364,563</b>	<b>368,629</b>	<b>1.1%</b>	<b>4,066</b>	<b>386,629</b>	<b>4.9%</b>	<b>17,999</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY18 & FY19 OPERATING BUDGET**  
 Planning, Grants, Governmental Affairs - 1600

ACCOUNT	Jun-16	Jun-17	% CHANGE	\$ CHANGE	Jun-17	% CHANGE	\$ CHANGE
	BUDGET FY17	BUDGET FY18	BUDG FY17 BUDG FY18	BUDG FY17 BUDG FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19
<b>SERVICES</b>							
503011 Acting/Audit Fees	-	-	0.0%	-	-	0.0%	-
503012 Admin/Bank Fees	-	-	0.0%	-	-	0.0%	-
503031 Prof/Technical Fees	74,079	379,079	411.7%	305,000	70,000	-81.5%	(309,079)
503032 Legislative Services	-	-	0.0%	-	-	0.0%	-
503033 Legal Services	-	-	0.0%	-	-	0.0%	-
503034 Pre-Employment Exams	-	-	0.0%	-	-	0.0%	-
503041 Temp Help	-	-	0.0%	-	-	0.0%	-
503161 Custodial Services	-	-	0.0%	-	-	0.0%	-
503162 Uniforms/Laundry	-	-	0.0%	-	-	0.0%	-
503171 Security Services	-	-	0.0%	-	-	0.0%	-
503221 Classified/Legal Ads	-	-	0.0%	-	-	0.0%	-
503222 Legal Ads	-	-	0.0%	-	-	0.0%	-
503225 Graphic Services	-	-	0.0%	-	-	0.0%	-
503351 Repair - Bldg & Impr	-	-	0.0%	-	-	0.0%	-
503352 Repair - Equipment	-	-	0.0%	-	-	0.0%	-
503353 Repair - Rev Vehicle	-	-	0.0%	-	-	0.0%	-
503354 Repair - Non Rev Vehicle	-	-	0.0%	-	-	0.0%	-
503363 Haz Mat Disposal	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	<b>74,079</b>	<b>379,079</b>	<b>411.7%</b>	<b>305,000</b>	<b>70,000</b>	<b>-81.5%</b>	<b>(309,079)</b>
<b>MOBILE MATERIALS &amp; SUPPLIES</b>							
504011 Fuels & Lubricants - Non Rev Veh	-	-	0.0%	-	-	0.0%	-
504012 Fuels & Lubricants - Rev Veh	-	-	0.0%	-	-	0.0%	-
504021 Tires & Tubes	-	-	0.0%	-	-	0.0%	-
504161 Other Mobile Supplies	-	-	0.0%	-	-	0.0%	-
504191 Rev Vehicle Parts	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY18 & FY19 OPERATING BUDGET**  
 Planning, Grants, Governmental Affairs - 1600

ACCOUNT	Jun-16	Jun-17	% CHANGE	\$ CHANGE	Jun-17	% CHANGE	\$ CHANGE	Jun-17	\$ CHANGE
	BUDGET FY17	BUDGET FY18	BUDG FY17 BUDG FY18	BUDG FY17 BUDG FY18	BUDGET FY19	BUDG FY17 BUDG FY18	BUDG FY17 BUDG FY18	BUDGET FY19	BUDG FY17 BUDG FY18
<b>OTHER MATERIALS &amp; SUPPLIES</b>									
504205 Freight Out	-	-	0.0%	-	-	0.0%	-	-	0.0%
504211 Postage & Mailing	-	-	0.0%	-	-	0.0%	-	-	0.0%
504214 Promotional Items	-	-	0.0%	-	-	0.0%	-	-	0.0%
504215 Printing	-	35,000	100.0%	35,000	35,000	0.0%	-	-	0.0%
504217 Photo Supp/Process	-	-	0.0%	-	-	0.0%	-	-	0.0%
504311 Office Supplies	-	-	0.0%	-	-	0.0%	-	-	0.0%
504315 Safety Supplies	-	-	0.0%	-	-	0.0%	-	-	0.0%
504317 Cleaning Supplies	-	-	0.0%	-	-	0.0%	-	-	0.0%
504409 Repair/Maint Supplies	-	-	0.0%	-	-	0.0%	-	-	0.0%
504417 Tenant Repairs	-	-	0.0%	-	-	0.0%	-	-	0.0%
504421 Non-Inventory Parts	-	-	0.0%	-	-	0.0%	-	-	0.0%
504511 Small Tools	-	-	0.0%	-	-	0.0%	-	-	0.0%
504515 Employee Tool Replacement	-	-	0.0%	-	-	0.0%	-	-	0.0%
<b>Totals</b>	-	35,000	100.0%	35,000	35,000	0.0%	-	35,000	0.0%
<b>UTILITIES</b>									
505011 Gas & Electric	-	-	0.0%	-	-	0.0%	-	-	0.0%
505021 Water & Garbage	-	-	0.0%	-	-	0.0%	-	-	0.0%
505031 Telecommunications	-	-	0.0%	-	-	0.0%	-	-	0.0%
<b>Totals</b>	-	-	0.0%	-	-	0.0%	-	-	0.0%
<b>CASUALTY &amp; LIABILITY</b>									
506011 Insurance - Property	-	-	0.0%	-	-	0.0%	-	-	0.0%
506015 Insurance - PL/PD	-	-	0.0%	-	-	0.0%	-	-	0.0%
506021 Insurance - Other	-	-	0.0%	-	-	0.0%	-	-	0.0%
506123 Settlement Costs	-	-	0.0%	-	-	0.0%	-	-	0.0%
506127 Repairs - District Prop	-	-	0.0%	-	-	0.0%	-	-	0.0%
<b>Totals</b>	-	-	0.0%	-	-	0.0%	-	-	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY18 & FY19 OPERATING BUDGET**  
 Planning, Grants, Governmental Affairs - 1600

ACCOUNT	Jun-16	Jun-17	% CHANGE	\$ CHANGE	Jun-17	% CHANGE	\$ CHANGE
	BUDGET FY17	BUDGET FY18	BUDG FY17 BUDG FY18	BUDG FY17 BUDG FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19
<b>TAXES</b>							
507051 Fuel Tax	-	-	0.0%	-	-	0.0%	-
507201 Licenses & Permits	-	-	0.0%	-	-	0.0%	-
507999 Other Taxes	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	-	-	0.0%	-	-	0.0%	-
<b>PURCHASED TRANS.</b>							
503406 Contract/Paratransit	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	-	-	0.0%	-	-	0.0%	-
<b>MISC EXPENSE</b>							
509011 Dues/Subscriptions	3,000	-	-100.0%	(3,000)	-	0.0%	-
509081 Advertising - District Promo	-	-	0.0%	-	-	0.0%	-
509101 Employee Incentive Program	-	-	0.0%	-	-	0.0%	-
509121 Employee Training	1,000	4,000	300.0%	3,000	4,000	0.0%	-
509122 BOD Travel	-	-	0.0%	-	-	0.0%	-
509123 Travel	5,000	5,200	4.0%	200	5,200	0.0%	-
509125 Local Meeting Expense	-	-	0.0%	-	-	0.0%	-
509127 Board Director Fees	-	-	0.0%	-	-	0.0%	-
509150 Contributions	-	-	0.0%	-	-	0.0%	-
509198 Cash Over/Short	-	-	0.0%	-	-	0.0%	-
509999 Other Misc Expense	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	9,000	9,200	2.2%	200	9,200	0.0%	-
<b>LEASES &amp; RENTALS</b>							
512011 Facility Lease	-	-	0.0%	-	-	0.0%	-
512061 Equipment Rental	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	-	-	0.0%	-	-	0.0%	-
<b>PERSONNEL TOTAL</b>							
	747,982	752,653	0.6%	4,671	779,798	3.6%	27,145
<b>NON-PERSONNEL TOTAL</b>							
	83,079	423,279	409.5%	340,200	114,200	-73.0%	(309,079)
<b>DEPARTMENT TOTALS</b>	831,061	1,175,932	41.5%	344,871	893,998	-24.0%	(281,934)

**DISTRICT GENERAL COUNSEL OBJECTIVES  
FY17 ACCOMPLISHMENTS AND FY18 OBJECTIVES  
1700**

**MAJOR FUNCTIONS OF THE DEPARTMENT**

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

- Provides professional legal services for the Santa Cruz METRO, its Board of Directors and the management staff.
- Represents the Santa Cruz METRO, its Board of Directors and METRO staff, as appropriate, in civil litigation and administrative hearings.
- Directs the defense of all tort litigation filed against Santa Cruz METRO, including retaining counsel, experts and other consultants necessary for the same.
- Provides counsel for Policy/Procedures creation, implementation and enforcement.
- Provides the coordination and response to all public record requests.
- Provides counsel regarding 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 ACCOMPLISHMENTS FOR FY17**

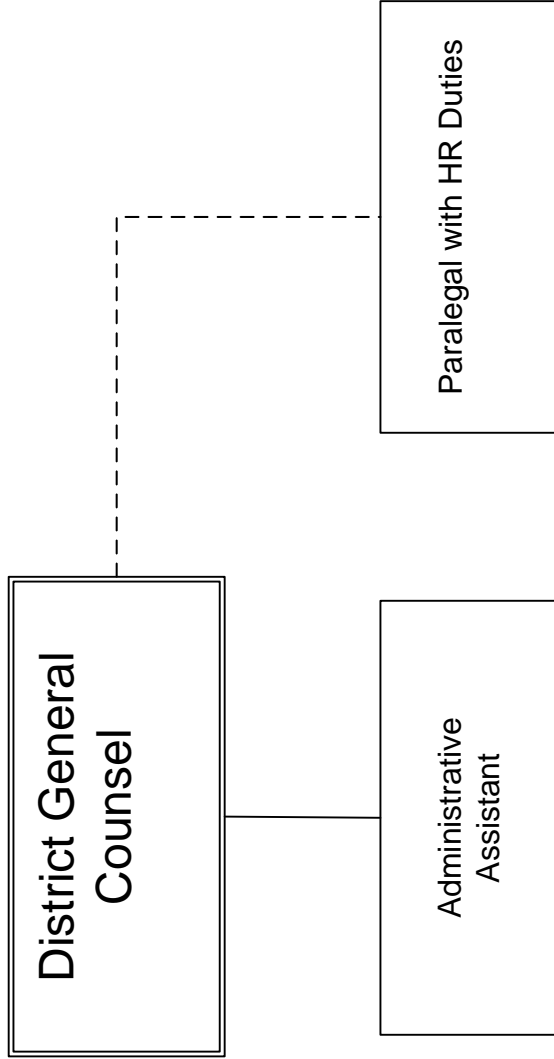
- Transition to outside General Counsel services provided by Hanson Bridgett LLP.
- Undertook a comprehensive review of Santa Cruz METRO's pay practices under CalPERS rules.
- Provided assistance in updating a number of existing Santa Cruz METRO policies.
- Provided assistance in developing new Santa Cruz METRO policies, including but not limited to, a Cameras on Buses policy.
- Provided a number of trainings, including but not limited to, new Board member orientation; sexual harassment; ADA; and new bus operators.
- Provide guidance to the Board through the annual CEO/GM performance evaluation process.
- Began process of updating contract forms to comply with best practices and current law.
- Assisted with closeout of FTA Triennial Audit process.

- Assisted with numerous labor, personnel and workers' compensation matters.

**DEPARTMENT OBJECTIVES FOR FY18**

- Resolution of Judy K. Souza facility construction claims.
- Update, with Board and CEO, Board Bylaws.
- Develop, with Board and CEO, CEO's performance evaluation metrics.
- Provide ongoing trainings for supervisory and management staff in various matters effecting Santa Cruz METRO.
- Continue updates to Santa Cruz METRO's contractual documents.
- Continue providing assistance on revisions to existing policies and development of new policies as needed, including but not limited to, Passenger Code of Conduct/Service Suspension Policy.
- Provide assistance with revenue generation initiatives.
- Explore legislative revision(s) of benefit to Santa Cruz METRO.
- Begin preparing for upcoming labor negotiations.
- Provide assistance with various matters related to Santa Cruz METRO Park & Ride lots.
- Provide legal support for various matters related to development of Pacific Station.

District General Counsel  
1700



**FY18 & FY19 OPERATING BUDGET**  
**Authorized and Funded Personnel - Full Time Equivalent (FTE)**  
**District General Counsel - 1700**

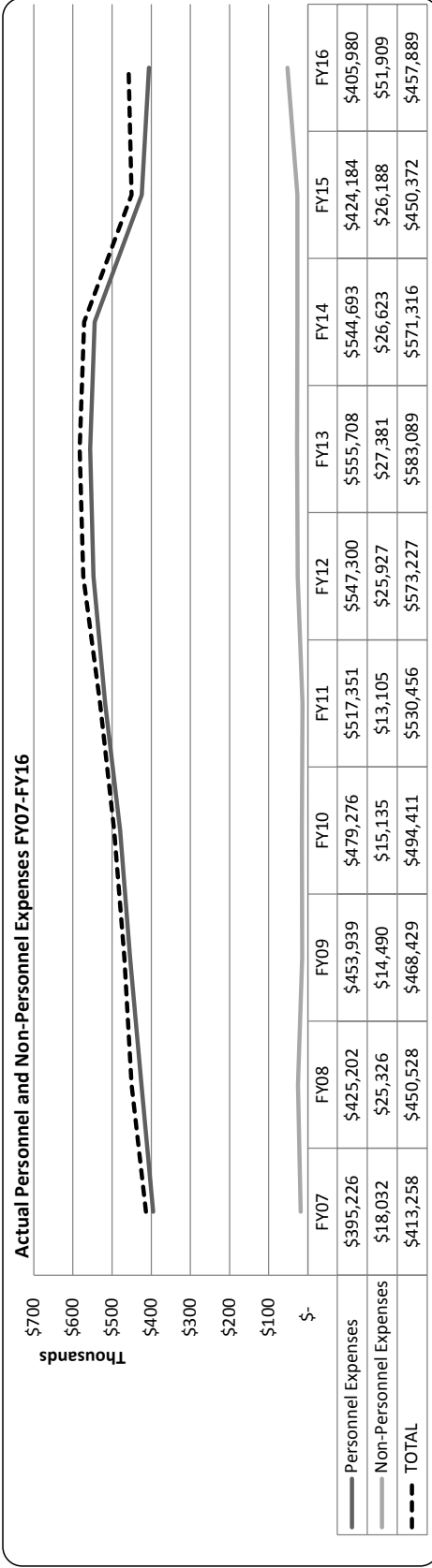
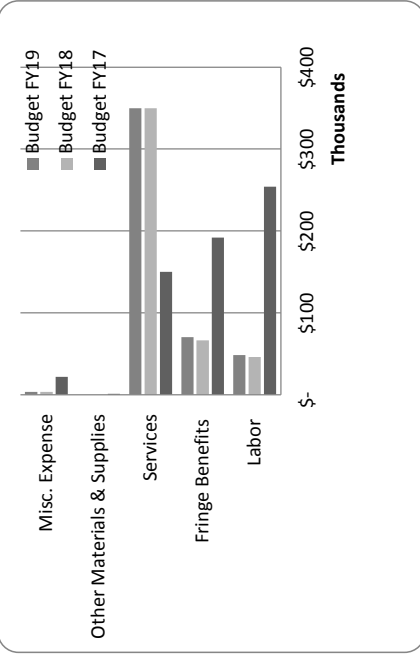
Position Title	Authorized FY 17 June 2016	Funded FY 17 June 2016	Authorized FY 18 2017	Funded FY 18 2017	Authorized FY 19 2017	Funded FY 19 2017
District Counsel	1.00	1.00	1.00	0.00	1.00	0.00
Paralegal *	1.00	1.00	1.00	0.00	1.00	0.00
Administrative Assistant	1.00	1.00	1.00	1.00	1.00	1.00
<b>Total Full-Time Equivalents (FTEs)</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>1.00</b>	<b>3.00</b>	<b>1.00</b>

\* Transferred to Human Resources as Paralegal with HR Duties



**District General Counsel 1700**

	Budget FY17	Budget FY18	Var %	Budget FY19	Var %
<b>Personnel Expenses:</b>					
Labor	\$ 253,960	\$ 46,224	-81.8%	\$ 48,544	5.0%
Fringe Benefits	\$ 191,993	\$ 66,450	-65.4%	\$ 70,352	5.9%
	\$ 445,953	\$ 112,674	-74.7%	\$ 118,896	5.5%
<b>Non-Personnel Expenses:</b>					
Services	\$ 150,000	\$ 350,000	100.0%	\$ 350,000	0.0%
Other Materials & Supplies	\$ 1,262	\$ -	-100.0%	\$ -	0.0%
Misc. Expense	\$ 22,010	\$ 3,500	-84.1%	\$ 3,500	0.0%
	\$ 173,272	\$ 353,500	104.0%	\$ 353,500	0.0%
<b>Total Expenses:</b>	\$ 619,225	\$ 466,174	-24.7%	\$ 472,396	1.3%



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY18 & FY19 OPERATING BUDGET**

District General Counsel - 1700

ACCOUNT	Jun-16	Jun-17	% CHANGE	\$ CHANGE	Jun-17	% CHANGE	\$ CHANGE
	BUDGET FY17	BUDGET FY18	BUDG FY17 BUDG FY18	BUDG FY17 BUDG FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19
<b>LABOR</b>							
501011 Bus Operator Pay	-	-	0.0%	-	-	0.0%	-
501013 Bus Operator OT	-	-	0.0%	-	-	0.0%	-
501021 Other Salaries	253,960	46,112	-81.8%	(207,848)	48,429	5.0%	2,317
501023 Other OT	-	111	100.0%	111	114	2.7%	3
<b>Totals</b>	<b>253,960</b>	<b>46,224</b>	<b>-81.8%</b>	<b>(207,737)</b>	<b>48,544</b>	<b>5.0%</b>	<b>2,320</b>
<b>FRINGE BENEFITS</b>							
502011 Medicare/Soc. Sec.	4,514	806	-82.1%	(3,708)	846	5.0%	40
502021 Retirement	70,352	13,203	-81.2%	(57,149)	14,623	10.8%	1,421
502031 Medical Ins	41,680	31,136	-25.3%	(10,544)	32,693	5.0%	1,557
502041 Dental Ins	2,351	1,904	-19.0%	(447)	1,961	3.0%	57
502045 Vision Ins	960	330	-65.7%	(631)	340	3.0%	10
502051 Life Ins/AD&D	455	104	-77.2%	(351)	107	3.0%	3
502060 State Disability Ins (SDI)	2,222	500	-77.5%	(1,721)	541	8.2%	41
502061 Long Term Disability Ins	1,862	459	-75.3%	(1,403)	497	8.2%	38
502071 State Unemployment Ins (SUI)	709	175	-75.3%	(534)	186	6.1%	11
502081 Worker's Comp Ins	7,522	8,445	12.3%	923	8,699	3.0%	254
502101 Holiday Pay	9,578	1,707	-82.2%	(7,871)	1,793	5.0%	86
502103 Floating Holiday	8,011	-	-100.0%	(8,011)	-	0.0%	-
502109 Sick Leave	14,367	2,560	-82.2%	(11,807)	2,689	5.0%	129
502111 Annual Leave	23,131	4,694	-79.7%	(18,437)	4,930	5.0%	236
502121 Other Paid Absence	2,245	400	-82.2%	(1,845)	420	5.0%	20
502251 Phys. Exams	-	-	0.0%	-	-	0.0%	-
502253 Driver Lic Renewal	-	-	0.0%	-	-	0.0%	-
502999 Other Fringe Benefits	2,034	28	-98.6%	(2,006)	29	3.0%	1
<b>Totals</b>	<b>191,993</b>	<b>66,450</b>	<b>-65.4%</b>	<b>(125,543)</b>	<b>70,352</b>	<b>5.9%</b>	<b>3,902</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY18 & FY19 OPERATING BUDGET**

District General Counsel - 1700

ACCOUNT	Jun-16	Jun-17	% CHANGE	\$ CHANGE	Jun-17	% CHANGE	\$ CHANGE	Jun-17	% CHANGE
	BUDGET FY17	BUDGET FY18	BUDG FY17 BUDG FY18	BUDG FY17 BUDG FY18	BUDGET FY19	BUDG FY17 BUDG FY18	BUDG FY17 BUDG FY18	BUDGET FY19	BUDG FY17 BUDG FY18
<b>SERVICES</b>									
503011 Acting/Audit Fees	-	-	0.0%	-	-	0.0%	-	-	0.0%
503012 Admin/Bank Fees	-	-	0.0%	-	-	0.0%	-	-	0.0%
503031 Prof/Technical Fees	50,000	-	-100.0%	(50,000)	-	0.0%	-	-	0.0%
503032 Legislative Services	-	-	0.0%	-	-	0.0%	-	-	0.0%
503033 Legal Services	100,000	350,000	250.0%	250,000	350,000	0.0%	-	-	0.0%
503034 Pre-Employment Exams	-	-	0.0%	-	-	0.0%	-	-	0.0%
503041 Temp Help	-	-	0.0%	-	-	0.0%	-	-	0.0%
503161 Custodial Services	-	-	0.0%	-	-	0.0%	-	-	0.0%
503162 Uniforms/Laundry	-	-	0.0%	-	-	0.0%	-	-	0.0%
503171 Security Services	-	-	0.0%	-	-	0.0%	-	-	0.0%
503221 Classified/Legal Ads	-	-	0.0%	-	-	0.0%	-	-	0.0%
503222 Legal Ads	-	-	0.0%	-	-	0.0%	-	-	0.0%
503225 Graphic Services	-	-	0.0%	-	-	0.0%	-	-	0.0%
503351 Repair - Bldg & Impr	-	-	0.0%	-	-	0.0%	-	-	0.0%
503352 Repair - Equipment	-	-	0.0%	-	-	0.0%	-	-	0.0%
503353 Repair - Rev Vehicle	-	-	0.0%	-	-	0.0%	-	-	0.0%
503354 Repair - Non Rev Vehicle	-	-	0.0%	-	-	0.0%	-	-	0.0%
503363 Haz Mat Disposal	-	-	0.0%	-	-	0.0%	-	-	0.0%
<b>Totals</b>	<b>150,000</b>	<b>350,000</b>	<b>133.3%</b>	<b>200,000</b>	<b>350,000</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>MOBILE MATERIALS &amp; SUPPLIES</b>									
504011 Fuels & Lubricants - Non Rev Veh	-	-	0.0%	-	-	0.0%	-	-	0.0%
504012 Fuels & Lubricants - Rev Veh	-	-	0.0%	-	-	0.0%	-	-	0.0%
504021 Tires & Tubes	-	-	0.0%	-	-	0.0%	-	-	0.0%
504161 Other Mobile Supplies	-	-	0.0%	-	-	0.0%	-	-	0.0%
504191 Rev Vehicle Parts	-	-	0.0%	-	-	0.0%	-	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY18 & FY19 OPERATING BUDGET**  
 District General Counsel - 1700

ACCOUNT	Jun-16	Jun-17	% CHANGE	\$ CHANGE	Jun-17	% CHANGE	\$ CHANGE
	BUDGET FY17	BUDGET FY18	BUDG FY17 BUDG FY18	BUDG FY17 BUDG FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19
<b>OTHER MATERIALS &amp; SUPPLIES</b>							
504205 Freight Out	-	-	0.0%	-	-	0.0%	-
504211 Postage & Mailing	-	-	0.0%	-	-	0.0%	-
504214 Promotional Items	-	-	0.0%	-	-	0.0%	-
504215 Printing	-	-	0.0%	-	-	0.0%	-
504217 Photo Supp/Process	-	-	0.0%	-	-	0.0%	-
504311 Office Supplies	1,262	-	-100.0%	(1,262)	-	0.0%	-
504315 Safety Supplies	-	-	0.0%	-	-	0.0%	-
504317 Cleaning Supplies	-	-	0.0%	-	-	0.0%	-
504409 Repair/Maint Supplies	-	-	0.0%	-	-	0.0%	-
504417 Tenant Repairs	-	-	0.0%	-	-	0.0%	-
504421 Non-Inventory Parts	-	-	0.0%	-	-	0.0%	-
504511 Small Tools	-	-	0.0%	-	-	0.0%	-
504515 Employee Tool Replacement	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	<b>1,262</b>	<b>-</b>	<b>-100.0%</b>	<b>(1,262)</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>
<b>UTILITIES</b>							
505011 Gas & Electric	-	-	0.0%	-	-	0.0%	-
505021 Water & Garbage	-	-	0.0%	-	-	0.0%	-
505031 Telecommunications	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>
<b>CASUALTY &amp; LIABILITY</b>							
506011 Insurance - Property	-	-	0.0%	-	-	0.0%	-
506015 Insurance - PL/PD	-	-	0.0%	-	-	0.0%	-
506021 Insurance - Other	-	-	0.0%	-	-	0.0%	-
506123 Settlement Costs	-	-	0.0%	-	-	0.0%	-
506127 Repairs - District Prop	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY18 & FY19 OPERATING BUDGET**  
 District General Counsel - 1700

ACCOUNT	Jun-16	Jun-17	% CHANGE	\$ CHANGE	Jun-17	% CHANGE	\$ CHANGE
	BUDGET FY17	BUDGET FY18	BUDG FY17 BUDG FY18	BUDG FY17 BUDG FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19
<b>TAXES</b>							
507051 Fuel Tax	-	-	0.0%	-	-	0.0%	-
507201 Licenses & Permits	-	-	0.0%	-	-	0.0%	-
507999 Other Taxes	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	-	-	0.0%	-	-	0.0%	-
<b>PURCHASED TRANS.</b>							
503406 Contract/Paratransit	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	-	-	0.0%	-	-	0.0%	-
<b>MISC EXPENSE</b>							
509011 Dues/Subscriptions	12,010	500	-95.8%	(11,510)	500	0.0%	-
509081 Advertising - District Promo	-	-	0.0%	-	-	0.0%	-
509101 Employee Incentive Program	-	-	0.0%	-	-	0.0%	-
509121 Employee Training	5,000	1,500	-70.0%	(3,500)	1,500	0.0%	-
509122 BOD Travel	-	-	0.0%	-	-	0.0%	-
509123 Travel	5,000	1,500	-70.0%	(3,500)	1,500	0.0%	-
509125 Local Meeting Expense	-	-	0.0%	-	-	0.0%	-
509127 Board Director Fees	-	-	0.0%	-	-	0.0%	-
509150 Contributions	-	-	0.0%	-	-	0.0%	-
509198 Cash Over/Short	-	-	0.0%	-	-	0.0%	-
509999 Other Misc Expense	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	22,010	3,500	-84.1%	(18,510)	3,500	0.0%	-
<b>LEASES &amp; RENTALS</b>							
512011 Facility Lease	-	-	0.0%	-	-	0.0%	-
512061 Equipment Rental	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	-	-	0.0%	-	-	0.0%	-
<b>PERSONNEL TOTAL</b>							
	445,953	112,674	-74.7%	(333,280)	118,896	5.5%	6,222
<b>NON-PERSONNEL TOTAL</b>							
	173,272	353,500	104.0%	180,228	353,500	0.0%	-
<b>DEPARTMENT TOTALS</b>	619,225	466,174	-24.7%	(153,052)	472,396	1.3%	6,222



**SAFETY, SECURITY & RISK MANAGEMENT DEPARTMENT  
FY17 ACCOMPLISHMENTS AND FY18 OBJECTIVES  
1800**

**MAJOR FUNCTIONS OF THE DEPARTMENT**

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

- Identify and mitigating risks
- Reviewing daily activity reports
- Tracking all accidents and incidents
- Reporting required accident/incident information into NTD
- Tracking all occurrence reports and claims and working with Caltip to establish reserves estimates
- The timely reporting of certain accidents/incidents to CalTIP
- Overseeing video requests and ensuring the proper chain of custody
- Measure the potential impact of risks
- Analyze alternative strategies for managing the risks
- Safety and security VTT training
- Attending, participating and in some cases leading various meetings such as health & Safety and Injury and Illness Prevention Program (IIPP)
- Representing the agency in restraining orders, stay away orders and small claims court
- Project Manager for the First Alarm security contract – A shared responsibility with Operations
- Homeland security point of contact
- Collaborating on supervisor training programs
- Develop and implement safety policies and procedures designed to meet required State and Federal Occupational Safety and Health Administration (OSHA) standards and Federal Transit Administration's Safety Management Systems (SMS) standards
- Develop and maintain the IIPP
- Protecting employees, equipment, facilities and passengers by proactively developing training, policies and procedures that will prevent employee injuries, vehicle damage, property damage and passenger injuries.
- Establishing facility evacuation exercises
- Oversee the AED program
- Working in collaboration with the General Counsel to investigate, managing and administering Santa Cruz METRO's tort claims
- Managing the department to budget

**DEPARTMENT ACCOMPLISHMENTS FOR FY17**

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

**DEPARTMENT OBJECTIVES FOR FY18**

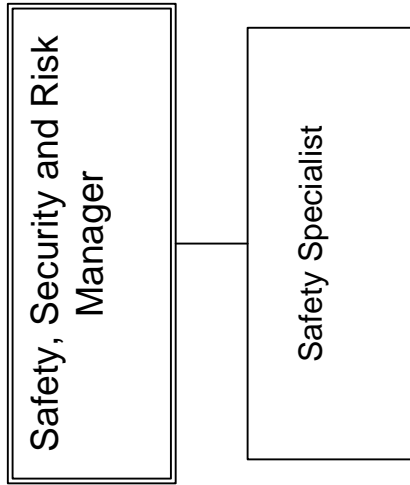
- To be Proactive in the update and implementation of SMS
- Investigate the installation of Automated External Defibrillators (AEDs) at various METRO facilities
- Revise/Update Santa Cruz METRO's System Safety Program Plan (SSPP)
- Revise/Update Santa Cruz METRO's Disaster and Emergency Preparedness Plan (DEPP)
- Work with Santa Cruz METRO staff and outside agencies to update security programs and protocols
- Complete the full installation of the Day Wireless radio system
- Create a scope of work for a new radio system maintenance contract
- Develop a safety "Train the Trainer" program to ensure strong safety communications between supervisors and employees
- Review all workplace injuries and establish focused training and hazard mitigation for all employees who work in the function where the injury took place
- Perform quarterly safety audits of all METRO facilities
- Collaborate with the Operations Safety and Training Coordinator
- Achieve and maintain 100% compliance on all Cal/OSHA employee training and reporting requirements
- Continue to coordinate training programs with Security personnel specific to meet Santa Cruz METRO's needs
- Continue outreach to local law enforcement on issues and incidents of mutual issues



