

Santa Cruz Metropolitan Transit District

**FY20 & FY21
FINAL BUDGET**



ADOPTED JUNE 28, 2019



SANTA CRUZ **METRO**

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

FY20 & FY21

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I. TOTAL BUDGET OVERVIEW





The Road Ahead: Santa Cruz METRO Looks To The Future

18th Century Journalist and Lecturer Josh Billings once said, “Adversity has the same effect on a man that severe training has on the pugilist: it reduces him to his fighting weight.” That is where the Santa Cruz Metropolitan Transit District finds itself at the start of Fiscal Year 2020/2021. We are at our fighting weight – or close to it.

Progress is made in inches and in miles, and in the years since implementing the findings of the Comprehensive Operational Analysis (COA) that hard fought progress is beginning to bear fruit.

For the first time the FY 20/21 budget includes a five year balanced projection of revenues and expenditures, providing a clear road map for the delivery of service, future planned improvements and addressing anticipated challenges. The budget and the opportunity for that visibility is made possible by the dedication of Santa Cruz METRO’s employees who recognized the critical need that this organization plays in our community and made personal sacrifices to support our long term goals; local voters who approved Measure D providing a critical funding source for future improvements; and the voters of the state of California for the passage of SB 1 and the rejection of the Prop 6 effort that would have repealed SB 1.

Tony Robbins is known for saying, “You can’t hit a target if you don’t know what it is.” In 2019, the METRO Board also adopted their first Strategic Business Plan. The Plan will help the METRO Board chart the future of METRO service and capital improvements by programming funding to high priority areas identified in the Plan.

The FY20 Operating budget is \$56,756,266, which includes a \$2,368,777 in Capital Program funding and \$669,843 to be placed in our Operating & Capital reserves. Maintaining reserve funding will prove a valuable long-term investment. Reserves allow public agencies some ability to navigate difficult times and respond to short term crises and funding disruptions. The budget also provides for \$2,000,000 that can be put towards the liability reduction measures associated with the CalPERS Unfunded Actuarial Liability (UAL) and the Other Post-Employment Benefits (OPEB) liability. This unfunded liability impacts METRO’s future ability to deliver the same level of service as is delivered today and to keep its assets in a state of good repair due to the compounding nature of its growth over time.

The Operating budget alone is \$51,717,646 representing a 3.74% growth over the previous year’s Operating budget. The year-over-year growth in the Operating budget is primarily attributable to a year-over-year increase in revenues that result from the passage of Senate Bill 1 (SB1), the Road Repair and Accountability Act of 2017; increases in sales tax related revenues; and increases in Transportation Development Act – Local Transportation Fund

(TDA-LTF) revenues.

During the implementation of the COA, METRO set the stabilization of the budget as its primary goal as we sought to reconcile a \$6+ million fiscal structural deficit. Having met that goal, in subsequent years the District began to address the back log of aging vehicles and equipment. The next phase of METRO's organizational fiscal stabilization is to address the unfunded liabilities.

METRO continues to focus attention on the replacement of buses and paratransit (ParaCruz) vehicles. As a result of the Board's commitment to bus replacement, METRO now has an immediate need to replace 34 buses, a reduction of 28 buses since FY17. The cost of replacing 34 buses is estimated to be between \$25 and \$34 million. This cost range represents the difference in the cost of purchasing Compressed Natural Gas (CNG) buses versus more expensive zero emissions electric buses. An aging fleet may contribute to poor customer service, as equipment breaks down more frequently with age and costs more to maintain.

SB1 also allowed METRO to secure state funds from the State Transportation Improvement Program (STIP) with which to purchase an Automatic Vehicle Location (AVL) system in FY19. METRO expects the AVL installation to be completed in late 2019. This system will provide METRO and its customers with much needed data, from which we will be able to better structure the accuracy of scheduled bus arrival times and a downloadable public facing smartphone application.

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 core routes; improve span of service; and possibly improve weekend service.

Finally, in late 2018, the California Air Resources Board adopted a Regulation that requires all publically operated bus fleets in California to be fully zero emissions buses by 2040. In early 2017, the METRO Board adopted its own plan to achieve a fully zero emissions bus fleet by 2040. To that end, METRO has secured grants that will purchase seven zero emissions buses. The first four zero emission buses are expected to go into service in the first quarter of 2020.

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

Respectfully submitted,



Ed Bottorff
Board Chair



Alex Clifford
CEO/General Manager

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

FY20 & FY21

FINAL BUDGET

Board of Directors

Cynthia Mathews
City of Santa Cruz

Mike Rotkin
County of Santa Cruz

Aurelio Gonzalez
City of Watsonville

John Leopold
County of Santa Cruz

Bruce McPherson
County of Santa Cruz

Donna Meyers
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

Larry Pageler
County of Santa Cruz

Stephen Preston
Ex Officio Director
University of California, Santa Cruz

Alta Northcutt
Cabrillo College Ex Officio
Cabrillo College Appointment

Alexander Clifford, CEO/General Manager

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

FY20 & FY21

FINAL BUDGET

Board Officers and Appointments

Chair

Ed Bottorff

Vice Chair

Mike Rotkin

SCCIC Representatives

Ed Bottorff

Trina Coffman-Gomez

John Leopold

Bruce McPherson

Aurelio Gonzalez

SCCRTC Representatives

Ed Bottorff

Aurelio Gonzalez

Mike Rotkin

SCCRTC Alternates (in order)

Donna Lind

Donna Meyers

Dan Rothwell

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

FY20 & FY21

FINAL BUDGET

Board Officers and Appointments

Capital Projects Standing Committee

**Ed Bottorff
Cynthia Mathews
Bruce McPherson**

Finance, Budget and Audit Standing Committee

**Trina Coffman – Gomez
Donna Lind
Donna Meyers
Mike Rotkin**

Personnel/Human Resources Standing Committee

**Ed Bottorff
Mike Rotkin
Bruce McPherson
John Leopold
Larry Pageler**

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

FY20 & FY21

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	Jayne Ackemann
Human Resources Director	Dawn Crummié
Human Resources Deputy Director	Vacant
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	Rufus Francis
Purchasing and Special Projects Director	Erron Alvey
Operations Manager: Paratransit Division	Daniel Zaragoza
Operations Manager: Fixed Route Division	Anna Gouveia
Assistant Operations Manager	Vacant
Fleet Maintenance Manager	Eddie Benson
Facilities 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 FY18

As of 6/30/18

Board Members	12
Employees	319
Fixed Routes	26
Vehicles Operated in Maximum Service	76
Bus Stops	931
Fixed Route Ridership	5,048,512
Revenue Miles	2,858,408
Revenue Hours	207,680
Passengers per Hour	24.31
Operating Expenses	\$46,679,803

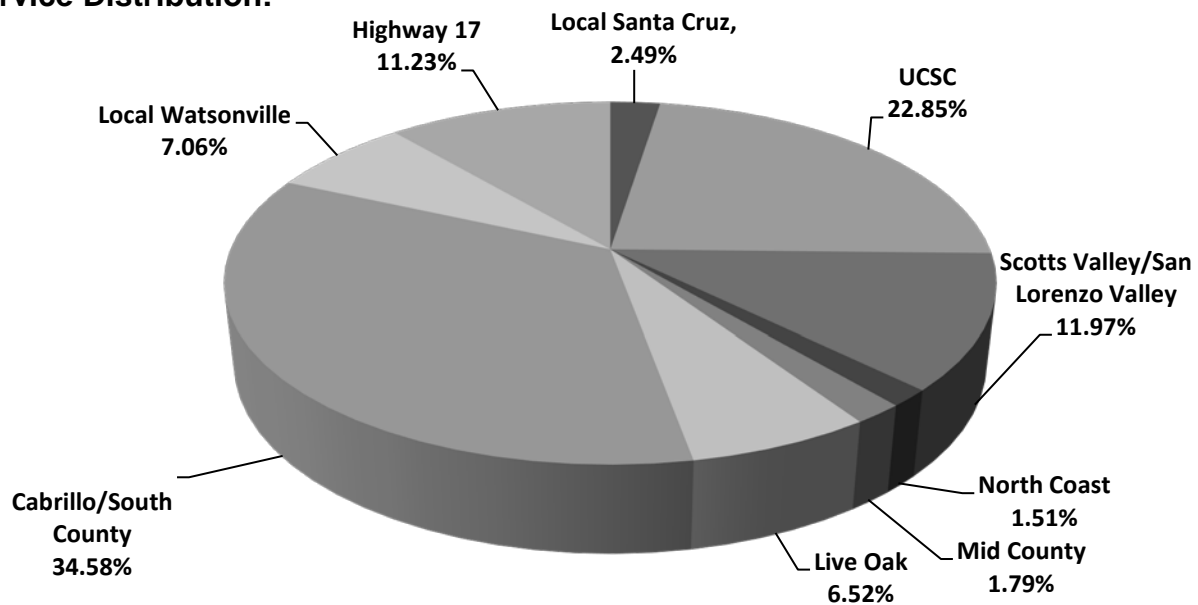
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Ridership Performance by Service Area - FY19

as of 06/30/2019

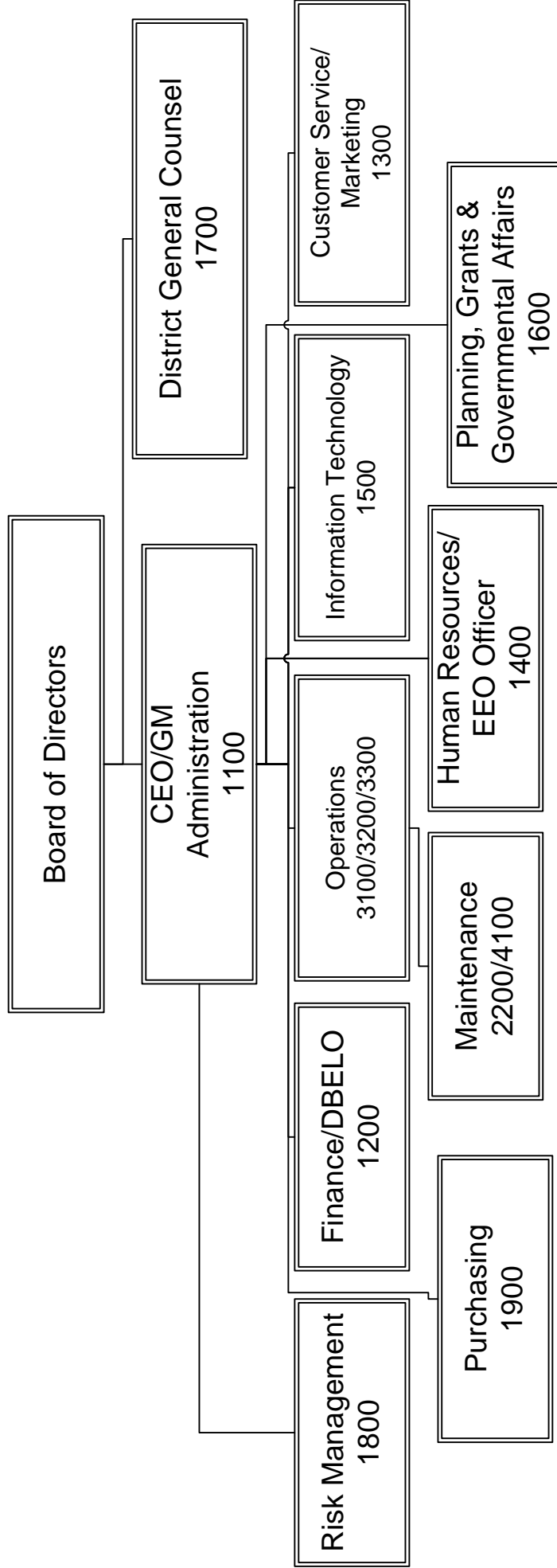
	Trip Hrs	%	Ridership	%	Passengers per Hour
Local Santa Cruz	5,170	2.49%	64,664	1.28%	12.51
UCSC	47,378	22.85%	2,662,918	52.78%	56.21
Scotts Valley/San Lorenzo Valley	24,814	11.97%	340,389	6.75%	13.72
North Coast	3,141	1.51%	29,034	0.58%	9.25
Mid County	3,702	1.79%	38,880	0.77%	10.50
Live Oak	13,517	6.52%	238,245	4.72%	17.63
Cabrillo/South County	71,706	34.58%	1,246,062	24.70%	17.38
Local Watsonville	14,646	7.06%	140,158	2.78%	9.57
Highway 17	23,277	11.23%	285,401	5.66%	12.26
TOTAL	207,348	100.00%	5,045,751	100.00%	24.33

Service Distribution:



Santa Cruz Metropolitan Transit District

(Santa Cruz METRO)
Organizational Chart
FY20

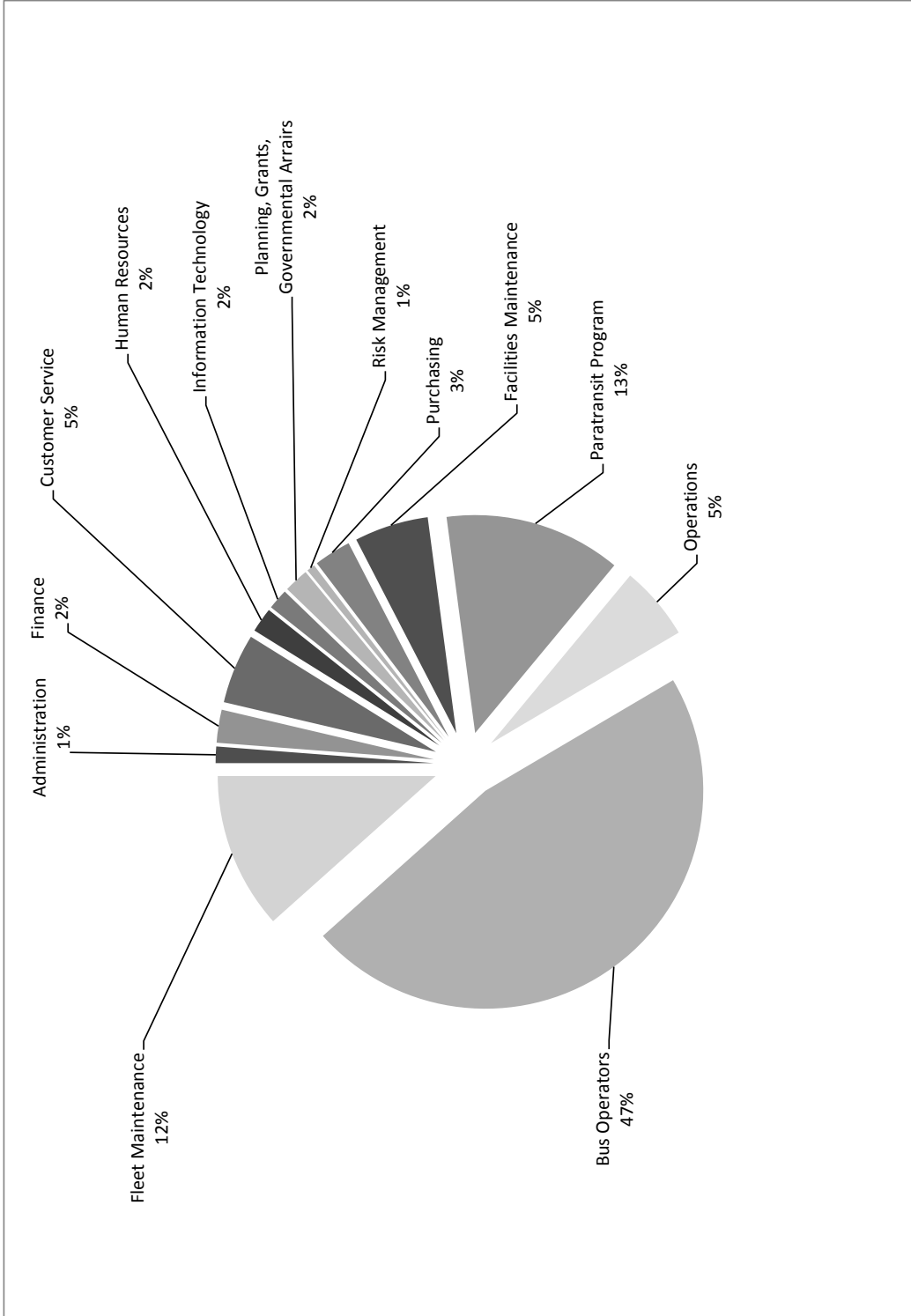


FY20 & FY21 OPERATING BUDGET
Authorized and Funded Personnel - Full Time Equivalent (FTE)
Summary

Position Title	FY20 2018		FY 20 2019		FY21 2019	
	Authorized	Funded	Authorized	Funded	Authorized	Funded
Administration - 1100	5.00	4.00	5.00	4.00	5.00	4.00
Finance - 1200	10.50	9.00	9.00	8.00	9.00	8.00
Customer Service - 1300	18.25	16.00	19.25	17.00	19.25	17.00
Human Resources - 1400	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
Planning, Grants, Governmental Affairs - 1600	11.00	5.00	12.00	6.00	12.00	6.00
District Counsel - 1700	3.00	0.00	3.00	0.00	3.00	0.00
Safety, Security, and Risk Management - 1800	3.00	2.00	3.00	2.00	3.00	2.00
Purchasing - 1900	9.00	8.00	10.00	9.00	10.00	9.00
Facilities Maintenance - 2200	22.00	17.00	23.00	18.00	23.00	18.00
Paratransit - 3100	53.00	44.00	54.00	43.00	54.00	43.00
Operations - 3200	22.00	16.00	22.00	18.00	22.00	18.00
Bus Operators - 3300	171.00	155.00	171.00	154.00	171.00	153.00
Fleet Maintenance - 4100	57.00	39.00	58.00	38.00	58.00	38.00
Total Full-Time Equivalents (FTEs)	399.75	326.00	404.25	328.00	404.25	327.00

**** New Titles contingent upon Board Approval of the Final SEIU Position Descriptions**

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 FY20 & FY21 FINAL OPERATING BUDGET
 FUNDED PERSONNEL BY DEPARTMENT**



FY20 & FY21 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.

FY20 Operating Revenues

Operating Revenues total \$56,756,266 in FY20 and \$58,165,150 in FY21 (inclusive of Transfers). Major Operating Revenue assumptions in the FY20 budget over the FY19 Final budget, adopted in June 2018, include:

- Passenger Fares – decrease of 5.4% or \$138K. The budget projection is based on an estimated FY19 passenger fares revenue of \$2.6M and an anticipated 2% decrease in FY20. The anticipated 2% decrease correlates to the national trend of decreasing public transit ridership. In addition, local ridership data from July 2018 to April 2019, suggest a decrease of 4.5% in non-student ridership. Furthermore, the projected 5.4% decrease in FY20 reflects an estimated loss due to the anticipated decrease in sales of 31 – day passes, resulting from the introduction of the ECO-pass program.
- Special Transit Fares – increase of 4.7% or \$250K due to anticipated increase in student enrollment and ridership for fixed routes that serve UCSC, as well as the introduction of the ECO-pass pilot program that would run from October 2019 to September 2020 (New Contract with the City of Santa Cruz). The anticipated increase is offset by a reduction in the Cabrillo Contract (\$200K).
- Highway 17 Fares – increase of 0.8% or \$12K. The budget projection is based on an estimated FY19 Highway 17 fares revenue of \$1.5M and an anticipated 3% decrease in FY20, reflecting the national trend of decreasing public transit ridership.
- Advertising Income – increase of 10.0% or \$25K reflecting recent trends.
- Rent Income – increase of 22.1% or \$33K due to two new tenants at Pacific Station: Local Jerk and El Huarache
- Interest Income – increase of 11.1% or \$10K due to higher interest rates for the last three years.
- 1979 Gross Sales Tax (1/2 cent) – increase of 4.0% or \$870K due to anticipated favorable FY19 budget variance for the year and the general economic outlook for 2019 and 2020.

FY20 & FY21 Final Budget Highlights (con't)

- 2016 Net Sales Tax (Measure D) – increase of 4.0% or \$129K. The projected increase mirrors the anticipated increase in the 1979 Gross Sales Tax (1/2 cent).
- Transportation Development Act (TDA-LTF) - increase of 6.5% or \$457K, as per recent allocations, as well as CPI growth projections.
- FTA Sec 5307 – Operating Assistance - increase of 0.7% or \$29K, as per current budget projections from the Federal Transit Administration (FTA).
- AMBAG/Misc. Grant Funding – increase of 754.2% or \$181K due to an operating grant from Monterey Bay Air Resources District (MBARD) for operation of the Watsonville Circulator.
- STIC – increase of 8.0% or \$195K due to changes in the allocation formula.
- TDA – STA – Operating (includes SB1) – increase of 28.0% or \$990K, reflecting increased allocation estimates from SCO from January 2019.
- Fuel Tax Credit – decrease of -10.8% or (\$38K) due to planned bus replacements resulting in decreased CNG usage.

Increases in most Operating Revenue Sources are budgeted in **FY21**, such as:

- 1979 Gross Sales Tax (1/2 cent) – increase of 4.0%.
- 2016 Net Sales Tax (Measure D) – increase of 4.0%.
- Transportation Development Act (TDA) - increase of 3.0%.
- FTA Sec 5307 – Operating Assistance - increase of 5.0% (New Surface Transportation Act in 2020).
- STIC – increase of 5.0% (New Surface Transportation Act in 2020)
- TDA - STA – Operating (includes SB1) – increase of 0.9% due to declining allocations of PUC 99313 funds to METRO (80% in FY20) as per agreement with RTC at their 12/7/17 meeting.

FY20 Operating Expenses

Operating Expenses total \$51,717,646 in FY20 and \$52,818,125 in FY21. Major Operating Expenses assumptions in the FY20 budget over the FY19 Final budget, adopted in June 2018, include:

- Personnel Expenses (Labor and Fringe Benefits) increased by 5.1% or \$2,035K.
- Non-Personnel Expenses decreased by -1.8% or (\$169K).

Personnel Expenses:

Personnel Expenses (Labor and Fringe Benefits) increase by 5.1% or \$2,035K primarily due to:

- Contractual obligations (step and longevity increases).
- Increase in CalPERS retirement employer contribution from 26.8% in FY19 to 30.2% in FY20, as per CalPERS actuarial information. The increase is offset by

FY20 & FY21 Final Budget Highlights (con't)

budget savings of \$144K due to the prepayment of the annual UAL (Unfunded Accrued Liability) portion.

- Changes in the number of FTEs (Full Time Equivalents) are depicted in the table below:

FTEs	Funded FY19 June 2018	Funded FY20 May 2019
Customer Service Representative (CSR)*	0.5	1
Customer Service Representative (CSR)*	0.5	1
Financial Analyst*	0.5	1
FM Mechanic II*	0.5	1
Bus Operator* (Expansion)	0.5	0
Bus Operator (Watsonville Circulator)	0	1
Bus Operators (2 FTEs – Cabrillo Service)	2	0
Marketing Communications and Customer Service Manager*	0.5	1
Planning Aide (Provisional)	0	1
Admin Specialist (Provisional)	0	1
Assistant Safety & Training Coordinator	0	1
Assistant Operations Manager	0	1
Assistant (Paratransit) Operations Manager	1	0
Facilities Maintenance Manager	0	1
Assistant Maintenance Manager (<i>remains Authorized</i>)	1	0
Lead Custodian Service Worker	0	1
Custodial Service Worker (<i>remains Authorized</i>)	1	0
<i>Notes: * FTEs funded for 6 months in FY19</i>		

- In addition, a Paratransit Supervisor (Paratransit Department) and an Electronic Technician (Fleet Maintenance) are added as authorized positions in FY20 & FY21.
- Budgeted increase in the medical insurance premiums for 2020: 5% (based on the average increase in the two main HMO plans for the last 5 years).

FY20 & FY21 Final Budget Highlights (con't)

Non – Personnel Expenses

Non-Personnel Expenses decrease by -1.8% or (\$169K) primarily due to:

- Mobile Materials & Supplies – decrease of -20.2% or (\$674K) due to significant budget savings in the Fuel & Lubricants Rev Vehicle and Parts in the Fleet Maintenance Department.

The decrease is offset by budget increases in the following categories:

- Services – increase of 6.4% or \$241K. Major contributors are:
 - Admin/Bank Fees: 9.8% or \$37K (cost escalators)
 - Security Services: 6.3% or \$33K (new contract value)
 - Graphic Services: 100.0% or \$75K (new marketing programs)
 - Repair Equipment: 4.0% or \$27K due to anticipated increases in repairs in the Fleet and Facilities Maintenance Departments
 - Repair – Rev Vehicle: 24.8% or \$100K due to aging fleet
- Casualty & Liability – increase of 24.5% or \$184K primarily due to 33.5% or \$170K increase in Insurance PL/PD (increased insurance premiums), as well as the new cyber liability coverage insurance in FY20.
- Misc Expenses – increase of 15.1% or \$60K primarily due to anticipated increases in Employee Training expenses in most departments.

Major Operating Expense assumptions in the **FY21** budget over the FY20 budget include:

Personnel Expenses (Labor and Fringe Benefits) increase by 3.5%

- Contractual items - step and longevity increases.
- Projected increase in Retirement as per CalPERS Annual Valuation Reports.
- Anticipated increase in Medical insurance premiums, effective in January 2021.

Non-Personnel Expenses decrease by -4.1% primarily due to Services (Prof/Technical Fees).

FY20 Transfers & Operating Balance

Transfers total \$5,038,620 in FY20 and \$5,347,025 in FY21. Assumptions in the FY20 budget over the FY19 Final budget, adopted in June 2018, include:

- **Transfers to Capital Budget** increase by 1.7% or \$40K. The increase is consistent with the goal to honor our commitment to the Capital Budget, in funding the Bus Replacement Fund, and maintain assets in a state of good repair by committing \$3.0M each year (\$2.4M from the Measure D and TDA-STA transfer from Operating and \$0.6 M from the TDA-STA-SGR that goes directly to the Capital Budget).

FY20 & FY21 Final Budget Highlights (con't)

- **Transfers to Operating and Capital Reserve Fund** increase by 89.8% or \$1,263K primarily due to the transfer of excess operating funds to a newly established reserve fund dedicated to the funding of additional payments to Santa Cruz METRO's Unfunded CalPERS Liability (UAL) and Other Post-Employment Benefits (OPEB), pending Board approval.

There are no significant variances in the budgeted Transfers & Operating Balance in FY21, with the exception of the Transfers to Operating and Capital Reserve Fund: 74.5% increase due to availability of funds resulting from operating efficiencies and budget savings in FY21.

FY20 Capital Budget

The preliminary FY20 Capital Budget totals \$20,362,532.

This FY20 Capital budget consists primarily of ongoing projects rolled forward from FY19, along with a few new projects, all funded by a variety of sources.

In FY18 a new funding strategy was introduced to the capital budget that results in \$3M per year to be dedicated for new fixed route-buses and Paratransit vehicles called the "Bus Replacement Fund". This fund establishes consistent annual transfers of Measure D and STA-SB1 funds from the operating budget to the capital budget, supplemented by STA-SGR funds that flow directly to the capital budget. This money provides funding stability to replace or purchase fixed-route buses and Paratransit vehicles that are obsolete and over their life expectancy in both age and mileage. This fund also provides dollars towards the local match that is required on most Federal and State grants. Funds will accumulate in the Bus Replacement Fund until they are committed to specific projects and spent on new and replacement buses and vans.

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

- **Construction Related Projects:**
 - Pacific Station/Metro Center-Station Refurbishment / Redevelopment – Ongoing - METRO and the City of Santa Cruz are considering opportunities to jointly redevelop the existing Pacific Station site in conjunction with adjacent City controlled properties. Efforts are underway to identify funding sources for such a project including, METRO capital funding, City development-related funding, and possible grants. As this strategy may not be successful, METRO has reserved \$5.8 million of its funding to refurbish the existing station as currently required.
 - Pacific Station Roof and Window Replacement – Ongoing – Funds allocated to this project will repair the roof, replace leaking windows, and repair any water-damaged materials discovered during construction.
- **IT Projects**
 - Financial System – New – Replace the (current) vintage financial system with a newer and more robust system with the potential ability to provide budget tracking and forecasting, asset tracking, performance indicators, and be able to design custom reports for "what-if analysis." Currently, these reports are created by manually entering information into Excel. A newer system would likely allow us to be more efficient and accurate.

FY20 & FY21 Final Budget Highlights (con't)

- Facilities Upgrades and Improvements
 - Fuel Management System – Ongoing - 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. The system will be used to track vehicle mileage, monitor fuel and fluid usage, schedule preventive maintenance and reconcile fluids, etc.
 - Bus Stop Improvements – Ongoing – Continue to replace, refurbish, and update the agency's bus stops.
 - Gate Control at JKS Bus Entry – Ongoing – Improve safety at the JKS Operations facility by adding security gates and a gate controller for the upper and lower entries to the bus yard at JKS
- Revenue Vehicle Purchases, Replacement and Campaigns – Ongoing - 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:
 - New Electric Buses (5) + Infrastructure and Project Management
 - These new electric buses are in alignment with METRO's strategy to begin replacing its fossil-fueled bus fleet with all-electric buses. Two (2) of these buses will be dedicated to the Watsonville service area.
 - CNG Bus Replacements (6)
 - These CNG buses will assist in the replacement of obsolete vehicles
 - Bus Refurbishments (4)
 - Mid-Life Bus Engine Overhauls (4)
 - 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.
 - AVL/ITS
 - Year 3 of 6 – Capitalized Lease (3) New Flyer CNGs
- Non-Revenue Vehicle Purchases and Replacements
 - Replace Custodial Support Vehicles – Ongoing – replace vehicles that are obsolete and have exceeded their useful life

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 Directors												
Budget Development & Revision - Personnel Expenses - Fringe Benefits												
Meet with Directors to discuss Non-Personnel Expenses												
Receiving budget requests from Directors and present and discuss the budget with the CEO/ 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 Directors												
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 CEO/General Manager												
Public hearing on staff's recommended budget												
Board Adoption of Final Budget												





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

Resolution No. 19-06-05
On the Motion of Director: Mike Rotkin
Duly Seconded by Director: Cynthia Mathews
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
2020 AND 2021**

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 2020 and 2021;

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 28th Day of June 2018 by the following vote:

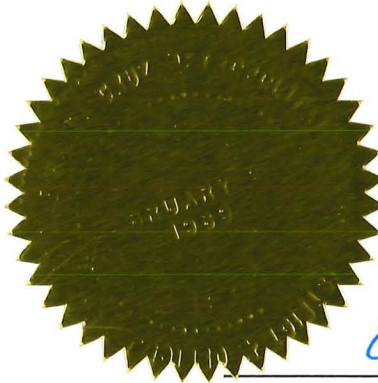
AYES: Directors Bottorff, Coffman-Gomez, Gonzalez, Leopold, Mathews, McPherson, Meyers, Pageler, Rothwell & Rotkin

NOES: None

ABSTAIN: None

ABSENT: Director Lind

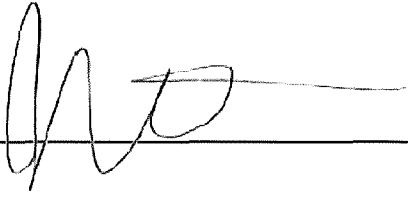
Approved:
Ed Bottorff, Chair



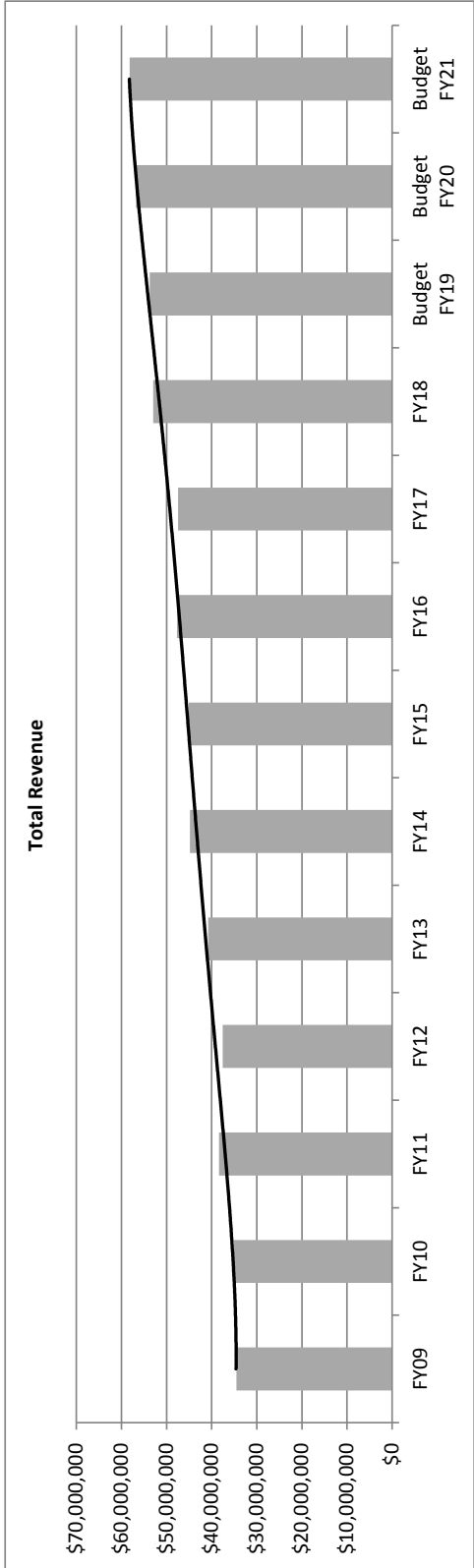
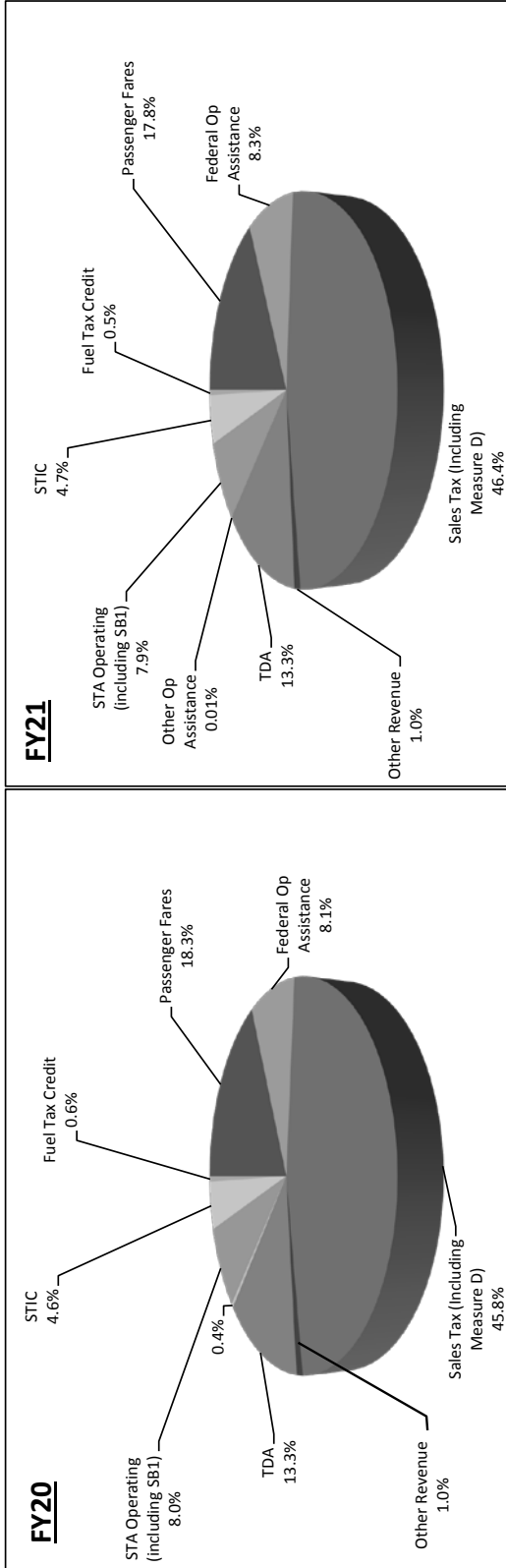
Attest:
Alex Clifford, CEO/General Manager

Resolution No. 19-06-05
Page 2

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



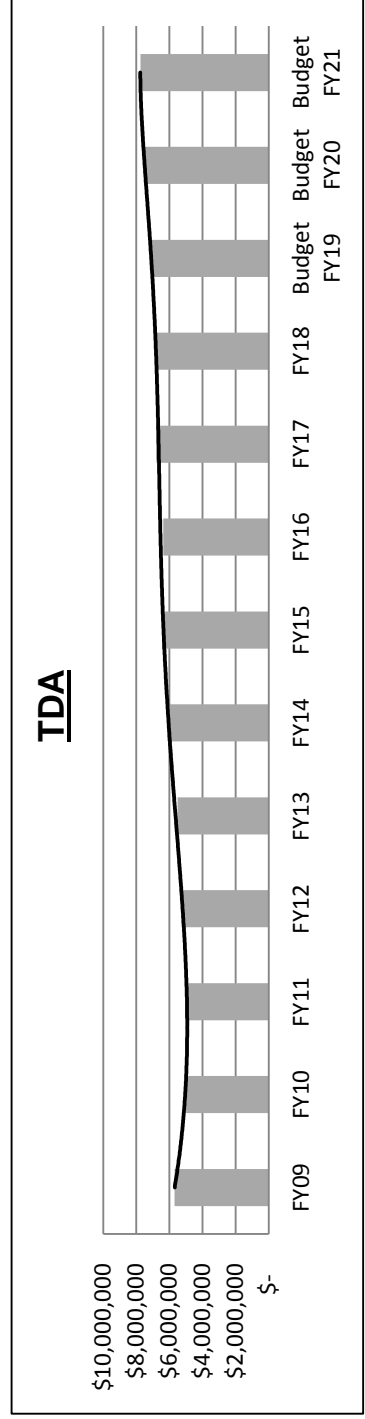
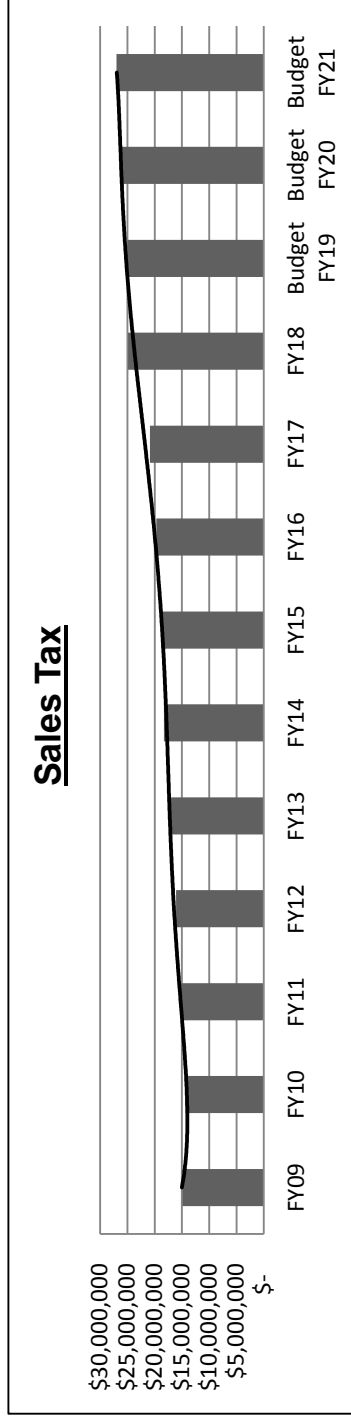
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY20 & FY21 FINAL OPERATING BUDGET REVENUE SOURCES



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY20 & FY21 FINAL OPERATING BUDGET
REVENUE SOURCES**

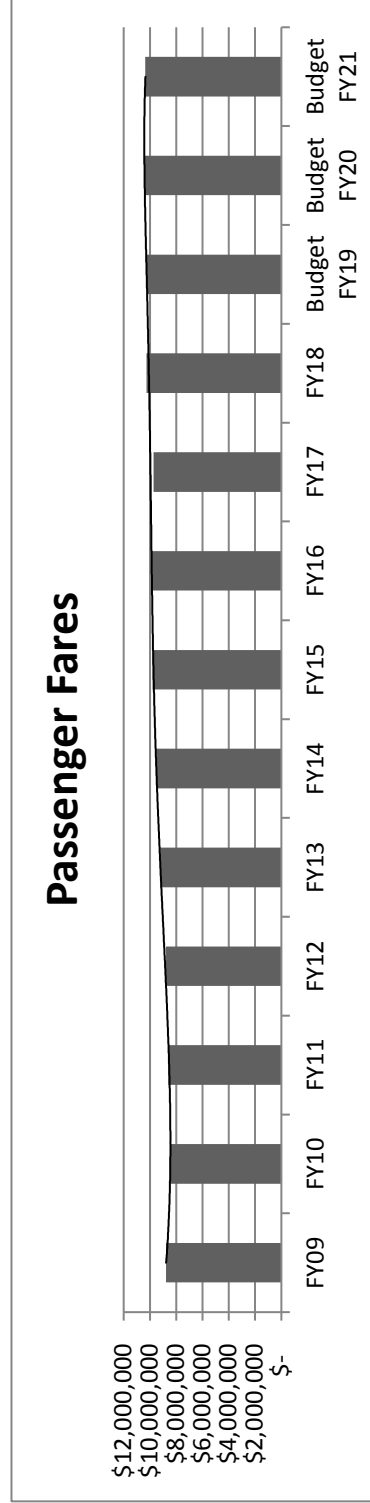
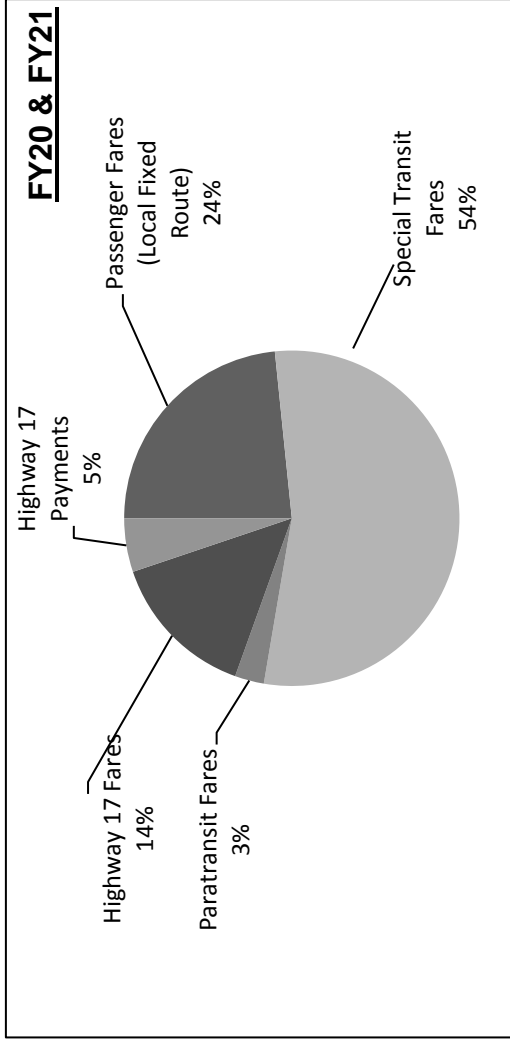
Sales Tax (Including Measure D) and TDA

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 Department of Tax and Fee Administration (CDT FA). 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 FY09, is depicted below.



