

Santa Cruz Metropolitan Transit District

**FY19 & FY20
FINAL BUDGET**



ADOPTED JUNE 22, 2018



SANTA CRUZ **METRO**

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

FY19 & FY20

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I. TOTAL BUDGET OVERVIEW



Santa Cruz Metropolitan Transit District



Santa Cruz Metropolitan Transit District (METRO) is proud to present the FY19/FY20 Operating budget. The FY19 Operating and Capital budget is \$53,731,242, inclusive of a \$3,735,883 transfer to the Capital Program and the Capital Reserve Fund. The Operating budget alone is \$49,851,878, representing a 3.69% growth over the previous year's Operating budget. The year-over-year Operating and Capital growth is primarily attributable to the new revenues that result from the passage of Senate Bill 1 (SB1), the Road Repair and Accountability Act of 2017.

METRO is now focusing attention on the replacement of buses and paratransit (ParaCruz) vehicles. METRO has an immediate need to replace 62 buses and six paratransit vehicles. The cost of doing so is estimated to be between \$43 - \$62 million. This cost range represents the difference in the cost of purchasing Compressed Natural Gas (CNG) buses versus more expensive zero emissions electric buses. Buses have a useful life of twelve years. METRO's average age of the buses in our fleet is over 12 years. Unfortunately, an aging fleet potentially results in poor customer service, as our equipment may break down more frequently, which then impacts METRO's ability to deliver the quality on-time service we promise.

SB1 has also resulted in providing METRO with state funds to purchase an Automatic Vehicle Location (AVL) system in FY19. Such a system will provide METRO with much needed data, from which we will be able to better structure the accuracy of scheduled bus arrival times. Further, AVL will provide a Predictive Arrival & Departure System (PADS) which is a customer-facing smartphone application for customers to access the predicted time of arrival for the bus at their bus stop.

Over the past three years, METRO has achieved Operating budget stability. This resulted from the implementation of a number of efficiency measures, service reductions, Measure D and SB1. Unfortunately, there is Proposition 6 on the November 2018 ballot which seeks to overturn SB1. Should SB1 be overturned, METRO will again be faced with a structural deficit which will place costly Capital projects, such as much needed bus purchases, in immediate jeopardy. If Proposition 6 passes in November, METRO will immediately initiate a discussion to resolve an expected \$3+ million Operating and Capital deficit.

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. Additionally, in 2018, the California Air Resources Board is expected to adopt a regulation that will require all publically operated bus fleets in California to be fully zero emissions buses by 2040. Included in the regulation will be a phasing plan that could require METRO to start purchasing zero emissions buses as soon as 2020. In early 2017, the METRO Board adopted its own resolution to achieve a fully zero emissions bus fleet by 2040. To that end, METRO has secured grants that will purchase four zero emissions buses. These buses are tentatively scheduled to go into service in mid to late 2019.

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

Respectfully submitted,

Bruce McPherson
Board Chair

Alex Clifford
CEO/General Manager



SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

FY19 & FY20

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

Dan Rothwell
County of Santa Cruz

Ed Bottorff
City of Capitola

Trina Coffman - Gomez
City of Watsonville

Norm Hagen
County of Santa Cruz

Davon Thomas
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

FY19 & FY20

FINAL BUDGET

Board Officers and Appointments

Chair

Bruce McPherson

Vice Chair

Cynthia Chase

SCCIC Representatives

Cynthia Chase

Norm Hagen

John Leopold

Bruce McPherson

Trina Coffman-Gomez

SCCRTC Representatives

Ed Bottorff

Cynthia Chase

Mike Rotkin

SCCRTC Alternates (in order)

Jimmy Dutra

Donna Lind

Dan Rothwell

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

FY19 & FY20

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
Trina Coffman – Gomez
Mike Rotkin**

Personnel/Human Resources Standing Committee

**Jimmy Dutra
Bruce McPherson
Cynthia Chase
Norm Hagen
John Leopold**

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

FY19 & FY20

FINAL BUDGET

Management Staff

CEO/General Manager	Alexander D. Clifford
Chief Operations Officer (COO)	Ciro Aguirre
Chief Financial Officer (CFO)	Angela Aitken
Finance Deputy Director	Debbie Kinslow
Marketing, Communications and Customer Service Director	Vacant
Human Resources Director	Jolene Church
Human Resources Deputy Director	Dawn Crummie
Information Technology and ITS Director	Isaac Holly
Senior Database Administrator	Harlan Glatt
Database Administrator	Jaron West
Planning and Development Director	Barrow Emerson
Safety, Security and Risk Director	Vacant
Purchasing and Special Projects Director	Erron Alvey
Operations Manager: Paratransit	Vacant
Assistant Operations Manager: Paratransit	Daniel Zaragoza
Operations Manager: Fixed Route	Anna Gouveia
Maintenance Manager	Eddie Benson
Assistant Maintenance Manager	Federico Rocha

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 FY17

As of 6/30/17

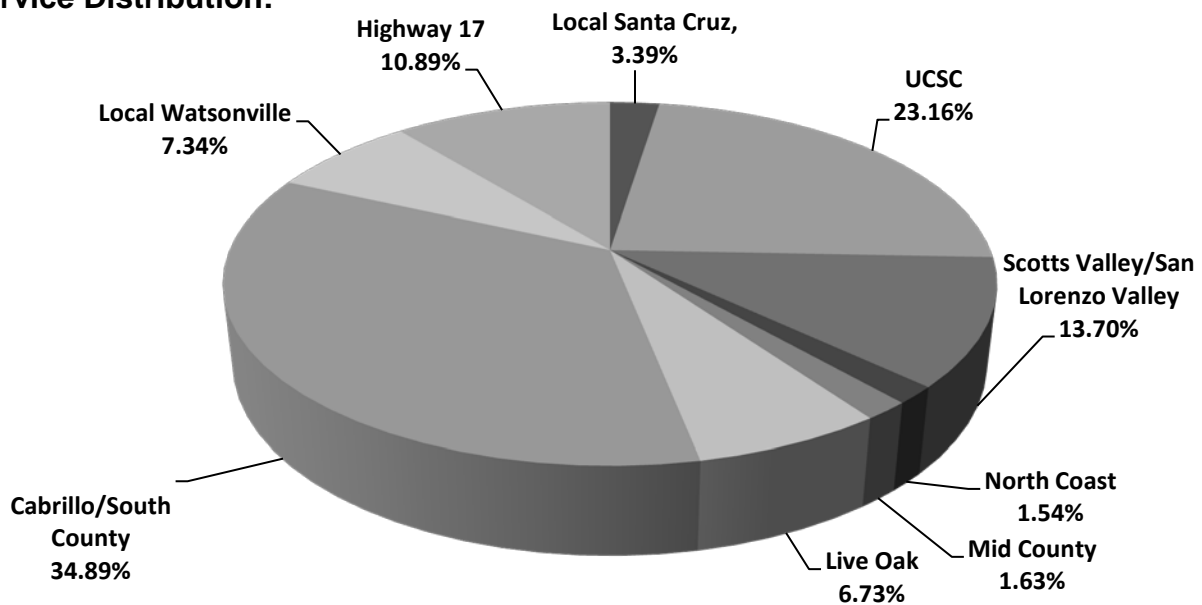
Board Members	12
Employees	315
Fixed Routes	25
Vehicles Operated in Maximum Service	75
Bus Stops	931
Fixed Route Ridership	5,091,394
Revenue Miles	2,895,295
Revenue Hours	208,797
Passengers per Hour	24.38
Operating Expenses	\$45,110,026

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Ridership Performance by Service Area - FY17 as of 06/30/2017

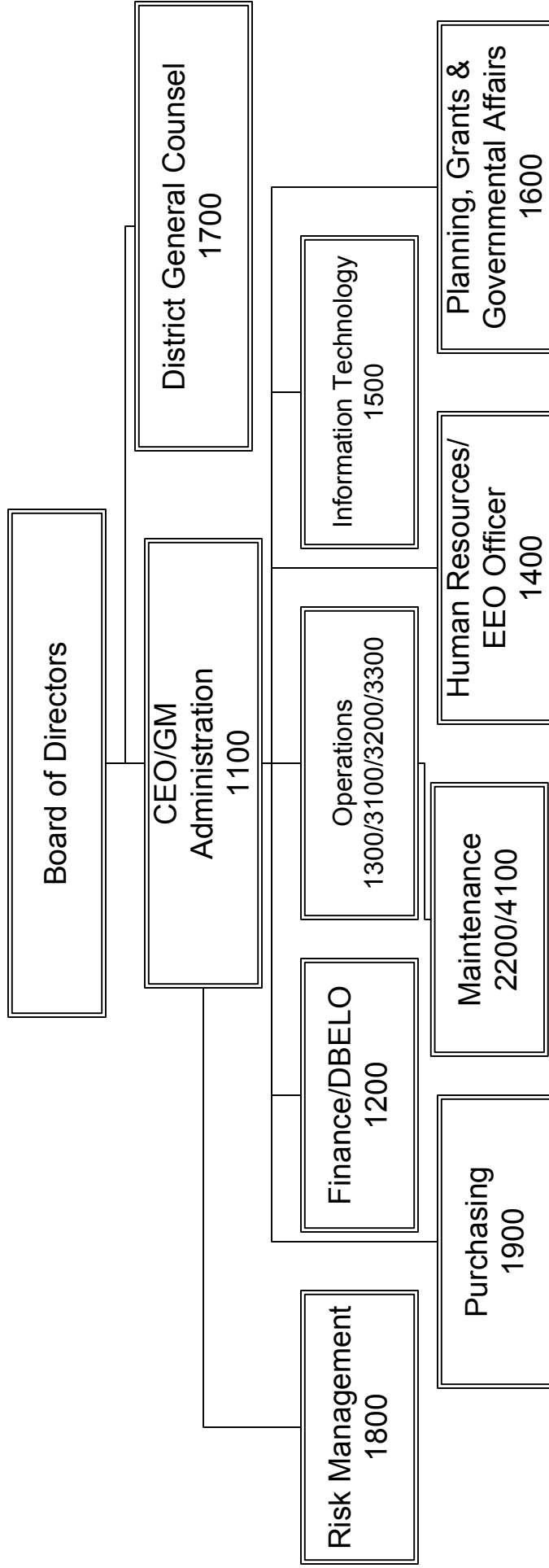
	Trip Hrs	%	Ridership	%	Passengers per Hour
Local Santa Cruz	5,147	2.47%	76,613	1.50%	14.88
UCSC	48,366	23.16%	2,529,675	49.69%	52.30
Scotts Valley/San Lorenzo Valley	23,694	11.35%	357,509	7.02%	15.09
North Coast	3,226	1.54%	32,342	0.64%	10.03
Mid County	3,412	1.63%	39,372	0.77%	11.54
Live Oak	14,059	6.73%	267,089	5.25%	19.00
Cabrillo/South County	72,847	34.89%	1,326,024	26.04%	18.20
Local Watsonville	15,317	7.34%	159,103	3.12%	10.39
Highway 17	22,731	10.89%	303,667	5.96%	13.36
TOTAL	208,797	100.00%	5,091,394	100.00%	24.38

Service Distribution:



Santa Cruz Metropolitan Transit District

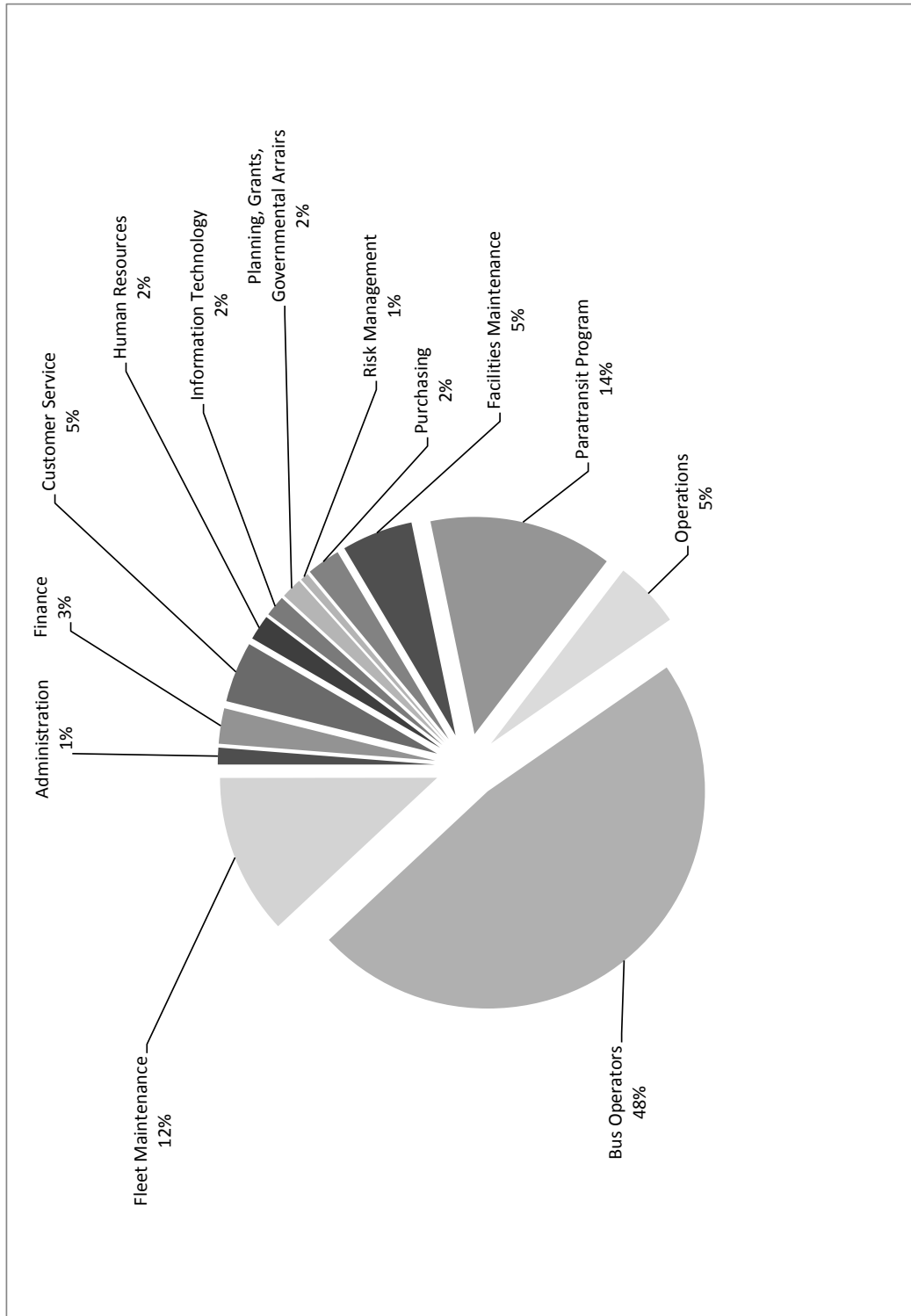
(Santa Cruz METRO)
Organizational Chart
FY19 & FY20



FY19 & FY20 OPERATING BUDGET
Authorized and Funded Personnel - Full Time Equivalent (FTE)
Summary

Position Title	FY 19 June 2017		FY 19 June 2017		FY 19 2018		FY 20 2018	
	Authorized	Funded	Authorized	Funded	Authorized	Funded	Authorized	Funded
Administration - 1100	5.00	4.00	5.00	4.00	5.00	4.00	5.00	4.00
Finance - 1200	9.50	8.00	10.50	8.50	10.50	8.50	10.50	9.00
Customer Service - 1300	15.25	12.00	18.25	14.50	18.25	14.50	18.25	16.00
Human Resources - 1400	8.00	6.00	8.00	6.00	8.00	6.00	8.00	6.00
Information Technology - 1500	7.00	5.00	7.00	5.00	7.00	5.00	7.00	5.00
Planning, Grants, Governmental Affairs - 1600	11.00	5.00	11.00	5.00	11.00	5.00	11.00	5.00
District Counsel - 1700	3.00	1.00	3.00	0.00	3.00	0.00	3.00	0.00
Risk Management - 1800	3.00	2.00	3.00	2.00	3.00	2.00	3.00	2.00
Purchasing - 1900	9.00	8.00	9.00	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	22.00	17.00
Paratransit - 3100	53.00	44.00	53.00	44.00	53.00	44.00	53.00	44.00
Operations - 3200	22.00	16.00	22.00	16.00	22.00	16.00	22.00	16.00
Bus Operators - 3300	171.00	153.00	171.00	153.50	171.00	153.50	171.00	155.00
Fleet Maintenance - 4100	57.00	38.00	57.00	38.50	57.00	38.50	57.00	39.00
Total Full-Time Equivalents (FTEs)	395.75	319.00	399.75	322.00	399.75	322.00	399.75	326.00

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 FY19 & FY20 FINAL OPERATING BUDGET
 FUNDED PERSONNEL BY DEPARTMENT**



FY19 & FY20 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.

FY19 Operating Revenues

Operating Revenues total \$53,731,242 in FY19 (inclusive of Transfers and Operating Balance). Major Operating Revenue assumptions in the FY19 budget over the FY18 Final budget, adopted in June 2017, include:

- Passenger Fares – decrease of -8.2% or (\$229K) primarily due to decreased Fixed-Route ridership. The budget projection is based on estimated FY18 passenger fares revenue of \$2.6M and an anticipated 2% decrease in FY19. The estimated FY18 passenger fares revenue is based on the actual fares revenue data from July 2017 to March 2018. The anticipated 2% decrease correlates to the national trend of decreasing public transit ridership.
- Special Transit Fares – increase of 3.4% or \$175K due to anticipated increase in student enrollment and ridership for fixed routes that serve UCSC. A contract increase of 2.5% is budgeted for UCSC in FY19. No contract increase is anticipated and budgeted for Cabrillo in FY19.
- Paratransit Fares – decrease of -14.0% or (\$48K) due to anticipated unfavorable FY18 budget variance for the year and no growth projections for FY19.
- Highway 17 Fares – decrease of -16.1% or (\$283K) due to decreased Highway 17 Ridership as a result of increased car ownership and congestion, as well as inability to meet high ridership demand during peak commute times. The FY19 budget projection is based on estimated FY18 Highway 17 fares revenue of \$1.6M and an anticipated 5% decrease in FY19. The estimated FY18 Highway 17 fares revenue is based on the actual fares revenue data from July 2017 to March 2018. The anticipated 5% decrease correlates to the national trend of decreasing public transit ridership.
- 1979 Gross Sales Tax (1/2 cent) – increase of 8.4% or \$1.7M due to anticipated favorable FY18 budget variance for the year, resulting in projected FY18 actual of \$21.1M and a 3% increase due to the general economic outlook in 2018.

FY19 & FY20 Final Budget Highlights (con't)

- 2016 Net Sales Tax (Measure D) – increase of 8.4% or \$250K. The projected increase mirrors the anticipated increase in the 1979 Gross Sales Tax (1/2 cent).
- Transportation Development Act (TDA-LTF) - increase of 4.5% or \$307K, as per recent CPI growth projections, as well as the Appropriation Summary included in the RTC FY19 Proposed Budget (03/08/2018).
- FTA Sec 5307 – Operating Assistance - increase of 6.8% or \$280K, as per current budget projections from the Federal Transit Administration (FTA).
- STIC – increase of 9.7% or \$214K, as per recent information, provided by Planning and Grants.
- TDA – STA – Operating (includes SB-1) – increase of 4.8% or \$161K, as per SCO allocation estimate from January 31, 2018.
- Fuel Tax Credit – decrease of -46.6% or (\$306K) based on anticipated CNG usage per year.

FY18 Operating Expenses

Operating Expenses total \$49,851,878 in FY19. Major Operating Expenses assumptions in the preliminary FY19 budget over the FY18 Final budget, adopted in June 2017, include:

- Personnel Expenses (Labor and Fringe Benefits) increased by 2.1% or \$833K.
- Non-Personnel Expenses increased by 10.8% or \$941K.

Personnel Expenses:

Personnel Expenses (Labor and Fringe Benefits) increase by 2.1% or \$833K primarily due to:

- Contractual items - step and longevity increases.
- Inclusion of the results from the Classification and Compensation Study for Management.
- Increase in CalPERS retirement employer contribution from 23.656% to 26.803% in FY19, as per CalPERS actuarial information.
- Increased number of FTEs (Full Time Equivalents); most of which are funded for one-half of the fiscal year due to the potential voter repeal of the TDA-STA-SB-1. The new positions will be on hold until after the results of the November 2018 SB-1 ballot measure is known.
 - Customer Service Representative (CSR): 2 FTEs, funded for 6 months in FY19 and a full year in FY20. The two CSRs are needed to fully staff the Pacific Station Booth and the Watsonville Transit Center Booth up to 11 hours a day and the Customer Service call center 7

FY19 & FY20 Final Budget Highlights (con't)

- days a week for up to 10 hours a day for customer service calls and 9 hours a day for Paratransit calls.
- Customer Service Coordinator (CSC): 1 FTE, funded for a full year. The position is needed to have supervision for the CSRs at Pacific Station and Watsonville Transit Center, for up to 7 days a week and up to 11 hours a day.
 - Sr. Customer Service Representatives: 2 FTEs (authorized, but not funded). The authorization of the two Sr. CSRs is needed to avail the ability for cross training and afford the CSRs the ability to gain supervisory experience to cover for the CSC when that person is on leave. Currently, there is no ability to pay someone to train new hires or cover for CSC absences without OT.
 - Financial Analyst: 1 FTE, funded for 6 months in FY19 and a full year in FY20. The position is needed to provide Payroll backup, develop and maintain KPI reporting and Financial Reporting for Grants, as well as Ad Hoc Analysis and Miscellaneous Projects.
 - FM Mechanic II: 1 FTE, funded for 6 months in FY19 and a full year in FY20. The position is being requested in order to meet scheduled preventative maintenance inspections, repairs, running repairs, and unscheduled repairs of Fixed Route and Paratransit vehicles. Santa Cruz METRO has engaged in an aggressive engine repair, replacement and component replacement program with the intent to extend equipment useful life. The FM Mechanic II will be engaged in these aspects.
 - Bus Operator: 1 FTE, funded for 6 months and a full year in FY20. The FTE was intended to be introduced in FY19 for the Fall 18 Bid with an improvement to the service in the San Lorenzo Valley and Scotts Valley area. The position is funded by Measure D, but on hold until after the results of the November 2018 ballot measure are known. If SB-1 survives we can introduce this increased service in Spring 2019. The service improvements will consist of higher evening frequency up the Valley variances (County Club, Mountain Home), inbound/northbound service on Scotts Valley Drive, and possible service to UCSC /Borland site. This planning project will also bring up the discussion of the option of allowing local inbound trips from Cavallaro Transit Center to Santa Cruz on the Hwy 17 Express.
 - Marketing Communications and Customer Service Manager: 1 FTE, funded for 6 months in FY19 and a full year in FY20.
 - The overall increase is partially offset by a defunded position: Admin Assistant: 1 FTE (Department: District General Counsel)
- Additional budget savings are anticipated in Medical Insurance costs due to lower premiums in 2018. The budgeted increase in premiums for 2019 is 5% (based on the average increase in the two main HMO plans for the last 6 years).

FY19 & FY20 Final Budget Highlights (con't)

Non – Personnel Expenses:

Non-Personnel Expenses increase by 10.8% or \$941K primarily due to:

- Services – increase of 5.6% or \$198K. Major contributors are:
 - Legal Services: 14.3% or \$50K (anticipated increase due to Year-to-Date spending trends and the unfavorable variance to FY18 Budget)
 - Repair Equipment: 7.7% or \$48K due to anticipated increases in the Fleet and Facilities Maintenance Departments (Radio Maintenance Repairs)
 - Repair – Rev Vehicle: 23.0% or \$75K due to aging fleet.
- Mobile Materials & Supplies – increase of 13.4% or \$394K due to Rev Vehicle Parts in the Fleet Maintenance Department, 63.7% or \$467K. The increase is mitigated by anticipated savings in Tires & Tubes, -33.3% or (\$100K).
- Other Materials & Supplies – increase of 16.7% or \$64K. Major Contributors are:
 - Promotional Items: 10675.0% or \$21K increase due to funds added in the Customer Service Department for outreach and marketing.
 - Non-Inventory Parts: 46.6% or \$27K in the Fleet Maintenance Department, the anticipated increase is based on current usage trends and unfavorable budget variance in FY18.
- Casualty & Liability – increase of 12.3% or \$82K primarily due to 25.3% or \$103K increase in Insurance PL/PD (increased insurance premiums) as the result of substantial increases in excess and reinsurance rates.
- Miscellaneous Expenses – increase of 48.9% or \$131K primarily due to Employee Training in the Fleet Maintenance Department.
- Interest Expense – 100% increase or \$40K. This is a new budgeted expense in FY19 (interest expense on the capital lease for the purchase of 3 CNG buses in FY18).

FY19 Transfers & Operating Balance

Beginning in FY19, Transfers & Operating Balance(s) are presented in a separate section, after Operating Revenue and Expenses. The change in presentation is made in an attempt to facilitate budget tracking and transparency between the Operating and Capital Budgets/Reserves, as funds are allocated and committed to various capital projects. In addition, clearly identified transfers of funds between the Operating and Capital Budgets, as well as their corresponding capital projects, will be beneficial for the year-end audits of the 2016 Net Sales Tax Measure D Funds.

In FY19, the Transfers to the Capital Budget are as follows:

- 2016 Net Sales Tax Measure D: 100% increase or \$1.9M (over the FY18 Final budget, adopted in June 2017)

FY19 & FY20 Final Budget Highlights (con't)

- TDA – STA – Operating, Includes SB-1: -79.3% decrease or (\$1.8M)

The above variances are primarily due to the change in presentation. In FY19, a significant amount of the 2016 Net Sales Tax Measure D is transferred to the Capital Budget as per the 5-Year Program of Projects, provided to RTC. The FY18 budget was finalized, prior to submitting the 5-Year Program of Projects for Measure D funds to RTC and therefore does not reflect the transfer of funds. The ultimate goal is to consistently honor our commitment to the Capital Budget and maintain assets in a state of good repair by making \$3M available each year (transfer of \$2.3M from the Measure D and TDA-STA Operating, in addition to the \$0.7M in TDA-STA-SGR funds that go directly to the Capital Budget).

The Transfers to the Operating and Capital Reserves Funds are as follows:

- Fuel Tax Credit: -46.6% decrease or (\$306K) as the anticipated Fuel Tax Credit is now based on estimated CNG usage per year.
- Operating Excess Funds: 118.4% increase or \$572K, as additional budget savings and efficiencies are expected in FY19, including anticipated budget savings from the new FTEs funded for one-half of the fiscal year due to uncertainty about the potential repeal of SB-1 and the amount of TDA-STA-SB-1 funding ultimately available in the year.

FY20 Operating Revenues

Operating Revenues total \$55,172,352 in FY20 (inclusive of Transfers and Operating Balance). Major Operating Revenue assumptions in the FY20 budget over the FY19 budget include:

- Special Transit Fares – increase of 2.0% or \$110K.
- 1979 Gross Sales Tax (1/2 cent) – increase of 3.0% or \$652K.
- 2016 Net Sales Tax (Measure D) – increase of 3.0% or \$97K.
- Transportation Development Act (TDA) - increase of 3.0% or \$212K.
- FTA Sec 5307 – Operating Assistance - increase of 2.2% or \$97K.
- AMBAG/Misc. Grants funding – increase of 754% or \$181K due to an operating grant from Monterey Bay Unified Air Pollution Control District (MBUAPCD) for operation of a new Watsonville Circulator.
- STIC – increase of 13.5% or \$328K due to changes in the allocation formula.
- TDA - STA – Operating (includes SB-1) – decrease of -4.5% or (\$161K) due to declining allocations of PUC 99313 funds to Santa Cruz METRO (85% in FY20) as per agreement with RTC at their 12/7/17 meeting.

FY20 Operating Expenses

Operating Expenses total \$52,029,674 in FY20. Major Operating Expense assumptions in the preliminary FY20 budget over the FY19 budget include:

- Personnel Expenses (Labor and Fringe Benefits) increase by 6.1% or \$2.5M due to:
 - Contractual obligations in FY20.

FY19 & FY20 Final Budget Highlights (con't)

- Funding for all new FTEs (listed in Section B. FY19 Operating Expenses) for a full year, as well as an additional FTE: Bus Operator for the Fall 2019 Bid with the introduction of the electric bus for the Watsonville Circulator (predicated on a Proterra bus delivery in June 2019). The position is funded by a grant from the MBUAPCD for a one-year pilot funding of \$200K. The anticipation is to absorb the position permanently, whether for this route or elsewhere in the system. In addition, we will be applying to the MBUAPCD for a second year of operating dollars.
- Projected increase in Retirement as per CalPERS Annual Valuation Reports.
- Anticipated increase in Medical insurance premiums, effective in January 2020.
- Non-Personnel Expenses decrease by -3.0% or (\$279K) primarily due to a reduction in Services (Prof/Technical Fees).

FY20 Transfers & Operating Balance

There are no significant changes in the budgeted Transfers & Operating Balance in FY20, with the exception of the Transfers to Operating and Capital Reserve Fund: -55.7% decrease or (\$784K) due to anticipated growth of Operating Expenses exceeding the projected growth in Revenue Sources.

FY19 Capital Budget

The preliminary FY19 Capital Budget totals \$17,690,059.

The current FY19 Capital budget consists of ongoing projects rolled forward from FY18, and new projects funded by a variety of sources.

In FY18 a new capital budget funding strategy was introduced that will result in an estimated \$3M per year to be dedicated to the annual capital budget. The strategy of creating a “Bus Replacement Fund” establishes consistent annual transfers of STA-SB1 funds and Measure D funds to the capital budget to provide funding and stability for the required local match for fixed-route buses and Paratransit vehicles that are obsolete and over their life expectancy in both age and mileage. Funds accumulate in the Bus Replacement Fund until allocated to specific projects and spent on new and replacement buses and vans.

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

- Ongoing - Pacific Station Conceptual Design Project / Station Rehabilitation - 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 – Pacific Station Window Replacement and Roof Repair – Funds allocated to this project will repair the roof, replace leaking windows, and repair any water-damaged materials discovered during construction.

FY19 & FY20 Final Budget Highlights (con't)

- Near Completion - Judy K. Souza (JKS) Operations Facility – A contract for the final portion of work is expected to be awarded at the June 22, 2018 Board meeting. This project is anticipated to be fully closed out by December 2018.
- Ongoing - Transit Security Projects – Current programmed projects include emergency generators for Vernon and Pacific Station, in addition to security cameras and a mechanical platform upgrade at JKS.
- Ongoing – Facilities Upgrades and Improvements
 - Fuel Management System – a combination of hardware and software providing reliable and accurate, real-time control and data acquisition for vehicles, employees, fuel/fluids and tank monitor systems. The controller can then use this data to generate dozens of useful reports and/or automatically pass it along to a VMS system in real-time or at specified times of the day. Will be used to track vehicle mileage, monitor fuel and fluid usage, schedule preventive maintenance and reconcile fluids, etc.
- New – Facilities Upgrades and Improvements
 - Gate Control at JKS – Security gates and gate controller are needed for the upper and lower entries to the bus yard at JKS
- Ongoing – Vehicle Replacement Projects – Santa Cruz METRO has been awarded grants from a variety of Federal, State and local agencies to replace aging revenue and non-revenue (service) vehicles including:
 - Electric Buses (4) + Infrastructure and Project Management
 - Paracruz Vans (15)
 - CNG Bus Replacements (2)
 - Non-Revenue (Service) Vehicles (2)
 - The four (4) electric bus replacements are in alignment with METRO's strategy to begin replacing its fossil-fueled bus fleet with all-electric buses.
 - One (1) of the four electric buses will be dedicated to the Watsonville service area.
 - The CNG buses will assist in the replacement of obsolete vehicles
 - Non-Revenue (Service) Vehicles – A Propane Fueled Tow Motor, and two (2) replacement Custodial Support Vehicles
- 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.

FY19 & FY20 Final Budget Highlights (con't)

The proposed two-year FY19 and FY20 Operating Expenses total \$49,851,878 in FY19 and \$52,029,674 in FY20. In addition, Santa Cruz METRO will be transferring \$3.7M in FY19 and \$3.0M in FY20 to the Capital Budget and Operating and Capital Reserve Fund for a total budget of \$53,731,242 in FY19 and \$55,172,352 in FY20.

The proposed FY19 Capital Budget totals \$17,690,059. This amount includes prior funded capital projects that have not yet been completed.

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. 18-06-06
On the Motion of Director: John Leopold
Duly Seconded by Director: Norm Hagen
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
2019 AND 2020**

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 2019 and 2020;

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 22nd Day of June 2018 by the following vote:

AYES: Directors Bottorff, Chase, Coffman-Gomez, Dutra, Hagen, Leopold, Lind, Mathews, McPherson and Rothwell

NOES: None

ABSENT: Director Rotkin

ABSTAIN: None


Approved:
Bruce McPherson, Chair



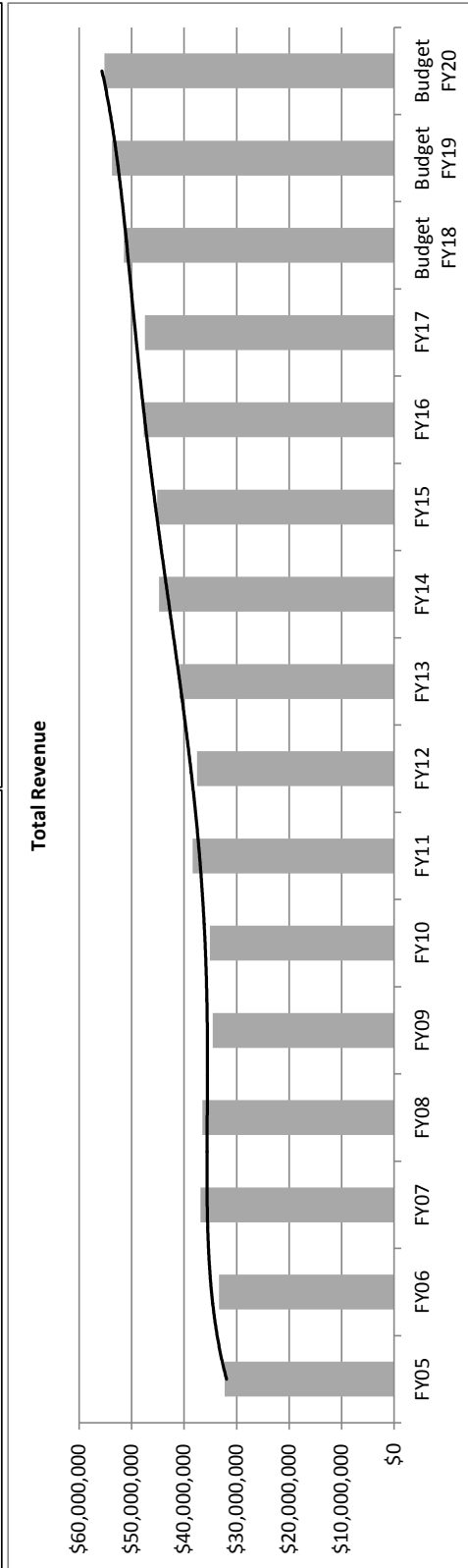
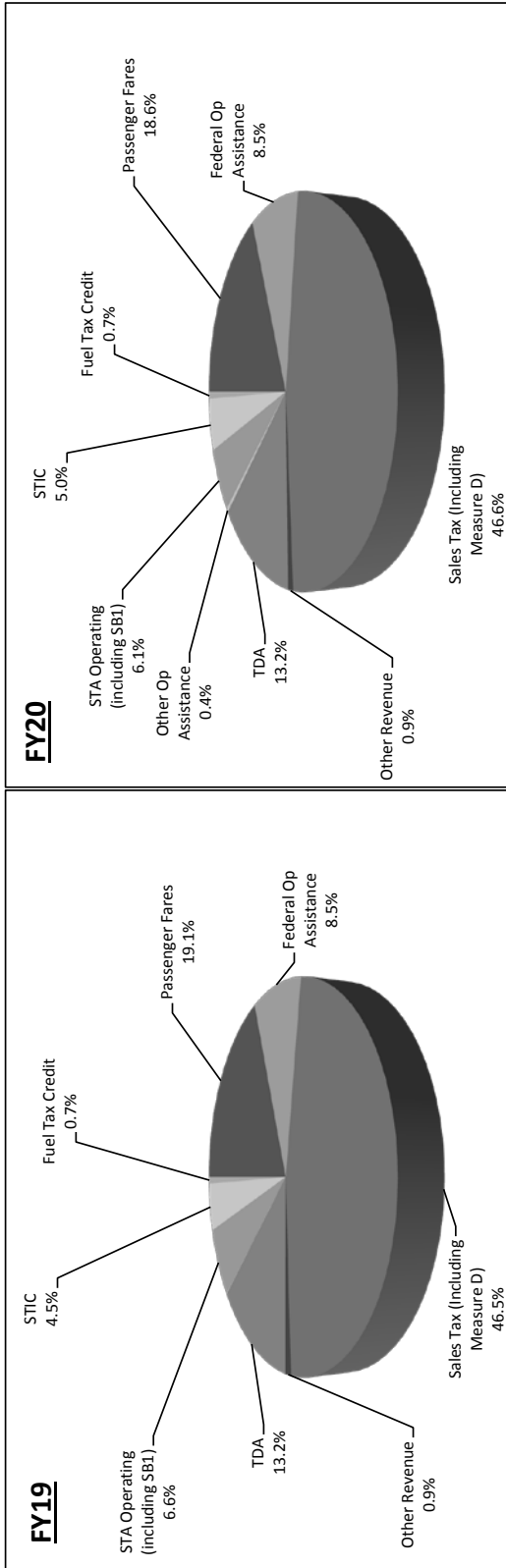
Attest:
Alex Clifford, CEO/General Manager



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



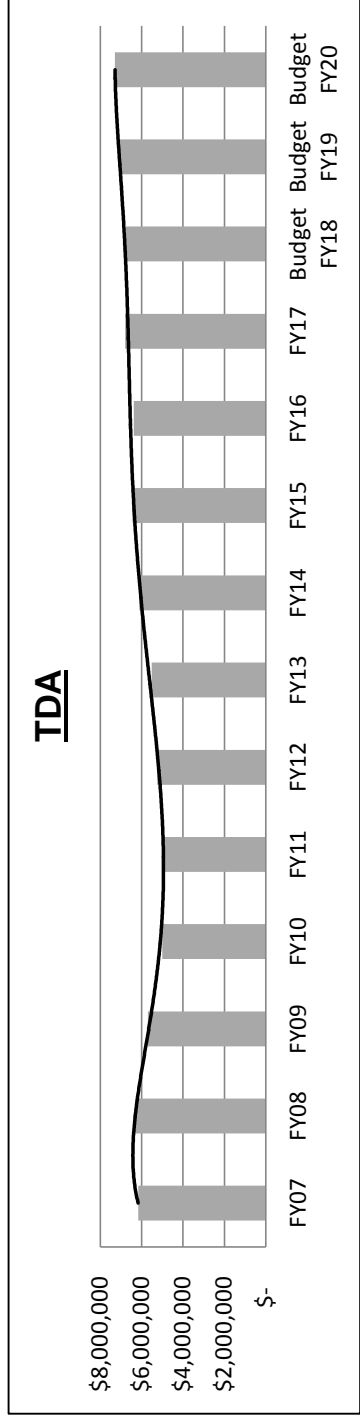
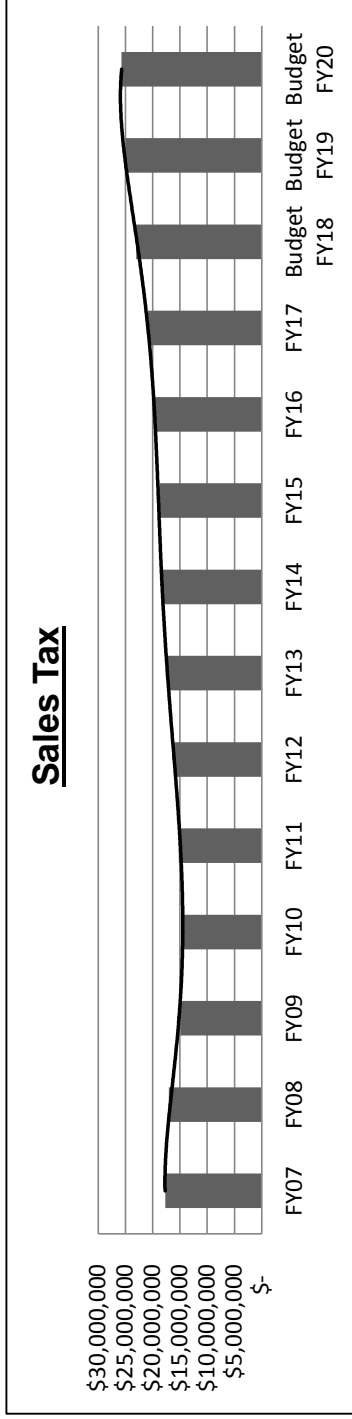
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY19 & FY20 FINAL OPERATING BUDGET REVENUE SOURCES



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY19 & FY20 FINAL OPERATING BUDGET
REVENUE SOURCES**

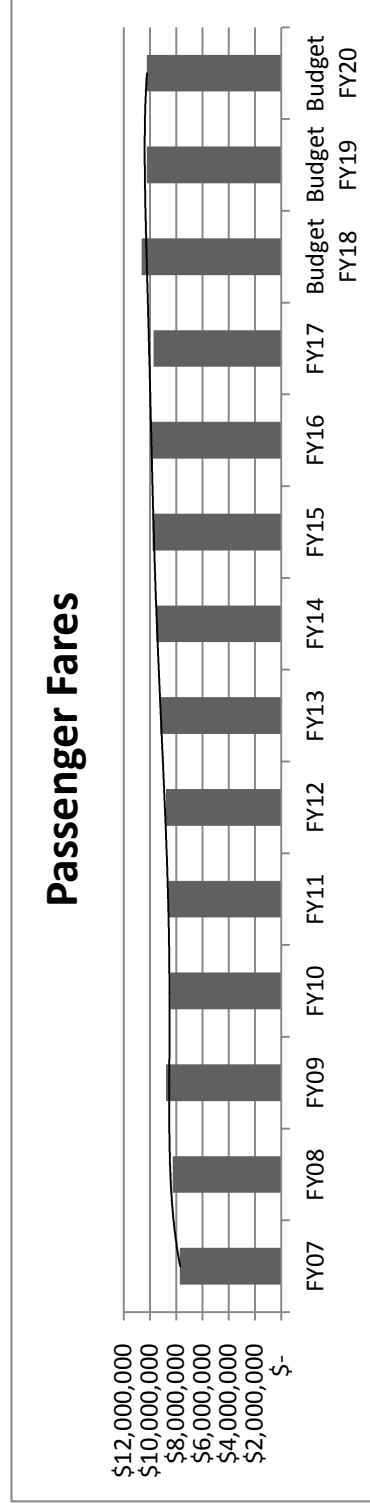
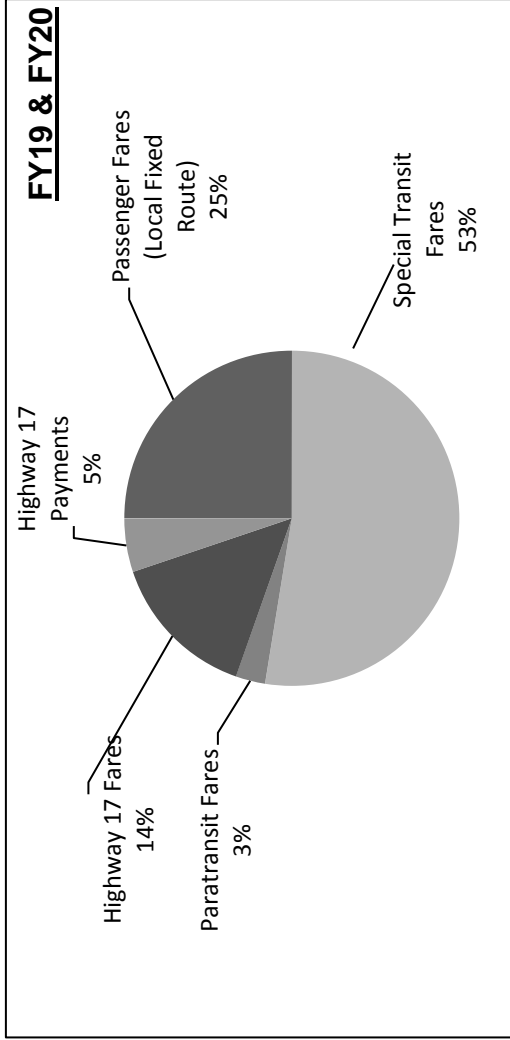
Sales Tax (Including Measure D) and TDA

Santa Cruz METRO receives a 1/2 cent 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 1/4 cent 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 FY07, is depicted below.



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 FY19 & FY20 FINAL OPERATING BUDGET
 REVENUE SOURCES**

Passenger Fares

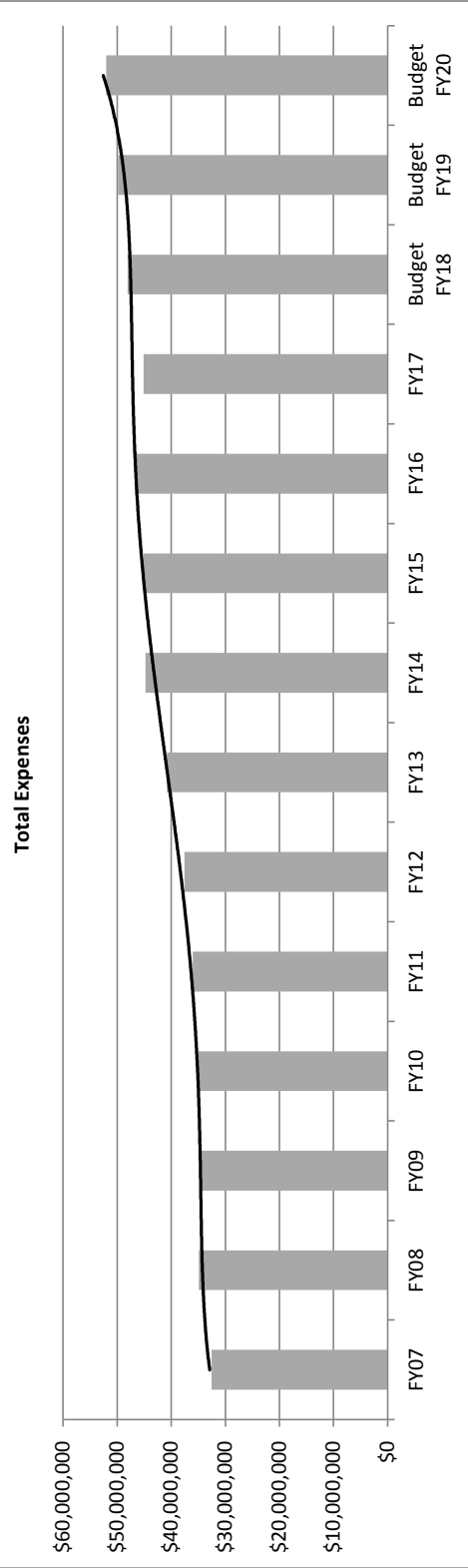
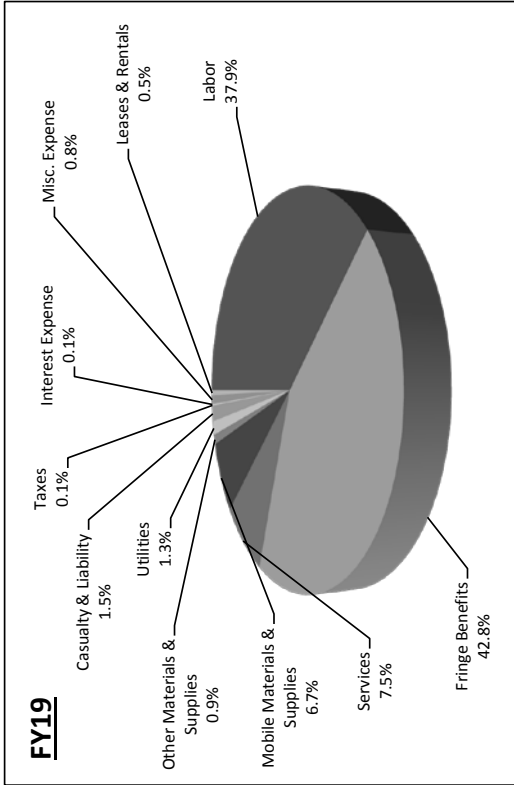
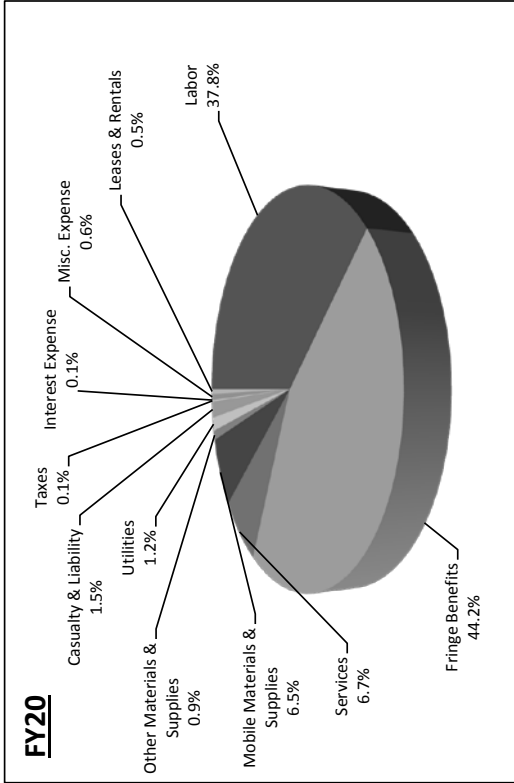


**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY19 & FY20 OPERATING BUDGET
REVENUE SOURCES**

REVENUE SOURCE	Jun-17	Jun-18	% CHANGE		\$ CHANGE		Jun-18	% CHANGE		\$ CHANGE	
	BUDGET FY18	BUDGET FY19	BUDG FY18	BUDG FY19	BUDG FY18	BUDG FY19	BUDGET FY20	BUDG FY19	BUDG FY20	BUDG FY19	BUDG FY20
1 Passenger Fares	2,791,893	2,563,172	-8.2%	(228,721)	2,511,909	-2.0%	(51,263)				
2 Special Transit Fares	5,206,844	5,381,772	3.4%	174,928	5,491,908	2.0%	110,136				
3 Paratransit Fares	339,141	291,566	-14.0%	(47,575)	291,566	0.0%	-				
4 Highway 17 Fares	1,758,751	1,475,275	-16.1%	(283,476)	1,416,264	-4.0%	(59,011)				
5 Highway 17 Payments	525,000	531,329	1.2%	6,329	535,957	0.9%	4,628				
6 Commissions	1,500	2,500	66.7%	1,000	2,500	0.0%	-				
7 Advertising Income	225,000	250,000	11.1%	25,000	250,000	0.0%	-				
8 Rent Income	154,301	147,405	-4.5%	(6,896)	151,514	2.8%	4,109				
9 Interest Income	90,000	90,000	0.0%	-	85,000	-5.6%	(5,000)				
10 Other Non-Transp Revenue	20,592	20,000	-2.9%	(592)	20,000	0.0%	-				
11 1979 Gross Sales Tax (1/2 cent)	20,061,806	21,747,344	8.4%	1,685,538	22,399,764	3.0%	652,420				
12 2016 Net Sales Tax (Measure D)	2,978,897	3,229,124	8.4%	250,227	3,325,998	3.0%	96,874				
13 Transp Dev Act (TDA - LTF) Funds	6,767,933	7,074,858	4.5%	306,925	7,287,104	3.0%	212,246				
14* FTA Sec 5307 - Op Assistance	4,131,857	4,412,091	6.8%	280,234	4,508,716	2.2%	96,625				
15 FTA Sec 5311 - Rural Op Asst	170,428	174,321	2.3%	3,893	178,139	2.2%	3,818				
16 AMBAG/Misc. Grant Funding	10,000	24,000	140.0%	14,000	205,000	754.2%	181,000				
17 STIC	2,210,167	2,424,031	9.7%	213,864	2,752,352	13.5%	328,321				
18 TDA - STA - Operating (Includes SB1)	3,380,240	3,540,904	4.8%	160,664	3,380,111	-4.5%	(160,793)				
19 Fuel Tax Credit	657,354	351,000	-46.6%	(306,354)	378,000	7.7%	27,000				
20 Medicare Subsidy	-	550	100.0%	550	550	0.0%	-				
TOTAL REVENUE	51,481,704	53,731,242	4.4%	2,249,538	55,172,352	2.7%	1,441,110				
TRANSFERS	(3,403,884)	(3,735,883)	9.8%	(331,999)	(3,000,547)	-19.7%	735,336				
TOTAL OPERATING REVENUE	48,077,820	49,995,359	4.0%	1,917,540	52,171,806	4.4%	2,176,446				

* FTA funding is used solely to fund labor expense

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY19 & FY20 FINAL OPERATING BUDGET EXPENSES



