

Santa Cruz Metropolitan Transit District

**FY21 & FY22
FINAL BUDGET**



ADOPTED JUNE 26, 2020



SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

FY21 & FY22

FINAL BUDGET - Table of Contents:

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I. TOTAL BUDGET OVERVIEW





2020: A Year of Pandemic
2021: A Year of Recovery

This letter comes to you 16 weeks after the World Health Organization (WHO) declared the COVID-19 Pandemic in March of 2020. Additionally, it has been 15 weeks since the first counties in the United States were issued “shelter-in-place” orders including, specifically Santa Cruz County, that adopted this safety measure March 16, 2020. Due to county-wide measures restricting travel to all non-essential workers, it should come as no surprise that the Santa Cruz Metropolitan Transit District (METRO) has taken a heavy toll. Bus ridership has dropped over 95% and the ensuing economic downturn has resulted in significant revenue losses for METRO. This means losses in millions of dollars from our local sales tax measures, state funding, and fare box revenues. Resulting in the question, how will METRO survive?

Thankfully, to address this nation-wide economic hardship, Congress passed the Coronavirus Aid, Relief, and Economic Security (CARES) Act. The transit economic recovery component of the Act provides METRO a one-time economic stimulus of approximately 20 million dollars. Initially, METRO estimates that these funds might sustain current operating expenses through early 2021, but what about funding for the remainder of 2021? Continued reports suggest that there is no known end date for this pandemic and the virus may continue to spread for months to upwards of a year. Meaning that METRO, absent a strong and rapid economic recovery or a CARES Act II, will be faced with a massive fiscal cliff and forced to dramatically reduce service, potentially in early 2021 or sooner. As the fiscal cliff approaches, METRO will have to amend this budget in order to match revenues to expenses. Even if ridership recovers to pre-COVID levels, there may not be enough local, state and federal funding with which to support the transit service needs of the county for the entirety of 2021.

In addition to these challenges, METRO must quickly learn what the “new normal” is relative to the service we provide. Because of this, METRO is identifying key questions that need to be considered in order to make our transit successful in the years ahead. Some of these questions address the feasibility of some type of on-demand service; continued geographic coverage in both the urban and rural environments; and, if necessary, will we pair-down routes to concentrate on the major corridors and increasing frequency? Another important question: If ridership does not recover, does the “future bus” change to something much smaller? All of which are good questions that will be thoughtfully considered, studied and answered in the coming months.

We appreciate your patience and please stay tuned as we navigate through this unprecedented time. The METRO Board of Directors and staff believe with all their hearts that transit must survive this crisis as many Santa Cruz County residents rely upon our service to transport them to their essential functions. You can be assured that here at METRO, we are working hard for you.

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

Respectfully submitted,

A handwritten signature in black ink, appearing to read "M. E. Rotkin".

Mike Rotkin
Board Chair

A handwritten signature in blue ink, appearing to read "Alex Clifford".

Alex Clifford
CEO/General Manager

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

FY21 & FY22

FINAL BUDGET

Board of Directors

Cynthia Mathews
City of Santa Cruz

Mike Rotkin
County of Santa Cruz

Aurelio Gonzalez
City of Watsonville

John Leopold
County of Santa Cruz

Bruce McPherson
County of Santa Cruz

Donna Meyers
City of Santa Cruz

Donna Lind
City of Scotts Valley

Dan Rothwell
County of Santa Cruz

Ed Bottorff
City of Capitola

Trina Coffman - Gomez
City of Watsonville

Larry Pageler
County of Santa Cruz

Dan Henderson
Ex Officio Director
University of California, Santa Cruz

Alta Northcutt
Cabrillo College Ex Officio
Cabrillo College Appointment

Alexander Clifford, CEO/General Manager

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

FY21 & FY22

FINAL BUDGET

Board Officers and Appointments

Chair

Mike Rotkin

Vice Chair

John Leopold

SCCIC Representatives

Ed Bottorff

Trina Coffman-Gomez

John Leopold

Bruce McPherson

Aurelio Gonzalez

SCCRTC Representatives

Ed Bottorff

Aurelio Gonzalez

Mike Rotkin

SCCRTC Alternates (in order)

Donna Lind

Donna Meyers

Dan Rothwell

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

FY21 & FY22

FINAL BUDGET

Board Officers and Appointments

Capital Projects Standing Committee

**Ed Bottorff
Cynthia Mathews
Bruce McPherson
Larry Pageler**

Finance, Budget and Audit Standing Committee

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

Personnel/Human Resources Standing Committee

**Ed Bottorff
Mike Rotkin
Aurelio Gonzalez
John Leopold
Larry Pageler**

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

FY21 & FY22

FINAL BUDGET

Management Staff

CEO/General Manager	Alexander D. Clifford
Chief Operations Officer (COO)	Margo Ross
Chief Financial Officer (CFO)	Angela Aitken
Finance Deputy Director	Kristina Mihaylova
Marketing, Communications and Customer Service Director	Danielle Glagola
Human Resources Director	Dawn Crummié
Human Resources Deputy Director	Monik Delfin
Information Technology and ITS Director	Isaac Holly
Senior Database Administrator	Harlan Glatt
Database Administrator	Jaron West
Planning and Development Director	John Urgo
Safety, Security and Risk Director	Rufus Francis
Purchasing and Special Projects Director	Gregory Willis
Operations Manager: Paratransit Division	Daniel Zaragoza
Operations Manager: Fixed Route Division	Anna Gouveia
Assistant Operations Manager	Vacant
Fleet Maintenance Manager	Eddie Benson
Facilities Maintenance Manager	Federico Rocha

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

TRANSIT CENTERS

Santa Cruz (Pacific Station)

920 Pacific Avenue
Santa Cruz, CA 95060

Capitola Mall

1855 41st. Avenue
Capitola, CA 95010

Watsonville

475 Rodriguez Street
Watsonville, CA 95076

Scotts Valley (Cavallaro Center)

246 Kings Village Road
Scotts Valley, CA 95066

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Santa Cruz METRO Quick Facts FY19

As of 6/30/19

Board Members	12
Employees	303
Fixed Routes	24
Vehicles Operated in Maximum Service	74
Bus Stops	824
Fixed Route Ridership	5,045,972
Revenue Miles	2,868,513
Revenue Hours	207,348
Passengers per Hour	24.34
Operating Expenses	\$49,109,047

