

Santa Cruz Metropolitan Transit District

FY13 and FY14

**REVISED BUDGET AS OF
MARCH 2013**



ADOPTED MARCH 22, 2013



SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

FY13 and FY14

REVISED BUDGET AS OF MARCH 2013

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I. TOTAL BUDGET OVERVIEW



SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

FY13 and FY14

REVISED BUDGET AS OF MARCH 2013

Board of Directors

Lynn Robinson
City of Santa Cruz

Michelle Hinkle
County of Santa Cruz

Daniel Dodge
City of Watsonville

John Leopold
County of Santa Cruz

Bruce McPherson
County of Santa Cruz

Hilary Bryant
City of Santa Cruz

Dene Bustichi
City of Scotts Valley

Zach Friend
County of Santa Cruz

Ron Graves
City of Capitola

Margarita Alejo
City of Watsonville

Deborah Lane
County of Santa Cruz

Donna Blitzer
Ex Officio Director
University of California, Santa Cruz

Leslie R. White, General Manager

Adopted 03/22/13

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

FY13 and FY14

REVISED BUDGET AS OF MARCH 2103

Board Officers and Appointments

Chair

Daniel Dodge

Vice Chair

Dene Bustichi

SCCRTC Representatives

Dene Bustichi

Lynn Robinson

Ron Graves

SCCRTC Alternates (in order)

Daniel Dodge

Hilary Bryant

Margarita Alejo

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

FY13 and FY14

REVISED BUDGET AS OF MARCH 2013

Management Staff

General Manager
District Counsel

Leslie R. White
Leslyn Syren

Finance Manager
Assistant Finance Manager

Angela Aitken
Debbie Kinslow

Operations Manager
Fixed Route Superintendent
Paratransit Superintendent
Assistant Paratransit Superintendent

Ciro Aguirre
Mary Ferrick
April Warnock
Daniel Zaragoza

Human Resources Manager
Assistant Human Resources Manager

Robyn Slater
Pat Aviles

Information Technology Manager/Project Manager
Assistant Manager of Information Technology
Senior Database Administrator

Frank Cheng
Isaac Holly
Harlan Glatt

Maintenance Manager

Robert Cotter

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 FY12

As of 6/30/12

Board Members	12
Employees	244
Fixed Routes	38
Fixed Route Peak Pullout	80
Bus Stops	987
Fixed Route Ridership	5,373,217
Revenue Miles	2,991,670
Revenue Hours	203,997
Passengers per Hour	26.34
Operating Expenses	\$ 37,552,200

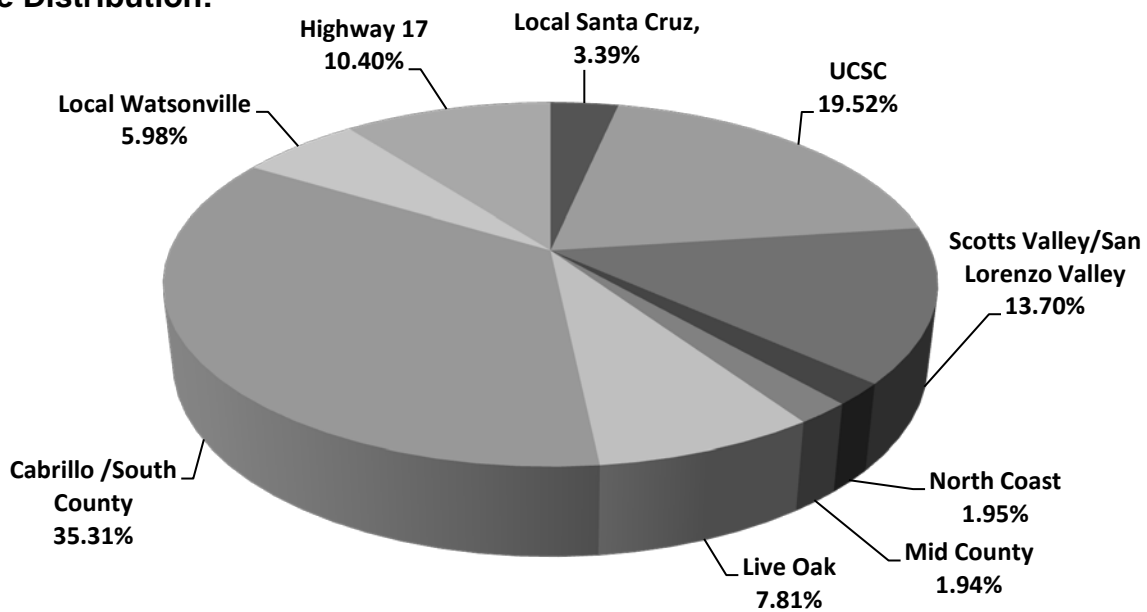
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Ridership Performance by Service Area - FY12

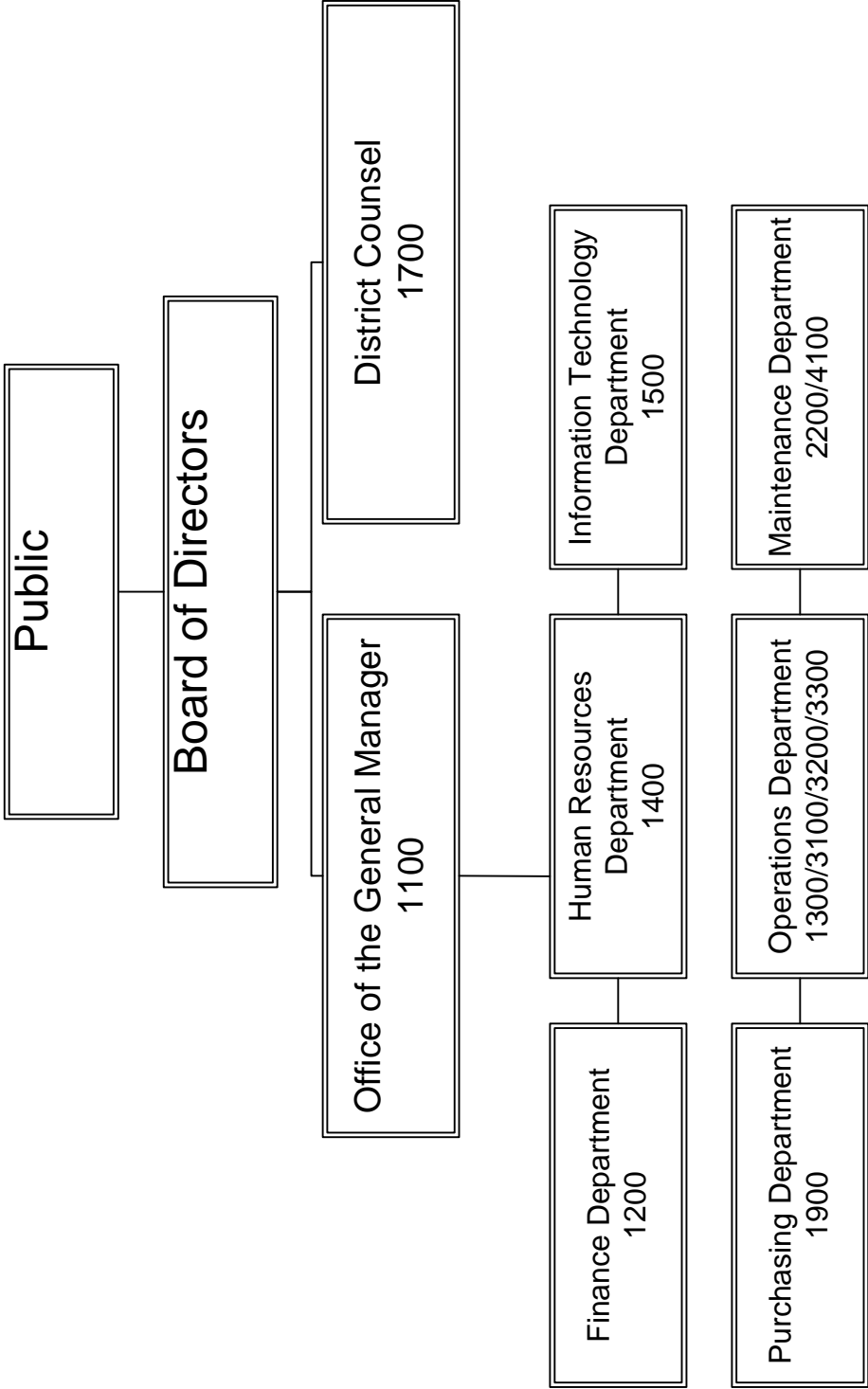
as of 06/30/2012

	Trip Hrs	%	Ridership	%	Passengers per Hour
Local Santa Cruz	6,541	3.39%	94,077	1.75%	14.38
UCSC	37,663	19.52%	2,378,628	44.29%	63.16
Scotts Valley/San Lorenzo Valley	26,438	13.70%	455,725	8.48%	17.24
North Coast	3,762	1.95%	42,793	0.80%	11.38
Mid County	3,749	1.94%	47,792	0.89%	12.75
Live Oak	15,063	7.81%	319,802	5.95%	21.23
Cabrillo /South County	68,117	35.31%	1,535,353	28.59%	22.54
Local Watsonville	11,533	5.98%	157,924	2.94%	13.69
Highway 17	20,064	10.40%	338,961	6.31%	16.89
TOTAL	192,930	100.00%	5,371,055	100.00%	27.84

Service Distribution:



Santa Cruz Metropolitan Transit District



FY13 & FY14 REVISED OPERATING BUDGET AS OF MARCH 2013
Authorized and Funded Personnel - Full Time Equivalent (FTE)
Summary

Department	Authorized FY 12 Revised 04/12	Funded FY 12 Revised 04/12	Authorized FY 13 Revised	Funded FY 13 Revised	Authorized FY 14 Revised	Funded FY 14 Revised
Administration - 1100	5.00	3.00	12.00	8.50	12.00	8.50
Finance - 1200	16.50	12.50	9.50	7.00	9.50	7.00
Customer Service - 1300	10.25	6.00	10.25	6.00	10.25	6.00
Human Resources - 1400	6.00	4.60	6.00	5.00	6.00	5.00
Information Technology - 1500	5.00	4.00	6.00	5.00	6.00	5.00
District Counsel - 1700	4.00	4.00	4.00	4.00	4.00	4.00
Purchasing - 1900	0.00	0.00	3.00	3.00	2.00	2.00
Facilities Maintenance - 2200	17.00	12.00	19.00	14.00	19.00	14.00
Paratransit - 3100	59.00	53.00	61.00	55.00	61.00	54.00
Operations - 3200	20.00	16.00	22.00	18.00	22.00	18.00
Bus Operators - 3300	182.00	146.00	182.00	162.00	182.00	162.00
Fleet Maintenance - 4100	56.00	39.00	57.00	41.00	57.00	41.00
Total Full-Time Equivalents (FTEs)	380.75	300.10	391.75	328.50	390.75	326.50

FY13 and FY14 REVISED BUDGET HIGHLIGHTS

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

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

The FY13 and FY14 Final **Operating Budgets** total \$ 40,558,597 and \$ 43,138,168, respectively. The FY13 Final **Capital Budget** totals \$ \$34,042,185.

Operating Revenues total \$ 40,558,597 in FY13 and \$ 43,138,168 in FY14. Major **Operating Revenue** assumptions in the FY13 & FY14 Revised Operating Budget as of March 2013 over the FY12 Actual include:

- Increase in Passenger Fares, 5 % in FY13 and 2 % in FY14
- Increase in Special Transit Fares, 1 % in both FY13 and FY14
- Increase in Highway 17 Fares, 5.6 % in FY13 and 3 % in FY14
- 5.9 % decrease in Highway 17 Payments in FY13, and 3 % increase in FY14
- 63.3 % decrease in Other Non-Transp Revenue with no increase in FY14
- Increase in Sales Tax, 6 % in both FY13 and FY14
- Increase in Transp Dev Act (TDA) Funds, 5 % in FY13 and 10.8 % in FY14
- Increase in STIC, 3.6 % in FY13 and 40 % in FY14
- 197.3 % increase in Fuel Tax Credit in FY13, and 32.5 % decrease in FY14
- 63.7 % increase in use of Carryover from Previous Years, and 97.9 % decrease in FY14
- 100 % increase in Transfer (to)/from Operating Reserves in FY14

The anticipated increases in most Fare Revenue accounts in FY13 and FY14 have been projected based on actual revenue data year to date, as of December 31, 2012, as well as the anticipation of continuing increase in collected fares due to service enhancements in FY13. The anticipated decrease in Highway 17 Payments is due to the projected increase in Highway 17 Fares (resulting in lower invoice payments from VTA).

Sales Tax Revenue is projected to increase 6 % in both FY13 and FY14 due to improvement in consumer spending and economic growth, further reflected in the actual sales tax receipts for the first seven (7) months of FY13, exceeding last year actuals for the same period by 6 %. The projected increase is also consistent with the estimate provided by the State Board of Equalization in August 2012.

Other Non-Transp Revenue is projected to decrease 63.3 % in FY13 with no change in FY14. The increase in Other Non-Transport Revenue in FY12 was due to auction

FY13 and FY14 Revised Budget Highlights (con't)

proceeds received on the sale of excess buses and Paratransit vans, related bus parts, and excess shop equipment.

TDA funding is budgeted to increase 5 % in FY13 (approved at the Santa Cruz County Regional Transportation Commission meeting held February 7, 2013) and 10.8 % in FY14. The increase in FY14 is based on Auditor Controller fund estimates as of January 2013 and was presented and proposed at the Regional Transportation Commission meeting held February 14, 2013.

STIC is budgeted to increase 3.6 % in FY13 and 40 % in FY14. The latter increase is an estimate, based upon doubling the FY13 half-year apportionments published by FTA in late October 2012. Funds from STIC shall be used before funds from Carryover from Previous Years, STA, and Operating Reserves, when needed, to bridge the budget gap. The order of using STIC and Carryover Funds has been restated due to compliance with the Generally Accepted Accounting Principles (GAAP). STIC must be recognized in the current year as revenue since it is a reimbursement for operating expenses incurred in the previous year.

Fuel Tax Credit increased 197.3 % in FY13 as the tax credits were extended until December 31, 2013 and is retroactive for all of 2012. The credit is projected to decrease by 32.5 % in FY14 due to no retroactive payments in FY14.

The increase in the use of funds from Carryover from Previous Years in FY13 and Transfer (to)/from Operating Reserves in FY14 is due to recurring expenses exceeding reoccurring revenues and are needed to bridge the budget gap in FY13 and FY14.

Operating Expenses total \$ 40,558,597 in FY13 and \$ 43,138,168 in FY14. The 14.3 % and 8.3 % increase in **Personnel Expenses (Labor and Fringe Benefits)** in FY13 and FY14 respectively is primarily due to the following:

- New Positions added in FY13:
 - Sr. Transportation Planner: 1 FTE in the Administration Department due to increased service modifications, as well as anticipation of an Automated Vehicle Locator and Automated Passenger Count Project in future years.
 - Administrative Specialist: 1 FTE in the Administration Department. The position will assist the Project Manager of the MetroBase Operations Project construction in record keeping and contractor monitoring for the next three years. The cost of labor and fringe benefits for the new Administrative Specialist will be paid with grant funds from the MetroBase project.
 - Sr. Information Technology Technician: 1 FTE in the Information Technology Department due to the anticipation of additional systems and database support as a result of implementation of various systems in prior and future years.
 - Admin Assistant: 1 FTE funded for six (6) months in the Purchasing Department due to increased purchasing activity in recent months.
 - FM Workers II: 2 FTEs in the Facilities Maintenance Department due to the additional work load of pressure washing bus stops, among other duties.

FY13 and FY14 Revised Budget Highlights (con't)

- Transit Supervisors: 2 FTEs in the Paracruz Department. The positions are being added as agreed to during negotiations.
- Provisional Scheduling Analyst: 1 FTE in the Operations Department. The position will provide analytical support during the continued implementation of Hastus and other systems.
- Transit Supervisor: 1 FTE in the Operations Department due to service enhancements.
- Bus Operators: 17 FTEs in the Bus Operators Department. The increase in staffing was effective December 13, 2012 and has been authorized by the Board via the approval of additional service to be implemented in Spring 2013.
- Fleet Maintenance Supervisor: 1 FTE in the Fleet Maintenance Department due to service enhancements and bus deployments.
- Fully funding all positions in FY13 Revised Budget, including positions that were vacant, added later in FY12, and positions where employees were absent due to extended leaves.
- Contractual items in FY 13 and FY14, such as:
 - 2 % contractual wage adjustment for all employees in both FY13 and FY14.
 - 5 % longevity adjustment for UTU Fixed Route and Paracruz employees with ten (10) and fifteen (15) year of continuous METRO service.
 - Wage progression changes in the pay schedules for UTU Paracruz and SEIU VMU.
 - Supplemental cash payments for SEIU employees in FY13 and FY14, and for Management employees in FY13.
- Incorporated anticipated pay rate increases due to step advancements and promotions, as well as retirement and accrued leave payouts.
- Increased Overtime Pay for Bus and Van Operators due to consistent increases in overtime in the past five years.
- Increases in retirement employer contribution rates in FY13 and FY14. The employer contribution rates for retirement are 17.679 % in FY13 and 19.268 % in FY14 , as per CalPERS Annual Valuation Reports from October 2011 and October 2012.
- Average increase of 10.9 % in medical insurance premiums, effective January 2013, and an anticipated increase of 8 %, effective January 2014. The anticipated increase in medical insurance premiums in FY14 is only an estimate and is based on historical trends, as well as current market conditions.

The increase in **Non-Personnel Expenses**, 0.4 % in FY13 and 1.1 % in FY14, is primarily due to increases in Services, Mobile Materials and Supplies, Other Material and Supplies, Utilities, and Misc. Expenses.

FY13 and FY14 Revised Budget Highlights (con't)

- **Services** increased by 4.8 % in FY13 and by 2.9 % in FY14. The Increase in Services is primarily due to the following:
 - 64.5 % increase in Prof/Technical Fees in FY13 due to projected increase in Prof/Tech services in departments Administration, Information Technology and Risk Management. Prof/Tech Fees is projected to increase 42.5 % in FY14 due to funding for the Short Range Transit Plan (SRTP) in Administration.
 - 15.2 % increase in Legislative Services in FY13 due to the anticipation of additional expenses related to the contracts for Federal and State Lobbying Assistance. No increase is projected for FY14.
 - 9 % increase in Custodial Services due to increased cleaning service that will begin in FY13, as well as payments to the new tenant for janitorial services at the Scotts Valley Transit Center; 2.7 % increase in FY14.
 - 35.2 % increase in Security Services due to providing additional hours of security at the Transit Centers in FY13. No increase is projected for FY14.
 - 20.1 % increase in Repair-Equipment is due to anticipated CNG station repairs in FY13; 0.3 % increase in FY14.
 - 2.5 % increase in Repair- Rev Vehicle in FY13 is due to an aging fleet, expiration of warranties, as well as service enhancements in FY13. No increase is projected in FY14.
- The increases in **Mobile Materials & Supplies**, 4 % in FY13 and 1.3 % in FY14, are due to the service enhancements in FY13, as well as some increase in fuel prices in FY13 and FY14.
- **Other Materials & Supplies** increased by 17.2 % in FY13 and decreased by 1.9 % in FY14. The increase in FY13 is primarily due to the following:
 - 73.5 % increase in Printing due to the printing of all labor contracts in FY13, as well as additional printing of outreach and marketing materials to complement enhancements in service.
 - 30.6 % increase in Photo Supplies and Processing due to outreach programs in Customer Service that will increase information regarding Santa Cruz METRO services such as Large Print Headways, Smart Card Information brochures, and others, therefore increasing expenditures for digital processing and supplies.
 - 9.1 % increase in Cleaning Supplies due to increased cleaning services starting in FY13 and increased use of custodial cleaning supplies.
- **Utilities** are projected to increase 5.1 % in FY13 and decrease 3.7 % in FY14. The increase in FY13 is due to the payoff of the PG&E installment loan.

FY13 and FY14 Revised Budget Highlights (con't)

- The decrease in **Casualty & Liability** in FY13 (36.3 %) is due to lower budget for Settlement costs, as expenses for major cases were incurred in the prior fiscal year. An increase of 0.3 % is projected for Casualty & Liability in FY14.
- **Misc Expenses** increased by 63.2 % in FY13 and decreased by 0.3 % in FY14 primarily due to increased Employee Incentive Program, Training, and Travel in FY13.

Significant departmental changes in FY13 Revised Budget over the FY12 Actual include:

- 83.6 % increase in **Administration** is primarily due to positions moved from Finance (Grants Analysts, Jr. Transportation Planner and Transit Surveyor), new position added in FY13 (Sr. Transportation Planner), as well as anticipated increased Prof/Technical Fees, Legislative Services, Travel and Training.
- 17.8 % decrease in **Finance** is primarily due to positions moved to Administration, as mentioned above, and positions moved to a new department – Purchasing (Purchasing Agent and Purchasing Assistant).
- 6.5 % increase in **Customer Service** is primarily due to the contractual wage adjustment and supplemental cash payments for SEIU employees.
- 11.1 % increase in **Human Resources** is primarily due to Assistant HR Manager and HR Clerk funded full time in FY13, as well as the contractual wage adjustment and supplemental cash payments for SEIU and Management.
- 6.6 % increase in **Information Technology** is primarily due to increased staffing: 1 FTE: Senior Information Technology Technician.
- 16.9 % increase in **District Counsel** is primarily due to retirement payout.
- 55.6 % decrease in **Risk Management** is due to lower budget for Settlement costs after expenses for major cases were incurred in the prior fiscal year.
- 100 % increase in **Purchasing** – Purchasing is a new department added in FY13. Positions were moved from Finance, as mentioned above.
- 19.4 % increase in **Facilities Maintenance** is primarily due to new positions (FM Workers II) added in FY13.
- 8.6 % increase in **Paratransit** is due to new positions (Transit Supervisors) added in FY13, as well as contractual and wage progression adjustments.
- 13.9 % increase in **Operations** is primarily due to increased staffing: 2 FTEs: Provisional Scheduling Analyst and Transit Supervisor positions.
- 13.7 % increase in **Bus Operators** is due to increased staffing, effective December 2012, and contractual and longevity wage adjustments.

FY13 and FY14 Revised Budget Highlights (con't)

- 12.3 % increase in **Fleet Maintenance** is primarily due to increased staffing: 1 FTE: Fleet Maintenance Supervisor and 1 FM Mechanic I (moved from Paratransit in February 2013), as well as service enhancements in FY13.

Significant departmental changes in FY14 over FY13 include:

- 20.3 % decrease in **Purchasing** due to decreased staffing (Admin Assistant position is funded for 6 months in FY13).
- 13.5 % increase in **Bus Operators** due to new position, added in December 2013, funded for a full fiscal year in FY14.

The **FY13 Revised Capital Budget as of March 2013** totals \$34,042,185, which is an increase of 8 % from the FY13 Revised Capital Budget as of September 2012 (09/28/2012). Significant proposed revision in the FY13 Revised Budget as of March 2013 includes the addition of the State of Good Repair # 2 project.

The **FY13 & FY14 Revised Operating Budget as of March 2013** totals \$40,558,597 and \$43,138,168, respectively. The FY13 & FY14 Revised Operating Budget include anticipated savings from Labor and Fringe Benefits of \$1,300,000 in FY13 and \$1,700,000 in FY14. The anticipated savings are only an estimate. The savings are the result of budgeting all funded positions, and the subsequent savings due to vacant positions, and extended unpaid leaves of absence.

The two-year FY13 & FY14 Revised Operating Budget as of March 2013 is a balanced budget with the use of funds from Carryover from Previous Years and Operating Reserves. However, the two-year FY13 & FY14 Revised Operating Budget is not a structurally balanced budget. This means that recurring expenses exceed recurring revenues. For a variety of reasons, true structural balance may not be possible at a given time. In such a case, using reserves to balance the budget may be considered but only in the context of a plan to return to structural balance, replenish fund balances, and ultimately remediate the negative impacts of any other short-term balancing actions that may be taken.

The Government Finance Officers Association (GFOA) recommends adopting policies aimed at achieving and maintaining a structurally balanced budget. The policies should include parameters for achieving and maintaining structural balance where recurring revenues are equal to recurring expenditures in adopted budgets. Further, the plan should be clear about the time period over which returning to structural balance, replenishing reserves, and remediating the negative impacts of balancing action are to occur. Finance is working on draft policies for the Board to consider at a later date.

Additionally, Board adopted minimum reserve account balances are not being maintained at their desired levels, which is another indication that the organization is not maintaining a structurally balanced budget. It should be noted that reserve levels are not a perfect measure of structural balance, but are a good and readily available measure.

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

Resolution No. 13-03-04
On the Motion of Director Robinson
Duly Seconded by Director Bustichi
The following Resolution is adopted:

**A RESOLUTION OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
AUTHORIZING A REVISION TO THE FY13 & FY14 OPERATING BUDGET
AND THE FY13 CAPITAL BUDGET**

WHEREAS, it is necessary to revise the adopted FY13 & FY14 Operating Budget and FY13 Capital Budget of the Santa Cruz Metropolitan Transit District to provide for revisions in the operating revenue and expense budget.

NOW, THEREFORE, BE IT RESOLVED, the budget is hereby amended per the attached Attachments B – C.

