



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (METRO)
FINANCE, BUDGET AND AUDIT STANDING COMMITTEE AGENDA
REGULAR MEETING
MAY 8, 2017 – 9:00 AM
METRO ADMIN OFFICES
110 VERNON STREET
SANTA CRUZ, CA 95060**

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COMMITTEE ROSTER

Director John Leopold	County of Santa Cruz
Director Donna Lind	City of Scotts Valley
Director Cynthia Mathews	City of Santa Cruz
Director Oscar Rios	City of Watsonville
Alex Clifford	METRO CEO/General Manager
Julie Sherman	METRO District Counsel

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MEETING TIME: 9:00AM

NOTE: THE COMMITTEE CHAIR MAY TAKE ITEMS OUT OF ORDER

- 1 CALL TO ORDER**
- 2 ROLL CALL**

3 COMMUNICATIONS TO THE FINANCE, BUDGET & AUDIT STANDING COMMITTEE

This time is set aside for Directors and members of the general public to address any item not on the Agenda, but which is within the matter jurisdiction of the Committee. Each member of the public appearing at a Committee meeting shall be limited to three minutes in his or her presentation, unless the Chair, at his or her discretion, permits further remarks to be made. Any person addressing the Committee may submit written statements, petitions or other documents to complement his or her presentation. When addressing the Committee, the individual may, but is not required to, provide his/her name and address in an audible tone for the record.

4 ADDITIONS OR DELETIONS FROM AGENDA / ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

5 ACCEPT AND FILE MINUTES OF THE MARCH 3, 2017 FINANCE, BUDGET AND AUDIT STANDING COMMITTEE MINUTES

6 DISCUSSION AND REVIEW OF FY18 & FY19 OPERATING BUDGET AND FY18 CAPITAL BUDGET:

A. 5-Year Budget Plan

B. FY18 & FY19 Operating Budget - Revenue Sources

C. Budget Assumptions – Revenue Sources

D. FY18 & FY19 Operating Budget – Consolidated Expenses

E. Budget Assumptions – Operating Expenses

F. Authorized and Funded Personnel : FY18 & FY19

G. FY17 PRELIMINARY Schedule of Reserve Account Balances – Unaudited as of 05/08/2017

H. FY18 Capital Budget

I. Unfunded Capital Projects

J. Common Industry Acronyms

7 ADJOURNMENT

Pursuant to Section 54954.2(a)(1) of the Government Code of the State of California, this agenda was posted at least 72 hours in advance of the scheduled meeting at a public place freely accessible to the public 24 hours a day. The agenda packet and materials related to an item on this Agenda submitted after distribution of the agenda packet are available for public inspection in the Santa Cruz METRO Administrative Office (110 Vernon Street, Santa Cruz) during normal business hours. Such documents are also available on the Santa Cruz METRO website at www.scmtd.com subject to staff's ability to post the document before the meeting.



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (METRO)
FINANCE, BUDGET AND AUDIT STANDING COMMITTEE MEETING
MINUTES
MARCH 3, 2017 – 8:00 AM
METRO ADMIN OFFICES
110 VERNON STREET
SANTA CRUZ, CA 95060**

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COMMITTEE ROSTER

Director John Leopold	County of Santa Cruz
Director Donna Lind	City of Scotts Valley
Director Cynthia Mathews	City of Santa Cruz
Director Oscar Rios	City of Watsonville
Alex Clifford	METRO CEO/General Manager
Julie Sherman	METRO General Counsel

MEETING TIME: 8:00AM

NOTE: THE COMMITTEE CHAIR MAY TAKE ITEMS OUT OF ORDER

- 1 CALL TO ORDER**
Meeting was called to order at 8:01AM by Director Leopold.
- 2 ROLL CALL:** The following Directors were **present**, representing quorum:

Director Cynthia Mathews	City of Santa Cruz
Director Donna Lind	City of Scotts Valley
Director John Leopold	County of Santa Cruz

Director Rios was not present.

METRO EMPLOYEES AND MEMBERS OF THE PUBLIC WHO VOLUNTARILY INDICATED THEY WERE PRESENT (IN ALPHABETICAL ORDER) WERE:

Debbie Kinslow, SCMTD

3 ELECT COMMITTEE CHAIR

Director Leopold was elected as Committee Chair

MOTION: ELECT DIRECTOR LEOPOLD AS COMMITTEE CHAIR.

MOTION: DIRECTOR MATHEWS SECOND: DIRECTOR LIND

MOTION CARRIED UNANIMOUSLY.

4 COMMUNICATIONS TO THE FINANCE, BUDGET & AUDIT STANDING COMMITTEE

Having none, Committee Chair Leopold moved to the next agenda item.

5 ADDITIONS OR DELETIONS FROM AGENDA / ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

Mr. Eduardo Montesino, representing the bus and Paratransit operators, asked if there is any supporting documentation.

Committee Chair Leopold responded standards will be established today, as this is the first meeting for this particular committee.

CEO Clifford added this committee is part of a new process, addressing the budget earlier than in the past. The team has worked hard all week to provide the working documents being provided today; extra copies are available at the back of the room. METRO has a standing policy that materials are not distributed to the public prior to being provided to the board members.

For the benefit of the new board members, Committee Chair Leopold provided the background of the committee, noting the intent is to conduct a deeper dive into the budget to have a stronger understanding before presentation to the full board. Two other standing committees were developed at the same time: Personnel/HR and Capital Projects.

6 DISCUSSION AND REVIEW OF UPCOMING BUDGET PROCESS:

A. Assumptions for FY18 & FY19 Operating Budget

B. Assumptions for FY18 Capital Budget

C. Assumptions for the FIVE-YEAR Operating PLAN Summary

D. Discussion of Measure D assumptions and uses

Ms. Angela Aitken, Finance Manager, distributed page 1 (entitled, "DRAFT 03-03-17, Santa Cruz Metropolitan Transit District) and explained the data presented represented the budget as it stands today (3/3/17) and the new process. This is the March budget to be brought forward for TDA purposes only.

Director Mathews expressed her appreciation for the forward looking view and suggested adding "5 Year Projection" to the title. She also suggested adding graphics.

Ms. Aitken replied that she would include the 5 year budget, staff report and presentation with graphics in the future.

Passenger revenue: The Committee discussed the impact that lower fuel prices, Uber and Lyft have had on the downward trends in passenger revenue locally and nationally.

1979 Gross Sales Tax (1/2 cent): Ms. Aitken explained the process METRO undertakes to reach the 2.5% projection.

TDA 2.5% is projected. This projection may be adjusted after we receive new information from RTC after its 3/9/17 budget meeting. This allocation is governed by State law, as METRO is the significant transportation agency within Santa Cruz County.

Federal Op Assistance: METRO applies annually for these funds, which means they are subject to change. CEO Clifford added that the 5307 Federal assistance program is a bit more secure through 2021, due to the implementation of the FastACT with 2% growth year over year; however, as it is a formula based program, it too is subject to change at any time.

STA (Operating and Capital funds): Two years ago, the Board approved METRO reallocating STA funds back into the Capital Budget to provide for Capital improvements over a five-year period of time. In FY18 we will move 2/5 of the STA Capital funds to the Capital budget.

STIC: In 2022, 100% of these funds will be allocated to the capital budget. Assistant Finance Manager, Debbie Kinslow added that these funds are performance based, similar to the 5307 program and there are 12 qualifying factors; e.g., ridership, revenue, etc. CEO Clifford added that as more agencies qualify for the program, there remains less money per agency and buses are expensive; i.e., between \$500K and \$1M each.

Fuel Tax Credit: These Federal funds are transferred out of the operating budget. The funds are transferred to capital reserves until the Board approves spending under the Capital budget.

Document 1A entitled, SCMTD FY17 Preliminary Schedule of Reserve Account Balances – Unaudited as of 3/3/17:

Finance Manager Aitken summarized the five year plan deficit and surplus projections. Committee discussion regarding the various reserve “buckets” and the state of each. For example, the Workers Comp and the Liability Insurance Reserve Funds are not fully funded at this time. It would take \$3M to fully fund our reserves. Ms. Kinslow added that METRO is self-insured for Workers Comp and Liability.

CEO Clifford noted the importance of a 5 year plan. Even with the projected Measure D funds, METRO will begin investigating a fare restructuring January 1, 2018 that could yield up to \$1M to begin the attack the deficit projected for FY19. The current projection indicates a return to the structural deficit comprehensive operational analysis exercise in FY21 and FY22 as the Operating Reserve will be exhausted in FY20. The largest financial relief could come from the passing of AB1/SB1, which has the potential to provide \$2M - \$2.5M. A decision is anticipated near the April 6, 2017 deadline.

Operating Reserve is used to match grants. For example, \$550K were used this year to purchase five buses.

MOTION CARRIED UNANIMOUSLY.

7 COMMITTEE RECOMMENDATIONS TO THE FULL BOARD – APRIL 28, 2017
Ms. Aitken to present the assumptions to the full board in April. The full budget presentation will occur at the May 19, 2017 Board Meeting.

8 ADJOURNMENT

Committee Chair Leopold adjourned the meeting at 9:41 AM.