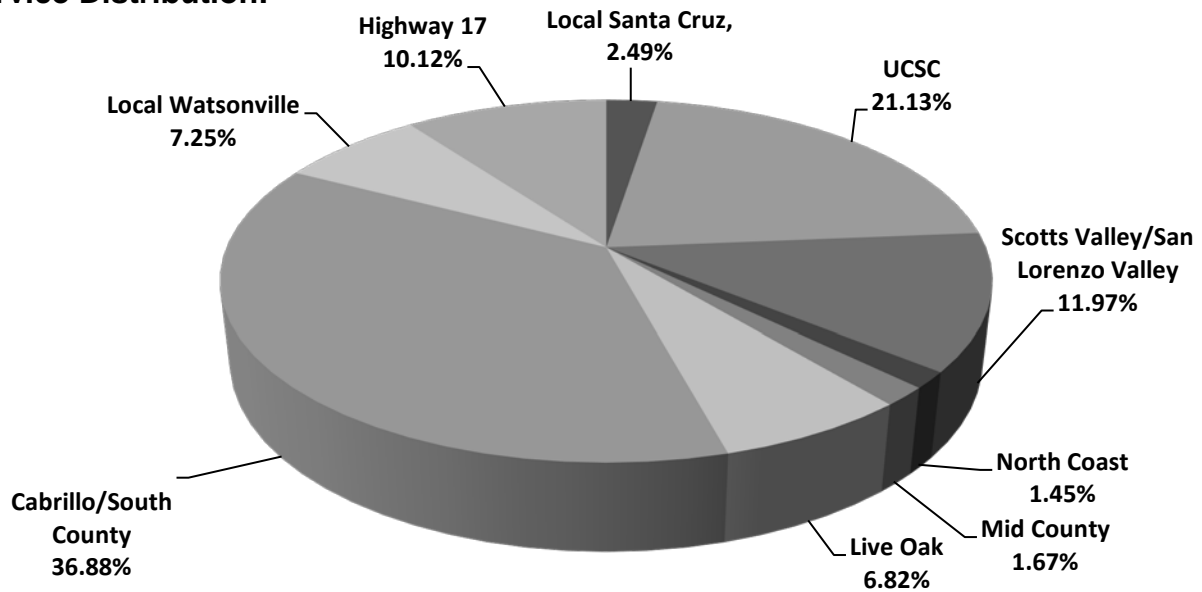
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Ridership Performance by Service Area - FY20

as of 06/30/2020

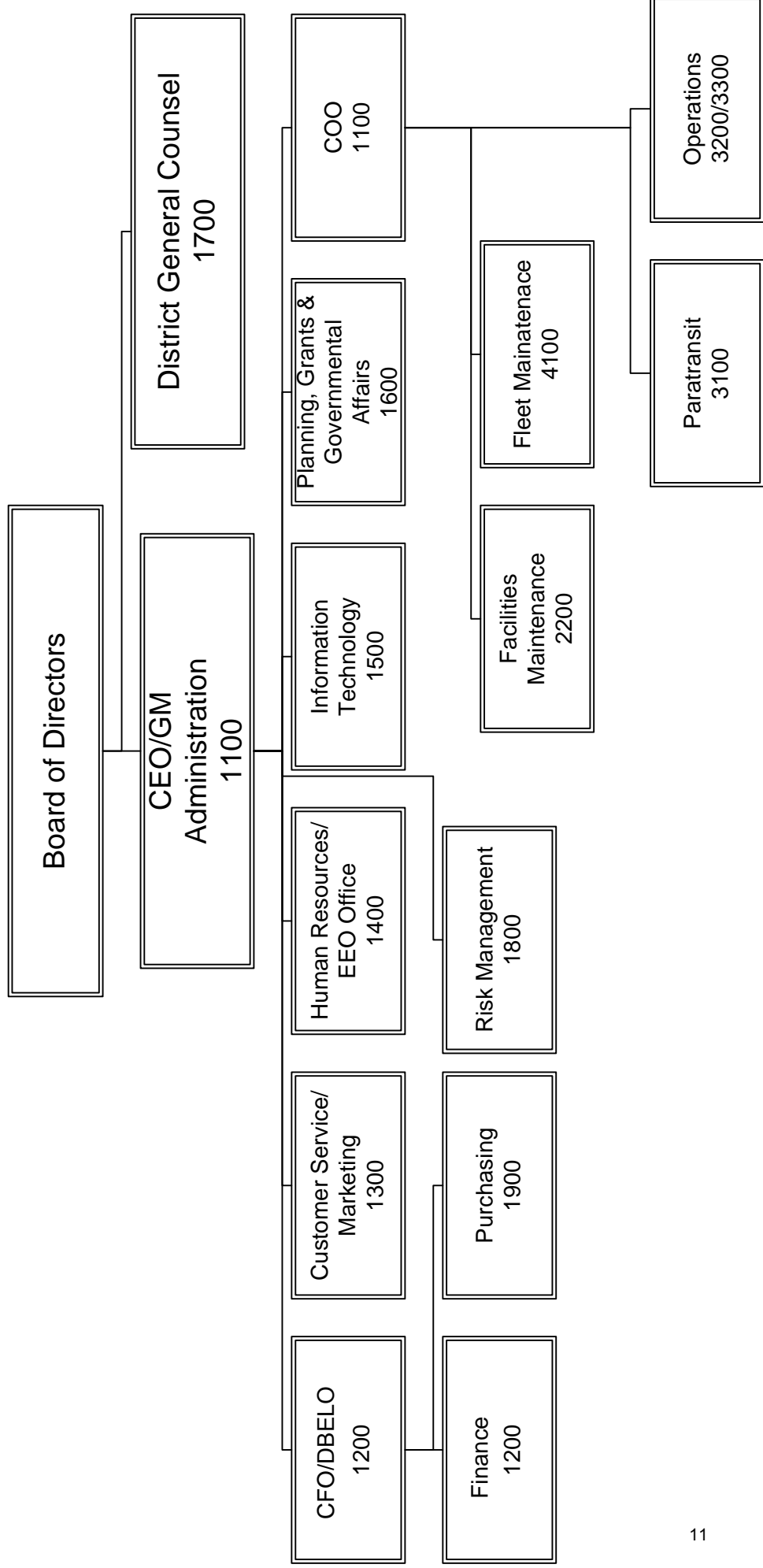
	Trip Hrs	%	Ridership	%	Passengers per Hour
Local Santa Cruz	4,540	2.55%	45,415	1.30%	10.00
UCSC	37,640	21.13%	1,730,930	49.53%	45.99
Scotts Valley/San Lorenzo Valley	21,618	12.13%	260,019	7.44%	12.03
North Coast	2,592	1.45%	19,948	0.57%	7.70
Mid County	2,979	1.67%	28,428	0.81%	9.54
Live Oak	12,143	6.82%	176,473	5.05%	14.53
Cabrillo/South County	65,696	36.88%	933,066	26.70%	14.20
Local Watsonville	12,912	7.25%	102,042	2.92%	7.90
Highway 17	18,032	10.12%	198,136	5.67%	10.99
TOTAL	178,152	100.00%	3,494,457	100.00%	19.62

Service Distribution:



Santa Cruz Metropolitan Transit District

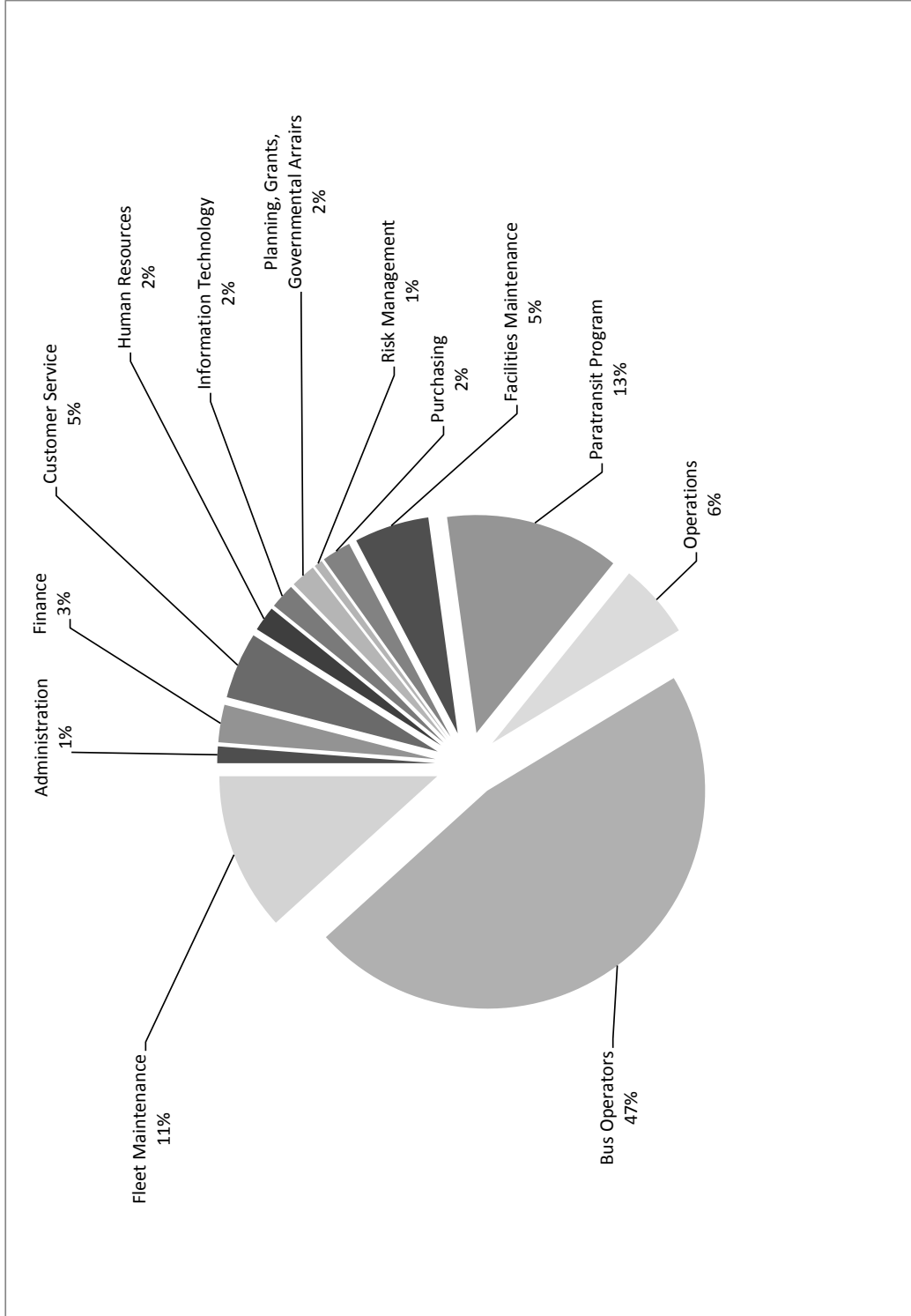
(Santa Cruz METRO)
Organizational Chart
FY21



FY21 & FY22 OPERATING BUDGET
Authorized and Funded Personnel - Full Time Equivalent (FTE)
Summary

Position Title	Authorized		Funded		Authorized		Funded	
	FY21 2019	FY21 2019	FY21 2019	FY21 2019	FY21 2020	FY21 2020	FY21 2020	FY22 2020
Administration - 1100	5.00	4.00	5.00	4.00	5.00	4.00	5.00	4.00
Finance - 1200	9.00	8.00	10.00	9.00	10.00	9.00	10.00	9.00
Customer Service - 1300	19.25	17.00	19.25	16.00	19.25	16.00	19.25	16.00
Human Resources - 1400	8.00	6.00	8.00	6.00	8.00	6.00	8.00	6.00
Information Technology - 1500	7.00	5.00	7.00	6.00	7.00	6.00	7.00	5.00
Planning, Grants, Governmental Affairs - 1600	12.00	6.00	12.00	6.00	12.00	6.00	12.00	5.00
District Counsel - 1700	3.00	0.00	3.00	0.00	3.00	0.00	3.00	0.00
Safety, Security, and Risk Management - 1800	3.00	2.00	3.00	2.00	3.00	2.00	3.00	2.00
Purchasing - 1900	10.00	9.00	11.00	7.00	11.00	7.00	11.00	7.00
Facilities Maintenance - 2200	23.00	18.00	23.00	18.00	23.00	18.00	23.00	18.00
Paratransit - 3100	54.00	43.00	55.00	42.00	55.00	42.00	55.00	42.00
Operations - 3200	22.00	18.00	22.00	18.00	22.00	18.00	22.00	18.00
Bus Operators - 3300	171.00	151.00	171.00	152.00	171.00	152.00	171.00	152.00
Fleet Maintenance - 4100	58.00	38.00	58.00	38.00	58.00	38.00	58.00	38.00
Total Full-Time Equivalents (FTEs)	404.25	325.00	407.25	324.00	407.25	324.00	407.25	322.00

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 FY21 & FY22 FINAL OPERATING BUDGET
 FUNDED PERSONNEL BY DEPARTMENT**



FY21 & FY22 FINAL BUDGET HIGHLIGHTS

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

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

Operating Revenues

Operating Revenues total \$57,263,399 in FY21 and \$57,203,307 in FY22 (inclusive of transfers). Major Operating Revenue assumptions in the FY21 budget over the FY20 final budget, adopted in June 2019, include:

- Passenger Fares – decrease of 2.2% or (\$54K). The budget projection is based on projected FY20 passenger fares revenue of \$2.4M and no anticipated increase in ridership in FY21.
- Special Transit Fares – decrease of 0.8% or (\$48K) is due to no anticipated increase in student enrollment and ridership for fixed routes that serve the University of Santa Cruz (UCSC). No contract increase is anticipated and/or budgeted for Cabrillo College (Cabrillo) in FY21.
- Highway 17 Fares – increase of 0.1% or \$2K. The budget projection is based on projected FY20 Highway 17 fares revenue of \$1.5M and an anticipated 2% decrease in FY21, reflecting recent trends in Highway 17 ridership.
- Highway 17 Payments – decrease of 3.5% or (\$19K) due to an anticipated decrease in the VTA bill for the year. (VTA will no longer be billed for ECO Pass boardings, as this is no longer a valid fare on the Hwy 17 after December 31, 2019.)
- Advertising Income – increase of 25% or \$69K. The projection is based on estimates from a new bus advertising company and the expectation to significantly increase advertising, provided the new contract is awarded before the start of the new fiscal year.
- Rent Income – decrease of 8.3% or (\$15K), based on an anticipated FY20 actual rent income of \$163K and CPI increase in FY21, when applicable.
- Interest Income – increase of 175% or \$175K, based on current (FY20) trends. (Average cash balance at the County Treasury being much higher than budgeted.)
- Other Non-Transportation Revenue – increase of 489% or \$146K due to a parking agreement for the Scotts Valley Transit Center and Park and Ride Facility.