## Risk Management Department (con't)

- Coordinate with the Department of Homeland Security
- Maintain membership and participation in the Santa Cruz County's Emergency Management Council
- Organize periodic CNG bus safety training with local Police Departments, Sheriffs and Fire Departments
- Continue the administration of Risk Management program
- Continue development and administration of safety programs
- Evaluate existing policies, programs, and procedures to ensure that safety, security, and risk activities are in accordance with Santa Cruz METRO's goals
- Respond to major incidents/accidents that might impact Santa Cruz METRO, either directly or indirectly
- Project Manager for the installation of the new security cameras at the JKS Operations building
- Continue to track all CalOES security grants and work with the CEO to prioritize the security projects
- Establish Key Performance Indicators

**Risk Management**  
**1800**

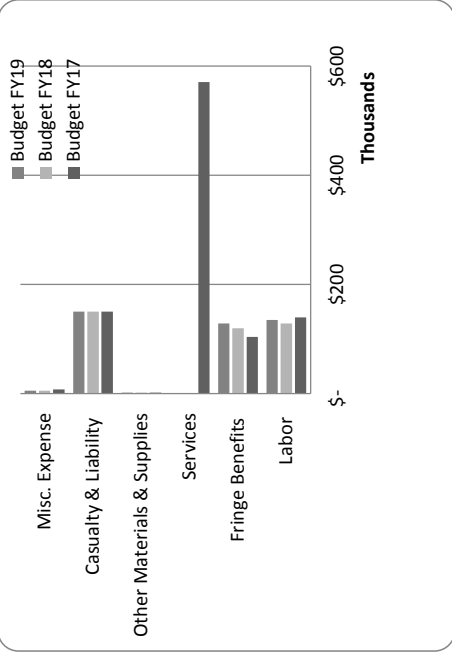


**FY18 & FY19 OPERATING BUDGET**  
**Authorized and Funded Personnel - Full Time Equivalent (FTE)**  
**Risk Management - 1800**

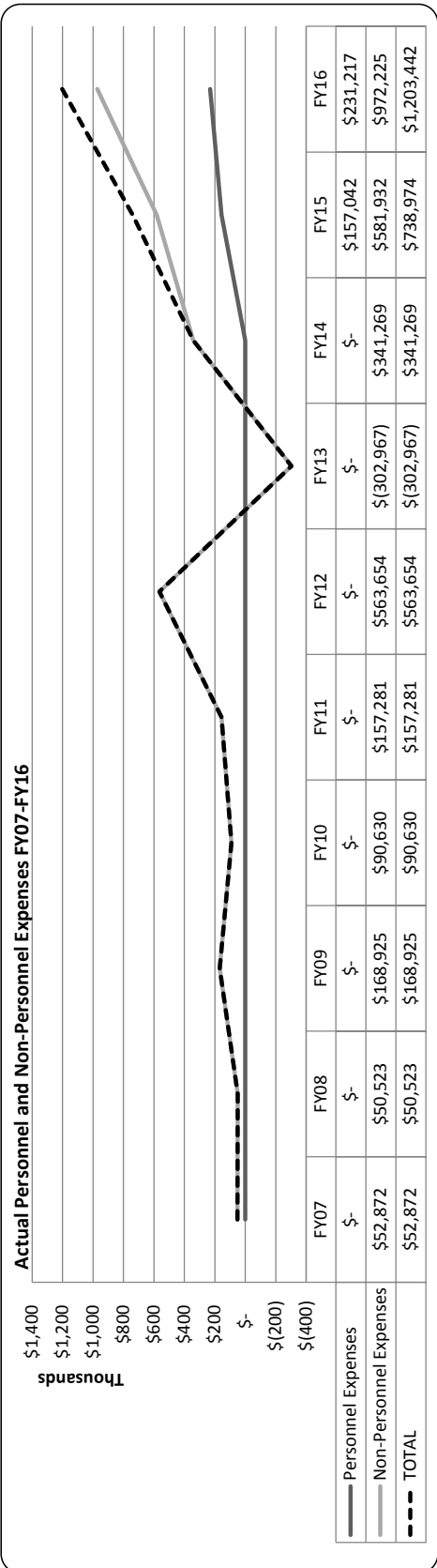
Position Title	Authorized FY 17 June 2016	Funded FY 17 June 2016	Authorized FY 18 2017	Funded FY 18 2017	Authorized FY 19 2017	Funded FY 19 2017
Claims Investigator II	1.00	0.00	1.00	0.00	1.00	0.00
Safety Specialist	1.00	1.00	1.00	1.00	1.00	1.00
Safety, Security and Risk Manager	1.00	1.00	1.00	1.00	1.00	1.00
<b>Total Full-Time Equivalents (FTEs)</b>	<b>3.00</b>	<b>2.00</b>	<b>3.00</b>	<b>2.00</b>	<b>3.00</b>	<b>2.00</b>

**Risk Management 1800**

	Budget FY17	Budget FY18	Var %	Budget FY19	Var %
<b>Personnel Expenses:</b>					
Labor	\$ 139,585	\$ 128,361	-8%	\$ 134,791	5.0%
Fringe Benefits	\$ 103,954	\$ 119,781	15%	\$ 128,490	7.3%
	\$ 243,539	\$ 248,142	2%	\$ 263,281	6.1%
<b>Non-Personnel Expenses:</b>					
Services	\$ 570,727	\$ 500	-100%	\$ 500	0.0%
Other Materials & Supplies	\$ 1,600	\$ 1,700	6%	\$ 1,700	0.0%
Casualty & Liability	\$ 150,000	\$ 150,000	0%	\$ 150,000	0.0%
Misc. Expense	\$ 7,500	\$ 5,500	-27%	\$ 5,500	0.0%
	\$ 729,827	\$ 157,700	-78%	\$ 157,700	0.0%
<b>Total Expenses:</b>	\$ 973,366	\$ 405,842	-58%	\$ 420,981	3.7%



**Actual Personnel and Non-Personnel Expenses FY07-FY16**



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY18 & FY19 OPERATING BUDGET**

Risk Management - 1800

ACCOUNT	Jun-16	Jun-17	% CHANGE	\$ CHANGE	Jun-17	% CHANGE	\$ CHANGE
	BUDGET FY17	BUDGET FY18	BUDG FY17 BUDG FY18	BUDG FY17 BUDG FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19
<b>LABOR</b>							
501011 Bus Operator Pay	-	-	0.0%	-	-	0.0%	-
501013 Bus Operator OT	-	-	0.0%	-	-	0.0%	-
501021 Other Salaries	139,585	128,361	-8.0%	(11,224)	134,791	5.0%	6,430
501023 Other OT	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	<b>139,585</b>	<b>128,361</b>	<b>-8.0%</b>	<b>(11,224)</b>	<b>134,791</b>	<b>5.0%</b>	<b>6,430</b>
<b>FRINGE BENEFITS</b>							
502011 Medicare/Soc. Sec.	2,521	2,312	-8.3%	(210)	2,428	5.0%	116
502021 Retirement	39,300	37,945	-3.4%	(1,355)	42,022	10.7%	4,077
502031 Medical Ins	12,682	31,975	152.1%	19,293	34,413	7.6%	2,438
502041 Dental Ins	2,532	3,807	50.4%	1,275	3,922	3.0%	114
502045 Vision Ins	640	660	3.0%	19	679	3.0%	20
502051 Life Ins/AD&D	338	207	-38.7%	(131)	213	3.0%	6
502060 State Disability Ins (SDI)	1,660	1,435	-13.6%	(225)	1,552	8.2%	117
502061 Long Term Disability Ins	1,280	1,186	-7.3%	(94)	1,257	6.0%	71
502071 State Unemployment Ins (SUI)	473	350	-26.0%	(123)	371	6.1%	21
502081 Worker's Comp Ins	5,012	5,627	12.3%	615	5,796	3.0%	169
502101 Holiday Pay	5,351	4,906	-8.3%	(445)	5,151	5.0%	246
502103 Floating Holiday	4,201	3,526	-16.1%	(675)	3,703	5.0%	177
502109 Sick Leave	8,026	7,358	-8.3%	(667)	7,727	5.0%	369
502111 Annual Leave	15,478	14,132	-8.7%	(1,346)	14,840	5.0%	708
502121 Other Paid Absence	1,254	1,150	-8.3%	(104)	1,207	5.0%	58
502251 Phys. Exams	-	-	0.0%	-	-	0.0%	-
502253 Driver Lic Renewal	-	-	0.0%	-	-	0.0%	-
502999 Other Fringe Benefits	3,206	3,206	0.0%	(0)	3,207	0.1%	2
<b>Totals</b>	<b>103,954</b>	<b>119,781</b>	<b>15.2%</b>	<b>15,827</b>	<b>128,490</b>	<b>7.3%</b>	<b>8,709</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY18 & FY19 OPERATING BUDGET**

Risk Management - 1800

ACCOUNT	Jun-16	Jun-17	% CHANGE	\$ CHANGE	Jun-17	% CHANGE	\$ CHANGE
	BUDGET FY17	BUDGET FY18	BUDG FY17 BUDG FY18	BUDG FY17 BUDG FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19
<b>SERVICES</b>							
503011 Acting/Audit Fees	-	-	0.0%	-	-	0.0%	-
503012 Admin/Bank Fees	-	-	0.0%	-	-	0.0%	-
503031 Prof/Technical Fees	7,898	500	-93.7%	(7,398)	500	0.0%	-
503032 Legislative Services	-	-	0.0%	-	-	0.0%	-
503033 Legal Services	6,396	-	-100.0%	(6,396)	-	0.0%	-
503034 Pre-Employment Exams	600	-	-100.0%	(600)	-	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	495,833	-	-100.0%	(495,833)	-	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	60,000	-	-100.0%	(60,000)	-	0.0%	-
503353 Repair - Rev Vehicle	-	-	0.0%	-	-	0.0%	-
503354 Repair - Non Rev Vehicle	-	-	0.0%	-	-	0.0%	-
503363 Haz Mat Disposal	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	<b>570,727</b>	<b>500</b>	<b>-99.9%</b>	<b>(570,227)</b>	<b>500</b>	<b>0.0%</b>	<b>-</b>
<b>MOBILE MATERIALS &amp; SUPPLIES</b>							
504011 Fuels & Lubricants - Non Rev Veh	-	-	0.0%	-	-	0.0%	-
504012 Fuels & Lubricants - Rev Veh	-	-	0.0%	-	-	0.0%	-
504021 Tires & Tubes	-	-	0.0%	-	-	0.0%	-
504161 Other Mobile Supplies	-	-	0.0%	-	-	0.0%	-
504191 Rev Vehicle Parts	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY18 & FY19 OPERATING BUDGET**

Risk Management - 1800

ACCOUNT	Jun-16	Jun-17	% CHANGE	\$ CHANGE	Jun-17	% CHANGE	\$ CHANGE	Jun-17	% CHANGE
	BUDGET FY17	BUDGET FY18	BUDG FY17 BUDG FY18	BUDG FY17 BUDG FY18	BUDGET FY19	BUDG FY17 BUDG FY18	BUDG FY17 BUDG FY18	BUDGET FY19	BUDG FY17 BUDG FY18
<b>OTHER MATERIALS &amp; SUPPLIES</b>									
504205 Freight Out	-	-	0.0%	-	-	0.0%	-	-	0.0%
504211 Postage & Mailing	-	-	0.0%	-	-	0.0%	-	-	0.0%
504214 Promotional Items	-	-	0.0%	-	-	0.0%	-	-	0.0%
504215 Printing	500	500	0.0%	-	500	0.0%	-	-	0.0%
504217 Photo Supp/Process	100	-	-100.0%	(100)	-	0.0%	-	-	0.0%
504311 Office Supplies	-	-	0.0%	-	-	0.0%	-	-	0.0%
504315 Safety Supplies	1,000	1,200	20.0%	200	1,200	0.0%	-	-	0.0%
504317 Cleaning Supplies	-	-	0.0%	-	-	0.0%	-	-	0.0%
504409 Repair/Maint Supplies	-	-	0.0%	-	-	0.0%	-	-	0.0%
504417 Tenant Repairs	-	-	0.0%	-	-	0.0%	-	-	0.0%
504421 Non-Inventory Parts	-	-	0.0%	-	-	0.0%	-	-	0.0%
504511 Small Tools	-	-	0.0%	-	-	0.0%	-	-	0.0%
504515 Employee Tool Replacement	-	-	0.0%	-	-	0.0%	-	-	0.0%
<b>Totals</b>	<b>1,600</b>	<b>1,700</b>	<b>6.3%</b>	<b>100</b>	<b>1,700</b>	<b>0.0%</b>	<b>100</b>	<b>1,700</b>	<b>0.0%</b>
<b>UTILITIES</b>									
505011 Gas & Electric	-	-	0.0%	-	-	0.0%	-	-	0.0%
505021 Water & Garbage	-	-	0.0%	-	-	0.0%	-	-	0.0%
505031 Telecommunications	-	-	0.0%	-	-	0.0%	-	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>CASUALTY &amp; LIABILITY</b>									
506011 Insurance - Property	-	-	0.0%	-	-	0.0%	-	-	0.0%
506015 Insurance - PL/PD	-	-	0.0%	-	-	0.0%	-	-	0.0%
506021 Insurance - Other	-	-	0.0%	-	-	0.0%	-	-	0.0%
506123 Settlement Costs	150,000	150,000	0.0%	-	150,000	0.0%	-	-	0.0%
506127 Repairs - District Prop	-	-	0.0%	-	-	0.0%	-	-	0.0%
<b>Totals</b>	<b>150,000</b>	<b>150,000</b>	<b>0.0%</b>	<b>-</b>	<b>150,000</b>	<b>0.0%</b>	<b>-</b>	<b>150,000</b>	<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY18 & FY19 OPERATING BUDGET**

Risk Management - 1800

ACCOUNT	Jun-16	Jun-17	% CHANGE	\$ CHANGE	Jun-17	% CHANGE	\$ CHANGE
	BUDGET FY17	BUDGET FY18	BUDG FY17 BUDG FY18	BUDG FY17 BUDG FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19
<b>TAXES</b>							
507051 Fuel Tax	-	-	0.0%	-	-	0.0%	-
507201 Licenses & Permits	-	-	0.0%	-	-	0.0%	-
507999 Other Taxes	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	-	-	0.0%	-	-	0.0%	-
<b>PURCHASED TRANS.</b>							
503406 Contract/Paratransit	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	-	-	0.0%	-	-	0.0%	-
<b>MISC EXPENSE</b>							
509011 Dues/Subscriptions	500	500	0.0%	-	500	0.0%	-
509081 Advertising - District Promo	-	-	0.0%	-	-	0.0%	-
509101 Employee Incentive Program	-	-	0.0%	-	-	0.0%	-
509121 Employee Training	4,000	3,000	-25.0%	(1,000)	3,000	0.0%	-
509122 BOD Travel	-	-	0.0%	-	-	0.0%	-
509123 Travel	3,000	2,000	-33.3%	(1,000)	2,000	0.0%	-
509125 Local Meeting Expense	-	-	0.0%	-	-	0.0%	-
509127 Board Director Fees	-	-	0.0%	-	-	0.0%	-
509150 Contributions	-	-	0.0%	-	-	0.0%	-
509198 Cash Over/Short	-	-	0.0%	-	-	0.0%	-
509999 Other Misc Expense	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	7,500	5,500	-26.7%	(2,000)	5,500	0.0%	-
<b>LEASES &amp; RENTALS</b>							
512011 Facility Lease	-	-	0.0%	-	-	0.0%	-
512061 Equipment Rental	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	-	-	0.0%	-	-	0.0%	-
<b>PERSONNEL TOTAL</b>							
	243,539	248,142	1.9%	4,603	263,281	6.1%	15,139
<b>NON-PERSONNEL TOTAL</b>							
	729,827	157,700	-78.4%	(572,127)	157,700	0.0%	-
<b>DEPARTMENT TOTALS</b>	973,366	405,842	-58.3%	(567,524)	420,981	3.7%	15,139

7/7/2017

Risk Mgmt - 1800



**PURCHASING DEPARTMENT  
FY17 ACCOMPLISHMENTS AND FY18 OBJECTIVES  
1900**

**MAJOR FUNCTIONS OF THE DEPARTMENT**

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

**DEPARTMENT ACCOMPLISHMENTS FOR FY17**

**Procurement:**

- Staff completed 14 formal procurements, drafted 70 staff reports, and issued 1,383 purchase orders.
- Received positive feed back from Triennial Reviewer in regard to procurement contract organization and knowledge of federal procurement regulations.
- Achieved successful closeout of Triennial Review Findings after revising the Purchasing Manual, Administrative Code Title II Purchasing Policy, and implementing the Contract Administration system.
- Staff member Alex Strudley was promoted from Purchasing Assistant to Purchasing Agent after achieving five years of experience with Santa Cruz METRO and obtaining the designation of Certified Professional Public Buyer.

**Parts Room/Inventory:**

- Continued to meet Maintenance Department's needs after reducing inventory value.
- Continued to maintain an average of one (1) vehicle down per day waiting for parts.
- Filled the position Administrative Clerk I with the hiring of Natalie Bispo.

**Overall:**

- Two staff members - Joan Jeffries, Administrative Specialist and SEIU/SEA Chapter President and Greg Willis, Supervisor of Parts and Materials, graduated from Santa Cruz County Leadership Program's Class #32. Mr. Willis was awarded special recognition for perfect attendance.
- Two staff members, Ryan MacDonell, Lead Parts Clerk, and Alex Strudley, Purchasing Agent, successfully completed the Cabrillo College Supervisory Program.
- The department was rated highest in morale two years in a row in the Year in Review poll.

**DEPARTMENT OBJECTIVES FOR FY18**

**Procurement:**

- Instill public confidence in the procurement process of Santa Cruz METRO and the spending of public funds.
- Provide oversight to maintain a procurement system of quality and integrity with checks and balances.
- Monitor applicable federal, state, and local legislation activities to ensure Santa Cruz METRO's policies and procedures are in compliance.
- Continue to achieve timely processing of all procurement requests.
- Ensure Santa Cruz METRO obtains beneficial pricing from qualified vendors on all products and services.
- Ensure fair and equitable treatment for all vendors who seek to do business with Santa Cruz METRO.
- Ensure nondiscrimination in the award and administration of contracts, with particular emphasis toward Disadvantaged Business Enterprises and Small Businesses.
- Continue to maintain accurate purchase order and contract files.
- Assist departments in planning activities for the fiscal year and upcoming procurements.
- Participate in joint procurements with other government agencies to obtain more advantageous pricing.
- Continue training department staff through National Transit Institute courses and other government procurement-related offerings.
- Provide ongoing procurement training for Santa Cruz METRO employees.
- Identify professional development opportunities for department staff.
- Continue to refine boilerplate language for formal procurements and create new templates for more specifically tailored types of procurement and contracts.
- Develop and implement outreach program for "How to do business with Santa Cruz METRO."
- Revise the Procurement Manual to incorporate administrative and Board approved policy updates.
- Implement regular procedural trainings for staff involved in contract and project administration.
- Continue monthly staff meetings to ensure department staff is aware of Santa Cruz METRO business and has an opportunity to discuss this or other important issues.

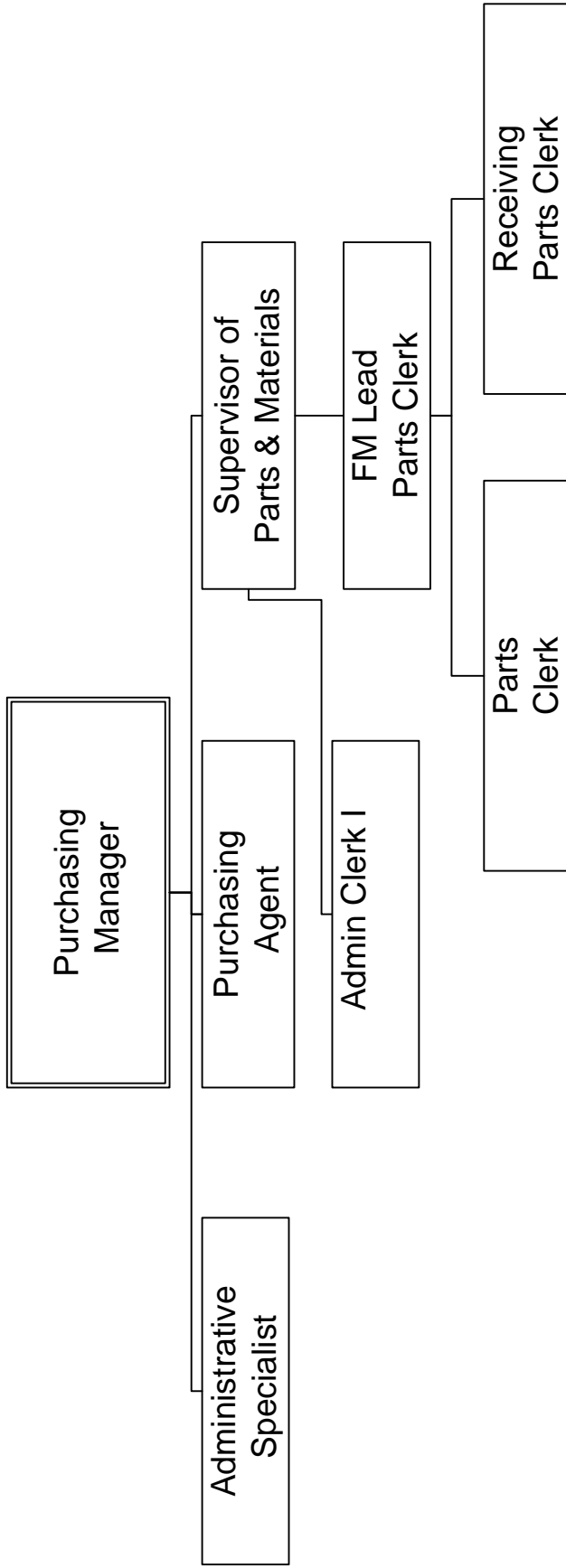
**Parts Room/Inventory:**

- Foster a positive and collaborative working relationship between Purchasing/Parts and all Santa Cruz METRO departments.

#### Purchasing Department (con't)

- Continue to work with Fleet Maintenance to reduce inventory value and/or achieve the ideal inventory levels.
- Develop a reporting system to assure mechanics that the effort being made to reduce inventory value does not affect their ability to obtain parts on demand at the Parts Counter.
- Daily monitoring of buses on dead list that are tagged “waiting for parts”. Tracking number of buses down per day and how many days each bus is down.
- Continue to monitor and improve Warranty and Core Program to recoup costs on parts that fail under warranty, or which require a core return.
- Continue to develop new vendor relationships and work with current vendors to obtain the most advantageous parts and materials pricing.

# Purchasing 1900

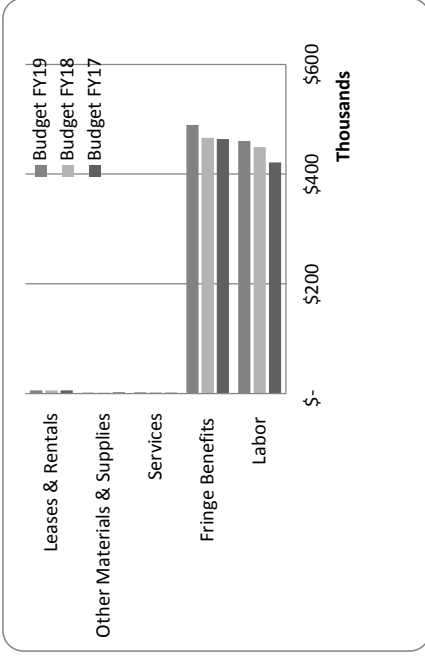


**FY18 & FY19 OPERATING BUDGET**  
**Authorized and Funded Personnel - Full Time Equivalent (FTE)**  
**Purchasing - 1900**

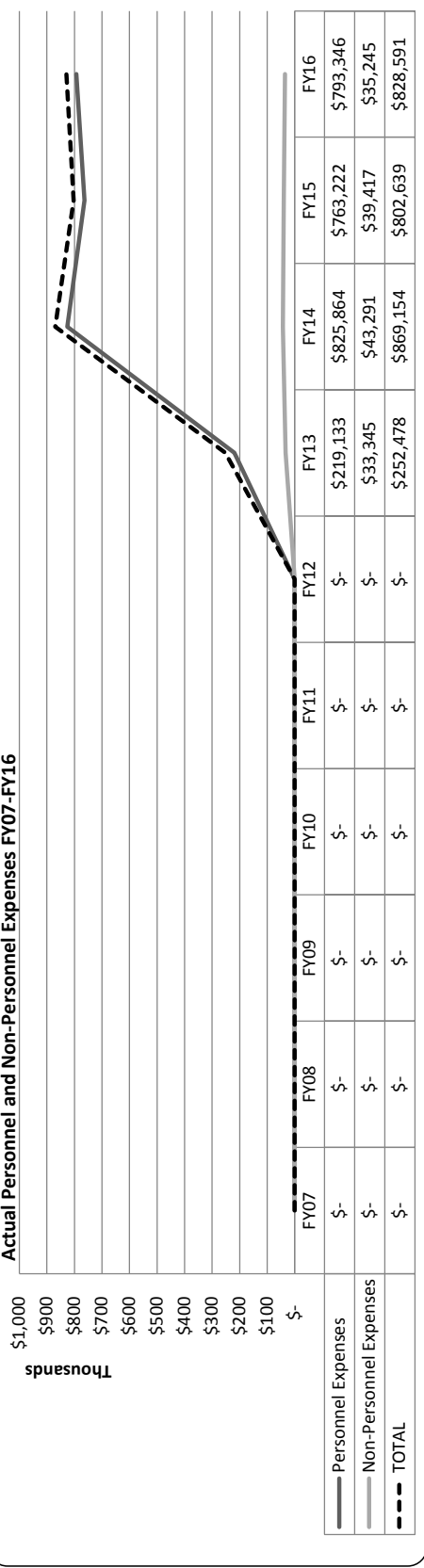
Position Title	Authorized	Funded	Authorized	Funded	Authorized	Funded
	FY 17 June 2016	FY 17 June 2016	FY 18 2017	FY 18 2017	FY 19 2017	FY 19 2017
Purchasing Manager	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	0.00	0.00	0.00	0.00
Admin Specialist	0.00	0.00	1.00	1.00	1.00	1.00
Purchasing Agent	0.00	0.00	1.00	1.00	1.00	1.00
Purchasing Assistant	1.00	1.00	1.00	0.00	1.00	0.00
Supervisor of Parts & Materials	1.00	1.00	1.00	1.00	1.00	1.00
FM Lead Parts Clerk	1.00	1.00	1.00	1.00	1.00	1.00
Parts Clerk	1.00	1.00	1.00	1.00	1.00	1.00
Receiving Parts Clerk	1.00	1.00	1.00	1.00	1.00	1.00
Admin Clerk I	1.00	1.00	1.00	1.00	1.00	1.00
<b>Total Full-Time Equivalents (FTEs)</b>	<b>8.00</b>	<b>8.00</b>	<b>9.00</b>	<b>8.00</b>	<b>9.00</b>	<b>8.00</b>

## Purchasing 1900

	Budget FY17	Budget FY18	Var %	Budget FY19	Var %
<b>Personnel Expenses:</b>					
Labor	\$ 421,161	\$ 449,077	6.6%	\$ 460,380	2.5%
Fringe Benefits	\$ 463,709	\$ 466,184	0.5%	\$ 489,538	5.0%
	\$ 884,870	\$ 915,261	3.4%	\$ 949,918	3.8%
<b>Non-Personnel Expenses:</b>					
Services	\$ 1,850	\$ 2,050	10.8%	\$ 2,050	0.0%
Other Materials & Supplies	\$ 2,100	\$ 1,900	-9.5%	\$ 1,800	-5.3%
Misc. Expense	\$ 5,878	\$ 6,008	0.0%	\$ 6,008	0.0%
	\$ 9,828	\$ 9,958	1.3%	\$ 9,858	-1.0%
<b>Total Expenses:</b>	\$ 894,698	\$ 925,219	3.4%	\$ 959,776	3.7%



## Actual Personnel and Non-Personnel Expenses FY07-FY16



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY18 & FY19 OPERATING BUDGET**

Purchasing - 1900

ACCOUNT	Jun-16	Jun-17	% CHANGE	\$ CHANGE	Jun-17	% CHANGE	\$ CHANGE
	BUDGET FY17	BUDGET FY18	BUDG FY17 BUDG FY18	BUDG FY17 BUDG FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19
<b>LABOR</b>							
501011 Bus Operator Pay	-	-	0.0%	-	-	0.0%	-
501013 Bus Operator OT	-	-	0.0%	-	-	0.0%	-
501021 Other Salaries	419,396	447,977	6.8%	28,581	459,252	2.5%	11,275
501023 Other OT	1,765	1,100	-37.7%	(665)	1,128	2.5%	28
<b>Totals</b>	<b>421,161</b>	<b>449,077</b>	<b>6.6%</b>	<b>27,916</b>	<b>460,380</b>	<b>2.5%</b>	<b>11,303</b>
<b>FRINGE BENEFITS</b>							
502011 Medicare/Soc. Sec.	7,595	8,100	6.6%	505	8,304	2.5%	205
502021 Retirement	117,981	132,686	12.5%	14,705	143,468	8.1%	10,782
502031 Medical Ins	187,703	168,106	-10.4%	(19,598)	176,106	4.8%	8,000
502041 Dental Ins	11,111	8,978	-19.2%	(2,133)	9,247	3.0%	269
502045 Vision Ins	2,561	2,638	3.0%	77	2,717	3.0%	79
502051 Life Ins/AD&D	1,044	932	-10.8%	(112)	960	3.0%	28
502060 State Disability Ins (SDI)	4,941	4,899	-0.8%	(42)	5,150	5.1%	251
502061 Long Term Disability Ins	4,007	4,227	5.5%	220	4,393	3.9%	166
502071 State Unemployment Ins (SUI)	1,891	1,400	-26.0%	(491)	1,485	6.1%	85
502081 Worker's Comp Ins	20,059	22,521	12.3%	2,462	23,197	3.0%	676
502101 Holiday Pay	16,063	17,154	6.8%	1,091	17,587	2.5%	433
502103 Floating Holiday	4,935	5,284	7.1%	349	5,548	5.0%	264
502109 Sick Leave	24,094	25,731	6.8%	1,637	26,381	2.5%	650
502111 Annual Leave	53,786	57,336	6.6%	3,550	58,694	2.4%	1,358
502121 Other Paid Absence	3,765	4,020	6.8%	256	4,122	2.5%	102
502251 Phys. Exams	-	-	0.0%	-	-	0.0%	-
502253 Driver Lic Renewal	-	-	0.0%	-	-	0.0%	-
502999 Other Fringe Benefits	2,174	2,172	-0.1%	(1)	2,179	0.3%	7
<b>Totals</b>	<b>463,709</b>	<b>466,184</b>	<b>0.5%</b>	<b>2,475</b>	<b>489,538</b>	<b>5.0%</b>	<b>23,354</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY18 & FY19 OPERATING BUDGET**  
Purchasing - 1900