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY19 & FY20 OPERATING BUDGET**

Consolidated Expenses

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20
LABOR							
501011 Bus Operator Pay	8,697,054	8,934,707	2.7%	237,653	9,343,011	4.6%	408,304
501013 Bus Operator OT	1,225,000	1,238,781	1.1%	13,781	1,292,433	4.3%	53,652
501021 Other Salaries	7,700,077	8,240,187	7.0%	540,111	8,556,422	3.8%	316,234
501023 Other OT	424,985	466,213	9.7%	41,228	477,590	2.4%	11,377
Totals	18,047,115	18,879,888	4.6%	832,773	19,669,455	4.2%	789,567
FRINGE BENEFITS							
502011 Medicare/Soc. Sec.	315,704	331,001	4.8%	15,297	344,562	4.1%	13,561
502021 Retirement	4,773,205	5,639,195	18.1%	865,990	6,502,208	15.3%	863,013
502031 Medical Ins	10,570,926	9,419,857	-10.9%	(1,151,069)	9,985,178	6.0%	565,321
502041 Dental Ins	508,672	500,840	-1.5%	(7,832)	523,291	4.5%	22,451
502045 Vision Ins	130,773	125,302	-4.2%	(5,471)	130,328	4.0%	5,025
502051 Life Ins/AD&D	45,222	50,015	10.6%	4,793	51,914	3.8%	1,899
502060 State Disability Ins (SDI)	192,651	228,733	18.7%	36,082	245,681	7.4%	16,948
502061 Long Term Disability Ins	150,021	143,675	-4.2%	(6,345)	153,962	7.2%	10,287
502071 State Unemployment Ins (SUI)	55,825	58,581	4.9%	2,756	62,340	6.4%	3,759
502081 Worker's Comp Ins	875,500	901,766	3.0%	26,266	928,818	3.0%	27,052
502101 Holiday Pay	615,209	645,068	4.9%	29,859	671,844	4.2%	26,776
502103 Floating Holiday	92,042	110,689	20.3%	18,647	114,982	3.9%	4,293
502109 Sick Leave	943,920	989,326	4.8%	45,406	1,030,478	4.2%	41,152
502111 Annual Leave	1,849,196	1,970,491	6.6%	121,295	2,037,677	3.4%	67,186
502121 Other Paid Absence	144,190	151,188	4.9%	6,998	157,463	4.2%	6,276
502251 Phys. Exams	14,280	12,283	-14.0%	(1,997)	9,783	-20.4%	(2,500)
502253 Driver Lic Renewal	4,956	3,211	-35.2%	(1,745)	4,211	31.1%	1,000
502999 Other Fringe Benefits	57,426	59,004	2.7%	1,578	60,581	2.7%	1,577
Totals	21,339,718	21,340,225	0.0%	508	23,015,300	7.8%	1,675,075

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY19 & FY20 OPERATING BUDGET**

Consolidated Expenses

ACCOUNT	Jun-17	Jun-18	% CHANGE		\$ CHANGE		% CHANGE		\$ CHANGE	
	BUDGET FY18	BUDGET FY19	BUDG FY18	BUDG FY19	BUDG FY18	BUDG FY19	BUDG FY18	BUDG FY19	BUDG FY18	BUDG FY19
SERVICES										
503011 Accting/Audit Fees	95,250	105,250	10.5%		10,000		10.5%		106,750	1,500
503012 Admin/Bank Fees	380,500	380,000	-0.1%		(500)		-0.1%		388,280	8,280
503031 Prof/Technical Fees	972,279	970,968	-0.1%		(1,311)		-0.1%		685,968	(285,000)
503032 Legislative Services	101,000	101,000	0.0%		-		0.0%		101,000	-
503033 Legal Services	350,000	400,000	14.3%		50,000		14.3%		400,000	-
503034 Pre-Employment Exams	5,500	5,525	0.5%		25		0.5%		5,525	-
503041 Temp Help	-	-	0.0%		-		0.0%		-	-
503161 Custodial Services	8,300	8,300	0.0%		-		0.0%		8,300	-
503162 Uniforms/Laundry	24,150	25,910	7.3%		1,760		7.3%		25,910	-
503171 Security Services	515,600	525,700	2.0%		10,100		2.0%		536,002	10,302
503221 Classified/Legal Ads	13,200	14,700	11.4%		1,500		11.4%		14,700	-
503222 Legal Ads	-	-	0.0%		-		0.0%		-	-
503225 Graphic Services	-	-	0.0%		-		0.0%		-	-
503351 Repair - Bldg & Impr	50,000	50,000	0.0%		-		0.0%		50,000	-
503352 Repair - Equipment	622,800	670,800	7.7%		48,000		7.7%		676,000	5,200
503353 Repair - Rev Vehicle	326,500	401,500	23.0%		75,000		23.0%		401,500	-
503354 Repair - Non Rev Vehicle	30,000	33,000	10.0%		3,000		10.0%		33,000	-
503363 Haz Mat Disposal	48,400	48,400	0.0%		-		0.0%		48,400	-
Totals	3,543,479	3,741,053	5.6%		197,574		5.6%		3,481,335	(259,718)
MOBILE MATERIALS & SUPPLIES										
504011 Fuels & Lubricants - Non Rev Veh	60,000	60,000	0.0%		-		0.0%		60,000	-
504012 Fuels & Lubricants - Rev Veh	1,847,000	1,873,500	1.4%		26,500		1.4%		1,897,000	23,500
504021 Tires & Tubes	300,000	200,000	-33.3%		(100,000)		-33.3%		200,000	-
504161 Other Mobile Supplies	-	-	0.0%		-		0.0%		-	-
504191 Rev Vehicle Parts	733,500	1,200,500	63.7%		467,000		63.7%		1,200,500	-
Totals	2,940,500	3,334,000	13.4%		393,500		13.4%		3,357,500	23,500

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY19 & FY20 OPERATING BUDGET**

Consolidated Expenses

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE	BUDG FY19	BUDG FY20
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY18 BUDG FY19	BUDG FY19	BUDG FY20
OTHER MATERIALS & SUPPLIES									
504205 Freight Out	2,500	7,500	200.0%	5,000	7,500	0.0%	0.0%	-	-
504211 Postage & Mailing	12,300	10,600	-13.8%	(1,700)	10,600	0.0%	0.0%	-	-
504214 Promotional Items	200	21,550	10675.0%	21,350	21,550	0.0%	0.0%	-	-
504215 Printing	48,850	53,450	9.4%	4,600	53,575	0.2%	0.2%	125	125
504217 Photo Supp/Process	1,500	3,400	126.7%	1,900	3,400	0.0%	0.0%	-	-
504311 Office Supplies	71,800	70,800	-1.4%	(1,000)	70,800	0.0%	0.0%	-	-
504315 Safety Supplies	11,320	16,120	42.4%	4,800	16,120	0.0%	0.0%	-	-
504317 Cleaning Supplies	48,600	44,600	-8.2%	(4,000)	44,600	0.0%	0.0%	-	-
504409 Repair/Maint Supplies	110,500	110,500	0.0%	-	110,500	0.0%	0.0%	-	-
504417 Tenant Repairs	9,000	14,000	55.6%	5,000	14,000	0.0%	0.0%	-	-
504421 Non-Inventory Parts	58,000	85,000	46.6%	27,000	85,000	0.0%	0.0%	-	-
504511 Small Tools	9,500	11,000	15.8%	1,500	10,500	-4.5%	-4.5%	(500)	(500)
504515 Employee Tool Replacement	3,000	3,000	0.0%	-	3,000	0.0%	0.0%	-	-
Totals	387,070	451,520	16.7%	64,450	451,145	-0.1%	(375)		
UTILITIES									
505011 Gas & Electric	304,000	319,000	4.9%	15,000	334,000	4.7%	15,000	15,000	15,000
505021 Water & Garbage	147,400	158,400	7.5%	11,000	158,400	0.0%	0.0%	-	-
505031 Telecommunications	157,600	153,500	-2.6%	(4,100)	153,500	0.0%	0.0%	-	-
Totals	609,000	630,900	3.6%	21,900	645,900	2.4%	15,000		
CASUALTY & LIABILITY									
506011 Insurance - Property	61,737	60,808	-1.5%	(929)	62,632	3.0%	1,824	1,824	1,824
506015 Insurance - PL/PD	406,047	508,887	25.3%	102,840	559,776	10.0%	50,889	50,889	50,889
506021 Insurance - Other	50,000	30,080	-39.8%	(19,920)	30,983	3.0%	903	903	903
506123 Settlement Costs	150,000	150,000	0.0%	-	150,000	0.0%	-	-	-
506127 Repairs - District Prop	-	-	0.0%	-	-	0.0%	-	-	-
Totals	667,784	749,775	12.3%	81,991	803,391	7.2%	53,616		
TAXES									
507051 Fuel Tax	15,000	15,000	0.0%	-	15,000	0.0%	-	-	-
507201 Licenses & Permits	20,852	17,600	-15.6%	(3,252)	17,600	0.0%	-	-	-
507999 Other Taxes	14,400	14,400	0.0%	-	14,400	0.0%	-	-	-
Totals	50,252	47,000	-6.5%	(3,252)	47,000	0.0%	-	Consolidated	-

6/11/2018

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY19 & FY20 OPERATING BUDGET**

Consolidated Expenses

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE	BUDG FY19	BUDG FY20
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY18 BUDG FY20	BUDG FY18 BUDG FY20	BUDG FY19	BUDG FY20
PURCHASED TRANS.									
503406 Contract/Paratransit	-	-	0.0%	-	-	0.0%	-	-	-
Totals	-	-	0.0%	-	-	0.0%	-	-	-
MISC EXPENSE									
509011 Dues/Subscriptions	82,730	89,200	7.8%	6,470	89,200	0.0%	0.0%	-	-
509081 Advertising - District Promo	-	5,000	100.0%	5,000	5,000	0.0%	0.0%	-	-
509101 Employee Incentive Program	19,100	13,900	-27.2%	(5,200)	13,900	0.0%	0.0%	-	-
509121 Employee Training	65,073	180,050	176.7%	114,977	68,700	-61.8%	(111,350)	-	-
509122 BOD Travel	8,000	11,000	37.5%	3,000	11,000	0.0%	0.0%	-	-
509123 Travel	69,705	78,900	13.2%	9,195	78,900	0.0%	0.0%	-	-
509125 Local Meeting Expense	10,300	7,650	-25.7%	(2,650)	7,650	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%	-	-
Totals	267,508	398,300	48.9%	130,792	286,950	-28.0%	(111,350)	-	-
INTEREST EXPENSE									
511102 Interest Expense	-	39,617	100.0%	39,617	32,098	-19.0%	(7,519)	-	-
Totals	-	39,617	100.0%	39,617	32,098	-19.0%	(7,519)	-	-
LEASES & RENTALS									
512011 Facility Lease	208,100	225,800	8.5%	17,700	225,800	0.0%	0.0%	-	-
512061 Equipment Rental	17,294	13,800	-20.2%	(3,494)	13,800	0.0%	0.0%	-	-
Totals	225,394	239,600	6.3%	14,206	239,600	0.0%	0.0%	-	-
PERSONNEL TOTAL	39,386,833	40,220,113	2.1%	833,281	42,684,755	6.1%	2,464,641	-	-
NON-PERSONNEL TOTAL	8,690,987	9,631,765	10.8%	940,778	9,344,919	-3.0%	(279,327)	-	-
TOTAL OPERATING EXPENSES	48,077,820	49,851,878	3.7%	1,774,059	52,029,674	4.4%	2,185,314	-	-

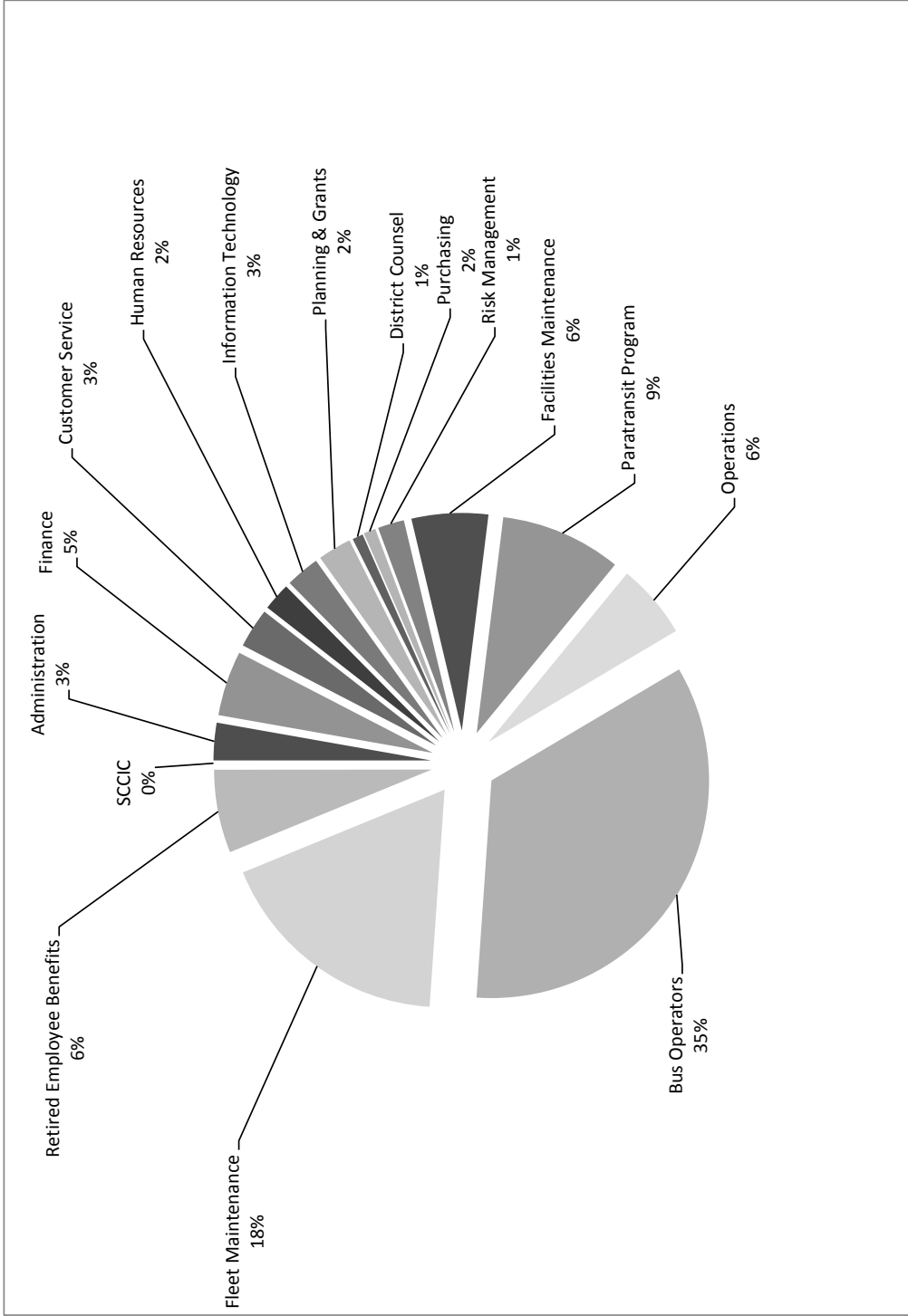
**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY19 & FY20 OPERATING BUDGET
TRANSFERS & OPERATING BALANCE**

TRANSFERS		Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE
		BUDGET	BUDGET	BUDG FY18	BUDG FY19	BUDGET	BUDG FY19	BUDG FY20
		FY18	FY19	BUDG FY18	BUDG FY19	FY20	BUDG FY20	BUDG FY20
Transfers to Capital Budget								
1	Transfer to Capital Budget (2016 Net Sales Tax Measure D)*	-	1,860,148	100.0%	1,860,148	1,820,095	-2.2%	(40,053)
2	Transfer to Capital Budget (TDA - STA - Operating , Includes SB1)	2,263,000	468,773	-79.3%	(1,794,227)	557,163	18.9%	88,390
	Totals	2,263,000	2,328,921	2.9%	65,921	2,377,258	2.1%	48,337
Transfers to Operating and Capital Reserve Fund								
3	Transfer to Operating and Capital Reserve Fund (Fuel Tax Credit)**	657,354	351,000	-46.6%	(306,354)	378,000	7.7%	27,000
4	Transfer Excess to Operating and Capital Reserve Fund	483,530	1,055,962	118.4%	572,433	245,289	-76.8%	(810,673)
	Totals	1,140,884	1,406,962	171.8%	266,078	623,289	-55.7%	(783,673)
TOTAL TRANSFERS		3,403,884	3,735,883	9.8%	331,999	3,000,547	-19.7%	(735,336)
TOTAL REVENUE		51,481,704	53,731,242	4.4%	2,249,538	55,172,352	2.7%	1,441,110
TOTAL EXPENSES		48,077,820	49,851,878	3.7%	1,774,059	52,029,674	4.4%	2,177,795
TOTAL TRANSFERS		(3,403,884)	(3,735,883)	9.8%	(331,999)	(3,000,547)	-19.7%	735,336
OPERATING BALANCE		-	143,481	100.0%	143,481	142,132	-0.9%	(1,349)

*Beginning in FY19, 2016 Net Sales Tax Measure D is transferred to the Capital Budget as per 5-Year Program of Projects, provided to RTC. The 5-Year Program of Projects should be updated yearly, after the budget is adopted in June, in order to reflect Santa Cruz METRO's latest Measure D growth projections, presented above.

**Subject to annual renewal of the tax extenders

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 FY19 & FY20 FINAL OPERATING BUDGET
 DEPARTMENTAL EXPENSES**



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY19 & FY20 OPERATING BUDGET**

Departmental Expenses

DEPARTMENT	Jun-17	Jun-18	% CHANGE		\$ CHANGE		Jun-18	% CHANGE		\$ CHANGE	
	BUDGET FY18	BUDGET FY19	BUDG FY18	BUDG FY19	BUDG FY18	BUDG FY19	BUDGET FY20	BUDG FY19	BUDG FY20	BUDG FY19	BUDG FY20
1100 Administration	1,410,480	1,387,101	-1.7%	(23,379)	1,417,904	2.2%	30,803				
1200 Finance	2,161,459	2,406,024	11.3%	244,565	2,533,203	5.3%	127,180				
1300 Customer Service	1,182,225	1,462,307	23.7%	280,083	1,708,980	16.9%	246,672				
1400 Human Resources	873,261	1,033,070	18.3%	159,809	1,082,980	4.8%	49,910				
1500 Information Technology	1,146,885	1,254,897	9.4%	108,011	1,278,751	1.9%	23,854				
Planning, Grants,											
1600 Governmental Affairs	1,175,932	1,242,207	5.6%	66,274	1,057,487	-14.9%	(184,719)				
1700 District Counsel	466,174	400,000	-14.2%	(66,174)	400,000	0.0%	-				
1800 Risk Management	405,842	440,167	8.5%	34,326	459,952	4.5%	19,785				
1900 Purchasing	925,219	980,723	6.0%	55,504	1,013,557	3.3%	32,835				
2200 Facilities Maintenance	2,786,946	2,830,867	1.6%	43,921	2,918,201	3.1%	87,334				
3100 Paratransit Program	4,461,839	4,482,307	0.5%	20,468	4,731,037	5.5%	248,730				
3200 Operations	2,649,916	2,763,474	4.3%	113,558	2,872,420	3.9%	108,946				
3300 Bus Operators	17,069,239	17,256,227	1.1%	186,987	18,361,953	6.4%	1,105,726				
4100 Fleet Maintenance	8,043,643	8,829,303	9.8%	785,659	8,958,643	1.5%	129,341				
9001 Cobra Benefits	-	-	0.0%	-	-	0.0%	-				
9005 Retired Employee Benefits	3,318,508	3,082,954	-7.1%	(235,554)	3,234,354	4.9%	151,400				
700 SCCIC	250	250	0.0%	-	250	0.0%	-				
TOTAL OPERATING EXPENSES	48,077,820	49,851,878	3.7%	1,774,059	52,029,674	4.4%	2,177,795				

II. DEPARTMENTAL LINE ITEM BUDGETS



**OFFICE OF THE CHIEF EXECUTIVE OFFICER
ADMINISTRATION DEPARTMENT
FY18 ACCOMPLISHMENTS AND FY19 OBJECTIVES**

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

- **Safety First**

- Low incidence of workplace injuries
 - Average active WC claims (CY):
 - 52 in 2015
 - 47 in 2016
 - 39 in 2017
 - New WC claims:
 - 28 in 2015
 - 19 in 2016
 - 17 in 2017
- Low incidence of chargeable vehicle accidents (CY)

Chargeable Accidents

2015	2016	2017
34	23	36

- Surveillance equipment has been installed on nearly all ParaCruz revenue equipment and fixed-route buses. As of April 11th, 12 ParaCruz remaining and 5 fixed-route. Total installs on fixed-route will be 44 of the 98 buses in the fleet.
- Installation and training of Automated External Defibrillator (AEDs) at various METRO facilities
- **Fiscal Responsibility**
 - Balanced budget
 - Manage to the budget
 - \$2.6M under budget as of March 31, 2018
 - Replenishment of Reserves
 - On target with proposal provided Board on June 23, 2017, targeting fully funded Reserve pots by June 2022.
 - Under-run of budget in current year should provide additional revenues with which to replenish the Reserve pots
 - Successful grant applications
 - Low Carbon Transit Operations Program (LCTOP) funds for an additional Zero Emission Bus (ZEB)
 - \$1.2M Bus & Bus Facilities grant to buy four Compressed Natural Gas (CNG) buses

Administration Department (con't)

- \$1.9M in State Transportation Improvement Program (STIP) funds for two ZEBs
- \$457K in Caltrans 5339 Discretionary to buy one CNG bus
- \$200K in AB-2766 grant to run the Watsonville Circulator for one-year
- \$900K in STIP funds for three bus refurbishments
- \$1.4M in STIP funds for Automated Vehicle Location (AVL) system
- Capital funds for local match or direct purchases
 - METRO Board has committed \$3M/year for capital matches to aggressively seek state and federal grants
- **State of Good Repair**
 - Replacement 62 buses
 - Recent grant awards have helped to reduce this number. The target bus replacements will be updated soon.
 - Success will be dependent upon the Board's continue commitment of a minimum of \$3M/year for capital. If SB1 is overturned in November 2018, the loss of SB1 funds could severely impact METRO's targeted bus replacement program.
 - Replacement of aging ParaCruz equipment
 - Fifteen new ParaCruz cutaways and vans in the process of being delivered
 - Three cutaways received
 - Eleven vans received
- **Intelligent Transportation Systems (ITS)**
 - Automated Vehicle Location (AVL) system on buses
 - The project bid scope is nearly done
 - The state has awarded METRO \$1.4M for AVL in the STIP
- **Zero Emissions Buses (ZEBs)**
 - New California Air Resources Board (CARB) ZEB Regulation expected
 - The CEO has been actively participating on the CTA Electrification Committee which is developing a counter-proposal to CARB
 - CARB may act on a Regulation in June 2018
 - Integrate ZEBs into the METRO fleet consistent with Board policy
 - In May 2017 the Board approved the initial plan for METRO to be fully electrified by 2040
 - The plan will be updated later this year following CARB's adoption of a new ZEB Regulation
 - The CEO presented a proposal to the Board in April in which he proposed to avoid seeking additional ZEB grants until METRO can purchase and test the four ZEBs that are grant funded
- **Legislative**
 - Educate the public about the importance of SB1 to METRO
 - Recent media coverage about METRO's Bus & Bus Facilities grant award – Reference to SB1 being used for the local match

Administration Department (con't)

- Media event in late May being put together to highlight new fixed-route buses and new ParaCruz equipment recently received and to call attention to SB1 and Measure D as having provided the local match.
- Participating in the activities of the CTA to help educate the public on the benefits of SB1.
- Increase federal formula funding
 - The CEO is a member of the Bus Coalition Steering Committee and various APTA Committees. These committees were responsible for the recent federal omnibus bill “plus-up” of the FAST Act formula and discretionary dollars.
- **Core Business**
 - Retain and grow ridership
 - Introduction of new direct Highway 17 commuter service from Scotts Valley and from Santa Cruz
 - The CEO is working on freeing up parking spaces for Highway 17 commuters at the Scotts Valley Transit Center
 - Several television public service announcements were purchase this year promoting METRO

This objective will improve substantially if the Board approves the CEO’s request to hire a Marketing & Communications Manager in FY2019

- Achieve excellence in customer service
 - The new HR Manager is training the customer service representatives on “WOW” customer service
 - Increased emphasis on investigating complaints about driver customer service; running hot; and pass-ups
- Disruption: AB60; low gas prices; abundance of low priced cars on the market; Transportation Network Companies (TNCs); autonomous vehicles; etc.
 - The CEO continues to actively monitor these types of discussions and work sessions through the various organizations and committees in which he participates.
- Marketing & Communications: Educate the riding and non-riding residents of Santa Cruz County about how METRO uses the resources they have granted METRO and the air quality/sustainability/GHG reductions provided the region by METRO.

This objective will improve substantially if the Board approves the CEO’s request to hire a Marketing & Communications Manager in FY2019

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”
 - 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

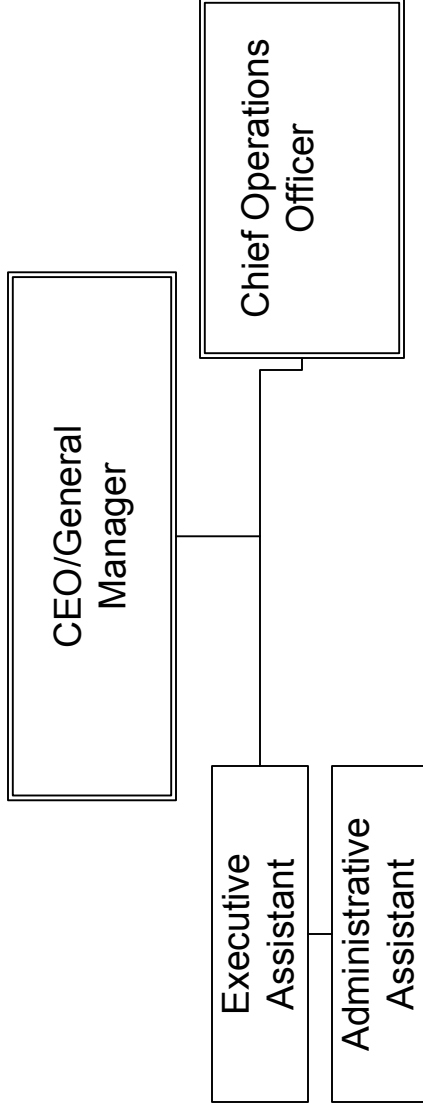
AGENCY OBJECTIVES – KEY FOCUS AREAS FOR FY19

- **Safety First**
 - Safe operations and work environment
 - Surveillance equipment on buses and ParaCruz vehicles
- **Fiscal Responsibility**
 - Balanced budget
 - Manage to the budget
 - New Financial Information System (FIS) system
 - Replenishment of Reserves
 - Successful grant applications

Administration Department (con't)

- Capital funds for local match or direct purchases
- **State of Good Repair & Strategic Initiatives**
 - Replacement 62 buses
 - Complete the bus replacement strategic plan
 - Replacement of aging ParaCruz equipment
 - New home for ParaCruz
 - Complete the agency's first Strategic Business Plan
 - Ensure compliance with the FTA Transit Asset Management (TAM) Plan requirements
- **Intelligent Transportation Systems (ITS)**
 - Automated Vehicle Location (AVL) system on buses
 - Predictive Arrival & Departure System (PADS) – Customer facing Smartphone application showing when the next bus will arrive
 - Continue work towards implementing online customer facing smartcard tools for electronic fare loading and fare balance
- **Zero Emissions Buses (ZEBs)**
 - New California Air Resources Board (CARB) ZEB Regulation
 - Integrate ZEBs into the METRO fleet consistent with Board policy
- **Legislative**
 - Educate the public about the importance of SB1 to METRO
 - Favorable electricity rate legislation/regulation for transit properties operating of ZEBs
 - Increase federal formula funding
 - Increase the Small Transit Intensive Cities (STIC) funds to 3%
 - Federal transit reauthorization funded by stable sources and that grow formula funds to transit agencies
 - Stabilize the Highway Trust Fund - e.g. Increase the federal gas tax
- **Core Business**
 - Retain and grow ridership
 - Achieve excellence in customer service
 - Disruption: AB60; low gas prices; abundance of low priced cars on the market; Transportation Network Companies (TNCs); autonomous vehicles; etc.
 - Marketing & Communications: Educate the riding and non-riding residents of Santa Cruz County about how METRO uses the resources they have granted METRO and the air quality/sustainability/GHG reductions to the region
 - 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
- **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 the upcoming FTA Triennial Review and all other outside audits and the Annual Audit
 - Ensure compliance with the Americans with Disability Act (ADA)

Administration
1100

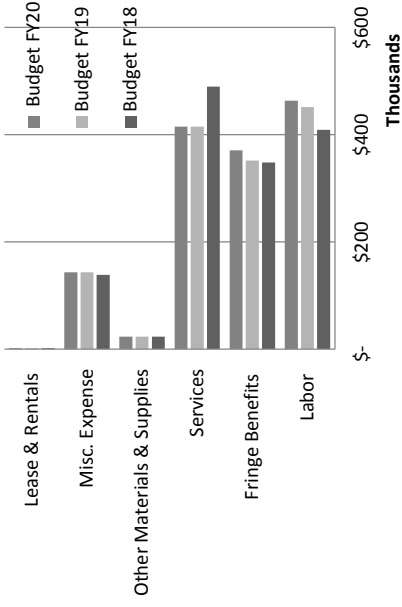


FY19 & FY20 OPERATING BUDGET
Authorized and Funded Personnel - Full Time Equivalent (FTE)
Administration - 1100

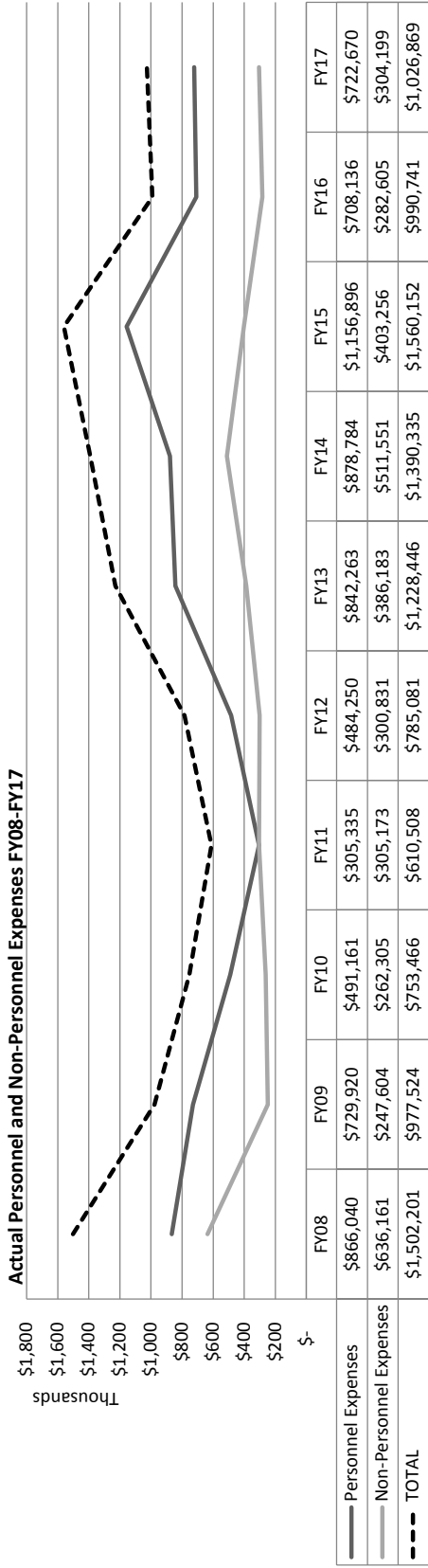
Position Title	Authorized FY 19 June 2017	Funded FY 19 June 2017	Authorized FY 19 2018	Funded FY 19 2018	Authorized FY20 2018	Funded FY 20 2018
CEO/General Manager	1.00	1.00	1.00	1.00	1.00	1.00
Chief Operations Officer	1.00	1.00	1.00	1.00	1.00	1.00
Executive Assistant	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Assistant	2.00	1.00	2.00	1.00	2.00	1.00
Total Full-Time Equivalents (FTEs)	5.00	4.00	5.00	4.00	5.00	4.00

Administration 1100

	<u>Budget FY18</u>	<u>Budget FY19</u>	<u>Var %</u>	<u>Budget FY20</u>	<u>Var %</u>
Personnel Expenses:					
Labor	\$ 408,908	\$ 451,495	10.4%	\$ 462,959	2.5%
Fringe Benefits	\$ 348,022	\$ 351,406	1.0%	\$ 370,745	5.5%
	\$ 756,930	\$ 802,901	6.1%	\$ 833,704	3.8%
Non-Personnel Expenses:					
Services	\$ 489,400	\$ 415,000	-15.2%	\$ 415,000	0.0%
Other Materials & Supplies	\$ 23,600	\$ 23,600	0.0%	\$ 23,600	0.0%
Misc. Expense	\$ 138,550	\$ 143,600	3.6%	\$ 143,600	0.0%
Lease & Rentals	\$ 2,000	\$ 2,000	0.0%	\$ 2,000	0.0%
	\$ 653,550	\$ 584,200	-10.6%	\$ 584,200	0.0%
Total Expenses:	\$ 1,410,480	\$ 1,387,101	-1.7%	\$ 1,417,904	2.2%



Actual Personnel and Non-Personnel Expenses FY08-FY17



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY19 & FY20 OPERATING BUDGET**

Administration - 1100

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20
LABOR							
501011 Bus Operator Pay	-	-	0.0%	-	-	0.0%	-
501013 Bus Operator OT	-	-	0.0%	-	-	0.0%	-
501021 Other Salaries	402,408	444,995	10.6%	42,587	456,294	2.5%	11,298
501023 Other OT	6,500	6,500	0.0%	-	6,665	2.5%	165
Totals	408,908	451,495	10.4%	42,587	462,959	2.5%	11,463
FRINGE BENEFITS							
502011 Medicare/Soc. Sec.	7,379	8,210	11.3%	831	8,418	2.5%	209
502021 Retirement	103,573	127,702	23.3%	24,129	140,776	10.2%	13,074
502031 Medical Ins	96,493	59,238	-38.6%	(37,256)	61,394	3.6%	2,156
502041 Dental Ins	5,222	4,151	-20.5%	(1,071)	4,275	3.0%	125
502045 Vision Ins	1,319	1,229	-6.8%	(90)	1,266	3.0%	37
502051 Life Ins/AD&D	5,017	5,092	1.5%	75	5,175	1.6%	83
502060 State Disability Ins (SDI)	3,223	3,870	20.0%	646	4,091	5.7%	221
502061 Long Term Disability Ins	3,099	2,942	-5.1%	(157)	3,053	3.8%	111
502071 State Unemployment Ins (SUI)	700	721	3.0%	21	765	6.1%	44
502081 Worker's Comp Ins	11,260	11,598	3.0%	338	11,946	3.0%	348
502101 Holiday Pay	15,458	17,221	11.4%	1,763	17,659	2.5%	438
502103 Floating Holiday	19,019	21,332	12.2%	2,313	21,816	2.3%	484
502109 Sick Leave	23,187	25,832	11.4%	2,645	26,488	2.5%	657
502111 Annual Leave	38,687	46,270	19.6%	7,583	47,518	2.7%	1,248
502121 Other Paid Absence	3,623	4,036	11.4%	413	4,139	2.5%	103
502251 Phys. Exams	-	-	0.0%	-	-	0.0%	-
502253 Driver Lic Renewal	-	-	0.0%	-	-	0.0%	-
502999 Other Fringe Benefits	10,761	11,961	11.2%	1,200	11,965	0.0%	3
Totals	348,022	351,406	1.0%	3,384	370,745	5.5%	19,339

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY19 & FY20 OPERATING BUDGET**

Administration - 1100

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20
SERVICES										
503011 Acting/Audit Fees	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503012 Admin/Bank Fees	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503031 Prof/Technical Fees	379,900	306,000	-19.5%	(73,900)	306,000	0.0%	-	306,000	0.0%	-
503032 Legislative Services	101,000	101,000	0.0%	-	101,000	0.0%	-	101,000	0.0%	-
503033 Legal Services	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503034 Pre-Employment Exams	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503041 Temp Help	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503161 Custodial Services	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503162 Uniforms/Laundry	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503171 Security Services	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503221 Classified/Legal Ads	5,000	4,000	-20.0%	(1,000)	4,000	0.0%	-	4,000	0.0%	-
503222 Legal Ads	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503225 Graphic Services	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503351 Repair - Bldg & Impr	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503352 Repair - Equipment	3,500	4,000	14.3%	500	4,000	0.0%	-	4,000	0.0%	-
503353 Repair - Rev Vehicle	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503354 Repair - Non Rev Vehicle	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503363 Haz Mat Disposal	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
Totals	489,400	415,000	-15.2%	(74,400)	415,000	0.0%	(74,400)	415,000	0.0%	-
MOBILE MATERIALS & SUPPLIES										
504011 Fuels & Lubricants - Non Rev Veh	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
504012 Fuels & Lubricants - Rev Veh	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
504021 Tires & Tubes	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
504161 Other Mobile Supplies	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
504191 Rev Vehicle Parts	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
Totals	-	-	0.0%	-	-	0.0%	-	-	0.0%	-

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY19 & FY20 OPERATING BUDGET**

Administration - 1100

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE	BUDG FY19	BUDG FY20	BUDG FY19	BUDG FY20
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDG FY19	BUDG FY20	BUDG FY19	BUDG FY20
OTHER MATERIALS & SUPPLIES											
504205 Freight Out	-	-	0.0%	-	-	0.0%	-	-	-	-	-
504211 Postage & Mailing	4,500	4,500	0.0%	-	4,500	0.0%	-	-	-	-	-
504214 Promotional Items	-	-	0.0%	-	-	0.0%	-	-	-	-	-
504215 Printing	1,100	1,100	0.0%	-	1,100	0.0%	-	-	-	-	-
504217 Photo Supp/Process	-	-	0.0%	-	-	0.0%	-	-	-	-	-
504311 Office Supplies	18,000	18,000	0.0%	-	18,000	0.0%	-	-	-	-	-
504315 Safety Supplies	-	-	0.0%	-	-	0.0%	-	-	-	-	-
504317 Cleaning Supplies	-	-	0.0%	-	-	0.0%	-	-	-	-	-
504409 Repair/Maint Supplies	-	-	0.0%	-	-	0.0%	-	-	-	-	-
504417 Tenant Repairs	-	-	0.0%	-	-	0.0%	-	-	-	-	-
504421 Non-Inventory Parts	-	-	0.0%	-	-	0.0%	-	-	-	-	-
504511 Small Tools	-	-	0.0%	-	-	0.0%	-	-	-	-	-
504515 Employee Tool Replacement	-	-	0.0%	-	-	0.0%	-	-	-	-	-
Totals	23,600	23,600	0.0%	-	23,600	0.0%	-	-	-	-	-
UTILITIES											
505011 Gas & Electric	-	-	0.0%	-	-	0.0%	-	-	-	-	-
505021 Water & Garbage	-	-	0.0%	-	-	0.0%	-	-	-	-	-
505031 Telecommunications	-	-	0.0%	-	-	0.0%	-	-	-	-	-
Totals	-	-	0.0%	-	-	0.0%	-	-	-	-	-
CASUALTY & LIABILITY											
506011 Insurance - Property	-	-	0.0%	-	-	0.0%	-	-	-	-	-
506015 Insurance - PL/PD	-	-	0.0%	-	-	0.0%	-	-	-	-	-
506021 Insurance - Other	-	-	0.0%	-	-	0.0%	-	-	-	-	-
506123 Settlement Costs	-	-	0.0%	-	-	0.0%	-	-	-	-	-
506127 Repairs - District Prop	-	-	0.0%	-	-	0.0%	-	-	-	-	-
Totals	-	-	0.0%	-	-	0.0%	-	-	-	-	-
TAXES											
507051 Fuel Tax	-	-	0.0%	-	-	0.0%	-	-	-	-	-
507201 Licenses & Permits	-	-	0.0%	-	-	0.0%	-	-	-	-	-
507999 Other Taxes	-	-	0.0%	-	-	0.0%	-	-	-	-	-
Totals	-	-	0.0%	-	-	0.0%	-	-	-	-	-

6/11/2018

Admin - 1100

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY19 & FY20 OPERATING BUDGET**

Administration - 1100

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE	BUDG FY19	BUDG FY20	BUDG FY19	BUDG FY20
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY18 BUDG FY20	BUDG FY18 BUDG FY20	BUDG FY19	BUDG FY20	BUDG FY19	BUDG FY20
PURCHASED TRANS.											
503406 Contract/Paratransit	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
Totals	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
MISC EXPENSE											
509011 Dues/Subscriptions	70,950	78,000	9.9%	7,050	78,000	0.0%	-	-	-	0.0%	-
509081 Advertising - District Promo	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
509101 Employee Incentive Program	15,000	10,000	-33.3%	(5,000)	10,000	0.0%	-	-	-	0.0%	-
509121 Employee Training	2,000	2,000	0.0%	-	2,000	0.0%	-	-	-	0.0%	-
509122 BOD Travel	8,000	11,000	37.5%	3,000	11,000	0.0%	-	-	-	0.0%	-
509123 Travel	20,000	23,000	15.0%	3,000	23,000	0.0%	-	-	-	0.0%	-
509125 Local Meeting Expense	10,000	7,000	-30.0%	(3,000)	7,000	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%	-
Totals	138,550	143,600	3.6%	5,050	143,600	0.0%	-	-	-	0.0%	-
INTEREST EXPENSE											
511102 Interest Expense	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
Totals	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
LEASES & RENTALS											
512011 Facility Lease	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
512061 Equipment Rental	2,000	2,000	0.0%	-	2,000	0.0%	-	-	-	0.0%	-
Totals	2,000	2,000	0.0%	-	2,000	0.0%	-	-	-	0.0%	-
PERSONNEL TOTAL											
	756,930	802,901	6.1%	45,971	833,704	3.8%	-	-	-	3.8%	30,803
NON-PERSONNEL TOTAL											
	653,550	584,200	-10.6%	(69,350)	584,200	0.0%	-	-	-	0.0%	-
DEPARTMENT TOTALS											
	1,410,480	1,387,101	-1.7%	(23,379)	1,417,904	2.2%	-	-	-	2.2%	30,803

FINANCE DEPARTMENT

FY18 ACCOMPLISHMENTS AND FY19 OBJECTIVES

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 FY18

- Assisted the CEO / General Manager and Board of Directors with:
 - Operating and Capital budget process
 - Long-term budgetary planning
 - Development of the agency's five-year revenue and expense projection
 - Maintaining and Updating the rolling Unfunded Capital Projects List
- Delivered the FY19/20 budget to the Board for adoption within the mandated time constraints
- Presented the 5-Year Budget Plan to the BOD and public
- Worked with the Customer Service Department to reconcile and put procedures in place to track, balance and report on multiple financial functions of the Customer Service Department
- Worked with Santa Cruz County Regional Transportation Commission (SCCRTC) staff to implement and report according to the Master Funding Agreement between the SCCRTC and Santa Cruz METRO, which was created after the voters approved the 2016 Santa Cruz County sales tax initiative (Measure D)
- Completed the Annual Financial Audit successfully and with no findings
- 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
- 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

Finance Department (con't)

- 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
- Continued membership and partnership with Santa Cruz County via the Finance Manager being on the Treasury Oversight Commission
- 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 FY19

- **Safety First:**
 - Promote safety in the department and at all METRO facilities
- **Fiscal Responsibility:**
 - 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
 - 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 to 3% and the continuation of funding for the Federal fuel tax credit
 - 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 establishing a funding policy pertaining to Santa Cruz METRO's Governmental Accounting Standards Board (GASB) 45 - Other Post Employment Benefits (OPEB) liability
 - Continually update financial policies to address Operating and Capital budgets, as well as Operating and Capital Reserve accounts for the Board's consideration.
 - Maintain Santa Cruz County Treasury Oversight Commission membership and continue to partner and engage in financial and cash management discussions
 - Continue to be active in CSMFO groups, training sessions, meetings and conferences
 - Promote and ensure fiscal responsibility and sustainability throughout the

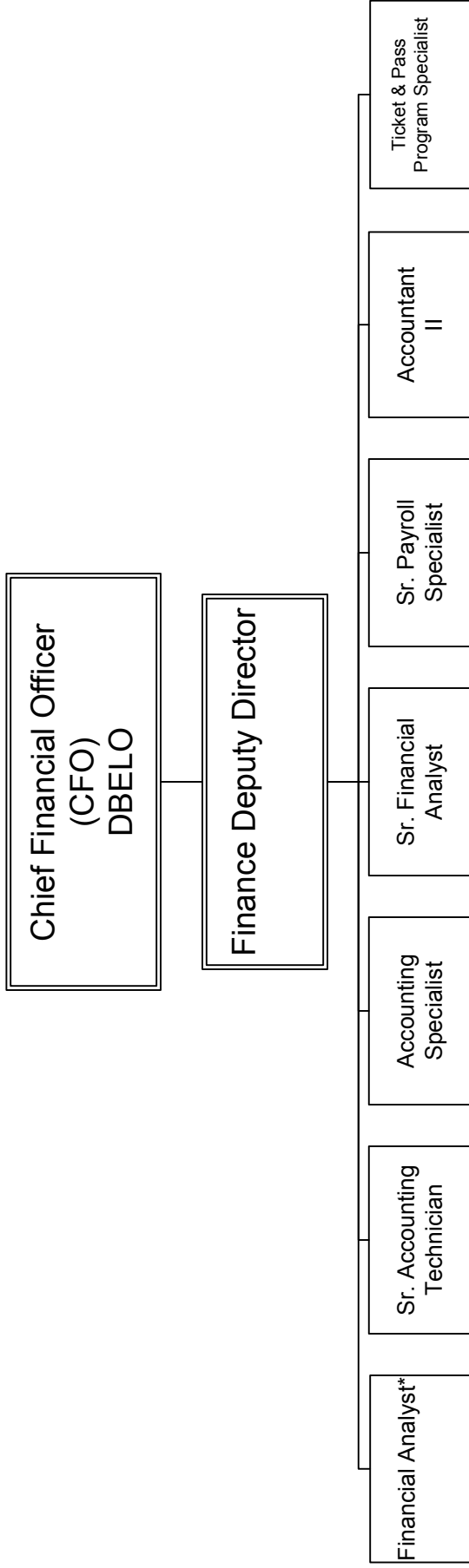
agency

- **State of Good Repair:**
 - Assist the CEO in seeking local, State and Federal funding opportunities to fund projects on the \$200 + million Unfunded Capital Projects List
 - Ensure that effective control and accountability is maintained for all capital assets, and that resources are properly safeguarded and used solely for authorized purposes
- **Intelligent Transportation Systems (ITS):**
 - Make progress towards implementation of a data warehouse and the upgrade of the financial system
 - 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
- **Zero Emission Buses (ZEBs):**
 - Collaborate with the Planning, Grants and Governmental Affairs department when financial information is requested for grant applications for ZEB vehicles and related infrastructure
- **Legislative:**
 - Assist the CEO in working with Federal legislators to identify a stable and recurring funding source for the 2021 Federal Transportation Reauthorization
 - Maintain CTA Finance Committee position and continue to engage in subcommittee appointments and decisions
- **Core Business:**
 - Develop Key Performance Indicators (KPIs)
 - Provide information and staff support for the SCCIC
 - 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
 - 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
 - Continue to improve and update processes relating to internal control, policies and procedures
 - Maintain CalTIP Board position and adhere to decisions made related to the insurance pool
 - Continue to manage advertising on Santa Cruz METRO buses
 - Continue to network and outreach with our community and transit partners
 - Review department activities and processes on an ongoing basis—seeking to maximize organizational effectiveness, including cash and payroll controls

Finance Department (con't)

- Create Annual report pamphlet for Public Outreach
- **Compliance:**
 - Work with the SCCRTC to ensure full compliance with all requirements and responsibilities of the new Measure D Master Funding Agreement
 - Ensure full compliance with all FTA, State and State agency regulations and Santa Cruz METRO Board policies and regulations
 - Ensure that Santa Cruz METRO is highly responsive to FTA Triennial Reviews, TDA Audits, the annual Financial Audit and all other outside audits
 - Work towards fully automating the timekeeping process to increase efficiency and ensure compliance with the Fair Labor Standards Act (FLSA)
 - Work with General Counsel and Human Resources to comply with new laws, rules, regulations and Union labor agreements
 - Maintain ongoing compliance with generally accepted accounting principles (GAAP) and statutory reporting requirements

Finance
1200

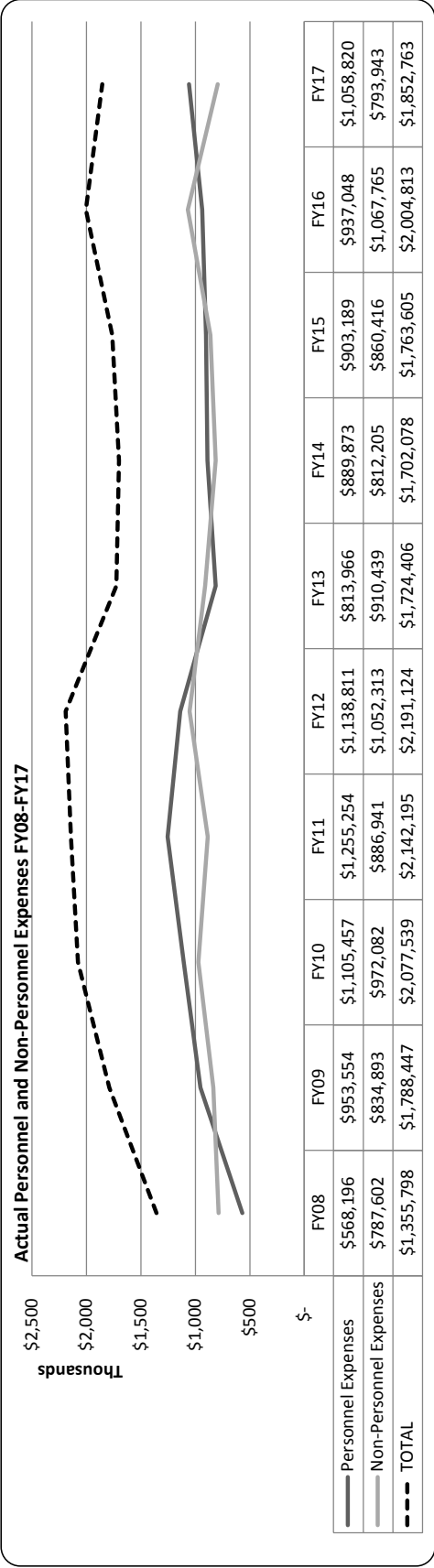
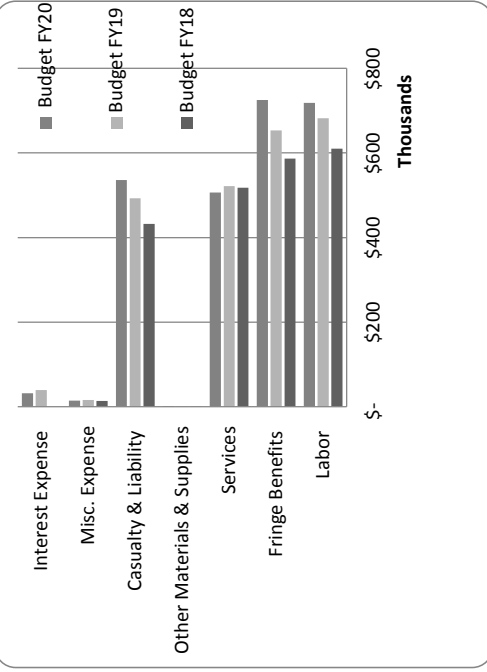


FY19 & FY20 OPERATING BUDGET
Authorized and Funded Personnel - Full Time Equivalent (FTE)
Finance - 1200

Position Title	Authorized	Funded	Authorized	Funded	Authorized	Funded
	FY 19 June 2017	FY 19 June 2017	FY 19 2018	FY 19 2018	FY20 2018	FY 20 2018
Chief Financial Officer (CFO)	1.00	1.00	1.00	1.00	1.00	1.00
Finance Deputy Director	1.00	1.00	1.00	1.00	1.00	1.00
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	1.00	1.00	1.00	1.00	1.00	1.00
Sr. Financial Analyst	1.00	1.00	1.00	1.00	1.00	1.00
Financial Analyst	0.00	0.00	1.00	0.50	1.00	1.00
Revenue Specialist	1.00	0.00	1.00	0.00	1.00	0.00
Total Full-Time Equivalents (FTEs)	9.50	8.00	10.50	8.50	10.50	9.00