Respectfully submitted,

Gina Pye

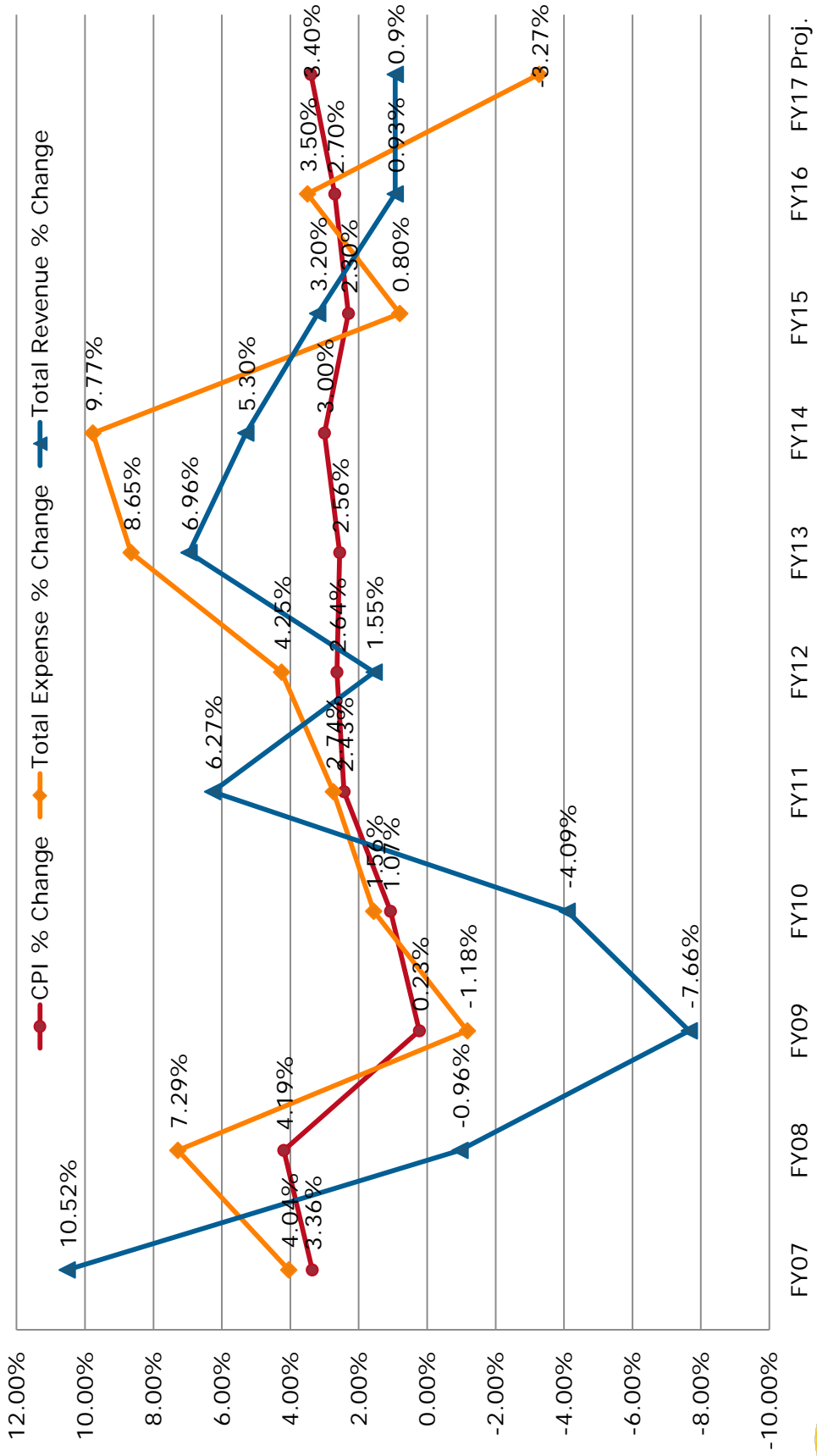
Executive Assistant

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT - 5 - YEAR BUDGET PLAN

REVENUE:	BUDGET FY18	BUDGET FY19	PCT	FORECASTED BUDGET FY20	PCT	FORECASTED BUDGET FY21	PCT	FORECASTED BUDGET FY22	PCT
Passenger Fares	10,459,429	10,459,429	0.0%	10,459,429	0.0%	10,459,429	0.0%	10,459,429	0.0%
<i>Passenger Fares</i>	2,791,893	2,791,893	0.0%	2,791,893	0.0%	2,791,893	0.0%	2,791,893	0.0%
<i>Special Transit Fares</i>	5,044,644	5,044,644	0.0%	5,044,644	0.0%	5,044,644	0.0%	5,044,644	0.0%
<i>Paratransit Fares</i>	339,141	339,141	0.0%	339,141	0.0%	339,141	0.0%	339,141	0.0%
<i>Highway 17 Fares</i>	1,758,751	1,758,751	0.0%	1,758,751	0.0%	1,758,751	0.0%	1,758,751	0.0%
<i>Highway 17 Payments</i>	525,000	525,000	0.0%	525,000	0.0%	525,000	0.0%	525,000	0.0%
Other Revenue	501,393	505,736	0.9%	510,029	0.8%	514,789	0.9%	519,048	0.8%
1979 Gross Sales Tax (1/2 cent)	20,061,806	20,563,351	2.5%	21,077,435	2.5%	21,604,371	2.5%	22,144,480	2.5%
2016 Net Sales Tax (Measure D)	2,978,897	3,053,369	2.5%	3,129,704	2.5%	3,207,946	2.5%	3,288,145	2.5%
Transp Dev Act (TDA) - Op Asst	6,767,933	6,937,131	2.5%	7,110,560	2.5%	7,288,324	2.5%	7,470,532	2.5%
*Federal Op Assistance	4,302,285	4,396,666	2.2%	4,493,117	2.2%	4,717,773	5.0%	4,820,737	2.2%
STA - Operating (includes SB1)	2,940,253	3,816,073	29.8%	3,816,073	0.0%	3,816,073	0.0%	3,816,073	0.0%
STA - Operating (includes SB1) (Transfer to Capital Budget)	(1,596,109)	(1,927,501)	20.8%	(1,651,546)	-14.3%	(2,064,433)	25.0%	(2,064,433)	0.0%
STIC - Op Assistance	2,210,167	2,220,000	0.4%	2,520,687	13.5%	2,646,721	5.0%	2,704,684	2.2%
STIC (Transfer to Capital Budget)	(884,067)	(1,332,000)	50.7%	(2,016,550)	51.4%	(2,646,721)	31.2%	(2,704,684)	2.2%
Fuel Tax Credit	657,354	677,075	3.0%	697,387	3.0%	718,309	3.0%	739,858	3.0%
Fuel Tax Credit (Transfer to Reserves)	(657,354)	(677,075)	3.0%	(697,387)	3.0%	(718,309)	3.0%	(739,858)	3.0%
Transfers (to)/ from Operating Reserves	-	-	0.0%	1,301,946	100.0%	2,306,594	77.2%	2,409,897	4.5%
TOTAL REVENUE	47,741,987	48,692,255	2.0%	50,750,883	4.2%	51,850,866	2.2%	52,863,907	2.0%
OPERATING EXPENSES:									
Labor and Fringe Benefits: Bus Operators	16,818,857	17,396,424	3.4%	18,169,287	4.4%	18,541,999	2.1%	18,980,271	2.4%
Labor and Fringe Benefits: Paratransit	4,137,880	4,284,021	3.5%	4,490,933	4.8%	4,602,061	2.5%	4,712,643	2.4%
Labor and Fringe Benefits: Other	18,143,600	18,780,805	3.5%	19,411,660	3.4%	19,901,802	2.5%	20,365,989	2.3%
Services	3,543,479	3,085,840	-12.9%	3,533,840	14.5%	3,659,840	3.6%	3,659,840	0.0%
Mobile and Other Materials and Supplies	3,280,570	3,280,470	0.0%	3,280,470	0.0%	3,280,470	0.0%	3,280,470	0.0%
Utilities	609,000	609,000	0.0%	609,000	0.0%	609,000	0.0%	609,000	0.0%
Casualty & Liability and Taxes	718,699	760,892	5.9%	760,892	0.0%	760,892	0.0%	760,892	0.0%
Purchased Transportation	-	-	0.0%	-	0.0%	-	0.0%	-	0.0%
Misc. Expense and Leases & Rentals	489,902	494,802	1.0%	494,802	0.0%	494,802	0.0%	494,802	0.0%
TOTAL OPERATING EXPENSES	47,741,987	48,692,255	2.0%	50,750,883	4.2%	51,850,866	2.2%	52,863,907	2.0%
(DEFICIT)/SURPLUS	-	-		(1,301,946)		(2,306,594)		(2,409,897)	
Operations Sustainability Reserve Fund:									
\$5,357,927 (Balance as of 05/08/17)	5,357,927	5,357,927		4,055,981		1,749,387		-	

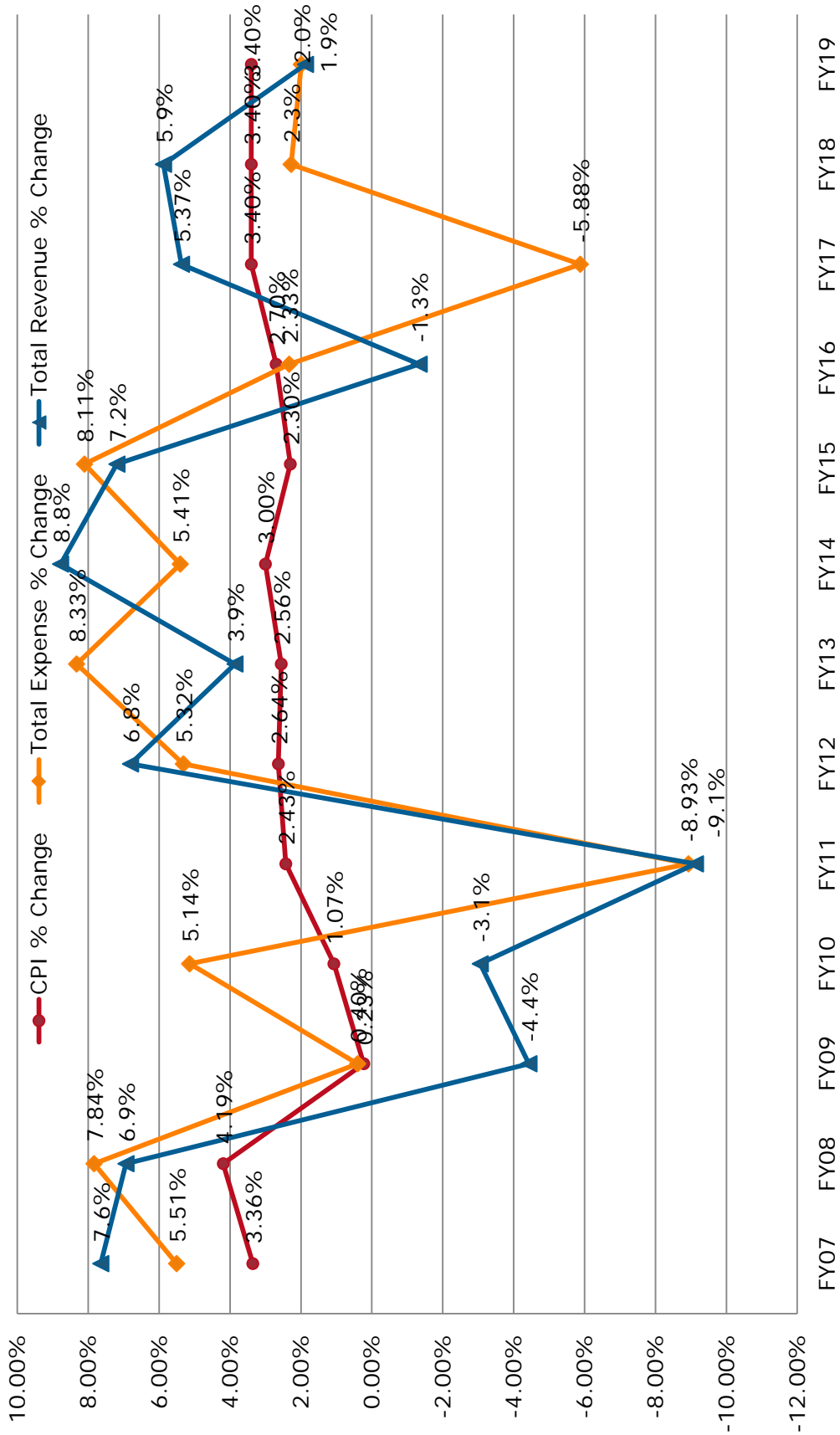
Total Actual Revenue* and Expense % Change vs. CPI % Change



* Total Revenue does not include STA, STIC and Reserves.



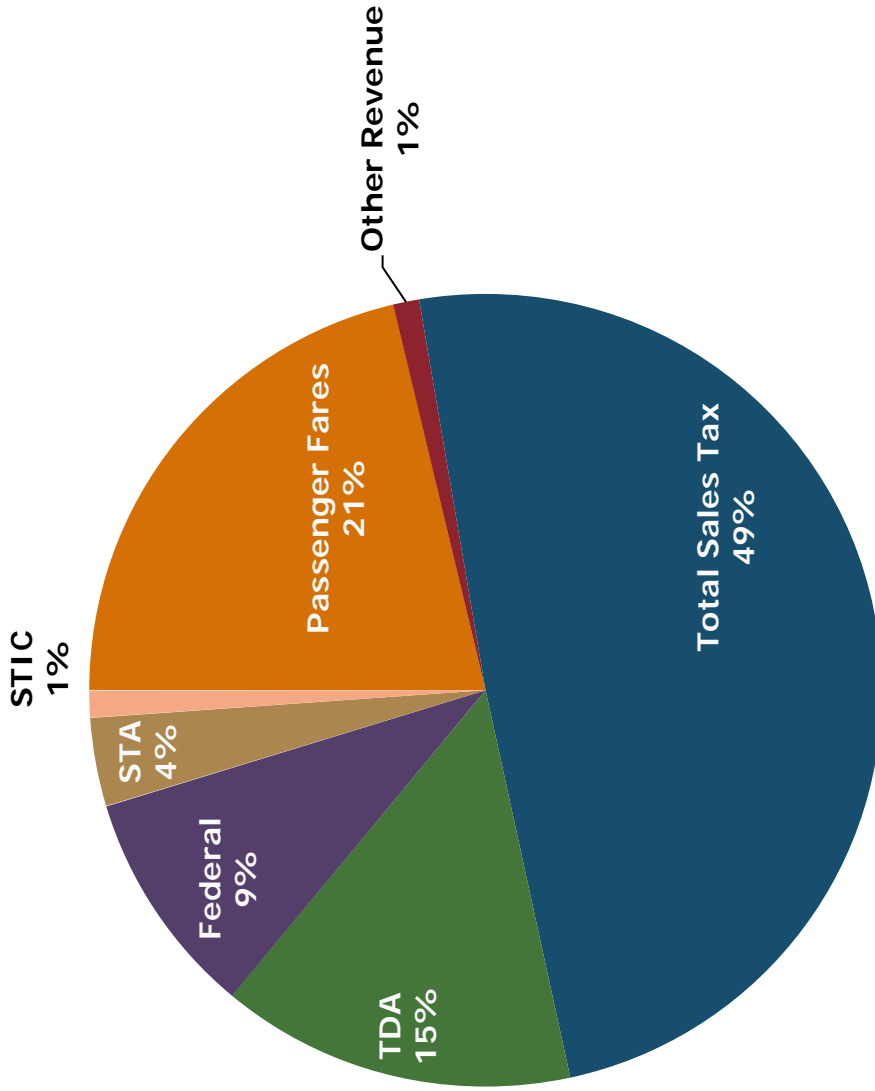
Total Budget Revenue* and Expense % Change vs. CPI % Change



* Total Revenue does not include STA, STIC and Reserves.