PASSED AND ADOPTED this 22nd day of March 2013, by the following vote:

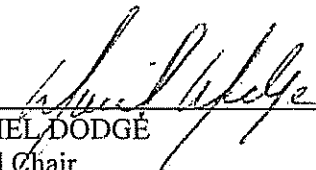
AYES: Directors Bryant, Bustichi, Dodge, Friend, Hinkle, Lane, McPherson, Robinson

NOES: None


ABSTAIN: None

ABSENT: Directors Alejo, Graves, Leopold

Approved _____

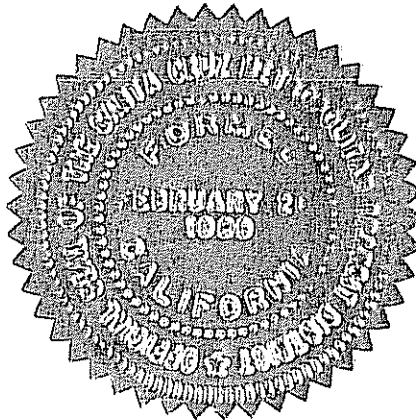

DANIEL DODGE
Board Chair

ATTEST _____

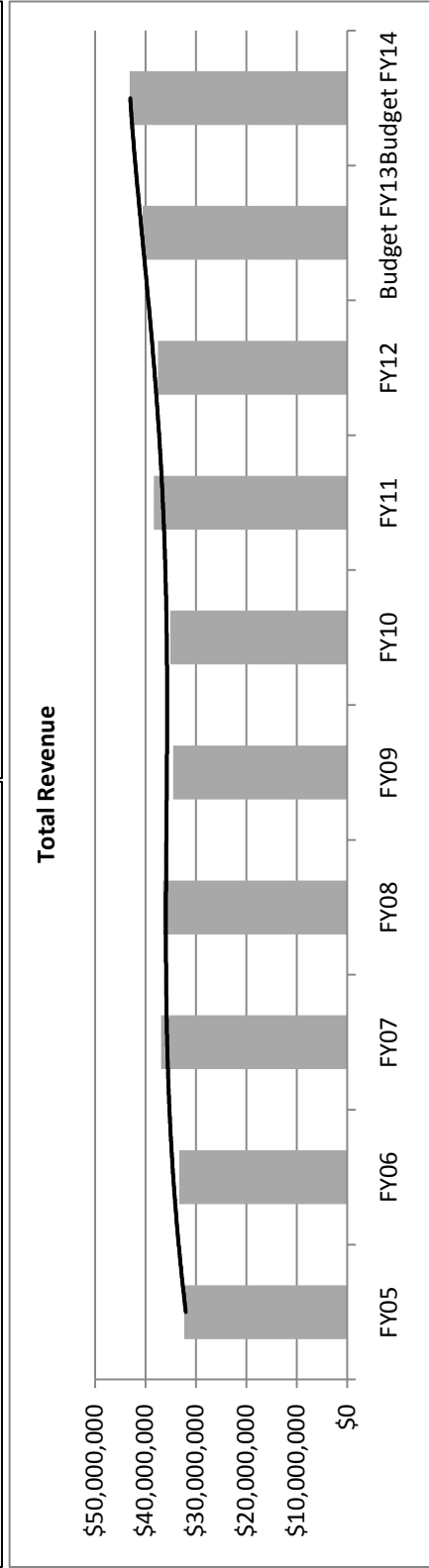
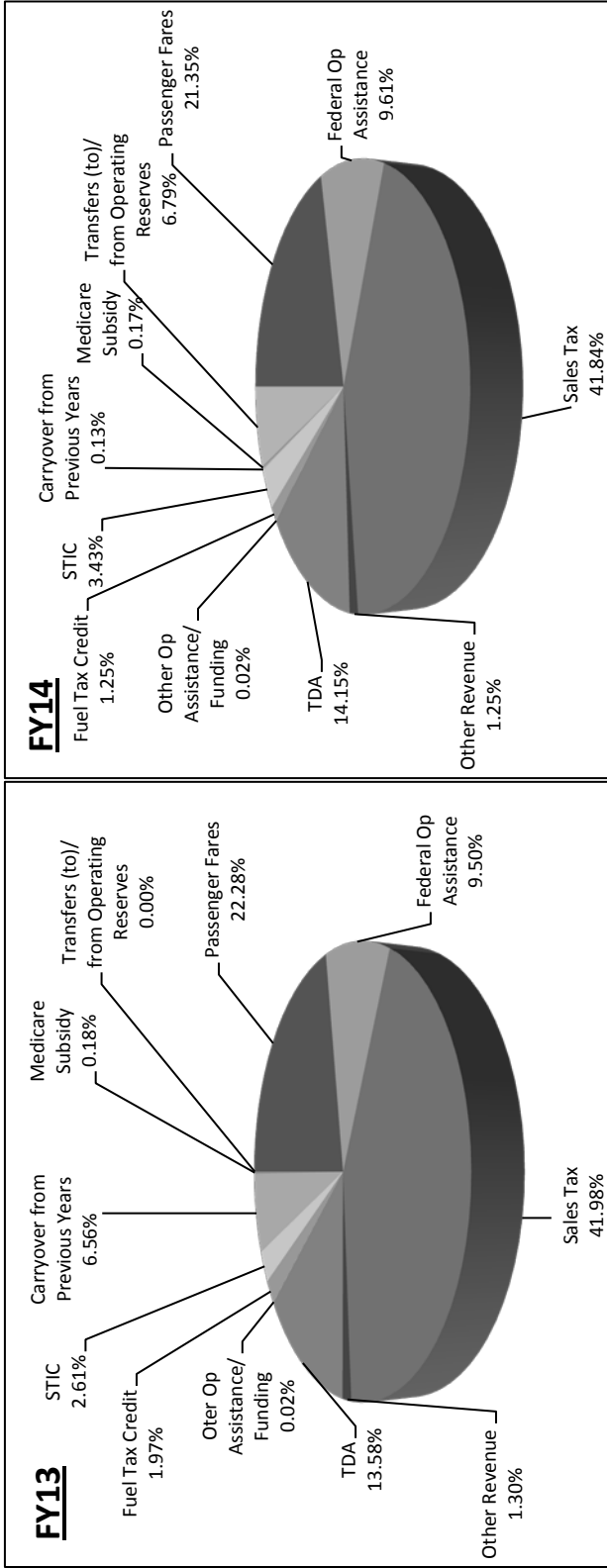

LESLIE R. WHITE
General Manager

APPROVED AS TO FORM:


LESLYN SYREN
District Counsel



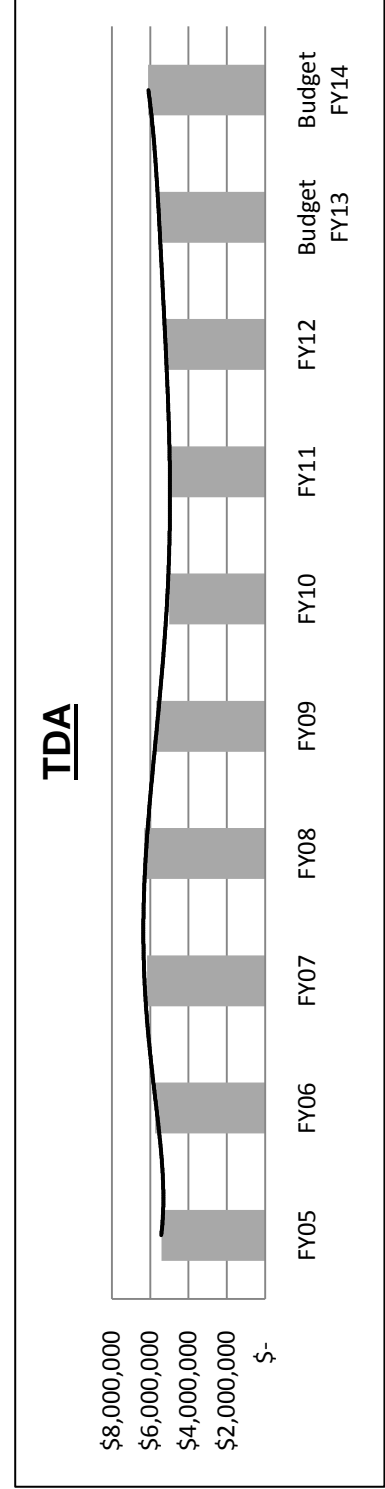
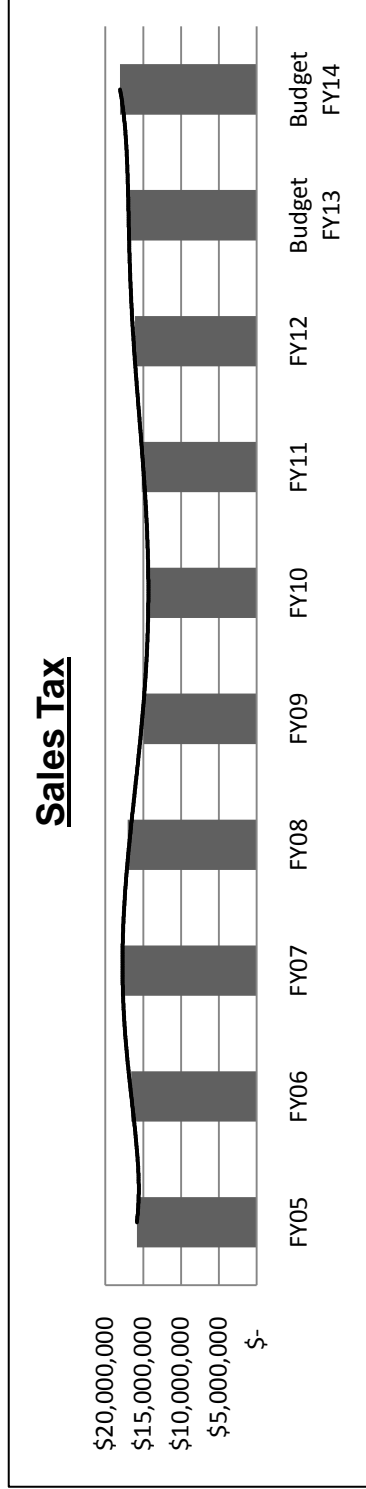
**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY13 & FY14 REVISED OPERATING BUDGET AS OF MARCH 2013
REVENUE SOURCES**



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY13 & FY14 REVISED OPERATING BUDGET AS OF MARCH 2013
REVENUE SOURCES**

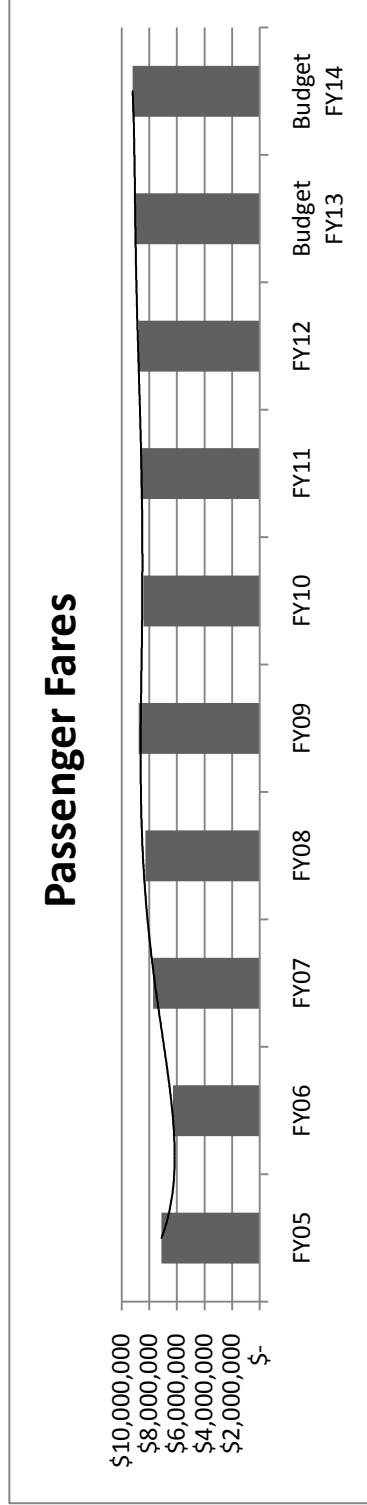
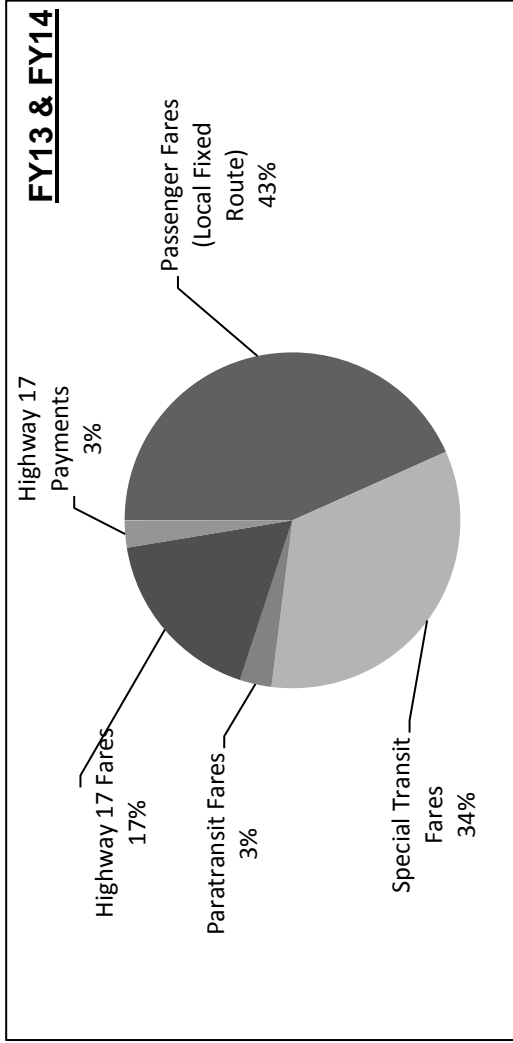
Sales Tax and TDA

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



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 FY13 & FY14 REVISED OPERATING BUDGET A S OF MARCH 2013
 REVENUE SOURCES**

Passenger Fares

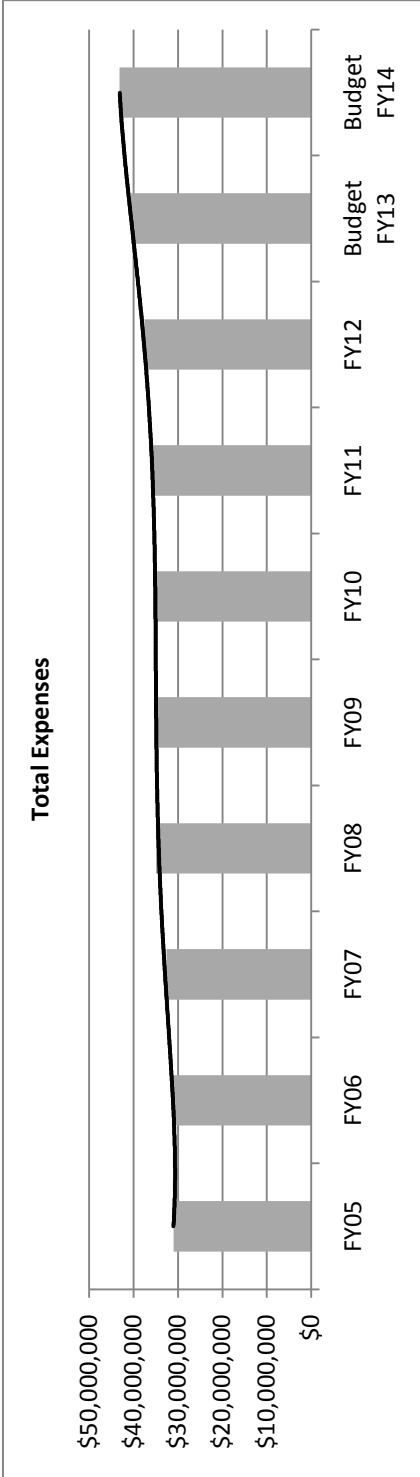
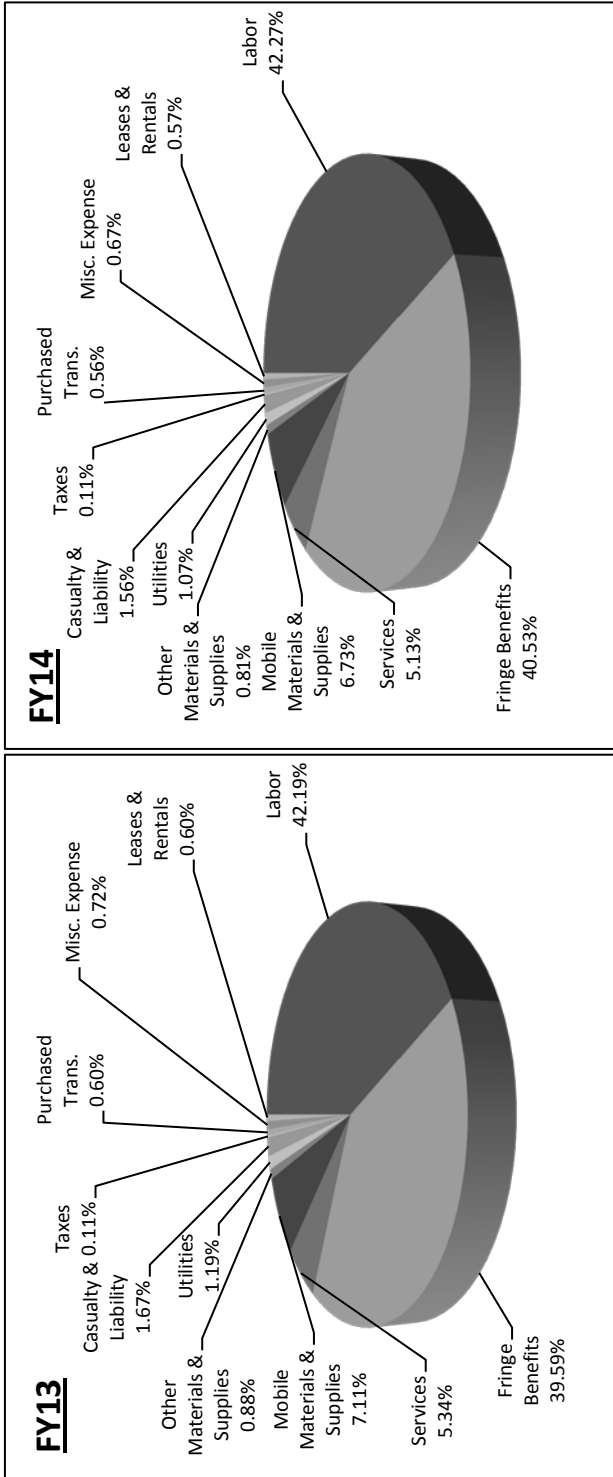


SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY13 & FY14 REVISED OPERATING BUDGET AS OF MARCH 2013
REVENUE SOURCES

REVENUE SOURCE	ACTUAL FY12	REVISED BUDGET FY13	% CHANGE ACTUAL FY12 REV BUDG FY13	REVISED BUDGET FY14	% CHANGE BUDG FY13 BUDG FY14
Passenger Fares	3,729,509	3,915,984	5.0%	3,994,304	2.0%
Special Transit Fares	3,014,081	3,044,222	1.0%	3,074,664	1.0%
Paratransit Fares	296,345	277,462	-6.4%	285,786	3.0%
Highway 17 Fares	1,482,786	1,565,089	5.6%	1,612,042	3.0%
Highway 17 Payments	250,228	235,579	-5.9%	242,646	3.0%
Commissions	3,644	5,600	53.7%	5,600	0.0%
Advertising Income	269,895	257,500	-4.6%	265,225	3.0%
Rent Income	148,687	147,460	-0.8%	148,935	1.0%
Interest Income	115,371	100,000	-13.3%	100,000	0.0%
Other Non-Transp Revenue	49,029	18,000	-63.3%	18,000	0.0%
Sales Tax (1/2 cent)	16,064,503	17,028,373	6.0%	18,050,076	6.0%
SLPP Backfill for Metro Base		(2,800,000)	100.0%	(2,800,000)	0.0%
Transp Dev Act (TDA) Funds	5,244,964	5,507,038	5.0%	6,104,531	10.8%
FTA Sec 5307 - Op Assistance	3,707,070	3,695,976	-0.3%	3,940,156	6.6%
Prop 84 - TOD	-	-	0.0%	-	0.0%
FTA Sec 5311 - Rural Op Asst	156,312	156,312	0.0%	207,574	32.8%
AMBAG/CTC/Misc. Grant Funding	19,144	10,000	-47.8%	10,000	0.0%
STIC	1,020,417	1,057,097	3.6%	1,479,760	40.0%
STA	-	2,800,000	100.0%	2,800,000	0.0%
Fuel Tax Credit	269,092	800,000	197.3%	540,000	-32.5%
Carryover from Previous Years	1,626,052	2,661,905	63.7%	56,676	-97.9%
Medicare Subsidy	85,071	75,000	-11.8%	75,000	0.0%
Transfer (to)/from Capital Reserves	-	-	0.0%	-	0.0%
Transfer (to)/from Operating Reserves	-	-	0.0%	2,927,194	100.0%
TOTAL REVENUE	37,552,200	40,558,597	8.0%	43,138,168	6.4%

* FTA funding is used solely to fund labor expense

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY13 & FY14 REVISED OPERATING BUDGET AS OF MARCH 2013
EXPENSES**



SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY13 & FY14 REVISED OPERATING BUDGET AS OF MARCH 2013
 Consolidated Expenses

ACCOUNT	ACTUAL FY12	REVISED BUDGET FY13	% CHANGE ACTUAL FY12 REV BUDG FY13	REVISED BUDGET FY14	% CHANGE REV BUDG FY13 REV BUDG FY14
LABOR					
501011 Bus Operator Pay	7,124,710	8,308,104	16.6%	9,247,555	11.3%
501013 Bus Operator OT	1,544,976	1,793,765	16.1%	2,010,877	12.1%
501021 Other Salaries	6,242,010	7,169,593	14.9%	7,295,151	1.8%
501023 Other OT	452,562	386,745	-14.5%	397,723	2.8%
Totals	15,364,258	17,658,207	14.9%	18,951,306	7.3%
FRINGE BENEFITS					
502011 Medicare/Soc. Sec.	229,098	306,900	34.0%	328,583	7.1%
502021 Retirement	2,664,532	3,296,014	23.7%	3,838,709	16.5%
502031 Medical Ins	6,441,491	7,294,972	13.2%	8,036,108	10.2%
502041 Dental Ins	471,864	530,779	12.5%	555,930	4.7%
502045 Vision Ins	125,720	131,377	4.5%	139,284	6.0%
502051 Life Ins/AD&D	40,348	46,289	14.7%	49,143	6.2%
502060 State Disability Ins (SDI)	189,989	203,335	7.0%	226,306	11.3%
502061 Long Term Disability Ins	117,276	132,593	13.1%	146,636	10.6%
502071 State Unemployment Ins (SUI)	80,106	86,768	8.3%	95,142	9.7%
502081 Worker's Comp Ins	1,198,646	927,000	-22.7%	954,810	3.0%
502101 Holiday Pay	305,069	528,334	73.2%	610,326	15.5%
502103 Floating Holiday	89,224	78,271	-12.3%	71,217	-9.0%
502109 Sick Leave	548,490	907,161	65.4%	966,868	6.6%
502111 Annual Leave	1,850,104	1,872,480	1.2%	1,918,210	2.4%
502121 Other Paid Absence	158,707	139,310	-12.2%	142,888	2.6%
502251 Phys. Exams	8,031	14,110	75.7%	14,110	0.0%
502253 Driver Lic Renewal	1,943	4,656	139.6%	4,656	0.0%
502999 Other Fringe Benefits	68,223	72,750	6.6%	72,974	0.3%
Totals	14,588,859	16,573,097	13.6%	18,171,900	9.6%

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY13 & FY14 REVISED OPERATING BUDGET AS OF MARCH 2013
 Consolidated Expenses

ACCOUNT	ACTUAL FY12	REVISED BUDGET FY13	% CHANGE ACTUAL FY12 REV BUDG FY13	REVISED BUDGET FY14	% CHANGE REV BUDG FY13 REV BUDG FY14
SERVICES					
503011 Acting/Audit Fees	77,560	80,250	3.5%	80,250	0.0%
503012 Admin/Bank Fees	275,529	280,050	1.6%	280,050	0.0%
503031 Prof/Technical Fees	116,077	190,957	64.5%	272,104	42.5%
503032 Legislative Services	91,111	105,000	15.2%	105,000	0.0%
503033 Legal Services	-	55,000	100.0%	55,000	0.0%
503034 Pre-Employment Exams	26,414	10,475	-60.3%	10,475	0.0%
503041 Temp Help	262,802	21,000	-92.0%	-	-100.0%
503161 Custodial Services	68,375	74,500	9.0%	76,500	2.7%
503162 Uniforms/Laundry	20,334	22,000	8.2%	21,200	-3.6%
503171 Security Services	324,827	439,135	35.2%	439,272	0.0%
503221 Classified/Legal Ads	10,930	17,100	56.4%	16,100	-5.8%
503222 Legal Ads	-	-	0.0%	-	0.0%
503225 Graphic Services	1,333	5,000	275.1%	5,000	0.0%
503351 Repair - Bldg & Impr	69,062	68,000	-1.5%	68,000	0.0%
503352 Repair - Equipment	384,521	461,745	20.1%	462,945	0.3%
503353 Repair - Rev Vehicle	341,419	350,000	2.5%	350,000	0.0%
503354 Repair - Non Rev Vehicle	22,409	15,000	-33.1%	17,000	13.3%
503363 Haz Mat Disposal	39,337	40,000	1.7%	41,000	2.5%
Totals	2,132,041	2,235,212	4.8%	2,299,896	2.9%
MOBILE MATERIALS & SUPPLIES					
504011 Fuels & Lubricants - Non Rev Veh	69,981	81,000	15.7%	88,100	8.8%
504012 Fuels & Lubricants - Rev Veh	1,981,568	2,075,000	4.7%	2,080,000	0.2%
504021 Tires & Tubes	139,709	195,000	39.6%	205,000	5.1%
504161 Other Mobile Supplies	-	-	0.0%	-	0.0%
504191 Rev Vehicle Parts	672,431	626,250	-6.9%	644,017	2.8%
Totals	2,863,689	2,977,250	4.0%	3,017,117	1.3%

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY13 & FY14 REVISED OPERATING BUDGET AS OF MARCH 2013
 Consolidated Expenses

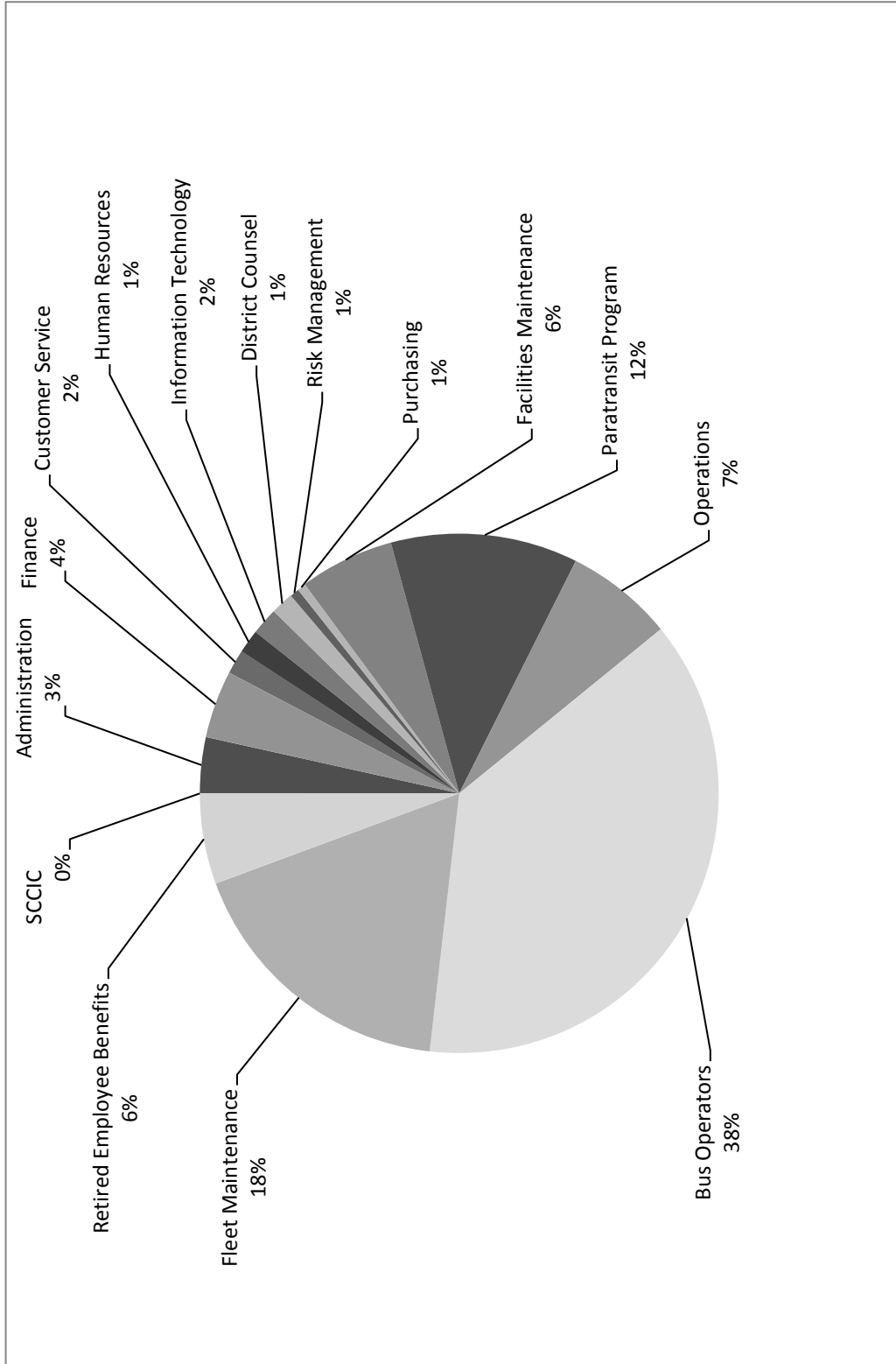
ACCOUNT	ACTUAL	REVISED	% CHANGE	REVISED	% CHANGE	REVISED	% CHANGE
	FY12	BUDGET FY13	ACTUAL FY12 REV BUDG FY13	BUDGET FY14	ACTUAL FY13 REV BUDG FY14	BUDGET FY14	REV BUDG FY14
OTHER MATERIALS & SUPPLIES							
504205 Freight Out	2,473	2,550	3.1%	2,601	2.0%	2,601	2.0%
504211 Postage & Mailing	10,342	12,950	25.2%	13,250	2.3%	13,250	2.3%
504214 Promotional Items	-	1,000	100.0%	-	-100.0%	-	-100.0%
504215 Printing	59,728	103,650	73.5%	94,650	-8.7%	94,650	-8.7%
504217 Photo Supp/Process	2,374	3,100	30.6%	3,100	0.0%	3,100	0.0%
504311 Office Supplies	73,882	68,985	-6.6%	67,444	-2.2%	67,444	-2.2%
504315 Safety Supplies	15,877	19,200	20.9%	19,400	1.0%	19,400	1.0%
504317 Cleaning Supplies	44,167	48,200	9.1%	52,270	8.4%	52,270	8.4%
504409 Repair/Maint Supplies	87,733	87,000	-0.8%	87,000	0.0%	87,000	0.0%
504421 Non-Inventory Parts	10,558	10,100	-4.3%	10,100	0.0%	10,100	0.0%
504511 Small Tools	6,932	8,900	28.4%	9,000	1.1%	9,000	1.1%
504515 Employee Tool Replacement	545	3,000	450.1%	3,000	0.0%	3,000	0.0%
Totals	314,611	368,635	17.2%	361,815	-1.9%	361,815	-1.9%
UTILITIES							
505011 Gas & Electric	255,555	275,000	7.6%	256,550	-6.7%	256,550	-6.7%
505021 Water & Garbage	115,034	121,200	5.4%	121,200	0.0%	121,200	0.0%
505031 Telecommunications	101,487	100,000	-1.5%	100,000	0.0%	100,000	0.0%
Totals	472,075	496,200	5.1%	477,750	-3.7%	477,750	-3.7%
CASUALTY & LIABILITY							
506011 Insurance - Property	101,705	98,000	-3.6%	100,000	2.0%	100,000	2.0%
506015 Insurance - PL/PD	466,962	450,000	-3.6%	450,000	0.0%	450,000	0.0%
506021 Insurance - Other	711	750	5.5%	750	0.0%	750	0.0%
506123 Settlement Costs	545,500	150,000	-72.5%	150,000	0.0%	150,000	0.0%
506127 Repairs - District Prop	(18,366)	-	-100.0%	-	0.0%	-	0.0%
Totals	1,096,511	698,750	-36.3%	700,750	0.3%	700,750	0.3%