FY21 & FY22 Final Budget Highlights (con't)

- 1979 Gross Sales Tax (1/2 cent) – decrease of 1.0% or (\$229K) due to a potential unfavorable FY20 budget variance for the year and the general economic outlook for 2020 and 2021.
- 2016 Net Sales Tax (Measure D) – increase of 4.2% or \$142K. The projected increase reflects recent trends in Measure D tax revenues received by METRO.
- Transportation Development Act (TDA-LTF) - increase of 1.3% or \$97K, as per most recent TDA claim submitted to RTC.
- FTA Sec 5307 – Operating Assistance - increase of 3.2% or \$142K, as per current budget projections from the Federal Transit Administration (FTA) – 2020 Apportionment Table updated in February 2020.
- FTA Sec 5311 – Rural Op Assistance - increase of 7.4% or \$13K as per current budget projections from the Federal Transit Administration (FTA).
- STIC – increase of 3.2% or \$84K as per current budget projections from the Federal Transit Administration (FTA).
- TDA – STA – Operating (includes SB1) – decrease of 0.8% or (\$37K), reflecting most recent estimates (January 2020) from the State Controller’s Office (SCO).
- Fuel Tax Credit – increase 12.1% or \$38K based on anticipated CNG usage in FY21.

Moderate increases in most Operating Revenue Sources are budgeted in FY22, such as:

- 1979 Gross Sales Tax (1/2 cent) – increase of 1.0%.
- 2016 Net Sales Tax (Measure D) – increase of 1.0%.
- Transportation Development Act (TDA) - increase of 3.0%.
- FTA Sec 5307 – Operating Assistance - increase of 2.2%.
- STIC – increase of 2.2%.

Operating Expenses

Operating Expenses total \$54,998,409 in FY21 and \$56,738,942 in FY22. Major Operating Expense’s assumptions in the FY21 budget over the FY20 Final Budget, adopted in June 2019, include:

- **Personnel Expenses** (Labor and Fringe Benefits) increased by 7.4% or \$3,110K.
- **Non-Personnel Expenses** increased by 1.8% or \$171K.

Personnel Expenses:

Personnel Expenses (Labor and Fringe Benefits) increase by 7.4% or \$3,110K primarily due to:

- Wage Increases (1.5% for SEIU and 3% for SMART) and contractual obligations (step and longevity increases)
- Increase in CalPERS retirement employer contribution from 29.4% in FY20 to 32.8% in FY21, as per CalPERS actuarial information.

FY21 & FY22 Final Budget Highlights (con't)

- Budgeted increase in the medical insurance premiums for 2021: 5% (based on the average increase in the two main HMO plans for the last 5 years).

Anticipated increases are offset by:

- Planned reduction in overtime, when possible
- Reduction in FTEs (Full Time Equivalents; 2 FTEs – vacant positions) in the Customer Service and Purchasing Departments due to consolidation of duties and streamlined work processes.

Additional changes in FTEs are depicted below, as well as reflected in the Authorized and Funded Personnel lists (presented in Attachment C):

- 1 FTE: Project Manger (formerly Administrative Specialist) is transferred from the Purchasing to the Finance Department in FY21
- 1 FTE: Information Technology Support Analyst II (provisional) is funded in the Information Technology Department in FY21 (not funded in FY22 at this point)
- 1 FTE: Transpiration Planner I (provisional) is funded in the Planning Department (Planning Aide position, also provisional is unfunded) in FY21 (not funded in FY22 at this point)
- 1 FTE: Purchasing Agent is funded in the Purchasing Department (Budget increase is offset by defunding 2 FTEs: Lead Parts and Materials Clerk and Parts and Materials Clerk)
- 2 FTEs: Paratransit Supervisor and Dispatcher/Scheduler are funded in the Paratransit Department (Budget increase is offset by defunding 3 FTEs: Dispatchers)
- 1 FTE: Bus Operator (Watsonville Circulator) remains funded in FY21

Non – Personnel Expenses:

Non-Personnel Expenses increase by 1.8% or \$171K primarily due to:

- Mobile Materials & Supplies – increase 7.4% or \$196K due to anticipated increases in Fuel & Lubricants Rev Vehicle and Parts in the Fleet Maintenance Department.
- Interest Expense – increase by 443.2% or \$142K due to additional interest payments on a capital lease for 14 buses.

Above increase is offset by anticipated budget reductions in the following category:

- Services – decrease of 4.8% or (\$171K) primarily due to significant reduction in Prof/Tech Fees in the Planning Department (Alternative Service Model Study).

Major Operating Expense assumptions in the preliminary FY22 budget over the FY21 budget include:

Personnel Expenses (Labor and Fringe Benefits) increase by 4.3%

- Wage Increases (2.5% for SEIU and 2.25% for SMART) and contractual items (step and longevity increases).
- Projected increase in retirement as per CalPERS Annual Valuation Reports: 34.5%

FY21 & FY22 Final Budget Highlights (con't)

- Anticipated increase in medical insurance premiums: 5%, effective in January 2022.

Non-Personnel Expenses decrease by -2.1% primarily due to Services (Prof/Technical Fees).

Transfers & Operating Balance

Transfers total \$2,264,991 in FY21 and FY22. Assumptions in the preliminary FY21 budget over the FY20 Final budget, adopted in June 2019, include:

- **Transfers to Capital Budget** decrease by 4.4% or (\$105K). The transfer is consistent with the goal to honor our commitment to the Capital Budget and maintain assets in a State of Good Repair by committing \$3.0M each year (\$2.3M from the Measure D and TDA-STA transfer from Operating, and \$0.7M from the TDA-STA-SGR that goes directly to the Capital Budget).
- **Transfers to/(from) Operating and Capital Reserve Fund/Operations Sustainability Reserve** decrease by 100.0% or (\$2,670K) due to anticipated increases in personnel expenses in FY21, coupled with moderate increases in Revenue Sources, primarily Sales Tax. Excess operating funds, when available, should be dedicated to the funding of additional payments to METRO's Unfunded CalPERS Liability (UAL) and Other Post-Employment Benefits (OPEB).

There are no significant changes in the budgeted Transfers & Operating Balance in FY22.

Capital Budget

The FY21 Capital Budget totals \$29,136,935.

The current FY21 Capital budget consists primarily of ongoing projects rolled forward from FY20, funded by a variety of sources.

In FY18, a new capital budget funding strategy was adopted by the Board that results in \$3M per year being dedicated to the annual capital budget. This new strategy created the "Bus Replacement Fund" and establishes consistent annual transfers of STA-SB1 funds and Measure D funds to the capital budget that are needed to provide funding and stability for the required local match for obsolete fixed-route buses and Paratransit vehicles. Annual unspent Measure D and STA-SGR funds will 'accumulate' in the Bus Replacement Fund until they are allocated to specific projects and spent on new replacement buses and vans.