ACCOUNT	Jun-16	Jun-17	% CHANGE	\$ CHANGE	Jun-17	% CHANGE	\$ CHANGE	Jun-17	% CHANGE
	BUDGET FY17	BUDGET FY18	BUDG FY17 BUDG FY18	BUDG FY17 BUDG FY18	BUDGET FY19	BUDG FY17 BUDG FY18	BUDG FY17 BUDG FY18	BUDGET FY19	BUDG FY17 BUDG FY18
<b>SERVICES</b>									
503011 Acting/Audit Fees	-	-	0.0%	-	-	0.0%	-	-	0.0%
503012 Admin/Bank Fees	-	-	0.0%	-	-	0.0%	-	-	0.0%
503031 Prof/Technical Fees	-	-	0.0%	-	-	0.0%	-	-	0.0%
503032 Legislative Services	-	-	0.0%	-	-	0.0%	-	-	0.0%
503033 Legal Services	-	-	0.0%	-	-	0.0%	-	-	0.0%
503034 Pre-Employment Exams	-	-	0.0%	-	-	0.0%	-	-	0.0%
503041 Temp Help	-	-	0.0%	-	-	0.0%	-	-	0.0%
503161 Custodial Services	-	-	0.0%	-	-	0.0%	-	-	0.0%
503162 Uniforms/Laundry	850	850	0.0%	-	850	0.0%	-	850	0.0%
503171 Security Services	-	-	0.0%	-	-	0.0%	-	-	0.0%
503221 Classified/Legal Ads	1,000	1,200	20.0%	200	1,200	20.0%	200	1,200	20.0%
503222 Legal Ads	-	-	0.0%	-	-	0.0%	-	-	0.0%
503225 Graphic Services	-	-	0.0%	-	-	0.0%	-	-	0.0%
503351 Repair - Bldg & Impr	-	-	0.0%	-	-	0.0%	-	-	0.0%
503352 Repair - Equipment	-	-	0.0%	-	-	0.0%	-	-	0.0%
503353 Repair - Rev Vehicle	-	-	0.0%	-	-	0.0%	-	-	0.0%
503354 Repair - Non Rev Vehicle	-	-	0.0%	-	-	0.0%	-	-	0.0%
503363 Haz Mat Disposal	-	-	0.0%	-	-	0.0%	-	-	0.0%
<b>Totals</b>	<b>1,850</b>	<b>2,050</b>	<b>10.8%</b>	<b>200</b>	<b>2,050</b>	<b>10.8%</b>	<b>200</b>	<b>2,050</b>	<b>0.0%</b>
<b>MOBILE MATERIALS &amp; SUPPLIES</b>									
504011 Fuels & Lubricants - Non Rev Veh	-	-	0.0%	-	-	0.0%	-	-	0.0%
504012 Fuels & Lubricants - Rev Veh	-	-	0.0%	-	-	0.0%	-	-	0.0%
504021 Tires & Tubes	-	-	0.0%	-	-	0.0%	-	-	0.0%
504161 Other Mobile Supplies	-	-	0.0%	-	-	0.0%	-	-	0.0%
504191 Rev Vehicle Parts	-	-	0.0%	-	-	0.0%	-	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY18 & FY19 OPERATING BUDGET**

Purchasing - 1900

ACCOUNT	Jun-16	Jun-17	% CHANGE	\$ CHANGE	Jun-17	% CHANGE	\$ CHANGE	Jun-17	% CHANGE
	BUDGET FY17	BUDGET FY18	BUDG FY17 BUDG FY18	BUDG FY17 BUDG FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY17 BUDG FY18	BUDGET FY19	BUDG FY18 BUDG FY19
<b>OTHER MATERIALS &amp; SUPPLIES</b>									
504205 Freight Out	-	-	0.0%	-	-	0.0%	-	-	0.0%
504211 Postage & Mailing	300	100	-66.7%	(200)	100	0.0%	-	-	0.0%
504214 Promotional Items	-	-	0.0%	-	-	0.0%	-	-	0.0%
504215 Printing	300	300	0.0%	-	200	-33.3%	(100)	-	0.0%
504217 Photo Supp/Process	-	-	0.0%	-	-	0.0%	-	-	0.0%
504311 Office Supplies	1,500	1,500	0.0%	-	1,500	0.0%	-	-	0.0%
504315 Safety Supplies	-	-	0.0%	-	-	0.0%	-	-	0.0%
504317 Cleaning Supplies	-	-	0.0%	-	-	0.0%	-	-	0.0%
504409 Repair/Maint Supplies	-	-	0.0%	-	-	0.0%	-	-	0.0%
504417 Tenant Repairs	-	-	0.0%	-	-	0.0%	-	-	0.0%
504421 Non-Inventory Parts	-	-	0.0%	-	-	0.0%	-	-	0.0%
504511 Small Tools	-	-	0.0%	-	-	0.0%	-	-	0.0%
504515 Employee Tool Replacement	-	-	0.0%	-	-	0.0%	-	-	0.0%
<b>Totals</b>	<b>2,100</b>	<b>1,900</b>	<b>-9.5%</b>	<b>(200)</b>	<b>1,800</b>	<b>-5.3%</b>	<b>(100)</b>		
<b>UTILITIES</b>									
505011 Gas & Electric	-	-	0.0%	-	-	0.0%	-	-	0.0%
505021 Water & Garbage	-	-	0.0%	-	-	0.0%	-	-	0.0%
505031 Telecommunications	-	-	0.0%	-	-	0.0%	-	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>CASUALTY &amp; LIABILITY</b>									
506011 Insurance - Property	-	-	0.0%	-	-	0.0%	-	-	0.0%
506015 Insurance - PL/PD	-	-	0.0%	-	-	0.0%	-	-	0.0%
506021 Insurance - Other	-	-	0.0%	-	-	0.0%	-	-	0.0%
506123 Settlement Costs	-	-	0.0%	-	-	0.0%	-	-	0.0%
506127 Repairs - District Prop	-	-	0.0%	-	-	0.0%	-	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY18 & FY19 OPERATING BUDGET**

Purchasing - 1900

ACCOUNT	Jun-16	Jun-17	% CHANGE	\$ CHANGE	Jun-17	% CHANGE	\$ CHANGE	Jun-17	% CHANGE	\$ CHANGE
	BUDGET FY17	BUDGET FY18	BUDG FY17 BUDG FY18	BUDG FY17 BUDG FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY17 BUDG FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY17 BUDG FY19
<b>TAXES</b>										
507051 Fuel Tax	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
507201 Licenses & Permits	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
507999 Other Taxes	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
<b>PURCHASED TRANS.</b>										
503406 Contract/Paratransit	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
<b>MISC EXPENSE</b>										
509011 Dues/Subscriptions	320	450	40.6%	130	450	0.0%	-	450	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	2,308	2,308	0.0%	-	2,308	0.0%	-	2,308	0.0%	-
509122 BOD Travel	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
509123 Travel	3,250	3,250	0.0%	-	3,250	0.0%	-	3,250	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%	-
509999 Other Misc Expense	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	5,878	6,008	2.2%	130	6,008	0.0%	-	6,008	0.0%	-
<b>LEASES &amp; RENTALS</b>										
512011 Facility Lease	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
512061 Equipment Rental	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
<b>PERSONNEL TOTAL</b>										
	884,870	915,261	3.4%	30,391	949,918	3.8%	-	949,918	3.8%	34,657
<b>NON-PERSONNEL TOTAL</b>										
	9,828	9,958	1.3%	130	9,858	-1.0%	(100)	9,858	-1.0%	(100)
<b>DEPARTMENT TOTALS</b>										
	894,698	925,219	3.4%	30,521	959,776	3.7%	-	959,776	3.7%	34,557

7/7/2017

Purchasing - 1900

**FACILITIES MAINTENANCE DEPARTMENT  
FY17 ACCOMPLISHMENTS AND FY18 OBJECTIVES  
2200**

**MAJOR FUNCTIONS OF THE DEPARTMENT**

The Facilities Maintenance Department provides 24-hour support to Operations and Fleet Maintenance, as well as all other departments as needed. The Facilities Maintenance Department maintains seven (7) transit facilities, three (3) transit centers, one (1) park and ride lot, and approximately 965 bus stops.

Working with City, County and State Agencies; the Facilities Maintenance Department is constantly improving, adapting and establishing Santa Cruz METRO bus stops and facilities. The Facilities Maintenance Department also works with Metro Advisory Committee (MAC), as well as private property owners, to continually improve and maintain Santa Cruz Metro's facilities.

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

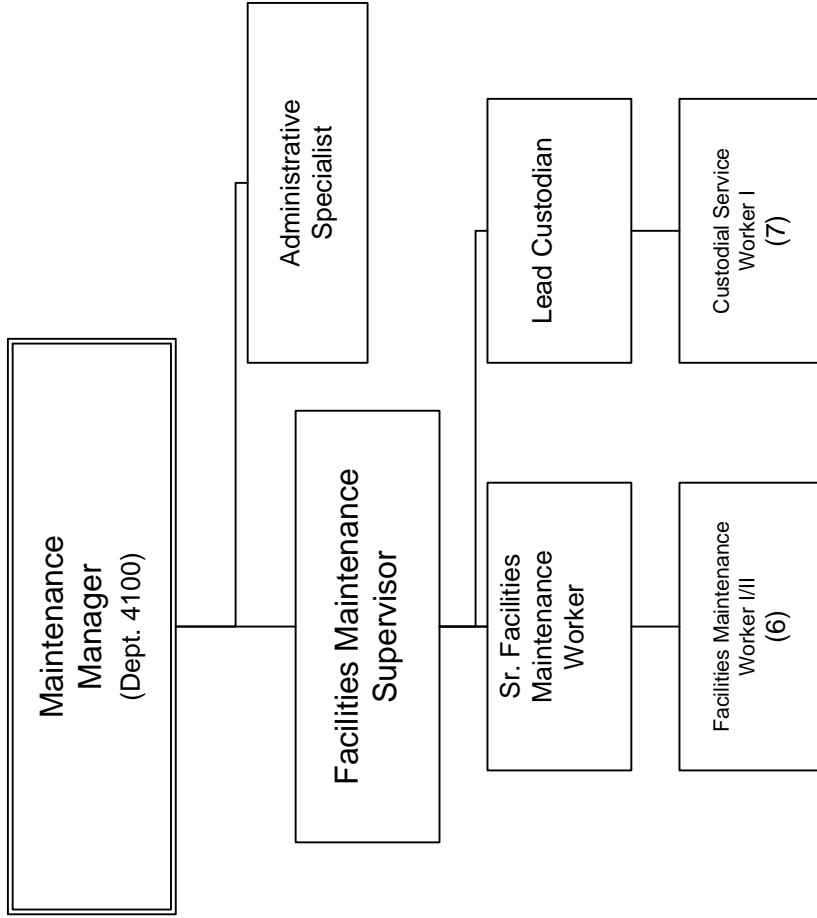
**DEPARTMENT ACCOMPLISHMENTS FOR FY17**

- Completed facilities upgrades funded by FTA 5339 Grants to include complete repaint exterior of Watsonville Transit Center and resealed several asphalt parking lots.
- Completed Slurry Seal on Soquel Parking and Ride, Scotts Valley Transfer Center and Vernon facility parking lots.
- Completed and filed documentation for year two of the outfall at JSK location.
- Remodel women restrooms at Pacific Station
- Assisted with move-in and acquired full facilities and custodial responsibilities for JKS operations building and associated grounds and equipment.
- Prepared for and successfully completed the FTA Triennial audit.
- Preceded with phase 1 of the Transit Asset Management Plan, inventory and inspect and document all Santa Cruz METRO assets as required by MAP 21.
- Restructured custodial worker assignments to specific buildings.
- Added skateboard deterrence to Vernon facility.
- Added New Customer Service Center to Watsonville Transit Center.
- Initiated plans for reconstruction of the customer service center area on the 2<sup>nd</sup> floor of Pacific Station.
- Cleaned and maintained 937 bus stops,
  - Active - 849
  - Inactive - 88

**DEPARTMENT OBJECTIVES FOR FY18**

- Design and install generators at key facilities to maintain business continuity
- Identified facilities are Pacific Station, Vernon, Watsonville, and Scotts Valley
- Design and renovate the call center at Pacific Station
- Continue design of electric bus infrastructure
- Continue working with the Planning Department to standardize bus stop amenities and upgrades.
- Implement new rider based information technologies at all locations throughout Santa Cruz County.
- Continue with further development of the Transit Asset Management Plan, inventory and inspect and documentation of all Santa Cruz METRO assets as required by MAP 21.
- Continue updating facilities work order and equipment database coupled with enhanced Key Performance Indicators (KPI's) reporting.
- Close out facilities upgrades funded by FTA 5339 Grants to include complete and make needed repairs to Pacific Station roof
- Continued to make improvements to the Watsonville Transit Center.
- Continue to seek funding for facilities upgrades and unfunded mandates such as MAP 21 Transit Asset Management Plan.
- Provide staff training and educational programs coupled with defined succession planning to develop employees' skills and promotion possibilities.
- Assist with service changes too include adding, removing and relabeling all bus stops to meet new service requirements.
- Continue to define custodial worker assignments to specific buildings.
- Continue to complete customer service upgrades at Pacific Station.
- Continue to maintain and clean 937 bus stops.

# Facilities Maintenance 2200

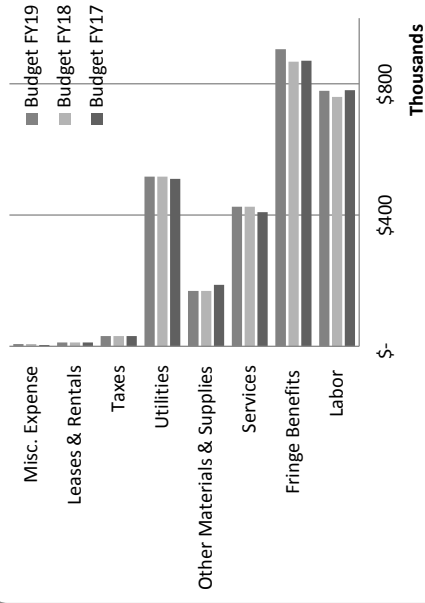


**FY18 & FY19 OPERATING BUDGET**  
**Authorized and Funded Personnel - Full Time Equivalent (FTE)**  
**Facilities Maintenance - 2200**

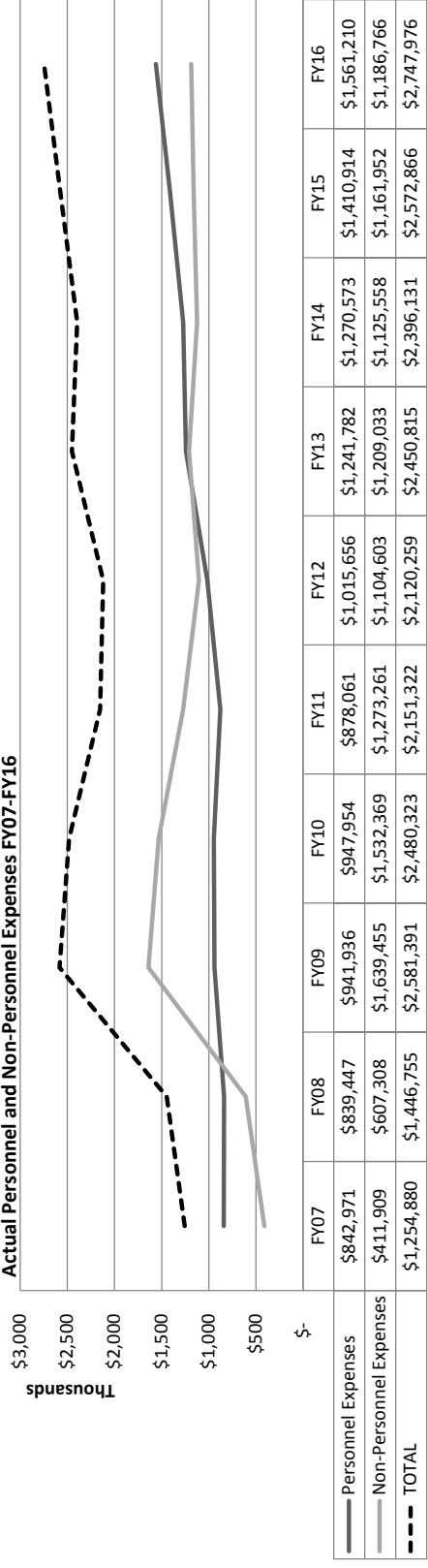
Position Title	Authorized	Funded	Authorized	Funded	Authorized	Funded
	FY 17 June 2016	FY 17 June 2016	FY 18 2017	FY 18 2017	FY 19 2017	FY 19 2017
Facilities Maintenance Manager	1.00	0.00	1.00	0.00	1.00	0.00
Facilities Maintenance Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Sr. Facilities Maint Worker	1.00	1.00	1.00	1.00	1.00	1.00
Admin Specialist	1.00	1.00	1.00	1.00	1.00	1.00
Facilities Maint Worker II	7.00	6.00	7.00	6.00	7.00	6.00
Facilities Maint Worker I	2.00	0.00	2.00	0.00	2.00	0.00
Lead Custodian	1.00	1.00	1.00	1.00	1.00	1.00
Custodial Service Worker I	7.00	7.00	7.00	7.00	7.00	7.00
Administrative Assistant	1.00	0.00	1.00	0.00	1.00	0.00
<b>Total Full-Time Equivalents (FTEs)</b>	<b>22.00</b>	<b>17.00</b>	<b>22.00</b>	<b>17.00</b>	<b>22.00</b>	<b>17.00</b>

## Facilities Maintenance 2200

	Budget FY17	Budget FY18	Var %	Budget FY19	Var %
<b>Personnel Expenses:</b>					
Labor	\$ 780,401	\$ 759,884	-2.6%	\$ 778,155	2.4%
Fringe Benefits	\$ 869,984	\$ 867,537	-0.3%	\$ 904,935	4.3%
	\$ 1,650,385	\$ 1,627,421	-1.4%	\$ 1,683,090	3.4%
<b>Non-Personnel Expenses:</b>					
Services	\$ 408,530	\$ 425,500	4.2%	\$ 425,500	0.0%
Other Materials & Supplies	\$ 187,044	\$ 168,500	-9.9%	\$ 168,500	0.0%
Utilities	\$ 509,648	\$ 517,000	1.4%	\$ 517,000	0.0%
Taxes	\$ 31,196	\$ 30,500	-2.2%	\$ 30,500	0.0%
Leases & Rentals	\$ 11,125	\$ 11,125	0.0%	\$ 11,125	0.0%
Misc. Expense	\$ 3,500	\$ 6,900	100.0%	\$ 6,900	0.0%
	\$ 1,151,043	\$ 1,159,525	0.7%	\$ 1,159,525	0.0%
<b>Total Expenses:</b>	<b>\$ 2,801,428</b>	<b>\$ 2,786,946</b>	<b>-0.5%</b>	<b>\$ 2,842,615</b>	<b>2.0%</b>



Actual Personnel and Non-Personnel Expenses FY07-FY16



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY18 & FY19 OPERATING BUDGET**

Facilities Maintenance - 2200

ACCOUNT	Jun-16	Jun-17	% CHANGE	\$ CHANGE	Jun-17	% CHANGE	\$ CHANGE
	BUDGET FY17	BUDGET FY18	BUDG FY17 BUDG FY18	BUDG FY17 BUDG FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19
<b>LABOR</b>							
501011 Bus Operator Pay	-	-	0.0%	-	-	0.0%	-
501013 Bus Operator OT	-	-	0.0%	-	-	0.0%	-
501021 Other Salaries	739,949	719,432	-2.8%	(20,517)	736,731	2.4%	17,298
501023 Other OT	40,452	40,452	0.0%	0	41,425	2.4%	973
<b>Totals</b>	<b>780,401</b>	<b>759,884</b>	<b>-2.6%</b>	<b>(20,516)</b>	<b>778,155</b>	<b>2.4%</b>	<b>18,271</b>
<b>FRINGE BENEFITS</b>							
502011 Medicare/Soc. Sec.	13,478	13,443	-0.3%	(35)	13,764	2.4%	321
502021 Retirement	200,922	211,021	5.0%	10,099	227,862	8.0%	16,841
502031 Medical Ins	393,079	376,712	-4.2%	(16,368)	389,660	3.4%	12,948
502041 Dental Ins	26,012	25,004	-3.9%	(1,007)	25,754	3.0%	750
502045 Vision Ins	5,442	5,606	3.0%	164	5,774	3.0%	168
502051 Life Ins/AD&D	1,992	1,761	-11.6%	(231)	1,814	3.0%	53
502060 State Disability Ins (SDI)	8,875	8,344	-6.0%	(531)	8,799	5.5%	456
502061 Long Term Disability Ins	6,984	7,133	2.1%	149	7,486	5.0%	353
502071 State Unemployment Ins (SUI)	4,018	2,975	-26.0%	(1,043)	3,156	6.1%	181
502081 Worker's Comp Ins	42,625	47,857	12.3%	5,232	49,293	3.0%	1,436
502101 Holiday Pay	27,355	27,281	-0.3%	(74)	27,933	2.4%	652
502103 Floating Holiday	-	-	0.0%	-	-	0.0%	-
502109 Sick Leave	41,032	40,922	-0.3%	(110)	41,899	2.4%	977
502111 Annual Leave	91,286	92,612	1.5%	1,326	94,707	2.3%	2,095
502121 Other Paid Absence	6,411	6,394	-0.3%	(17)	6,547	2.4%	153
502251 Phys. Exams	-	-	0.0%	-	-	0.0%	-
502253 Driver Lic Renewal	-	-	0.0%	-	-	0.0%	-
502999 Other Fringe Benefits	474	473	-0.2%	(1)	487	3.0%	14
<b>Totals</b>	<b>869,984</b>	<b>867,537</b>	<b>-0.3%</b>	<b>(2,447)</b>	<b>904,935</b>	<b>4.3%</b>	<b>37,398</b>



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY18 & FY19 OPERATING BUDGET**  
 Facilities Maintenance - 2200

ACCOUNT	Jun-16	Jun-17	% CHANGE	\$ CHANGE	Jun-17	% CHANGE	\$ CHANGE	Jun-17	% CHANGE
	BUDGET FY17	BUDGET FY18	BUDG FY17 BUDG FY18	BUDG FY17 BUDG FY18	BUDGET FY19	BUDG FY17 BUDG FY18	BUDG FY17 BUDG FY18	BUDGET FY19	BUDG FY17 BUDG FY18
<b>SERVICES</b>									
503011 Acting/Audit Fees	-	-	0.0%	-	-	0.0%	-	-	0.0%
503012 Admin/Bank Fees	-	-	0.0%	-	-	0.0%	-	-	0.0%
503031 Prof/Technical Fees	21,354	25,000	17.1%	3,646	25,000	0.0%	-	-	0.0%
503032 Legislative Services	-	-	0.0%	-	-	0.0%	-	-	0.0%
503033 Legal Services	-	-	0.0%	-	-	0.0%	-	-	0.0%
503034 Pre-Employment Exams	-	-	0.0%	-	-	0.0%	-	-	0.0%
503041 Temp Help	-	-	0.0%	-	-	0.0%	-	-	0.0%
503161 Custodial Services	5,468	7,000	28.0%	1,532	7,000	0.0%	-	-	0.0%
503162 Uniforms/Laundry	4,330	4,500	3.9%	170	4,500	0.0%	-	-	0.0%
503171 Security Services	9,490	10,600	11.7%	1,110	10,600	0.0%	-	-	0.0%
503221 Classified/Legal Ads	-	-	0.0%	-	-	0.0%	-	-	0.0%
503222 Legal Ads	-	-	0.0%	-	-	0.0%	-	-	0.0%
503225 Graphic Services	-	-	0.0%	-	-	0.0%	-	-	0.0%
503351 Repair - Bldg & Impr	48,590	50,000	2.9%	1,410	50,000	0.0%	-	-	0.0%
503352 Repair - Equipment	278,846	280,000	0.4%	1,154	280,000	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	40,452	48,400	19.6%	7,948	48,400	0.0%	-	-	0.0%
<b>Totals</b>	<b>408,530</b>	<b>425,500</b>	<b>4.2%</b>	<b>16,970</b>	<b>425,500</b>	<b>0.0%</b>	<b>-</b>	<b>425,500</b>	<b>0.0%</b>
<b>MOBILE MATERIALS &amp; SUPPLIES</b>									
504011 Fuels & Lubricants - Non Rev Veh	-	-	0.0%	-	-	0.0%	-	-	0.0%
504012 Fuels & Lubricants - Rev Veh	-	-	0.0%	-	-	0.0%	-	-	0.0%
504021 Tires & Tubes	-	-	0.0%	-	-	0.0%	-	-	0.0%
504161 Other Mobile Supplies	-	-	0.0%	-	-	0.0%	-	-	0.0%
504191 Rev Vehicle Parts	-	-	0.0%	-	-	0.0%	-	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY18 & FY19 OPERATING BUDGET**  
 Facilities Maintenance - 2200

ACCOUNT	Jun-16	Jun-17	% CHANGE	\$ CHANGE	Jun-17	% CHANGE	\$ CHANGE	Jun-17	% CHANGE
	BUDGET FY17	BUDGET FY18	BUDG FY17 BUDG FY18	BUDG FY17 BUDG FY18	BUDGET FY19	BUDG FY17 BUDG FY18	BUDG FY17 BUDG FY18	BUDGET FY19	BUDG FY17 BUDG FY18
<b>OTHER MATERIALS &amp; SUPPLIES</b>									
504205 Freight Out	-	-	0.0%	-	-	0.0%	-	-	0.0%
504211 Postage & Mailing	-	-	0.0%	-	-	0.0%	-	-	0.0%
504214 Promotional Items	-	-	0.0%	-	-	0.0%	-	-	0.0%
504215 Printing	6,005	-	-100.0%	(6,005)	-	0.0%	-	-	0.0%
504217 Photo Supp/Process	-	-	0.0%	-	-	0.0%	-	-	0.0%
504311 Office Supplies	2,000	2,000	0.0%	-	2,000	0.0%	-	2,000	0.0%
504315 Safety Supplies	6,220	6,000	-3.5%	(220)	6,000	0.0%	-	6,000	0.0%
504317 Cleaning Supplies	47,600	38,000	-20.2%	(9,600)	38,000	0.0%	-	38,000	0.0%
504409 Repair/Maint Supplies	114,983	110,500	-3.9%	(4,483)	110,500	0.0%	-	110,500	0.0%
504417 Tenant Repairs	9,000	9,000	0.0%	-	9,000	0.0%	-	9,000	0.0%
504421 Non-Inventory Parts	-	-	0.0%	-	-	0.0%	-	-	0.0%
504511 Small Tools	1,236	3,000	142.7%	1,764	3,000	0.0%	-	3,000	0.0%
504515 Employee Tool Replacement	-	-	0.0%	-	-	0.0%	-	-	0.0%
<b>Totals</b>	<b>187,044</b>	<b>168,500</b>	<b>-9.9%</b>	<b>(18,544)</b>	<b>168,500</b>	<b>0.0%</b>	<b>-</b>	<b>168,500</b>	<b>0.0%</b>
<b>UTILITIES</b>									
505011 Gas & Electric	285,000	292,000	2.5%	7,000	292,000	0.0%	-	292,000	0.0%
505021 Water & Garbage	140,840	141,000	0.1%	160	141,000	0.0%	-	141,000	0.0%
505031 Telecommunications	83,808	84,000	0.2%	192	84,000	0.0%	-	84,000	0.0%
<b>Totals</b>	<b>509,648</b>	<b>517,000</b>	<b>1.4%</b>	<b>7,352</b>	<b>517,000</b>	<b>0.0%</b>	<b>-</b>	<b>517,000</b>	<b>0.0%</b>
<b>CASUALTY &amp; LIABILITY</b>									
506011 Insurance - Property	-	-	0.0%	-	-	0.0%	-	-	0.0%
506015 Insurance - PL/PD	-	-	0.0%	-	-	0.0%	-	-	0.0%
506021 Insurance - Other	-	-	0.0%	-	-	0.0%	-	-	0.0%
506123 Settlement Costs	-	-	0.0%	-	-	0.0%	-	-	0.0%
506127 Repairs - District Prop	-	-	0.0%	-	-	0.0%	-	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY18 & FY19 OPERATING BUDGET**  
 Facilities Maintenance - 2200