Finance 1200

	<u>Budget FY18</u>	<u>Budget FY19</u>	<u>Var %</u>	<u>Budget FY20</u>	<u>Var %</u>
Personnel Expenses:					
Labor	\$ 609,989	\$ 681,776	11.8%	\$ 717,909	5.3%
Fringe Benefits	\$ 586,826	\$ 653,072	11.3%	\$ 725,153	11.0%
	\$ 1,196,815	\$ 1,334,848	11.5%	\$ 1,443,062	8.1%
Non-Personnel Expenses:					
Services	\$ 518,000	\$ 521,600	0.7%	\$ 506,380	-2.9%
Other Materials & Supplies	\$ 750	\$ 1,050	40.0%	\$ 1,175	11.9%
Casualty & Liability	\$ 432,514	\$ 492,909	14.0%	\$ 535,838	8.7%
Misc. Expense	\$ 13,380	\$ 16,000	19.6%	\$ 14,650	-8.4%
Interest Expense	\$ -	\$ 39,617	100.0%	\$ 32,098	-19.0%
	\$ 964,644	\$ 1,071,176	11.0%	\$ 1,090,141	1.8%
Total Expenses:	\$ 2,161,459	\$ 2,406,024	11.3%	\$ 2,533,203	5.3%



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY19 & FY20 OPERATING BUDGET**

Finance - 1200

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20
LABOR							
501011 Bus Operator Pay	-	-	0.0%	-	-	0.0%	-
501013 Bus Operator OT	-	-	0.0%	-	-	0.0%	-
501021 Other Salaries	607,589	679,376	11.8%	71,787	715,382	5.3%	36,006
501023 Other OT	2,400	2,400	0.0%	-	2,527	5.3%	127
Totals	609,989	681,776	11.8%	71,787	717,909	5.3%	36,134
FRINGE BENEFITS							
502011 Medicare/Soc. Sec.	10,942	12,398	13.3%	1,456	13,028	5.1%	630
502021 Retirement	179,029	228,531	27.7%	49,502	266,097	16.4%	37,566
502031 Medical Ins	199,295	185,674	-6.8%	(13,622)	208,546	12.3%	22,872
502041 Dental Ins	12,837	11,125	-13.3%	(1,711)	12,384	11.3%	1,258
502045 Vision Ins	2,638	2,612	-1.0%	(26)	2,849	9.1%	237
502051 Life Ins/AD&D	1,036	1,168	12.8%	132	1,261	8.0%	94
502060 State Disability Ins (SDI)	6,235	7,624	22.3%	1,389	8,389	10.0%	765
502061 Long Term Disability Ins	4,953	4,627	-6.6%	(326)	5,248	13.4%	621
502071 State Unemployment Ins (SUI)	1,400	1,622	15.9%	222	1,721	6.1%	99
502081 Worker's Comp Ins	19,706	20,297	3.0%	591	20,906	3.0%	609
502101 Holiday Pay	22,775	25,835	13.4%	3,060	27,168	5.2%	1,333
502103 Floating Holiday	11,521	14,288	24.0%	2,767	14,288	0.0%	-
502109 Sick Leave	34,163	38,753	13.4%	4,590	40,752	5.2%	1,999
502111 Annual Leave	70,837	88,326	24.7%	17,489	91,992	4.1%	3,665
502121 Other Paid Absence	5,338	6,055	13.4%	717	6,368	5.2%	312
502251 Phys. Exams	-	-	0.0%	-	-	0.0%	-
502253 Driver Lic Renewal	-	-	0.0%	-	-	0.0%	-
502999 Other Fringe Benefits	4,122	4,136	0.3%	14	4,158	0.5%	21
Totals	586,826	653,072	11.3%	66,246	725,153	11.0%	72,081

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY19 & FY20 OPERATING BUDGET**

Finance - 1200

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20
SERVICES										
503011 Acting/Audit Fees	95,000	105,000	10.5%	10,000	106,500	1.4%	1,500	106,500	1.4%	1,500
503012 Admin/Bank Fees	380,500	380,000	-0.1%	(500)	388,280	2.2%	8,280	388,280	2.2%	8,280
503031 Prof/Technical Fees	42,500	36,600	-13.9%	(5,900)	11,600	-68.3%	(25,000)	11,600	-68.3%	(25,000)
503032 Legislative Services	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503033 Legal Services	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503034 Pre-Employment Exams	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503041 Temp Help	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503161 Custodial Services	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503162 Uniforms/Laundry	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503171 Security Services	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503221 Classified/Legal Ads	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503222 Legal Ads	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503225 Graphic Services	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503351 Repair - Bldg & Impr	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503352 Repair - Equipment	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503353 Repair - Rev Vehicle	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503354 Repair - Non Rev Vehicle	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503363 Haz Mat Disposal	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
Totals	518,000	521,600	0.7%	3,600	506,380	-2.9%	(15,220)	506,380	-2.9%	(15,220)
MOBILE MATERIALS & SUPPLIES										
504011 Fuels & Lubricants - Non Rev Veh	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
504012 Fuels & Lubricants - Rev Veh	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
504021 Tires & Tubes	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
504161 Other Mobile Supplies	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
504191 Rev Vehicle Parts	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
Totals	-	-	0.0%	-	-	0.0%	-	-	0.0%	-

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY19 & FY20 OPERATING BUDGET**

Finance - 1200

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20
OTHER MATERIALS & SUPPLIES										
504205 Freight Out	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
504211 Postage & Mailing	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
504214 Promotional Items	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
504215 Printing	750	1,050	40.0%	300	1,175	11.9%	125	1,175	11.9%	125
504217 Photo Supp/Process	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
504311 Office Supplies	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
504315 Safety Supplies	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
504317 Cleaning Supplies	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
504409 Repair/Maint Supplies	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
504417 Tenant Repairs	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
504421 Non-Inventory Parts	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
504511 Small Tools	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
504515 Employee Tool Replacement	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
Totals	750	1,050	40.0%	300	1,175	11.9%	125	1,175	11.9%	125
UTILITIES										
505011 Gas & Electric	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
505021 Water & Garbage	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
505031 Telecommunications	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
Totals	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
CASUALTY & LIABILITY										
506011 Insurance - Property	61,737	60,808	-1.5%	(929)	62,632	3.0%	1,824	62,632	3.0%	1,824
506015 Insurance - PL/PD	320,777	402,021	25.3%	81,244	442,223	10.0%	40,202	442,223	10.0%	40,202
506021 Insurance - Other	50,000	30,080	-39.8%	(19,920)	30,983	3.0%	903	30,983	3.0%	903
506123 Settlement Costs	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
506127 Repairs - District Prop	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
Totals	432,514	492,909	14.0%	60,395	535,838	8.7%	42,929	535,838	8.7%	42,929
TAXES										
507051 Fuel Tax	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
507201 Licenses & Permits	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
507999 Other Taxes	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
Totals	-	-	0.0%	-	-	0.0%	-	-	0.0%	-

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY19 & FY20 OPERATING BUDGET**

Finance - 1200

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20
PURCHASED TRANS.							
503406 Contract/Paratransit	-	-	0.0%	-	-	0.0%	-
Totals	-	-	0.0%	-	-	0.0%	-
MISC EXPENSE							
509011 Dues/Subscriptions	980	850	-13.3%	(130)	850	0.0%	-
509081 Advertising - District Promo	-	-	0.0%	-	-	0.0%	-
509101 Employee Incentive Program	-	-	0.0%	-	-	0.0%	-
509121 Employee Training	2,900	3,150	8.6%	250	1,800	-42.9%	(1,350)
509122 BOD Travel	-	-	0.0%	-	-	0.0%	-
509123 Travel	9,500	12,000	26.3%	2,500	12,000	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%	-
Totals	13,380	16,000	19.6%	2,620	14,650	-8.4%	(1,350)
INTEREST EXPENSE							
511102 Interest Expense	-	39,617	100.0%	39,617	32,098	-19.0%	(7,519)
Totals	-	39,617	100.0%	39,617	32,098	-19.0%	(7,519)
LEASES & RENTALS							
512011 Facility Lease	-	-	0.0%	-	-	0.0%	-
512061 Equipment Rental	-	-	0.0%	-	-	0.0%	-
Totals	-	-	0.0%	-	-	0.0%	-
PERSONNEL TOTAL	1,196,815	1,334,848	11.5%	138,033	1,443,062	8.1%	108,215
NON-PERSONNEL TOTAL	964,644	1,071,176	11.0%	106,532	1,090,141	1.8%	26,484
DEPARTMENT TOTALS	2,161,459	2,406,024	11.3%	244,565	2,533,203	5.3%	134,699

CUSTOMER SERVICE DEPARTMENT

FY18 ACCOMPLISHMENTS AND FY19 OBJECTIVES

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.

The Customer Service Department is responsible for all Customer Service aspects of Santa Cruz METRO Fixed Route and ParaCruz Paratransit service for the agency, including:

- Bi-lingual service information
- Trip-planning assistance
- Lost and found services
- Ticket and pass sales to customers
- Marketing
- Outreach to the community

The Customer Service Department is also responsible for:

- Coordinating with other departments other organizations in the creation of Santa Cruz METRO's Headways publication
- Provide informational updates on the service webpage
- Responds to customer comments and concerns regarding service

DEPARTMENT ACCOMPLISHMENTS FOR FY 18

- Recruited and hired and trained new Customer Service Representatives and Customer Service Coordinators
- Implemented new phone system for seamless call answering
- Improved responsiveness and resolutions to customer issues, resulting in fewer customer complaints being filed
- 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 cash, and that resources were properly safeguarded and used solely for authorized purposes
- Improved and updated processes relating to internal control, policies and procedures
- Promoted and ensured fiscal responsibility and sustainability throughout the department

Customer Service Department (con't)

- Reviewed department activities and processes to maximize organizational effectiveness, including cash and bus pass payment controls

DEPARTMENT OBJECTIVES FOR FY19

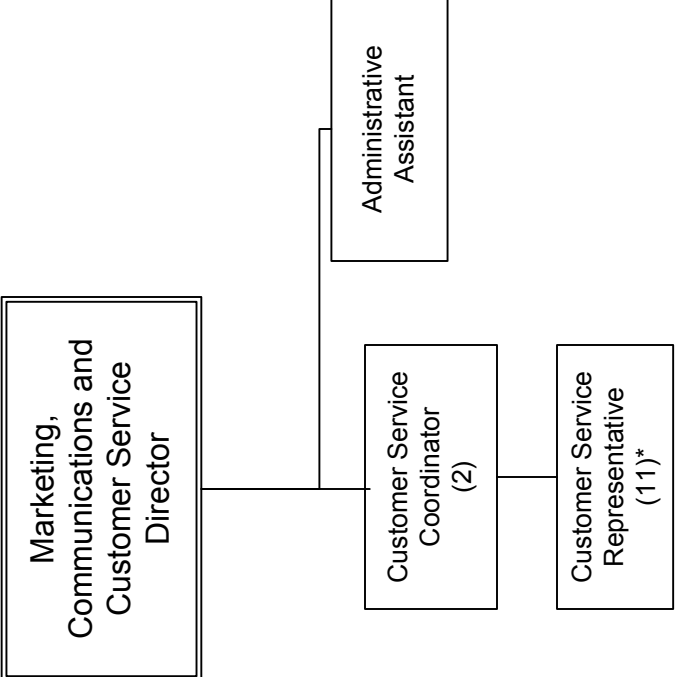
- **Safety First:**
 - Ensure that all employee work spaces are safe and free of hazards
- **Fiscal Responsibility:**
 - Increase Public Outreach promoting Santa Cruz METRO's routes and various fare media options with a focus on transitioning more riders to Cruz Pass and Cruz Cash smart card fare
 - Develop Key Performance Indicators (KPIs)
 - Continue to enhance reporting functions through graphs, charts and presentations to the Public, Board of Directors, Management, Unions, and internal Departments
 - Strive for greater organization and consistency in all record keeping
- **State of Good Repair:**
 - Continually familiarize Customer Service personnel with changed routes
 - 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
 - Ensure greater accountability for Interdepartmental communication specifically regarding tasks completed
 - Promote Teambuilding by developing methods and planning exercises aimed at increasing cooperation and motivation to work as a team
- **Intelligent Transportation Systems (ITS):**
 - Provide more consistent monitoring and updating of informational media at the various Transit Centers
 - Improve efficiency of Customer Service Representatives in responding to inquiries and complaints by accessing available electronic information and tools
 - Maintain areas of Santa Cruz METRO's website that pertain to the Customer Service Department
 - Maximize the benefits of existing, upgraded, and/or new technology programs
- **Zero Emission Buses (ZEBs):**
 - Support the implementation of ZEB through decimation of information to customers
- **Legislative:**
 - Support Legislation through decimation of information to customers
- **Core Business:**
 - Promote professional, courteous, and friendly Customer Service at all times and in all instances
 - Present at the Santa Cruz Fair by providing fixed route and Paratransit service information

Customer Service Department (con't)

- Familiarize Customer Service Representative staff with the various Santa Cruz METRO departments in order to better respond to service concerns, suggestions, requests, and compliments
- Achieve average reduced call hold times to less than two minutes
- Improve and increase use of visual graphic media in the promotion of Santa Cruz METRO services and events to the public
- Create Customer Service presentations on the various services Santa Cruz METRO provides, to inform new-hires and existing Operators from a Customer Service perspective
- Continue to increase participation in local events in order to promote Santa Cruz METRO services Work closely with the Board, stakeholders, customers and the public to identify options that will enhance currently provided customer service and provide long-term excellent customer service for the agency
- Have more fun! Schedule events that allow Department Personnel opportunities to enjoy each other as people and coworkers
- **Compliance:**
 - Continue to provide internal/external Customer Service refresher training on a more consistent basis for all Customer Service Representative Staff
 - Ensure full compliance with all FTA, State and State agency regulations and Santa Cruz METRO Board policies and regulations
 - Maintain accurate, timely and efficient reporting
 - Work with General Counsel and Human Resources to comply with new laws, rules, regulations and Union labor agreements
 - Continue to improve and update processes relating to internal control, policies and procedures
 - Review department activities and processes on an ongoing basis—seeking to maximize organizational effectiveness
 - Create and update Customer Service Department Desktop Procedures Manual



**Customer Service
1300**

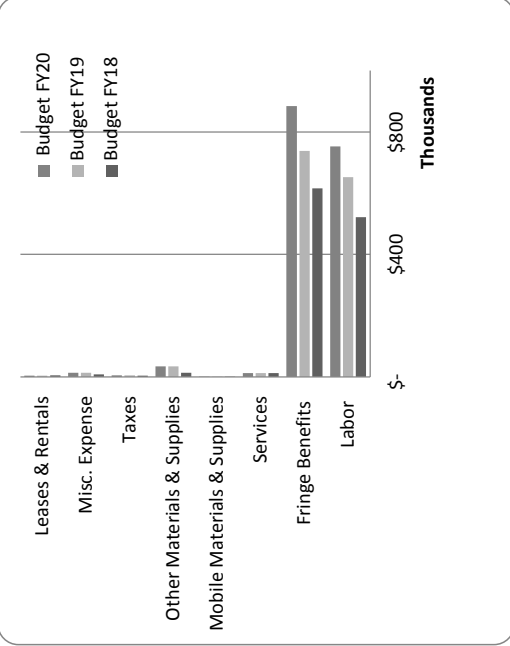


FY19 & FY20 OPERATING BUDGET
Authorized and Funded Personnel - Full Time Equivalent (FTE)
Customer Service - 1300

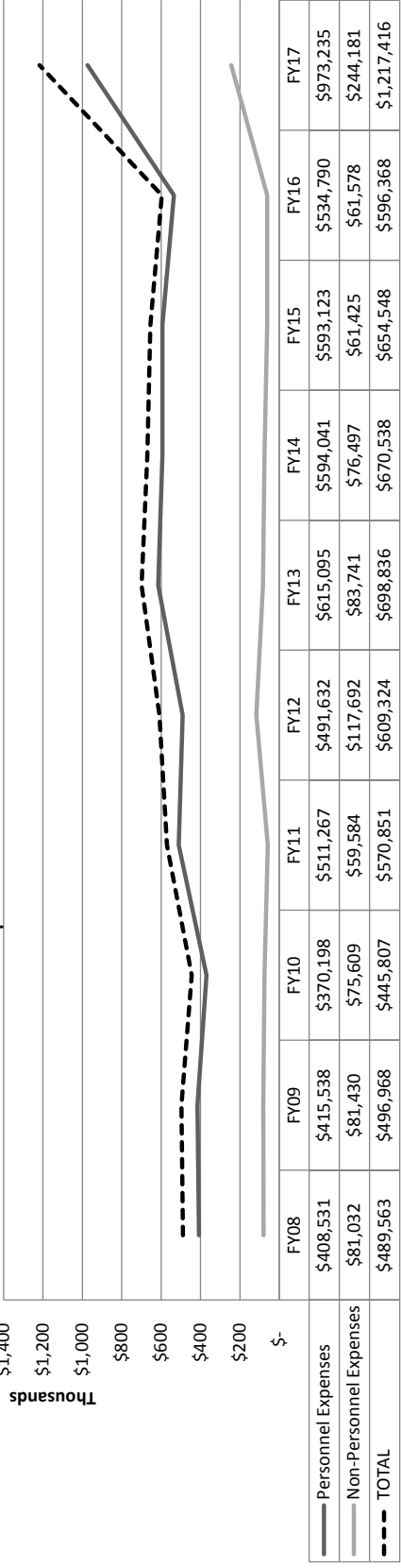
Position Title	Authorized FY 19 June 2017	Funded FY 19 June 2017	Authorized FY 19 2018	Funded FY 19 2018	Authorized FY20 2018	Funded FY 20 2018
Marketing, Communications and Customer Service Director	1.00	0.00	1.00	0.50	1.00	1.00
Customer Service Coordinator	1.00	1.00	2.00	2.00	2.00	2.00
CSR	12.00	10.00	12.00	11.00	12.00	12.00
Sr CSR	0.00	0.00	2.00	0.00	2.00	0.00
Administrative Assistant	1.25	1.00	1.25	1.00	1.25	1.00
Total Full-Time Equivalents (FTEs)	15.25	12.00	18.25	14.50	18.25	16.00

Customer Service 1300

	Budget FY18	Budget FY19	Var %	Budget FY20	Var %
Personnel Expenses:					
Labor	\$ 521,897	\$ 651,982	24.9%	\$ 752,526	15.4%
Fringe Benefits	\$ 615,776	\$ 738,235	19.9%	\$ 884,363	19.8%
	\$ 1,137,673	\$ 1,390,217	22.2%	\$ 1,636,890	17.7%
Non-Personnel Expenses:					
Services	\$ 12,200	\$ 12,940	6.1%	\$ 12,940	0.0%
Mobile Materials & Supplies	\$ 500	\$ 500	0.0%	\$ 500	0.0%
Other Materials & Supplies	\$ 13,700	\$ 35,050	155.8%	\$ 35,050	0.0%
Taxes	\$ 4,752	\$ 5,600	17.8%	\$ 5,600	0.0%
Misc. Expense	\$ 8,500	\$ 13,700	61.2%	\$ 13,700	0.0%
Leases & Rentals	\$ 4,900	\$ 4,300	-12.2%	\$ 4,300	0.0%
	\$ 44,552	\$ 72,090	61.8%	\$ 72,090	0.0%
Total Expenses:	\$ 1,182,225	\$ 1,462,307	23.7%	\$ 1,708,980	16.9%



Actual Personnel and Non-Personnel Expenses FY08-FY17



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY19 & FY20 OPERATING BUDGET**

Marketing, Communications, & Customer Service - 1300

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20
LABOR							
501011 Bus Operator Pay	-	-	0.0%	-	-	0.0%	-
501013 Bus Operator OT	-	-	0.0%	-	-	0.0%	-
501021 Other Salaries	507,609	630,982	24.3%	123,373	730,953	15.8%	99,971
501023 Other OT	14,288	21,000	47.0%	6,712	21,574	2.7%	574
Totals	521,897	651,982	24.9%	130,086	752,526	15.4%	100,544
FRINGE BENEFITS							
502011 Medicare/Soc. Sec.	9,122	11,532	26.4%	2,411	13,284	15.2%	1,752
502021 Retirement	146,319	207,541	41.8%	61,222	265,692	28.0%	58,151
502031 Medical Ins	283,283	294,340	3.9%	11,057	349,917	18.9%	55,577
502041 Dental Ins	14,997	19,277	28.5%	4,280	22,630	17.4%	3,352
502045 Vision Ins	3,957	4,456	12.6%	499	5,065	13.7%	608
502051 Life Ins/AD&D	1,243	1,650	32.7%	407	1,875	13.7%	225
502060 State Disability Ins (SDI)	5,662	8,192	44.7%	2,530	9,720	18.6%	1,528
502061 Long Term Disability Ins	4,987	4,751	-4.7%	(236)	7,053	48.5%	2,302
502071 State Unemployment Ins (SUI)	2,100	2,884	37.3%	784	3,060	6.1%	176
502081 Worker's Comp Ins	36,596	37,694	3.0%	1,098	38,825	3.0%	1,131
502101 Holiday Pay	18,580	23,441	26.2%	4,861	27,142	15.8%	3,700
502103 Floating Holiday	-	2,283	100.0%	2,283	4,794	110.0%	2,512
502109 Sick Leave	27,871	35,162	26.2%	7,291	40,713	15.8%	5,551
502111 Annual Leave	56,371	76,960	36.5%	20,589	84,624	10.0%	7,665
502121 Other Paid Absence	4,355	5,494	26.2%	1,139	6,361	15.8%	867
502251 Phys. Exams	-	-	0.0%	-	-	0.0%	-
502253 Driver Lic Renewal	-	-	0.0%	-	-	0.0%	-
502999 Other Fringe Benefits	334	2,578	672.6%	2,245	3,608	40.0%	1,030
Totals	615,776	738,235	19.9%	122,459	884,363	19.8%	146,128

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY19 & FY20 OPERATING BUDGET**

Marketing, Communications, & Customer Service - 1300

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20
SERVICES										
503011 Acting/Audit Fees	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503012 Admin/Bank Fees	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503031 Prof/Technical Fees	9,500	9,980	5.1%	480	9,980	0.0%	-	9,980	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	200	960	380.0%	760	960	0.0%	-	960	0.0%	-
503171 Security Services	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503221 Classified/Legal Ads	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503222 Legal Ads	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503225 Graphic Services	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503351 Repair - Bldg & Impr	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503352 Repair - Equipment	2,500	2,000	-20.0%	(500)	2,000	0.0%	-	2,000	0.0%	-
503353 Repair - Rev Vehicle	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503354 Repair - Non Rev Vehicle	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503363 Haz Mat Disposal	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
Totals	12,200	12,940	6.1%	740	12,940	0.0%	0.0%	12,940	0.0%	0.0%
MOBILE MATERIALS & SUPPLIES										
504011 Fuels & Lubricants - Non Rev Veh	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
504012 Fuels & Lubricants - Rev Veh	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
504021 Tires & Tubes	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
504161 Other Mobile Supplies	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
504191 Rev Vehicle Parts	500	500	0.0%	-	500	0.0%	-	500	0.0%	-
Totals	500	500	0.0%	-	500	0.0%	-	500	0.0%	-

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY19 & FY20 OPERATING BUDGET**

Marketing, Communications, & Customer Service - 1300

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE	BUDG FY19	BUDG FY20	BUDG FY19	BUDG FY20	\$ CHANGE
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDG FY19	BUDG FY20	BUDG FY19	BUDG FY20	BUDG FY19 BUDG FY20
OTHER MATERIALS & SUPPLIES												
504205 Freight Out	-	-	0.0%	-	-	-	-	-	-	-	-	-
504211 Postage & Mailing	4,700	3,000	-36.2%	(1,700)	3,000	-	(1,700)	3,000	3,000	0.0%	0.0%	-
504214 Promotional Items	-	21,350	100.0%	21,350	21,350	-	21,350	21,350	21,350	0.0%	0.0%	-
504215 Printing	-	800	100.0%	800	800	-	800	800	800	0.0%	0.0%	-
504217 Photo Supp/Process	1,500	3,400	126.7%	1,900	3,400	-	1,900	3,400	3,400	0.0%	0.0%	-
504311 Office Supplies	7,500	6,500	-13.3%	(1,000)	6,500	-	(1,000)	6,500	6,500	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%	-
Totals	13,700	35,050	155.8%	21,350	35,050		21,350	35,050	35,050	0.0%	0.0%	-
UTILITIES												
505011 Gas & Electric	-	-	0.0%	-	-	-	-	-	-	0.0%	0.0%	-
505021 Water & Garbage	-	-	0.0%	-	-	-	-	-	-	0.0%	0.0%	-
505031 Telecommunications	-	-	0.0%	-	-	-	-	-	-	0.0%	0.0%	-
Totals	-	-	0.0%	-	-		-	-	-	0.0%	0.0%	-
CASUALTY & LIABILITY												
506011 Insurance - Property	-	-	0.0%	-	-	-	-	-	-	0.0%	0.0%	-
506015 Insurance - PL/PD	-	-	0.0%	-	-	-	-	-	-	0.0%	0.0%	-
506021 Insurance - Other	-	-	0.0%	-	-	-	-	-	-	0.0%	0.0%	-
506123 Settlement Costs	-	-	0.0%	-	-	-	-	-	-	0.0%	0.0%	-
506127 Repairs - District Prop	-	-	0.0%	-	-	-	-	-	-	0.0%	0.0%	-
Totals	-	-	0.0%	-	-		-	-	-	0.0%	0.0%	-
TAXES												
507051 Fuel Tax	-	-	0.0%	-	-	-	-	-	-	0.0%	0.0%	-
507201 Licenses & Permits	4,752	5,600	17.8%	848	5,600	-	848	5,600	5,600	0.0%	0.0%	-
507999 Other Taxes	-	-	0.0%	-	-	-	-	-	-	0.0%	0.0%	-
Totals	4,752	5,600	17.8%	848	5,600		848	5,600	5,600	0.0%	0.0%	-

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY19 & FY20 OPERATING BUDGET**

Marketing, Communications, & Customer Service - 1300

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE	Jun-18	\$ CHANGE
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY19 BUDG FY20
PURCHASED TRANS.									
503406 Contract/Paratransit	-	-	0.0%	-	-	0.0%	-	-	-
Totals	-	-	0.0%	-	-	0.0%	-	-	-
MISC EXPENSE									
509011 Dues/Subscriptions	-	200	100.0%	200	200	0.0%	-	200	0.0%
509081 Advertising - District Promo	-	5,000	100.0%	5,000	5,000	0.0%	-	5,000	0.0%
509101 Employee Incentive Program	-	-	0.0%	-	-	0.0%	-	-	0.0%
509121 Employee Training	3,500	5,500	57.1%	2,000	5,500	0.0%	-	5,500	0.0%
509122 BOD Travel	-	-	0.0%	-	-	0.0%	-	-	0.0%
509123 Travel	5,000	3,000	-40.0%	(2,000)	3,000	0.0%	-	3,000	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%
Totals	8,500	13,700	61.2%	5,200	13,700	0.0%	-	13,700	0.0%
INTEREST EXPENSE									
511102 Interest Expense	-	-	0.0%	-	-	0.0%	-	-	-
Totals	-	-	0.0%	-	-	0.0%	-	-	-
LEASES & RENTALS									
512011 Facility Lease	-	-	0.0%	-	-	0.0%	-	-	0.0%
512061 Equipment Rental	4,900	4,300	-12.2%	(600)	4,300	0.0%	-	4,300	0.0%
Totals	4,900	4,300	-12.2%	(600)	4,300	0.0%	-	4,300	0.0%
PERSONNEL TOTAL	1,137,673	1,390,217	22.2%	252,545	1,636,890	17.7%	246,672	1,636,890	17.7%
NON-PERSONNEL TOTAL	44,552	72,090	61.8%	27,538	72,090	0.0%	-	72,090	0.0%
DEPARTMENT TOTALS	1,182,225	1,462,307	23.7%	280,083	1,708,980	16.9%	246,672	1,708,980	16.9%



HUMAN RESOURCES DEPARTMENT

FY18 ACCOMPLISHMENTS AND FY19 OBJECTIVES

MAJOR FUNCTIONS OF THE DEPARTMENT

The Human Resources Department is responsible for a wide variety of functions including: full cycle recruitments; classification and compensation; labor relations; administration of employee and retiree benefits, workers' compensation; employee drug and alcohol testing; employee relations; enforcement of Santa Cruz METRO personnel rules and regulations and union agreements; employee performance and employee training and development.

The Human Resource objectives align with the agency objective and key focus areas for FY19.

DEPARTMENT ACCOMPLISHMENTS FOR FY18

Training and Development

- Achieved 100 % training compliance for FTA mandated drug and alcohol trainings for safety sensitive employees and supervisors
- Implemented agency-wide skills training program (supervisor academy, customer service, soft skills, technical skills, and human resources academy)
- Piloted Professional Development Planning
- Implemented annual bi-lingual retesting/testing program

Recruiting

- Decreased days to hire by 19.5% by the 3rd quarter
- Hired and on-boarded 85 new employees during the 1-3rd quarters
- Developed a hiring guide for managers
- Implemented interview panel participant training program

Classification and Compensation

- Worked with 3rd party vendor to conduct and complete 1st ever Management Classification/Compensation Study
- Completed Mechanics Career Ladder wage survey
- Created new Lead Custodian Position

Benefits Administration

- Responded to 1092 employee benefit inquiries between 1-3rd quarters
- Actively managed 581 current and retired employee benefit transactions

Employee Performance

- Increased timely completion of performance reviews by 33% by 3rd quarter

Compliance

- Completed annual 1094/1095C filing
- Submitted 2018-2021 EEOP to FTA
- Passed Annual CHP Audit (Random Drug Testing) with zero findings

Workers Compensation

- Reduced active worker's compensation cases by nearly 30% during 3rd quarter

Human Resources Department (con't)

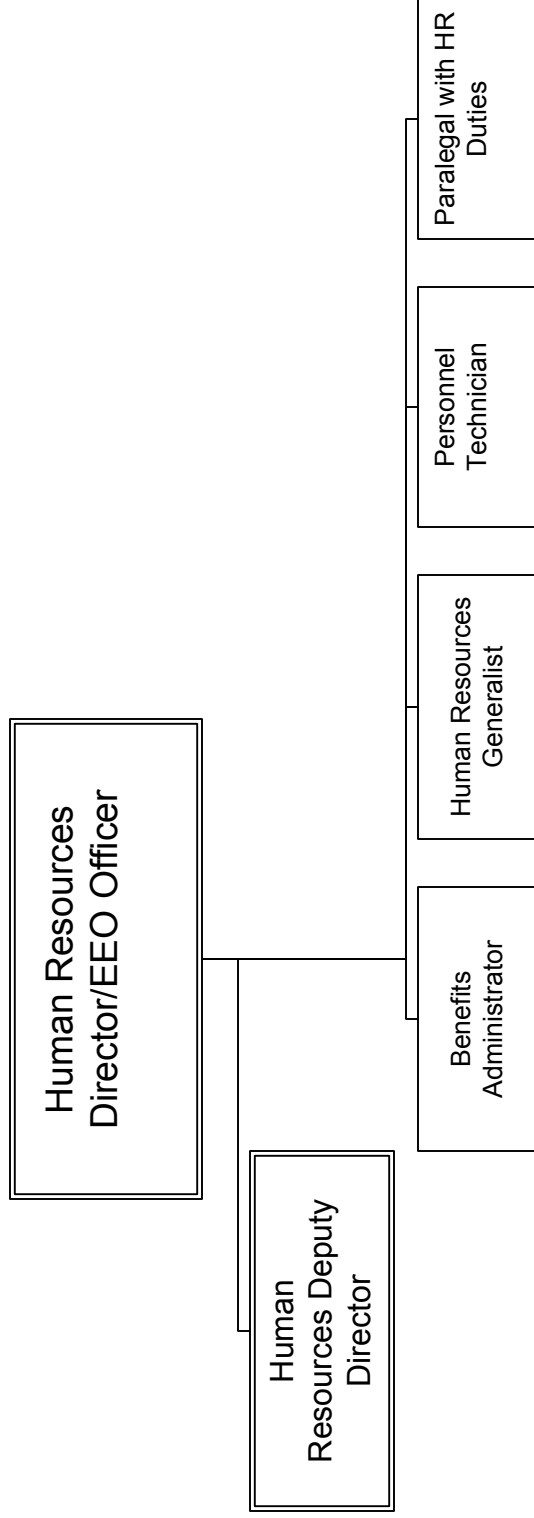
Customer Service

- Established “HR Office Hours” in Operations and ParaCruz
- Implemented HRIS Employee Portal “Intranet”
- Developed 1st ever HR Employee Newsletter

DEPARTMENT OBJECTIVES FOR FY19

- **Safety First:**
 - Reduce current active worker’s compensation cases by 20% by 3rd quarter
- **Fiscal responsibility:**
 - Complete SEIU Classification/Compensation Study by June 2019
- **State of Good Repair:**
 - Implement Professional Development Planning organizational-wide by June 2019
- **Intelligent Transportation Systems (ITS):**
 - Implement new applicant submission and tracking software by June 2019
- **Zero Emission Buses (ZEBs):**
 - Develop and implement Mechanics Training Program by June 2019
- **Legislative:**
 - Develop Benefit Changes Communication Plan by August 2018
- **Core Business:**
 - Develop Talent Management Program by June 2019
 - Offer job advancement preparation courses (resume writing/interview skills) by September 2018
 - Achieve and maintain target of <60 days to hire by 2nd quarter
 - Develop and implement new employee orientation and on-boarding program by December 2018
- **Compliance:**
 - Achieve zero finding CHP Audit of drug and alcohol testing program
 - Increase timeliness of performance evaluations by 30% by 3rd quarter

Human Resources
1400

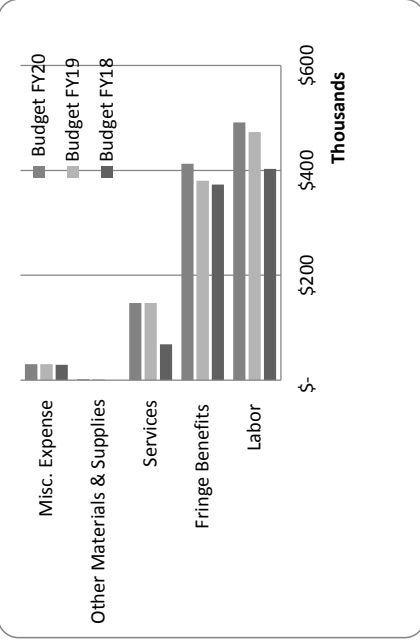


FY19 & FY20 OPERATING BUDGET
Authorized and Funded Personnel - Full Time Equivalent (FTE)
Human Resources - 1400

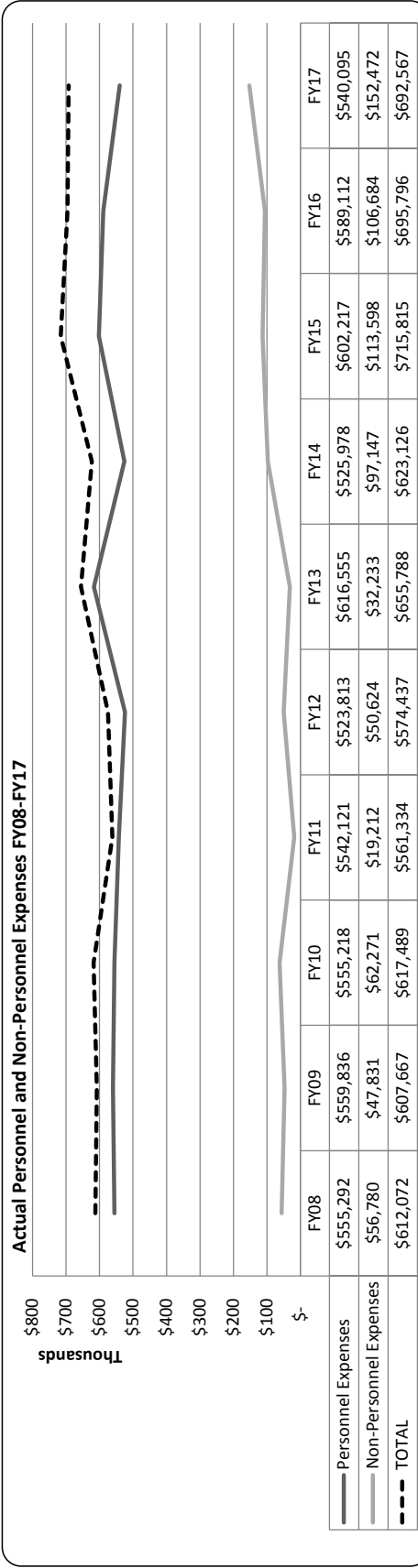
Position Title	Authorized	Funded	Authorized	Funded	Authorized	Funded
	FY 19 June 2017	FY 19 June 2017	FY 19 2018	FY 19 2018	FY20 2018	FY 20 2018
Human Resources Director	1.00	1.00	1.00	1.00	1.00	1.00
Human Resources Deputy Director	1.00	1.00	1.00	1.00	1.00	1.00
Personnel Technician	1.00	1.00	1.00	1.00	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	0.00	1.00	0.00	1.00	0.00
Paralegal with HR Duties	1.00	1.00	1.00	1.00	1.00	1.00
Total Full-Time Equivalents (FTEs)	8.00	6.00	8.00	6.00	8.00	6.00

Human Resources 1400

	Budget FY18	Budget FY19	Var %	Budget FY20	Var %
Personnel Expenses:					
Labor	\$ 402,574	\$ 473,170	17.5%	\$ 491,261	3.8%
Fringe Benefits	\$ 373,138	\$ 380,538	2.0%	\$ 412,357	8.4%
	\$ 775,712	\$ 853,708	10.1%	\$ 903,618	5.8%
Non-Personnel Expenses:					
Services	\$ 68,400	\$ 147,013	114.9%	\$ 147,013	0.0%
Other Materials & Supplies	\$ -	\$ 2,000	0.0%	\$ 2,000	100.0%
Misc. Expense	\$ 29,150	\$ 30,350	4.1%	\$ 30,350	0.0%
	\$ 97,550	\$ 179,363	83.9%	\$ 179,363	0.0%
Total Expenses:	\$ 873,262	\$ 1,033,070	18.3%	\$ 1,082,980	4.8%



Actual Personnel and Non-Personnel Expenses FY08-FY17



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY19 & FY20 OPERATING BUDGET**

Human Resources - 1400

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20
LABOR							
501011 Bus Operator Pay	-	-	0.0%	-	-	0.0%	-
501013 Bus Operator OT	-	-	0.0%	-	-	0.0%	-
501021 Other Salaries	398,074	465,970	17.1%	67,896	483,785	3.8%	17,815
501023 Other OT	4,500	7,200	60.0%	2,700	7,475	3.8%	275
Totals	402,574	473,170	17.5%	70,596	491,261	3.8%	18,091
FRINGE BENEFITS							
502011 Medicare/Soc. Sec.	7,200	8,344	15.9%	1,144	8,661	3.8%	317
502021 Retirement	117,107	152,304	30.1%	35,197	175,172	15.0%	22,868
502031 Medical Ins	118,200	81,111	-31.4%	(37,089)	84,761	4.5%	3,651
502041 Dental Ins	6,766	5,189	-23.3%	(1,577)	5,345	3.0%	156
502045 Vision Ins	1,979	1,844	-6.8%	(135)	1,899	3.0%	55
502051 Life Ins/AD&D	621	883	42.2%	262	910	3.0%	27
502060 State Disability Ins (SDI)	4,379	5,341	22.0%	962	5,678	6.3%	337
502061 Long Term Disability Ins	3,723	3,611	-3.0%	(113)	3,760	4.1%	150
502071 State Unemployment Ins (SUI)	1,050	1,082	3.0%	32	1,147	6.1%	66
502081 Worker's Comp Ins	14,076	14,498	3.0%	422	14,933	3.0%	435
502101 Holiday Pay	15,079	17,423	15.5%	2,344	18,087	3.8%	664
502103 Floating Holiday	8,882	11,677	31.5%	2,795	12,260	5.0%	583
502109 Sick Leave	22,619	26,135	15.5%	3,516	27,131	3.8%	996
502111 Annual Leave	43,857	42,947	-2.1%	(910)	44,303	3.2%	1,356
502121 Other Paid Absence	3,534	4,084	15.5%	549	4,239	3.8%	156
502251 Phys. Exams	-	-	0.0%	-	-	0.0%	-
502253 Driver Lic Renewal	-	-	0.0%	-	-	0.0%	-
502999 Other Fringe Benefits	4,067	4,067	0.0%	-	4,072	0.1%	5
Totals	373,138	380,538	2.0%	7,400	412,357	8.4%	31,819

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY19 & FY20 OPERATING BUDGET

Human Resources - 1400

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20
SERVICES							
503011 Accting/Audit Fees	-	-	0.0%	-	-	0.0%	-
503012 Admin/Bank Fees	-	-	0.0%	-	-	0.0%	-
503031 Prof/Technical Fees	55,900	131,988	136.1%	76,088	131,988	0.0%	-
503032 Legislative Services	-	-	0.0%	-	-	0.0%	-
503033 Legal Services	-	-	0.0%	-	-	0.0%	-
503034 Pre-Employment Exams	5,500	5,525	0.5%	25	5,525	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	7,000	9,500	35.7%	2,500	9,500	0.0%	-
503222 Legal Ads	-	-	0.0%	-	-	0.0%	-
503225 Graphic Services	-	-	0.0%	-	-	0.0%	-
503351 Repair - Bldg & Impr	-	-	0.0%	-	-	0.0%	-
503352 Repair - Equipment	-	-	0.0%	-	-	0.0%	-
503353 Repair - Rev Vehicle	-	-	0.0%	-	-	0.0%	-
503354 Repair - Non Rev Vehicle	-	-	0.0%	-	-	0.0%	-
503363 Haz Mat Disposal	-	-	0.0%	-	-	0.0%	-
Totals	68,400	147,013	114.9%	78,613	147,013	0.0%	-
MOBILE MATERIALS & SUPPLIES							
504011 Fuels & Lubricants - Non Rev Veh	-	-	0.0%	-	-	0.0%	-
504012 Fuels & Lubricants - Rev Veh	-	-	0.0%	-	-	0.0%	-
504021 Tires & Tubes	-	-	0.0%	-	-	0.0%	-
504161 Other Mobile Supplies	-	-	0.0%	-	-	0.0%	-
504191 Rev Vehicle Parts	-	-	0.0%	-	-	0.0%	-
Totals	-	-	0.0%	-	-	0.0%	-

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY19 & FY20 OPERATING BUDGET

Human Resources - 1400

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20
OTHER MATERIALS & SUPPLIES							
504205 Freight Out	-	-	0.0%	-	-	0.0%	-
504211 Postage & Mailing	-	-	0.0%	-	-	0.0%	-
504214 Promotional Items	-	-	0.0%	-	-	0.0%	-
504215 Printing	-	2,000	100.0%	2,000	2,000	0.0%	-
504217 Photo Supp/Process	-	-	0.0%	-	-	0.0%	-
504311 Office Supplies	-	-	0.0%	-	-	0.0%	-
504315 Safety Supplies	-	-	0.0%	-	-	0.0%	-
504317 Cleaning Supplies	-	-	0.0%	-	-	0.0%	-
504409 Repair/Maint Supplies	-	-	0.0%	-	-	0.0%	-
504417 Tenant Repairs	-	-	0.0%	-	-	0.0%	-
504421 Non-Inventory Parts	-	-	0.0%	-	-	0.0%	-
504511 Small Tools	-	-	0.0%	-	-	0.0%	-
504515 Employee Tool Replacement	-	-	0.0%	-	-	0.0%	-
Totals	-	2,000	100.0%	2,000	2,000	0.0%	-
UTILITIES							
505011 Gas & Electric	-	-	0.0%	-	-	0.0%	-
505021 Water & Garbage	-	-	0.0%	-	-	0.0%	-
505031 Telecommunications	-	-	0.0%	-	-	0.0%	-
Totals	-	-	0.0%	-	-	0.0%	-
CASUALTY & LIABILITY							
506011 Insurance - Property	-	-	0.0%	-	-	0.0%	-
506015 Insurance - PL/PD	-	-	0.0%	-	-	0.0%	-
506021 Insurance - Other	-	-	0.0%	-	-	0.0%	-
506123 Settlement Costs	-	-	0.0%	-	-	0.0%	-
506127 Repairs - District Prop	-	-	0.0%	-	-	0.0%	-
Totals	-	-	0.0%	-	-	0.0%	-
TAXES							
507051 Fuel Tax	-	-	0.0%	-	-	0.0%	-
507201 Licenses & Permits	-	-	0.0%	-	-	0.0%	-
507999 Other Taxes	-	-	0.0%	-	-	0.0%	-
Totals	-	-	0.0%	-	-	0.0%	-

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY19 & FY20 OPERATING BUDGET**

Human Resources - 1400

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE	BUDG FY19	BUDG FY20
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY18 BUDG FY19	BUDG FY19	BUDG FY20
PURCHASED TRANS.									
503406 Contract/Paratransit	-	-	0.0%	-	-	0.0%	-	-	-
Totals	-	-	0.0%	-	-	0.0%	-	-	-
MISC EXPENSE									
509011 Dues/Subscriptions	2,350	2,350	0.0%	-	2,350	0.0%	-	-	-
509081 Advertising - District Promo	-	-	0.0%	-	-	0.0%	-	-	-
509101 Employee Incentive Program	-	-	0.0%	-	-	0.0%	-	-	-
509121 Employee Training	24,000	25,000	4.2%	1,000	25,000	0.0%	-	-	-
509122 BOD Travel	-	-	0.0%	-	-	0.0%	-	-	-
509123 Travel	2,500	2,500	0.0%	-	2,500	0.0%	-	-	-
509125 Local Meeting Expense	300	500	66.7%	200	500	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	29,150	30,350	4.1%	1,200	30,350	0.0%	-	-	-
INTEREST EXPENSE									
511102 Interest Expense	-	-	0.0%	-	-	0.0%	-	-	-
Totals	-	-	0.0%	-	-	0.0%	-	-	-
LEASES & RENTALS									
512011 Facility Lease	-	-	0.0%	-	-	0.0%	-	-	-
512061 Equipment Rental	-	-	0.0%	-	-	0.0%	-	-	-
Totals	-	-	0.0%	-	-	0.0%	-	-	-
PERSONNEL TOTAL									
	775,712	853,708	10.1%	77,996	903,618	5.8%	49,910	-	-
NON-PERSONNEL TOTAL									
	97,550	179,363	83.9%	81,813	179,363	0.0%	-	-	-
DEPARTMENT TOTALS	873,261	1,033,070	18.3%	159,809	1,082,980	4.8%	49,909		



INFORMATION TECHNOLOGY DEPARTMENT

FY18 ACCOMPLISHMENTS AND FY19 OBJECTIVES

MAJOR FUNCTIONS OF THE DEPARTMENT

The IT Department is responsible for METRO's Information Systems needs including equipment and software maintenance, phone systems, METRO web site, as well as end-user technical support. IT personnel support multiple databases used by all departments. METRO data is backed up on-site for quick recovery and off-site for emergency reconstruction. METRO's computer needs are continually being evaluated with plans of being developed and implemented to improve employee efficiency through computing at the lowest long-term cost. In addition to traditional IT functions, the IT department is also responsible for various aspects of METRO's Intelligent Transportation Systems (ITS). ITS encompasses an array of transit specific technologies such as Automated Vehicle Location (AVL), Automated Passenger Counter (APC), Audio/Visual Annunciation System (AVAS) and Mobile Ticketing.

