

Santa Cruz Metropolitan Transit District

FY12

FINAL BUDGET



ADOPTED JUNE 24, 2011



SANTA CRUZ **METRO**

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

FY12

FINAL BUDGET

Table of Contents:

I. Total Budget Overview

Board of Directors	3
Board Officers & Appointments	5
Management Staff	7
Transit Centers	9
Santa Cruz METRO Quick Facts	11
Ridership Performance	13
Departmental Organizational Chart	15
Authorized and Funded Personnel Summary	17
Budget Highlights	19
Budget Resolution	23
Revenue Sources and Expenses	25
Revenue Sources	27
Departmental Expenses	29
Consolidated Expenses	31

II. Departmental Functions, Objectives and Line Item Budgets

Administration - 1100	37
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Table of Contents (con't.)

Finance - 1200	47
Operations	
• Customer Service - 1300	57
• ParaCruz - 3100	67
• Operations - 3200	77
• Fixed Route Bus Division - 3300	87
Human Resources - 1400	97
Information Technology - 1500	107
District Counsel	
• District Counsel - 1700	117
• Risk Management - 1800	127
Maintenance	
• Facilities Maintenance - 2200	135
• Fleet Maintenance – 4100	145
Cobra Benefits - 9001	155
Retired Employee Benefits - 9005	163
SCCIC/COPS - 700	171
III. Capital Budget	
FY12 Capital Budget	181
FY12 Capital Needs - Unfunded	185
IV. Additional Information	
Board Member Travel	191
Employee Incentive Program	192

I. TOTAL BUDGET OVERVIEW

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

FY12

FINAL BUDGET

Board of Directors

Ellen Pirie

County Board of Supervisors

Lynn Robinson

City of Santa Cruz

Dene Bustichi

City of Scotts Valley

Ron Graves

City of Capitola

Donald Hagen

County of Santa Cruz

Michelle Hinkle

County of Santa Cruz

John Leopold

County of Santa Cruz

Daniel Dodge

City of Watsonville

Hilary Bryant

City of Santa Cruz

Mark Stone

County Board of Supervisors

Margarita Alejo

City of Watsonville

Donna Blitzer

Ex Officio Director

University of California, Santa Cruz

Leslie R. White, General Manager

Adopted 06/24/11

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

FY12

FINAL BUDGET

Board Officers and Appointments

Chair

Ellen Pirie

Vice Chair

Lynn Robinson

HCA Representative

Vacant

HCA Alternate

Vacant

SCCRTC Representatives

Dene Bustichi

Donald Hagen

Lynn Robinson

SCCRTC Alternates (in order)

Ron Graves

Daniel Dodge

Michelle Hinkle

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

FY12

FINAL BUDGET

Management Staff

General Manager
District Counsel

Leslie R. White
Margaret Gallagher

Finance Manager and Acting Assistant General
Manager
Assistant Finance Manager

Angela Aitken
Debbie Kinslow

Operations Manager
Fixed Route Superintendent
Paratransit Superintendent
Assistant Paratransit Superintendent

Ciro Aguirre
Mary Ferrick
April Warnock
David Moreau

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 FY10

As of 6/30/10

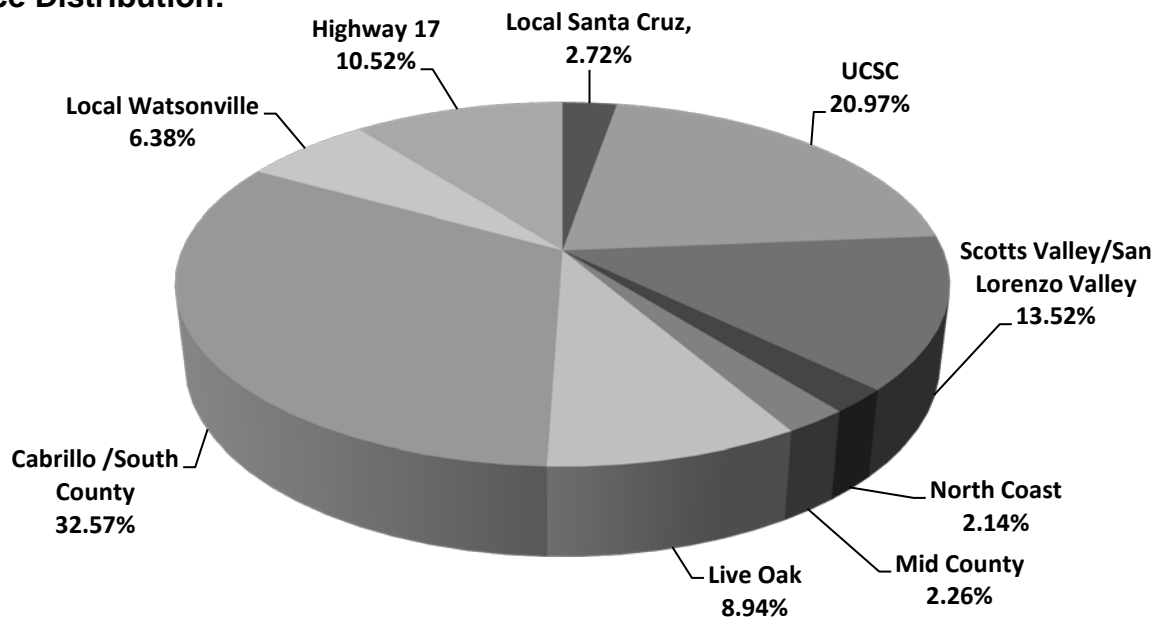
Board Members	12
Employees	308
Fixed Routes	40
Fixed Route Peak Pullout	85
Bus Stops	999
Fixed Route Ridership	5,745,945
Revenue Miles	3,781,208
Revenue Hours	243,261
Passengers per Hour	23.62
Operating Expenses	\$ 35,058,564

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

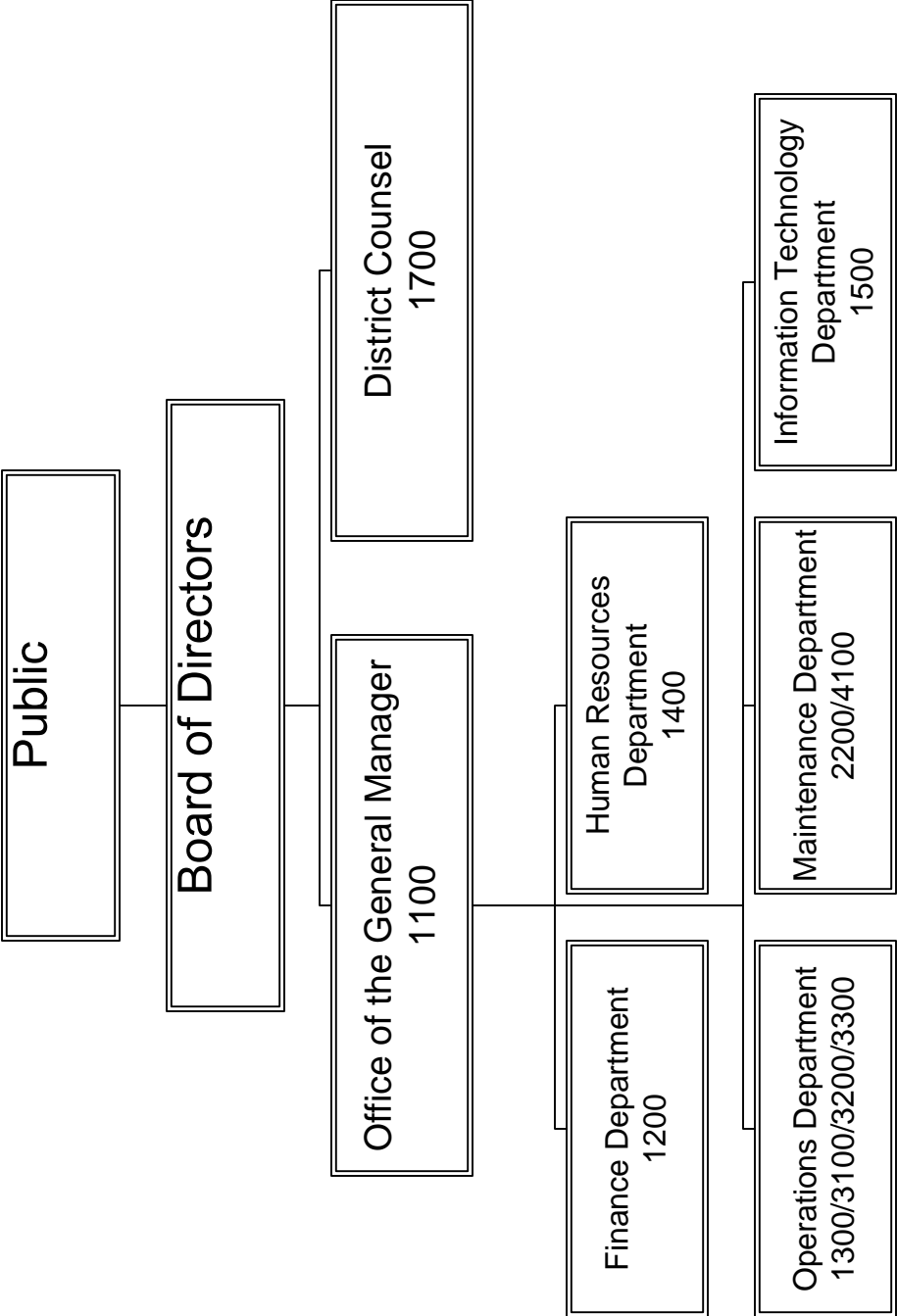
Ridership Performance by Service Area Projected FY11 as of May 2011

	Trip Hrs	%	Ridership	%	Passengers per Hour
Local Santa Cruz	4,364	2.72%	85,376	1.58%	19.56
UCSC	33,687	20.97%	2,397,609	44.33%	71.17
Scotts Valley/San Lorenzo Valley	21,716	13.52%	435,175	8.05%	20.04
North Coast	3,432	2.14%	43,233	0.80%	12.60
Mid County	3,626	2.26%	54,742	1.01%	15.10
Live Oak	14,356	8.94%	380,682	7.04%	26.52
Cabrillo /South County	52,321	32.57%	1,529,137	28.27%	29.23
Local Watsonville	10,251	6.38%	177,368	3.28%	17.30
Highway 17	16,904	10.52%	304,772	5.64%	18.03
TOTAL	160,657	100.00%	5,408,094	100.00%	33.66

Service Distribution:



Santa Cruz Metropolitan Transit District



FY12 FINAL OPERATING BUDGET
Authorized and Funded Personnel - Full Time Equivalent (FTE)
Summary

Department	Authorized FY 11	Funded FY 11	Authorized FY 12	Funded FY 12
Administration - 1100	6.00	4.00	5.00	3.00
Finance - 1200	15.50	12.00	16.50	11.50
Customer Service - 1300	10.25	6.00	10.25	6.00
Human Resources - 1400	6.00	5.00	6.00	3.60
Information Technology - 1500	5.00	5.00	5.00	4.00
District Counsel - 1700	4.00	4.00	4.00	4.00
Facilities Maintenance - 2200	18.00	13.00	17.00	12.00
Paratransit - 3100	57.00	53.00	57.00	50.00
Operations - 3200	20.00	18.00	20.00	16.00
Bus Operators - 3300	182.00	146.00	182.00	146.00
Fleet Maintenance - 4100	55.00	38.00	56.00	36.00
Total Full-Time Equivalents (FTEs)	378.75	304.00	378.75	292.10