ACCOUNT	Jun-16	Jun-17	% CHANGE	\$ CHANGE	Jun-17	% CHANGE	\$ CHANGE	Jun-17	% CHANGE
	BUDGET FY17	BUDGET FY18	BUDG FY17 BUDG FY18	BUDG FY17 BUDG FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY17 BUDG FY18	BUDGET FY19	BUDG FY18 BUDG FY19
<b>TAXES</b>									
507051 Fuel Tax	-	-	0.0%	-	-	-	0.0%	-	0.0%
507201 Licenses & Permits	16,796	16,100	-4.1%	(696)	16,100	-	0.0%	-	0.0%
507999 Other Taxes	14,400	14,400	0.0%	-	14,400	-	0.0%	-	0.0%
<b>Totals</b>	<b>31,196</b>	<b>30,500</b>	<b>-2.2%</b>	<b>(696)</b>	<b>30,500</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>PURCHASED TRANS.</b>									
503406 Contract/Paratransit	-	-	0.0%	-	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>MISC EXPENSE</b>									
509011 Dues/Subscriptions	-	-	0.0%	-	-	-	0.0%	-	0.0%
509081 Advertising - District Promo	-	-	0.0%	-	-	-	0.0%	-	0.0%
509101 Employee Incentive Program	-	-	0.0%	-	-	-	0.0%	-	0.0%
509121 Employee Training	3,000	6,500	116.7%	3,500	6,500	-	0.0%	-	0.0%
509122 BOD Travel	-	-	0.0%	-	-	-	0.0%	-	0.0%
509123 Travel	500	400	-20.0%	(100)	400	-	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%
509999 Other Misc Expense	-	-	0.0%	-	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>3,500</b>	<b>6,900</b>	<b>97.1%</b>	<b>3,400</b>	<b>6,900</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>LEASES &amp; RENTALS</b>									
512011 Facility Lease	5,000	5,000	0.0%	-	5,000	-	0.0%	-	0.0%
512061 Equipment Rental	6,125	6,125	0.0%	-	6,125	-	0.0%	-	0.0%
<b>Totals</b>	<b>11,125</b>	<b>11,125</b>	<b>0.0%</b>	<b>-</b>	<b>11,125</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>PERSONNEL TOTAL</b>									
	1,650,385	1,627,421	-1.4%	(22,964)	1,683,090	-	3.4%	55,669	-
<b>NON-PERSONNEL TOTAL</b>									
	1,151,043	1,159,525	0.7%	8,482	1,159,525	-	0.0%	-	-
<b>DEPARTMENT TOTALS</b>	<b>2,801,428</b>	<b>2,786,946</b>	<b>-0.5%</b>	<b>(14,482)</b>	<b>2,842,615</b>	<b>-</b>	<b>2.0%</b>	<b>55,669</b>	<b>-</b>



**PARATRANSIT DEPARTMENT  
FY17 ACCOMPLISHMENTS AND FY18 OBJECTIVES  
3100**

**MAJOR FUNCTIONS OF THE DEPARTMENT**

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

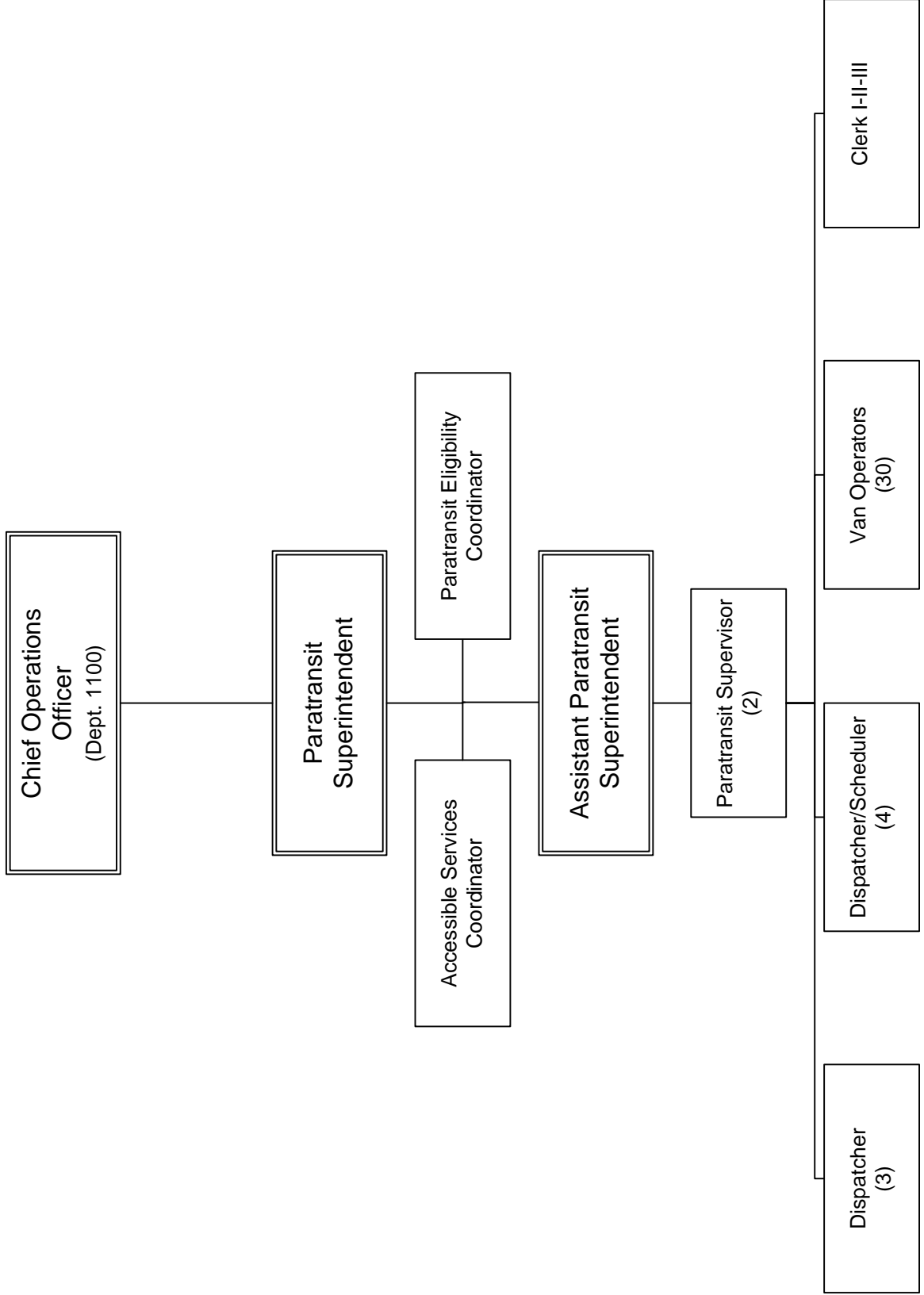
**DEPARTMENT ACCOMPLISHMENTS FOR FY17**

- Obtained stakeholder input, and revised ParaCruz Policy & Procedures.
- Performed intensive outreach to ParaCruz client base clarifying changes to service provided
- Provided extensive training for Operators regarding service changes; effect on clients; customer service; alternatives available for clients.
- Continued scheduled replacement of Paratransit Cutaway Vehicles by obtaining funding and placing vehicle order (pending Board Approval) for 15 new Paratransit Vehicles; 12 Paratransit Vans and 3 Paratransit Cutaways.
- Provided Management and Paratransit Supervisors with training relative to Paratransit Services to enhance service performance and customer satisfaction.
- Enhanced ParaCruz Operator performance by providing yearly Paratransit Operator Training.
- Increased the number of Paratransit Operators
- Enhanced ParaCruz Staff performance by providing yearly Paratransit Staff Training.
- Established a dedicated location for boarding and alighting Paratransit riders that is more conducive to the Watsonville Transit Center
- Preliminary Supervisor Training completed for ParaCruz Supervisors
- Transition of all Paratransit vehicles to 2-way radio system, eliminating need for "Push to Talk" system.
- Expanded fueling locations to make fueling of Paratransit vehicles more convenient and cost effective.
- Completed UTU Reservationist to SEIU CSR in Customer Service  
Productive meeting with MST and SLORTA as networking and informational exchange
- No layoffs to Operator ranks
- No further reduction in Paratransit services
- Delivered 95K safe trips

**DEPARTMENT OBJECTIVES FOR FY18**

- 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 Paratransit Operator Training.
- Enhance ParaCruz Staff performance by providing yearly Paratransit Staff Training.
- Continuation of ParaCruz Supervisor Training - Advanced Courses.
- Continue search of new site location for ParaCruz

# Paratransit 3100



See Budget for details

**FY18 & FY19 OPERATING BUDGET**  
**Authorized and Funded Personnel - Full Time Equivalent (FTE)**  
**Paratransit - 3100**

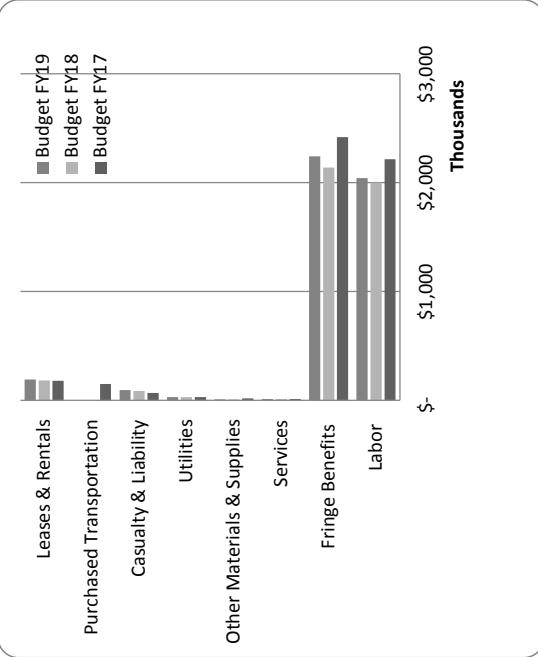
Position Title	Authorized	Funded	Authorized	Funded	Authorized	Funded
	FY 17 June 2016	FY 17 June 2016	FY 18 2017	FY 18 2017	FY 19 2017	FY 19 2017
Paratransit Superintendent	1.00	1.00	1.00	1.00	1.00	1.00
Assistant Paratransit Superintendent	1.00	1.00	1.00	1.00	1.00	1.00
Accessible Services Coordinator	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	4.00	4.00	4.00	4.00	4.00	4.00
Dispatcher	5.00	3.00	5.00	3.00	5.00	3.00
Clerk I-II-III	2.00	1.00	2.00	1.00	2.00	1.00
Van Operator	34.00	29.00	34.00	30.00	34.00	30.00
* Reservationist	7.00	6.00	0.00	0.00	0.00	0.00
Paratransit Supervisor	2.00	2.00	2.00	2.00	2.00	2.00
<b>Total Full-Time Equivalents (FTEs)</b>	<b>60.00</b>	<b>49.00</b>	<b>53.00</b>	<b>44.00</b>	<b>53.00</b>	<b>44.00</b>

\* 7 Authorized and 6 Funded Reservationist positions were transferred from Paratransit to Customer Service and converted to CSRs in FY17.

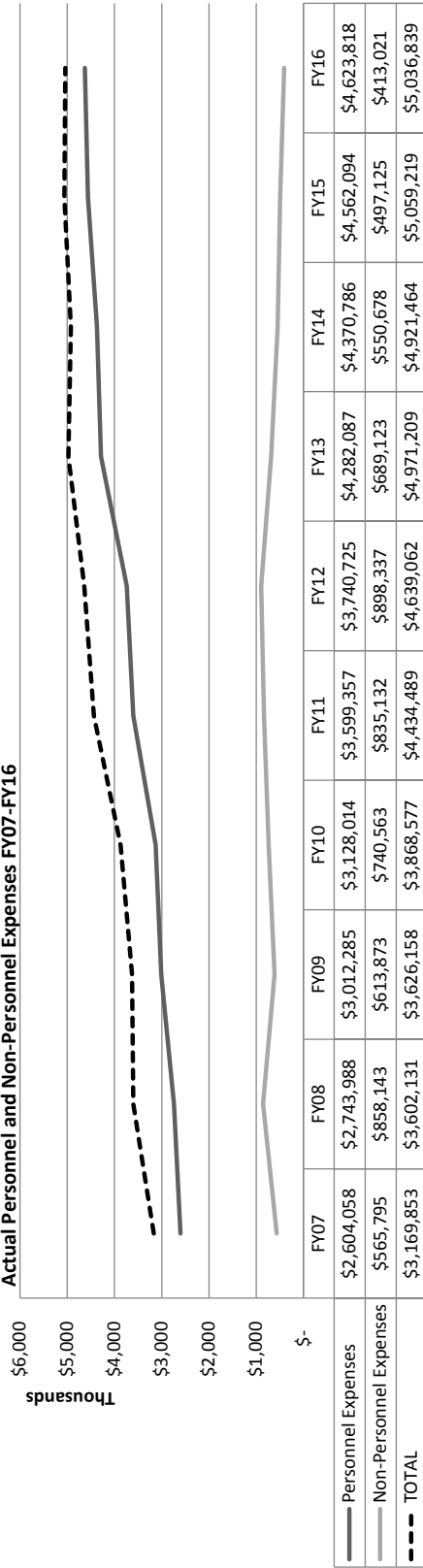


## Paratransit 3100

	Budget FY17	Budget FY18	Var %	Budget FY19	Var %
<b>Personnel Expenses:</b>					
Labor	\$ 2,215,576	\$ 1,998,784	-9.8%	\$ 2,041,384	2.1%
Fringe Benefits	\$ 2,416,667	\$ 2,139,096	-11.5%	\$ 2,242,637	4.8%
	\$ 4,632,244	\$ 4,137,880	-10.7%	\$ 4,284,021	3.5%
<b>Non-Personnel Expenses:</b>					
Services	\$ 10,974	\$ 11,300	3.0%	\$ 11,300	0.0%
Other Materials & Supplies	\$ 15,520	\$ 8,720	-43.8%	\$ 8,720	0.0%
Utilities	\$ 28,000	\$ 28,000	0.0%	\$ 28,000	0.0%
Casualty & Liability	\$ 66,302	\$ 85,270	28.6%	\$ 93,797	10.0%
Purchased Transportation	\$ 150,000	\$ -	-100.0%	\$ -	0.0%
Leases & Rentals	\$ 177,694	\$ 183,044	3.0%	\$ 189,044	3.3%
Misc. Expense	\$ 7,625	\$ 7,625	100.0%	\$ 7,625	0.0%
	\$ 456,115	\$ 323,959	-29.0%	\$ 338,486	4.5%
<b>Total Expenses:</b>	\$ 5,088,359	\$ 4,461,839	-12.3%	\$ 4,622,507	3.6%



## Actual Personnel and Non-Personnel Expenses FY07-FY16



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY18 & FY19 OPERATING BUDGET**

Paratransit - 3100

ACCOUNT	Jun-16	Jun-17	% CHANGE	\$ CHANGE	Jun-17	% CHANGE	\$ CHANGE
	BUDGET FY17	BUDGET FY18	BUDG FY17 BUDG FY18	BUDG FY17 BUDG FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19
<b>LABOR</b>							
501011 Bus Operator Pay	1,068,545	1,050,570	-1.7%	(17,975)	1,082,441	3.0%	31,871
501013 Bus Operator OT	152,819	225,000	47.2%	72,181	231,826	3.0%	6,826
501021 Other Salaries	914,765	666,118	-27.2%	(248,646)	669,714	0.5%	3,595
501023 Other OT	79,448	57,095	-28.1%	(22,353)	57,404	0.5%	308
<b>Totals</b>	<b>2,215,576</b>	<b>1,998,784</b>	<b>-9.8%</b>	<b>(216,793)</b>	<b>2,041,384</b>	<b>2.1%</b>	<b>42,600</b>
<b>FRINGE BENEFITS</b>							
502011 Medicare/Soc. Sec.	37,887	34,290	-9.5%	(3,597)	34,986	2.0%	696
502021 Retirement	538,020	495,693	-7.9%	(42,327)	533,028	7.5%	37,335
502031 Medical Ins	1,159,172	996,758	-14.0%	(162,414)	1,048,701	5.2%	51,943
502041 Dental Ins	60,925	52,618	-13.6%	(8,307)	54,197	3.0%	1,579
502045 Vision Ins	16,007	14,510	-9.4%	(1,497)	14,945	3.0%	435
502051 Life Ins/AD&D	6,014	4,764	-20.8%	(1,249)	4,907	3.0%	143
502060 State Disability Ins (SDI)	24,909	21,230	-14.8%	(3,679)	22,342	5.2%	1,113
502061 Long Term Disability Ins	16,417	15,058	-8.3%	(1,358)	15,814	5.0%	755
502071 State Unemployment Ins (SUI)	11,860	7,700	-35.1%	(4,160)	8,169	6.1%	469
502081 Worker's Comp Ins	121,607	121,050	-0.5%	(557)	124,681	3.0%	3,631
502101 Holiday Pay	72,289	63,556	-12.1%	(8,732)	64,814	2.0%	1,258
502103 Floating Holiday	8,161	8,509	4.3%	348	8,509	0.0%	-
502109 Sick Leave	112,276	98,644	-12.1%	(13,632)	100,609	2.0%	1,965
502111 Annual Leave	204,648	180,452	-11.8%	(24,196)	182,340	1.0%	1,889
502121 Other Paid Absence	16,938	14,896	-12.1%	(2,042)	15,191	2.0%	295
502251 Phys. Exams	3,183	3,183	0.0%	-	3,183	0.0%	-
502253 Driver Lic Renewal	1,061	1,061	0.0%	-	1,061	0.0%	-
502999 Other Fringe Benefits	5,293	5,124	-3.2%	(169)	5,160	0.7%	37
<b>Totals</b>	<b>2,416,667</b>	<b>2,139,096</b>	<b>-11.5%</b>	<b>(277,571)</b>	<b>2,242,637</b>	<b>4.8%</b>	<b>103,541</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY18 & FY19 OPERATING BUDGET**

Paratransit - 3100

ACCOUNT	Jun-16	Jun-17	% CHANGE	\$ CHANGE	Jun-17	% CHANGE	\$ CHANGE
	BUDGET FY17	BUDGET FY18	BUDG FY17 BUDG FY18	BUDG FY17 BUDG FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19
<b>SERVICES</b>							
503011 Acting/Audit Fees	-	-	0.0%	-	-	0.0%	-
503012 Admin/Bank Fees	-	-	0.0%	-	-	0.0%	-
503031 Prof/Technical Fees	3,474	3,500	0.7%	26	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	-	-	0.0%	-	-	0.0%	-
503161 Custodial Services	1,000	1,300	30.0%	300	1,300	0.0%	-
503162 Uniforms/Laundry	1,000	1,000	0.0%	-	1,000	0.0%	-
503171 Security Services	-	-	0.0%	-	-	0.0%	-
503221 Classified/Legal Ads	-	-	0.0%	-	-	0.0%	-
503222 Legal Ads	-	-	0.0%	-	-	0.0%	-
503225 Graphic Services	-	-	0.0%	-	-	0.0%	-
503351 Repair - Bldg & Impr	-	-	0.0%	-	-	0.0%	-
503352 Repair - Equipment	4,000	4,000	0.0%	-	4,000	0.0%	-
503353 Repair - Rev Vehicle	1,500	1,500	0.0%	-	1,500	0.0%	-
503354 Repair - Non Rev Vehicle	-	-	0.0%	-	-	0.0%	-
503363 Haz Mat Disposal	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	<b>10,974</b>	<b>11,300</b>	<b>3.0%</b>	<b>326</b>	<b>11,300</b>	<b>0.0%</b>	<b>-</b>
<b>MOBILE MATERIALS &amp; SUPPLIES</b>							
504011 Fuels & Lubricants - Non Rev Veh	-	-	0.0%	-	-	0.0%	-
504012 Fuels & Lubricants - Rev Veh	-	-	0.0%	-	-	0.0%	-
504021 Tires & Tubes	-	-	0.0%	-	-	0.0%	-
504161 Other Mobile Supplies	-	-	0.0%	-	-	0.0%	-
504191 Rev Vehicle Parts	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY18 & FY19 OPERATING BUDGET**

Paratransit - 3100

ACCOUNT	Jun-16	Jun-17	% CHANGE	\$ CHANGE	Jun-17	% CHANGE	\$ CHANGE
	BUDGET FY17	BUDGET FY18	BUDG FY17 BUDG FY18	BUDG FY17 BUDG FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19
<b>OTHER MATERIALS &amp; SUPPLIES</b>							
504205 Freight Out	-	-	0.0%	-	-	0.0%	-
504211 Postage & Mailing	5,000	2,700	-46.0%	(2,300)	2,700	0.0%	-
504214 Promotional Items	200	200	0.0%	-	200	0.0%	-
504215 Printing	3,200	3,200	0.0%	-	3,200	0.0%	-
504217 Photo Supp/Process	1,000	-	-100.0%	(1,000)	-	0.0%	-
504311 Office Supplies	5,500	2,500	-54.5%	(3,000)	2,500	0.0%	-
504315 Safety Supplies	120	120	0.0%	-	120	0.0%	-
504317 Cleaning Supplies	500	-	-100.0%	(500)	-	0.0%	-
504409 Repair/Maint Supplies	-	-	0.0%	-	-	0.0%	-
504417 Tenant Repairs	-	-	0.0%	-	-	0.0%	-
504421 Non-Inventory Parts	-	-	0.0%	-	-	0.0%	-
504511 Small Tools	-	-	0.0%	-	-	0.0%	-
504515 Employee Tool Replacement	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	<b>15,520</b>	<b>8,720</b>	<b>-43.8%</b>	<b>(6,800)</b>	<b>8,720</b>	<b>0.0%</b>	<b>-</b>
<b>UTILITIES</b>							
505011 Gas & Electric	12,000	12,000	0.0%	-	12,000	0.0%	-
505021 Water & Garbage	6,400	6,400	0.0%	-	6,400	0.0%	-
505031 Telecommunications	9,600	9,600	0.0%	-	9,600	0.0%	-
<b>Totals</b>	<b>28,000</b>	<b>28,000</b>	<b>0.0%</b>	<b>-</b>	<b>28,000</b>	<b>0.0%</b>	<b>-</b>
<b>CASUALTY &amp; LIABILITY</b>							
506011 Insurance - Property	167	-	-100.0%	(167)	-	0.0%	-
506015 Insurance - PL/PD	66,135	85,270	28.9%	19,135	93,797	10.0%	8,527
506021 Insurance - Other	-	-	0.0%	-	-	0.0%	-
506123 Settlement Costs	-	-	0.0%	-	-	0.0%	-
506127 Repairs - District Prop	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	<b>66,302</b>	<b>85,270</b>	<b>28.6%</b>	<b>18,968</b>	<b>93,797</b>	<b>10.0%</b>	<b>8,527</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY18 & FY19 OPERATING BUDGET**  
 Paratransit - 3100

ACCOUNT	Jun-16	Jun-17	% CHANGE	\$ CHANGE	Jun-17	% CHANGE	\$ CHANGE
	BUDGET FY17	BUDGET FY18	BUDG FY17 BUDG FY18	BUDG FY17 BUDG FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19
<b>TAXES</b>							
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%	-
<b>PURCHASED TRANS.</b>							
503406 Contract/Paratransit	150,000	-	-100.0%	(150,000)	-	0.0%	-
Totals	150,000	-	-100.0%	(150,000)	-	0.0%	-
<b>MISC EXPENSE</b>							
509011 Dues/Subscriptions	-	-	0.0%	-	-	0.0%	-
509081 Advertising - District Promo	-	-	0.0%	-	-	0.0%	-
509101 Employee Incentive Program	-	-	0.0%	-	-	0.0%	-
509121 Employee Training	2,700	2,700	0.0%	-	2,700	0.0%	-
509122 BOD Travel	-	-	0.0%	-	-	0.0%	-
509123 Travel	4,925	4,925	0.0%	-	4,925	0.0%	-
509125 Local Meeting Expense	-	-	0.0%	-	-	0.0%	-
509127 Board Director Fees	-	-	0.0%	-	-	0.0%	-
509150 Contributions	-	-	0.0%	-	-	0.0%	-
509198 Cash Over/Short	-	-	0.0%	-	-	0.0%	-
509999 Other Misc Expense	-	-	0.0%	-	-	0.0%	-
Totals	7,625	7,625	0.0%	-	7,625	0.0%	-
<b>LEASES &amp; RENTALS</b>							
512011 Facility Lease	173,650	179,000	3.1%	5,350	185,000	3.4%	6,000
512061 Equipment Rental	4,044	4,044	0.0%	-	4,044	0.0%	-
Totals	177,694	183,044	3.0%	5,350	189,044	3.3%	6,000
<b>PERSONNEL TOTAL</b>							
	4,632,244	4,137,880	-10.7%	(494,364)	4,284,021	3.5%	146,141
<b>NON-PERSONNEL TOTAL</b>							
	456,115	323,959	-29.0%	(132,156)	338,486	4.5%	14,527
<b>DEPARTMENT TOTALS</b>							
	5,088,359	4,461,839	-12.3%	(626,520)	4,622,507	3.6%	160,668

7/7/2017  
 Paratransit - 3100



**OPERATIONS DEPARTMENT**  
**FY17 ACCOMPLISHMENTS AND FY18 OBJECTIVES**  
**3200**

**MAJOR FUNCTIONS OF THE DEPARTMENT**

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

**DEPARTMENT ACCOMPLISHMENTS FOR FY17**

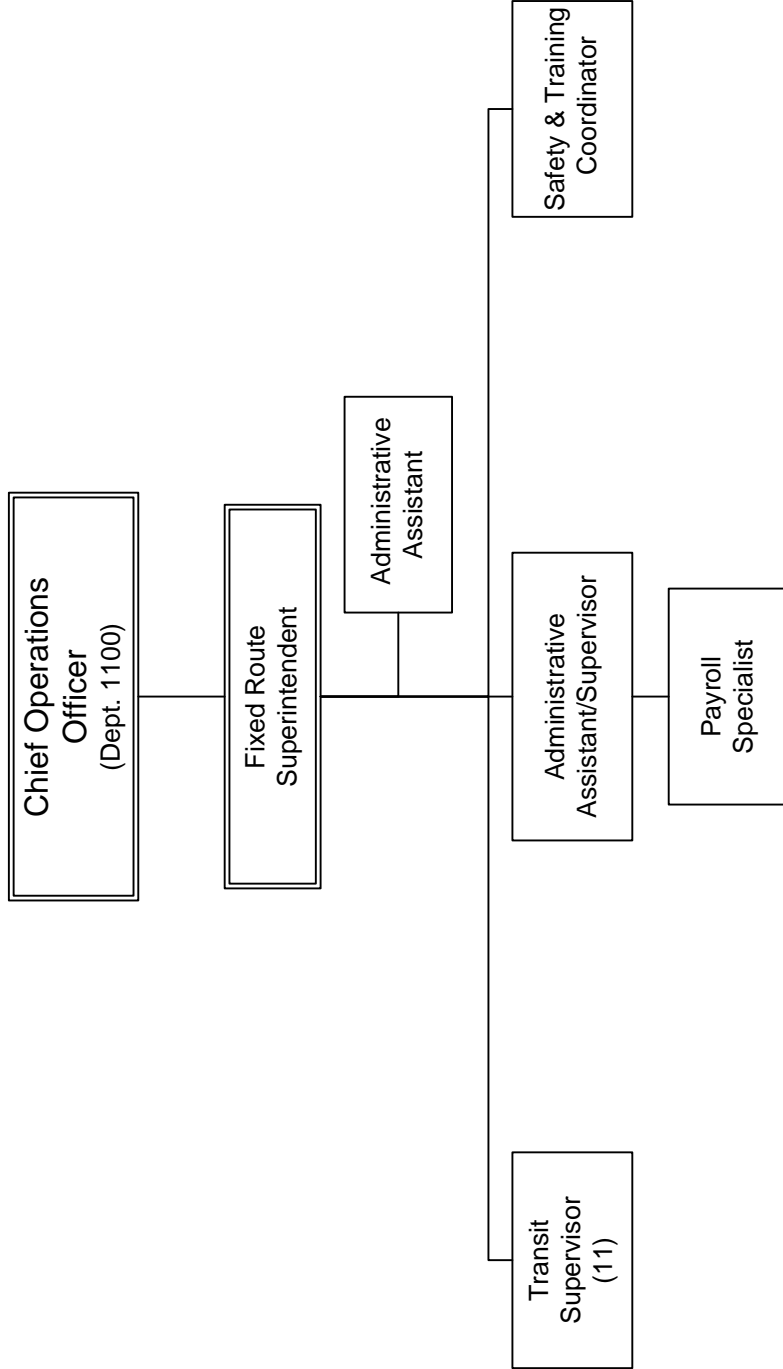
- Completed 2-way radio installation of fixed route and Paratransit radios switching from Analogue to Digital system in compliance with FCC mandatory narrow band program
- Hired and successfully completed training of seven Operator Trainees
- Hired and successfully completed training of four Transit Supervisors
- Successful installation and full operation of JKS communications tower
- Installation of communications Logger and remote access for Operations and ParaCruz
- Successful installation of 48 hour Emergency Battery Back-up for Kite Hill Radio Repeater site.
- Complete installation of Land Mobile Radio system recording and antenna upgrades and closure of project
- Three supervisors completed eight month Supervisor Course provided through Cabrillo College
- Successful completion of CHP audit meeting all areas of Commercial Motor Carrier compliance
- Successful completion of Federal Transportation Administration Triennial audit
- Fixed Route Operator Certification completed on new Paratransit vehicles for use in the event of an emergency affecting Fixed Route service delivery
- GovDelivery alert system training provided to Supervisors with successful implementation of alerts affecting Santa Cruz METRO routes or service delivery
- Provided developmental training for four new Transit Supervisors in various areas critical to Effective Transit Supervision; Accident Investigation Conflict Resolution, Employee Performance Monitoring and Evaluation, and Vehicle Transit Training.
- Instituted Operator Commendation Certificate issued whenever an act or compliment is reported by a rider toward an Operator's performance
- Established County/Santa Cruz METRO agreement for bus service to Warming Centers
- Bus Transport completed for Leadership Santa Cruz County
- Productive meeting with Monterey Salinas Transit (MST) and San Luis Obispo Regional Transit Authority (SLORTA) as networking and informational exchange
- Ticket Vending Machine (TVM) Firmware and Upgrades completed
- Successful reduction in service addressing Structural Deficit
- Promotion of Payroll Specialist to Administrative Assistant Supervisor
- Successful incentivized reduction in Operators and other labor resources
- No layoffs to Operator ranks