The following amounts are dedicated to the Bus Replacement Fund in FY21:

- (2016 Net Sales Tax) – Measure D - \$2,090,279 (transfer from Operating budget)
- STA-SB1 - \$174,712 (transfer from Operating budget)
- STA-SGR - \$735,009 (goes directly to the capital budget)
- Total = \$3,000,000

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

- **Ongoing** – METRO Owned ParaCruz Facility Project – \$2.3M from the Operating & Capital Reserve Fund. The project is identified as critical to move the agency forward towards a sustainable future, in support of the METRO 10-

FY21 & FY22 Final Budget Highlights (con't)

Year Strategic Business Plan, and was approved by the Board on November 15, 2019.

- Ongoing – Pacific Station/METRO Center Redevelopment with the City of Santa Cruz – \$4M, over four years, from the Bus Replacement Fund, toward the redevelopment of the facility in conjunction with the City of Santa Cruz.
- Ongoing - Pacific Station Conceptual Design Project – Based on a recommendation from the Capital Projects Standing Committee on April 19, 2019, the full Board directed the CEO/General Manager on April 26, 2019 to initiate formal negotiations with the City of Santa Cruz on a possible Pacific Station redevelopment partnership. The Project is funded with Federal: \$121K and STA-SB1:\$30K funds.
- Ongoing – Financial Management Software – The current financial system was purchased in the late 1990's, more than 20 years ago, and only stores two years of financial information. A Fixed Assets, Purchasing, and Budgeting module would likely be incorporated into the new financial software system for a more efficient and integrated system. The \$800K budgeted includes \$50K for consulting, funded from the Operating & Capital Reserve Fund.
- Ongoing – Facilities Upgrades and Improvements
 - Maintenance Yard – Security Hardening and Expanded Parking - \$950K from the Operating & Capital Reserve Fund. This is Phase I of the project: Engineering Analysis to address items, such as assessment of sink hole, draining problems, underground river water, utility lines, demolition of house and removal, recommendation of concrete or asphalt for lot, etc.
 - Maintenance Facility Roof Replacement - \$450K, Federal funds.
 - Fuel Management System – a combination of hardware and software providing reliable and accurate, real-time control and data acquisition for vehicles, employees, fuel/fluids and tank monitor systems. The controller can then use this data to generate dozens of useful reports and/or automatically pass it along to a VMS system in real-time or at specified times of the day. The fuel system will be used to track vehicle mileage, monitor fuel and fluid usage, schedule preventive maintenance and reconcile fluids, etc. The project is funded with Federal funds: \$94K and Operating & Capital Reserve Funds: \$8K.
 - Bus Stop Improvements – refurbish approximately 60 used bus stops acquired from the Valley Transit Authority (VTA). The project is funded with Federal funds: \$125K.
- Ongoing – Vehicle Replacement Projects – METRO has been awarded grants from a variety of Federal, State and local agencies to replace aging revenue and non-revenue (service) vehicles including:
 - Electric Buses (7) + Infrastructure and Project Management
 - CNG Bus Replacements (8)
 - CNG Bus Replacements (17): Capital Lease
 - ParaCruz Van Replacements (10)

FY21 & FY22 Final Budget Highlights (con't)

- Six (6) of the seven (7) electric bus replacements are in alignment with METRO's strategy to begin replacing its fossil-fueled bus fleet with all-electric buses.
- The one (1) additional electric bus will be assigned/dedicated to the Watsonville service area.
- The CNG buses will assist in the replacement of obsolete vehicles
- Ongoing – Mid-Life Bus Engine Overhauls Campaign – Mid-life overhaul increases bus reliability and reduces maintenance cost during years 7 to 12, usually enabling an additional two years of lower maintenance cost operation through 14 years. Meets the FTA State of Good Repair (SGR) requirements and yields partial savings in the operating fund in Fleet Maintenance.

BUDGET DEVELOPMENT PROCESS TIMELINE

	July	August	September	October	November	December	January	February	March	April	May	June
Publication of Final Budget Document, adopted in June; Review and Analyze prior fiscal year revenues and expenditures	New Fiscal Year											
Budget Development & Revision - Personnel Expenses - Labor												
Distribution of budget packets to Directors												
Budget Development & Revision - Personnel Expenses - Fringe Benefits												
Meet with Directors to discuss Non-Personnel Expenses												
Receiving budget requests from Directors and present and discuss the budget with the CEO/ General Manager												
Meeting with the Finance, Budget and Audit Committee to review the preliminary budget assumptions and make recommendations; Board approval of preliminary line item budget												
Submittal of required changes to preliminary budget and departmental objectives from Directors												
Meeting with the Finance, Budget and Audit Committee to review the final budget assumptions and make recommendations; Meeting with Union representatives to review and comment on staff's recommended budget												
Submittal of staff's recommended budget, along with departmental objectives to the CEO/General Manager												
Public hearing on staff's recommended budget												
Board Adoption of Final Budget												



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

Resolution No. 20-06-05
On the Motion of Director Larry Pageler
Duly Seconded by Director John Leopold
The Following Resolution is Adopted:

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE SANTA CRUZ
METROPOLITAN TRANSIT DISTRICT TO ADOPT A BUDGET FOR FISCAL YEARS
2021 AND 2022**

WHEREAS, it is in the interest of the Santa Cruz Metropolitan Transit District to adopt a budget for each fiscal year;

WHEREAS, a budget for Capital and Operating expenses and revenues has been developed for fiscal years 2021 and 2022;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT, that the budget attached hereto as Attachments B – Attachment H and presented to the Board of Directors is hereby adopted

PASSED AND ADOPTED this 26th Day of June 2020 by the following vote:

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

NOES: None

ABSTAIN: None

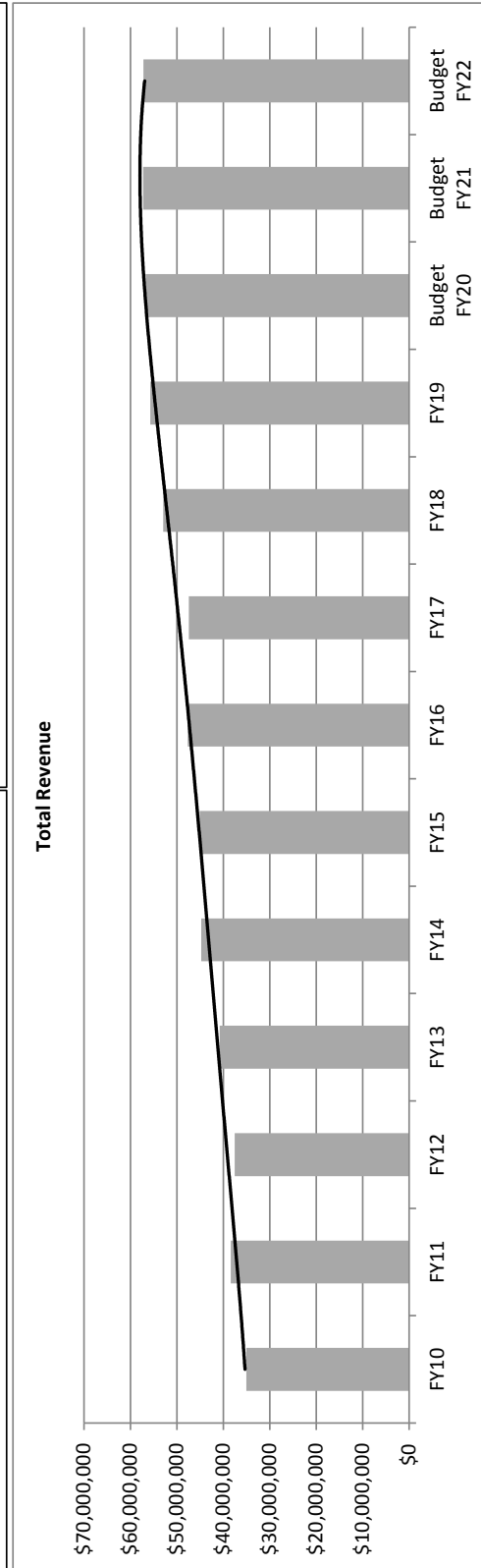
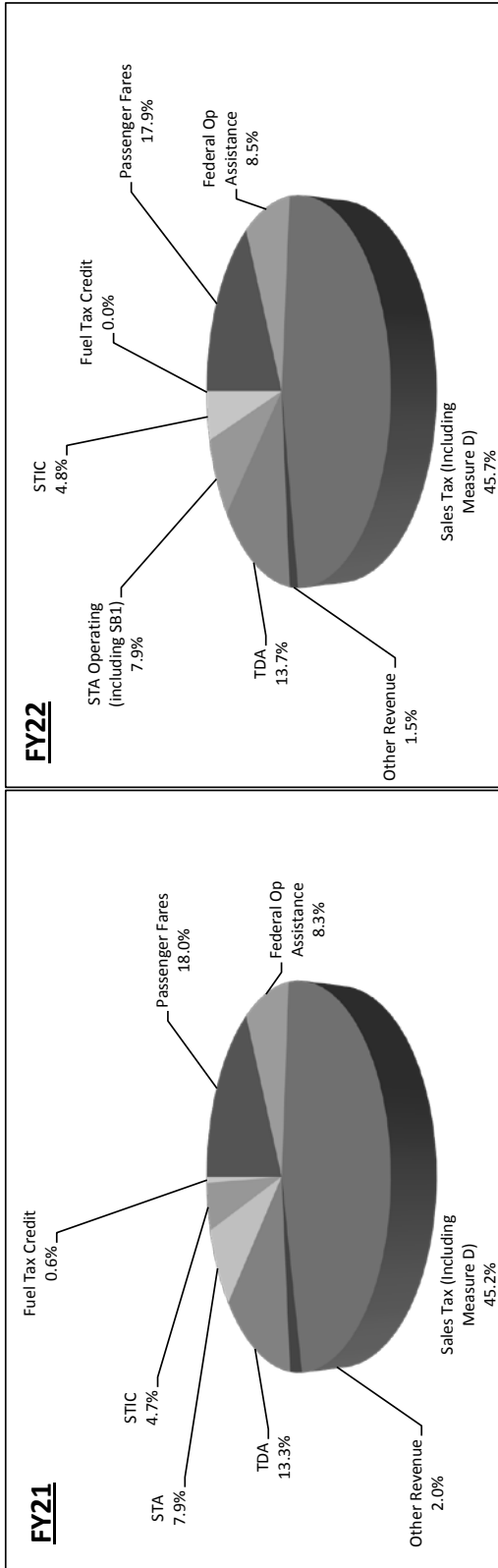
ABSENT: None

Approved:
Mike Rotkin, Chair



Attest:
Alex Clifford, CEO/General Manager

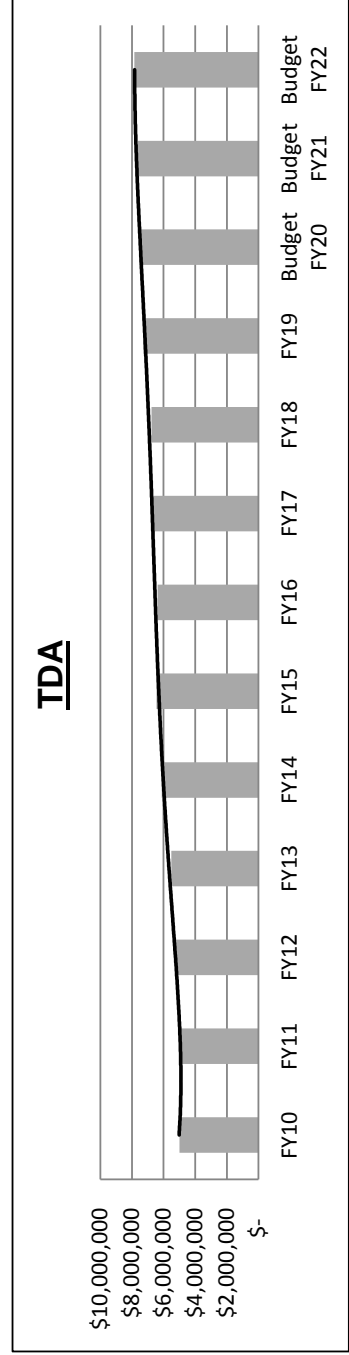
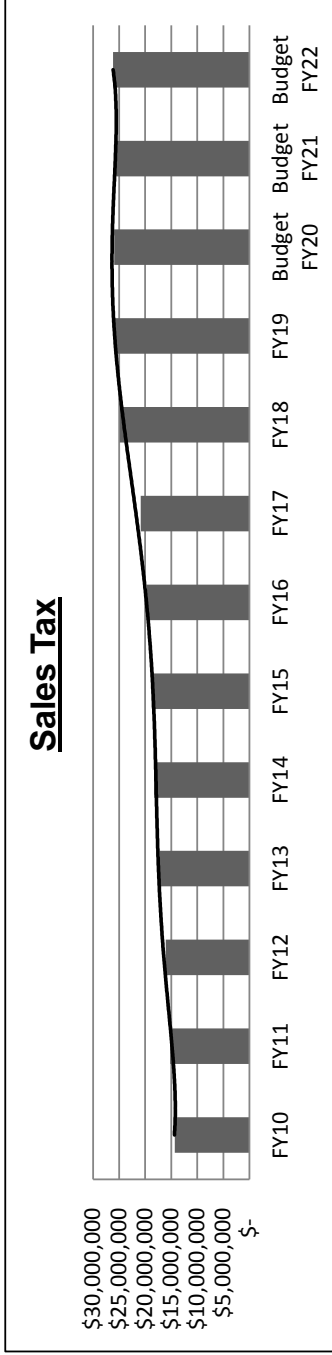
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY21 & FY22 FINAL OPERATING BUDGET REVENUE SOURCES