FY12 FINAL BUDGET HIGHLIGHTS

- The Santa Cruz Metropolitan Transit District (Santa Cruz METRO) is a special district of the State of California operating fixed route bus service and Paratransit service throughout Santa Cruz County. Santa Cruz METRO also operates the Highway 17 Express bus service to Santa Clara County in cooperation with the Santa Clara Valley Transportation Authority (VTA), AMTRAK, CalTrans and the Capitol Corridor Joint Powers Authority (CCJPA).
- A Board of eleven directors and 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.
- A total of 292.1 full-time employee equivalents are funded in the FY12 budget compared with 301 for FY11.
- Currently, the Santa Cruz METRO Board of Directors is facing difficult decisions regarding budget stability and the service levels provided to the public. The current anemic economy and the federal ADA complimentary paratransit service requirements, that legally must be provided, have resulted in multi-year budgetary shortfalls. Due to budgetary shortfalls related to the Federal, State and Local economic conditions, current levels of service and operating expenses are unsustainable.
- In the FY12 Final Budget, Operating Revenue is \$33,810,217 while Operating Expense is \$39,261,455, creating an Operating Deficit of \$5,451,238. Non-Operating and One-Time Revenues of \$5,451,238 are required to balance the FY12 budget at this time.
- Total **Operating Revenue** assumptions have been projected to increase by 6.8% in FY12 based on data collected March through June 2011. The FY12 Final Budget variance explanations detailed below are based on the difference between the FY11 Published Budget and the FY12 Final Budget.
 - Passenger Fares - is projected to increase by 28.6%. Actual revenue collections through April 2011 have exceeded the FY11 budget by 10.0% with the additional increase attributed to a fare increase of \$.50 on the local base fare of approximately \$375,000
 - Highway 17 Fares and Highway 17 Payments - are projected to decrease by -7.8% and -4.5% respectively based on actual revenue collections through March 2011. Revenue collection problems were corrected with the installation of new fareboxes in December 2010 and more realistic revenue projections and payments are now projected for FY12.
 - Advertising Income – is anticipated to decrease by -7.0%. Recently, some long-term contracts were allowed to expire in anticipation of fewer ad spaces available due to pending service reductions this Fall.
 - Rent Income – Pacific Station - is projected to decrease by -7.4% due to two (2) tenant leases that were re-negotiated with a lower base monthly rent, and one (1) tenant that re-negotiated paying lower utilities
 - Rent Income – Watsonville - is projected to increase by 16.3%. In the past, MST has paid for the use of the Watsonville Transit Center, via a take down from the shared

FY12 Final Budget Highlights (con't)

- annual FTA 5307 allocation we both receive each year. In FY12, we are showing the lease payment as revenue. The net impact to the FY12 budget is \$0.
- Interest Income - is projected to increase by 107.8% in FY12, and is based on actual revenue received through April 2011, which is 134.0% higher than the FY11 budget. Historically we have used the County Auditor Controller's estimate to budget interest income, but have significantly exceeded that estimate year after year.
 - Sales Tax - is projected to increase by 6.4% in FY12 and is based on actual cash receipts through May 2011, which indicate that we are 6.7% over the amount budgeted year to date for FY11
 - The Transportation Development Act (TDA) Funds - allocation reflects a 5.4% increase in FY12 over the current year allocation received from the Santa Cruz County Regional Transportation Commission (SCCRTC). The projected allocation amount is the amount proposed by the SCCRTC staff.
 - FTA Section 5311 – Rural Operating Assistance – is projected to decrease by -8.5% based on 55.33% of the allowable net project costs of \$1,336,832.
 - AMBAG / CTC Funding - is projected to increase by 517.6% or \$129,400, and is based on current grants. (Watsonville Planning Study \$20K, and Bus Stop Improvements \$134K)
- **Total Operating Expense** assumptions have been projected to increase by 5.3% in FY12 based on data collected through March and April 2011 with a 5.7% increase in Personnel, and a 4.1% increase in Non-Personnel expenses. The FY12 Final Budget variance explanations detailed below are based on the difference between the FY11 Published Budget and the FY12 Final Budget.
 - Personnel expense (Labor and Fringe benefits) for all departments is projected to increase overall by 5.7% due to the following:
 - The 3.0% contractual wage increase due on June 23, 2011 for SEIU, UTU ParaCruz, and Management
 - An increase in January, 2012 in medical insurance premiums of approximately 12.0%, after an increase of 17.0% in January 2011
 - Increased Worker's Compensation claims expense of approximately 28.6%
 - Non-Personnel expense is budgeted to increase overall by 4.1% with the significant account details listed below:
 - Admin and Bank Fees is anticipated to increase by 6.4% due to bank card processing fees related to the four (4) TVM's that are fully operational as of June 2011
 - Professional Technical Fees are increased by 10.7% based on the recruitment of a new General Manager
 - Legislative Services decrease of -13.0% due to the FY11 budget containing provisions for contractual increases on expiring contracts, while those contracts were renegotiated with no increase
 - Custodial Services is budgeted to increase by 73.8% due to an inadequate amount budgeted in FY11 for custodial services at the Watsonville Transit Center and based on actual spending in FY11
 - Uniforms and Laundry expense is anticipated to decrease by -33.0% due to a reduction in the number of uniforms required for staff
 - Security Services is budgeted to increase by 6.6% due to increased coverage at the Watsonville Transit Center

FY12 Final Budget Highlights (con't)

- Repairs to Equipment is budgeted to increase by 7.4% due in anticipation of repairs to aging equipment that has been retained past the estimated reasonable life and an increase in software maintenance contracts
 - Repairs to Revenue Vehicles is expected to increase by 4.9% due to anticipated repairs to aging buses that are still in service past the Federal Transit Administration (FTA) useful life guidelines
 - Fuel – Non-Revenue Vehicles is projected to decrease by -53.7% due to less frequent usage of the bus operator relief vehicles, as the result of efficiencies achieved with the 10% service reduction in September 2010
 - Fuel – Revenue Vehicles is projected to increase by 7.6% due to slight increases in the price of liquefied natural gas (LNG) and significant increases anticipated in the price of gasoline and diesel.
 - Postage and Mailing is expected to decrease by -19.5% due to decreased usage caused by the use of scanned documents and the ability to email documents rather than mail them
 - Printing Expense is expected to decrease by -27.4% due to fewer tickets and passes being printed due to the purchase of the new FTA ARRA grant funded GFI fareboxes in December 2010, and less demand for printed copies of Headways
 - Non-Inventory Parts is budgeted to decrease by -57.8% due to operational efficiencies achieved by combining the 111 Dubois and 138 Golf Club Shop, and cost cutting measures currently in place
 - Telecommunications expense is budgeted to decrease overall by -10.7% based on actual spending in FY11; elimination of the Xora phone expense, and efficiencies achieved with the purchase of the new phone system in FY10
 - Settlement Cost is anticipated to increase significantly by 203.3% due to current outstanding unpaid claims. When these unpaid claims settle, they will be paid with funds transferred from Reserves.
 - Other Taxes is anticipated to decrease by -33.3% due to a reduction in property tax expenses as the result of vacating the 111 Dubois facility
 - Facility Lease expense will decrease by -37.7% due to vacating the 111 Dubois facility and the purchase of the 425 Front Street property
-
- The **Operating Deficit** for FY12 is estimated to be \$5,451,238 due to Operating Expenses exceeding Operating Revenue. For many years Santa Cruz METRO's budget deficit has been balanced with One-Time or Non-Recurring Revenues and Transfers from Reserves.
 - To mitigate the Operating Deficit of \$5,451,238 for FY12, staff is recommending using the following in Non-Operating Revenue and Transfers from Reserve:
 - STIC - \$820K
 - STA - \$60K
 - Fuel Tax Credit - \$250K
 - Carryover from Previous Year - \$1.763M
 - Transfer from Legal Settlements - \$455K
 - Transfer from Capital Reserves - \$76K
 - Transfer from Operating Reserve for Payouts - \$101K

FY12 Final Budget Highlights (con't)

In addition, to eliminate the \$3.8M deficit, staff recommends the following balancing actions to balance the FY12 Final Budget:

- Implement the proposed Fall 2011 7% geographic service reduction that would equate to unfunding approximately eleven (11) Bus Operator positions in UTU Local 23 - Fixed Route for a savings of approximately \$900K per year.
- Use of approximately \$1M in one time money from the Capital Reserve Retained Earnings Account
- Implement approximately \$600K in contractual concessions and unfunded positions from SEIU Local 521, UTU Local 23 – ParaCruz Operations, and Management.
 - The unfunded positions for UTU Local 23 – Fixed Route are included in the above proposed Fall 2011 7% geographic service reduction for a savings of approximately \$900K per year.
- Initiate the process for a fare increase of \$.50 on the local base fare with corresponding fare increases in all other local categories. New Revenues from this fare increase are estimated to bring in approximately \$375K in FY12 and will bring in new revenue to supplement our Operating Revenues for future fiscal year Operating Budgets. Additional Non-Operating Revenue from STIC (\$200K) and STA (\$726K) which have previously been used for our Capital budget will now be used to balance our Operating Budget in
- The FY12 Final **Capital Budget** totals \$12,938,070, and will require cash flow advances from the Reserved Retained Earnings Account of \$11,001,535. Santa Cruz METRO will invoice for \$8,493,662 of the \$11,001,535 advanced, and will be reimbursed by the individual granting agencies at a later date. Restricted grant funds will provide \$1,802,000 to the FY12 capital budget; this cash is currently held in restricted accounts at the County Treasury. The FTA State of Good Repair grant utilizes matching salary funds from the operating budget of \$134,535; therefore less capital funding is required for this grant. A line item has been added to the capital budget for \$1,000,000 to account for a reduction in the Reserved Retained Earnings Account, due to the use of these funds to assist in balancing the FY12 operating budget deficit.

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

Resolution No. 11-06-01
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
FY12 OPERATING AND CAPITAL BUDGETS**


WHEREAS, it is necessary to revise the adopted FY12 Operating and Capital Budgets 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 A - I.