DEPARTMENT ACCOMPLISHMENTS FOR FY18

- HR software (HCM)
 - Maintenance of CSS applications to remove salary information and include supplemental questions for some positions
 - Worked with HR to complete campaign to gather personal email and emergency text number from any employees that would like to opt in
 - Opened Intranet (Employee Self-Serve) to all employees, with ongoing work to add forms, policies, and basic contact/job information
 - Successfully complete FY17 1094/1095C reporting to IRS through contract with Pass-port
 - Completed development of alerts for upcoming and late performance reviews with varying recipients, as well as alerts for probation and COBRA Retmed
 - Rewrite nightly employee and payrate export path from HCM into Paytime database
- NTD
 - S-10 (Service statistics) report rewrite to now pull data from Data Warehouse, building on last year's accomplishment of the passenger mile calculation rewrite, which is only one section of the S-10
 - Trained the Planning Analyst to take over as primary METRO NTD Contact for Monthly and Annual Reporting
- Payroll Processing Software (Paytime)
 - In-house software rewrite began in July, was completed and launched January 2018
 - Replaces legacy Informix system also developed in-house in 2004
 - Facilitated audit of all employee pay rates and bilingual pay status
 - Facilitated new payroll rules splitting bilingual and shift-differential into Regular/OT to comply with legal requirements
 - Custom web interface written for Payroll Specialist and departments to upload

- timecard data, apply UTU/SEIU MOU pay rules, validate, and verify recap report, and upload finished payroll file to County Payroll Provider
- Trained all Payroll and Ops/ParaCruz payroll staff on use of the interface
- Migrated all historical payroll data, and aggregated payroll statistics now reside in Data Warehouse enabling KPI and other reporting requirements
- Website Updates (scmt.com)
 - Accessibility improvements to 3rd party software to address specific complaints
 - Shopping Cart (Virtuemart) and Customer Service Tickets (RSTickets)
 - New Content
 - Board Standing Committees page
 - Fare restructuring outreach and survey content
 - Migrated content of SCMetroForward.com (COA outreach website) into reorganized Planning Dept pages and trained Planning Analyst to maintain
 - Designed and Launched new FAQ page and underlying database
 - Job descriptions page with all management positions, ready for all other positions once Class & Comp study is completed
 - Routes Redesign
 - Comprehensive accessibility and usability redesign of entire Routes section
 - Integrates Route Schedule, System Map, Service Calendar, and Schedule By Stop into a seamless layout and navigation experience
 - Eliminates left hand yellow sidebar to utilize full screen width and simplify navigation, removing problematic accessibility issues and screen clutter in the most utilized area of the website.
- Printed Publication (tasks now outside the scope of IT)
 - METRO Art Contest revised design of in Headways, Website, Bus Ads/Car Cards
 - Hwy 17 brochure layout and content updates
 - Headways
 - Revise for requirements of new print vendor Casey Printing
 - Repaginate publication to accommodate Route 22, and produce all media
 - Ongoing cover design, CEO Note, layout, and inside feature page per issue
 - Display Case Posters at both SCMC/WTC improved to better serve public
 - Reorganized all poster content to strictly adhere to Service Lanes
 - Design new Posters of overhead schematic of all Lanes at SCMC/WTC
- Hastus Payroll Customization for High Capacity Vehicles (HCB) UC Articulated Buses
 - Worked with COO and Ops Payroll staff to specify pay rules, receive, test and deploy consecutive software updates from Giro
 - Repeat audit/spec/update cycles until all audit findings solved
 - Create new HCB related internal paycodes and integrate into Paytime

Information Technology Department (con't)

- Hastus User Defined Reports
 - New HCB audit report to support Ops Payroll specialist
 - Rewrite Payroll Verification report to include HCB pay
 - Rewrite Operator timecard to include HCB pay
 - Rewrite Class B License & Medical monthly report for renewal reminders
- Data Warehouse
 - Payroll high priority project completed (see above)
 - Current Focus: Data Staging – Operations (Hastus) and Farebox (GFI)
 - Work ongoing with Planning, Finance, and Schedule Analysts, and Ops Admin staff to identify their reporting needs and vet quality of data extracted
 - Hastus
 - Automate overnight extraction and import of Daily schedule trip data and operator work/pay stats
 - Both Accident/Incident and Absence data extraction and reporting deferred (due to Website Routes Redesign high priority)
 - Ridecheck Surveys
 - Random sample surveys are required by NTD until METRO acquires APC
 - Dropped Hastus Rider Checker and ATP software modules to reduce Giro annual maintenance cost by \$5000
 - Worked with Planning Analyst to provision ridecheck forms to surveyors, calibrate survey targets (min. surveys per route), import completed surveys
 - GFI Genfare Data
 - Worked with Planning Analyst to provide a self-serve data import/validation interface to manually import GFI data into data warehouse
 - Data scrubbing/validation against Hastus Daily schedules data saves time increases accuracy and directional granularity of boarding data as collected
 - Department Internal Reports
 - Facilities: rewrite Bus Stop stickering report providing specific route sequences for all sticker replacement and quarterly maintenance issues
 - IT: rewrite Call Stop reports to flag quarterly differences for manual reprogramming of Announcement system
 - Planning: Reports to calibrate survey targets, verify survey FY quotas
 - NTD S-10 Service Reports for MB/CB modes including Passenger mile calculation
 - KPI Crystal Reports Delivered
 - Finance: Scheduled OT/DT report, and District-Wide OT report
 - Planning: Cancelled Service Report with breakout of UCSC data analysis
 - PCI Compliance
 - Moved from Trustwave to Sysnet PCI compliance provider to renew

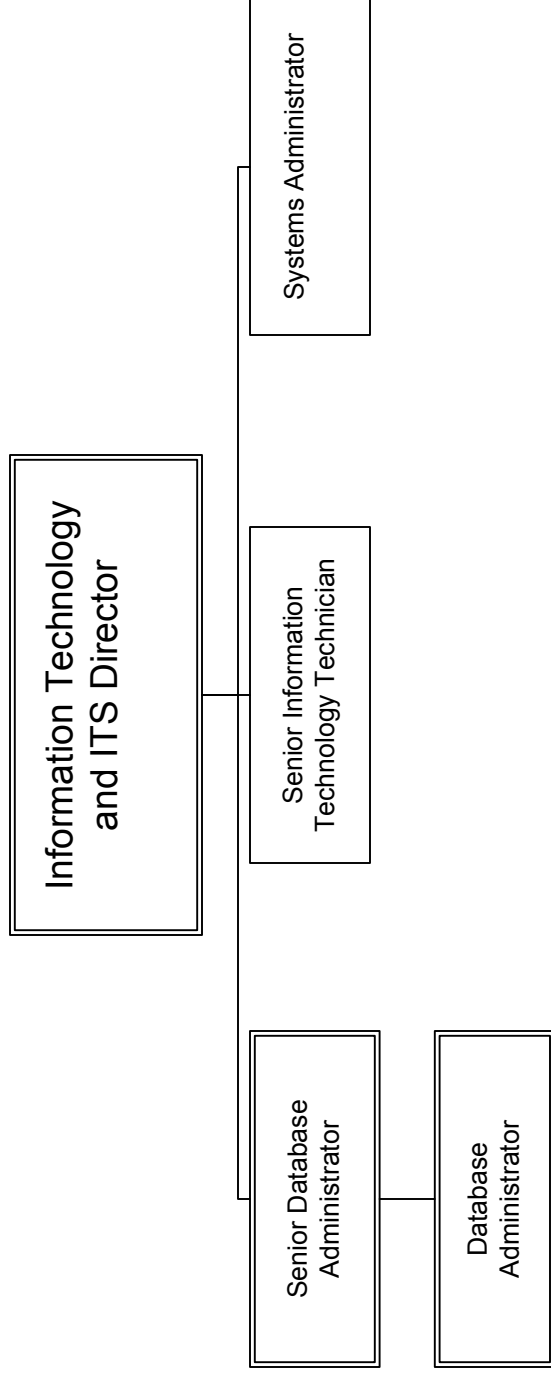
- annual compliance status on both website and Point Of Sale (POS) credit card processing
- Worked with interim CS Manager (CFO) to annually update PCI and Bank Card procedures and file signatures on procedures for all staff working the CS Booth
- Physical and Network Infrastructure
 - Secured a Vehicle Surveillance vendor and completed the installation of METRO's first Vehicle Surveillance system
 - Completed the installation of the JKS Operation Access Control system
 - Installed a new IP phone system
 - Procured and installed new set of servers for advanced virtualization infrastructure
 - Rolled out new Windows version for users including Microsoft Office 2016 Pro
 - Coordinated with a consultant to develop specifications for a Surveillance system at the JKS Operations and Fueling sites
- Developed and provided a number of IT KPIs
- Addressed and closed over 1400 IT support tickets

DEPARTMENT OBJECTIVES FOR FY19

- **Safety First:**
 - Install surveillance systems on the remaining fixed route fleet
 - Install a surveillance system at the JKS Operations and Fueling facilities
- **Fiscal responsibility:**
 - Procure new Financial Information System (FIS) system
 - Manage the budget wisely
- **State of Good Repair:**
 - Replace old workstations
 - Migrate critical workloads to new servers
- **Intelligent Transportation Systems (ITS):**
 - Procure an ITS solution with the following essential components:
 - Automatic Vehicle Location (AVL)
 - In addition to planning and operational data, the AVL system will also offer a Predictive Arrival & Departure System (PADS) which is a customer facing Smartphone application showing when the next bus will arrive
 - Audio Visual Automated Announcer System (AVAS)
 - This system will replace our aging "Talking Bus" system which is an ADA mandated technology
 - Include the following options in the ITS procurement if funding allows:
 - Automated Passenger Counter (APC)
 - Informational displays at Terminus and key stop locations
- **Zero Emission Buses (ZEBs):**
 - Support Zero Emission Bus research and acquisitions

- **Legislative:**
 - Educate the public about the importance of SB1 to METRO
 - Maintain public awareness of the benefits brought on by measure D funding
- **Core Business:**
 - Attract more discretionary riders by offering mobile applications such as real-time bus arrival and departure information and mobile ticketing
 - NeoGov (candidate application portal replacing Epicor Candidate Self-Serve)
 - Data Warehouse
 - Ongoing in-house data extraction, automation, staging, validating, and critical interim reporting of Operations data
 - Data staging is necessary process to prepare for, and will greatly reduce the startup cost that would be associated with subscribing to a Transit Analytics Platform (below) if instead METRO paid TAP vendor to stage and transform our data directly from each individual vendor database
 - Data staging will keep us in control of new data integration with TAP as our needs evolve and new software is acquired
 - Remaining departments to be staged (order of priority is TBD)
 - Paratransit: Trapeze
 - Fleet & Facilities: Maintstar/Fuelforce
 - Finance: ABS/Puridiom (or replacement FIS system)
 - Operations: AVL/APC (when ITS system is acquired)
 - Transit Analytics Platforms
 - TransTrack – Best demo we have seen by far, strongly recommend
 - Established Transit KPIs
 - Cross Comparative Agency Analysis with similar opt-in agencies
 - Includes financial data integration (essential to business analysis)
 - Includes NTD reporting for all departments (critical)
 - Clever Devices, nearest competitor
 - Also impressive, but not as comprehensive
 - No finance integration, or NTD reporting
 - Has more robust scheduling analysis for runtime recalibration
 - Alternatives Considered
 - General Business Intelligence (BI) Platforms in which METRO must develop its own Analytics and Reports from scratch
 - Further research required on commercial and open-source BI platforms
- **Compliance:**
 - Maintain PCI compliance and keep staff that handle credit card transactions up to date on the latest procedures

Information Technology 1500

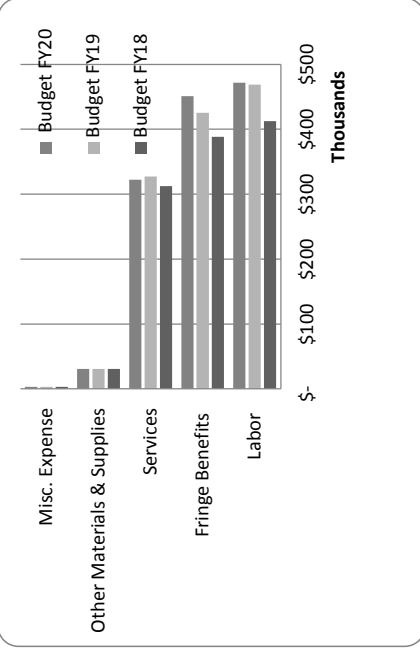


FY19 & FY20 OPERATING BUDGET
Authorized and Funded Personnel - Full Time Equivalent (FTE)
Information Technology - 1500

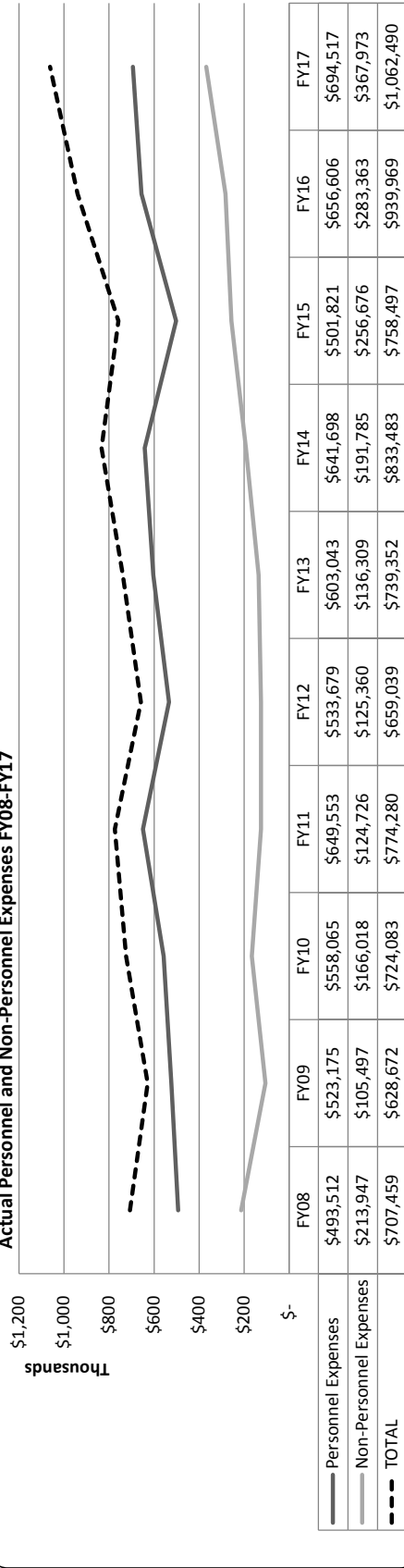
Position Title	Authorized	Funded	Authorized	Funded	Authorized	Funded
	FY 19 June 2017	FY 19 June 2017	FY 19 2018	FY 19 2018	FY20 2018	FY 20 2018
Information Technology and ITS Director	1.00	1.00	1.00	1.00	1.00	1.00
Asst Manager of Information Technology	1.00	0.00	1.00	0.00	1.00	0.00
Sr. Database Administrator	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/Sr	1.00	0.00	1.00	1.00	1.00	1.00
IT Technician/Sr IT Tech	2.00	2.00	2.00	1.00	2.00	1.00
Total Full-Time Equivalents (FTEs)	7.00	5.00	7.00	5.00	7.00	5.00

Information Technology 1500

	Budget FY18	Budget FY19	Var %	Budget FY20	Var %
Personnel Expenses:					
Labor	\$ 412,276	\$ 468,531	13.6%	\$ 471,671	0.7%
Fringe Benefits	\$ 388,509	\$ 425,266	9.5%	\$ 450,780	6.0%
	\$ 800,785	\$ 893,797	11.6%	\$ 922,451	3.2%
Non-Personnel Expenses:					
Services	\$ 312,200	\$ 327,200	4.8%	\$ 322,400	-1.5%
Other Materials & Supplies	\$ 30,800	\$ 30,800	0.0%	\$ 30,800	0.0%
Misc. Expense	\$ 3,100	\$ 3,100	0.0%	\$ 3,100	0.0%
	\$ 346,100	\$ 361,100	4.3%	\$ 356,300	-1.3%
Total Expenses:	\$ 1,146,885	\$ 1,254,897	9.4%	\$ 1,278,751	1.9%



Actual Personnel and Non-Personnel Expenses FY08-FY17



SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY19 & FY20 OPERATING BUDGET

Information Technology - 1500

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20
LABOR							
501011 Bus Operator Pay	-	-	0.0%	-	-	0.0%	-
501013 Bus Operator OT	-	-	0.0%	-	-	0.0%	-
501021 Other Salaries	410,649	466,931	13.7%	56,281	470,060	0.7%	3,129
501023 Other OT	1,627	1,600	-1.6%	(27)	1,611	0.7%	11
Totals	412,276	468,531	13.6%	56,255	471,671	0.7%	3,140
FRINGE BENEFITS							
502011 Medicare/Soc. Sec.	7,429	8,499	14.4%	1,070	8,554	0.6%	55
502021 Retirement	121,547	156,675	28.9%	35,128	174,727	11.5%	18,052
502031 Medical Ins	121,429	104,656	-13.8%	(16,773)	110,325	5.4%	5,669
502041 Dental Ins	6,637	5,518	-16.9%	(1,119)	5,683	3.0%	166
502045 Vision Ins	1,649	1,537	-6.8%	(112)	1,583	3.0%	46
502051 Life Ins/AD&D	828	870	5.1%	42	896	3.0%	26
502060 State Disability Ins (SDI)	4,258	4,951	16.3%	693	5,215	5.3%	264
502061 Long Term Disability Ins	3,739	3,560	-4.8%	(179)	3,667	3.0%	107
502071 State Unemployment Ins (SUI)	875	901	3.0%	26	956	6.1%	55
502081 Worker's Comp Ins	14,076	14,498	3.0%	422	14,933	3.0%	435
502101 Holiday Pay	15,714	17,986	14.5%	2,272	18,102	0.6%	116
502103 Floating Holiday	14,896	18,525	24.4%	3,629	18,525	0.0%	-
502109 Sick Leave	23,571	26,979	14.5%	3,408	27,153	0.6%	174
502111 Annual Leave	42,190	49,907	18.3%	7,717	50,225	0.6%	319
502121 Other Paid Absence	3,683	4,215	14.5%	533	4,243	0.6%	27
502251 Phys. Exams	-	-	0.0%	-	-	0.0%	-
502253 Driver Lic Renewal	-	-	0.0%	-	-	0.0%	-
502999 Other Fringe Benefits	5,989	5,989	0.0%	-	5,993	0.1%	4
Totals	388,509	425,266	9.5%	36,757	450,780	6.0%	25,514

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY19 & FY20 OPERATING BUDGET
Information Technology - 1500

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20
SERVICES							
503011 Accting/Audit Fees	-	-	0.0%	-	-	0.0%	-
503012 Admin/Bank Fees	-	-	0.0%	-	-	0.0%	-
503031 Prof/Technical Fees	16,400	16,400	0.0%	-	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	295,800	310,800	5.1%	15,000	316,000	1.7%	5,200
503353 Repair - Rev Vehicle	-	-	0.0%	-	-	0.0%	-
503354 Repair - Non Rev Vehicle	-	-	0.0%	-	-	0.0%	-
503363 Haz Mat Disposal	-	-	0.0%	-	-	0.0%	-
Totals	312,200	327,200	4.8%	15,000	322,400	-1.5%	(4,800)
MOBILE MATERIALS & SUPPLIES							
504011 Fuels & Lubricants - Non Rev Veh	-	-	0.0%	-	-	0.0%	-
504012 Fuels & Lubricants - Rev Veh	-	-	0.0%	-	-	0.0%	-
504021 Tires & Tubes	-	-	0.0%	-	-	0.0%	-
504161 Other Mobile Supplies	-	-	0.0%	-	-	0.0%	-
504191 Rev Vehicle Parts	-	-	0.0%	-	-	0.0%	-
Totals	-	-	0.0%	-	-	0.0%	-

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY19 & FY20 OPERATING BUDGET

Information Technology - 1500

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20
OTHER MATERIALS & SUPPLIES							
504205 Freight Out	-	-	0.0%	-	-	0.0%	-
504211 Postage & Mailing	-	-	0.0%	-	-	0.0%	-
504214 Promotional Items	-	-	0.0%	-	-	0.0%	-
504215 Printing	-	-	0.0%	-	-	0.0%	-
504217 Photo Supp/Process	-	-	0.0%	-	-	0.0%	-
504311 Office Supplies	30,800	30,800	0.0%	-	30,800	0.0%	-
504315 Safety Supplies	-	-	0.0%	-	-	0.0%	-
504317 Cleaning Supplies	-	-	0.0%	-	-	0.0%	-
504409 Repair/Maint Supplies	-	-	0.0%	-	-	0.0%	-
504417 Tenant Repairs	-	-	0.0%	-	-	0.0%	-
504421 Non-Inventory Parts	-	-	0.0%	-	-	0.0%	-
504511 Small Tools	-	-	0.0%	-	-	0.0%	-
504515 Employee Tool Replacement	-	-	0.0%	-	-	0.0%	-
Totals	30,800	30,800	0.0%	-	30,800	0.0%	-
UTILITIES							
505011 Gas & Electric	-	-	0.0%	-	-	0.0%	-
505021 Water & Garbage	-	-	0.0%	-	-	0.0%	-
505031 Telecommunications	-	-	0.0%	-	-	0.0%	-
Totals	-	-	0.0%	-	-	0.0%	-
CASUALTY & LIABILITY							
506011 Insurance - Property	-	-	0.0%	-	-	0.0%	-
506015 Insurance - PL/PD	-	-	0.0%	-	-	0.0%	-
506021 Insurance - Other	-	-	0.0%	-	-	0.0%	-
506123 Settlement Costs	-	-	0.0%	-	-	0.0%	-
506127 Repairs - District Prop	-	-	0.0%	-	-	0.0%	-
Totals	-	-	0.0%	-	-	0.0%	-
TAXES							
507051 Fuel Tax	-	-	0.0%	-	-	0.0%	-
507201 Licenses & Permits	-	-	0.0%	-	-	0.0%	-
507999 Other Taxes	-	-	0.0%	-	-	0.0%	-
Totals	-	-	0.0%	-	-	0.0%	-

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY19 & FY20 OPERATING BUDGET
 Information Technology - 1500

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20
PURCHASED TRANS.							
503406 Contract/Paratransit	-	-	0.0%	-	-	0.0%	-
Totals	-	-	0.0%	-	-	0.0%	-
MISC EXPENSE							
509011 Dues/Subscriptions	-	-	0.0%	-	-	0.0%	-
509081 Advertising - District Promo	-	-	0.0%	-	-	0.0%	-
509101 Employee Incentive Program	-	-	0.0%	-	-	0.0%	-
509121 Employee Training	1,100	1,100	0.0%	-	1,100	0.0%	-
509122 BOD Travel	-	-	0.0%	-	-	0.0%	-
509123 Travel	2,000	2,000	0.0%	-	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%	-
Totals	3,100	3,100	0.0%	-	3,100	0.0%	-
INTEREST EXPENSE							
511102 Interest Expense	-	-	0.0%	-	-	0.0%	-
Totals	-	-	0.0%	-	-	0.0%	-
LEASES & RENTALS							
512011 Facility Lease	-	-	0.0%	-	-	0.0%	-
512061 Equipment Rental	-	-	0.0%	-	-	0.0%	-
Totals	-	-	0.0%	-	-	0.0%	-
PERSONNEL TOTAL	800,785	893,797	11.6%	93,011	922,451	3.2%	28,654
NON-PERSONNEL TOTAL	346,100	361,100	4.3%	15,000	356,300	-1.3%	(4,800)
DEPARTMENT TOTALS	1,146,885	1,254,897	9.4%	108,011	1,278,751	1.9%	23,854

PLANNING, GRANTS AND GOVERNMENTAL AFFAIRS DEPARTMENT

FY18 ACCOMPLISHMENTS AND FY19 OBJECTIVES

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;

Planning Department (con't)

- Development of Santa Cruz METRO's Strategic Plan

DEPARTMENT ACCOMPLISHMENTS FOR FY18

- Planned and implemented four quarterly service modifications (including schedules, run cuts, and material production) 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.
- Supported second successful Cabrillo College student transportation fee ballot measure
- Acquired various grant funding, including three zero-emission electric buses electric buses and five replacement CNG bus
- Monitored federal legislation to identify opportunities with the federal bus capital funding program.
- Initiated two studies related to Santa Cruz METRO downtown Santa Cruz terminal operations and site redevelopment opportunities
- Developed pilot project parameters with City of Santa Cruz on downtown transit pass program
- Conducted fare policy and payment media analysis and public outreach
- Expanded depth and accuracy of data “warehouse and introduced regular snapshot reporting tool including creation and monitoring of Key Performance Indicators (KPIs) for service.
- 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 and analyzed UCSC articulated bus pilot program for 2018 Winter/Spring quarters.
- Updated recurring 5-year plan for allocations of Measure D funding
- Updated formal plan and grant strategy for fixed-route bus replacement including transition to electric powered vehicles.
- Completed Bus-On-Shoulders Feasibility Study in conjunction with Monterey-Salinas Transit.
- Engaged in community outreach with various stakeholders including the Santa Cruz Area Chamber of Commerce Community Affairs Committee, the Monterey Bay Economic Partnership (MBEP), elected officials, and various citizen organizations.
- Worked with the Capitola Mall ownership on future transit service and facility opportunities.
- Coordinated with local and regional agencies including the Association of Monterey Bay Area Governments (AMBAG), the Santa Cruz Regional

Planning Department (con't)

- Transportation Commission (RTC), and the Santa Clara County Valley Transportation Authority (VTA).
- Hosted the American Public Transportation Association (APTAS) Universities Conference
- Implemented two additional daily Highway 17 Express trips
- Conducted over 100 National Transit Database (NTD) required on-board ridership and on-time performance surveys.
- Developed input to four editions of the HEADWAYS Riders Guide
- Implemented various marketing exercises including media campaign promoting new Highway 17 Express services.
- Facilitated four meetings of the METRO Advisory Committee (MAC)
- Oversaw the annual update of the 10-Year Unfunded Capital Project and Unmet Transit Service Needs Lists
- Created two press events promoting the UCSC Articulated Bus Pilot Project and METRO's vehicle replacement program funded by SB-1 and Measure D.
- Created public education piece promoting METRO's recovery for the its financial structural deficit.
- Investigated opportunities for alternative service models including on-demand services and Transportation Network companies (TNCs) such as Uber/Lyft.
- Received grant funding for Automatic Vehicle Locator (AVL) technology to improve customer information and METRO operations efficiency and bus refurbishment..
- Investigated fare payment technology improvement opportunities

DEPARTMENT OBJECTIVES FOR FY19

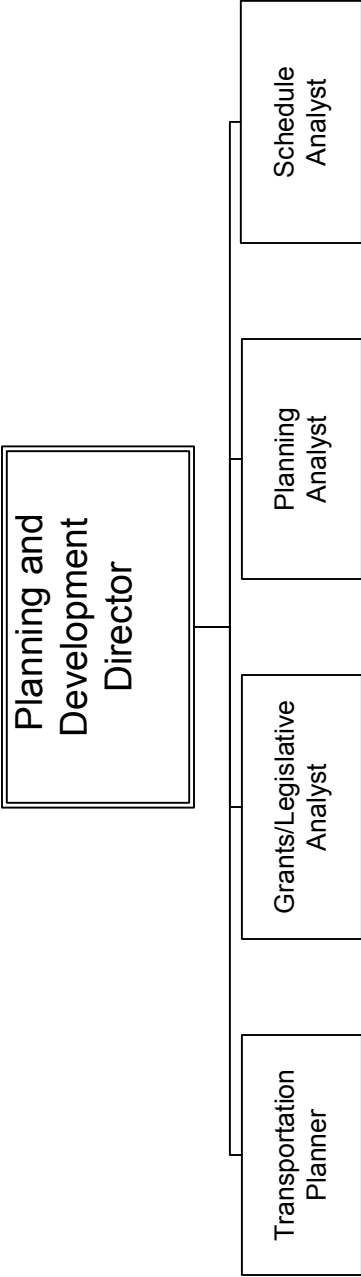
- **Safety First:**
 - Evaluate bus stops facilities and develop prioritized improvement plan
 - Support the METRO Advisory Committee (MAC) to gain insights to the needs of the senior and disabled community.
- **Fiscal responsibility:**
 - Continue to update 5-year plan for system service level
 - Develop fare structure and policies recommendations for modifications, including migrating customers away from cash and paper media towards smart cards.
 - Develop District Strategic Plan which identifies policies, processes, and priorities to support increased ridership, financial stability, and an effective organization.
 - Monitor bus service performance measures to enhance opportunities to maintain or increase federal funding from the Small Transit Intensive Cities (STIC) program
 - 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.
- **State of Good Repair:**
 - 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.
 - 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.
- **Intelligent Transportation Systems (ITS):**
 - Develop more robust data warehouse to support service planning and analysis.
 - Implement alternative service model pilot project(s)
 - Seek funding for on-board AVL/GPS and APC.
 - Upgrade fare media for University of California Santa Cruz and Cabrillo College.
- **Zero Emission Buses (ZEBs):**
 - Plan for introduction of electric bus service in Watsonville
 - 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.
 - Seek funds for electric propulsion through participation in the US Bus Consortium.
- **Legislative:**
 - Continue to communicate to local, regional, state and federal agencies the financial resources necessary to sustain and expand fixed-route and paratransit services.
 - Continue evaluation of Bus-on-shoulder opportunities on Highway 1.
- **Core Business:**
 - Implement system wide on board survey developing information about passenger demographics, travel patterns and customer satisfaction
 - . Update service planning policies including goals and performance standards.
 - Continue timely preparation of route schedules, run-cuts and operators' bid packages for each service change.
 - Participate in marketing efforts to increase ridership.
 - Target additional employers for participation in discounted bus pass programs.

Planning Department (con't)

- 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
- Develop Service Performance KPIs
- Continue evaluation of Bus-on-shoulder opportunities on Highway 1.
 - 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 Business Plan
- **Compliance:**
 - Continue monitoring and reporting on service performance.

Planning, Grants, Governmental
Affairs
1600

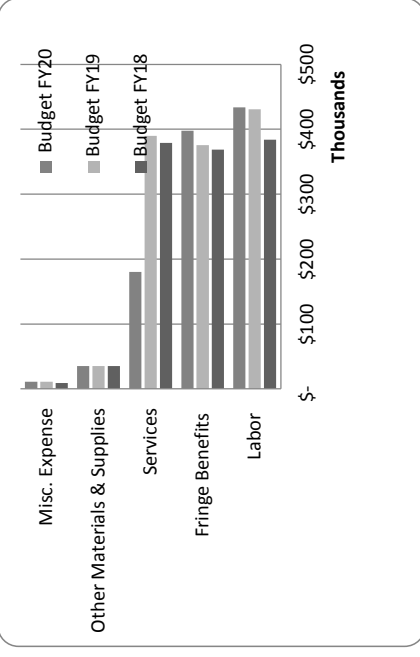


FY19 & FY20 OPERATING BUDGET
Authorized and Funded Personnel - Full Time Equivalent (FTE)
Planning, Grants, Governmental Affairs - 1600

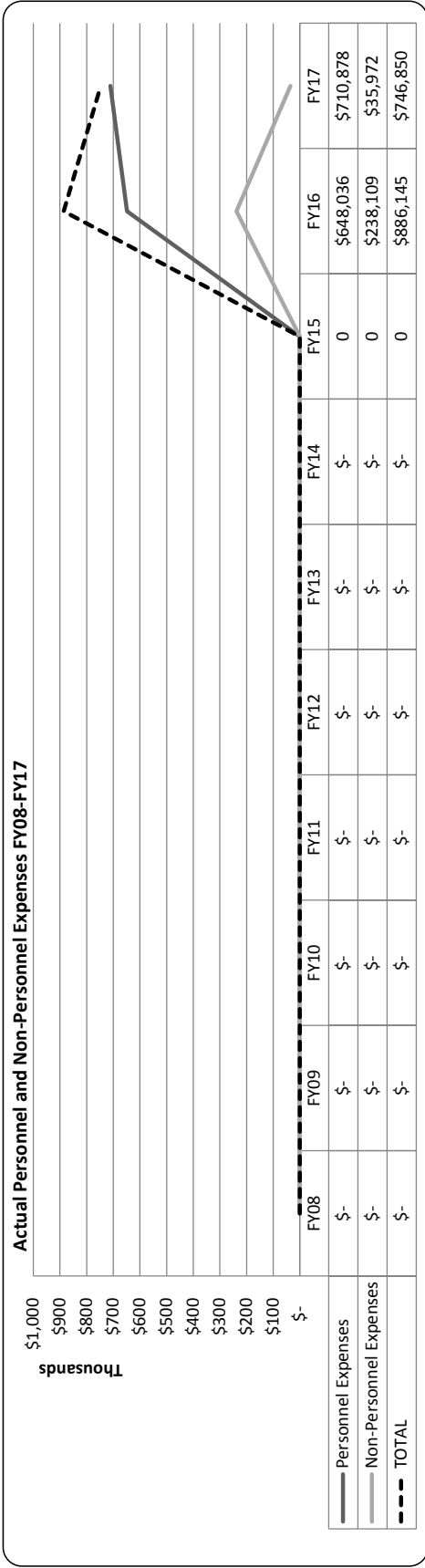
Position Title	Authorized	Funded	Authorized	Funded	Authorized	Funded
	FY 19 June 2017	FY 19 June 2017	FY 19 2018	FY 19 2018	FY20 2018	FY 20 2018
Planning and Development Director	1.00	1.00	1.00	1.00	1.00	1.00
Grants/Legislative Analyst	2.00	1.00	2.00	1.00	2.00	1.00
Transportation Planning Supervisor	1.00	0.00	1.00	0.00	1.00	0.00
Jr. Transportation Planner	1.00	0.00	1.00	0.00	1.00	0.00
Sr. Transportation Planner	1.00	0.00	1.00	0.00	1.00	0.00
Transportation Planner	1.00	1.00	1.00	1.00	1.00	1.00
Transit Surveyor	1.00	0.00	1.00	0.00	1.00	0.00
Planning Analyst	1.00	1.00	1.00	1.00	1.00	1.00
Schedule Analyst	2.00	1.00	2.00	1.00	2.00	1.00
Total Full-Time Equivalents (FTEs)	11.00	5.00	11.00	5.00	11.00	5.00

Planning, Grants, Governmental Affairs - 1600

	Budget FY18	Budget FY19	Var %	Budget FY20	Var %
Personnel Expenses:					
Labor	\$ 384,024	\$ 430,708	12.2%	\$ 433,667	0.7%
Fringe Benefits	\$ 368,629	\$ 375,498	1.9%	\$ 397,820	5.9%
	\$ 752,653	\$ 806,207	7.1%	\$ 831,487	3.1%
Non-Personnel Expenses:					
Services	\$ 379,079	\$ 390,000	2.9%	\$ 180,000	-53.8%
Other Materials & Supplies	\$ 35,000	\$ 35,000	100.0%	\$ 35,000	0.0%
Misc. Expense	\$ 9,200	\$ 11,000	19.6%	\$ 11,000	0.0%
	\$ 423,279	\$ 436,000	3.0%	\$ 226,000	-48.2%
Total Expenses:	\$ 1,175,932	\$ 1,242,207	5.6%	\$ 1,057,487	-14.9%



Actual Personnel and Non-Personnel Expenses FY08-FY17



SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY19 & FY20 OPERATING BUDGET
 Planning, Grants, Governmental Affairs - 1600

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20
LABOR							
501011 Bus Operator Pay	-	-	0.0%	-	-	0.0%	-
501013 Bus Operator OT	-	-	0.0%	-	-	0.0%	-
501021 Other Salaries	373,890	420,333	12.4%	46,444	423,221	0.7%	2,887
501023 Other OT	10,134	10,375	2.4%	241	10,446	0.7%	71
Totals	384,024	430,708	12.2%	46,685	433,667	0.7%	2,959
FRINGE BENEFITS							
502011 Medicare/Soc. Sec.	6,846	7,580	10.7%	734	7,631	0.7%	51
502021 Retirement	109,950	137,331	24.9%	27,381	153,206	11.6%	15,875
502031 Medical Ins	130,053	104,970	-19.3%	(25,083)	109,727	4.5%	4,757
502041 Dental Ins	7,435	6,303	-15.2%	(1,132)	6,492	3.0%	189
502045 Vision Ins	1,649	1,537	-6.8%	(112)	1,583	3.0%	46
502051 Life Ins/AD&D	621	669	7.7%	48	689	3.0%	20
502060 State Disability Ins (SDI)	3,972	4,772	20.2%	801	4,991	4.6%	218
502061 Long Term Disability Ins	2,979	2,808	-5.7%	(171)	2,892	3.0%	84
502071 State Unemployment Ins (SUI)	875	901	3.0%	26	956	6.1%	55
502081 Worker's Comp Ins	14,076	14,498	3.0%	422	14,933	3.0%	435
502101 Holiday Pay	13,863	15,414	11.2%	1,551	15,521	0.7%	107
502103 Floating Holiday	5,868	7,372	25.6%	1,504	7,372	0.0%	-
502109 Sick Leave	20,795	23,121	11.2%	2,326	23,281	0.7%	160
502111 Annual Leave	44,311	42,521	-4.0%	(1,790)	42,815	0.7%	294
502121 Other Paid Absence	3,249	3,613	11.2%	363	3,638	0.7%	25
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%	-	2,093	0.2%	4
Totals	368,629	375,498	1.9%	6,869	397,820	5.9%	22,322

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY19 & FY20 OPERATING BUDGET
 Planning, Grants, Governmental Affairs - 1600

ACCOUNT	Jun-17	Jun-18	% CHANGE		\$ CHANGE		% CHANGE		\$ CHANGE	
	BUDGET FY18	BUDGET FY19	BUDG FY18	BUDG FY19	BUDG FY18	BUDG FY19	BUDG FY18	BUDG FY19	BUDG FY18	BUDG FY19
SERVICES										
503011 Accting/Audit Fees	-	-	0.0%	-	-	-	0.0%	-	-	-
503012 Admin/Bank Fees	-	-	0.0%	-	-	-	0.0%	-	-	-
503031 Prof/Technical Fees	379,079	390,000	2.9%	10,921	180,000	180,000	-53.8%	(210,000)		
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%	-	-	-
Totals	379,079	390,000	2.9%	10,921	180,000	180,000	-53.8%	(210,000)		
MOBILE MATERIALS & SUPPLIES										
504011 Fuels & Lubricants - Non Rev Veh	-	-	0.0%	-	-	-	0.0%	-	-	-
504012 Fuels & Lubricants - Rev Veh	-	-	0.0%	-	-	-	0.0%	-	-	-
504021 Tires & Tubes	-	-	0.0%	-	-	-	0.0%	-	-	-
504161 Other Mobile Supplies	-	-	0.0%	-	-	-	0.0%	-	-	-
504191 Rev Vehicle Parts	-	-	0.0%	-	-	-	0.0%	-	-	-
Totals	-	-	0.0%	-	-	-	0.0%	-	-	-

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY19 & FY20 OPERATING BUDGET
 Planning, Grants, Governmental Affairs - 1600

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20
OTHER MATERIALS & SUPPLIES							
504205 Freight Out	-	-	0.0%	-	-	0.0%	-
504211 Postage & Mailing	-	-	0.0%	-	-	0.0%	-
504214 Promotional Items	-	-	0.0%	-	-	0.0%	-
504215 Printing	35,000	35,000	0.0%	-	35,000	0.0%	-
504217 Photo Supp/Process	-	-	0.0%	-	-	0.0%	-
504311 Office Supplies	-	-	0.0%	-	-	0.0%	-
504315 Safety Supplies	-	-	0.0%	-	-	0.0%	-
504317 Cleaning Supplies	-	-	0.0%	-	-	0.0%	-
504409 Repair/Maint Supplies	-	-	0.0%	-	-	0.0%	-
504417 Tenant Repairs	-	-	0.0%	-	-	0.0%	-
504421 Non-Inventory Parts	-	-	0.0%	-	-	0.0%	-
504511 Small Tools	-	-	0.0%	-	-	0.0%	-
504515 Employee Tool Replacement	-	-	0.0%	-	-	0.0%	-
Totals	35,000	35,000	0.0%	-	35,000	0.0%	-
UTILITIES							
505011 Gas & Electric	-	-	0.0%	-	-	0.0%	-
505021 Water & Garbage	-	-	0.0%	-	-	0.0%	-
505031 Telecommunications	-	-	0.0%	-	-	0.0%	-
Totals	-	-	0.0%	-	-	0.0%	-
CASUALTY & LIABILITY							
506011 Insurance - Property	-	-	0.0%	-	-	0.0%	-
506015 Insurance - PL/PD	-	-	0.0%	-	-	0.0%	-
506021 Insurance - Other	-	-	0.0%	-	-	0.0%	-
506123 Settlement Costs	-	-	0.0%	-	-	0.0%	-
506127 Repairs - District Prop	-	-	0.0%	-	-	0.0%	-
Totals	-	-	0.0%	-	-	0.0%	-
TAXES							
507051 Fuel Tax	-	-	0.0%	-	-	0.0%	-
507201 Licenses & Permits	-	-	0.0%	-	-	0.0%	-
507999 Other Taxes	-	-	0.0%	-	-	0.0%	-
Totals	-	-	0.0%	-	-	0.0%	-

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY19 & FY20 OPERATING BUDGET
 Planning, Grants, Governmental Affairs - 1600

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20
PURCHASED TRANS.							
503406 Contract/Paratransit	-	-	0.0%	-	-	0.0%	-
Totals	-	-	0.0%	-	-	0.0%	-
MISC EXPENSE							
509011 Dues/Subscriptions	-	-	0.0%	-	-	0.0%	-
509081 Advertising - District Promo	-	-	0.0%	-	-	0.0%	-
509101 Employee Incentive Program	-	-	0.0%	-	-	0.0%	-
509121 Employee Training	4,000	4,500	12.5%	500	4,500	0.0%	-
509122 BOD Travel	-	-	0.0%	-	-	0.0%	-
509123 Travel	5,200	6,500	25.0%	1,300	6,500	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%	-
Totals	9,200	11,000	19.6%	1,800	11,000	0.0%	-
INTEREST EXPENSE							
511102 Interest Expense	-	-	0.0%	-	-	0.0%	-
Totals	-	-	0.0%	-	-	0.0%	-
LEASES & RENTALS							
512011 Facility Lease	-	-	0.0%	-	-	0.0%	-
512061 Equipment Rental	-	-	0.0%	-	-	0.0%	-
Totals	-	-	0.0%	-	-	0.0%	-
PERSONNEL TOTAL							
	752,653	806,207	7.1%	53,553	831,487	3.1%	25,281
NON-PERSONNEL TOTAL							
	423,279	436,000	3.0%	12,721	226,000	-48.2%	(210,000)
DEPARTMENT TOTALS							
	1,175,932	1,242,207	5.6%	66,274	1,057,487	-14.9%	(184,719)

DISTRICT GENERAL COUNSEL OBJECTIVES

FY18 ACCOMPLISHMENTS AND FY19 OBJECTIVES

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 FY18

- Complete transition to outside General Counsel services provided by Hanson Bridgett LLP.
- Complete comprehensive review of Santa Cruz METRO's pay practices under CalPERS rules.
- Updated Board Bylaws.
- 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 Passenger Code of Conduct/Service Suspension policy.
- Obtain several restraining orders against violent/threatening passengers to protect operator and customer safety.

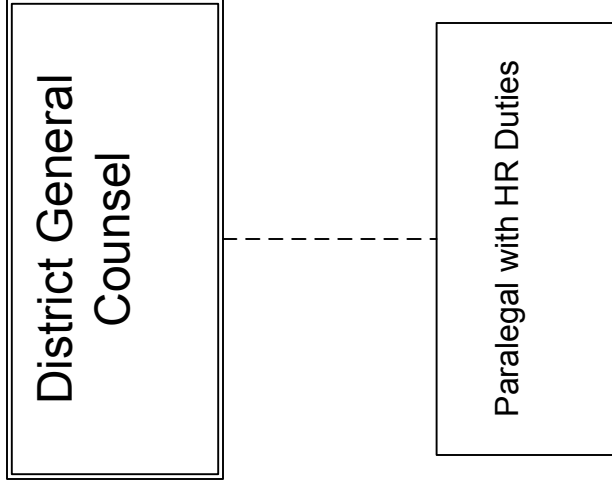
District General Counsel (con't)

- 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 related to the annual CEO/GM performance evaluation process, including assistance with development of performance metrics.
- Continue updating of contract forms to comply with best practices and current law.
- Assisted with numerous contractual, labor, personnel, litigation, employee benefits, and workers' compensation matters.
- Resolved Judy K. Souza facility construction claims.

DEPARTMENT OBJECTIVES FOR FY19

- Resolution of any currently-outstanding claims.
- 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 all policies required by the FTA.
- Provide assistance with revenue generation initiatives.
- Explore legislative revision(s) of benefit to Santa Cruz METRO.
- Provide assistance with labor negotiations.
- Provide assistance with various matters related to Santa Cruz METRO parking lots and facilities.
- Provide legal support for various matters related to development of Pacific Station.
- Begin preparation for FTA Triennial Audit process.

District General Counsel
1700



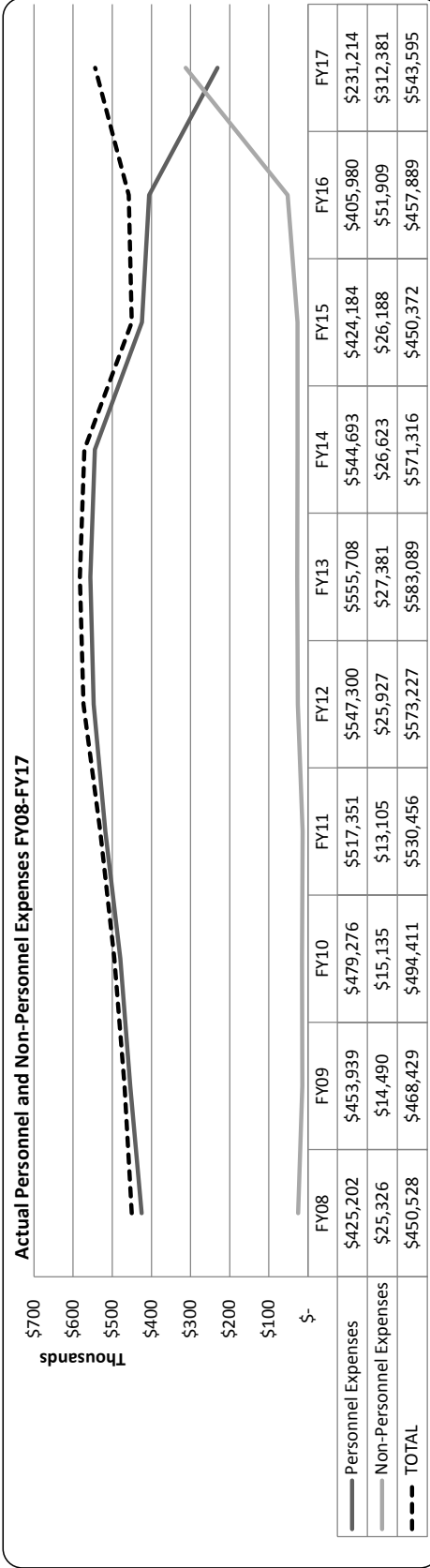
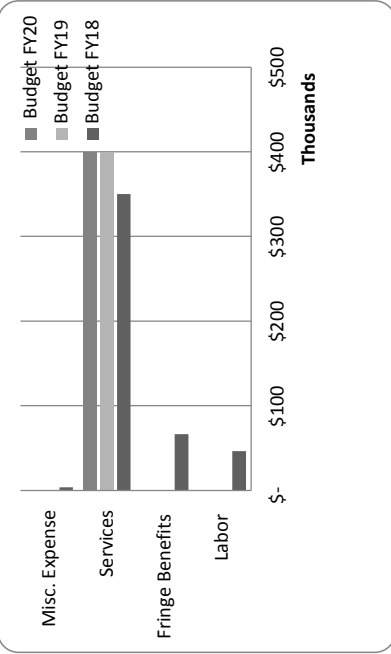
FY19 & FY20 OPERATING BUDGET
Authorized and Funded Personnel - Full Time Equivalent (FTE)
District Counsel - 1700

Position Title	Authorized FY 19 June 2017	Funded FY 19 June 2017	Authorized FY 19 2018	Funded FY 19 2018	Authorized FY20 2018	Funded FY 20 2018
District Counsel	1.00	0.00	1.00	0.00	1.00	0.00
Paralegal	1.00	0.00	1.00	0.00	1.00	0.00
Administrative Assistant	1.00	1.00	1.00	0.00	1.00	0.00
Total Full-Time Equivalents (FTEs)	3.00	1.00	3.00	0.00	3.00	0.00

* Transferred to Human Resources as Paralegal with HR Duties

General District Counsel 1700

	Budget FY18	Budget FY19	Var %	Budget FY20	Var %
Personnel Expenses:					
Labor	\$ 46,224	\$ -	-100.0%	\$ -	0.0%
Fringe Benefits	\$ 66,450	\$ -	-100.0%	\$ -	0.0%
	\$ 112,674	\$ -	-100.0%	\$ -	0.0%
Non-Personnel Expenses:					
Services	\$ 350,000	\$ 400,000	100.0%	\$ 400,000	0.0%
Misc. Expense	\$ 3,500	\$ -	-100.0%	\$ -	0.0%
	\$ 353,500	\$ 400,000	13.2%	\$ 400,000	0.0%
Total Expenses:	\$ 466,174	\$ 400,000	-14.2%	\$ 400,000	0.0%



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY19 & FY20 OPERATING BUDGET**

District General Counsel - 1700

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20
LABOR							
501011 Bus Operator Pay	-	-	0.0%	-	-	0.0%	-
501013 Bus Operator OT	-	-	0.0%	-	-	0.0%	-
501021 Other Salaries	46,112	-	-100.0%	(46,112)	-	0.0%	-
501023 Other OT	111	-	-100.0%	(111)	-	0.0%	-
Totals	46,224	-	-100.0%	(46,224)	-	0.0%	-
FRINGE BENEFITS							
502011 Medicare/Soc. Sec.	806	-	-100.0%	(806)	-	0.0%	-
502021 Retirement	13,203	-	-100.0%	(13,203)	-	0.0%	-
502031 Medical Ins	31,136	-	-100.0%	(31,136)	-	0.0%	-
502041 Dental Ins	1,904	-	-100.0%	(1,904)	-	0.0%	-
502045 Vision Ins	330	-	-100.0%	(330)	-	0.0%	-
502051 Life Ins/AD&D	104	-	-100.0%	(104)	-	0.0%	-
502060 State Disability Ins (SDI)	500	-	-100.0%	(500)	-	0.0%	-
502061 Long Term Disability Ins	459	-	-100.0%	(459)	-	0.0%	-
502071 State Unemployment Ins (SUI)	175	-	-100.0%	(175)	-	0.0%	-
502081 Worker's Comp Ins	8,445	-	-100.0%	(8,445)	-	0.0%	-
502101 Holiday Pay	1,707	-	-100.0%	(1,707)	-	0.0%	-
502103 Floating Holiday	-	-	0.0%	-	-	0.0%	-
502109 Sick Leave	2,560	-	-100.0%	(2,560)	-	0.0%	-
502111 Annual Leave	4,694	-	-100.0%	(4,694)	-	0.0%	-
502121 Other Paid Absence	400	-	-100.0%	(400)	-	0.0%	-
502251 Phys. Exams	-	-	0.0%	-	-	0.0%	-
502253 Driver Lic Renewal	-	-	0.0%	-	-	0.0%	-
502999 Other Fringe Benefits	28	-	-100.0%	(28)	-	0.0%	-
Totals	66,450	-	-100.0%	(66,450)	-	0.0%	-

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY19 & FY20 OPERATING BUDGET**

District General Counsel - 1700

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20
SERVICES							
503011 Accting/Audit Fees	-	-	0.0%	-	-	0.0%	-
503012 Admin/Bank Fees	-	-	0.0%	-	-	0.0%	-
503031 Prof/Technical Fees	-	-	0.0%	-	-	0.0%	-
503032 Legislative Services	-	-	0.0%	-	-	0.0%	-
503033 Legal Services	350,000	400,000	14.3%	50,000	400,000	0.0%	-
503034 Pre-Employment Exams	-	-	0.0%	-	-	0.0%	-
503041 Temp Help	-	-	0.0%	-	-	0.0%	-
503161 Custodial Services	-	-	0.0%	-	-	0.0%	-
503162 Uniforms/Laundry	-	-	0.0%	-	-	0.0%	-
503171 Security Services	-	-	0.0%	-	-	0.0%	-
503221 Classified/Legal Ads	-	-	0.0%	-	-	0.0%	-
503222 Legal Ads	-	-	0.0%	-	-	0.0%	-
503225 Graphic Services	-	-	0.0%	-	-	0.0%	-
503351 Repair - Bldg & Impr	-	-	0.0%	-	-	0.0%	-
503352 Repair - Equipment	-	-	0.0%	-	-	0.0%	-
503353 Repair - Rev Vehicle	-	-	0.0%	-	-	0.0%	-
503354 Repair - Non Rev Vehicle	-	-	0.0%	-	-	0.0%	-
503363 Haz Mat Disposal	-	-	0.0%	-	-	0.0%	-
Totals	350,000	400,000	14.3%	50,000	400,000	0.0%	-
MOBILE MATERIALS & SUPPLIES							
504011 Fuels & Lubricants - Non Rev Veh	-	-	0.0%	-	-	0.0%	-
504012 Fuels & Lubricants - Rev Veh	-	-	0.0%	-	-	0.0%	-
504021 Tires & Tubes	-	-	0.0%	-	-	0.0%	-
504161 Other Mobile Supplies	-	-	0.0%	-	-	0.0%	-
504191 Rev Vehicle Parts	-	-	0.0%	-	-	0.0%	-
Totals	-	-	0.0%	-	-	0.0%	-

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY19 & FY20 OPERATING BUDGET**

District General Counsel - 1700

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20
OTHER MATERIALS & SUPPLIES							
504205 Freight Out	-	-	0.0%	-	-	0.0%	-
504211 Postage & Mailing	-	-	0.0%	-	-	0.0%	-
504214 Promotional Items	-	-	0.0%	-	-	0.0%	-
504215 Printing	-	-	0.0%	-	-	0.0%	-
504217 Photo Supp/Process	-	-	0.0%	-	-	0.0%	-
504311 Office Supplies	-	-	0.0%	-	-	0.0%	-
504315 Safety Supplies	-	-	0.0%	-	-	0.0%	-
504317 Cleaning Supplies	-	-	0.0%	-	-	0.0%	-
504409 Repair/Maint Supplies	-	-	0.0%	-	-	0.0%	-
504417 Tenant Repairs	-	-	0.0%	-	-	0.0%	-
504421 Non-Inventory Parts	-	-	0.0%	-	-	0.0%	-
504511 Small Tools	-	-	0.0%	-	-	0.0%	-
504515 Employee Tool Replacement	-	-	0.0%	-	-	0.0%	-
Totals	-	-	0.0%	-	-	0.0%	-
UTILITIES							
505011 Gas & Electric	-	-	0.0%	-	-	0.0%	-
505021 Water & Garbage	-	-	0.0%	-	-	0.0%	-
505031 Telecommunications	-	-	0.0%	-	-	0.0%	-
Totals	-	-	0.0%	-	-	0.0%	-
CASUALTY & LIABILITY							
506011 Insurance - Property	-	-	0.0%	-	-	0.0%	-
506015 Insurance - PL/PD	-	-	0.0%	-	-	0.0%	-
506021 Insurance - Other	-	-	0.0%	-	-	0.0%	-
506123 Settlement Costs	-	-	0.0%	-	-	0.0%	-
506127 Repairs - District Prop	-	-	0.0%	-	-	0.0%	-
Totals	-	-	0.0%	-	-	0.0%	-
TAXES							
507051 Fuel Tax	-	-	0.0%	-	-	0.0%	-
507201 Licenses & Permits	-	-	0.0%	-	-	0.0%	-
507999 Other Taxes	-	-	0.0%	-	-	0.0%	-
Totals	-	-	0.0%	-	-	0.0%	-

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY19 & FY20 OPERATING BUDGET
 District General Counsel - 1700

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20
PURCHASED TRANS.							
503406 Contract/Paratransit	-	-	0.0%	-	-	0.0%	-
Totals	-	-	0.0%	-	-	0.0%	-
MISC EXPENSE							
509011 Dues/Subscriptions	500	-	-100.0%	(500)	-	0.0%	-
509081 Advertising - District Promo	-	-	0.0%	-	-	0.0%	-
509101 Employee Incentive Program	-	-	0.0%	-	-	0.0%	-
509121 Employee Training	1,500	-	-100.0%	(1,500)	-	0.0%	-
509122 BOD Travel	-	-	0.0%	-	-	0.0%	-
509123 Travel	1,500	-	-100.0%	(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%	-
Totals	3,500	-	-100.0%	(3,500)	-	0.0%	-
INTEREST EXPENSE							
511102 Interest Expense	-	-	0.0%	-	-	0.0%	-
Totals	-	-	0.0%	-	-	0.0%	-
LEASES & RENTALS							
512011 Facility Lease	-	-	0.0%	-	-	0.0%	-
512061 Equipment Rental	-	-	0.0%	-	-	0.0%	-
Totals	-	-	0.0%	-	-	0.0%	-
PERSONNEL TOTAL							
	112,674	-	-100.0%	(112,674)	-	0.0%	-
NON-PERSONNEL TOTAL							
	353,500	400,000	13.2%	46,500	400,000	0.0%	-
DEPARTMENT TOTALS							
	466,174	400,000	-14.2%	(66,174)	400,000	0.0%	-



SAFETY, SECURITY & RISK MANAGEMENT DEPARTMENT

FY18 ACCOMPLISHMENTS AND FY19 OBJECTIVES

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 FY18

- 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

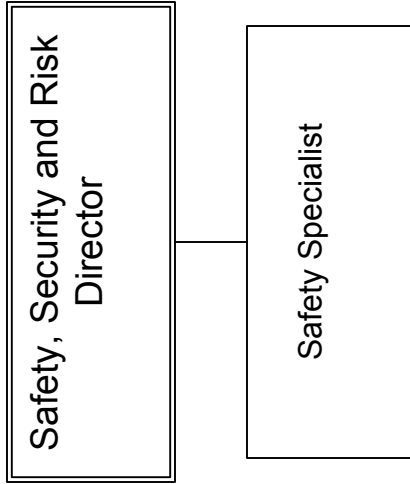
DEPARTMENT OBJECTIVES FOR FY19

- 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

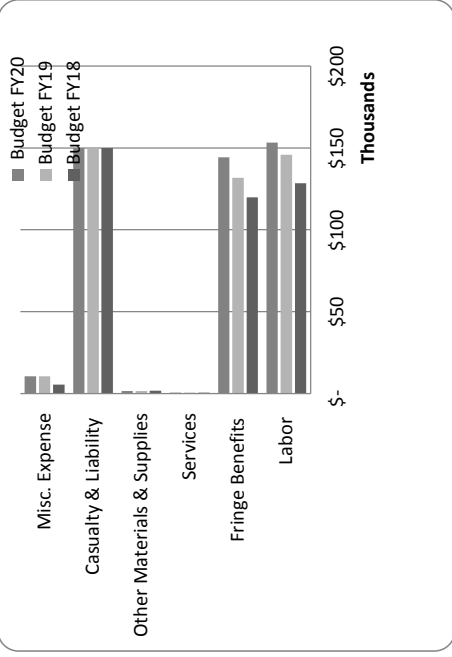


FY19 & FY20 OPERATING BUDGET
Authorized and Funded Personnel - Full Time Equivalent (FTE)
Risk Management - 1800