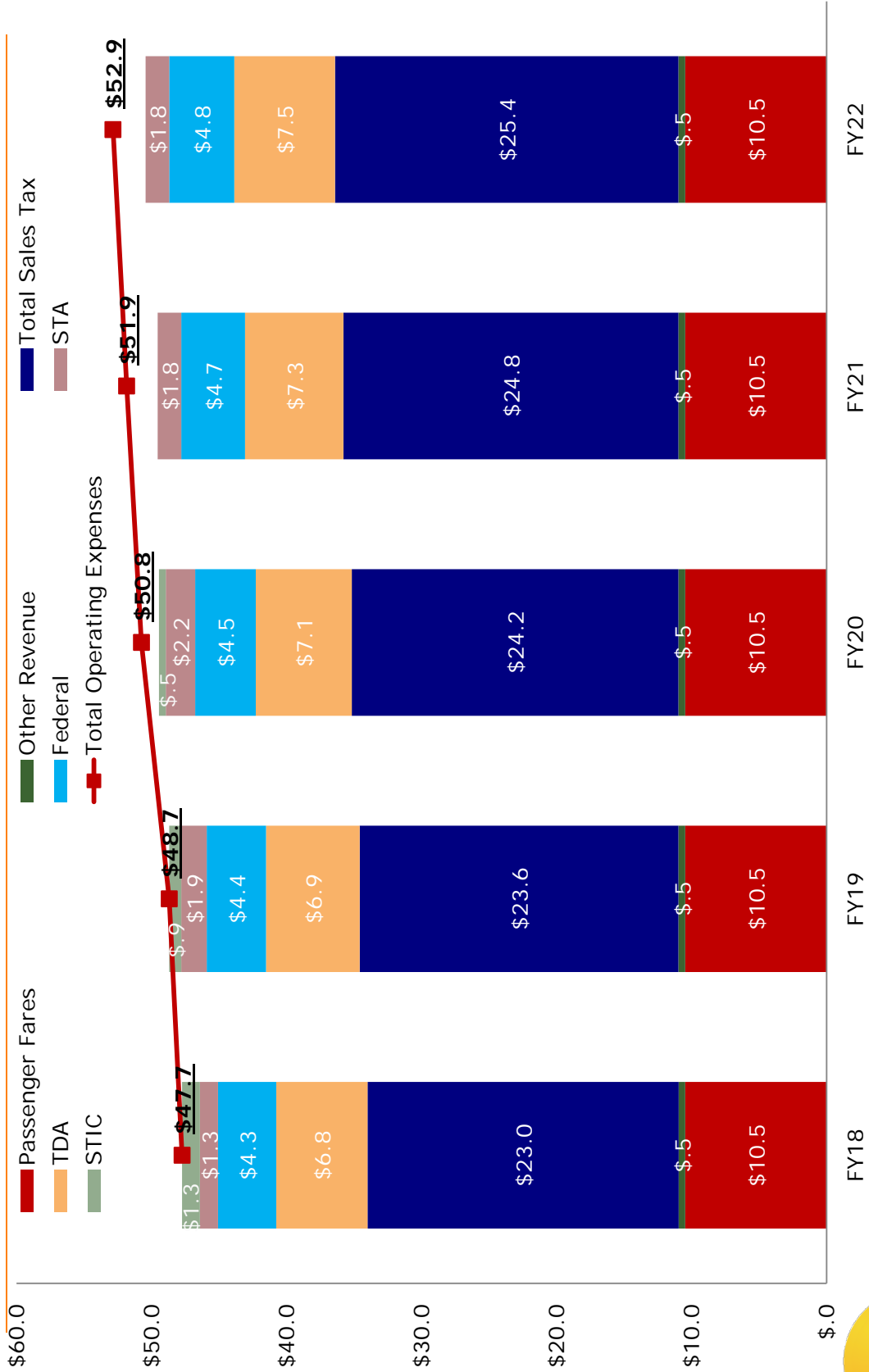
Total Revenue Sources - 5 Year Projections



* Total Revenue does not include Reserves.

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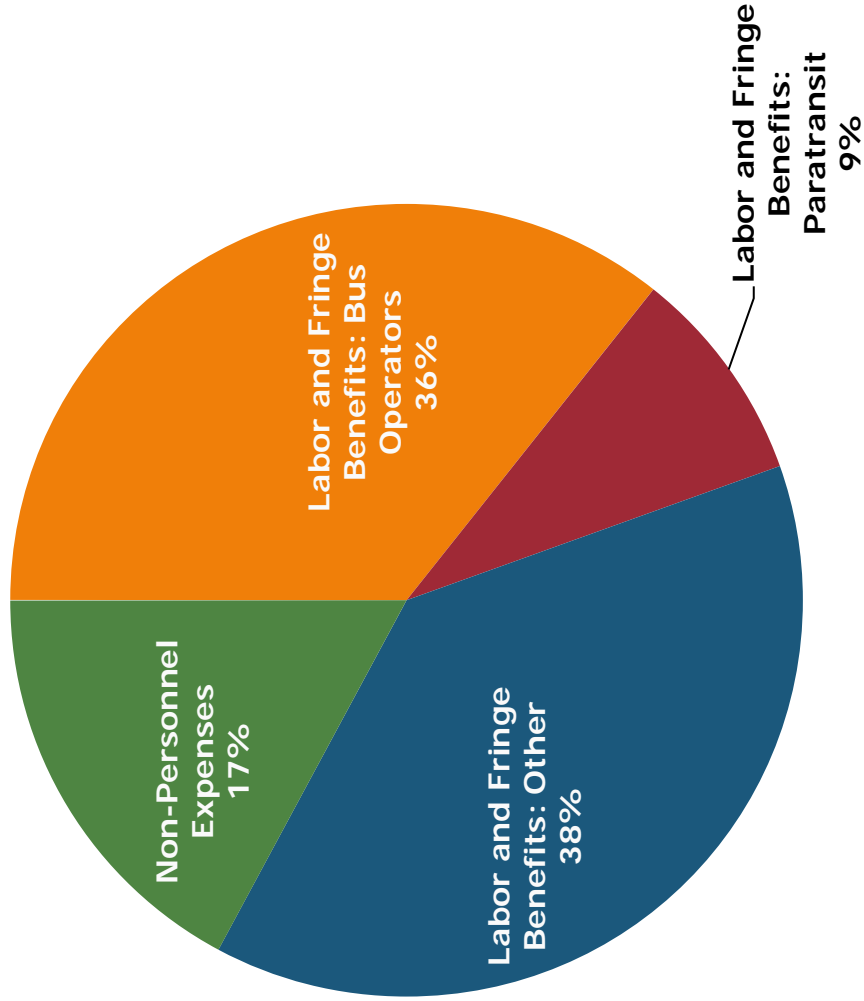
Total Revenue Sources - 5 Year Projections (in \$ millions)



* Total Revenue does not include Reserves.



Total Operating Expenses – 5 Year Projections



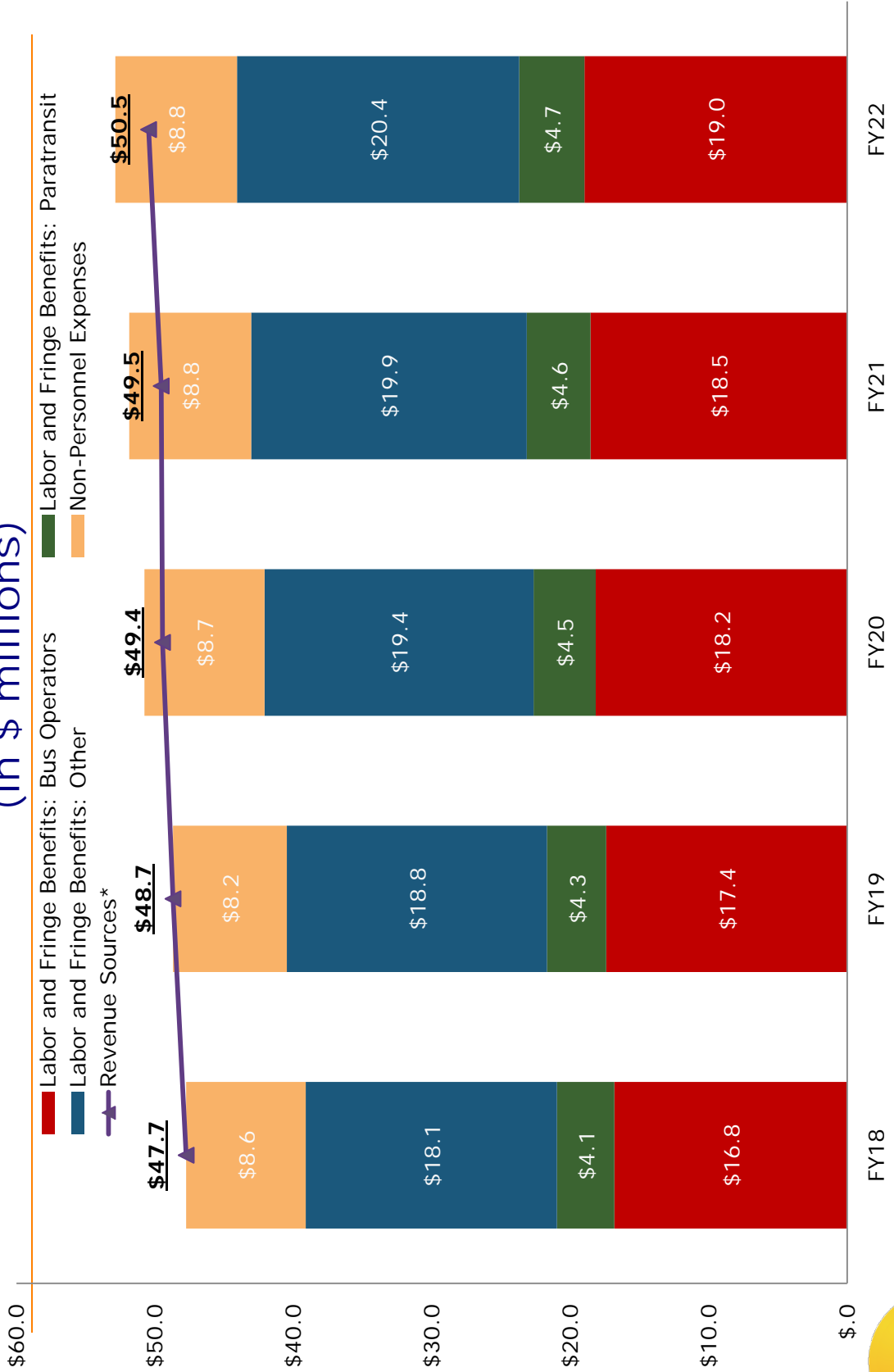
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Total Operating Expenses - 5 Year Projections (in \$ millions)