PASSED AND ADOPTED this 24th day of June 2011, by the following vote:

AYES: Directors - Alejo, Bustichi, Dodge, Graves, Hinkle, Leopold, Pirie, Robinson, Stone
NOES: Directors - None
ABSENT: Directors - Bryant, Hagen
ABSTAIN: Directors - None

Approved


ELLEN PIRIE
Board Chair

ATTEST


LESLIE R. WHITE
General Manager

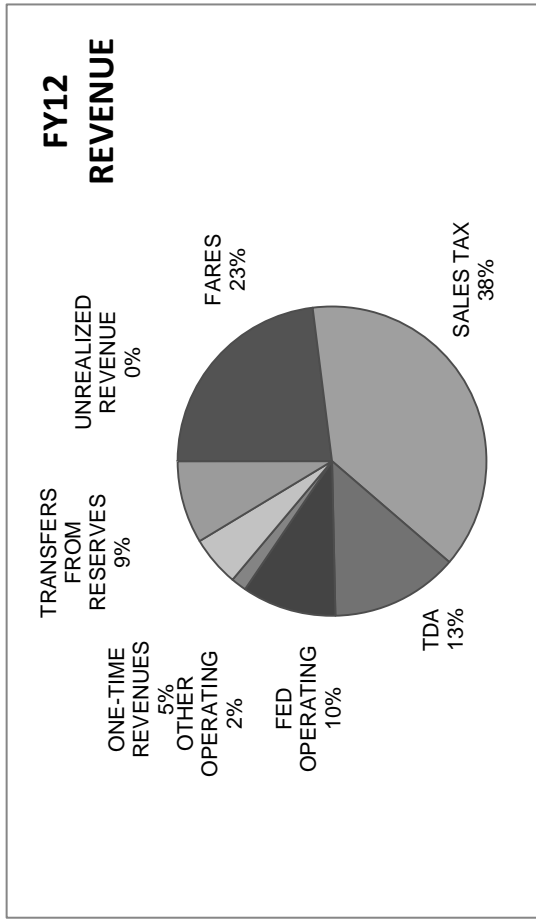
APPROVED AS TO FORM:


MARGARET GALLAGHER
District Counsel

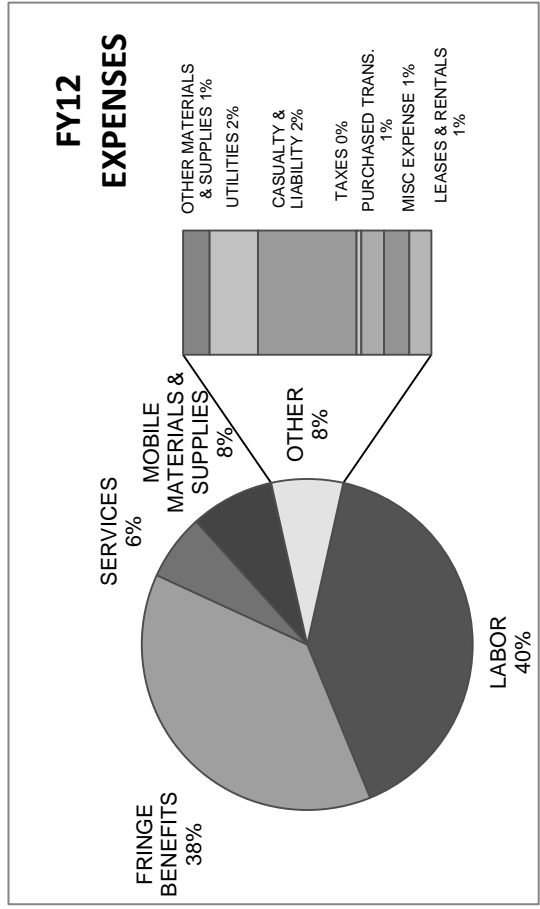




**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 FY12 FINAL OPERATING BUDGET
 REVENUE SOURCES & EXPENSES**



REVENUE SOURCES	FY12
FARES	9,030,772
SALES TAX	15,038,000
TDA	5,244,963
FED OPERATING	3,863,382
OTHER OPERATING	633,100
ONE-TIME REVENUES	2,056,683
TRANSFERS FROM RESERVES	3,394,555
UNREALIZED REVENUE	-
TOTAL	39,261,455



	FY12
LABOR	15,824,273
FRINGE BENEFITS	14,939,402
SERVICES	2,532,082
MOBILE MATERIALS & SUPPLIES	3,210,000
OTHER MATERIALS & SUPPLIES	295,101
UTILITIES	535,000
CASUALTY & LIABILITY	1,096,050
TAXES	53,300
PURCHASED TRANS.	250,000
MISC EXPENSE	283,200
LEASES & RENTALS	243,047
TOTAL	39,261,455



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY12 FINAL OPERATING BUDGET
REVENUE SOURCES**

<u>REVENUE SOURCE</u>	<u>PUBLISHED BUDGET FY11</u>	<u>PROJECTED ACTUAL FY11</u>	<u>% CHANGE BUDG FY11 PROJ FY11</u>	<u>FINAL BUDGET FY12</u>	<u>% CHANGE BUDG FY11 BUDG FY12</u>
Passenger Fares	3,127,587	3,442,707	10.1%	4,021,814	28.6%
Special Transit Fares	3,212,406	3,304,324	2.9%	3,230,414	0.6%
Paratransit Fares	245,642	239,851	-2.4%	251,843	2.5%
Highway 17 Fares	1,205,009	1,099,854	-8.7%	1,110,852	-7.8%
Highway 17 Payments	435,512	411,732	-5.5%	415,849	-4.5%
Commissions	5,500	4,375	-20.4%	5,600	1.8%
Advertising Income	215,000	219,077	1.9%	200,000	-7.0%
Rent Income - SC Pacific Station	91,774	84,670	-7.7%	85,000	-7.4%
Rent Income - Watsonville TC	34,399	41,306	20.1%	40,000	16.3%
Rent Income - General	-	-	0.0%	-	0.0%
Interest Income	57,750	137,181	137.5%	120,000	107.8%
Other Non-Transp Revenue	8,000	18,107	126.3%	18,100	126.3%
Sales Tax (1/2 cent)	14,140,000	14,600,000	3.3%	15,038,000	6.4%
Transp Dev Act (TDA) Funds	4,974,478	5,001,737	0.5%	5,244,963	5.4%
FTA Sec 5307 - Op Assistance	3,696,155	3,696,155	0.0%	3,707,070	0.3%
Prop 84 - TOD	10,000	-	-100.0%	10,000	0.0%
Repay FTA Advance (#4 and #5 of 5)	-	-	0.0%	-	0.0%
FTA Sec 5311 - Rural Op Asst	170,894	156,618	-8.4%	156,312	-8.5%
AMBAG/CTC Funding	25,000	40,600	62.4%	154,400	517.6%
SUBTOTAL REVENUE	31,655,105	32,498,295	2.7%	33,810,217	6.8%
ONE-TIME REVENUES					
ARRA Operating	270,000	270,000	0.0%	-	-100.0%
STIC	1,202,159	1,202,159	0.0%	1,020,417	-15.1%
STA	2,800,000	1,991,905	-28.9%	786,266	-71.9%
Fuel Tax Credit	-	776,438	100.0%	250,000	100.0%
SUBTOTAL ONE-TIME REVENUES	4,272,159	4,240,502	-0.7%	2,056,683	-51.9%
SUBTOTAL REVENUE AND ONE-TIME REVENUES	35,927,264	36,738,797	2.3%	35,866,900	-0.2%
TRANSFERS FROM RESERVES					
Carryover from Previous Year	1,071,106	-	-100.0%	1,762,862	64.6%
Xfr from Ins Res-Legal Settlement	150,000	30,897	-79.4%	455,000	203.3%
Transfer (to)/from Capital Reserves	130,947	111,345	-15.0%	75,631	-42.2%
Transfer (to)/from Operating Reserves	-	-	0.0%	1,101,062	100.0%
SUBTOTAL TRANSFERS FROM RESERVES	1,352,053	142,242	-89.5%	3,394,555	151.1%
UNREALIZED REVENUE					
	-	-	0.0%	-	0.0%
TOTAL REVENUE	37,279,317	36,881,039	-1.1%	39,261,455	5.3%

* FTA funding is used solely to fund labor expense



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY12 FINAL OPERATING BUDGET**

Departmental Expenses

DEPARTMENT	PUBLISHED	PROJECTED	% CHANGE	FINAL	% CHANGE
	BUDGET FY11	ACTUAL FY11	BUDG FY11 PROJ FY11	BUDGET FY12	BUDG FY11 BUDG FY12
1100 Administration	989,166	916,843	-7.3%	915,072	-7.5%
1200 Finance	2,310,312	2,183,642	-5.5%	2,362,323	2.3%
1300 Customer Service	594,460	562,933	-5.3%	611,280	2.8%
1400 Human Resources	644,595	579,627	-10.1%	563,243	-12.6%
1500 Information Technology	731,359	706,517	-3.4%	877,671	20.0%
1700 District Counsel	508,030	541,591	6.6%	553,099	8.9%
1800 Risk Management	250,000	191,462	-23.4%	555,000	122.0%
2200 Facilities Maintenance	2,295,325	2,220,889	-3.2%	2,314,811	0.8%
3100 Paratransit Program	4,679,287	4,311,336	-7.9%	5,000,961	6.9%
3200 Operations	2,548,525	2,508,304	-1.6%	2,533,952	-0.6%
3300 Bus Operators	13,449,603	13,802,999	2.6%	13,796,292	2.6%
4100 Fleet Maintenance	6,523,912	6,336,264	-2.9%	6,821,299	4.6%
9001 Cobra Benefits	-	1,175	100.0%	-	0.0%
9005 Retired Employee Benefits	1,754,441	2,017,162	15.0%	2,356,152	34.3%
700 SCCIC/COPS	300	300	0.0%	300	0.0%
TOTAL OPERATING EXPENSES	37,279,317	36,881,039	-1.1%	39,261,455	5.3%



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY12 FINAL OPERATING BUDGET**

Consolidated Expenses

ACCOUNT	PUBLISHED BUDGET FY11	PROJECTED ACTUAL FY11	% CHANGE BUDG FY11 PROJ FY11	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12
LABOR					
501011 Bus Operator Pay	7,932,855	7,380,357	-7.0%	7,657,437	-3.5%
501013 Bus Operator OT	1,541,590	1,820,500	18.1%	1,519,012	-1.5%
501021 Other Salaries	6,514,844	6,414,700	-1.5%	6,299,635	-3.3%
501023 Other OT	357,082	299,558	-16.1%	348,189	-2.5%
Totals	16,346,370	15,915,115	-2.6%	15,824,273	-3.2%
FRINGE BENEFITS					
502011 Medicare/Soc. Sec.	250,264	231,543	-7.5%	245,275	-2.0%
502021 Retirement	2,319,866	2,181,665	-6.0%	2,901,196	25.1%
502031 Medical Ins	5,366,764	6,005,613	11.9%	6,707,496	25.0%
502041 Dental Ins	474,123	425,744	-10.2%	471,613	-0.5%
502045 Vision Ins	134,969	132,420	-1.9%	129,800	-3.8%
502051 Life Ins/AD&D	43,362	41,903	-3.4%	44,563	2.8%
502060 State Disability Ins (SDI)	185,102	214,731	16.0%	189,248	2.2%
502061 Long Term Disability Ins	225,405	198,686	-11.9%	228,299	1.3%
502071 State Unemployment Ins (SUI)	63,224	79,389	25.6%	77,818	23.1%
502081 Worker's Comp Ins	700,000	899,323	28.5%	900,000	28.6%
502101 Holiday Pay	391,008	425,931	8.9%	377,784	-3.4%
502103 Floating Holiday	69,581	71,069	2.1%	71,302	2.5%
502109 Sick Leave	813,227	547,968	-32.6%	865,747	6.5%
502111 Annual Leave	1,521,383	2,012,628	32.3%	1,523,643	0.1%
502121 Other Paid Absence	124,017	146,089	17.8%	119,969	-3.3%
502251 Phys. Exams	13,699	5,014	-63.4%	14,110	3.0%
502253 Driver Lic Renewal	4,532	2,102	-53.6%	4,668	3.0%
502999 Other Fringe Benefits	69,732	78,320	12.3%	66,872	-4.1%
Totals	12,770,259	13,700,137	7.3%	14,939,402	17.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY12 FINAL OPERATING BUDGET**