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 FY20 & FY21 FINAL OPERATING BUDGET
 REVENUE SOURCES**

Passenger Fares

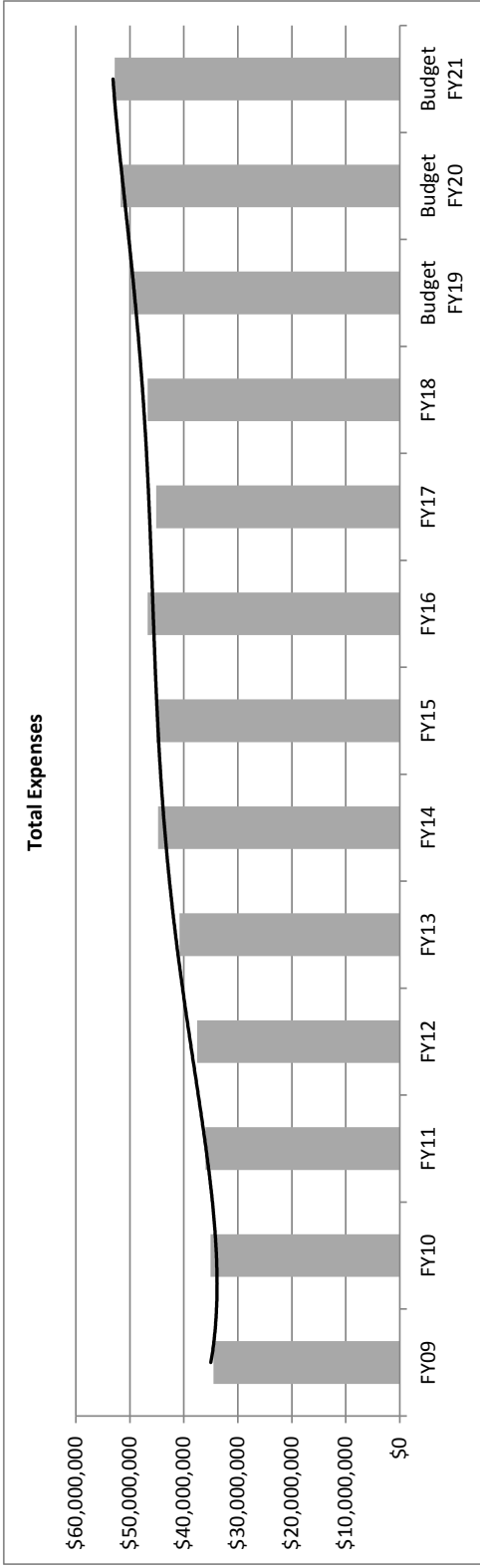
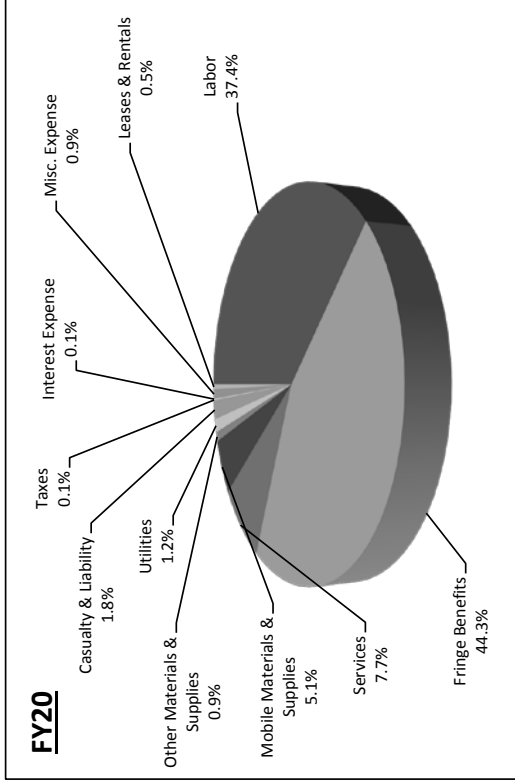
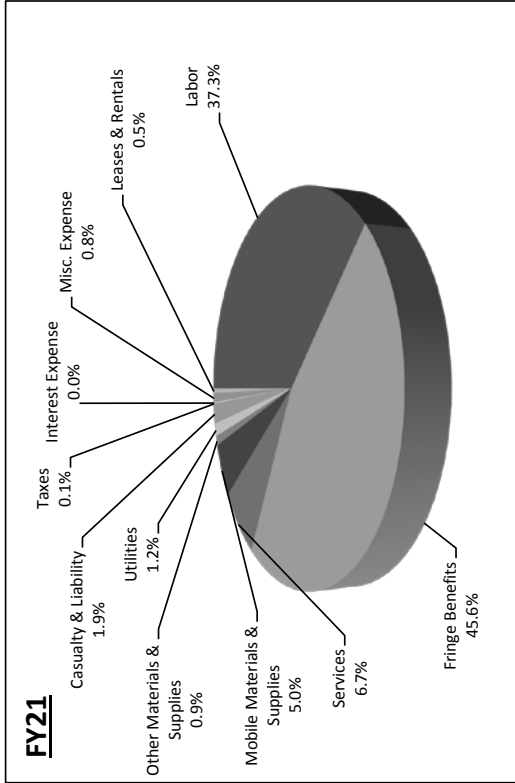


**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY20 & FY21 OPERATING BUDGET
REVENUE SOURCES**

REVENUE SOURCE	Jun-18	Jun-19	% CHANGE		\$ CHANGE		Jun-19	% CHANGE	
	BUDGET FY19	BUDGET FY20	BUDG FY19	BUDG FY20	BUDG FY19	BUDG FY20	BUDGET FY21	BUDG FY21	BUDG FY21
1 Passenger Fares	2,563,172	2,425,337	-5.4%	(137,835)			2,476,256	2.1%	
2 Special Transit Fares	5,381,772	5,632,252	4.7%	250,480			5,588,130	-0.8%	
3 Paratransit Fares	291,566	291,566	0.0%	-			291,566	0.0%	
4 Highway 17 Fares	1,475,275	1,487,489	0.8%	12,214			1,457,739	-2.0%	
5 Highway 17 Payments	531,329	536,491	1.0%	5,162			541,274	0.9%	
6 Commissions	2,500	2,500	0.0%	-			2,500	0.0%	
7 Advertising Income	250,000	275,000	10.0%	25,000			250,000	-9.1%	
8 Rent Income	147,405	180,000	22.1%	32,595			183,600	2.0%	
9 Interest Income	90,000	100,000	11.1%	10,000			100,000	0.0%	
10 Other Non-Transp Revenue	20,000	30,000	50.0%	10,000			30,000	0.0%	
11 1979 Gross Sales Tax (1/2 cent)	21,747,344	22,617,238	4.0%	869,894			23,521,927	4.0%	
12 2016 Net Sales Tax (Measure D)	3,229,124	3,358,289	4.0%	129,165			3,492,621	4.0%	
13 Transp Dev Act (TDA - LTF) Funds	7,074,858	7,531,910	6.5%	457,052			7,757,867	3.0%	
14* FTA Sec 5307 - Op Assistance	4,412,091	4,441,297	0.7%	29,206			4,663,362	5.0%	
15 FTA Sec 5311 - Rural Op Asst	174,321	178,139	2.2%	3,818			187,046	5.0%	
16 AMBAG/Misc. Grant Funding	24,000	205,000	754.2%	181,000			5,000	-97.6%	
17 STIC	2,424,031	2,619,113	8.0%	195,082			2,750,069	5.0%	
18 TDA - STA - Operating (Includes SB1)	3,540,904	4,530,969	28.0%	990,065			4,572,516	0.9%	
19 Fuel Tax Credit	351,000	313,126	-10.8%	(37,874)			293,126	-6.4%	
20 Medicare Subsidy	550	550	0.0%	-			550	0.0%	
TOTAL REVENUE	53,731,242	56,756,266	5.6%	3,025,024			58,165,150	2.5%	
TRANSFERS	(3,735,883)	(5,038,620)	34.9%	(1,302,737)			(5,347,025)	6.1%	
TOTAL OPERATING REVENUE	49,995,359	51,717,646	3.4%	1,722,287			52,818,125	2.1%	

* FTA funding is used solely to fund labor expense

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY20 & FY21 FINAL OPERATING BUDGET EXPENSES



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY20 & FY21 OPERATING BUDGET**

Consolidated Expenses

ACCOUNT	Jun-18	Jun-19	% CHANGE	\$ CHANGE	Jun-19	% CHANGE
	BUDGET FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDGET FY21	BUDG FY20 BUDG FY21
LABOR						
501011 Bus Operator Pay	8,934,707	8,976,794	0.5%	42,087	9,118,540	1.6%
501013 Bus Operator OT	1,238,781	1,249,806	0.9%	11,025	1,270,500	1.7%
501021 Other Salaries	8,240,187	8,500,829	3.2%	260,641	8,660,765	1.9%
501023 Other OT	466,213	615,696	32.1%	149,482	629,159	2.2%
Totals	18,879,888	19,343,124	2.5%	463,236	19,678,964	1.7%
FRINGE BENEFITS						
502011 Medicare/Soc. Sec.	331,001	338,125	2.2%	7,124	343,993	1.7%
502021 Retirement	5,639,195	6,288,626	11.5%	649,431	6,832,786	8.7%
502031 Medical Ins	9,419,857	10,297,885	9.3%	878,028	10,781,803	4.7%
502041 Dental Ins	500,840	471,737	-5.8%	(29,103)	477,419	1.2%
502045 Vision Ins	125,302	124,091	-1.0%	(1,211)	127,739	2.9%
502051 Life Ins/AD&D	50,015	51,735	3.4%	1,720	53,187	2.8%
502060 State Disability Ins (SDI)	228,733	234,438	2.5%	5,705	245,869	4.9%
502061 Long Term Disability Ins	143,675	151,493	5.4%	7,818	149,089	-1.6%
502071 State Unemployment Ins (SUI)	58,581	55,512	-5.2%	(3,070)	59,436	7.1%
502081 Worker's Comp Ins	901,766	928,818	3.0%	27,052	956,683	3.0%
502101 Holiday Pay	645,068	655,718	1.7%	10,650	667,118	1.7%
502103 Floating Holiday	110,689	113,993	3.0%	3,304	115,916	1.7%
502109 Sick Leave	989,326	1,005,413	1.6%	16,087	1,022,852	1.7%
502111 Annual Leave	1,970,491	1,966,061	-0.2%	(4,430)	2,001,459	1.8%
502121 Other Paid Absence	151,188	153,684	1.7%	2,496	156,356	1.7%
502251 Phys. Exams	12,283	11,183	-9.0%	(1,100)	7,883	-29.5%
502253 Driver Lic Renewal	3,211	2,911	-9.3%	(300)	2,811	-3.4%
502999 Other Fringe Benefits	59,004	60,581	2.7%	1,577	60,791	0.3%
Totals	21,340,225	22,912,003	7.4%	1,571,777	24,063,189	5.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY20 & FY21 OPERATING BUDGET**

Consolidated Expenses

ACCOUNT	Jun-18	Jun-19	% CHANGE		\$ CHANGE		Jun-19	% CHANGE	
	BUDGET FY19	BUDGET FY20	BUDG FY19	BUDG FY20	BUDG FY19	BUDG FY20	BUDGET FY21	BUDG FY20	BUDG FY21
SERVICES									
503011 Accting/Audit Fees	105,250	105,250	0.0%	0.0%	-	-	106,750	1.4%	1.4%
503012 Admin/Bank Fees	380,000	417,244	9.8%	9.8%	37,244	37,244	430,243	3.1%	3.1%
503031 Prof/Technical Fees	970,968	932,204	-4.0%	-4.0%	(38,764)	(38,764)	485,667	-47.9%	-47.9%
503032 Legislative Services	101,000	101,000	0.0%	0.0%	-	-	101,000	0.0%	0.0%
503033 Legal Services	400,000	400,000	0.0%	0.0%	-	-	400,000	0.0%	0.0%
503034 Pre-Employment Exams	5,525	7,450	34.8%	34.8%	1,925	1,925	7,450	0.0%	0.0%
503041 Temp Help	-	-	0.0%	0.0%	-	-	-	0.0%	0.0%
503161 Custodial Services	8,300	9,500	14.5%	14.5%	1,200	1,200	9,500	0.0%	0.0%
503162 Uniforms/Laundry	25,910	26,600	2.7%	2.7%	690	690	26,600	0.0%	0.0%
503171 Security Services	525,700	559,002	6.3%	6.3%	33,302	33,302	559,002	0.0%	0.0%
503221 Classified/Legal Ads	14,700	21,900	49.0%	49.0%	7,200	7,200	21,900	0.0%	0.0%
503222 Legal Ads	-	-	0.0%	0.0%	-	-	-	0.0%	0.0%
503225 Graphic Services	-	75,000	100.0%	100.0%	75,000	75,000	75,000	0.0%	0.0%
503351 Repair - Bldg & Impr	50,000	53,000	6.0%	6.0%	3,000	3,000	53,000	0.0%	0.0%
503352 Repair - Equipment	670,800	697,500	4.0%	4.0%	26,700	26,700	690,410	-1.0%	-1.0%
503353 Repair - Rev Vehicle	401,500	501,000	24.8%	24.8%	99,500	99,500	501,000	0.0%	0.0%
503354 Repair - Non Rev Vehicle	33,000	25,000	-24.2%	-24.2%	(8,000)	(8,000)	25,000	0.0%	0.0%
503363 Haz Mat Disposal	48,400	50,000	3.3%	3.3%	1,600	1,600	50,000	0.0%	0.0%
Totals	3,741,053	3,981,650	6.4%	6.4%	240,597	240,597	3,542,522	-11.0%	-11.0%
MOBILE MATERIALS & SUPPLIES									
504011 Fuels & Lubricants - Non Rev Veh	60,000	71,000	18.3%	18.3%	11,000	11,000	71,000	0.0%	0.0%
504012 Fuels & Lubricants - Rev Veh	1,873,500	1,500,000	-19.9%	-19.9%	(373,500)	(373,500)	1,500,000	0.0%	0.0%
504021 Tires & Tubes	200,000	188,500	-5.8%	-5.8%	(11,500)	(11,500)	188,500	0.0%	0.0%
504161 Other Mobile Supplies	-	-	0.0%	0.0%	-	-	-	0.0%	0.0%
504191 Rev Vehicle Parts	1,200,500	900,500	-25.0%	-25.0%	(300,000)	(300,000)	900,720	0.0%	0.0%
Totals	3,334,000	2,660,000	-20.2%	-20.2%	(674,000)	(674,000)	2,660,220	0.0%	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY20 & FY21 OPERATING BUDGET**

Consolidated Expenses

ACCOUNT	Jun-18	Jun-19	% CHANGE		\$ CHANGE		Jun-19	% CHANGE	
	BUDGET FY19	BUDGET FY20	BUDG FY19	BUDG FY20	BUDG FY19	BUDG FY20	BUDGET FY21	BUDG FY20	BUDG FY21
OTHER MATERIALS & SUPPLIES									
504205 Freight Out	7,500	8,000		6.7%		500	8,000		0.0%
504211 Postage & Mailing	10,600	10,360		-2.3%		(240)	10,360		0.0%
504214 Promotional Items	21,550	30,900		43.4%		9,350	31,550		2.1%
504215 Printing	53,450	53,675		0.4%		225	53,550		-0.2%
504217 Photo Supp/Process	3,400	2,000		-41.2%		(1,400)	2,000		0.0%
504311 Office Supplies	70,800	72,300		2.1%		1,500	72,300		0.0%
504315 Safety Supplies	16,120	26,620		65.1%		10,500	26,120		-1.9%
504317 Cleaning Supplies	44,600	52,100		16.8%		7,500	52,100		0.0%
504409 Repair/Maint Supplies	110,500	120,000		8.6%		9,500	120,000		0.0%
504417 Tenant Repairs	14,000	14,000		0.0%		-	14,000		0.0%
504421 Non-Inventory Parts	85,000	50,000		-41.2%		(35,000)	50,000		0.0%
504511 Small Tools	11,000	13,900		26.4%		2,900	12,500		-10.1%
504515 Employee Tool Replacement	3,000	3,000		0.0%		-	3,000		0.0%
Totals	451,520	456,855		1.2%		5,335	455,480		-0.3%
UTILITIES									
505011 Gas & Electric	319,000	319,000		0.0%		-	319,000		0.0%
505021 Water & Garbage	158,400	186,400		17.7%		28,000	186,400		0.0%
505031 Telecommunications	153,500	138,000		-10.1%		(15,500)	138,000		0.0%
Totals	630,900	643,400		2.0%		12,500	643,400		0.0%
CASUALTY & LIABILITY									
506011 Insurance - Property	60,808	64,329		5.8%		3,521	66,487		3.4%
506015 Insurance - PL/PD	508,887	679,250		33.5%		170,363	747,175		10.0%
506021 Insurance - Other	30,080	40,179		33.6%		10,099	41,384		3.0%
506123 Settlement Costs	150,000	150,000		0.0%		-	150,000		0.0%
506127 Repairs - District Prop	-	-		0.0%		-	-		0.0%
Totals	749,775	933,758		24.5%		183,983	1,005,046		7.6%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY20 & FY21 OPERATING BUDGET**

Consolidated Expenses

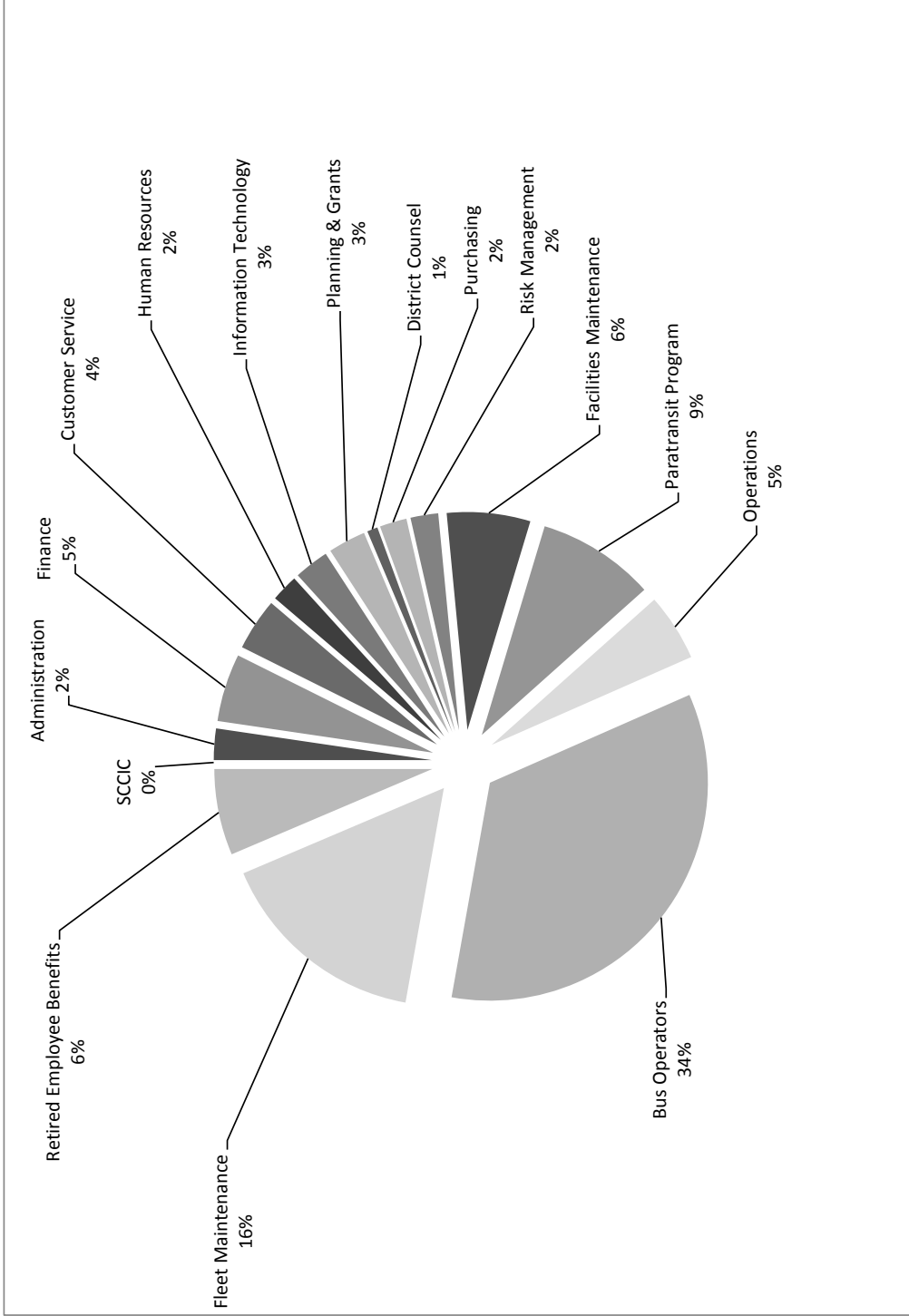
ACCOUNT	Jun-18 BUDGET FY19	Jun-19 BUDGET FY20	% CHANGE BUDG FY19 BUDG FY20	\$ CHANGE BUDG FY19 BUDG FY20	Jun-19 BUDGET FY21	% CHANGE BUDG FY20 BUDG FY21
TAXES						
507051 Fuel Tax	15,000	15,000	0.0%	-	15,000	0.0%
507201 Licenses & Permits	17,600	22,000	25.0%	4,400	22,000	0.0%
507999 Other Taxes	14,400	15,000	4.2%	600	15,000	0.0%
Totals	47,000	52,000	10.6%	5,000	52,000	0.0%
MISC EXPENSE						
509011 Dues/Subscriptions	89,200	91,142	2.2%	1,942	91,998	0.9%
509081 Advertising - District Promo	5,000	5,000	0.0%	-	5,000	0.0%
509101 Employee Incentive Program	13,900	19,200	38.1%	5,300	19,200	0.0%
509121 Employee Training	180,050	214,834	19.3%	34,784	199,004	-7.4%
509122 BOD Travel	11,000	15,000	36.4%	4,000	15,000	0.0%
509123 Travel	78,900	88,500	12.2%	9,600	88,500	0.0%
509125 Local Meeting Expense	7,650	12,150	58.8%	4,500	12,150	0.0%
509127 Board Director Fees	12,600	12,600	0.0%	-	12,600	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	398,300	458,426	15.1%	60,126	443,452	-3.3%
INTEREST EXPENSE						
511102 Interest Expense	39,617	32,097	-19.0%	(7,520)	24,346	-24.1%
Totals	39,617	32,097	-19.0%	(7,520)	24,346	-24.1%
LEASES & RENTALS						
512011 Facility Lease	225,800	232,533	3.0%	6,733	237,705	2.2%
512061 Equipment Rental	13,800	11,800	-14.5%	(2,000)	11,800	0.0%
Totals	239,600	244,333	2.0%	4,733	249,505	2.1%
PERSONNEL TOTAL	40,220,113	42,255,127	5.1%	2,035,014	43,742,154	3.5%
NON-PERSONNEL TOTAL	9,631,765	9,462,519	-1.8%	(169,246)	9,075,971	-4.1%
TOTAL OPERATING EXPENSES	49,851,878	51,717,646	3.7%	1,865,768	52,818,125	2.1%

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY20 & FY21 BUDGET
TRANSFERS & OPERATING BALANCE

TRANSFERS		Jun-18	Jun-19	% CHANGE	\$ CHANGE	Jun-19	% CHANGE
		BUDGET	BUDGET	BUDG FY19	BUDG FY19	BUDGET	BUDG FY20
		FY19	FY20	BUDG FY20	BUDG FY20	FY21	BUDG FY21
Transfers to Capital Budget							
1	Transfer to Capital Budget (2016 Net Sales Tax Measure D)	1,860,148	2,046,031	10.0%	185,883	2,144,555	4.8%
2	Transfer to Capital Budget (TDA - STA - Operating , Includes SB1)	468,773	322,746	-31.2%	(146,027)	286,771	-11.1%
	Totals	2,328,921	2,368,777	1.7%	39,856	2,431,326	2.6%
Transfers to Operating and Capital Reserve Fund							
3	Transfer to Operating and Capital Reserve Fund (Fuel Tax Credit)*	351,000	313,126	-10.8%	(37,874)	293,126	-6.4%
4	Transfer to Operating and Capital Reserve Fund (Calpers UAL & OPEB)	-	2,000,000	100.0%	2,000,000	2,000,000	0.0%
5	Transfer Excess to Operating and Capital Reserve Fund	1,055,962	356,717	-66.2%	(699,245)	622,573	74.5%
	Totals	1,406,962	2,669,843	89.8%	1,262,881	2,915,699	9.2%
TOTAL TRANSFERS		3,735,883	5,038,620	34.9%	1,302,737	5,347,025	6.1%
TOTAL REVENUE		53,731,242	56,756,266	5.6%	3,025,024	58,165,150	2.5%
TOTAL EXPENSES		49,851,878	51,717,646	3.7%	1,865,768	52,818,125	2.1%
TOTAL TRANSFERS		(3,735,883)	(5,038,620)	34.9%	(1,302,737)	(5,347,025)	6.1%
OPERATING BALANCE		143,481	-	-100.0%	(143,481)	-	0.0%

*Subject to annual renewal of the tax extenders

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 FY20 & FY21 FINAL OPERATING BUDGET
 DEPARTMENTAL EXPENSES**



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY20 & FY21 OPERATING BUDGET**

Departmental Expenses

DEPARTMENT	Jun-18	Jun-19	% CHANGE	\$ CHANGE	Jun-19	% CHANGE
	BUDGET FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDGET FY21	BUDG FY20 BUDG FY21
1100 Administration	1,387,101	1,203,842	-13.2%	(183,259)	1,234,756	2.6%
1200 Finance	2,406,024	2,603,854	8.2%	197,830	2,679,975	2.9%
1300 Customer Service	1,462,307	2,006,579	37.2%	544,271	2,053,710	2.3%
1400 Human Resources	1,033,070	1,043,009	1.0%	9,939	1,073,415	2.9%
1500 Information Technology	1,254,897	1,334,310	6.3%	79,413	1,350,674	1.2%
1600 Governmental Affairs	1,242,207	1,441,837	16.1%	199,630	1,060,858	-26.4%
1700 District Counsel	400,000	406,000	1.5%	6,000	406,000	0.0%
1800 Management	440,167	1,038,443	135.9%	598,276	1,057,760	1.9%
1900 Purchasing	980,723	1,062,456	8.3%	81,734	1,091,242	2.7%
2200 Facilities Maintenance	2,830,867	3,199,427	13.0%	368,559	3,276,021	2.4%
3100 Paratransit Program	4,482,307	4,519,959	0.8%	37,651	4,698,097	3.9%
3200 Operations	2,763,474	2,586,980	-6.4%	(176,494)	2,674,899	3.4%
3300 Bus Operators	17,256,227	17,800,434	3.2%	544,207	18,360,991	3.1%
4100 Fleet Maintenance	8,829,303	8,161,588	-7.6%	(667,715)	8,329,408	2.1%
9001 Cobra Benefits	-	-	0.0%	-	-	0.0%
9005 Retired Employee Benefits	3,082,954	3,308,678	7.3%	225,724	3,470,069	4.9%
700 SCCIC	250	250	0.0%	-	250	0.0%

TOTAL OPERATING EXPENSES	49,851,878	51,717,646	3.7%	1,865,768	52,818,125	2.1%
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DepartExpenses

II. DEPARTMENTAL FUNCTIONS

OBJECTIVES

AND

LINE ITEM BUDGETS



1100 - ADMINISTRATION

FY19 ACCOMPLISHMENTS AND FY20 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).

DEPARTMENT ACCOMPLISHMENTS FOR FY19

- **Safety First**
 - Reduce incidence of workplace injuries
 - Average active WC claims (Medical & Indemnity)
 - 2017/18: 30
 - 2016/17: 37
 - 2015/16: 48
 - 2014/15: 49
 - New WC claims (Medical & Indemnity)
 - 2017/18: 18
 - 2016/17: 21
 - 2015/16: 27
 - 2014/15: 33
 - Reduce chargeable vehicle accidents (Calendar Year)

Chargeable Accidents			
2018	2017	2016	2015
34	37	23	34

- **Fiscal Responsibility**
 - Balanced budget adopted by the Board
 - Began work on strategies to address the unfunded liabilities - OPEB & UAL - See May 17, 2019 presentation to the Board
 - Manage to the budget
 - May 2019 yearend estimate: Operating expenses \$1.6 million under budget and \$1.8 million in revenues over budgeted revenues: Estimated yearend approximately \$3.4 million favorable

1100 - Administration (con't)

- Successfully replenished Reserves to Board policy levels in October 2018 using FY18 carryover
- Identify capital funds for use as local match to leverage capital grants or to make direct capital purchases – Starting in FY19 the METRO Board committed \$3M/year for bus replacement
- **State of Good Repair**
 - Buses and Facilities
 - Developed a strategy to replace 53 buses that are beyond their useful life – See April 26, 2019 presentation to the Board
 - Received ten diesel/electric hybrids from Santa Clara VTA in December 2018 for operation on the Highway 17 commuter service
 - Received four articulated buses from Santa Clara VTA in December 2018 for operation on lines servicing UCSC
 - Placed an order for five Gillig CNG buses
 - Placed an order for four Proterra zero emission electric buses
 - Completed a full assessment of the current condition of Pacific Station
 - Invested in resolving some deferred maintenance at various METRO facilities
 - Removed trees at the Scotts Valley Transit Center that were causing damage to the facility
 - Board approved plant and irrigation upgrades at Vernon Administration office building and Scotts Valley Transit Center
- **Intelligent Transportation Systems (ITS):**
 - Automated Vehicle Location (AVL) system on buses
 - The project was awarded to Syncromatics
 - Expected completion in December 2019
- **Zero Emission Buses (ZEBs):**
 - New California Air Resources Board (CARB) ZEB Regulation adopted in December 2018
 - METRO ordered four Proterra ZEBs – Expected delivery is first or second quarter of 2020
 - METRO also has a 2016 federal LoNo grant award for three ZEB over-the-road coaches for Highway 17 service. METRO will issue a competitive procurement once MCI and/or Vanhool produce their ZEB coaches
 - The CEO presented a proposal to the Board in April 2018 in which the Board agreed with his recommendation to avoid seeking

additional ZEB grants until METRO can purchase and test the four ZEBs that are grant funded

- Revised plan to achieve 100% ZEB fleet by 2040 to be presented to the Board in June 2019

- **Legislative:**
 - **State**
 - Proposition 6 – SB 1 (Beall/Frazier), known as the Road Repair and Accountability Act of 2017, survived a voter initiative challenge. Proposition 6 would have eliminated the new transportation taxes and fees enacted by SB 1, and therefore placed at risk over \$2.5 million annually that METRO receives, and had it passed, would have immediately triggered a need for service and new bus purchase reductions.
 - California Air Resources Board Innovative Clean Transit Regulation (ICT) – Replaces the 2002 Fleet Rule for Transit Agencies which expired at the end of 2015. The 2002 Fleet Rule resulted in METRO choosing the Alternative Fuels path and purchasing Compressed Natural Gas (CNG) powered buses since then.
 - Since the introduction of the draft ICT in December 2017, the CEO worked closely with the CTA and transit partners across the state as a member of the Transit Electrification Committee to educate CARB staff about certain important modifications needed to the draft Regulation. The final version, adopted by the California Air Resources Board on December 7, 2018, while nowhere near perfect, reflects many of the changes sought by METRO and other transit agencies across the state. One of those important changes was the proposed interpretation of large versus small transit agencies. Initially, METRO was classified as a large transit agency. That would have triggered mandatory zero emission bus purchases as early as 2023. Now that METRO has been classified as a small transit agency, mandatory purchase requirements do not start until 2026, when 25% of all bus purchase must be electric. Starting on January 1, 2029, and for all transit agencies in California, all new bus purchases must be a 100% zero emission bus (ZEB).
 - AB 3124 (Bloom) – Governor Brown signed into law AB 3124, a CTA-sponsored bill, which authorizes the use of three-position bike racks on 60-foot articulated buses. This was important legislation for METRO since METRO now owns four 60-foot articulated buses and it was our goal to install three-position bike racks on these buses.

- SB 1119 (Beall) – Governor Brown also signed SB 1119, a bill co-sponsored by the CTA and the Orange County Transportation Authority, which amends the Low-Carbon Transit Operations Program (LCTOP) by waiving the Disadvantaged Community (DAC) investment requirement for certain types of expenditures authorized by the program – transit passes, expanded or improved bus service to a DAC and zero-emission bus (ZEB) purchases. Previously, Low carbon Transit Operation Program (LCTOP) recipients with service areas including DAC must expend at least 50% of LCTOP funds on projects or services that benefit those DACs. This bill will waive the above requirement if METRO expends the funding on certain transit activities like those listed above.

- **Federal**
 - METRO worked successfully with the FTA Region IX Acting Administrator to achieve their concurrence that our 2016 FTA Low or No Emission Vehicle Program grant (5339c) award for \$3.8 million will be preserved and held in abeyance on our behalf until at least one more zero emission over-the-road coach manufacturer enters the market - expected in 2020 or 2021. This grant will purchase three zero emission over-the-road coaches for the Highway 17 commuter service.
 - METRO has and will continue meeting with federal legislators to advocate for an early start on FAST Act reauthorization; identification of stable and recurring funding sources; and increased overall funding levels.

- **Core Business**
 - Retain and grow ridership
 - Hired a Marketing, Communications and Customer Service Director
 - Initiated the on-board customer survey
 - Initiated the procurement of the Highway 17 electronic fare pilot project
 - Smartphone application for real-time bus tracking
 - Educate Paracruz customers also capable of riding fixed-route on use of the METRO system
 - Improve Paracruz on-time performance

- **Compliance**
 - Successful completion of the FTA Drug & Alcohol program review
 - Satisfactory CHP Terminal Inspection
 - Preparation for the 2019 FTA Triennial Review
 - Completed the Annual Financial Audit – No findings

DEPARTMENT OBJECTIVES FOR FY20

- **Safety First Culture**
 - Safe operations and work environment
 - Complete buildout of surveillance equipment on buses
 - Reduce chargeable bus accidents
 - Reduce workplace injuries
 - Increase training
 - Continue semi-annual facilities reviews (safety and state of good repair)
 - Monitor for safe driving habits

- **Fiscal Stability, Stewardship, Accountability**
 - Balanced budget - Manage to the budget
 - Strive to continuously identify operating efficiencies
 - Initiate the process towards acquisition of a new Financial Information System (FIS) system
 - Maintain Reserves at the Board establish target levels
 - Work with the Board Finance, Budget & Audit Standing Committee to create a plan to address the unfunded liabilities (UAL and OPEB)
 - Successful grant applications
 - Program capital funds for local match (leverage) or direct purchases
 - 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, paratransit regulations and Disadvantaged Business Enterprise (DBE) Regulations
 - Ensure that Santa Cruz METRO is highly responsive to the upcoming 2019 FTA Triennial Review, the annual CHP Terminal Inspection and all other outside audits and the Annual Audit
 - Ensure compliance with the Americans with Disability Act (ADA)
 - Establish a focused effort to sell vacant advertising space on buses; move to vinyl advertising; and explore limited bus stop advertising opportunities

- **Service Quality and Delivery**
 - Develop initiatives that target retaining and growing ridership
 - Strive for excellence in customer service (continuous improvement)
 - Improve the on-time performance of the system using the new AVL data (see Internal & External Technology)
 - Monitor and adapt disruptive new technologies: AB60; low gas prices; abundance of low priced cars on the market; Transportation Network Companies (TNCs); autonomous vehicles; scooters, shared bikes, micro-transit and other on-demand service. etc.

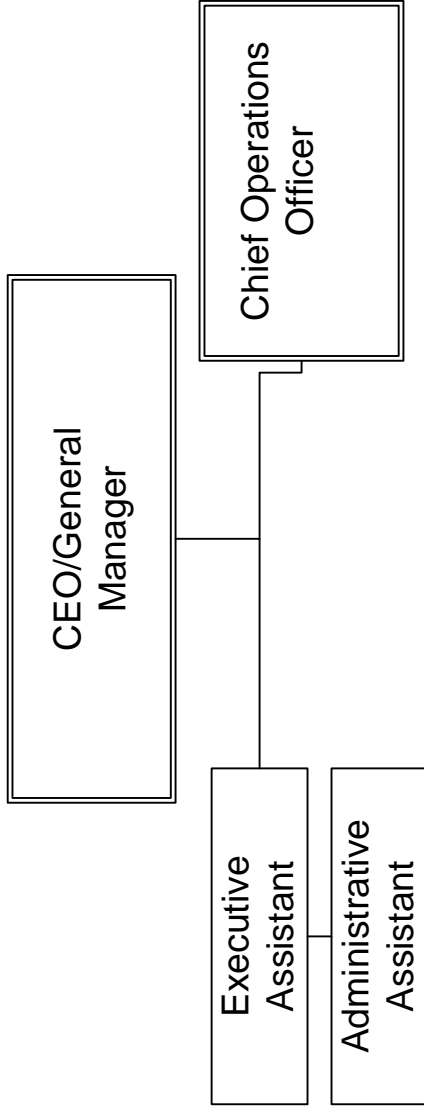
1100 - Administration (con't)

- Marketing & Communications: Educate the public transit riding and non-riding residents of Santa Cruz County about the value METRO brings to the community and how METRO uses the resources the public grants it along with celebrating the air quality/sustainability/GHG reductions METRO provides to the region
- Explore opportunities to expand outdoor and onboard advertising program to increase revenues
- 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
- Partner with neighboring transit providers on pass sales
- Improve the public facing presentation of METRO's bus stops and bus stop signage
- Explore new bus stop shelter concepts
- **Internal and External Technology**
 - Complete the Automated Vehicle Location (AVL) system on buses
 - Launch the Predictive Arrival & Departure System (PADS) – Customer facing Smartphone application showing when the next bus will arrive
 - Launch HWY 17 mobile ticketing pilot project and customer facing app
 - Continue work towards implementing online customer facing smartcard tools for electronic fare loading and fare balance and explore other electronic-based fare payment applications
 - Continue to monitor opportunities to potentially participate in the Clipper card
 - Ensure compliance with the new California Air Resources Board (CARB) Regulation and integrate ZEBs into the METRO fleet consistent with Board policy
- **Employee Engagement - Attract, Retain and Develop**
 - Continue to sponsor training that will help grow future leaders from within the organization
 - Employee development opportunities – Take advantage of training available nearby
 - Continue improvements in communication
 - Continue annual “All-Hands” meetings
 - Seek out and value employee feedback
 - Implement new and creative approaches to recruitments
 - Foster a feeling of organizational pride and ownership

- **State of Good Repair**
 - Continue to address the aging fleet
 - Follow the Long-Range Bus Replacement Plan (4/26/19)
 - Continue replacing aging ParaCruz equipment
 - Continue progress on finding a new home for ParaCruz
 - Maintain what we own – Avoid contributing to deferred maintenance
 - Finalize a plan for the construction/reconstruction of Pacific Station
 - Complete and share with the community the agency's first Strategic Business Plan
 - Ensure compliance with the FTA Transit Asset Management (TAM) Plan requirements

- **Strategic Alliance and Community Outreach**
 - Continued collaboration with the Santa Cruz County Transportation Commission (RTC)
 - Continued participation in the Santa Cruz Chamber of Commerce
 - Community outreach on various proposed programs and initiatives
 - Ongoing discussions with the City of Santa Cruz about potential collaboration on a new Pacific Station
 - Work with the Board and the community to explore the potential of a new ParaCruz operating facility at the Soquel parking lot
 - Continued work with the RTC and others on the Bus on Shoulder concept
 - Continued active participation with the Association of Monterey Bay Area Governments (AMBAG)
 - Continued active participation with the Monterey Bay Economic Partnership (MBEP)
 - Continued active participation in: APTA, CTA, CalAct, CTAA, The Bus Coalition, ZEBRA and other transit-focused organizations
 - Continue annual joint staff meetings with peer agencies
 - Continue the annual State of METRO presentations to the four city councils and the Board of Supervisors
 - Regular communications and meetings with state and federal elected representatives
 - Continued and growing collaboration with the Santa Clara VTA
 - Presentations to the Downtown Association and the Business Council

Administration
1100



FY20 & FY21 OPERATING BUDGET
Authorized and Funded Personnel - Full Time Equivalent (FTE)
Administration - 1100

Position Title	Authorized	Funded	Authorized	Funded	Authorized	Funded
	FY20 2018	FY 20 2018	FY 20 2019	FY20 2019	FY21 2019	FY 21 2019
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

Personnel Expenses:

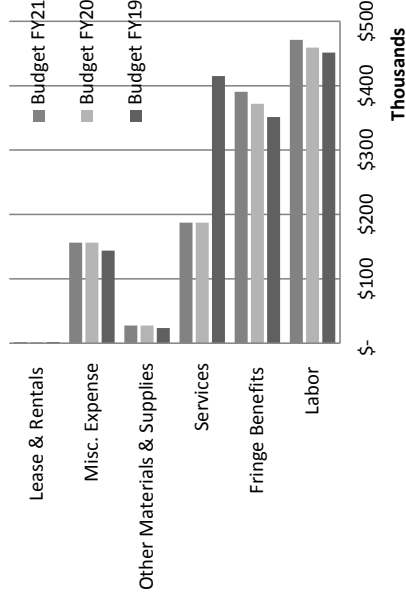
	Budget FY19	Budget FY20	Var %	Budget FY21	Var %
Labor	\$ 451,495	\$ 459,002	1.7%	\$ 470,997	2.6%
Fringe Benefits	\$ 351,406	\$ 371,764	5.8%	\$ 390,683	5.1%
	\$ 802,901	\$ 830,766	3.5%	\$ 861,680	3.7%

Non-Personnel Expenses:

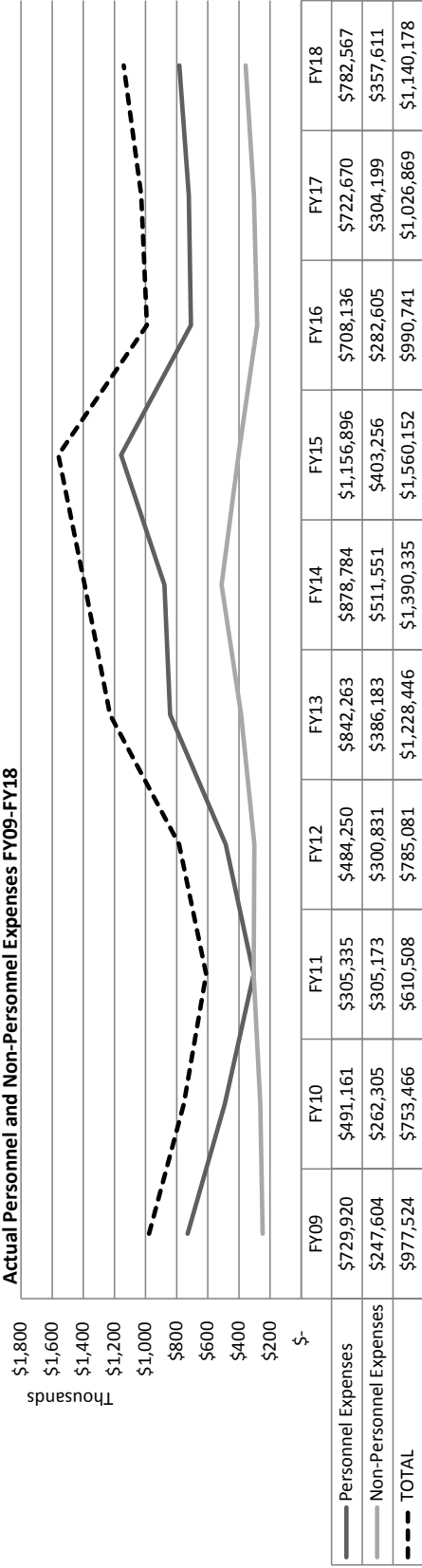
Services	\$ 415,000	\$ 187,140	-54.9%	\$ 187,140	0.0%
Other Materials & Supplies	\$ 23,600	\$ 27,600	16.9%	\$ 27,600	0.0%
Misc. Expense	\$ 143,600	\$ 156,336	8.9%	\$ 156,336	0.0%
Lease & Rentals	\$ 2,000	\$ 2,000	0.0%	\$ 2,000	0.0%
	\$ 584,200	\$ 373,076	-36.1%	\$ 373,076	0.0%

Total Expenses:

	\$ 1,387,101	\$ 1,203,842	-13.2%	\$ 1,234,756	2.6%
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Actual Personnel and Non-Personnel Expenses FY09-FY18



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY20 & FY21 OPERATING BUDGET**

Administration - 1100

ACCOUNT	Jun-18	Jun-19	% CHANGE	\$ CHANGE	Jun-19	% CHANGE
	BUDGET FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDGET FY21	BUDG FY20 BUDG FY21
LABOR						
501011 Bus Operator Pay	-	-	0.0%	-	-	0.0%
501013 Bus Operator OT	-	-	0.0%	-	-	0.0%
501021 Other Salaries	444,995	454,457	2.1%	9,462	466,334	2.6%
501023 Other OT	6,500	4,545	-30.1%	(1,955)	4,663	2.6%
Totals	451,495	459,002	1.7%	7,507	470,997	2.6%
FRINGE BENEFITS						
502011 Medicare/Soc. Sec.	8,210	8,354	1.8%	144	8,572	2.6%
502021 Retirement	127,702	138,899	8.8%	11,196	149,349	7.5%
502031 Medical Ins	59,238	65,353	10.3%	6,116	69,787	6.8%
502041 Dental Ins	4,151	4,102	-1.2%	(49)	4,163	1.5%
502045 Vision Ins	1,229	1,266	3.0%	37	1,304	3.0%
502051 Life Ins/AD&D	5,092	5,072	-0.4%	(20)	5,154	1.6%
502060 State Disability Ins (SDI)	3,870	3,965	2.5%	96	4,193	5.7%
502061 Long Term Disability Ins	2,942	3,053	3.8%	111	2,977	-2.5%
502071 State Unemployment Ins (SUI)	721	683	-5.2%	(38)	725	6.1%
502081 Worker's Comp Ins	11,598	11,946	3.0%	348	12,305	3.0%
502101 Holiday Pay	17,221	17,587	2.1%	366	18,047	2.6%
502103 Floating Holiday	21,332	21,717	1.8%	385	22,225	2.3%
502109 Sick Leave	25,832	26,380	2.1%	548	27,070	2.6%
502111 Annual Leave	46,270	47,301	2.2%	1,031	48,613	2.8%
502121 Other Paid Absence	4,036	4,122	2.1%	86	4,230	2.6%
502251 Phys. Exams	-	-	0.0%	-	-	0.0%
502253 Driver Lic Renewal	-	-	0.0%	-	-	0.0%
502999 Other Fringe Benefits	11,961	11,965	0.0%	3	11,968	0.0%
Totals	351,406	371,764	5.8%	20,358	390,683	5.1%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY20 & FY21 OPERATING BUDGET**

Administration - 1100

ACCOUNT	Jun-18	Jun-19	% CHANGE	\$ CHANGE	Jun-19	% CHANGE
	BUDGET FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDGET FY21	BUDG FY20 BUDG FY21
SERVICES						
503011 Accting/Audit Fees	-	-	0.0%	-	-	0.0%
503012 Admin/Bank Fees	-	-	0.0%	-	-	0.0%
503031 Prof/Technical Fees	306,000	75,940	-75.2%	(230,060)	75,940	0.0%
503032 Legislative Services	101,000	101,000	0.0%	-	101,000	0.0%
503033 Legal Services	-	-	0.0%	-	-	0.0%
503034 Pre-Employment Exams	-	-	0.0%	-	-	0.0%
503041 Temp Help	-	-	0.0%	-	-	0.0%
503161 Custodial Services	-	-	0.0%	-	-	0.0%
503162 Uniforms/Laundry	-	-	0.0%	-	-	0.0%
503171 Security Services	-	-	0.0%	-	-	0.0%
503221 Classified/Legal Ads	4,000	6,000	50.0%	2,000	6,000	0.0%
503222 Legal Ads	-	-	0.0%	-	-	0.0%
503225 Graphic Services	-	-	0.0%	-	-	0.0%
503351 Repair - Bldg & Impr	-	-	0.0%	-	-	0.0%
503352 Repair - Equipment	4,000	4,200	5.0%	200	4,200	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	415,000	187,140	-54.9%	(227,860)	187,140	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
FY20 & FY21 OPERATING BUDGET**

Administration - 1100

ACCOUNT	Jun-18	Jun-19	% CHANGE	\$ CHANGE	Jun-19	% CHANGE
	BUDGET FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDGET FY21	BUDG FY20 BUDG FY21
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	22,000	22.2%	4,000	22,000	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	27,600	16.9%	4,000	27,600	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%

Admin - 1100

7/19/2019

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY20 & FY21 OPERATING BUDGET**