**DEPARTMENT OBJECTIVES FOR FY18**

- Resume attendance by Safety and Training Coordinator to the Highway 17 Task Force
- Resume participation in the Emergency Management Council
- Involve Safety and Training Coordinator in Leadership Santa Cruz County
- Hire additional ten Operator trainees
- Begin succession plan for Safety and Training Coordinator position
- Provide Train the Trainer Certification for succession candidate in Safety and Training Coordinator position
- Purchase of a new Supervisor Vehicle
- Complete revision of Operator Handbook
- Continue successful compliance of California Transit Insurance Pool Safety Security Prevention Program becoming eligible for specialized training
- Continue expanded review of Operator performance monitoring to ensure quality service is being provided to the community in compliance with Safety Security Prevention Program
- Operator refresher training in Customer Service with emphasis on professionalism, courteousness, and friendliness at all times and with all persons
- Implement processes necessary to achieve stakeholder input, and complete revision of the Operator Handbooks for Fixed-Route personnel.
- Continue providing developmental training for new and experienced Supervisors in various areas critical to Effective Transit Supervision; Accident Investigation Conflict Resolution, Employee Performance Monitoring and Evaluation, and Vehicle Transit Training.
- Continue training, development, and certification of supervisory staff in Standard Emergency Management System (SEMS), National Incident Management System (NIMS) and Incident Command System (ICS) programs.
- Cross train Fixed Route Operators on new ParaCruz vehicles to provide additional certified Operators in case of emergency deployment.
- Continue outreach in providing local police, fire and emergency medical response agencies with CNG equipment and building information and training to better familiarize response criteria, and in dealing with possible emergency crisis situations.
- Establish communication and interaction with Office of Emergency Services to include Santa Cruz METRO Supervisory staff in “table top” exercises with those agencies responding to an emergency. Provide contact information that will assist in improving service deployment during an emergency.
- Review and upgrade various job descriptions to reflect changes in responsibilities and duties consistent with current agency needs.
- Continue refresher training on identifying suspicious packages and suspicious behaviors
- Increase training in various skill sets for Office Administrative staff and implement cross training of various critical function areas.
- Focus on streamlining processes, and strive to become paperless
- Increase office staff training opportunities
- Cross training of Office Staff to perform key function of critical staff
- Improve utilization of supervisory overtime in order to reduce costs
- Establish supervisor standards for improved management of labor resources to reduce costs



# Operations 3200



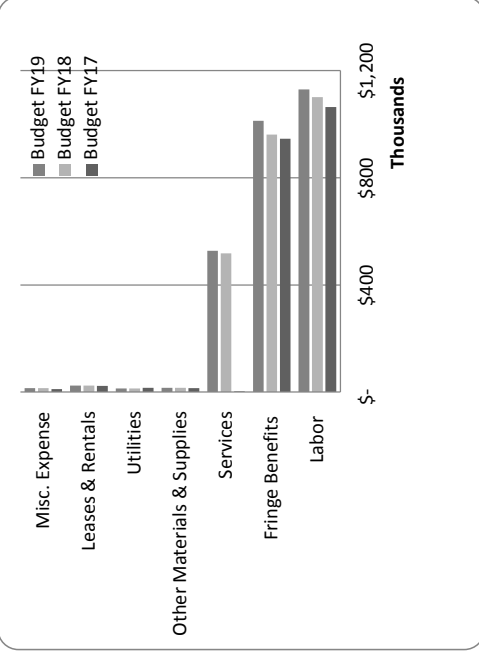
**FY18 & FY19 OPERATING BUDGET**  
**Authorized and Funded Personnel - Full Time Equivalent (FTE)**  
**Operations - 3200**

Position Title	Authorized	Funded	Authorized	Funded	Authorized	Funded
	FY 17 June 2016	FY 17 June 2016	FY 18 2017	FY 18 2017	FY 19 2017	FY 19 2017
Assistant Superintendent	1.00	0.00	1.00	0.00	1.00	0.00
Fixed Route Superintendent	1.00	1.00	1.00	1.00	1.00	1.00
* Transit Supervisor	14.00	10.00	15.00	11.00	15.00	11.00
Assistant Safety Coordinator	1.00	0.00	1.00	0.00	1.00	0.00
Safety & Training Coordinator	1.00	1.00	1.00	1.00	1.00	1.00
Admin Assistant/Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	1.00	1.00	1.00
Payroll Specialist	1.00	1.00	1.00	1.00	1.00	1.00
<b>Total Full-Time Equivalents (FTEs)</b>	<b>21.00</b>	<b>15.00</b>	<b>22.00</b>	<b>16.00</b>	<b>22.00</b>	<b>16.00</b>

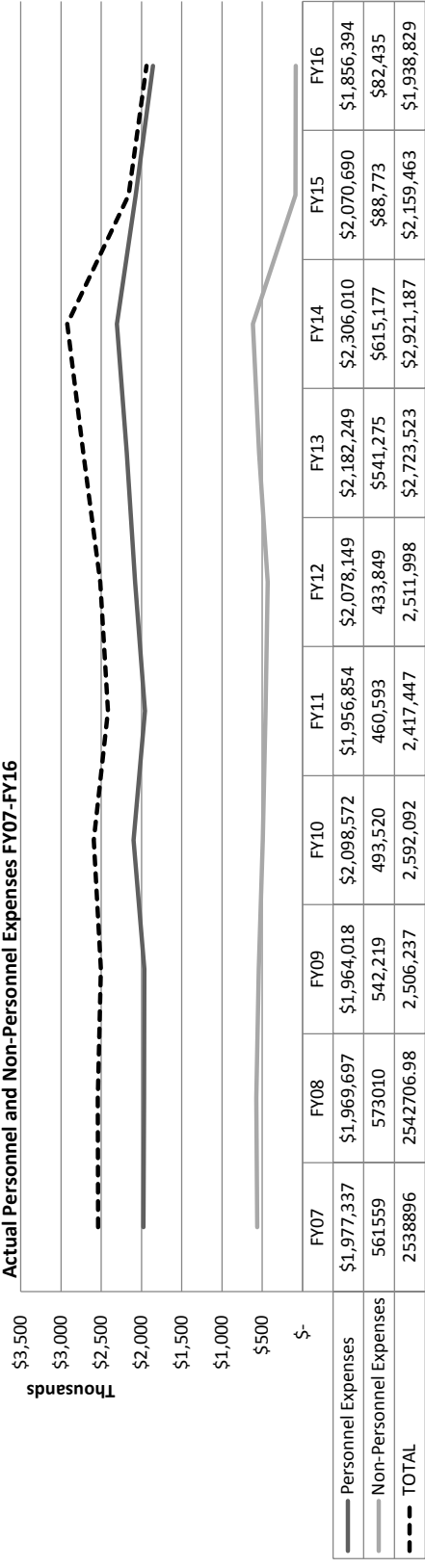
\* 1 Transit Supervisor position is transferred from Customer Service to Operations in FY17.

## Operations 3200

	Budget FY17	Budget FY18	Var %	Budget FY19	Var %
<b>Personnel Expenses:</b>					
Labor	\$ 1,063,775	\$ 1,101,388	3.5%	\$ 1,130,292	2.6%
Fringe Benefits	\$ 945,140	\$ 961,113	1.7%	\$ 1,012,962	5.4%
	\$ 2,008,915	\$ 2,062,501	2.7%	\$ 2,143,254	3.9%
<b>Non-Personnel Expenses:</b>					
Services	\$ 2,300	\$ 518,100	22426.1%	\$ 527,600	1.8%
Other Materials & Supplies	\$ 14,200	\$ 16,300	14.8%	\$ 16,300	0.0%
Utilities	\$ 16,500	\$ 14,000	-15.2%	\$ 14,000	0.0%
Misc. Expense	\$ 11,000	\$ 14,915	35.6%	\$ 14,915	0.0%
Leases & Rentals	\$ 23,200	\$ 24,100	3.9%	\$ 24,800	2.9%
	\$ 67,200	\$ 587,415	774.1%	\$ 597,615	1.7%
<b>Total Expenses:</b>	\$ 2,076,115	\$ 2,649,916	27.6%	\$ 2,740,869	3.4%



Actual Personnel and Non-Personnel Expenses FY07-FY16



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY18 & FY19 OPERATING BUDGET**

Operations - 3200

ACCOUNT	Jun-16	Jun-17	% CHANGE	\$ CHANGE	Jun-17	% CHANGE	\$ CHANGE
	BUDGET FY17	BUDGET FY18	BUDG FY17 BUDG FY18	BUDG FY17 BUDG FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19
<b>LABOR</b>							
501011 Bus Operator Pay	-	-	0.0%	-	-	0.0%	-
501013 Bus Operator OT	-	-	0.0%	-	-	0.0%	-
501021 Other Salaries	897,054	933,388	4.1%	36,334	957,883	2.6%	24,495
501023 Other OT	166,721	168,000	0.8%	1,279	172,409	2.6%	4,409
<b>Totals</b>	<b>1,063,775</b>	<b>1,101,388</b>	<b>3.5%</b>	<b>37,613</b>	<b>1,130,292</b>	<b>2.6%</b>	<b>28,904</b>
<b>FRINGE BENEFITS</b>							
502011 Medicare/Soc. Sec.	18,769	19,467	3.7%	698	20,033	2.9%	566
502021 Retirement	254,863	279,549	9.7%	24,686	303,506	8.6%	23,957
502031 Medical Ins	343,315	325,182	-5.3%	(18,133)	339,048	4.3%	13,866
502041 Dental Ins	19,519	17,288	-11.4%	(2,231)	17,807	3.0%	519
502045 Vision Ins	4,802	5,276	9.9%	474	5,435	3.0%	158
502051 Life Ins/AD&D	1,861	1,761	-5.4%	(100)	1,814	3.0%	53
502060 State Disability Ins (SDI)	12,245	11,903	-2.8%	(342)	12,653	6.3%	750
502061 Long Term Disability Ins	7,529	8,262	9.7%	732	8,591	4.0%	330
502071 State Unemployment Ins (SUI)	3,545	2,800	-21.0%	(745)	2,971	6.1%	171
502081 Worker's Comp Ins	45,133	45,042	-0.2%	(91)	46,393	3.0%	1,351
502101 Holiday Pay	34,494	35,984	4.3%	1,490	37,049	3.0%	1,065
502103 Floating Holiday	4,534	4,856	7.1%	322	4,856	0.0%	-
502109 Sick Leave	51,741	53,976	4.3%	2,235	55,573	3.0%	1,597
502111 Annual Leave	131,806	137,938	4.7%	6,132	145,143	5.2%	7,204
502121 Other Paid Absence	8,085	8,434	4.3%	349	8,683	3.0%	250
502251 Phys. Exams	530	700	32.0%	170	700	0.0%	-
502253 Driver Lic Renewal	-	300	100.0%	300	300	0.0%	-
502999 Other Fringe Benefits	2,368	2,395	1.1%	27	2,408	0.6%	13
<b>Totals</b>	<b>945,140</b>	<b>961,113</b>	<b>1.7%</b>	<b>15,973</b>	<b>1,012,962</b>	<b>5.4%</b>	<b>51,849</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY18 & FY19 OPERATING BUDGET**

Operations - 3200

ACCOUNT	Jun-16	Jun-17	% CHANGE	\$ CHANGE	Jun-17	% CHANGE	\$ CHANGE	Jun-17	% CHANGE	\$ CHANGE
	BUDGET FY17	BUDGET FY18	BUDG FY17 BUDG FY18	BUDG FY17 BUDG FY18	BUDGET FY19	BUDG FY17 BUDG FY18	BUDG FY17 BUDG FY18	BUDGET FY19	BUDG FY17 BUDG FY18	BUDG FY17 BUDG FY18
<b>SERVICES</b>										
503011 Acting/Audit Fees	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503012 Admin/Bank Fees	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503031 Prof/Technical Fees	500	10,000	1900.0%	9,500	10,000	0.0%	-	-	0.0%	-
503032 Legislative Services	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503033 Legal Services	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503034 Pre-Employment Exams	200	-	-100.0%	(200)	-	0.0%	-	-	0.0%	-
503041 Temp Help	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503161 Custodial Services	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503162 Uniforms/Laundry	600	600	0.0%	-	600	0.0%	-	600	0.0%	-
503171 Security Services	-	505,000	100.0%	505,000	515,000	2.0%	10,000	-	0.0%	-
503221 Classified/Legal Ads	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503222 Legal Ads	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503225 Graphic Services	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503351 Repair - Bldg & Impr	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503352 Repair - Equipment	1,000	2,500	150.0%	1,500	2,000	-20.0%	(500)	-	0.0%	-
503353 Repair - Rev Vehicle	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503354 Repair - Non Rev Vehicle	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503363 Haz Mat Disposal	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	<b>2,300</b>	<b>518,100</b>	<b>22426.1%</b>	<b>515,800</b>	<b>527,600</b>	<b>1.8%</b>	<b>9,500</b>			
<b>MOBILE MATERIALS &amp; SUPPLIES</b>										
504011 Fuels & Lubricants - Non Rev Veh	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
504012 Fuels & Lubricants - Rev Veh	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
504021 Tires & Tubes	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
504161 Other Mobile Supplies	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
504191 Rev Vehicle Parts	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY18 & FY19 OPERATING BUDGET**

Operations - 3200

ACCOUNT	Jun-16	Jun-17	% CHANGE	\$ CHANGE	Jun-17	% CHANGE	\$ CHANGE	Jun-17	\$ CHANGE
	BUDGET FY17	BUDGET FY18	BUDG FY17 BUDG FY18	BUDG FY17 BUDG FY18	BUDGET FY19	BUDG FY17 BUDG FY19	BUDG FY17 BUDG FY19	BUDGET FY18	BUDG FY18 BUDG FY19
<b>OTHER MATERIALS &amp; SUPPLIES</b>									
504205 Freight Out	-	-	0.0%	-	-	0.0%	-	-	0.0%
504211 Postage & Mailing	300	300	0.0%	-	300	0.0%	-	-	0.0%
504214 Promotional Items	-	-	0.0%	-	-	0.0%	-	-	0.0%
504215 Printing	3,500	8,000	128.6%	4,500	8,000	0.0%	-	-	0.0%
504217 Photo Supp/Process	400	-	-100.0%	(400)	-	0.0%	-	-	0.0%
504311 Office Supplies	10,000	8,000	-20.0%	(2,000)	8,000	0.0%	-	-	0.0%
504315 Safety Supplies	-	-	0.0%	-	-	0.0%	-	-	0.0%
504317 Cleaning Supplies	-	-	0.0%	-	-	0.0%	-	-	0.0%
504409 Repair/Maint Supplies	-	-	0.0%	-	-	0.0%	-	-	0.0%
504417 Tenant Repairs	-	-	0.0%	-	-	0.0%	-	-	0.0%
504421 Non-Inventory Parts	-	-	0.0%	-	-	0.0%	-	-	0.0%
504511 Small Tools	-	-	0.0%	-	-	0.0%	-	-	0.0%
504515 Employee Tool Replacement	-	-	0.0%	-	-	0.0%	-	-	0.0%
<b>Totals</b>	<b>14,200</b>	<b>16,300</b>	<b>14.8%</b>	<b>2,100</b>	<b>16,300</b>	<b>0.0%</b>	<b>0.0%</b>	<b>16,300</b>	<b>0.0%</b>
<b>UTILITIES</b>									
505011 Gas & Electric	-	-	0.0%	-	-	0.0%	-	-	0.0%
505021 Water & Garbage	-	-	0.0%	-	-	0.0%	-	-	0.0%
505031 Telecommunications	16,500	14,000	-15.2%	(2,500)	14,000	0.0%	-	-	0.0%
<b>Totals</b>	<b>16,500</b>	<b>14,000</b>	<b>-15.2%</b>	<b>(2,500)</b>	<b>14,000</b>	<b>0.0%</b>	<b>0.0%</b>	<b>14,000</b>	<b>0.0%</b>
<b>CASUALTY &amp; LIABILITY</b>									
506011 Insurance - Property	-	-	0.0%	-	-	0.0%	-	-	0.0%
506015 Insurance - PL/PD	-	-	0.0%	-	-	0.0%	-	-	0.0%
506021 Insurance - Other	-	-	0.0%	-	-	0.0%	-	-	0.0%
506123 Settlement Costs	-	-	0.0%	-	-	0.0%	-	-	0.0%
506127 Repairs - District Prop	-	-	0.0%	-	-	0.0%	-	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY18 & FY19 OPERATING BUDGET**

Operations - 3200

ACCOUNT	Jun-16	Jun-17	% CHANGE	\$ CHANGE	Jun-17	% CHANGE	\$ CHANGE	Jun-17	\$ CHANGE
	BUDGET FY17	BUDGET FY18	BUDG FY17 BUDG FY18	BUDG FY17 BUDG FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY17 BUDG FY18	BUDGET FY19	BUDG FY18 BUDG FY19
<b>TAXES</b>									
507051 Fuel Tax	-	-	0.0%	-	-	0.0%	-	-	-
507201 Licenses & Permits	-	-	0.0%	-	-	0.0%	-	-	-
507999 Other Taxes	-	-	0.0%	-	-	0.0%	-	-	-
<b>Totals</b>	-	-	0.0%	-	-	0.0%	-	-	-
<b>PURCHASED TRANS.</b>									
503406 Contract/Paratransit	-	-	0.0%	-	-	0.0%	-	-	-
<b>Totals</b>	-	-	0.0%	-	-	0.0%	-	-	-
<b>MISC EXPENSE</b>									
509011 Dues/Subscriptions	-	-	0.0%	-	-	0.0%	-	-	-
509081 Advertising - District Promo	-	-	0.0%	-	-	0.0%	-	-	-
509101 Employee Incentive Program	-	-	0.0%	-	-	0.0%	-	-	-
509121 Employee Training	6,000	5,165	-13.9%	(835)	5,165	0.0%	-	-	-
509122 BOD Travel	-	-	0.0%	-	-	0.0%	-	-	-
509123 Travel	5,000	9,750	95.0%	4,750	9,750	0.0%	-	-	-
509125 Local Meeting Expense	-	-	0.0%	-	-	0.0%	-	-	-
509127 Board Director Fees	-	-	0.0%	-	-	0.0%	-	-	-
509150 Contributions	-	-	0.0%	-	-	0.0%	-	-	-
509198 Cash Over/Short	-	-	0.0%	-	-	0.0%	-	-	-
509999 Other Misc Expense	-	-	0.0%	-	-	0.0%	-	-	-
<b>Totals</b>	11,000	14,915	35.6%	3,915	14,915	0.0%	-	-	-
<b>LEASES &amp; RENTALS</b>									
512011 Facility Lease	22,700	24,100	6.2%	1,400	24,800	2.9%	700	700	700
512061 Equipment Rental	500	-	-100.0%	(500)	-	0.0%	-	-	-
<b>Totals</b>	23,200	24,100	3.9%	900	24,800	2.9%	700	700	700
<b>PERSONNEL TOTAL</b>									
	2,008,915	2,062,501	2.7%	53,586	2,143,254	3.9%	80,753	80,753	80,753
<b>NON-PERSONNEL TOTAL</b>									
	67,200	587,415	774.1%	520,215	597,615	1.7%	10,200	10,200	10,200
<b>DEPARTMENT TOTALS</b>	<b>2,076,115</b>	<b>2,649,916</b>	<b>27.6%</b>	<b>573,801</b>	<b>2,740,869</b>	<b>3.4%</b>	<b>90,953</b>	<b>90,953</b>	<b>90,953</b>

7/7/2017





**BUS OPERATORS DEPARTMENT**  
**FY17 ACCOMPLISHMENTS AND FY18 OBJECTIVES**  
**3300**

**MAJOR FUNCTIONS OF THE DEPARTMENT**

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

**DEPARTMENT ACCOMPLISHMENTS FOR FY17**

- Seven Operator Trainees were hired and completed training becoming fully qualified Operators
- Vehicle Transit Training resumed with a more extensive curriculum that includes information from Human Resources, Legal, Customer Service, Security, and servicing the community with disabilities
- Ten Commendation Certificates issued to Operators receiving public praise for their performance.
- Three Operators attended and completed Santa Cruz METRO sponsored eight month long Supervisor course presented by Cabrillo College
- Operators participating at the Santa Cruz County Fair were well received for their presentations and interactions with persons visiting the Santa Cruz METRO display
- Operators have successfully transitioned to new Operations Facility, effectively integrating pull-in and pull-out staging of buses
- Increased Operator presence in Customer Service oriented projects as active participants
- Operator participation in Holiday Parade.
- Successful first storm preparedness at JKS.
- Delivered 55M safe trips.

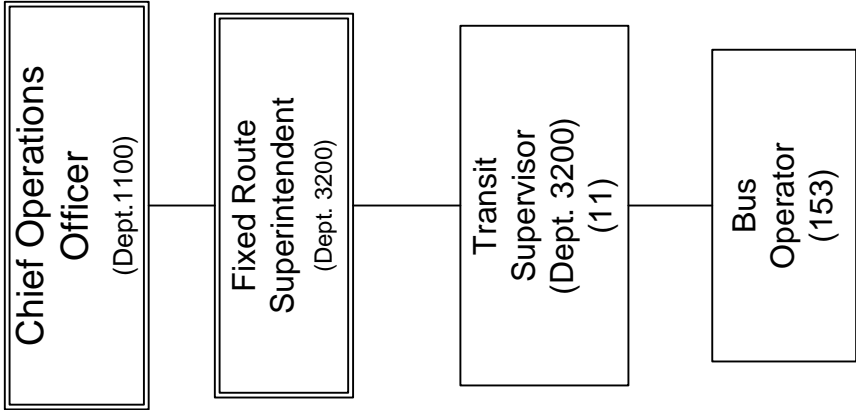
**DEPARTMENT OBJECTIVES FOR FY18**

- Familiarization of Operator staff to ensure that new changes to service are well understood and can be conveyed to riders when asked
- Continue to extend Verification of Transit Training for yearly re-certification of existing Operators to include curriculum tailored to address trends identified
- Complete and implement changes in new Operators Handbook with familiarization of changes explained in detail during Verification of Transit Training
- Assignment of extra-board Operators to cover identified peak period requirements, with a goal of ensuring 100% service delivery and a significant reduction in Operator overtime

## Bus Operators Department (con't)

- Continue refining Operator Line Instructor program to ensure qualified instructors are trained to empirically evaluate new hire performance and provide proper critique and guidance to new-hires
- Continue to increase Operator representation in Customer Service role during presentations and community familiarization outreach of Santa Cruz METRO services
- Continue to provide information on seminars, certification programs and other educational options that will allow Operators to compete for promotional opportunities within Santa Cruz METRO
- Strive to enhance professional appearance through proper uniform use and enforcement of bus operator uniform standards
- Increase Operator participation in community outreach and events representing Santa Cruz METRO
- Continue supervisor ride-along program to monitor and evaluate Operator performance while driving
- Improve Safe Driving recognition of Operators with no chargeable accidents or incidents
- Determine an appropriate Incentive for those Operators who have not had an absence within a six month period
- Move towards re-instituting Transit education with bus and Operator visits to elementary schools.
- Instituted Operator Commendation Certificate issued whenever an act or compliment is reported by a rider toward an Operator's performance
- Continue expanded review of Operator performance monitoring to ensure quality service is being provided to the community in compliance with Safety Security Prevention Program
- Operator refresher training in Customer Service with emphasis on professionalism, courteousness, and friendliness at all times and with all persons
- Improve scheduling of personnel
- Additional extra-board personnel to be assigned to critical periods of service requirement
- Through improved distribution of labor resources reduce the use of overtime to budgeted levels or below.
- Improve accident review process including Post Accident Re-Training for all chargeable accidents and incidents.
- Review and update policies and procedures, including ease of access to, for all Operators.
- Develop Operator incentive and recognition for excellent attendance.

**Bus Operators  
3300**

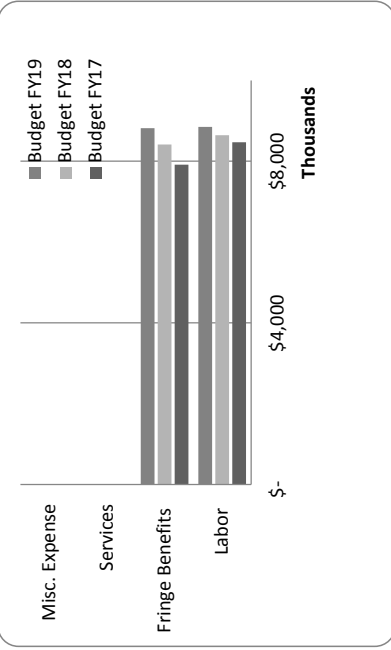


**FY18 & FY19 OPERATING BUDGET**  
**Authorized and Funded Personnel - Full Time Equivalent (FTE)**  
**Bus Operators - 3300**

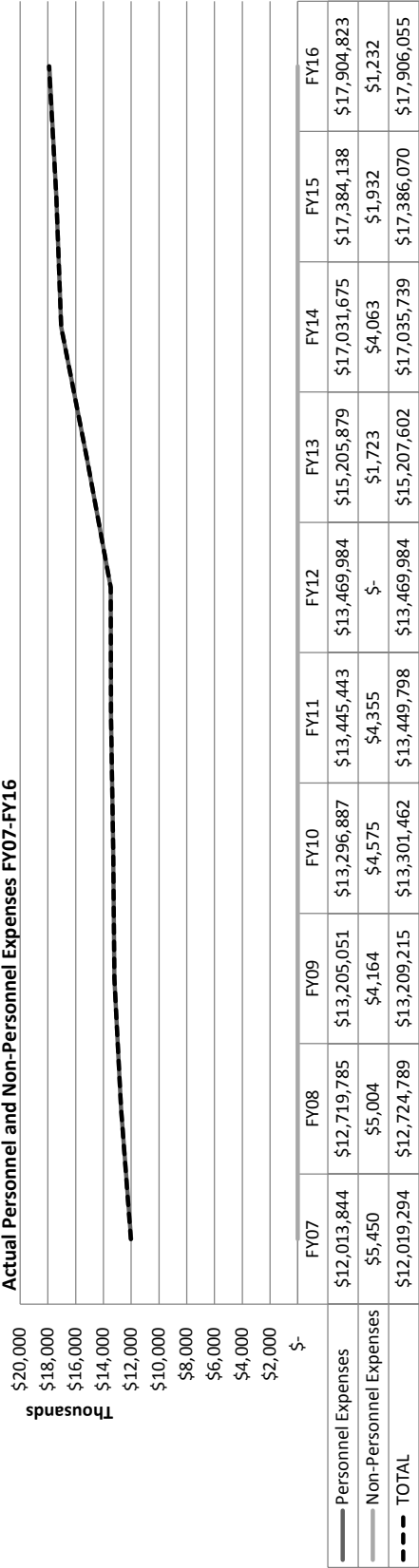
Position Title	Authorized FY 17 June 2016	Funded FY 17 June 2016	Authorized FY 18 2017	Funded FY 18 2017	Authorized FY 19 2017	Funded FY 19 2017
Bus Operators	171.00	146.00	171.00	153.00	171.00	153.00
<b>Total Full-Time Equivalents (FTEs)</b>	<b>171.00</b>	<b>146.00</b>	<b>171.00</b>	<b>153.00</b>	<b>171.00</b>	<b>153.00</b>

## Bus Operators 3300

	Budget FY17	Budget FY18	Var %	Budget FY19	Var %
<b>Personnel Expenses:</b>					
Labor	\$ 8,466,948	\$ 8,646,484	2.1%	\$ 8,850,386	2.4%
Fringe Benefits	\$ 7,918,262	\$ 8,416,656	6.3%	\$ 8,821,342	4.8%
	\$ 16,385,210	\$ 17,063,139	4.1%	\$ 17,671,728	3.6%
<b>Non-Personnel Expenses:</b>					
Services	\$ 2,500	\$ 2,000	-20.0%	\$ 2,000	0.0%
Misc. Expense	\$ 200	\$ 4,100	1950.0%	\$ 4,100	0.0%
	\$ 2,700	\$ 6,100	125.9%	\$ 6,100	0.0%
<b>Total Expenses:</b>	\$ 16,387,910	\$ 17,069,239	4.2%	\$ 17,677,828	3.6%



### Actual Personnel and Non-Personnel Expenses FY07-FY16



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY18 & FY19 OPERATING BUDGET**

Bus Operators - 3300

ACCOUNT	Jun-16	Jun-17	% CHANGE	\$ CHANGE	Jun-17	% CHANGE	\$ CHANGE
	BUDGET FY17	BUDGET FY18	BUDG FY17 BUDG FY18	BUDG FY17 BUDG FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19
<b>LABOR</b>							
501011 Bus Operator Pay	7,432,745	7,646,484	2.9%	213,739	7,827,022	2.4%	180,539
501013 Bus Operator OT	1,034,203	1,000,000	-3.3%	(34,203)	1,023,363	2.3%	23,363
501021 Other Salaries	-	-	0.0%	-	-	0.0%	-
501023 Other OT	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	<b>8,466,948</b>	<b>8,646,484</b>	<b>2.1%</b>	<b>179,536</b>	<b>8,850,386</b>	<b>2.4%</b>	<b>203,902</b>
<b>FRINGE BENEFITS</b>							
502011 Medicare/Soc. Sec.	146,135	149,705	2.4%	3,569	153,211	2.3%	3,507
502021 Retirement	2,043,962	2,219,220	8.6%	175,257	2,395,277	7.9%	176,057
502031 Medical Ins	3,200,934	3,556,388	11.1%	355,454	3,712,642	4.4%	156,254
502041 Dental Ins	194,300	208,758	7.4%	14,458	215,021	3.0%	6,263
502045 Vision Ins	46,767	50,454	7.9%	3,687	51,968	3.0%	1,514
502051 Life Ins/AD&D	17,038	15,692	-7.9%	(1,346)	16,163	3.0%	471
502060 State Disability Ins (SDI)	96,228	92,920	-3.4%	(3,308)	97,950	5.4%	5,030
502061 Long Term Disability Ins	67,411	71,644	6.3%	4,233	75,203	5.0%	3,559
502071 State Unemployment Ins (SUI)	34,508	26,775	-22.4%	(7,733)	28,406	6.1%	1,631
502081 Worker's Comp Ins	408,702	411,006	0.6%	2,304	423,337	3.0%	12,331
502101 Holiday Pay	275,781	284,759	3.3%	8,978	291,482	2.4%	6,723
502103 Floating Holiday	-	-	0.0%	-	-	0.0%	-
502109 Sick Leave	430,908	444,936	3.3%	14,028	455,440	2.4%	10,504
502111 Annual Leave	838,074	800,534	-4.5%	(37,540)	819,676	2.4%	19,142
502121 Other Paid Absence	100,574	66,740	-33.6%	(33,833)	68,316	2.4%	1,576
502251 Phys. Exams	8,487	8,487	0.0%	-	8,487	0.0%	-
502253 Driver Lic Renewal	3,183	3,183	0.0%	-	3,183	0.0%	-
502999 Other Fringe Benefits	5,270	5,455	3.5%	185	5,583	2.3%	128
<b>Totals</b>	<b>7,918,262</b>	<b>8,416,656</b>	<b>6.3%</b>	<b>498,394</b>	<b>8,821,342</b>	<b>4.8%</b>	<b>404,687</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY18 & FY19 OPERATING BUDGET**