Consolidated Expenses

ACCOUNT	PUBLISHED BUDGET FY11	PROJECTED ACTUAL FY11	% CHANGE BUDG FY11 PROJ FY11	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12
SERVICES					
503011 Accting/Audit Fees	95,250	95,250	0.0%	95,250	0.0%
503012 Admin/Bank Fees	259,350	207,743	-19.9%	276,050	6.4%
503031 Prof/Technical Fees	225,132	155,645	-30.9%	249,210	10.7%
503032 Legislative Services	103,400	90,000	-13.0%	90,000	-13.0%
503033 Legal Services	55,000	1,479	-97.3%	55,000	0.0%
503034 Pre-Employment Exams	7,300	2,064	-71.7%	7,519	3.0%
503041 Temp Help	-	169,375	100.0%	-	0.0%
503161 Custodial Services	50,000	68,543	37.1%	86,900	73.8%
503162 Uniforms/Laundry	33,600	19,511	-41.9%	22,500	-33.0%
503171 Security Services	374,332	378,869	1.2%	399,000	6.6%
503221 Classified/Legal Ads	29,100	6,820	-76.6%	22,343	-23.2%
503222 Legal Ads	-	-	0.0%	-	0.0%
503225 Graphic Services	4,000	-	-100.0%	4,000	0.0%
503351 Repair - Bldg & Impr	100,000	79,704	-20.3%	100,000	0.0%
503352 Repair - Equipment	576,490	524,696	-9.0%	619,310	7.4%
503353 Repair - Rev Vehicle	410,000	406,564	-0.8%	430,000	4.9%
503354 Repair - Non Rev Vehicle	25,000	14,297	-42.8%	25,000	0.0%
503363 Haz Mat Disposal	49,500	42,663	-13.8%	50,000	1.0%
Totals	2,397,454	2,263,224	-5.6%	2,532,082	5.6%
MOBILE MATERIALS & SUPPLIES					
504011 Fuels & Lubricants - Non Rev Veh	151,100	58,357	-61.4%	70,000	-53.7%
504012 Fuels & Lubricants - Rev Veh	2,095,000	2,095,000	0.0%	2,255,000	7.6%
504021 Tires & Tubes	243,000	190,368	-21.7%	250,000	2.9%
504161 Other Mobile Supplies	-	64	100.0%	-	0.0%
504191 Rev Vehicle Parts	625,000	592,193	-5.2%	635,000	1.6%
Totals	3,114,100	2,935,982	-5.7%	3,210,000	3.1%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY12 FINAL OPERATING BUDGET**

Consolidated Expenses

ACCOUNT	PUBLISHED BUDGET FY11	PROJECTED ACTUAL FY11	% CHANGE BUDG FY11 PROJ FY11	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12
OTHER MATERIALS & SUPPLIES					
504205 Freight Out	2,500	2,465	-1.4%	2,500	0.0%
504211 Postage & Mailing	23,400	10,184	-56.5%	18,830	-19.5%
504214 Promotional Items	-	-	0.0%	-	0.0%
504215 Printing	102,487	64,529	-37.0%	74,356	-27.4%
504217 Photo Supp/Process	6,000	294	-95.1%	3,900	-35.0%
504311 Office Supplies	70,617	56,727	-19.7%	66,415	-6.0%
504315 Safety Supplies	16,300	17,879	9.7%	20,300	24.5%
504317 Cleaning Supplies	33,100	35,236	6.5%	38,100	15.1%
504409 Repair/Maint Supplies	40,000	32,878	-17.8%	40,000	0.0%
504421 Non-Inventory Parts	45,000	13,555	-69.9%	19,000	-57.8%
504511 Small Tools	8,700	3,773	-56.6%	8,700	0.0%
504515 Employee Tool Replacement	3,000	668	-77.7%	3,000	0.0%
Totals	351,104	238,188	-32.2%	295,101	-16.0%
UTILITIES					
505011 Gas & Electric	225,000	232,851	3.5%	234,000	4.0%
505021 Water & Garbage	150,000	125,522	-16.3%	150,000	0.0%
505031 Telecommunications	169,000	130,194	-23.0%	151,000	-10.7%
Totals	544,000	488,566	-10.2%	535,000	-1.7%
CASUALTY & LIABILITY					
506011 Insurance - Property	115,000	91,359	-20.6%	115,000	0.0%
506015 Insurance - PL/PD	525,300	438,368	-16.5%	525,300	0.0%
506021 Insurance - Other	750	1,219	62.5%	750	0.0%
506123 Settlement Costs	150,000	180,897	20.6%	455,000	203.3%
506127 Repairs - District Prop	-	(74,943)	100.0%	-	0.0%
Totals	791,050	636,900	-19.5%	1,096,050	38.6%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY12 FINAL OPERATING BUDGET**

Consolidated Expenses

ACCOUNT	PUBLISHED BUDGET FY11	PROJECTED ACTUAL FY11	% CHANGE BUDG FY11 PROJ FY11	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12
TAXES					
507051 Fuel Tax	14,000	13,435	-4.0%	14,000	0.0%
507201 Licenses & Permits	23,000	12,457	-45.8%	19,300	-16.1%
507999 Other Taxes	30,000	20,989	-30.0%	20,000	-33.3%
Totals	67,000	46,881	-30.0%	53,300	-20.4%
PURCHASED TRANS.					
503406 Contract/Paratransit	250,000	187,752	-24.9%	250,000	0.0%
Totals	250,000	187,752	-24.9%	250,000	0.0%
MISC EXPENSE					
509011 Dues/Subscriptions	66,025	66,132	0.2%	70,147	6.2%
509085 Advertising - Rev Prod	-	-	0.0%	-	0.0%
509101 Employee Incentive Program	34,600	10,544	-69.5%	35,533	2.7%
509121 Employee Training	55,575	30,466	-45.2%	66,227	19.2%
509123 Travel	90,780	45,350	-50.0%	93,443	2.9%
509125 Local Meeting Expense	4,950	3,176	-35.8%	5,000	1.0%
509127 Board Director Fees	13,200	9,600	-27.3%	12,600	-4.5%
509150 Contributions	650	-	-100.0%	250	-61.5%
509198 Cash Over/Short	500	580	16.1%	-	-100.0%
Totals	266,280	165,849	-37.7%	283,200	6.4%
LEASES & RENTALS					
512011 Facility Lease	359,000	290,067	-19.2%	223,500	-37.7%
512061 Equipment Rental	22,700	12,378	-45.5%	19,547	-13.9%
Totals	381,700	302,445	-20.8%	243,047	-36.3%
PERSONNEL TOTAL	29,116,629	29,615,253	1.7%	30,763,675	5.7%
NON-PERSONNEL TOTAL	8,162,688	7,265,787	-11.0%	8,497,780	4.1%
TOTAL OPERATING EXPENSES	37,279,317	36,881,039	-1.1%	39,261,455	5.3%

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 METRO. This includes Board activities, application for and administering of grants, legislative activities, maintaining official METRO records, planning and managing capital projects, and coordinating with other local agencies regarding public transportation.

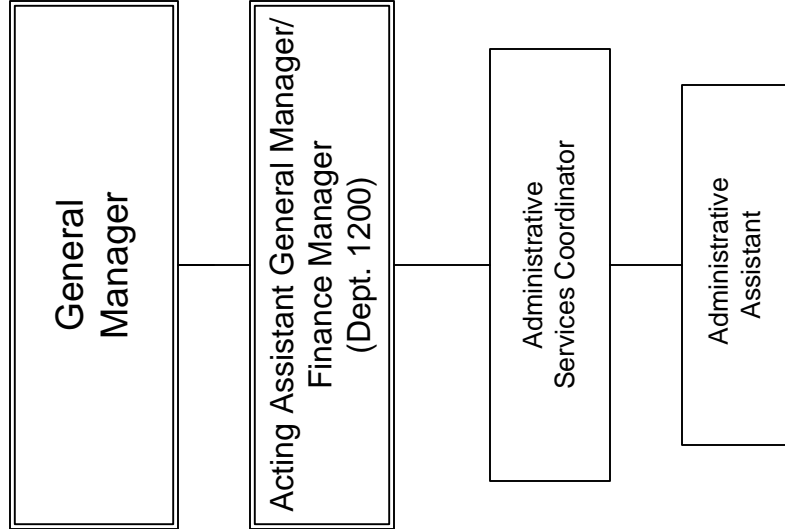
DEPARTMENT OBJECTIVES FOR FY12

- 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 METRO's official records.
- Aggressively seek and administer federal, state, and local grant funds to support the continued activities of METRO.
- Monitor federal legislation to ensure that those funds authorized are appropriated to benefit METRO.
- Monitor state legislative activities and advocate for restoration of STA funding to the \$743 million statewide level in any funding improvement bills.
- Advocate for the sale of all of the \$3.6 billion 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.
- Obtain funding, procure, and install second L/CNG tank at 1200 River St.
- Identify funding source for the replacement of 40 diesel buses.
- Oversee the funding, solicitation of bids, award of bids, and construction of MetroBase Operations Facility.
- Complete construction of MetroBase Maintenance Building.

Administration Department (con't)

- Conduct facility site analysis for Paratransit Operations.
- Maintenance of the multi-year Capital and Operating Budget process, with five-year projections of 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 METRO.
- Procure security projects funded with Proposition 1B Security Program funds.
- 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.
- Support the payment provisions of the Appellate Court Decision in the CTA Lawsuit Shaw vs. Chaing/Genest.
- Participate in key committees of the American Public Transportation Association.
- Participate in the California Association of Community Transit (CALACT).
- Monitor the implementation of a Smart Card Fare Collection System using ARRA Funds.
- Develop sustainable financial goals for the collective bargaining process with the United Transportation Union Local 23 Fixed Route.
- Expand capacity of Grants Function to address critical funding Operating and Capital Funding Needs at METRO.
- Evaluate potential savings and efficiencies of merging METRO and SCCRTC.