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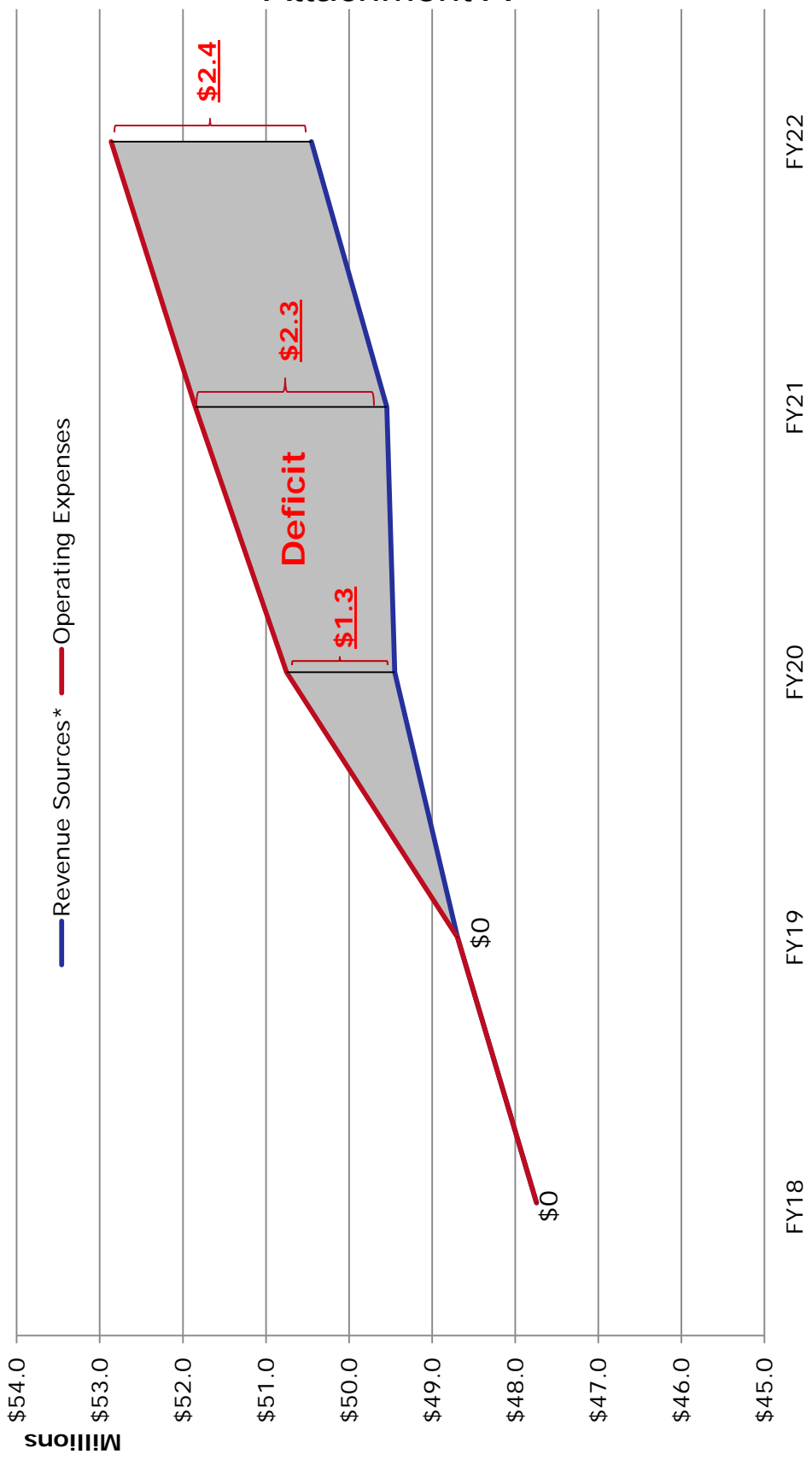


* Total Revenue does not include Reserves.

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Operating Deficit - 5 Year Projections (in \$ millions)



* Total Revenue does not include Reserves.



DRAFT 05-08-2017
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY18 & FY19 OPERATING BUDGET
REVENUE SOURCES

#B

Attachment B

REVENUE SOURCE	Jun-16	May-17	% CHANGE	\$ CHANGE	May-17	% CHANGE	\$ CHANGE
	BUDGET FY17	BUDGET FY18	BUDG FY17	BUDG FY18	BUDGET FY19	BUDG FY18	BUDG FY19
1 Passenger Fares	3,681,471	2,791,893	-24.2%	(889,578)	2,791,893	0.0%	-
2 Special Transit Fares	5,418,017	5,044,644	-6.9%	(373,373)	5,044,644	0.0%	-
3 Paratransit Fares	339,141	339,141	0.0%	-	339,141	0.0%	-
4 Highway 17 Fares	1,826,000	1,758,751	-3.7%	(67,249)	1,758,751	0.0%	-
5 Highway 17 Payments	525,000	525,000	0.0%	-	525,000	0.0%	-
6 <i>Estimated Reduction in Fares due to Service Cuts</i>	(500,000)	-	-100.0%	500,000	-	0.0%	-
7 Commissions	2,000	1,500	-25.0%	(500)	1,500	0.0%	-
8 Advertising Income	275,000	225,000	-18.2%	(50,000)	225,000	0.0%	-
9 Rent Income	150,000	154,301	2.9%	4,301	158,644	2.8%	4,343
10 Interest Income	80,000	90,000	12.5%	10,000	90,000	0.0%	-
11 Other Non-Transp Revenue	13,000	20,592	58.4%	7,592	20,592	0.0%	-
12 1979 Gross Sales Tax (1/2 cent)	19,572,494	20,061,806	2.5%	489,312	20,563,351	2.5%	501,545
13 2016 Net Sales Tax (Measure D)	-	2,978,897	100.0%	2,978,897	3,053,369	2.5%	74,472
14** Transp Dev Act (TDA - LTF) Funds	6,701,163	6,767,933	1.0%	66,770	6,937,131	2.5%	169,198
15 FTA Sec 5307 - Op Assistance	4,246,793	4,131,857	-2.7%	(114,936)	4,222,345	2.2%	90,488
16 FTA Sec 5311 - Rural Op Asst	166,738	170,428	2.2%	3,690	174,321	2.3%	3,893
17 AMBAG/Misc. Grant Funding	73,000	10,000	-86.3%	(63,000)	10,000	0.0%	-
18 STIC	2,125,425	2,210,167	4.0%	84,742	2,220,000	0.4%	9,833
19 STIC (Transfer to Capital Budget)	-	(884,067)	100.0%	(884,067)	(1,332,000)	50.7%	(447,933)
20 TDA - STA - Operating	1,995,540	2,064,433	3.5%	68,893	2,064,433	0.0%	-
21 TDA - STA - Operating (Transfer to Capital Budget)	(370,000)	(825,773)	123.2%	(455,773)	(1,238,660)	50.0%	(412,887)
22 TDA - STA - Operating (SB1)	-	875,820	100.0%	875,820	1,751,640	100.0%	875,820
23 TDA - STA - Operating (SB1) (Transfer to Capital Budget)	-	(770,336)	100.0%	(770,336)	(688,841)	-10.6%	81,495
24 Fuel Tax Credit	638,208	657,354	3.0%	19,146	677,075	3.0%	19,721
25 Fuel Tax Credit (Transfer to Operating and Capital Reserve Fund)	(638,208)	(657,354)	3.0%	(19,146)	(677,075)	3.0%	(19,721)
Transfer (to)/from Operations Sustainability Reserve	358,207	-	-100.0%	(358,207)	-	0.0%	-

TOTAL REVENUE	46,678,989	47,741,987	2.3%	1,062,998	48,692,255	2.0%	950,268
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** FTA funding is used solely to fund labor expense

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DRAFT 05-08-2017**Budget Assumptions**

Revenue Sources:

Passenger Fares: \$2,791,893 budgeted in FY18, with no increase in FY19 – FY22. The number was based on the most recent actual passenger fares revenue collected in October, November, and December 2016 (actual passenger fares data for January and February 2017 was excluded from the forecast model due to the severe weather and staffing shortages that negatively impacted ridership). This revenue line item may be revised as the actual passenger fares data for March 2017 becomes available.

Special Transit Fares: \$5,044,644 budgeted in FY18, with no increase in FY19 – FY22. The number is based on the contract with UCSC (12 months x \$338,167=\$4,058,004); the contract with Cabrillo (12 months x \$79,070 = \$948,840), and 9 months of Supplemental # 16: \$37,800.

Highway 17 Fares: \$1,758,751 budgeted in FY18, with no increase in FY19 – FY22. The number was based on the most recent actual Highway 17 fares revenue collected in October, November, and December 2016 (actual Highway 17 fares data for January and February 2017 was excluded from the forecast model due to the severe weather and staffing shortages that negatively impacted ridership). This revenue line item may be revised as the actual Highway 17 fares data for March 2017 becomes available.

Highway 17 Payments: \$525,000 budgeted in FY18, with no increase in FY19 – FY22. The number is based on the contracts with VTA (\$350K/year); San Jose State (\$30K – estimate based on historical information), and AMTRAK Billing (\$145K/year).

Paratransit Fares: \$339,141 budgeted in FY18, with no increase in FY19 – FY22. The number is based on the FY17 Budget.

1979 Gross Sales Tax (1/2 cent): \$20,061,806 budgeted in FY18. The number is based on the FY17 Budget, adopted in June 2016, and an anticipated 2.5% increase in FY18. The anticipated increase in Sales Tax in FY19 – FY22 remains the same: 2.5% each year.

2016 Net Sales Tax (Measure D): \$2,978,897 budgeted in FY18 (as per information from SCCRTC). The anticipated increase in 2016 Sales Tax (Measure D) in FY19 – FY22 is 2.5% each year.

Transp Dev Act (TDA - LTF) Funds: \$6,767,933 budgeted in FY18. The number is based on the estimated actual TDA – LTF Funds for FY17 (SCCRTC – meeting 3/9/2017). The anticipated increase in FY19 – FY22 is 2.5% each year.

FTA Sec 5307 - Op Assistance: \$4,131,857 budgeted in FY18; 2.19% increase in FY19 and FY20; 5% increase in FY21 (2020 New act : 5% Bump First Year); 2.19% increase in FY22

FTA Sec 5311 - Op Assistance: \$170,428 budgeted in FY18; 2.3% increase in FY19; 2.3% in FY20; 5% increase in FY21 (2020 New act : 5% Bump First Year); 2.00% increase in FY22

STIC: \$2,210,167 budgeted in FY18, a 4% increase from prior year allocation due to additional factors for Watsonville; 0.44% increase in FY19; 13.54% increase in FY20 (33% “bump” + loss of 2 factors); 5% increase in FY21; 2.19% increase in FY22.

STIC (Transfers to Capital Budget): 2/5 transferred in FY18; 3/5 in FY19; 4/5 in FY20; 5/5 in FY21 and FY22

TDA - STA - Operating : \$2,064,433 budgeted each year FY18 – FY22, as per most recent information from CTA.

TDA - STA – Operating (Transfer to Capital Budget): 2/5 transferred in FY18; 3/5 in FY19; 4/5 in FY20; 5/5 in FY21 and FY22

TDA - STA - Operating (SB1): \$875,820 budgeted in FY18 (The SCO will apportion 6 months of the new SB1 revenue in FY18). As per CTA, the annual revenue from SB1 is \$1,751,640, budgeted each year FY19 – FY22.

TDA - STA - Operating (SB1) (Transfer to Capital Budget): The new SB1 funds will be transferred to the Capital Budget. The amount of the transfer depends on the availability of revenue sources to balance the budget. In FY18, \$770,336 will be transferred to the Capital Budget, the remaining funds will be used to bridge the budget gap at the end of the fiscal year. In FY19, \$688,841 will be transferred to the Capital Budget, and in FY20 – FY22, the SB1 funds will remain in the operating budget, due to budget shortfalls.