Bus Operators - 3300

ACCOUNT	Jun-16	Jun-17	% CHANGE	\$ CHANGE	Jun-17	% CHANGE	\$ CHANGE
	BUDGET FY17	BUDGET FY18	BUDG FY17 BUDG FY18	BUDG FY17 BUDG FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19
<b>SERVICES</b>							
503011 Acting/Audit Fees	-	-	0.0%	-	-	0.0%	-
503012 Admin/Bank Fees	-	-	0.0%	-	-	0.0%	-
503031 Prof/Technical Fees	-	-	0.0%	-	-	0.0%	-
503032 Legislative Services	-	-	0.0%	-	-	0.0%	-
503033 Legal Services	-	-	0.0%	-	-	0.0%	-
503034 Pre-Employment Exams	-	-	0.0%	-	-	0.0%	-
503041 Temp Help	-	-	0.0%	-	-	0.0%	-
503161 Custodial Services	-	-	0.0%	-	-	0.0%	-
503162 Uniforms/Laundry	2,500	2,000	-20.0%	(500)	2,000	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	-	-	0.0%	-	-	0.0%	-
503353 Repair - Rev Vehicle	-	-	0.0%	-	-	0.0%	-
503354 Repair - Non Rev Vehicle	-	-	0.0%	-	-	0.0%	-
503363 Haz Mat Disposal	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	<b>2,500</b>	<b>2,000</b>	<b>-20.0%</b>	<b>(500)</b>	<b>2,000</b>	<b>0.0%</b>	<b>-</b>
<b>MOBILE MATERIALS &amp; SUPPLIES</b>							
504011 Fuels & Lubricants - Non Rev Veh	-	-	0.0%	-	-	0.0%	-
504012 Fuels & Lubricants - Rev Veh	-	-	0.0%	-	-	0.0%	-
504021 Tires & Tubes	-	-	0.0%	-	-	0.0%	-
504161 Other Mobile Supplies	-	-	0.0%	-	-	0.0%	-
504191 Rev Vehicle Parts	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY18 & FY19 OPERATING BUDGET**

Bus Operators - 3300

ACCOUNT	Jun-16	Jun-17	% CHANGE	\$ CHANGE	Jun-17	% CHANGE	\$ CHANGE	Jun-17	% CHANGE
	BUDGET FY17	BUDGET FY18	BUDG FY17 BUDG FY18	BUDG FY17 BUDG FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY19	BUDG FY18 BUDG FY19
<b>OTHER MATERIALS &amp; SUPPLIES</b>									
504205 Freight Out	-	-	0.0%	-	-	0.0%	-	-	0.0%
504211 Postage & Mailing	-	-	0.0%	-	-	0.0%	-	-	0.0%
504214 Promotional Items	-	-	0.0%	-	-	0.0%	-	-	0.0%
504215 Printing	-	-	0.0%	-	-	0.0%	-	-	0.0%
504217 Photo Supp/Process	-	-	0.0%	-	-	0.0%	-	-	0.0%
504311 Office Supplies	-	-	0.0%	-	-	0.0%	-	-	0.0%
504315 Safety Supplies	-	-	0.0%	-	-	0.0%	-	-	0.0%
504317 Cleaning Supplies	-	-	0.0%	-	-	0.0%	-	-	0.0%
504409 Repair/Maint Supplies	-	-	0.0%	-	-	0.0%	-	-	0.0%
504417 Tenant Repairs	-	-	0.0%	-	-	0.0%	-	-	0.0%
504421 Non-Inventory Parts	-	-	0.0%	-	-	0.0%	-	-	0.0%
504511 Small Tools	-	-	0.0%	-	-	0.0%	-	-	0.0%
504515 Employee Tool Replacement	-	-	0.0%	-	-	0.0%	-	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>UTILITIES</b>									
505011 Gas & Electric	-	-	0.0%	-	-	0.0%	-	-	0.0%
505021 Water & Garbage	-	-	0.0%	-	-	0.0%	-	-	0.0%
505031 Telecommunications	-	-	0.0%	-	-	0.0%	-	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>CASUALTY &amp; LIABILITY</b>									
506011 Insurance - Property	-	-	0.0%	-	-	0.0%	-	-	0.0%
506015 Insurance - PL/PD	-	-	0.0%	-	-	0.0%	-	-	0.0%
506021 Insurance - Other	-	-	0.0%	-	-	0.0%	-	-	0.0%
506123 Settlement Costs	-	-	0.0%	-	-	0.0%	-	-	0.0%
506127 Repairs - District Prop	-	-	0.0%	-	-	0.0%	-	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY18 & FY19 OPERATING BUDGET**

Bus Operators - 3300

ACCOUNT	Jun-16	Jun-17	% CHANGE	\$ CHANGE	Jun-17	% CHANGE	\$ CHANGE	BUDG FY18	BUDG FY19	\$ CHANGE
	BUDGET FY17	BUDGET FY18	BUDG FY17 BUDG FY18	BUDG FY17 BUDG FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDG FY18	BUDG FY19	BUDG FY18 BUDG FY19
<b>TAXES</b>										
507051 Fuel Tax	-	-	0.0%	-	-	0.0%	-	-	-	-
507201 Licenses & Permits	-	-	0.0%	-	-	0.0%	-	-	-	-
507999 Other Taxes	-	-	0.0%	-	-	0.0%	-	-	-	-
<b>Totals</b>	-	-	0.0%	-	-	0.0%	-	-	-	-
<b>PURCHASED TRANS.</b>										
503406 Contract/Paratransit	-	-	0.0%	-	-	0.0%	-	-	-	-
<b>Totals</b>	-	-	0.0%	-	-	0.0%	-	-	-	-
<b>MISC EXPENSE</b>										
509011 Dues/Subscriptions	-	-	0.0%	-	-	0.0%	-	-	-	-
509081 Advertising - District Promo	-	-	0.0%	-	-	0.0%	-	-	-	-
509101 Employee Incentive Program	200	4,100	1950.0%	3,900	4,100	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%	-	-	-	-
509999 Other Misc Expense	-	-	0.0%	-	-	0.0%	-	-	-	-
<b>Totals</b>	200	4,100	1950.0%	3,900	4,100	0.0%	-	-	-	-
<b>LEASES &amp; RENTALS</b>										
512011 Facility Lease	-	-	0.0%	-	-	0.0%	-	-	-	-
512061 Equipment Rental	-	-	0.0%	-	-	0.0%	-	-	-	-
<b>Totals</b>	-	-	0.0%	-	-	0.0%	-	-	-	-
<b>PERSONNEL TOTAL</b>										
	16,385,210	17,063,139	4.1%	677,929	17,671,728	3.6%	608,589			
<b>NON-PERSONNEL TOTAL</b>										
	2,700	6,100	125.9%	3,400	6,100	0.0%	-			
<b>DEPARTMENT TOTALS</b>										
	16,387,910	17,069,239	4.2%	681,329	17,677,828	3.6%	608,589			

7/7/2017



**FLEET MAINTENANCE DEPARTMENT  
FY17 ACCOMPLISHMENTS AND FY18 OBJECTIVES  
4100**

**MAJOR FUNCTIONS OF THE DEPARTMENT**

**MISSION STATEMENT**

**The Fleet Maintenance Department of Santa Cruz Metropolitan Transit District is dedicated to provide safe, clean, and reliable vehicles to the District and the public through a commitment to teamwork and professionalism.**

The Santa Cruz Fleet Maintenance staff implements and administers the many Local, State and Federal regulatory compliance programs such as California Highway Patrol (CHP) Title 13 and Federal CFR 49 programs required to operate a transit fleet. For fiscal year 2017, a random selection of 20 buses were inspected by the CHP and passed inspection as part of the annual Terminal inspection process.

**DEPARTMENT ACCOMPLISHMENTS FOR FY17**

- Continued the Mid Life bus campaign.
  - 9 completed bus repaints.
  - 10 in-frame engine overhauls.
  
- Continued in-house engine in-frame overhaul program for the Cummins ISL and John Deere CNG engines. Completed 2 Cummins and 7 John Deere saving METRO an estimated \$136,000 in parts and labor sublet operating costs.
- Successfully Worked with Planning during the service reduction to remove buses from service with the least amount of impact on operations.
  
- Continued reduction of the 1998 Diesel bus fleet. End of FY17 shows 11 35ft and 11 40ft.
  
- Developed and implemented Bus Contingency Fleet Plan. No buses needed to be in the Emergency contingency Fleet for FY17
  
- July of 2016 Santa Cruz METRO passed the annual CHP Terminal inspection.
  
- Established process to complete KPI report by the seventh of each month.
  
- The installation of an Electronics Technician to implement revenue equipment maintenance and repairs and tracking of such.
  
- Added maintenance and repair data for all the District's Revenue related equipment including the cash vaults, fare boxes, and ticket printing machines to the Key Performance Indicators (KPIs)

## Fleet Maintenance Department (con't)

- Achieved miles between chartable road calls for combined fixed route and commuter fleets is 16,648 miles.
- Completed a total of (593) 6,000 mile preventative maintenance.
- Partnering up with Sam Trans in Technical training through their training department.
- Successfully started the implementation of an Electric Bus program on a small prototype scale.
- Middle management training through the services of NTI and Rutgers University and Cabrillo College.

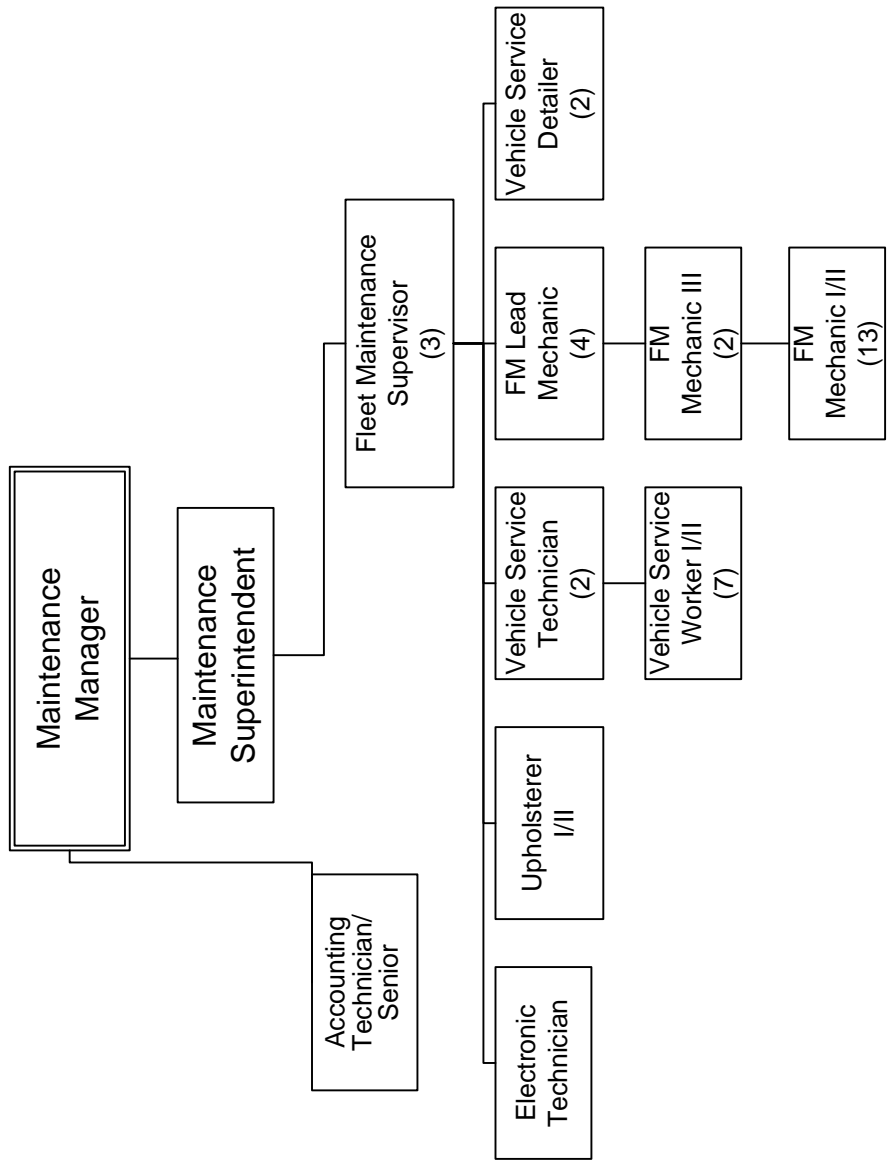
### **DEPARTMENT OBJECTIVES FOR FY18**

- Safety Culture
  - In the next fiscal year, the Fleet Maintenance Department will continue to put safety first. Provide safety program enhancements by working with internal and external stakeholders to improve and enhance our safety culture.
- Continue the reduction of out of service fixed route vehicles to 18 or less daily.
- Continue the acquisition of three, 45ft electric commuter buses and one 40ft circulator fixed route electric bus as part of the electric bus program.
- Continue the reduction in road calls chargeable to maintain a goal of 15,000 + miles between road calls.
- Provide support for the installation and maintenance of intelligent transportation systems (cameras) throughout the fleet.
- Continue phase out of the 1998 diesel bus fleet from the current count of 22 diesel buses to 10 by the end of 2018, subject to funding.
- Continue to implement fleet replacement schedule as outlined in the capital replacement plan. Examples of said are detailed:
  - One 40' CNG Bus.
  - Twelve Class B Ford Transit T 350 (Para Transit Vans)
  - Two Class B Ford E 450 (Para transit Low Floor Buses)
  - One class A StarCraft Bus
  - One Ford F-250 Pickup
  - Six Ford Focus Sedans
  - One Ford T 150 Cargo Van
  - One Ford Explorer SUV (Transit Supervisor Vehicle)

## Fleet Maintenance Department (con't)

- Adding one Ford Altec High Lift Bucket Truck
  - Adding one Tow Tractor
- Consolidate and update all maintenance procedures as recommended by the Triennial review team.
- Review the fleet plan for non-revenue vehicles to ascertain if efficiencies can be garnered resulting in a reduction of the overall number of vehicles being utilized by METRO staff.
- Continue refining KPI reporting to focus on defined measures relating to quality of maintenance department product.
- Continue to review maintenance data and make adjustments as needed, i.e., budget, road calls, training, parts, labor, etc,
- Talent management
  - Continued development and training in the Electric Bus program.
  - Seek and develop partnership to leverage training opportunities.
- Succession Planning
  - Hire one Fleet/Facility Superintendent.
  - SWOT (strengths, weaknesses, opportunities and threats) Analysis to review department core competencies and employee development opportunities.
- Continue planning and implementation of (TAM) Transit Asset Management program.
- Objective of 100% of the required 6,000 mile PMIs to be accomplished with in an 8% plus or minus window of its due point. Approximately 575.
- 10 complete bus repaints for FY' 18.
- Objective of 5 bus engine overhauls for FY' 18.
- Objective of 7 additional bus complete Mid life rebuilds.

# Fleet Maintenance 4100

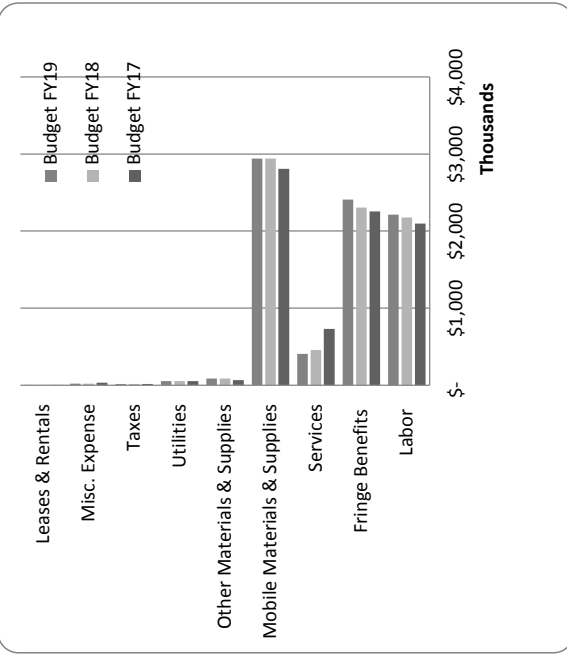


**FY18 & FY19 OPERATING BUDGET**  
**Authorized and Funded Personnel - Full Time Equivalent (FTE)**  
**Fleet Maintenance - 4100**

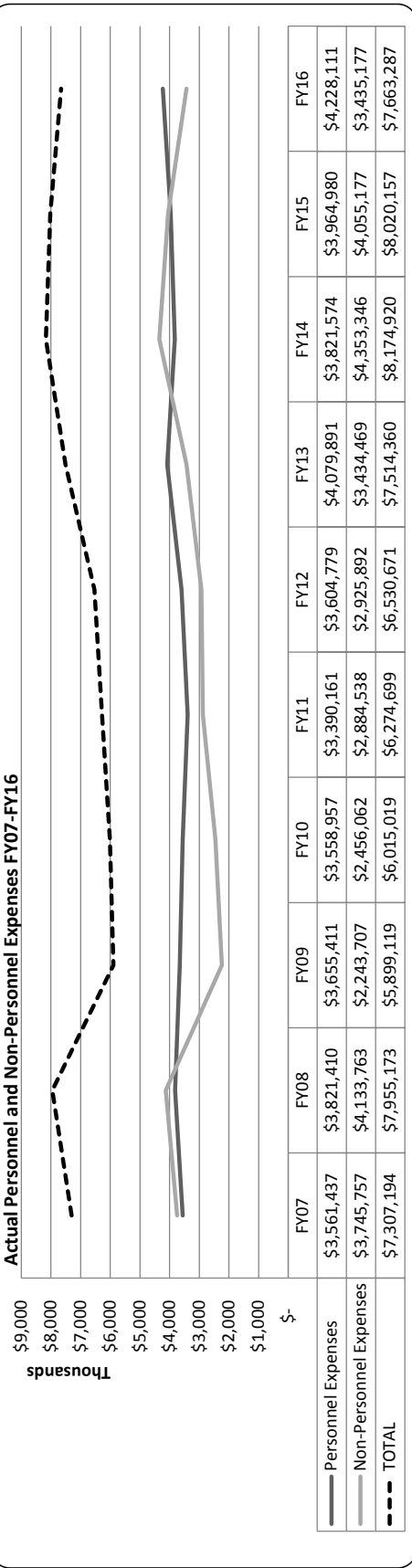
Position Title	FY 17 June 2016		FY 18 2017		FY 19 2017	
	Authorized	Funded	Authorized	Funded	Authorized	Funded
Maintenance Manager	1.00	1.00	1.00	1.00	1.00	1.00
Maintenance Superintendent	0.00	0.00	1.00	1.00	1.00	1.00
Fleet Maint Supervisor	3.00	3.00	3.00	3.00	3.00	3.00
FM Lead Mechanic	6.00	4.00	6.00	4.00	6.00	4.00
FM Mechanic III	4.00	2.00	4.00	2.00	4.00	2.00
FM Mechanic I - II	18.00	13.00	18.00	13.00	18.00	13.00
Body Repair Mechanic	1.00	0.00	1.00	0.00	1.00	0.00
Upholsterer I - II	1.00	1.00	1.00	1.00	1.00	1.00
Admin Assistant/Supervisor	1.00	0.00	1.00	0.00	1.00	0.00
Admin Specialist	1.00	0.00	1.00	0.00	1.00	0.00
Accounting Tech/Sr Acctng Tech	2.00	1.00	2.00	1.00	2.00	1.00
Administrative Clerk I	1.00	0.00	1.00	0.00	1.00	0.00
Vehicle Service Technician	2.00	2.00	2.00	2.00	2.00	2.00
Vehicle Service Detailer	2.00	2.00	2.00	2.00	2.00	2.00
Vehicle Service Worker I - II	12.00	7.00	12.00	7.00	12.00	7.00
Electronic Technician	1.00	1.00	1.00	1.00	1.00	1.00
<b>Total Full-Time Equivalents (FTEs)</b>	<b>56.00</b>	<b>37.00</b>	<b>57.00</b>	<b>38.00</b>	<b>57.00</b>	<b>38.00</b>

### Fleet Maintenance 4100

	Budget FY17	Budget FY18	Var %	Budget FY19	Var %
<b>Personnel Expenses:</b>					
Labor	\$ 2,097,322	\$ 2,177,247	3.8%	\$ 2,214,771	1.7%
Fringe Benefits	\$ 2,254,649	\$ 2,303,491	2.2%	\$ 2,410,782	4.7%
	\$ 4,351,971	\$ 4,480,738	3.0%	\$ 4,625,554	3.2%
<b>Non-Personnel Expenses:</b>					
Services	\$ 730,005	\$ 454,500	-37.7%	\$ 404,500	-11.0%
Mobile Materials & Supplies	\$ 2,808,942	\$ 2,940,000	4.7%	\$ 2,940,000	0.0%
Other Materials & Supplies	\$ 66,046	\$ 86,100	30.4%	\$ 86,100	0.0%
Utilities	\$ 50,526	\$ 50,000	-1.0%	\$ 50,000	0.0%
Casualty & Liability	\$ -	\$ -	0.0%	\$ -	0.0%
Taxes	\$ 14,280	\$ 15,000	5.0%	\$ 15,000	0.0%
Misc. Expense	\$ 30,052	\$ 17,080	-43.2%	\$ 17,080	0.0%
Leases & Rentals	\$ 225	\$ 225	0.0%	\$ 225	0.0%
	\$ 3,700,076	\$ 3,562,905	-3.7%	\$ 3,512,905	-1.4%
<b>Total Expenses:</b>	\$ 8,052,047	\$ 8,043,643	-0.1%	\$ 8,138,459	1.2%



Actual Personnel and Non-Personnel Expenses FY07-FY16





**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY18 & FY19 OPERATING BUDGET**

Fleet Maintenance - 4100

ACCOUNT	Jun-16	Jun-17	% CHANGE	\$ CHANGE	Jun-17	% CHANGE	\$ CHANGE
	BUDGET FY17	BUDGET FY18	BUDG FY17 BUDG FY18	BUDG FY17 BUDG FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19
<b>LABOR</b>							
501011 Bus Operator Pay	-	-	0.0%	-	-	0.0%	-
501013 Bus Operator OT	-	-	0.0%	-	-	0.0%	-
501021 Other Salaries	1,982,481	2,058,469	3.8%	75,988	2,093,946	1.7%	35,477
501023 Other OT	114,841	118,778	3.4%	3,937	120,825	1.7%	2,047
<b>Totals</b>	<b>2,097,322</b>	<b>2,177,247</b>	<b>3.8%</b>	<b>79,925</b>	<b>2,214,771</b>	<b>1.7%</b>	<b>37,524</b>
<b>FRINGE BENEFITS</b>							
502011 Medicare/Soc. Sec.	36,586	38,665	5.7%	2,079	39,414	1.9%	749
502021 Retirement	544,282	606,365	11.4%	62,082	651,942	7.5%	45,578
502031 Medical Ins	925,987	933,940	0.9%	7,953	972,926	4.2%	38,986
502041 Dental Ins	55,380	58,421	5.5%	3,042	60,174	3.0%	1,753
502045 Vision Ins	11,845	12,531	5.8%	686	12,907	3.0%	376
502051 Life Ins/AD&D	4,335	3,936	-9.2%	(399)	4,054	3.0%	118
502060 State Disability Ins (SDI)	23,789	23,691	-0.4%	(98)	24,912	5.2%	1,221
502061 Long Term Disability Ins	17,223	18,571	7.8%	1,348	19,368	4.3%	797
502071 State Unemployment Ins (SUI)	8,745	6,650	-24.0%	(2,095)	7,055	6.1%	405
502081 Worker's Comp Ins	110,327	104,162	-5.6%	(6,165)	107,287	3.0%	3,125
502101 Holiday Pay	74,102	78,392	5.8%	4,290	79,919	1.9%	1,527
502103 Floating Holiday	5,753	9,681	68.3%	3,928	9,872	2.0%	191
502109 Sick Leave	111,154	117,588	5.8%	6,435	119,879	1.9%	2,291
502111 Annual Leave	302,470	265,246	-12.3%	(37,224)	275,032	3.7%	9,785
502121 Other Paid Absence	17,368	18,373	5.8%	1,005	18,731	1.9%	358
502251 Phys. Exams	1,910	1,910	0.0%	-	1,910	0.0%	-
502253 Driver Lic Renewal	412	412	0.0%	-	412	0.0%	-
502999 Other Fringe Benefits	2,981	4,957	66.3%	1,976	4,988	0.6%	32
<b>Totals</b>	<b>2,254,649</b>	<b>2,303,491</b>	<b>2.2%</b>	<b>48,842</b>	<b>2,410,782</b>	<b>4.7%</b>	<b>107,291</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY18 & FY19 OPERATING BUDGET**

Fleet Maintenance - 4100

ACCOUNT	Jun-16	Jun-17	% CHANGE	\$ CHANGE	Jun-17	% CHANGE	\$ CHANGE
	BUDGET FY17	BUDGET FY18	BUDG FY17 BUDG FY18	BUDG FY17 BUDG FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19
<b>SERVICES</b>							
503011 Acting/Audit Fees	-	-	0.0%	-	-	0.0%	-
503012 Admin/Bank Fees	-	-	0.0%	-	-	0.0%	-
503031 Prof/Technical Fees	-	50,000	100.0%	50,000	-	-100.0%	(50,000)
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	15,000	15,000	0.0%	-	15,000	0.0%	-
503171 Security Services	-	-	0.0%	-	-	0.0%	-
503221 Classified/Legal Ads	-	-	0.0%	-	-	0.0%	-
503222 Legal Ads	-	-	0.0%	-	-	0.0%	-
503225 Graphic Services	-	-	0.0%	-	-	0.0%	-
503351 Repair - Bldg & Impr	-	-	0.0%	-	-	0.0%	-
503352 Repair - Equipment	34,505	34,500	0.0%	(5)	34,500	0.0%	-
503353 Repair - Rev Vehicle	650,500	325,000	-50.0%	(325,500)	325,000	0.0%	-
503354 Repair - Non Rev Vehicle	30,000	30,000	0.0%	-	30,000	0.0%	-
503363 Haz Mat Disposal	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	<b>730,005</b>	<b>454,500</b>	<b>-37.7%</b>	<b>(275,505)</b>	<b>404,500</b>	<b>-11.0%</b>	<b>(50,000)</b>
<b>MOBILE MATERIALS &amp; SUPPLIES</b>							
504011 Fuels & Lubricants - Non Rev Veh	90,000	60,000	-33.3%	(30,000)	60,000	0.0%	-
504012 Fuels & Lubricants - Rev Veh	1,798,656	1,847,000	2.7%	48,344	1,847,000	0.0%	-
504021 Tires & Tubes	300,000	300,000	0.0%	-	300,000	0.0%	-
504161 Other Mobile Supplies	-	-	0.0%	-	-	0.0%	-
504191 Rev Vehicle Parts	620,286	733,000	18.2%	112,714	733,000	0.0%	-
<b>Totals</b>	<b>2,808,942</b>	<b>2,940,000</b>	<b>4.7%</b>	<b>131,058</b>	<b>2,940,000</b>	<b>0.0%</b>	<b>-</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY18 & FY19 OPERATING BUDGET**

Fleet Maintenance - 4100

ACCOUNT	Jun-16	Jun-17	% CHANGE	\$ CHANGE	Jun-17	% CHANGE	\$ CHANGE
	BUDGET FY17	BUDGET FY18	BUDG FY17 BUDG FY18	BUDG FY17 BUDG FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19
<b>OTHER MATERIALS &amp; SUPPLIES</b>							
504205 Freight Out	136	2,500	1738.2%	2,364	2,500	0.0%	-
504211 Postage & Mailing	250	-	-100.0%	(250)	-	0.0%	-
504214 Promotional Items	-	-	0.0%	-	-	0.0%	-
504215 Printing	500	-	-100.0%	(500)	-	0.0%	-
504217 Photo Supp/Process	-	-	0.0%	-	-	0.0%	-
504311 Office Supplies	1,500	1,500	0.0%	-	1,500	0.0%	-
504315 Safety Supplies	9,520	4,000	-58.0%	(5,520)	4,000	0.0%	-
504317 Cleaning Supplies	5,730	10,600	85.0%	4,870	10,600	0.0%	-
504409 Repair/Maint Supplies	-	-	0.0%	-	-	0.0%	-
504417 Tenant Repairs	-	-	0.0%	-	-	0.0%	-
504421 Non-Inventory Parts	39,730	58,000	46.0%	18,270	58,000	0.0%	-
504511 Small Tools	6,500	6,500	0.0%	-	6,500	0.0%	-
504515 Employee Tool Replacement	2,180	3,000	37.6%	820	3,000	0.0%	-
<b>Totals</b>	<b>66,046</b>	<b>86,100</b>	<b>30.4%</b>	<b>20,054</b>	<b>86,100</b>	<b>0.0%</b>	<b>-</b>
<b>UTILITIES</b>							
505011 Gas & Electric	-	-	0.0%	-	-	0.0%	-
505021 Water & Garbage	-	-	0.0%	-	-	0.0%	-
505031 Telecommunications	50,526	50,000	-1.0%	(526)	50,000	0.0%	-
<b>Totals</b>	<b>50,526</b>	<b>50,000</b>	<b>-1.0%</b>	<b>(526)</b>	<b>50,000</b>	<b>0.0%</b>	<b>-</b>
<b>CASUALTY &amp; LIABILITY</b>							
506011 Insurance - Property	-	-	0.0%	-	-	0.0%	-
506015 Insurance - PL/PD	-	-	0.0%	-	-	0.0%	-
506021 Insurance - Other	-	-	0.0%	-	-	0.0%	-
506123 Settlement Costs	-	-	0.0%	-	-	0.0%	-
506127 Repairs - District Prop	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY18 & FY19 OPERATING BUDGET**