Office of the General Manager 1100



FY12 FINAL OPERATING BUDGET
Authorized and Funded Personnel - Full Time Equivalent (FTE)
Administration - 1100

Position Title	Authorized FY 11	Funded FY 11	Authorized FY 12	Funded FY 12
General Manager	1.00	1.00	1.00	1.00
Assistant General Manager	1.00	0.00	1.00	0.00
Project Manager *	1.00	1.00	0.00	0.00
Admin Services Coordinator	1.00	1.00	1.00	1.00
Administrative Assistant	2.00	1.00	2.00	1.00
Total Full-Time Equivalents (FTEs)	6.00	4.00	5.00	3.00

* Moved to IT in FY11

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY12 FINAL OPERATING BUDGET**

Administration - 1100

ACCOUNT	PUBLISHED BUDGET FY11	PROJECTED ACTUAL FY11	% CHANGE BUDG FY11 PROJ FY11	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12
LABOR					
501011 Bus Operator Pay	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	0.0%	-	0.0%
501021 Other Salaries	347,220	310,384	-10.6%	197,848	-43.0%
501023 Other OT	-	61	100.0%	-	0.0%
Totals	347,220	310,444	-10.6%	197,848	-43.0%
FRINGE BENEFITS					
502011 Medicare/Soc. Sec.	6,951	5,670	-18.4%	5,343	-23.1%
502021 Retirement	57,221	46,950	-17.9%	54,279	-5.1%
502031 Medical Ins	50,154	39,055	-22.1%	52,693	5.1%
502041 Dental Ins	4,821	3,799	-21.2%	4,192	-13.1%
502045 Vision Ins	1,360	1,037	-23.7%	990	-27.2%
502051 Life Ins/AD&D	629	520	-17.4%	444	-29.4%
502060 State Disability Ins (SDI)	3,477	2,751	-20.9%	2,436	-30.0%
502061 Long Term Disability Ins	4,982	2,044	-59.0%	3,670	-26.3%
502071 State Unemployment Ins (SUI)	840	819	-2.5%	819	-2.5%
502081 Worker's Comp Ins	9,302	18,440	98.2%	8,970	-3.6%
502101 Holiday Pay	4,881	6,840	40.1%	3,625	-25.7%
502103 Floating Holiday	12,475	12,475	0.0%	8,364	-33.0%
502109 Sick Leave	19,524	6,947	-64.4%	43,011	120.3%
502111 Annual Leave	92,211	136,080	47.6%	113,372	22.9%
502121 Other Paid Absence	3,051	813	-73.4%	2,266	-25.7%
502251 Phys. Exams	-	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	0.0%	-	0.0%
502999 Other Fringe Benefits	4,029	4,032	0.1%	2,049	-49.1%
Totals	275,908	288,272	4.5%	306,521	11.1%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY12 FINAL OPERATING BUDGET**

Administration - 1100

ACCOUNT	PUBLISHED BUDGET FY11	PROJECTED ACTUAL FY11	% CHANGE BUDG FY11 PROJ FY11	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12
SERVICES					
503011	-	-	0.0%	-	0.0%
503012	1,300	-	-100.0%	-	-100.0%
503031	17,232	15,824	-8.2%	21,500	24.8%
503032	103,400	90,000	-13.0%	90,000	-13.0%
503033	-	-	0.0%	-	0.0%
503034	-	-	0.0%	-	0.0%
503041	-	49,489	100.0%	-	0.0%
503161	-	-	0.0%	-	0.0%
503162	-	-	0.0%	-	0.0%
503171	-	-	0.0%	-	0.0%
503221	8,100	967	-88.1%	8,343	3.0%
503222	-	-	0.0%	-	0.0%
503225	-	-	0.0%	-	0.0%
503351	-	-	0.0%	-	0.0%
503352	-	-	0.0%	-	0.0%
503353	11,700	6,193	-47.1%	7,000	-40.2%
503354	-	-	0.0%	-	0.0%
503363	-	-	0.0%	-	0.0%
Totals	141,732	162,473	14.6%	126,843	-10.5%
MOBILE MATERIALS & SUPPLIES					
504011	-	-	0.0%	-	0.0%
504012	-	-	0.0%	-	0.0%
504021	-	-	0.0%	-	0.0%
504161	-	-	0.0%	-	0.0%
504191	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY12 FINAL OPERATING BUDGET**

Administration - 1100

ACCOUNT	PUBLISHED BUDGET FY11	PROJECTED ACTUAL FY11	% CHANGE BUDG FY11 PROJ FY11	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12
OTHER MATERIALS & SUPPLIES					
504205 Freight Out	-	-	0.0%	-	0.0%
504211 Postage & Mailing	11,800	3,429	-70.9%	7,000	-40.7%
504214 Promotional Items	-	-	0.0%	-	0.0%
504215 Printing	10,487	544	-94.8%	2,000	-80.9%
504217 Photo Supp/Process	100	-	-100.0%	-	-100.0%
504311 Office Supplies	8,790	5,631	-35.9%	14,545	65.5%
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	31,177	9,604	-69.2%	23,545	-24.5%
UTILITIES					
505011 Gas & Electric	-	-	0.0%	-	0.0%
505021 Water & Garbage	-	-	0.0%	-	0.0%
505031 Telecommunications	-	222	100.0%	-	0.0%
Totals	-	222	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
FY12 FINAL OPERATING BUDGET**

Administration - 1100

ACCOUNT	PUBLISHED BUDGET FY11	PROJECTED ACTUAL FY11	% CHANGE BUDG FY11 PROJ FY11	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12
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	54,450	53,100	-2.5%	56,084	3.0%
509085 Advertising - Rev Prod	-	-	0.0%	-	0.0%
509101 Employee Incentive Program	31,100	7,544	-75.7%	32,033	3.0%
509121 Employee Training	-	26,701	100.0%	62,227	100.0%
509123 Travel	88,780	44,840	-49.5%	91,443	3.0%
509125 Local Meeting Expense	4,700	3,176	-32.4%	5,000	6.4%
509127 Board Director Fees	13,200	9,600	-27.3%	12,600	-4.5%
509150 Contributions	-	-	0.0%	-	0.0%
509198 Cash Over/Short	-	-	0.0%	-	0.0%
Totals	192,230	144,961	-24.6%	259,387	34.9%
LEASES & RENTALS					
512011 Facility Lease	-	-	0.0%	-	0.0%
512061 Equipment Rental	900	867	-3.6%	927	3.0%
Totals	900	867	-3.6%	927	3.0%
PERSONNEL TOTAL	623,127	598,716	-3.9%	504,370	-19.1%
NON-PERSONNEL TOTAL	366,039	318,127	-13.1%	410,702	12.2%
DEPARTMENT TOTALS	989,166	916,843	-7.3%	915,072	-7.5%



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)
- Purchasing
- Grant Applications
- Revenue Collection
- Transit Planning
- Ridership Reporting
- 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
- Processes collections
- Disseminates a wide variety of information to other departments and the public
- Conducts annual physical inventory counts

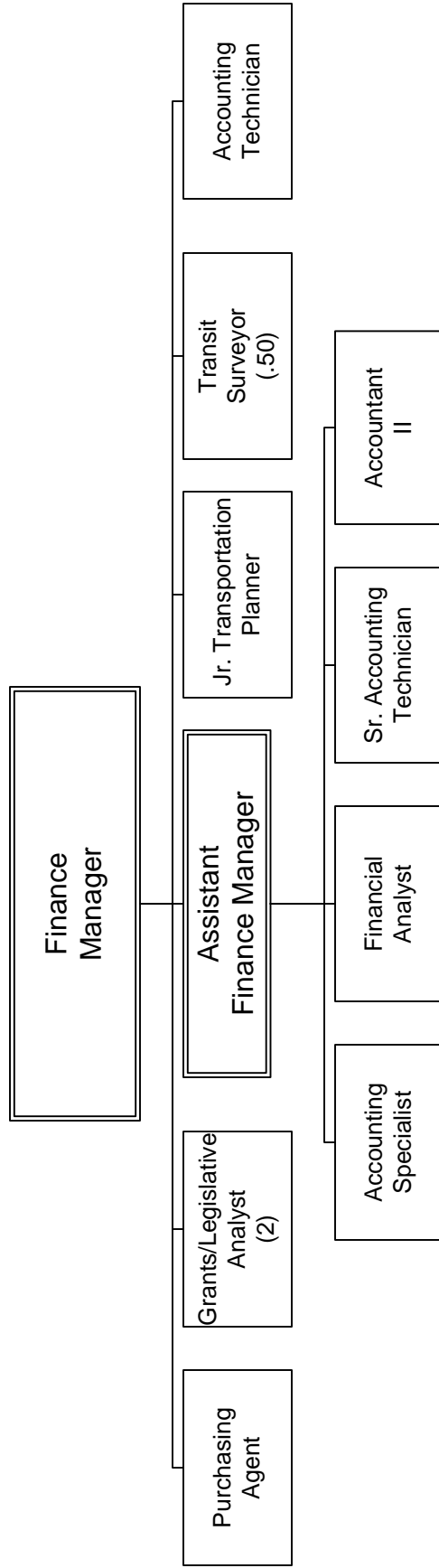
DEPARTMENT OBJECTIVES FOR FY12

- 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 needs list
- Pursue grant opportunities to assist in funding the operating budget and help mitigate revenue losses due to the current economic recession

Finance Department (con't)

- Work towards fully automating the timekeeping process via the Qquest timekeeping software to increase efficiency and ensure compliance with the Fair Labor Standards Act
- Enhance reporting functions through graphs, charts and presentations to the Departments, Management, Board of Directors, and the Public
- Update the areas of Santa Cruz METRO's new and enhanced website that pertain to the Finance department
- Establish a funding policy pertaining to Santa Cruz METRO's GASB 45 OPEB liability
- Work with District Counsel and Human Resources to comply with new laws, rules, regulations and Union contracts
- Expand cross-training assignments within the department to enhance departmental efficiency
- Maximize the benefits of existing, upgraded, and/or new technology programs
- Promote individual training and education within the department
- 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 our buses and website
- Continue to network and outreach with our community partners

Finance Department 1200



FY12 FINAL OPERATING BUDGET
Authorized and Funded Personnel - Full Time Equivalent (FTE)
Finance - 1200

Position Title	Authorized FY 11	Funded FY 11	Authorized FY 12	Funded FY 12
Finance Manager	1.00	1.00	1.00	1.00
Assistant Finance Manager	1.00	1.00	1.00	1.00
Senior Accountant	0.50	0.00	0.50	0.00
Accountant II	0.00	0.00	1.00	1.00
Accounting Specialist	1.00	1.00	1.00	1.00
Accounting Tech/Sr Acctng Tech	2.00	2.00	2.00	2.00
Financial Analyst	1.00	1.00	1.00	1.00
Grants/Legislative Analyst	2.00	2.00	2.00	2.00
Transportation Planning Supervisor	1.00	0.00	1.00	0.00
Jr. Transportation Planner	1.00	1.00	1.00	1.00
Transit Surveyor	1.00	1.00	1.00	0.50
Purchasing Agent	1.00	1.00	1.00	1.00
Purchasing Assistant	1.00	1.00	1.00	0.00
Vault Room Coordinator	1.00	0.00	1.00	0.00
Revenue Specialist	1.00	0.00	1.00	0.00
Total Full-Time Equivalents (FTEs)	15.50	12.00	16.50	11.50

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY12 FINAL OPERATING BUDGET**

Finance - 1200

ACCOUNT	PUBLISHED BUDGET FY11	PROJECTED ACTUAL FY11	% CHANGE BUDG FY11 PROJ FY11	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12
LABOR					
501011 Bus Operator Pay	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	0.0%	-	0.0%
501021 Other Salaries	774,527	754,479	-2.6%	764,152	-1.3%
501023 Other OT	620	3,949	537.4%	611	-1.3%
Totals	775,147	758,428	-2.2%	764,764	-1.3%
FRINGE BENEFITS					
502011 Medicare/Soc. Sec.	13,363	14,346	7.4%	13,286	-0.6%
502021 Retirement	124,264	122,411	-1.5%	157,650	26.9%
502031 Medical Ins	131,716	152,960	16.1%	163,564	24.2%
502041 Dental Ins	13,784	11,744	-14.8%	11,843	-14.1%
502045 Vision Ins	4,419	4,149	-6.1%	3,960	-10.4%
502051 Life Ins/AD&D	1,614	1,521	-5.7%	1,590	-1.4%
502060 State Disability Ins (SDI)	9,553	9,485	-0.7%	9,859	3.2%
502061 Long Term Disability Ins	10,500	8,142	-22.5%	10,330	-1.6%
502071 State Unemployment Ins (SUI)	2,891	4,089	41.5%	3,549	22.8%
502081 Worker's Comp Ins	27,907	10,954	-60.7%	35,880	28.6%
502101 Holiday Pay	10,859	16,060	47.9%	10,667	-1.8%
502103 Floating Holiday	10,145	10,145	0.0%	10,449	3.0%
502109 Sick Leave	42,094	24,747	-41.2%	40,265	-4.3%
502111 Annual Leave	77,364	134,986	74.5%	84,476	9.2%
502121 Other Paid Absence	6,577	2,806	-57.3%	6,291	-4.3%
502251 Phys. Exams	-	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	0.0%	-	0.0%
502999 Other Fringe Benefits	5,518	5,680	2.9%	4,297	-22.1%
Totals	492,566	534,224	8.5%	567,959	15.3%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY12 FINAL OPERATING BUDGET**