Administration - 1100

ACCOUNT	Jun-18	Jun-19	% CHANGE	\$ CHANGE	Jun-19	% CHANGE
	BUDGET FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDGET FY21	BUDG FY20 BUDG FY21
MISC EXPENSE						
509011 Dues/Subscriptions	78,000	78,736	0.9%	736	78,736	0.0%
509081 Advertising - District Promo	-	-	0.0%	-	-	0.0%
509101 Employee Incentive Program	10,000	13,000	30.0%	3,000	13,000	0.0%
509121 Employee Training	2,000	2,000	0.0%	-	2,000	0.0%
509122 BOD Travel	11,000	15,000	36.4%	4,000	15,000	0.0%
509123 Travel	23,000	25,000	8.7%	2,000	25,000	0.0%
509125 Local Meeting Expense	7,000	10,000	42.9%	3,000	10,000	0.0%
509127 Board Director Fees	12,600	12,600	0.0%	-	12,600	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	143,600	156,336	8.9%	12,736	156,336	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	2,000	2,000	0.0%	-	2,000	0.0%
Totals	2,000	2,000	0.0%	-	2,000	0.0%
PERSONNEL TOTAL	802,901	830,766	3.5%	27,865	861,680	3.7%
NON-PERSONNEL TOTAL	584,200	373,076	-36.1%	(211,124)	373,076	0.0%
DEPARTMENT TOTALS	1,387,101	1,203,842	-13.2%	(183,259)	1,234,756	2.6%

FINANCE DEPARTMENT

FY19 ACCOMPLISHMENTS AND FY20 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 (CFO)
- 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 FY19

- **Safety First:**
 - Promoted safety in the department and all METRO facilities

- **Fiscal responsibility:**
 - Worked closely with the Board, stakeholders, customers and the public to identify options that would provide long-term financial stability for the agency
 - Collaborated and communicated 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
 - Supported 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
 - Continued 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
 - Worked towards establishing a funding policy pertaining to Santa Cruz METRO's Governmental Accounting Standards Board (GASB) 75 - Other Post Employment Benefits (OPEB) liability
 - Continually updated financial policies to address Operating and Capital budgets, as well as Operating and Capital Reserve accounts for the Board's consideration.
 - Maintained Santa Cruz County Treasury Oversight Commission membership and continue to partner and engage in financial and cash management discussions
 - Continued to be active in CSMFO groups, training sessions, meetings and conferences
 - Promoted and ensured fiscal responsibility and sustainability throughout the agency

- **State of Good Repair:**
 - Assisted the CEO in seeking local, State and Federal funding opportunities to fund projects on the \$200 + million Unfunded Capital Projects List
 - Ensured that effective control and accountability is maintained for all capital assets, and that resources are properly safeguarded and used solely for authorized purposes

Finance Department (con't)

- **Intelligent Transportation Systems (ITS):**
 - Revised and extended the timeline for the FIS (implementation of a data warehouse and upgrade of the financial system) due to competing priorities, and to ensure a successful outcome
 - Maximized the benefits of existing, upgraded, and/or new technology programs
- **Zero Emission Buses (ZEBs):**
 - Collaborated with the Planning, Grants and Governmental Affairs department when financial information is requested for grant applications for ZEB vehicles and related infrastructure
- **Legislative:**
 - Assisted the CEO in working with Federal legislators to identify a stable and recurring funding source for the 2021 Federal Transportation Reauthorization
 - Maintained CTA Finance Committee position and continued to engage in subcommittee appointments and decisions
- **Core Business:**
 - Developed Key Performance Indicators (KPIs)
 - Provided information and staff support for the SCCIC
 - Continued to enhance reporting functions through graphs, charts and presentations to the Public, Board of Directors, Management, Unions, and internal Departments.
 - Maintained accurate, timely and efficient reporting of business and payroll transactions
 - Cross-trained department staff to provide assistance, back-up coverage and enhanced customer service in all daily operations
 - Continued to promote individual training and education within the department
 - Provided the tools and time for the staff to improve overall efficiency through automation, education and a more user-friendly computer environment
 - Continued to improve and update processes relating to internal control, policies and procedures
 - Maintained CalTIP Board position and adhere to decisions made related to the insurance pool
 - Continued to manage advertising on Santa Cruz METRO buses
 - Continued to network and outreach with our community and transit partners
 - Reviewed department activities and processes on an ongoing basis—seeking to maximize organizational effectiveness, including cash and payroll controls
- **Compliance:**
 - Worked with the SCCRTC to ensure full compliance with all requirements and responsibilities of the new Measure D Master Funding Agreement
 - Ensured full compliance with all FTA, State and State agency regulations and Santa Cruz METRO Board policies and regulations

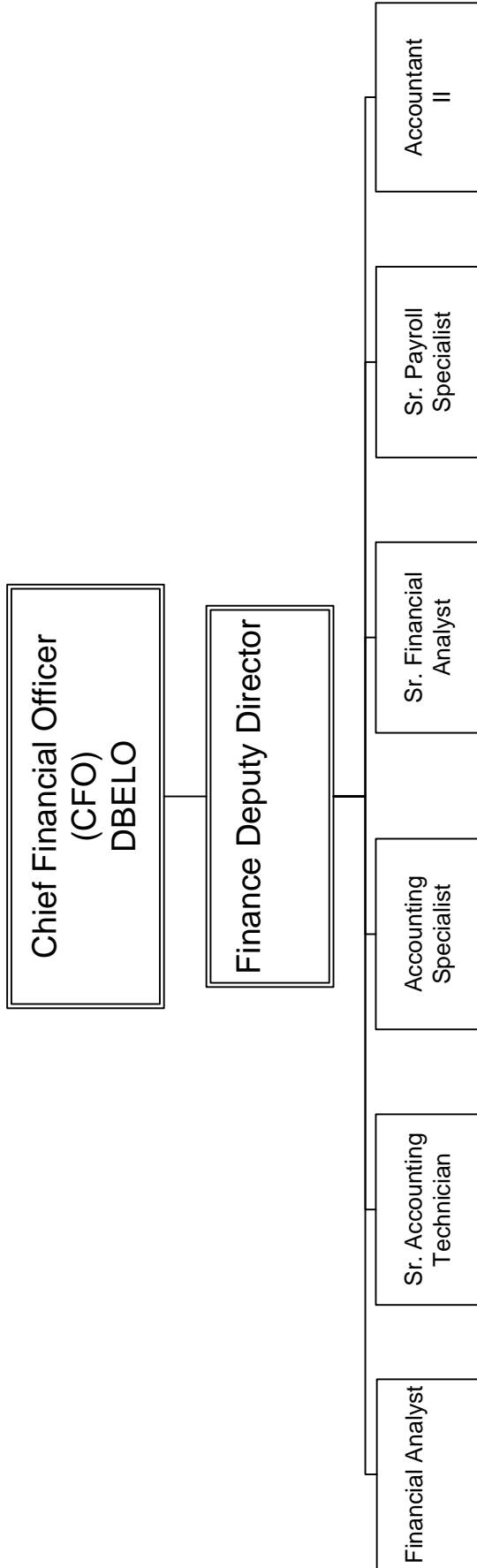
Finance Department (con't)

- Ensured that Santa Cruz METRO is highly responsive to FTA Triennial Reviews, TDA Audits, the annual Financial Audit and all other outside audits
- Worked with General Counsel and Human Resources to comply with new laws, rules, regulations and Union labor agreements
- Maintained ongoing compliance with generally accepted accounting principles (GAAP) and statutory reporting requirements

DEPARTMENT OBJECTIVES FOR FY20

- **Safety First Culture:**
 - Continue to promote safety in the department and all Santa Cruz METRO facilities
- **Fiscal Stability, Stewardship, Accountability:**
 - Ongoing – Promote and ensure fiscal responsibilities and sustainability throughout the agency
 - Draw attention to the looming funding problems arising from our retiree medical ‘OPEB NOL’ (Other Post – Employment Benefits – Net OPEB Liability) and Pension UAL (CalPERS Unfunded Accrued Liability) and recommend possible solutions
- **Service Quality and Delivery:**
 - Ongoing – Review department activities and processes to maximize organizational effectiveness in key areas
 - Transition the bus advertising program to the new Marketing & Development director
- **Internal and External Technology:**
 - Maximize the benefits of existing and new technology programs, i.e. data warehouse and new financial system.
- **Employee Engagement; Attract, Retain, Develop:**
 - Ongoing – Cross – train department staff to provide assistance, back-up coverage and enhanced service in all daily operations.
- **State of Good Repair:**
 - Ongoing - Ensure that effective control and accountability is maintained for all capital assets, and that resources are properly safeguarded and used solely for authorized purposes.
- **Strategic Alliance and Community Outreach:**
 - Ongoing - Collaborate and communicate with 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

Finance
1200



FY20 & FY21 OPERATING BUDGET
Authorized and Funded Personnel - Full Time Equivalent (FTE)
Finance - 1200

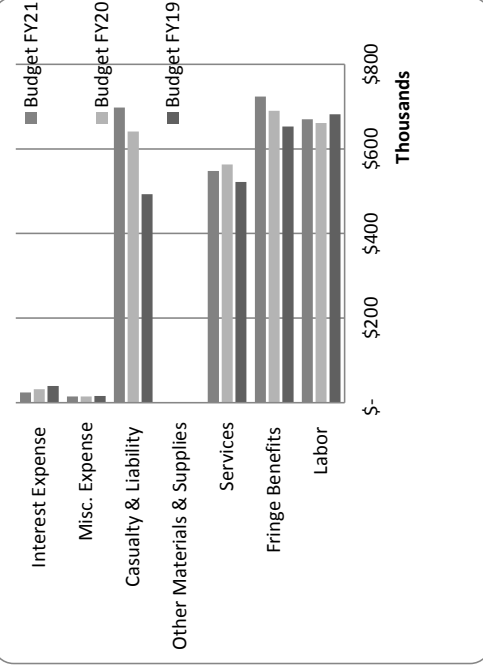
Position Title	Authorized	Funded	Authorized	Funded	Authorized	Funded
	FY20 2018	FY 20 2018	FY 20 2019	FY20 2019	FY21 2019	FY 21 2019
Chief Financial Officer (CFO)	1.00	1.00	1.00	1.00	1.00	1.00
Finance Deputy Director	1.00	1.00	1.00	1.00	1.00	1.00
Senior Accountant	0.50	0.00	0.00	0.00	0.00	0.00
Accountant 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
Senior Accounting Tech	1.00	1.00	1.00	1.00	1.00	1.00
Senior Payroll Specialist	1.00	1.00	1.00	1.00	1.00	1.00
**Revenue Account Coordinator*	1.00	1.00	0.00	0.00	0.00	0.00
Senior Financial Analyst	1.00	1.00	1.00	1.00	1.00	1.00
Financial Analyst	1.00	1.00	1.00	1.00	1.00	1.00
**Revenue Collection Clerk	1.00	0.00	1.00	0.00	1.00	0.00
Total Full-Time Equivalents (FTEs)	10.50	9.00	9.00	8.00	9.00	8.00

* Transferred to Marketing, Communications & Customer Service

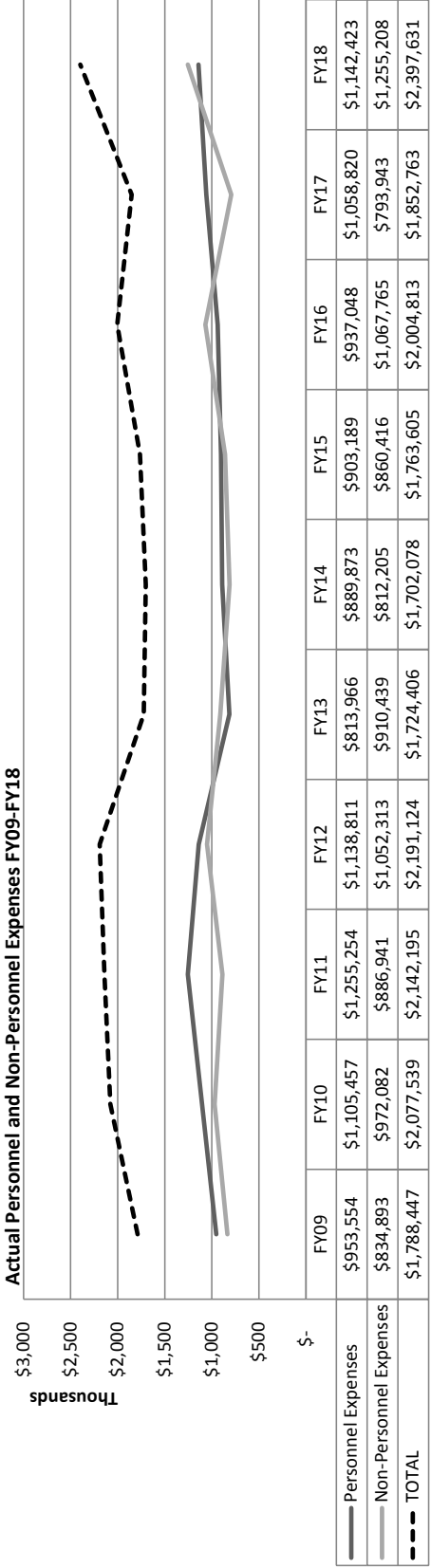
**** New Titles contingent upon Board Approval of the Final SEIU Position Descriptions**

Finance 1200

	<u>Budget FY19</u>	<u>Budget FY20</u>	<u>Var %</u>	<u>Budget FY21</u>	<u>Var %</u>
Personnel Expenses:					
Labor	\$ 681,776	\$ 661,222	-3.0%	\$ 669,935	1.3%
Fringe Benefits	\$ 653,072	\$ 690,437	5.7%	\$ 723,957	4.9%
	\$ 1,334,848	\$ 1,351,659	1.3%	\$ 1,393,891	3.1%
Non-Personnel Expenses:					
Services	\$ 521,600	\$ 563,249	8.0%	\$ 548,011	-2.7%
Other Materials & Supplies	\$ 1,050	\$ 1,175	11.9%	\$ 1,050	-10.6%
Casualty & Liability	\$ 492,909	\$ 641,034	30.1%	\$ 698,050	8.9%
Misc. Expense	\$ 16,000	\$ 14,640	-8.5%	\$ 14,627	-0.1%
Interest Expense	\$ 39,617	\$ 32,097	100.0%	\$ 24,346	-24.1%
	\$ 1,071,176	\$ 1,252,195	16.9%	\$ 1,286,084	2.7%
Total Expenses:	\$ 2,406,024	\$ 2,603,854	8.2%	\$ 2,679,975	2.9%



Actual Personnel and Non-Personnel Expenses FY09-FY18



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY20 & FY21 OPERATING BUDGET**

Finance - 1200

ACCOUNT	Jun-18	Jun-19	% CHANGE	\$ CHANGE	Jun-19	% CHANGE
	BUDGET FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDGET FY21	BUDG FY20 BUDG FY21
LABOR						
501011 Bus Operator Pay	-	-	0.0%	-	-	0.0%
501013 Bus Operator OT	-	-	0.0%	-	-	0.0%
501021 Other Salaries	679,376	657,933	-3.2%	(21,443)	666,602	1.3%
501023 Other OT	2,400	3,290	37.1%	890	3,333	1.3%
Totals	681,776	661,222	-3.0%	(20,553)	669,935	1.3%
FRINGE BENEFITS						
502011 Medicare/Soc. Sec.	12,398	12,026	-3.0%	(372)	12,181	1.3%
502021 Retirement	228,531	243,277	6.5%	14,746	263,328	8.2%
502031 Medical Ins	185,674	212,744	14.6%	27,070	222,752	4.7%
502041 Dental Ins	11,125	11,901	7.0%	776	12,077	1.5%
502045 Vision Ins	2,612	2,532	-3.1%	(80)	2,608	3.0%
502051 Life Ins/AD&D	1,168	1,144	-2.0%	(24)	1,179	3.0%
502060 State Disability Ins (SDI)	7,624	7,460	-2.1%	(164)	7,876	5.6%
502061 Long Term Disability Ins	4,627	4,815	4.1%	188	4,680	-2.8%
502071 State Unemployment Ins (SUI)	1,622	1,366	-15.8%	(256)	1,450	6.1%
502081 Worker's Comp Ins	20,297	20,906	3.0%	609	21,533	3.0%
502101 Holiday Pay	25,835	25,021	-3.1%	(814)	25,350	1.3%
502103 Floating Holiday	14,288	14,158	-0.9%	(129)	14,158	0.0%
502109 Sick Leave	38,753	37,532	-3.1%	(1,221)	38,026	1.3%
502111 Annual Leave	88,326	85,559	-3.1%	(2,767)	86,681	1.3%
502121 Other Paid Absence	6,055	5,864	-3.1%	(191)	5,942	1.3%
502251 Phys. Exams	-	-	0.0%	-	-	0.0%
502253 Driver Lic Renewal	-	-	0.0%	-	-	0.0%
502999 Other Fringe Benefits	4,136	4,129	-0.2%	(7)	4,136	0.2%
Totals	653,072	690,437	5.7%	37,365	723,957	4.9%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY20 & FY21 OPERATING BUDGET**

Finance - 1200

ACCOUNT	Jun-18	Jun-19	% CHANGE		\$ CHANGE		Jun-19	% CHANGE	
	BUDGET FY19	BUDGET FY20	BUDG FY19	BUDG FY20	BUDG FY19	BUDG FY20	BUDGET FY21	BUDG FY20	BUDG FY21
SERVICES									
503011 Accting/Audit Fees	105,000	105,000	0.0%	-	-	106,500	1.4%		
503012 Admin/Bank Fees	380,000	417,244	9.8%	37,244	37,244	430,243	3.1%		
503031 Prof/Technical Fees	36,600	41,005	12.0%	4,405	4,405	11,268	-72.5%		
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	521,600	563,249	8.0%	41,649	41,649	548,011	-2.7%		
MOBILE MATERIALS & SUPPLIES									
504011 Fuels & Lubricants - Non Rev Veh	-	-	0.0%	-	-	-	0.0%		
504012 Fuels & Lubricants - Rev Veh	-	-	0.0%	-	-	-	0.0%		
504021 Tires & Tubes	-	-	0.0%	-	-	-	0.0%		
504161 Other Mobile Supplies	-	-	0.0%	-	-	-	0.0%		
504191 Rev Vehicle Parts	-	-	0.0%	-	-	-	0.0%		
Totals	-	-	0.0%	-	-	-	0.0%		

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY20 & FY21 OPERATING BUDGET**

Finance - 1200

ACCOUNT	Jun-18	Jun-19	% CHANGE	\$ CHANGE	Jun-19	% CHANGE
	BUDGET FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDGET FY21	BUDG FY20 BUDG FY21
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	1,050	1,175	11.9%	125	1,050	-10.6%
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	1,050	1,175	11.9%	125	1,050	-10.6%
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	60,808	64,329	5.8%	3,521	66,487	3.4%
506015 Insurance - PL/PD	402,021	536,526	33.5%	134,505	590,179	10.0%
506021 Insurance - Other	30,080	40,179	33.6%	10,099	41,384	3.0%
506123 Settlement Costs	-	-	0.0%	-	-	0.0%
506127 Repairs - District Prop	-	-	0.0%	-	-	0.0%
Totals	492,909	641,034	30.1%	148,125	698,050	8.9%
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
FY20 & FY21 OPERATING BUDGET**

Finance - 1200

ACCOUNT	Jun-18	Jun-19	% CHANGE		\$ CHANGE		Jun-19	% CHANGE	
	BUDGET FY19	BUDGET FY20	BUDG FY19	BUDG FY20	BUDG FY19	BUDG FY20	BUDGET FY21	BUDG FY20	BUDG FY21
MISC EXPENSE									
509011 Dues/Subscriptions	850	620	-27.1%	(230)		627	1.1%		
509081 Advertising - District Promo	-	-	0.0%	-		-	0.0%		
509101 Employee Incentive Program	-	-	0.0%	-		-	0.0%		
509121 Employee Training	3,150	2,020	-35.9%	(1,130)		2,000	-1.0%		
509122 BOD Travel	-	-	0.0%	-		-	0.0%		
509123 Travel	12,000	12,000	0.0%	-		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	16,000	14,640	-8.5%	(1,360)		14,627	-0.1%		
INTEREST EXPENSE									
511102 Interest Expense	39,617	32,097	-19.0%	(7,520)		24,346	-24.1%		
Totals	39,617	32,097	-19.0%	(7,520)		24,346	-24.1%		
LEASES & RENTALS									
512011 Facility Lease	-	-	0.0%	-		-	0.0%		
512061 Equipment Rental	-	-	0.0%	-		-	0.0%		
Totals	-	-	0.0%	-		-	0.0%		
PERSONNEL TOTAL	1,334,848	1,351,659	1.3%	16,811		1,393,891	3.1%		
NON-PERSONNEL TOTAL	1,071,176	1,252,195	16.9%	181,019		1,286,084	2.7%		
DEPARTMENT TOTALS	2,406,024	2,603,854	8.2%	197,830		2,679,975	2.9%		



1300 CUSTOMER SERVICE DEPARTMENT

FY19 ACCOMPLISHMENTS AND FY20 OBJECTIVES

MAJOR FUNCTIONS OF THE DEPARTMENT

The Customer Service Department is located in the downtown Santa Cruz METRO Pacific Station Transit Center, 920 Pacific Avenue, Santa Cruz with staffing is also available at the Watsonville Transit Center, 475 Rodriguez, downtown Watsonville.

The Customer Service Department provides Customer Service aspects of Santa Cruz METRO Fixed Route and Paratransit service for the agency to the public, that includes:

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

DEPARTMENT ACCOMPLISHMENTS FOR FY19

- **Safety First:**
 - Ensured that all employee work spaces were safe and free of hazards
 - Initiated remediation work to be performed due to heavy rain damage at Pacific Station
 - Enhanced security during repairs to work areas at Information Booth
 - Focused security to ensure safe Lobby environment and surrounding areas at Pacific Station and Watsonville Transit Centers
- **Fiscal Responsibility:**
 - Increased 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 media
 - Introduced One-way fare media for Highway 17 commuters wishing to purchase with credit cards or cash at the booth or TVM's, allowing faster boarding

1300 Customer Service Department (con't)

- Developed Key Performance Indicators (KPIs) to measure call waiting times
- 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, accuracy, and consistency in all record keeping
- Improved availability of currency to facilitate transactions
- **State of Good Repair:**
 - Achieved improved familiarization of Customer Service personnel with changes to routes and other service improvements
 - Cross-trained department staff to provide assistance, back-up coverage and enhanced customer service in all daily operations
 - Promote individual training and education within the department
 - Provided the tools and time for the staff to improve overall efficiency through automation, education and a more user-friendly computer environment
 - Ensured greater accountability for Interdepartmental communication specifically regarding tasks completed
 - Promoted Teambuilding by developing methods and planning exercises aimed at increasing cooperation and motivation to work as a team
- **Intelligent Transportation Systems (ITS):**
 - Provided more consistent monitoring and updating of informational media at the various Transit Centers
 - Improved efficiency of Customer Service Representatives in responding to inquiries and complaints by accessing available electronic information and tools
 - Maintained areas of Santa Cruz METRO's website that pertain to the Customer Service Department
 - Maximized the benefits of existing, upgraded, and/or new technology programs
- **Zero Emission Buses (ZEBs):**
 - Supported the future implementation of ZEB through decimation of information to customers through public outreach and other events in the community
- **Legislative:**
 - Supported Legislation through decimation of information to customers such as information on Senate Bill 1,
 - Provided information to public on Code of Conduct aspects
- **Core Business:**
 - Promoted professional, courteous, and friendly Customer Service at all times and in all instances

1300 Customer Service Department (con't)

- Presented at the Santa Cruz Fair by providing fixed route and Paratransit service information
 - Familiarized Customer Service Representative staff with the various Santa Cruz METRO departments in order to better respond to service concerns, suggestions, requests, and compliments
 - Achieved average reduced call hold times to less than two minutes
 - Improved and increase use of visual graphic media in the promotion of Santa Cruz METRO services and events to the public
 - Created Customer Service presentations on the various services Santa Cruz METRO provides, to inform new-hires and existing Operators from a Customer Service perspective
 - Continued to increase participation in local events in order to promote Santa Cruz METRO services working 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
- **Compliance:**
 - Continued to provide internal/external Customer Service refresher training on a more consistent basis for all Customer Service Representative Staff
 - Ensured full compliance with all FTA, State and State agency regulations and Santa Cruz METRO Board policies and regulations
 - Maintained accurate, timely and efficient reporting
 - Worked with General Counsel and Human Resources to comply with new laws, rules, regulations and Union labor agreements
 - Continued to improve and update processes relating to internal control, policies and procedures
 - Reviewed department activities and processes on an ongoing basis—seeking to maximize organizational effectiveness
 - Created and update Customer Service Department Desktop Procedures Manual

DEPARTMENT OBJECTIVES FOR FY20

- **Safety First Culture:**
 - Improved working environment reviews by the Risk Department
 - Expedient responses to Employee concerns by Facilities Department to address work area concerns efficiently
 - Increase Employee evacuation drill exercises
 - Increase Safety Tips during staff meetings
 - Improve conveyance of information to keep Employees informed
 - Increased and improved communication with Security identifying critical needs and improved security measures
- **Fiscal Stability, Stewardship, Accountability:**
 - Improvements in the manner in which information is conveyed
 - Efficient use of resources to minimize costs
 - Continued encouragement in the use of Smart Card technology

1300 Customer Service Department (con't)

- Objective review of issues brought to CS for proper resolution
- Allowances for special circumstances that can be justified
- Accurate accountability of daily sales
- Improving review processes to ensure reporting accuracy
- **Service Quality and Delivery:**
 - Continue public outreach at the Santa Cruz Fair by providing fixed route and Paratransit service information and promoting hiring opportunities available
 - Involvement in Touch-A-Truck and Open Street events
 - Improve response to service concerns, suggestions, requests, and compliments
 - Continue improvements in reducing 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
 - Creation of Customer Service presentations on the various services Santa Cruz METRO provides.
 - Have a role informing new-hires and existing Operators from a Customer Service perspective
 - Continue participation in local events in order to promote Santa Cruz METRO services working closely with Board requests, stakeholders, customers, and the public to identify options that will develop and enhance long-term excellent customer service for the agency
 - Improve Paratransit ride-booking accuracy
- **Internal and External Technology:**
 - Improve phone recording system to include both outgoing and incoming calls
 - Develop a means in which phone messaging can be programmed by Customer Service to provide up to date information as callers wait for a Representative
- **Employee Engagement; Attract, Retain, Develop:**
 - Instill the delivery of professional, courteous, and friendly Customer Service at all times and in all instances from all employees
 - Outside Meet and Greet events at the Transit Centers
 - Organize and coordinate visits to area Schools to provide information
 - Information fair at Cabrillo and UCSC
 - Involve Customer Service personnel with various Santa Cruz METRO Departments in order to develop a better understanding of their functions relative to bus and paratransit service

1300 Customer Service Department (con't)

- Familiarization of Customer Service personnel with any and all service changes
- Cross-train department staff to provide assistance, back-up coverage and enhanced customer service in all daily operations
- Provide individual training and education within the department
- Enroll employees for in-house or external training opportunities
- Continue the Senior Customer Service Classification as a means to develop and promote employees

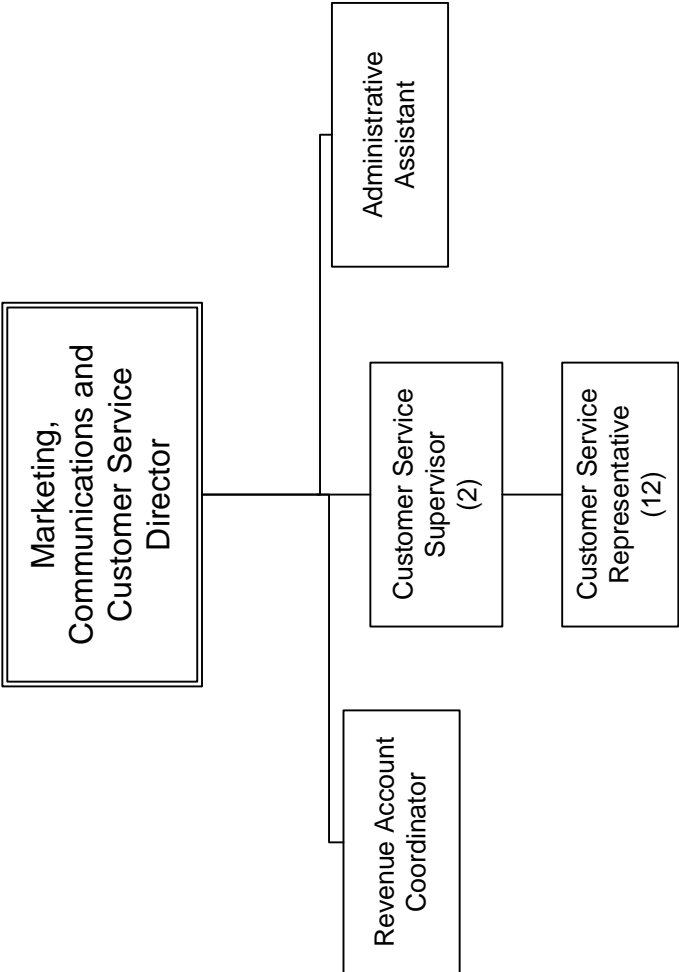
- Provide the tools and time for staff to improve overall efficiency through automation, education and a more user-friendly computer environment

- Greater accountability for Interdepartmental communication specifically regarding proposed projects, outreach and tasks completed

- Facilitate Teambuilding by developing methods and planning exercises aimed at increasing cooperation and motivation to work as a team
- Schedule staff to participate in a ride-along program for Fixed Route and Paratransit
- Schedule events that allow Department Personnel opportunities to enjoy each other as people and coworkers

- **State of Good Repair:**
 - Ensure that equipment used by staff is fully functional
 - Review building security enhancements for proper operation
 - Perform testing of ventilation system for proper operation in both summer and winter modes
 - Ensure surveillance system is functioning as designed and is storing recorded information properly
 - Refurbish timekeeping equipment for proper display of time
 - Install an information screen to allow riders to visually see bus arrival and departure times and their status
 - Maintain facilities in proper working condition for both employees and the public
 - Repair compromised areas to address any leakage encountered during inclement weather
 - Create an Office area for the addition of the Marketing Director
 - Continue improvements to vacant Transit Center areas to encourage full leasing potential

Customer Service 1300



FY20 & FY21 OPERATING BUDGET
Authorized and Funded Personnel - Full Time Equivalent (FTE)
Marketing, Communications & Customer Service - 1300

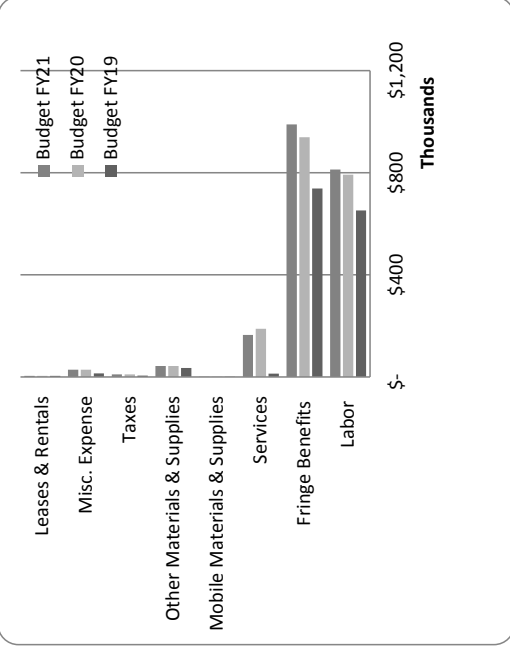
Position Title	Authorized		Funded		Authorized		Funded	
	FY20 2018	FY20 2018	FY 20 2018	FY 20 2018	FY 20 2019	FY20 2019	FY 20 2019	FY 21 2019
Marketing, Communications and Customer Service Director	1.00	1.00		1.00	1.00	1.00		1.00
** Customer Service Supervisor	2.00	2.00		2.00	2.00	2.00		2.00
Customer Service Representative	12.00	12.00		12.00	12.00	12.00		12.00
Senior Customer Service Representative	2.00	0.00		0.00	2.00	2.00		0.00
Administrative Assistant	1.25	1.00		1.00	1.25	1.25		1.00
**Revenue Account Coordinator*	0.00	0.00		0.00	1.00	1.00		1.00
Total Full-Time Equivalents (FTEs)	18.25	16.00		16.00	19.25	19.25		17.00

* Transferred from Finance

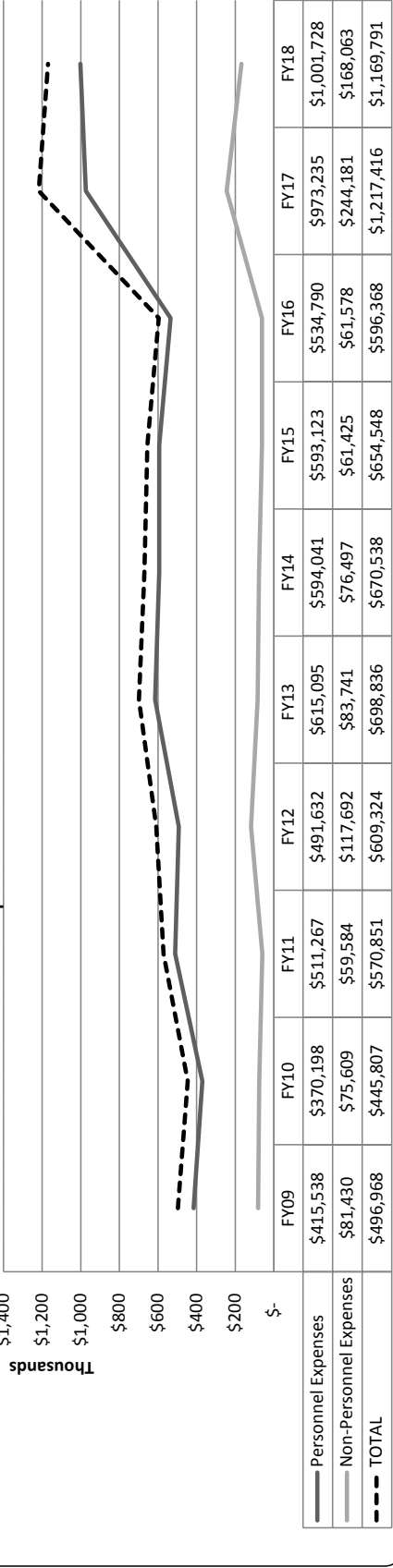
**** New Titles contingent upon Board Approval of the Final SEIU Position Descriptions**

Customer Service 1300

	Budget FY19	Budget FY20	Var %	Budget FY21	Var %
Personnel Expenses:					
Labor	\$ 651,982	\$ 791,853	21.5%	\$ 812,747	2.6%
Fringe Benefits	\$ 738,235	\$ 939,498	27.3%	\$ 989,465	5.3%
	\$ 1,390,217	\$ 1,731,351	24.5%	\$ 1,802,212	4.1%
Non-Personnel Expenses:					
Services	\$ 12,940	\$ 189,164	1361.9%	\$ 164,564	-13.0%
Mobile Materials & Supplies	\$ 500	\$ 500	0.0%	\$ 720	44.0%
Other Materials & Supplies	\$ 35,050	\$ 42,700	21.8%	\$ 43,350	1.5%
Taxes	\$ 5,600	\$ 10,000	78.6%	\$ 10,000	0.0%
Misc. Expense	\$ 13,700	\$ 28,864	110.7%	\$ 28,864	0.0%
Leases & Rentals	\$ 4,300	\$ 4,000	-7.0%	\$ 4,000	0.0%
	\$ 72,090	\$ 275,228	281.8%	\$ 251,498	-8.6%
Total Expenses:	\$ 1,462,307	\$ 2,006,579	37.2%	\$ 2,053,710	2.3%



Actual Personnel and Non-Personnel Expenses FY09-FY18



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY20 & FY21 OPERATING BUDGET**

Marketing, Communications, & Customer Service - 1300

ACCOUNT	Jun-18	Jun-19	% CHANGE	\$ CHANGE	Jun-19	% CHANGE
	BUDGET FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDGET FY21	BUDG FY20 BUDG FY21
LABOR						
501011 Bus Operator Pay	-	-	0.0%	-	-	0.0%
501013 Bus Operator OT	-	-	0.0%	-	-	0.0%
501021 Other Salaries	630,982	773,853	22.6%	142,871	794,272	2.6%
501023 Other OT	21,000	18,000	-14.3%	(3,000)	18,475	2.6%
Totals	651,982	791,853	21.5%	139,871	812,747	2.6%
FRINGE BENEFITS						
502011 Medicare/Soc. Sec.	11,532	13,983	21.3%	2,451	14,346	2.6%
502021 Retirement	207,541	278,696	34.3%	71,155	305,543	9.6%
502031 Medical Ins	294,340	383,395	30.3%	89,054	399,565	4.2%
502041 Dental Ins	19,277	22,012	14.2%	2,734	22,337	1.5%
502045 Vision Ins	4,456	5,381	20.8%	925	5,543	3.0%
502051 Life Ins/AD&D	1,650	1,992	20.8%	342	2,052	3.0%
502060 State Disability Ins (SDI)	8,192	9,933	21.3%	1,741	10,496	5.7%
502061 Long Term Disability Ins	4,751	7,456	56.9%	2,705	7,430	-0.3%
502071 State Unemployment Ins (SUI)	2,884	2,904	0.7%	20	3,081	6.1%
502081 Worker's Comp Ins	37,694	38,825	3.0%	1,131	39,990	3.0%
502101 Holiday Pay	23,441	28,686	22.4%	5,245	29,442	2.6%
502103 Floating Holiday	2,283	4,794	110.0%	2,512	5,034	5.0%
502109 Sick Leave	35,162	43,029	22.4%	7,867	44,163	2.6%
502111 Annual Leave	76,960	89,252	16.0%	12,292	91,090	2.1%
502121 Other Paid Absence	5,494	6,723	22.4%	1,229	6,900	2.6%
502251 Phys. Exams	-	-	0.0%	-	-	0.0%
502253 Driver Lic Renewal	-	-	0.0%	-	-	0.0%
502999 Other Fringe Benefits	2,578	2,437	-5.5%	(141)	2,452	0.6%
Totals	738,235	939,498	27.3%	201,263	989,465	5.3%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY20 & FY21 OPERATING BUDGET**

Marketing, Communications, & Customer Service - 1300

ACCOUNT	Jun-18	Jun-19	% CHANGE	\$ CHANGE	Jun-19	% CHANGE
	BUDGET FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDGET FY21	BUDG FY20 BUDG FY21
SERVICES						
503011 Accting/Audit Fees	-	-	0.0%	-	-	0.0%
503012 Admin/Bank Fees	-	-	0.0%	-	-	0.0%
503031 Prof/Technical Fees	9,980	110,864	1010.9%	100,884	86,264	-22.2%
503032 Legislative Services	-	-	0.0%	-	-	0.0%
503033 Legal Services	-	-	0.0%	-	-	0.0%
503034 Pre-Employment Exams	-	-	0.0%	-	-	0.0%
503041 Temp Help	-	-	0.0%	-	-	0.0%
503161 Custodial Services	-	-	0.0%	-	-	0.0%
503162 Uniforms/Laundry	960	1,300	35.4%	340	1,300	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	-	75,000	100.0%	75,000	75,000	0.0%
503351 Repair - Bldg & Impr	-	-	0.0%	-	-	0.0%
503352 Repair - Equipment	2,000	2,000	0.0%	-	2,000	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	12,940	189,164	1361.9%	176,224	164,564	-13.0%
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	500	500	0.0%	-	720	44.0%
Totals	500	500	0.0%	-	720	44.0%

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY20 & FY21 OPERATING BUDGET

Marketing, Communications, & Customer Service - 1300

ACCOUNT	Jun-18		Jun-19		% CHANGE		\$ CHANGE		Jun-19		% CHANGE		
	BUDGET FY19	BUDGET FY20	BUDGET FY20	BUDGET FY21	BUDG FY19	BUDG FY20	BUDG FY19	BUDG FY20	BUDGET FY21	BUDG FY20	BUDG FY21	BUDG FY20	BUDG FY21
OTHER MATERIALS & SUPPLIES													
504205 Freight Out	-	-	-	-	0.0%	-	-	-	-	-	-	0.0%	0.0%
504211 Postage & Mailing	3,000	3,500	3,500	3,500	16.7%	500	500	3,500	3,500	3,500	3,500	0.0%	0.0%
504214 Promotional Items	21,350	30,700	30,700	31,350	43.8%	9,350	9,350	31,350	31,350	31,350	31,350	2.1%	2.1%
504215 Printing	800	2,000	2,000	2,000	150.0%	1,200	1,200	2,000	2,000	2,000	2,000	0.0%	0.0%
504217 Photo Supp/Process	3,400	2,000	2,000	2,000	-41.2%	(1,400)	(1,400)	2,000	2,000	2,000	2,000	0.0%	0.0%
504311 Office Supplies	6,500	4,500	4,500	4,500	-30.8%	(2,000)	(2,000)	4,500	4,500	4,500	4,500	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	35,050	42,700	42,700	43,350	21.8%	7,650	7,650	43,350	43,350	43,350	43,350	1.5%	1.5%
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	5,600	10,000	10,000	10,000	78.6%	4,400	4,400	10,000	10,000	10,000	10,000	0.0%	0.0%
507999 Other Taxes	-	-	-	-	0.0%	-	-	-	-	-	-	0.0%	0.0%
Totals	5,600	10,000	10,000	10,000	78.6%	4,400	4,400	10,000	10,000	10,000	10,000	0.0%	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY20 & FY21 OPERATING BUDGET**

Marketing, Communications, & Customer Service - 1300

ACCOUNT	Jun-18	Jun-19	% CHANGE		\$ CHANGE		Jun-19	% CHANGE	
	BUDGET FY19	BUDGET FY20	BUDG FY19	BUDG FY20	BUDG FY19	BUDG FY20	BUDGET FY21	BUDG FY20	BUDG FY21
MISC EXPENSE									
509011 Dues/Subscriptions	200	1,400	600.0%	1,200	1,400	1,400	0.0%		
509081 Advertising - District Promo	5,000	5,000	0.0%	-	5,000	5,000	0.0%		
509101 Employee Incentive Program	-	200	100.0%	200	200	200	0.0%		
509121 Employee Training	5,500	16,064	192.1%	10,564	16,064	16,064	0.0%		
509122 BOD Travel	-	-	0.0%	-	-	-	0.0%		
509123 Travel	3,000	6,000	100.0%	3,000	6,000	6,000	0.0%		
509125 Local Meeting Expense	-	200	100.0%	200	200	200	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	13,700	28,864	110.7%	15,164	28,864	28,864	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	4,300	4,000	-7.0%	(300)	4,000	4,000	0.0%		
Totals	4,300	4,000	-7.0%	(300)	4,000	4,000	0.0%		
PERSONNEL TOTAL	1,390,217	1,731,351	24.5%	341,133	1,802,212	1,802,212	4.1%		
NON-PERSONNEL TOTAL	72,090	275,228	281.8%	203,138	251,498	251,498	-8.6%		
DEPARTMENT TOTALS	1,462,307	2,006,579	37.2%	544,271	2,053,710	2,053,710	2.3%		

HUMAN RESOURACES DEPARTMENT

FY19 ACCOMPLISHMENTS AND FY20 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, employee training, and development.

The Human Resource objectives align with the agency objective and key focus areas for FY20. The Human Resources Department is committed to create and sustain a workplace culture of excellence and high engagement, foster innovation and growth, and promote diversity and respect.

DEPARTMENT ACCOMPLISHMENTS FOR FY19

- **Safety First:**
 - Continued to promote, train, and communicate to all department directors and supervisors the reporting of workplace injuries.
- **Fiscal responsibility:**
 - Completed SEIU Classification/Compensation Study by June 2019 per FY19 set goal
 - Administered HR operating budget within budget goals.
 - Initiated Position Control for Management.
 - Provided accurate HR data for data analytics, improving the quality of business decisions
- **State of Good Repair:**
 - Uploaded 17 polices and regulations on the HRIS Employee portal “Intranet” for easy access for all staff.
 - Provided Training to Senior Leadership on Workers’ Compensation
 - Responded to 1170 employee benefit inquiries between 1-3rd quarters and actively managed 621 current and retired employee benefit transactions

Human Resources Department (con't)

- **Intelligent Transportation Systems (ITS):**
 - Implemented new applicant submission and tracking software (NEOGOV)
 - Continued the use of Human Resource Information System (HRIS) to meet daily needs of HR and position control.

- **Legislative:**
 - Provided ongoing education on legislative issues vital to employees METRO employees.
 - Updated Drug and Alcohol Testing Plan to be up to date and compliant with FTA changes.

- **Core Business:**
 - Held job advancement preparation classes for 40 employees
 - Developed new employee orientation and new employee badge distribution
 - Held CalPERS onsite Planning Your Retirement Class for employees

- **Compliance:**
 - Achieved zero finding CHP Audit of drug & alcohol testing program
 - Corrected all findings during FTA Drug & Alcohol audit on time
 - Completed annual 1094-1095C filing on time

DEPARTMENT OBJECTIVES FOR FY20

- **Safety First Culture:**
 - Communicate, provide training, lead by example, and involve employees to create a positive safety culture
 - Work with Safety Department on retraining after injuries
 - Reduce injuries/claims by 20%

- **Fiscal Stability, Stewardship, Accountability:**
 - Negotiate lower temporary agency bill rate
 - Administer HR operating budget within budget goals.
 - Continue to provide accurate HR data for data analytics, improving the quality of business decisions.