Fleet Maintenance - 4100

ACCOUNT	Jun-16	Jun-17	% CHANGE	\$ CHANGE	Jun-17	% CHANGE	\$ CHANGE
	BUDGET FY17	BUDGET FY18	BUDG FY17 BUDG FY18	BUDG FY17 BUDG FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19
<b>TAXES</b>							
507051 Fuel Tax	14,280	15,000	5.0%	720	15,000	0.0%	-
507201 Licenses & Permits	-	-	0.0%	-	-	0.0%	-
507999 Other Taxes	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	<b>14,280</b>	<b>15,000</b>	<b>5.0%</b>	<b>720</b>	<b>15,000</b>	<b>0.0%</b>	<b>-</b>
<b>PURCHASED TRANS.</b>							
503406 Contract/Paratransit	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>
<b>MISC EXPENSE</b>							
509011 Dues/Subscriptions	3,900	7,000	79.5%	3,100	7,000	0.0%	-
509081 Advertising - District Promo	-	-	0.0%	-	-	0.0%	-
509101 Employee Incentive Program	-	-	0.0%	-	-	0.0%	-
509121 Employee Training	16,152	6,400	-60.4%	(9,752)	6,400	0.0%	-
509122 BOD Travel	-	-	0.0%	-	-	0.0%	-
509123 Travel	10,000	3,680	-63.2%	(6,320)	3,680	0.0%	-
509125 Local Meeting Expense	-	-	0.0%	-	-	0.0%	-
509127 Board Director Fees	-	-	0.0%	-	-	0.0%	-
509150 Contributions	-	-	0.0%	-	-	0.0%	-
509198 Cash Over/Short	-	-	0.0%	-	-	0.0%	-
509999 Other Misc Expense	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	<b>30,052</b>	<b>17,080</b>	<b>-43.2%</b>	<b>(12,972)</b>	<b>17,080</b>	<b>0.0%</b>	<b>-</b>
<b>LEASES &amp; RENTALS</b>							
512011 Facility Lease	-	-	0.0%	-	-	0.0%	-
512061 Equipment Rental	225	225	0.0%	-	225	0.0%	-
<b>Totals</b>	<b>225</b>	<b>225</b>	<b>0.0%</b>	<b>-</b>	<b>225</b>	<b>0.0%</b>	<b>-</b>
<b>PERSONNEL TOTAL</b>	<b>4,351,971</b>	<b>4,480,738</b>	<b>3.0%</b>	<b>128,768</b>	<b>4,625,554</b>	<b>3.2%</b>	<b>144,815</b>
<b>NON-PERSONNEL TOTAL</b>	<b>3,700,076</b>	<b>3,562,905</b>	<b>-3.7%</b>	<b>(137,171)</b>	<b>3,512,905</b>	<b>-1.4%</b>	<b>(50,000)</b>
<b>DEPARTMENT TOTALS</b>	<b>8,052,047</b>	<b>8,043,643</b>	<b>-0.1%</b>	<b>(8,403)</b>	<b>8,138,459</b>	<b>1.2%</b>	<b>94,815</b>

7/7/2017

## **COBRA BENEFITS – 9001**

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY18 & FY19 OPERATING BUDGET**

COBRA Benefits - 9001

ACCOUNT	Jun-16	Jun-17	% CHANGE	\$ CHANGE	Jun-17	% CHANGE	\$ CHANGE
	BUDGET FY17	BUDGET FY18	BUDG FY17 BUDG FY18	BUDG FY17 BUDG FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19
<b>LABOR</b>							
501011 Bus Operator Pay	-	-	0.0%	-	-	0.0%	-
501013 Bus Operator OT	-	-	0.0%	-	-	0.0%	-
501021 Other Salaries	-	-	0.0%	-	-	0.0%	-
501023 Other OT	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	-	-	0.0%	-	-	0.0%	-
<b>FRINGE BENEFITS</b>							
502011 Medicare/Soc. Sec.	-	-	0.0%	-	-	0.0%	-
502021 Retirement	-	-	0.0%	-	-	0.0%	-
502031 Medical Ins	-	-	0.0%	-	-	0.0%	-
502041 Dental Ins	-	-	0.0%	-	-	0.0%	-
502045 Vision Ins	-	-	0.0%	-	-	0.0%	-
502051 Life Ins/AD&D	-	-	0.0%	-	-	0.0%	-
502060 State Disability Ins (SDI)	-	-	0.0%	-	-	0.0%	-
502061 Long Term Disability Ins	-	-	0.0%	-	-	0.0%	-
502071 State Unemployment Ins (SUI)	-	-	0.0%	-	-	0.0%	-
502081 Worker's Comp Ins	-	-	0.0%	-	-	0.0%	-
502101 Holiday Pay	-	-	0.0%	-	-	0.0%	-
502103 Floating Holiday	-	-	0.0%	-	-	0.0%	-
502109 Sick Leave	-	-	0.0%	-	-	0.0%	-
502111 Annual Leave	-	-	0.0%	-	-	0.0%	-
502121 Other Paid Absence	-	-	0.0%	-	-	0.0%	-
502251 Phys. Exams	-	-	0.0%	-	-	0.0%	-
502253 Driver Lic Renewal	-	-	0.0%	-	-	0.0%	-
502999 Other Fringe Benefits	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	-	-	0.0%	-	-	0.0%	-

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY18 & FY19 OPERATING BUDGET**

COBRA Benefits - 9001

ACCOUNT	Jun-16	Jun-17	% CHANGE	\$ CHANGE	Jun-17	% CHANGE	\$ CHANGE	Jun-17	% CHANGE
	BUDGET FY17	BUDGET FY18	BUDG FY18	BUDG FY18	BUDGET FY19	BUDG FY19	BUDG FY18	BUDGET FY19	BUDG FY19
<b>SERVICES</b>									
503011 Acting/Audit Fees	-	-	0.0%	-	-	0.0%	-	-	0.0%
503012 Admin/Bank Fees	-	-	0.0%	-	-	0.0%	-	-	0.0%
503031 Prof/Technical Fees	-	-	0.0%	-	-	0.0%	-	-	0.0%
503032 Legislative Services	-	-	0.0%	-	-	0.0%	-	-	0.0%
503033 Legal Services	-	-	0.0%	-	-	0.0%	-	-	0.0%
503034 Pre-Employment Exams	-	-	0.0%	-	-	0.0%	-	-	0.0%
503041 Temp Help	-	-	0.0%	-	-	0.0%	-	-	0.0%
503161 Custodial Services	-	-	0.0%	-	-	0.0%	-	-	0.0%
503162 Uniforms/Laundry	-	-	0.0%	-	-	0.0%	-	-	0.0%
503171 Security Services	-	-	0.0%	-	-	0.0%	-	-	0.0%
503221 Classified/Legal Ads	-	-	0.0%	-	-	0.0%	-	-	0.0%
503222 Legal Ads	-	-	0.0%	-	-	0.0%	-	-	0.0%
503225 Graphic Services	-	-	0.0%	-	-	0.0%	-	-	0.0%
503351 Repair - Bldg & Impr	-	-	0.0%	-	-	0.0%	-	-	0.0%
503352 Repair - Equipment	-	-	0.0%	-	-	0.0%	-	-	0.0%
503353 Repair - Rev Vehicle	-	-	0.0%	-	-	0.0%	-	-	0.0%
503354 Repair - Non Rev Vehicle	-	-	0.0%	-	-	0.0%	-	-	0.0%
503363 Haz Mat Disposal	-	-	0.0%	-	-	0.0%	-	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>MOBILE MATERIALS &amp; SUPPLIES</b>									
504011 Fuels & Lubricants - Non Rev Veh	-	-	0.0%	-	-	0.0%	-	-	0.0%
504012 Fuels & Lubricants - Rev Veh	-	-	0.0%	-	-	0.0%	-	-	0.0%
504021 Tires & Tubes	-	-	0.0%	-	-	0.0%	-	-	0.0%
504161 Other Mobile Supplies	-	-	0.0%	-	-	0.0%	-	-	0.0%
504191 Rev Vehicle Parts	-	-	0.0%	-	-	0.0%	-	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY18 & FY19 OPERATING BUDGET**

COBRA Benefits - 9001

ACCOUNT	Jun-16	Jun-17	% CHANGE	\$ CHANGE	Jun-17	% CHANGE	\$ CHANGE	Jun-17	% CHANGE
	BUDGET FY17	BUDGET FY18	BUDG FY18	BUDG FY18	BUDGET FY19	BUDG FY19	BUDG FY18	BUDGET FY19	BUDG FY19
<b>OTHER MATERIALS &amp; SUPPLIES</b>									
504205 Freight Out	-	-	0.0%	-	-	0.0%	-	-	0.0%
504211 Postage & Mailing	-	-	0.0%	-	-	0.0%	-	-	0.0%
504214 Promotional Items	-	-	0.0%	-	-	0.0%	-	-	0.0%
504215 Printing	-	-	0.0%	-	-	0.0%	-	-	0.0%
504217 Photo Supp/Process	-	-	0.0%	-	-	0.0%	-	-	0.0%
504311 Office Supplies	-	-	0.0%	-	-	0.0%	-	-	0.0%
504315 Safety Supplies	-	-	0.0%	-	-	0.0%	-	-	0.0%
504317 Cleaning Supplies	-	-	0.0%	-	-	0.0%	-	-	0.0%
504409 Repair/Maint Supplies	-	-	0.0%	-	-	0.0%	-	-	0.0%
504417 Tenant Repairs	-	-	0.0%	-	-	0.0%	-	-	0.0%
504421 Non-Inventory Parts	-	-	0.0%	-	-	0.0%	-	-	0.0%
504511 Small Tools	-	-	0.0%	-	-	0.0%	-	-	0.0%
504515 Employee Tool Replacement	-	-	0.0%	-	-	0.0%	-	-	0.0%
<b>Totals</b>	-	-	0.0%	-	-	0.0%	-	-	0.0%
<b>UTILITIES</b>									
505011 Gas & Electric	-	-	0.0%	-	-	0.0%	-	-	0.0%
505021 Water & Garbage	-	-	0.0%	-	-	0.0%	-	-	0.0%
505031 Telecommunications	-	-	0.0%	-	-	0.0%	-	-	0.0%
<b>Totals</b>	-	-	0.0%	-	-	0.0%	-	-	0.0%
<b>CASUALTY &amp; LIABILITY</b>									
506011 Insurance - Property	-	-	0.0%	-	-	0.0%	-	-	0.0%
506015 Insurance - PL/PD	-	-	0.0%	-	-	0.0%	-	-	0.0%
506021 Insurance - Other	-	-	0.0%	-	-	0.0%	-	-	0.0%
506123 Settlement Costs	-	-	0.0%	-	-	0.0%	-	-	0.0%
506127 Repairs - District Prop	-	-	0.0%	-	-	0.0%	-	-	0.0%
<b>Totals</b>	-	-	0.0%	-	-	0.0%	-	-	0.0%



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY18 & FY19 OPERATING BUDGET**

COBRA Benefits - 9001

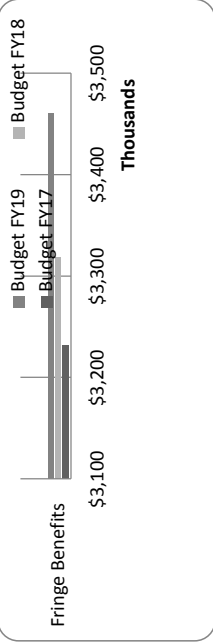
ACCOUNT	Jun-16	Jun-17	% CHANGE	\$ CHANGE	Jun-17	% CHANGE	\$ CHANGE	BUDG FY18	BUDG FY19	\$ CHANGE
	BUDGET FY17	BUDGET FY18	BUDG FY17 BUDG FY18	BUDG FY17 BUDG FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDG FY18	BUDG FY19	BUDG FY18 BUDG FY19
<b>TAXES</b>										
507051 Fuel Tax	-	-	0.0%	-	-	0.0%	-	-	-	-
507201 Licenses & Permits	-	-	0.0%	-	-	0.0%	-	-	-	-
507999 Other Taxes	-	-	0.0%	-	-	0.0%	-	-	-	-
<b>Totals</b>	-	-	0.0%	-	-	0.0%	-	-	-	-
<b>PURCHASED TRANS.</b>										
503406 Contract/Paratransit	-	-	0.0%	-	-	0.0%	-	-	-	-
<b>Totals</b>	-	-	0.0%	-	-	0.0%	-	-	-	-
<b>MISC EXPENSE</b>										
509011 Dues/Subscriptions	-	-	0.0%	-	-	0.0%	-	-	-	-
509081 Advertising - District Promo	-	-	0.0%	-	-	0.0%	-	-	-	-
509101 Employee Incentive Program	-	-	0.0%	-	-	0.0%	-	-	-	-
509121 Employee Training	-	-	0.0%	-	-	0.0%	-	-	-	-
509122 BOD Travel	-	-	0.0%	-	-	0.0%	-	-	-	-
509123 Travel	-	-	0.0%	-	-	0.0%	-	-	-	-
509125 Local Meeting Expense	-	-	0.0%	-	-	0.0%	-	-	-	-
509127 Board Director Fees	-	-	0.0%	-	-	0.0%	-	-	-	-
509150 Contributions	-	-	0.0%	-	-	0.0%	-	-	-	-
509198 Cash Over/Short	-	-	0.0%	-	-	0.0%	-	-	-	-
509999 Other Misc Expense	-	-	0.0%	-	-	0.0%	-	-	-	-
<b>Totals</b>	-	-	0.0%	-	-	0.0%	-	-	-	-
<b>LEASES &amp; RENTALS</b>										
512011 Facility Lease	-	-	0.0%	-	-	0.0%	-	-	-	-
512061 Equipment Rental	-	-	0.0%	-	-	0.0%	-	-	-	-
<b>Totals</b>	-	-	0.0%	-	-	0.0%	-	-	-	-
<b>PERSONNEL TOTAL</b>										
<b>NON-PERSONNEL TOTAL</b>										
<b>DEPARTMENT TOTALS</b>										
-	-	-	0.0%	-	-	0.0%	-	-	-	-



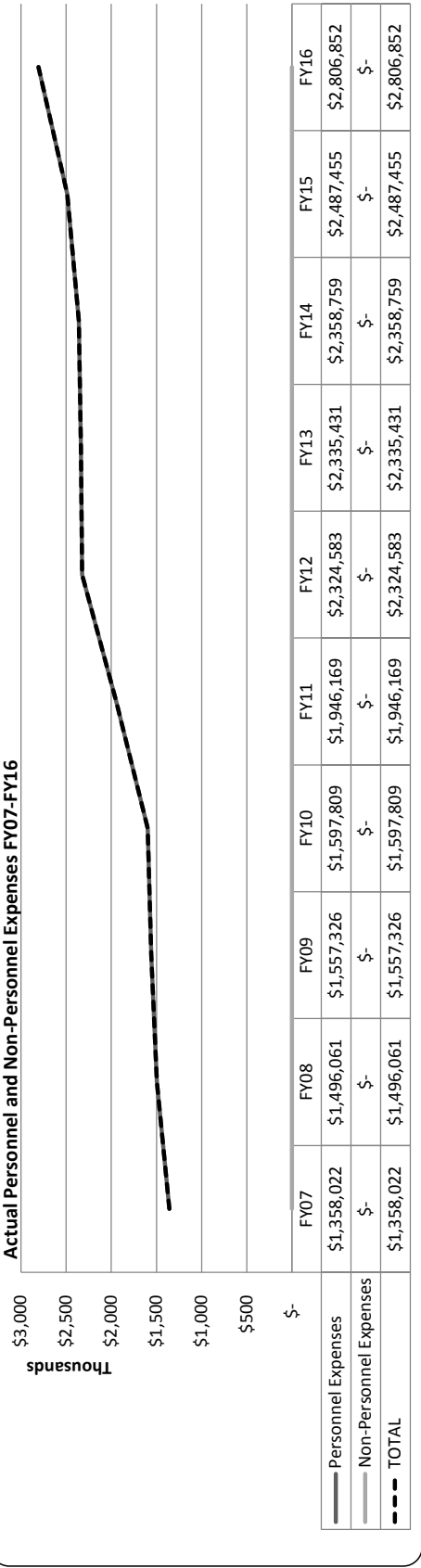
## **RETIRED EMPLOYEE BENEFITS - 9005**

**Retirees 9005**

	Budget FY17	Budget FY18	Var %	Budget FY19	Var %
<b>Personnel Expenses:</b>					
Fringe Benefits	\$ 3,231,276	\$ 3,318,508	2.7%	\$ 3,460,908	4.3%
	\$ 3,231,276	\$ 3,318,508	2.7%	\$ 3,460,908	4.3%
<b>Total Expenses:</b>	\$ 3,231,276	\$ 3,318,508	2.7%	\$ 3,460,908	4.3%



**Actual Personnel and Non-Personnel Expenses FY07-FY16**



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY18 & FY19 OPERATING BUDGET**  
 Retired Employee Benefits - 9005

ACCOUNT	Jun-16	Jun-17	% CHANGE	\$ CHANGE	Jun-17	% CHANGE	\$ CHANGE
	BUDGET FY17	BUDGET FY18	BUDG FY17 BUDG FY18	BUDG FY17 BUDG FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19
<b>LABOR</b>							
501011 Bus Operator Pay	-	-	0.0%	-	-	0.0%	-
501013 Bus Operator OT	-	-	0.0%	-	-	0.0%	-
501021 Other Salaries	-	-	0.0%	-	-	0.0%	-
501023 Other OT	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	-	-	0.0%	-	-	0.0%	-
<b>FRINGE BENEFITS</b>							
502011 Medicare/Soc. Sec.	-	-	0.0%	-	-	0.0%	-
502021 Retirement	-	-	0.0%	-	-	0.0%	-
502031 Medical Ins	3,128,918	3,201,976	2.3%	73,058	3,340,755	4.3%	138,779
502041 Dental Ins	69,002	78,000	13.0%	8,998	80,340	3.0%	2,340
502045 Vision Ins	20,490	25,578	24.8%	5,088	26,345	3.0%	767
502051 Life Ins/AD&D	6,525	6,999	2.7%	174	6,900	3.0%	201
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	6,341	6,255	-1.4%	(86)	6,567	5.0%	313
<b>Totals</b>	<b>3,231,276</b>	<b>3,318,508</b>	<b>2.7%</b>	<b>87,232</b>	<b>3,460,908</b>	<b>4.3%</b>	<b>142,400</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY18 & FY19 OPERATING BUDGET**

Retired Employee Benefits - 9005

ACCOUNT	Jun-16	Jun-17	% CHANGE	\$ CHANGE	Jun-17	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE
	BUDGET FY17	BUDGET FY18	BUDG FY17	BUDG FY18	BUDGET FY19	BUDG FY18	BUDG FY19	BUDGET FY18	BUDG FY19	BUDG FY19
<b>SERVICES</b>										
503011	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503012	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503031	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503032	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503033	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503034	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503041	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503161	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503162	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503171	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503221	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503222	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503225	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503351	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503352	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503353	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503354	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503363	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
Totals	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
<b>MOBILE MATERIALS &amp; SUPPLIES</b>										
504011	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
504012	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
504021	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
504161	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
504191	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
Totals	-	-	0.0%	-	-	0.0%	-	-	0.0%	-

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY18 & FY19 OPERATING BUDGET**

Retired Employee Benefits - 9005

ACCOUNT	Jun-16	Jun-17	% CHANGE	\$ CHANGE	Jun-17	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE
	BUDGET FY17	BUDGET FY18	BUDG FY17	BUDG FY18	BUDGET FY17	BUDG FY18	BUDG FY18	BUDGET FY19	BUDG FY19	BUDG FY19
<b>OTHER MATERIALS &amp; SUPPLIES</b>										
504205 Freight Out	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
504211 Postage & Mailing	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
504214 Promotional Items	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
504215 Printing	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
504217 Photo Supp/Process	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
504311 Office Supplies	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
504315 Safety Supplies	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
504317 Cleaning Supplies	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
504409 Repair/Maint Supplies	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
504417 Tenant Repairs	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
504421 Non-Inventory Parts	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
504511 Small Tools	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
504515 Employee Tool Replacement	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
<b>UTILITIES</b>										
505011 Gas & Electric	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
505021 Water & Garbage	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
505031 Telecommunications	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
<b>CASUALTY &amp; LIABILITY</b>										
506011 Insurance - Property	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
506015 Insurance - PL/PD	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
506021 Insurance - Other	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
506123 Settlement Costs	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
506127 Repairs - District Prop	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	-	-	0.0%	-	-	0.0%	-	-	0.0%	-

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY18 & FY19 OPERATING BUDGET**

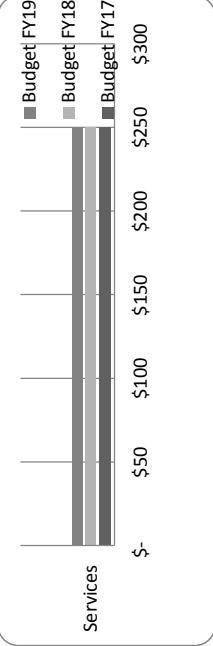
Retired Employee Benefits - 9005

ACCOUNT	Jun-16	Jun-17	% CHANGE	\$ CHANGE	Jun-17	% CHANGE	\$ CHANGE	BUDG FY18	BUDG FY19	BUDG FY18	BUDG FY19
	BUDGET FY17	BUDGET FY18	BUDG FY17 BUDG FY18	BUDG FY17 BUDG FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDG FY18	BUDG FY19	BUDG FY18	BUDG FY19
<b>TAXES</b>											
507051 Fuel Tax	-	-	0.0%	-	-	0.0%	-	-	-	-	-
507201 Licenses & Permits	-	-	0.0%	-	-	0.0%	-	-	-	-	-
507999 Other Taxes	-	-	0.0%	-	-	0.0%	-	-	-	-	-
<b>Totals</b>	-	-	0.0%	-	-	0.0%	-	-	-	-	-
<b>PURCHASED TRANS.</b>											
503406 Contract/Paratransit	-	-	0.0%	-	-	0.0%	-	-	-	-	-
<b>Totals</b>	-	-	0.0%	-	-	0.0%	-	-	-	-	-
<b>MISC EXPENSE</b>											
509011 Dues/Subscriptions	-	-	0.0%	-	-	0.0%	-	-	-	-	-
509081 Advertising - District Promo	-	-	0.0%	-	-	0.0%	-	-	-	-	-
509101 Employee Incentive Program	-	-	0.0%	-	-	0.0%	-	-	-	-	-
509121 Employee Training	-	-	0.0%	-	-	0.0%	-	-	-	-	-
509122 BOD Travel	-	-	0.0%	-	-	0.0%	-	-	-	-	-
509123 Travel	-	-	0.0%	-	-	0.0%	-	-	-	-	-
509125 Local Meeting Expense	-	-	0.0%	-	-	0.0%	-	-	-	-	-
509127 Board Director Fees	-	-	0.0%	-	-	0.0%	-	-	-	-	-
509150 Contributions	-	-	0.0%	-	-	0.0%	-	-	-	-	-
509198 Cash Over/Short	-	-	0.0%	-	-	0.0%	-	-	-	-	-
509999 Other Misc Expense	-	-	0.0%	-	-	0.0%	-	-	-	-	-
<b>Totals</b>	-	-	0.0%	-	-	0.0%	-	-	-	-	-
<b>LEASES &amp; RENTALS</b>											
512011 Facility Lease	-	-	0.0%	-	-	0.0%	-	-	-	-	-
512061 Equipment Rental	-	-	0.0%	-	-	0.0%	-	-	-	-	-
<b>Totals</b>	-	-	0.0%	-	-	0.0%	-	-	-	-	-
<b>PERSONNEL TOTAL</b>	3,231,276	3,318,508	2.7%	87,232	3,460,908	4.3%	142,400				
<b>NON-PERSONNEL TOTAL</b>	-	-	0.0%	-	-	0.0%	-				
<b>DEPARTMENT TOTALS</b>	<u>3,231,276</u>	<u>3,318,508</u>	<u>2.7%</u>	<u>87,232</u>	<u>3,460,908</u>	<u>4.3%</u>	<u>142,400</u>				



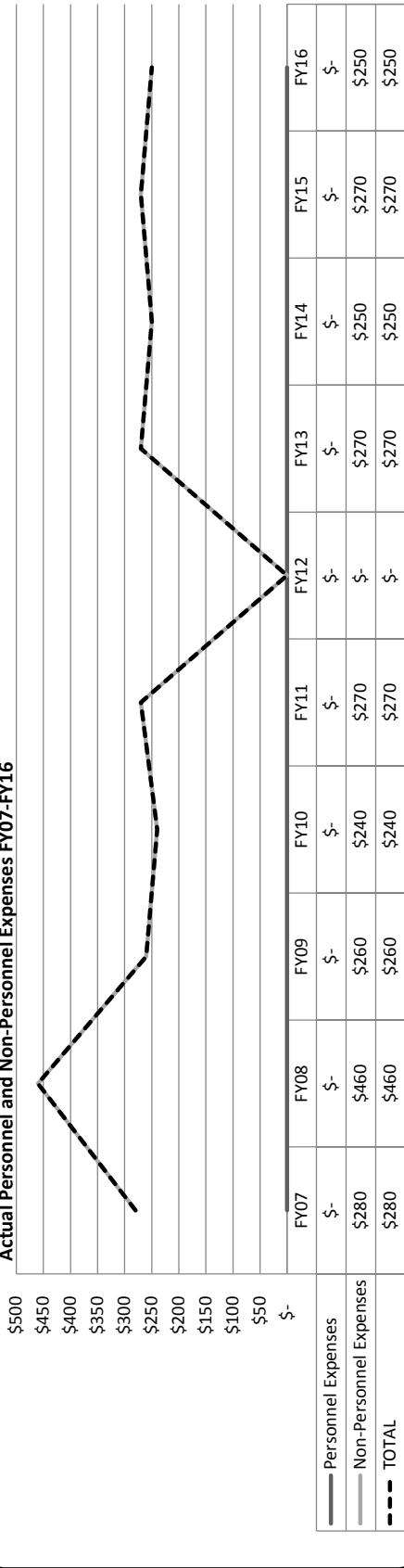
## **SCCIC - 700**

**SCCIC 700**



	Budget FY17	Var %	Budget FY18	Var %	Budget FY19	Var %
<b>Non-Personnel Expenses:</b>						
Services	\$ 250	0.0%	\$ 250	0.0%	\$ 250	0.0%
<b>Total Expenses:</b>	\$ 250	0.0%	\$ 250	0.0%	\$ 250	0.0%

**Actual Personnel and Non-Personnel Expenses FY07-FY16**



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY18 & FY19 OPERATING BUDGET**  
 SCCIC - 700

ACCOUNT	Jun-16	Jun-17	% CHANGE	\$ CHANGE	Jun-17	% CHANGE	\$ CHANGE	Jun-17	% CHANGE
	BUDGET FY17	BUDGET FY18	BUDG FY17 BUDG FY18	BUDG FY17 BUDG FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY19	BUDG FY18 BUDG FY19
<b>LABOR</b>									
501011 Bus Operator Pay	-	-	0.0%	-	-	0.0%	-	-	0.0%
501013 Bus Operator OT	-	-	0.0%	-	-	0.0%	-	-	0.0%
501021 Other Salaries	-	-	0.0%	-	-	0.0%	-	-	0.0%
501023 Other OT	-	-	0.0%	-	-	0.0%	-	-	0.0%
<b>Totals</b>	-	-	0.0%	-	-	0.0%	-	-	0.0%
<b>FRINGE BENEFITS</b>									
502011 Medicare/Soc. Sec.	-	-	0.0%	-	-	0.0%	-	-	0.0%
502021 Retirement	-	-	0.0%	-	-	0.0%	-	-	0.0%
502031 Medical Ins	-	-	0.0%	-	-	0.0%	-	-	0.0%
502041 Dental Ins	-	-	0.0%	-	-	0.0%	-	-	0.0%
502045 Vision Ins	-	-	0.0%	-	-	0.0%	-	-	0.0%
502051 Life Ins/AD&D	-	-	0.0%	-	-	0.0%	-	-	0.0%
502060 State Disability Ins (SDI)	-	-	0.0%	-	-	0.0%	-	-	0.0%
502061 Long Term Disability Ins	-	-	0.0%	-	-	0.0%	-	-	0.0%
502071 State Unemployment Ins (SUI)	-	-	0.0%	-	-	0.0%	-	-	0.0%
502081 Worker's Comp Ins	-	-	0.0%	-	-	0.0%	-	-	0.0%
502101 Holiday Pay	-	-	0.0%	-	-	0.0%	-	-	0.0%
502103 Floating Holiday	-	-	0.0%	-	-	0.0%	-	-	0.0%
502109 Sick Leave	-	-	0.0%	-	-	0.0%	-	-	0.0%
502111 Annual Leave	-	-	0.0%	-	-	0.0%	-	-	0.0%
502121 Other Paid Absence	-	-	0.0%	-	-	0.0%	-	-	0.0%
502251 Phys. Exams	-	-	0.0%	-	-	0.0%	-	-	0.0%
502253 Driver Lic Renewal	-	-	0.0%	-	-	0.0%	-	-	0.0%
502999 Other Fringe Benefits	-	-	0.0%	-	-	0.0%	-	-	0.0%
<b>Totals</b>	-	-	0.0%	-	-	0.0%	-	-	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY18 & FY19 OPERATING BUDGET**  
 SCCIC - 700

ACCOUNT	Jun-16	Jun-17	% CHANGE	\$ CHANGE	Jun-17	% CHANGE	\$ CHANGE	Jun-17	% CHANGE
	BUDGET FY17	BUDGET FY18	BUDG FY17	BUDG FY18	BUDGET FY18	BUDG FY17	BUDG FY18	BUDGET FY19	BUDG FY19
<b>SERVICES</b>									
503011 Acting/Audit Fees	250	250	0.0%	-	250	0.0%	-	250	0.0%
503012 Admin/Bank Fees	-	-	0.0%	-	-	0.0%	-	-	0.0%
503031 Prof/Technical Fees	-	-	0.0%	-	-	0.0%	-	-	0.0%
503032 Legislative Services	-	-	0.0%	-	-	0.0%	-	-	0.0%
503033 Legal Services	-	-	0.0%	-	-	0.0%	-	-	0.0%
503034 Pre-Employment Exams	-	-	0.0%	-	-	0.0%	-	-	0.0%
503041 Temp Help	-	-	0.0%	-	-	0.0%	-	-	0.0%
503161 Custodial Services	-	-	0.0%	-	-	0.0%	-	-	0.0%
503162 Uniforms/Laundry	-	-	0.0%	-	-	0.0%	-	-	0.0%
503171 Security Services	-	-	0.0%	-	-	0.0%	-	-	0.0%
503221 Classified/Legal Ads	-	-	0.0%	-	-	0.0%	-	-	0.0%
503222 Legal Ads	-	-	0.0%	-	-	0.0%	-	-	0.0%
503225 Graphic Services	-	-	0.0%	-	-	0.0%	-	-	0.0%
503351 Repair - Bldg & Impr	-	-	0.0%	-	-	0.0%	-	-	0.0%
503352 Repair - Equipment	-	-	0.0%	-	-	0.0%	-	-	0.0%
503353 Repair - Rev Vehicle	-	-	0.0%	-	-	0.0%	-	-	0.0%
503354 Repair - Non Rev Vehicle	-	-	0.0%	-	-	0.0%	-	-	0.0%
503363 Haz Mat Disposal	-	-	0.0%	-	-	0.0%	-	-	0.0%
<b>Totals</b>	<b>250</b>	<b>250</b>	<b>0.0%</b>	<b>-</b>	<b>250</b>	<b>0.0%</b>	<b>-</b>	<b>250</b>	<b>0.0%</b>
<b>MOBILE MATERIALS &amp; SUPPLIES</b>									
504011 Fuels & Lubricants - Non Rev Veh	-	-	0.0%	-	-	0.0%	-	-	0.0%
504012 Fuels & Lubricants - Rev Veh	-	-	0.0%	-	-	0.0%	-	-	0.0%
504021 Tires & Tubes	-	-	0.0%	-	-	0.0%	-	-	0.0%
504161 Other Mobile Supplies	-	-	0.0%	-	-	0.0%	-	-	0.0%
504191 Rev Vehicle Parts	-	-	0.0%	-	-	0.0%	-	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY18 & FY19 OPERATING BUDGET**  
 SCCIC - 700