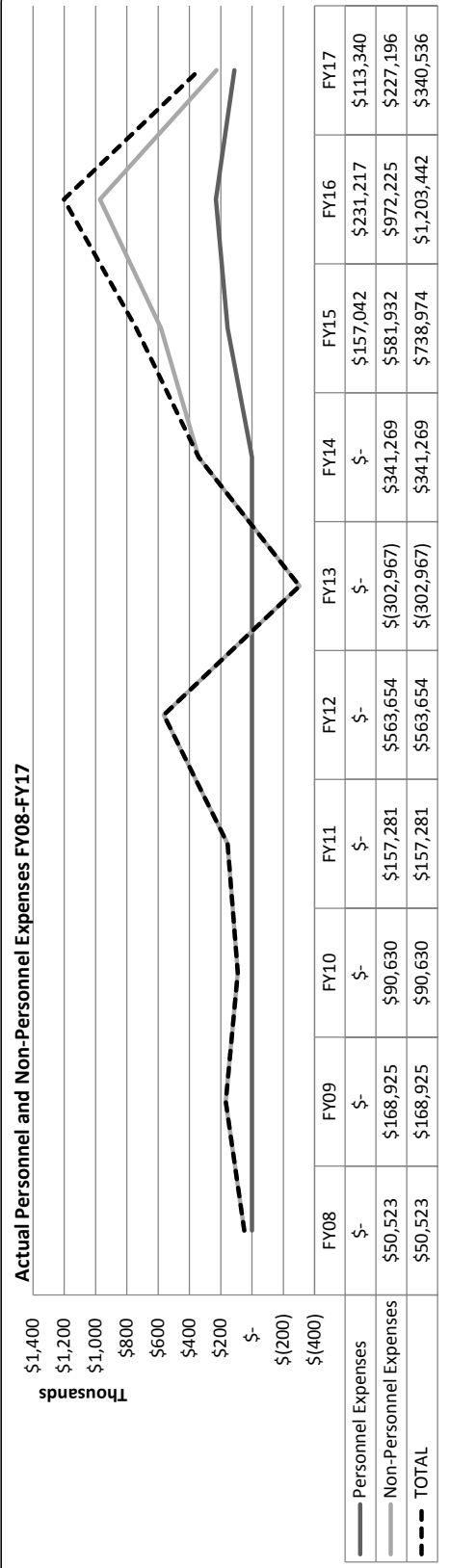
Position Title	Authorized	Funded	Authorized	Funded	Authorized	Funded
	FY 19 June 2017	FY 19 June 2017	FY 19 2018	FY 19 2018	FY20 2018	FY 20 2018
Claims Investigator II	1.00	0.00	1.00	0.00	1.00	0.00
Safety Specialist	1.00	1.00	1.00	1.00	1.00	1.00
Safety, Security and Risk Director	1.00	1.00	1.00	1.00	1.00	1.00
Total Full-Time Equivalents (FTEs)	3.00	2.00	3.00	2.00	3.00	2.00

Risk Management 1800

	Budget FY18	Budget FY19	Var %	Budget FY20	Var %
Personnel Expenses:					
Labor	\$ 128,361	\$ 145,909	14%	\$ 153,169	5.0%
Fringe Benefits	\$ 119,781	\$ 131,758	10%	\$ 144,284	9.5%
	\$ 248,142	\$ 277,667	12%	\$ 297,452	7.1%
Non-Personnel Expenses:					
Services	\$ 500	\$ 500	0%	\$ 500	0.0%
Other Materials & Supplies	\$ 1,700	\$ 1,500	-12%	\$ 1,500	0.0%
Casualty & Liability	\$ 150,000	\$ 150,000	0%	\$ 150,000	0.0%
Misc. Expense	\$ 5,500	\$ 10,500	91%	\$ 10,500	0.0%
	\$ 157,700	\$ 162,500	3%	\$ 162,500	0.0%
Total Expenses:	\$ 405,842	\$ 440,167	8%	\$ 459,952	4.5%



Actual Personnel and Non-Personnel Expenses FY08-FY17



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY19 & FY20 OPERATING BUDGET**

Risk Management - 1800

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20
LABOR							
501011 Bus Operator Pay	-	-	0.0%	-	-	0.0%	-
501013 Bus Operator OT	-	-	0.0%	-	-	0.0%	-
501021 Other Salaries	128,361	145,709	13.5%	17,348	152,959	5.0%	7,250
501023 Other OT	-	200	100.0%	200	210	5.0%	10
Totals	128,361	145,909	13.7%	17,548	153,169	5.0%	7,260
FRINGE BENEFITS							
502011 Medicare/Soc. Sec.	2,312	2,633	13.9%	321	2,764	5.0%	131
502021 Retirement	37,945	48,620	28.1%	10,675	56,556	16.3%	7,936
502031 Medical Ins	31,975	27,737	-13.3%	(4,238)	29,852	7.6%	2,115
502041 Dental Ins	3,807	3,645	-4.3%	(162)	3,754	3.0%	109
502045 Vision Ins	660	615	-6.8%	(45)	633	3.0%	18
502051 Life Ins/AD&D	207	328	58.3%	121	338	3.0%	10
502060 State Disability Ins (SDI)	1,435	1,870	30.4%	436	2,022	8.1%	152
502061 Long Term Disability Ins	1,186	1,260	6.2%	74	1,339	6.2%	79
502071 State Unemployment Ins (SUI)	350	361	3.0%	11	382	6.1%	22
502081 Worker's Comp Ins	5,627	5,796	3.0%	169	5,970	3.0%	174
502101 Holiday Pay	4,906	5,581	13.8%	676	5,859	5.0%	278
502103 Floating Holiday	3,526	4,296	21.8%	770	4,511	5.0%	215
502109 Sick Leave	7,358	8,372	13.8%	1,014	8,789	5.0%	417
502111 Annual Leave	14,132	16,130	14.1%	1,999	16,933	5.0%	803
502121 Other Paid Absence	1,150	1,308	13.8%	158	1,373	5.0%	65
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%	-	3,207	0.1%	2
Totals	119,781	131,758	10.0%	11,977	144,284	9.5%	12,525

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY19 & FY20 OPERATING BUDGET**

Risk Management - 1800

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20
SERVICES							
503011 Accting/Audit Fees	-	-	0.0%	-	-	0.0%	-
503012 Admin/Bank Fees	-	-	0.0%	-	-	0.0%	-
503031 Prof/Technical Fees	500	500	0.0%	-	500	0.0%	-
503032 Legislative Services	-	-	0.0%	-	-	0.0%	-
503033 Legal Services	-	-	0.0%	-	-	0.0%	-
503034 Pre-Employment Exams	-	-	0.0%	-	-	0.0%	-
503041 Temp Help	-	-	0.0%	-	-	0.0%	-
503161 Custodial Services	-	-	0.0%	-	-	0.0%	-
503162 Uniforms/Laundry	-	-	0.0%	-	-	0.0%	-
503171 Security Services	-	-	0.0%	-	-	0.0%	-
503221 Classified/Legal Ads	-	-	0.0%	-	-	0.0%	-
503222 Legal Ads	-	-	0.0%	-	-	0.0%	-
503225 Graphic Services	-	-	0.0%	-	-	0.0%	-
503351 Repair - Bldg & Impr	-	-	0.0%	-	-	0.0%	-
503352 Repair - Equipment	-	-	0.0%	-	-	0.0%	-
503353 Repair - Rev Vehicle	-	-	0.0%	-	-	0.0%	-
503354 Repair - Non Rev Vehicle	-	-	0.0%	-	-	0.0%	-
503363 Haz Mat Disposal	-	-	0.0%	-	-	0.0%	-
Totals	500	500	0.0%	-	500	0.0%	-
MOBILE MATERIALS & SUPPLIES							
504011 Fuels & Lubricants - Non Rev Veh	-	-	0.0%	-	-	0.0%	-
504012 Fuels & Lubricants - Rev Veh	-	-	0.0%	-	-	0.0%	-
504021 Tires & Tubes	-	-	0.0%	-	-	0.0%	-
504161 Other Mobile Supplies	-	-	0.0%	-	-	0.0%	-
504191 Rev Vehicle Parts	-	-	0.0%	-	-	0.0%	-
Totals	-	-	0.0%	-	-	0.0%	-

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY19 & FY20 OPERATING BUDGET**

Risk Management - 1800

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20
OTHER MATERIALS & SUPPLIES							
504205 Freight Out	-	-	0.0%	-	-	0.0%	-
504211 Postage & Mailing	-	-	0.0%	-	-	0.0%	-
504214 Promotional Items	-	-	0.0%	-	-	0.0%	-
504215 Printing	500	500	0.0%	-	500	0.0%	-
504217 Photo Supp/Process	-	-	0.0%	-	-	0.0%	-
504311 Office Supplies	-	-	0.0%	-	-	0.0%	-
504315 Safety Supplies	1,200	1,000	-16.7%	(200)	1,000	0.0%	-
504317 Cleaning Supplies	-	-	0.0%	-	-	0.0%	-
504409 Repair/Maint Supplies	-	-	0.0%	-	-	0.0%	-
504417 Tenant Repairs	-	-	0.0%	-	-	0.0%	-
504421 Non-Inventory Parts	-	-	0.0%	-	-	0.0%	-
504511 Small Tools	-	-	0.0%	-	-	0.0%	-
504515 Employee Tool Replacement	-	-	0.0%	-	-	0.0%	-
Totals	1,700	1,500	-11.8%	(200)	1,500	0.0%	-
UTILITIES							
505011 Gas & Electric	-	-	0.0%	-	-	0.0%	-
505021 Water & Garbage	-	-	0.0%	-	-	0.0%	-
505031 Telecommunications	-	-	0.0%	-	-	0.0%	-
Totals	-	-	0.0%	-	-	0.0%	-
CASUALTY & LIABILITY							
506011 Insurance - Property	-	-	0.0%	-	-	0.0%	-
506015 Insurance - PL/PD	-	-	0.0%	-	-	0.0%	-
506021 Insurance - Other	-	-	0.0%	-	-	0.0%	-
506123 Settlement Costs	150,000	150,000	0.0%	-	150,000	0.0%	-
506127 Repairs - District Prop	-	-	0.0%	-	-	0.0%	-
Totals	150,000	150,000	0.0%	-	150,000	0.0%	-
TAXES							
507051 Fuel Tax	-	-	0.0%	-	-	0.0%	-
507201 Licenses & Permits	-	-	0.0%	-	-	0.0%	-
507999 Other Taxes	-	-	0.0%	-	-	0.0%	-
Totals	-	-	0.0%	-	-	0.0%	-

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY19 & FY20 OPERATING BUDGET**

Risk Management - 1800

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20
PURCHASED TRANS.							
503406 Contract/Paratransit	-	-	0.0%	-	-	0.0%	-
Totals	-	-	0.0%	-	-	0.0%	-
MISC EXPENSE							
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	3,000	5,000	66.7%	2,000	5,000	0.0%	-
509122 BOD Travel	-	-	0.0%	-	-	0.0%	-
509123 Travel	2,000	5,000	150.0%	3,000	5,000	0.0%	-
509125 Local Meeting Expense	-	-	0.0%	-	-	0.0%	-
509127 Board Director Fees	-	-	0.0%	-	-	0.0%	-
509150 Contributions	-	-	0.0%	-	-	0.0%	-
509198 Cash Over/Short	-	-	0.0%	-	-	0.0%	-
509999 Other Misc Expense	-	-	0.0%	-	-	0.0%	-
Totals	5,500	10,500	90.9%	5,000	10,500	0.0%	-
INTEREST EXPENSE							
511102 Interest Expense	-	-	0.0%	-	-	0.0%	-
Totals	-	-	0.0%	-	-	0.0%	-
LEASES & RENTALS							
512011 Facility Lease	-	-	0.0%	-	-	0.0%	-
512061 Equipment Rental	-	-	0.0%	-	-	0.0%	-
Totals	-	-	0.0%	-	-	0.0%	-
PERSONNEL TOTAL	248,142	277,667	11.9%	29,526	297,452	7.1%	19,785
NON-PERSONNEL TOTAL	157,700	162,500	3.0%	4,800	162,500	0.0%	-
DEPARTMENT TOTALS	405,842	440,167	8.5%	34,326	459,952	4.5%	19,785

PURCHASING DEPARTMENT

FY18 ACCOMPLISHMENTS AND FY19 OBJECTIVES

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 FY18

Procurement:

- Staff completed 20 formal procurements, drafted 34 staff reports, and issued 1,383 purchase orders, issued 9 task orders (new and change orders), and closed out 41 contract files.
- Participated in a joint procurement with Clemson Area Transit resulting in a contract with Proterra for the purchase and delivery of up to ten zero emission buses (ZEB's).
- Participated as an exhibitor at the Santa Cruz Chamber of Commerce 2018 Business Fair to meet new local and small businesses.
- Joined the Business Outreach Committee comprised of twenty government agencies in the San Francisco Bay Area, focusing on contracting with small and disadvantaged businesses.
- Staff member Rina Solorio was hired as the Purchasing Assistant.

Parts Room/Inventory:

- Continued to meet Maintenance Department's needs after reducing inventory value.
- Continued to maintain an average of one (1.5) vehicle down per day waiting for parts.
- Assisted Maintenance Department with articulated bus deployment by researching older vehicle type to obtain necessary repair parts and Santa Cruz METRO specific driver required items.
- Assisted Maintenance Department with Paul Revere/New Flyer leased buses by researching vehicle type to obtain necessary spare parts and METRO specific driver required items.

Purchasing Department (con't)

- All weekly parts inventory items (50 groups) performed on time.
- Parts Safety Meetings successfully conducted on a weekly basis.
- Began detailed tracking of buses down waiting for parts by month 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. Report sent to Maintenance Manager, posted in Parts Supervisor's office, and reviewed at staff meetings. Details include:
 - Part needed
 - How long the bus was down
 - If the part is a regular inventory part
 - Notes on the order.
- Began a warranty program for defective LED lights (all LED lights on a bus) which resulted in an approximate \$2,000 cost savings for METRO.
- Began a "kit" program for bus brakes to allow uniformity and labor efficiency on bus brake jobs.
- Reorganized Parts Room for more safe and efficient use of space.

DEPARTMENT OBJECTIVES FOR FY19

- **Safety First:**
 - Continue to have weekly Safety Meetings for Parts employees on various topics.
 - Ensure that all aerosol chemicals in the Parts Room are properly secured.
 - Administer the MSDS/SDS safety program for Fleet, Facilities and Purchasing/Parts Departments. Ensure items brought into inventory have been properly identified and cataloged. Perform an annual audit of the items on site.
- **Fiscal responsibility:**
 - Instill public confidence in the procurement process of Santa Cruz METRO and the spending of public funds
 - Ensure Santa Cruz METRO obtains beneficial pricing from qualified vendors on all products and services.
 - Continue to maintain accurate purchase order and contract files.
 - Participate in joint procurements with other government agencies to obtain more advantageous pricing.
 - Continue to work with Fleet Maintenance to reduce inventory value and/or achieve the ideal inventory levels.

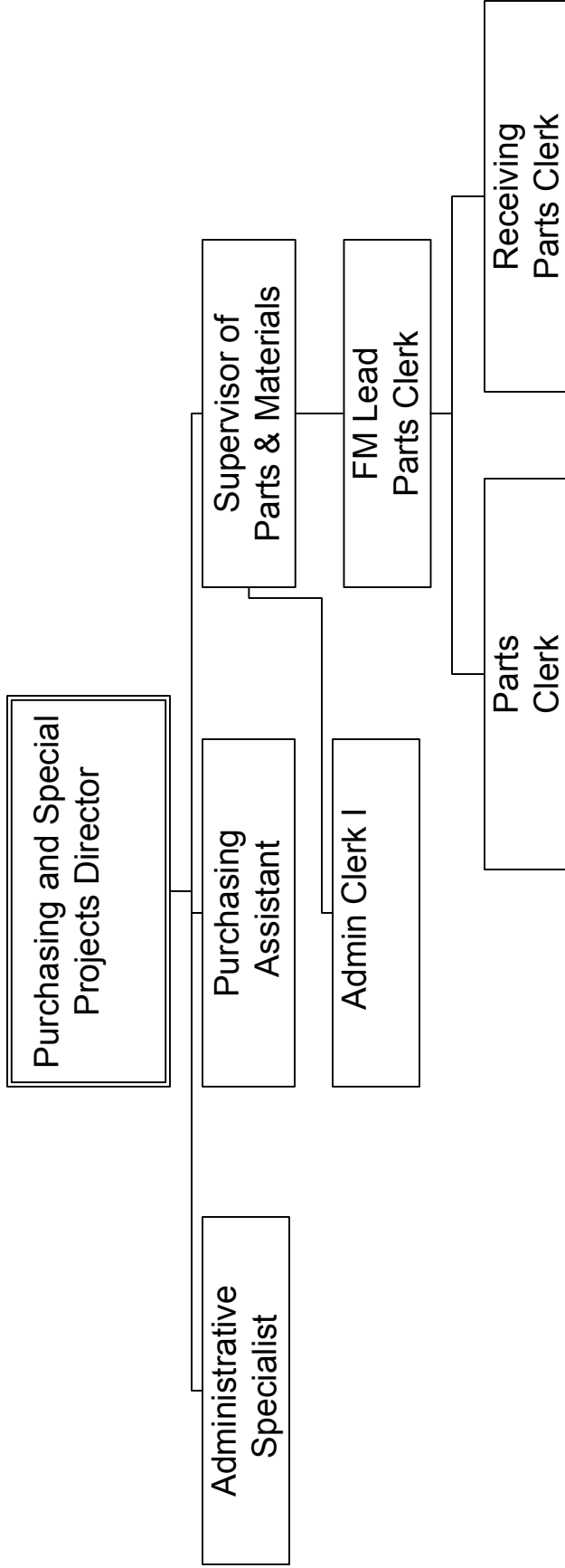
Purchasing Department (con't)

- Continue to develop new vendor relationships and work with current vendors to obtain the most advantageous parts and materials pricing.
- **State of Good Repair:**
 - 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.
- **Intelligent Transportation Systems (ITS):**
 - Continue to source industry ITS vendors for products such as e-ticketing, AVL, APC, AVA, passenger wi-fi, geo-fencing and ITS related infrastructure, and coordinate demo’s and/or connect them with IT and Planning staff to share information.
 - Work with the IT Manager to launch ITS project associated with FY19 Capital Budget grant monies awarded.
- **Zero Emission Buses (ZEBs):**
 - Begin planning for additional bus manufacturer spare parts inventory. METRO is anticipating 2-3 new bus manufacturers will be incorporated into the fleet in 2019.
 - Forecast procurement needs in order to reach the aggressive ZEB goals anticipated to be mandated by CARB in 2019/2020.
 - Provide Project Management for METRO’s ZEB infrastructure, including PG&E relationship, equipment for charging, energy storage, and supplemental solar power.
- **Legislative:**
 - Monitor applicable federal, state, and local legislation activities to ensure Santa Cruz METRO’s policies and procedures are in compliance.
 - Continue to participate in industry discussions and conferences regarding California’s push for transit agencies to become ZEB by 2040.
- **Core Business:**
 - Continue to achieve timely processing of all procurement requests.
 - Assist departments in planning activities for the fiscal year and upcoming procurements.
 - 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.

Purchasing Department (con't)

- Continue the positive and collaborative working relationship between Purchasing/Parts and all METRO departments.
- Develop and implement outreach program for “How to do business with Santa Cruz METRO.”
- **Compliance:**
 - Provide oversight to maintain a procurement system of quality and integrity with checks and balances.
 - 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 refine boilerplate language for formal procurements and create new templates for more specifically tailored types of procurement and contracts.
 - Implement regular procedural trainings for staff involved in contract and project administration.
- **Professional Development:**
 - 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.

Purchasing 1900

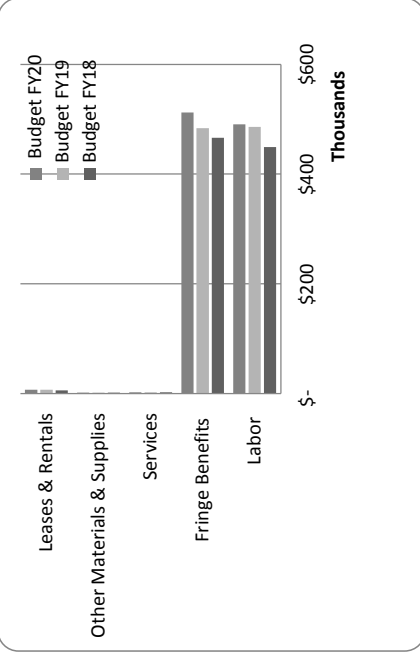


FY19 & FY20 OPERATING BUDGET
Authorized and Funded Personnel - Full Time Equivalent (FTE)
Purchasing - 1900

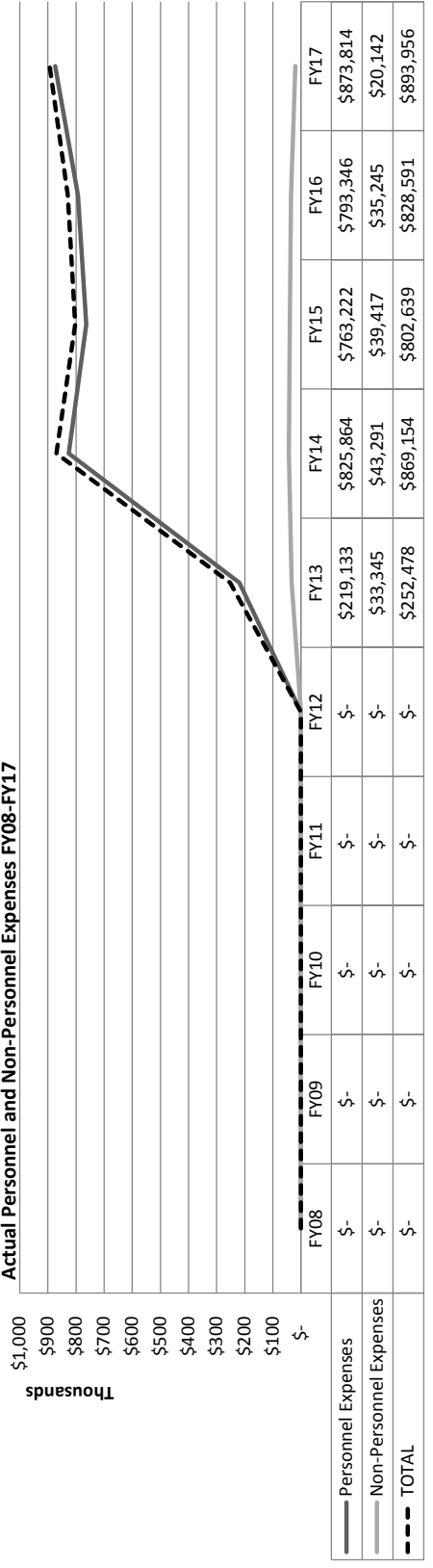
Position Title	Authorized	Funded	Authorized	Funded	Authorized	Funded
	FY 19 June 2017	FY 19 June 2017	FY 19 2018	FY 19 2018	FY20 2018	FY 20 2018
Purchasing and Special Projects Direc	1.00	1.00	1.00	1.00	1.00	1.00
Admin Specialist	1.00	1.00	1.00	1.00	1.00	1.00
Purchasing Agent	1.00	1.00	1.00	0.00	1.00	0.00
Purchasing Assistant	1.00	0.00	1.00	1.00	1.00	1.00
Supervisor of Parts & Materials	1.00	1.00	1.00	1.00	1.00	1.00
FM Lead Parts Clerk	1.00	1.00	1.00	1.00	1.00	1.00
Parts Clerk	1.00	1.00	1.00	1.00	1.00	1.00
Receiving Parts Clerk	1.00	1.00	1.00	1.00	1.00	1.00
Admin Clerk I	1.00	1.00	1.00	1.00	1.00	1.00
Total Full-Time Equivalents (FTEs)	9.00	8.00	9.00	8.00	9.00	8.00

Purchasing 1900

	Budget FY18	Budget FY19	Var %	Budget FY20	Var %
Personnel Expenses:					
Labor	\$ 449,077	\$ 485,899	8.2%	\$ 490,561	1.0%
Fringe Benefits	\$ 466,184	\$ 483,923	3.8%	\$ 512,096	5.8%
	\$ 915,261	\$ 969,823	6.0%	\$ 1,002,657	3.4%
Non-Personnel Expenses:					
Services	\$ 2,050	\$ 2,050	0.0%	\$ 2,050	0.0%
Other Materials & Supplies	\$ 1,900	\$ 1,800	-5.3%	\$ 1,800	0.0%
Misc. Expense	\$ 6,008	\$ 7,050	0.0%	\$ 7,050	0.0%
	\$ 9,958	\$ 10,900	9.5%	\$ 10,900	0.0%
Total Expenses:	\$ 925,219	\$ 980,723	6.0%	\$ 1,013,557	3.3%



Actual Personnel and Non-Personnel Expenses FY08-FY17



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY19 & FY20 OPERATING BUDGET**

Purchasing - 1900

ACCOUNT	Jun-17	Jun-18	% CHANGE		\$ CHANGE		% CHANGE		\$ CHANGE	
	BUDGET FY18	BUDGET FY19	BUDG FY18	BUDG FY19	BUDG FY18	BUDG FY19	BUDG FY18	BUDG FY19	BUDG FY18	BUDG FY19
LABOR										
501011 Bus Operator Pay	-	-	0.0%	-	-	-	0.0%	-	-	-
501013 Bus Operator OT	-	-	0.0%	-	-	-	0.0%	-	-	-
501021 Other Salaries	447,977	484,771	8.2%	36,795	489,422	4,651	1.0%	4,651	4,651	11
501023 Other OT	1,100	1,128	2.5%	28	1,139	11	1.0%	11	11	11
Totals	449,077	485,899	8.2%	36,823	490,561	4,662	1.0%	4,662	4,662	4,662
FRINGE BENEFITS										
502011 Medicare/Soc. Sec.	8,100	8,796	8.6%	696	8,877	81	0.9%	81	81	81
502021 Retirement	132,686	162,283	22.3%	29,598	181,486	19,202	11.8%	19,202	19,202	19,202
502031 Medical Ins	168,106	143,123	-14.9%	(24,982)	149,499	6,376	4.5%	6,376	6,376	6,376
502041 Dental Ins	8,978	8,960	-0.2%	(18)	9,229	269	3.0%	269	269	269
502045 Vision Ins	2,638	2,459	-6.8%	(180)	2,532	74	3.0%	74	74	74
502051 Life Ins/AD&D	932	1,011	8.4%	78	1,041	30	3.0%	30	30	30
502060 State Disability Ins (SDI)	4,899	5,780	18.0%	881	6,051	271	4.7%	271	271	271
502061 Long Term Disability Ins	4,227	4,004	-5.3%	(223)	4,141	137	3.4%	137	137	137
502071 State Unemployment Ins (SUI)	1,400	1,442	3.0%	42	1,530	88	6.1%	88	88	88
502081 Worker's Comp Ins	22,521	23,197	3.0%	676	23,892	695	3.0%	695	695	695
502101 Holiday Pay	17,154	18,630	8.6%	1,476	18,802	172	0.9%	172	172	172
502103 Floating Holiday	5,284	6,918	30.9%	1,633	6,918	-	0.0%	-	-	-
502109 Sick Leave	25,731	27,945	8.6%	2,214	28,203	258	0.9%	258	258	258
502111 Annual Leave	57,336	62,838	9.6%	5,502	63,311	473	0.8%	473	473	473
502121 Other Paid Absence	4,020	4,366	8.6%	346	4,407	40	0.9%	40	40	40
502251 Phys. Exams	-	-	0.0%	-	-	-	0.0%	-	-	-
502253 Driver Lic Renewal	-	-	0.0%	-	-	-	0.0%	-	-	-
502999 Other Fringe Benefits	2,172	2,172	0.0%	-	2,179	7	0.3%	7	7	7
Totals	466,184	483,923	3.8%	17,739	512,096	28,173	5.8%	28,173	28,173	28,173

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY19 & FY20 OPERATING BUDGET**

Purchasing - 1900

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20
SERVICES							
503011 Accting/Audit Fees	-	-	0.0%	-	-	0.0%	-
503012 Admin/Bank Fees	-	-	0.0%	-	-	0.0%	-
503031 Prof/Technical Fees	-	-	0.0%	-	-	0.0%	-
503032 Legislative Services	-	-	0.0%	-	-	0.0%	-
503033 Legal Services	-	-	0.0%	-	-	0.0%	-
503034 Pre-Employment Exams	-	-	0.0%	-	-	0.0%	-
503041 Temp Help	-	-	0.0%	-	-	0.0%	-
503161 Custodial Services	-	-	0.0%	-	-	0.0%	-
503162 Uniforms/Laundry	850	850	0.0%	-	850	0.0%	-
503171 Security Services	-	-	0.0%	-	-	0.0%	-
503221 Classified/Legal Ads	1,200	1,200	0.0%	-	1,200	0.0%	-
503222 Legal Ads	-	-	0.0%	-	-	0.0%	-
503225 Graphic Services	-	-	0.0%	-	-	0.0%	-
503351 Repair - Bldg & Impr	-	-	0.0%	-	-	0.0%	-
503352 Repair - Equipment	-	-	0.0%	-	-	0.0%	-
503353 Repair - Rev Vehicle	-	-	0.0%	-	-	0.0%	-
503354 Repair - Non Rev Vehicle	-	-	0.0%	-	-	0.0%	-
503363 Haz Mat Disposal	-	-	0.0%	-	-	0.0%	-
Totals	2,050	2,050	0.0%	-	2,050	0.0%	-
MOBILE MATERIALS & SUPPLIES							
504011 Fuels & Lubricants - Non Rev Veh	-	-	0.0%	-	-	0.0%	-
504012 Fuels & Lubricants - Rev Veh	-	-	0.0%	-	-	0.0%	-
504021 Tires & Tubes	-	-	0.0%	-	-	0.0%	-
504161 Other Mobile Supplies	-	-	0.0%	-	-	0.0%	-
504191 Rev Vehicle Parts	-	-	0.0%	-	-	0.0%	-
Totals	-	-	0.0%	-	-	0.0%	-

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY19 & FY20 OPERATING BUDGET**

Purchasing - 1900

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE	BUDG FY19	BUDG FY20	% CHANGE	\$ CHANGE
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY18 BUDG FY19	BUDG FY19	BUDG FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20
OTHER MATERIALS & SUPPLIES											
504205 Freight Out	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
504211 Postage & Mailing	100	100	0.0%	-	100	0.0%	-	-	100	0.0%	-
504214 Promotional Items	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
504215 Printing	300	200	-33.3%	(100)	200	0.0%	-	-	200	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%	-	-	1,500	0.0%	-
504315 Safety Supplies	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
504317 Cleaning Supplies	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
504409 Repair/Maint Supplies	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
504417 Tenant Repairs	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
504421 Non-Inventory Parts	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
504511 Small Tools	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
504515 Employee Tool Replacement	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
Totals	1,900	1,800	-5.3%	(100)	1,800	0.0%	(100)	1,800	1,800	0.0%	-
UTILITIES											
505011 Gas & Electric	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
505021 Water & Garbage	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
505031 Telecommunications	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
Totals	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
CASUALTY & LIABILITY											
506011 Insurance - Property	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
506015 Insurance - PL/PD	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
506021 Insurance - Other	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
506123 Settlement Costs	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
506127 Repairs - District Prop	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
Totals	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
TAXES											
507051 Fuel Tax	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
507201 Licenses & Permits	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
507999 Other Taxes	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
Totals	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY19 & FY20 OPERATING BUDGET**

Purchasing - 1900

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE	BUDG FY19	BUDG FY20	\$ CHANGE
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY18 BUDG FY19	BUDG FY19	BUDG FY20	BUDG FY19 BUDG FY20
PURCHASED TRANS.										
503406 Contract/Paratransit	-	-	0.0%	-	-	0.0%	-	-	-	-
Totals	-	-	0.0%	-	-	0.0%	-	-	-	-
MISC EXPENSE										
509011 Dues/Subscriptions	450	300	-33.3%	(150)	300	0.0%	-	-	-	-
509081 Advertising - District Promo	-	-	0.0%	-	-	0.0%	-	-	-	-
509101 Employee Incentive Program	-	-	0.0%	-	-	0.0%	-	-	-	-
509121 Employee Training	2,308	2,100	-9.0%	(208)	2,100	0.0%	-	-	-	-
509122 BOD Travel	-	-	0.0%	-	-	0.0%	-	-	-	-
509123 Travel	3,250	4,500	38.5%	1,250	4,500	0.0%	-	-	-	-
509125 Local Meeting Expense	-	150	100.0%	150	150	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	6,008	7,050	17.3%	1,042	7,050	0.0%	-	-	-	-
INTEREST EXPENSE										
511102 Interest Expense	-	-	0.0%	-	-	0.0%	-	-	-	-
Totals	-	-	0.0%	-	-	0.0%	-	-	-	-
LEASES & RENTALS										
512011 Facility Lease	-	-	0.0%	-	-	0.0%	-	-	-	-
512061 Equipment Rental	-	-	0.0%	-	-	0.0%	-	-	-	-
Totals	-	-	0.0%	-	-	0.0%	-	-	-	-
PERSONNEL TOTAL	915,261	969,823	6.0%	54,562	1,002,657	3.4%	-	-	-	32,835
NON-PERSONNEL TOTAL	9,958	10,900	9.5%	942	10,900	0.0%	-	-	-	-
DEPARTMENT TOTALS	925,219	980,723	6.0%	55,504	1,013,557	3.3%	-	-	-	32,835



FACILITIES MAINTENANCE DEPARTMENT

FY18 ACCOMPLISHMENTS AND FY19 OBJECTIVES

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 six transit facilities, three transit centers, one park and ride lot and approximately 965 bus stops.

The Santa Cruz METRO 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 FY18

- **Safety First**
 - Initiated Weekly Safety Tailgate Training
 - Completed annual respirator fit testing
 - Supervisory Development Courses attended and completed
 - Installation of defibrillators
 - Submitted Storm Water Discharge Report for Santa Cruz METRO
 - Bucket truck training provided by original equipment manufacturer
 - Corrected CNG alarming deficiencies, ensuring proper ventilation evacuation
 - Established proper communication software and hardware for CNG monitoring
 - Personnel trained by MDC on proper use and alarming sequence for shop CNG monitoring
- **Fiscal Responsibility**
 - Department managed to budget
 - Overtime cost offset by vacant position(s)
 - In-house labor used for major projects at considerable cost savings
- **State of Good Repair**
 - Identified and converted bathrooms to unisex restrooms
 - Installation of three bus stop shelters
 - Vernon building projects completed
 - Design of generator upgrade
 - Two (2) janitorial sink replacements
 - Judy K Souza projects completed
 - Sanitary sewer upgrade
 - Installation of parking lot signs
 - Exterior stairs repainted
 - Installation of equipment platform security fencing
 - Watsonville Transit Center projects completed
 - Operator break room replacements of cabinet, counter and sink
 - Tree and stump removal
 - Landscape drip and irrigation system

Facilities Department (con't)

- Santa Cruz METRO Center (Pacific Station) completed projects
 - Café Lena rental space refurbished
 - Bike storage space created
 - Server room refurbished
 - District vehicle parking spaces added
- **Intelligent Transportation Systems (ITS)**
 - Demonstration to staff of fuel management system with bus washer and gate control capabilities
 - Demonstration to staff of mobile (MainStar) Maintenance software for work orders to improved reporting
- **Zero Emission Buses (ZEBs)**
 - Assisted with sand bagging bus for testing
 - Started design of electric bus infrastructure
- **Legislative**
 - Implementation and familiarization of new laws pertaining to paid medical leave (Kin Care)
 - Started development of the Transit Asset Management Plan (TAM)
- **Core Business**
 - Assist with service changes by adding or removing bus stops and relabeling bus stops to meet service requirements
 - Total of 806 Facility Support Tickets closed during FY18

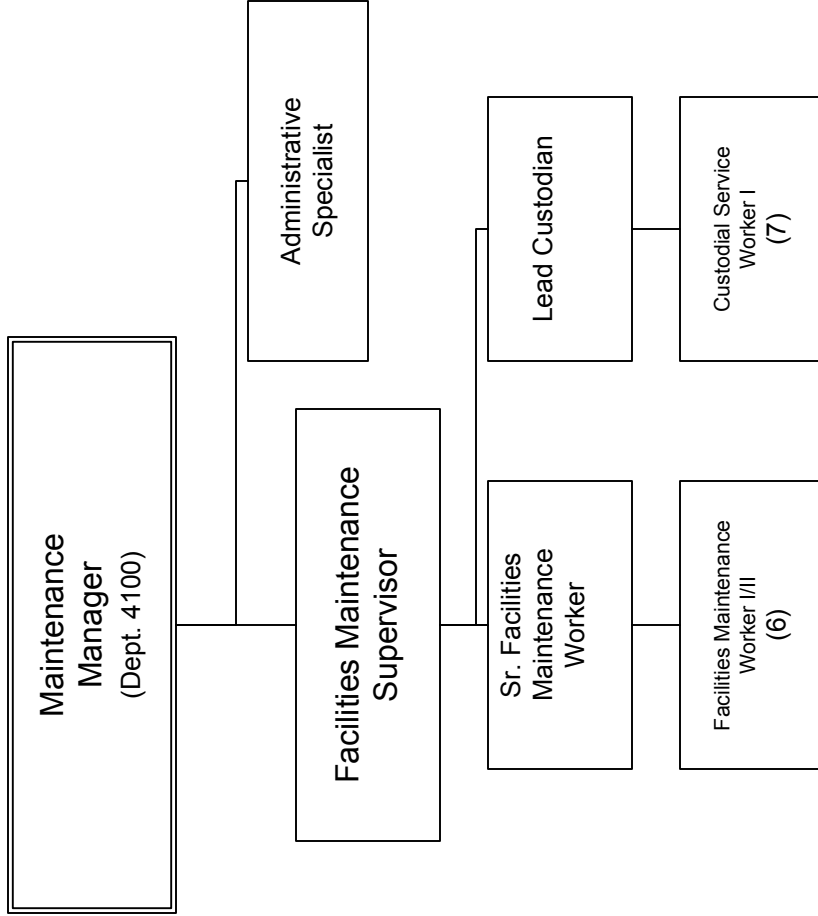
DEPARTMENT OBJECTIVES FOR FY19

- **Safety First**
 - Design and install security gates/controllers at upper and lower bus parking lots
 - Add additional boundary security fencing along River Street
 - Continue to provide safety program enhancements working with our Safety Specialist
 - Complete Storm Water Management Training
 - Provide OSHA training
 - Continue training on proper use of electric and hand tools
- **Fiscal Responsibility**
 - Maintain a Balanced Budget
 - Achieve adequate staffing levels
 - Improve distribution of labor resources to specific buildings
 - Decrease dependency on overtime
- **State of Good Repair**
 - Complete the Transit Asset Management Plan prior to the October 1, 2018 requirement including inventory, inspections, and documentation of all Santa Cruz METRO assets as required by MAP 21
 - Design and install generators at Santa Cruz METRO Center, Vernon, Watsonville, and Scotts Valley facilities to maintain business continuity
 - Close out all facilities upgrades funded by FY-13 FTA 5339 Grants
 - Seek funding for facilities upgrades and unfunded mandates such as MAP 21, Transit Asset Management Plan
 - Maintain all active and non-active stops in a state of good repair

Facilities Department (con't)

- Purchase bus yard scrubber/sweeper
- Install pipe protection in parking area at JKS
- Upgrade lighting to LED at all METRO properties
- Standardize bus stop amenities and upgrades with the assistance of METRO Planning Department
- **Intelligent Transportation Systems (ITS)**
 - Acquire mobile work order capability for (MainStar) Maintenance software
 - Implement new rider based information technologies at all locations throughout Santa Cruz County
- **Zero Emission Buses (ZEBs)**
 - Continue design of electric bus infrastructure
 - Inquire as to electrical charging management software
 - Assist with bus stop service changes related to Watsonville (ZEB's) Circular
 - Participation in design of Operations yard solar canopy and battery storage project
- **Legislative**
 - Provide unfunded project list to Planning Department for identification of grants
 - Ensure FTA documentation is available and maintained as required
 - Projection of several capital projects "shovel ready"
- **Core Business**
 - Provide staff training and educational programs, coupled with defined succession planning, to develop employees' skills for promotional possibilities
 - Continue to assist with service changes by adding or removing bus stops and relabeling bus stops to meet service requirements
 - Continue updating facilities' work order and equipment database coupled with Key Performance Indicators (KPI's) reporting
 - Focus on key bus stops for increased servicing
 - Assignment of custodial staff to specific buildings
 - Improve Maintenance, Repair, Inspections, Cleanliness Standards
 - Continued 24 hours' response on customer condition complaints
 - Identification of areas for improvement to conserve energy
- **Compliance**
 - Ensure full compliance with all Federal Transit Administration (FTA) requirements
 - Ensure that all documentation is available for the upcoming FTA Triennial Review
 - Ensure compliance with Americans with Disability Act (ADA)
 - Ensure compliance with Hazardous Materials requirements
 - Maintain scheduled water sampling and compliance with State Water Board requirements
 - Ensure compliance with fire code requirements
 - Ensure proper function of all access controlling aspects for building

Facilities Maintenance 2200

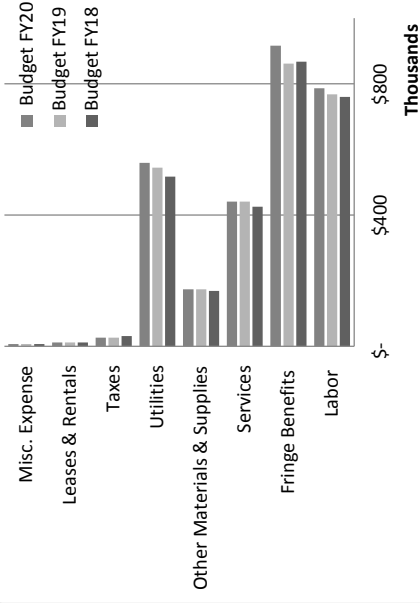


FY19 & FY20 OPERATING BUDGET
Authorized and Funded Personnel - Full Time Equivalent (FTE)
Facilities Maintenance - 2200

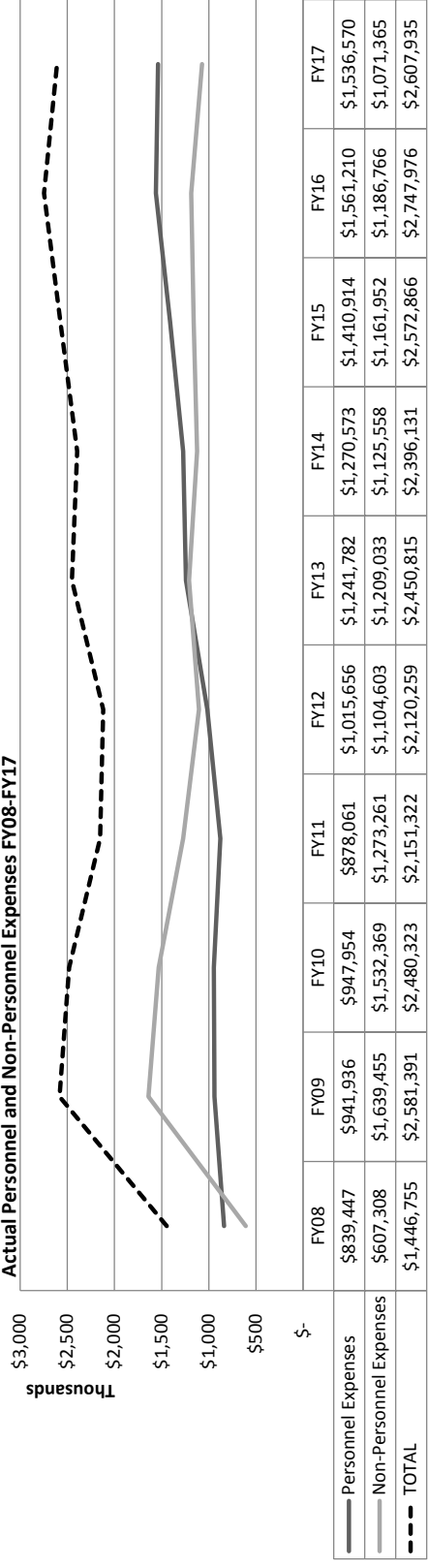
Position Title	Authorized	Funded	Authorized	Funded	Authorized	Funded
	FY 19 June 2017	FY 19 June 2017	FY 19 2018	FY 19 2018	FY20 2018	FY 20 2018
Facilities Maintenance Manager	1.00	0.00	1.00	0.00	1.00	0.00
Facilities Maintenance Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Sr. Facilities Maint Worker	1.00	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
Total Full-Time Equivalents (FTEs)	22.00	17.00	22.00	17.00	22.00	17.00

Facilities Maintenance 2200

	Budget FY18	Budget FY19	Var %	Budget FY20	Var %
Personnel Expenses:					
Labor	\$ 759,884	\$ 767,187	1.0%	\$ 785,775	2.4%
Fringe Benefits	\$ 867,537	\$ 861,380	-0.7%	\$ 915,626	6.3%
	\$ 1,627,421	\$ 1,628,567	0.1%	\$ 1,701,401	4.5%
Non-Personnel Expenses:					
Services	\$ 425,500	\$ 440,500	3.5%	\$ 440,500	0.0%
Other Materials & Supplies	\$ 168,500	\$ 173,500	3.0%	\$ 173,000	-0.3%
Utilities	\$ 517,000	\$ 544,000	5.2%	\$ 559,000	2.8%
Taxes	\$ 30,500	\$ 26,400	-13.4%	\$ 26,400	0.0%
Leases & Rentals	\$ 11,125	\$ 11,000	-1.1%	\$ 11,000	0.0%
Misc. Expense	\$ 6,900	\$ 6,900	100.0%	\$ 6,900	0.0%
	\$ 1,159,525	\$ 1,202,300	3.7%	\$ 1,216,800	1.2%
Total Expenses:	\$ 2,786,946	\$ 2,830,867	1.6%	\$ 2,918,201	3.1%



Actual Personnel and Non-Personnel Expenses FY08-FY17



SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY19 & FY20 OPERATING BUDGET
 Facilities Maintenance - 2200

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20
LABOR							
501011 Bus Operator Pay	-	-	0.0%	-	-	0.0%	-
501013 Bus Operator OT	-	-	0.0%	-	-	0.0%	-
501021 Other Salaries	719,432	725,762	0.9%	6,330	743,346	2.4%	17,584
501023 Other OT	40,452	41,425	2.4%	973	42,429	2.4%	1,004
Totals	759,884	767,187	1.0%	7,303	785,775	2.4%	18,588
FRINGE BENEFITS							
502011 Medicare/Soc. Sec.	13,443	13,516	0.5%	73	13,837	2.4%	321
502021 Retirement	211,021	238,734	13.1%	27,713	270,820	13.4%	32,086
502031 Medical Ins	376,712	345,292	-8.3%	(31,420)	360,148	4.3%	14,856
502041 Dental Ins	25,004	22,553	-9.8%	(2,451)	23,230	3.0%	677
502045 Vision Ins	5,606	5,224	-6.8%	(382)	5,381	3.0%	157
502051 Life Ins/AD&D	1,761	1,934	9.8%	173	1,992	3.0%	58
502060 State Disability Ins (SDI)	8,344	9,601	15.1%	1,257	10,124	5.4%	523
502061 Long Term Disability Ins	7,133	6,762	-5.2%	(371)	7,081	4.7%	320
502071 State Unemployment Ins (SUI)	2,975	3,064	3.0%	89	3,251	6.1%	187
502081 Worker's Comp Ins	47,857	49,293	3.0%	1,436	50,771	3.0%	1,478
502101 Holiday Pay	27,281	27,406	0.5%	125	28,057	2.4%	651
502103 Floating Holiday	-	-	0.0%	-	-	0.0%	-
502109 Sick Leave	40,922	41,109	0.5%	187	42,085	2.4%	976
502111 Annual Leave	92,612	89,997	-2.8%	(2,615)	91,787	2.0%	1,790
502121 Other Paid Absence	6,394	6,423	0.5%	29	6,576	2.4%	153
502251 Phys. Exams	-	-	0.0%	-	-	0.0%	-
502253 Driver Lic Renewal	-	-	0.0%	-	-	0.0%	-
502999 Other Fringe Benefits	473	473	0.0%	-	487	3.0%	14
Totals	867,537	861,380	-0.7%	(6,157)	915,626	6.3%	54,246

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY19 & FY20 OPERATING BUDGET

Facilities Maintenance - 2200

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20
SERVICES							
503011 Accting/Audit Fees	-	-	0.0%	-	-	0.0%	-
503012 Admin/Bank Fees	-	-	0.0%	-	-	0.0%	-
503031 Prof/Technical Fees	25,000	30,000	20.0%	5,000	30,000	0.0%	-
503032 Legislative Services	-	-	0.0%	-	-	0.0%	-
503033 Legal Services	-	-	0.0%	-	-	0.0%	-
503034 Pre-Employment Exams	-	-	0.0%	-	-	0.0%	-
503041 Temp Help	-	-	0.0%	-	-	0.0%	-
503161 Custodial Services	7,000	7,000	0.0%	-	7,000	0.0%	-
503162 Uniforms/Laundry	4,500	4,500	0.0%	-	4,500	0.0%	-
503171 Security Services	10,600	10,600	0.0%	-	10,600	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	50,000	50,000	0.0%	-	50,000	0.0%	-
503352 Repair - Equipment	280,000	290,000	3.6%	10,000	290,000	0.0%	-
503353 Repair - Rev Vehicle	-	-	0.0%	-	-	0.0%	-
503354 Repair - Non Rev Vehicle	-	-	0.0%	-	-	0.0%	-
503363 Haz Mat Disposal	48,400	48,400	0.0%	-	48,400	0.0%	-
Totals	425,500	440,500	3.5%	15,000	440,500	0.0%	-
MOBILE MATERIALS & SUPPLIES							
504011 Fuels & Lubricants - Non Rev Veh	-	-	0.0%	-	-	0.0%	-
504012 Fuels & Lubricants - Rev Veh	-	-	0.0%	-	-	0.0%	-
504021 Tires & Tubes	-	-	0.0%	-	-	0.0%	-
504161 Other Mobile Supplies	-	-	0.0%	-	-	0.0%	-
504191 Rev Vehicle Parts	-	-	0.0%	-	-	0.0%	-
Totals	-	-	0.0%	-	-	0.0%	-

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY19 & FY20 OPERATING BUDGET
 Facilities Maintenance - 2200

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20
OTHER MATERIALS & SUPPLIES							
504205 Freight Out	-	-	0.0%	-	-	0.0%	-
504211 Postage & Mailing	-	-	0.0%	-	-	0.0%	-
504214 Promotional Items	-	-	0.0%	-	-	0.0%	-
504215 Printing	-	-	0.0%	-	-	0.0%	-
504217 Photo Supp/Process	-	-	0.0%	-	-	0.0%	-
504311 Office Supplies	2,000	2,000	0.0%	-	2,000	0.0%	-
504315 Safety Supplies	6,000	6,000	0.0%	-	6,000	0.0%	-
504317 Cleaning Supplies	38,000	38,000	0.0%	-	38,000	0.0%	-
504409 Repair/Maint Supplies	110,500	110,500	0.0%	-	110,500	0.0%	-
504417 Tenant Repairs	9,000	14,000	55.6%	5,000	14,000	0.0%	-
504421 Non-Inventory Parts	-	-	0.0%	-	-	0.0%	-
504511 Small Tools	3,000	3,000	0.0%	-	2,500	-16.7%	(500)
504515 Employee Tool Replacement	-	-	0.0%	-	-	0.0%	-
Totals	168,500	173,500	3.0%	5,000	173,000	-0.3%	(500)
UTILITIES							
505011 Gas & Electric	292,000	307,000	5.1%	15,000	322,000	4.9%	15,000
505021 Water & Garbage	141,000	152,000	7.8%	11,000	152,000	0.0%	-
505031 Telecommunications	84,000	85,000	1.2%	1,000	85,000	0.0%	-
Totals	517,000	544,000	5.2%	27,000	559,000	2.8%	15,000
CASUALTY & LIABILITY							
506011 Insurance - Property	-	-	0.0%	-	-	0.0%	-
506015 Insurance - PL/PD	-	-	0.0%	-	-	0.0%	-
506021 Insurance - Other	-	-	0.0%	-	-	0.0%	-
506123 Settlement Costs	-	-	0.0%	-	-	0.0%	-
506127 Repairs - District Prop	-	-	0.0%	-	-	0.0%	-
Totals	-	-	0.0%	-	-	0.0%	-
TAXES							
507051 Fuel Tax	-	-	0.0%	-	-	0.0%	-
507201 Licenses & Permits	16,100	12,000	-25.5%	(4,100)	12,000	0.0%	-
507999 Other Taxes	14,400	14,400	0.0%	-	14,400	0.0%	-
Totals	30,500	26,400	-13.4%	(4,100)	26,400	0.0%	-

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY19 & FY20 OPERATING BUDGET
 Facilities Maintenance - 2200

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20
PURCHASED TRANS.							
503406 Contract/Paratransit	-	-	0.0%	-	-	0.0%	-
Totals	-	-	0.0%	-	-	0.0%	-
MISC EXPENSE							
509011 Dues/Subscriptions	-	-	0.0%	-	-	0.0%	-
509081 Advertising - District Promo	-	-	0.0%	-	-	0.0%	-
509101 Employee Incentive Program	-	-	0.0%	-	-	0.0%	-
509121 Employee Training	6,500	6,500	0.0%	-	6,500	0.0%	-
509122 BOD Travel	-	-	0.0%	-	-	0.0%	-
509123 Travel	400	400	0.0%	-	400	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	6,900	6,900	0.0%	-	6,900	0.0%	-
INTEREST EXPENSE							
511102 Interest Expense	-	-	0.0%	-	-	0.0%	-
Totals	-	-	0.0%	-	-	0.0%	-
LEASES & RENTALS							
512011 Facility Lease	5,000	5,000	0.0%	-	5,000	0.0%	-
512061 Equipment Rental	6,125	6,000	-2.0%	(125)	6,000	0.0%	-
Totals	11,125	11,000	-1.1%	(125)	11,000	0.0%	-
PERSONNEL TOTAL							
	1,627,421	1,628,567	0.1%	1,146	1,701,401	4.5%	72,834
NON-PERSONNEL TOTAL							
	1,159,525	1,202,300	3.7%	42,775	1,216,800	1.2%	14,500
DEPARTMENT TOTALS							
	2,786,946	2,830,867	1.6%	43,921	2,918,201	3.1%	87,334

PARATRANSIT DEPARTMENT

FY18 ACCOMPLISHMENTS AND FY19 OBJECTIVES

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 FY18

- **Safety First:**
 - Low incidence of workplace claims.
 - 1 active WC claim
 - 1 new WC claim
 - Low incidence of chargeable vehicle accidents
 - 5 chargeable accidents.
 - Surveillance equipment has been installed on all ParaCruz revenue vehicles.
 - Installation and training of Automated External Defibrillator (AED) AT ParaCruz facility.
- **Fiscal responsibility:**
 - Balanced Budget.
 - Reduction in Operators from 33 to 30.
- **State of Good Repair:**
 - Completed scheduled replacement of Paratransit vehicles by obtaining 15 new Paratransit vehicles.
 - 12 Paratransit Ford Transit Cutaway vans.
 - 3 Cutaway Buses.
- **Intelligent Transportation Systems (ITS):**
 - Successful implementation of Cameras on Paratransit Vans Program.
 - Installation of new Telephone System.
- **Core Business:**
 - Training for Paratransit Staff.
 - Arranged ongoing development training for new and existing staff covering a variety of areas critical to effective Paratransit operation to include Customer Service, Shared ride scheduling, Eligibility, Office Administration and Supervision.
 - Provided extensive training for Paratransit Operators regarding

Paratransit Department (con't)

- service changes, effect on clients, customer service, and alternatives for clients.
- Provided Management and Paratransit Supervisor with training relative to Paratransit services to enhance service performance and customer satisfaction.
- Enhanced Paratransit Operator performance by providing yearly Paratransit Operator training.
- Paratransit Operator certification on new Paratransit vehicles.
- Enhanced Paratransit Office Staff performance by providing yearly Paratransit Staff Training.
- Updated training program for new Paratransit Operators.
- Provided Automated External Defibrillator (AED) training for Paratransit Staff.
- Cross trained Fixed Route Operators on Paratransit vehicles to provide additional certified Operators in case of emergency deployment.
- Delivered over 75K safe trips.
 - Hired four additional Paratransit Operators.
 - Hired new Paratransit Superintendent.
 - No layoffs to Operator ranks.
 - No further reduction in Paratransit service.
 - Provided transportation to MAC committee meetings.
- **Compliance:**
 - Successful Paratransit CHP Audit.
 - Provided updated ADA information to Paratransit Staff.