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY13 & FY14 REVISED OPERATING BUDGET AS OF MARCH 2013

Consolidated Expenses

ACCOUNT	ACTUAL FY12	REVISED BUDGET FY13	% CHANGE ACTUAL FY12 REV BUDG FY13	REVISED BUDGET FY14	% CHANGE REV BUDG FY13 REV BUDG FY14
TAXES					
507051 Fuel Tax	13,661	14,000	2.5%	14,000	0.0%
507201 Licenses & Permits	17,130	16,550	-3.4%	16,550	0.0%
507999 Other Taxes	11,196	17,000	51.8%	18,000	5.9%
Totals	41,987	47,550	13.2%	48,550	2.1%
PURCHASED TRANS.					
503406 Contract/Paratransit	260,687	250,000	-4.1%	250,000	0.0%
Totals	260,687	250,000	-4.1%	250,000	0.0%
MISC EXPENSE					
509011 Dues/Subscriptions	67,416	67,425	0.0%	67,625	0.3%
509081 Advertising - District Promo	-	1,000	100.0%	-	-100.0%
509101 Employee Incentive Program	226	13,500	5865.8%	13,500	0.0%
509121 Employee Training	50,297	105,100	109.0%	105,100	0.0%
509123 Travel	44,905	98,359	119.0%	98,359	0.0%
509125 Local Meeting Expense	4,935	5,100	3.3%	5,100	0.0%
509127 Board Director Fees	7,650	12,600	64.7%	12,600	0.0%
509150 Contributions	-	-	0.0%	-	0.0%
509198 Cash Over/Short	10,273	-	-100.0%	-	0.0%
Totals	185,702	303,084	63.2%	302,284	-0.3%
LEASES & RENTALS					
512011 Facility Lease	212,684	228,000	7.2%	230,400	1.1%
512061 Equipment Rental	19,096	22,612	18.4%	26,400	16.8%
Totals	231,779	250,612	8.1%	256,800	2.5%
PERSONNEL TOTAL					
<i>Savings from Labor and Fringe Benefits</i>	29,953,117	34,231,304	14.3%	37,123,206	8.4%
NON-PERSONNEL TOTAL	7,599,082	(1,300,000)	0.4%	(1,700,000)	1.1%
TOTAL OPERATING EXPENSES	37,552,200	40,558,597	8.0%	43,138,168	6.4%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 FY13 & FY14 REVISED OPERATING BUDGET AS OF MARCH 2013
 DEPARTMENTAL EXPENSES**



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY13 & FY14 REVISED OPERATING BUDGET AS OF MARCH 2013**

Departmental Expenses

DEPARTMENT	ACTUAL FY12	REVISED BUDGET FY13	% CHANGE ACTUAL FY12 REV BUDG FY13	REVISED BUDGET FY14	% CHANGE REV BUDG FY13 REV BUDG FY14
1100 Administration	785,081	1,441,161	83.6%	1,579,397	9.6%
1200 Finance	2,191,124	1,800,358	-17.8%	1,833,669	1.9%
1300 Customer Service	609,324	648,848	6.5%	670,062	3.3%
1400 Human Resources	574,436	638,223	11.1%	625,174	-2.0%
1500 Information Technology	659,039	702,599	6.6%	763,827	8.7%
1700 District Counsel	573,227	669,995	16.9%	552,628	-17.5%
1800 Risk Management	563,654	250,000	-55.6%	250,000	0.0%
1900 Purchasing	-	250,746	100.0%	199,913	-20.3%
2200 Facilities Maintenance	2,120,259	2,530,788	19.4%	2,589,626	2.3%
3100 Paratransit Program	4,639,062	5,037,097	8.6%	5,057,061	0.4%
3200 Operations	2,511,998	2,861,253	13.9%	2,964,824	3.6%
3300 Bus Operators	13,469,984	15,314,356	13.7%	17,377,522	13.5%
4100 Fleet Maintenance	6,530,671	7,332,221	12.3%	7,875,757	7.4%
9001 Cobra Benefits	(243)	-	-100.0%	-	0.0%
9005 Retired Employee Benefits	2,324,583	2,380,649	2.4%	2,498,407	4.9%
700 SCCIC	-	300	100.0%	300	0.0%
<i>Savings from Labor and Fringe Benefits</i>	-	(1,300,000)	100.0%	(1,700,000)	-
TOTAL OPERATING EXPENSES	37,552,200	40,558,597	8.0%	43,138,168	6.4%

II. DEPARTMENTAL FUNCTIONS

OBJECTIVES

AND

LINE ITEM BUDGETS



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

MAJOR FUNCTIONS OF THE DEPARTMENT

The Administration Department/Office of the General Manager is responsible for all administrative activities of Santa Cruz METRO. This includes Board activities, application for and administering of grants, legislative activities, maintaining official Santa Cruz METRO records, planning and managing capital projects, and coordinating with other local agencies regarding public transportation.

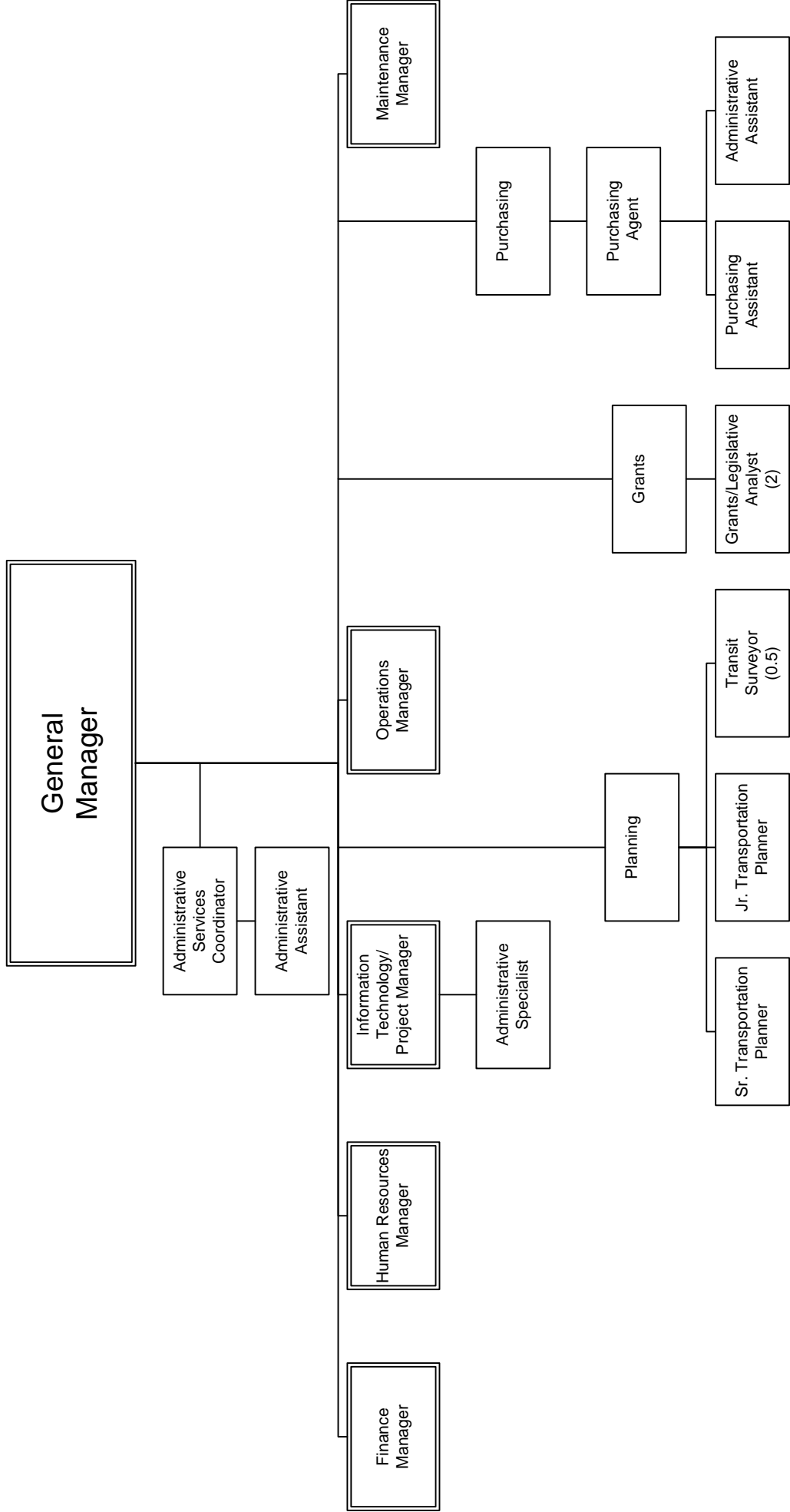
DEPARTMENT OBJECTIVES FOR FY13 and FY14

- Continue to achieve timely preparation, delivery and posting of Board agenda packets, including timely preparation of Board Meeting minutes and maintenance of online archives.
- Continue to maintain the file retention system for Santa Cruz METRO's official records.
- Aggressively seek and administer federal, state, and local grant funds to support the continued activities of Santa Cruz METRO.
- Monitor federal legislation to achieve a new multi-year authorization bill and to ensure that those funds authorized are appropriated to benefit Santa Cruz METRO.
- Monitor state legislative activities and advocate for maintenance of STA funding to the \$450 million statewide level in any funding improvement bills.
- Advocate for the sale of all of the \$800 million in state voter approved bonds in the PTMISEA Program and advocate for the advancement of bond proceeds for "ready to go" projects.
- Coordinate with other agencies towards the betterment of public transit in Santa Cruz County.
- Install second L/CNG tank and other fueling and sound abatement improvements at 1200 River St.
- Identify funding source for the replacement of 20 diesel buses.
- Oversee the solicitation of bids, award of bids, and construction of MetroBase Operations Facility.
- Conduct facility site analysis for Paratransit Operations.

Administration Department (con't)

- Maintenance of the multi-year Capital and Operating Budget process, with five-year projections of Santa Cruz METRO revenue and expenses, including monitoring of adherence to Budget Policies. Identify actions needed to achieve long term balanced budget.
- Continue to communicate to the SCCRTC, the Capital and Operating Budget financial resources that are necessary to sustain fixed-route and paratransit services.
- Participate in the next phase of the BRT Study being jointly sponsored by UCSC and Santa Cruz METRO.
- Procure security projects funded with Proposition 1B Security Program funds including future funds covered by the Letter of No Prejudice from the State.
- Develop and maintain a regular forum with UCSC for the discussion and resolution of issues regarding the bus service.
- Provide information and staff support for the Metro Advisory Committee (MAC).
- Participate in key committees of the California Transit Association.
- Participate in key committees of the American Public Transportation Association (APTA).
- Participate in the California Association of Community Transit (CALACT).
- Monitor the implementation of a Smart Card Fare Collection System.
- Expand capacity of Grants Function to address critical Operating and Capital Funding Needs at Santa Cruz METRO.
- Evaluate design options and identify funds for the renovation of the Watsonville Transit Center.
- Evaluate design options and identify funds to renovate the Santa Cruz Pacific Station.
- Implement service revisions recommended by the Watsonville Transit Planning Study.
- Implement revised running and recovery times that will allow for the deletion of the formal meal breaks required under IWC #9.
- Commence development of a new Short Range Transit Plan using state funds and collaborating with SCCRTC and Community Bridges.

Office of the General Manager 1100



FY13 & FY14 REVISED OPERATING BUDGET AS OF MARCH 2013
 Authorized and Funded Personnel - Full Time Equivalent (FTE)
 Administration - 1100

Position Title	Authorized FY 12 Revised 04/12	Funded FY 12 Revised 04/12	Authorized FY 13 Revised	Funded FY 13 Revised	Authorized FY 14 Revised	Funded FY 14 Revised
General Manager	1.00	1.00	1.00	1.00	1.00	1.00
Assistant General Manager	1.00	0.00	1.00	0.00	1.00	0.00
Admin Services Coordinator	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
Administrative Specialist	0.00	0.00	1.00	1.00	1.00	1.00
Grants/Legislative Analyst *	0.00	0.00	2.00	2.00	2.00	2.00
Transportation Planning Supervisor *	0.00	0.00	1.00	0.00	1.00	0.00
Jr. Transportation Planner *	0.00	0.00	1.00	1.00	1.00	1.00
Sr. Transportation Planner	0.00	0.00	1.00	1.00	1.00	1.00
Transit Surveyor *	0.00	0.00	1.00	0.50	1.00	0.50
Total Full-Time Equivalents (FTEs)	5.00	3.00	12.00	8.50	12.00	8.50

* Transferred from Finance in FY13

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY13 & FY14 REVISED OPERATING BUDGET AS OF MARCH 2013
Administration - 1100

ACCOUNT	ACTUAL FY12	REVISED BUDGET FY13	% CHANGE ACTUAL FY12 REV BUDG FY13	REVISED BUDGET FY14	% CHANGE REV BUDG FY13 REV BUDG FY14
LABOR					
501011 Bus Operator Pay	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	0.0%	-	0.0%
501021 Other Salaries	281,964	535,893	90.1%	559,373	4.4%
501023 Other OT	468	424	-9.4%	435	2.6%
Totals	282,431	536,316	89.9%	559,808	4.4%
FRINGE BENEFITS					
502011 Medicare/Soc. Sec.	5,147	10,325	100.6%	10,820	4.8%
502021 Retirement	54,084	115,291	113.2%	130,401	13.1%
502031 Medical Ins	51,658	102,274	98.0%	111,111	8.6%
502041 Dental Ins	4,254	8,754	105.8%	8,885	1.5%
502045 Vision Ins	990	2,640	166.7%	2,719	3.0%
502051 Life Ins/AD&D	385	1,029	167.2%	1,060	3.0%
502060 State Disability Ins (SDI)	2,364	5,506	132.9%	5,903	7.2%
502061 Long Term Disability Ins	1,362	4,058	198.1%	4,196	3.4%
502071 State Unemployment Ins (SUI)	1,045	2,184	109.0%	2,317	6.1%
502081 Worker's Comp Ins	3,896	24,237	522.2%	24,964	3.0%
502101 Holiday Pay	4,077	15,480	279.7%	21,378	38.1%
502103 Floating Holiday	8,120	8,532	5.1%	8,702	2.0%
502109 Sick Leave	14,675	59,061	302.5%	60,730	2.8%
502111 Annual Leave	45,926	87,989	91.6%	90,740	3.1%
502121 Other Paid Absence	1,776	4,684	163.7%	4,854	3.6%
502251 Phys. Exams	-	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	0.0%	-	0.0%
502999 Other Fringe Benefits	2,060	2,204	7.0%	2,212	0.3%
Totals	201,818	454,248	125.1%	490,993	8.1%

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY13 & FY14 REVISED OPERATING BUDGET AS OF MARCH 2013
Administration - 1100

ACCOUNT	ACTUAL FY12	REVISED BUDGET FY13	% CHANGE ACTUAL FY12 REV BUDG FY13	REVISED BUDGET FY14	% CHANGE REV BUDG FY13 REV BUDG FY14
SERVICES					
503011 Accting/Audit Fees	-	-	0.0%	-	0.0%
503012 Admin/Bank Fees	-	-	0.0%	-	0.0%
503031 Prof/Technical Fees	23,562	38,700	64.2%	118,700	206.7%
503032 Legislative Services	91,111	105,000	15.2%	105,000	0.0%
503033 Legal Services	-	-	0.0%	-	0.0%
503034 Pre-Employment Exams	-	-	0.0%	-	0.0%
503041 Temp Help	4,484	-	-100.0%	-	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	3,115	5,000	60.5%	5,000	0.0%
503222 Legal Ads	-	-	0.0%	-	0.0%
503225 Graphic Services	-	-	0.0%	-	0.0%
503351 Repair - Bldg & Impr	-	-	0.0%	-	0.0%
503352 Repair - Equipment	7,227	7,145	-1.1%	7,145	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	129,498	155,845	20.3%	235,845	51.3%
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
FY13 & FY14 REVISED OPERATING BUDGET AS OF MARCH 2013
Administration - 1100

ACCOUNT	ACTUAL FY12	REVISED BUDGET FY13	% CHANGE ACTUAL FY12 REV BUDG FY13	REVISED BUDGET FY14	% CHANGE REV BUDG FY13 REV BUDG FY14
OTHER MATERIALS & SUPPLIES					
504205 Freight Out	-	-	0.0%	-	0.0%
504211 Postage & Mailing	5,023	6,000	19.5%	6,000	0.0%
504214 Promotional Items	-	1,000	100.0%	-	-100.0%
504215 Printing	1,675	1,000	-40.3%	1,000	0.0%
504217 Photo Supp/Process	-	-	0.0%	-	0.0%
504311 Office Supplies	16,541	17,000	2.8%	17,000	0.0%
504315 Safety Supplies	-	-	0.0%	-	0.0%
504317 Cleaning Supplies	-	-	0.0%	-	0.0%
504409 Repair/Maint Supplies	-	-	0.0%	-	0.0%
504421 Non-Inventory Parts	-	-	0.0%	-	0.0%
504511 Small Tools	-	-	0.0%	-	0.0%
504515 Employee Tool Replacement	-	-	0.0%	-	0.0%
Totals	23,239	25,000	7.6%	24,000	-4.0%
UTILITIES					
505011 Gas & Electric	-	-	0.0%	-	0.0%
505021 Water & Garbage	-	-	0.0%	-	0.0%
505031 Telecommunications	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
CASUALTY & LIABILITY					
506011 Insurance - Property	-	-	0.0%	-	0.0%
506015 Insurance - PL/PD	-	-	0.0%	-	0.0%
506021 Insurance - Other	-	-	0.0%	-	0.0%
506123 Settlement Costs	-	-	0.0%	-	0.0%
506127 Repairs - District Prop	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY13 & FY14 REVISED OPERATING BUDGET AS OF MARCH 2013
Administration - 1100

ACCOUNT	ACTUAL FY12	REVISED BUDGET FY13	% CHANGE ACTUAL FY12 REV BUDG FY13	REVISED BUDGET FY14	% CHANGE REV BUDG FY13 REV BUDG FY14
TAXES					
507051 Fuel Tax	-	-	0.0%	-	0.0%
507201 Licenses & Permits	-	-	0.0%	-	0.0%
507999 Other Taxes	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
PURCHASED TRANS.					
503406 Contract/Paratransit	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
MISC EXPENSE					
509011 Dues/Subscriptions	52,622	52,425	-0.4%	52,425	0.0%
509081 Advertising - District Promo	-	1,000	100.0%	-	-100.0%
509101 Employee Incentive Program	226	10,000	4319.1%	10,000	0.0%
509121 Employee Training	37,843	91,100	140.7%	91,100	0.0%
509123 Travel	43,860	96,359	119.7%	96,359	0.0%
509125 Local Meeting Expense	4,935	5,000	1.3%	5,000	0.0%
509127 Board Director Fees	7,650	12,600	64.7%	12,600	0.0%
509150 Contributions	-	-	0.0%	-	0.0%
509198 Cash Over/Short	-	-	0.0%	-	0.0%
Totals	147,136	268,484	82.5%	267,484	-0.4%
LEASES & RENTALS					
512011 Facility Lease	-	-	0.0%	-	0.0%
512061 Equipment Rental	958	1,268	32.3%	1,268	0.0%
Totals	958	1,268	32.3%	1,268	0.0%
PERSONNEL TOTAL	484,250	990,564	104.6%	1,050,800	6.1%
NON-PERSONNEL TOTAL	300,831	450,597	49.8%	528,597	17.3%
DEPARTMENT TOTALS	785,081	1,441,161	83.6%	1,579,397	9.6%



FINANCE DEPARTMENT 1200

MAJOR FUNCTIONS OF THE DEPARTMENT

The Finance Department is responsible for:

- General Ledger
- Accounts Payable
- Accounts Receivable
- Grant Accounting
- Payroll
- Fixed Asset Accounting
- Investment
- Audit
- Financial Forecasting / Budgeting
- Financial and Regulatory Reporting
- Tax Filings (Monthly, Quarterly, and Annual)
- Revenue Collection Reconciliation
- Advertising
- Debt Service

The Finance Department also:

- Develops and monitors annual operating and capital budgets
- Develops and updates short-range and long-range financial plans
- Purchases and maintains property and liability insurance
- Disseminates a wide variety of information to other departments and the public
- Conducts annual physical inventory counts

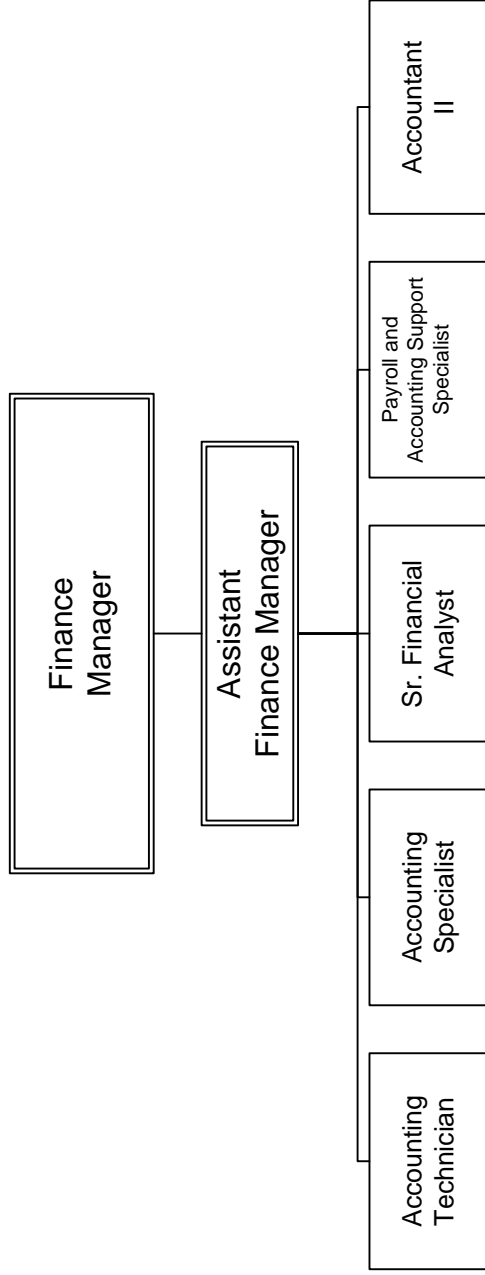
DEPARTMENT OBJECTIVES for FY13 and FY14

- Continue to assist the Board of Directors with the operating and capital budget process, long-term budgetary planning, development of five-year revenue and expense projections and creation of the unmet Capital needs list
- Work towards fully automating the timekeeping process via the Qqest timekeeping software to increase efficiency and ensure compliance with the Fair Labor Standards Act
- Continue to enhance reporting functions through graphs, charts and presentations to the Departments, Management, Board of Directors, and the Public
- Maintain areas of Santa Cruz METRO's website that pertain to the Finance Department

Finance Department (con't)

- Establish a funding policy pertaining to Santa Cruz METRO's GASB 45 OPEB liability
- Accurate, timely and efficient reporting of business and payroll transactions
- Work with District Counsel and Human Resources to comply with new laws, rules, regulations and Union contracts
- Cross-train department staff to provide assistance, back-up coverage and enhanced customer service in all daily operations
- Strive for timely billing and revenue collection
- Maximize the benefits of existing, upgraded, and/or new technology programs
- Procure a new financial system
- Protect and preserve the assets of Santa Cruz METRO
- Continue to promote individual training and education within the department
- Ensure ongoing compliance with generally accepted accounting principles ("GAAP") and statutory reporting requirements
- Continue to improve and update processes relating to internal control, policies and procedures
- Provide the tools, time and talent for the staff to improve overall efficiency through automation, education and a more user-friendly computer environment
- Maintain California Transit Insurance Pool (CalTIP) Board position and adhere to decisions made related to the insurance pool
- Promote advertising on Santa Cruz buses
- Continue to network and outreach with our community partners
- Ensure fiscal responsibility throughout Santa Cruz METRO
- Review department activities and processes on an ongoing basis—seeking to maximize organizational effectiveness, including cash control, and payroll controls

Finance Department 1200



FY13 & FY14 REVISED OPERATING BUDGET AS OF MARCH 2013
 Authorized and Funded Personnel - Full Time Equivalent (FTE)
 Finance - 1200

Position Title	Authorized FY 12 Revised 04/12	Funded FY 12 Revised 04/12	Authorized FY 13 Revised	Funded FY 13 Revised	Authorized FY 14 Revised	Funded FY 14 Revised
	Finance Manager	1.00	1.00	1.00	1.00	1.00
Assistant Finance Manager	1.00	1.00	1.00	1.00	1.00	1.00
Senior Accountant	0.50	0.00	0.50	0.00	0.50	0.00
Accountant II	1.00	1.00	1.00	1.00	1.00	1.00
Accounting Specialist	1.00	1.00	1.00	1.00	1.00	1.00
Accounting Tech	1.00	1.00	1.00	1.00	1.00	1.00
Payroll and Accounting Support Specialist	1.00	1.00	1.00	1.00	1.00	1.00
Financial Analyst/Sr. Financial Analyst	1.00	1.00	1.00	1.00	1.00	1.00
Grants/Legislative Analyst *	2.00	2.00	0.00	0.00	0.00	0.00
Transportation Planning Supervisor *	1.00	0.00	0.00	0.00	0.00	0.00
Jr. Transportation Planner *	1.00	1.00	0.00	0.00	0.00	0.00
Transit Surveyor *	1.00	0.50	0.00	0.00	0.00	0.00
Purchasing Agent **	1.00	1.00	0.00	0.00	0.00	0.00
Purchasing Assistant **	1.00	1.00	0.00	0.00	0.00	0.00
Vault Room Coordinator	1.00	0.00	1.00	0.00	1.00	0.00
Revenue Specialist	1.00	0.00	1.00	0.00	1.00	0.00
Total Full-Time Equivalents (FTEs)	16.50	12.50	9.50	7.00	9.50	7.00

* Transferred to Administration in FY13

** Transferred to Purchasing in FY13

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY13 & FY14 REVISED OPERATING BUDGET AS OF MARCH 2013
 Finance - 1200

ACCOUNT	ACTUAL FY12	REVISED BUDGET FY13	% CHANGE ACTUAL FY12 REV BUDG FY13	REVISED BUDGET FY14	% CHANGE REV BUDG FY13 REV BUDG FY14
LABOR					
501011 Bus Operator Pay	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	0.0%	-	0.0%
501021 Other Salaries	663,812	484,608	-27.0%	485,589	0.2%
501023 Other OT	8,397	2,172	-74.1%	2,233	2.8%
Totals	672,209	486,780	-27.6%	487,822	0.2%
FRINGE BENEFITS					
502011 Medicare/Soc. Sec.	11,909	8,511	-28.5%	8,641	1.5%
502021 Retirement	133,409	99,405	-25.5%	112,379	13.1%
502031 Medical Ins	149,795	132,297	-11.7%	139,930	5.8%
502041 Dental Ins	11,818	11,532	-2.4%	11,705	1.5%
502045 Vision Ins	3,328	2,310	-30.6%	2,379	3.0%
502051 Life Ins/AD&D	1,266	1,005	-20.6%	1,035	3.0%
502060 State Disability Ins (SDI)	7,835	5,156	-34.2%	5,537	7.4%
502061 Long Term Disability Ins	4,077	3,949	-3.1%	4,119	4.3%
502071 State Unemployment Ins (SUI)	3,608	1,911	-47.0%	2,027	6.1%
502081 Worker's Comp Ins	10,287	19,960	94.0%	20,559	3.0%
502101 Holiday Pay	10,426	12,762	22.4%	17,656	38.3%
502103 Floating Holiday	9,974	10,173	2.0%	10,377	2.0%
502109 Sick Leave	28,635	25,524	-10.9%	26,484	3.8%
502111 Annual Leave	66,461	47,722	-28.2%	49,500	3.7%
502121 Other Paid Absence	9,537	3,988	-58.2%	4,138	3.8%
502251 Phys. Exams	-	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	0.0%	-	0.0%
502999 Other Fringe Benefits	4,237	4,123	-2.7%	4,129	0.2%
Totals	466,602	390,328	-16.3%	420,597	7.8%

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY13 & FY14 REVISED OPERATING BUDGET AS OF MARCH 2013
 Finance - 1200

ACCOUNT	ACTUAL FY12	REVISED BUDGET FY13	% CHANGE ACTUAL FY12 REV BUDG FY13	REVISED BUDGET FY14	% CHANGE REV BUDG FY13 REV BUDG FY14
SERVICES					
503011 Accting/Audit Fees	77,560	80,000	3.1%	80,000	0.0%
503012 Admin/Bank Fees	275,529	280,000	1.6%	280,000	0.0%
503031 Prof/Technical Fees	10,750	12,000	11.6%	12,000	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	-	-	-100.0%	-	0.0%
503161 Custodial Services	103,673	-	0.0%	-	0.0%
503162 Uniforms/Laundry	-	-	0.0%	-	0.0%
503171 Security Services	-	-	0.0%	-	0.0%
503221 Classified/Legal Ads	2,712	100	-96.3%	100	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	470,224	372,100	-20.9%	372,100	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
FY13 & FY14 REVISED OPERATING BUDGET AS OF MARCH 2013
 Finance - 1200