ACCOUNT	Jun-16	Jun-17	% CHANGE	\$ CHANGE	Jun-17	% CHANGE	\$ CHANGE	Jun-17	% CHANGE
	BUDGET FY17	BUDGET FY18	BUDG FY17	BUDG FY18	BUDGET FY18	BUDG FY17	BUDG FY18	BUDGET FY19	BUDG FY19
<b>OTHER MATERIALS &amp; SUPPLIES</b>									
504205 Freight Out	-	-	0.0%	-	-	0.0%	-	-	0.0%
504211 Postage & Mailing	-	-	0.0%	-	-	0.0%	-	-	0.0%
504214 Promotional Items	-	-	0.0%	-	-	0.0%	-	-	0.0%
504215 Printing	-	-	0.0%	-	-	0.0%	-	-	0.0%
504217 Photo Supp/Process	-	-	0.0%	-	-	0.0%	-	-	0.0%
504311 Office Supplies	-	-	0.0%	-	-	0.0%	-	-	0.0%
504315 Safety Supplies	-	-	0.0%	-	-	0.0%	-	-	0.0%
504317 Cleaning Supplies	-	-	0.0%	-	-	0.0%	-	-	0.0%
504409 Repair/Maint Supplies	-	-	0.0%	-	-	0.0%	-	-	0.0%
504417 Tenant Repairs	-	-	0.0%	-	-	0.0%	-	-	0.0%
504421 Non-Inventory Parts	-	-	0.0%	-	-	0.0%	-	-	0.0%
504511 Small Tools	-	-	0.0%	-	-	0.0%	-	-	0.0%
504515 Employee Tool Replacement	-	-	0.0%	-	-	0.0%	-	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>UTILITIES</b>									
505011 Gas & Electric	-	-	0.0%	-	-	0.0%	-	-	0.0%
505021 Water & Garbage	-	-	0.0%	-	-	0.0%	-	-	0.0%
505031 Telecommunications	-	-	0.0%	-	-	0.0%	-	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>CASUALTY &amp; LIABILITY</b>									
506011 Insurance - Property	-	-	0.0%	-	-	0.0%	-	-	0.0%
506015 Insurance - PL/PD	-	-	0.0%	-	-	0.0%	-	-	0.0%
506021 Insurance - Other	-	-	0.0%	-	-	0.0%	-	-	0.0%
506123 Settlement Costs	-	-	0.0%	-	-	0.0%	-	-	0.0%
506127 Repairs - District Prop	-	-	0.0%	-	-	0.0%	-	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY18 & FY19 OPERATING BUDGET**  
 SCCIC - 700

ACCOUNT	Jun-16	Jun-17	% CHANGE	\$ CHANGE	Jun-17	% CHANGE	\$ CHANGE	BUDG FY18	BUDG FY19	\$ CHANGE
	BUDGET FY17	BUDGET FY18	BUDG FY17 BUDG FY18	BUDG FY17 BUDG FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDG FY18	BUDG FY19	BUDG FY18 BUDG FY19
<b>TAXES</b>										
507051 Fuel Tax	-	-	0.0%	-	-	0.0%	-	-	-	-
507201 Licenses & Permits	-	-	0.0%	-	-	0.0%	-	-	-	-
507999 Other Taxes	-	-	0.0%	-	-	0.0%	-	-	-	-
<b>Totals</b>	-	-	0.0%	-	-	0.0%	-	-	-	-
<b>PURCHASED TRANS.</b>										
503406 Contract/Paratransit	-	-	0.0%	-	-	0.0%	-	-	-	-
<b>Totals</b>	-	-	0.0%	-	-	0.0%	-	-	-	-
<b>MISC EXPENSE</b>										
509011 Dues/Subscriptions	-	-	0.0%	-	-	0.0%	-	-	-	-
509081 Advertising - District Promo	-	-	0.0%	-	-	0.0%	-	-	-	-
509101 Employee Incentive Program	-	-	0.0%	-	-	0.0%	-	-	-	-
509121 Employee Training	-	-	0.0%	-	-	0.0%	-	-	-	-
509122 BOD Travel	-	-	0.0%	-	-	0.0%	-	-	-	-
509123 Travel	-	-	0.0%	-	-	0.0%	-	-	-	-
509125 Local Meeting Expense	-	-	0.0%	-	-	0.0%	-	-	-	-
509127 Board Director Fees	-	-	0.0%	-	-	0.0%	-	-	-	-
509150 Contributions	-	-	0.0%	-	-	0.0%	-	-	-	-
509198 Cash Over/Short	-	-	0.0%	-	-	0.0%	-	-	-	-
509999 Other Misc Expense	-	-	0.0%	-	-	0.0%	-	-	-	-
<b>Totals</b>	-	-	0.0%	-	-	0.0%	-	-	-	-
<b>LEASES &amp; RENTALS</b>										
512011 Facility Lease	-	-	0.0%	-	-	0.0%	-	-	-	-
512061 Equipment Rental	-	-	0.0%	-	-	0.0%	-	-	-	-
<b>Totals</b>	-	-	0.0%	-	-	0.0%	-	-	-	-
<b>PERSONNEL TOTAL</b>										
	-	-	0.0%	-	-	0.0%	-	-	-	-
<b>NON-PERSONNEL TOTAL</b>										
	250	250	0.0%	-	250	0.0%	-	250	250	0.0%
<b>DEPARTMENT TOTALS</b>										
	250	250	0.0%	-	250	0.0%	-	250	250	0.0%

### **III. CAPITAL BUDGET**









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

Santa Cruz Metropolitan Transit District

	Unfunded Capital Costs thru 2027	Rolling Stock Replacements	UNFUNDED CAPITAL PROJECTS (000s)										TOTAL	
			18	19	20	21	22	23	24	25	26	27		
Construction	\$ 140,984	\$ -	\$ 850	\$ 39,226	\$ 176	\$ 19,276	\$ 30,576	\$ 176	\$ 176	\$ 176	\$ 176	\$ 176	\$ 50,176	\$ 176
Vehicle SGR	\$ 67,018	\$ 62,768	\$ 13,575	\$ 9,434	\$ 20,044	\$ 8,980	\$ 9,460	\$ 3,750	\$ 250	\$ 715	\$ 245	\$ 565	\$ -	\$ -
Facilities Maintenance	\$ 3,280	\$ -	\$ 715	\$ 1,310	\$ 275	\$ 290	\$ 90	\$ 50	\$ 50	\$ 50	\$ 400	\$ 50	\$ -	\$ -
IT	\$ 7,053	\$ -	\$ 5,383	\$ 440	\$ 1,210	\$ 20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Communications	\$ 500	\$ -	\$ -	\$ -	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>\$ 218,835</b>	<b>\$ 62,768</b>	<b>\$ 20,523</b>	<b>\$ 50,410</b>	<b>\$ 22,205</b>	<b>\$ 28,566</b>	<b>\$ 40,126</b>	<b>\$ 3,976</b>	<b>\$ 476</b>	<b>\$ 941</b>	<b>\$ 50,821</b>	<b>\$ 791</b>	<b>\$ 218,835</b>	

## Santa Cruz Metropolitan Transit District

UNFUNDED CAPITAL PROJECTS (000s)														DEPT.	
Construction		18	19	20	21	22	23	24	25	26	27				
#	Project	Description	Cost (000s)	Potential Funding Source	Required Local Match	175	88	88	88	88	88	88	88	88	
1	ADA Access Bus Stops	Remedial ADA Access at all bus stops: pending COA and bus stop audit	\$ 967	Unfunded	TBD	\$ 175	\$ 88	\$ 88	\$ 88	\$ 88	\$ 88	\$ 88	\$ 88	\$ 88	Planning Facilities
2	ADA Access at all Facilities	Remedial ADA Access at all facilities. Needs to be identified in future Accessibility Study	\$ 967	Unfunded	TBD	\$ 175	\$ 88	\$ 88	\$ 88	\$ 88	\$ 88	\$ 88	\$ 88	\$ 88	Planning Facilities
3	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	\$ 300	Unfunded	TBD	\$ 300									Facilities Const.
4	Felton Fair Bus Stop	Either relocate or improve path of travel for 2 stops	\$ 200	Unfunded	TBD	\$ 200									Planning Facilities
5	1231 River St. Property Acquisition	Maintenance Facility Expansion	\$ 850	Unfunded	TBD	\$ 850									Const. Legal
6	Fire Suppression for IT Server Room	110 Vernon	\$ 100	Unfunded	TBD	\$ 100									IT Facilities Const.
7	Roof Reconstruction, Golf Club	Reconstruct built-up roof on first-half of Maintenance Building	\$ 100	Unfunded	TBD	\$ 100									Facilities
8	ParaCruz Operating Facility (Mobility Management Center)	Property Acquisition, Design, Right-of-Way and construction for new ParaCruz Operating Facility	\$ 12,000	Unfunded	TBD	\$ 12,000									Paracruz Const. Ops.
9	Maintenance Facility Wing 2	Property Acquisition, Design, Right-of-Way and Construction for second wing of Maintenance Facility	\$ 15,000	Unfunded	TBD					\$ 15,000					Maint. Const. Ops.
10	Pacific Station Renovation	Consider mixed-use or transit only renovations	\$ 25,000	PTMISEA; AHSC; Developer City SC	TBD	\$ 25,000									Grants Facilities Const.
11	Park and Ride Lots for Bus Commuters	Fund purchase and construction of parking areas for commuter bus patrons at 17th ave & 41st Ave.	\$ 2,000	Unfunded	TBD					\$ 2,000					Const. Facilities
12	Solar Panels	Energy reduction through installation of roof-mounted solar panels at the Judy K. Souza Operations Facility	\$ 2,000	Unfunded	TBD					\$ 2,000					Const. Facilities
13	Remove Diesel Tank	Remove tank after replacement of last diesel bus fleet	\$ 100	Unfunded	TBD					\$ 100					Const. Facilities
14	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	Public Works in affected jurisdiction	TBD						\$ 2,000				Planning Ops

## Santa Cruz Metropolitan Transit District

UNFUNDED CAPITAL PROJECTS (000s)										20	21	22	23	24	25	26	27	DEPT.
#	Project	Description	Cost (000s)	Potential Funding Source	Required Local Match	18	19	20	21	22	23	24	25	26	27	DEPT.		
15	South County Ops. & Maint. Facility	Auxiliary Operating & Maintenance Facility in Watsonville.	\$ 50,000	Unfunded	TBD									\$ 50,000		Grans Facilities Const.		
16	Watsonville Transit Center Renovation	Fascia replacement or repair	\$ 1,000	Unfunded	TBD		\$ 1,000									Const. Facilities		
17	Watsonville Park and Ride Lot	South County P&R to support Hwy 1 commuters	\$ -	Unfunded	TBD											Const. Facilities		
18	Cavallaro Transit Center Parking Structure	Parking Structure to support Hwy 17 Express commuters	\$ 26,400	Unfunded	TBD					\$ 26,400						Const. Facilities		
19	Bike Station at Pacific Station	Bike Station to provide secure, convenient bicycle parking for METRO riders, reducing bikes onboard demand	\$ 1,000	Unfunded	TBD					\$ 1,000						Const. Facilities		
20	Bike Stations at Pacific Station and Capitola Mall TC	Bike Station to provide secure, convenient bicycle parking for METRO riders, reducing bikes onboard demand	\$ 1,000	Unfunded	TBD					\$ 1,000						Const. Facilities		
21	New Watsonville Transit Center	Replacement of current transit center. Requires buy-in from local community, possible City of Watsonville financial participation.	\$ -	Unfunded	TBD											Const. Facilities		
<b>Unfunded Capital Costs thru 2027</b>			<b>\$ 140,984</b>		<b>\$</b>	<b>\$ 850</b>	<b>\$ 39,226</b>	<b>\$ 176</b>	<b>\$ 19,276</b>	<b>\$ 30,576</b>	<b>\$ 176</b>	<b>\$ 176</b>	<b>\$ 176</b>	<b>\$ 50,176</b>	<b>\$ 176</b>	<b>\$ 140,984</b>		

Santa Cruz Metropolitan Transit District

UNFUNDED CAPITAL PROJECTS (000s)												DEPT.										
Vehicle SGR												21	26	25	24	23	22	21	20	19	18	17
#	Project	Description	Cost (000s)	Potential Funding Source	Required Local Match	18	19	20	21	22	23	24	25	26	27							
1	Bus Mid-Life Overhaul, 2017-2026	Bus Mid-Life Overhaul (25% reduction) 17 new buses	\$ 2,250	STIP	TBD	\$ 225	\$ 225	\$ 225	\$ 225	\$ 225	\$ 225	\$ 225	\$ 225	\$ 225	\$ 225	Fleet						
2	Bus Replacements 2018	Replace (5) Paracruz cutaways and (6) PT vans	\$ 12,000	FTA 5339/STIP	TBD	\$ 12,000										Fleet						
3	ParaCruz Adds & Replacement Vans 2018		\$ 860	Unfunded	TBD	\$ 860										ParaCruz						
4	Bus Replacements 2019	Bus Replacements Replace (12) buses	\$ 8,460	FTA 5339/STIP	TBD	\$ 8,460										Fleet						
5	ParaCruz Adds & Replacement Vans 2019	Replace (2) Paracruz cutaways and (7) PT vans	\$ 729	Unfunded	TBD	\$ 729										ParaCruz						
6	Bus Replacements 2020	Bus Replacements Replace (26) buses	\$ 18,330	Unfunded	TBD	\$ 18,330										ParaCruz						
7	ParaCruz Adds & Replacement Vans 2020	Replace (12) Paracruz PT Vans and 5 Minivans	\$ 1,149	Unfunded	TBD	\$ 1,149										ParaCruz						
8	Bus Replacements 2021	Bus Replacements Replace (12) buses	\$ 8,460	FTA 5339/STIP	TBD	\$ 8,460										Fleet						
9	ParaCruz Adds & Replacement Vans 2021	Replace (2) Paracruz Minivans	\$ 90	Unfunded	TBD	\$ 90										ParaCruz						
10	Bus Replacements 2022	Bus Replacements Replace (13) 2800s CNG Buses	\$ 9,165	FTA 5339/STIP	TBD	\$ 9,165										Fleet						
11	Bus Replacements 2023	Bus Replacements Replace (5) 1000s CNG Buses	\$ 3,525	FTA 5339/STIP	TBD	\$ 3,525										Fleet						
12	Bus Replacements 2024	Bus Replacements Replace (5) 1000s CNG Buses	\$ -	FTA 5339/STIP	TBD	\$ -										Fleet						
13	Bus Replacements 2025	Bus Replacements Replace (11) 1200s CNG Buses	\$ -	FTA 5339/STIP	TBD	\$ -										Fleet						
14	Bus Replacements 2026	Bus Replacements Replace (6) 1300s CNG Buses	\$ -	FTA 5339/STIP	TBD	\$ -										Fleet						
15	Non-revenue Vehicle Replacements	Non-revenue trucks and cars	\$ 2,000		TBD	\$ 490	\$ 20	\$ 340	\$ 205	\$ 70	\$ 25	\$ 490	\$ 20	\$ 340	\$ 340	Fleet						
		<b>Unfunded Capital Costs thru 2027</b>	<b>\$ 67,018</b>			<b>\$ 13,575</b>	<b>\$ 9,434</b>	<b>\$ 20,044</b>	<b>\$ 8,980</b>	<b>\$ 9,460</b>	<b>\$ 3,750</b>	<b>\$ 250</b>	<b>\$ 715</b>	<b>\$ 245</b>	<b>\$ 565</b>	<b>\$ 67,018</b>						
		Rolling Stock Replacements	\$ 62,768			\$ 12,860	\$ 9,189	\$ 19,479	\$ 8,550	\$ 9,165	\$ 3,525	\$ -	\$ -	\$ -	\$ -	\$ 62,768						

## Santa Cruz Metropolitan Transit District

### UNFUNDED CAPITAL PROJECTS (000s)

#	Project	Description	Cost (000s)	Potential Funding Source	Required Local Match	UNFUNDED CAPITAL PROJECTS (000s)											DEPT.
						18	19	20	21	22	23	24	25	26	27		
1	Capital upgrade of existing transit facilities	Capital upgrade of bus stops, parking lots, transit centers, buildings	\$ 500	Continuous	TBD	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	Facilities	
2	Upgrade HVAC Systems, all sites	Heating Ventilation Air Conditioning	\$ 430	Unfunded	TBD	\$ 60	\$ 50	\$ 50	\$ 120	\$ 40	\$ -	\$ -	\$ -	\$ -	\$ -	Facilities	
3	Replacement Custodial Equipment	Vacuums, Buffers, Scrubbers	\$ -	Unfunded	TBD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Facilities	
4	Landscaping/Irrigation	Re-landscape & irrigate all sites	\$ -	Unfunded	TBD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Facilities	
5	Administration Remodel	Office remodel of 110 Vernon St.: upgrade HVAC and move/add office space	\$ 100	Unfunded	TBD	\$ 50	\$ 50									Facilities	
6	Bird Abatement	All Facilities	\$ 10	Unfunded	TBD	\$ 10										Facilities	
7	Furniture	All Facilities	\$ 150	Unfunded	TBD	\$ 50	\$ 50	\$ 50								Admin Const.	
8	Fire Proof File Cabinets	Administrative Building	\$ 5	Unfunded	TBD	\$ 5										Facilities	
9	Emergency Operations Centers	Purchase of equipment for EOC at OPS and Admin	\$ 15	Unfunded	TBD	\$ 15										Facilities	
10	Bus Washer	Replace N/S Wash System purchased 2009 & upgrade water recycling system	\$ 80	Unfunded	TBD	\$ 80										Facilities Fleet	
11	Bus Lifts	Remove and Replace lifts	\$ 1,000	Unfunded	TBD	\$ 1,000										Const. Fleet Facilities	
12	Exterior/Interior Painting	Exterior, Vernon, 138 Golf Club, Fueling Station interior/exterior	\$ 345	Unfunded	TBD	\$ 100	\$ 125	\$ 120								Facilities	
13	Parts Washers (3)	Replace the JRI units purchased 2010	\$ 100	Unfunded	TBD								\$ 100			Fleet	
14	Fuel Management System	Purchase and installation of fuel management system	\$ 180	Unfunded	TBD	\$ 180										Facilities	
15	Roof Replacement, Fueling Station	Replace Roof	\$ 150	Unfunded	TBD								\$ 150			Facilities	
16	Roof Replacement, Scotts Valley	Replace Roof	\$ 100	Unfunded	TBD								\$ 100			Facilities	
17	Admin Building Engineering and Renovations	For reconfiguration of office space for multiple departments	\$ 20	Unfunded	TBD	\$ 20										Facilities	
18	Fire Egress Construction	Construction of fire egress at 138 Golf Club Dr. building	\$ 95	Unfunded	TBD	\$ 95										Facilities	



## Santa Cruz Metropolitan Transit District

Facilities Maintenance		UNFUNDED CAPITAL PROJECTS (000s)										DEPT.				
#	Project Description	Cost (000s)	Potential Funding Source	Required Local Match	18	19	20	21	22	23	24	25	26	27	DEPT.	
	Unfunded Capital Costs thru 2027	\$ 3,280			\$ 715	\$ 1,310	\$ 275	\$ 290	\$ 90	\$ 50	\$ 50	\$ 50	\$ 400	\$ 50	\$ 3,280	

# Santa Cruz Metropolitan Transit District

## UNFUNDED CAPITAL PROJECTS (000s)

#	Project	Description	Cost (000s)	Potential Funding Source	Required Local Match	Year										DEPT		
						18	19	20	21	22	23	24	25	26	27			
1	Bus AVL	Automatic Vehicle Locator system on all METRO Buses	\$ 2,000	Unfunded	TBD	\$ 2,000												IT Planning Fleet
2	Financial Management Software	Financial, Payroll, Timekeeping Software	\$ 125	Unfunded	TBD	\$ 125												IT Finance
3	SCMTD Servers	Replacement servers for existing aging systems with scalability for the next 5 years. CRITICAL	\$ 40	Unfunded	TBD	\$ 40												IT Const.
4	Backup system	Backup system to meet growing disaster recovery needs	\$ 20	Unfunded	TBD				\$ 20									IT
5	Highway 17 Express WiFi upgrade	Add Simms cards to routers for additional functionality. Bus AVL implementation may negate the need for this.	\$ 10	Unfunded	TBD	\$ 10												Fleet Ops IT
6	Fare System Integration and Upgrade	Upgrade GFI Farebox system to enable fare media loading, tracking, registration, interoperability via internet. Necessary IT upgrades. System integrator to analyze and propose integrated fare media strategy (incl. \$50k for vaulting)	\$ 1,300	Unfunded	TBD	\$ 1,300												IT Planning Fleet
7	Phone System	Replacement phone system due to the existing system having reached end-of-life for parts and support.	\$ 25	Unfunded	TBD	\$ 25												IT
8	MaintStar Expansion Software and Mobile Equipment	Asset and Maintenance Managing software and equipment with onsite training and installation. Work field orders.	\$ 150	Unfunded	TBD	\$ 150												IT Ops
9	Bus APC	Automatic Passenger Counter systems on all METRO buses.	\$ 1,200	Unfunded	TBD	\$ 1,200												IT Planning Fleet
10	WiFi expansion	Public WiFi equipment on all facilities and routes beginning w/UCSCs and Express buses. Bus AVL implementation may negate the need for this.	\$ 1,000	Unfunded	TBD	\$ 1,000												Fleet Ops IT

# Santa Cruz Metropolitan Transit District

UNFUNDED CAPITAL PROJECTS (000s)																						
#	Project	Description	Cost (000s)	Potential Funding Source	Required Local Match	Year					DEPT											
						18	19	20	21	22		23	24	25	26	27						
		IT																				
11	Cameras on buses	Cameras on buses	\$ 750	CalOES	TBD	\$ 750															Fleet Ops IT	
12	Camera security system for ParaCruz facility	Camera security system for ParaCruz facility	\$ 150	Unfunded	TBD		\$ 150															IT ParaCruz Facilities
13	ParaCruz MDC replacements	ParaCruz MDC replacements (two per year)	\$ 15	Unfunded	TBD		\$ 15															IT ParaCruz
14	TVMs - replacements and additional	2nd TVM at Pacific Station and Watsonville Transit Center; end-of-life replacement of existing TVMs	\$ 210	Unfunded	TBD		\$ 210															IT Cust Svc? Ops?
15	Business Copy Machine	Copy machine - Operations	\$ 3	Unfunded	TBD		\$ 3															IT Cust Svc? Ops?
16	Print Encoding Machine	Machine to process fare Smart Cards	\$ 19	Unfunded	TBD		\$ 19															IT Cust Svc? Ops?
17	ID Card Printer	ID Card Printer	\$ 5	Unfunded	TBD		\$ 5															IT Cust Svc? Ops?
18	Backup Repeater Site	2-way Radio Equipment to allow JKS to function as a radio repeater site	\$ 15	Unfunded	TBD		\$ 15															IT Cust Svc? Ops?
19	Kyle Hill Repeater Site	Emergency Battery Backup	\$ 16	Unfunded	TBD		\$ 16															IT Cust Svc? Ops?
<b>Unfunded Capital Costs thru 2027</b>			<b>\$ 7,053</b>			<b>\$ 5,383</b>	<b>\$ 440</b>	<b>\$ 1,210</b>	<b>\$ 20</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7,053</b>

Santa Cruz Metropolitan Transit District

		UNFUNDED CAPITAL PROJECTS (000s)										DEPT.			
#	Project	Description	Cost (000s)	Potential Funding Source	Required Local Match	18	19	20	21	22	23	24	25	26	27
1	Metro Rebranding	Establish consistent brand with uniform signage, letterhead, ads	\$ 500	Unfunded	TBD			\$ 500							
		<b>Unfunded Capital Costs thru 2027</b>	<b>\$ 500</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ 500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
															Planning Ops
															\$ 500

## **V. ADDITIONAL INFORMATION**

## **BOARD MEMBER TRAVEL**

**FY18**

### American Public Transportation Association (APTA) Meetings

Legislative Conference  
March 2018  
Washington, DC  
Two Board Members

Annual Conference  
October 2017  
Atlanta, GA  
Two Board Members

### California Transit Association (CTA) Meetings

Annual Meeting  
November 2017  
Riverside, CA  
One Board Member

Legislative Conference  
Spring 2018  
One Board Member

### Additional Travel

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

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

## **Budgeted Ongoing Activities**

**FY18**

Santa Cruz County Fair  
September, 13 – 17, 2017

Santa Cruz Follies

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

Senior Luncheon

Metro Advisory Committee METRO Tour

Leadership Santa Cruz

EMPLOYEE INCENTIVE PROGRAM  
FY18 and FY19

EVENT/ACTIVITY	# EMP	RATE	FY18	FY19	DEPT/ACCOUNT
District Service Awards			\$ 5,000	\$ 5,000	1100-509101
Employee Picnic & Holiday Party			\$ 10,000	\$ 10,000	1100-509101
Safe Driver Pins and Certificates			\$ 4,100	\$ 4,100	3300-509101
Employee Incentive Program			\$ -	\$ -	1100-509101
Departmental Programs					
<b><u>Administrative Facility (110 Vernon)</u></b>					
Employee Recognition/Appreciation Events		\$ -	\$ -	\$ -	1200-509101
<b><u>Customer Service (Metro Center)</u></b>					
Employee Recognition/Appreciation Events		\$ -	\$ -	\$ -	1300-509101
<b><u>Facilities Maintenance</u></b>					
Employee Recognition/Appreciation Events		\$ -	\$ -	\$ -	2200-509101
<b><u>ParaCruz</u></b>					
Employee Recognition/Appreciation Events		\$ -	\$ -	\$ -	3100-509101
<b><u>Operations</u></b>					
Employee Recognition/Appreciation Events and Shift Bid Refreshments		\$ -	\$ -	\$ -	3200-509101
<b><u>Fleet Maintenance</u></b>					
Employee Recognition/Appreciation Events and Shift Bid Refreshments		\$ -	\$ -	\$ -	4100-509101
<b>TOTALS</b>			<b>\$ 19,100</b>	<b>\$ 19,100</b>	



**MEMBERSHIPS  
FY18 and FY19**

<b>MEMBERSHIPS / Dues &amp; Subscriptions</b>	<b>FY18</b>	<b>FY19</b>	<b>DEPT/ACCOUNT</b>
<b>Administration</b>			
American Public Transportation Association (APTA)	\$ 35,100	\$ 35,100	1100-509011
California Transit Association (CTA)	\$ 15,000	\$ 15,000	1100-509011
Monterey Bay Economic Partnership (MBEP)	\$ 5,000	\$ 5,000	1100-509011
Community Transportation Association of America (CTAA)	\$ 3,500	\$ 3,500	1100-509011
Center for Transportation and the Environment (CTE)	\$ 3,000	\$ 3,000	1100-509011
Chamber of Commerce	\$ 3,000	\$ 3,000	1100-509011
Zero Emission Bus Resource Alliance (ZEBRA)	\$ 3,000	\$ 3,000	1100-509011
The Bus Coalition	\$ 1,000	\$ 1,000	1100-509011
California Association for Coordinated Transportation (CalACT)	\$ 925	\$ 925	1100-509011
Letter Press	\$ 500	\$ 500	1100-509011
Miscellaneous	\$ 500	\$ 500	1100-509011
Santa Cruz Sentinel	\$ 315	\$ 315	1100-509011
Costco	\$ 110	\$ 110	1100-509011
<b>Finance</b>			
California Society of Municipal Finance Officers (CSMFO)	\$ 450	\$ 450	1200-509011
Government Finance Officers Association (GFOA)	\$ 430	\$ 430	1200-509011
Kiplinger Letters	\$ 100	\$ 100	1200-509011
<b>Human Resources</b>			
California Public Employers Labor Relations Association (CalPERLA)	\$ 1,000	\$ 1,000	1400-509011
Society for Human Resource Management (SHRM)	\$ 600	\$ 600	1400-509011
Northern California Human Resources Association (NCHRA)	\$ 500	\$ 500	1400-509011
John Dash	\$ 250	\$ 250	1400-509011
<b>District Counsel</b>			
Miscellaneous	\$ 500	\$ 500	1700-509011
<b>Risk Management</b>			
Miscellaneous	\$ 500	\$ 500	1800-509011
<b>Purchasing</b>			
California Association of Public Procurement Officials (CAPPO)	\$ 260	\$ 260	1900-509011
The Institute for Public Procurement (NIGP)	\$ 190	\$ 190	1900-509011
<b>Fleet Maintenance</b>			
Cummins INSITE Fleet books (6) Software	\$ 3,000	\$ 3,000	4100-509011
John Deere Software	\$ 2,500	\$ 2,500	4100-509011
Southern California Regional Transit Training Consortium (SCR TTC)	\$ 1,000	\$ 1,000	4100-509011
Mitchell Online Vehicle Manuals	\$ 500	\$ 500	4100-509011
<b>TOTALS</b>	<b>\$ 82,730</b>	<b>\$ 82,730</b>	

ADOPTED JUNE 23, 2017