Fuel Tax Credit: transferred to Operating and Capital Reserve Fund each year FY18 – FY22

Changes in Operating Revenue Sources between 03-03-2017 and 05-08-2017:

- Decrease in Transp. Dev Act (TDA - LTF) Funds, as per most recent projections from SCCRTC
- Increase in TDA - STA - Operating , as per latest information from CTA
- Increase in TDA - STA - Operating (Transfer to Capital Budget) (due to increased current year allocation)
- New Revenue Source added - TDA - STA - Operating (SB1), as per latest information from CTA
- Increase in the TDA – STA – Operating (SB1) (Transfer to Capital Budget), as per above
- No Transfer (to) and from Reserves in FY18 and FY19, as the budgets are balanced with funds from the new TDA - STA - Operating (SB1).
- Minor adjustments to FTA Sec 5311 - Op Assistance.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY18 & FY19 OPERATING BUDGET

Consolidated Expenses

ACCOUNT	Jun-16 BUDGET FY17	May-17 BUDGET FY18	% CHANGE BUDG FY17 BUDG FY18	\$ CHANGE BUDG FY17 BUDG FY18	May-17 BUDGET FY19	% CHANGE BUDG FY18 BUDG FY19	\$ CHANGE BUDG FY18 BUDG FY19
LABOR							
501011 Bus Operator Pay	8,501,290	8,599,801	1.2%	98,512	8,793,815	2.3%	194,014
501013 Bus Operator OT	1,187,022	1,225,000	3.2%	37,978	1,257,930	2.7%	32,930
501021 Other Salaries	7,716,615	7,672,690	-0.6%	(43,925)	7,812,384	1.8%	139,694
501023 Other OT	443,279	425,010	-4.1%	(18,269)	433,409	2.0%	8,399
Totals	17,848,206	17,922,502	0.4%	74,296	18,297,538	2.1%	375,037
FRINGE BENEFITS							
502011 Medicare/Soc. Sec.	309,888	313,583	1.2%	3,695	320,233	2.1%	6,650
502021 Retirement	4,461,531	4,738,389	6.2%	276,859	5,099,337	7.6%	360,948
502031 Medical Ins	10,165,186	10,477,518	3.1%	312,332	10,944,931	4.5%	467,413
502041 Dental Ins	491,596	502,961	2.3%	11,365	518,050	3.0%	15,089
502045 Vision Ins	120,401	129,784	7.8%	9,383	133,677	3.0%	3,894
502051 Life Ins/AD&D	49,374	44,912	-9.0%	(4,462)	46,189	2.8%	1,278
502060 State Disability Ins (SDI)	200,439	191,332	-4.5%	(9,107)	201,482	5.3%	10,150
502061 Long Term Disability Ins	142,485	149,070	4.6%	6,585	155,831	4.5%	6,761
502071 State Unemployment Ins (SUJ)	73,786	55,300	-25.1%	(18,486)	58,575	5.9%	3,275
502081 Worker's Comp Ins	850,000	875,500	3.0%	25,500	901,766	3.0%	26,266
502101 Holiday Pay	602,251	610,708	1.4%	8,457	623,547	2.1%	12,840
502103 Floating Holiday	93,689	92,042	-1.8%	(1,647)	93,752	1.9%	1,710
502109 Sick Leave	924,456	936,952	1.4%	12,496	956,669	2.1%	19,717
502111 Annual Leave	1,934,900	1,840,073	-4.9%	(94,827)	1,886,375	2.5%	46,302
502121 Other Paid Absence	177,085	143,135	-19.2%	(33,951)	146,144	2.1%	3,009
502251 Phys. Exams	14,110	14,280	1.2%	170	14,280	0.0%	-
502253 Driver Lic Renewal	4,656	4,956	6.4%	300	4,956	0.0%	-
502999 Other Fringe Benefits	58,542	57,343	-2.0%	(1,199)	57,919	1.0%	576
Totals	20,674,374	21,177,836	2.4%	503,461	22,163,713	4.7%	985,877

Attachment D

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY18 & FY19 OPERATING BUDGET

Consolidated Expenses

ACCOUNT	Jun-16	May-17	% CHANGE	\$ CHANGE	May-17	% CHANGE	\$ CHANGE	May-17	% CHANGE
	BUDGET FY17	BUDGET FY18	BUDG FY17 BUDG FY18	BUDG FY17 BUDG FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY19	BUDG FY18 BUDG FY19
SERVICES									
503011 Acting/Audit Fees	95,250	95,250	0.0%	-	95,250	0.0%	-	95,250	0.0%
503012 Admin/Bank Fees	372,880	380,500	2.0%	7,620	389,640	2.4%	9,140	389,640	2.4%
503031 Prof/Technical Fees	447,560	972,279	117.2%	524,719	485,200	-50.1%	(487,079)	485,200	-50.1%
503032 Legislative Services	101,000	101,000	0.0%	-	101,000	0.0%	-	101,000	0.0%
503033 Legal Services	106,396	350,000	229.0%	243,604	350,000	0.0%	-	350,000	0.0%
503034 Pre-Employment Exams	5,800	5,500	-5.2%	(300)	5,500	0.0%	-	5,500	0.0%
503041 Temp Help	-	-	0.0%	-	-	0.0%	-	-	0.0%
503161 Custodial Services	6,468	8,300	28.3%	1,832	8,300	0.0%	-	8,300	0.0%
503162 Uniforms/Laundry	24,280	24,150	-0.5%	(130)	24,150	0.0%	-	24,150	0.0%
503171 Security Services	505,323	515,600	2.0%	10,277	525,600	1.9%	10,000	525,600	1.9%
503221 Classified/Legal Ads	12,200	13,200	8.2%	1,000	13,200	0.0%	-	13,200	0.0%
503222 Legal Ads	-	-	0.0%	-	-	0.0%	-	-	0.0%
503225 Graphic Services	5,500	-	-100.0%	(5,500)	-	0.0%	-	-	0.0%
503351 Repair - Bldg & Impr	48,590	50,000	2.9%	1,410	50,000	0.0%	-	50,000	0.0%
503352 Repair - Equipment	651,768	622,800	-4.4%	(28,968)	633,100	1.7%	10,300	633,100	1.7%
503353 Repair - Rev Vehicle	652,000	326,500	-49.9%	(325,500)	326,500	0.0%	-	326,500	0.0%
503354 Repair - Non Rev Vehicle	30,000	30,000	0.0%	-	30,000	0.0%	-	30,000	0.0%
503363 Haz Mat Disposal	40,452	48,400	19.6%	7,948	48,400	0.0%	-	48,400	0.0%
Totals	3,105,467	3,543,479	14.1%	438,012	3,085,840	-12.9%	(457,639)	3,085,840	-12.9%
MOBILE MATERIALS & SUPPLIES									
504011 Fuels & Lubricants - Non Rev Veh	90,000	60,000	-33.3%	(30,000)	60,000	0.0%	-	60,000	0.0%
504012 Fuels & Lubricants - Rev Veh	1,798,656	1,800,000	0.1%	1,344	1,800,000	0.0%	-	1,800,000	0.0%
504021 Tires & Tubes	300,000	300,000	0.0%	-	300,000	0.0%	-	300,000	0.0%
504161 Other Mobile Supplies	-	-	0.0%	-	-	0.0%	-	-	0.0%
504191 Rev Vehicle Parts	621,886	733,500	17.9%	111,614	733,500	0.0%	-	733,500	0.0%
Totals	2,810,542	2,893,500	3.0%	82,958	2,893,500	0.0%	-	2,893,500	0.0%

Attachment D

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY18 & FY19 OPERATING BUDGET

Consolidated Expenses

ACCOUNT	Jun-16	May-17	% CHANGE		\$ CHANGE		% CHANGE		\$ CHANGE	
	BUDGET FY17	BUDGET FY18	BUDG FY17	BUDG FY18	BUDG FY17	BUDG FY18	BUDG FY17	BUDG FY18	BUDG FY17	BUDG FY18
OTHER MATERIALS & SUPPLIES										
504205 Freight Out	136	2,500	1738.2%	2,364	2,500	0.0%	-	2,500	0.0%	-
504211 Postage & Mailing	13,550	12,300	-9.2%	(1,250)	12,300	0.0%	-	12,300	0.0%	-
504214 Promotional Items	1,400	200	-85.7%	(1,200)	200	0.0%	-	200	0.0%	-
504215 Printing	50,805	48,850	-3.8%	(1,955)	50,750	3.9%	1,900	50,750	3.9%	1,900
504217 Photo Supp/Process	2,500	1,500	-40.0%	(1,000)	1,500	0.0%	-	1,500	0.0%	-
504311 Office Supplies	71,062	71,800	1.0%	738	69,800	-2.8%	(2,000)	69,800	-2.8%	(2,000)
504315 Safety Supplies	16,860	11,320	-32.9%	(5,540)	11,320	0.0%	-	11,320	0.0%	-
504317 Cleaning Supplies	53,830	48,600	-9.7%	(5,230)	48,600	0.0%	-	48,600	0.0%	-
504409 Repair/Maint Supplies	114,983	110,500	-3.9%	(4,483)	110,500	0.0%	-	110,500	0.0%	-
504417 Tenant Repairs	9,000	9,000	0.0%	-	9,000	0.0%	-	9,000	0.0%	-
504421 Non-Inventory Parts	39,730	58,000	46.0%	18,270	58,000	0.0%	-	58,000	0.0%	-
504511 Small Tools	7,736	9,500	22.8%	1,764	9,500	0.0%	-	9,500	0.0%	-
504515 Employee Tool Replacement	2,180	3,000	37.6%	820	3,000	0.0%	-	3,000	0.0%	-
Totals	383,772	387,070	0.9%	3,298	386,970	0.0%	(100)	386,970	0.0%	(100)
UTILITIES										
505011 Gas & Electric	297,000	304,000	2.4%	7,000	304,000	0.0%	-	304,000	0.0%	-
505021 Water & Garbage	147,240	147,400	0.1%	160	147,400	0.0%	-	147,400	0.0%	-
505031 Telecommunications	160,434	157,600	-1.8%	(2,834)	157,600	0.0%	-	157,600	0.0%	-
Totals	604,674	609,000	0.7%	4,326	609,000	0.0%	-	609,000	0.0%	-
CASUALTY & LIABILITY										
506011 Insurance - Property	61,904	61,737	-0.3%	(167)	62,971	2.0%	1,234	62,971	2.0%	1,234
506015 Insurance - PL/PD	314,929	406,710	29.1%	91,781	447,381	10.0%	40,671	447,381	10.0%	40,671
506021 Insurance - Other	-	50,000	100.0%	50,000	50,000	0.0%	-	50,000	0.0%	-
506123 Settlement Costs	150,000	150,000	0.0%	-	150,000	0.0%	-	150,000	0.0%	-
506127 Repairs - District Prop	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
Totals	526,833	668,447	26.9%	141,614	710,352	6.3%	41,905	710,352	6.3%	41,905

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY18 & FY19 OPERATING BUDGET

Consolidated Expenses

ACCOUNT	Jun-16 BUDGET FY17	May-17 BUDGET FY18	May-17 BUDGET FY19	% CHANGE BUDG FY17 BUDG FY18	% CHANGE BUDG FY18 BUDG FY19	\$ CHANGE BUDG FY17 BUDG FY18	\$ CHANGE BUDG FY18 BUDG FY19	% CHANGE BUDG FY18 BUDG FY19	\$ CHANGE BUDG FY18 BUDG FY19
TAXES									
507051 Fuel Tax	14,280	15,000	15,000	5.0%	0.0%	720	0	0.0%	-
507201 Licenses & Permits	19,296	20,852	21,140	8.1%	1.4%	1,556	288	1.4%	288
507999 Other Taxes	14,400	14,400	14,400	0.0%	0.0%	-	-	0.0%	-
Totals	47,976	50,252	50,540	4.7%	0.6%	2,276	288	0.6%	288
PURCHASED TRANS.									
503406 Contract/Paratransit	150,000	-	-	-100.0%	0.0%	(150,000)	-	0.0%	-
Totals	150,000	-	-	-100.0%	0.0%	(150,000)	-	0.0%	-
MISC EXPENSE									
509011 Dues/Subscriptions	93,985	79,730	79,730	-15.2%	0.0%	(14,255)	-	0.0%	-
509081 Advertising - District Promo	30,500	-	-	-100.0%	0.0%	(30,500)	-	0.0%	-
509101 Employee Incentive Program	15,200	19,100	19,100	25.7%	0.0%	3,900	-	0.0%	-
509121 Employee Training	71,660	65,073	65,273	-9.2%	0.3%	(6,587)	200	0.3%	200
509122 BOD Travel	3,000	8,000	8,000	166.7%	0.0%	5,000	-	0.0%	-
509123 Travel	74,935	69,705	67,705	-7.0%	-2.9%	(5,230)	(2,000)	-2.9%	(2,000)
509125 Local Meeting Expense	6,520	10,300	10,300	58.0%	0.0%	3,780	-	0.0%	-
509127 Board Director Fees	12,600	12,600	12,600	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	308,400	264,508	262,708	-14.2%	-0.7%	(43,892)	(1,800)	-0.7%	(1,800)
LEASES & RENTALS									
512011 Facility Lease	201,350	208,100	214,800	3.4%	3.2%	6,750	6,700	3.2%	6,700
512061 Equipment Rental	17,394	17,294	17,294	-0.6%	0.0%	(100)	-	0.0%	-
Totals	218,744	225,394	232,094	3.0%	3.0%	6,650	6,700	3.0%	6,700
PERSONNEL TOTAL									
	38,522,581	39,100,337	40,461,251	1.5%	3.5%	577,756	1,360,914	3.5%	1,360,914
NON-PERSONNEL TOTAL									
	8,156,408	8,641,650	8,231,004	5.9%	-4.8%	485,242	(410,646)	-4.8%	(410,646)
TOTAL OPERATING EXPENSES	46,678,989	47,741,987	48,692,255	2.3%	2.0%	1,062,998	950,268	2.0%	950,268