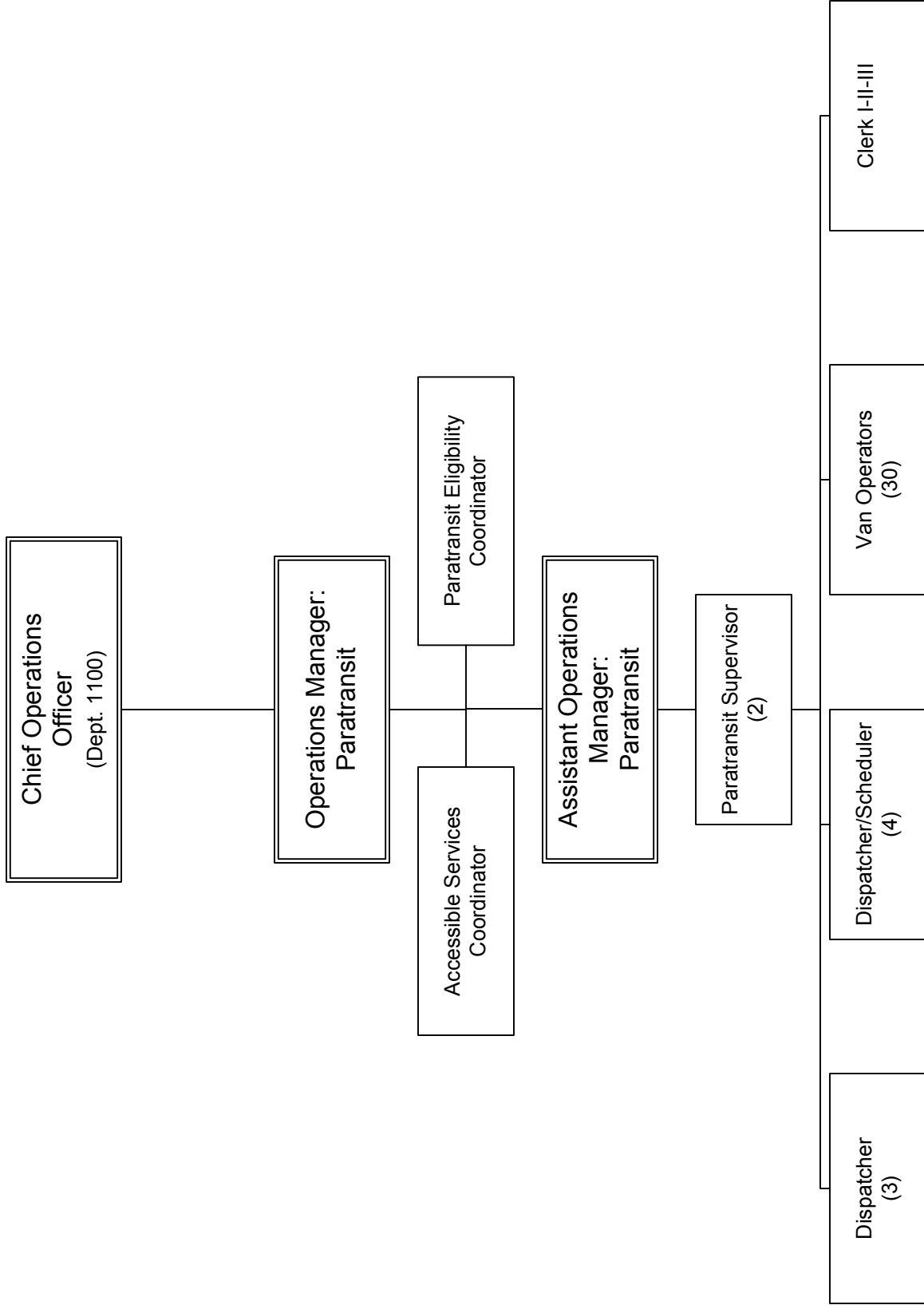
DEPARTMENT OBJECTIVES FOR FY19

- **Safety First:**
 - Ongoing training to continue low incidence of workplace claims.
 - Safety in vehicle operation and work environment.
 - Completion of surveillance equipment installation on ParaCruz revenue vehicles.
 - Implement a Safe Driving Award program.
- **Fiscal responsibility:**
 - Balanced Budget.
 - Manage to the Paratransit Department Budget.
 - Downsize the current Paratransit fleet by not replacing four vehicles.
- **State of Good Repair:**
 - Continued replacement of aging Paratransit Fleet.
 - Continued search for a new facility for ParaCruz Operations.
- **Intelligent Transportation Systems (ITS):**
 - Update Paratransit Scheduling and Dispatch software (Trapeze).
 - Update Mobile Data Terminal (MDT) software.

Paratransit Department (con't)

- Installation of a new server for ParaCruz.
- **Core Business:**
 - Improve ride on time performance goals.
 - Revise the Paratransit Operator Handbook.
 - Continue ongoing development training for new and existing staff covering a variety of areas critical to effective efficient Paratransit operation to include Customer Service, Dispatching, Scheduling, Eligibility, Office Administration, and Supervision.
 - Development and certification of staff to respond to Emergency Management System (SEMS), National Incident Management System (NIMS), and Incident Command System (ICS) Training.
 - Provide Management and Paratransit Supervisor with increased training relative to Paratransit service to enhance service performance and customer satisfaction.
 - Increase staff training opportunities.
 - Engage Office of Emergency Services for additional training and table-top exercises for emergency situations.
 - Certify Fixed Route Operators on new Paratransit vehicles for use in the event of an emergency affecting Fixed Route service delivery.
 - Continue to provide transport for MAC committee meetings.
 - Conduct ParaCruz in house Accident Review meetings.
- **Compliance:**
 - Ensure compliance with the Americans with Disabilities Act.
 - Ensure compliance with all FTA, State and State agency regulations and all METRO Board policies and regulations.
 - Successfully complete CHP audit meeting in all areas.

Paratransit 3100

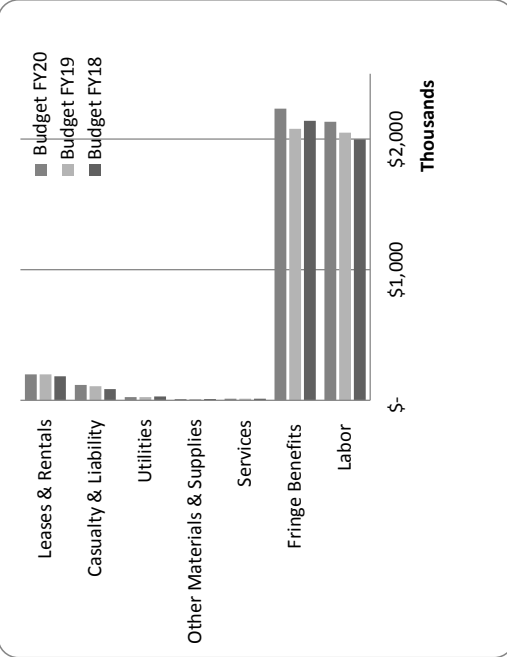


FY19 & FY20 OPERATING BUDGET
Authorized and Funded Personnel - Full Time Equivalent (FTE)
Paratransit - 3100

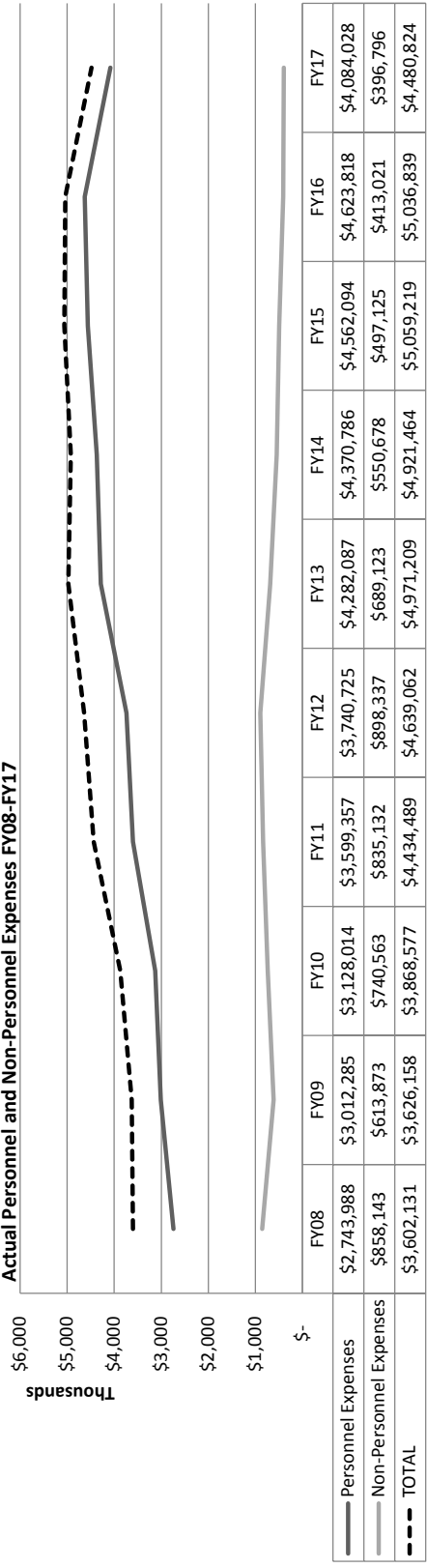
Position Title	Authorized	Funded	Authorized	Funded	Authorized	Funded
	FY 19 June 2017	FY 19 June 2017	FY 19 2018	FY 19 2018	FY20 2018	FY 20 2018
Operations Manager: Paratransit	1.00	1.00	1.00	1.00	1.00	1.00
Assistant Operations Manager: Paratransit	1.00	1.00	1.00	1.00	1.00	1.00
Accessible Services Coordinator	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	30.00	34.00	30.00	34.00	30.00
Paratransit Supervisor	2.00	2.00	2.00	2.00	2.00	2.00
Total Full-Time Equivalents (FTEs)	53.00	44.00	53.00	44.00	53.00	44.00

Paratransit 3100

	Budget FY18	Budget FY19	Var %	Budget FY20	Var %
Personnel Expenses:					
Labor	\$ 1,998,784	\$ 2,049,868	2.6%	\$ 2,133,601	4.1%
Fringe Benefits	\$ 2,139,096	\$ 2,078,853	-2.8%	\$ 2,233,163	7.4%
	\$ 4,137,880	\$ 4,128,721	-0.2%	\$ 4,366,764	5.8%
Non-Personnel Expenses:					
Services	\$ 11,300	\$ 11,300	0.0%	\$ 11,300	0.0%
Other Materials & Supplies	\$ 8,720	\$ 9,320	6.9%	\$ 9,320	0.0%
Utilities	\$ 28,000	\$ 22,900	-18.2%	\$ 22,900	0.0%
Casualty & Liability	\$ 85,270	\$ 106,866	25.3%	\$ 117,553	10.0%
Leases & Rentals	\$ 183,044	\$ 197,500	7.9%	\$ 197,500	0.0%
Misc. Expense	\$ 7,625	\$ 5,700	100.0%	\$ 5,700	0.0%
	\$ 323,959	\$ 353,586	9.1%	\$ 364,273	3.0%
Total Expenses:	\$ 4,461,839	\$ 4,482,307	0.5%	\$ 4,731,037	5.5%



Actual Personnel and Non-Personnel Expenses FY08-FY17



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY19 & FY20 OPERATING BUDGET**

Paratransit - 3100

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20
LABOR							
501011 Bus Operator Pay	1,050,570	1,073,416	2.2%	22,846	1,122,977	4.6%	49,561
501013 Bus Operator OT	225,000	238,781	6.1%	13,781	249,806	4.6%	11,025
501021 Other Salaries	666,118	678,545	1.9%	12,426	699,837	3.1%	21,292
501023 Other OT	57,095	59,126	3.6%	2,031	60,981	3.1%	1,855
Totals	1,998,784	2,049,868	2.6%	51,084	2,133,601	4.1%	83,733
FRINGE BENEFITS							
502011 Medicare/Soc. Sec.	34,290	35,207	2.7%	916	36,626	4.0%	1,419
502021 Retirement	495,693	570,938	15.2%	75,245	657,896	15.2%	86,958
502031 Medical Ins	996,758	845,359	-15.2%	(151,399)	888,025	5.0%	42,666
502041 Dental Ins	52,618	49,106	-6.7%	(3,512)	50,579	3.0%	1,473
502045 Vision Ins	14,510	13,522	-6.8%	(988)	13,928	3.0%	406
502051 Life Ins/AD&D	4,764	5,206	9.3%	442	5,363	3.0%	156
502060 State Disability Ins (SDI)	21,230	24,918	17.4%	3,688	26,741	7.3%	1,824
502061 Long Term Disability Ins	15,058	14,451	-4.0%	(607)	15,442	6.9%	991
502071 State Unemployment Ins (SUI)	7,700	7,931	3.0%	231	8,414	6.1%	483
502081 Worker's Comp Ins	121,050	124,681	3.0%	3,631	128,422	3.0%	3,741
502101 Holiday Pay	63,556	64,733	1.9%	1,176	67,348	4.0%	2,616
502103 Floating Holiday	8,509	8,916	4.8%	407	8,916	0.0%	-
502109 Sick Leave	98,644	100,464	1.8%	1,819	104,551	4.1%	4,087
502111 Annual Leave	180,452	188,883	4.7%	8,431	195,724	3.6%	6,841
502121 Other Paid Absence	14,896	15,172	1.9%	276	15,785	4.0%	613
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	5,124	5,124	0.0%	-	5,160	0.7%	37
Totals	2,139,096	2,078,853	-2.8%	(60,243)	2,233,163	7.4%	154,310

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY19 & FY20 OPERATING BUDGET**

Paratransit - 3100

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19
SERVICES										
503011 Acting/Audit Fees	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503012 Admin/Bank Fees	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503031 Prof/Technical Fees	3,500	3,500	0.0%	-	3,500	0.0%	-	3,500	0.0%	-
503032 Legislative Services	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503033 Legal Services	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503034 Pre-Employment Exams	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503041 Temp Help	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503161 Custodial Services	1,300	1,300	0.0%	-	1,300	0.0%	-	1,300	0.0%	-
503162 Uniforms/Laundry	1,000	1,000	0.0%	-	1,000	0.0%	-	1,000	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	4,000	4,000	0.0%	-	4,000	0.0%	-	4,000	0.0%	-
503353 Repair - Rev Vehicle	1,500	1,500	0.0%	-	1,500	0.0%	-	1,500	0.0%	-
503354 Repair - Non Rev Vehicle	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503363 Haz Mat Disposal	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
Totals	11,300	11,300	0.0%	-	11,300	0.0%	-	11,300	0.0%	-
MOBILE MATERIALS & SUPPLIES										
504011 Fuels & Lubricants - Non Rev Veh	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
504012 Fuels & Lubricants - Rev Veh	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
504021 Tires & Tubes	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
504161 Other Mobile Supplies	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
504191 Rev Vehicle Parts	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
Totals	-	-	0.0%	-	-	0.0%	-	-	0.0%	-

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY19 & FY20 OPERATING BUDGET**

Paratransit - 3100

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE	BUDG FY19	BUDG FY20	% CHANGE	\$ CHANGE	
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY18 BUDG FY19	BUDG FY19	BUDG FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	
OTHER MATERIALS & SUPPLIES												
504205 Freight Out	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-	
504211 Postage & Mailing	2,700	2,700	0.0%	-	2,700	0.0%	-	-	2,700	0.0%	-	
504214 Promotional Items	200	200	0.0%	-	200	0.0%	-	-	200	0.0%	-	
504215 Printing	3,200	3,200	0.0%	-	3,200	0.0%	-	-	3,200	0.0%	-	
504217 Photo Supp/Process	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-	
504311 Office Supplies	2,500	2,500	0.0%	-	2,500	0.0%	-	-	2,500	0.0%	-	
504315 Safety Supplies	120	120	0.0%	-	120	0.0%	-	-	120	0.0%	-	
504317 Cleaning Supplies	-	600	100.0%	600	600	0.0%	-	-	600	0.0%	-	
504409 Repair/Maint Supplies	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-	
504417 Tenant Repairs	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-	
504421 Non-Inventory Parts	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-	
504511 Small Tools	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-	
504515 Employee Tool Replacement	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-	
Totals	8,720	9,320	6.9%	600	9,320	0.0%	-	-	9,320	0.0%	-	
UTILITIES												
505011 Gas & Electric	12,000	12,000	0.0%	-	12,000	0.0%	-	-	12,000	0.0%	-	
505021 Water & Garbage	6,400	6,400	0.0%	-	6,400	0.0%	-	-	6,400	0.0%	-	
505031 Telecommunications	9,600	4,500	-53.1%	(5,100)	4,500	0.0%	-	-	4,500	0.0%	-	
Totals	28,000	22,900	-18.2%	(5,100)	22,900	0.0%	-	-	22,900	0.0%	-	
CASUALTY & LIABILITY												
506011 Insurance - Property	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-	
506015 Insurance - PL/PD	85,270	106,866	25.3%	21,596	117,553	10.0%	10,687	-	117,553	10.0%	10,687	
506021 Insurance - Other	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-	
506123 Settlement Costs	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-	
506127 Repairs - District Prop	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-	
Totals	85,270	106,866	25.3%	21,596	117,553	10.0%	10,687	-	117,553	10.0%	10,687	
TAXES												
507051 Fuel Tax	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-	
507201 Licenses & Permits	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-	
507999 Other Taxes	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-	
Totals	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-	

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY19 & FY20 OPERATING BUDGET**

Paratransit - 3100

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE	BUDG FY19	BUDG FY20
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY18 BUDG FY19	BUDG FY19	BUDG FY20
PURCHASED TRANS.									
503406 Contract/Paratransit	-	-	0.0%	-	-	0.0%	-	-	-
Totals	-	-	0.0%	-	-	0.0%	-	-	-
MISC EXPENSE									
509011 Dues/Subscriptions	-	-	0.0%	-	-	0.0%	-	-	-
509081 Advertising - District Promo	-	-	0.0%	-	-	0.0%	-	-	-
509101 Employee Incentive Program	-	-	0.0%	-	-	0.0%	-	-	-
509121 Employee Training	2,700	2,700	0.0%	-	2,700	0.0%	-	-	-
509122 BOD Travel	-	-	0.0%	-	-	0.0%	-	-	-
509123 Travel	4,925	3,000	-39.1%	(1,925)	3,000	0.0%	-	-	-
509125 Local Meeting Expense	-	-	0.0%	-	-	0.0%	-	-	-
509127 Board Director Fees	-	-	0.0%	-	-	0.0%	-	-	-
509150 Contributions	-	-	0.0%	-	-	0.0%	-	-	-
509198 Cash Over/Short	-	-	0.0%	-	-	0.0%	-	-	-
509999 Other Misc Expense	-	-	0.0%	-	-	0.0%	-	-	-
Totals	7,625	5,700	-25.2%	(1,925)	5,700	0.0%	-	-	-
INTEREST EXPENSE									
511102 Interest Expense	-	-	0.0%	-	-	0.0%	-	-	-
Totals	-	-	0.0%	-	-	0.0%	-	-	-
LEASES & RENTALS									
512011 Facility Lease	179,000	196,000	9.5%	17,000	196,000	0.0%	-	-	-
512061 Equipment Rental	4,044	1,500	-62.9%	(2,544)	1,500	0.0%	-	-	-
Totals	183,044	197,500	7.9%	14,456	197,500	0.0%	-	-	-
PERSONNEL TOTAL									
	4,137,880	4,128,721	-0.2%	(9,159)	4,366,764	5.8%	238,043		
NON-PERSONNEL TOTAL									
	323,959	353,586	9.1%	29,627	364,273	3.0%	10,687		
DEPARTMENT TOTALS									
	4,461,839	4,482,307	0.5%	20,468	4,731,037	5.5%	248,730		

OPERATIONS DEPARTMENT

FY18 ACCOMPLISHMENTS AND FY19 OBJECTIVES

MAJOR FUNCTIONS OF THE DEPARTMENT

The Operations Department coordinates and administers activities related to Santa Cruz METRO's fixed route bus service. Coordination of functions to meeting Federal, State, Local, Inter-regional Commuter Service, and Santa Cruz METRO organizational requirements.

DEPARTMENT ACCOMPLISHMENTS FOR FY18

- **Safety First**
 - VTT Classes Held - 7
 - New Operators Trained - 6
 - New Mechanics Trained - 2
 - Safe Driver Awards
 - 5YR - 19
 - 10YR - 14
 - 15YR - 14
 - 20YR - 2
 - 25YR - 1
 - 30YR - 3
 - Total of 53 accident-free awards
 - Continued low incident of chargeable accidents = 23
 - ITS - Surveillance cameras installed on remaining 5 fixed route buses
 - Completed certification of all Operators, Transit Supervisors and Maintenance Supervisors on articulated buses
 - Successful implementation of cameras on buses program
 - Complete and functioning security gate – street level parking garage
 - Supervisory Development Courses attended and completed - 10 Supervisors
 - Installation of defibrillators on floors 3 and 4
- **Fiscal Responsibility**
 - Department managed to budget
 - Overtime attributed to key positions; offset by salary saving
 - Fringe benefit savings
 - Removal of cost prohibitive copy machine
- **State of Good Repair**
 - Purchase of a new Supervisor vehicle
 - Purchase of new rain gear for Supervisors
 - Installation of equipment platform security fencing
 - Purchase of new copy machine
 - Lease of 3 2016 New Flyer buses from Massachusetts
- **Intelligent Transportation Systems (ITS)**
 - Implemented access security for the Judy K. Souza Operations Building
 - Installation and operation of proximity card access control
 - Proximity card gate access control
 - Installation of new phone system with security monitoring screens
 - Installation of wireless bus surveillance download system
- **Zero Emissions Buses (ZEB)**

Operations Department (con't)

- Initiating electrification infrastructure for ZEB buses at JKS
- Development of Proterra specifications for order of 4 buses
- Demonstration and testing of Proterra ZEB fixed route bus
- Demonstration and testing of BYD ZEB over the road bus
- **Core Business**
 - Initiated UCSC service using articulated buses
 - Operator certification and placing into service 3 New Flyer Buses purchased in Massachusetts
 - Development of Gillig specification for order of 6 new buses
 - Successful implementation of articulated bus promotion at UCSC
 - Successful Operations CHP Audit
 - Successful participation in Touch-a-Truck event
 - Coordination and execution of Driver Appreciation Day at Operations
 - Appointment of two Operators to Supervisor ranks
 - Appointment of New Administrative Assistant Supervisor
 - Successful compliance with California Transit Insurance pool, qualifying for specialized training
 - Compiled historical and current data in the application of Key Performance Indicators
- **Leadership Objectives**
 - Fostering cooperation
 - Lead by example
 - Pursuit of common goals
 - Organizational cohesiveness
 - Motivating employees
 - Managing with value
 - Navigating change
 - Leveraging culture
 - Coaching for performance
 - Improved and extended communication
 - Respect
 - Appreciation
 - Ethical disposition
 - Engraining teamwork
 - Valuing differences
 - Reaching the unreachable
 - Work/Life balance
 - Desiring the best
 - Conviction
 - Commitment
 - Expectations
 - Accountability
 - Empowerment
 - Introspection
- **Legislative**
 - Authorization to pursue clean diesel propulsion from CARB
 - Coordination of TAM and SGR to meet new Federal requirements

Operations Department (con't)

- Implementation of new laws pertaining to paid medical leave (Kin Care)

DEPARTMENT OBJECTIVES FOR FY19

- **Safety First**

- Resume attendance by Safety and Training Coordinator to the Highway 17 Task Force
- Resume participation in the Emergency Management Council
- Provide Train the Trainer Certification for succession candidate in Safety and Training
- Continue successful compliance of California Transit Insurance Pool Safety Security Prevention Program, becoming eligible for specialized training
- 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.
- Implement training, development, and certification of supervisory staff in Standard Emergency Management System (SEMS), National Incident Management System (NIMS) and Incident Command System (ICS) programs.
- Cross-train Fixed Route Operators on new ParaCruz vehicles to provide additional certified Operators in case of emergency deployment.
- Continue outreach in providing local police, fire and emergency medical response agencies with CNG equipment and building information and training to better familiarize response criteria, and in dealing with possible emergency crisis situations.
- Establish communication and interaction with Office of Emergency Services to include METRO Supervisory staff in “table top” exercises with those agencies responding to an emergency. Provide contact information that will assist in improving service deployment during an emergency
- Continue refresher training on identifying suspicious packages and suspicious behaviors
- Successfully complete CHP audit, meeting all areas of Commercial Motor Carrier compliance in Operations
- Certification of Fixed Route Operators on new Paratransit vehicles for use in the event of an emergency affecting Fixed Route service delivery
- Increase Vehicle Transit Training sessions

- **Fiscal Responsibility**

- Maintain a balanced budget
- Achieve adequate staffing levels
- Reduce dependency on overtime

- **State of Good Repair**

- Monitor building and equipment operation
- Coordinate bus purchases in accordance with service needs
- Increase custodial service in high use areas
- Improved bus parking cleanliness
- Continuing research into newer used buses for replacement of aging fleet
- Complete purchase of 6 Gillig buses
- Complete purchase of 10 diesel electric hybrid buses

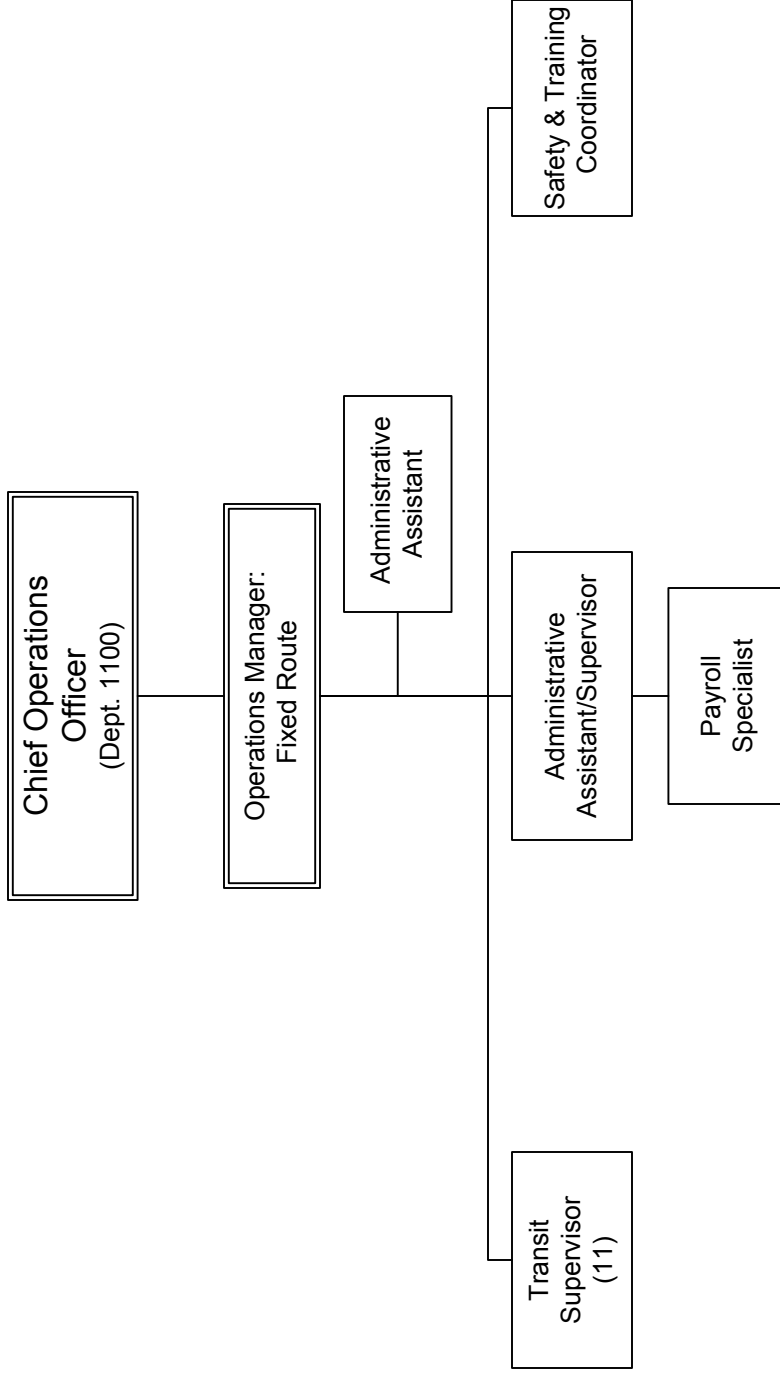
Operations Department (con't)

- Continue negotiations for best pricing on new buses
- **Intelligent Transportation Systems (ITS)**
 - Complete coordination of surveillance system requirements with consultant
 - Purchase of surveillance system for JKS
 - Installation of surveillance system for JKS
 - Purchase of and Installation of automatic gate actuator for bus parking area
 - Purchase of and installation of automatic gate control for service island entrance
 - Design of AVL, APC and Next Bus technology to be used on buses
 - Improvement in digital recording equipment for bus enunciation
 - Continued improvement upgrades to 4G on bus wireless system
- **Zero Emissions Buses (ZEB)**
 - Complete purchase of 4 Proterra ZEB buses
 - Continue working with ZEB program for infrastructure layout
 - Coordinate with ZEB manufacturer for proper design of E-bus
 - Design review and implementation of ZEB electric charging stations
 - Redesign of bus parking layout to accommodate ZEB buses and charging schedule
 - Continue working towards the design of canopy solar power to reduce energy cost
 - Continue working on solar battery storage capacity
- **Core Business**
 - Graduation of 6 Operator Trainee class
 - Recruitment of 10 Operator Trainees to fill staffing shortages due to retirements
 - Maintain appropriate Operator staffing levels
 - Continue refinement of Customer Service Delivery training
 - Increase ridership through exemplary service delivery
 - Improve service delivery through improved training & accountability
 - Reduce customer complaints
 - Increase customer compliments
 - Coordinate with Planning Dept for proper scheduling of service
 - Continue professional rapport with Hwy 17 partners
 - Continue working closely with UCSC and Cabrillo partners for service delivery
 - Begin succession plan for Safety and Training Coordinator position
 - Complete revision of Operator Handbook
 - Establish Supervisor standards for improved management of Operator labor resources to reduce overtime costs
 - Increase training in various skill sets for office administrative staff and implement cross training of various critical function areas.
 - Focus on streamlining processes, and reducing paper usage
 - Review and upgrade various job descriptions to reflect changes in responsibilities and duties consistent with current agency needs.
 - Hire and successfully complete training of two Transit Supervisors
 - Continued promotion of articulated bus service to UCSC
 - Continued participation in Leadership Santa Cruz County
 - Increase field supervisor performance monitoring and evaluation of Operators
 - Provide development training for two new Transit Supervisors in various areas critical to Effective Transit Supervision, Accident Investigation Conflict Resolution, Employee Motivation

Operations Department (con't)

- **Legislative**
 - Promote and educate whenever possible on importance of SB-1
 - Promote Measure D through optics and delivery of service
 - Ensure that all DOT and FTA documentation is available and maintained as required
 - Prepare for 2019 FTA audit

Operations 3200

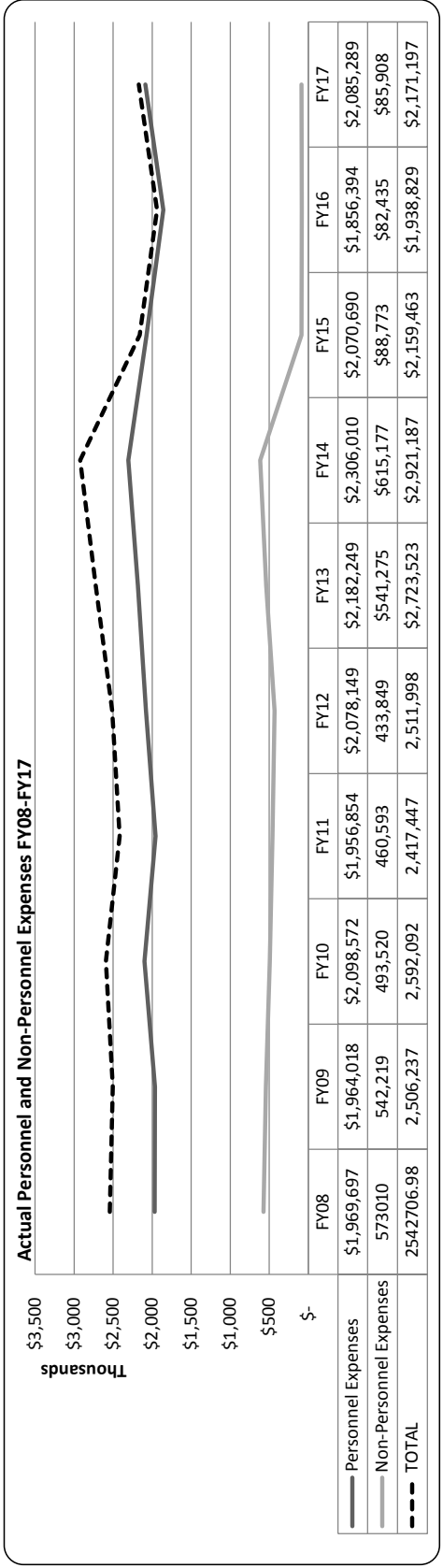
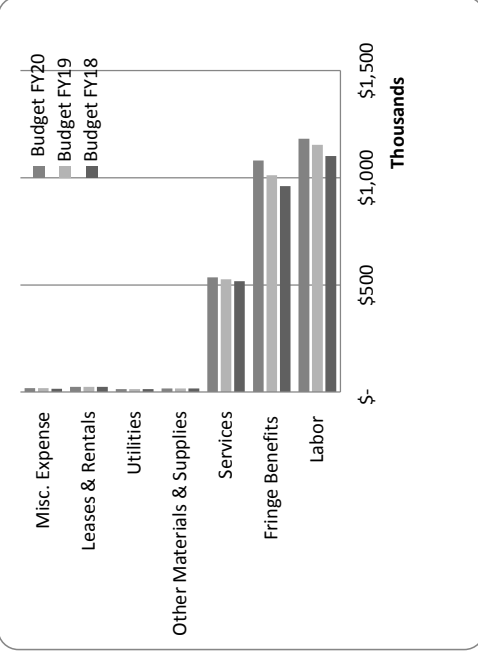


FY19 & FY20 OPERATING BUDGET
Authorized and Funded Personnel - Full Time Equivalent (FTE)
Operations - 3200

Position Title	Authorized	Funded	Authorized	Funded	Authorized	Funded
	FY 19 June 2017	FY 19 June 2017	FY 19 2018	FY 19 2018	FY20 2018	FY 20 2018
Assistant Superintendent	1.00	0.00	1.00	0.00	1.00	0.00
Operations Manager: Fixed Route	1.00	1.00	1.00	1.00	1.00	1.00
Transit Supervisor	15.00	11.00	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
Total Full-Time Equivalents (FTEs)	22.00	16.00	22.00	16.00	22.00	16.00

Operations 3200

	Budget FY18	Budget FY19	Var %	Budget FY20	Var %
Personnel Expenses:					
Labor	\$ 1,101,388	\$ 1,153,487	4.7%	\$ 1,182,105	2.5%
Fringe Benefits	\$ 961,113	\$ 1,011,187	5.2%	\$ 1,081,213	6.9%
	\$ 2,062,501	\$ 2,164,674	5.0%	\$ 2,263,318	4.6%
Non-Personnel Expenses:					
Services	\$ 518,100	\$ 525,700	1.5%	\$ 536,002	2.0%
Other Materials & Supplies	\$ 16,300	\$ 16,300	0.0%	\$ 16,300	0.0%
Utilities	\$ 14,000	\$ 14,000	0.0%	\$ 14,000	0.0%
Misc. Expense	\$ 14,915	\$ 18,000	20.7%	\$ 18,000	0.0%
Leases & Rentals	\$ 24,100	\$ 24,800	2.9%	\$ 24,800	0.0%
	\$ 587,415	\$ 598,800	1.9%	\$ 609,102	1.7%
Total Expenses:	\$ 2,649,916	\$ 2,763,474	4.3%	\$ 2,872,420	3.9%



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY19 & FY20 OPERATING BUDGET**

Operations - 3200

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20
LABOR							
501011 Bus Operator Pay	-	-	0.0%	-	-	0.0%	-
501013 Bus Operator OT	-	-	0.0%	-	-	0.0%	-
501021 Other Salaries	933,388	981,078	5.1%	47,690	1,005,419	2.5%	24,341
501023 Other OT	168,000	172,409	2.6%	4,409	176,687	2.5%	4,278
Totals	1,101,388	1,153,487	4.7%	52,099	1,182,105	2.5%	28,619
FRINGE BENEFITS							
502011 Medicare/Soc. Sec.	19,467	20,177	3.6%	710	20,670	2.4%	493
502021 Retirement	279,549	326,758	16.9%	47,209	370,909	13.5%	44,152
502031 Medical Ins	325,182	326,104	0.3%	922	342,634	5.1%	16,530
502041 Dental Ins	17,288	18,579	7.5%	1,291	19,137	3.0%	557
502045 Vision Ins	5,276	4,917	-6.8%	(359)	5,065	3.0%	148
502051 Life Ins/AD&D	1,761	1,921	9.1%	160	1,978	3.0%	58
502060 State Disability Ins (SDI)	11,903	14,146	18.8%	2,243	14,969	5.8%	823
502061 Long Term Disability Ins	8,262	7,883	-4.6%	(379)	8,164	3.6%	281
502071 State Unemployment Ins (SUI)	2,800	2,884	3.0%	84	3,060	6.1%	176
502081 Worker's Comp Ins	45,042	46,393	3.0%	1,351	47,785	3.0%	1,392
502101 Holiday Pay	35,984	37,367	3.8%	1,383	38,282	2.4%	915
502103 Floating Holiday	4,856	5,079	4.6%	224	5,079	0.0%	-
502109 Sick Leave	53,976	56,051	3.8%	2,075	57,423	2.4%	1,373
502111 Annual Leave	137,938	130,776	-5.2%	(7,162)	133,677	2.2%	2,900
502121 Other Paid Absence	8,434	8,758	3.8%	324	8,972	2.4%	215
502251 Phys. Exams	700	700	0.0%	-	700	0.0%	-
502253 Driver Lic Renewal	300	300	0.0%	-	300	0.0%	-
502999 Other Fringe Benefits	2,395	2,395	0.0%	-	2,408	0.6%	13
Totals	961,113	1,011,187	5.2%	50,074	1,081,213	6.9%	70,026

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY19 & FY20 OPERATING BUDGET**

Operations - 3200

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20
SERVICES							
503011 Accting/Audit Fees	-	-	0.0%	-	-	0.0%	-
503012 Admin/Bank Fees	-	-	0.0%	-	-	0.0%	-
503031 Prof/Technical Fees	10,000	6,000	-40.0%	(4,000)	6,000	0.0%	-
503032 Legislative Services	-	-	0.0%	-	-	0.0%	-
503033 Legal Services	-	-	0.0%	-	-	0.0%	-
503034 Pre-Employment Exams	-	-	0.0%	-	-	0.0%	-
503041 Temp Help	-	-	0.0%	-	-	0.0%	-
503161 Custodial Services	-	-	0.0%	-	-	0.0%	-
503162 Uniforms/Laundry	600	600	0.0%	-	600	0.0%	-
503171 Security Services	505,000	515,100	2.0%	10,100	525,402	2.0%	10,302
503221 Classified/Legal Ads	-	-	0.0%	-	-	0.0%	-
503222 Legal Ads	-	-	0.0%	-	-	0.0%	-
503225 Graphic Services	-	-	0.0%	-	-	0.0%	-
503351 Repair - Bldg & Impr	-	-	0.0%	-	-	0.0%	-
503352 Repair - Equipment	2,500	4,000	60.0%	1,500	4,000	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%	-
Totals	518,100	525,700	1.5%	7,600	536,002	2.0%	10,302
MOBILE MATERIALS & SUPPLIES							
504011 Fuels & Lubricants - Non Rev Veh	-	-	0.0%	-	-	0.0%	-
504012 Fuels & Lubricants - Rev Veh	-	-	0.0%	-	-	0.0%	-
504021 Tires & Tubes	-	-	0.0%	-	-	0.0%	-
504161 Other Mobile Supplies	-	-	0.0%	-	-	0.0%	-
504191 Rev Vehicle Parts	-	-	0.0%	-	-	0.0%	-
Totals	-	-	0.0%	-	-	0.0%	-

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY19 & FY20 OPERATING BUDGET**

Operations - 3200

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE	BUDG FY19	BUDG FY20	% CHANGE	\$ CHANGE
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY18 BUDG FY19	BUDG FY19	BUDG FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20
OTHER MATERIALS & SUPPLIES											
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	8,000	8,000	0.0%	-	8,000	0.0%	-	-	-	0.0%	-
504217 Photo Supp/Process	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
504311 Office Supplies	8,000	8,000	0.0%	-	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%	-
Totals	16,300	16,300	0.0%	-	16,300	0.0%	-	-	-	0.0%	-
UTILITIES											
505011 Gas & Electric	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
505021 Water & Garbage	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
505031 Telecommunications	14,000	14,000	0.0%	-	14,000	0.0%	-	-	-	0.0%	-
Totals	14,000	14,000	0.0%	-	14,000	0.0%	-	-	-	0.0%	-
CASUALTY & LIABILITY											
506011 Insurance - Property	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
506015 Insurance - PL/PD	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
506021 Insurance - Other	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
506123 Settlement Costs	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
506127 Repairs - District Prop	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
Totals	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
TAXES											
507051 Fuel Tax	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
507201 Licenses & Permits	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
507999 Other Taxes	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
Totals	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY19 & FY20 OPERATING BUDGET**

Operations - 3200

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE	BUDG FY19	BUDG FY20	\$ CHANGE
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY18 BUDG FY19	BUDG FY19	BUDG FY20	BUDG FY19 BUDG FY20
PURCHASED TRANS.										
503406 Contract/Paratransit	-	-	0.0%	-	-	0.0%	-	-	-	-
Totals	-	-	0.0%	-	-	0.0%	-	-	-	-
MISC EXPENSE										
509011 Dues/Subscriptions	-	-	0.0%	-	-	0.0%	-	-	-	-
509081 Advertising - District Promo	-	-	0.0%	-	-	0.0%	-	-	-	-
509101 Employee Incentive Program	-	-	0.0%	-	-	0.0%	-	-	-	-
509121 Employee Training	5,165	6,000	16.2%	835	6,000	0.0%	-	-	-	-
509122 BOD Travel	-	-	0.0%	-	-	0.0%	-	-	-	-
509123 Travel	9,750	12,000	23.1%	2,250	12,000	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%	-	-	-	-
Totals	14,915	18,000	20.7%	3,085	18,000	0.0%	-	-	-	-
INTEREST EXPENSE										
511102 Interest Expense	-	-	0.0%	-	-	0.0%	-	-	-	-
Totals	-	-	0.0%	-	-	0.0%	-	-	-	-
LEASES & RENTALS										
512011 Facility Lease	24,100	24,800	2.9%	700	24,800	0.0%	-	-	-	-
512061 Equipment Rental	-	-	0.0%	-	-	0.0%	-	-	-	-
Totals	24,100	24,800	2.9%	700	24,800	0.0%	-	-	-	-
PERSONNEL TOTAL										
	2,062,501	2,164,674	5.0%	102,173	2,263,318	4.6%	98,644			
NON-PERSONNEL TOTAL										
	587,415	598,800	1.9%	11,385	609,102	1.7%	10,302			
DEPARTMENT TOTALS										
	2,649,916	2,763,474	4.3%	113,558	2,872,420	3.9%	108,946			

BUS OPERATORS DEPARTMENT

FY18 ACCOMPLISHMENTS AND FY19 OBJECTIVES

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 Sant Cruz County.