ACCOUNT	ACTUAL FY12	REVISED BUDGET FY13	% CHANGE ACTUAL FY12 REV BUDG FY13	REVISED BUDGET FY14	% CHANGE REV BUDG FY13 REV BUDG FY14
OTHER MATERIALS & SUPPLIES					
504205 Freight Out	-	-	0.0%	-	0.0%
504211 Postage & Mailing	298	500	67.9%	500	0.0%
504214 Promotional Items	-	-	0.0%	-	0.0%
504215 Printing	1,410	1,000	-29.1%	1,000	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	113	-	-100.0%	-	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	1,821	1,500	-17.6%	1,500	0.0%
UTILITIES					
505011 Gas & Electric	-	-	0.0%	-	0.0%
505021 Water & Garbage	-	-	0.0%	-	0.0%
505031 Telecommunications	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
CASUALTY & LIABILITY					
506011 Insurance - Property	101,705	98,000	-3.6%	100,000	2.0%
506015 Insurance - PL/PD	466,962	450,000	-3.6%	450,000	0.0%
506021 Insurance - Other	711	750	5.5%	750	0.0%
506123 Settlement Costs	-	-	0.0%	-	0.0%
506127 Repairs - District Prop	-	-	0.0%	-	0.0%
Totals	569,378	548,750	-3.6%	550,750	0.4%

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY13 & FY14 REVISED OPERATING BUDGET AS OF MARCH 2013

Finance - 1200

ACCOUNT	ACTUAL FY12	REVISED BUDGET FY13	% CHANGE ACTUAL FY12 REV BUDG FY13	REVISED BUDGET FY14	% CHANGE REV BUDG FY13 REV BUDG FY14
TAXES					
507051 Fuel Tax	-	-	0.0%	-	0.0%
507201 Licenses & Permits	-	-	0.0%	-	0.0%
507999 Other Taxes	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
PURCHASED TRANS.					
503406 Contract/Paratransit	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
MISC EXPENSE					
509011 Dues/Subscriptions	617	900	46.0%	900	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%
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	10,273	-	-100.0%	-	0.0%
Totals	10,890	900	-91.7%	900	0.0%
LEASES & RENTALS					
512011 Facility Lease	-	-	0.0%	-	0.0%
512061 Equipment Rental	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
PERSONNEL TOTAL	1,138,811	877,108	-23.0%	908,419	3.6%
NON-PERSONNEL TOTAL	1,052,313	923,250	-12.3%	925,250	0.2%
DEPARTMENT TOTALS	2,191,124	1,800,358	-17.8%	1,833,669	1.9%



OPERATIONS
CUSTOMER SERVICE
1300

MAJOR FUNCTIONS OF THE DEPARTMENT

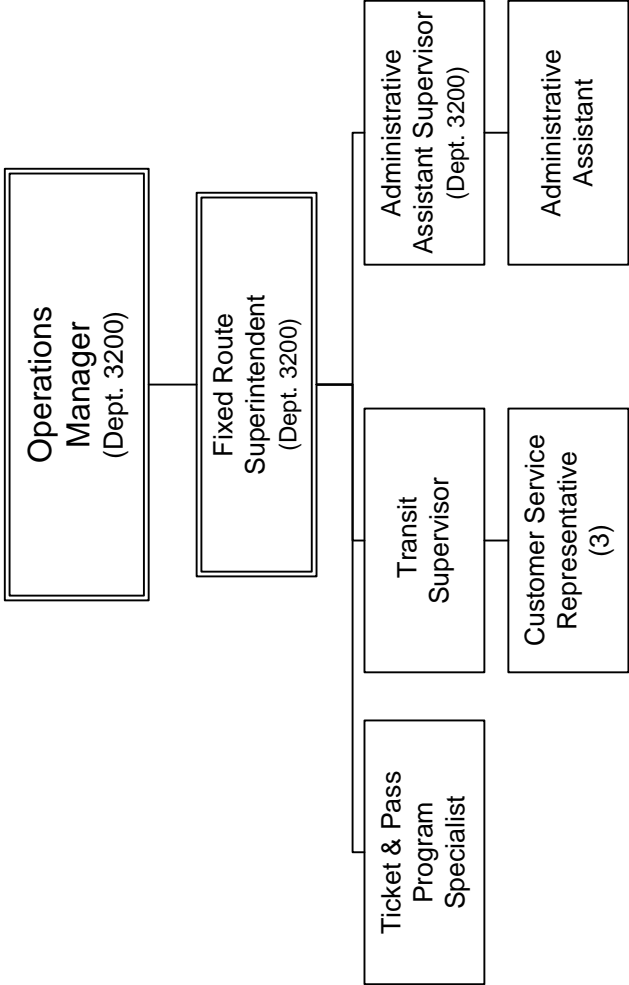
The Customer Service Department located in Santa Cruz Metro Transit Center provides Fixed Route Accessible Services and Paratransit Eligibility Certification, bi-lingual customer comment assistance, bus route information, trip-planning assistance, lost and found services, ticket and pass sales to Santa Cruz METRO Fixed Route and ParaCruz customers, coordinates with other departments the creation of Santa Cruz METRO's Headways publication, informational updates on Santa Cruz METRO's service webpage

DEPARTMENT OBJECTIVES FOR FY13 and FY14

- Provide all ParaCruz Customer Identification Card processing at the Metro Transit Center.
- On a continuing basis increase Public Outreach promoting Santa Cruz METRO's new services and various fare media options
- On a continuing basis coordinate a comprehensive presentation at UCSC familiarizing freshman class of students with available Santa Cruz METRO services.
- Update Customer Service Department Procedures Manual.
- Update job descriptions and duties to establish backups for all positions.
- Update and translate to Spanish all relevant Customer Service forms.
- Improve Customer Service and information conveyance with the use of phone center software.
- Improve Customer Service Reporting processes to better respond to service concerns, suggestions, requests, and compliments, integrating newly created website features.
- Improve and increase use of visual graphic media in the promotion of Santa Cruz METRO services.
- Limited English Proficiency (LEP) plan implementation and outreach.
- Develop training module for operators on Customer Service and the various programs.
- Improve efficiency of CSR's in responding to inquiries and complaints by accessing electronic information.

- Experiment with new schedules for better service delivery
- Improve process relating to Lost and Found, update written Lost and Found procedures for unclaimed articles

Customer Service 1300



FY13 & FY14 REVISED OPERATING BUDGET AS OF MARCH 2013
 Authorized and Funded Personnel - Full Time Equivalent (FTE)
 Customer Service - 1300

Position Title	Authorized FY 12 Revised 04/12	Funded FY 12 Revised 04/12	Authorized FY 13 Revised	Funded FY 13 Revised	Authorized FY 14 Revised	Funded FY 14 Revised
	Planning & Marketing Manager	1.00	0.00	1.00	0.00	1.00
Transit Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Customer Service Coordinator	1.00	0.00	1.00	0.00	1.00	0.00
CSR	5.00	3.00	5.00	3.00	5.00	3.00
Ticket & Pass Program Specialist	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Assistant	1.25	1.00	1.25	1.00	1.25	1.00
Total Full-Time Equivalents (FTEs)	10.25	6.00	10.25	6.00	10.25	6.00

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY13 & FY14 REVISED OPERATING BUDGET AS OF MARCH 2013
 Customer Service - 1300

ACCOUNT	ACTUAL FY12	REVISED BUDGET FY13	% CHANGE ACTUAL FY12 REV BUDG FY13	REVISED BUDGET FY14	% CHANGE REV BUDG FY13 REV BUDG FY14
LABOR					
501011 Bus Operator Pay	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	0.0%	-	0.0%
501021 Other Salaries	231,279	305,038	31.9%	308,913	1.3%
501023 Other OT	7,769	8,702	12.0%	8,791	1.0%
Totals	239,048	313,741	31.2%	317,704	1.3%
FRINGE BENEFITS					
502011 Medicare/Soc. Sec.	3,380	5,442	61.0%	5,644	3.7%
502021 Retirement	48,102	61,880	28.6%	68,777	11.1%
502031 Medical Ins	80,790	86,901	7.6%	92,057	5.9%
502041 Dental Ins	8,995	9,720	8.1%	9,866	1.5%
502045 Vision Ins	1,980	1,980	0.0%	2,039	3.0%
502051 Life Ins/AD&D	637	702	10.2%	723	3.0%
502060 State Disability Ins (SDI)	3,353	3,587	7.0%	3,767	5.0%
502061 Long Term Disability Ins	2,455	2,523	2.8%	2,642	4.7%
502071 State Unemployment Ins (SUI)	1,488	1,638	10.1%	1,738	6.1%
502081 Worker's Comp Ins	45,053	17,109	-62.0%	17,622	3.0%
502101 Holiday Pay	3,116	7,897	153.5%	10,743	36.0%
502103 Floating Holiday	4,517	-	-100.0%	-	0.0%
502109 Sick Leave	5,912	15,795	167.2%	16,115	2.0%
502111 Annual Leave	37,810	41,324	9.3%	42,160	2.0%
502121 Other Paid Absence	3,787	2,468	-34.8%	2,518	2.0%
502251 Phys. Exams	-	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	0.0%	-	0.0%
502999 Other Fringe Benefits	1,210	1,391	14.9%	1,397	0.4%
Totals	252,585	260,358	3.1%	277,808	6.7%

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY13 & FY14 REVISED OPERATING BUDGET AS OF MARCH 2013
 Customer Service - 1300

ACCOUNT	ACTUAL FY12	REVISED BUDGET FY13	% CHANGE ACTUAL FY12 REV BUDG FY13	REVISED BUDGET FY14	% CHANGE REV BUDG FY13 REV BUDG FY14
SERVICES					
503011 Accting/Audit Fees	-	-	0.0%	-	0.0%
503012 Admin/Bank Fees	-	-	0.0%	-	0.0%
503031 Prof/Technical Fees	13,523	12,000	-11.3%	12,000	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	44,190	-	-100.0%	-	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	1,333	5,000	275.1%	5,000	0.0%
503351 Repair - Bldg & Impr	-	-	0.0%	-	0.0%
503352 Repair - Equipment	900	1,000	11.1%	1,000	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	59,946	18,000	-70.0%	18,000	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	-	4,000	100.0%	4,000	0.0%
Totals	-	4,000	100.0%	4,000	0.0%

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY13 & FY14 REVISED OPERATING BUDGET AS OF MARCH 2013
Customer Service - 1300

ACCOUNT	ACTUAL FY12	REVISED BUDGET FY13	% CHANGE ACTUAL FY12 REV BUDG FY13	REVISED BUDGET FY14	% CHANGE REV BUDG FY13 REV BUDG FY14
OTHER MATERIALS & SUPPLIES					
504205 Freight Out	-	-	0.0%	-	0.0%
504211 Postage & Mailing	2,514	2,500	-0.6%	2,500	0.0%
504214 Promotional Items	-	-	0.0%	-	0.0%
504215 Printing	45,494	40,000	-12.1%	40,000	0.0%
504217 Photo Supp/Process	1,180	1,500	27.2%	1,500	0.0%
504311 Office Supplies	3,307	3,300	-0.2%	3,500	6.1%
504315 Safety Supplies	-	-	0.0%	-	0.0%
504317 Cleaning Supplies	-	-	0.0%	-	0.0%
504409 Repair/Maint Supplies	-	-	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	52,495	47,300	-9.9%	47,500	0.4%
UTILITIES					
505011 Gas & Electric	-	-	0.0%	-	0.0%
505021 Water & Garbage	-	-	0.0%	-	0.0%
505031 Telecommunications	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
CASUALTY & LIABILITY					
506011 Insurance - Property	-	-	0.0%	-	0.0%
506015 Insurance - PL/PD	-	-	0.0%	-	0.0%
506021 Insurance - Other	-	-	0.0%	-	0.0%
506123 Settlement Costs	-	-	0.0%	-	0.0%
506127 Repairs - District Prop	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY13 & FY14 REVISED OPERATING BUDGET AS OF MARCH 2013
Customer Service - 1300

ACCOUNT	ACTUAL FY12	REVISED BUDGET FY13	% CHANGE ACTUAL FY12 REV BUDG FY13	REVISED BUDGET FY14	% CHANGE REV BUDG FY13 REV BUDG FY14
TAXES					
507051 Fuel Tax	-	-	0.0%	-	0.0%
507201 Licenses & Permits	1,050	1,050	0.0%	1,050	0.0%
507999 Other Taxes	-	-	0.0%	-	0.0%
Totals	1,050	1,050	0.0%	1,050	0.0%
PURCHASED TRANS.					
503406 Contract/Paratransit	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
MISC EXPENSE					
509011 Dues/Subscriptions	-	-	0.0%	-	0.0%
509081 Advertising - District Promo	-	-	0.0%	-	0.0%
509101 Employee Incentive Program	-	-	0.0%	-	0.0%
509121 Employee Training	-	-	0.0%	-	0.0%
509123 Travel	-	-	0.0%	-	0.0%
509125 Local Meeting Expense	-	-	0.0%	-	0.0%
509127 Board Director Fees	-	-	0.0%	-	0.0%
509150 Contributions	-	-	0.0%	-	0.0%
509198 Cash Over/Short	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
LEASES & RENTALS					
512011 Facility Lease	-	-	0.0%	-	0.0%
512061 Equipment Rental	4,201	4,400	4.7%	4,000	-9.1%
Totals	4,201	4,400	4.7%	4,000	-9.1%
PERSONNEL TOTAL	491,632	574,098	16.8%	595,512	3.7%
NON-PERSONNEL TOTAL	117,692	74,750	-36.5%	74,550	-0.3%
DEPARTMENT TOTALS	609,324	648,848	6.5%	670,062	3.3%



**OPERATIONS
PARACRUZ DIVISION
3100**

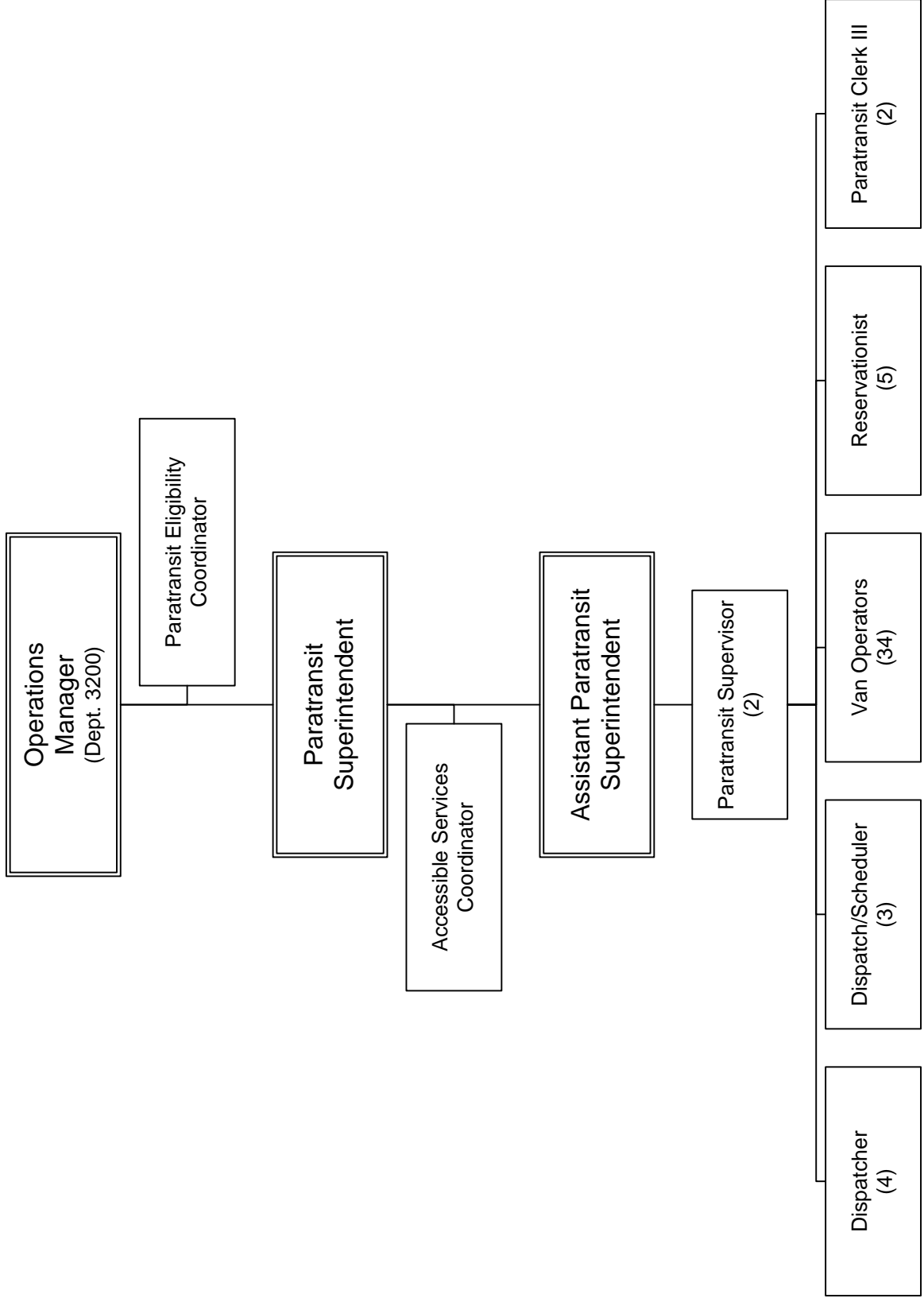
MAJOR FUNCTIONS OF THE DEPARTMENT

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

DEPARTMENT OBJECTIVES FOR FY13 and FY14

- Revise the Paratransit Employee Handbook for ParaCruz personnel.
- Implement upgrades to the Trapeze Scheduling Software, train required employees on its use.
- Implement the use of Mobile Data Terminals on all ParaCruz vehicles.
- Obtain stakeholder input, and revise the ParaCruz Policy & Procedures and revise the ParaCruz Customer Guide to reflect changes in reservation and scheduling processes.
- Expand and improve the security surveillance system for the Paratransit operating facilities.
- Arrange ongoing development training for new and existing staff covering a variety of areas critical to effective efficient Paratransit operation to include Customer Service, Shared Ride Scheduling, Eligibility, Office Administration, and Supervision.
- Development and certification of staff to respond to emergency situations through certification in National Incident Management System (NIMS) and Incident Command System training.
- Develop a proposal to obtain funding for the installation of ParaCruz fleet Mobile Data Terminal System (MDT) and refinement of radio system.
- Provide Management and Coordinators with increased training relative to Paratransit Services to enhance service performance and customer satisfaction.

Paratransit Division 3100



See Budget for details

FY13 & FY14 REVISED OPERATING BUDGET AS OF MARCH 2013
Authorized and Funded Personnel - Full Time Equivalent (FTE)
Paratransit - 3100

Position Title	Authorized FY 12 Revised 04/12	Funded FY 12 Revised 04/12	Authorized FY 13 Revised	Funded FY 13 Revised	Authorized FY 14 Revised	Funded FY 14 Revised
	Paratransit Superintendent	1.00	1.00	1.00	1.00	1.00
Assistant Paratransit Superintendent	1.00	1.00	1.00	1.00	1.00	1.00
Accessible Services Coordinator	1.00	1.00	1.00	1.00	1.00	1.00
Paratransit Eligibility Coordinator	1.00	1.00	1.00	1.00	1.00	1.00
Reservation & Scheduling Coord	1.00	0.00	1.00	0.00	1.00	0.00
Safety/Road Response Coord	1.00	0.00	1.00	0.00	1.00	0.00
Dispatcher/Scheduler	3.00	3.00	3.00	3.00	3.00	3.00
Dispatcher	5.00	4.00	5.00	4.00	5.00	4.00
Clerk I-II-III *	2.00	2.00	2.00	2.00	2.00	2.00
Van Operator **	34.00	34.00	34.00	34.00	34.00	34.00
Reservationist	7.00	5.00	7.00	5.00	7.00	5.00
Mechanic I-II***	2.00	1.00	2.00	1.00	2.00	0.00
Paratransit Supervisor	0.00	0.00	2.00	2.00	2.00	2.00
Total Full-Time Equivalents (FTEs)	59.00	53.00	61.00	55.00	61.00	54.00

* Clerk I-II-III: 1 FTEs funded for 9.5 months in FY12 Revised 01/12, effective September 2011
** Van Operator: 2 FTEs funded for 6 months in FY12 Revised 01/12, effective January 2012
*** Mechanic I-II: 1 FTE transferred to Fleet Maintenance, effective February 2013.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY13 & FY14 REVISED OPERATING BUDGET AS OF MARCH 2013
 Paratransit - 3100

ACCOUNT	ACTUAL FY12	REVISED BUDGET FY13	% CHANGE ACTUAL FY12 REV BUDG FY13	REVISED BUDGET FY14	% CHANGE REV BUDG FY13 REV BUDG FY14
LABOR					
501011 Bus Operator Pay	848,966	1,164,340	37.1%	1,215,756	4.4%
501013 Bus Operator OT	182,300	233,567	28.1%	243,881	4.4%
501021 Other Salaries	755,794	782,954	3.6%	828,670	5.8%
501023 Other OT	77,904	77,014	-1.1%	81,921	6.4%
Totals	1,864,963	2,257,874	21.1%	2,370,227	5.0%
FRINGE BENEFITS					
502011 Medicare/Soc. Sec.	31,269	38,378	22.7%	40,208	4.8%
502021 Retirement	318,257	411,152	29.2%	470,164	14.4%
502031 Medical Ins	795,292	884,979	11.3%	961,176	8.6%
502041 Dental Ins	61,041	68,690	12.5%	69,270	0.8%
502045 Vision Ins	16,583	17,958	8.3%	18,695	4.1%
502051 Life Ins/AD&D	5,511	6,553	18.9%	6,820	4.1%
502060 State Disability Ins (SDI)	23,810	26,310	10.5%	28,445	8.1%
502061 Long Term Disability Ins	15,704	15,591	-0.7%	17,118	9.8%
502071 State Unemployment Ins (SUI)	13,225	14,857	12.3%	15,929	7.2%
502081 Worker's Comp Ins	256,216	151,126	-41.0%	155,659	3.0%
502101 Holiday Pay	39,341	69,968	77.9%	74,342	6.3%
502103 Floating Holiday	7,447	10,711	43.8%	7,163	-33.1%
502109 Sick Leave	72,625	109,904	51.3%	115,575	5.2%
502111 Annual Leave	202,651	181,221	-10.6%	188,202	3.9%
502121 Other Paid Absence	9,890	17,052	72.4%	17,424	2.2%
502251 Phys. Exams	1,350	3,183	135.8%	3,183	0.0%
502253 Driver Lic Renewal	39	1,061	2620.5%	1,061	0.0%
502999 Other Fringe Benefits	5,511	5,630	2.2%	5,701	1.3%
Totals	1,875,761	2,034,323	8.5%	2,196,134	8.0%

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY13 & FY14 REVISED OPERATING BUDGET AS OF MARCH 2013
 Paratransit - 3100

ACCOUNT	ACTUAL FY12	REVISED BUDGET FY13	% CHANGE ACTUAL FY12 REV BUDG FY13	REVISED BUDGET FY14	% CHANGE REV BUDG FY13 REV BUDG FY14
SERVICES					
503011 Accting/Audit Fees	-	-	0.0%	-	0.0%
503012 Admin/Bank Fees	-	-	0.0%	-	0.0%
503031 Prof/Technical Fees	7,720	8,000	3.6%	8,000	0.0%
503032 Legislative Services	-	-	0.0%	-	0.0%
503033 Legal Services	-	-	0.0%	-	0.0%
503034 Pre-Employment Exams	-	-	0.0%	-	0.0%
503041 Temp Help	-	-	0.0%	-	0.0%
503161 Custodial Services	9,328	9,500	1.8%	9,500	0.0%
503162 Uniforms/Laundry	976	1,000	2.5%	1,000	0.0%
503171 Security Services	-	-	0.0%	-	0.0%
503221 Classified/Legal Ads	-	-	0.0%	-	0.0%
503222 Legal Ads	-	-	0.0%	-	0.0%
503225 Graphic Services	-	-	0.0%	-	0.0%
503351 Repair - Bldg & Impr	566	-	-100.0%	-	0.0%
503352 Repair - Equipment	4,148	2,000	-51.8%	2,000	0.0%
503353 Repair - Rev Vehicle	119,347	50,000	-58.1%	-	-100.0%
503354 Repair - Non Rev Vehicle	-	-	0.0%	-	0.0%
503363 Haz Mat Disposal	-	-	0.0%	-	0.0%
Totals	142,085	70,500	-50.4%	20,500	-70.9%
MOBILE MATERIALS & SUPPLIES					
504011 Fuels & Lubricants - Non Rev Veh	-	-	0.0%	-	0.0%
504012 Fuels & Lubricants - Rev Veh	252,229	175,000	-30.6%	-	-100.0%
504021 Tires & Tubes	12,054	12,000	-0.5%	-	-100.0%
504161 Other Mobile Supplies	-	-	0.0%	-	0.0%
504191 Rev Vehicle Parts	22,647	15,000	-33.8%	-	-100.0%
Totals	286,930	202,000	-29.6%	-	-100.0%

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY13 & FY14 REVISED OPERATING BUDGET AS OF MARCH 2013
 Paratransit - 3100

ACCOUNT	ACTUAL FY12	REVISED BUDGET FY13	% CHANGE ACTUAL FY12 REV BUDG FY13	REVISED BUDGET FY14	% CHANGE REV BUDG FY13 REV BUDG FY14
OTHER MATERIALS & SUPPLIES					
504205 Freight Out	-	-	0.0%	-	0.0%
504211 Postage & Mailing	2,362	2,500	5.8%	2,800	12.0%
504214 Promotional Items	-	-	0.0%	-	0.0%
504215 Printing	2,935	3,000	2.2%	3,000	0.0%
504217 Photo Supp/Process	176	1,000	469.3%	1,000	0.0%
504311 Office Supplies	13,132	11,000	-16.2%	9,000	-18.2%
504315 Safety Supplies	1,391	1,000	-28.1%	1,000	0.0%
504317 Cleaning Supplies	354	500	41.3%	500	0.0%
504409 Repair/Maint Supplies	-	-	0.0%	-	0.0%
504421 Non-Inventory Parts	-	-	0.0%	-	0.0%
504511 Small Tools	1,626	-	-100.0%	-	0.0%
504515 Employee Tool Replacement	300	500	66.9%	-	-100.0%
Totals	22,276	19,500	-12.5%	17,300	-11.3%
UTILITIES					
505011 Gas & Electric	13,405	14,000	4.4%	14,000	0.0%
505021 Water & Garbage	5,068	6,200	22.3%	6,200	0.0%
505031 Telecommunications	20,862	19,000	-8.9%	19,000	0.0%
Totals	39,334	39,200	-0.3%	39,200	0.0%
CASUALTY & LIABILITY					
506011 Insurance - Property	-	-	0.0%	-	0.0%
506015 Insurance - PL/PD	-	-	0.0%	-	0.0%
506021 Insurance - Other	-	-	0.0%	-	0.0%
506123 Settlement Costs	-	-	0.0%	-	0.0%
506127 Repairs - District Prop	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY13 & FY14 REVISED OPERATING BUDGET AS OF MARCH 2013
 Paratransit - 3100

ACCOUNT	ACTUAL FY12	REVISED BUDGET FY13	% CHANGE ACTUAL FY12 REV BUDG FY13	REVISED BUDGET FY14	% CHANGE REV BUDG FY13 REV BUDG FY14
TAXES					
507051 Fuel Tax	-	-	0.0%	-	0.0%
507201 Licenses & Permits	265	500	88.7%	500	0.0%
507999 Other Taxes	-	-	0.0%	-	0.0%
Totals	265	500	88.7%	500	0.0%
PURCHASED TRANS.					
503406 Contract/Paratransit	260,687	250,000	-4.1%	250,000	0.0%
Totals	260,687	250,000	-4.1%	250,000	0.0%
MISC EXPENSE					
509011 Dues/Subscriptions	-	-	0.0%	-	0.0%
509081 Advertising - District Promo	-	-	0.0%	-	0.0%
509101 Employee Incentive Program	-	-	0.0%	-	0.0%
509121 Employee Training	-	-	0.0%	-	0.0%
509123 Travel	-	-	0.0%	-	0.0%
509125 Local Meeting Expense	-	-	0.0%	-	0.0%
509127 Board Director Fees	-	-	0.0%	-	0.0%
509150 Contributions	-	-	0.0%	-	0.0%
509198 Cash Over/Short	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
LEASES & RENTALS					
512011 Facility Lease	144,205	158,000	9.6%	158,000	0.0%
512061 Equipment Rental	2,556	5,200	103.4%	5,200	0.0%
Totals	146,761	163,200	11.2%	163,200	0.0%
PERSONNEL TOTAL	3,740,725	4,292,197	14.7%	4,566,361	6.4%
NON-PERSONNEL TOTAL	898,337	744,900	-17.1%	490,700	-34.1%
DEPARTMENT TOTALS	4,639,062	5,037,097	8.6%	5,057,061	0.4%



OPERATIONS DEPARTMENT

3200

MAJOR FUNCTIONS OF THE DEPARTMENT

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

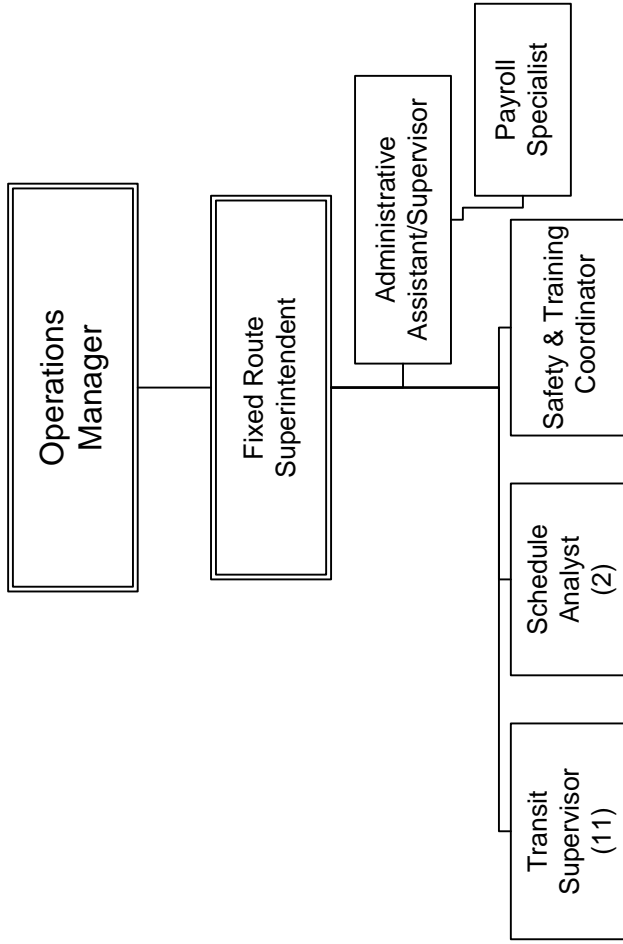
DEPARTMENT OBJECTIVES FOR FY13 and FY14

- Establish and implement appropriate procedures for all modules of the new Hastus software upgrade including Bid, Run-cutting, Scheduling, Dispatching, Payroll, Employee Performance Manager, and Self Serve.
- Document in writing all processes for all Hastus modules in an easy-to-follow manual.
- Continue to upgrade the Fare Recovery system and implement procedures and guidelines regarding its use including implementation of new Smart Card fare medium.
- Within budget constraints, begin recommended implementation of equipment and software for Closed Circuit Tele-Vision surveillance upgrades.
- Arrange ongoing personnel development training for new and existing staff covering a variety of areas critical to effective and efficient fixed route operation.
- Implement expanded review of Operator performance monitoring to ensure quality service is being provided to the community.
- Provide coordination assistance, and take actions to support the construction of the MetroBase facilities.
- Coordinate with Security Contractor training for Security personnel tailored to meet Santa Cruz METRO's dynamic needs.
- Within budget, begin recommended implementation of Land Mobile Radio upgrades in order to comply with 2013 Federal Communications Commission requirements for reduction in bandwidth use.
- Implement processes necessary to achieve stakeholder input, and complete revision of the Operator Handbooks for the Fixed-Route personnel.
- Provide developmental training for new and experienced Supervisors in various areas critical to effective Transit Supervision; Accident Investigation Training, Instructor's Course in Bus Operator Training, NTI courses in Supervision and Effective Supervision, certification as DMV examiners for the Employer Testing Program, and Vehicle Transit Training.