- **Service Quality and Delivery:**
 - Ongoing training for HR staff
 - Restructure of HR office to better service employees
 - Ongoing posting on Employee Intranet and HR Newsletters to improve communications with employees.
 - Conduct harassment training for all employees by December 31, 2019
 - Hold Health fair for 2020 Benefits and Wellness options

Human Resources Department (con't)

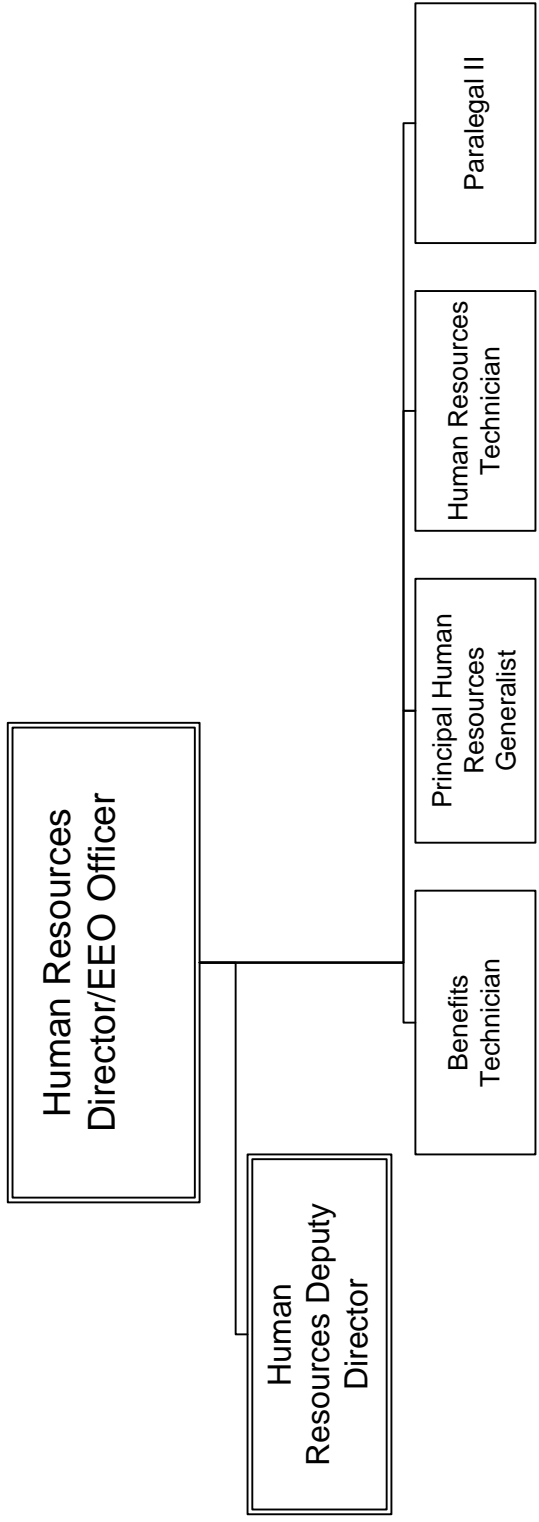
- **Internal and External Technology:**
 - Complete implementation of NEOGOV software to improve our current applicant tracking system.
 - Continue working with current HRIS vendor to maintain the Human Resources System through regular upgrades and enhancements.

- **Employee Engagement; Attract, Retain, Develop:**
 - New recruitment ideas - designed new “we’re hiring” cards to advertise, advertising at movie theaters, participating in job fairs & business expos
 - Encourage employees to seek opportunities for continuous improvement by providing Supervisory Academies, and training classes available to all employees.

- **State of Good Repair:**
 - Complete successful Union Negotiation Contracts
 - Continue developing and empowering Santa Cruz Metro’s most valuable asset, its employees, by building leadership and promoting professional skills.

- **Strategic Alliance and Community Outreach:**
 - Build a strong set of agreed upon objectives with new and existing Union leadership.
 - Partner with HR professionals at surrounding agencies to share strategic ideas.
 - Attend Round Tables with other peer agencies twice a year
 - Partner with local agencies to improve our community outreach for recruitment.

Human Resources
1400



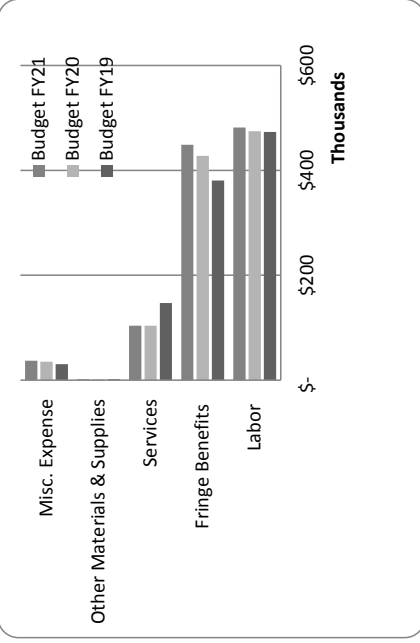
FY20 & FY21 OPERATING BUDGET
Authorized and Funded Personnel - Full Time Equivalent (FTE)
Human Resources - 1400

Position Title	Authorized		Funded		Authorized		Funded	
	FY20 2018	FY 20 2018	FY 20 2018	FY 20 2018	FY 20 2019	FY21 2019	FY 20 2019	FY 21 2019
Human Resources Director	1.00	1.00	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	1.00	1.00
**Human Resources Technician	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
**Principal Human Resources Generalist	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
**Benefits Technician	1.00	1.00	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	1.00	0.00	0.00
Human Resources Clerk	1.00	0.00	1.00	0.00	1.00	1.00	0.00	0.00
**Paralegal II	1.00	1.00	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	8.00	6.00	6.00

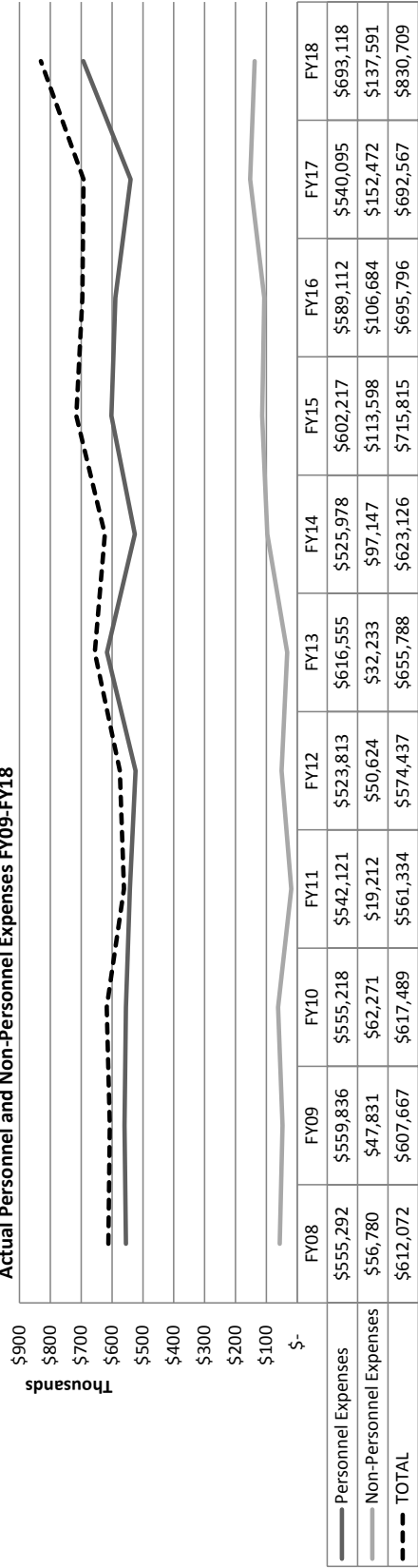
**** New Titles contingent upon Board Approval of the Final SEIU Position Descriptions**

Human Resources 1400

	Budget FY19	Budget FY20	Var %	Budget FY21	Var %
Personnel Expenses:					
Labor	\$ 473,170	\$ 474,458	0.3%	\$ 481,496	1.5%
Fringe Benefits	\$ 380,538	\$ 427,421	12.3%	\$ 448,899	5.0%
	\$ 853,708	\$ 901,879	5.6%	\$ 930,396	3.2%
Non-Personnel Expenses:					
Services	\$ 147,013	\$ 103,745	-29.4%	\$ 103,745	0.0%
Other Materials & Supplies	\$ 2,000	\$ 2,000	0.0%	\$ 2,000	100.0%
Misc. Expense	\$ 30,350	\$ 35,386	16.6%	\$ 37,275	5.3%
	\$ 179,363	\$ 141,131	-21.3%	\$ 143,020	1.3%
Total Expenses:	\$ 1,033,071	\$ 1,043,009	1.0%	\$ 1,073,415	2.9%



Actual Personnel and Non-Personnel Expenses FY09-FY18



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY20 & FY21 OPERATING BUDGET**

Human Resources - 1400

ACCOUNT	Jun-18	Jun-19	% CHANGE	\$ CHANGE	Jun-19	% CHANGE
	BUDGET FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDGET FY21	BUDG FY20 BUDG FY21
LABOR						
501011 Bus Operator Pay	-	-	0.0%	-	-	0.0%
501013 Bus Operator OT	-	-	0.0%	-	-	0.0%
501021 Other Salaries	465,970	469,780	0.8%	3,810	476,749	1.5%
501023 Other OT	7,200	4,678	-35.0%	(2,522)	4,747	1.5%
Totals	473,170	474,458	0.3%	1,288	481,496	1.5%
FRINGE BENEFITS						
502011 Medicare/Soc. Sec.	8,344	8,366	0.3%	22	8,490	1.5%
502021 Retirement	152,304	168,534	10.7%	16,230	182,771	8.4%
502031 Medical Ins	81,111	109,087	34.5%	27,976	113,732	4.3%
502041 Dental Ins	5,189	7,012	35.1%	1,823	7,116	1.5%
502045 Vision Ins	1,844	1,899	3.0%	55	1,956	3.0%
502051 Life Ins/AD&D	883	806	-8.7%	(77)	831	3.0%
502060 State Disability Ins (SDI)	5,341	5,424	1.6%	83	5,717	5.4%
502061 Long Term Disability Ins	3,611	3,773	4.5%	162	3,713	-1.6%
502071 State Unemployment Ins (SUI)	1,082	1,025	-5.2%	(57)	1,087	6.1%
502081 Worker's Comp Ins	14,498	14,933	3.0%	435	15,381	3.0%
502101 Holiday Pay	17,423	17,548	0.7%	124	17,809	1.5%
502103 Floating Holiday	11,677	12,146	4.0%	469	12,392	2.0%
502109 Sick Leave	26,135	26,321	0.7%	186	26,714	1.5%
502111 Annual Leave	42,947	42,363	-1.4%	(584)	42,940	1.4%
502121 Other Paid Absence	4,084	4,113	0.7%	29	4,174	1.5%
502251 Phys. Exams	-	-	0.0%	-	-	0.0%
502253 Driver Lic Renewal	-	-	0.0%	-	-	0.0%
502999 Other Fringe Benefits	4,067	4,072	0.1%	5	4,077	0.1%
Totals	380,538	427,421	12.3%	46,882	448,899	5.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY20 & FY21 OPERATING BUDGET**

Human Resources - 1400

ACCOUNT	Jun-18	Jun-19	% CHANGE	\$ CHANGE	Jun-19	% CHANGE	Jun-19	% CHANGE
	BUDGET FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDGET FY21	BUDG FY19 BUDG FY20	BUDGET FY21	BUDG FY19 BUDG FY20
SERVICES								
503011 Acting/Audit Fees	-	-	0.0%	-	-	-	-	0.0%
503012 Admin/Bank Fees	-	-	0.0%	-	-	-	-	0.0%
503031 Prof/Technical Fees	131,988	81,595	-38.2%	(50,393)	81,595	-	81,595	0.0%
503032 Legislative Services	-	-	0.0%	-	-	-	-	0.0%
503033 Legal Services	-	-	0.0%	-	-	-	-	0.0%
503034 Pre-Employment Exams	5,525	7,450	34.8%	1,925	7,450	-	7,450	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	9,500	14,700	54.7%	5,200	14,700	-	14,700	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	147,013	103,745	-29.4%	(43,268)	103,745	(43,268)	103,745	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
FY20 & FY21 OPERATING BUDGET**

Human Resources - 1400

ACCOUNT	Jun-18	Jun-19	% CHANGE	\$ CHANGE	Jun-19	% CHANGE
	BUDGET FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDGET FY21	BUDG FY20 BUDG FY21
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	2,000	0.0%	-	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	2,000	0.0%	-	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
FY20 & FY21 OPERATING BUDGET**

Human Resources - 1400

ACCOUNT	Jun-18	Jun-19	% CHANGE	\$ CHANGE	Jun-19	% CHANGE
	BUDGET FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDGET FY21	BUDG FY20 BUDG FY21
MISC EXPENSE						
509011 Dues/Subscriptions	2,350	2,586	10.0%	236	3,435	32.8%
509081 Advertising - District Promo	-	-	0.0%	-	-	0.0%
509101 Employee Incentive Program	-	-	0.0%	-	-	0.0%
509121 Employee Training	25,000	27,000	8.0%	2,000	28,040	3.9%
509122 BOD Travel	-	-	0.0%	-	-	0.0%
509123 Travel	2,500	4,000	60.0%	1,500	4,000	0.0%
509125 Local Meeting Expense	500	1,800	260.0%	1,300	1,800	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	30,350	35,386	16.6%	5,036	37,275	5.3%
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	853,708	901,879	5.6%	48,171	930,396	3.2%
NON-PERSONNEL TOTAL	179,363	141,131	-21.3%	(38,232)	143,020	1.3%
DEPARTMENT TOTALS	1,033,070	1,043,009	1.0%	9,938	1,073,415	2.9%

IT DEPARTMENT

FY19 ACCOMPLISHMENTS AND FY20 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
- 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 FY19

- **Safety First:**
 - Installed an intercom and electronic lock system to secure the main entrance at the Vernon Admin facility
 - Procured and deployed a site surveillance system at the JKS and Fueling facilities
 - Procured and initiated configuration of IndustrySafe.com safety and training reporting system
 - Designed reports for Operator annual evaluations to improve reporting efficiency
- **Fiscal responsibility:**
 - Managed to the budget
 - Replaced legacy contracts tracking database
 - Implemented NTD service monthly and annual reporting from data warehouse with increased accuracy
 - Finance and Service data aggregation and reporting to support analysts
 - Replaced Vehicle Deadlist crystal report with internal webpage
 - Payroll compliance facilitated a one-time adjustment to align CalPERS requirements with County Payroll provider

IT Department (con't)

- By good design, avoided incurring major GMap usage charges on website system map from Google's revised business model
- **State of Good Repair:**
 - Shifted critical workloads to our new server environment
 - Replaced the majority of user workstations and retired legacy infrastructure
 - Successfully migrated to new desktop user environment
- **Intelligent Transportation Systems (ITS):**
 - Commenced the deployment of our new ITS solution which will include AVL, AVAS and RTPI
 - Participated in spec of daily schedule data integration with Giro/Hastus and ITS Vendor
- **Zero Emission Buses (ZEBs):**
 - Supported Fleet and Purchasing towards the procurement of our first electric buses!
- **Legislative:**
 - Participated as a member of the CTA IT committee
 - Commenced participation in the California Integrated Travel Project (Cal-ITP) technical advisory committee
- **Core Business:**
 - Configured and implemented NEOGOV applicant tracking system for HR. This system will be easier for job applicants to use and help our agency attract talent.
 - GFI: migrate to new server and upgrade software
 - Upgraded Santa Cruz conference room AV system
- **Compliance:**
 - Redesigned website route submenu to certify accessibility compliance and usability for everyone
 - Compliance to revised Brown Act requirements of dedicated Current METRO Meeting Agendas page linked from home page (maintained by front office admin)
 - Devise Hastus tracking and reporting of protected sick leave absences and tracking of all operator balances to max of 50 hours per calendar year

DEPARTMENT OBJECTIVES FOR FY20

- **Safety First Culture:**
 - Deploy an access control system to secure our Maintenance facility
 - Put emphasis on cabling safety to eliminate clutter and potential tripping hazards
 - Implement routine network vulnerability testing

- **Fiscal Stability, Stewardship, Accountability:**
 - Manage to the budget
 - Review and streamline existing contracts and services to reduce operating costs

- **Service Quality and Delivery:**
 - In partnership with Planning, conduct a mobile ticketing pilot program
 - Complete Deadlist redesign with Hastus daily peak vehicle deployment, fleet spare ratio, and historical data per service mode (Commuter/Regular)

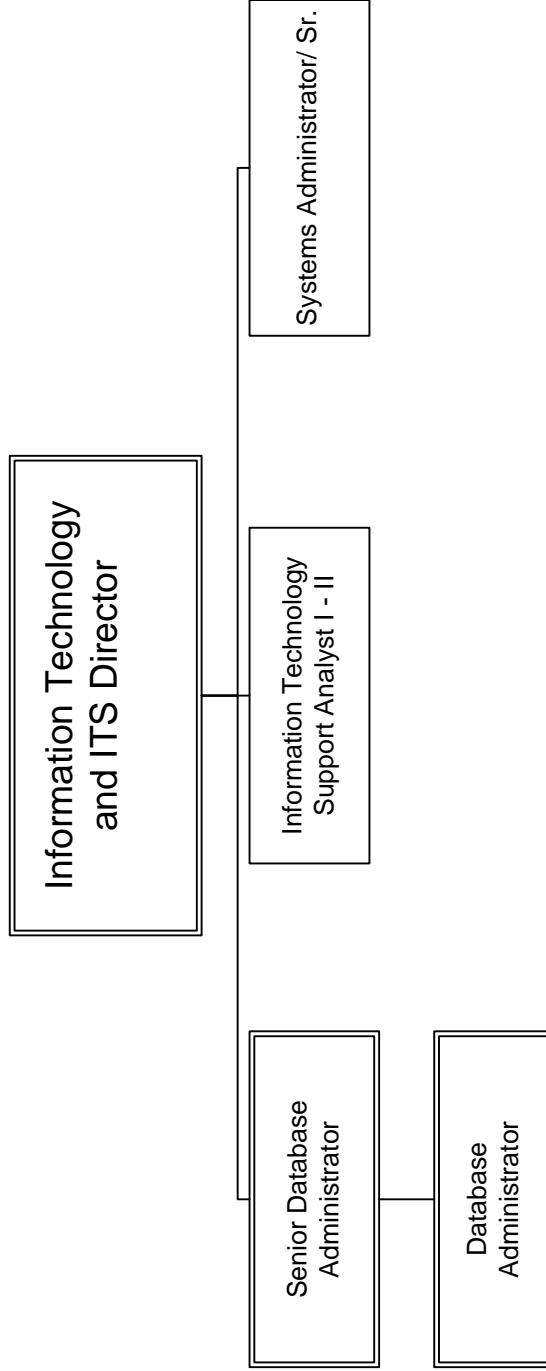
- **Internal and External Technology:**
 - Complete the deployment of our new ITS solution which includes AVL, AVAS and RTPI
 - Update or replace Paratransit scheduling software and hardware

- **Employee Engagement; Attract, Retain, Develop:**
 - Continue rollout of additional features in NEOGOV applicant tracking system for HR. This system will be easier for job applicants to use and help our agency attract talent.

- **State of Good Repair:**
 - Update network infrastructure to boost system and network performance

- **Strategic Alliance and Community Outreach:**
 - Continue to participate as a member of the CTA IT committee
 - Continue to participate in the California Integrated Travel Project (Cal-ITP) technical advisory committee

Information Technology 1500



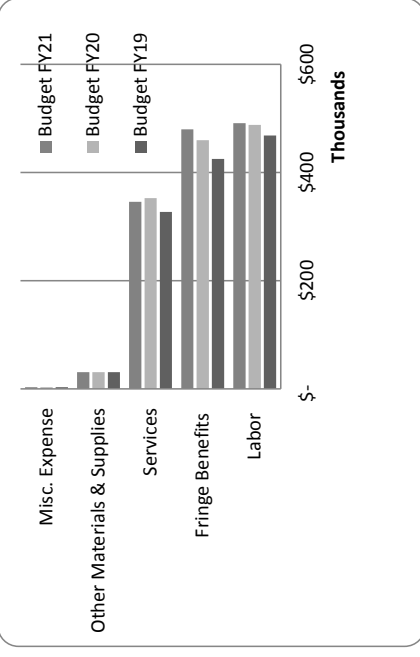
FY20 & FY21 OPERATING BUDGET
Authorized and Funded Personnel - Full Time Equivalent (FTE)
Information Technology - 1500

Position Title	Authorized	Funded	Authorized	Funded	Authorized	Funded
	FY20 2018	FY 20 2018	FY 20 2019	FY20 2019	FY21 2019	FY 21 2019
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
Senior 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/Senior	1.00	1.00	1.00	1.00	1.00	1.00
**Information Technology Support Analyst I/II	2.00	1.00	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

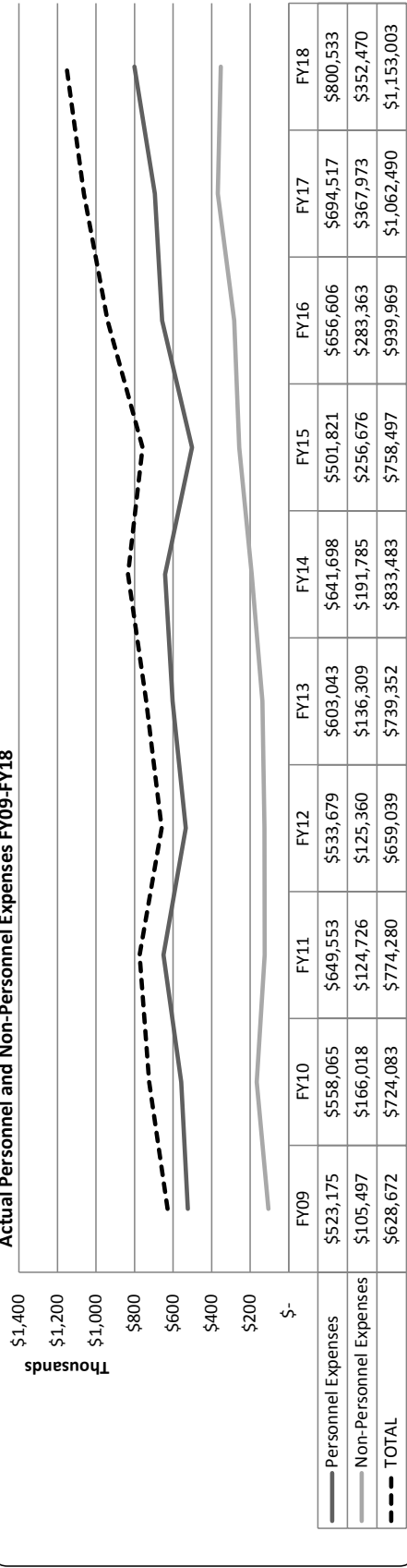
**** New Titles contingent upon Board Approval of the Final SEIU Position Descriptions**

Information Technology 1500

	Budget FY19	Budget FY20	Var %	Budget FY21	Var %
Personnel Expenses:					
Labor	\$ 468,531	\$ 487,835	4.1%	\$ 491,171	0.7%
Fringe Benefits	\$ 425,266	\$ 459,875	8.1%	\$ 479,993	4.4%
	\$ 893,797	\$ 947,710	6.0%	\$ 971,164	2.5%
Non-Personnel Expenses:					
Services	\$ 327,200	\$ 352,700	7.8%	\$ 345,610	-2.0%
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%
	\$ 361,100	\$ 386,600	7.1%	\$ 379,510	-1.8%
Total Expenses:	\$ 1,254,897	\$ 1,334,310	6.3%	\$ 1,350,674	1.2%



Actual Personnel and Non-Personnel Expenses FY09-FY18



SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY20 & FY21 OPERATING BUDGET

Information Technology - 1500

ACCOUNT	Jun-18		Jun-19		% CHANGE		\$ CHANGE		% CHANGE	
	BUDGET FY19	BUDGET FY20	BUDGET FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG 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	466,931	485,408	485,408	488,727	4.0%	18,477	488,727	18,477	488,727	0.7%
501023 Other OT	1,600	2,427	2,427	2,444	51.7%	827	2,444	827	2,444	0.7%
Totals	468,531	487,835	487,835	491,171	4.1%	19,304	491,171	19,304	491,171	0.7%
FRINGE BENEFITS										
502011 Medicare/Soc. Sec.	8,499	8,830	8,830	8,888	3.9%	331	8,888	331	8,888	0.7%
502021 Retirement	156,675	178,629	178,629	192,138	14.0%	21,954	192,138	21,954	192,138	7.6%
502031 Medical Ins	104,656	112,246	112,246	117,290	7.3%	7,590	117,290	7,590	117,290	4.5%
502041 Dental Ins	5,518	5,414	5,414	5,494	-1.9%	(104)	5,494	(104)	5,494	1.5%
502045 Vision Ins	1,537	1,583	1,583	1,630	3.0%	46	1,630	46	1,630	3.0%
502051 Life Ins/AD&D	870	1,117	1,117	1,150	28.4%	247	1,150	247	1,150	3.0%
502060 State Disability Ins (SDI)	4,951	5,292	5,292	5,571	6.9%	341	5,571	341	5,571	5.3%
502061 Long Term Disability Ins	3,560	3,843	3,843	3,731	7.9%	283	3,731	283	3,731	-2.9%
502071 State Unemployment Ins (SUI)	901	854	854	906	-5.2%	(47)	906	(47)	906	6.1%
502081 Worker's Comp Ins	14,498	14,933	14,933	15,381	3.0%	435	15,381	435	15,381	3.0%
502101 Holiday Pay	17,986	18,663	18,663	18,786	3.8%	677	18,786	677	18,786	0.7%
502103 Floating Holiday	18,525	19,297	19,297	19,297	4.2%	772	19,297	772	19,297	0.0%
502109 Sick Leave	26,979	27,995	27,995	28,179	3.8%	1,016	28,179	1,016	28,179	0.7%
502111 Annual Leave	49,907	50,813	50,813	51,151	1.8%	906	51,151	906	51,151	0.7%
502121 Other Paid Absence	4,215	4,374	4,374	4,403	3.8%	159	4,403	159	4,403	0.7%
502251 Phys. Exams	-	-	-	-	0.0%	-	-	-	-	0.0%
502253 Driver Lic Renewal	-	-	-	-	0.0%	-	-	-	-	0.0%
502999 Other Fringe Benefits	5,989	5,993	5,993	5,998	0.1%	4	5,998	4	5,998	0.1%
Totals	425,266	459,875	459,875	479,993	8.1%	34,609	479,993	34,609	479,993	4.4%

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY20 & FY21 OPERATING BUDGET

Information Technology - 1500

ACCOUNT	Jun-18	Jun-19	% CHANGE	\$ CHANGE	Jun-19	% CHANGE
	BUDGET FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDGET FY21	BUDG FY20 BUDG FY21
SERVICES						
503011 Acting/Audit Fees	-	-	0.0%	-	-	0.0%
503012 Admin/Bank Fees	-	-	0.0%	-	-	0.0%
503031 Prof/Technical Fees	16,400	6,400	-61.0%	(10,000)	6,400	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	310,800	346,300	11.4%	35,500	339,210	-2.0%
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	327,200	352,700	7.8%	25,500	345,610	-2.0%
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
FY20 & FY21 OPERATING BUDGET

Information Technology - 1500

ACCOUNT	Jun-18	Jun-19	% CHANGE	\$ CHANGE	Jun-19	% CHANGE
	BUDGET FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDGET FY21	BUDG FY20 BUDG FY21
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
FY20 & FY21 OPERATING BUDGET**

Information Technology - 1500

ACCOUNT	Jun-18	Jun-19	% CHANGE	\$ CHANGE	Jun-19	% CHANGE
	BUDGET FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDGET FY21	BUDG FY20 BUDG FY21
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	893,797	947,710	6.0%	53,913	971,164	2.5%
NON-PERSONNEL TOTAL	361,100	386,600	7.1%	25,500	379,510	-1.8%
DEPARTMENT TOTALS	1,254,897	1,334,310	6.3%	79,413	1,350,674	1.2%

PLANNING, GRANTS AND GOVERNMENTAL AFFAIRS DEPARTMENT

FY19 ACCOMPLISHMENTS AND FY20 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;
- Development of Santa Cruz METRO's Strategic Plan

DEPARTMENT ACCOMPLISHMENTS FOR FY19

- **Safety First:**
 - Reviewed bus stops facilities and develop prioritized improvement plan
 - Supported the METRO Advisory Committee (MAC) to gain insights to the needs of the senior and disabled community.

- **Fiscal responsibility:**
 - Continued to update 5-year plan for system service level
 - Introduced single-ride fare to expedite boarding process to maintain on-time performance and to continue efforts to migrating customers away from cash fare payment.
 - Developed District's first 10-Year Strategic Business Plan which identifies policies, processes, and priorities to support increased ridership, financial stability, and an effective organization.
 - Monitored bus service performance measures to enhance opportunities to maintain or increase federal funding from the Small Transit Intensive Cities (STIC) program
 - Aggressively sought new and increased funding for operations and infrastructure, including FTA funds from the Low-No and Bus-and-Bus Facilities programs for replacement for 53 outdated buses, and most critically the remaining diesel buses.
 - Continued to communicate to local, regional, state and federal agencies the financial resources necessary to sustain and expand fixed-route and paratransit services.
 - Completed 2-year pilot project introducing articulated buses into the METRO fleet to cost effectively serve demand on UCSSC routes.
 - Continue to monitor and report on use of Measure D budget.
 - Participated in the Regional Transportation Commission's (RTC) Unified Corridor Investment Study (UCIS); analyzing long-term potential public transit services in the Soquel/Freedom, Highway 1, and Santa Cruz Branch Railway corridors, focusing on potential impacts on the METRO revenue sources.

- **State of Good Repair:**
 - Evaluated design options and identified alternative strategies to renovate or reconstruct Pacific Station.
 - Identified a strategy to build a ParaCruz facility at the Soquel Park & Ride site.
 - Reviewed bus stops facilities and develop prioritized improvement plan
 - Aggressively sought new and increased funding for operations and infrastructure, including FTA funds from the Low-No and Bus-and-Bus Facilities programs for replacement for 53 outdated buses, and most critically the remaining diesel buses.

Planning Department (con't)

- Continued 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):**
 - Selected a vendor to support METRO introduction of a one-year Mobile Ticketing pilot project on Highway 17 Express service
 - Continued to enhance more robust data warehouse to support service planning and analysis.
 - Prepared background analysis to launch an alternative service model pilot project in FY20
 - Secured funding for on-board Automatic Vehicle Locator technology, which will enhance rider experience and assist METRO staff to implement efficient bus operations.
- **Zero Emission Buses (ZEBs):**
 - Planned for introduction of electric bus service in Watsonville in FY20
 - Aggressively sought new and increased funding for operations and infrastructure, including FTA funds from the Low-No and Bus-and-Bus Facilities programs for replacement for 53 outdated buses, and most critically the remaining diesel buses.
- **Legislative:**
 - Continued to communicate to local, regional, state and federal agencies the financial resources necessary to sustain and expand fixed-route and paratransit services.
 - Continued with development of Bus-on-shoulder concept on Highway 1 to be implemented in conjunction with upcoming auxiliary lanes.
 - Participated in California Transit Association (CTA) Transportation Development Act (TDA) Task Force conducting a review of TDA policies and funding programs.
- **Core Business:**
 - Implemented first system wide on board survey in seven years to develop information about passenger demographics, travel patterns and customer satisfaction
 - Continued timely preparation of route schedules, run-cuts and operators' bid packages for each service change.
 - Participated in marketing efforts to increase ridership including press events .
 - Developed discounted bus pass program in conjunction with the City of Santa Cruz for downtown employees to be introduced in FY20.
 - Supported the METRO Advisory Committee (MAC).
 - Worked with UCSC and Cabrillo College to strengthen partnership and to continuously refine and improve their bus services

Planning Department (con't)

- Coordinated with Highway 17 partners to continuously refine and improve this service, including service modifications and introduction of single-ride ticket
 - Developed Service Performance KPIs
 - Continued with development of Bus-on-shoulder concept on Highway 1 to be implemented in conjunction with upcoming auxiliary lanes.
 - Represented Santa Cruz METRO at local and regional transportation planning agencies, with a goal of protecting and growing transit capital and operating funding.
 - Developed District's first 10-Year Strategic Business Plan which identifies policies, processes, and priorities to support increased ridership, financial stability, and an effective organization.
 - Introduced Watsonville local route deviation as part of partnership with Cabrillo to address request from Watsonville campus students.
 - Introduced Route #22 improving service to the Coastal Marine campus.
 - Continued facilitation of the regularly scheduled Service Planning Review Committee (SPRC), a joint meeting of Planning and Operations departments.
- **Compliance:**
 - Continued monitoring and reporting on service performance.

DEPARTMENT OBJECTIVES FOR FY20

- **Safety First Culture:**
 - 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 Stability, Stewardship, Accountability:**
 - Continue to update 5-year plan for system service level
 - Investigate the issues related to a fare restructuring; including pricing and fare payment technology
 - Prepare first annual update of District's 10-Year Strategic Business 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 53 outdated buses, and most critically the remaining diesel buses.

Planning Department (con't)

- Continue to communicate to local, regional, state and federal agencies the financial resources necessary to sustain and expand fixed-route and paratransit services.
- Analyze opportunities to make efficiency modifications to westside Santa Cruz services.
- Continue to monitor and report on use of Measure D budget.
- Participate in the Regional Transportation Commission's (RTC) Unified Corridor Investment Study Alternatives Analysis (UCIS AA) process to finalize the most effective long-term high-capacity public transportation opportunities for use of the Soquel/Freedom, Highway 1, and Santa Cruz Branch Railway corridors, focusing on potential impacts on the METRO revenue sources.
- Continue to participate in California Transit Association (CTA) Transportation Development Act (TDA) Task Force conducting a review of TDA policies and funding programs.
- Continue to communicate to local, regional, state and federal agencies the financial resources necessary to sustain and expand fixed-route and paratransit services.
- **Service Quality and Delivery:**
 - Implement survey of non-bus riding residents of Santa Cruz County to develop information to support design and marketing of services
 - Continue timely preparation of route schedules, run-cuts and operators' bid packages for each service change.
 - Participate in marketing efforts to increase ridership and community support for METRO's mission to "Provide a public transportation service that enhances personal mobility and create a sustainable transportation option in Santa Cruz County through a cost-effective, reliable, accessible, safe, clean, and courteous transit service."
 - Implement discounted bus pass program in conjunction with the City of Santa Cruz for downtown employees.
 - 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, including service modifications and introduction of mobile ticketing
 - Continue to monitor service performance KPIs
 - Continue with development of Bus-on-shoulder concept on Highway 1 to be implemented in conjunction with upcoming auxiliary lanes.
 - Represent Santa Cruz METRO at local and regional transportation planning agencies, with a goal of protecting and growing transit capital and operating funding.
 - Prepare first annual update of District's 10-Year Strategic Business Plan which identifies policies, processes, and priorities to support increased ridership, financial stability, and an effective organization.

Planning Department (con't)

- Investigate the issues related to a fare restructuring; including pricing and fare payment technology.
- Continued facilitation of the regularly scheduled Service Planning Review Committee (SPRC), a joint meeting of Planning and Operations departments.
- Continue with development of Bus-on-shoulder concept on Highway 1 to be implemented in conjunction with upcoming auxiliary lanes.

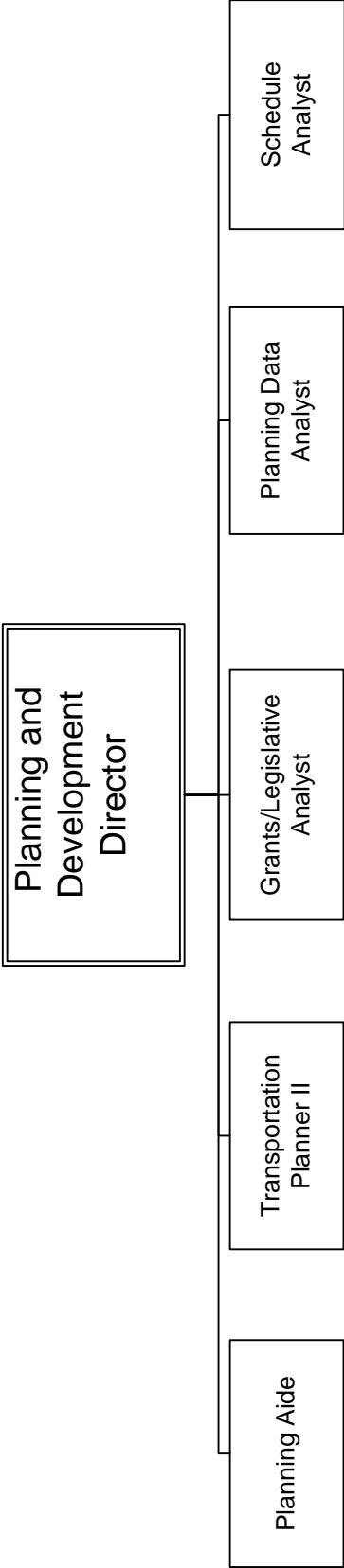
- **Internal and External Technology:**
 - Implement one-year Mobile Ticketing pilot project on Highway 17 Express service
 - Continue to enhance more robust data warehouse to support service planning and analysis.
 - Introduce an alternative service model pilot project
 - Secure funding for on-board Automatic Passenger Counting (APC) technology to provide METRO staff with data to continue to provide efficient bus operations.
 - Investigate the issues related to a fare restructuring; including pricing and fare payment technology
 - Introduce electric bus service in Watsonville.
 - Develop service 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 34 outdated buses, and most critically the remaining diesel buses.

- **Employee Engagement; Attract, Retain, Develop:**
 - Continue to provide Planning Department employees with appropriate training educational opportunities.

- **State of Good Repair:**
 - Finalize strategy to address Pacific Station need for renovate/reconstruct.
 - Finalize strategy to build a ParaCruz facility at the Soquel Park & Ride site.
 - Monitor bus stops facilities and implement prioritized improvements
 - 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 34 outdated buses, and most critically the remaining 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.
 - Investigate the issues related to a fare restructuring; including pricing and fare payment technology.

- **Strategic Alliance and Community Outreach:**
 - Continue to work with individual citizens and stakeholders to share information and METRO perspective on transportation related topics.
 - Continue to participate in the Santa Cruz Chamber of Commerce Community Affairs Committee and the Monterey Bay Economic Partnership (MBEP).
 - Continue ongoing relationship with UCSC and Cabrillo College to provide effective and cost-efficient services to these communities
 - Continue financial partnership with Santa Clara County Valley Transportation Authority (VTA), Amtrak, the Capital Corridor Joint Powers Authority (JPA), the San Joaquin JPA, and the San Joaquin Regional Rail Commission (ACE) in support of the Highway 17 Express service.
 - Continue ongoing participation in Association of Monterey Bay Area Governments (AMBAG) and the Santa Cruz Regional Transportation Commission (RTC) committees and projects.
 - In support of the electrification of the METRO fleet, continue to work with Monterey Community Power and PG&E.
 - Work with local jurisdictions to influence their land use strategies to encourage more transit oriented development patterns and road networks which can be efficiently serviced by public transit.

Planning, Grants, Governmental
Affairs
1600



FY20 & FY21 OPERATING BUDGET
Authorized and Funded Personnel - Full Time Equivalent (FTE)
Planning, Grants, Governmental Affairs - 1600

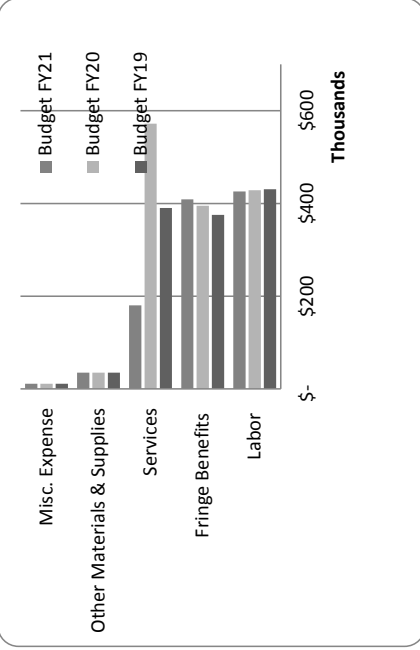
Position Title	FY20 2018		FY 20 2018		FY 20 2019		FY21 2019		FY 21 2019	
	Authorized	Funded	Authorized	Funded	Authorized	Funded	Authorized	Funded	Authorized	Funded
Planning and Development Director	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Grants/Legislative Analyst	2.00	1.00	1.00	1.00	2.00	1.00	2.00	2.00	1.00	1.00
Transportation Planning Supervisor	1.00	0.00	0.00	0.00	1.00	0.00	1.00	1.00	0.00	0.00
**Transportation Planner I	1.00	0.00	0.00	0.00	1.00	0.00	1.00	1.00	0.00	0.00
Senior Transportation Planner	1.00	0.00	0.00	0.00	1.00	0.00	1.00	1.00	0.00	0.00
**Transportation Planner II	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Transit Surveyor	1.00	0.00	0.00	0.00	1.00	0.00	1.00	1.00	0.00	0.00
**Planning Aide*	0.00	0.00	0.00	0.00	1.00	1.00	1.00	1.00	1.00	1.00
**Planning Data Analyst	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Schedule Analyst	2.00	1.00	1.00	1.00	2.00	1.00	2.00	2.00	1.00	1.00
Total Full-Time Equivalents (FTEs)	11.00	5.00	12.00	6.00	12.00	6.00	12.00	12.00	6.00	6.00

*Provisional position

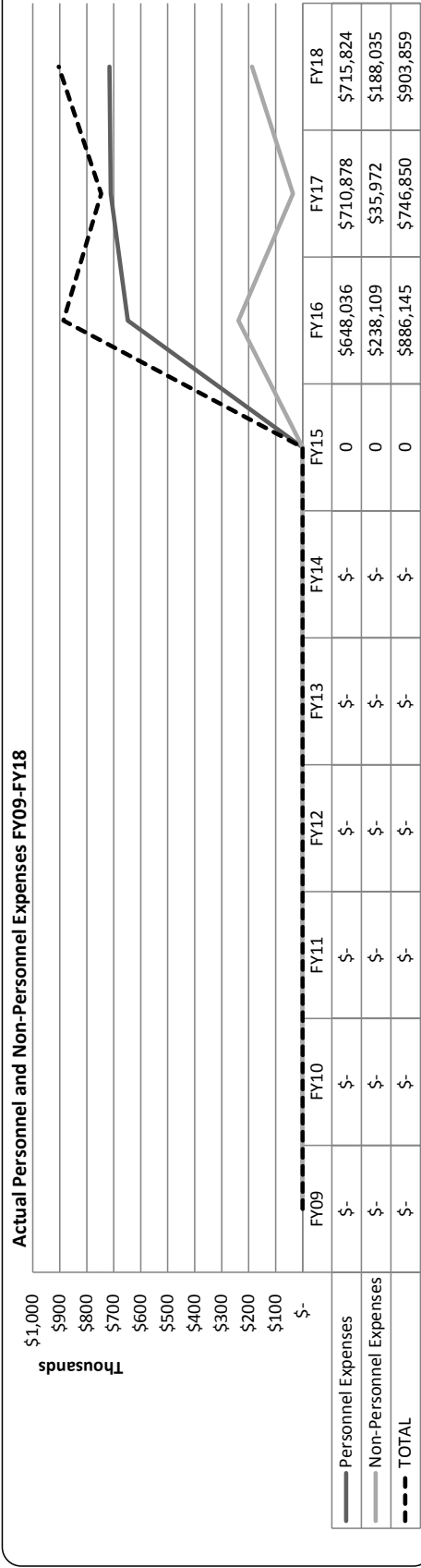
** New Titles contingent upon Board Approval of the Final SEIU Position Descriptions

Planning, Grants, Governmental Affairs - 1600

	Budget FY19	Budget FY20	Var %	Budget FY21	Var %
Personnel Expenses:					
Labor	\$ 430,708	\$ 428,574	-0.5%	\$ 425,866	-0.6%
Fringe Benefits	\$ 375,498	\$ 395,063	5.2%	\$ 408,992	3.5%
	\$ 806,207	\$ 823,637	2.2%	\$ 834,858	1.4%
Non-Personnel Expenses:					
Services	\$ 390,000	\$ 572,200	46.7%	\$ 180,000	-68.5%
Other Materials & Supplies	\$ 35,000	\$ 35,000	100.0%	\$ 35,000	0.0%
Misc. Expense	\$ 11,000	\$ 11,000	0.0%	\$ 11,000	0.0%
	\$ 436,000	\$ 618,200	41.8%	\$ 226,000	-63.4%
Total Expenses:	\$ 1,242,207	\$ 1,441,837	16.1%	\$ 1,060,858	-26.4%



Actual Personnel and Non-Personnel Expenses FY09-FY18



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY20 & FY21 OPERATING BUDGET**

Planning, Grants, Governmental Affairs - 1600

ACCOUNT	Jun-18	Jun-19	% CHANGE	\$ CHANGE	Jun-19	% CHANGE
	BUDGET FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDGET FY21	BUDG FY20 BUDG FY21
LABOR						
501011 Bus Operator Pay	-	-	0.0%	-	-	0.0%
501013 Bus Operator OT	-	-	0.0%	-	-	0.0%
501021 Other Salaries	420,333	424,331	1.0%	3,997	421,649	-0.6%
501023 Other OT	10,375	4,243	-59.1%	(6,132)	4,216	-0.6%
Totals	430,708	428,574	-0.5%	(2,134)	425,866	-0.6%
FRINGE BENEFITS						
502011 Medicare/Soc. Sec.	7,580	7,581	0.0%	1	7,537	-0.6%
502021 Retirement	137,331	152,723	11.2%	15,392	162,251	6.2%
502031 Medical Ins	104,970	103,917	-1.0%	(1,053)	108,629	4.5%
502041 Dental Ins	6,303	6,440	2.2%	137	6,275	-2.6%
502045 Vision Ins	1,537	1,912	24.4%	375	1,884	-1.4%
502051 Life Ins/AD&D	669	806	20.5%	137	801	-0.7%
502060 State Disability Ins (SDI)	4,772	5,029	5.4%	256	5,081	1.1%
502061 Long Term Disability Ins	2,808	3,291	17.2%	483	3,113	-5.4%
502071 State Unemployment Ins (SUI)	901	854	-5.2%	(47)	1,087	27.3%
502081 Worker's Comp Ins	14,498	14,933	3.0%	435	15,381	3.0%
502101 Holiday Pay	15,414	15,956	3.5%	543	15,864	-0.6%
502103 Floating Holiday	7,372	6,568	-10.9%	(803)	6,568	0.0%
502109 Sick Leave	23,121	23,935	3.5%	814	23,796	-0.6%
502111 Annual Leave	42,521	44,056	3.6%	1,535	43,979	-0.2%
502121 Other Paid Absence	3,613	3,740	3.5%	127	3,718	-0.6%
502251 Phys. Exams	-	-	0.0%	-	-	0.0%
502253 Driver Lic Renewal	-	-	0.0%	-	-	0.0%
502999 Other Fringe Benefits	2,089	3,322	59.0%	1,233	3,027	-8.9%
Totals	375,498	395,063	5.2%	19,565	408,992	3.5%

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY20 & FY21 OPERATING BUDGET
 Planning, Grants, Governmental Affairs - 1600

ACCOUNT	Jun-18	Jun-19	% CHANGE	\$ CHANGE	Jun-19	% CHANGE
	BUDGET FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDGET FY21	BUDG FY20 BUDG FY21
SERVICES						
503011 Acting/Audit Fees	-	-	0.0%	-	-	0.0%
503012 Admin/Bank Fees	-	-	0.0%	-	-	0.0%
503031 Prof/Technical Fees	390,000	572,200	46.7%	182,200	180,000	-68.5%
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	390,000	572,200	46.7%	182,200	180,000	-68.5%
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
FY20 & FY21 OPERATING BUDGET
 Planning, Grants, Governmental Affairs - 1600

ACCOUNT	Jun-18	Jun-19	% CHANGE	\$ CHANGE	Jun-19	% CHANGE
	BUDGET FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDGET FY21	BUDG FY20 BUDG FY21
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
FY20 & FY21 OPERATING BUDGET
 Planning, Grants, Governmental Affairs - 1600

ACCOUNT	Jun-18	Jun-19	% CHANGE	\$ CHANGE	Jun-19	% CHANGE
	BUDGET FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDGET FY21	BUDG FY20 BUDG FY21
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	4,500	4,500	0.0%	-	4,500	0.0%
509122 BOD Travel	-	-	0.0%	-	-	0.0%
509123 Travel	6,500	6,500	0.0%	-	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	11,000	11,000	0.0%	-	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	806,207	823,637	2.2%	17,430	834,858	1.4%
NON-PERSONNEL TOTAL	436,000	618,200	41.8%	182,200	226,000	-63.4%
DEPARTMENT TOTALS	1,242,207	1,441,837	16.1%	199,630	1,060,858	-26.4%

DISTRICT GENERAL COUNSEL

FY19 ACCOMPLISHMENTS AND FY20 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 management staff.
- Represents the Santa Cruz METRO, its Board of Directors and METRO staff, as appropriate, in civil litigation and administrative hearings.
- Oversees the defense of all tort litigation filed against Santa Cruz METRO.
- 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 FY19

- **Safety First:**
 - Provided assistance with procurement and contract for cameras on buses
 - Provided new bus operator risk management trainings
 - Monitored third party claims and incident reports
- **Fiscal responsibility:**
 - Paid close attention to legal budget and efficient staffing of legal matters
- **State of Good Repair:**
 - Provided assistance with procurements and contracts.
- **Intelligent Transportation Systems (ITS):**
 - Provided assistance with procurements and contracts.