Finance - 1200

ACCOUNT	PUBLISHED BUDGET FY11	PROJECTED ACTUAL FY11	% CHANGE BUDG FY11 PROJ FY11	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12
SERVICES					
503011	95,000	95,000	0.0%	95,000	0.0%
503012	258,000	207,693	-19.5%	276,000	7.0%
503031	32,000	48,418	51.3%	7,900	-75.3%
503032	-	-	0.0%	-	0.0%
503033	-	-	0.0%	-	0.0%
503034	-	-	0.0%	-	0.0%
503041	-	-	0.0%	-	0.0%
503161	-	-	0.0%	-	0.0%
503162	-	-	0.0%	-	0.0%
503171	-	-	0.0%	-	0.0%
503221	6,000	4,036	-32.7%	6,000	0.0%
503222	-	-	0.0%	-	0.0%
503225	-	-	0.0%	-	0.0%
503351	-	-	0.0%	-	0.0%
503352	600	-	-100.0%	-	-100.0%
503353	-	-	0.0%	-	0.0%
503354	-	-	0.0%	-	0.0%
503363	-	-	0.0%	-	0.0%
Totals	391,600	355,147	-9.3%	384,900	-1.7%
MOBILE MATERIALS & SUPPLIES					
504011	-	-	0.0%	-	0.0%
504012	-	-	0.0%	-	0.0%
504021	-	-	0.0%	-	0.0%
504161	-	-	0.0%	-	0.0%
504191	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY12 FINAL OPERATING BUDGET**

Finance - 1200

ACCOUNT	PUBLISHED BUDGET FY11	PROJECTED ACTUAL FY11	% CHANGE BUDG FY11 PROJ FY11	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12
OTHER MATERIALS & SUPPLIES					
504205 Freight Out	-	-	0.0%	-	0.0%
504211 Postage & Mailing	250	422	68.7%	400	60.0%
504214 Promotional Items	-	-	0.0%	-	0.0%
504215 Printing	2,000	711	-64.4%	2,000	0.0%
504217 Photo Supp/Process	-	-	0.0%	-	0.0%
504311 Office Supplies	6,000	2,181	-63.7%	-	-100.0%
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	8,250	3,314	-59.8%	2,400	-70.9%
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	115,000	91,359	-20.6%	115,000	0.0%
506015 Insurance - PL/PD	525,300	438,368	-16.5%	525,300	0.0%
506021 Insurance - Other	750	1,219	62.5%	750	0.0%
506123 Settlement Costs	-	-	0.0%	-	0.0%
506127 Repairs - District Prop	-	-	0.0%	-	0.0%
Totals	641,050	530,946	-17.2%	641,050	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY12 FINAL OPERATING BUDGET**

Finance - 1200

ACCOUNT	PUBLISHED BUDGET FY11	PROJECTED ACTUAL FY11	% CHANGE BUDG FY11 PROJ FY11	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12
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	1,200	1,003	-16.4%	1,250	4.2%
509085 Advertising - Rev Prod	-	-	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	500	580	16.1%	-	-100.0%
Totals	1,700	1,583	-6.9%	1,250	-26.5%
LEASES & RENTALS					
512011 Facility Lease	-	-	0.0%	-	0.0%
512061 Equipment Rental	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
PERSONNEL TOTAL	1,267,712	1,292,651	2.0%	1,332,723	5.1%
NON-PERSONNEL TOTAL	1,042,600	890,990	-14.5%	1,029,600	-1.2%
DEPARTMENT TOTALS	2,310,312	2,183,642	-5.5%	2,362,323	2.3%



**OPERATIONS
CUSTOMER SERVICE
1300**

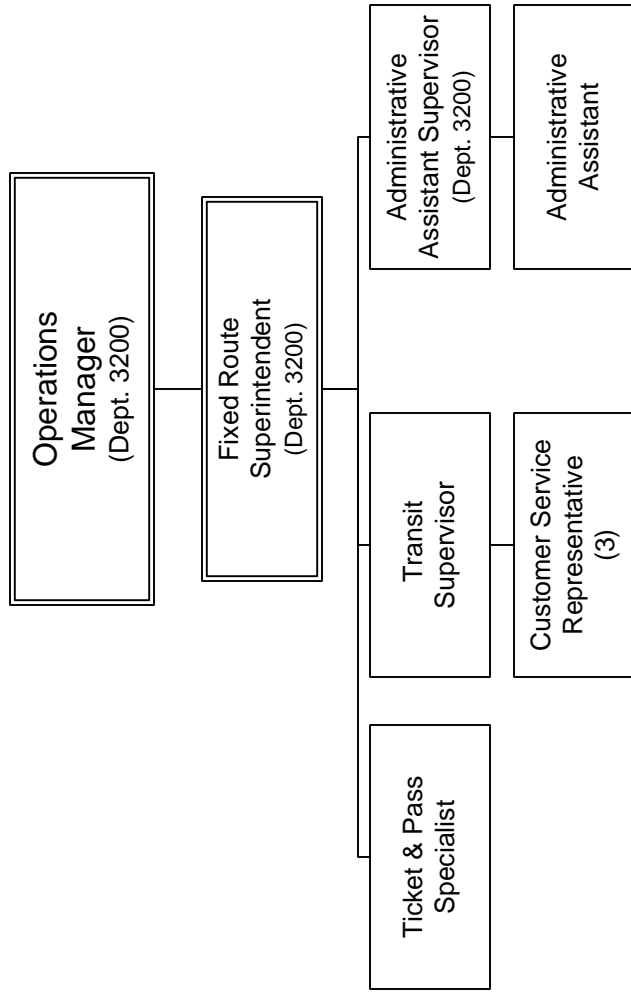
MAJOR FUNCTIONS OF THE DEPARTMENT

The Customer Service Department located in Santa Cruz Metro Transit Center provides bi-lingual customer comment assistance, bus route information, trip-planning assistance, lost and found services, ticket and pass sales to METRO customers.

DEPARTMENT OBJECTIVES FOR FY12

- Take actions necessary, within budget constraints, to complete the transition of Older Adult and Disabled Person Cards to a digital computerized process.
- Transition and Provide digital Identification Card processing for all Employees and Dependents at the Metro Transit Center.
- Provide all ParaCruz Customer Identification Card processing at the Metro Transit Center.
- Increase Public Outreach promoting METRO's new website.
- Coordinate a comprehensive presentation at UCSC familiarizing freshman class of students with available METRO services.
- Update Customer Service Department Procedures Manual.
- Update and translate to Spanish all relevant Customer Service forms.
- Establish guidelines, regulations toward the implementation of magnetic swipe and Smart Card technology
- Create informational material that will be used to introduce changes and options in METRO's fare media in conjunction with new fare recovery system.
- 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 METRO services.

Customer Service 1300



FY12 FINAL OPERATING BUDGET
Authorized and Funded Personnel - Full Time Equivalent (FTE)
Customer Service - 1300

Position Title	Authorized FY 11	Funded FY 11	Authorized FY 12	Funded FY 12
Planning & Marketing Manager	1.00	0.00	1.00	0.00
Transit Supervisor	1.00	1.00	1.00	1.00
Customer Service Coordinator	1.00	0.00	1.00	0.00
CSR	5.00	3.00	5.00	3.00
Ticket & Pass Program Specialist	1.00	1.00	1.00	1.00
Administrative Assistant	1.25	1.00	1.25	1.00
Total Full-Time Equivalents (FTEs)	10.25	6.00	10.25	6.00

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY12 FINAL OPERATING BUDGET**

Customer Service - 1300

ACCOUNT	PUBLISHED BUDGET FY11	PROJECTED ACTUAL FY11	% CHANGE		FINAL BUDGET FY12	% CHANGE	
			BUDG FY11	PROJ FY11		BUDG FY11	BUDG FY12
LABOR							
501011 Bus Operator Pay	-	-	0.0%	0.0%	-	0.0%	0.0%
501013 Bus Operator OT	-	-	0.0%	0.0%	-	0.0%	0.0%
501021 Other Salaries	267,086	274,812	2.9%	2.9%	279,075	4.5%	4.5%
501023 Other OT	9,386	7,432	-20.8%	-20.8%	9,678	3.1%	3.1%
Totals	276,472	282,244	2.1%	2.1%	288,753	4.4%	4.4%
FRINGE BENEFITS							
502011 Medicare/Soc. Sec.	4,716	3,356	-28.8%	-28.8%	4,927	4.5%	4.5%
502021 Retirement	43,855	44,490	1.4%	1.4%	58,458	33.3%	33.3%
502031 Medical Ins	72,147	75,260	4.3%	4.3%	83,627	15.9%	15.9%
502041 Dental Ins	8,702	8,573	-1.5%	-1.5%	8,702	0.0%	0.0%
502045 Vision Ins	2,039	1,980	-2.9%	-2.9%	1,980	-2.9%	-2.9%
502051 Life Ins/AD&D	656	637	-2.9%	-2.9%	702	7.0%	7.0%
502060 State Disability Ins (SDI)	3,578	3,982	11.3%	11.3%	3,907	9.2%	9.2%
502061 Long Term Disability Ins	3,441	3,394	-1.4%	-1.4%	3,598	4.6%	4.6%
502071 State Unemployment Ins (SUI)	1,260	1,638	30.0%	30.0%	1,638	30.0%	30.0%
502081 Worker's Comp Ins	13,953	6,698	-52.0%	-52.0%	17,940	28.6%	28.6%
502101 Holiday Pay	3,676	6,345	72.6%	72.6%	3,844	4.6%	4.6%
502103 Floating Holiday	-	-	0.0%	0.0%	-	0.0%	0.0%
502109 Sick Leave	14,704	11,663	-20.7%	-20.7%	15,375	4.6%	4.6%
502111 Annual Leave	37,472	36,078	-3.7%	-3.7%	39,079	4.3%	4.3%
502121 Other Paid Absence	2,297	575	-75.0%	-75.0%	2,402	4.6%	4.6%
502251 Phys. Exams	-	-	0.0%	0.0%	-	0.0%	0.0%
502253 Driver Lic Renewal	-	-	0.0%	0.0%	-	0.0%	0.0%
502999 Other Fringe Benefits	1,393	1,455	4.5%	4.5%	1,399	0.4%	0.4%
Totals	213,888	206,123	-3.6%	-3.6%	247,577	15.8%	15.8%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY12 FINAL OPERATING BUDGET**