DEPARTMENTAL ACCOMPLISHMENTS FY18

- **Safety First**
 - VTT Classes Held - 7
 - Operator Graduating Class through FY18 - 7 and 6
 - Safe Driver Awards
 - 5YR - 19
 - 10YR - 14
 - 15YR - 14
 - 20YR - 2
 - 25YR - 1
 - 30YR - 3
 - Total of 53 accident-free awards
 - Continued low incident of chargeable accidents = 23
 - Vehicle Transit Training resumed by newly qualified DOT Safety and Training Coordinator
 - Successful implementation of cameras on buses program with distribution of surveillance policy distributed to Operators
 - Successful distribution of proximity access cards for all Operators and staff
 - Access control gate street level parking garage installed. Operators familiarized
 - Operators assisting with Santa Cruz PD and Sheriffs Department for bus familiarization
 - All Operators successfully trained on articulated buses
 - CalTIP Wheelchair Securement Training completed
- **Fiscal Responsibility**
 - Department managed to budget
 - Improve distribution of labor resources for improved service deployment
 - Reduced Operator overtime
- **State of Good Repair**
 - 24 hours turn-around of most Operator equipment issues
 - Purchase of new refrigerator and microwave for Operator kitchenette
 - Watsonville Operator break room new cabinets installed
 - Lease of 3 2016 New Flyer buses from Massachusetts
- **Intelligent Transportation Systems (ITS)**
 - Implemented access security for the Judy K. Souza Operations Building
 - Installation and Operation of proximity card access control
 - Improved enunciation for exact fare, items on seats, and cell phone use
 - Installation of wireless bus surveillance download system with Operator familiarization on flagging events
- **Zero Emissions Buses (ZEB)**

Operations Department (con't)

- Operators' Union involvement in design criteria on new Proterra buses
- Review of buses from Proterra for Operator input on design
- Placement of devices on 1600 buses for better utilization
- Demonstration and testing of BYD ZEB over the road bus by Operators
- **Core Business**
 - Initiated UCSC service using articulated buses
 - Operator certification and placing into service 3 New Flyer buses purchased in Massachusetts
 - Development of Gillig specification for order of 6 new buses with Union input
 - Successful implementation of articulated bus promotion at UCSC with promotional support by Operators
 - Successful Operations CHP Audit 8/80 rule adhered to by Operators
 - Successful participation in Touch-a-Truck event. Operator volunteers participated in outreach
 - Coordination and execution of Driver Appreciation Day at Operations; morale building event
 - Appointment of two Operators to Supervisor ranks
 - Successful compliance with California Transit Insurance pool, qualifying for specialized training through Operator delivery of service
 - Implementation of Operator recognition of outstanding attendance
 - Operator participation at Santa Cruz County Fair
 - Increased Operator participation in Customer Service oriented projects, i.e., Touch-a-Truck, Opens Streets, First Friday, etc.
 - Successful negotiations with Union for articulated bus pay
 - Participation by Operators in holiday parades and events.
- **Legislative**
 - Continued monitoring of Operator work assignments in compliance with 8/80 rule
 - Operator familiarization and guidance regarding new Intrastate certification requirements to meet Federal law.
 - Implementation and familiarization for Operators of new laws pertaining to paid medical leave (Kin Care)

DEPARTMENT OBJECTIVES FOR FY19

- **Safety First**
 - Vehicle Transit Training resumed by newly qualified DOT Safety and Training Coordinator
 - Increase Vehicle Transit Training sessions
 - Continue to extend Verification of Transit Training for yearly re-certification of existing Operators to include curriculum tailored to address trends
 - Obtain Operator training to address/de-escalate aggressive behavior expressed by riders with mental illness(es) and/or substance abuse issues
 - Continue to refine Operator Line Instructor program to ensure availability of qualified instructors able to empirically evaluate new hire performance and offer appropriate guidance

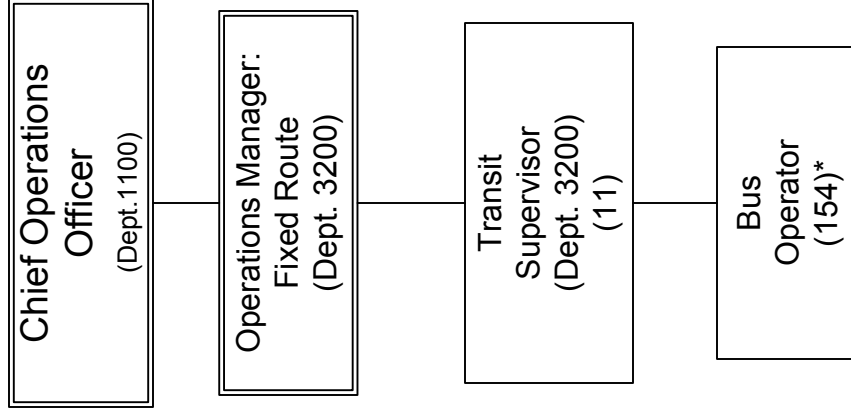
Operations Department (con't)

- Continue successful Operator delivery of service compliance with California Transit Insurance Pool Safety Security Prevention Program, becoming eligible for specialized training
- Cross-train Fixed Route Operators on new ParaCruz vehicles to provide additional certified Operators in case of emergency deployment.
- Increase accountability and diligence in pursuing retraining for Operators regarding post-accident, defensive driving, and customer service issues
- **Fiscal Responsibility**
 - Maintain a balanced budget
 - Achieve adequate staffing levels
 - Reduce dependency on overtime
 - Coordinate with Planning on optimal distribution of labor for proper coverage weekdays and weekends.
- **State of Good Repair**
 - Continue to research and coordinate bus purchases in accordance with Operator and service needs
 - Continue importance of maintaining Operator ready-room cleanliness
 - Program a remodel of Pacific Station Operator break room
- **Intelligent Transportation Systems (ITS)**
 - Implement operation of new digital recorder on 1600 buses
 - Operator input on AVL, APC, and Next Bus technology implementation
 - Continue to upgrade and provide ready room kiosks for Operator use
- **Zero Emissions Buses (ZEB)**
 - Continue Operator participation in the design of ZEB bus Operator area
 - Operator updates on status of E-bus program
- **Core Business**
 - Graduation of 6 Operator Trainee class
 - Recruitment of 10 Operator Trainees to fill staffing shortages due to retirements
 - Maintain appropriate Operator staffing levels
 - Continue refinement of Operator Customer Service Delivery training
 - Increase ridership through exemplary Operator service delivery
 - Improve service delivery through improved training & accountability of Operators
 - Reduce Operator driven customer complaints
 - Increase Operator driven customer compliments
 - Establish Supervisor standards for improved management of Operator labor resources to reduce overtime costs
 - Increase field supervisor performance monitoring and evaluation of Operators
 - Continue successful Operator delivery of service compliance with California Transit Insurance Pool Safety Security Prevention Program, becoming eligible for specialized training
 - Strive to enhance professional Operator appearance through proper uniform use and enforcement of bus Operator uniform standards
 - Continue Operator participation in community outreach and events representing Santa Cruz METRO
 - Continue incentives for those Operators who have not had any counted absences within a 12-month period

Operations Department (con't)

- Begin coordination with Customer Service for re-instituting transit education with Operator participation visiting elementary schools.
- Improve communication with Operators regarding updates from BOD, CEO and SLT
- Successfully complete CHP audit, meeting all areas of Commercial Motor Carrier compliance for Operators
- Provide information on seminars, certification programs and other educational options that will allow Operators to compete for promotional opportunities
- Continue to provide incentives for Operators with no counted absences in a 12-month period
- Continue Safe Driving Recognition Program of Operators with no chargeable accidents or incidents
- Increase Supervisor ride-along(s) to monitor and evaluate Operator performance while driving
- Continued Operator participation in holiday events
- Operator Compliance with CalTIP requirements for continued enhanced training
- **Legislative**
 - Solicit Operators to promote and educate whenever possible on importance of SB-1
 - Solicit Operators to promote Measure D through optics and delivery of service
 - Operators to receive guidance on new legislation requiring certification for Interstate transport of persons

Bus Operators 3300

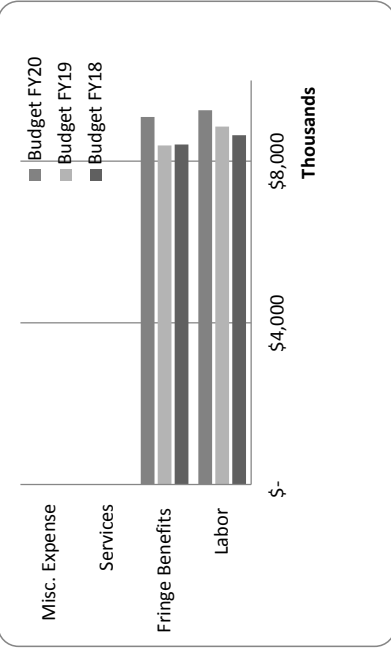


FY19 & FY20 OPERATING BUDGET
Authorized and Funded Personnel - Full Time Equivalent (FTE)
Bus Operators - 3300

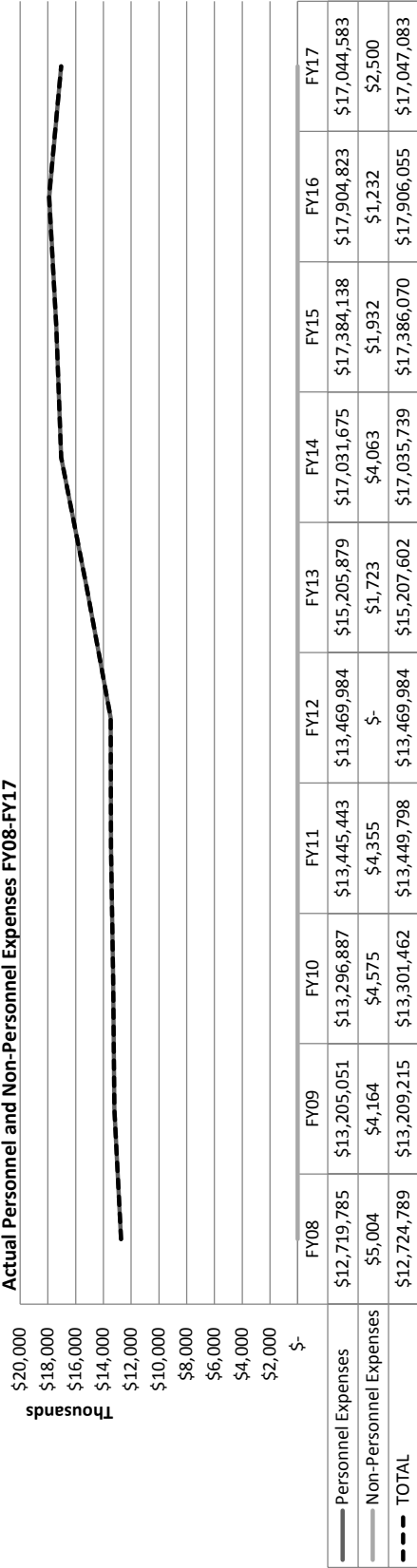
Position Title	Authorized	Funded	Authorized	Funded	Authorized	Funded
	FY 19 June 2017	FY 19 June 2017	FY 19 2018	FY 19 2018	FY20 2018	FY 20 2018
Bus Operators	171.00	153.00	171.00	153.50	171.00	155.00
Total Full-Time Equivalents (FTEs)	171.00	153.00	171.00	153.50	171.00	155.00

Bus Operators 3300

	Budget FY18	Budget FY19	Var %	Budget FY20	Var %
Personnel Expenses:					
Labor	\$ 8,646,484	\$ 8,861,291	2.5%	\$ 9,262,661	4.5%
Fringe Benefits	\$ 8,416,656	\$ 8,389,036	-0.3%	\$ 9,093,392	8.4%
	\$ 17,063,139	\$ 17,250,327	1.1%	\$ 18,356,053	6.4%
Non-Personnel Expenses:					
Services	\$ 2,000	\$ 2,000	0.0%	\$ 2,000	0.0%
Misc. Expense	\$ 4,100	\$ 3,900	-4.9%	\$ 3,900	0.0%
	\$ 6,100	\$ 5,900	-3.3%	\$ 5,900	0.0%
Total Expenses:	\$ 17,069,239	\$ 17,256,227	1.1%	\$ 18,361,953	6.4%



Actual Personnel and Non-Personnel Expenses FY08-FY17



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY19 & FY20 OPERATING BUDGET**

Bus Operators - 3300

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20
LABOR							
501011 Bus Operator Pay	7,646,484	7,861,291	2.8%	214,807	8,220,034	4.6%	358,743
501013 Bus Operator OT	1,000,000	1,000,000	0.0%	(0)	1,042,627	4.3%	42,627
501021 Other Salaries	-	-	0.0%	-	-	0.0%	-
501023 Other OT	-	-	0.0%	-	-	0.0%	-
Totals	8,646,484	8,861,291	2.5%	214,807	9,262,661	4.5%	401,370
FRINGE BENEFITS							
502011 Medicare/Soc. Sec.	149,705	154,212	3.0%	4,508	161,044	4.4%	6,832
502021 Retirement	2,219,220	2,582,557	16.4%	363,338	2,988,970	15.7%	406,413
502031 Medical Ins	3,556,388	3,057,154	-14.0%	(499,235)	3,241,814	6.0%	184,661
502041 Dental Ins	208,758	185,247	-11.3%	(23,511)	193,606	4.5%	8,359
502045 Vision Ins	50,454	47,174	-6.5%	(3,280)	49,064	4.0%	1,890
502051 Life Ins/AD&D	15,692	17,462	11.3%	1,770	18,162	4.0%	700
502060 State Disability Ins (SDI)	92,920	109,544	17.9%	16,624	117,829	7.6%	8,285
502061 Long Term Disability Ins	71,644	69,284	-3.3%	(2,360)	73,187	5.6%	3,904
502071 State Unemployment Ins (SUI)	26,775	27,759	3.7%	984	29,640	6.8%	1,882
502081 Worker's Comp Ins	411,006	432,036	5.1%	21,030	444,997	3.0%	12,961
502101 Holiday Pay	284,759	293,761	3.2%	9,002	306,947	4.5%	13,186
502103 Floating Holiday	-	-	0.0%	-	-	0.0%	-
502109 Sick Leave	444,936	459,002	3.2%	14,066	479,605	4.5%	20,603
502111 Annual Leave	800,534	871,425	8.9%	70,892	904,345	3.8%	32,920
502121 Other Paid Absence	66,740	68,850	3.2%	2,110	71,941	4.5%	3,090
502251 Phys. Exams	8,487	6,500	-23.4%	(1,987)	4,000	-38.5%	(2,500)
502253 Driver Lic Renewal	3,183	1,600	-49.7%	(1,583)	2,600	62.5%	1,000
502999 Other Fringe Benefits	5,455	5,469	0.3%	14	5,640	3.1%	171
Totals	8,416,656	8,389,036	-0.3%	(27,620)	9,093,392	8.4%	704,356

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY19 & FY20 OPERATING BUDGET**

Bus Operators - 3300

ACCOUNT	Jun-17	Jun-18	% CHANGE		\$ CHANGE		% CHANGE		\$ CHANGE	
	BUDGET FY18	BUDGET FY19	BUDG FY18	BUDG FY19	BUDG FY18	BUDG FY19	BUDG FY18	BUDG FY19	BUDG FY18	BUDG FY19
SERVICES										
503011 Accting/Audit Fees	-	-	0.0%	-	-	-	0.0%	-	-	-
503012 Admin/Bank Fees	-	-	0.0%	-	-	-	0.0%	-	-	-
503031 Prof/Technical Fees	-	-	0.0%	-	-	-	0.0%	-	-	-
503032 Legislative Services	-	-	0.0%	-	-	-	0.0%	-	-	-
503033 Legal Services	-	-	0.0%	-	-	-	0.0%	-	-	-
503034 Pre-Employment Exams	-	-	0.0%	-	-	-	0.0%	-	-	-
503041 Temp Help	-	-	0.0%	-	-	-	0.0%	-	-	-
503161 Custodial Services	-	-	0.0%	-	-	-	0.0%	-	-	-
503162 Uniforms/Laundry	2,000	2,000	0.0%	-	-	-	0.0%	2,000	-	-
503171 Security Services	-	-	0.0%	-	-	-	0.0%	-	-	-
503221 Classified/Legal Ads	-	-	0.0%	-	-	-	0.0%	-	-	-
503222 Legal Ads	-	-	0.0%	-	-	-	0.0%	-	-	-
503225 Graphic Services	-	-	0.0%	-	-	-	0.0%	-	-	-
503351 Repair - Bldg & Impr	-	-	0.0%	-	-	-	0.0%	-	-	-
503352 Repair - Equipment	-	-	0.0%	-	-	-	0.0%	-	-	-
503353 Repair - Rev Vehicle	-	-	0.0%	-	-	-	0.0%	-	-	-
503354 Repair - Non Rev Vehicle	-	-	0.0%	-	-	-	0.0%	-	-	-
503363 Haz Mat Disposal	-	-	0.0%	-	-	-	0.0%	-	-	-
Totals	2,000	2,000	0.0%	-	-	-	0.0%	2,000	-	-
MOBILE MATERIALS & SUPPLIES										
504011 Fuels & Lubricants - Non Rev Veh	-	-	0.0%	-	-	-	0.0%	-	-	-
504012 Fuels & Lubricants - Rev Veh	-	-	0.0%	-	-	-	0.0%	-	-	-
504021 Tires & Tubes	-	-	0.0%	-	-	-	0.0%	-	-	-
504161 Other Mobile Supplies	-	-	0.0%	-	-	-	0.0%	-	-	-
504191 Rev Vehicle Parts	-	-	0.0%	-	-	-	0.0%	-	-	-
Totals	-	-	0.0%	-	-	-	0.0%	-	-	-

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY19 & FY20 OPERATING BUDGET**

Bus Operators - 3300

ACCOUNT	Jun-17	Jun-18	% CHANGE		\$ CHANGE		% CHANGE		\$ CHANGE	
	BUDGET FY18	BUDGET FY19	BUDG FY18	BUDG FY19	BUDG FY18	BUDG FY19	BUDG FY18	BUDG FY19	BUDG FY18	BUDG FY19
OTHER MATERIALS & SUPPLIES										
504205 Freight Out	-	-	0.0%	0.0%	-	-	0.0%	0.0%	-	-
504211 Postage & Mailing	-	-	0.0%	0.0%	-	-	0.0%	0.0%	-	-
504214 Promotional Items	-	-	0.0%	0.0%	-	-	0.0%	0.0%	-	-
504215 Printing	-	-	0.0%	0.0%	-	-	0.0%	0.0%	-	-
504217 Photo Supp/Process	-	-	0.0%	0.0%	-	-	0.0%	0.0%	-	-
504311 Office Supplies	-	-	0.0%	0.0%	-	-	0.0%	0.0%	-	-
504315 Safety Supplies	-	-	0.0%	0.0%	-	-	0.0%	0.0%	-	-
504317 Cleaning Supplies	-	-	0.0%	0.0%	-	-	0.0%	0.0%	-	-
504409 Repair/Maint Supplies	-	-	0.0%	0.0%	-	-	0.0%	0.0%	-	-
504417 Tenant Repairs	-	-	0.0%	0.0%	-	-	0.0%	0.0%	-	-
504421 Non-Inventory Parts	-	-	0.0%	0.0%	-	-	0.0%	0.0%	-	-
504511 Small Tools	-	-	0.0%	0.0%	-	-	0.0%	0.0%	-	-
504515 Employee Tool Replacement	-	-	0.0%	0.0%	-	-	0.0%	0.0%	-	-
Totals	-	-	0.0%	0.0%	-	-	0.0%	0.0%	-	-
UTILITIES										
505011 Gas & Electric	-	-	0.0%	0.0%	-	-	0.0%	0.0%	-	-
505021 Water & Garbage	-	-	0.0%	0.0%	-	-	0.0%	0.0%	-	-
505031 Telecommunications	-	-	0.0%	0.0%	-	-	0.0%	0.0%	-	-
Totals	-	-	0.0%	0.0%	-	-	0.0%	0.0%	-	-
CASUALTY & LIABILITY										
506011 Insurance - Property	-	-	0.0%	0.0%	-	-	0.0%	0.0%	-	-
506015 Insurance - PL/PD	-	-	0.0%	0.0%	-	-	0.0%	0.0%	-	-
506021 Insurance - Other	-	-	0.0%	0.0%	-	-	0.0%	0.0%	-	-
506123 Settlement Costs	-	-	0.0%	0.0%	-	-	0.0%	0.0%	-	-
506127 Repairs - District Prop	-	-	0.0%	0.0%	-	-	0.0%	0.0%	-	-
Totals	-	-	0.0%	0.0%	-	-	0.0%	0.0%	-	-
TAXES										
507051 Fuel Tax	-	-	0.0%	0.0%	-	-	0.0%	0.0%	-	-
507201 Licenses & Permits	-	-	0.0%	0.0%	-	-	0.0%	0.0%	-	-
507999 Other Taxes	-	-	0.0%	0.0%	-	-	0.0%	0.0%	-	-
Totals	-	-	0.0%	0.0%	-	-	0.0%	0.0%	-	-

6/11/2018

Bus Operators - 3300

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY19 & FY20 OPERATING BUDGET**

Bus Operators - 3300

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE	BUDG FY19	BUDG FY20	% CHANGE	\$ CHANGE
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDG FY19	BUDG FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20
PURCHASED TRANS.											
503406 Contract/Paratransit	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
Totals	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
MISC EXPENSE											
509011 Dues/Subscriptions	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
509081 Advertising - District Promo	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
509101 Employee Incentive Program	4,100	3,900	-4.9%	(200)	3,900	0.0%	-	-	-	0.0%	-
509121 Employee Training	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
509122 BOD Travel	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
509123 Travel	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
509125 Local Meeting Expense	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
509127 Board Director Fees	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
509150 Contributions	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
509198 Cash Over/Short	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
509999 Other Misc Expense	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
Totals	4,100	3,900	-4.9%	(200)	3,900	0.0%	-	-	-	0.0%	-
INTEREST EXPENSE											
511102 Interest Expense	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
Totals	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
LEASES & RENTALS											
512011 Facility Lease	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
512061 Equipment Rental	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
Totals	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
PERSONNEL TOTAL	17,063,139	17,250,327	1.1%	187,187	18,356,053	6.4%	1,105,726				
NON-PERSONNEL TOTAL	6,100	5,900	-3.3%	(200)	5,900	0.0%	-				
DEPARTMENT TOTALS	17,069,239	17,256,227	1.1%	186,987	18,361,953	6.4%	1,105,726				



FLEET MAINTENANCE DEPARTMENT

FY18 ACCOMPLISHMENTS AND FY19 OBJECTIVES

MAJOR FUNCTIONS OF THE DEPARTMENT

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

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

DEPARTMENT ACCOMPLISHMENTS

- **Safety First**
 - Initiated weekly Safety Tool Box Training
 - Completed safety training procedures on the use of shop equipment
 - Completed Natural Gas Vehicle Institute Online CNG Safety Training sponsored by Southern California Regional Transit Training Consortium
 - Completed certification of all mechanics on articulated buses
 - Assisted Santa Cruz PD SWAT team with bus familiarization
 - Middle management training through the services of NTI (National Transit Institute) Rutgers University attended and completed by two Supervisors.
 - Supervisory Development Courses attended and completed.
 - Established safety protocols for CNG Tank Venting processes
 - Completed Lift U training for all 2300 series buses
- **Fiscal Responsibility**
 - Department managed to budget
 - Installed advertisement panels on bike racks on four buses for potential revenue generation
 - Successfully tracked all advertisement on buses
 - Implemented scheduled replacements of components to reduce costly unscheduled failures
 - Discussion with vendors on high usage items to identify additional savings on repetitive component purchases
 - Reduction of in-house overhauls of engines and transmission in favor of vendor rebuilds in order to capitalize on warranties
- **State of Good Repair**
 - Completion of seven Bus Mid Life Campaigns
 - Completion of 20 bus repaint projects
 - Upgraded bus fleet to synthetic transmission fluid.
 - Participated on Cummins ISLG Engine Training in Sacramento sponsored by Southern California Regional Transit Training Consortium
 - Participated in technical training with Sam Trans training department for a total of 80 hours of training
 - Completed several fleet campaigns
 - 1998 New Flyer diesel engine turbo replacement
 - Orion bus fleet exhaust clamp inspection and corrections
 - Orion bus fleet drivers side sun shade improvement
 - Curbside mirror decal installation to prevent head injuries
 - ParaCruz emergency exit decal replacement
 - John Deere engine crankshaft balancer inspection and bolt re-torque

Fleet Maintenance Department (con't)

- Engine overhaul program
 - Replaced six Detroit diesel engines
 - Replaced three John Deere engines
- Continued reduction of the 1998 New Flyer diesel bus fleet.
 - 10 – 1998 New Flyer diesel 35ft
 - 11 – 1998 New Flyer diesel 40ft
- Creation of design specifications for order of six Gillig buses
- **Intelligent Transportation Systems (ITS)**
 - Demonstration of Fuel Management System with control options for gates and bus washer
 - Vehicle surveillance project completed on ParaCruz vehicles and completed the installation of 39 fixed route buses with only five buses remaining for the Vehicle Surveillance project
 - Integration of IVN IV Logic Vehicle Unit on three buses with current enunciation programming
- **Zero Emissions Buses (ZEBs)**
 - Actively participated in the West Coast Center of Excellence in Zero Emission Technology Workshop
 - Performed simulation of fully loaded Proterra ZEB bus
 - Performed simulation of fully loaded BYD ZEB bus
 - Development of specifications for four Proterra E-buses
 - Participation in the development of E-bus infrastructure
- **Legislative**
 - Create TAM plan to meet new FTA requirements
 - Implementation and familiarization for mechanics of new laws pertaining to paid medical leave (Kin Care)
 - Installed decals identifying new vehicles purchased with SB1 and Measure D funds
- **Core Business**
 - Introduced three leased articulating buses into fleet for the UCSC pilot program.
 - Received and placed into service (10) non-revenue vehicles, (1) bucket truck, (2) ParaCruz cutaway vehicles and (1) ParaCruz medium duty bus
 - Received (3) 2016 New Flyer XN40 and (12) ParaCruz light duty cutaways
 - Appointment of Lead Mechanic and Electronic Tech to Supervisor ranks
 - Appointment of two Mechanics to Lead Mechanic ranks
 - Passed Annual CHP Inspections on July 2017
 - Successful implementation of combined TVM mechanical PM servicing with fare and coin reloading as a “One Stop” servicing approach

DEPARTMENT OBJECTIVES FOR FY19

- **Safety First**
 - Provide safety program enhancements working with our Safety Specialist
 - Consolidation of all maintenance procedures into one binder as recommended by Triennial review team
 - Continue outreach in providing local police, fire and emergency medical response agencies with CNG equipment training to better familiarize response criteria, and in dealing with possible emergency crisis situations
 - Successfully complete CHP audit meeting all areas of Commercial Motor Carrier Compliance in Fleet Maintenance
 - Continue Equipment Safety Training procedures
 - Continue participating in the Transit and Paratransit Management Training by the University of the Pacific

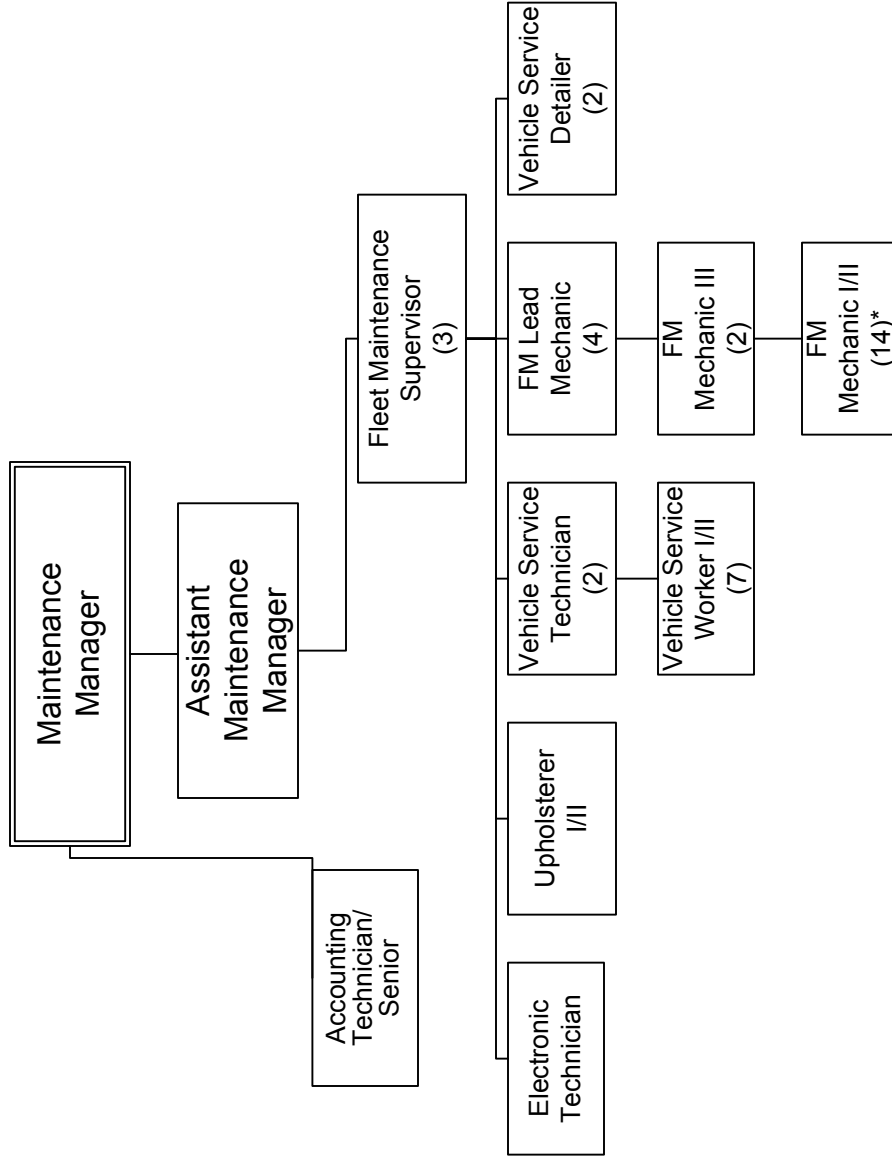
Fleet Maintenance Department (con't)

- **Fiscal Responsibility**
 - Achieve adequate staffing levels
 - Reduce dependency on overtime
 - Maintain a balanced budget
 - Distribute labor for proper coverage on all shifts
 - Continue installing advertisement panels to all new bike racks
- **State of Good Repair**
 - Replacement of 62 fixed route buses
 - Complete bus replacement plan
 - Take delivery of (10) 2014 Gillig 40ft diesel hybrid buses and (4) 2002 60ft articulated buses from VTA
 - Complete purchase of (6) Gillig 40ft CNG buses
 - Replacement of 14 ParaCruz vehicles
 - Take delivery of a propane tow tractor
 - Continue to phase out of the 1998 New Flyer diesel fleet
 - Continue Mid Life Program
 - Complete 36 bus repaint project
 - Reduction in chargeable road calls to meet a goal of 20,000 miles between road call averages for FY19
 - Continue following the process of meeting no more than 20% out of service buses at any given time
 - Implement Training Program with the hiring of a Maintenance Trainer
 - Ensure compliance with the FTA Transit Asset Management (TAM) Plan requirements
- **Intelligent Transportation Systems (ITS)**
 - Coordinate installation of Automated Vehicle Location (AVL) system on buses
 - Initiate Fuel Management system with wireless download capabilities of odometer, engine malfunction codes and gate control capability
 - Acquire mobile work order capability for (MaintStar) Maintenance software
 - Testing of tire air pressure sensors for visual inspection of tires by Operators
- **Zero Emissions Buses (ZEBs)**
 - Complete technical specifications of Proterra Buses
 - Purchase of (4) Proterra ZEB buses
 - Training program development of electric bus
- **Legislative**
 - Prepare for 2019 FTA audit
 - Ensure that all DOT and FTA documentation is available and maintained as required
 - Development of funding strategy to continue state of good repair in the event of the loss of SB1 funding
- **Core Business**
 - Improve (MaintStar) Maintenance software service scheduling and reporting capabilities
 - Revamp our Preventive Maintenance Program with detailed inspection forms, extended service schedules with use of synthetic oils where applicable and improving reliability
 - Continue refining KPI reporting to focus on defined measures that relate to quality of maintenance department product
 - Increase ParaCruz detailing to 36 vehicles a month and continue with fixed route vehicle detail average of 38 vehicles a month
 - Training program improvements, including both technical and administrative.

Fleet Maintenance Department (con't)

- Technical training using Original Equipment Manufacturer (OEM) and Southern California Regional Training Transit Consortium enhancing staff's ability to repair Santa Cruz METRO's equipment with efficiency, accuracy and reduce operating cost of repairs
- Administrative training will provide a career ladder for those employees wishing to advance to higher positions providing a candidate succession pool
- Create measurable group mechanic awards to build morale at Fleet Maintenance
- Create fueling protocols and billing requirements for CNG fueling of city refuse trucks entering into agreement
- **Compliance**
 - Ensure full compliance with all Federal Transit Administration (FTA) requirements
 - Ensure that all documentation is available for the upcoming FTA Triennial Review
 - Ensure compliance with Americans with Disability Act (ADA)

Fleet Maintenance 4100



*13.5 in FY19; 14 in FY20

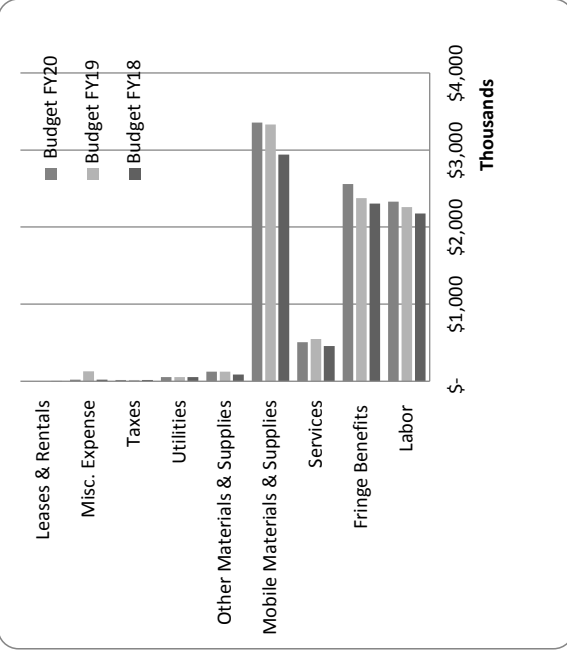
See Budget for details

FY19 & FY20 OPERATING BUDGET
Authorized and Funded Personnel - Full Time Equivalent (FTE)
Fleet Maintenance - 4100

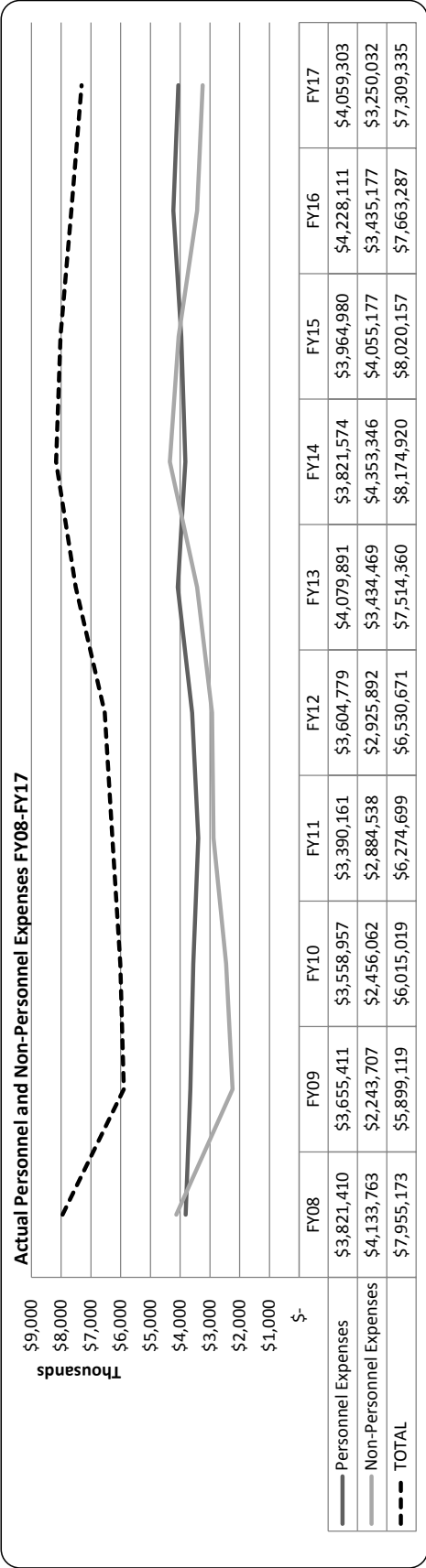
Position Title	Authorized		Funded		Authorized		Funded	
	FY 19 June 2017	FY 19 June 2017	FY 19 June 2017	FY 19 June 2017	FY 19 2018	FY 20 2018	FY 19 2018	FY 20 2018
Maintenance Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Assistant Maintenance Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Fleet Maint Supervisor	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
FM Lead Mechanic	6.00	4.00	4.00	4.00	6.00	6.00	4.00	4.00
FM Mechanic III	4.00	2.00	2.00	2.00	4.00	4.00	2.00	2.00
FM Mechanic I - II	18.00	13.00	13.00	13.50	18.00	18.00	14.00	14.00
Body Repair Mechanic	1.00	0.00	0.00	0.00	1.00	1.00	0.00	0.00
Upholsterer I - II	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Admin Assistant/Supervisor	1.00	0.00	0.00	0.00	1.00	1.00	0.00	0.00
Admin Specialist	1.00	0.00	0.00	0.00	1.00	1.00	0.00	0.00
Accounting Tech/Sr Acctg Tech	2.00	1.00	1.00	1.00	2.00	2.00	1.00	1.00
Administrative Clerk I	1.00	0.00	0.00	0.00	1.00	1.00	0.00	0.00
Vehicle Service Technician	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Vehicle Service Detailer	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Vehicle Service Worker I - II	12.00	7.00	7.00	7.00	12.00	12.00	7.00	7.00
Electronic Technician	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Total Full-Time Equivalents (FTEs)	57.00	38.00	38.00	38.50	57.00	57.00	38.50	39.00

Fleet Maintenance 4100

	Budget FY18	Budget FY19	Var %	Budget FY20	Var %
Personnel Expenses:					
Labor	\$ 2,177,247	\$ 2,258,586	3.7%	\$ 2,331,590	3.2%
Fringe Benefits	\$ 2,303,491	\$ 2,377,117	3.2%	\$ 2,559,953	7.7%
	\$ 4,480,738	\$ 4,635,703	3.5%	\$ 4,891,543	5.5%
Non-Personnel Expenses:					
Services	\$ 454,500	\$ 545,000	19.9%	\$ 505,000	-7.3%
Mobile Materials & Supplies	\$ 2,940,000	\$ 3,333,500	13.4%	\$ 3,357,000	0.7%
Other Materials & Supplies	\$ 86,100	\$ 121,600	41.2%	\$ 121,600	0.0%
Utilities	\$ 50,000	\$ 50,000	0.0%	\$ 50,000	0.0%
Casualty & Liability	\$ -	\$ -	0.0%	\$ -	0.0%
Taxes	\$ 15,000	\$ 15,000	0.0%	\$ 15,000	0.0%
Misc. Expense	\$ 17,080	\$ 128,500	652.3%	\$ 18,500	-85.6%
Leases & Rentals	\$ 225	\$ -	-100.0%	\$ -	0.0%
	\$ 3,562,905	\$ 4,193,600	17.7%	\$ 4,067,100	-3.0%
Total Expenses:	\$ 8,043,643	\$ 8,829,303	9.8%	\$ 8,958,643	1.5%



Actual Personnel and Non-Personnel Expenses FY08-FY17



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY19 & FY20 OPERATING BUDGET**

Fleet Maintenance - 4100

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20
LABOR							
501011 Bus Operator Pay	-	-	0.0%	-	-	0.0%	-
501013 Bus Operator OT	-	-	0.0%	-	-	0.0%	-
501021 Other Salaries	2,058,469	2,115,736	2.8%	57,267	2,185,744	3.3%	70,008
501023 Other OT	118,778	142,850	20.3%	24,072	145,846	2.1%	2,996
Totals	2,177,247	2,258,586	3.7%	81,339	2,331,590	3.2%	73,004
FRINGE BENEFITS							
502011 Medicare/Soc. Sec.	38,665	39,898	3.2%	1,233	41,167	3.2%	1,269
502021 Retirement	606,365	699,220	15.3%	92,855	799,900	14.4%	100,681
502031 Medical Ins	933,940	903,921	-3.2%	(30,019)	960,298	6.2%	56,376
502041 Dental Ins	58,421	57,371	-1.8%	(1,051)	60,017	4.6%	2,646
502045 Vision Ins	12,531	11,832	-5.6%	(699)	12,345	4.3%	513
502051 Life Ins/AD&D	3,936	4,581	16.4%	645	4,777	4.3%	196
502060 State Disability Ins (SDI)	23,691	28,124	18.7%	4,433	29,861	6.2%	1,737
502061 Long Term Disability Ins	18,571	17,733	-4.5%	(837)	18,936	6.8%	1,202
502071 State Unemployment Ins (SUI)	6,650	7,030	5.7%	380	7,458	6.1%	428
502081 Worker's Comp Ins	104,162	107,287	3.0%	3,125	110,505	3.0%	3,218
502101 Holiday Pay	78,392	80,269	2.4%	1,876	82,870	3.2%	2,601
502103 Floating Holiday	9,681	10,004	3.3%	323	10,503	5.0%	499
502109 Sick Leave	117,588	120,403	2.4%	2,815	124,305	3.2%	3,901
502111 Annual Leave	265,246	263,511	-0.7%	(1,735)	270,423	2.6%	6,912
502121 Other Paid Absence	18,373	18,813	2.4%	440	19,423	3.2%	610
502251 Phys. Exams	1,910	1,900	-0.5%	(10)	1,900	0.0%	-
502253 Driver Lic Renewal	412	250	-39.3%	(162)	250	0.0%	-
502999 Other Fringe Benefits	4,957	4,971	0.3%	14	5,017	0.9%	46
Totals	2,303,491	2,377,117	3.2%	73,626	2,559,953	7.7%	182,836

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY19 & FY20 OPERATING BUDGET**

Fleet Maintenance - 4100

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20
SERVICES							
503011 Accting/Audit Fees	-	-	0.0%	-	-	0.0%	-
503012 Admin/Bank Fees	-	-	0.0%	-	-	0.0%	-
503031 Prof/Technical Fees	50,000	40,000	-20.0%	(10,000)	-	-100.0%	(40,000)
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	16,000	6.7%	1,000	16,000	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	34,500	56,000	62.3%	21,500	56,000	0.0%	-
503353 Repair - Rev Vehicle	325,000	400,000	23.1%	75,000	400,000	0.0%	-
503354 Repair - Non Rev Vehicle	30,000	33,000	10.0%	3,000	33,000	0.0%	-
503363 Haz Mat Disposal	-	-	0.0%	-	-	0.0%	-
Totals	454,500	545,000	19.9%	90,500	505,000	-7.3%	(40,000)
MOBILE MATERIALS & SUPPLIES							
504011 Fuels & Lubricants - Non Rev Veh	60,000	60,000	0.0%	-	60,000	0.0%	-
504012 Fuels & Lubricants - Rev Veh	1,847,000	1,873,500	1.4%	26,500	1,897,000	1.3%	23,500
504021 Tires & Tubes	300,000	200,000	-33.3%	(100,000)	200,000	0.0%	-
504161 Other Mobile Supplies	-	-	0.0%	-	-	0.0%	-
504191 Rev Vehicle Parts	733,000	1,200,000	63.7%	467,000	1,200,000	0.0%	-
Totals	2,940,000	3,333,500	13.4%	393,500	3,357,000	0.7%	23,500

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY19 & FY20 OPERATING BUDGET

Fleet Maintenance - 4100

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE	BUDG FY19	BUDG FY20	% CHANGE	\$ CHANGE
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY18 BUDG FY19	BUDG FY19	BUDG FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20
OTHER MATERIALS & SUPPLIES											
504205 Freight Out	2,500	7,500	200.0%	5,000	7,500	0.0%	-	-	-	0.0%	-
504211 Postage & Mailing	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
504214 Promotional Items	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
504215 Printing	-	1,600	100.0%	1,600	1,600	0.0%	-	-	-	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	4,000	9,000	125.0%	5,000	9,000	0.0%	-	-	-	0.0%	-
504317 Cleaning Supplies	10,600	6,000	-43.4%	(4,600)	6,000	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	58,000	85,000	46.6%	27,000	85,000	0.0%	-	-	-	0.0%	-
504511 Small Tools	6,500	8,000	23.1%	1,500	8,000	0.0%	-	-	-	0.0%	-
504515 Employee Tool Replacement	3,000	3,000	0.0%	-	3,000	0.0%	-	-	-	0.0%	-
Totals	86,100	121,600	41.2%	35,500	121,600	0.0%	-	35,500	50,000	0.0%	-
UTILITIES											
505011 Gas & Electric	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
505021 Water & Garbage	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
505031 Telecommunications	50,000	50,000	0.0%	-	50,000	0.0%	-	-	50,000	0.0%	-
Totals	50,000	50,000	0.0%	-	50,000	0.0%	-	-	50,000	0.0%	-
CASUALTY & LIABILITY											
506011 Insurance - Property	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
506015 Insurance - PL/PD	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
506021 Insurance - Other	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
506123 Settlement Costs	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
506127 Repairs - District Prop	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
Totals	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
TAXES											
507051 Fuel Tax	15,000	15,000	0.0%	-	15,000	0.0%	-	-	15,000	0.0%	-
507201 Licenses & Permits	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
507999 Other Taxes	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
Totals	15,000	15,000	0.0%	-	15,000	0.0%	-	-	15,000	0.0%	-

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY19 & FY20 OPERATING BUDGET**

Fleet Maintenance - 4100

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20
PURCHASED TRANS.							
503406 Contract/Paratransit	-	-	0.0%	-	-	0.0%	-
Totals	-	-	0.0%	-	-	0.0%	-
MISC EXPENSE							
509011 Dues/Subscriptions	7,000	7,000	0.0%	-	7,000	0.0%	-
509081 Advertising - District Promo	-	-	0.0%	-	-	0.0%	-
509101 Employee Incentive Program	-	-	0.0%	-	-	0.0%	-
509121 Employee Training	6,400	116,500	1720.3%	110,100	6,500	-94.4%	(110,000)
509122 BOD Travel	-	-	0.0%	-	-	0.0%	-
509123 Travel	3,680	5,000	35.9%	1,320	5,000	0.0%	-
509125 Local Meeting Expense	-	-	0.0%	-	-	0.0%	-
509127 Board Director Fees	-	-	0.0%	-	-	0.0%	-
509150 Contributions	-	-	0.0%	-	-	0.0%	-
509198 Cash Over/Short	-	-	0.0%	-	-	0.0%	-
509999 Other Misc Expense	-	-	0.0%	-	-	0.0%	-
Totals	17,080	128,500	652.3%	111,420	18,500	-85.6%	(110,000)
INTEREST EXPENSE							
511102 Interest Expense	-	-	0.0%	-	-	0.0%	-
Totals	-	-	0.0%	-	-	0.0%	-
LEASES & RENTALS							
512011 Facility Lease	-	-	0.0%	-	-	0.0%	-
512061 Equipment Rental	225	-	-100.0%	(225)	-	0.0%	-
Totals	225	-	-100.0%	(225)	-	0.0%	-
PERSONNEL TOTAL	4,480,738	4,635,703	3.5%	154,964	4,891,543	5.5%	255,841
NON-PERSONNEL TOTAL	3,562,905	4,193,600	17.7%	630,695	4,067,100	-3.0%	(126,500)
DEPARTMENT TOTALS	8,043,643	8,829,303	9.8%	785,659	8,958,643	1.5%	129,341



COBRA BENEFITS – 9001

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY19 & FY20 OPERATING BUDGET**

COBRA Benefits - 9001

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20
LABOR							
501011 Bus Operator Pay	-	-	0.0%	-	-	0.0%	-
501013 Bus Operator OT	-	-	0.0%	-	-	0.0%	-
501021 Other Salaries	-	-	0.0%	-	-	0.0%	-
501023 Other OT	-	-	0.0%	-	-	0.0%	-
Totals	-	-	0.0%	-	-	0.0%	-
FRINGE BENEFITS							
502011 Medicare/Soc. Sec.	-	-	0.0%	-	-	0.0%	-
502021 Retirement	-	-	0.0%	-	-	0.0%	-
502031 Medical Ins	-	-	0.0%	-	-	0.0%	-
502041 Dental Ins	-	-	0.0%	-	-	0.0%	-
502045 Vision Ins	-	-	0.0%	-	-	0.0%	-
502051 Life Ins/AD&D	-	-	0.0%	-	-	0.0%	-
502060 State Disability Ins (SDI)	-	-	0.0%	-	-	0.0%	-
502061 Long Term Disability Ins	-	-	0.0%	-	-	0.0%	-
502071 State Unemployment Ins (SUI)	-	-	0.0%	-	-	0.0%	-
502081 Worker's Comp Ins	-	-	0.0%	-	-	0.0%	-
502101 Holiday Pay	-	-	0.0%	-	-	0.0%	-
502103 Floating Holiday	-	-	0.0%	-	-	0.0%	-
502109 Sick Leave	-	-	0.0%	-	-	0.0%	-
502111 Annual Leave	-	-	0.0%	-	-	0.0%	-
502121 Other Paid Absence	-	-	0.0%	-	-	0.0%	-
502251 Phys. Exams	-	-	0.0%	-	-	0.0%	-
502253 Driver Lic Renewal	-	-	0.0%	-	-	0.0%	-
502999 Other Fringe Benefits	-	-	0.0%	-	-	0.0%	-
Totals	-	-	0.0%	-	-	0.0%	-

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY19 & FY20 OPERATING BUDGET**

COBRA Benefits - 9001

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE	BUDG FY19	BUDG FY20
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY18 BUDG FY19	BUDG FY19	BUDG FY20
SERVICES									
503011	-	-	0.0%	-	-	0.0%	-	-	-
503012	-	-	0.0%	-	-	0.0%	-	-	-
503031	-	-	0.0%	-	-	0.0%	-	-	-
503032	-	-	0.0%	-	-	0.0%	-	-	-
503033	-	-	0.0%	-	-	0.0%	-	-	-
503034	-	-	0.0%	-	-	0.0%	-	-	-
503041	-	-	0.0%	-	-	0.0%	-	-	-
503161	-	-	0.0%	-	-	0.0%	-	-	-
503162	-	-	0.0%	-	-	0.0%	-	-	-
503171	-	-	0.0%	-	-	0.0%	-	-	-
503221	-	-	0.0%	-	-	0.0%	-	-	-
503222	-	-	0.0%	-	-	0.0%	-	-	-
503225	-	-	0.0%	-	-	0.0%	-	-	-
503351	-	-	0.0%	-	-	0.0%	-	-	-
503352	-	-	0.0%	-	-	0.0%	-	-	-
503353	-	-	0.0%	-	-	0.0%	-	-	-
503354	-	-	0.0%	-	-	0.0%	-	-	-
503363	-	-	0.0%	-	-	0.0%	-	-	-
Totals	-	-	0.0%	-	-	0.0%	-	-	-
MOBILE MATERIALS & SUPPLIES									
504011	-	-	0.0%	-	-	0.0%	-	-	-
504012	-	-	0.0%	-	-	0.0%	-	-	-
504021	-	-	0.0%	-	-	0.0%	-	-	-
504161	-	-	0.0%	-	-	0.0%	-	-	-
504191	-	-	0.0%	-	-	0.0%	-	-	-
Totals	-	-	0.0%	-	-	0.0%	-	-	-

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY19 & FY20 OPERATING BUDGET**

COBRA Benefits - 9001

ACCOUNT	Jun-17	Jun-18	% CHANGE		\$ CHANGE		Jun-18	% CHANGE		\$ CHANGE	
	BUDGET FY18	BUDGET FY19	BUDG FY18	BUDG FY19	BUDG FY18	BUDG FY19	BUDGET FY20	BUDG FY19	BUDG FY20	BUDG FY19	BUDG FY20
OTHER MATERIALS & SUPPLIES											
504205 Freight Out	-	-	0.0%	0.0%	-	-	-	0.0%	0.0%	-	-
504211 Postage & Mailing	-	-	0.0%	0.0%	-	-	-	0.0%	0.0%	-	-
504214 Promotional Items	-	-	0.0%	0.0%	-	-	-	0.0%	0.0%	-	-
504215 Printing	-	-	0.0%	0.0%	-	-	-	0.0%	0.0%	-	-
504217 Photo Supp/Process	-	-	0.0%	0.0%	-	-	-	0.0%	0.0%	-	-
504311 Office Supplies	-	-	0.0%	0.0%	-	-	-	0.0%	0.0%	-	-
504315 Safety Supplies	-	-	0.0%	0.0%	-	-	-	0.0%	0.0%	-	-
504317 Cleaning Supplies	-	-	0.0%	0.0%	-	-	-	0.0%	0.0%	-	-
504409 Repair/Maint Supplies	-	-	0.0%	0.0%	-	-	-	0.0%	0.0%	-	-
504417 Tenant Repairs	-	-	0.0%	0.0%	-	-	-	0.0%	0.0%	-	-
504421 Non-Inventory Parts	-	-	0.0%	0.0%	-	-	-	0.0%	0.0%	-	-
504511 Small Tools	-	-	0.0%	0.0%	-	-	-	0.0%	0.0%	-	-
504515 Employee Tool Replacement	-	-	0.0%	0.0%	-	-	-	0.0%	0.0%	-	-
Totals	-	-	0.0%	0.0%	-	-	-	0.0%	0.0%	-	-
UTILITIES											
505011 Gas & Electric	-	-	0.0%	0.0%	-	-	-	0.0%	0.0%	-	-
505021 Water & Garbage	-	-	0.0%	0.0%	-	-	-	0.0%	0.0%	-	-
505031 Telecommunications	-	-	0.0%	0.0%	-	-	-	0.0%	0.0%	-	-
Totals	-	-	0.0%	0.0%	-	-	-	0.0%	0.0%	-	-
CASUALTY & LIABILITY											
506011 Insurance - Property	-	-	0.0%	0.0%	-	-	-	0.0%	0.0%	-	-
506015 Insurance - PL/PD	-	-	0.0%	0.0%	-	-	-	0.0%	0.0%	-	-
506021 Insurance - Other	-	-	0.0%	0.0%	-	-	-	0.0%	0.0%	-	-
506123 Settlement Costs	-	-	0.0%	0.0%	-	-	-	0.0%	0.0%	-	-
506127 Repairs - District Prop	-	-	0.0%	0.0%	-	-	-	0.0%	0.0%	-	-
Totals	-	-	0.0%	0.0%	-	-	-	0.0%	0.0%	-	-
TAXES											
507051 Fuel Tax	-	-	0.0%	0.0%	-	-	-	0.0%	0.0%	-	-
507201 Licenses & Permits	-	-	0.0%	0.0%	-	-	-	0.0%	0.0%	-	-
507999 Other Taxes	-	-	0.0%	0.0%	-	-	-	0.0%	0.0%	-	-
Totals	-	-	0.0%	0.0%	-	-	-	0.0%	0.0%	-	-

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY19 & FY20 OPERATING BUDGET**

COBRA Benefits - 9001

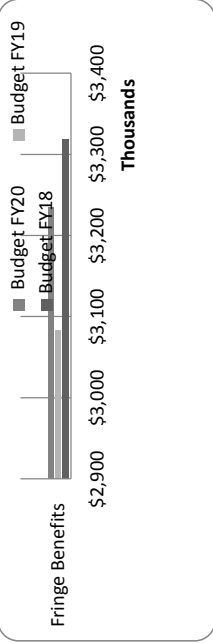
ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE	BUDG FY19	BUDG FY20	\$ CHANGE
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY18 BUDG FY19	BUDG FY19	BUDG FY20	BUDG FY19 BUDG FY20
PURCHASED TRANS.										
503406 Contract/Paratransit	-	-	0.0%	-	-	0.0%	-	-	-	-
Totals	-	-	0.0%	-	-	0.0%	-	-	-	-
MISC EXPENSE										
509011 Dues/Subscriptions	-	-	0.0%	-	-	0.0%	-	-	-	-
509081 Advertising - District Promo	-	-	0.0%	-	-	0.0%	-	-	-	-
509101 Employee Incentive Program	-	-	0.0%	-	-	0.0%	-	-	-	-
509121 Employee Training	-	-	0.0%	-	-	0.0%	-	-	-	-
509122 BOD Travel	-	-	0.0%	-	-	0.0%	-	-	-	-
509123 Travel	-	-	0.0%	-	-	0.0%	-	-	-	-
509125 Local Meeting Expense	-	-	0.0%	-	-	0.0%	-	-	-	-
509127 Board Director Fees	-	-	0.0%	-	-	0.0%	-	-	-	-
509150 Contributions	-	-	0.0%	-	-	0.0%	-	-	-	-
509198 Cash Over/Short	-	-	0.0%	-	-	0.0%	-	-	-	-
509999 Other Misc Expense	-	-	0.0%	-	-	0.0%	-	-	-	-
Totals	-	-	0.0%	-	-	0.0%	-	-	-	-
INTEREST EXPENSE										
511102 Interest Expense	-	-	0.0%	-	-	0.0%	-	-	-	-
Totals	-	-	0.0%	-	-	0.0%	-	-	-	-
LEASES & RENTALS										
512011 Facility Lease	-	-	0.0%	-	-	0.0%	-	-	-	-
512061 Equipment Rental	-	-	0.0%	-	-	0.0%	-	-	-	-
Totals	-	-	0.0%	-	-	0.0%	-	-	-	-
PERSONNEL TOTAL	-	-	0.0%	-	-	0.0%	-	-	-	-
NON-PERSONNEL TOTAL	-	-	0.0%	-	-	0.0%	-	-	-	-
DEPARTMENT TOTALS	-	-	0.0%	-	-	0.0%	-	-	-	-