Legal Department (con't)

- **Zero Emission Buses (ZEBs):**
 - Provided assistance with rolling stock procurements and contracts.
 - Provided assistance with grant requirements.
- **Legislative:**
 - Monitored legislation potentially impacting METRO.
 - Drafted legislation amending METRO's enabling statutes.
- **Core Business:**
 - Provided a number of trainings, including but not limited to, new Board member orientation; sexual harassment; ADA; and new bus operators.
 - Provided guidance to the Board related to the annual CEO/GM performance evaluation process.
 - Assisted with numerous contractual, labor, personnel, litigation, employee benefits, and workers' compensation matters.
 - Provided assistance with labor negotiations.
- **Compliance:**
 - 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 Parking policy and Use of Transit Facilities policy.
 - Provided advice related to Brown Act, Public Records Act, and grant (FTA/State) conditions compliance.
 - Provided advice related to Title VI and ADA compliance.
 - Begin preparation for FTA Triennial Audit process.
 - Reviewed various METRO pay practices under CalPERS rules.

DEPARTMENT OBJECTIVES FOR FY20

- **Safety First Culture:**
 - Provide new bus operator risk management trainings.
 - Monitor third party claims and incident reports.
 - Provide assistance to risk department as needed.
- **Fiscal Stability, Stewardship, Accountability:**
 - Resolution of any currently-outstanding claims.
 - Continued focus on controlling legal budget.
 - Complete FTA Triennial Audit process.
 - Provide assistance with revenue generation initiatives.

Legal Department (con't)

- **Service Quality and Delivery:**
 - Provide ongoing trainings for supervisory and management staff in various matters effecting Santa Cruz METRO.
 - Continue improvements 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.

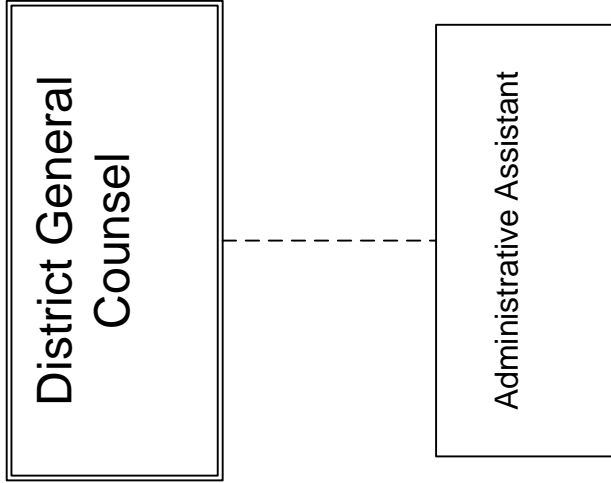
- **Internal and External Technology:**
 - Provide assistance with procurements and contracts.
 - Development of relevant policies.

- **Employee Engagement; Attract, Retain, Develop:**
 - Assistance to HR department
 - Development of relevant policies

- **State of Good Repair:**
 - Provide ongoing trainings for supervisory and management staff in various matters effecting Santa Cruz METRO.
 - Provide assistance with procurements and contracts.
 - Review relevant policies/practices.

- **Strategic Alliance and Community Outreach:**
 - Provide legal support for various matters related to development of Pacific Station.

District General Counsel
1700



FY20 & FY21 OPERATING BUDGET
Authorized and Funded Personnel - Full Time Equivalent (FTE)
District Counsel - 1700

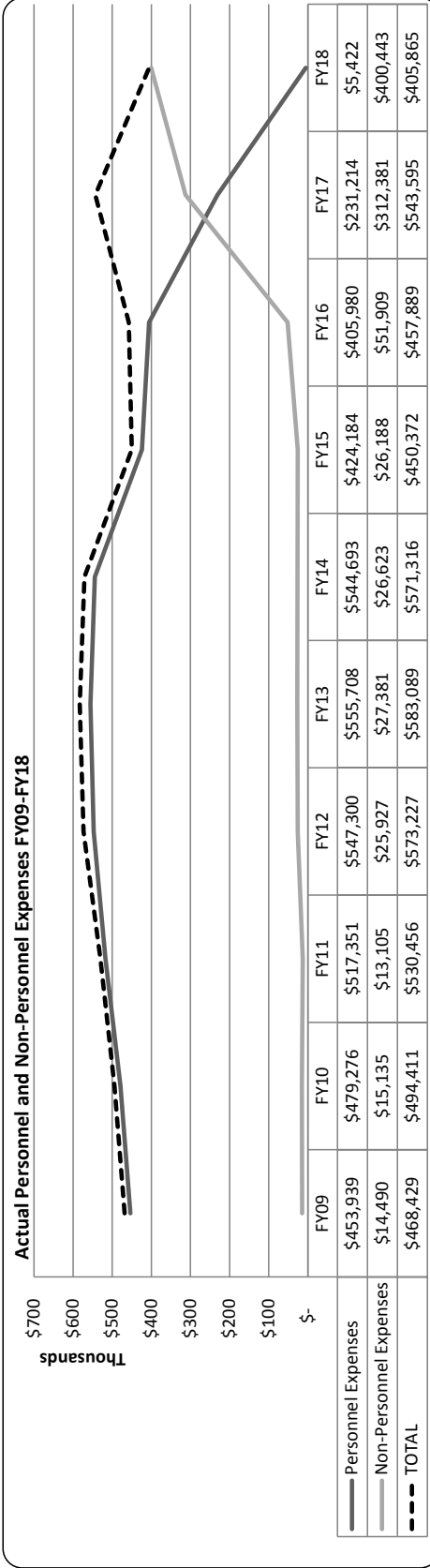
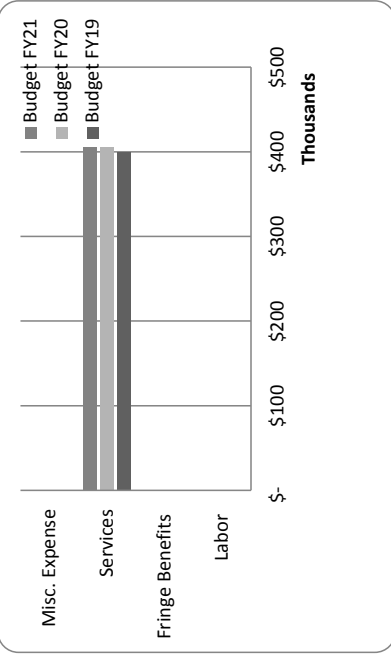
Position Title	Authorized	Funded	Authorized	Funded	Authorized	Funded
	FY20 2018	FY 20 2018	FY 20 2019	FY20 2019	FY21 2019	FY 21 2019
District Counsel	1.00	0.00	1.00	0.00	1.00	0.00
**Paralegal II*	1.00	0.00	1.00	0.00	1.00	0.00
Administrative Assistant	1.00	0.00	1.00	0.00	1.00	0.00
Total Full-Time Equivalents (FTEs)	3.00	0.00	3.00	0.00	3.00	0.00

* Transferred to Human Resources as Paralegal with HR Duties

**** New Titles contingent upon Board Approval of the Final SEIU Position Descriptions**

General District Counsel 1700

	Budget FY19	Budget FY20	Var %	Budget FY21	Var %
Personnel Expenses:					
Labor	\$ -	\$ -	0.0%	\$ -	0.0%
Fringe Benefits	\$ -	\$ -	0.0%	\$ -	0.0%
	\$ -	\$ -	0.0%	\$ -	0.0%
Non-Personnel Expenses:					
Services	\$ 400,000	\$ 406,000	100.0%	\$ 406,000	0.0%
Misc. Expense	\$ -	\$ -	0.0%	\$ -	0.0%
	\$ 400,000	\$ 406,000	1.5%	\$ 406,000	0.0%
Total Expenses:	\$ 400,000	\$ 406,000	1.5%	\$ 406,000	0.0%



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY20 & FY21 OPERATING BUDGET**

District General Counsel - 1700

ACCOUNT	Jun-18	Jun-19	% CHANGE	\$ CHANGE	Jun-19	% CHANGE
	BUDGET FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDGET FY21	BUDG FY20 BUDG FY21
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
FY20 & FY21 OPERATING BUDGET**

District General Counsel - 1700

ACCOUNT	Jun-18	Jun-19	% CHANGE	\$ CHANGE	Jun-19	% CHANGE	Jun-19	% CHANGE
	BUDGET FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDGET FY21	BUDG FY20 BUDG FY21	BUDGET FY21	BUDG FY20 BUDG FY21
SERVICES								
503011 Acting/Audit Fees	-	-	0.0%	-	-	-	-	0.0%
503012 Admin/Bank Fees	-	-	0.0%	-	-	-	-	0.0%
503031 Prof/Technical Fees	-	6,000	100.0%	6,000	6,000	-	6,000	0.0%
503032 Legislative Services	-	-	0.0%	-	-	-	-	0.0%
503033 Legal Services	400,000	400,000	0.0%	-	400,000	-	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	400,000	406,000	1.5%	6,000	406,000	406,000	406,000	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
FY20 & FY21 OPERATING BUDGET**

District General Counsel - 1700

ACCOUNT	Jun-18	Jun-19	% CHANGE	\$ CHANGE	Jun-19	% CHANGE
	BUDGET FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDGET FY21	BUDG FY20 BUDG FY21
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%

District Counsel - 1700

7/19/2019

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY20 & FY21 OPERATING BUDGET**

District General Counsel - 1700

ACCOUNT	Jun-18	Jun-19	% CHANGE		\$ CHANGE		% CHANGE	
	BUDGET FY19	BUDGET FY20	BUDG FY19	BUDG FY20	BUDG FY19	BUDG FY20	BUDG FY19	BUDG FY20
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								
	400,000	406,000	1.5%	6,000	406,000	6,000	1.5%	0.0%
DEPARTMENT TOTALS								
	400,000	406,000	1.5%	6,000	406,000	6,000	1.5%	0.0%

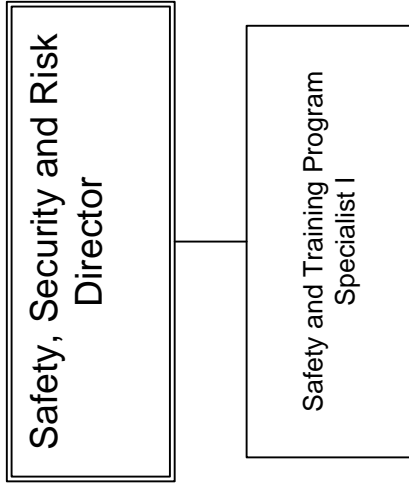
SAFETY, SECURITY & RISK MANAGEMENT DEPARTMENT

FY20 OBJECTIVES

DEPARTMENT OBJECTIVES FOR FY20

- Revise and update Santa Cruz METRO Injury and Illness Prevention Program (IIPP) to comply with Cal/OSHA 3203 requirements.
- Provide training department heads, directors, managers, and supervisors in the implementation of the IIPP.
- Develop Public Transportation Agency Safety Plan (PTASP) for Santa Cruz METRO based on the principles of Safety Management Systems (SMS) as required by 49 C.F.R Part 673.
- Arrange training for department heads, directors, managers, and supervisors regarding implementation of the PTASP.
- Develop New Employee Safety Orientation Program and impart training to new employees.
- Working with the IT department & Operations, identify key data elements from the existing dataware house, HASTUS & IndustrySafe software programs to produce Key Performance Indicators Reports (KPIs).
- Establish development of structured KPI reports based on the identified data elements on a monthly, quarterly and yearly basis.
- Working with IT department, Operations, and IndustrySafe, Contractor, assess development of cause codes to capture accident information/data to produce meaningful analyses to improve safety and operational efficiency.
- Continue reporting NTD data and submitting required reports to FTA on time.
- Revise/Update Santa Cruz METRO's Disaster and Emergency Preparedness Plan (DEPP).
- Conduct yearly emergency evacuation drills at each facility.
- Initiate monthly safety topic for tailgate meeting to each department.
- Execute "Train the Trainer" approach to ensure strong safety communications between supervisors and employees.
- Start performing quarterly safety inspection of all METRO facilities as part of the IIPP implementation process.
- Collaborate with the Operations Safety and Training Coordinator as needed.
- Attain to achieve 100% compliance on all Cal/OSHA employee training and reporting requirements.
- Comply and coordinate with the Department of Homeland Security.
- Participation in the Santa Cruz County's Emergency Management Council.
- Review all workplace injuries and establish focused training and hazard mitigation for all employees who work in the function where the injury took place.
- Respond and/or follow-up on major incidents/accidents that might impact Santa Cruz METRO, either directly or indirectly.

Risk Management
1800



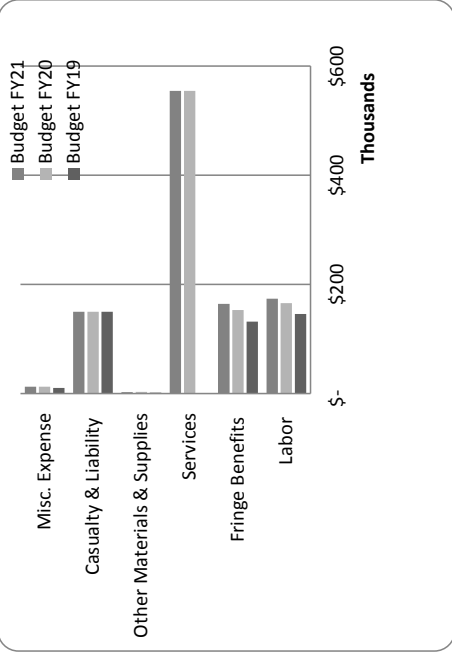
FY20 & FY21 OPERATING BUDGET
Authorized and Funded Personnel - Full Time Equivalent (FTE)
Safety, Security, and Risk Management - 1800

Position Title	Authorized	Funded	Authorized	Funded	Authorized	Funded
	FY20 2018	FY 20 2018	FY 20 2019	FY20 2019	FY21 2019	FY 21 2019
**Claims Technician II	1.00	0.00	1.00	0.00	1.00	0.00
**Safety and Training Program Specialist I	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

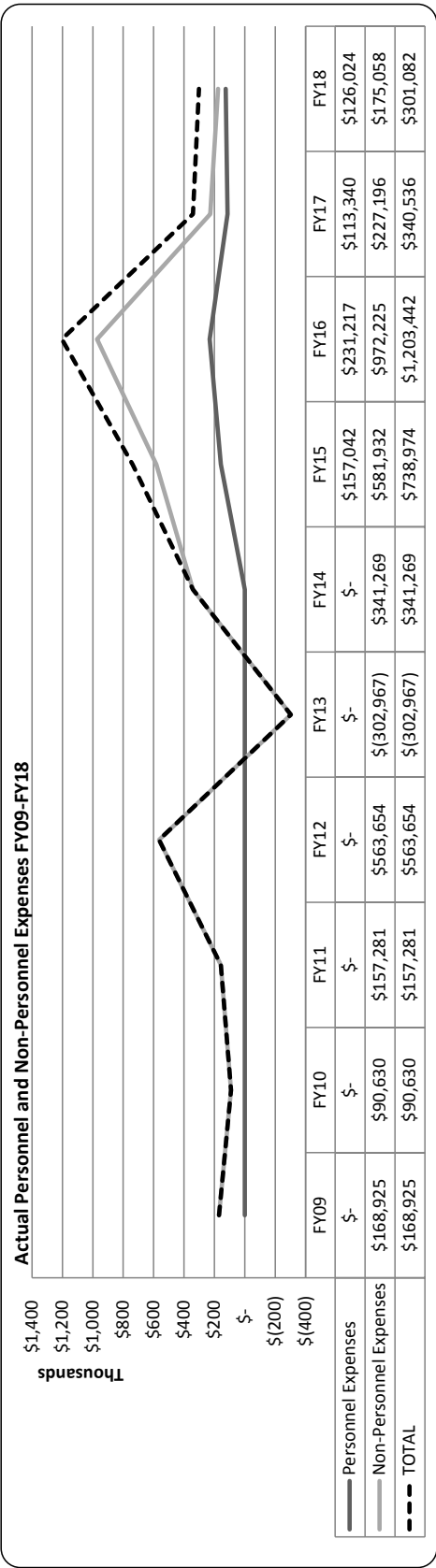
**** New Titles contingent upon Board Approval of the Final SEIU Position Descriptions**

Risk Management 1800

	Budget FY19	Budget FY20	Var %	Budget FY21	Var %
Personnel Expenses:					
Labor	\$ 145,909	\$ 165,482	13%	\$ 173,777	5.0%
Fringe Benefits	\$ 131,758	\$ 152,859	16%	\$ 164,381	7.5%
	\$ 277,667	\$ 318,341	15%	\$ 338,158	6.2%
Non-Personnel Expenses:					
Services	\$ 500	\$ 554,602	110820%	\$ 554,602	0.0%
Other Materials & Supplies	\$ 1,500	\$ 3,000	100%	\$ 2,500	-16.7%
Casualty & Liability	\$ 150,000	\$ 150,000	0%	\$ 150,000	0.0%
Misc. Expense	\$ 10,500	\$ 12,500	19%	\$ 12,500	0.0%
	\$ 162,500	\$ 720,102	343%	\$ 719,602	-0.1%
Total Expenses:	\$ 440,167	\$ 1,038,443	136%	\$ 1,057,760	1.9%



Actual Personnel and Non-Personnel Expenses FY09-FY18



SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY20 & FY21 OPERATING BUDGET
 Safety, Security, and Risk Management - 1800

ACCOUNT	Jun-18	Jun-19	% CHANGE	\$ CHANGE	Jun-19	% CHANGE
	BUDGET FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDGET FY21	BUDG FY20 BUDG FY21
LABOR						
501011 Bus Operator Pay	-	-	0.0%	-	-	0.0%
501013 Bus Operator OT	-	-	0.0%	-	-	0.0%
501021 Other Salaries	145,709	164,659	13.0%	18,950	172,913	5.0%
501023 Other OT	200	823	311.6%	623	865	5.0%
Totals	145,909	165,482	13.4%	19,573	173,777	5.0%
FRINGE BENEFITS						
502011 Medicare/Soc. Sec.	2,633	2,990	13.6%	357	3,140	5.0%
502021 Retirement	48,620	60,490	24.4%	11,871	67,880	12.2%
502031 Medical Ins	27,737	31,049	11.9%	3,312	32,602	5.0%
502041 Dental Ins	3,645	3,530	-3.2%	(115)	3,582	1.5%
502045 Vision Ins	615	633	3.0%	18	652	3.0%
502051 Life Ins/AD&D	328	338	3.0%	10	348	3.0%
502060 State Disability Ins (SDI)	1,870	2,123	13.5%	252	2,270	6.9%
502061 Long Term Disability Ins	1,260	1,446	14.8%	186	1,404	-2.9%
502071 State Unemployment Ins (SUI)	361	342	-5.2%	(19)	362	6.1%
502081 Worker's Comp Ins	5,796	5,970	3.0%	174	6,149	3.0%
502101 Holiday Pay	5,581	6,320	13.2%	739	6,637	5.0%
502103 Floating Holiday	4,296	5,144	19.7%	848	5,402	5.0%
502109 Sick Leave	8,372	9,480	13.2%	1,108	9,955	5.0%
502111 Annual Leave	16,130	18,315	13.5%	2,185	19,233	5.0%
502121 Other Paid Absence	1,308	1,481	13.2%	173	1,556	5.0%
502251 Phys. Exams	-	-	0.0%	-	-	0.0%
502253 Driver Lic Renewal	-	-	0.0%	-	-	0.0%
502999 Other Fringe Benefits	3,206	3,207	0.1%	2	3,209	0.1%
Totals	131,758	152,859	16.0%	21,101	164,381	7.5%

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY20 & FY21 OPERATING BUDGET
 Safety, Security, and Risk Management - 1800

ACCOUNT	Jun-18	Jun-19	% CHANGE	\$ CHANGE	Jun-19	% CHANGE
	BUDGET FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDGET FY21	BUDG FY20 BUDG FY21
SERVICES						
503011 Acting/Audit Fees	-	-	0.0%	-	-	0.0%
503012 Admin/Bank Fees	-	-	0.0%	-	-	0.0%
503031 Prof/Technical Fees	500	6,200	1140.0%	5,700	6,200	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	-	548,402	100.0%	548,402	548,402	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	554,602	110820.4%	554,102	554,602	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
FY20 & FY21 OPERATING BUDGET
 Safety, Security, and Risk Management - 1800

ACCOUNT	Jun-18	Jun-19	% CHANGE	\$ CHANGE	Jun-19	% CHANGE
	BUDGET FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDGET FY21	BUDG FY20 BUDG FY21
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	1,000	2,500	150.0%	1,500	2,000	-20.0%
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	1,500	3,000	100.0%	1,500	2,500	-16.7%
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
FY20 & FY21 OPERATING BUDGET
 Safety, Security, and Risk Management - 1800

ACCOUNT	Jun-18	Jun-19	% CHANGE	\$ CHANGE	Jun-19	% CHANGE
	BUDGET FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDGET FY21	BUDG FY20 BUDG FY21
MISC EXPENSE						
509011 Dues/Subscriptions	500	500	0.0%	-	500	0.0%
509081 Advertising - District Promo	-	-	0.0%	-	-	0.0%
509101 Employee Incentive Program	-	3,000	100.0%	3,000	3,000	0.0%
509121 Employee Training	5,000	3,000	-40.0%	(2,000)	3,000	0.0%
509122 BOD Travel	-	-	0.0%	-	-	0.0%
509123 Travel	5,000	6,000	20.0%	1,000	6,000	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	10,500	12,500	19.0%	2,000	12,500	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	277,667	318,341	14.6%	40,674	338,158	6.2%
NON-PERSONNEL TOTAL	162,500	720,102	343.1%	557,602	719,602	-0.1%
DEPARTMENT TOTALS	440,167	1,038,443	135.9%	598,276	1,057,760	1.9%

PURCHASING DEPARTMENT

FY19 ACCOMPLISHMENTS AND FY20 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.

The Purchasing Department also supports project management activities for all agency capital projects. The Department Director serves as project manager on special projects as assigned. The currently assigned project is the transition of the bus fleet from diesel and CNG buses to battery electric buses.

DEPARTMENT ACCOMPLISHMENTS FOR FY19

- **Safety First:**
 - Successfully completed weekly Safety Meetings for Parts employees on various topics.
 - All aerosol chemicals in the Parts Room were properly secured with new fire-rated cabinets.
 - Successfully administrated the MSDS/SDS safety program for Fleet, Facilities and Purchasing/Parts Departments, ensuring items brought into inventory are properly identified and cataloged.
- **Fiscal responsibility:**
 - Continued to instill public confidence in the procurement process of Santa Cruz METRO and the spending of public funds through Board Meeting staff reports and Public Outreach events such as the Santa Cruz Chamber of Commerce Business Fair.
 - Continued to ensure Santa Cruz METRO obtains beneficial pricing from qualified vendors on all products and services.
 - Continued to maintain accurate purchase order and contract files.

Purchasing Department (con't)

- Participated in joint procurements with other government agencies to obtain more advantageous pricing.
- Worked with Fleet Maintenance to reduce inventory value and achieve the ideal inventory levels.
- Developed new vendor relationships and worked with current vendors to obtain the most advantageous parts and materials pricing.
- **State of Good Repair:**
 - Performed daily monitoring of buses on dead list that are tagged “waiting for parts” in order to track number of buses down per day and how many days each bus is down. Averaged one (1) bus down per day waiting for parts in FY19.
- **Intelligent Transportation Systems (ITS):**
 - Performed procurement resulting in contract with GMV Syncromatics for a new ITS System (which includes AVL as the first project).
 - Issued RFP for an Electronic Fare Payment System Pilot program on Highway 17 buses.
- **Zero Emission Buses (ZEBs):**
 - Compiled and ordered spare parts inventory for first four (4) ZEBs anticipated to be delivered in 1Q 2020.
 - Completed the Bus Replacement Program, a living fleet replacement program, defining procurement needs in order to reach ZEB goals mandated by CARB (100% zero emission fleet by 2040).
 - Provided Project Management for METRO’s ZEB infrastructure, including PG&E relationship, equipment for charging, energy storage, and supplemental solar power.
- **Legislative:**
 - Monitored applicable federal, state, and local legislation activities to ensure Santa Cruz METRO’s policies and procedures are in compliance.
 - Provided input for Assembly Bill No. 1089 to amend Public Contract Code section 98104, which will increase the threshold for requiring contracts to be let to the lowest bidder from \$25,000 to \$50,000 for purchases of supplies, equipment, and materials.
 - Participated in conferences regarding implementing California’s requirement for transit agencies to become ZEB by 2040.

Purchasing Department (con't)

- **Core Business:**

- Continued to achieve timely processing of all procurement requests, despite staff turnover in the Buyer position.
- Assisted departments in planning activities for the fiscal year, grant-related projects and upcoming procurements.
- Held 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.
- Three out of eight staff members attended trainings in the area of procurement and Excel software use.

- **Compliance:**

- Provided oversight to maintain a procurement system of quality and integrity with checks and balances.
- Continued to ensure fair and equitable, non-discriminatory treatment for all vendors who seek to do business with Santa Cruz METRO.
- Began developing new procurement templates for locally and state funded procurements.
- Identified need for Projects Coordinator position to assist departments in managing their capital projects. Hired a provisional employee to test the position on a trial basis.
- Closed out all aspects of the MetroBase project. This project has been accepted and completed.

DEPARTMENT OBJECTIVES FOR FY20

- **Safety First Culture:**

- Increase personal security of Purchasing staff handling cash vaults.
- Ongoing – Hold weekly Safety Meetings for Parts employees on various topics.
- Ongoing – Administration of the MSDS/SDS safety program for Fleet, Facilities and Purchasing/Parts Departments, ensuring items brought into inventory are properly identified and cataloged.
- Coordinate with IT and Fleet on project to retrofit the remaining fleet with security surveillance systems.
- Order all new buses with surveillance equipment (factory installs).

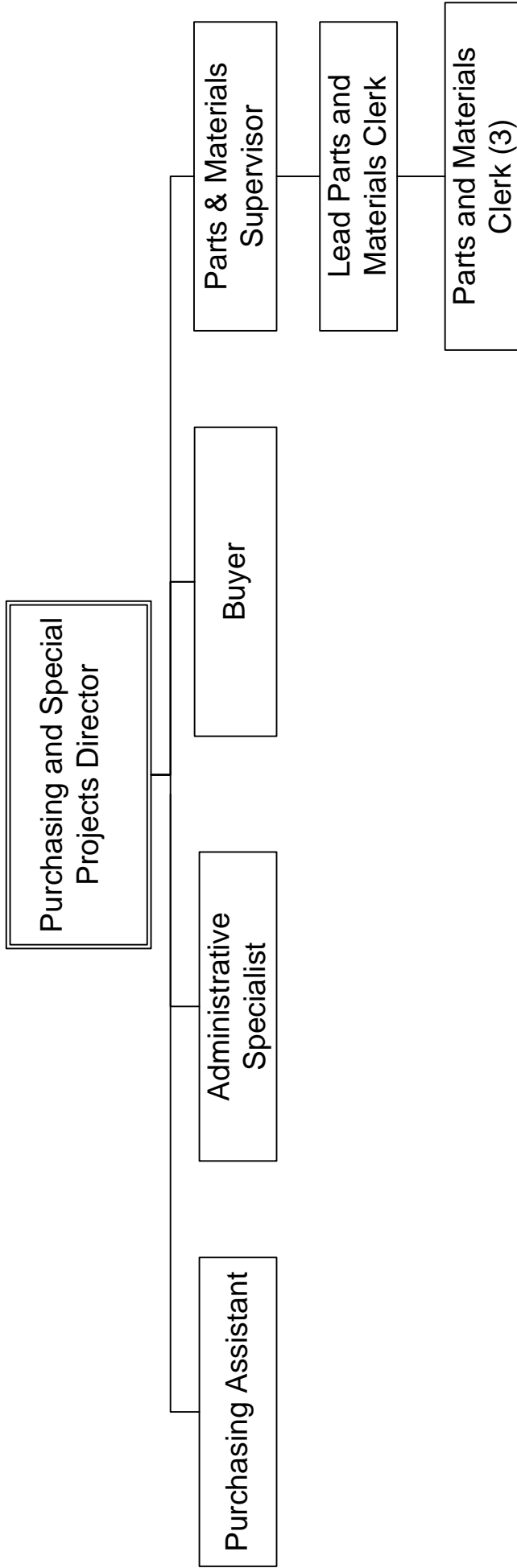
Purchasing Department (con't)

- **Fiscal Stability, Stewardship, Accountability:**
 - Ongoing – Ensure that Santa Cruz METRO obtains the most beneficial pricing from qualified vendors and maintains accurate records.
 - Seek opportunities for joint procurements with other public agencies.
 - Satisfy the requirements of the 2019 FTA Triennial.
 - Collaborate with Planning/Grants department on ZEB infrastructure funding to meet 2040 100% ZEB mandate from CARB.
 - Ongoing – Provide Project Management support on Capital Projects (schedules, budget, milestones, closeout, etc.)
- **Service Quality and Delivery:**
 - Ongoing – Continue monitoring daily number of buses down to identify any waiting for parts. Expedite and monitor any related orders.
- **Internal and External Technology:**
 - Collaborate with the CFO and ITS Director on the purchase, installation, and implementation of a new FIS System.
 - Collaborate with IT Department on successful launch of new Contracts Interface Database.
 - Complete the Electronic Fare Payment Pilot Program procurement with a successful contract award and program launch.
- **Employee Engagement; Attract, Retain, Develop:**
 - Ongoing – Hold monthly staff meetings shortly after Board of Directors meetings to ensure department staff is aware of Santa Cruz METRO business and has an opportunity to discuss this or other important issues.
 - Ongoing – Meet with employees to discuss job satisfaction and career goals. Provide training to assist with current job duties and prepare for professional development opportunities. Budget allowance for each employee, each year.
 - Attend public events, such as business fairs, to meet vendors such as temporary employee agencies, career counselors, and intern program managers.
- **State of Good Repair:**
 - Ongoing – Participate in Bus Replacement Program efforts. Collaborate with Planning/Grants, Fleet, and ParaCruz to develop similar program for paratransit fleet.
 - Complete the initial phase of ZEB yard charging infrastructure to ensure new ZEBs replace aged CNG buses.

Purchasing Department (con't)

- Create an EV Infrastructure and ZEB Implementation Master Plan. Update the Board-approved 100% ZEB by 2040 Plan with input from the Master Plan and tasks completed to date.
- **Strategic Alliance and Community Outreach:**
 - Ongoing – Continue to participate in and support local organizations such as Santa Cruz Chamber of Commerce, the Monterey Bay Economic Partnership, and local government agencies such as Monterey Bay Community Power, AMBAG, and the Santa Cruz Regional Transportation Commission.
 - Ongoing – Continue to participate in joint government committees such as the Regional Transit Coordinating Council, the Business Outreach Committee, and the APTA Procurement and Materials Management Committee.
 - Ongoing – Continue to engage local businesses in procurement activities and provide information on capital projects (construction) that may affect the community.

Purchasing 1900



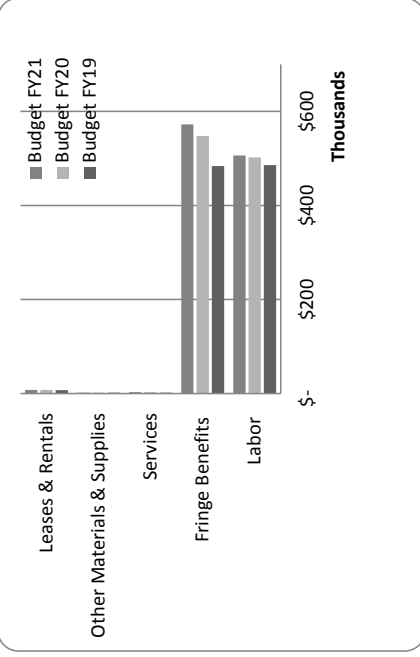
FY20 & FY21 OPERATING BUDGET
Authorized and Funded Personnel - Full Time Equivalent (FTE)
Purchasing - 1900

Position Title	Authorized	Funded	Authorized	Funded	Authorized	Funded
	FY20 2018	FY 20 2018	FY 20 2019	FY20 2019	FY21 2019	FY 21 2019
Purchasing and Special Projects Director	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Specialist	1.00	1.00	1.00	1.00	1.00	1.00
Purchasing Agent	1.00	0.00	1.00	0.00	1.00	0.00
**Purchasing Assistant	1.00	1.00	1.00	1.00	1.00	1.00
**Buyer	0.00	0.00	1.00	1.00	1.00	1.00
Parts and Materials Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
**Lead Parts and Materials Clerk	1.00	1.00	1.00	1.00	1.00	1.00
**Parts and Materials Clerk	2.00	2.00	3.00	3.00	3.00	3.00
**Administrative Clerk	1.00	1.00	0.00	0.00	0.00	0.00
Total Full-Time Equivalent (FTEs)	9.00	8.00	10.00	9.00	10.00	9.00

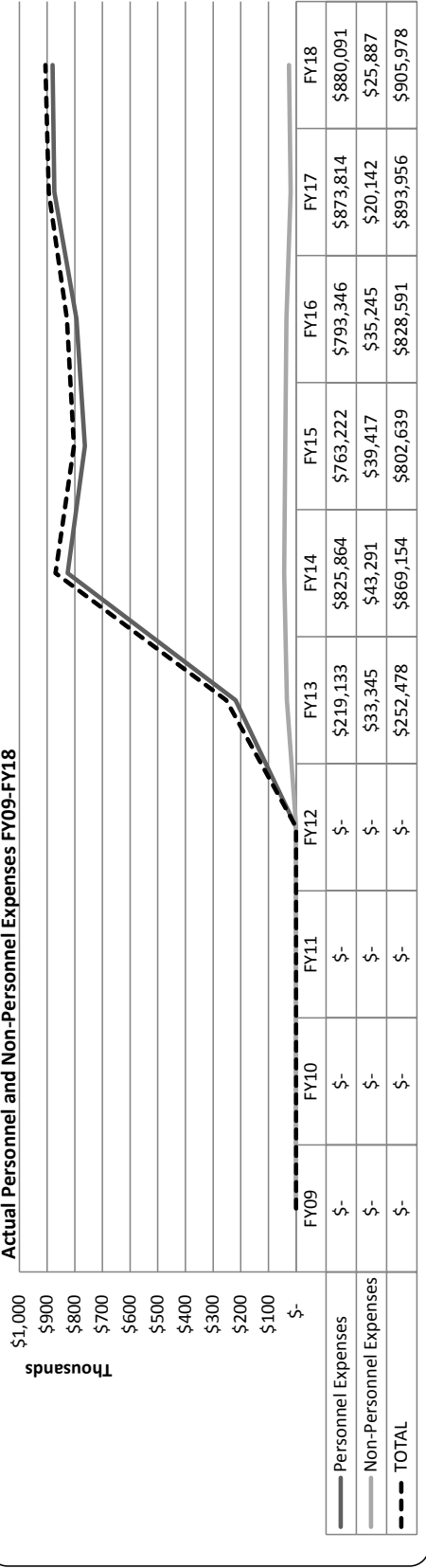
**** New Titles contingent upon Board Approval of the Final SEIU Position Descriptions**

Purchasing 1900

	Budget FY19	Budget FY20	Var %	Budget FY21	Var %
Personnel Expenses:					
Labor	\$ 485,899	\$ 502,149	3.3%	\$ 506,319	0.8%
Fringe Benefits	\$ 483,923	\$ 547,757	13.2%	\$ 572,372	4.5%
	\$ 969,823	\$ 1,049,906	8.3%	\$ 1,078,692	2.7%
Non-Personnel Expenses:					
Services	\$ 2,050	\$ 3,200	56.1%	\$ 3,200	0.0%
Other Materials & Supplies	\$ 1,800	\$ 1,800	0.0%	\$ 1,800	0.0%
Misc. Expense	\$ 7,050	\$ 7,550	0.0%	\$ 7,550	0.0%
	\$ 10,900	\$ 12,550	15.1%	\$ 12,550	0.0%
Total Expenses:	\$ 980,723	\$ 1,062,456	8.3%	\$ 1,091,242	2.7%



Actual Personnel and Non-Personnel Expenses FY09-FY18



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY20 & FY21 OPERATING BUDGET**

Purchasing - 1900

ACCOUNT	Jun-18	Jun-19	% CHANGE	\$ CHANGE	Jun-19	% CHANGE	Jun-19
	BUDGET FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDGET FY21	BUDG FY20 BUDG FY21	BUDGET FY21
LABOR							
501011 Bus Operator Pay	-	-	0.0%	-	-	-	0.0%
501013 Bus Operator OT	-	-	0.0%	-	-	-	0.0%
501021 Other Salaries	484,771	499,651	3.1%	14,880	503,800	503,800	0.8%
501023 Other OT	1,128	2,498	121.5%	1,370	2,519	2,519	0.8%
Totals	485,899	502,149	3.3%	16,250	506,319	506,319	0.8%
FRINGE BENEFITS							
502011 Medicare/Soc. Sec.	8,796	9,047	2.9%	251	9,120	9,120	0.8%
502021 Retirement	162,283	183,008	12.8%	20,725	197,132	197,132	7.7%
502031 Medical Ins	143,123	182,020	27.2%	38,897	189,871	189,871	4.3%
502041 Dental Ins	8,960	9,802	9.4%	842	9,947	9,947	1.5%
502045 Vision Ins	2,459	2,840	15.5%	381	2,934	2,934	3.3%
502051 Life Ins/AD&D	1,011	1,158	14.6%	147	1,193	1,193	3.0%
502060 State Disability Ins (SDI)	5,780	6,326	9.4%	546	6,608	6,608	4.5%
502061 Long Term Disability Ins	4,004	4,149	3.6%	145	4,500	4,500	8.5%
502071 State Unemployment Ins (SUI)	1,442	1,537	6.6%	95	1,631	1,631	6.1%
502081 Worker's Comp Ins	23,197	23,892	3.0%	695	24,609	24,609	3.0%
502101 Holiday Pay	18,630	19,121	2.6%	491	19,274	19,274	0.8%
502103 Floating Holiday	6,918	5,548	-19.8%	(1,369)	5,548	5,548	0.0%
502109 Sick Leave	27,945	28,681	2.6%	736	28,911	28,911	0.8%
502111 Annual Leave	62,838	63,939	1.8%	1,101	64,361	64,361	0.7%
502121 Other Paid Absence	4,366	4,481	2.6%	115	4,517	4,517	0.8%
502251 Phys. Exams	-	-	0.0%	-	-	-	0.0%
502253 Driver Lic Renewal	-	-	0.0%	-	-	-	0.0%
502999 Other Fringe Benefits	2,172	2,208	1.6%	35	2,216	2,216	0.4%
Totals	483,923	547,757	13.2%	63,834	572,372	572,372	4.5%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY20 & FY21 OPERATING BUDGET**

Purchasing - 1900

ACCOUNT	Jun-18	Jun-19	% CHANGE	\$ CHANGE	Jun-19	% CHANGE	Jun-19	% CHANGE
	BUDGET FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDGET FY21	BUDG FY19 BUDG FY20	BUDGET FY21	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	-	-	0.0%	-	-	0.0%	-	0.0%
503032 Legislative Services	-	-	0.0%	-	-	0.0%	-	0.0%
503033 Legal Services	-	-	0.0%	-	-	0.0%	-	0.0%
503034 Pre-Employment Exams	-	-	0.0%	-	-	0.0%	-	0.0%
503041 Temp Help	-	-	0.0%	-	-	0.0%	-	0.0%
503161 Custodial Services	-	-	0.0%	-	-	0.0%	-	0.0%
503162 Uniforms/Laundry	850	2,000	135.3%	1,150	2,000	0.0%	2,000	0.0%
503171 Security Services	-	-	0.0%	-	-	0.0%	-	0.0%
503221 Classified/Legal Ads	1,200	1,200	0.0%	-	1,200	0.0%	1,200	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	2,050	3,200	56.1%	1,150	3,200	0.0%	3,200	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
FY20 & FY21 OPERATING BUDGET**

Purchasing - 1900

ACCOUNT	Jun-18	Jun-19	% CHANGE	\$ CHANGE	Jun-19	% CHANGE
	BUDGET FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDGET FY21	BUDG FY20 BUDG FY21
OTHER MATERIALS & SUPPLIES						
504205 Freight Out	-	-	0.0%	-	-	0.0%
504211 Postage & Mailing	100	100	0.0%	-	100	0.0%
504214 Promotional Items	-	-	0.0%	-	-	0.0%
504215 Printing	200	200	0.0%	-	200	0.0%
504217 Photo Supp/Process	-	-	0.0%	-	-	0.0%
504311 Office Supplies	1,500	1,500	0.0%	-	1,500	0.0%
504315 Safety Supplies	-	-	0.0%	-	-	0.0%
504317 Cleaning Supplies	-	-	0.0%	-	-	0.0%
504409 Repair/Maint Supplies	-	-	0.0%	-	-	0.0%
504417 Tenant Repairs	-	-	0.0%	-	-	0.0%
504421 Non-Inventory Parts	-	-	0.0%	-	-	0.0%
504511 Small Tools	-	-	0.0%	-	-	0.0%
504515 Employee Tool Replacement	-	-	0.0%	-	-	0.0%
Totals	1,800	1,800	0.0%	-	1,800	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%

Purchasing - 1900

7/19/2019

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY20 & FY21 OPERATING BUDGET**

Purchasing - 1900

ACCOUNT	Jun-18	Jun-19	% CHANGE	\$ CHANGE	Jun-19	% CHANGE
	BUDGET FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDGET FY21	BUDG FY20 BUDG FY21
MISC EXPENSE						
509011 Dues/Subscriptions	300	300	0.0%	-	300	0.0%
509081 Advertising - District Promo	-	-	0.0%	-	-	0.0%
509101 Employee Incentive Program	-	-	0.0%	-	-	0.0%
509121 Employee Training	2,100	2,100	0.0%	-	2,100	0.0%
509122 BOD Travel	-	-	0.0%	-	-	0.0%
509123 Travel	4,500	5,000	11.1%	500	5,000	0.0%
509125 Local Meeting Expense	150	150	0.0%	-	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	7,050	7,550	7.1%	500	7,550	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	969,823	1,049,906	8.3%	80,084	1,078,692	2.7%
NON-PERSONNEL TOTAL	10,900	12,550	15.1%	1,650	12,550	0.0%
DEPARTMENT TOTALS	980,723	1,062,456	8.3%	81,734	1,091,242	2.7%

FACILITIES MAINTENANCE DEPARTMENT 2200

FY19 ACCOMPLISHMENTS AND FY20 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 6 transit facilities, 3 transit centers, 1 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 FY19

- **Safety First**
 - Training on Basic Electrical, Electrical Troubleshooting & Preventive Maintenance attended by 2 Facility workers.
 - Completed Storm Water Management Training.
 - 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 crises.
 - Completed annual respirator fit testing.

- **Fiscal Responsibility**
 - Overtime and temporary help cost offset by vacant position(s).
 - In-house labor used for major projects at considerable cost savings.
 - Vending spaces rented to new Tenants.
 - Filled vacant Administrative specialist position.