Customer Service - 1300

ACCOUNT	PUBLISHED BUDGET FY11	PROJECTED ACTUAL FY11	% CHANGE BUDG FY11 PROJ FY11	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12
SERVICES					
503011	-	-	0.0%	-	0.0%
503012	-	-	0.0%	-	0.0%
503031	16,000	11,842	-26.0%	3,500	-78.1%
503032	-	-	0.0%	-	0.0%
503033	-	-	0.0%	-	0.0%
503034	-	-	0.0%	-	0.0%
503041	-	-	0.0%	-	0.0%
503161	-	-	0.0%	-	0.0%
503162	-	-	0.0%	-	0.0%
503171	-	-	0.0%	-	0.0%
503221	-	-	0.0%	-	0.0%
503222	-	-	0.0%	-	0.0%
503225	4,000	-	-100.0%	4,000	0.0%
503351	-	-	0.0%	-	0.0%
503352	1,500	765	-49.0%	1,500	0.0%
503353	-	-	0.0%	-	0.0%
503354	-	-	0.0%	-	0.0%
503363	-	-	0.0%	-	0.0%
Totals	21,500	12,608	-41.4%	9,000	-58.1%
MOBILE MATERIALS & SUPPLIES					
504011	-	-	0.0%	-	0.0%
504012	-	-	0.0%	-	0.0%
504021	-	-	0.0%	-	0.0%
504161	-	-	0.0%	-	0.0%
504191	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY12 FINAL OPERATING BUDGET**

Customer Service - 1300

ACCOUNT	PUBLISHED BUDGET FY11	PROJECTED ACTUAL FY11	% CHANGE BUDG FY11 PROJ FY11	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12
OTHER MATERIALS & SUPPLIES					
504205 Freight Out	-	-	0.0%	-	0.0%
504211 Postage & Mailing	4,000	2,571	-35.7%	4,100	2.5%
504214 Promotional Items	-	-	0.0%	-	0.0%
504215 Printing	65,000	54,803	-15.7%	50,000	-23.1%
504217 Photo Supp/Process	5,000	-	-100.0%	3,000	-40.0%
504311 Office Supplies	4,000	2,024	-49.4%	4,000	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	78,000	59,399	-23.8%	61,100	-21.7%
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
FY12 FINAL OPERATING BUDGET**

Customer Service - 1300

ACCOUNT	PUBLISHED BUDGET FY11	PROJECTED ACTUAL FY11	% CHANGE BUDG FY11 PROJ FY11	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12
TAXES					
507051 Fuel Tax	-	-	0.0%	-	0.0%
507201 Licenses & Permits	2,500	1,800	-28.0%	2,800	12.0%
507999 Other Taxes	-	-	0.0%	-	0.0%
Totals	2,500	1,800	-28.0%	2,800	12.0%
PURCHASED TRANS.					
503406 Contract/Paratransit	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
MISC EXPENSE					
509011 Dues/Subscriptions	-	-	0.0%	-	0.0%
509085 Advertising - Rev Prod	-	-	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	500	-	-100.0%	250	-50.0%
509198 Cash Over/Short	-	-	0.0%	-	0.0%
Totals	500	-	-100.0%	250	-50.0%
LEASES & RENTALS					
512011 Facility Lease	-	-	0.0%	-	0.0%
512061 Equipment Rental	1,600	760	-52.5%	1,800	12.5%
Totals	1,600	760	-52.5%	1,800	12.5%
PERSONNEL TOTAL	490,360	488,367	-0.4%	536,330	9.4%
NON-PERSONNEL TOTAL	104,100	74,567	-28.4%	74,950	-28.0%
DEPARTMENT TOTALS	594,460	562,933	-5.3%	611,280	2.8%



**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 Disabled persons in Santa Cruz County. ParaCruz will provide service within three quarters of a mile of any METRO bus service route. This service is also extended to those persons qualified to ride Paratransit visiting from other areas.

DEPARTMENT OBJECTIVES FOR FY12

- Revise the Paratransit Employee Handbook for ParaCruz personnel.
- Implement upgrades to the Trapeze Scheduling Software, train required employees on its use.
- 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.

Operations Department (con't)

- certification as DMV examiners for the Employer Testing Program, and Vehicle Transit Training.
- 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.
 - 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.
 - Working with Human Resources Department, continue to refine various job descriptions to enhance employment standards.
 - 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 METRO centers.

FY12 FINAL OPERATING BUDGET
Authorized and Funded Personnel - Full Time Equivalent (FTE)
Bus Operators - 3300

Position Title	Authorized FY 11	Funded FY 11	Authorized FY 12	Funded FY 12
Bus Operators *	182.00	146.00	182.00	146.00 *
Total Full-Time Equivalents (FTEs)	182.00	146.00	182.00	146.00

* 11 FTEs unfunded 09/15/2011 (135 FTEs funded as 09/15/2011)

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY12 FINAL OPERATING BUDGET**

Bus Operators - 3300

ACCOUNT	PUBLISHED BUDGET FY11	PROJECTED ACTUAL FY11	% CHANGE BUDG FY11 PROJ FY11	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12
LABOR					
501011 Bus Operator Pay	6,946,660	6,550,100	-5.7%	6,617,624	-4.7%
501013 Bus Operator OT	1,344,351	1,645,820	22.4%	1,311,049	-2.5%
501021 Other Salaries	-	-	0.0%	-	0.0%
501023 Other OT	-	-	0.0%	-	0.0%
Totals	8,291,011	8,195,920	-1.1%	7,928,673	-4.4%
FRINGE BENEFITS					
502011 Medicare/Soc. Sec.	118,906	112,917	-5.0%	114,813	-3.4%
502021 Retirement	1,105,742	1,028,036	-7.0%	1,362,313	23.2%
502031 Medical Ins	1,720,441	2,020,476	17.4%	2,131,907	23.9%
502041 Dental Ins	176,577	145,592	-17.5%	177,214	0.4%
502045 Vision Ins	48,946	49,069	0.3%	45,540	-7.0%
502051 Life Ins/AD&D	15,752	14,638	-7.1%	16,121	2.3%
502060 State Disability Ins (SDI)	90,204	108,367	20.1%	91,058	0.9%
502061 Long Term Disability Ins	125,423	114,143	-9.0%	128,778	2.7%
502071 State Unemployment Ins (SUI)	30,240	37,282	23.3%	37,204	23.0%
502081 Worker's Comp Ins	339,535	484,084	42.6%	436,545	28.6%
502101 Holiday Pay	253,862	250,167	-1.5%	241,777	-4.8%
502103 Floating Holiday	-	-	0.0%	-	0.0%
502109 Sick Leave	396,660	285,314	-28.1%	377,777	-4.8%
502111 Annual Leave	651,048	864,901	32.8%	624,280	-4.1%
502121 Other Paid Absence	59,499	72,776	22.3%	56,667	-4.8%
502251 Phys. Exams	8,240	2,700	-67.2%	8,487	3.0%
502253 Driver Lic Renewal	3,090	1,617	-47.7%	3,183	3.0%
502999 Other Fringe Benefits	9,428	9,795	3.9%	8,956	-5.0%
Totals	5,153,593	5,601,873	8.7%	5,862,619	13.8%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY12 FINAL OPERATING BUDGET**

Bus Operators - 3300

ACCOUNT	PUBLISHED BUDGET FY11	PROJECTED ACTUAL FY11	% CHANGE BUDG FY11 PROJ FY11	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12
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	1,500	2,206	47.1%	1,500	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	1,500	2,206	47.1%	1,500	0.0%
MOBILE MATERIALS & SUPPLIES					
504011 Fuels & Lubricants - Non Rev Veh	-	-	0.0%	-	0.0%
504012 Fuels & Lubricants - Rev Veh	-	-	0.0%	-	0.0%
504021 Tires & Tubes	-	-	0.0%	-	0.0%
504161 Other Mobile Supplies	-	-	0.0%	-	0.0%
504191 Rev Vehicle Parts	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY12 FINAL OPERATING BUDGET**

Bus Operators - 3300

ACCOUNT	PUBLISHED BUDGET FY11	PROJECTED ACTUAL FY11	% CHANGE BUDG FY11 PROJ FY11	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12
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
FY12 FINAL OPERATING BUDGET**

Bus Operators - 3300

ACCOUNT	PUBLISHED BUDGET FY11	PROJECTED ACTUAL FY11	% CHANGE BUDG FY11 PROJ FY11	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12
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%
509085 Advertising - Rev Prod	-	-	0.0%	-	0.0%
509101 Employee Incentive Program	3,500	3,000	-14.3%	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	3,000	-14.3%	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	13,444,603	13,797,792	2.6%	13,791,292	2.6%
NON-PERSONNEL TOTAL	5,000	5,206	4.1%	5,000	0.0%
DEPARTMENT TOTALS	13,449,603	13,802,999	2.6%	13,796,292	2.6%



**HUMAN RESOURCES DEPARTMENT
1400**

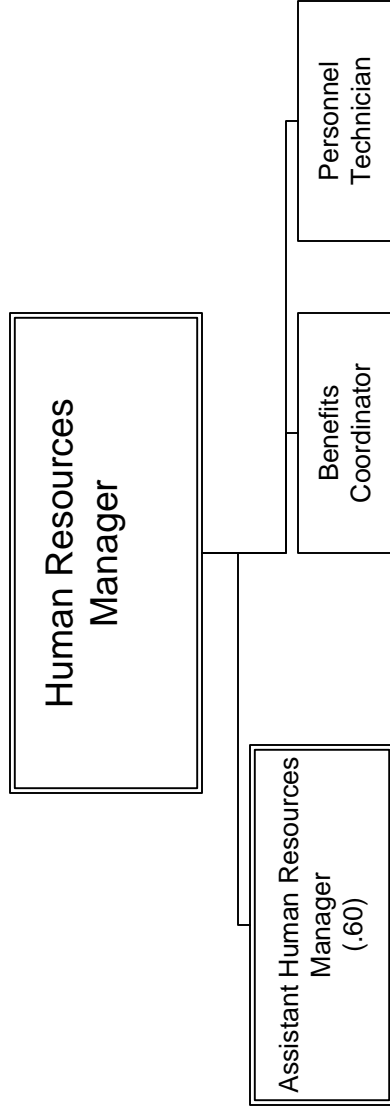
MAJOR FUNCTIONS OF THE DEPARTMENT

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, METRO rules and regulations, and employee performance and training.