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY21 & FY22 FINAL OPERATING BUDGET
REVENUE SOURCES**

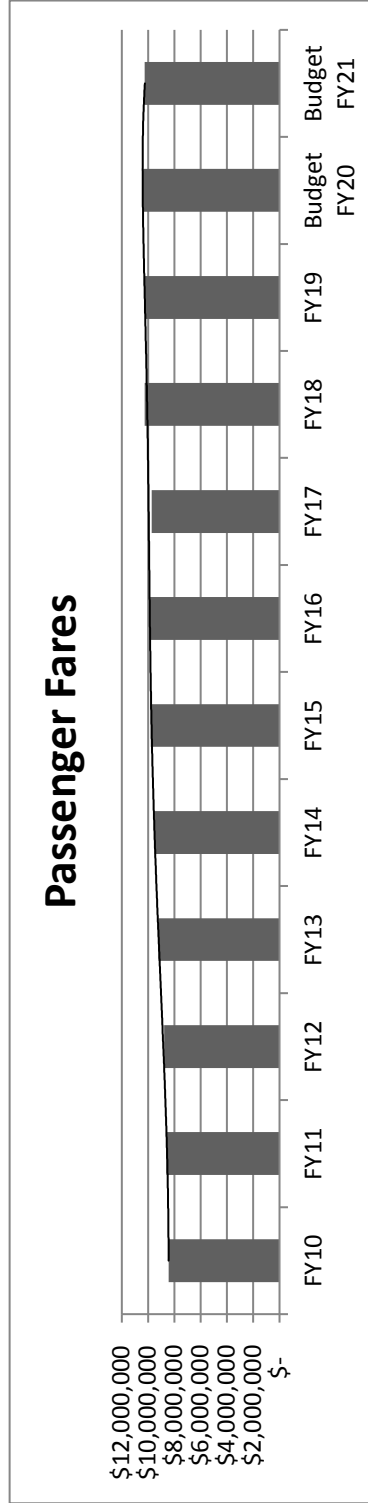
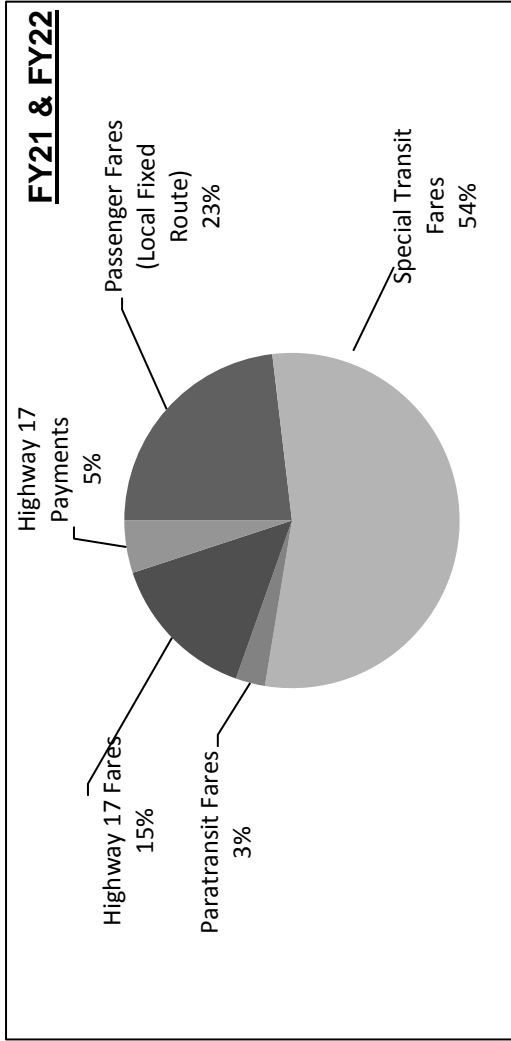
Sales Tax (Including Measure D) and TDA

Santa Cruz METRO receives a 1/2 cent Sales Tax levied on all taxable sales in Santa Cruz County, which is collected and administered by the California Department of Tax and Fee Administration (CDT FA). Additionally, over 2/3 of Santa Cruz County approved Measure D, a 1/2 cent sales tax measure on the November 2016 ballot to fund a comprehensive and inclusive package of transportation improvements. Santa Cruz METRO receives 16% of the new Measure D Sales Tax. Santa Cruz METRO is also allocated, through the Santa Cruz Regional Transportation Commission, a portion of the 1/4 cent Sales Tax levied by the Transportation Development Act (TDA). The trend in actual, projected and budgeted Sales Tax and TDA receipts for Santa Cruz METRO, starting with FY10, is depicted below.



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 FY21 & FY22 FINAL OPERATING BUDGET
 REVENUE SOURCES**

Passenger Fares

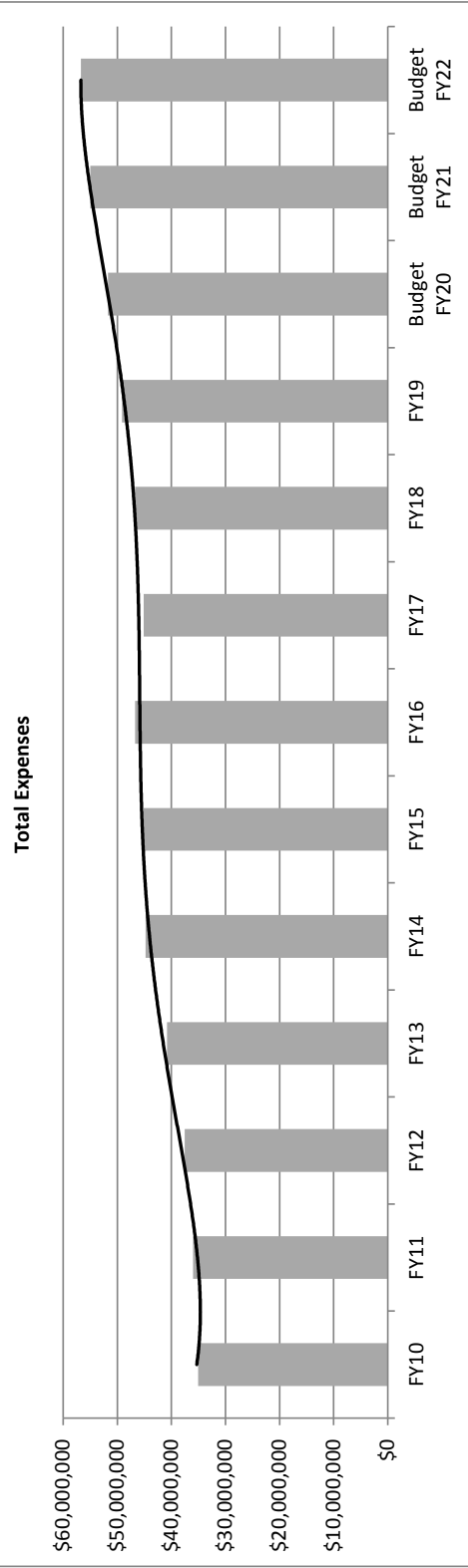
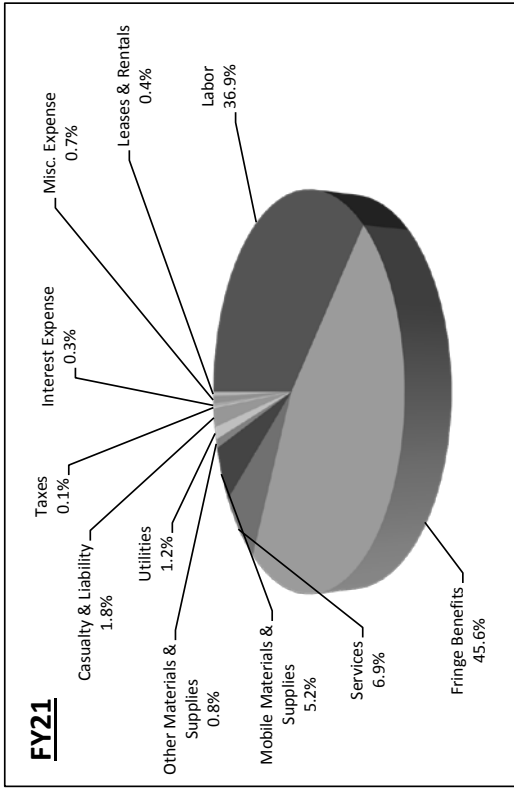
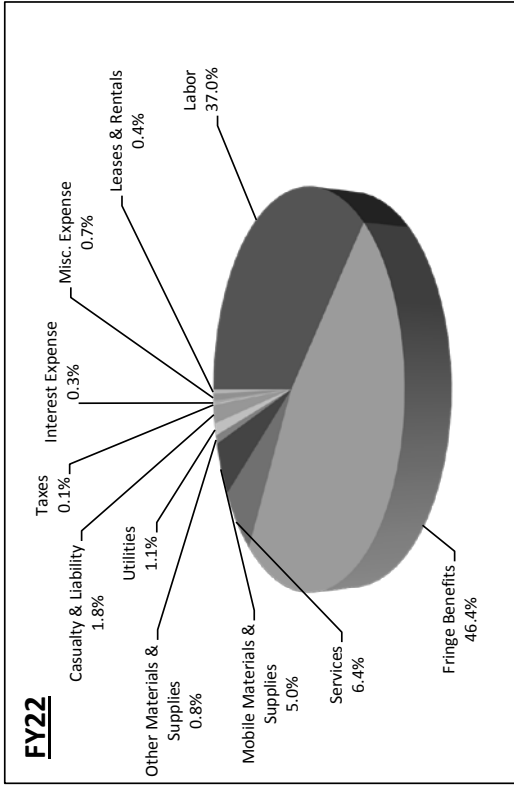