5/4/2017

Consolidated

DRAFT 05-08-2017

Budget Assumptions

Operating Expenses:**Personnel Expenses:****Budgeted Contractual Cost of Living Adjustments (COLA):
5 – Year Forecast**

	FY18	FY19	FY20	FY21	FY22
MGMT	2%	0%	0%	0%	0%
SEIU (contract will expire on June 30, 2018)	2%	0%	0%	0%	0%
UTU FR (contract will expire on June 30, 2019)	0%	0%	2%	0%	0%
UTU PC (contract will expire on June 30, 2019)	0%	0%	2%	0%	0%

Fringe Benefits: Employer Contribution %

	FY18	FY19	FY20	FY21	FY22
PERS: Retirement	23.80%	25.10%	26.30%	26.40%	27.19%
Medical Insurance (budgeted increase in premiums, effective January of each year)	5%	5%	5%	5%	5%
Other (Dental, Vision, EAP...)	3%	3%	3%	3%	3%

Number of FTEs in the Budget: 316 (FY18 – FY22), budgeted for 2080 hours + OT hours**Non-Personnel Expenses:**

	FY18	FY19	FY20	FY21	FY22
% VAR Year over Year	5.9%	-4.8%	5.4%	1.5%	0%
Due to:	Services: Prof/Tech + Legal Services	Services: Prof/Tech	Services: Repair- Equipment (Aging Fleet)	Services: Repair- Equipment (Aging Fleet)	

Changes in Operating Expenses between 03-03-2017 and 05-08-2017:

- Increase in Labor and Fringe Benefits due to adding 1 FTE (van operator; Paratransit) and minor pay rates and hours adjustments (Human Resources and Planning)
- Eliminated Contract Transportation in Paratransit
- Reduced Insurance PL/PD in Finance and Paratransit
- Significant (200K) increase in Prof/Technical Fees in Planning due to Pacific Station Alternatives Analysis.
- Adjustments in Prof/Technical Fees in various departments (Administration; Human Resources; Planning).

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

Position Title	FY 17 June 2016		FY 18 2017		FY 19 2017	
	Authorized	Funded	Authorized	Funded	Authorized	Funded
Administration - 1100	5.00	4.00	5.00	4.00	5.00	4.00
Finance - 1200	8.50	7.00	9.50	8.00	9.50	8.00
Customer Service - 1300	10.25	8.00	15.25	12.00	15.25	12.00
Human Resources - 1400	6.00	5.00	6.00	5.00	6.00	5.00
Information Technology - 1500	7.00	5.00	7.00	5.00	7.00	5.00
Planning, Grants, Governmental Affairs - 1600	9.00	5.00	10.00	5.00	10.00	5.00
District Counsel - 1700	3.00	3.00	2.00	2.00	2.00	2.00
Risk Management - 1800	3.00	2.00	3.00	2.00	3.00	2.00
Purchasing - 1900	8.00	8.00	9.00	8.00	9.00	8.00
Facilities Maintenance - 2200	22.00	17.00	22.00	17.00	22.00	17.00
Paratransit - 3100	62.00	49.00	55.00	44.00	55.00	44.00
Operations - 3200	21.00	15.00	22.00	16.00	22.00	16.00
Bus Operators - 3300	171.00	146.00	171.00	150.00	171.00	150.00
Fleet Maintenance - 4100	56.00	37.00	57.00	38.00	57.00	38.00
Total Full-Time Equivalents (FTEs)	391.75	311.00	393.75	316.00	393.75	316.00

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

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

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

Position Title	Authorized FY 17 June 2016	Funded FY 17 June 2016	Authorized FY 18 2017	Funded FY 18 2017	Authorized FY 19 2017	Funded FY 19 2017
Finance Manager	1.00	1.00	1.00	1.00	1.00	1.00
Assistant Finance Manager	1.00	1.00	1.00	1.00	1.00	1.00
Senior Accountant	0.50	0.00	0.50	0.00	0.50	0.00
Accountant II	1.00	1.00	1.00	1.00	1.00	1.00
Accounting Specialist	1.00	1.00	1.00	1.00	1.00	1.00
Sr. Accounting Tech	1.00	1.00	1.00	1.00	1.00	1.00
Payroll and Accounting Support Specialist	1.00	1.00	0.00	0.00	0.00	0.00
Sr. Payroll Specialist	0.00	0.00	1.00	1.00	1.00	1.00
Ticket & Pass Program Specialist *	0.00	0.00	1.00	1.00	1.00	1.00
Sr. Financial Analyst	1.00	1.00	1.00	1.00	1.00	1.00
Revenue Specialist	1.00	0.00	1.00	0.00	1.00	0.00
Total Full-Time Equivalents (FTEs)	8.50	7.00	9.50	8.00	9.50	8.00

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

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

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

* 1 Transit Supervisor position is transferred from Customer Service to Operations in FY17.
 ** 6 Reservationist positions are transferred from Paratransit to Customer Service, and converted to CSRs in FY17.
 *** 1 Ticket & Pass Program Specialist position is transferred from Customer Service to Finance in FY18.

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

Position Title	Authorized FY 17 June 2016	Funded FY 17 June 2016	Authorized FY 18 2017	Funded FY 18 2017	Authorized FY 19 2017	Funded FY 19 2017
Human Resources Manager	1.00	1.00	1.00	1.00	1.00	1.00
Asst Human Resources Manager	1.00	1.00	1.00	1.00	1.00	1.00
Personnel Technician	0.00	0.00	0.00	0.00	0.00	0.00
Human Resources Generalist	1.00	1.00	1.00	1.00	1.00	1.00
Benefits Administrator	1.00	1.00	1.00	1.00	1.00	1.00
Human Resources Specialist	1.00	0.00	1.00	0.00	1.00	0.00
Human Resources Clerk	1.00	1.00	1.00	1.00	1.00	1.00
Total Full-Time Equivalents (FTEs)	6.00	5.00	6.00	5.00	6.00	5.00

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

Position Title	Authorized	Funded	Authorized	Funded	Authorized	Funded
	FY 17 June 2016	FY 17 June 2016	FY 18 2017	FY 18 2017	FY 19 2017	FY 19 2017
Information Technology Manager	1.00	1.00	1.00	1.00	1.00	1.00
Asst Manager of Information Technology	1.00	0.00	1.00	0.00	1.00	0.00
Sr. Database Administrator	1.00	1.00	1.00	1.00	1.00	1.00
Database Administrator	1.00	1.00	1.00	1.00	1.00	1.00
Systems Administrator/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

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

Position Title	Authorized	Funded	Authorized	Funded	Authorized	Funded
	FY 17 June 2016	FY 17 June 2016	FY 18 2017	FY 18 2017	FY 19 2017	FY 19 2017
Planning and Development Manager	1.00	1.00	1.00	1.00	1.00	1.00
Grants/Legislative Analyst	2.00	1.00	2.00	1.00	2.00	1.00
Transportation Planning Supervisor	1.00	0.00	1.00	0.00	1.00	0.00
Jr. Transportation Planner	1.00	1.00	1.00	1.00	1.00	1.00
Sr. Transportation Planner	1.00	1.00	1.00	0.00	1.00	0.00
Transportation Planner	0.00	0.00	1.00	1.00	1.00	1.00
Transit Surveyor	1.00	0.00	1.00	0.00	1.00	0.00
Schedule Analyst	2.00	1.00	2.00	1.00	2.00	1.00
Total Full-Time Equivalents (FTEs)	9.00	5.00	10.00	5.00	10.00	5.00

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

Position Title	Authorized FY 17 June 2016	Funded FY 17 June 2016	Authorized FY 18 2017	Funded FY 18 2017	Authorized FY 19 2017	Funded FY 19 2017
District Counsel	1.00	1.00	0.00	0.00	0.00	0.00
Paralegal	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
Total Full-Time Equivalents (FTEs)	3.00	3.00	2.00	2.00	2.00	2.00

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

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

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

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

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

Position Title	Authorized FY 17 June 2016	Funded FY 17 June 2016	Authorized FY 18 2017	Funded FY 18 2017	Authorized FY 19 2017	Funded FY 19 2017
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

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

Position Title	Authorized	Funded	Authorized	Funded	Authorized	Funded
	FY 17 June 2016	FY 17 June 2016	FY 18 2017	FY 18 2017	FY 19 2017	FY 19 2017
Paratransit Superintendent	1.00	1.00	1.00	1.00	1.00	1.00
Assistant Paratransit Superintendent	1.00	1.00	1.00	1.00	1.00	1.00
Accessible Services Coordinator	1.00	1.00	1.00	1.00	1.00	1.00
Paratransit Eligibility Coordinator	1.00	1.00	1.00	1.00	1.00	1.00
Reservation & Scheduling Coord	1.00	0.00	1.00	0.00	1.00	0.00
Safety/Road Response Coord	1.00	0.00	1.00	0.00	1.00	0.00
Dispatcher/Scheduler	4.00	4.00	4.00	4.00	4.00	4.00
Dispatcher	5.00	3.00	5.00	3.00	5.00	3.00
Clerk I-II-III	2.00	1.00	2.00	1.00	2.00	1.00
Van Operator	34.00	29.00	34.00	30.00	34.00	30.00
* Reservationist	7.00	6.00	0.00	0.00	0.00	0.00
Mechanic I-II	2.00	0.00	2.00	0.00	2.00	0.00
Paratransit Supervisor	2.00	2.00	2.00	2.00	2.00	2.00
Total Full-Time Equivalents (FTEs)	62.00	49.00	55.00	44.00	55.00	44.00

* 6 Reservationist positions are transferred from Paratransit to Customer Service, and converted to CSRs in FY17.

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

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

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

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

Position Title	Authorized FY 17 June 2016	Funded FY 17 June 2016	Authorized FY 18 2017	Funded FY 18 2017	Authorized FY 19 2017	Funded FY 19 2017
Bus Operators	171.00	146.00	171.00	150.00	171.00	150.00
Total Full-Time Equivalents (FTEs)	171.00	146.00	171.00	150.00	171.00	150.00