DEPARTMENT OBJECTIVES FOR FY12

- Successfully negotiate labor agreements with Service Employees International Union, United Transportation Union: Fixed Route division, and United Transportation Union: Paratransit division.
- Coordinate and insure compliance of 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 METRO employees as needed on 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





III. CAPITAL BUDGET

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

FY12 FINAL CAPITAL BUDGET

PROJECT/ACTIVITY	NON-RESTRICTED - RESERVED RETAINED EARNINGS	RESTRICTED - SAKATA/LAW SUIT	RESTRICTED - STA	RESTRICTED - STATE SECURITY BOND FUNDS (1B)	RESTRICTED - FY09 PTMISEA *	LOCAL OPERATING MATCH - SALARIES	TOTAL
Estimated Beginning Balance @ July 1, 2011:	\$ 12,600,000	\$ 1,300,000	\$ 1,000,000	\$ 960,000	\$ 375,000	\$ 134,535	\$ 16,369,535
Grant-Funded Projects							
N State of Good Repair (FTA, RES. RET. EARN.)	\$ 5,685,465	\$ -	\$ -	\$ -	\$ -	\$ 134,535	\$ 5,820,000
N 2nd CNG Tank (STIC, MBUAPCD, RES. RET. EARN.)	\$ 1,561,070						\$ 1,561,070
C MetroBase Maintenance Facility (PTMISEA, SAKATA)		\$ 25,000			\$ 375,000		\$ 400,000
C Purchase 27 ParaCruz Vehicles (FTA-ARRA)	\$ 975,000						\$ 975,000
C Transit Mgmt. Info. Technology (FTA-ARRA)	\$ 845,000						\$ 845,000
N Bus Stop Improvements (STIP)	\$ 500,000						\$ 500,000
C 425 Front Street Purchase (FTA, STA)	\$ 35,000		\$ 5,000				\$ 40,000
C Land Mobile Radio Project - (LMR) (STATE-1B)				\$ 790,000			\$ 790,000
C Video Surveillance Project - (CCTV) (STATE-1B)				\$ 150,000			\$ 150,000
C Emergency Generator Relocation (OHS-1B)				\$ 20,000			\$ 20,000
Subtotal	\$ 9,601,535	\$ 25,000	\$ 5,000	\$ 960,000	\$ 375,000	\$ 134,535	\$ 11,101,070
IT Projects							
C HR Software Upgrade (STA)			\$ 125,000				\$ 125,000
C Replace Fleet & Facilities Maintenance Software (STA)			\$ 115,000				\$ 115,000
C Automated Purchasing System Software (STA)			\$ 40,000				\$ 40,000
Subtotal	\$ -	\$ -	\$ 280,000	\$ -	\$ -	\$ -	\$ 280,000
Facilities Repair & Improvements							
N Operations Bldg. Repairs (RES. RET. EARN.)	\$ 200,000		\$ -				\$ 200,000
N MetroCenter Repairs (RES. RET. EARN.)	\$ 200,000		\$ -				\$ 200,000
C MTC Lane Four Shelter Replacement (STA)			\$ 75,000				\$ 75,000
C Repair, Reseal, Restripe (Sinkholes) - Ops (STA)			\$ 10,000				\$ 10,000
Subtotal	\$ 400,000	\$ -	\$ 85,000	\$ -	\$ -	\$ -	\$ 485,000

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

FY12 FINAL CAPITAL BUDGET

PROJECT/ACTIVITY	NON-RESTRICTED - RESERVED RETAINED EARNINGS	RESTRICTED - SAKATA/LAW SUIT	RESTRICTED - STA	RESTRICTED - STATE SECURITY BOND FUNDS (1B)	RESTRICTED - FY09 PTMISEA *	LOCAL OPERATING MATCH - SALARIES	TOTAL
Revenue Vehicle Replacement							
N Replace WiFi on Highway 17 buses	\$ -	\$ -	\$ 60,000		\$ -		\$ 60,000
Subtotal	\$ -	\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ 60,000
Non-Revenue Vehicle Replacement							
NONE							
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Maint Equipment							
Automatic Refrigerant Recovery Recycling & Re-Charging							
N Unit (STA)	\$ -	\$ -	\$ 4,000		\$ -		\$ 4,000
Subtotal	\$ -	\$ -	\$ 4,000	\$ -	\$ -	\$ -	\$ 4,000
Office Equipment							
N Fire Safe Filing Cabinets (STA)	\$ -	\$ -	\$ 8,000		\$ -		\$ 8,000
Subtotal	\$ -	\$ -	\$ 8,000	\$ -	\$ -	\$ -	\$ 8,000
Misc.							
Use of Reserved Retained Earnings to balance Operating Budget in FY12	\$ 1,000,000	\$ -	\$ -		\$ -		\$ 1,000,000
Subtotal	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000
TOTAL CAPITAL PROJECTS	\$ 11,001,535	\$ 25,000	\$ 442,000	\$ 960,000	\$ 375,000	\$ 134,535	\$ 12,938,070
Estimated Ending Balance @ June 30, 2012:	\$ 1,598,465	\$ 1,275,000	\$ 558,000	\$ -	\$ -	\$ -	\$ 3,431,465
N = New project							
C = Carryover from prior year							

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

FY12 FINAL CAPITAL BUDGET

PROJECT/ACTIVITY	NON-RESTRICTED - RESERVED RETAINED EARNINGS	RESTRICTED - SAKATA/LAW SUIT	RESTRICTED - STA	RESTRICTED - STATE SECURITY BOND FUNDS (1B)	RESTRICTED - FY09 PTMISEA *	LOCAL OPERATING MATCH - SALARIES	TOTAL
CAPITAL PROGRAM FUNDING							
PTMISEA (1B)					\$ 375,000		\$ 375,000
State Transit Assistance (STA)			\$ 442,000				\$ 442,000
Sakata / Lawsuit Proceeds		\$ 25,000					\$ 25,000
State Security Bond Funds (1B)				\$ 960,000			\$ 960,000
Federal Grants (FTA)	\$ 7,793,662 **						\$ 7,793,662
Statewide Transportation Improvement Program (STIP)	\$ 500,000 **						\$ 500,000
Monterey Bay Unified Air Pollution Control Dist (MBUAPCD)	\$ 200,000 **						\$ 200,000
Reserved Retained Earnings	\$ 2,507,873					\$ 134,535	\$ 2,507,873
Local Operating Match						\$ 134,535	\$ 134,535
TOTAL CAPITAL FUNDING	\$ 11,001,535	\$ 25,000	\$ 442,000	\$ 960,000	\$ 375,000	\$ 134,535	\$ 12,938,070
Non-Restricted Funds	\$ 11,001,535						\$ 11,001,535
Restricted Funds		\$ 25,000	\$ 442,000	\$ 960,000	\$ 375,000		\$ 1,802,000
Local Operating Match - provided by Salaries						\$ 134,535	\$ 134,535
TOTAL CAPITAL FUNDING	\$ 11,001,535	\$ 25,000	\$ 442,000	\$ 960,000	\$ 375,000	\$ 134,535	\$ 12,938,070
* Original 1B PTMISEA Program Allocation Request:					\$ 26,262,877		
FY08 PTMISEA Allocation Received					\$ 4,404,019		
FY09 PTMISEA Allocation Received					\$ 2,480,910		
Subtotal PTMISEA Receipts thru 5/6/11					\$ 6,884,929		
Unpaid balance of remaining PTMISEA funds requested					\$ 19,377,948		
** Funds will be reimbursed at a later date	\$ 8,493,662						

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY12 & FY13 UNFUNDED CAPITAL NEEDS LIST**

PROJECT/ACTIVITY	2012	2013	TOTAL
Revenue Vehicles			
Replace (30) 1998 New Flyer Local Buses (9801-9830)	\$ 7,125,000	\$ 7,125,000	\$ 14,250,000
Replace (5) 1988 New Flyer Highway 17 Buses	\$ 2,375,000		\$ 2,375,000
Automated Vehicle Locator (AVL) /Automated Passenger Count (APC) (86)		\$ 1,200,000	\$ 1,200,000
Replace (10) 2003-2007 Paratransit Vans (Goshen)	\$ 525,000	\$ 225,000	\$ 750,000
Replace Highway 17 - WiFi (23 Units)	\$ 175,000		\$ 175,000
Subtotal	\$ 10,200,000	\$ 8,550,000	\$ 18,750,000
Facilities			
MetroBase Construction - Operations / Parking	\$ 16,000,000	\$ 16,000,000	\$ 32,000,000
Pacific Station Design (local match for FTA \$396K grant)	\$	\$ 99,000	\$ 99,000
Paint Building - MetroCenter	\$ 54,000		\$ 54,000
Paint Building - Watsonville Transit Center	\$ 48,000		\$ 48,000
Subtotal	\$ 16,102,000	\$ 16,099,000	\$ 32,201,000
Facilities Repair & Improvements			
Land Mobile Radio (LMR) & Repeaters	\$ 2,500,000		\$ 2,500,000
Repairs & Improvements-Routine Replacements	\$ 150,000	\$ 150,000	\$ 300,000
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
Repair Sidewalks, Bus Lanes, Slurry Parking Lots, etc.	\$ 25,000	\$ 25,000	\$ 50,000
Subtotal	\$ 2,990,000	\$ 175,000	\$ 3,165,000
Non-Revenue Vehicle Replacement			
Replace (17) Staff Cars - w/ Honda CNG	\$ 250,000	\$ 175,000	\$ 425,000
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) F550 Truck	\$ 85,000	-	\$ 85,000
Replace (2) Facility F250 Service Body Trucks	\$ 20,000	\$ 20,000	\$ 40,000

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT				
FY12 & FY13 UNFUNDED CAPITAL NEEDS LIST				
	2012	2013		TOTAL
	\$	\$		\$
Replace (1) F350 Flat Bed	37,000	-		37,000
Replace (1) Escape Hybrid	-	28,000		28,000
Subtotal	702,000	533,000		1,235,000
<u>Fleet Equipment</u>				
Routine Replacements	\$ 50,000	\$ 50,000		\$ 100,000
Tooling & Toolboxes (Road Response) - PC	\$ 10,000			\$ 10,000
Vehicle Diagnostic Code Scanner - PC	\$ 3,500			\$ 3,500
Tool Sets - Metro Transit Supervisors - Ops	\$ 1,000			\$ 1,000
Subtotal	\$ 64,500	\$ 50,000		\$ 114,500
<u>IT</u>				
Routine Hardware Replacements (Servers, Printers, Laptops, Monitors, etc.	\$ 50,000	\$ 50,000		\$ 100,000
Upgrade to SQL 2008 - IT	\$ 30,000			\$ 30,000
Server Virtualization Project - IT	\$ 23,000			\$ 23,000
Arcview/Photoshop Graphics Workstation - IT	\$ 8,500			\$ 8,500
Sun Sparc Server - IT	\$ 8,000			\$ 8,000
Color Printer - MC	\$ 5,000			\$ 5,000
Subtotal	\$ 124,500	\$ 50,000		\$ 174,500
<u>MISC</u>				
NONE	\$ 3,500			\$ 3,500
	\$ 3,500	-		\$ 3,500
TOTAL FY12 & FY13 UNFUNDED CAPITAL NEEDS LIST	\$ 30,186,500	\$ 25,457,000		\$ 55,643,500



IV. ADDITIONAL INFORMATION

BOARD MEMBER TRAVEL

FY12

American Public Transportation Association (APTA) Meetings

Legislative Conference
March 2012
Washington, DC
Two Board Members

Annual Conference
October 2011
New Orleans, LA
Two Board Members

California Transit Association (CTA) Meetings

Annual Meeting
San Jose, CA

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
FY12

EVENT/ACTIVITY	# EMP	RATE	FY12	DEPT/ACCOUNT
District Service Awards			\$ 12,298	1100-509101
Certificates of Commendation			\$ -	1100-509101
Wall of Fame Frames	100	\$ 6.20	\$ 639	1100-509101
Safe Driver Pins and Certificates			\$ 3,500	3300-509101
Employee Incentive Program			\$ 19,096	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			\$ 35,533	