Operations Department (con't)

- Development and certification of staff to respond to emergency situations through training and certification in National Incident Management System (NIMS) and Incident Command System training.
- Cross train fixed route operators on ParaCruz vehicles to provide additional certified operators in case of emergency
- Continue outreach in providing local police, fire and emergency medical response agencies with equipment and building information to better familiarize response parameters, and in dealing with possible emergency crisis situations.
- Increase communication and interaction with Office of Emergency Services to include Supervisory staff with those agencies responding to an emergency. Provide contact information that will assist in improving service deployment during an emergency.
- Review and upgrade various job descriptions to reflect changes in responsibilities and duties consistent with current agency needs.
- Increase training in various skill sets for Office Administrative staff and implement cross training of various critical function areas.
- Improve security post orders to cover the changing requirements of security at the Santa Cruz METRO centers.

Operations Department 3200



FY13 & FY14 REVISED OPERATING BUDGET AS OF MARCH 2013
 Authorized and Funded Personnel - Full Time Equivalent (FTE)
 Operations - 3200

Position Title	Authorized FY 12 Revised 04/12	Funded FY 12 Revised 04/12	Authorized FY 13 Revised	Funded FY 13 Revised	Authorized FY 14 Revised	Funded FY 14 Revised
Operations Manager	1.00	1.00	1.00	1.00	1.00	1.00
Fixed Route Superintendent	1.00	1.00	1.00	1.00	1.00	1.00
Transit Supervisor	13.00	10.00	14.00	11.00	14.00	11.00
Schedule Analyst	1.00	1.00	2.00	2.00	2.00	2.00
Safety & Training Coordinator	1.00	1.00	1.00	1.00	1.00	1.00
Admin Assistant/Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Assistant	1.00	0.00	1.00	0.00	1.00	0.00
Administrative Clerk I	0.00	0.00	0.00	0.00	0.00	0.00
Payroll Specialist	1.00	1.00	1.00	1.00	1.00	1.00
Total Full-Time Equivalents (FTEs)	20.00	16.00	22.00	18.00	22.00	18.00

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY13 & FY14 REVISED OPERATING BUDGET AS OF MARCH 2013
 Operations - 3200

ACCOUNT	ACTUAL FY12	REVISED BUDGET FY13	% CHANGE ACTUAL FY12 REV BUDG FY13	REVISED BUDGET FY14	% CHANGE REV BUDG FY13 REV BUDG FY14
LABOR					
501011 Bus Operator Pay	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	0.0%	-	0.0%
501021 Other Salaries	1,026,363	1,200,943	17.0%	1,220,173	1.6%
501023 Other OT	245,439	173,342	-29.4%	176,703	1.9%
Totals	1,271,802	1,374,285	8.1%	1,396,876	1.6%
FRINGE BENEFITS					
502011 Medicare/Soc. Sec.	14,160	24,009	69.6%	24,592	2.4%
502021 Retirement	206,853	252,442	22.0%	282,806	12.0%
502031 Medical Ins	243,012	305,900	25.9%	331,023	8.2%
502041 Dental Ins	20,607	26,260	27.4%	26,654	1.5%
502045 Vision Ins	5,280	5,940	12.5%	6,118	3.0%
502051 Life Ins/AD&D	1,884	2,292	21.6%	2,361	3.0%
502060 State Disability Ins (SDI)	14,213	15,337	7.9%	16,267	6.1%
502061 Long Term Disability Ins	7,359	9,225	25.4%	9,549	3.5%
502071 State Unemployment Ins (SUI)	4,620	4,914	6.4%	5,213	6.1%
502081 Worker's Comp Ins	22,602	51,326	127.1%	52,866	3.0%
502101 Holiday Pay	16,717	32,810	96.3%	45,018	37.2%
502103 Floating Holiday	14,691	10,107	-31.2%	10,309	2.0%
502109 Sick Leave	37,746	65,621	73.9%	67,526	2.9%
502111 Annual Leave	174,452	161,230	-7.6%	165,675	2.8%
502121 Other Paid Absence	17,021	10,253	-39.8%	10,551	2.9%
502251 Phys. Exams	675	530	-21.4%	530	0.0%
502253 Driver Lic Renewal	35	-	-100.0%	-	0.0%
502999 Other Fringe Benefits	4,422	4,472	1.1%	4,490	0.4%
Totals	806,347	982,668	21.9%	1,061,548	8.0%

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY13 & FY14 REVISED OPERATING BUDGET AS OF MARCH 2013
 Operations - 3200

ACCOUNT	ACTUAL FY12	REVISED BUDGET FY13	% CHANGE ACTUAL FY12 REV BUDG FY13	REVISED BUDGET FY14	% CHANGE REV BUDG FY13 REV BUDG FY14
SERVICES					
503011 Actng/Audit Fees	-	-	0.0%	-	0.0%
503012 Admin/Bank Fees	-	-	0.0%	-	0.0%
503031 Prof/Technical Fees	21,825	23,000	5.4%	23,000	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	37,477	-	-100.0%	-	0.0%
503161 Custodial Services	-	-	0.0%	-	0.0%
503162 Uniforms/Laundry	2,698	500	-81.5%	500	0.0%
503171 Security Services	316,597	430,000	35.8%	430,000	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	2,611	3,000	14.9%	3,000	0.0%
503354 Repair - Non Rev Vehicle	-	-	0.0%	-	0.0%
503363 Haz Mat Disposal	-	-	0.0%	-	0.0%
Totals	381,207	456,500	19.8%	456,500	0.0%
MOBILE MATERIALS & SUPPLIES					
504011 Fuels & Lubricants - Non Rev Veh	-	-	0.0%	-	0.0%
504012 Fuels & Lubricants - Rev Veh	-	-	0.0%	-	0.0%
504021 Tires & Tubes	-	-	0.0%	-	0.0%
504161 Other Mobile Supplies	-	-	0.0%	-	0.0%
504191 Rev Vehicle Parts	1,705	-	-100.0%	-	0.0%
Totals	1,705	-	-100.0%	-	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 FY13 & FY14 REVISED OPERATING BUDGET AS OF MARCH 2013**

Operations - 3200

ACCOUNT	ACTUAL FY12	REVISED BUDGET FY13	% CHANGE ACTUAL FY12 REV BUDG FY13	REVISED BUDGET FY14	% CHANGE REV BUDG FY13 REV BUDG FY14
OTHER MATERIALS & SUPPLIES					
504205 Freight Out	-	-	0.0%	-	0.0%
504211 Postage & Mailing	21	200	842.5%	200	0.0%
504214 Promotional Items	-	-	0.0%	-	0.0%
504215 Printing	8,122	4,500	-44.6%	4,500	0.0%
504217 Photo Supp/Process	1,019	600	-41.1%	600	0.0%
504311 Office Supplies	15,374	12,000	-21.9%	12,000	0.0%
504315 Safety Supplies	-	-	0.0%	-	0.0%
504317 Cleaning Supplies	-	-	0.0%	-	0.0%
504409 Repair/Maint Supplies	-	-	0.0%	-	0.0%
504421 Non-Inventory Parts	-	-	0.0%	-	0.0%
504511 Small Tools	-	-	0.0%	-	0.0%
504515 Employee Tool Replacement	-	-	0.0%	-	0.0%
Totals	24,536	17,300	-29.5%	17,300	0.0%
UTILITIES					
505011 Gas & Electric	-	-	0.0%	-	0.0%
505021 Water & Garbage	-	-	0.0%	-	0.0%
505031 Telecommunications	2,271	5,000	120.1%	5,000	0.0%
Totals	2,271	5,000	120.1%	5,000	0.0%
CASUALTY & LIABILITY					
506011 Insurance - Property	-	-	0.0%	-	0.0%
506015 Insurance - PL/PD	-	-	0.0%	-	0.0%
506021 Insurance - Other	-	-	0.0%	-	0.0%
506123 Settlement Costs	-	-	0.0%	-	0.0%
506127 Repairs - District Prop	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY13 & FY14 REVISED OPERATING BUDGET AS OF MARCH 2013
 Operations - 3200

ACCOUNT	ACTUAL FY12	REVISED BUDGET FY13	% CHANGE ACTUAL FY12 REV BUDG FY13	REVISED BUDGET FY14	% CHANGE REV BUDG FY13 REV BUDG FY14
TAXES					
507051 Fuel Tax	-	-	0.0%	-	0.0%
507201 Licenses & Permits	-	-	0.0%	-	0.0%
507999 Other Taxes	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
PURCHASED TRANS.					
503406 Contract/Paratransit	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
MISC EXPENSE					
509011 Dues/Subscriptions	-	-	0.0%	-	0.0%
509081 Advertising - District Promo	-	-	0.0%	-	0.0%
509101 Employee Incentive Program	-	-	0.0%	-	0.0%
509121 Employee Training	-	-	0.0%	-	0.0%
509123 Travel	-	-	0.0%	-	0.0%
509125 Local Meeting Expense	-	-	0.0%	-	0.0%
509127 Board Director Fees	-	-	0.0%	-	0.0%
509150 Contributions	-	-	0.0%	-	0.0%
509198 Cash Over/Short	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
LEASES & RENTALS					
512011 Facility Lease	20,858	22,000	5.5%	22,000	0.0%
512061 Equipment Rental	3,273	3,500	7.0%	5,600	60.0%
Totals	24,131	25,500	5.7%	27,600	8.2%
PERSONNEL TOTAL					
	2,078,149	2,356,953	13.4%	2,458,424	4.3%
NON-PERSONNEL TOTAL					
	433,849	504,300	16.2%	506,400	0.4%
DEPARTMENT TOTALS					
	2,511,998	2,861,253	13.9%	2,964,824	3.6%



**OPERATIONS
FIXED ROUTE BUS DIVISION
3300**

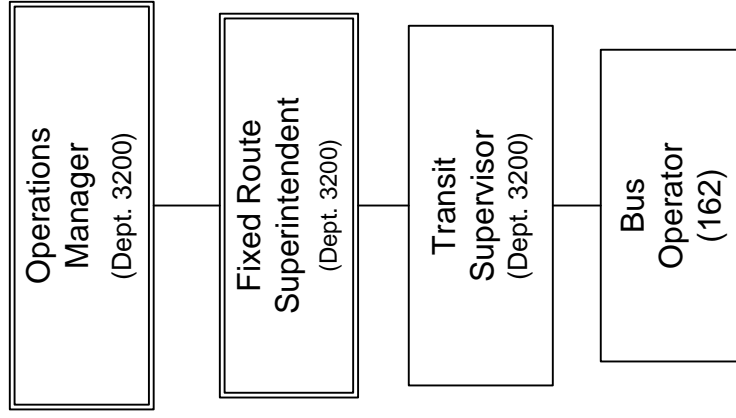
MAJOR FUNCTIONS OF THE DEPARTMENT

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

DEPARTMENT OBJECTIVES FOR FY13 and FY14

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

Operations Department 3300



FY13 & FY14 REVISED OPERATING BUDGET AS OF MARCH 2013
Authorized and Funded Personnel - Full Time Equivalent (FTE)
Bus Operators - 3300

Position Title	Authorized FY 12 Revised 04/12	Funded FY 12 Revised 04/12	Authorized FY 13 Revised	Funded FY 13 Revised	Authorized FY 14 Revised	Funded FY 14 Revised
Bus Operators	182.00	146.00 *	182.00	162.00	182.00	162.00
Total Full-Time Equivalents (FTEs)	182.00	146.00	182.00	162.00	182.00	162.00

* Restored funding for 10 FTEs as of December 2011 (145 FTEs funded as of 12/12/2011)

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY13 & FY14 REVISED OPERATING BUDGET AS OF MARCH 2013
 Bus Operators - 3300

ACCOUNT	ACTUAL FY12	REVISED BUDGET FY13	% CHANGE ACTUAL FY12 REV BUDG FY13	REVISED BUDGET FY14	% CHANGE REV BUDG FY13 REV BUDG FY14
LABOR					
501011 Bus Operator Pay	6,275,745	7,143,764	13.8%	8,031,800	12.4%
501013 Bus Operator OT	1,362,676	1,560,198	14.5%	1,766,996	13.3%
501021 Other Salaries	-	-	0.0%	-	0.0%
501023 Other OT	-	-	0.0%	-	0.0%
Totals	7,638,421	8,703,963	13.9%	9,798,795	12.6%
FRINGE BENEFITS					
502011 Medicare/Soc. Sec.	108,951	148,922	36.7%	167,094	12.2%
502021 Retirement	1,232,870	1,539,892	24.9%	1,879,929	22.1%
502031 Medical Ins	2,040,444	2,378,333	16.6%	2,760,263	16.1%
502041 Dental Ins	181,318	210,943	16.3%	229,077	8.6%
502045 Vision Ins	45,792	50,490	10.3%	55,744	10.4%
502051 Life Ins/AD&D	14,150	17,901	26.5%	19,764	10.4%
502060 State Disability Ins (SDI)	95,405	102,526	7.5%	118,694	15.8%
502061 Long Term Disability Ins	62,445	64,751	3.7%	74,292	14.7%
502071 State Unemployment Ins (SUI)	37,097	42,042	13.3%	47,499	13.0%
502081 Worker's Comp Ins	653,473	461,932	-29.3%	475,790	3.0%
502101 Holiday Pay	183,822	284,304	54.7%	298,447	5.0%
502103 Floating Holiday	-	-	0.0%	-	0.0%
502109 Sick Leave	270,881	415,665	53.4%	466,324	12.2%
502111 Annual Leave	809,923	799,923	-1.2%	890,220	11.3%
502121 Other Paid Absence	81,223	66,634	-18.0%	69,949	5.0%
502251 Phys. Exams	4,825	8,487	75.9%	8,487	0.0%
502253 Driver Lic Renewal	1,527	3,183	108.4%	3,183	0.0%
502999 Other Fringe Benefits	7,416	8,465	14.1%	8,972	6.0%
Totals	5,831,563	6,604,394	13.3%	7,573,727	14.7%

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY13 & FY14 REVISED OPERATING BUDGET AS OF MARCH 2013
 Bus Operators - 3300

ACCOUNT	ACTUAL FY12	REVISED BUDGET FY13	% CHANGE ACTUAL FY12 REV BUDG FY13	REVISED BUDGET FY14	% CHANGE REV BUDG FY13 REV BUDG FY14
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	-	2,500	100.0%	1,500	-40.0%
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	-	2,500	100.0%	1,500	-40.0%
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
FY13 & FY14 REVISED OPERATING BUDGET AS OF MARCH 2013
 Bus Operators - 3300

ACCOUNT	ACTUAL FY12	REVISED BUDGET FY13	% CHANGE ACTUAL FY12 REV BUDG FY13	REVISED BUDGET FY14	% CHANGE REV BUDG FY13 REV BUDG FY14
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%
504421 Non-Inventory Parts	-	-	0.0%	-	0.0%
504511 Small Tools	-	-	0.0%	-	0.0%
504515 Employee Tool Replacement	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
UTILITIES					
505011 Gas & Electric	-	-	0.0%	-	0.0%
505021 Water & Garbage	-	-	0.0%	-	0.0%
505031 Telecommunications	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
CASUALTY & LIABILITY					
506011 Insurance - Property	-	-	0.0%	-	0.0%
506015 Insurance - PL/PD	-	-	0.0%	-	0.0%
506021 Insurance - Other	-	-	0.0%	-	0.0%
506123 Settlement Costs	-	-	0.0%	-	0.0%
506127 Repairs - District Prop	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY13 & FY14 REVISED OPERATING BUDGET AS OF MARCH 2013
 Bus Operators - 3300

ACCOUNT	ACTUAL FY12	REVISED BUDGET FY13	% CHANGE ACTUAL FY12 REV BUDG FY13	REVISED BUDGET FY14	% CHANGE REV BUDG FY13 REV BUDG FY14
TAXES					
507051 Fuel Tax	-	-	0.0%	-	0.0%
507201 Licenses & Permits	-	-	0.0%	-	0.0%
507999 Other Taxes	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
PURCHASED TRANS.					
503406 Contract/Paratransit	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
MISC EXPENSE					
509011 Dues/Subscriptions	-	-	0.0%	-	0.0%
509081 Advertising - District Promo	-	-	0.0%	-	0.0%
509101 Employee Incentive Program	-	3,500	100.0%	3,500	0.0%
509121 Employee Training	-	-	0.0%	-	0.0%
509123 Travel	-	-	0.0%	-	0.0%
509125 Local Meeting Expense	-	-	0.0%	-	0.0%
509127 Board Director Fees	-	-	0.0%	-	0.0%
509150 Contributions	-	-	0.0%	-	0.0%
509198 Cash Over/Short	-	-	0.0%	-	0.0%
Totals	-	3,500	100.0%	3,500	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	13,469,984	15,308,356	13.6%	17,372,522	13.5%
NON-PERSONNEL TOTAL	-	6,000	100.0%	5,000	-16.7%
DEPARTMENT TOTALS	13,469,984	15,314,356	13.7%	17,377,522	13.5%



**HUMAN RESOURCES DEPARTMENT
1400**

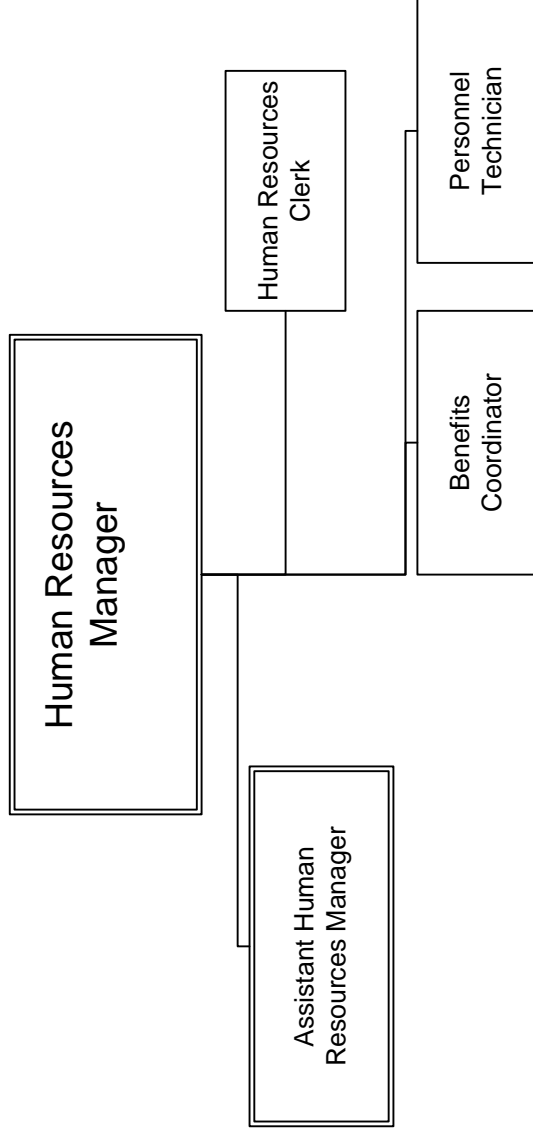
MAJOR FUNCTIONS OF THE DEPARTMENT

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

DEPARTMENT OBJECTIVES FOR FY13 and FY14

- Coordinate and insure compliance of Santa Cruz METRO's FTA mandated drug and alcohol testing program, prepare annual report of program, and renew provider contracts.
- Work with vendors to maintain compliance with FTA mandated drug and alcohol testing program.
- Train Santa Cruz METRO employees as needed on Santa Cruz METRO policies and procedures.
- Monitor and implement federal and state regulatory changes in the areas of human resources administration and compliance.
- Meet and confer with the unions regarding new policies and regulations.
- Complete recruitments for open positions and review recruitment processes.

Human Resources Department
1400



FY13 & FY14 REVISED OPERATING BUDGET AS OF MARCH 2013
Authorized and Funded Personnel - Full Time Equivalent (FTE)
Human Resources - 1400

Position Title	Authorized FY 12 Revised 04/12	Funded FY 12 Revised 04/12	Authorized FY 13 Revised	Funded FY 13 Revised	Authorized FY 14 Revised	Funded FY 14 Revised
Human Resources Manager	1.00	1.00	1.00	1.00	1.00	1.00
Asst Human Resources Manager *	1.00	1.00	1.00	1.00	1.00	1.00
Personnel Technician	1.00	1.00	1.00	1.00	1.00	1.00
Benefits Coordinator	1.00	1.00	1.00	1.00	1.00	1.00
Human Resources Specialist	1.00	0.00	1.00	0.00	1.00	0.00
Human Resources Clerk **	1.00	0.60	1.00	1.00	1.00	1.00
Total Full-Time Equivalents (FTEs)	6.00	4.60	6.00	5.00	6.00	5.00

* Asst Human Resources Manager: full time funding restored in FY12 Revised 01/12, effective October 2011

** Human Resources Clerk : 60 % funded for 6 months in FY12 Revised 01/12, effective January 2012; Full time funding restored in FY13 Revised 03/13

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY13 & FY14 REVISED OPERATING BUDGET AS OF MARCH 2013
 Human Resources - 1400

ACCOUNT	ACTUAL FY12	REVISED BUDGET FY13	% CHANGE ACTUAL FY12 REV BUDG FY13	REVISED BUDGET FY14	% CHANGE REV BUDG FY13 REV BUDG FY14
LABOR					
501011 Bus Operator Pay	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	0.0%	-	0.0%
501021 Other Salaries	299,968	343,019	14.4%	327,911	-4.4%
501023 Other OT	2,527	2,463	-2.5%	1,410	-42.8%
Totals	302,495	345,482	14.2%	329,321	-4.7%
FRINGE BENEFITS					
502011 Medicare/Soc. Sec.	5,465	6,148	12.5%	5,939	-3.4%
502021 Retirement	59,779	72,662	21.6%	77,205	6.3%
502031 Medical Ins	52,332	63,805	21.9%	70,016	9.7%
502041 Dental Ins	4,639	5,535	19.3%	5,618	1.5%
502045 Vision Ins	1,348	1,650	22.4%	1,700	3.0%
502051 Life Ins/AD&D	620	771	24.4%	794	3.0%
502060 State Disability Ins (SDI)	3,625	3,759	3.7%	3,765	0.2%
502061 Long Term Disability Ins	1,898	3,007	58.4%	3,140	4.4%
502071 State Unemployment Ins (SUI)	1,454	1,365	-6.1%	1,448	6.1%
502081 Worker's Comp Ins	14,864	13,117	-11.8%	13,510	3.0%
502101 Holiday Pay	4,372	9,468	116.5%	12,329	30.2%
502103 Floating Holiday	9,368	9,967	6.4%	10,167	2.0%
502109 Sick Leave	3,058	18,935	519.2%	18,493	-2.3%
502111 Annual Leave	53,867	37,162	-31.0%	36,402	-2.0%
502121 Other Paid Absence	738	2,959	300.8%	2,890	-2.3%
502251 Phys. Exams	-	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	0.0%	-	0.0%
502999 Other Fringe Benefits	3,892	4,059	4.3%	4,064	0.1%
Totals	221,318	254,368	14.9%	267,480	5.2%

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY13 & FY14 REVISED OPERATING BUDGET AS OF MARCH 2013
 Human Resources - 1400

ACCOUNT	ACTUAL FY12	REVISED BUDGET FY13	% CHANGE ACTUAL FY12 REV BUDG FY13	REVISED BUDGET FY14	% CHANGE REV BUDG FY13 REV BUDG FY14
SERVICES					
503011 Actng/Audit Fees	-	-	0.0%	-	0.0%
503012 Admin/Bank Fees	-	-	0.0%	-	0.0%
503031 Prof/Technical Fees	9,945	10,000	0.6%	10,000	0.0%
503032 Legislative Services	-	-	0.0%	-	0.0%
503033 Legal Services	-	-	0.0%	-	0.0%
503034 Pre-Employment Exams	26,414	10,475	-60.3%	10,475	0.0%
503041 Temp Help	9,643	-	-100.0%	-	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	4,351	8,000	83.8%	7,000	-12.5%
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	50,354	28,475	-43.4%	27,475	-3.5%
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
FY13 & FY14 REVISED OPERATING BUDGET AS OF MARCH 2013
 Human Resources - 1400

ACCOUNT	ACTUAL FY12	REVISED BUDGET FY13	% CHANGE ACTUAL FY12 REV BUDG FY13	REVISED BUDGET FY14	% CHANGE REV BUDG FY13 REV BUDG FY14
OTHER MATERIALS & SUPPLIES					
504205 Freight Out	-	-	0.0%	-	0.0%
504211 Postage & Mailing	21	500	2283.2%	500	0.0%
504214 Promotional Items	-	-	0.0%	-	0.0%
504215 Printing	-	9,000	100.0%	-	-100.0%
504217 Photo Supp/Process	-	-	0.0%	-	0.0%
504311 Office Supplies	-	-	0.0%	-	0.0%
504315 Safety Supplies	-	-	0.0%	-	0.0%
504317 Cleaning Supplies	-	-	0.0%	-	0.0%
504409 Repair/Maint Supplies	-	-	0.0%	-	0.0%
504421 Non-Inventory Parts	-	-	0.0%	-	0.0%
504511 Small Tools	-	-	0.0%	-	0.0%
504515 Employee Tool Replacement	-	-	0.0%	-	0.0%
Totals	21	9,500	45181.2%	500	-94.7%
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	-	-	0.0%	-	0.0%
506127 Repairs - District Prop	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY13 & FY14 REVISED OPERATING BUDGET AS OF MARCH 2013
 Human Resources - 1400

ACCOUNT	ACTUAL FY12	REVISED BUDGET FY13	% CHANGE ACTUAL FY12 REV BUDG FY13	REVISED BUDGET FY14	% CHANGE REV BUDG FY13 REV BUDG FY14
TAXES					
507051 Fuel Tax	-	-	0.0%	-	0.0%
507201 Licenses & Permits	-	-	0.0%	-	0.0%
507999 Other Taxes	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
PURCHASED TRANS.					
503406 Contract/Paratransit	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
MISC EXPENSE					
509011 Dues/Subscriptions	250	300	20.0%	300	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%
509123 Travel	-	-	0.0%	-	0.0%
509125 Local Meeting Expense	-	100	100.0%	100	0.0%
509127 Board Director Fees	-	-	0.0%	-	0.0%
509150 Contributions	-	-	0.0%	-	0.0%
509198 Cash Over/Short	-	-	0.0%	-	0.0%
Totals	250	400	60.0%	400	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	523,813	599,849	14.5%	596,800	-0.5%
NON-PERSONNEL TOTAL	50,624	38,375	-24.2%	28,375	-26.1%
DEPARTMENT TOTALS	574,436	638,223	11.1%	625,174	-2.0%



INFORMATION TECHNOLOGY DEPARTMENT

1500

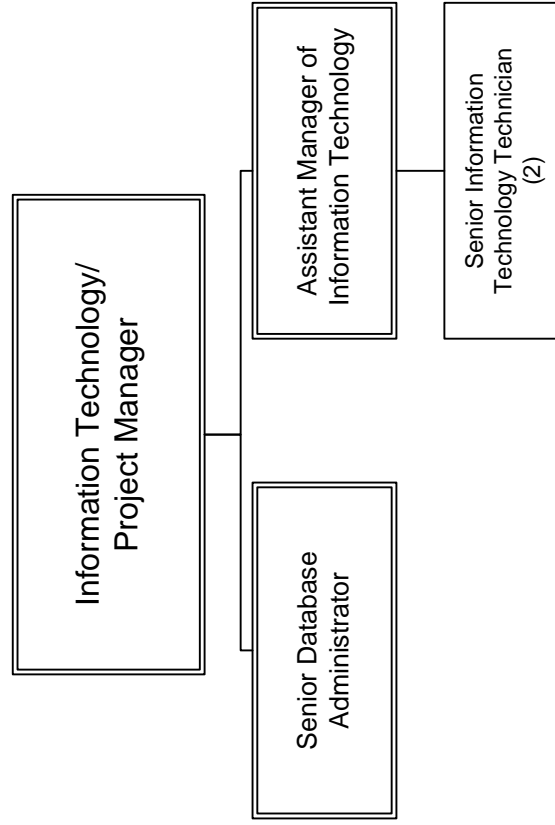
MAJOR FUNCTIONS OF THE DEPARTMENT

The IT Department is responsible for METRO's Information Systems needs including equipment and software maintenance, phone systems, Talking Bus systems, planning and purchases, METRO web site, as well as end-user technical support. IT personnel support multiple databases used by all departments. METRO data is backed up on-site for quick recovery and off-site for emergency reconstruction. METRO's computer needs are continually being evaluated with plans being developed/implemented to improve employee efficiency through computing at the lowest long-term cost.