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

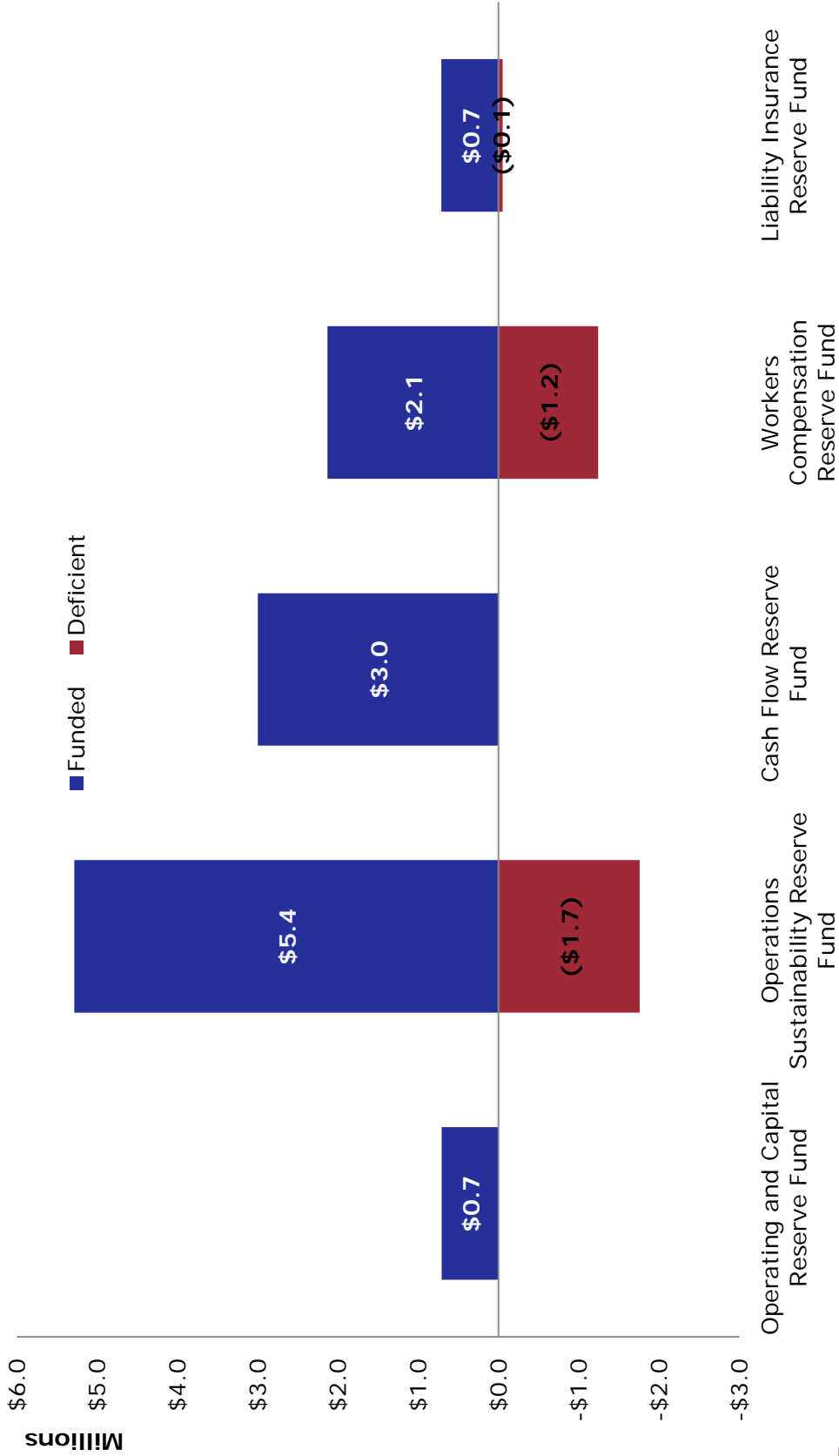
Position Title	FY 17 June 2016		FY 18 2017		FY 19 2017	
	Authorized	Funded	Authorized	Funded	Authorized	Funded
Maintenance Manager	1.00	1.00	1.00	1.00	1.00	1.00
Maintenance Superintendent	0.00	0.00	1.00	1.00	1.00	1.00
Fleet Maint Supervisor	3.00	3.00	3.00	3.00	3.00	3.00
FM Lead Mechanic	6.00	4.00	6.00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

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 FY17 PRELIMINARY SCHEDULE OF RESERVE ACCOUNT BALANCES-UNAUDITED
 AS OF 5/08/17

Fund Title	Explanation and Use:	Balance at 6/30/16	ESTIMATED Additions/ (Withdrawals) in FY17	ESTIMATED Balance at 6/30/17	Board Adopted Minimum or Target Level	% Funded	Surplus / (Deficient)	Suggested Guidelines:	Board Adopted Recommendation:
Operating and Capital Reserve Fund (formerly - Operating / Capital Reserves)	Liquid and unrestricted assets that an organization can use to support its operations in the event of an unanticipated loss of revenue or increase in expenses. Alternative Fuel Tax Rebates transferred from the Operating Budget	\$ 972,922	\$ (264,748)	\$ 708,174	N/A	N/A	N/A	Any use of Operating and Capital Reserves above CEO executive authority will be brought to the BOD for consideration. To be used as the local match for capital grants.	There is no Board Adopted Minimum Balance established; this fund shall not be used to support recurring operating expenditures.
Operations Sustainability Reserve Fund (formerly - Operating Reserves)	Funds set aside to protect the organization's essential services and funding requirements during periods of economic downturn or natural disasters. Target = two month's operating expenses (Payroll and Accounts Payable).	\$ 5,659,556	\$ (301,629)	\$ 5,357,927	\$ 7,300,000	73%	\$ (1,942,073)	GFOA recommends, at a minimum, that general-purpose governments, regardless of size, maintain unrestricted fund balance in their general fund of no less than two months of regular general fund operating revenues or regular general fund operating expenditures.	Fund Operations Sustainability Reserve Fund to target level that equals two (2) months of the average operating expenses for the most current fiscal year's budget, to be adjusted annually through the budget process.
Cash Flow Reserve Fund (formerly - Cash Flow Reserves)	Funds set aside to "cash flow" capital and/or operating expenses incurred before receiving reimbursements from various funding sources (Annual FTA 5307 (& STIC), STA, SLPP, etc).	\$ 3,000,000	\$ -	\$ 3,000,000	\$ 3,000,000	100%	\$ -	Staff will manage flexibility of Cash Flow Reserve Fund, according to project levels and capital needs as they fluctuate from year to year.	Fund Cash Flow Reserve Fund to minimum or target levels; set annually through the budget process.
Carryover	Net excess revenue to be used as per BOD direction.	\$ -	\$ -	\$ -	\$ -	N/A	N/A	1.) Move to (replenish) other Reserve accounts 2.) Move to Unfunded Projects / Mandates 3.) Use as revenue in next fiscal year	If carryover exists - distribution options will be reviewed on an annual basis to determine the best use of funds.
Workers Compensation Reserve Fund (formerly - Workers Compensation Reserves)	Funds set aside to finance the (discounted) long term portion of workers' compensation liability, as of the end of the fiscal year.	\$ 2,131,419	\$ -	\$ 2,131,419	\$ 3,372,272	63%	\$ (1,240,853)	GASB #10 requires Santa Cruz METRO to accrue a liability on its financial statements for the ultimate cost of claims and expenses associated with all reported and unreported workers' compensation claims.	Fund Workers' Comp Reserves to minimum or target levels; a bi-annual study of potential liability areas and risk shall be the basis for determining minimum reserves.
Liability Insurance Reserve Fund (formerly - Liability Insurance Reserves)	Funds set aside to pay the cost of outstanding liability and physical damage claims + proposed employment practices liability claims. (Self Insured Retention - SIR - \$250K & proposed \$50K EPL)	\$ 660,919	\$ -	\$ 660,919	\$ 710,919	93%	\$ (50,000)	GASB #10 requires Santa Cruz METRO to accrue a liability on its financial statements for the ultimate cost of claims and expenses associated with all reported and unreported liability and physical damage claims.	Fund Liability Insurance Reserves to minimum or target levels; calculated annually based on the 5-year rolling average of outstanding claims at fiscal year end.
		\$ 12,424,815	\$ (566,377)	\$ 11,858,438			\$ (3,232,927)		

FY17 Preliminary Reserve Account Balances as of 05/08/2017 (in \$ millions)



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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY18 PRELIMINARY CAPITAL BUDGET
AS OF MAY 19, 2017

Attachment H

PROJECT/ACTIVITY	RESTRICTED FUNDS	RESTRICTED SAKATA/LAW SUIT PROCEEDS	RESTRICTED PTMISEA (1B)	RESTRICTED PTMISEA (1B) + INT-PAC STATION PLACHOLDER	RESTRICTED CAL-OES PROP 1B-TRANSIT SECURITY	RESTRICTED STIP	RESTRICTED LCTOP	RESTRICTED CAPITAL RESTRICTED STA	STA & STIC XFRS FROM OPER BUDGET	UNRESTRICTED (ALT) FUEL TAX CREDIT XFR FROM OPER BUDGET	OPERATING & CAPITAL RESERVE FUND	TOTAL
FY17 STA (Xfr 1/5 from Oper. Budget) - Funds Committed									\$ 370,000			
FY18 STA (Xfr 2/5 from Oper. Budget)									\$ 825,773			
FY18 STA - SB1 (Xfr from available amt. Oper. Budget)									\$ 770,336			
FY18 STIC (Xfr 2/5 from Oper. Budget)									\$ 884,067			
Estimated Cash Balance on Hand (if applicable)	N/A				\$ 1,075,000	N/A		\$ 45,000	\$ 370,000	\$ 1,257,342	\$ 16,277	\$ 9,974,704
Amount Available if not Cash on Hand	\$ 6,246,168					\$ 247,950			\$ 2,480,176			\$ 8,974,294
Construction Related Projects												
1 Metrobase Project - Judy K Souza - Operations Bldg.		\$ 120,000	\$ 390,000	\$ 1,411,247	\$ 445,000							\$ 2,366,247
2 Transit Security Projects				\$ 630,000	\$ 630,000							\$ 630,000
3 Pacific Station/Metro Center - Conceptual Design / MOU	\$ 168,822	\$ 120,000	\$ 390,000	\$ 3,576,333	\$ 1,075,000				\$ 42,205			\$ 3,787,360
Subtotal	\$ 168,822	\$ 120,000	\$ 390,000	\$ 4,987,580	\$ 1,075,000				\$ 42,205			\$ 6,783,607
IT Projects												
4 HR Software Upgrade (cont.)								\$ 18,000				\$ 18,000
Subtotal								\$ 18,000				\$ 18,000
Facilities Repair & Improvements												
5 Repaint Watsonville Transit Center (FTA 5339a FY13)	\$ 63,040							\$ 15,760				\$ 78,800
6 Reseal, Resurface Parking Lots (FTA 5339a FY13)	\$ 60,000								\$ 15,000			\$ 75,000
7 Bus Stop & Fac Improve. TBD (FTA 5339a FY15/16)	\$ 73,380											\$ 73,380
8 Maintenance Bldg. Structural Upgrade									\$ 30,000			\$ 30,000
9 Admin Bldg. Engineering & Renovations								\$ 3,000				\$ 3,000
10 Repair Roof at Pacific Station (FTA 5339a FY13)	\$ 12,000								\$ 1,910			\$ 13,910
11 Relocate Mechanics Sink-Golf Club (FTA 5339a FY14)	\$ 7,638								\$ 1,600			\$ 9,238
12 Upgrade Exhaust Evac-Golf Club (FTA 5339a FY14)	\$ 6,400								\$ 1,600			\$ 8,000
Subtotal	\$ 222,458							\$ 18,760	\$ 68,510			\$ 309,728
Revenue Vehicle Replacement & Campaigns												
Electric Bus (3) + Infrastructure & Project Mgmt. (FTA 5339c FY16)	\$ 3,810,348			\$ 576,997						\$ 549,167		\$ 4,936,512
14 Electric Bus (1) - Watsonville ZEB Circulator (FY15/16)				\$ 357,216			\$ 709,292					\$ 1,066,508
15 Paracruz Van Replacements (11) (FTA 5339a FY15/16)	\$ 816,000									\$ 11,585		\$ 827,585
16 GNG Bus (1) - (ISCRIC FY17 STBG)	\$ 500,000			\$ 70,000								\$ 570,000
17 Paracruz Van Replacements (2 - 2 purch in FY16)	\$ 221,277					\$ 247,950			\$ 87,786			\$ 335,738
18 Mid-Life Bus Engine Overhaul (7) (FTA 5339a FY14)	\$ 105,467								\$ 55,319			\$ 160,786
19 Bus Repair Campaign (36) (FTA 5339a FY14)	\$ 58,453								\$ 26,367			\$ 84,820
20 Bus Repair Campaign (20) (FTA 5339a FY13)	\$ 50,400								\$ 14,613			\$ 65,013
21 FTA Section 5310-(1) Paratransit Vehicle	\$ 5,561,945			\$ 1,004,213			\$ 709,292		\$ 12,600	\$ 3,000		\$ 66,000
Subtotal	\$ 5,561,945			\$ 1,004,213		\$ 247,950	\$ 709,292		\$ 196,685	\$ 549,167	\$ 14,585	\$ 8,283,837
Non-Revenue Vehicle Replacement												
22 Replace 11 Non-Revenue Vehicles (FTA 5339a FY13)	\$ 171,023								\$ 42,756			\$ 213,779
23 Replace High Lift Bucket Truck (FTA 5339a FY14)	\$ 75,318								\$ 18,830			\$ 94,148
24 Propane Fueled Tow Motor (FTA 5339a FY14)	\$ 46,602								\$ 11,651			\$ 58,253
Subtotal	\$ 292,943								\$ 73,237			\$ 366,180
Fleet & Maint Equipment												
25 High Weight Capacity Low Profile Axle Jack											\$ 1,277	\$ 1,277
Subtotal											\$ 1,277	\$ 1,277
Office Equipment												
26 None at this time												
Subtotal												
Misc.												
27 Ticket Vending Machine-SLV-Installation Costs								\$ 8,000	\$ 9,045			\$ 17,045
28 Ticket Vending Machine-Cash Devices & Components											\$ 10,750	\$ 10,750
29 Ticket Vending Machine-Software/Pin Pad Upgrade											\$ 4,250	\$ 4,250
30 Misc. Emergency Capital Items \$1K to \$5K									\$ 10,000			\$ 10,000
Subtotal								\$ 8,000	\$ 19,045		\$ 15,000	\$ 42,045
TOTAL CAPITAL PROJECTS	\$ 6,246,168	\$ 120,000	\$ 390,000	\$ 5,991,793	\$ 1,075,000	\$ 247,950	\$ 709,292	\$ 44,760	\$ 399,682	\$ 549,167	\$ 30,862	\$ 15,804,674