- **State of Good Repair**
 - Vernon Building projects completed:
 - Ground erosion control landscaping projects at Administration Building parking lots completed.
 - Installed landscaping drip irrigation system.
 - Installed new electrical panel with and an added 240-volt power outlet circuit for new copier.
 - Installed two TV monitors in Santa Conference Room.
 - Reconfigured office space and built an additional office space.
 - LED lighting upgrade completed.

 - Judy K Souza projects completed:
 - Pipe protection project
 - LED lighting upgrade

Facilities Department (con't)

- Installed Equipment platform security fencing.
- Watsonville Transit Center projects completed
 - Tower clocks repaired and upgraded to synchronize to the National Bureau Standard Atomic Clock.
- Santa Cruz METRO Center (Pacific Station) completed projects:
 - Local Jerk rental space refurbished and Grease trap replaced.
 - Taqueria El Huarache rental space refurbished.
 - Installed temporary modular space for customer service booth.
 - LED lighting upgrade.
- Cavallaro Transit Center (Scotts Valley)
 - Ground erosion control landscaping project completed.
 - Installed landscaping drip irrigation system.
 - Removed and replanted trees damaging pavement, pathways and sidewalks.
 - Replaced damaged concrete pathways and sidewalks
 - LED lighting upgrade.
- **Intelligent Transportation Systems (ITS)**
 - Provided assistance and input to IT Department with selecting intelligent transportation system to fit the needs of Metro.
 - Planned for mobile (MainStar) Maintenance software purchase in FY20.
- **Zero Emission Buses (ZEBs)**
 - Inquired and continue to inquire on electrical charging management software.
 - Worked on design of electric bus infrastructure.
- **Legislative**
 - Developed Metro's Transit Asset Management Plan (TAM)
 - Participate on webinars and conferences for continuous improvement to the Transit Asset Management Plan (TAM).
 - Monitor applicable federal, state, and local legislation activities to ensure Santa Cruz METRO's policies and procedures are in compliance.
 - Participate in webinars and conferences regarding California's push for transit agencies to become ZEB by 2040.
 - Ensured FTA and NTD documentation is available and maintained as required.
- **Core Business**
 - Assist with service changes by adding or removing bus stops and relabeling bus stops to meet service requirements
 - More than 800 Facility Support Tickets closed during FY19
 - Cleaned and maintained 937 bus stops
 - 844 - Active stops
 - 93 - Inactive stops

- **Compliance**
 - Ensured compliance with all Federal Transit Administration requirements (FTA).
 - Ensured compliance with Americans with disability Act (ADA).
 - Ensured compliance with Hazardous Material requirements.
 - Ensured compliance with fire code requirements.

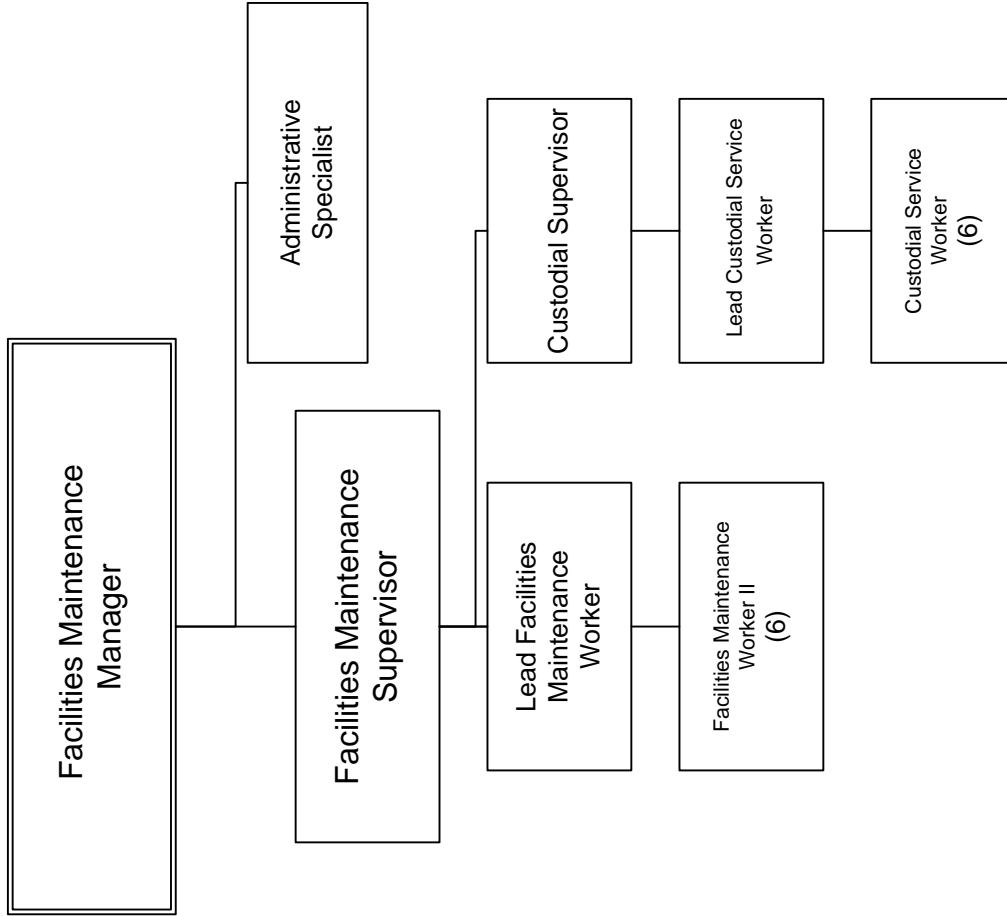
DEPARTMENT OBJECTIVES FOR FY20

- **Safety First Culture**
 - Design and install security gates/controllers at upper and lower bus parking lots
 - Add additional boundary security fencing along River Street
 - Design and install security gate for auxiliary lot.
 - Continue to provide safety program enhancements working with our Safety Specialist
 - Continue to provide OSHA training to supervisors.
 - Continue training on proper use of power and hand tools.
 - Continue with weekly Safety Tailgate Training
- **Fiscal Stability, Stewardship, Accountability**
 - Maintain a Balanced Budget
 - Achieve adequate staffing levels
 - Improve distribution of labor resources.
 - Decrease dependency on overtime and temporary help.
- **Service Quality and Delivery**
 - Train all staff on MaintStar software and key staff on maintenance scheduling through MaintStar software.
 - Improve bus stop cleanliness with improved tracking through our maintenance scheduling software.
 - Start using MaintStar software for scheduling of custodial services.
 - Continue using MaintStar software for Building Maintenance.
 - Use trackable data from MaintStar to identify problem areas.
 - Explore new advances or techniques in facility maintenance.
 - Continue updating facilities' work order and equipment database coupled with Key Performance Indicators (KPI's) reporting
- **Internal and External Technology**
 - Deploy the use of mobile (MaintStar) Maintenance software.
 - Installation of Digital Signage (ITS project)
 - Continue with Electric Bus Infrastructure and charging management software.
- **Employee Engagement; Attract, Retain, Develop**

Facilities Department (con't)

- Provide staff training and educational programs, coupled with defined succession planning, to develop employees' skills for promotional possibilities.
- **State of Good Repair**
 - Design and install generators at Santa Cruz METRO Center, Vernon, Watsonville, and Scotts Valley facilities to maintain business continuity
 - 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
 - Continue to Maintain all Buildings in a state of good repair rating above 3.
- **Strategic Alliance and Community Outreach:**
 - Continue outreach in providing local police, fire and emergency medical response agencies with CNG equipment and building information and training.
 - Explore training opportunities with our neighboring transit agencies.
 - Participate in community career days with local high schools and colleges.

Facilities Maintenance 2200



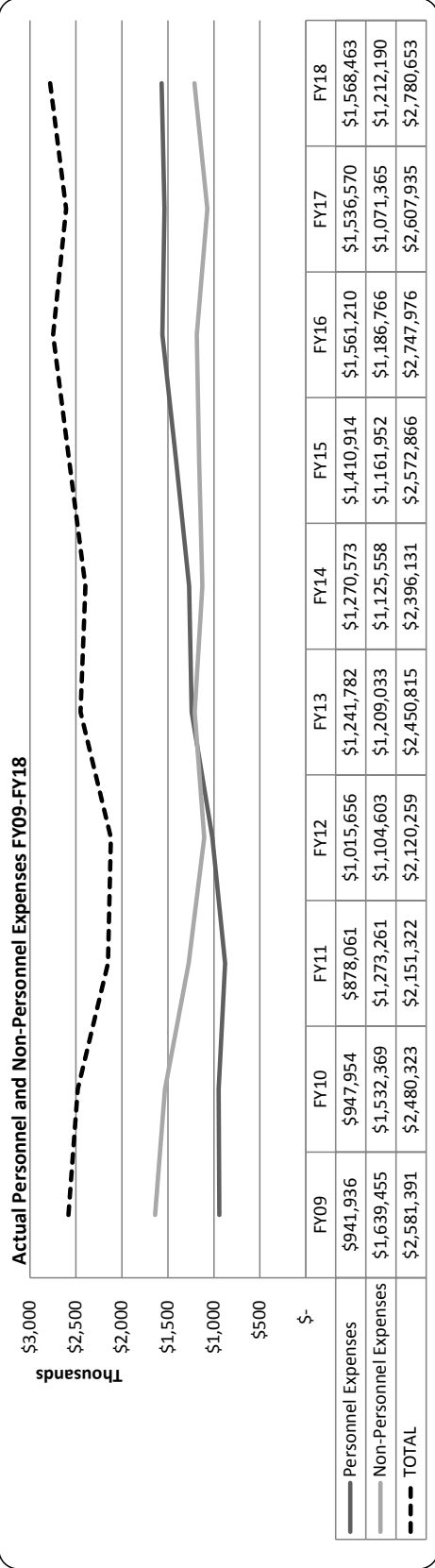
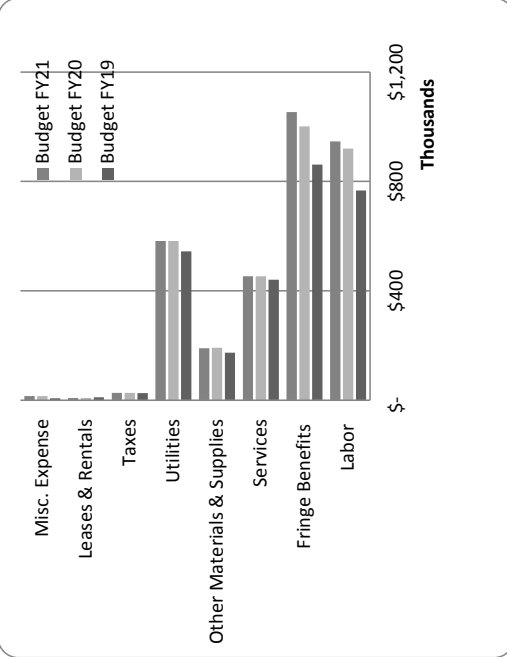
FY20 & FY21 OPERATING BUDGET
Authorized and Funded Personnel - Full Time Equivalent (FTE)
Facilities Maintenance - 2200

Position Title	Authorized		Funded		Authorized		Funded	
	FY20 2018	FY 20 2018	FY 20 2019	FY20 2019	FY21 2019	FY21 2019	FY 21 2019	Funded
Facilities Maintenance Manager	1.00	0.00	1.00	1.00	1.00	1.00	1.00	1.00
Facilities Maintenance Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
**Lead Facilities Maintenance Worker	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Specialist	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Facilities Maintenance Worker II	7.00	6.00	7.00	6.00	7.00	7.00	6.00	6.00
Facilities Maintenance Worker I	2.00	0.00	2.00	0.00	2.00	2.00	0.00	0.00
**Custodial Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
**Lead Custodial Service Worker	0.00	0.00	1.00	1.00	1.00	1.00	1.00	1.00
**Custodial Service Worker	7.00	7.00	7.00	6.00	7.00	7.00	6.00	6.00
Administrative Assistant	1.00	0.00	1.00	0.00	1.00	1.00	0.00	0.00
Total Full-Time Equivalents (FTEs)	22.00	17.00	23.00	18.00	23.00	23.00	18.00	18.00

**** New Titles contingent upon Board Approval of the Final SEIU Position Descriptions**

Facilities Maintenance 2200

	Budget FY19	Budget FY20	Var %	Budget FY21	Var %
Personnel Expenses:					
Labor	\$ 767,187	\$ 920,809	20.0%	\$ 946,242	2.8%
Fringe Benefits	\$ 861,380	\$ 1,001,618	16.3%	\$ 1,054,180	5.2%
	\$ 1,628,567	\$ 1,922,427	18.0%	\$ 2,000,421	4.1%
Non-Personnel Expenses:					
Services	\$ 440,500	\$ 453,100	2.9%	\$ 453,100	0.0%
Other Materials & Supplies	\$ 173,500	\$ 191,900	10.6%	\$ 190,500	-0.7%
Utilities	\$ 544,000	\$ 582,000	7.0%	\$ 582,000	0.0%
Taxes	\$ 26,400	\$ 27,000	2.3%	\$ 27,000	0.0%
Leases & Rentals	\$ 11,000	\$ 8,000	-27.3%	\$ 8,000	0.0%
Misc. Expense	\$ 6,900	\$ 15,000	100.0%	\$ 15,000	0.0%
	\$ 1,202,300	\$ 1,277,000	6.2%	\$ 1,275,600	-0.1%
Total Expenses:	\$ 2,830,867	\$ 3,199,427	13.0%	\$ 3,276,021	2.4%



SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY20 & FY21 OPERATING BUDGET

Facilities Maintenance - 2200

ACCOUNT	Jun-18	Jun-19	% CHANGE	\$ CHANGE	Jun-19	% CHANGE
	BUDGET FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDGET FY21	BUDG FY20 BUDG FY21
LABOR						
501011 Bus Operator Pay	-	-	0.0%	-	-	0.0%
501013 Bus Operator OT	-	-	0.0%	-	-	0.0%
501021 Other Salaries	725,762	822,151	13.3%	96,389	844,859	2.8%
501023 Other OT	41,425	98,658	138.2%	57,233	101,383	2.8%
Totals	767,187	920,809	20.0%	153,622	946,242	2.8%
FRINGE BENEFITS						
502011 Medicare/Soc. Sec.	13,516	16,134	19.4%	2,618	16,577	2.7%
502021 Retirement	238,734	298,623	25.1%	59,889	327,877	9.8%
502031 Medical Ins	345,292	387,648	12.3%	42,356	402,490	3.8%
502041 Dental Ins	22,553	24,041	6.6%	1,488	24,396	1.5%
502045 Vision Ins	5,224	5,698	9.1%	473	5,869	3.0%
502051 Life Ins/AD&D	1,934	2,213	14.4%	279	2,279	3.0%
502060 State Disability Ins (SDI)	9,601	11,288	17.6%	1,687	11,917	5.6%
502061 Long Term Disability Ins	6,762	7,814	15.6%	1,052	7,723	-1.2%
502071 State Unemployment Ins (SUI)	3,064	3,074	0.3%	10	3,262	6.1%
502081 Worker's Comp Ins	49,293	50,771	3.0%	1,478	52,295	3.0%
502101 Holiday Pay	27,406	31,200	13.8%	3,794	32,058	2.7%
502103 Floating Holiday	-	5,363	100.0%	5,363	5,631	5.0%
502109 Sick Leave	41,109	46,800	13.8%	5,691	48,086	2.7%
502111 Annual Leave	89,997	101,174	12.4%	11,177	103,725	2.5%
502121 Other Paid Absence	6,423	7,313	13.8%	889	7,514	2.7%
502251 Phys. Exams	-	-	0.0%	-	-	0.0%
502253 Driver Lic Renewal	-	-	0.0%	-	-	0.0%
502999 Other Fringe Benefits	473	2,466	421.5%	1,993	2,481	0.6%
Totals	861,380	1,001,618	16.3%	140,238	1,054,180	5.2%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY20 & FY21 OPERATING BUDGET**

Facilities Maintenance - 2200

ACCOUNT	Jun-18	Jun-19	% CHANGE	\$ CHANGE	Jun-19	% CHANGE	Jun-19	% CHANGE
	BUDGET FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDGET FY21	BUDG FY20 BUDG FY21	BUDGET FY21	BUDG FY20 BUDG FY21
SERVICES								
503011 Acting/Audit Fees	-	-	0.0%	-	-	-	-	0.0%
503012 Admin/Bank Fees	-	-	0.0%	-	-	-	-	0.0%
503031 Prof/Technical Fees	30,000	30,000	0.0%	-	30,000	-	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	-	7,000	0.0%
503162 Uniforms/Laundry	4,500	2,500	-44.4%	(2,000)	2,500	-	2,500	0.0%
503171 Security Services	10,600	10,600	0.0%	-	10,600	-	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	53,000	6.0%	3,000	53,000	-	53,000	0.0%
503352 Repair - Equipment	290,000	300,000	3.4%	10,000	300,000	-	300,000	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	50,000	3.3%	1,600	50,000	-	50,000	0.0%
Totals	440,500	453,100	2.9%	12,600	453,100	12,600	453,100	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
FY20 & FY21 OPERATING BUDGET

Facilities Maintenance - 2200

ACCOUNT	Jun-18	Jun-19	% CHANGE	\$ CHANGE	Jun-19	% CHANGE	BUDG FY20	BUDG FY21	% CHANGE
	BUDGET FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDGET FY21	BUDG FY19 BUDG FY20	BUDG FY20 BUDG FY21	BUDG FY20 BUDG FY21	BUDG FY20 BUDG FY21
OTHER MATERIALS & SUPPLIES									
504205 Freight Out	-	-	0.0%	-	-	0.0%	-	-	0.0%
504211 Postage & Mailing	-	-	0.0%	-	-	0.0%	-	-	0.0%
504214 Promotional Items	-	-	0.0%	-	-	0.0%	-	-	0.0%
504215 Printing	-	-	0.0%	-	-	0.0%	-	-	0.0%
504217 Photo Supp/Process	-	-	0.0%	-	-	0.0%	-	-	0.0%
504311 Office Supplies	2,000	1,500	-25.0%	(500)	1,500	0.0%	-	-	0.0%
504315 Safety Supplies	6,000	6,000	0.0%	-	6,000	0.0%	-	-	0.0%
504317 Cleaning Supplies	38,000	45,000	18.4%	7,000	45,000	0.0%	-	-	0.0%
504409 Repair/Maint Supplies	110,500	120,000	8.6%	9,500	120,000	0.0%	-	-	0.0%
504417 Tenant Repairs	14,000	14,000	0.0%	-	14,000	0.0%	-	-	0.0%
504421 Non-Inventory Parts	-	-	0.0%	-	-	0.0%	-	-	0.0%
504511 Small Tools	3,000	5,400	80.0%	2,400	4,000	-25.9%	-	-	0.0%
504515 Employee Tool Replacement	-	-	0.0%	-	-	0.0%	-	-	0.0%
Totals	173,500	191,900	10.6%	18,400	190,500				-0.7%
UTILITIES									
505011 Gas & Electric	307,000	307,000	0.0%	-	307,000	0.0%	-	-	0.0%
505021 Water & Garbage	152,000	180,000	18.4%	28,000	180,000	0.0%	-	-	0.0%
505031 Telecommunications	85,000	95,000	11.8%	10,000	95,000	0.0%	-	-	0.0%
Totals	544,000	582,000	7.0%	38,000	582,000				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%
TAXES									
507051 Fuel Tax	-	-	0.0%	-	-	0.0%	-	-	0.0%
507201 Licenses & Permits	12,000	12,000	0.0%	-	12,000	0.0%	-	12,000	0.0%
507999 Other Taxes	14,400	15,000	4.2%	600	15,000	0.0%	600	15,000	0.0%
Totals	26,400	27,000	2.3%	600	27,000				0.0%

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**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY20 & FY21 OPERATING BUDGET**

Facilities Maintenance - 2200

ACCOUNT	Jun-18	Jun-19	% CHANGE	\$ CHANGE	Jun-19	% CHANGE	BUDG FY20	BUDG FY21	% CHANGE
	BUDGET FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDGET FY21	BUDG FY19 BUDG FY20	BUDG FY20	BUDG FY21	BUDG FY20 BUDG FY21
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	6,500	13,000	100.0%	6,500	13,000	100.0%	6,500	13,000	0.0%
509122 BOD Travel	-	-	0.0%	-	-	0.0%	-	-	0.0%
509123 Travel	400	2,000	400.0%	1,600	2,000	400.0%	1,600	2,000	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	6,900	15,000	117.4%	8,100	15,000	117.4%	8,100	15,000	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	5,000	5,000	0.0%	-	5,000	0.0%	-	5,000	0.0%
512061 Equipment Rental	6,000	3,000	-50.0%	(3,000)	3,000	-50.0%	(3,000)	3,000	0.0%
Totals	11,000	8,000	-27.3%	(3,000)	8,000	-27.3%	(3,000)	8,000	0.0%
PERSONNEL TOTAL	1,628,567	1,922,427	18.0%	293,859	2,000,421	18.0%	293,859	2,000,421	4.1%
NON-PERSONNEL TOTAL	1,202,300	1,277,000	6.2%	74,700	1,275,600	6.2%	74,700	1,275,600	-0.1%
DEPARTMENT TOTALS	2,830,867	3,199,427	13.0%	368,559	3,276,021	13.0%	368,559	3,276,021	2.4%



PARATRANSIT DEPARTMENT

FY19 ACCOMPLISHMENTS AND FY20 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 FY19

- **Safety First:**
 - Low incidence of workplace claims.
 - 1 active WC claim
 - 3 new WC claim
 - Low incidence of workplace claims.
 - Low incidence of chargeable accidents.
- **Fiscal responsibility:**
 - Balanced Budget
 - Downsized the Paratransit fleet by not replacing four vehicles.
- **State of Good Repair:**
 - 15 new replacement Paratransit vehicles were put in to revenue service.
 - Completed surveillance equipment installation on ParaCruz revenue vehicles.
 - Received Board of Directors approval to begin exploring the concept of a ParaCruz Operations Facility at the Soquel Park and Ride lot.
- **Core Business:**
 - Training for Paratransit Staff.
 - Arranged ongoing development training for new and existing staff covering several areas critical to effective Paratransit operation to include ADA compliance, Sensitivity training, Customer Service, Eligibility, Office Administration and Supervision.
 - Provided extensive training for Paratransit Operators regarding Wheelchair Securement, Radio Communications, Customer Service and Fare Media.

Paratransit Department (con't)

- Provided Management and Paratransit Supervisors with training relative to Paratransit services to improve service, performance, compliance and customer satisfaction.
- Enhanced Paratransit Operator Performance by providing yearly Paratransit Operator Training.
- Completed Paratransit Operator Certification on new Paratransit vehicles.
- Enhanced Paratransit Office Staff by providing yearly Paratransit Staff Training.
- Cross trained Fixed Route Operators on Paratransit vehicles to provide additional certified Operators in the case of an emergency deployment.
- Implemented a Paratransit Operator Commendation Certificate for Good Customer Service.
- Delivered over 72K safe trips.
 - Hired 8 additional Paratransit Operators.
 - No layoffs to Operator ranks.
 - No reduction in Paratransit service.
 - Provided transportation to MAC committee meetings.
- **Compliance:**
 - Successful Paratransit CHP Audit.
 - Successful yearly NTD report.
 - Successful Caltrans Vehicle Audit.

DEPARTMENT OBJECTIVES FOR FY20

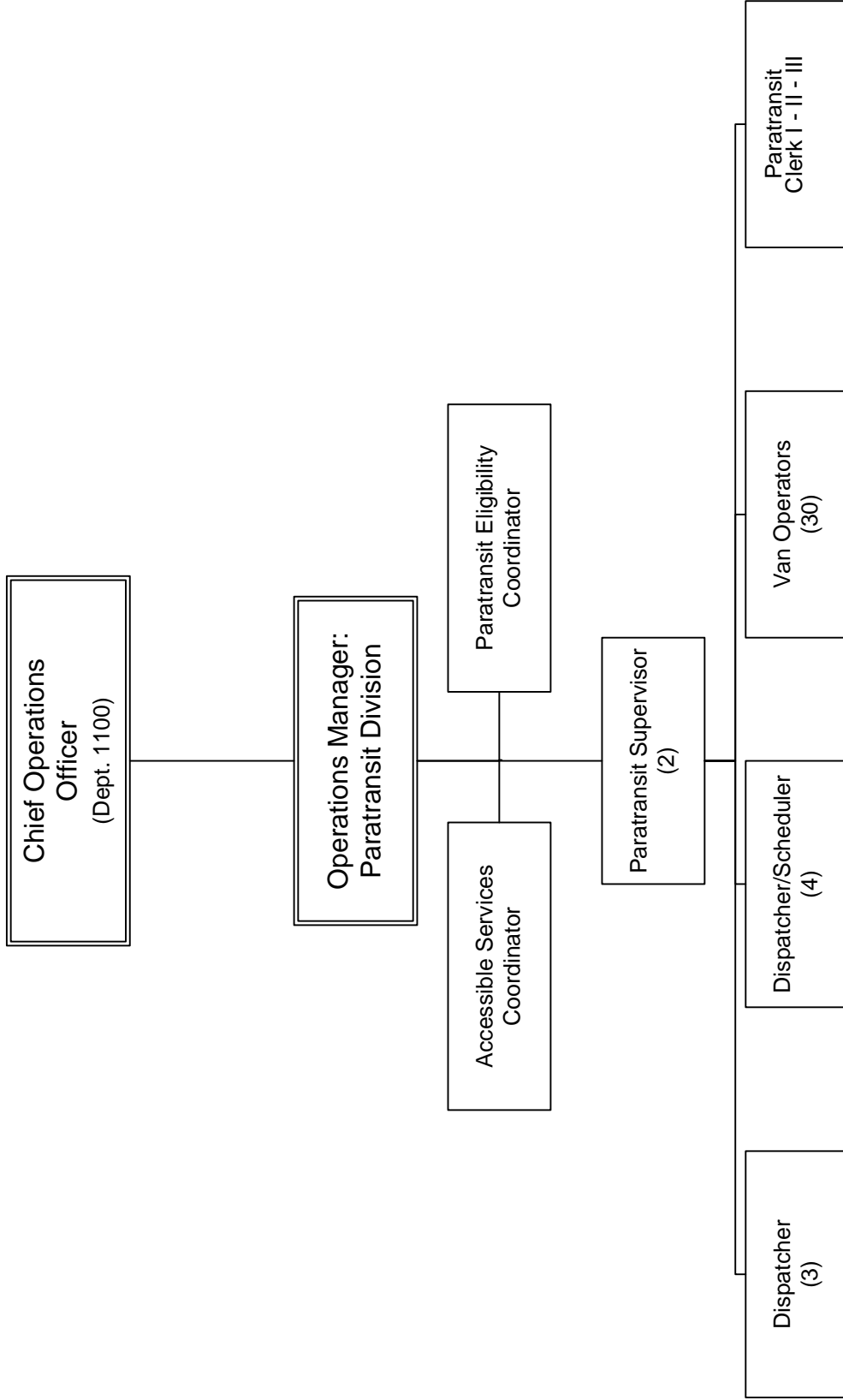
- **Safety First Culture:**
 - Ongoing training to continue low incidence of workplace claims.
 - Continued culture in vehicle operation and work environment by providing ongoing training to decrease accidents, incidents and claims.
- **Fiscal Stability, Stewardship, Accountability:**
 - Continue to increase productivity by improvements of Scheduling and Dispatching practices and software to decrease the cost per ride.
 - Manage to the Paratransit Budget.
- **Service Quality and Delivery:**
 - Add 3 new Paratransit Operators and continue to improve on scheduling and dispatching processes and software to improve on time performance goals to the targeted goal of 90%.
 - Continue to provide Management and Paratransit Supervisors with increased training opportunities through the Transportation Safety Institute

Paratransit Department (con't)

and/or the National Transit Institute relative to enhancing Paratransit safety, service performance and customer satisfaction.

- **Internal and External Technology:**
 - Update scheduling and dispatching software.
 - Update Mobile Data Computers (MDC).
- **Employee Engagement; Attract, Retain, Develop:**
 - Continue to provide ongoing outreach through job fairs at the different Transit Centers, through local publications and websites to attract prospective new ParaCruz employees.
 - Continue ongoing development training for new and existing staff covering a variety of areas that are critical to an effective efficient Paratransit Operation to include Customer Service, Dispatching, Scheduling, Eligibility, Accessible Services, Office Administration and Supervision.
 - Implement a Safe Driver Award program.
- **State of Good Repair:**
 - Locate grant opportunities (5339 (a) or Bus and Bus Facilities) for the continued replacement of the aging Paratransit Fleet.
 - Continue planning and development of a new facility for Paratransit Operations, completing the County permitting process, building specifications and design.
- **Strategic Alliance and Community Outreach:**
 - Work with the Board of Directors, CEO and other METRO departments to achieve the goal of having a new ParaCruz Operations Building.
 - Continue to participate in Santa Cruz County events, 4th of July Parades, Santa Cruz County Fair, Open Streets and Trunk or Treat.

Paratransit 3100



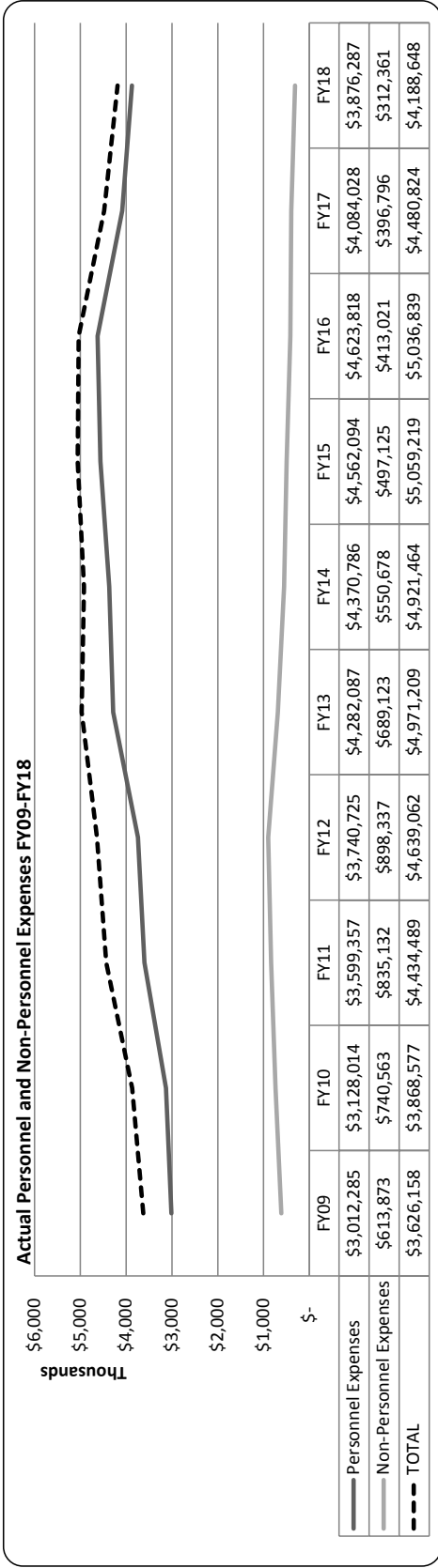
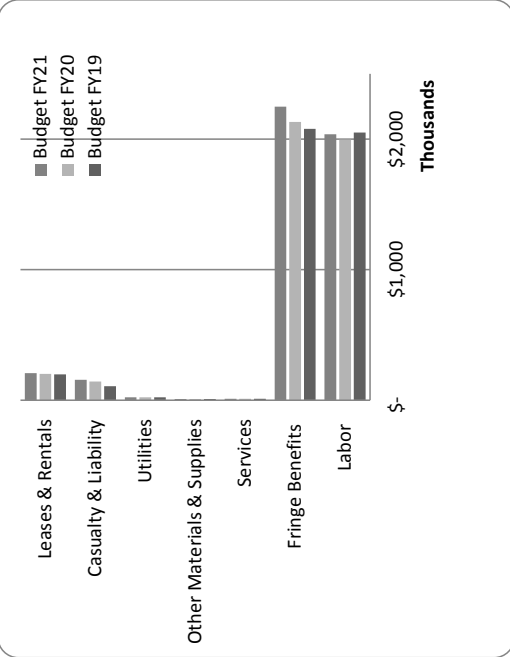
FY20 & FY21 OPERATING BUDGET
Authorized and Funded Personnel - Full Time Equivalent (FTE)
Paratransit - 3100

Position Title	Authorized		Funded		Authorized		Funded	
	FY20 2018	FY20 2019	FY20 2018	FY20 2019	FY21 2019	FY21 2019	FY21 2019	FY21 2019
Operations Manager: Paratransit Division	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Assistant Operations Manager: Paratransit*	1.00	1.00	1.00	0.00	1.00	1.00	0.00	0.00
Accessible Services Coordinator	1.00	1.00	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	1.00	1.00
Reservation & Scheduling Coord	1.00	0.00	0.00	0.00	1.00	1.00	0.00	0.00
Safety/Road Response Coord	1.00	0.00	0.00	0.00	1.00	1.00	0.00	0.00
Dispatcher/Scheduler	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00
Dispatcher	5.00	3.00	3.00	3.00	5.00	5.00	3.00	3.00
Paratransit Clerk I-II-III	2.00	1.00	1.00	1.00	2.00	2.00	1.00	1.00
Van Operator	34.00	30.00	30.00	30.00	34.00	34.00	30.00	30.00
Paratransit Supervisor	2.00	2.00	2.00	2.00	3.00	3.00	2.00	2.00
Total Full-Time Equivalents (FTEs)	53.00	44.00	44.00	43.00	54.00	54.00	43.00	43.00

* Transferred to Operations

Paratransit 3100

	Budget FY19	Budget FY20	Var %	Budget FY21	Var %
Personnel Expenses:					
Labor	\$ 2,049,868	\$ 1,995,367	-2.7%	\$ 2,037,773	2.1%
Fringe Benefits	\$ 2,078,853	\$ 2,131,447	2.5%	\$ 2,248,907	5.5%
	\$ 4,128,721	\$ 4,126,815	0.0%	\$ 4,286,681	3.9%
Non-Personnel Expenses:					
Services	\$ 11,300	\$ 10,700	-5.3%	\$ 10,700	0.0%
Other Materials & Supplies	\$ 9,320	\$ 9,120	-2.1%	\$ 9,120	0.0%
Utilities	\$ 22,900	\$ 22,400	-2.2%	\$ 22,400	0.0%
Casualty & Liability	\$ 106,866	\$ 142,724	33.6%	\$ 156,996	10.0%
Leases & Rentals	\$ 197,500	\$ 202,500	2.5%	\$ 206,500	2.0%
Misc. Expense	\$ 5,700	\$ 5,700	100.0%	\$ 5,700	0.0%
	\$ 353,586	\$ 393,144	11.2%	\$ 411,416	4.6%
Total Expenses:	\$ 4,482,307	\$ 4,519,959	0.8%	\$ 4,698,097	3.9%



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY20 & FY21 OPERATING BUDGET**

Paratransit - 3100

ACCOUNT	Jun-18	Jun-19	% CHANGE	\$ CHANGE	Jun-19	% CHANGE
	BUDGET FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDGET FY21	BUDG FY20 BUDG FY21
LABOR						
501011 Bus Operator Pay	1,073,416	1,057,001	-1.5%	(16,415)	1,083,745	2.5%
501013 Bus Operator OT	238,781	249,806	4.6%	11,025	256,127	2.5%
501021 Other Salaries	678,545	627,579	-7.5%	(50,965)	636,093	1.4%
501023 Other OT	59,126	60,981	3.1%	1,855	61,808	1.4%
Totals	2,049,868	1,995,367	-2.7%	(54,500)	2,037,773	2.1%
FRINGE BENEFITS						
502011 Medicare/Soc. Sec.	35,207	34,121	-3.1%	(1,086)	34,837	2.1%
502021 Retirement	570,938	601,479	5.3%	30,541	656,029	9.1%
502031 Medical Ins	845,359	889,419	5.2%	44,060	937,955	5.5%
502041 Dental Ins	49,106	48,345	-1.5%	(761)	49,059	1.5%
502045 Vision Ins	13,522	13,611	0.7%	89	14,020	3.0%
502051 Life Ins/AD&D	5,206	5,142	-1.2%	(64)	5,296	3.0%
502060 State Disability Ins (SDI)	24,918	24,194	-2.9%	(724)	25,416	5.0%
502061 Long Term Disability Ins	14,451	14,151	-2.1%	(300)	13,988	-1.2%
502071 State Unemployment Ins (SUI)	7,931	7,345	-7.4%	(586)	7,792	6.1%
502081 Worker's Comp Ins	124,681	128,422	3.0%	3,741	132,274	3.0%
502101 Holiday Pay	64,733	62,103	-4.1%	(2,630)	63,403	2.1%
502103 Floating Holiday	8,916	4,960	-44.4%	(3,956)	5,208	5.0%
502109 Sick Leave	100,464	96,534	-3.9%	(3,929)	98,554	2.1%
502111 Annual Leave	188,883	179,640	-4.9%	(9,243)	182,754	1.7%
502121 Other Paid Absence	15,172	14,555	-4.1%	(616)	14,860	2.1%
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	3,182	-37.9%	(1,942)	3,219	1.2%
Totals	2,078,853	2,131,447	2.5%	52,594	2,248,907	5.5%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY20 & FY21 OPERATING BUDGET**

Paratransit - 3100

ACCOUNT	Jun-18	Jun-19	% CHANGE	\$ CHANGE	Jun-19	% CHANGE
	BUDGET FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDGET FY21	BUDG FY20 BUDG FY21
SERVICES						
503011 Acting/Audit Fees	-	-	0.0%	-	-	0.0%
503012 Admin/Bank Fees	-	-	0.0%	-	-	0.0%
503031 Prof/Technical Fees	3,500	2,000	-42.9%	(1,500)	2,000	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	1,300	2,500	92.3%	1,200	2,500	0.0%
503162 Uniforms/Laundry	1,000	2,200	120.0%	1,200	2,200	0.0%
503171 Security Services	-	-	0.0%	-	-	0.0%
503221 Classified/Legal Ads	-	-	0.0%	-	-	0.0%
503222 Legal Ads	-	-	0.0%	-	-	0.0%
503225 Graphic Services	-	-	0.0%	-	-	0.0%
503351 Repair - Bldg & Impr	-	-	0.0%	-	-	0.0%
503352 Repair - Equipment	4,000	3,000	-25.0%	(1,000)	3,000	0.0%
503353 Repair - Rev Vehicle	1,500	1,000	-33.3%	(500)	1,000	0.0%
503354 Repair - Non Rev Vehicle	-	-	0.0%	-	-	0.0%
503363 Haz Mat Disposal	-	-	0.0%	-	-	0.0%
Totals	11,300	10,700	-5.3%	(600)	10,700	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
FY20 & FY21 OPERATING BUDGET**

Paratransit - 3100

ACCOUNT	Jun-18	Jun-19	% CHANGE	\$ CHANGE	Jun-19	% CHANGE
	BUDGET FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDGET FY21	BUDG FY20 BUDG FY21
OTHER MATERIALS & SUPPLIES						
504205 Freight Out	-	-	0.0%	-	-	0.0%
504211 Postage & Mailing	2,700	2,000	-25.9%	(700)	2,000	0.0%
504214 Promotional Items	200	200	0.0%	-	200	0.0%
504215 Printing	3,200	3,700	15.6%	500	3,700	0.0%
504217 Photo Supp./Process	-	-	0.0%	-	-	0.0%
504311 Office Supplies	2,500	2,500	0.0%	-	2,500	0.0%
504315 Safety Supplies	120	120	0.0%	-	120	0.0%
504317 Cleaning Supplies	600	600	0.0%	-	600	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	9,320	9,120	-2.1%	(200)	9,120	0.0%
UTILITIES						
505011 Gas & Electric	12,000	12,000	0.0%	-	12,000	0.0%
505021 Water & Garbage	6,400	6,400	0.0%	-	6,400	0.0%
505031 Telecommunications	4,500	4,000	-11.1%	(500)	4,000	0.0%
Totals	22,900	22,400	-2.2%	(500)	22,400	0.0%
CASUALTY & LIABILITY						
506011 Insurance - Property	-	-	0.0%	-	-	0.0%
506015 Insurance - PL/PD	106,866	142,724	33.6%	35,858	156,996	10.0%
506021 Insurance - Other	-	-	0.0%	-	-	0.0%
506123 Settlement Costs	-	-	0.0%	-	-	0.0%
506127 Repairs - District Prop	-	-	0.0%	-	-	0.0%
Totals	106,866	142,724	33.6%	35,858	156,996	10.0%
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
FY20 & FY21 OPERATING BUDGET**

Paratransit - 3100

ACCOUNT	Jun-18	Jun-19	% CHANGE	\$ CHANGE	Jun-19	% CHANGE
	BUDGET FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDGET FY21	BUDG FY20 BUDG FY21
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	3,000	3,000	0.0%	-	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	5,700	5,700	0.0%	-	5,700	0.0%
INTEREST EXPENSE						
511102 Interest Expense	-	-	0.0%	-	-	0.0%
Totals	-	-	0.0%	-	-	0.0%
LEASES & RENTALS						
512011 Facility Lease	196,000	201,000	2.6%	5,000	205,000	2.0%
512061 Equipment Rental	1,500	1,500	0.0%	-	1,500	0.0%
Totals	197,500	202,500	2.5%	5,000	206,500	2.0%
PERSONNEL TOTAL						
	4,128,721	4,126,815	0.0%	(1,907)	4,286,681	3.9%
NON-PERSONNEL TOTAL						
	353,586	393,144	11.2%	39,558	411,416	4.6%
DEPARTMENT TOTALS						
	4,482,307	4,519,959	0.8%	37,651	4,698,097	3.9%

OPERATIONS DEPARTMENT 3200

FY19 ACCOMPLISHMENTS AND FY20 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 FY19

- **Safety First:**
 - ADA Compliance training – 4 Supervisors Trained
 - New Mechanics Trained – 3
 - New Operators Trained – 6
 - Safe Driver Awards
 - Yearly - 106
 - 5YR - 8
 - 15YR - 3
 - 20YR - 1
 - 30YR - 3
 - Total of accident –free awards: 121
 - Continued low incident of chargeable accidents = 23
 - Supervisors Trained on Articulated Buses: 4
 - Operators Trained on Articulated Buses: 132
 - Supervisors Trained on Hybrid Buses: 1
 - Operators Trained on Hybrid Buses: 31
 - Supervisors Trained on 1600 Series Buses: 8
 - Operators Trained on 1600 Series Buses: 142
 - New Operators trained
 - Coach Operator Handbook completed and distributed
 - Transition from SAMBA to A-Check/CDL monitoring
 - Active Shooter Training
 - Completion of securing JKS with Prox Card access only

- **Fiscal responsibility:**
 - Department managed to budget 95% of allocated fiscal amount
 - Filled Assistant Safety & Training position
 - Maintain a balanced budget
 - Achieve adequate staffing levels
 - Reduce dependency on overtime

Operations Department (con't)

- **State of Good Repair:**
 - 1600 buses acquired in full service
 - JKS surveillance system installation
 - Parking @ JKS secured with bollard installation to protect ducts & pipes.
 - Lighting upgrade in JKS and surrounding parking/bus yard.
- **Intelligent Transportation Systems (ITS):**
 - Begin installation of ITS on three buses for full test on route.
- **Zero Emission Buses (ZEBs):**
 - Establish route for Watsonville circulator
 - Plan for charging station @ JKS
 - Training for Operation of ZEB's
- **Legislative:**
 - Cabrillo continued support of transportation
 - UCSC student fee vote
 - SB1 stickered buses
- **Core Business:**
 - Collaboration with IT, HCB Audit Report
 - Promotional opportunities for Operators and Supervisors
 - Training of Supervisors
 - Operators issued outstanding certification recognition-12
- **Compliance:**
 - CHP audit, no findings
 - Pre-FTA audit inspector satisfactory
 - CDL's current and updated
 - Maintaining required increase in random Drug & Alcohol tests.

DEPARTMENT OBJECTIVES FOR FY20

- **Safety First Culture:**
 - Fully staffed with Transit Supervisors
 - Added Assistant of Safety & Training Coordinator
 - Post-accident retraining
 - Update VTT curriculum
 - Maintain certifications on new buses.
 - Focus on Operator and staff safe work practices.

Operations Department (con't)

- **Fiscal Stability, Stewardship, Accountability:**
 - Maintain a balanced budget
 - Achieve adequate staffing levels
 - Reduce dependency on overtime

- **Service Quality and Delivery:**
 - Continue with back-up service when needed.
 - Increase number of SPARC participation
 - Integrate and install ITS on all buses and Dispatch
 - Supervisor monitoring of Operators on route.
 - Operator customer service retraining.