DEPARTMENT OBJECTIVES FOR FY13-14

- Complete web site enhancement, content and usability (ongoing)
- Complete transition to new Hastus software.
- Convert all remaining Informix databases to a supported database platform.
- Upgrade existing Microsoft SQL databases to current versions.
- AVL system integration
- Continually improve department documentation and standards.
- Connectivity & implementation of security policies to network.
- Maintain computers at 99% or better up-time, including printers, terminals, PCs and communications equipment. This also includes the maintenance of the security aspects of the computer environment.

Information Technology Services Department 1500



FY13 & FY14 REVISED OPERATING BUDGET AS OF MARCH 2013
Authorized and Funded Personnel - Full Time Equivalent (FTE)
Information Technology - 1500

Position Title	Authorized FY 12 Revised 04/12	Funded FY 12 Revised 04/12	Authorized FY 13 Revised	Funded FY 13 Revised	Authorized FY 14 Revised	Funded FY 14 Revised
Information Technology/Project Manager	1.00	1.00	1.00	1.00	1.00	1.00
Asst Manager of Information Technology	1.00	1.00	1.00	1.00	1.00	1.00
Database Administrator/Sr	1.00	1.00	1.00	1.00	1.00	1.00
Systems Administrator/Sr	1.00	0.00	1.00	0.00	1.00	0.00
IT Technician/Sr IT Tech	1.00	1.00	2.00	2.00	2.00	2.00
Total Full-Time Equivalents (FTEs)	5.00	4.00	6.00	5.00	6.00	5.00

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY13 & FY14 REVISED OPERATING BUDGET AS OF MARCH 2013
Information Technology - 1500

ACCOUNT	ACTUAL FY12	REVISED BUDGET FY13	% CHANGE ACTUAL FY12 REV BUDG FY13	REVISED BUDGET FY14	% CHANGE REV BUDG FY13 REV BUDG FY14
LABOR					
501011 Bus Operator Pay	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	0.0%	-	0.0%
501021 Other Salaries	286,037	310,901	8.7%	335,154	7.8%
501023 Other OT	431	1,304	202.4%	1,430	9.7%
Totals	286,468	312,205	9.0%	336,584	7.8%
FRINGE BENEFITS					
502011 Medicare/Soc. Sec.	5,458	5,655	3.6%	6,126	8.3%
502021 Retirement	69,208	67,347	-2.7%	80,656	19.8%
502031 Medical Ins	62,253	62,534	0.5%	74,032	18.4%
502041 Dental Ins	6,051	6,295	4.0%	6,747	7.2%
502045 Vision Ins	1,320	1,320	0.0%	1,360	3.0%
502051 Life Ins/AD&D	719	701	-2.6%	782	11.6%
502060 State Disability Ins (SDI)	3,499	3,623	3.5%	4,137	14.2%
502061 Long Term Disability Ins	1,578	2,950	86.9%	3,537	19.9%
502071 State Unemployment Ins (SUI)	1,092	1,229	12.5%	1,303	6.1%
502081 Worker's Comp Ins	5,987	14,257	138.1%	14,685	3.0%
502101 Holiday Pay	5,680	9,406	65.6%	12,880	36.9%
502103 Floating Holiday	18,629	12,113	-35.0%	12,357	2.0%
502109 Sick Leave	19,987	17,549	-12.2%	19,320	10.1%
502111 Annual Leave	37,726	35,065	-7.1%	38,371	9.4%
502121 Other Paid Absence	1,019	2,939	188.5%	3,019	2.7%
502251 Phys. Exams	-	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	0.0%	-	0.0%
502999 Other Fringe Benefits	7,007	5,002	-28.6%	5,022	0.4%
Totals	247,211	247,985	0.3%	284,333	14.7%

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY13 & FY14 REVISED OPERATING BUDGET AS OF MARCH 2013
Information Technology - 1500

ACCOUNT	ACTUAL FY12	REVISED BUDGET FY13	% CHANGE ACTUAL FY12 REV BUDG FY13	REVISED BUDGET FY14	% CHANGE REV BUDG FY13 REV BUDG FY14
SERVICES					
503011 Accting/Audit Fees	-	-	0.0%	-	0.0%
503012 Admin/Bank Fees	-	-	0.0%	-	0.0%
503031 Prof/Technical Fees	1,341	14,410	974.8%	14,910	3.5%
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	108,948	110,000	1.0%	110,000	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	110,288	124,410	12.8%	124,910	0.4%
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
FY13 & FY14 REVISED OPERATING BUDGET AS OF MARCH 2013
Information Technology - 1500

ACCOUNT	ACTUAL FY12	REVISED BUDGET FY13	% CHANGE ACTUAL FY12 REV BUDG FY13	REVISED BUDGET FY14	% CHANGE REV BUDG FY13 REV BUDG FY14
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	16,046	18,000	12.2%	18,000	0.0%
504315 Safety Supplies	-	-	0.0%	-	0.0%
504317 Cleaning Supplies	-	-	0.0%	-	0.0%
504409 Repair/Maint Supplies	-	-	0.0%	-	0.0%
504421 Non-Inventory Parts	-	-	0.0%	-	0.0%
504511 Small Tools	-	-	0.0%	-	0.0%
504515 Employee Tool Replacement	-	-	0.0%	-	0.0%
Totals	16,046	18,000	12.2%	18,000	0.0%
UTILITIES					
505011 Gas & Electric	-	-	0.0%	-	0.0%
505021 Water & Garbage	-	-	0.0%	-	0.0%
505031 Telecommunications	(975)	-	-100.0%	-	0.0%
Totals	(975)	-	-100.0%	-	0.0%
CASUALTY & LIABILITY					
506011 Insurance - Property	-	-	0.0%	-	0.0%
506015 Insurance - PL/PD	-	-	0.0%	-	0.0%
506021 Insurance - Other	-	-	0.0%	-	0.0%
506123 Settlement Costs	-	-	0.0%	-	0.0%
506127 Repairs - District Prop	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY13 & FY14 REVISED OPERATING BUDGET AS OF MARCH 2013
Information Technology - 1500

ACCOUNT	ACTUAL FY12	REVISED BUDGET FY13	% CHANGE ACTUAL FY12 REV BUDG FY13	REVISED BUDGET FY14	% CHANGE REV BUDG FY13 REV BUDG FY14
TAXES					
507051 Fuel Tax	-	-	0.0%	-	0.0%
507201 Licenses & Permits	-	-	0.0%	-	0.0%
507999 Other Taxes	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
PURCHASED TRANS.					
503406 Contract/Paratransit	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
MISC EXPENSE					
509011 Dues/Subscriptions	-	-	0.0%	-	0.0%
509081 Advertising - District Promo	-	-	0.0%	-	0.0%
509101 Employee Incentive Program	-	-	0.0%	-	0.0%
509121 Employee Training	-	-	0.0%	-	0.0%
509123 Travel	-	-	0.0%	-	0.0%
509125 Local Meeting Expense	-	-	0.0%	-	0.0%
509127 Board Director Fees	-	-	0.0%	-	0.0%
509150 Contributions	-	-	0.0%	-	0.0%
509198 Cash Over/Short	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
LEASES & RENTALS					
512011 Facility Lease	-	-	0.0%	-	0.0%
512061 Equipment Rental	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
PERSONNEL TOTAL	533,679	560,189	5.0%	620,917	10.8%
NON-PERSONNEL TOTAL	125,360	142,410	13.6%	142,910	0.4%
DEPARTMENT TOTALS	659,039	702,599	6.6%	763,827	8.7%



DISTRICT COUNSEL 1700

MAJOR FUNCTIONS OF THE DEPARTMENT

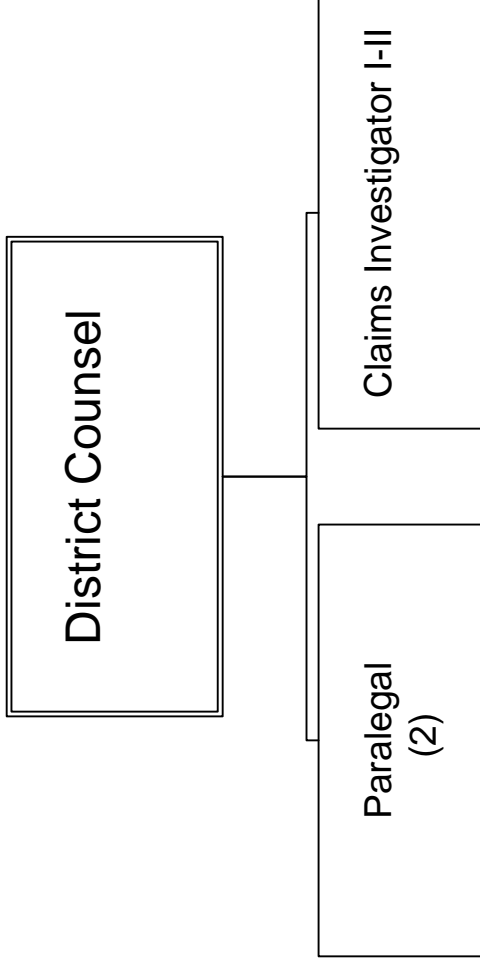
The Legal Department under the direction of the General Counsel performs the following major activities and services:

- Provides professional legal services for the Santa Cruz METRO, its Board of Directors and the management staff;
- Represents the Santa Cruz METRO, its Board of Directors and Santa Cruz METRO staff, as appropriate, in civil litigation;
- Investigates, manages and administers Santa Cruz METRO's tort claims and provides a defense for tort litigation;
- Assists the Human Resources Department with the management and administration of litigated worker's compensation claims and pursues Santa Cruz METRO's subrogation rights against third parties;
- Manages the leased properties including the preparation and negotiation of leases and tenant communications;
- Assists with the administration and management of the Call Stop Requirements;
- Assists the General Manager and Santa Cruz METRO staff, as requested, with the MetroBase Project, including property acquisitions, management of construction contracts and research of legal issues arising out of the Project;
- Assists Management staff with personnel matters;
- Represents Santa Cruz METRO in grievances and disciplinary arbitrations arising out of Santa Cruz METRO's Labor Agreements;
- Manages and Administers the Family Medical Leaves, the California Family Rights Leaves and the Pregnancy Disability Leaves and other Leaves for all Santa Cruz METRO employees in a consistent and coordinated manner; and
- Provides Spanish translations for the Legal Department and other Departments, as requested.

DEPARTMENT OBJECTIVES FOR FY13 and FY14

- Provide Management Staff with at least 4 trainings a year;
- Publish and Implement Kin Care Policy, Family and Medical Leave Policy and other legally required Leave Policies;
- Publish Legal Newsletter for Santa Cruz METRO Supervisors and Managers at least 6 times a year; and
- Review and update all current Santa Cruz METRO regulations.

Office of District Counsel
1700



FY13 & FY14 REVISED OPERATING BUDGET AS OF MARCH 2013
Authorized and Funded Personnel - Full Time Equivalent (FTE)
District Counsel - 1700

Position Title	Authorized FY 12 Revised 04/12	Funded FY 12 Revised 04/12	Authorized FY 13 Revised	Funded FY 13 Revised	Authorized FY 14 Revised	Funded FY 14 Revised
District Counsel	1.00	1.00	1.00	1.00	1.00	1.00
Claims Investigator I-II	1.00	1.00	1.00	1.00	1.00	1.00
Paralegal	2.00	2.00	2.00	2.00	2.00	2.00
Total Full-Time Equivalents (FTEs)	4.00	4.00	4.00	4.00	4.00	4.00

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY13 & FY14 REVISED OPERATING BUDGET AS OF MARCH 2013
 District Counsel - 1700

ACCOUNT	ACTUAL FY12	REVISED BUDGET FY13	% CHANGE ACTUAL FY12 REV BUDG FY13	REVISED BUDGET FY14	% CHANGE REV BUDG FY13 REV BUDG FY14
LABOR					
501011 Bus Operator Pay	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	0.0%	-	0.0%
501021 Other Salaries	336,203	328,897	-2.2%	303,318	-7.8%
501023 Other OT	-	96	100.0%	89	-7.6%
Totals	336,203	328,993	-2.1%	303,406	-7.8%
FRINGE BENEFITS					
502011 Medicare/Soc. Sec.	6,025	6,936	15.1%	5,416	-21.9%
502021 Retirement	66,451	82,924	24.8%	70,408	-15.1%
502031 Medical Ins	43,184	42,517	-1.5%	43,295	1.8%
502041 Dental Ins	3,169	3,368	6.3%	3,418	1.5%
502045 Vision Ins	1,320	1,320	0.0%	1,360	3.0%
502051 Life Ins/AD&D	518	561	8.3%	578	3.0%
502060 State Disability Ins (SDI)	3,168	3,054	-3.6%	3,252	6.5%
502061 Long Term Disability Ins	1,867	2,340	25.3%	2,410	3.0%
502071 State Unemployment Ins (SUI)	1,167	1,092	-6.4%	1,159	6.1%
502081 Worker's Comp Ins	4,831	11,406	136.1%	11,748	3.0%
502101 Holiday Pay	4,955	7,994	61.3%	11,183	39.9%
502103 Floating Holiday	7,955	11,401	43.3%	6,500	-43.0%
502109 Sick Leave	1,877	24,947	1229.1%	16,774	-32.8%
502111 Annual Leave	59,319	101,184	70.6%	33,019	-67.4%
502121 Other Paid Absence	3,282	3,881	18.2%	2,621	-32.5%
502251 Phys. Exams	-	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	0.0%	-	0.0%
502999 Other Fringe Benefits	2,009	2,077	3.4%	2,081	0.2%
Totals	211,097	307,002	45.4%	215,221	-29.9%

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY13 & FY14 REVISED OPERATING BUDGET AS OF MARCH 2013
 District Counsel - 1700

ACCOUNT	ACTUAL FY12	REVISED BUDGET FY13	% CHANGE ACTUAL FY12 REV BUDG FY13	REVISED BUDGET FY14	% CHANGE REV BUDG FY13 REV BUDG FY14
SERVICES					
503011 Actng/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	-	5,000	100.0%	5,000	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	-	5,000	100.0%	5,000	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
FY13 & FY14 REVISED OPERATING BUDGET AS OF MARCH 2013
 District Counsel - 1700

ACCOUNT	ACTUAL FY12	REVISED BUDGET FY13	% CHANGE ACTUAL FY12 REV BUDG FY13	REVISED BUDGET FY14	% CHANGE REV BUDG FY13 REV BUDG FY14
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	851	1,000	17.5%	1,000	0.0%
504315 Safety Supplies	-	-	0.0%	-	0.0%
504317 Cleaning Supplies	-	-	0.0%	-	0.0%
504409 Repair/Maint Supplies	-	-	0.0%	-	0.0%
504421 Non-Inventory Parts	-	-	0.0%	-	0.0%
504511 Small Tools	-	-	0.0%	-	0.0%
504515 Employee Tool Replacement	-	-	0.0%	-	0.0%
Totals	851	1,000	17.5%	1,000	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%

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY13 & FY14 REVISED OPERATING BUDGET AS OF MARCH 2013
 District Counsel - 1700

ACCOUNT	ACTUAL FY12	REVISED BUDGET FY13	% CHANGE ACTUAL FY12 REV BUDG FY13	REVISED BUDGET FY14	% CHANGE REV BUDG FY13 REV BUDG FY14
TAXES					
507051 Fuel Tax	-	-	0.0%	-	0.0%
507201 Licenses & Permits	-	-	0.0%	-	0.0%
507999 Other Taxes	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
PURCHASED TRANS.					
503406 Contract/Paratransit	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
MISC EXPENSE					
509011 Dues/Subscriptions	11,577	12,000	3.7%	12,000	0.0%
509081 Advertising - District Promo	-	-	0.0%	-	0.0%
509101 Employee Incentive Program	-	-	0.0%	-	0.0%
509121 Employee Training	12,454	14,000	12.4%	14,000	0.0%
509123 Travel	1,045	2,000	91.4%	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%
Totals	25,076	28,000	11.7%	28,000	0.0%
LEASES & RENTALS					
512011 Facility Lease	-	-	0.0%	-	0.0%
512061 Equipment Rental	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
PERSONNEL TOTAL	547,300	635,995	16.2%	518,628	-18.5%
NON-PERSONNEL TOTAL	25,927	34,000	31.1%	34,000	0.0%
DEPARTMENT TOTALS	573,227	669,995	16.9%	552,628	-17.5%



RISK MANAGEMENT - 1800

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY13 & FY14 REVISED OPERATING BUDGET AS OF MARCH 2013
 Risk Management - 1800

ACCOUNT	ACTUAL FY12	REVISED BUDGET FY13	% CHANGE ACTUAL FY12 REV BUDG FY13	REVISED BUDGET FY14	% CHANGE REV BUDG FY13 REV BUDG FY14
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
FY13 & FY14 REVISED OPERATING BUDGET AS OF MARCH 2013
 Risk Management - 1800

ACCOUNT	ACTUAL FY12	REVISED BUDGET FY13	% CHANGE ACTUAL FY12 REV BUDG FY13	REVISED BUDGET FY14	% CHANGE REV BUDG FY13 REV BUDG FY14
SERVICES					
503011 Acting/Audit Fees	-	-	0.0%	-	0.0%
503012 Admin/Bank Fees	-	-	0.0%	-	0.0%
503031 Prof/Technical Fees	18,155	50,000	175.4%	50,000	0.0%
503032 Legislative Services	-	-	0.0%	-	0.0%
503033 Legal Services	-	50,000	100.0%	50,000	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	18,155	100,000	450.8%	100,000	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
FY13 & FY14 REVISED OPERATING BUDGET AS OF MARCH 2013
 Risk Management - 1800

ACCOUNT	ACTUAL FY12	REVISED BUDGET FY13	% CHANGE ACTUAL FY12 REV BUDG FY13	REVISED BUDGET FY14	% CHANGE REV BUDG FY13 REV BUDG FY14
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%
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	545,500	150,000	-72.5%	150,000	0.0%
506127 Repairs - District Prop	-	-	0.0%	-	0.0%
Totals	545,500	150,000	-72.5%	150,000	0.0%

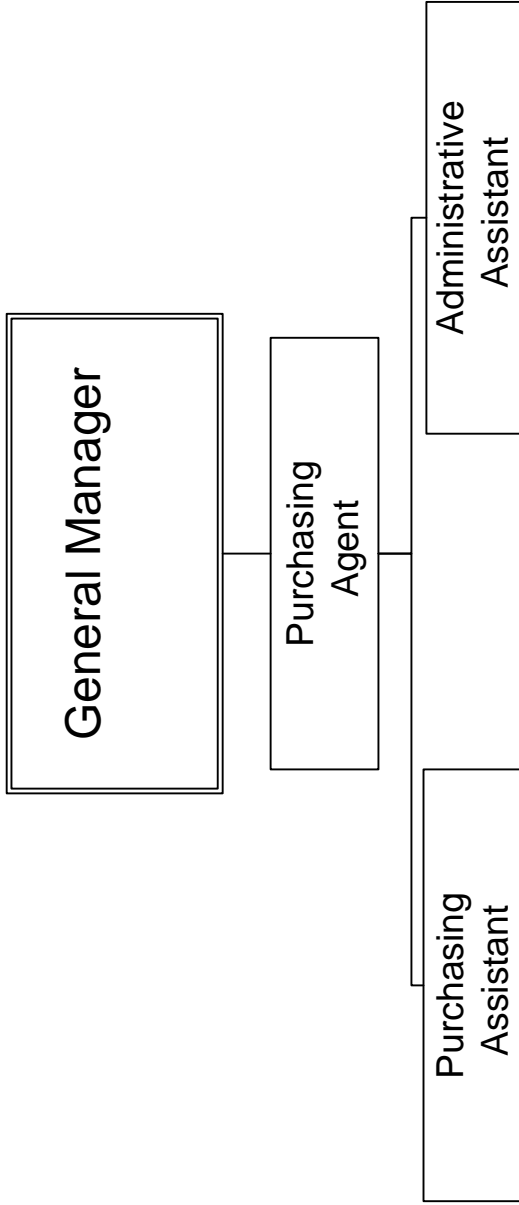
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY13 & FY14 REVISED OPERATING BUDGET AS OF MARCH 2013
 Risk Management - 1800

ACCOUNT	ACTUAL FY12	REVISED BUDGET FY13	% CHANGE ACTUAL FY12 REV BUDG FY13	REVISED BUDGET FY14	% CHANGE REV BUDG FY13 REV BUDG FY14
TAXES					
507051 Fuel Tax	-	-	0.0%	-	0.0%
507201 Licenses & Permits	-	-	0.0%	-	0.0%
507999 Other Taxes	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
PURCHASED TRANS.					
503406 Contract/Paratransit	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
MISC EXPENSE					
509011 Dues/Subscriptions	-	-	0.0%	-	0.0%
509081 Advertising - District Promo	-	-	0.0%	-	0.0%
509101 Employee Incentive Program	-	-	0.0%	-	0.0%
509121 Employee Training	-	-	0.0%	-	0.0%
509123 Travel	-	-	0.0%	-	0.0%
509125 Local Meeting Expense	-	-	0.0%	-	0.0%
509127 Board Director Fees	-	-	0.0%	-	0.0%
509150 Contributions	-	-	0.0%	-	0.0%
509198 Cash Over/Short	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
LEASES & RENTALS					
512011 Facility Lease	-	-	0.0%	-	0.0%
512061 Equipment Rental	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
PERSONNEL TOTAL					
	-	-	0.0%	-	0.0%
NON-PERSONNEL TOTAL					
	563,654	250,000	-55.6%	250,000	0.0%
DEPARTMENT TOTALS					
	563,654	250,000	-55.6%	250,000	0.0%



PURCHASING - 1900

Purchasing
1900



FY13 & FY14 REVISED OPERATING BUDGET AS OF MARCH 2013
Authorized and Funded Personnel - Full Time Equivalent (FTE)
Purchasing - 1900

Position Title	Authorized	Funded	Authorized	Funded	Authorized	Funded
	FY 12 Revised 04/12	FY 12 Revised 04/12	FY 13 Revised	FY 13 Revised	FY 14 Revised	FY 14 Revised
Administrative Assistant *	0.00	0.00	1.00	1.00	0.00	0.00
Purchasing Agent **	0.00	0.00	1.00	1.00	1.00	1.00
Purchasing Assistant **	0.00	0.00	1.00	1.00	1.00	1.00
Total Full-Time Equivalents (FTEs)	0.00	0.00	3.00	3.00	2.00	2.00

* Position funded for 6 months in FY13

** Transferred from Finance in FY13

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY13 & FY14 REVISED OPERATING BUDGET AS OF MARCH 2013
Purchasing - 1900

ACCOUNT	ACTUAL FY12	REVISED BUDGET FY13	% CHANGE ACTUAL FY12 REV BUDG FY13	REVISED BUDGET FY14	% CHANGE REV BUDG FY13 REV BUDG FY14
LABOR					
501011 Bus Operator Pay	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	0.0%	-	0.0%
501021 Other Salaries	-	136,964	100.0%	108,489	-20.8%
501023 Other OT	-	554	100.0%	489	-11.8%
Totals	-	137,518	100.0%	108,978	-20.8%
FRINGE BENEFITS					
502011 Medicare/Soc. Sec.	-	2,150	100.0%	1,920	-10.7%
502021 Retirement	-	25,321	100.0%	24,551	-3.0%
502031 Medical Ins	-	24,259	100.0%	17,249	-28.9%
502041 Dental Ins	-	2,036	100.0%	1,428	-29.9%
502045 Vision Ins	-	825	100.0%	680	-17.6%
502051 Life Ins/AD&D	-	293	100.0%	241	-17.6%
502060 State Disability Ins (SDI)	-	1,438	100.0%	1,317	-8.4%
502061 Long Term Disability Ins	-	874	100.0%	930	6.4%
502071 State Unemployment Ins (SUI)	-	683	100.0%	579	-15.1%
502081 Worker's Comp Ins	-	8,554	100.0%	8,811	3.0%
502101 Holiday Pay	-	3,786	100.0%	3,921	3.5%
502103 Floating Holiday	-	-	0.0%	-	0.0%
502109 Sick Leave	-	6,530	100.0%	5,881	-9.9%
502111 Annual Leave	-	13,773	100.0%	12,712	-7.7%
502121 Other Paid Absence	-	1,183	100.0%	919	-22.3%
502251 Phys. Exams	-	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	0.0%	-	0.0%
502999 Other Fringe Benefits	-	80	100.0%	66	-17.6%
Totals	-	91,784	100.0%	81,204	-11.5%

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY13 & FY14 REVISED OPERATING BUDGET AS OF MARCH 2013
Purchasing - 1900

ACCOUNT	ACTUAL FY12	REVISED BUDGET FY13	% CHANGE ACTUAL FY12 REV BUDG FY13	REVISED BUDGET FY14	% CHANGE REV BUDG FY13 REV BUDG FY14
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	-	15,000	100.0%	-	-100.0%
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	100.0%	4,000	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	-	600	100.0%	1,800	200.0%
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	-	19,600	100.0%	5,800	-70.4%
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
FY13 & FY14 REVISED OPERATING BUDGET AS OF MARCH 2013
Purchasing - 1900