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY18 PRELIMINARY CAPITAL BUDGET AS OF MAY 19, 2017												
PROJECT/ACTIVITY	RESTRICTED FEDERAL FUNDS	RESTRICTED SAKATA/LAW SUIT PROCEEDS	RESTRICTED PTMISEA (1B)	RESTRICTED PTMISEA (1B) + INT-PAC STATION PLACEHOLDER	RESTRICTED CAL-OES PROP 1B - TRANSIT SECURITY	RESTRICTED STIP	RESTRICTED LCTOP	RESTRICTED CAPITAL RESTRICTED STA	RESTRICTED STA & STIC XFRS FROM OPER BUDGET)	UNRESTRICTED (ALT) FUEL TAX CREDIT (XFR FROM OPER BUDGET)	OPERATING & CAPITAL RESERVE FUND	TOTAL
CAPITAL PROGRAM FUNDING												
Federal Sources of Funds:												
Federal Grants (FTA)	\$ 5,746,168									\$ 708,775		\$ 5,746,168
Surface Transportation Block Grant (STBG)	\$ 500,000											\$ 500,000
Sakata / Lawsuit Proceeds		\$ 120,000										\$ 120,000
State Sources of Funds:												
PTMISEA (1B)			\$ 390,000	\$ 5,991,793								\$ 6,381,793
Cal-OES Prop 1B Transit Security Grant Funds (CTSGP)				\$ 1,075,000								\$ 1,075,000
Statewide Transportation Improvement Program (STIP)					\$ 247,950							\$ 247,950
Low Carbon Transit Operations Program (LCTOP)						\$ 709,292						\$ 709,292
Capital Restricted - State Transit Assistance (STA)							\$ 44,760					\$ 44,760
State Transit Assistance (STA) - (1/5 of FY17 Allocation-Xfr from Oper. Budget)								\$ 399,682				\$ 399,682
Local Sources of Funds:												
(Alternative) Fuel Tax Credit (Xfr from Oper.Budget)									\$ 549,167			\$ 549,167
Operating and Capital Reserve Fund										\$ 30,862		\$ 30,862
TOTAL CAPITAL FUNDING BY FUNDING SOURCE	\$ 6,246,168	\$ 120,000	\$ 390,000	\$ 5,991,793	\$ 1,075,000	\$ 247,950	\$ 709,292	\$ 44,760	\$ 399,682	\$ 549,167	\$ 30,862	\$ 15,804,674
Restricted Funds	\$ 6,246,168	\$ 120,000	\$ 390,000	\$ 5,991,793	\$ 1,075,000	\$ 247,950	\$ 709,292	\$ 44,760				\$ 14,824,963
Unrestricted Funds									\$ 399,682	\$ 549,167	\$ 30,862	\$ 979,711
TOTAL CAPITAL FUNDING	\$ 6,246,168	\$ 120,000	\$ 390,000	\$ 5,991,793	\$ 1,075,000	\$ 247,950	\$ 709,292	\$ 44,760	\$ 399,682	\$ 549,167	\$ 30,862	\$ 15,804,674
* The FY18 STA & STIC amounts listed here are budgeted values at this time. The cash has not yet been received therefore these amounts have not been formally committed against capital projects.												

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 Santa Cruz Metropolitan Transit District

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

Attachment I

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Santa Cruz Metropolitan Transit District

#1

Attachment 1

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

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

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

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		UNFUNDED CAPITAL PROJECTS (000s)										DEPT.				
#	Project	Description	Cost (000s)	Potential Funding Source	Required Local Match	18	19	20	21	22	23	24	25	26	27	
1	Capital upgrade of existing transit facilities	Capital upgrade of bus stops, parking lots, transit centers, buildings	\$ 500	Continuous	TBD	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	50	Facilities
2	Upgrade HVAC Systems, all sites	Heating Ventilation Air Conditioning	\$ 430	Unfunded	TBD	\$ 160	\$ 60	\$ 50	\$ 120	\$ 40	\$ -	\$ -	\$ -	\$ -	-	Facilities
3	Custodial Equipment Replacement	Vacuums, Buffers, Scrubbers	\$ -	Unfunded	TBD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	Facilities
4	Landscaping/Irrigation	Re-landscape & irrigate all sites	\$ -	Unfunded	TBD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	Facilities
5	Administration Remodel	Office remodel of 110 Vernon St.: upgrade HVAC and move/add office space	\$ 100	Unfunded	TBD	\$ 50	\$ 50									Facilities
6	Bird Abatement	All Facilities	\$ 10	Unfunded	TBD	\$ 10										Facilities
7	Furniture	All Facilities	\$ 150	Unfunded	TBD	\$ 50	\$ 50	\$ 50								Admin Const.
8	Fire Proof File Cabinets	Administrative Building	\$ 5	Unfunded	TBD	\$ 5										Facilities
9	Emergency Operations Centers	Purchase of equipment for EOC at OPS and Admin	\$ 15	Unfunded	TBD	\$ 15										Facilities
10	Bus Washer	Replace N/S Wash System purchased 2009 & upgrade water recycling system	\$ 80	Unfunded	TBD	\$ 80										Facilities Fleet
11	Bus Lifts	Remove and Replace lifts	\$ 1,000	Unfunded	TBD	\$ 1,000										Const. Fleet Facilities
12	Exterior/Interior Painting	Exterior, Vernon, 138 Golf Club, Fueling Station interior/exterior	\$ 345	Unfunded	TBD	\$ 100	\$ 100	\$ 125	\$ 120							Facilities
13	Parts Washers (3)	Replace the JRI units purchased 2010	\$ 100	Unfunded	TBD								\$ 100			Fleet
14	Fuel Management System	Purchase and installation of fuel management system	\$ 180	Unfunded	TBD	\$ 180										Facilities
15	Roof Replacement, Fueling Station	Replace Roof	\$ 150	Unfunded	TBD								\$ 150			Facilities
16	Roof Replacement, Scotts Valley	Replace Roof	\$ 100	Unfunded	TBD								\$ 100			Facilities
17	Admin Building Engineering and Renovations	For reconfiguration of office space for multiple departments	\$ 20	Unfunded	TBD	\$ 20										Facilities
18	Fire Egress Construction	Construction of fire egress at 138 Golf Club Dr. building	\$ 95	Unfunded	TBD	\$ 95										Facilities

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

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UNFUNDED CAPITAL PROJECTS (000s)

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

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

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

Attachment I

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COMMON INDUSTRY ACRONYMS**A**

ADA	Americans with Disabilities Act
AMBAG	Association of Monterey Bay Area Governments
APC	Automated Passenger Counter
APTA	American Public Transportation Association
ARRA	American Recovery and Reinvestment Act of 2009
AVL	Automated Vehicle Locator

B

BRT	Bus Rapid Transit
BSAC	Bus Stop Advisory Committee
B2O	Biodiesel

C

CALACT	California Association for Community Transportation
CALTIP	California Transit Indemnity Pool
CAPH	California Association for the Physically Handicapped
CARB	California Air Resources Board
CEQA	California Environmental Quality Act
CMAQ	Congestion Management and Air Quality Program
CNG	Compressed Natural Gas
COLA	Cost of Living Adjustment
COP	Certificate of Participation
CPI	Consumer Price Index
CRD	Community Resources for Disabled
CTA	California Transit Association
CTAA	Community Transportation Association of America
CTC	California Transportation Commission
CTSA	Consolidated Transportation Services Agency

D

DBE	Disadvantaged Business Enterprise
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E

EAP	Employee Assistance program (SCMTD)
E&D TAC	Elderly & Disabled Transportation Advisory Committee (SCCRTC)
EIR	Environmental Impact Report

F

FAST (Act)	Fixing America's Surface Transportation Act
FAU	Federal Aid Urban
FEMA	Federal Emergency Management Agency
FFY	Federal Fiscal Year
FHWA	Federal Highway Administration
FONSI	Finding of No Significant Impact
FRA	Federal Rail Administration
FTA	Federal Transit Administration
FTE	Full Time Equivalent
FY	Fiscal Year

G

GASB	Governmental Accounting Standards Board
GPS	Global Positioning System

H

HCA	Highway Construction Authority
HOV	High Occupancy Vehicle
HOT	High Occupancy Toll Lane
HRD	Human Resources Department

I

IFB	Invitation for Bids
ISTEA	Intermodal Surface Transportation Efficiency Act
IT	Information Technology
ITAC	Interagency Technical Advisory Committee
ITS	Intelligent Transportation Systems

J

JPA	Joint Powers Authority
-----	------------------------

K

L

LRDP	Long Range Development Plan
LRP	Long Range Plan

M

MAC	Metro Advisory Committee
MAP-21	The Moving Ahead for Progress in the 21st Century Act
MASTF	Metro Accessible Services Transit Forum
MBUAPCD	Monterey Bay Unified Air Pollution Control District
MBE	Minority Business Enterprise
MIS	Management Information System
MOF	Maintenance & Operation Facility
MOU	Memorandum of Understanding
MST	Monterey Salinas Transit
MTIS	Major Transportation Investment Study
MTS	Major Transportation Study
MUG	Metro Users Group (<u>Former</u> Advisory Group to Board of Directors)

N

NEPA	National Environmental Protection Act
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O

OES	Office of Emergency Services
OIG	Office of Inspector General

P

PERS	Public Employees Retirement System
PL/PD	Physical Liability/Property Damage
PSA	Professional Supervisor's Association (Chapter of SEIU)
PSR	Project Study Report (SCCRTC)
PTA	Public Transportation Account (State)
PTMISEA	The Public Transportation Modernization, Improvement, and Service Enhancement Account Program

Q

R

RAN	Revenue Anticipation Notes
RFP	Request for Proposal
RFQ	Request for Quotation
RTIP	Regional Transportation Improvement Program (SCCRTC)

S

SCCIC	Santa Cruz Civic Improvement Corporation (SCMTD)
SCCRTC	Santa Cruz County Regional Transportation Commission

Attachment J

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#J

SCMTD	Santa Cruz Metropolitan Transit District
SCO	State Controller Office
SEA	Salaried Employees Association (Chapter of SEIU)
SEIU	Service Employees International Union (Local 415)
SGR	State of Good Repair
SPARC	Service Planning and Review Committee
SRTP	Short Range Transit Plan
STA	State Transit Assistance
STAF	State Transit Assistance Fund
STIC	(FTA) Small Transit Intensive Cities
STIP	State Transportation Improvement Program
STP	Surface Transportation Program

I

TCRP	Traffic Congestion Relief Program
TDA	Transportation Development Act
TDM	Transportation Demand Management
TFTF	Transportation Funding Task Force (SCCRTC)
TIGER	Transportation Investment Generating Economic Recovery Grants
TIGGER	Transit Investments for Greenhouse Gas and Energy Reduction Grants
TIP	Transportation Improvement Program
TMA	Transportation Management Association
TP&D	Transportation Planning & Development
TSM	Transportation System Management
TSME	Transit System Management Element
TVM	Ticket Vending Machine

U

UTU	United Transportation Union (Local 23)
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V

VMU	Vehicle Maintenance Unit (Chapter of SEIU)
VTA	Valley Transportation Authority (Santa Clara County)

W

WBE	Women's Business Enterprise
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X

Y

<u>Z</u>	Zero Emission Bus (Regulation)
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