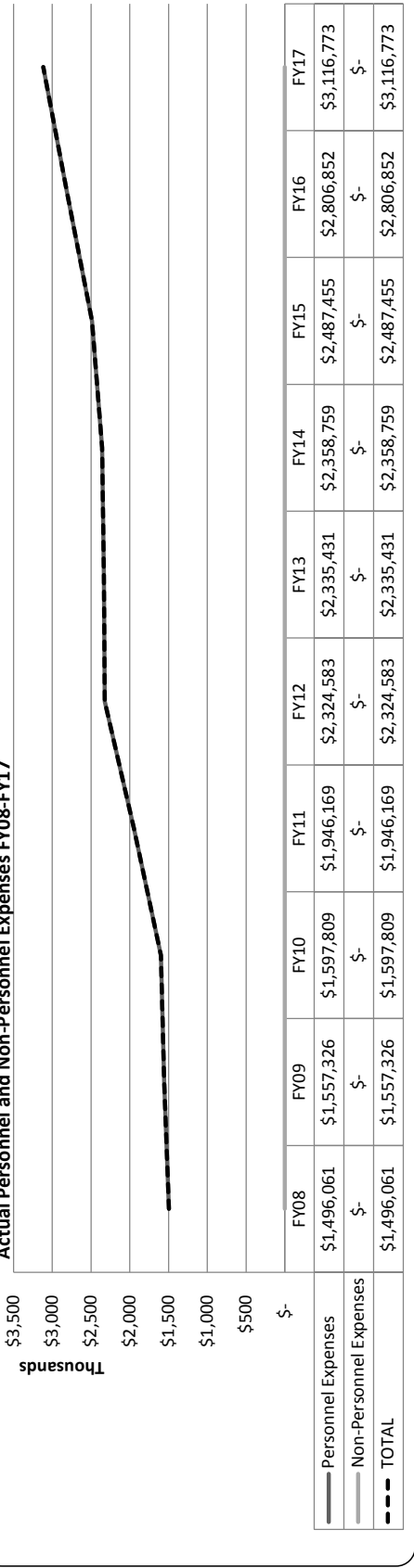
RETIRED EMPLOYEE BENEFITS - 9005

Retirees 9005

	Budget FY18	Budget FY19	Var %	Budget FY20	Var %
Personnel Expenses:					
Fringe Benefits	\$ 3,318,508	\$ 3,082,954	-7.1%	\$ 3,234,354	4.9%
	\$ 3,318,508	\$ 3,082,954	-7.1%	\$ 3,234,354	4.9%
Total Expenses:	\$ 3,318,508	\$ 3,082,954	-7.1%	\$ 3,234,354	4.9%



Actual Personnel and Non-Personnel Expenses FY08-FY17



SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY19 & FY20 OPERATING BUDGET
 Retired Employee Benefits - 9005

ACCOUNT	Jun-17		Jun-18		% CHANGE		\$ CHANGE		Jun-18		% CHANGE		\$ CHANGE	
	BUDGET	FY18	BUDGET	FY19	BUDG	BUDG	BUDG	BUDG	BUDGET	FY20	BUDG	BUDG	BUDG	BUDG
LABOR														
501011	-	-	-	-	0.0%	-	-	-	-	-	-	0.0%	-	-
501013	-	-	-	-	0.0%	-	-	-	-	-	-	0.0%	-	-
501021	-	-	-	-	0.0%	-	-	-	-	-	-	0.0%	-	-
501023	-	-	-	-	0.0%	-	-	-	-	-	-	0.0%	-	-
Totals	-	-	-	-	0.0%	-	-	-	-	-	-	0.0%	-	-
FRINGE BENEFITS														
502011	-	-	-	-	0.0%	-	-	-	-	-	-	0.0%	-	-
502021	-	-	-	-	0.0%	-	-	-	-	-	-	0.0%	-	-
502031	3,201,976	2,941,179	-	-	-8.1%	(260,798)	3,088,238	147,059	-	-	-	5.0%	147,059	-
502041	78,000	103,816	-	-	33.1%	25,816	106,930	3,114	-	-	-	3.0%	3,114	-
502045	25,578	26,345	-	-	3.0%	767	27,136	790	-	-	-	3.0%	790	-
502051	6,699	7,240	-	-	8.1%	541	7,458	217	-	-	-	3.0%	217	-
502060	-	-	-	-	0.0%	-	-	-	-	-	-	0.0%	-	-
502061	-	-	-	-	0.0%	-	-	-	-	-	-	0.0%	-	-
502071	-	-	-	-	0.0%	-	-	-	-	-	-	0.0%	-	-
502081	-	-	-	-	0.0%	-	-	-	-	-	-	0.0%	-	-
502101	-	-	-	-	0.0%	-	-	-	-	-	-	0.0%	-	-
502103	-	-	-	-	0.0%	-	-	-	-	-	-	0.0%	-	-
502109	-	-	-	-	0.0%	-	-	-	-	-	-	0.0%	-	-
502111	-	-	-	-	0.0%	-	-	-	-	-	-	0.0%	-	-
502121	-	-	-	-	0.0%	-	-	-	-	-	-	0.0%	-	-
502251	-	-	-	-	0.0%	-	-	-	-	-	-	0.0%	-	-
502253	-	-	-	-	0.0%	-	-	-	-	-	-	0.0%	-	-
502999	6,255	4,374	-	-	-30.1%	(1,881)	4,593	219	-	-	-	5.0%	219	-
Totals	3,318,508	3,082,954	-	-	-7.1%	(235,554)	3,234,354	151,400	-	-	-	4.9%	151,400	-

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY19 & FY20 OPERATING BUDGET
 Retired Employee Benefits - 9005

ACCOUNT	Jun-17	Jun-18	% CHANGE		\$ CHANGE		Jun-18	% CHANGE		\$ CHANGE		
	BUDGET FY18	BUDGET FY19	BUDG FY18	BUDG FY19	BUDG FY18	BUDG FY19	BUDGET FY20	BUDG FY19	BUDG FY20	BUDG FY19	BUDG FY20	
SERVICES												
503011	-	-	0.0%	0.0%	-	-	-	0.0%	0.0%	-	-	
503012	-	-	0.0%	0.0%	-	-	-	0.0%	0.0%	-	-	
503031	-	-	0.0%	0.0%	-	-	-	0.0%	0.0%	-	-	
503032	-	-	0.0%	0.0%	-	-	-	0.0%	0.0%	-	-	
503033	-	-	0.0%	0.0%	-	-	-	0.0%	0.0%	-	-	
503034	-	-	0.0%	0.0%	-	-	-	0.0%	0.0%	-	-	
503041	-	-	0.0%	0.0%	-	-	-	0.0%	0.0%	-	-	
503161	-	-	0.0%	0.0%	-	-	-	0.0%	0.0%	-	-	
503162	-	-	0.0%	0.0%	-	-	-	0.0%	0.0%	-	-	
503171	-	-	0.0%	0.0%	-	-	-	0.0%	0.0%	-	-	
503221	-	-	0.0%	0.0%	-	-	-	0.0%	0.0%	-	-	
503222	-	-	0.0%	0.0%	-	-	-	0.0%	0.0%	-	-	
503225	-	-	0.0%	0.0%	-	-	-	0.0%	0.0%	-	-	
503351	-	-	0.0%	0.0%	-	-	-	0.0%	0.0%	-	-	
503352	-	-	0.0%	0.0%	-	-	-	0.0%	0.0%	-	-	
503353	-	-	0.0%	0.0%	-	-	-	0.0%	0.0%	-	-	
503354	-	-	0.0%	0.0%	-	-	-	0.0%	0.0%	-	-	
503363	-	-	0.0%	0.0%	-	-	-	0.0%	0.0%	-	-	
Totals	-	-	0.0%	0.0%	-	-	-	0.0%	0.0%	-	-	
MOBILE MATERIALS & SUPPLIES												
504011	-	-	0.0%	0.0%	-	-	-	0.0%	0.0%	-	-	
504012	-	-	0.0%	0.0%	-	-	-	0.0%	0.0%	-	-	
504021	-	-	0.0%	0.0%	-	-	-	0.0%	0.0%	-	-	
504161	-	-	0.0%	0.0%	-	-	-	0.0%	0.0%	-	-	
504191	-	-	0.0%	0.0%	-	-	-	0.0%	0.0%	-	-	
Totals	-	-	0.0%	0.0%	-	-	-	0.0%	0.0%	-	-	

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY19 & FY20 OPERATING BUDGET**

Retired Employee Benefits - 9005

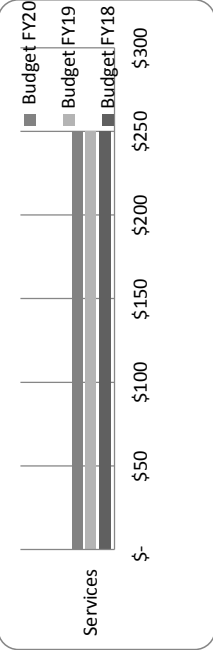
ACCOUNT	Jun-17		Jun-18		% CHANGE		\$ CHANGE		Jun-18		% CHANGE		\$ CHANGE	
	BUDGET FY18	BUDGET FY19	BUDGET FY18	BUDGET FY19	BUDG FY18	BUDG FY19	BUDG FY18	BUDG FY19	BUDGET FY20	BUDGET FY20	BUDG FY19	BUDG FY20	BUDG FY19	BUDG FY20
OTHER MATERIALS & SUPPLIES														
504205 Freight Out	-	-	-	0.0%	-	-	-	-	-	-	-	0.0%	-	-
504211 Postage & Mailing	-	-	-	0.0%	-	-	-	-	-	-	-	0.0%	-	-
504214 Promotional Items	-	-	-	0.0%	-	-	-	-	-	-	-	0.0%	-	-
504215 Printing	-	-	-	0.0%	-	-	-	-	-	-	-	0.0%	-	-
504217 Photo Supp/Process	-	-	-	0.0%	-	-	-	-	-	-	-	0.0%	-	-
504311 Office Supplies	-	-	-	0.0%	-	-	-	-	-	-	-	0.0%	-	-
504315 Safety Supplies	-	-	-	0.0%	-	-	-	-	-	-	-	0.0%	-	-
504317 Cleaning Supplies	-	-	-	0.0%	-	-	-	-	-	-	-	0.0%	-	-
504409 Repair/Maint Supplies	-	-	-	0.0%	-	-	-	-	-	-	-	0.0%	-	-
504417 Tenant Repairs	-	-	-	0.0%	-	-	-	-	-	-	-	0.0%	-	-
504421 Non-Inventory Parts	-	-	-	0.0%	-	-	-	-	-	-	-	0.0%	-	-
504511 Small Tools	-	-	-	0.0%	-	-	-	-	-	-	-	0.0%	-	-
504515 Employee Tool Replacement	-	-	-	0.0%	-	-	-	-	-	-	-	0.0%	-	-
Totals	-	-	-	0.0%	-	-	-	-	-	-	-	0.0%	-	-
UTILITIES														
505011 Gas & Electric	-	-	-	0.0%	-	-	-	-	-	-	-	0.0%	-	-
505021 Water & Garbage	-	-	-	0.0%	-	-	-	-	-	-	-	0.0%	-	-
505031 Telecommunications	-	-	-	0.0%	-	-	-	-	-	-	-	0.0%	-	-
Totals	-	-	-	0.0%	-	-	-	-	-	-	-	0.0%	-	-
CASUALTY & LIABILITY														
506011 Insurance - Property	-	-	-	0.0%	-	-	-	-	-	-	-	0.0%	-	-
506015 Insurance - PL/PD	-	-	-	0.0%	-	-	-	-	-	-	-	0.0%	-	-
506021 Insurance - Other	-	-	-	0.0%	-	-	-	-	-	-	-	0.0%	-	-
506123 Settlement Costs	-	-	-	0.0%	-	-	-	-	-	-	-	0.0%	-	-
506127 Repairs - District Prop	-	-	-	0.0%	-	-	-	-	-	-	-	0.0%	-	-
Totals	-	-	-	0.0%	-	-	-	-	-	-	-	0.0%	-	-
TAXES														
507051 Fuel Tax	-	-	-	0.0%	-	-	-	-	-	-	-	0.0%	-	-
507201 Licenses & Permits	-	-	-	0.0%	-	-	-	-	-	-	-	0.0%	-	-
507999 Other Taxes	-	-	-	0.0%	-	-	-	-	-	-	-	0.0%	-	-
Totals	-	-	-	0.0%	-	-	-	-	-	-	-	0.0%	-	-

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY19 & FY20 OPERATING BUDGET
 Retired Employee Benefits - 9005

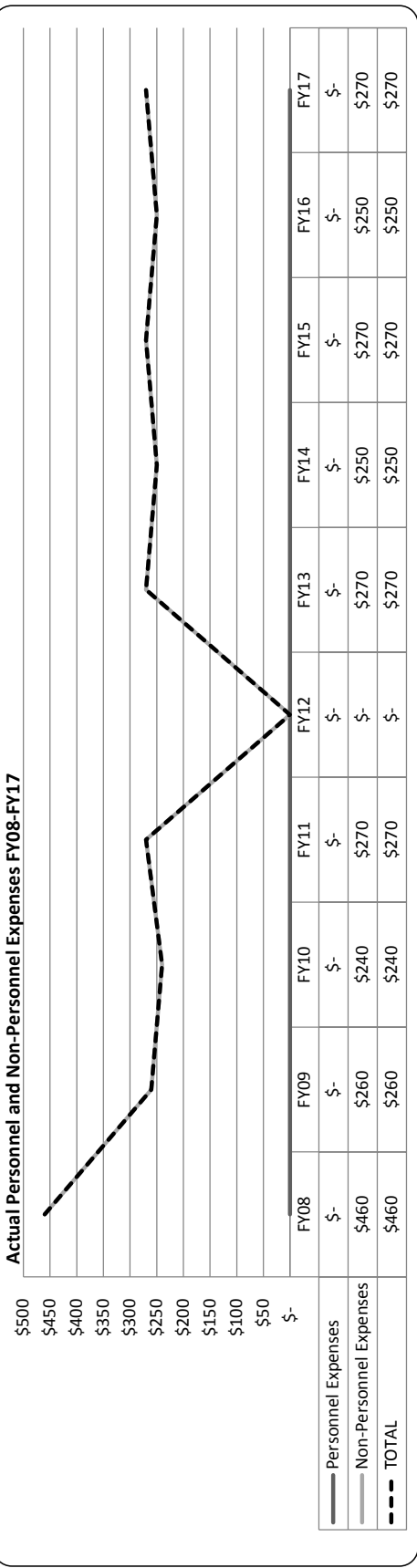
ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20
PURCHASED TRANS.							
503406 Contract/Paratransit	-	-	0.0%	-	-	0.0%	-
Totals	-	-	0.0%	-	-	0.0%	-
MISC EXPENSE							
509011 Dues/Subscriptions	-	-	0.0%	-	-	0.0%	-
509081 Advertising - District Promo	-	-	0.0%	-	-	0.0%	-
509101 Employee Incentive Program	-	-	0.0%	-	-	0.0%	-
509121 Employee Training	-	-	0.0%	-	-	0.0%	-
509122 BOD Travel	-	-	0.0%	-	-	0.0%	-
509123 Travel	-	-	0.0%	-	-	0.0%	-
509125 Local Meeting Expense	-	-	0.0%	-	-	0.0%	-
509127 Board Director Fees	-	-	0.0%	-	-	0.0%	-
509150 Contributions	-	-	0.0%	-	-	0.0%	-
509198 Cash Over/Short	-	-	0.0%	-	-	0.0%	-
509999 Other Misc Expense	-	-	0.0%	-	-	0.0%	-
Totals	-	-	0.0%	-	-	0.0%	-
INTEREST EXPENSE							
511102 Interest Expense	-	-	0.0%	-	-	0.0%	-
Totals	-	-	0.0%	-	-	0.0%	-
LEASES & RENTALS							
512011 Facility Lease	-	-	0.0%	-	-	0.0%	-
512061 Equipment Rental	-	-	0.0%	-	-	0.0%	-
Totals	-	-	0.0%	-	-	0.0%	-
PERSONNEL TOTAL	3,318,508	3,082,954	-7.1%	(235,554)	3,234,354	4.9%	151,400
NON-PERSONNEL TOTAL	-	-	0.0%	-	-	0.0%	-
DEPARTMENT TOTALS	<u>3,318,508</u>	<u>3,082,954</u>	<u>-7.1%</u>	<u>(235,554)</u>	<u>3,234,354</u>	<u>4.9%</u>	<u>151,400</u>

SCCIC - 700

SCCIC 700



	Budget FY18	Budget FY19	Var %	Budget FY20	Var %
Non-Personnel Expenses:					
Services	\$ 250	\$ 250	0.0%	\$ 250	0.0%
Total Expenses:	\$ 250	\$ 250	0.0%	\$ 250	0.0%



SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY19 & FY20 OPERATING BUDGET
 SCCIC - 700

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20
LABOR							
501011 Bus Operator Pay	-	-	0.0%	-	-	0.0%	-
501013 Bus Operator OT	-	-	0.0%	-	-	0.0%	-
501021 Other Salaries	-	-	0.0%	-	-	0.0%	-
501023 Other OT	-	-	0.0%	-	-	0.0%	-
Totals	-	-	0.0%	-	-	0.0%	-
FRINGE BENEFITS							
502011 Medicare/Soc. Sec.	-	-	0.0%	-	-	0.0%	-
502021 Retirement	-	-	0.0%	-	-	0.0%	-
502031 Medical Ins	-	-	0.0%	-	-	0.0%	-
502041 Dental Ins	-	-	0.0%	-	-	0.0%	-
502045 Vision Ins	-	-	0.0%	-	-	0.0%	-
502051 Life Ins/AD&D	-	-	0.0%	-	-	0.0%	-
502060 State Disability Ins (SDI)	-	-	0.0%	-	-	0.0%	-
502061 Long Term Disability Ins	-	-	0.0%	-	-	0.0%	-
502071 State Unemployment Ins (SUI)	-	-	0.0%	-	-	0.0%	-
502081 Worker's Comp Ins	-	-	0.0%	-	-	0.0%	-
502101 Holiday Pay	-	-	0.0%	-	-	0.0%	-
502103 Floating Holiday	-	-	0.0%	-	-	0.0%	-
502109 Sick Leave	-	-	0.0%	-	-	0.0%	-
502111 Annual Leave	-	-	0.0%	-	-	0.0%	-
502121 Other Paid Absence	-	-	0.0%	-	-	0.0%	-
502251 Phys. Exams	-	-	0.0%	-	-	0.0%	-
502253 Driver Lic Renewal	-	-	0.0%	-	-	0.0%	-
502999 Other Fringe Benefits	-	-	0.0%	-	-	0.0%	-
Totals	-	-	0.0%	-	-	0.0%	-

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY19 & FY20 OPERATING BUDGET
 SCCIC - 700

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20
SERVICES							
503011 Accting/Audit Fees	250	250	0.0%	-	250	0.0%	-
503012 Admin/Bank Fees	-	-	0.0%	-	-	0.0%	-
503031 Prof/Technical Fees	-	-	0.0%	-	-	0.0%	-
503032 Legislative Services	-	-	0.0%	-	-	0.0%	-
503033 Legal Services	-	-	0.0%	-	-	0.0%	-
503034 Pre-Employment Exams	-	-	0.0%	-	-	0.0%	-
503041 Temp Help	-	-	0.0%	-	-	0.0%	-
503161 Custodial Services	-	-	0.0%	-	-	0.0%	-
503162 Uniforms/Laundry	-	-	0.0%	-	-	0.0%	-
503171 Security Services	-	-	0.0%	-	-	0.0%	-
503221 Classified/Legal Ads	-	-	0.0%	-	-	0.0%	-
503222 Legal Ads	-	-	0.0%	-	-	0.0%	-
503225 Graphic Services	-	-	0.0%	-	-	0.0%	-
503351 Repair - Bldg & Impr	-	-	0.0%	-	-	0.0%	-
503352 Repair - Equipment	-	-	0.0%	-	-	0.0%	-
503353 Repair - Rev Vehicle	-	-	0.0%	-	-	0.0%	-
503354 Repair - Non Rev Vehicle	-	-	0.0%	-	-	0.0%	-
503363 Haz Mat Disposal	-	-	0.0%	-	-	0.0%	-
Totals	250	250	0.0%	-	250	0.0%	-
MOBILE MATERIALS & SUPPLIES							
504011 Fuels & Lubricants - Non Rev Veh	-	-	0.0%	-	-	0.0%	-
504012 Fuels & Lubricants - Rev Veh	-	-	0.0%	-	-	0.0%	-
504021 Tires & Tubes	-	-	0.0%	-	-	0.0%	-
504161 Other Mobile Supplies	-	-	0.0%	-	-	0.0%	-
504191 Rev Vehicle Parts	-	-	0.0%	-	-	0.0%	-
Totals	-	-	0.0%	-	-	0.0%	-

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY19 & FY20 OPERATING BUDGET
 SCCIC - 700

ACCOUNT	Jun-17	Jun-18	% CHANGE		Jun-18	% CHANGE		\$ CHANGE
	BUDGET FY18	BUDGET FY19	BUDG FY18	BUDG FY19	BUDGET FY20	BUDG FY19	BUDG FY20	BUDG FY19
OTHER MATERIALS & SUPPLIES								
504205 Freight Out	-	-	0.0%	-	-	-	-	0.0%
504211 Postage & Mailing	-	-	0.0%	-	-	-	-	0.0%
504214 Promotional Items	-	-	0.0%	-	-	-	-	0.0%
504215 Printing	-	-	0.0%	-	-	-	-	0.0%
504217 Photo Supp/Process	-	-	0.0%	-	-	-	-	0.0%
504311 Office Supplies	-	-	0.0%	-	-	-	-	0.0%
504315 Safety Supplies	-	-	0.0%	-	-	-	-	0.0%
504317 Cleaning Supplies	-	-	0.0%	-	-	-	-	0.0%
504409 Repair/Maint Supplies	-	-	0.0%	-	-	-	-	0.0%
504417 Tenant Repairs	-	-	0.0%	-	-	-	-	0.0%
504421 Non-Inventory Parts	-	-	0.0%	-	-	-	-	0.0%
504511 Small Tools	-	-	0.0%	-	-	-	-	0.0%
504515 Employee Tool Replacement	-	-	0.0%	-	-	-	-	0.0%
Totals	-	-	0.0%	-	-	-	-	0.0%
UTILITIES								
505011 Gas & Electric	-	-	0.0%	-	-	-	-	0.0%
505021 Water & Garbage	-	-	0.0%	-	-	-	-	0.0%
505031 Telecommunications	-	-	0.0%	-	-	-	-	0.0%
Totals	-	-	0.0%	-	-	-	-	0.0%
CASUALTY & LIABILITY								
506011 Insurance - Property	-	-	0.0%	-	-	-	-	0.0%
506015 Insurance - PL/PD	-	-	0.0%	-	-	-	-	0.0%
506021 Insurance - Other	-	-	0.0%	-	-	-	-	0.0%
506123 Settlement Costs	-	-	0.0%	-	-	-	-	0.0%
506127 Repairs - District Prop	-	-	0.0%	-	-	-	-	0.0%
Totals	-	-	0.0%	-	-	-	-	0.0%
TAXES								
507051 Fuel Tax	-	-	0.0%	-	-	-	-	0.0%
507201 Licenses & Permits	-	-	0.0%	-	-	-	-	0.0%
507999 Other Taxes	-	-	0.0%	-	-	-	-	0.0%
Totals	-	-	0.0%	-	-	-	-	0.0%

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY19 & FY20 OPERATING BUDGET
 SCCIC - 700

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE	BUDG FY19	BUDG FY20	BUDG FY19	BUDG FY20
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDG FY19	BUDG FY20	BUDG FY19	BUDG FY20
PURCHASED TRANS.											
503406 Contract/Paratransit	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
Totals	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
MISC EXPENSE											
509011 Dues/Subscriptions	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
509081 Advertising - District Promo	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
509101 Employee Incentive Program	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
509121 Employee Training	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
509122 BOD Travel	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
509123 Travel	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
509125 Local Meeting Expense	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
509127 Board Director Fees	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
509150 Contributions	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
509198 Cash Over/Short	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
509999 Other Misc Expense	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
Totals	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
INTEREST EXPENSE											
511102 Interest Expense	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
Totals	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
LEASES & RENTALS											
512011 Facility Lease	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
512061 Equipment Rental	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
Totals	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
PERSONNEL TOTAL											
	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
NON-PERSONNEL TOTAL											
	250	250	0.0%	-	250	0.0%	-	250	250	0.0%	-
DEPARTMENT TOTALS											
	250	250	0.0%	-	250	0.0%	-	250	250	0.0%	-

III. CAPITAL BUDGET

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY19 CAPITAL BUDGET
AS OF JUNE 22, 2018**

PROJECT/ACTIVITY	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	LCTOP	STA-SB1 (XFR FROM OPER BUDGET)	STA-SGR (SB 1)	MEASURE D	OPERATING & CAPITAL RESERVE FUND	TOTAL
Construction Related Projects											
1 Pacific Station/Metro Center-Station Rehabilitation				\$ 1,551,333							\$ 1,551,333
Pacific Station/Metro Center-Roof & Window Replacement				\$ 350,000							\$ 350,000
Pacific Station/Metro Center-Conceptual Design / MOU							\$ 35,134				\$ 35,134
2 Metrobase Project - Judy K.Souza - Operations Bldg.	\$ 140,535										\$ 140,535
Mechanical Platform Upgrade - JKS				\$ 345,000							\$ 345,000
3 Transit Security Projects:											
Emergency Generators - Equip.					\$ 120,000						\$ 120,000
Cameras on Buses					\$ 318,300						\$ 318,300
Security Cameras Consultant					\$ 42,275						\$ 42,275
Emergency Generators - Consultant					\$ 25,000						\$ 25,000
Security Cameras Install					\$ 16,000						\$ 16,000
Subtotal	\$ 140,535	\$ 2,246,333	\$ 523,850	\$ -	\$ -	\$ -	\$ 35,134	\$ -	\$ -	\$ 89,000	\$ 3,034,851
IT Projects											
4 None	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Facilities Upgrades & Improvements											
5 Fuel Management System (FTA 5339a FY17)	\$ 180,000										\$ 180,000
6 Gate Control at JKS Bus Entry (FTA 5339a FY18)	\$ 100,000										\$ 100,000
7 138 Golf Club Fire Egress (FTA 5339a FY17)	\$ 97,523										\$ 97,523
8 Roof Repairs-Maint. Facility (FTA 5339a FY18)	\$ 92,000										\$ 92,000
9 Paint Exterior-Maint. Facility (FTA 5339a FY18)	\$ 60,000										\$ 60,000
10 Facilities Improvements (FTA 5339a FY18)	\$ 58,000										\$ 58,000
11 Facilities Improvements (FTA 5339a FY15/16)	\$ 34,174										\$ 34,174
11a Landscaping WTC (FTA 5339a FY15/16)	\$ 30,000										\$ 30,000
12 Bus Stop & Fac Improve. (FTA 5339a FY15/16)	\$ 29,082										\$ 29,082
13 Bus Shelter Reconditioning (FTA 5339a FY18)	\$ 25,000										\$ 25,000
14 Awning @ Fueling Station A&E only (FTA 5339a FY18)	\$ 25,000										\$ 25,000
15 Admin Bldg. Engineering & Renovations	\$ 14,000										\$ 14,000
16 Asphalt Repair-Pac Station Layover (FTA 5339a FY18)	\$ 10,000										\$ 10,000
17 Admin Bldg. Engineering & Renovations (FTA 5339a FY18)	\$ 10,000										\$ 10,000
18 Concrete Surface Repair - Bus Yard (FTA 5339a FY18)	\$ 7,638						\$ 1,910				\$ 9,548
19 Relocate Mechanics Sink-Golf Club (FTA 5339a FY14)	\$ 7,000						\$ 1,910				\$ 8,910
20 Fencing Behind Diesel Tank (FTA 5339a FY18)	\$ 6,400						\$ 1,600				\$ 8,000
21 Upgrade Exhaust Evac-Golf Club (FTA 5339a FY14)	\$ 785,817	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,420	\$ -	\$ -	\$ 20,000	\$ 811,237
Subtotal	\$ 785,817	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,420	\$ -	\$ -	\$ 20,000	\$ 811,237
Revenue Vehicle Purchases, Replacements & Campaigns											
22 Electric Bus (3) + Infra & Proj Mgmt. (FTA 5339c FY16)	\$ 3,732,074	\$ 561,332							\$ 551,136		\$ 4,844,542
23 Electric Bus (1) - Watsonville ZEB Circulator (FY15/16)	\$ 357,216				\$ 709,292						\$ 1,066,508
24 Paracruz Van Replacements (11) (FTA 5339a FY15/16)	\$ 816,000								\$ 47,232		\$ 863,232
25 CNG Bus (1) - (STBG FY17-via SCCRTC)	\$ 500,000										\$ 500,000
26 CNG Bus (1) - (FTA 5339 Rural FY16)	\$ 456,957										\$ 456,957
27 Year 2 - Capitalized Lease - (3 New Flyer Buses)											\$ 537,596
28 Mid-Life Bus Engine Overhaul (7) (FTA 5339a FY14)	\$ 132,191										\$ 283,529
Subtotal	\$ 5,414,278	\$ 561,332	\$ 709,292	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 600,368	\$ -	\$ 6,725,268

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY19 CAPITAL BUDGET
AS OF JUNE 22, 2018**

PROJECT/ACTIVITY	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	STA-SB1 (XFR FROM OPER BUDGET)	STA-SGR (SB 1)	MEASURE D	MEASURE D + SB1 STA&SGR	TOTAL
	FEDERAL FUNDS	PTMISEA (1B) + INT-PAC STATION/JKS/B US & BUS FAC.	CAL-OES PROP 1B - TRANSIT SECURITY	LCTOP	\$3M PER YEAR (MEASURE D + SB1 STA&SGR)									
29 Mid-Life Bus Engine Overhaul (4) (FTA 5339a FY17)	\$ 160,000													\$ 160,000
30 Bus Repair Campaign (36) (FTA 5339a FY14)	\$ 82,247											\$ 20,562		\$ 102,809
31 Paratransit Vehicle - (1) (FTA 5310 FY13/14)	\$ 63,000											\$ 5,367		\$ 68,367
32 Capitalized Lease - 3 New Flyer Buses-External Announcement System Programming Patch (Clever Devices)														\$ 28,500
33 Bus Repairs (3) was- Repair Roof at Pacific Station (FTA 5339a FY13)	\$ 11,042											\$ 2,760		\$ 13,802
Subtotal	\$ 5,953,511	\$ 988,548	\$ -	\$ 709,292	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,052,772	\$ -	\$ 8,704,124
Bus Replacement Fund - \$3M per Year														
34 FY18 Budgeted STA-SGR (Carryover)											\$ 671,079			\$ 671,079
35 FY18 Budgeted STA-SB1-(Carryover Amount)										\$ 525,024				\$ 525,024
36 FY18 Measure D-(Carryover)												\$ 559,099		\$ 559,099
37 FY19 STA-SGR Estimated Allocation											\$ 671,079			\$ 671,079
38 FY19 STA-SB1-Budgeted Transfer from Operating										\$ 468,773				\$ 468,773
39 FY19 Measure D-Budgeted Transfer from Operating												\$ 1,860,148		\$ 1,860,148
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 993,797	\$ 1,342,158	\$ 2,419,247	\$ -	\$ 4,755,202
Non-Revenue Vehicle Purchases & Replacements														
40 Propane Fueled Tow Motor (FTA 5339a FY14)	\$ 46,602												\$ 1,747	\$ 48,349
41 Replace Custodial Support Vehicles (2) (FTA5339a FY18)	\$ 30,000													\$ 30,000
Subtotal	\$ 76,602	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,651	\$ -	\$ -	\$ 1,747	\$ 88,300
Fleet & Maint Equipment														
42 Bus Yard Scrubber/Sweeper (FTA 5339a FY18)	\$ 75,000													\$ 75,000
43 Floor Scrubbers for Maint. Shop (FTA 5339a FY18)	\$ 45,000													\$ 45,000
Subtotal	\$ 120,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 120,000
Office Equipment														
44 Business Copy Machine-Admin (FTA 5339a FY18)	\$ 20,000												\$ 9,000	\$ 29,000
45 Business Copy Machine-Operations	\$ 20,000											\$ -	\$ 9,000	\$ 29,000
Subtotal	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,000	\$ 58,000
Misc.														
46 TVM Pin Pad Bezel & Upgrade (6)	\$ 19,000												\$ 70,000	\$ 89,000
47 C/S Call Center Furnishings (FTA 5339a FY18)													\$ 19,000	\$ 19,000
48 Ticket Vending Machine-SLV-Installation Costs + Misc										\$ 17,045			\$ 15,000	\$ 32,045
49 Misc. Emergency Capital Items \$1K to \$5K													\$ 10,000	\$ 10,000
50 Paracruz MDC Replacements (FTA 5339a FY18)	\$ 8,000												\$ 6,600	\$ 14,600
51 Watsonville Transit Mural-(\$2,700 from Arts Council SC)	\$ 27,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,045	\$ -	\$ -	\$ 101,600	\$ 145,645
Subtotal	\$ 27,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,045	\$ -	\$ -	\$ 101,600	\$ 145,645

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY19 CAPITAL BUDGET
AS OF JUNE 22, 2018**

PROJECT/ACTIVITY	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	LCTOP	STA-SB1 (XFR FROM OPER BUDGET)	STA-SGR (SB 1)	MEASURE D	BUS REPLACEMENT FUND		TOTAL
									\$3M PER YEAR (MEASURE D + SB1 STA&SGR)		
TOTAL CAPITAL PROJECTS	\$ 7,123,465	\$ 3,234,881	\$ 523,850	\$ 709,292	\$ 1,063,047	\$ 1,342,158	\$ 3,472,019	\$ 221,347		\$ 17,690,059	
CAPITAL PROGRAM FUNDING											
Federal Sources of Funds:											
Federal Grants (FTA)	\$ 6,560,465									\$ 6,560,465	
Surface Transportation Block Grant (STBG)	\$ 563,000									\$ 563,000	
State Sources of Funds:											
PTMISEA (1B)		\$ 3,234,881								\$ 3,234,881	
Cal-OES Prop 1B Transit Security Grant Funds (CTSGP)			\$ 523,850							\$ 523,850	
Low Carbon Transit Operations Program (LC:TOP)				\$ 709,292						\$ 709,292	
State Transit Assistance (STA-SB1-FY18)						\$ 1,063,047				\$ 1,063,047	
Transfers from Operating Budget (Measure D, STA-SB1)							\$ 1,342,158			\$ 1,342,158	
Local Sources of Funds:											
Operating and Capital Reserve Fund								\$ 3,472,019		\$ 3,472,019	
TOTAL CAPITAL FUNDING BY FUNDING SOURCE	\$ 7,123,465	\$ 3,234,881	\$ 523,850	\$ 709,292	\$ 1,063,047	\$ 1,342,158	\$ 3,472,019	\$ 221,347		\$ 17,690,059	
Restricted Funds	\$ 7,123,465	\$ 3,234,881	\$ 523,850	\$ 709,292			\$ 3,472,019			\$ 16,405,666	
Unrestricted Funds					\$ 1,063,047				\$ 221,347	\$ 1,284,394	
TOTAL CAPITAL FUNDING	\$ 7,123,465	\$ 3,234,881	\$ 523,850	\$ 709,292	\$ 1,063,047	\$ 1,342,158	\$ 3,472,019	\$ 221,347		\$ 17,690,059	
*) When funds here are allocated to an approved / awarded project - they will be moved from this line item accordingly											

IV. UNFUNDED CAPITAL NEEDS LIST

UNFUNDED CAPITAL PROJECTS (000s)											
	18	19	20	21	22	23	24	25	26	27	28
	Rolling Stock Replacements										
	Unfunded Capital Costs thru 2028										
Construction	\$ 139,784	\$ -	\$ 3,626	\$ 2,526	\$ 82,576	\$ 176	\$ 176	\$ 176	\$ 50,176	\$ 176	\$ 176
Vehicle SGR	\$ 76,168	\$ 22,769	\$ 17,224	\$ 8,980	\$ 9,460	\$ 3,750	\$ 3,775	\$ 9,175	\$ 245	\$ 565	\$ 225
Facilities Maintenance	\$ 3,499	\$ -	\$ 765	\$ 1,415	\$ 270	\$ 170	\$ 90	\$ 50	\$ 400	\$ 50	\$ 50
IT	\$ 6,240	\$ -	\$ 2,953	\$ 35	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Communications	\$ 500	\$ -	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ 226,191	\$ 26,261	\$ 25,068	\$ 12,956	\$ 92,306	\$ 4,096	\$ 4,041	\$ 9,401	\$ 50,821	\$ 791	\$ 451

UNFUNDED CAPITAL PROJECTS (000s)												
Construction		19	20	21	22	23	24	25	26	27	28	
#	Project	Description	Cost (000s)									
1	ADA Access Bus Stops	Remedial ADA Access at all bus stops: pending COA and bus stop audit	\$ 792	\$ 88	\$ 88	\$ 88	\$ 88	\$ 88	\$ 88	\$ 88	\$ 88	
2	ADA Access at all Facilities	Remedial ADA Access at all facilities. Needs to be identified in future Accessibility Study	\$ 792	\$ 88	\$ 88	\$ 88	\$ 88	\$ 88	\$ 88	\$ 88	\$ 88	
3	Vernon Street Bus Stop	Move (Route 4) bus stop to lower Admin parking lot (fronts River Street) . Install base and concrete to bus stop pad and maneuvering apron. Necessary precursor to securing maintenance facility.	\$ 600	\$ 300	\$ 300							
4	Felton Fair Bus Stop	Either relocate or improve path of travel for 2 stops	\$ 200	\$ 200								
5	1231 River St. Property Acquisition	Maintenance Facility Expansion	\$ 850	\$ 850								
6	Roof Reconstruction, Golf Club	Reconstruct built-up roof on first-half of Maintenance Building	\$ 100	\$ 100								
7	ParaCruz Operating Facility (Mobility Management Center)	Property Acquisition, Design, Right-of-Way and construction for new ParaCruz Operating Facility	\$ 12,000		\$ 12,000							
8	Maintenance Facility Wing 2	Property Acquisition, Design, Right-of-Way and Construction for second wing of Maintenance Facility	\$ 15,000		\$ 15,000							
9	Pacific Station Renovation	Consider mixed-use or transit only renovations	\$ 25,000		\$ 25,000							
10	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		\$ 2,000							
11	Solar Panels	Energy reduction through installation of roof mounted solar panels at the Judy K. Souza Operations Facility	\$ 2,000	\$ 2,000								
12	Remove Diesel Tank	Remove tank after replacement of last diesel bus fleet. On hold, as more diesel buses may be added to the fleet.	\$ 50	\$ 50								
13	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		\$ 2,000							
14	South County Ops. & Maint. Facility	Auxiliary Operating & Maintenance Facility in Watsonville.	\$ 50,000						\$ 50,000			
15	Watsonville Park and Ride Lot	South County P&R to support Hwy 1 commuters	\$ -									

UNFUNDED CAPITAL PROJECTS (000s)												
Construction			19	20	21	22	23	24	25	26	27	28
#	Project	Description	Cost (000s)									
16	Cavallaro Transit Center Parking Structure	Parking Structure to support Hwy 17 Express commuters	\$ 26,400			\$ 26,400						
17	Bike Station at Pacific Station	Bike Station to provide secure, convenient bicycle parking for METRO riders, reducing bikes onboard demand	\$ 1,000			\$ 1,000						
18	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			\$ 1,000						
19	New Watsonville Transit Center	Replacement of current transit center	\$ -									
		Unfunded Capital Costs thru 2028	\$ 139,784	\$ -	\$ 3,626	\$ 2,526	\$ 82,576	\$ 176	\$ 176	\$ 50,176	\$ 176	\$ 176

UNFUNDED CAPITAL PROJECTS (000s)											
Vehicle SGR		19	20	21	22	23	24	25	26	27	28
#	Project	Description	Cost (000s)								
1	Bus Mid-Life Overhaul, 2017-2026	Bus Mid-Life Overhaul (25% reduction)	\$ 2,250	\$ 225	\$ 225	\$ 225	\$ 225	\$ 225	\$ 225	\$ 225	\$ 225
2	Bus Replacements 2018	Replace (17) buses	\$ 11,985	\$ 11,985							
3	ParaCruz Adds & Replacement Vans 2018	Replace (5) Paracruz cutaways and (5) PT vans	\$ 860	\$ 860							
4	Bus Replacements 2019	Bus Replacements Replace (12) buses	\$ 8,460	\$ 8,460							
5	ParaCruz Adds & Replacement Vans 2019	Replace (2) Paracruz cutaways and (7) PT vans	\$ 729	\$ 729							
6	Bus Replacements 2020	Bus Replacements Replace (22) buses	\$ 15,510	\$ 15,510							
7	ParaCruz Adds & Replacement Vans 2020	Replace (12) Paracruz PT Vans and 5 Minivans	\$ 1,149	\$ 1,149							
8	Bus Replacements 2021	Bus Replacements Replace (12) buses	\$ 8,460	\$ 8,460							
9	ParaCruz Adds & Replacement Vans 2021	Replace (2) Paracruz Minivans	\$ 90	\$ 90							
10	Bus Replacements 2022	Bus Replacements Replace (13) 2800s CNG Buses	\$ 9,165	\$ 9,165							
11	Bus Replacements 2023	Bus Replacements Replace (5) 1000s CNG Buses	\$ 3,525	\$ 3,525							
12	Bus Replacements 2024	Bus Replacements Replace (5) 1000s CNG Buses	\$ 3,525	\$ 3,525							
13	Bus Replacements 2025	Bus Replacements Replace (6) 1200s CNG Buses	\$ 4,230	\$ 4,230							
14	Bus Replacements 2026	Bus Replacements Replace (6) 1300s CNG Buses	\$ 4,230	\$ 4,230							
15	Non-revenue Vehicle Replacements	Non-revenue trucks and cars	\$ 2,000	\$ 510	\$ 340	\$ 205	\$ 70	\$ 25	\$ 490	\$ 20	\$ 340
		Unfunded Capital Costs thru 2028	\$ 76,168	\$ 22,769	\$ 17,224	\$ 8,980	\$ 9,460	\$ 3,750	\$ 3,775	\$ 9,175	\$ 565
		Rolling Stock Replacements	\$ 74,168	\$ 22,034	\$ 16,659	\$ 8,550	\$ 9,165	\$ 3,525	\$ 8,460	\$ -	\$ -

UNFUNDED CAPITAL PROJECTS (000s)

Facilities Maintenance		19	20	21	22	23	24	25	26	27	28
#	Project	Description	Cost (000s)								
1	Capital upgrade of existing transit facilities	Capital upgrade of bus stops, parking lots, transit centers, buildings	\$ 450	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50
2	Upgrade HVAC Systems, all sites	Heating Ventilation Air Conditioning	\$ 430	\$ 160	\$ 60	\$ 50	\$ 40				
3	Custodial Equipment Replacement	Vacuums, Buffers, Scrubbers	\$ -								
4	Landscaping/Irrigation	Re-landscape & irrigate all sites	\$ -								
5	Administration Remodel	Office remodel of 110 Vernon St.; upgrade HVAC and move/add office space	\$ 100	\$ 50	\$ 50						
6	Bird Abatement	All Facilities	\$ 10	\$ 10							
7	Furniture	All Facilities	\$ 150	\$ 50	\$ 50	\$ 50					
8	Fire Proof File Cabinets	Administrative Building	\$ 5	\$ 5							
9	Emergency Operations Centers	Purchase of equipment for EOC at OPS and Admin	\$ 15	\$ 15							
10	Bus Washer	Replace N/S Wash System purchased 2009 & upgrade water recycling system	\$ 80		\$ 80						
11	Bus Lifts	Remove and Replace lifts	\$ 1,000		\$ 1,000						
12	Exterior/Interior Painting	Exterior: Vernon, 138 Golf Club, Fueling Station interior/exterior	\$ 345	\$ 100	\$ 125	\$ 120					
13	Parts Washers (3)	Replace the JRI units purchased 2010	\$ 100					\$ 100			
14	Roof Replacement, Fueling Station	Replace Roof	\$ 150					\$ 150			
15	Roof Replacement, Scotts Valley	Replace Roof	\$ 100					\$ 100			
16	Admin Building Engineering and Renovations	For reconfiguration of office space for multiple departments	\$ 10	\$ 10							
17	Bus Shelter Reconditioning	Reconditioning of bus shelters purchased from VTA; solar lighting for selected shelters	\$ 50	\$ 25	\$ 25						
18	Bus Yard Scrubber/Sweeper	M20 Scrubber/Sweeper to clean bus parking lot surface	\$ 75	\$ 75							
19	Medium Duty Trash Truck	Safer and more efficient bus stop trash cleanup	\$ 150	\$ 150							
20	Gate Control - bus entries at JKS	Security gates and gate controller for upper and lower entries to bus yard. Upper in FY19; lower (fueling) in FY20	\$ 200	\$ 100	\$ 100						
21	Fuel and Wash Facility - rust removal and repaint	Remove rust and repaint bus fuel and wash facility	\$ 50	\$ 50							
22	Concrete Surface Repair - bus yard	Surface repair at fueling facility entry gate	\$ 10	\$ 10							
23	Furniture	12 CSR call center cubicles and furniture: \$15k; Coordinator and Ticket Pass Specialist furniture \$4k	\$ 19	\$ 19							
Unfunded Capital Costs thru 2028			\$ 3,499	\$ 239	\$ 765	\$ 1,415	\$ 270	\$ 170	\$ 90	\$ 400	\$ 50

UNFUNDED CAPITAL PROJECTS (000s)

		IT											
#	Project	Description	Cost (000s)	19	20	21	22	23	24	25	26	27	28
1	Bus AVL	Automatic Vehicle Locator system on all METRO Buses	\$ 1,400	\$ 1,400									
2	Financial Management Software	Financial, Payroll, Timekeeping Software. \$30k is for consultant to draft scope; \$125k for 1st module in FY19; module 2 in FY20	\$ 250	\$ 125	\$ 125								
3	Backup system	Backup system to meet growing disaster recovery needs	\$ 20			\$ 20							
4	Highway 17 Express WiFi upgrade	Upgrade routers for additional functionality. Bus AVL implementation may negate the need for this project.	\$ 10		\$ 10								
5	Fare System Integration and Upgrade	Upgrade or supplement GFI Fare collection system to enable online fare card reloading and smartphone ticketing.	\$ 1,000	\$ 500	\$ 500								
6	MaintStar Expansion Software and Mobile Equipment	Asset and Maintenance Managing software and equipment with onsite training and installation. Work field orders.	\$ 150		\$ 150								
7	Bus APC	Automatic Passenger Counter systems on all METRO buses.	\$ 1,200	\$ 1,200									
8	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		\$ 1,000								
9	Cameras on buses	Phase 2 (remaining buses). Phase 1 completed.	\$ 800		\$ 800								
10	Camera security system for ParaCruz facility	Camera security system for ParaCruz facility	\$ 150		\$ 150								
11	ParaCruz MDC replacements	ParaCruz MDC replacements (two per year)	\$ 15	\$ 8	\$ 8								
12	TVMs - replacements and additional	TVM Upgrades and/or replacements	\$ 210		\$ 210								
13	Business Copy Machine	Copy machine - Admin	\$ 20	\$ 20									
14	Backup Repeater Site	2-way Radio Equipment to allow JKS to function as a radio repeater site	\$ 15			\$ 15							
Unfunded Capital Costs thru 2028			\$ 6,240	\$ 3,253	\$ 2,953	\$ 35	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

UNFUNDED CAPITAL PROJECTS (000s)												
Communications			19	20	21	22	23	24	25	26	27	28
#	Project	Description	Cost (000s)									
1	Metro Rebranding	Establish consistent brand with uniform signage, letterhead, ads	\$ 500	\$ 500								
		Unfunded Capital Costs thru 2028	\$ 500	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

IV. ADDITIONAL INFORMATION

BOARD MEMBER TRAVEL

FY19

American Public Transportation Association (APTA) Meetings

Legislative Conference
March 2019
Washington, DC
Two Board Members

Annual Conference
September 2018
Nashville, TN
Two Board Members

California Transit Association (CTA) Meetings

Annual Meeting
October 2018
Long Beach, CA
One Board Member

Legislative Conference
Spring 2019
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.

Board Authorized METRO Support Activities

FY19

Santa Cruz County Fair

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
FY19 and FY20

EVENT/ACTIVITY	# EMP	RATE	FY19	FY20	DEPT/ACCOUNT
District Service Awards			\$ 4,000	\$ 4,000	1100-509101
Employee Picnic & Holiday Party			\$ 5,000	\$ 5,000	1100-509101
Transit Driver Appreciation Day			\$ 1,000	\$ 1,000	1100-509101
Safe Driver Patches and Certificates			\$ 1,250	\$ 1,250	3300-509101
Line Instruction Patches			\$ 550	\$ 550	3300-509101
Pens			\$ 2,100	\$ 2,100	3300-509101
Departmental Programs					
<u>Administrative Facility (110 Vernon)</u>					
Employee Recognition/Appreciation Events		\$ -	\$ -	\$ -	1200-509101
<u>Customer Service (Metro Center)</u>					
Employee Recognition/Appreciation Events		\$ -	\$ -	\$ -	1300-509101
<u>Facilities Maintenance</u>					
Employee Recognition/Appreciation Events		\$ -	\$ -	\$ -	2200-509101
<u>ParaCruz</u>					
Employee Recognition/Appreciation Events		\$ -	\$ -	\$ -	3100-509101
<u>Operations</u>					
Employee Recognition/Appreciation Events and Shift Bid Refreshments		\$ -	\$ -	\$ -	3200-509101
<u>Fleet Maintenance</u>					
Employee Recognition/Appreciation Events and Shift Bid Refreshments		\$ -	\$ -	\$ -	4100-509101
TOTALS			\$ 13,900	\$ 13,900	

**MEMBERSHIPS
FY19 and FY20**

MEMBERSHIPS / Dues & Subscriptions	FY19	FY20	DEPT/ACCOUNT
Administration			
American Public Transportation Association (APTA)	\$ 35,100	\$ 35,100	1100-509011
California Transit Association (CTA)	\$ 18,740	\$ 18,740	1100-509011
Monterey Bay Economic Partnership (MBEP)	\$ 5,000	\$ 5,000	1100-509011
Eastern Contra Costa Transit Agency (ZEBRA Membership)	\$ 4,000	\$ 4,000	1100-509011
Community Transportation Association of America (CTAA)	\$ 3,900	\$ 3,900	1100-509011
Center for Transportation and the Environment (CTE)	\$ 3,000	\$ 3,000	1100-509011
Chamber of Commerce	\$ 3,000	\$ 3,000	1100-509011
Bus Coalition	\$ 3,000	\$ 3,000	1100-509011
California Association for Coordinated Transportation (CalACT)	\$ 955	\$ 955	1100-509011
Letter Press	\$ 675	\$ 675	1100-509011
Santa Cruz Sentinel	\$ 380	\$ 380	1100-509011
Register - Pajaronian	\$ 130	\$ 130	1100-509011
Costco	\$ 120	\$ 120	1100-509011
Total:	\$ 78,000	\$ 78,000	
Finance			
California Society of Municipal Finance Officers (CSMFO)	\$ 450	\$ 450	1200-509011
Government Finance Officers Association (GFOA)	\$ 300	\$ 300	1200-509011
Kiplinger Letters	\$ 100	\$ 100	1200-509011
Total:	\$ 850	\$ 850	
Customer Service			
Miscellaneous	Total: \$ 200	\$ 200	1300-509011
Human Resources			
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
Total:	\$ 2,350	\$ 2,350	
Risk Management			
Miscellaneous	Total: \$ 500	\$ 500	1800-509011
Purchasing			
California Association of Public Procurement Officials (CAPPO)	\$ 300	\$ 300	1900-509011
Total:	\$ 300	\$ 300	
Fleet Maintenance			
Cummins INSITE Fleet books (6) Software	\$ 3,012	\$ 3,012	4100-509011
John Deere Software	\$ 2,400	\$ 2,400	4100-509011
Southern California Regional Transit Training Consortium (SCR TTC)	\$ 1,000	\$ 1,000	4100-509011
Mitchell Online Vehicle Manuals	\$ 500	\$ 500	4100-509011
Allison Transport. Software	\$ 88	\$ 88	
Total:	\$ 7,000	\$ 7,000	
TOTALS	\$ 89,200	\$ 89,200	

ADOPTED JUNE 22, 2018