ACCOUNT	ACTUAL FY12	REVISED BUDGET FY13	% CHANGE ACTUAL FY12 REV BUDG FY13	REVISED BUDGET FY14	% CHANGE REV BUDG FY13 REV BUDG FY14
OTHER MATERIALS & SUPPLIES					
504205 Freight Out	-	-	0.0%	-	0.0%
504211 Postage & Mailing	-	500	100.0%	500	0.0%
504214 Promotional Items	-	-	0.0%	-	0.0%
504215 Printing	-	-	0.0%	-	0.0%
504217 Photo Supp/Process	-	-	0.0%	-	0.0%
504311 Office Supplies	-	300	100.0%	300	0.0%
504315 Safety Supplies	-	-	0.0%	-	0.0%
504317 Cleaning Supplies	-	-	0.0%	-	0.0%
504409 Repair/Maint Supplies	-	-	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	-	800	100.0%	800	0.0%
UTILITIES					
505011 Gas & Electric	-	-	0.0%	-	0.0%
505021 Water & Garbage	-	-	0.0%	-	0.0%
505031 Telecommunications	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
CASUALTY & LIABILITY					
506011 Insurance - Property	-	-	0.0%	-	0.0%
506015 Insurance - PL/PD	-	-	0.0%	-	0.0%
506021 Insurance - Other	-	-	0.0%	-	0.0%
506123 Settlement Costs	-	-	0.0%	-	0.0%
506127 Repairs - District Prop	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY13 & FY14 REVISED OPERATING BUDGET AS OF MARCH 2013
Purchasing - 1900

ACCOUNT	ACTUAL FY12	REVISED BUDGET FY13	% CHANGE ACTUAL FY12 REV BUDG FY13	REVISED BUDGET FY14	% CHANGE REV BUDG FY13 REV BUDG FY14
TAXES					
507051 Fuel Tax	-	-	0.0%	-	0.0%
507201 Licenses & Permits	-	-	0.0%	-	0.0%
507999 Other Taxes	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
PURCHASED TRANS.					
503406 Contract/Paratransit	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
MISC EXPENSE					
509011 Dues/Subscriptions	-	-	0.0%	-	0.0%
509081 Advertising - District Promo	-	-	0.0%	-	0.0%
509101 Employee Incentive Program	-	-	0.0%	-	0.0%
509121 Employee Training	-	-	0.0%	-	0.0%
509123 Travel	-	-	0.0%	-	0.0%
509125 Local Meeting Expense	-	-	0.0%	-	0.0%
509127 Board Director Fees	-	-	0.0%	-	0.0%
509150 Contributions	-	-	0.0%	-	0.0%
509198 Cash Over/Short	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
LEASES & RENTALS					
512011 Facility Lease	-	-	0.0%	-	0.0%
512061 Equipment Rental	-	1,044	100.0%	3,132	200.0%
Totals	-	1,044	100.0%	3,132	200.0%
PERSONNEL TOTAL	-	229,302	100.0%	190,181	-17.1%
NON-PERSONNEL TOTAL	-	21,444	100.0%	9,732	-54.6%
DEPARTMENT TOTALS	-	250,746	100.0%	199,913	-20.3%



FACILITIES MAINTENANCE DEPARTMENT

2200

MAJOR FUNCTIONS OF THE DEPARTMENT

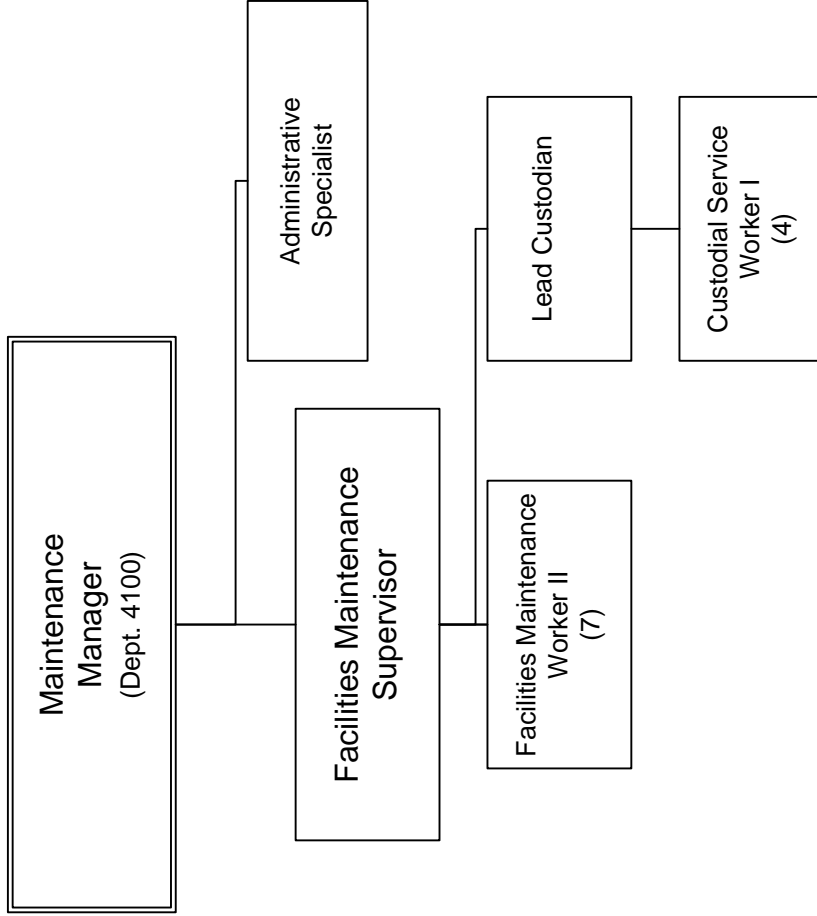
The Facilities Maintenance Department's primary mission is to provide 24-hour support to Operations and Fleet Maintenance and to provide a positive image of public transit to the community. The Facility Maintenance Department maintains seven transit facilities, three transit centers, a park and ride lot and 1000 bus stops. Facility Maintenance staff works with City, County and State Agencies to establish or improve bus stops and facilities. The Facility Maintenance Department also works with community based groups such as E & D TAC and Mac as well as private property owners to continually improve and maintain Santa Cruz Metros' facilities.

The staff develops/implements/administrates Local, State and Federal regulatory compliance programs such as the storm water and hazardous materials programs. Staff provides supervision for capital projects. The Facility Maintenance Department participates in the Service Review Committee, the Leasing and Property Committee, the Labor Management Committee, the Health and Safety Committee, the Occupational Violence Review Committee, the Injury Prevention Program and chairs the Bus Stop Advisory Committee.

DEPARTMENT OBJECTIVES FOR FY13 and FY14

- Install new aluminum passenger waiting shelters at various locations throughout Santa Cruz METRO. In some of these locations, the wood shelters will have to be removed due to dry rot and insect damage.
- Assist with capital improvement projects to ensure the projects are completed and projects meet Santa Cruz METRO, community, state and federal standards. These projects include upgrading the Security Camera Systems and installing upgraded Security Lighting at all Santa Cruz METRO owned locations.
- Maintain the fueling and servicing facility including upgrades to ensure compliance with all applicable regulations.
- Maintenance and repair of Santa Cruz METRO's bus stops.
- Continue to develop and implement a modern comprehensive safety program for the Facility Maintenance Department. This program will cover all aspects of all activities that Facilities personnel engage in.
- Assist with installation of a 2nd LCNG fuel storage tank.
- Assist in the construction of the new Operations Building.

Facilities Maintenance 2200



FY13 & FY14 REVISED OPERATING BUDGET AS OF MARCH 2013
Authorized and Funded Personnel - Full Time Equivalent (FTE)
Facilities Maintenance - 2200

Position Title	Authorized FY 12 Revised 04/12	Funded FY 12 Revised 04/12	Authorized FY 13 Revised	Funded FY 13 Revised	Authorized FY 14 Revised	Funded FY 14 Revised
Facilities Maintenance Manager	1.00	0.00	1.00	0.00	1.00	0.00
Facilities Maintenance Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Sr. Facilities Maint Worker	0.00	0.00	0.00	0.00	0.00	0.00
Admin Specialist	1.00	1.00	1.00	1.00	1.00	1.00
Facilities Maint Worker II	5.00	5.00	7.00	7.00	7.00	7.00
Facilities Maint Worker I	2.00	0.00	2.00	0.00	2.00	0.00
Lead Custodian	1.00	1.00	1.00	1.00	1.00	1.00
Custodial Service Worker I	5.00	4.00	5.00	4.00	5.00	4.00
Administrative Assistant	1.00	0.00	1.00	0.00	1.00	0.00
Total Full-Time Equivalents (FTEs)	17.00	12.00	19.00	14.00	19.00	14.00

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY13 & FY14 REVISED OPERATING BUDGET AS OF MARCH 2013
 Facilities Maintenance - 2200

ACCOUNT	ACTUAL FY12	REVISED BUDGET FY13	% CHANGE ACTUAL FY12 REV BUDG FY13	REVISED BUDGET FY14	% CHANGE REV BUDG FY13 REV BUDG FY14
LABOR					
501011 Bus Operator Pay	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	0.0%	-	0.0%
501021 Other Salaries	479,929	632,078	31.7%	648,446	2.6%
501023 Other OT	24,498	40,533	65.5%	41,612	2.7%
Totals	504,427	672,611	33.3%	690,058	2.6%
FRINGE BENEFITS					
502011 Medicare/Soc. Sec.	7,848	11,732	49.5%	12,139	3.5%
502021 Retirement	98,538	129,508	31.4%	146,255	12.9%
502031 Medical Ins	195,897	272,435	39.1%	296,277	8.8%
502041 Dental Ins	19,232	24,357	26.6%	24,722	1.5%
502045 Vision Ins	3,630	4,620	27.3%	4,759	3.0%
502051 Life Ins/AD&D	1,168	1,638	40.2%	1,687	3.0%
502060 State Disability Ins (SDI)	6,811	7,731	13.5%	8,247	6.7%
502061 Long Term Disability Ins	4,213	5,559	31.9%	5,907	6.2%
502071 State Unemployment Ins (SUI)	4,146	3,822	-7.8%	4,055	6.1%
502081 Worker's Comp Ins	64,860	39,920	-38.5%	41,118	3.0%
502101 Holiday Pay	6,950	16,905	143.3%	23,356	38.2%
502103 Floating Holiday	-	-	0.0%	-	0.0%
502109 Sick Leave	15,176	33,810	122.8%	35,033	3.6%
502111 Annual Leave	70,140	80,479	14.7%	83,246	3.4%
502121 Other Paid Absence	12,274	5,283	-57.0%	5,474	3.6%
502251 Phys. Exams	-	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	0.0%	-	0.0%
502999 Other Fringe Benefits	346	445	28.6%	459	3.0%
Totals	511,229	638,245	24.8%	692,732	8.5%

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY13 & FY14 REVISED OPERATING BUDGET AS OF MARCH 2013
 Facilities Maintenance - 2200

ACCOUNT	ACTUAL FY12	REVISED BUDGET FY13	% CHANGE ACTUAL FY12 REV BUDG FY13	REVISED BUDGET FY14	% CHANGE REV BUDG FY13 REV BUDG FY14
SERVICES					
503011 Actng/Audit Fees	-	-	0.0%	-	0.0%
503012 Admin/Bank Fees	-	-	0.0%	-	0.0%
503031 Prof/Technical Fees	8,354	16,847	101.7%	16,994	0.9%
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	51,645	6,000	-88.4%	-	-100.0%
503161 Custodial Services	59,047	65,000	10.1%	67,000	3.1%
503162 Uniforms/Laundry	1,797	3,000	66.9%	3,200	6.7%
503171 Security Services	8,230	9,135	11.0%	9,272	1.5%
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	68,496	68,000	-0.7%	68,000	0.0%
503352 Repair - Equipment	227,151	300,000	32.1%	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	39,337	40,000	1.7%	41,000	2.5%
Totals	464,057	507,982	9.5%	505,466	-0.5%
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
FY13 & FY14 REVISED OPERATING BUDGET AS OF MARCH 2013
 Facilities Maintenance - 2200

ACCOUNT	ACTUAL FY12	REVISED BUDGET FY13	% CHANGE ACTUAL FY12 REV BUDG FY13	REVISED BUDGET FY14	% CHANGE REV BUDG FY13 REV BUDG FY14
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	-	45,000	100.0%	45,000	0.0%
504217 Photo Supp/Process	-	-	0.0%	-	0.0%
504311 Office Supplies	1,952	1,750	-10.4%	1,850	5.7%
504315 Safety Supplies	10,445	8,200	-21.5%	8,400	2.4%
504317 Cleaning Supplies	42,611	40,700	-4.5%	44,770	10.0%
504409 Repair/Maint Supplies	87,620	87,000	-0.7%	87,000	0.0%
504421 Non-Inventory Parts	84	100	19.3%	100	0.0%
504511 Small Tools	1,633	2,200	34.7%	2,300	4.5%
504515 Employee Tool Replacement	-	-	0.0%	-	0.0%
Totals	144,345	184,950	28.1%	189,420	2.4%
UTILITIES					
505011 Gas & Electric	242,150	261,000	7.8%	242,550	-7.1%
505021 Water & Garbage	109,966	115,000	4.6%	115,000	0.0%
505031 Telecommunications	63,051	65,000	3.1%	65,000	0.0%
Totals	415,167	441,000	6.2%	422,550	-4.2%
CASUALTY & LIABILITY					
506011 Insurance - Property	-	-	0.0%	-	0.0%
506015 Insurance - PL/PD	-	-	0.0%	-	0.0%
506021 Insurance - Other	-	-	0.0%	-	0.0%
506123 Settlement Costs	-	-	0.0%	-	0.0%
506127 Repairs - District Prop	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY13 & FY14 REVISED OPERATING BUDGET AS OF MARCH 2013
 Facilities Maintenance - 2200

ACCOUNT	ACTUAL FY12	REVISED BUDGET FY13	% CHANGE ACTUAL FY12 REV BUDG FY13	REVISED BUDGET FY14	% CHANGE REV BUDG FY13 REV BUDG FY14
TAXES					
507051 Fuel Tax	-	-	0.0%	-	0.0%
507201 Licenses & Permits	15,815	15,000	-5.2%	15,000	0.0%
507999 Other Taxes	11,196	17,000	51.8%	18,000	5.9%
Totals	27,011	32,000	18.5%	33,000	3.1%
PURCHASED TRANS.					
503406 Contract/Paratransit	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
MISC EXPENSE					
509011 Dues/Subscriptions	-	-	0.0%	-	0.0%
509081 Advertising - District Promo	-	-	0.0%	-	0.0%
509101 Employee Incentive Program	-	-	0.0%	-	0.0%
509121 Employee Training	-	-	0.0%	-	0.0%
509123 Travel	-	-	0.0%	-	0.0%
509125 Local Meeting Expense	-	-	0.0%	-	0.0%
509127 Board Director Fees	-	-	0.0%	-	0.0%
509150 Contributions	-	-	0.0%	-	0.0%
509198 Cash Over/Short	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
LEASES & RENTALS					
512011 Facility Lease	47,621	48,000	0.8%	50,400	5.0%
512061 Equipment Rental	6,402	6,000	-6.3%	6,000	0.0%
Totals	54,023	54,000	0.0%	56,400	4.4%
PERSONNEL TOTAL	1,015,656	1,310,856	29.1%	1,382,790	5.5%
NON-PERSONNEL TOTAL	1,104,603	1,219,932	10.4%	1,206,836	-1.1%
DEPARTMENT TOTALS	2,120,259	2,530,788	19.4%	2,589,626	2.3%



FLEET MAINTENANCE DEPARTMENT 4100

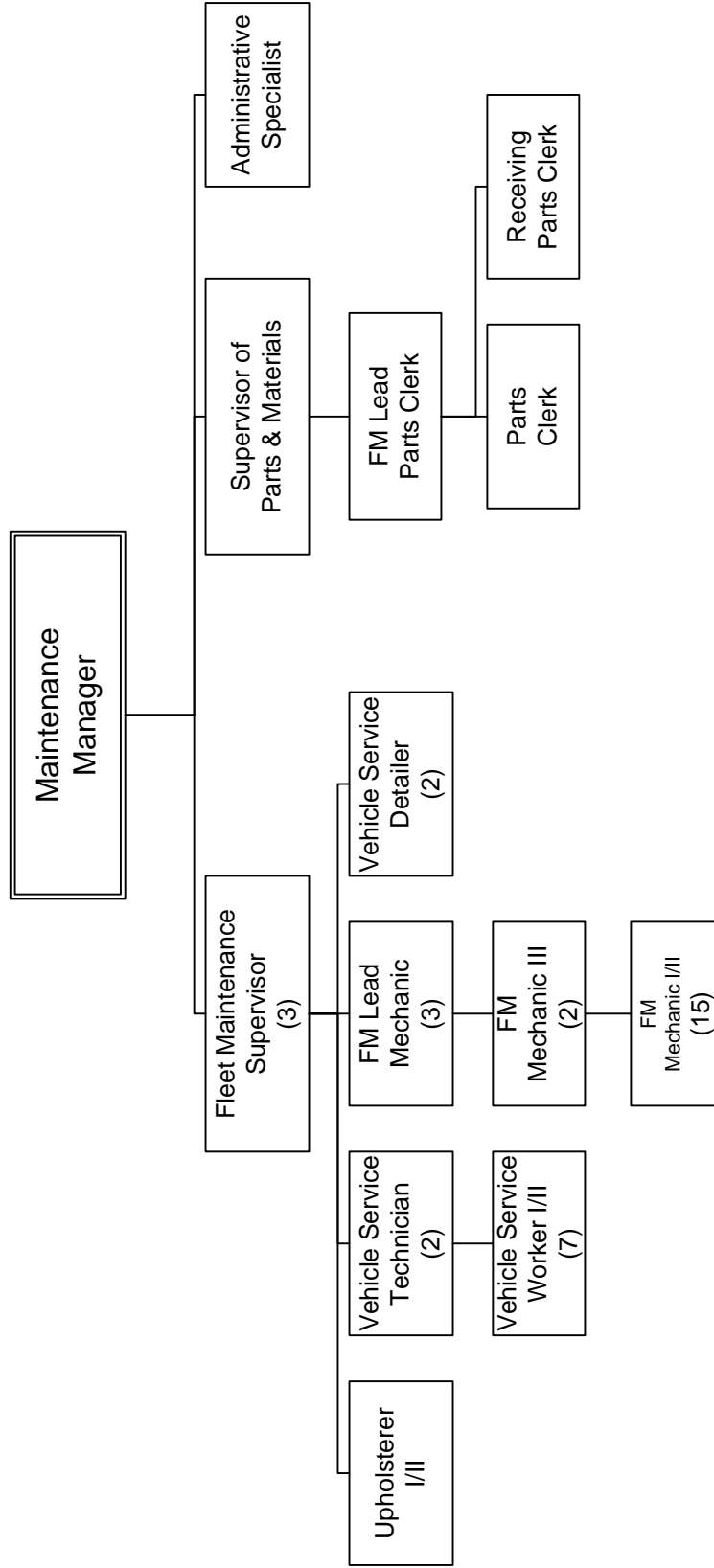
MAJOR FUNCTIONS OF THE DEPARTMENT

The Fleet Maintenance Department provides safe, reliable, clean buses, staff vehicles and equipment, in support of transit service to the public through the optimum use of all resources available to the Department.

DEPARTMENT OBJECTIVES FOR FY13 and FY14

- Continue leadership skills training for those departmental personnel holding leadership positions, i.e. supervisors and shift leaders. This will require additional training in administrative, transit and maintenance specific areas. Our employees are long term employees of Santa Cruz METRO. Any additional investment in training is an investment in our fleet, and the quality of our leaders.
- Continue technical training for our mechanics. As we invest in new equipment we must match the capital investment with an investment in training personnel. Vehicle, engine and transmission technology is so advanced that training must be on going. Introduction of Compressed Natural Gas (CNG) powered vehicles requires an extensive training program to maintain these units safely. The Fleet Maintenance Department is working closely with New Flyer and the manufacturers of the major components of Santa Cruz Metros' buses to develop a training program that will increase bus dependability and passenger safety.
- Provide improved operational support in both vehicle maintenance and vehicle servicing through streamlined and more accurate tracking/scheduling. The Fleet Maintenance Department will continue to support the Operations Department during all hours of operations.
- Develop and implement a modern comprehensive safety program for the Fleet Maintenance Department. This program will cover all aspects of all activities of the Fleet Maintenance Department. The new safety program will be developed with the input of all Fleet Maintenance personnel including mechanics, lead mechanics, Parts Department personnel and supervisors.

Fleet Maintenance 4100



FY13 & FY14 REVISED OPERATING BUDGET AS OF MARCH 2013
Authorized and Funded Personnel - Full Time Equivalent (FTE)
Fleet Maintenance - 4100

Position Title	Authorized FY 12 Revised 04/12	Funded FY 12 Revised 04/12	Authorized FY 13 Revised	Funded FY 13 Revised	Authorized FY 14 Revised	Funded FY 14 Revised
Maintenance Manager	1.00	1.00	1.00	1.00	1.00	1.00
Fleet Maint Supervisor	2.00	2.00	3.00	3.00	3.00	3.00
FM Lead Mechanic	6.00	3.00	6.00	3.00	6.00	3.00
FM Mechanic III *	4.00	3.00	4.00	2.00	4.00	2.00
FM Mechanic I - II **	16.00	13.00	16.00	15.00	16.00	15.00
Body Repair Mechanic	1.00	0.00	1.00	0.00	1.00	0.00
Upholsterer I - II	1.00	1.00	1.00	1.00	1.00	1.00
Supervisor of Parts & Materials	1.00	1.00	1.00	1.00	1.00	1.00
FM Lead Parts Clerk	1.00	1.00	1.00	1.00	1.00	1.00
Parts Clerk	1.00	1.00	1.00	1.00	1.00	1.00
Receiving Parts Clerk	1.00	1.00	1.00	1.00	1.00	1.00
Admin Assistant/Supervisor	1.00	0.00	1.00	0.00	1.00	0.00
Admin Specialist	1.00	1.00	1.00	1.00	1.00	1.00
Accounting Tech/Sr Acctg Tech	2.00	0.00	2.00	0.00	2.00	0.00
Administrative Clerk I	1.00	0.00	1.00	0.00	1.00	0.00
Vehicle Service Technician	2.00	2.00	2.00	2.00	2.00	2.00
Vehicle Service Detailer	2.00	2.00	2.00	2.00	2.00	2.00
Vehicle Service Worker I - II	12.00	7.00	12.00	7.00	12.00	7.00
Total Full-Time Equivalents (FTEs)	56.00	39.00	57.00	41.00	57.00	41.00

* FM Mechanic III: 1 FTE unfunded for the last 4 months in FY12 Revised 04/12

** FM Mechanic I-II: 2 FTEs funded for 4 months in FY12 Revised 01/12, effective March 2012; 1 FTE funded for the last 4 months in FY12 Revised 04/12; 1 FTE transferred from Paratransit, effective February 2013.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY13 & FY14 REVISED OPERATING BUDGET AS OF MARCH 2013
 Fleet Maintenance - 4100

ACCOUNT	ACTUAL FY12	REVISED BUDGET FY13	% CHANGE ACTUAL FY12 REV BUDG FY13	REVISED BUDGET FY14	% CHANGE REV BUDG FY13 REV BUDG FY14
LABOR					
501011 Bus Operator Pay	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	0.0%	-	0.0%
501021 Other Salaries	1,880,662	2,108,298	12.1%	2,169,117	2.9%
501023 Other OT	85,130	80,142	-5.9%	82,611	3.1%
Totals	1,965,792	2,188,440	11.3%	2,251,727	2.9%
FRINGE BENEFITS					
502011 Medicare/Soc. Sec.	29,487	38,692	31.2%	40,043	3.5%
502021 Retirement	376,981	438,188	16.2%	495,177	13.0%
502031 Medical Ins	573,073	714,102	24.6%	800,632	12.1%
502041 Dental Ins	49,065	60,851	24.0%	63,329	4.1%
502045 Vision Ins	11,770	13,338	13.3%	13,936	4.5%
502051 Life Ins/AD&D	3,756	4,822	28.4%	5,037	4.5%
502060 State Disability Ins (SDI)	25,908	25,311	-2.3%	26,974	6.6%
502061 Long Term Disability Ins	14,319	17,766	24.1%	18,796	5.8%
502071 State Unemployment Ins (SUI)	11,164	11,032	-1.2%	11,875	7.6%
502081 Worker's Comp Ins	116,578	114,056	-2.2%	117,478	3.0%
502101 Holiday Pay	25,614	57,553	124.7%	79,075	37.4%
502103 Floating Holiday	8,523	5,267	-38.2%	5,642	7.1%
502109 Sick Leave	77,918	113,819	46.1%	118,613	4.2%
502111 Annual Leave	291,828	285,407	-2.2%	287,964	0.9%
502121 Other Paid Absence	18,160	17,985	-1.0%	18,533	3.0%
502251 Phys. Exams	1,181	1,910	61.7%	1,910	0.0%
502253 Driver Lic Renewal	342	412	20.5%	412	0.0%
502999 Other Fringe Benefits	3,322	6,235	87.7%	6,293	0.9%
Totals	1,638,987	1,926,746	17.6%	2,111,717	9.6%

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY13 & FY14 REVISED OPERATING BUDGET AS OF MARCH 2013
 Fleet Maintenance - 4100

ACCOUNT	ACTUAL FY12	REVISED BUDGET FY13	% CHANGE ACTUAL FY12 REV BUDG FY13	REVISED BUDGET FY14	% CHANGE REV BUDG FY13 REV BUDG FY14
SERVICES					
503011 Acting/Audit Fees	-	-	0.0%	-	0.0%
503012 Admin/Bank Fees	-	-	0.0%	-	0.0%
503031 Prof/Technical Fees	902	6,000	564.9%	6,500	8.3%
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	11,691	-	-100.0%	-	0.0%
503161 Custodial Services	-	-	0.0%	-	0.0%
503162 Uniforms/Laundry	14,864	15,000	0.9%	15,000	0.0%
503171 Security Services	-	-	0.0%	-	0.0%
503221 Classified/Legal Ads	752	-	-100.0%	-	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	33,537	38,000	13.3%	38,000	0.0%
503353 Repair - Rev Vehicle	222,072	300,000	35.1%	350,000	16.7%
503354 Repair - Non Rev Vehicle	22,409	15,000	-33.1%	17,000	13.3%
503363 Haz Mat Disposal	-	-	0.0%	-	0.0%
Totals	306,228	374,000	22.1%	426,500	14.0%
MOBILE MATERIALS & SUPPLIES					
504011 Fuels & Lubricants - Non Rev Veh	69,981	81,000	15.7%	88,100	8.8%
504012 Fuels & Lubricants - Rev Veh	1,729,340	1,900,000	9.9%	2,080,000	9.5%
504021 Tires & Tubes	127,654	183,000	43.4%	205,000	12.0%
504161 Other Mobile Supplies	-	-	0.0%	-	0.0%
504191 Rev Vehicle Parts	648,080	607,250	-6.3%	640,017	5.4%
Totals	2,575,055	2,771,250	7.6%	3,013,117	8.7%

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY13 & FY14 REVISED OPERATING BUDGET AS OF MARCH 2013
 Fleet Maintenance - 4100

ACCOUNT	ACTUAL FY12	REVISED BUDGET FY13	% CHANGE ACTUAL FY12 REV BUDG FY13	REVISED BUDGET FY14	% CHANGE REV BUDG FY13 REV BUDG FY14
OTHER MATERIALS & SUPPLIES					
504205 Freight Out	2,473	2,550	3.1%	2,601	2.0%
504211 Postage & Mailing	104	250	140.7%	250	0.0%
504214 Promotional Items	-	-	0.0%	-	0.0%
504215 Printing	91	150	64.6%	150	0.0%
504217 Photo Supp/Process	-	-	0.0%	-	0.0%
504311 Office Supplies	6,678	4,635	-30.6%	4,794	3.4%
504315 Safety Supplies	4,040	10,000	147.5%	10,000	0.0%
504317 Cleaning Supplies	1,202	7,000	482.1%	7,000	0.0%
504409 Repair/Maint Supplies	-	-	0.0%	-	0.0%
504421 Non-Inventory Parts	10,474	10,000	-4.5%	10,000	0.0%
504511 Small Tools	3,672	6,700	82.4%	6,700	0.0%
504515 Employee Tool Replacement	246	2,500	917.4%	3,000	20.0%
Totals	28,981	43,785	51.1%	44,495	1.6%
UTILITIES					
505011 Gas & Electric	-	-	0.0%	-	0.0%
505021 Water & Garbage	-	-	0.0%	-	0.0%
505031 Telecommunications	16,278	11,000	-32.4%	11,000	0.0%
Totals	16,278	11,000	-32.4%	11,000	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	(18,366)	-	-100.0%	-	0.0%
Totals	(18,366)	-	-100.0%	-	0.0%

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY13 & FY14 REVISED OPERATING BUDGET AS OF MARCH 2013
 Fleet Maintenance - 4100