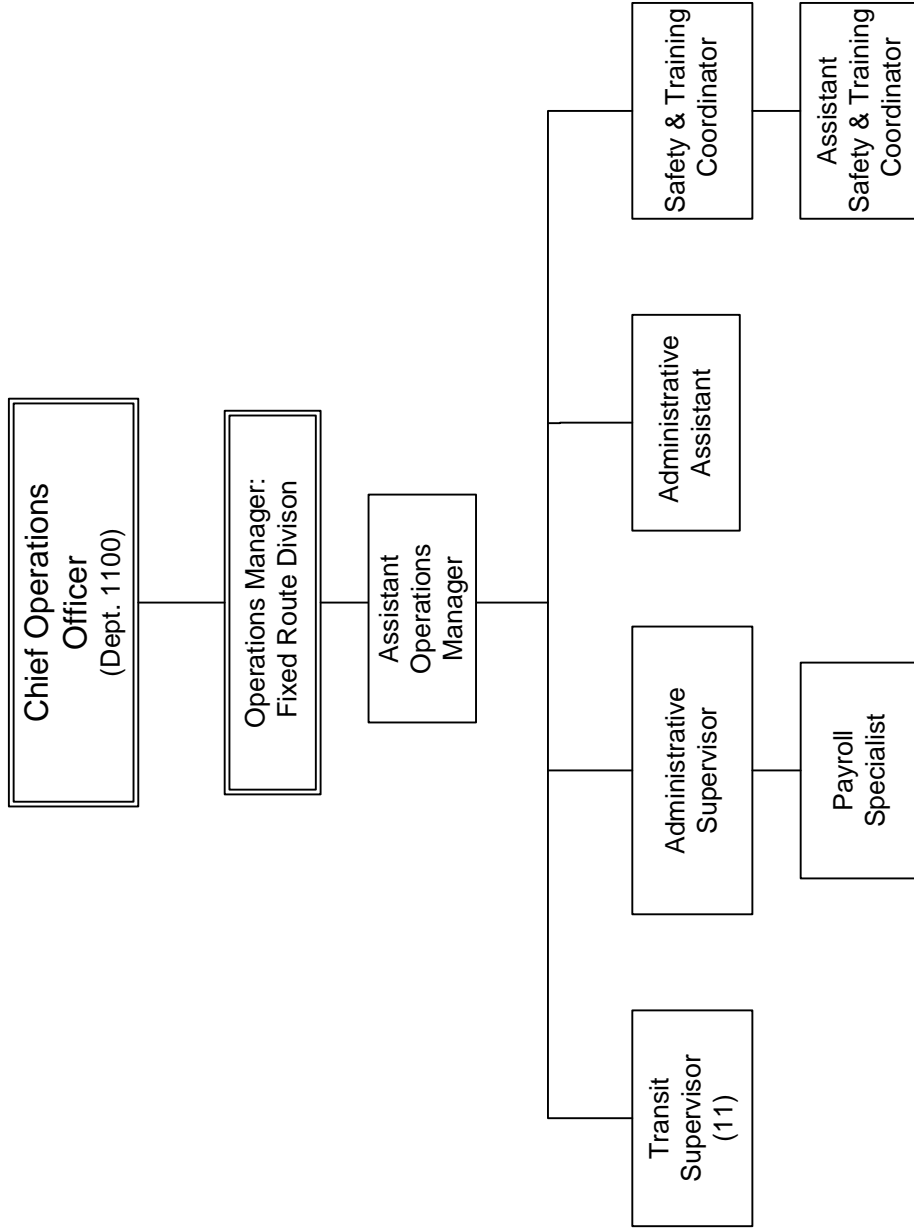
- **Internal and External Technology:**
 - Complete installation of ITS system in Dispatch.
 - Configure ITS on buses to program all devices to one system

- **Employee Engagement; Attract, Retain, Develop:**
 - Bus Operator Appreciation Day Breakfast
 - Safe Driver Certificates and Award
 - Develop incentive program for good attendance
 - Continue with acknowledgement of outstanding Operator performance.

- **State of Good Repair:**
 - Continue to research and coordinate bus purchases in accordance with Operator and service needs

- **Strategic Alliance and Community Outreach:**
 - Continued participation in the Holiday Parade
 - Participation in the 4th of July Parade
 - Santa Cruz County Fair
 - Open Streets
 - Touch-A-Truck Scotts Valley event

Operations 3200



FY20 & FY21 OPERATING BUDGET
Authorized and Funded Personnel - Full Time Equivalent (FTE)
Operations - 3200

Position Title	Authorized		Funded		Authorized		Funded	
	FY20 2018	FY20 2019	FY 20 2018	FY 20 2019	FY20 2019	FY21 2019	FY 20 2019	FY 21 2019
Assistant Operations Manager**	1.00		0.00	1.00	1.00	1.00	1.00	1.00
Operations Manager: Fixed Route Division	1.00		1.00	1.00	1.00	1.00	1.00	1.00
Transit Supervisor	15.00		11.00	11.00	15.00	15.00	11.00	11.00
Assistant Safety & Training Coordinator***	1.00		0.00	1.00	1.00	1.00	1.00	1.00
Safety & Training Coordinator	1.00		1.00	1.00	1.00	1.00	1.00	1.00
** Administrative Assistant Supervisor	1.00		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	1.00
Payroll Specialist	1.00		1.00	1.00	1.00	1.00	1.00	1.00
Total Full-Time Equivalents (FTEs)	22.00		16.00	18.00	22.00	22.00	18.00	18.00

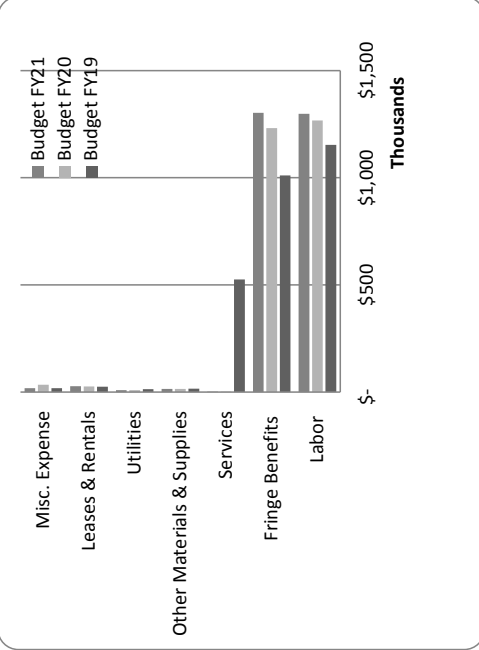
* Transferred from Paratransit

** New Titles contingent upon Board Approval of the Final SEIU Position Descriptions

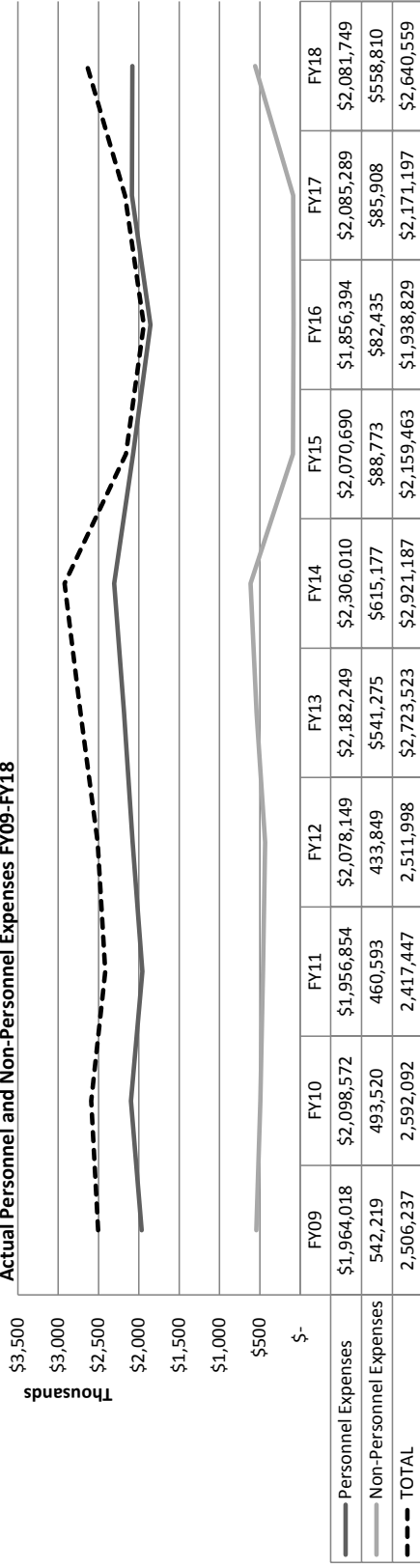
*** Funding for the position is transferred from Bus Operators (1 FTE)

Operations 3200

	Budget FY19	Budget FY20	Var %	Budget FY21	Var %
Personnel Expenses:					
Labor	\$ 1,153,487	\$ 1,267,242	9.9%	\$ 1,298,874	2.5%
Fringe Benefits	\$ 1,011,187	\$ 1,231,495	21.8%	\$ 1,303,460	5.8%
	\$ 2,164,674	\$ 2,498,737	15.4%	\$ 2,602,334	4.1%
Non-Personnel Expenses:					
Services	\$ 525,700	\$ 2,600	-99.5%	\$ 2,600	0.0%
Other Materials & Supplies	\$ 16,300	\$ 15,260	-6.4%	\$ 15,260	0.0%
Utilities	\$ 14,000	\$ 9,000	-35.7%	\$ 9,000	0.0%
Misc. Expense	\$ 18,000	\$ 34,850	93.6%	\$ 18,000	-48.4%
Leases & Rentals	\$ 24,800	\$ 26,533	7.0%	\$ 27,705	4.4%
	\$ 598,800	\$ 88,243	-85.3%	\$ 72,565	-17.8%
Total Expenses:	\$ 2,763,474	\$ 2,586,980	-6.4%	\$ 2,674,899	3.4%



Actual Personnel and Non-Personnel Expenses FY09-FY18



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY20 & FY21 OPERATING BUDGET**

Operations - 3200

ACCOUNT	Jun-18	Jun-19	% CHANGE	\$ CHANGE	Jun-19	% CHANGE
	BUDGET FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDGET FY21	BUDG FY20 BUDG FY21
LABOR						
501011 Bus Operator Pay	-	-	0.0%	-	-	0.0%
501013 Bus Operator OT	-	-	0.0%	-	-	0.0%
501021 Other Salaries	981,078	1,094,833	11.6%	113,756	1,122,161	2.5%
501023 Other OT	172,409	172,409	0.0%	-	176,712	2.5%
Totals	1,153,487	1,267,242	9.9%	113,756	1,298,874	2.5%
FRINGE BENEFITS						
502011 Medicare/Soc. Sec.	20,177	22,150	9.8%	1,973	22,748	2.7%
502021 Retirement	326,758	399,101	22.1%	72,343	438,108	9.8%
502031 Medical Ins	326,104	434,961	33.4%	108,857	455,091	4.6%
502041 Dental Ins	18,579	25,520	37.4%	6,940	25,897	1.5%
502045 Vision Ins	4,917	6,014	22.3%	1,097	6,195	3.0%
502051 Life Ins/AD&D	1,921	2,330	21.3%	409	2,400	3.0%
502060 State Disability Ins (SDI)	14,146	15,566	10.0%	1,420	16,510	6.1%
502061 Long Term Disability Ins	7,883	9,228	17.1%	1,346	9,018	-2.3%
502071 State Unemployment Ins (SUI)	2,884	3,074	6.6%	190	3,262	6.1%
502081 Worker's Comp Ins	46,393	47,785	3.0%	1,392	49,218	3.0%
502101 Holiday Pay	37,367	41,506	11.1%	4,139	42,643	2.7%
502103 Floating Holiday	5,079	8,276	62.9%	3,196	8,430	1.9%
502109 Sick Leave	56,051	62,259	11.1%	6,208	63,965	2.7%
502111 Annual Leave	130,776	138,581	6.0%	7,804	144,951	4.6%
502121 Other Paid Absence	8,758	9,728	11.1%	970	9,995	2.7%
502251 Phys. Exams	700	700	0.0%	-	400	-42.9%
502253 Driver Lic Renewal	300	300	0.0%	-	200	-33.3%
502999 Other Fringe Benefits	2,395	4,416	84.4%	2,021	4,431	0.4%
Totals	1,011,187	1,231,495	21.8%	220,307	1,303,460	5.8%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY20 & FY21 OPERATING BUDGET**

Operations - 3200

ACCOUNT	Jun-18	Jun-19	% CHANGE	\$ CHANGE	Jun-19	% CHANGE	Jun-19	% CHANGE
	BUDGET FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDGET FY21	BUDG FY20 BUDG FY21	BUDGET FY21	BUDG FY20 BUDG FY21
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	6,000	-	-100.0%	(6,000)	-	0.0%	-	0.0%
503032 Legislative Services	-	-	0.0%	-	-	0.0%	-	0.0%
503033 Legal Services	-	-	0.0%	-	-	0.0%	-	0.0%
503034 Pre-Employment Exams	-	-	0.0%	-	-	0.0%	-	0.0%
503041 Temp Help	-	-	0.0%	-	-	0.0%	-	0.0%
503161 Custodial Services	-	-	0.0%	-	-	0.0%	-	0.0%
503162 Uniforms/Laundry	600	600	0.0%	-	600	0.0%	600	0.0%
503171 Security Services	515,100	-	-100.0%	(515,100)	-	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	2,000	-50.0%	(2,000)	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	525,700	2,600	-99.5%	(523,100)	2,600	0.0%	2,600	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
FY20 & FY21 OPERATING BUDGET**

Operations - 3200

ACCOUNT	Jun-18	Jun-19	% CHANGE	\$ CHANGE	Jun-19	% CHANGE
	BUDGET FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDGET FY21	BUDG FY20 BUDG FY21
OTHER MATERIALS & SUPPLIES						
504205 Freight Out	-	-	0.0%	-	-	0.0%
504211 Postage & Mailing	300	260	-13.3%	(40)	260	0.0%
504214 Promotional Items	-	-	0.0%	-	-	0.0%
504215 Printing	8,000	7,000	-12.5%	(1,000)	7,000	0.0%
504217 Photo Supp/Process	-	-	0.0%	-	-	0.0%
504311 Office Supplies	8,000	8,000	0.0%	-	8,000	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	16,300	15,260	-6.4%	(1,040)	15,260	0.0%
UTILITIES						
505011 Gas & Electric	-	-	0.0%	-	-	0.0%
505021 Water & Garbage	-	-	0.0%	-	-	0.0%
505031 Telecommunications	14,000	9,000	-35.7%	(5,000)	9,000	0.0%
Totals	14,000	9,000	-35.7%	(5,000)	9,000	0.0%
CASUALTY & LIABILITY						
506011 Insurance - Property	-	-	0.0%	-	-	0.0%
506015 Insurance - PL/PD	-	-	0.0%	-	-	0.0%
506021 Insurance - Other	-	-	0.0%	-	-	0.0%
506123 Settlement Costs	-	-	0.0%	-	-	0.0%
506127 Repairs - District Prop	-	-	0.0%	-	-	0.0%
Totals	-	-	0.0%	-	-	0.0%
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
FY20 & FY21 OPERATING BUDGET**

Operations - 3200

ACCOUNT	Jun-18	Jun-19	% CHANGE	\$ CHANGE	Jun-19	% CHANGE	BUDG FY20	BUDG FY21	% CHANGE
	BUDGET FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDGET FY21	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20
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	6,000	22,850	280.8%	16,850	6,000	-73.7%	6,000	6,000	0.0%
509122 BOD Travel	-	-	0.0%	-	-	0.0%	-	-	0.0%
509123 Travel	12,000	12,000	0.0%	-	12,000	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	18,000	34,850	93.6%	16,850	18,000	-48.4%			
INTEREST EXPENSE									
511102 Interest Expense	-	-	0.0%	-	-	0.0%	-	-	0.0%
Totals	-	-	0.0%	-	-	0.0%			
LEASES & RENTALS									
512011 Facility Lease	24,800	26,533	7.0%	1,733	27,705	4.4%			
512061 Equipment Rental	-	-	0.0%	-	-	0.0%			
Totals	24,800	26,533	7.0%	1,733	27,705	4.4%			
PERSONNEL TOTAL	2,164,674	2,498,737	15.4%	334,063	2,602,334	4.1%			
NON-PERSONNEL TOTAL	598,800	88,243	-85.3%	(510,557)	72,565	-17.8%			
DEPARTMENT TOTALS	2,763,474	2,586,980	-6.4%	(176,494)	2,674,899	3.4%			

BUS OPERATORS DEPARTMENT 3300

FY19 ACCOMPLISHMENTS AND FY20 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 Santa Cruz County.

DEPARTMENT ACCOMPLISHMENTS FOR FY19

- **Safety First:**
 - ADA Compliance training – 4 Supervisors Trained
 - New Mechanics Trained – 3
 - New Operators Trained – 6
 - Safe Driver Awards
 - Yearly - 106
 - 5YR - 8
 - 15YR - 3
 - 20YR - 1
 - 30YR - 3
 - Total of accident –free awards: 121
 - Continued low incident of chargeable accidents = 23
 - Supervisors Trained for certification of Operators on Articulated Buses: 4
 - Operators Certified on Articulated Buses: 132
 - Supervisors Trained for certification of Operators on Hybrid Buses: 1
 - Operators Trained on Hybrid Buses: 31
 - Supervisors Trained for certification of Operators on 1600 Series Buses: 8
 - Operators Trained on 1600 Series Buses: 142
 - New Operators trained
 - Coach Operator Handbook completed and distributed
 - Transition from SAMBA to A-Check/CDL monitoring
 - Active Shooter Training
 - Completion of securing JKS with Proximity Card access only
- **Fiscal responsibility:**
 - Department managed to budget 69% of allocated fiscal amount
 - Reduced Operator overtime
 - Low Work Comp Claims
- **State of Good Repair:**
 - On-going training of Operators on new buses and equipment
 - Surveillance camera installation to secure JKS.
 - Positive union feedback on bus cameras

Bus Operators Department (con't)

- **Intelligent Transportation Systems (ITS):**
 - Begin installation of ITS on three buses for route testing.
 - Initial Operator training for ITS
- **Zero Emission Buses (ZEBs):**
 - Charging station plans in place for JKS
 - Route established for circulator through SPARC
 - Operator Training for Gillig Hybrids
 - Train Supervisors for Operator training of ZEB
- **Legislative:**
 - **SMART** continues support of Cabrillo pass
 - Education and support of SB1 and Measure D
- **Core Business:**
 - Maintain appropriate Operator Staffing levels
 - Reduced Operator driven customer complaints
 - Increase Operator driven customer compliments
 - Increase field supervisor performance monitoring and evaluation of Operators
 - Strive to enhance professional Operator appearance through proper uniform use and enforcement of bus Operator uniform standards
 - Provide information on seminars, certification programs and other educational options that will allow Operators to compete for promotional opportunities
 - Protected Sick Leave implemented
- **Compliance:**
 - All Operators maintaining CDL, Medical and VTT as required.
 - Coach Operators Handbook
 - Safety practices as trained

DEPARTMENT OBJECTIVES FOR FY20

- **Safety First Culture:**
 - Maintain staffing levels
 - Provide information on seminars, certification programs and other educational options that will allow Operators to compete for promotional opportunities
 - Increase Vehicle Transit Training sessions
 - Continue to extend Verification of Transit training for yearly re-certification of existing Operators
 - Maintain monthly Accident Review meetings

Bus Operators Department (con't)

- 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
- 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 Stability, Stewardship, Accountability:**
 - Maintain a balanced budget
 - Achieve adequate staffing levels
 - Reduce dependency on overtime

- **Service Quality and Delivery:**
 - Operator focus on schedule adherence
 - Customer Service
 - Internal trainings-Ops, Security and Risk

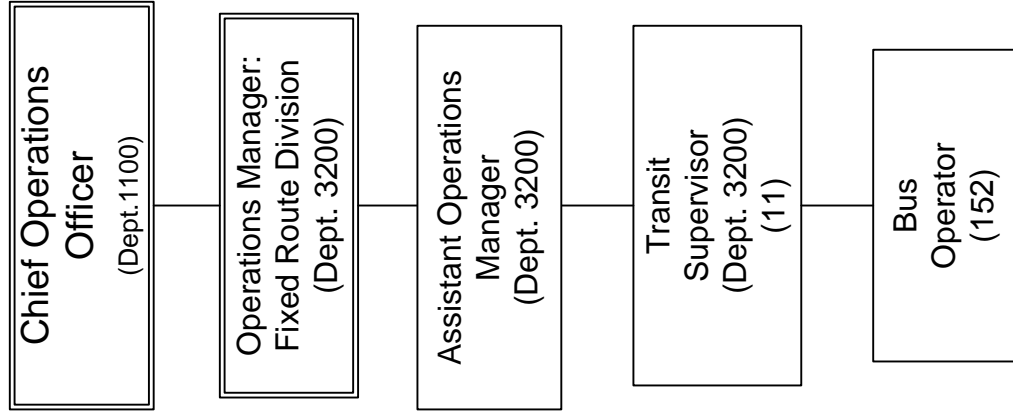
- **Internal and External Technology:**
 - Successfully train all Operators on ITS equipment

- **Employee Engagement; Attract, Retain, Develop:**
 - Bus Operator Appreciation Day Breakfast
 - Continue Safe Driver Certificates and Awards
 - Develop incentive program for good attendance
 - Acknowledgement of Outstanding Operator performance
 - Job Fair participation
 - Offer trainings to increase promotional advancements

- **State of Good Repair:**
 - Continue to research and coordinate bus purchases in accordance with Operator and service needs

- **Strategic Alliance and Community Outreach:**
 - Participation in the Holiday Parade
 - Participation in the 4th of July Parade
 - Santa Cruz County Fair
 - Open Streets
 - Touch-A-Truck Scotts Valley event

Bus Operators 3300



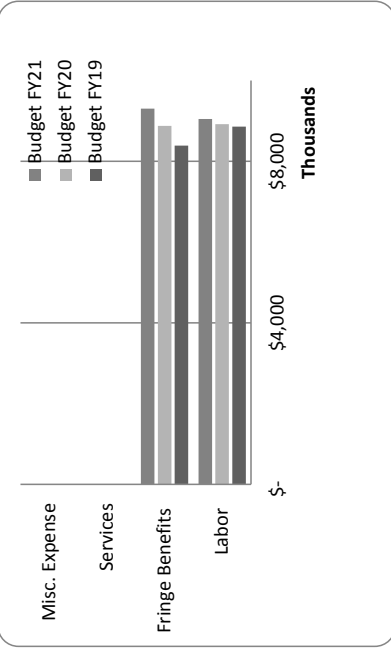
FY20 & FY21 OPERATING BUDGET
Authorized and Funded Personnel - Full Time Equivalent (FTE)
Bus Operators - 3300

Position Title	FY20		FY 20		FY20		FY 21	
	Authorized	Funded	Authorized	Funded	Authorized	Funded	Authorized	Funded
Bus Operators *	171.00	155.00	171.00	154.00	171.00	153.00	171.00	153.00
Total Full-Time Equivalents (FTEs)	171.00	155.00	171.00	152.00	171.00	151.00	171.00	151.00

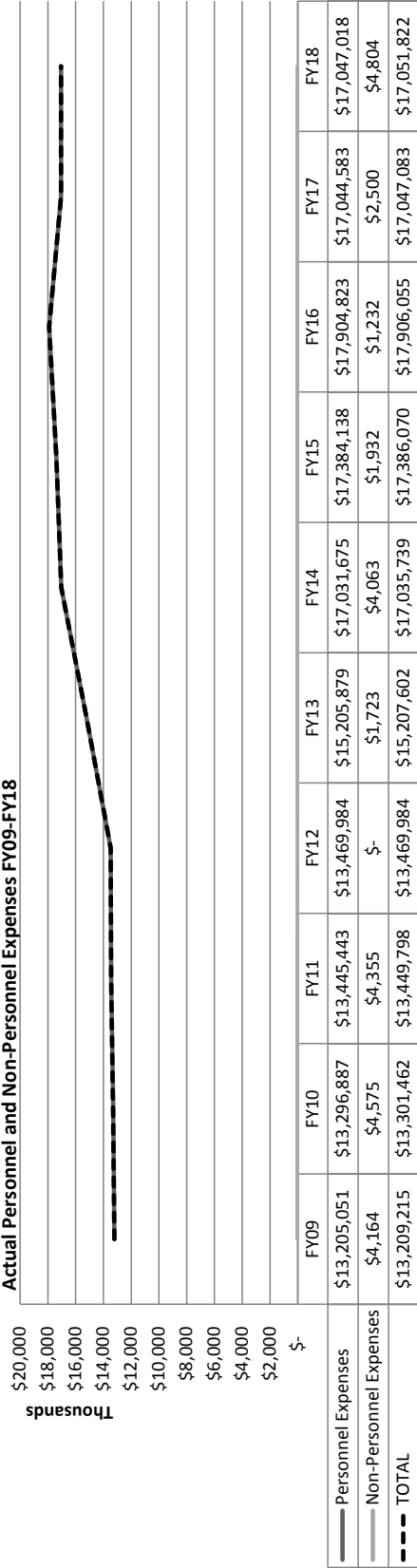
* Funding for 1 FTE is transferred to Operations and 1 FTE is funded by a grant for one year in FY20

Bus Operators 3300

	Budget FY19	Budget FY20	Var %	Budget FY21	Var %
Personnel Expenses:					
Labor	\$ 8,861,291	\$ 8,919,793	0.7%	\$ 9,049,169	1.5%
Fringe Benefits	\$ 8,389,036	\$ 8,873,641	5.8%	\$ 9,304,822	4.9%
	\$ 17,250,327	\$ 17,793,434	3.1%	\$ 18,353,991	3.2%
Non-Personnel Expenses:					
Services	\$ 2,000	\$ 2,000	0.0%	\$ 2,000	0.0%
Misc. Expense	\$ 3,900	\$ 5,000	28.2%	\$ 5,000	0.0%
	\$ 5,900	\$ 7,000	18.6%	\$ 7,000	0.0%
Total Expenses:	\$ 17,256,227	\$ 17,800,434	3.2%	\$ 18,360,991	3.1%



Actual Personnel and Non-Personnel Expenses FY09-FY18



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY20 & FY21 OPERATING BUDGET**

Bus Operators - 3300

ACCOUNT	Jun-18	Jun-19	% CHANGE	\$ CHANGE	Jun-19	% CHANGE
	BUDGET FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDGET FY21	BUDG FY20 BUDG FY21
LABOR						
501011 Bus Operator Pay	7,861,291	7,919,793	0.7%	58,502	8,034,795	1.5%
501013 Bus Operator OT	1,000,000	1,000,000	0.0%	0	1,014,374	1.4%
501021 Other Salaries	-	-	0.0%	-	-	0.0%
501023 Other OT	-	-	0.0%	-	-	0.0%
Totals	8,861,291	8,919,793	0.7%	58,502	9,049,169	1.5%
FRINGE BENEFITS						
502011 Medicare/Soc. Sec.	154,212	154,872	0.4%	660	157,102	1.4%
502021 Retirement	2,582,557	2,851,001	10.4%	268,444	3,090,437	8.4%
502031 Medical Ins	3,057,154	3,275,290	7.1%	218,136	3,419,697	4.4%
502041 Dental Ins	185,247	182,645	-1.4%	(2,602)	185,344	1.5%
502045 Vision Ins	47,174	48,114	2.0%	940	49,557	3.0%
502051 Life Ins/AD&D	17,462	17,707	1.4%	245	18,238	3.0%
502060 State Disability Ins (SDI)	109,544	110,012	0.4%	469	114,945	4.5%
502061 Long Term Disability Ins	69,284	70,760	2.1%	1,476	69,397	-1.9%
502071 State Unemployment Ins (SUI)	27,759	25,962	-6.5%	(1,796)	27,906	7.5%
502081 Worker's Comp Ins	432,036	444,997	3.0%	12,961	458,346	3.0%
502101 Holiday Pay	293,761	295,302	0.5%	1,540	299,592	1.5%
502103 Floating Holiday	-	-	0.0%	-	-	0.0%
502109 Sick Leave	459,002	461,409	0.5%	2,407	468,113	1.5%
502111 Annual Leave	871,425	854,104	-2.0%	(17,321)	866,545	1.5%
502121 Other Paid Absence	68,850	69,211	0.5%	361	70,217	1.5%
502251 Phys. Exams	6,500	5,400	-16.9%	(1,100)	2,400	-55.6%
502253 Driver Lic Renewal	1,600	1,300	-18.8%	(300)	1,300	0.0%
502999 Other Fringe Benefits	5,469	5,554	1.6%	85	5,685	2.4%
Totals	8,389,036	8,873,641	5.8%	484,605	9,304,822	4.9%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY20 & FY21 OPERATING BUDGET**

Bus Operators - 3300

ACCOUNT	Jun-18	Jun-19	% CHANGE	\$ CHANGE	Jun-19	% CHANGE
	BUDGET FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDGET FY21	BUDG FY20 BUDG FY21
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%	-	2,000	0.0%
503171 Security Services	-	-	0.0%	-	-	0.0%
503221 Classified/Legal Ads	-	-	0.0%	-	-	0.0%
503222 Legal Ads	-	-	0.0%	-	-	0.0%
503225 Graphic Services	-	-	0.0%	-	-	0.0%
503351 Repair - Bldg & Impr	-	-	0.0%	-	-	0.0%
503352 Repair - Equipment	-	-	0.0%	-	-	0.0%
503353 Repair - Rev Vehicle	-	-	0.0%	-	-	0.0%
503354 Repair - Non Rev Vehicle	-	-	0.0%	-	-	0.0%
503363 Haz Mat Disposal	-	-	0.0%	-	-	0.0%
Totals	2,000	2,000	0.0%	-	2,000	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
FY20 & FY21 OPERATING BUDGET**

Bus Operators - 3300

ACCOUNT	Jun-18	Jun-19	% CHANGE		\$ CHANGE		Jun-19	% CHANGE	
	BUDGET FY19	BUDGET FY20	BUDG FY19	BUDG FY20	BUDG FY19	BUDG FY20	BUDGET FY21	BUDG FY20	BUDG FY21
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
FY20 & FY21 OPERATING BUDGET**

Bus Operators - 3300

ACCOUNT	Jun-18	Jun-19	% CHANGE		\$ CHANGE		Jun-19	% CHANGE	
	BUDGET FY19	BUDGET FY20	BUDG FY19	BUDG FY20	BUDG FY19	BUDG FY20	BUDGET FY21	BUDG FY20	BUDG FY21
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	3,900	3,000	-23.1%	(900)	3,000	3,000	3,000	0.0%	0.0%
509121 Employee Training	-	2,000	100.0%	2,000	2,000	2,000	2,000	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	3,900	5,000	28.2%	1,100	5,000	5,000	5,000	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	17,250,327	17,793,434	3.1%	543,107	18,353,991	18,353,991	18,353,991	3.2%	3.2%
NON-PERSONNEL TOTAL	5,900	7,000	18.6%	1,100	7,000	7,000	7,000	0.0%	0.0%
DEPARTMENT TOTALS	17,256,227	17,800,434	3.2%	544,207	18,360,991	18,360,991	18,360,991	3.1%	3.1%

FLEET MAINTENANCE DEPARTMENT

FY19 ACCOMPLISHMENTS AND FY20 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 FOR FY19

- **Safety First:**
 - Completed Amerex Gas detection and fire suppression system training for seven (7) mechanics.
 - Completed NVGi CNG Fuel System Inspector Training for nine (9) Mechanics bringing all of our current staff to trained status.
 - Essentials of Fleet Maintenance Management certification course through the services of NATMI (North American Transportation Management Institute) completed by one (1) supervisor
 - Transit and paratransit Supervisor course through the services of University of the Pacific attended by one (1) Supervisor
 - Completed OSHA safety training course (1) Maintenance Supervisor, offered through the services of Southern California Regional Transit Training Consortium (SCRTTC)
 - Enrolled three (3) Lead Mechanics in OSHA safety course offered through the services of Southern California Regional Transit Training Consortium (SCRTTC)
 - Completed Cummins 8.9 level 1 training courses (3) mechanics, course offered through the services of Southern California Regional Transit Training Consortium (SCRTTC)
 - Purchased and implemented the use of 5 electrical cord walkway covers
 - Complete ABS
 - Reduce accident on yard by auctioning retired vehicles timely
 - Passed annual California Highway Patrol (CHP) safety inspections in July of 2018

- **Fiscal responsibility:**
 - Successfully recovered warranty claims
 - Replaced components on a schedule, reducing costly unscheduled failures

Fleet Maintenance Department (con't)

- Replace 3 fixed route articulated lease buses with four articulated pre-own VTA buses
- **State of Good Repair:**
 - Completion of 36 bus repaint project
 - Participated in Cummins ISLG Engine Training in Sacramento sponsored by Southern California Regional Transit Training Consortium
 - Participated in technical training with San Mateo Transit training department for a total of 120 hrs.
 - Completed several fleet campaigns:
 - Wheel Chair Ramp floor coating
 - Updated Coolant sensor
 - Hydraulic hose replacement
 - Engine Breather relocation
 - Implemented upholstery cleaning program for all buses and vehicles
 - Implemented updated preventative maintenance inspections
 - Implemented Scheduled Engine and Transmission replacement program
 - Awarded contract with CCW for bus refurbishments
 - Took Delivery of ten (10) 2014 Gillig Hybrids
 - Took Delivery of four (4) 2002 New Flyer 60ft Articulating buses
 - Took Delivery of one (1) propane tow tractor
 - Placed order for six (5) Gillig 40ft CNG buses
 - Continued reduction of 1998 New Flyer Diesel bus fleet.
 - 9 – 1998 New Flyer Diesel 35 ft.
 - 8 – 1998 New Flyer Diesel 40 ft.
- **Intelligent Transportation Systems (ITS):**
 - Assisted and coordinated with IT department and Contractor begging first articles for ITS project
 - Coordinate with IITS the implementation of installing cameras onto Para Cruz and Fixed Route Fleet.
 - Onsite evaluation for Fleetwatch Fuel and Fluid Management system integration at fuel station and maintenance facility
- **Zero Emission Buses (ZEBs):**
 - Completed Gillig Hybrid familiarization training
 - Evaluated Zenith Electrical Vehicles for possible use in Paratransit operations
 - Ordered four (4) Proterra electric buses
- **Legislative:**
 - Developed Metro's Transit Asset Management Plan (TAM).
 - Participate on webinars and conferences for continuous improvement to the Transit Asset Management Plan (TAM).
 - Monitor applicable federal, state, and local legislation activities to ensure Santa Cruz METRO's policies and procedures are in compliance.

Fleet Maintenance Department (con't)

- Complete Santa Cruz METRO's Storm Water Pollution Prevention Plain
- Participate in webinars and conferences regarding California's push for transit agencies to become ZEB by 2040.
- Ensured FTA and NTD documentation is available and maintained as required

- **Core Business:**
 - Released four (4) Articulating buses to service
 - Released three (3) Gillig Hybrids to Service
 - Developed bus replacement plan
 - Develop Preventive Maintenance Inspections
 - Detailing of 32 Para Cruz vehicles each month
 - Continue the measuring of performance KPI's
 - Continue measuring vehicle fleet performance for improvements
 - Develop new bus spec to reduce risk

- **Compliance:**
 - Ensure compliance with California Highway Patrol (CHP)
 - Ensure compliance with Caltrans Triennial Inspection
 - Ensure compliance with Federal Transit Administration (FTA) Requirement
 - Ensure compliance with Federal Motor Carrier Safety Administration(FMVSA)
 - Ensure compliance with American With Disabilities Act (ADA)

DEPARTMENT OBJECTIVES FOR FY20

- **Safety First Culture:**
 - Install safety awareness signage
 - Continue weekly tool box safety meetings
 - Collaborate with Safety and Risk department in order to promote safety
 - Develop new bus order spec to reduce risk

- **Fiscal Stability, Stewardship, Accountability:**
 - Maintain a balanced budget
 - Fill vacant positions achieving sufficient staffing levels
 - Reduce overtime dependency
 - Redistribute labor for proper coverage on all shifts
 - Replace older fleet vehicles reducing maintenance costs

- **Service Quality and Delivery:**
 - Release to service all of the remaining 2014 Gillig Hybrids
 - Complete installation of ITS project
 - Complete installation of Fleetwatch fuel and fluid management system
 - Continue analyzing failure trends for predictive maintenance practices which reduce down time due to failures

Fleet Maintenance Department (con't)

- Complete four (4) Rolling Stock Overhauls
- Complete four (4) Rolling Stock Refurbs
- Reduce road calls through revised preventive maintenance inspection
- Complete implementation of revised PM inspection

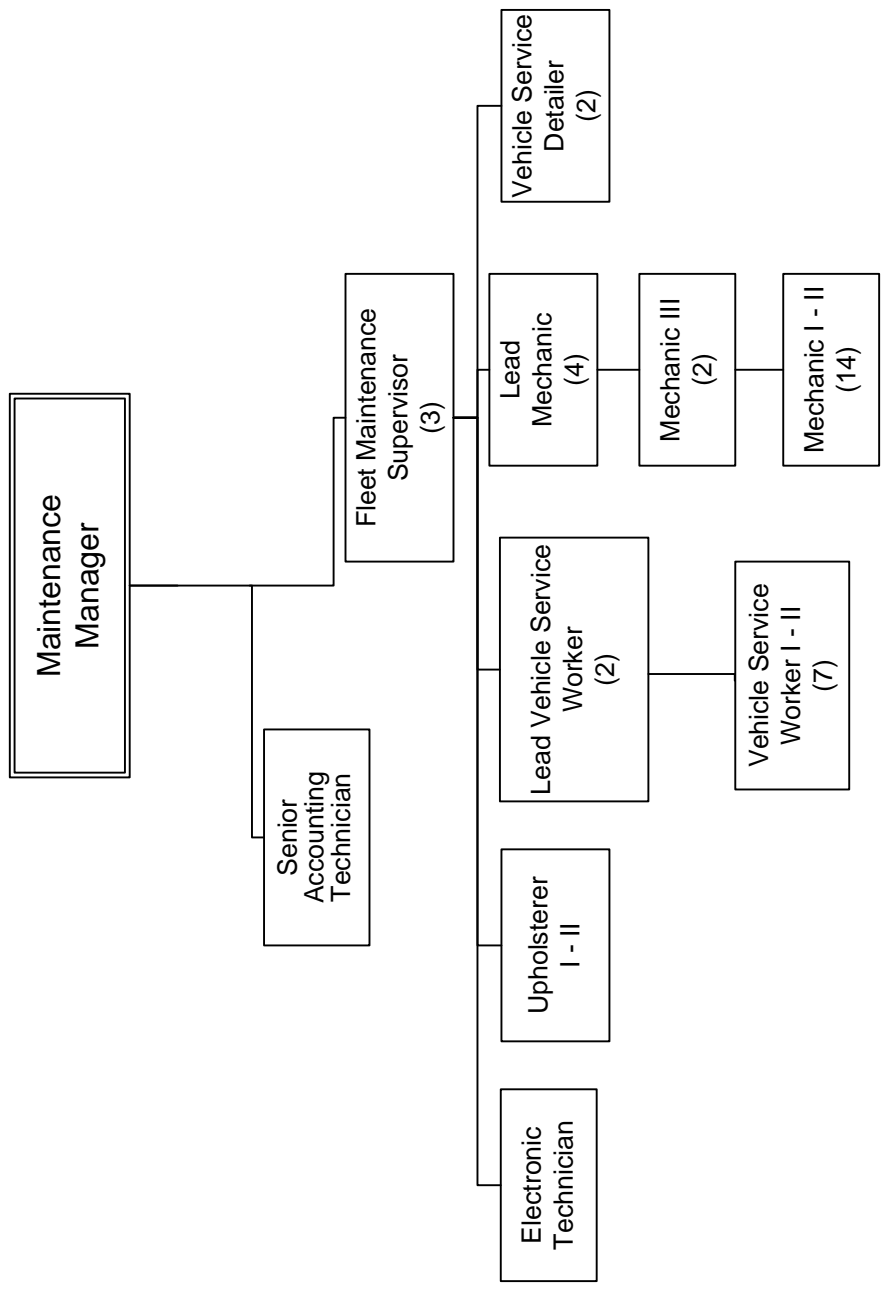
- **Internal and External Technology:**
 - Schedule staff training, Maintenance Asset Management System (MainStar)

- **Employee Engagement; Attract, Retain, Develop:**
 - Provide staff training and educational programs, coupled with defined succession planning, to develop employees' skills for promotional possibilities

- **State of Good Repair:**
 - Complete TAM vehicle assessment inspections
 - Implement bus midlife schedule
 - Develop Preventive Maintenance Inspection

- **Strategic Alliance and Community Outreach:**
 - Continue outreach in providing local police, fire and emergency medical response agencies with CNG equipment and building information and training
 - Develop training strategies with San Mateo Transit and neighboring transit agencies

Fleet Maintenance 4100



FY20 & FY21 OPERATING BUDGET
Authorized and Funded Personnel - Full Time Equivalent (FTE)
Fleet Maintenance - 4100

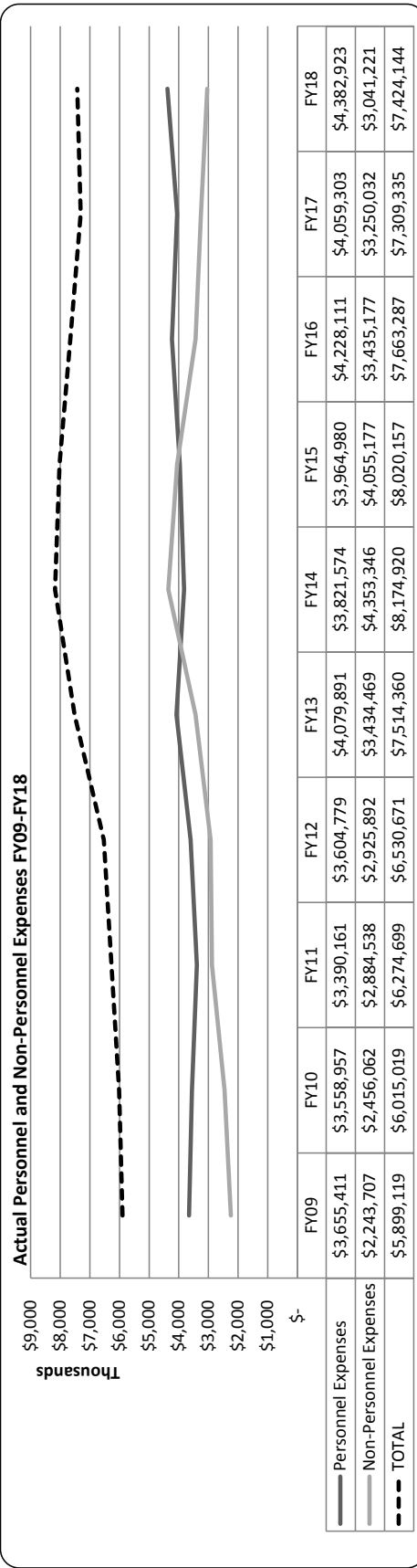
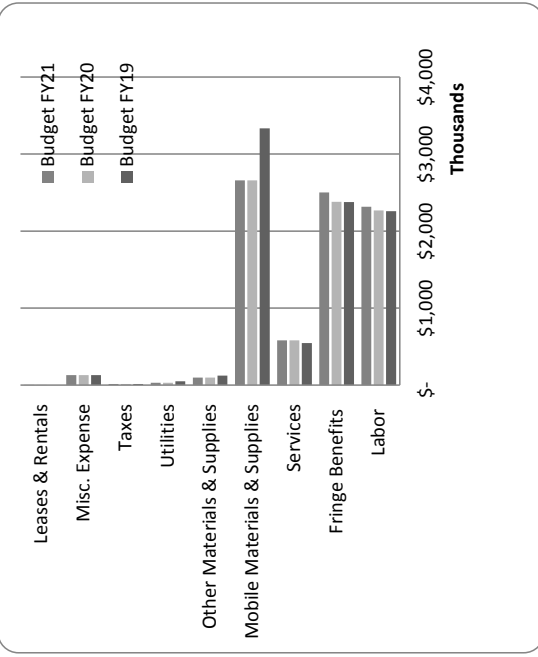
Position Title	Authorized		Funded		Authorized		Funded	
	FY20 2018	FY 20 2018	FY 20 2018	FY 20 2018	FY 20 2019	FY21 2019	FY 20 2019	FY 21 2019
Maintenance Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Assistant Maintenance Manager**	1.00	1.00	1.00	1.00	1.00	1.00	1.00	0.00
Fleet Maintenance Supervisor	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
**Lead Mechanic	6.00	4.00	6.00	4.00	6.00	6.00	4.00	4.00
**Mechanic III	4.00	2.00	4.00	2.00	4.00	4.00	2.00	2.00
**Mechanic I - II	18.00	14.00	18.00	14.00	18.00	18.00	14.00	14.00
**Vehicle Body Repair Mechanic	1.00	0.00	1.00	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
**Administrative Assistant Supervisor	1.00	0.00	1.00	0.00	1.00	1.00	0.00	0.00
Administrative Specialist	1.00	0.00	1.00	0.00	1.00	1.00	0.00	0.00
Accounting Technician/Senior	2.00	1.00	2.00	1.00	2.00	2.00	1.00	1.00
**Administrative Clerk	1.00	0.00	1.00	0.00	1.00	1.00	0.00	0.00
**Lead Vehicle Service Worker	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	12.00	7.00	12.00	12.00	7.00	7.00
Electronic Technician	1.00	1.00	1.00	1.00	2.00	2.00	1.00	1.00
Total Full-Time Equivalents (FTEs)	57.00	39.00	58.00	38.00	58.00	58.00	38.00	38.00

* Transferred to Facilities Maintenance

** **New Titles contingent upon Board Approval of the Final SEIU Position Descriptions**

Fleet Maintenance 4100

	Budget FY19	Budget FY20	Var %	Budget FY21	Var %
Personnel Expenses:					
Labor	\$ 2,258,586	\$ 2,269,338	0.5%	\$ 2,314,598	2.0%
Fringe Benefits	\$ 2,377,117	\$ 2,380,451	0.1%	\$ 2,503,011	5.1%
	\$ 4,635,703	\$ 4,649,788	0.3%	\$ 4,817,608	3.6%
Non-Personnel Expenses:					
Services	\$ 545,000	\$ 581,000	6.6%	\$ 581,000	0.0%
Mobile Materials & Supplies	\$ 3,333,500	\$ 2,659,500	-20.2%	\$ 2,659,500	0.0%
Other Materials & Supplies	\$ 121,600	\$ 96,500	-20.6%	\$ 96,500	0.0%
Utilities	\$ 50,000	\$ 30,000	-40.0%	\$ 30,000	0.0%
Taxes	\$ 15,000	\$ 15,000	0.0%	\$ 15,000	0.0%
Misc. Expense	\$ 128,500	\$ 128,500	0.0%	\$ 128,500	0.0%
Leases & Rentals	\$ -	\$ 1,300	100.0%	\$ 1,300	0.0%
	\$ 4,193,600	\$ 3,511,800	-16.3%	\$ 3,511,800	0.0%
Total Expenses:	\$ 8,829,303	\$ 8,161,588	-7.6%	\$ 8,329,408	2.1%



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY20 & FY21 OPERATING BUDGET**

Fleet Maintenance - 4100

ACCOUNT	Jun-18	Jun-19	% CHANGE	\$ CHANGE	Jun-19	% CHANGE
	BUDGET FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDGET FY21	BUDG FY20 BUDG FY21
LABOR						
501011 Bus Operator Pay	-	-	0.0%	-	-	0.0%
501013 Bus Operator OT	-	-	0.0%	-	-	0.0%
501021 Other Salaries	2,115,736	2,026,194	-4.2%	(89,542)	2,066,605	2.0%
501023 Other OT	142,850	243,143	70.2%	100,293	247,993	2.0%
Totals	2,258,586	2,269,338	0.5%	10,752	2,314,598	2.0%
FRINGE BENEFITS						
502011 Medicare/Soc. Sec.	39,898	39,673	-0.6%	(225)	40,454	2.0%
502021 Retirement	699,220	734,165	5.0%	34,946	799,944	9.0%
502031 Medical Ins	903,921	904,357	0.0%	435	945,621	4.6%
502041 Dental Ins	57,371	51,325	-10.5%	(6,045)	52,084	1.5%
502045 Vision Ins	11,832	12,029	1.7%	197	12,389	3.0%
502051 Life Ins/AD&D	4,581	4,452	-2.8%	(128)	4,586	3.0%
502060 State Disability Ins (SDI)	28,124	27,825	-1.1%	(299)	29,270	5.2%
502061 Long Term Disability Ins	17,733	17,713	-0.1%	(20)	17,413	-1.7%
502071 State Unemployment Ins (SUI)	7,030	6,491	-7.7%	(539)	6,886	6.1%
502081 Worker's Comp Ins	107,287	110,505	3.0%	3,218	113,821	3.0%
502101 Holiday Pay	80,269	76,705	-4.4%	(3,564)	78,213	2.0%
502103 Floating Holiday	10,004	6,022	-39.8%	(3,982)	6,022	0.0%
502109 Sick Leave	120,403	115,058	-4.4%	(5,345)	117,320	2.0%
502111 Annual Leave	263,511	250,965	-4.8%	(12,547)	255,435	1.8%
502121 Other Paid Absence	18,813	17,978	-4.4%	(835)	18,331	2.0%
502251 Phys. Exams	1,900	1,900	0.0%	-	1,900	0.0%
502253 Driver Lic Renewal	250	250	0.0%	-	250	0.0%
502999 Other Fringe Benefits	4,971	3,039	-38.9%	(1,932)	3,071	1.1%
Totals	2,377,117	2,380,451	0.1%	3,334	2,503,011	5.1%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY20 & FY21 OPERATING BUDGET**

Fleet Maintenance - 4100

ACCOUNT	Jun-18	Jun-19	% CHANGE	\$ CHANGE	Jun-19	% CHANGE
	BUDGET FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDGET FY21	BUDG FY20 BUDG FY21
SERVICES						
503011 Acting/Audit Fees	-	-	0.0%	-	-	0.0%
503012 Admin/Bank Fees	-	-	0.0%	-	-	0.0%
503031 Prof/Technical Fees	40,000	-	-100.0%	(40,000)	-	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	16,000	16,000	0.0%	-	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	56,000	40,000	-28.6%	(16,000)	40,000	0.0%
503353 Repair - Rev Vehicle	400,000	500,000	25.0%	100,000	500,000	0.0%
503354 Repair - Non Rev Vehicle	33,000	25,000	-24.2%	(8,000)	25,000	0.0%
503363 Haz Mat Disposal	-	-	0.0%	-	-	0.0%
Totals	545,000	581,000	6.6%	36,000	581,000	0.0%
MOBILE MATERIALS & SUPPLIES						
504011 Fuels & Lubricants - Non Rev Veh	60,000	71,000	18.3%	11,000	71,000	0.0%
504012 Fuels & Lubricants - Rev Veh	1,873,500	1,500,000	-19.9%	(373,500)	1,500,000	0.0%
504021 Tires & Tubes	200,000	188,500	-5.8%	(11,500)	188,500	0.0%
504161 Other Mobile Supplies	-	-	0.0%	-	-	0.0%
504191 Rev Vehicle Parts	1,200,000	900,000	-25.0%	(300,000)	900,000	0.0%
Totals	3,333,500	2,659,500	-20.2%	(674,000)	2,659,500	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY20 & FY21 OPERATING BUDGET**

Fleet Maintenance - 4100

ACCOUNT	Jun-18	Jun-19	% CHANGE	\$ CHANGE	Jun-19	% CHANGE	BUDG FY20	BUDG FY21	% CHANGE
	BUDGET FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDGET FY21	BUDG FY19 BUDG FY20	BUDG FY20	BUDG FY21	BUDG FY20 BUDG FY21
OTHER MATERIALS & SUPPLIES									
504205 Freight Out	7,500	8,000	6.7%	500	8,000	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	1,000	-37.5%	(600)	1,000	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	9,000	18,000	100.0%	9,000	18,000	0.0%			0.0%
504317 Cleaning Supplies	6,000	6,500	8.3%	500	6,500	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	85,000	50,000	-41.2%	(35,000)	50,000	0.0%			0.0%
504511 Small Tools	8,000	8,500	6.3%	500	8,500	0.0%			0.0%
504515 Employee Tool Replacement	3,000	3,000	0.0%	-	3,000	0.0%			0.0%
Totals	121,600	96,500	-20.6%	(25,100)	96,500	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	50,000	30,000	-40.0%	(20,000)	30,000	0.0%			0.0%
Totals	50,000	30,000	-40.0%	(20,000)	30,000	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	15,000	15,000	0.0%	-	15,000	0.0%			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%			0.0%

Fleet Maint- 4100

7/19/2019

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY20 & FY21 OPERATING BUDGET**

Fleet Maintenance - 4100

ACCOUNT	Jun-18	Jun-19	% CHANGE	\$ CHANGE	Jun-19	% CHANGE
	BUDGET FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDGET FY21	BUDG FY20 BUDG FY21
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	116,500	116,500	0.0%	-	116,500	0.0%
509122 BOD Travel	-	-	0.0%	-	-	0.0%
509123 Travel	5,000	5,000	0.0%	-	5,000	0.0%
509125 Local Meeting Expense	-	-	0.0%	-	-	0.0%
509127 Board Director Fees	-	-	0.0%	-	-	0.0%
509150 Contributions	-	-	0.0%	-	-	0.0%
509198 Cash Over/Short	-	-	0.0%	-	-	0.0%
509999 Other Misc Expense	-	-	0.0%	-	-	0.0%
Totals	128,500	128,500	0.0%	-	128,500	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	-	1,300	100.0%	1,300	1,300	0.0%
Totals	-	1,300	100.0%	1,300	1,300	0.0%
PERSONNEL TOTAL	4,635,703	4,649,788	0.3%	14,085	4,817,608	3.6%
NON-PERSONNEL TOTAL	4,193,600	3,511,800	-16.3%	(681,800)	3,511,800	0.0%
DEPARTMENT TOTALS	8,829,303	8,161,588	-7.6%	(667,715)	8,329,408	2.1%



COBRA BENEFITS – 9001

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY20 & FY21 OPERATING BUDGET**

COBRA Benefits - 9001

ACCOUNT	Jun-18	Jun-19	% CHANGE	\$ CHANGE	Jun-19	% CHANGE
	BUDGET FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDGET FY21	BUDG FY20 BUDG FY21
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
FY20 & FY21 OPERATING BUDGET**

COBRA Benefits - 9001

ACCOUNT	Jun-18	Jun-19	% CHANGE	\$ CHANGE	Jun-19	% CHANGE
	BUDGET FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDGET FY21	BUDG FY20 BUDG FY21
SERVICES						
503011 Acting/Audit Fees	-	-	0.0%	-	-	0.0%
503012 Admin/Bank Fees	-	-	0.0%	-	-	0.0%
503031 Prof/Technical Fees	-	-	0.0%	-	-	0.0%
503032 Legislative Services	-	-	0.0%	-	-	0.0%
503033 Legal Services	-	-	0.0%	-	-	0.0%
503034 Pre-Employment Exams	-	-	0.0%	-	-	0.0%
503041 Temp Help	-	-	0.0%	-	-	0.0%
503161 Custodial Services	-	-	0.0%	-	-	0.0%
503162 Uniforms/Laundry	-	-	0.0%	-	-	0.0%
503171 Security Services	-	-	0.0%	-	-	0.0%
503221 Classified/Legal Ads	-	-	0.0%	-	-	0.0%
503222 Legal Ads	-	-	0.0%	-	-	0.0%
503225 Graphic Services	-	-	0.0%	-	-	0.0%
503351 Repair - Bldg & Impr	-	-	0.0%	-	-	0.0%
503352 Repair - Equipment	-	-	0.0%	-	-	0.0%
503353 Repair - Rev Vehicle	-	-	0.0%	-	-	0.0%
503354 Repair - Non Rev Vehicle	-	-	0.0%	-	-	0.0%
503363 Haz Mat Disposal	-	-	0.0%	-	-	0.0%
Totals	-	-	0.0%	-	-	0.0%
MOBILE MATERIALS & SUPPLIES						
504011 Fuels & Lubricants - Non Rev Veh	-	-	0.0%	-	-	0.0%
504012 Fuels & Lubricants - Rev Veh	-	-	0.0%	-	-	0.0%
504021 Tires & Tubes	-	-	0.0%	-	-	0.0%
504161 Other Mobile Supplies	-	-	0.0%	-	-	0.0%
504191 Rev Vehicle Parts	-	-	0.0%	-	-	0.0%
Totals	-	-	0.0%	-	-	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY20 & FY21 OPERATING BUDGET**

COBRA Benefits - 9001

ACCOUNT	Jun-18	Jun-19	% CHANGE	\$ CHANGE	Jun-19	% CHANGE
	BUDGET FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDGET FY21	BUDG FY20 BUDG FY21
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%

COBRA- 9001

7/19/2019

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY20 & FY21 OPERATING BUDGET**

COBRA Benefits - 9001

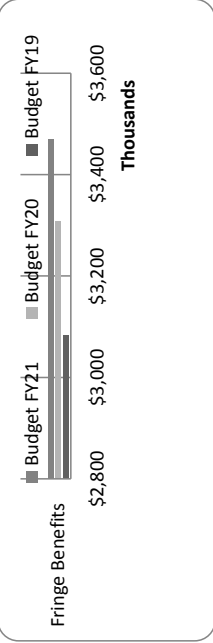
ACCOUNT	Jun-18	Jun-19	% CHANGE	\$ CHANGE	Jun-19	% CHANGE
	BUDGET FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDGET FY21	BUDG FY20 BUDG FY21
MISC EXPENSE						
509011 Dues/Subscriptions	-	-	0.0%	-	-	0.0%
509081 Advertising - District Promo	-	-	0.0%	-	-	0.0%
509101 Employee Incentive Program	-	-	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%



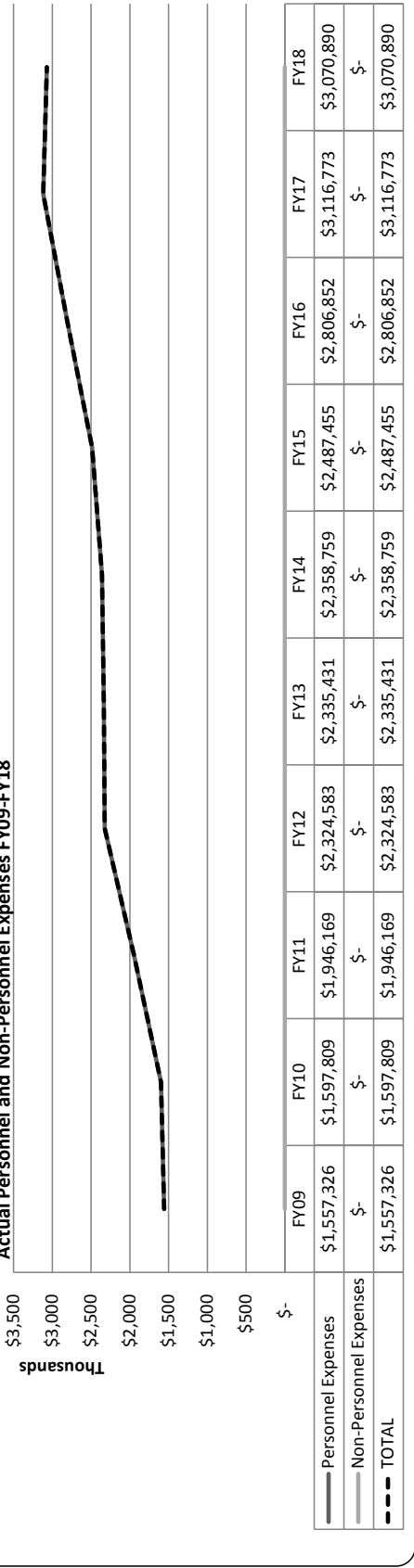
RETIRED EMPLOYEE BENEFITS - 9005

Retirees 9005

	Budget FY19	Budget FY20	Var %	Budget FY21	Var %
Personnel Expenses:					
Fringe Benefits	\$ 3,082,954	\$ 3,308,678	7.3%	\$ 3,470,069	4.9%
	\$ 3,082,954	\$ 3,308,678	7.3%	\$ 3,470,069	4.9%
Total Expenses:	\$ 3,082,954	\$ 3,308,678	7.3%	\$ 3,470,069	4.9%



Actual Personnel and Non-Personnel Expenses FY09-FY18



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY20 & FY21 OPERATING BUDGET**

Retired Employee Benefits - 9005

ACCOUNT	Jun-18		Jun-19		% CHANGE		\$ CHANGE		% CHANGE	
	BUDGET FY19	BUDGET FY20	BUDGET FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG 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	2,941,179	3,206,400			9.0%	265,221	3,366,720			5.0%
502041 Dental Ins	103,816	69,649			-32.9%	(34,167)	69,649			0.0%
502045 Vision Ins	26,345	20,579			-21.9%	(5,766)	21,197			3.0%
502051 Life Ins/AD&D	7,240	7,458			3.0%	217	7,681			3.0%
502060 State Disability Ins (SDI)	-	-			0.0%	-	-			0.0%
502061 Long Term Disability Ins	-	-			0.0%	-	-			0.0%
502071 State Unemployment Ins (SUI)	-	-			0.0%	-	-			0.0%
502081 Worker's Comp Ins	-	-			0.0%	-	-			0.0%
502101 Holiday Pay	-	-			0.0%	-	-			0.0%
502103 Floating Holiday	-	-			0.0%	-	-			0.0%
502109 Sick Leave	-	-			0.0%	-	-			0.0%
502111 Annual Leave	-	-			0.0%	-	-			0.0%
502121 Other Paid Absence	-	-			0.0%	-	-			0.0%
502251 Phys. Exams	-	-			0.0%	-	-			0.0%
502253 Driver Lic Renewal	-	-			0.0%	-	-			0.0%
502999 Other Fringe Benefits	4,374	4,593			5.0%	219	4,822			5.0%
Totals	3,082,954	3,308,678			7.3%	225,724	3,470,069			4.9%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY20 & FY21 OPERATING BUDGET**

Retired Employee Benefits - 9005

ACCOUNT	Jun-18	Jun-19	% CHANGE		\$ CHANGE		% CHANGE	
	BUDGET FY19	BUDGET FY20	BUDG FY19	BUDG 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	-	-	0.0%	0.0%	-	-	-	0.0%
503032 Legislative Services	-	-	0.0%	0.0%	-	-	-	0.0%
503033 Legal Services	-	-	0.0%	0.0%	-	-	-	0.0%
503034 Pre-Employment Exams	-	-	0.0%	0.0%	-	-	-	0.0%
503041 Temp Help	-	-	0.0%	0.0%	-	-	-	0.0%
503161 Custodial Services	-	-	0.0%	0.0%	-	-	-	0.0%
503162 Uniforms/Laundry	-	-	0.0%	0.0%	-	-	-	0.0%
503171 Security Services	-	-	0.0%	0.0%	-	-	-	0.0%
503221 Classified/Legal Ads	-	-	0.0%	0.0%	-	-	-	0.0%
503222 Legal Ads	-	-	0.0%	0.0%	-	-	-	0.0%
503225 Graphic Services	-	-	0.0%	0.0%	-	-	-	0.0%
503351 Repair - Bldg & Impr	-	-	0.0%	0.0%	-	-	-	0.0%
503352 Repair - Equipment	-	-	0.0%	0.0%	-	-	-	0.0%
503353 Repair - Rev Vehicle	-	-	0.0%	0.0%	-	-	-	0.0%
503354 Repair - Non Rev Vehicle	-	-	0.0%	0.0%	-	-	-	0.0%
503363 Haz Mat Disposal	-	-	0.0%	0.0%	-	-	-	0.0%
Totals	-	-	0.0%	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	-	-	0.0%	0.0%	-	-	-	0.0%
Totals	-	-	0.0%	0.0%	-	-	-	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY20 & FY21 OPERATING BUDGET**

Retired Employee Benefits - 9005

ACCOUNT	Jun-18		Jun-19		% CHANGE		\$ CHANGE		% CHANGE	
	BUDGET FY19	BUDGET FY20	BUDGET FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDG FY20 BUDG FY21	BUDG FY20 BUDG FY21
OTHER MATERIALS & SUPPLIES										
504205 Freight Out	-	-	-	-	0.0%	0.0%	-	-	-	0.0%
504211 Postage & Mailing	-	-	-	-	0.0%	0.0%	-	-	-	0.0%
504214 Promotional Items	-	-	-	-	0.0%	0.0%	-	-	-	0.0%
504215 Printing	-	-	-	-	0.0%	0.0%	-	-	-	0.0%
504217 Photo Supp/Process	-	-	-	-	0.0%	0.0%	-	-	-	0.0%
504311 Office Supplies	-	-	-	-	0.0%	0.0%	-	-	-	0.0%
504315 Safety Supplies	-	-	-	-	0.0%	0.0%	-	-	-	0.0%
504317 Cleaning Supplies	-	-	-	-	0.0%	0.0%	-	-	-	0.0%
504409 Repair/Maint Supplies	-	-	-	-	0.0%	0.0%	-	-	-	0.0%
504417 Tenant Repairs	-	-	-	-	0.0%	0.0%	-	-	-	0.0%
504421 Non-Inventory Parts	-	-	-	-	0.0%	0.0%	-	-	-	0.0%
504511 Small Tools	-	-	-	-	0.0%	0.0%	-	-	-	0.0%
504515 Employee Tool Replacement	-	-	-	-	0.0%	0.0%	-	-	-	0.0%
Totals	-	-	-	-	0.0%	0.0%	-	-	-	0.0%
UTILITIES										
505011 Gas & Electric	-	-	-	-	0.0%	0.0%	-	-	-	0.0%
505021 Water & Garbage	-	-	-	-	0.0%	0.0%	-	-	-	0.0%
505031 Telecommunications	-	-	-	-	0.0%	0.0%	-	-	-	0.0%
Totals	-	-	-	-	0.0%	0.0%	-	-	-	0.0%
CASUALTY & LIABILITY										
506011 Insurance - Property	-	-	-	-	0.0%	0.0%	-	-	-	0.0%
506015 Insurance - PL/PD	-	-	-	-	0.0%	0.0%	-	-	-	0.0%
506021 Insurance - Other	-	-	-	-	0.0%	0.0%	-	-	-	0.0%
506123 Settlement Costs	-	-	-	-	0.0%	0.0%	-	-	-	0.0%
506127 Repairs - District Prop	-	-	-	-	0.0%	0.0%	-	-	-	0.0%
Totals	-	-	-	-	0.0%	0.0%	-	-	-	0.0%
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%

Retirees- 9005

7/19/2019

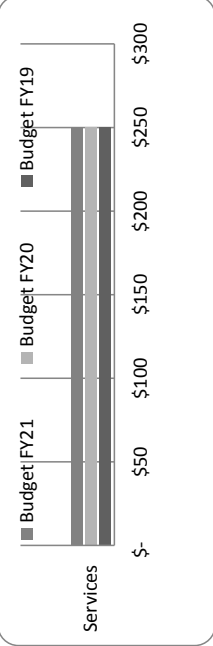
**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY20 & FY21 OPERATING BUDGET**

Retired Employee Benefits - 9005

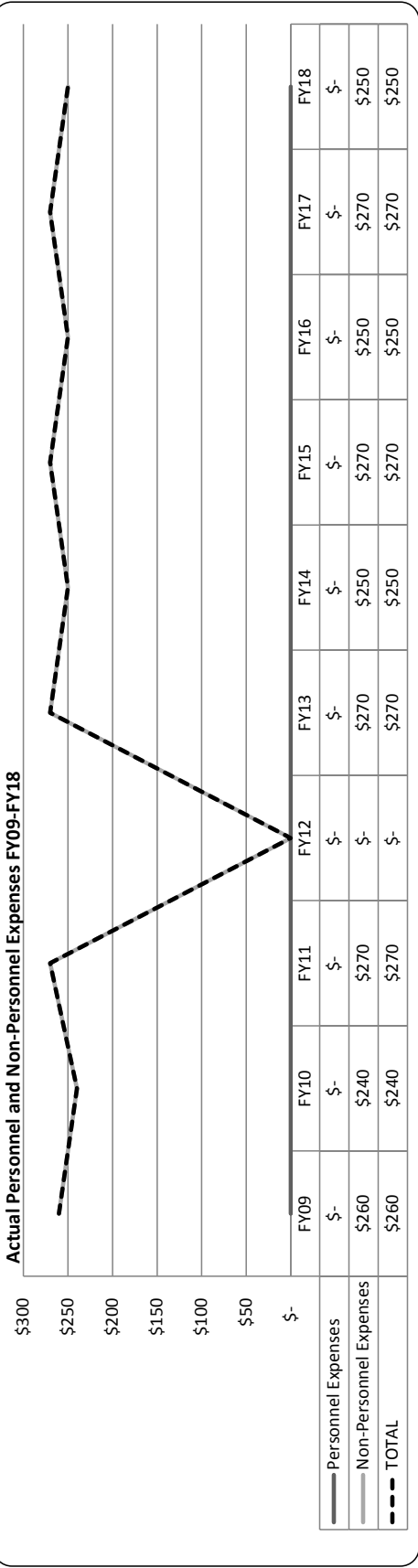
ACCOUNT	Jun-18		Jun-19		% CHANGE		\$ CHANGE		% CHANGE	
	BUDGET FY19	BUDGET FY20	BUDGET FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDG FY20 BUDG FY21	BUDG FY20 BUDG FY21
MISC EXPENSE										
509011 Dues/Subscriptions	-	-	-	-	0.0%	0.0%	-	-	-	0.0%
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	3,082,954	3,308,678	3,082,954	3,308,678	7.3%	7.3%	225,724	225,724	3,470,069	4.9%
NON-PERSONNEL TOTAL	-	-	-	-	0.0%	0.0%	-	-	-	0.0%
DEPARTMENT TOTALS	<u>3,082,954</u>	<u>3,308,678</u>	<u>3,082,954</u>	<u>3,308,678</u>	<u>7.3%</u>	<u>7.3%</u>	<u>225,724</u>	<u>225,724</u>	<u>3,470,069</u>	<u>4.9%</u>

SCCIC - 700

SCCIC 700



	Budget FY19	Var %	Budget FY20	Var %	Budget FY21	Var %
Non-Personnel Expenses:						
Services	\$ 250	0.0%	\$ 250	0.0%	\$ 250	0.0%
	\$ 250	0.0%	\$ 250	0.0%	\$ 250	0.0%
Total Expenses:	\$ 250	0.0%	\$ 250	0.0%	\$ 250	0.0%



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY20 & FY21 OPERATING BUDGET
SCCIC - 700**

ACCOUNT	Jun-18	Jun-19	% CHANGE		\$ CHANGE		% CHANGE	
	BUDGET FY19	BUDGET FY20	BUDG FY19	BUDG FY20	BUDG FY19	BUDG FY20	BUDG FY19	BUDG FY20
LABOR								
501011 Bus Operator Pay	-	-	0.0%	-	-	-	0.0%	0.0%
501013 Bus Operator OT	-	-	0.0%	-	-	-	0.0%	0.0%
501021 Other Salaries	-	-	0.0%	-	-	-	0.0%	0.0%
501023 Other OT	-	-	0.0%	-	-	-	0.0%	0.0%
Totals	-	-	0.0%	-	-	-	0.0%	0.0%
FRINGE BENEFITS								
502011 Medicare/Soc. Sec.	-	-	0.0%	-	-	-	0.0%	0.0%
502021 Retirement	-	-	0.0%	-	-	-	0.0%	0.0%
502031 Medical Ins	-	-	0.0%	-	-	-	0.0%	0.0%
502041 Dental Ins	-	-	0.0%	-	-	-	0.0%	0.0%
502045 Vision Ins	-	-	0.0%	-	-	-	0.0%	0.0%
502051 Life Ins/AD&D	-	-	0.0%	-	-	-	0.0%	0.0%
502060 State Disability Ins (SDI)	-	-	0.0%	-	-	-	0.0%	0.0%
502061 Long Term Disability Ins	-	-	0.0%	-	-	-	0.0%	0.0%
502071 State Unemployment Ins (SUI)	-	-	0.0%	-	-	-	0.0%	0.0%
502081 Worker's Comp Ins	-	-	0.0%	-	-	-	0.0%	0.0%
502101 Holiday Pay	-	-	0.0%	-	-	-	0.0%	0.0%
502103 Floating Holiday	-	-	0.0%	-	-	-	0.0%	0.0%
502109 Sick Leave	-	-	0.0%	-	-	-	0.0%	0.0%
502111 Annual Leave	-	-	0.0%	-	-	-	0.0%	0.0%
502121 Other Paid Absence	-	-	0.0%	-	-	-	0.0%	0.0%
502251 Phys. Exams	-	-	0.0%	-	-	-	0.0%	0.0%
502253 Driver Lic Renewal	-	-	0.0%	-	-	-	0.0%	0.0%
502999 Other Fringe Benefits	-	-	0.0%	-	-	-	0.0%	0.0%
Totals	-	-	0.0%	-	-	-	0.0%	0.0%

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY20 & FY21 OPERATING BUDGET
 SCCIC - 700

ACCOUNT	Jun-18	Jun-19	% CHANGE	\$ CHANGE	Jun-19	% CHANGE
	BUDGET FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDGET FY21	BUDG FY20 BUDG FY21
SERVICES						
503011 Acting/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
FY20 & FY21 OPERATING BUDGET
SCCIC - 700**

ACCOUNT	Jun-18	Jun-19	% CHANGE		\$ CHANGE		Jun-19	% CHANGE	
	BUDGET FY19	BUDGET FY20	BUDG FY19	BUDG FY20	BUDG FY19	BUDG FY20	BUDGET FY21	BUDG FY20	BUDG FY21
OTHER MATERIALS & SUPPLIES									
504205 Freight Out	-	-	0.0%	-	-	-	-	0.0%	0.0%
504211 Postage & Mailing	-	-	0.0%	-	-	-	-	0.0%	0.0%
504214 Promotional Items	-	-	0.0%	-	-	-	-	0.0%	0.0%
504215 Printing	-	-	0.0%	-	-	-	-	0.0%	0.0%
504217 Photo Supp/Process	-	-	0.0%	-	-	-	-	0.0%	0.0%
504311 Office Supplies	-	-	0.0%	-	-	-	-	0.0%	0.0%
504315 Safety Supplies	-	-	0.0%	-	-	-	-	0.0%	0.0%
504317 Cleaning Supplies	-	-	0.0%	-	-	-	-	0.0%	0.0%
504409 Repair/Maint Supplies	-	-	0.0%	-	-	-	-	0.0%	0.0%
504417 Tenant Repairs	-	-	0.0%	-	-	-	-	0.0%	0.0%
504421 Non-Inventory Parts	-	-	0.0%	-	-	-	-	0.0%	0.0%
504511 Small Tools	-	-	0.0%	-	-	-	-	0.0%	0.0%
504515 Employee Tool Replacement	-	-	0.0%	-	-	-	-	0.0%	0.0%
Totals	-	-	0.0%	-	-	-	-	0.0%	0.0%
UTILITIES									
505011 Gas & Electric	-	-	0.0%	-	-	-	-	0.0%	0.0%
505021 Water & Garbage	-	-	0.0%	-	-	-	-	0.0%	0.0%
505031 Telecommunications	-	-	0.0%	-	-	-	-	0.0%	0.0%
Totals	-	-	0.0%	-	-	-	-	0.0%	0.0%
CASUALTY & LIABILITY									
506011 Insurance - Property	-	-	0.0%	-	-	-	-	0.0%	0.0%
506015 Insurance - PL/PD	-	-	0.0%	-	-	-	-	0.0%	0.0%
506021 Insurance - Other	-	-	0.0%	-	-	-	-	0.0%	0.0%
506123 Settlement Costs	-	-	0.0%	-	-	-	-	0.0%	0.0%
506127 Repairs - District Prop	-	-	0.0%	-	-	-	-	0.0%	0.0%
Totals	-	-	0.0%	-	-	-	-	0.0%	0.0%
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
FY20 & FY21 OPERATING BUDGET
SCCIC - 700**

ACCOUNT	Jun-18	Jun-19	% CHANGE		\$ CHANGE		Jun-19	% CHANGE	
	BUDGET FY19	BUDGET FY20	BUDG FY19	BUDG FY20	BUDG FY19	BUDG FY20	BUDGET FY21	BUDG FY20	BUDG FY21
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%	0.0%
DEPARTMENT TOTALS									
	250	250	0.0%	-	-	-	250	0.0%	0.0%

III. CAPITAL BUDGET

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

FY20 CAPITAL BUDGET

AS OF JUNE 28, 2019

PROJECT/ACTIVITY	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	LCTOP	LPP	STA-SB1 (XFR FROM OPER BUDGET)	STA-SGR (SB 1)	MEASURE D (XFR FROM OPER BUDGET)	BUS REPLACEMENT FUND		OPERATING & CAPITAL RESERVE FUND	TOTAL
											\$3M PER YEAR (MEASURE D + SB1 STA&SGR)	RESTRICTED		
CAPITAL PROGRAM FUNDING														
Federal Sources of Funds:														
Federal Grants (FTA)	\$ 6,403,733													\$ 6,403,733
Surface Transportation Block Grant (STBG)	\$ 500,000													\$ 500,000
State Sources of Funds:														
PTMISEA (1B)		\$ 3,209,566												\$ 3,209,566
State Transportation Improvement Program (STIP)			\$ 2,674,936											\$ 2,674,936
Low Carbon Transit Operations Program (LCTOP)				\$ 1,572,394										\$ 1,572,394
Local Partnership Program (LPP)					\$ 786,000									\$ 786,000
* Transfers from Operating Budget (STA-SB1)								\$ 51,142						\$ 51,142
* STA-SGR (SB1)									\$ 671,079					\$ 671,079
* Transfers from Operating Budget (Measure D)										\$ 3,581,242				\$ 3,581,242
Local Sources of Funds:														
Operating and Capital Reserve Fund												\$ 912,439		\$ 912,439
TOTAL CAPITAL FUNDING BY FUNDING SOURCE	\$ 6,903,733	\$ 3,209,566	\$ 2,674,936	\$ 1,572,394	\$ 786,000	\$ 51,142	\$ 671,079	\$ 51,142	\$ 671,079	\$ 3,581,242	\$ 912,439	\$ 20,362,532		\$ 20,362,532
Restricted Funds	\$ 6,903,733	\$ 3,209,566	\$ 2,674,936	\$ 1,572,394	\$ 786,000									\$ 19,398,951
Unrestricted Funds								\$ 51,142			\$ 912,439			\$ 963,581
TOTAL CAPITAL FUNDING	\$ 6,903,733	\$ 3,209,566	\$ 2,674,936	\$ 1,572,394	\$ 786,000	\$ 51,142	\$ 671,079	\$ 51,142	\$ 671,079	\$ 3,581,242	\$ 912,439	\$ 20,362,532		\$ 20,362,532
* NOTE: The amounts listed here represent the amounts committed against awarded grants and projects, and therefore will not equal the \$3M allocated to the Bus Replacement Fund in any given year.														

IV. UNFUNDED CAPITAL NEEDS LIST

10 year METRO Unfunded Capital Projects - Summary

Category	5-yr need (000s)	10-yr need (000s)
Construction	\$ 22,708	\$ 152,008
Vehicle State of Good Repair (SGR)	\$ 13,260	\$ 46,235
Facilities Maintenance	\$ 3,980	\$ 6,405
Information Technology (IT)	\$ 4,759	\$ 4,759
Total	\$ 44,707	\$ 209,407

UNFUNDED CAPITAL PROJECTS (000s)

Construction		20	21	22	23	24	25	26	27	28	29
#	Project	Description	Cost (000s)								
1	ZEB Charging Infrastructure at JKS	JKS yard-charging infrastructure for 10 buses	\$ 858	\$ 858							
2	ZEB Fast-charging Infrastructure at WTC	Fast-charging infrastructure at Watsonville Transit Center	\$ 1,000	\$ 1,000							
3	Roof Reconstruction, Golf Club	Reconstruct built-up roof on first-half of Maintenance Building	\$ 175	\$ 175							
4	ParaCruz Operating Facility (Mobility Management Center)	Property Acquisition, Design, Right-of-Way and construction for new ParaCruz Operating Facility	\$ 12,000	\$ 12,000							
5	Pacific Station Renovation	Renovation or mixed-use project with City	\$ 6,000	\$ 6,000							
6	ADA Access Bus Stops	Remedial ADA Access at all bus stops: pending COA and bus stop audit	\$ -								
7	ADA Access at all Facilities	Remedial ADA Access at all facilities. Needs to be identified in future Accessibility Study	\$ -								
8	Vernon Street Bus Stop	Move (Route 4) bus stop to lower Admin parking lot. Install base and concrete to bus stop pad and maneuvering apron. Necessary precursor to securing maintenance facility.	\$ 600	\$ 300	\$ 300						
9	Solar Panels	Energy cost reduction through installation of roof-mounted solar panels at the Judy K. Souza Operations Facility, Golf Club, and Vernon	\$ 2,000	\$ 2,000							
10	Cavallaro Transit Center roof replacement and solar panels	Shingle roof and solar panels	\$ 75		\$ 75						
11	Maintenance Facility Wing 2 (to accommodate articulated buses)	Property Acquisition (including 1231 River St), Design, Right-of-Way and Construction for second wing of Maintenance Facility	\$ 15,850				\$ 15,850				
12	Soquel/Freedom Traffic 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				
13	Watsonville Park and Ride Lot	South County P&R to support Hwy 1 commuters (200 spaces)	\$ 10,000				\$ 10,000				
14	Cavallaro Transit Center Parking Structure	3-Story Parking Structure to support Hwy 17 Express commuters and City activities	\$ 26,400				\$ 26,400				

UNFUNDED CAPITAL PROJECTS (000s)

Construction		20	21	22	23	24	25	26	27	28	29
#	Project	Description	Cost (000s)								
15	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	
16	South County Ops. & Maint. Facility	Auxiliary Operating (including ParaCruz) & Maintenance Facility in Watsonville.	\$ 50,000								\$ 50,000
17	New Watsonville Transit Center	Replacement of current transit center	\$ 25,000								\$ 25,000
		Unfunded Capital Costs thru 2029	\$152,008	\$ 1,858	\$ 20,475	\$ 375	\$ -	\$ 54,250	\$ -	\$ 50	\$ 75,000
		Unfunded Capital Costs thru 2024	\$ 22,708								

UNFUNDED CAPITAL PROJECTS (000s)

Vehicle SGR		20	21	22	23	24	25	26	27	28	29	30
#	Project	Description	Cost (000s)									
1	Bus Replacements 2022	Replace (1) bus	\$ 700									
2	ParaCruz Replacements	3 new vehicles per year FY21-29	\$ 2,635	\$ 255	\$ 255	\$ 255	\$ 255	\$ 255	\$ 255	\$ 255	\$ 255	\$ 255
3	Bus Replacements 2023		\$ -									
4	Bus Replacements 2024	Bus Replacements Replace (16) buses	\$ 11,200			\$ 11,200						
5	Bus Replacements 2025	Bus Replacements Replace (6) buses (incl 4 artics)	\$ 4,200				\$ 4,200					
6	Bus Replacements 2026	Bus Replacements Replace (25) buses (incl 5 ZEB)	\$ 19,000					\$ 19,000				
7	Bus Replacements 2027	Bus Replacements Replace (3) buses (1 ZEB; 2CNG)	\$ 2,400						\$ 2,400			
8	Bus Replacements 2028	Bus Replacements Replace (4) buses (1 ZEB; 3 CNG)	\$ 3,100							\$ 3,100		
9	Bus Replacements 2029	Bus Replacements Replace (3) buses (3 ZEB)	\$ 3,000									\$ 3,000
10	Non-revenue Vehicle Replacements	Non-revenue trucks and cars	\$ -									
		Unfunded Capital Costs thru 2029	\$ 46,235	\$ 255	\$ 955	\$ 11,455	\$ 4,455	\$ 19,255	\$ 2,655	\$ 3,355	\$ 2,655	\$ 3,255
		Rolling Stock Replacements	\$ 46,235	\$ 255	\$ 955	\$ 11,455	\$ 4,455	\$ 19,255	\$ 2,655	\$ 3,355	\$ 2,655	\$ 3,255
		Unfunded Capital Costs thru 2024	\$ 13,260									

UNFUNDED CAPITAL PROJECTS (000s)

Facilities Maintenance		20	21	22	23	24	25	26	27	28	29	30
#	Project	Description	Cost (000s)									
1	Gate Control - bus entries at JKS	Security gates and gate controller for upper entry to bus yard	\$ 100	\$ 100								
2	Scissor Lift		\$ 20	\$ 20								
3	Capital upgrade of existing transit facilities	Capital upgrade of bus stops, parking lots, transit centers, buildings	\$ 750	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75
4	Custodial Equipment Replacement	Vacuums, Buffers, Scrubbers	\$ 200	\$ 20	\$ 20	\$ 20	\$ 20	\$ 20	\$ 20	\$ 20	\$ 20	\$ 20
5	Landscaping/Irrigation	Re-landscape & irrigate all sites	\$ 240	\$ 30	\$ 30	\$ 30	\$ 30	\$ 30	\$ 30	\$ 30	\$ 30	\$ 30
6	Custodial Vehicles	Custodian support vehicle replacement (2 of 2)	\$ 30	\$ 30								
7	Bird Abatement	All Facilities	\$ 10	\$ 10								
8	Maintenance Facility - Replace Roof	Replace entire roof - poor construction and leaks throughout	\$ 353	\$ 353								
9	Furniture	All Facilities	\$ 150	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50
10	Fueling and Wash Facility - Awning Install	Construction phase - Awning at front of fueling island	\$ 250	\$ 250								
11	Traffic/CHP Monitors at Dispatch		\$ 2	\$ 2								
12	Fuel and Wash Facility - rust removal and repaint	Remove rust and repaint bus fuel and wash facility and equipment	\$ 125	\$ 125								
13	Emergency Operations Centers	Purchase of equipment for EOC at OPS and Admin	\$ -									
14	Bus Washer	Refurb N/S Wash System purchased 2008 & upgrade water recycling system	\$ 100	\$ 100								
15	Maintenance parking lot drainage	French drain or other solution to ensure water doesn't drain to Rayne building	\$ 50	\$ 50								
16	Upgrade HVAC Systems for Vernon	Heating Ventilation Air Conditioning	\$ 50	\$ 50								
17	Administration Remodel	Office remodel of 110 Vernon St.: move/add office space and upgrade HVAC	\$ 1,000	\$ 1,000								
18	Portable Bus Lifts	1 set of 6 artic lifts, \$100k; 2 sets of 4 standard lifts, \$150k. Estimates include labor.	\$ 250	\$ 100	\$ 150							
19	Exterior/Interior Painting	Exterior: Vernon; Interior: Golf Club	\$ 245	\$ 125	\$ 120							
20	Medium Duty Trash Truck	Safer and more efficient bus stop trash cleanup	\$ 150	\$ 150								
21	Shop bay door drainage	French drain or other solution for shop bay door drainage	\$ 200	\$ 200	\$ 200							
22	Parts Washers (3)	Replace the JRI units purchased 2010	\$ 80	\$ 80	\$ 80							

UNFUNDED CAPITAL PROJECTS (000s)

Facilities Maintenance		20	21	22	23	24	25	26	27	28	29	30
#	Project	Description	Cost (000s)									
23	Parallelogram Lift Replacement		\$ 200			\$ 200						
24	Roof Replacement, Fueling Station	Replace Roof (20 yr replacement cycle)	\$ 150					\$ 150				
25	In-ground Bus Lifts	Remove and replace in-ground lifts	\$ 1,700									\$ 1,700
		Unfunded Capital Costs thru 2029	\$ 6,405	\$ 1,450	\$ 495	\$ 395	\$ 115	\$ 265	\$ 115	\$ 115	\$ 115	\$ 1,815
		Unfunded Capital Costs thru 2024	\$ 3,980									

UNFUNDED CAPITAL PROJECTS (000s)

		IT									
		20	21	22	23	24	25	26	27	28	29
#	Project	Description	Cost (000s)								
1	Surveillance systems on buses	Phase 2 (remaining buses). Retrofit 25 buses each in FY20 and FY21	\$ 750	\$ 375							
2	Bus APC	Automatic Passenger Counter (APC) systems on all METRO buses.	\$ 650	\$ 650							
3	Backup (to Kire Hill) Repeater Site	2-way Radio Equipment to allow JKS to function as an emergency radio repeater site	\$ 25	\$ 25							
4	Eligibility Coordinator ID Card Printer		\$ 6	\$ 6							
5	Financial Management Software	Financial, Payroll, Timekeeping Software. \$30k (in FY19) is for consultant to draft scope; \$125k for 1st module in FY21; module 2 in FY22	\$ 250	\$ 125	\$ 125						
6	Backup system	Backup system to meet growing disaster recovery needs	\$ 20		\$ 20						
7	Account-based Fare Collection Upgrade	Account-based fare collection upgrade to replace GFI system (excluding fareboxes and vaults)	\$ 1,500		\$ 1,500						
8	MaintStar Expansion Software and Mobile Equipment	Asset and Maintenance Managing software and equipment with onsite training and installation. Work field orders.	\$ 150		\$ 150						
9	ITS	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						
10	Camera security system for ParaCruz facility	Camera security system for ParaCruz facility	\$ 150		\$ 150						
11	ParaCruz MDC replacements	ParaCruz MDC replacements. (may be replaced as part of potential Trapeze > Ecolane replacement	\$ 8		\$ 8						
12	ParaCruz Dispatching and Scheduling Software		\$ -								
13	TVMs - replacements and additional	TVM Upgrades and/or replacements	\$ 250		\$ 250						

Unfunded Capital Costs thru 2029	\$ 4,759	\$ 1,056	\$ 500	\$ 3,203	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unfunded Capital Costs thru 2024	\$ 4,759										

V. ADDITIONAL INFORMATION

BOARD MEMBER TRAVEL

FY20

American Public Transportation Association (APTA) Meetings

Legislative Conference
March 2020
Washington, DC
Two Board Members

Annual Conference
October 2019
New York, NY
Two Board Members

California Transit Association (CTA) Meetings

Annual Meeting
November 2019
Monterey, CA
One Board Member

Legislative Conference
May 2020
Sacramento, CA
One Board Member

Additional Travel

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

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

Board Authorized METRO Support Activities

FY20

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
FY20 and FY21**

EVENT/ACTIVITY	FY20	FY21	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
Employee Appreciation Events			
Administration	\$ 3,000	\$ 3,000	1100-509101
Marketing, Communications, and Customer Service	\$ 200	\$ 200	1300-509101
Safety, Security, and Risk Management	\$ 3,000	\$ 3,000	1800-509101
Awards	\$ 1,000	\$ 1,000	3300-509101
Safe Driver Patches and Certificates	\$ 1,000	\$ 1,000	3300-509101
Line Instruction Patches	\$ 1,000	\$ 1,000	3300-509101
TOTALS	\$ 19,200	\$ 19,200	

**MEMBERSHIPS
FY20 and FY21**

MEMBERSHIPS / Dues & Subscriptions	FY20	FY21	DEPT/ACCOUNT
Administration			
American Public Transportation Association (APTA)	\$ 39,250	\$ 39,250	1100-509011
California Transit Association (CTA)	\$ 16,924	\$ 16,924	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	\$ 1,300	\$ 1,300	1100-509011
Bus Coalition	\$ 3,000	\$ 3,000	1100-509011
California Association for Coordinated Transportation (CalACT)	\$ 1,005	\$ 1,005	1100-509011
Letter Press	\$ 675	\$ 675	1100-509011
Santa Cruz Sentinel	\$ 380	\$ 380	1100-509011
Register - Pajaronian	\$ 62	\$ 62	1100-509011
Costco	\$ 120	\$ 120	1100-509011
National Notary	\$ 120	\$ 120	1100-509011
Total:	\$ 78,736	\$ 78,736	
Finance			
California Society of Municipal Finance Officers (CSMFO)	\$ 220	\$ 227	1200-509011
Government Finance Officers Association (GFOA)	\$ 300	\$ 300	1200-509011
Kiplinger Letters	\$ 100	\$ 100	1200-509011
Total:	\$ 620	\$ 627	
Marketing, Communications, and Customer Service			
Miscellaneous	Total: \$ 1,400	\$ 1,400	1300-509011
Human Resources			
California Public Employers Labor Relations Association (CalPERLA)	\$ 1,000	\$ 1,000	1400-509011
Society for Human Resource Management (SHRM)	\$ 836	\$ 836	1400-509011
Northern California Human Resources Association (NCHRA)	\$ 500	\$ 500	1400-509011
John Dash	\$ 250	\$ 250	1400-509011
Cal Chamber	\$ -	\$ 849	1400-509011
Total:	\$ 2,586	\$ 3,435	
Safety, Security, and 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 Software	\$ 2,000	\$ 2,000	4100-509011
John Deere Software	\$ 500	\$ 500	4100-509011
Southern California Regional Transit Training Consortium (SCR TTC)	\$ 1,000	\$ 1,000	4100-509011
Mitchell Online Vehicle Manuals	\$ 500	\$ 500	4100-509011
Allison Transport. Software	\$ 2,000	\$ 2,000	4100-509011
All Data	\$ 1,000	\$ 1,000	4100-509011
Total:	\$ 7,000	\$ 7,000	
TOTALS	\$ 91,142	\$ 91,998	

ADOPTED JUNE 28, 2019