ACCOUNT	ACTUAL FY12	REVISED BUDGET FY13	% CHANGE ACTUAL FY12 REV BUDG FY13	REVISED BUDGET FY14	% CHANGE REV BUDG FY13 REV BUDG FY14
TAXES					
507051 Fuel Tax	13,661	14,000	2.5%	14,000	0.0%
507201 Licenses & Permits	-	-	0.0%	-	0.0%
507999 Other Taxes	-	-	0.0%	-	0.0%
Totals	13,661	14,000	2.5%	14,000	0.0%
PURCHASED TRANS.					
503406 Contract/Paratransit	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
MISC EXPENSE					
509011 Dues/Subscriptions	2,351	1,800	-23.4%	2,000	11.1%
509081 Advertising - District Promo	-	-	0.0%	-	0.0%
509101 Employee Incentive Program	-	-	0.0%	-	0.0%
509121 Employee Training	-	-	0.0%	-	0.0%
509123 Travel	-	-	0.0%	-	0.0%
509125 Local Meeting Expense	-	-	0.0%	-	0.0%
509127 Board Director Fees	-	-	0.0%	-	0.0%
509150 Contributions	-	-	0.0%	-	0.0%
509198 Cash Over/Short	-	-	0.0%	-	0.0%
Totals	2,351	1,800	-23.4%	2,000	11.1%
LEASES & RENTALS					
512011 Facility Lease	-	-	0.0%	-	0.0%
512061 Equipment Rental	1,706	1,200	-29.7%	1,200	0.0%
Totals	1,706	1,200	-29.7%	1,200	0.0%
PERSONNEL TOTAL	3,604,779	4,115,186	14.2%	4,363,445	6.0%
NON-PERSONNEL TOTAL	2,925,892	3,217,035	10.0%	3,512,312	9.2%
DEPARTMENT TOTALS	6,530,671	7,332,221	12.3%	7,875,757	7.4%



COBRA BENEFITS – 9001

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY13 & FY14 REVISED OPERATING BUDGET AS OF MARCH 2013
 COBRA Benefits - 9001

ACCOUNT	ACTUAL FY12	REVISED BUDGET FY13	% CHANGE ACTUAL FY12 REV BUDG FY13	REVISED BUDGET FY14	% CHANGE REV BUDG FY13 REV BUDG FY14
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	(118)	-	-100.0%	-	0.0%
502045 Vision Ins	(125)	-	-100.0%	-	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	(243)	-	-100.0%	-	0.0%

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY13 & FY14 REVISED OPERATING BUDGET AS OF MARCH 2013
 COBRA Benefits - 9001

ACCOUNT	ACTUAL FY12	REVISED BUDGET FY13	% CHANGE ACTUAL FY12 REV BUDG FY13	REVISED BUDGET FY14	% CHANGE REV BUDG FY13 REV BUDG FY14
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
FY13 & FY14 REVISED OPERATING BUDGET AS OF MARCH 2013
 COBRA Benefits - 9001

ACCOUNT	ACTUAL FY12	REVISED BUDGET FY13	% CHANGE ACTUAL FY12 REV BUDG FY13	REVISED BUDGET FY14	% CHANGE REV BUDG FY13 REV BUDG FY14
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%
504421 Non-Inventory Parts	-	-	0.0%	-	0.0%
504511 Small Tools	-	-	0.0%	-	0.0%
504515 Employee Tool Replacement	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
UTILITIES					
505011 Gas & Electric	-	-	0.0%	-	0.0%
505021 Water & Garbage	-	-	0.0%	-	0.0%
505031 Telecommunications	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
CASUALTY & LIABILITY					
506011 Insurance - Property	-	-	0.0%	-	0.0%
506015 Insurance - PL/PD	-	-	0.0%	-	0.0%
506021 Insurance - Other	-	-	0.0%	-	0.0%
506123 Settlement Costs	-	-	0.0%	-	0.0%
506127 Repairs - District Prop	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY13 & FY14 REVISED OPERATING BUDGET AS OF MARCH 2013
 COBRA Benefits - 9001

ACCOUNT	ACTUAL FY12	REVISED BUDGET FY13	% CHANGE ACTUAL FY12 REV BUDG FY13	REVISED BUDGET FY14	% CHANGE REV BUDG FY13 REV BUDG FY14
TAXES					
507051 Fuel Tax	-	-	0.0%	-	0.0%
507201 Licenses & Permits	-	-	0.0%	-	0.0%
507999 Other Taxes	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
PURCHASED TRANS.					
503406 Contract/Paratransit	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
MISC EXPENSE					
509011 Dues/Subscriptions	-	-	0.0%	-	0.0%
509081 Advertising - District Promo	-	-	0.0%	-	0.0%
509101 Employee Incentive Program	-	-	0.0%	-	0.0%
509121 Employee Training	-	-	0.0%	-	0.0%
509123 Travel	-	-	0.0%	-	0.0%
509125 Local Meeting Expense	-	-	0.0%	-	0.0%
509127 Board Director Fees	-	-	0.0%	-	0.0%
509150 Contributions	-	-	0.0%	-	0.0%
509198 Cash Over/Short	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
LEASES & RENTALS					
512011 Facility Lease	-	-	0.0%	-	0.0%
512061 Equipment Rental	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
PERSONNEL TOTAL	(243)	-	-100.0%	-	0.0%
NON-PERSONNEL TOTAL	-	-	0.0%	-	0.0%
DEPARTMENT TOTALS	(243)	-	-100.0%	-	0.0%



RETIRED EMPLOYEE BENEFITS - 9005

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY13 & FY14 REVISED OPERATING BUDGET AS OF MARCH 2013
 Retired Employee Benefits - 9005

ACCOUNT	ACTUAL FY12	REVISED BUDGET FY13	% CHANGE ACTUAL FY12 REV BUDG FY13	REVISED BUDGET FY14	% CHANGE REV BUDG FY13 REV BUDG FY14
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	2,153,763	2,224,636	3.3%	2,339,047	5.1%
502041 Dental Ins	101,791	92,438	-9.2%	95,211	3.0%
502045 Vision Ins	32,505	26,987	-17.0%	27,796	3.0%
502051 Life Ins/AD&D	9,734	8,022	-17.6%	8,263	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	26,790	28,566	6.6%	28,089	-1.7%
Totals	2,324,583	2,380,649	2.4%	2,498,407	4.9%

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY13 & FY14 REVISED OPERATING BUDGET AS OF MARCH 2013
 Retired Employee Benefits - 9005

ACCOUNT	ACTUAL FY12	REVISED BUDGET FY13	% CHANGE ACTUAL FY12 REV BUDG FY13	REVISED BUDGET FY14	% CHANGE REV BUDG FY13 REV BUDG FY14
SERVICES					
503011 Accting/Audit Fees	-	-	0.0%	-	0.0%
503012 Admin/Bank Fees	-	-	0.0%	-	0.0%
503031 Prof/Technical Fees	-	-	0.0%	-	0.0%
503032 Legislative Services	-	-	0.0%	-	0.0%
503033 Legal Services	-	-	0.0%	-	0.0%
503034 Pre-Employment Exams	-	-	0.0%	-	0.0%
503041 Temp Help	-	-	0.0%	-	0.0%
503161 Custodial Services	-	-	0.0%	-	0.0%
503162 Uniforms/Laundry	-	-	0.0%	-	0.0%
503171 Security Services	-	-	0.0%	-	0.0%
503221 Classified/Legal Ads	-	-	0.0%	-	0.0%
503222 Legal Ads	-	-	0.0%	-	0.0%
503225 Graphic Services	-	-	0.0%	-	0.0%
503351 Repair - Bldg & Impr	-	-	0.0%	-	0.0%
503352 Repair - Equipment	-	-	0.0%	-	0.0%
503353 Repair - Rev Vehicle	-	-	0.0%	-	0.0%
503354 Repair - Non Rev Vehicle	-	-	0.0%	-	0.0%
503363 Haz Mat Disposal	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
MOBILE MATERIALS & SUPPLIES					
504011 Fuels & Lubricants - Non Rev Veh	-	-	0.0%	-	0.0%
504012 Fuels & Lubricants - Rev Veh	-	-	0.0%	-	0.0%
504021 Tires & Tubes	-	-	0.0%	-	0.0%
504161 Other Mobile Supplies	-	-	0.0%	-	0.0%
504191 Rev Vehicle Parts	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY13 & FY14 REVISED OPERATING BUDGET AS OF MARCH 2013
 Retired Employee Benefits - 9005

ACCOUNT	ACTUAL FY12	REVISED BUDGET FY13	% CHANGE ACTUAL FY12 REV BUDG FY13	REVISED BUDGET FY14	% CHANGE REV BUDG FY13 REV BUDG FY14
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%
504421 Non-Inventory Parts	-	-	0.0%	-	0.0%
504511 Small Tools	-	-	0.0%	-	0.0%
504515 Employee Tool Replacement	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
UTILITIES					
505011 Gas & Electric	-	-	0.0%	-	0.0%
505021 Water & Garbage	-	-	0.0%	-	0.0%
505031 Telecommunications	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
CASUALTY & LIABILITY					
506011 Insurance - Property	-	-	0.0%	-	0.0%
506015 Insurance - PL/PD	-	-	0.0%	-	0.0%
506021 Insurance - Other	-	-	0.0%	-	0.0%
506123 Settlement Costs	-	-	0.0%	-	0.0%
506127 Repairs - District Prop	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY13 & FY14 REVISED OPERATING BUDGET AS OF MARCH 2013
 Retired Employee Benefits - 9005

ACCOUNT	ACTUAL FY12	REVISED BUDGET FY13	% CHANGE ACTUAL FY12 REV BUDG FY13	REVISED BUDGET FY14	% CHANGE REV BUDG FY13 REV BUDG FY14
TAXES					
507051 Fuel Tax	-	-	0.0%	-	0.0%
507201 Licenses & Permits	-	-	0.0%	-	0.0%
507999 Other Taxes	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
PURCHASED TRANS.					
503406 Contract/Paratransit	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
MISC EXPENSE					
509011 Dues/Subscriptions	-	-	0.0%	-	0.0%
509081 Advertising - District Promo	-	-	0.0%	-	0.0%
509101 Employee Incentive Program	-	-	0.0%	-	0.0%
509121 Employee Training	-	-	0.0%	-	0.0%
509123 Travel	-	-	0.0%	-	0.0%
509125 Local Meeting Expense	-	-	0.0%	-	0.0%
509127 Board Director Fees	-	-	0.0%	-	0.0%
509150 Contributions	-	-	0.0%	-	0.0%
509198 Cash Over/Short	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
LEASES & RENTALS					
512011 Facility Lease	-	-	0.0%	-	0.0%
512061 Equipment Rental	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
PERSONNEL TOTAL	2,324,583	2,380,649	2.4%	2,498,407	4.9%
NON-PERSONNEL TOTAL	-	-	0.0%	-	0.0%
DEPARTMENT TOTALS	<u>2,324,583</u>	<u>2,380,649</u>	<u>2.4%</u>	<u>2,498,407</u>	<u>4.9%</u>

Retirees- 9005



SCCIC - 700

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY13 & FY14 REVISED OPERATING BUDGET AS OF MARCH 2013
 SCCIC - 700

ACCOUNT	ACTUAL FY12	REVISED BUDGET FY13	% CHANGE ACTUAL FY12 REV BUDG FY13	REVISED BUDGET FY14	% CHANGE REV BUDG FY13 REV BUDG FY14
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
FY13 & FY14 REVISED OPERATING BUDGET AS OF MARCH 2013
 SCCIC - 700

ACCOUNT	ACTUAL FY12	REVISED BUDGET FY13	% CHANGE ACTUAL FY12 REV BUDG FY13	REVISED BUDGET FY14	% CHANGE REV BUDG FY13 REV BUDG FY14
SERVICES					
503011 Acting/Audit Fees	-	250	100.0%	250	0.0%
503012 Admin/Bank Fees	-	50	100.0%	50	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	-	300	100.0%	300	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
FY13 & FY14 REVISED OPERATING BUDGET AS OF MARCH 2013
 SCCIC - 700

ACCOUNT	ACTUAL FY12	REVISED BUDGET FY13	% CHANGE ACTUAL FY12 REV BUDG FY13	REVISED BUDGET FY14	% CHANGE REV BUDG FY13 REV BUDG FY14
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%
504421 Non-Inventory Parts	-	-	0.0%	-	0.0%
504511 Small Tools	-	-	0.0%	-	0.0%
504515 Employee Tool Replacement	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
UTILITIES					
505011 Gas & Electric	-	-	0.0%	-	0.0%
505021 Water & Garbage	-	-	0.0%	-	0.0%
505031 Telecommunications	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
CASUALTY & LIABILITY					
506011 Insurance - Property	-	-	0.0%	-	0.0%
506015 Insurance - PL/PD	-	-	0.0%	-	0.0%
506021 Insurance - Other	-	-	0.0%	-	0.0%
506123 Settlement Costs	-	-	0.0%	-	0.0%
506127 Repairs - District Prop	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY13 & FY14 REVISED OPERATING BUDGET AS OF MARCH 2013
 SCCIC - 700

ACCOUNT	ACTUAL FY12	REVISED BUDGET FY13	% CHANGE ACTUAL FY12 REV BUDG FY13	REVISED BUDGET FY14	% CHANGE REV BUDG FY13 REV BUDG FY14
TAXES					
507051 Fuel Tax	-	-	0.0%	-	0.0%
507201 Licenses & Permits	-	-	0.0%	-	0.0%
507999 Other Taxes	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
PURCHASED TRANS.					
503406 Contract/Paratransit	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
MISC EXPENSE					
509011 Dues/Subscriptions	-	-	0.0%	-	0.0%
509081 Advertising - District Promo	-	-	0.0%	-	0.0%
509101 Employee Incentive Program	-	-	0.0%	-	0.0%
509121 Employee Training	-	-	0.0%	-	0.0%
509123 Travel	-	-	0.0%	-	0.0%
509125 Local Meeting Expense	-	-	0.0%	-	0.0%
509127 Board Director Fees	-	-	0.0%	-	0.0%
509150 Contributions	-	-	0.0%	-	0.0%
509198 Cash Over/Short	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
LEASES & RENTALS					
512011 Facility Lease	-	-	0.0%	-	0.0%
512061 Equipment Rental	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
PERSONNEL TOTAL					
	-	-	0.0%	-	0.0%
NON-PERSONNEL TOTAL					
	-	300	100.0%	300	0.0%
DEPARTMENT TOTALS					
	-	300	100.0%	300	0.0%



III. CAPITAL BUDGET

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY13 REVISED CAPITAL BUDGET 03/22/13**

PROJECT/ACTIVITY	NON-RESTRICTED - RESERVED RETAINED EARNINGS	RESTRICTED - SAKATA/LAW SUIT	RESTRICTED - STA	FUTURE (Estimated) - STA (1)	RESTRICTED - STATE BOND FUNDS (1B) (2)	RESTRICTED - FY09-11 PTMISEA (1B)	LOCAL OPERATING IN KIND MATCH - SALARIES	TOTAL
Estimated Beginning Balance @ July 1, 2012:	\$ 10,000,000	\$ 1,333,382	\$ 800,000	\$ 5,600,000	\$ 1,768,500	\$ 13,300,000	\$ 11,605	\$ 32,813,487
Grant-Funded Projects								
MetroBase Project - FY11 Allocation Operations Bldg. (STIC, SAKATA, STA, PTMISEA)	\$ 1,108,062	\$ 1,333,382	\$ -	\$ 5,600,000	\$ -	\$ 11,010,047	\$ -	\$ 19,051,491
MetroBase Project - Operations Bldg. / Other. (SLPP)	\$ 5,800,000							\$ 5,800,000
State of Good Repair #2 - 4 Buses, 42 MDC's (FTA, RES. RET. EARN.)	\$ 3,391,010							\$ 3,391,010
MetroBase Project - FY10 Allocation (PTMISEA)	\$ 101,000				\$ 980,000	\$ 1,206,992		\$ 1,206,992
2nd LNG Tank (MBJAFCD, PTMISEA)					\$ 788,500	\$ 1,082,961		\$ 1,83,961
Video Surveillance Project - CCTV (STATE-1B)								\$ 980,000
Land Mobile Radio Project - LMR (STATE-1B)								\$ 788,500
Bus Stop Improvements (STIP)	\$ 355,000							\$ 355,000
Non-Revenue Vehicle Replacement (MBJAFCD, STA)	\$ 160,000		\$ 20,500				\$ 11,605	\$ 192,105
Pacific Station/MetroCenter - Conceptual Design (FTA, STA)	\$ 48,000		\$ 12,000					\$ 60,000
State of Good Repair #1 - 11 Buses (FTA, RES. RET. EARN.)	\$ 58,626		\$ 30,000					\$ 58,626
Watsonville Transit Center - Conceptual Design (STA)	\$ 11,021,698	\$ 1,333,382	\$ 62,500	\$ 5,600,000	\$ 1,768,500	\$ 13,300,000	\$ 11,605	\$ 33,097,685
Subtotal								
IT Projects								
Automated Purchasing System Software - Puridium (STA)			\$ 40,000					\$ 40,000
HR Software Upgrade - iVantage (STA)			\$ 20,000					\$ 20,000
Replace "Plant" - Informix Database - Bus Stop Tracking System (STA)			\$ 10,000					\$ 10,000
Subtotal	\$ -	\$ -	\$ 70,000		\$ -	\$ -	\$ -	\$ 70,000
Facilities Repair & Improvements								
MetroCenter Repairs (RES. RET. EARN., STA)	\$ 185,000		\$ 40,000					\$ 225,000
Bus Stop Repairs / Improvements (RES. RET. EARN.)	\$ 175,000							\$ 175,000
WTC Renovations & Repairs (STA)			\$ 45,000					\$ 45,000
Repair SVT (STA)			\$ 45,000					\$ 45,000
Replace Portable Steam & Sidewalk Cleaner WTC (STA)			\$ 25,000					\$ 25,000
Heaters for Maintenance Facility (3) (STA)			\$ 10,000					\$ 10,000
Heater(s) for Customer Service Booth - Pac Station (STA)			\$ 7,500					\$ 7,500
Interactive White Board - ParaCruz (STA)			\$ 3,500					\$ 3,500
Subtotal	\$ 360,000	\$ -	\$ 176,000		\$ -	\$ -	\$ -	\$ 536,000

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY13 REVISED CAPITAL BUDGET 03/22/13

PROJECT/ACTIVITY	NON-RESTRICTED - RESERVED RETAINED EARNINGS	RESTRICTED - SAKATA/LAW SUIT	RESTRICTED - STA	FUTURE (Estimated) - STA (1)	RESTRICTED - STATE BOND FUNDS (1B) (2)	RESTRICTED - FY09-11 PTMISEA (1B)	LOCAL OPERATING IN KIND MATCH - SALARIES	TOTAL
Revenue Vehicle Replacement								
Replace WiFi on Highway 17 buses (STA)			\$ 165,000					\$ 165,000
Replace Supervisor Vehicle-SUV (STA)			\$ 40,000					\$ 40,000
Subtotal	\$ -	\$ -	\$ 205,000		\$ -	\$ -	\$ -	\$ 205,000
Non-Revenue Vehicle Replacement								
See above-Grant Funded Projects								
Subtotal	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
Fleet & Maint Equipment								
Small Vehicle Lift - Fleet (STA)			\$ 25,000					\$ 25,000
Vehicle Diagnostic Code Scanner Program & PC - PC (STA)			\$ 3,500					\$ 3,500
Replace Plumber Snake (STA)			\$ 2,500					\$ 2,500
Industrial Auto Upholstery Cleaning Machine - Fleet (STA)			\$ 2,500					\$ 2,500
Subtotal	\$ -	\$ -	\$ 33,500	\$ -	\$ -	\$ -	\$ -	\$ 33,500
Office Equipment								
None								\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Misc.								
Ticket Vending Machine (1) (STA)			\$ 100,000					\$ 100,000
Subtotal	\$ -	\$ -	\$ 100,000		\$ -	\$ -	\$ -	\$ 100,000
TOTAL CAPITAL PROJECTS	\$ 11,381,698	\$ 1,333,382	\$ 647,000	\$ 5,600,000	\$ 1,768,500	\$ 13,300,000	\$ 11,605	\$ 34,042,185
Estimated Ending Balance @ June 30, 2013:	\$ (1,381,698)	\$ -	\$ 153,000	\$ 4,760,000 (3)	\$ -	\$ 9,975,000 (3)	\$ -	\$ 13,506,302
								\$ -

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY13 REVISED CAPITAL BUDGET 03/22/13**

PROJECT/ACTIVITY	NON-RESTRICTED - RETAINED EARNINGS	RESTRICTED - SAKATA/LAW SUIT	RESTRICTED - STA	FUTURE (Estimated) - STA (1)	RESTRICTED - STATE BOND FUNDS (1B) (2)	RESTRICTED - FY09-11 PTMISEA (1B)	LOCAL OPERATING IN KIND MATCH - SALARIES	TOTAL
CAPITAL PROGRAM FUNDING								\$ 35,168,304
PTMISEA (1B)						\$ 13,300,000		\$ 13,300,000
State Transit Assistance (STA)			\$ 647,000	\$ 5,600,000				\$ 6,247,000
Sakata / Lawsuit Proceeds		\$ 1,333,382						\$ 1,333,382
State Security Bond Funds (1B)					\$ 1,768,500			\$ 1,768,500
State-Local Partnership program (SLPP)	\$ 5,800,000 (4)							\$ 5,800,000
Federal Grants (FTA)	\$ 4,029,226 (4)							\$ 4,029,226
Statewide Transportation Improvement Program (STIP)	\$ 355,000 (4)							\$ 355,000
Monterey Bay Unified Air Pollution Control Dist (MBUAPCD)	\$ 261,000 (4)							\$ 261,000
Reserved Retained Earnings	\$ 936,472							\$ 936,472
Local Operating Match							\$ 11,605	\$ 11,605
TOTAL CAPITAL FUNDING	\$ 11,381,698	\$ 1,333,382	\$ 647,000	\$ 5,600,000	\$ 1,768,500	\$ 13,300,000	\$ 11,605	\$ 34,042,185
Non-Restricted Funds	\$ 936,472							\$ 936,472
Restricted Funds	\$ 10,445,226 (4)	\$ 1,333,382	\$ 647,000	\$ 5,600,000	\$ 1,768,500	\$ 13,300,000		\$ 33,094,108
Local Operating Match - provided by Salaries							\$ 11,605	\$ 11,605
TOTAL CAPITAL FUNDING	\$ 11,381,698	\$ 1,333,382	\$ 647,000	\$ 5,600,000	\$ 1,768,500	\$ 13,300,000	\$ 11,605	\$ 34,042,185
(1) Estimate is based on State Controller's STA Allocation Preliminary Estimate. Funds will be received in future years								
(2) Original PTMISEA (1B) Program Allocation Request:								
FY08 PTMISEA Allocation Received						\$ 26,262,877		
FY09 PTMISEA Allocation Received						\$ 4,404,019		
FY10 PTMISEA Allocation Received						\$ 2,480,910		
FY11 PTMISEA Allocation Received						\$ 2,491,923		
Subtotal PTMISEA Cash Receipts thru 2/10/12						\$ 11,010,047		
Unpaid balance of remaining PTMISEA funds requested						\$ 20,386,899		
						\$ 5,875,978		
(3) Not all Metrobase Project PTMISEA and STA funds shown will be spent in FY13 due to construction in progress payments due on the Operations facility. 25% of the funds budgeted are projected to be spent by 6/30/2013								
(4) Funds to be reimbursed at a later date								
	\$ 10,445,226							

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY13 & FY14 UNFUNDED CAPITAL NEEDS LIST**

PROJECT/ACTIVITY	2013	2014	TOTAL
Revenue Vehicles			
Replace (20) Diesel Buses	\$ 5,000,000	\$ 5,000,000	\$ 10,000,000
Signal Priority/Pre-Empion for Buses		\$ 2,000,000	\$ 2,000,000
Replace (5) 1989 New Flyer Highway 17 Buses	\$ 2,375,000		\$ 2,375,000
Automated Vehicle Locator (AVL) /Automated Passenger Count (APC)	\$ 4,500,000		\$ 4,500,000
Replace (6) Paratransit Vans-(5 2003 Goshens/1 2006 Aerotech)	\$ 300,000	\$ 60,000	\$ 360,000
Subtotal	\$ 12,175,000	\$ 7,060,000	\$ 19,235,000
Facilities			
Pacific Station Renovation		\$ 12,000,000	\$ 12,000,000
Subtotal	\$ -	\$ 12,000,000	\$ 12,000,000
Facilities Repair & Improvements , etc.			
MetroCenter Skylight Remodel	\$ 250,000		\$ 250,000
Repairs & Improvements-Routine Replacements	\$ 150,000	\$ 150,000	\$ 300,000
MetroCenter Public Restroom Remodel	\$ 150,000		\$ 150,000
METRO Transit Center, Clock Refurbishment - to Digital		\$ 120,000	\$ 120,000
Computer Kiosks - MC		\$ 110,000	\$ 110,000
Electronic LED Message Boards (3) - MC		\$ 85,000	\$ 85,000
MetroCenter Sidewalk Repair	\$ 75,000		\$ 75,000
Repair Sidewalks, Bus Lanes, Slurry Parking Lots, etc.	\$ 25,000	\$ 25,000	\$ 50,000
ParaCruz Office Furniture Replacement		\$ 12,000	\$ 12,000
Replace Lounge Furniture - various METRO Locations		\$ 2,000	\$ 2,000
Subtotal	\$ 650,000	\$ 504,000	\$ 1,154,000

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY13 & FY14 UNFUNDED CAPITAL NEEDS LIST**

PROJECT/ACTIVITY	2013	2014	TOTAL
<u>Non-Revenue Vehicle Replacement</u>			
Replace (15) Staff Cars - w/ Honda CNG	\$ 240,000	\$ 210,000	\$ 450,000
Replace (4) Pickups	\$ 150,000	\$ 150,000	\$ 300,000
Replace (6) Vans	\$ 96,000	\$ 96,000	\$ 192,000
Replace (4) Ford Explorers	\$ 64,000	\$ 64,000	\$ 128,000
Replace (1) Facility F250 Service Body Trucks	\$ -	\$ 40,000	\$ 40,000
Replace (1) F350 Flat Bed	\$ 37,000	\$ -	\$ 37,000
Replace (1) Escape Hybrid	\$ -	\$ 28,000	\$ 28,000
Subtotal	\$ 587,000	\$ 588,000	\$ 1,175,000
<u>Fleet & Facilities Maintenance Equipment</u>			
Routine Replacements	\$ 50,000	\$ 50,000	\$ 100,000
Tooling & Toolboxes (Road Response) - PC	\$ 10,000		\$ 10,000
Replace TIG Welder - Fleet	\$ 6,000		\$ 6,000
Replace ARC Welder - Fac. Maint.	\$ 1,300		\$ 1,300
Subtotal	\$ 67,300	\$ 50,000	\$ 117,300
<u>IT</u>			
Replace Accounting Software	\$ -	\$ 100,000	\$ 100,000
Routine Hardware Replacements (Servers, Printers, Laptops, Monitors, etc.	\$ 50,000	\$ 50,000	\$ 100,000
Upgrade Databases - IT	\$ 30,000	\$ -	\$ 30,000
Server Virtualization Project - IT	\$ 23,000		\$ 23,000
Subtotal	\$ 103,000	\$ 150,000	\$ 253,000
<u>MISC</u>			
None	\$ -		\$ -
	\$ -	\$ -	\$ -
TOTAL FY13 & FY14 UNFUNDED CAPITAL NEEDS LIST	\$ 13,582,300	\$ 20,352,000	\$ 33,934,300



IV. ADDITIONAL INFORMATION

BOARD MEMBER TRAVEL

FY13

American Public Transportation Association (APTA) Meetings

Legislative Conference
March 2013
Washington, DC
Two Board Members

Annual Conference
October 2012
Seattle, WA
Two Board Members

California Transit Association (CTA) Meetings

Annual Meeting
Palm Springs, 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 General Manager and staff.

EMPLOYEE INCENTIVE PROGRAM
FY13 and FY14

<u>EVENT/ACTIVITY</u>	<u># EMP</u>	<u>RATE</u>	<u>FY13 Revised</u>	<u>FY14 Revised</u>	<u>DEPT/ACCOUNT</u>
District Service Awards			\$ 9,342	\$ 9,342	1100-509101
Certificates of Commendation			\$ -	\$ -	1100-509101
Wall of Fame Frames			\$ 658	\$ 658	1100-509101
Safe Driver Pins and Certificates			\$ 3,500	\$ 3,500	3300-509101
Employee Incentive Program			\$ -	\$ -	1100-509101
Departmental Programs					
<u>Administrative Facility (110 Vernon)</u>					
Employee Recognition/Appreciation Events		\$ -	\$ -	\$ -	1200-509101
<u>Customer Service (Metro Center)</u>					
Employee Recognition/Appreciation Events		\$ -	\$ -	\$ -	1300-509101
<u>Facilities Maintenance</u>					
Employee Recognition/Appreciation Events		\$ -	\$ -	\$ -	2200-509101
<u>ParaCruz</u>					
Employee Recognition/Appreciation Events		\$ -	\$ -	\$ -	3100-509101
<u>Operations</u>					
Employee Recognition/Appreciation Events and Shift Bid Refreshments		\$ -	\$ -	\$ -	3200-509101
<u>Fleet Maintenance</u>					
Employee Recognition/Appreciation Events and Shift Bid Refreshments		\$ -	\$ -	\$ -	4100-509101
TOTALS			\$ 13,500	\$ 13,500	



SANTA CRUZ **METRO**