**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY21 & FY22 OPERATING BUDGET
REVENUE SOURCES**

REVENUE SOURCE	Jun-19	Jun-20	% CHANGE	Jun-20	% CHANGE
	BUDGET FY20	BUDGET FY21	BUDG FY20 BUDG FY21	BUDGET FY22	BUDG FY21 BUDG FY22
1 Passenger Fares	2,425,337	2,371,000	-2.2%	2,371,000	0.0%
2 Special Transit Fares	5,632,252	5,584,803	-0.8%	5,584,803	0.0%
3 Paratransit Fares	291,566	291,566	0.0%	291,566	0.0%
4 Highway 17 Fares	1,487,489	1,489,600	0.1%	1,459,808	-2.0%
5 Highway 17 Payments	536,491	517,803	-3.5%	522,769	1.0%
6 Commissions	2,500	2,500	0.0%	2,500	0.0%
7 Advertising Income	275,000	343,750	25.0%	429,688	25.0%
8 Rent Income	180,000	165,000	-8.3%	165,000	0.0%
9 Interest Income	100,000	275,000	175.0%	200,000	-27.3%
10 Other Non-Transp Revenue	30,000	176,700	489.0%	30,000	-83.0%
11 1979 Gross Sales Tax (1/2 cent)	22,617,238	22,388,476	-1.0%	22,612,361	1.0%
12 2016 Net Sales Tax (Measure D)	3,358,289	3,500,617	4.2%	3,535,623	1.0%
13 Transp Dev Act (TDA - LTF) Funds	7,531,910	7,628,850	1.3%	7,857,716	3.0%
14* FTA Sec 5307 - Op Assistance	4,441,297	4,582,912	3.2%	4,683,278	2.2%
15 FTA Sec 5311 - Rural Op Asst	178,139	191,234	7.4%	195,422	2.2%
16 AMBAG/Misc. Grant Funding	205,000	205,000	0.0%	5,000	-97.6%
17 STIC	2,619,113	2,702,626	3.2%	2,761,814	2.2%
18 TDA - STA - Operating (Includes SB1)	4,530,969	4,494,411	-0.8%	4,494,411	0.0%
19 Fuel Tax Credit	313,126	351,000	12.1%	-	-100.0%
20 Medicare Subsidy	550	550	0.0%	550	0.0%
TOTAL REVENUE	56,756,266	57,263,399	0.9%	57,203,307	-0.1%
TRANSFERS	(5,038,620)	(2,264,991)	-55.0%	(2,264,991)	0.0%
TOTAL OPERATING REVENUE	51,717,646	54,998,409	6.3%	54,938,316	-0.1%

* FTA funding is used solely to fund labor expense

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY21 & FY22 FINAL OPERATING BUDGET EXPENSES



SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY21 & FY22 OPERATING BUDGET

Consolidated Expenses

ACCOUNT	Jun-19	Jun-20	% CHANGE	Jun-20	% CHANGE
	BUDGET FY20	BUDGET FY21	BUDG FY20 BUDG FY21	BUDGET FY22	BUDG FY21 BUDG FY22
LABOR					
501011 Bus Operator Pay	8,976,794	9,756,207	8.7%	10,136,098	3.9%
501013 Bus Operator OT	1,249,806	1,000,001	-20.0%	1,039,148	3.9%
501021 Other Salaries	8,500,829	8,995,355	5.8%	9,236,529	2.7%
501023 Other OT	615,696	557,534	-9.4%	576,643	3.4%
Totals	19,343,124	20,309,097	5.0%	20,988,418	3.3%
FRINGE BENEFITS					
502011 Medicare/Soc. Sec.	338,125	355,395	5.1%	366,757	3.2%
502021 Retirement	6,288,626	7,494,975	19.2%	8,116,451	8.3%
502031 Medical Ins	10,297,885	10,910,916	6.0%	11,379,163	4.3%
502041 Dental Ins	471,737	445,429	-5.6%	451,615	1.4%
502045 Vision Ins	124,091	107,226	-13.6%	110,014	2.6%
502051 Life Ins/AD&D	51,735	51,039	-1.3%	52,319	2.5%
502060 State Disability Ins (SDI)	234,438	246,897	5.3%	263,523	6.7%
502061 Long Term Disability Ins	151,493	151,125	-0.2%	157,104	4.0%
502071 State Unemployment Ins (SUI)	55,512	40,824	-26.5%	43,310	6.1%
502081 Worker's Comp Ins	928,818	956,683	3.0%	985,383	3.0%
502101 Holiday Pay	655,718	699,240	6.6%	723,672	3.5%
502103 Floating Holiday	113,993	115,351	1.2%	117,763	2.1%
502109 Sick Leave	1,005,413	1,072,392	6.7%	1,109,965	3.5%
502111 Annual Leave	1,966,061	2,153,060	9.5%	2,184,162	1.4%
502121 Other Paid Absence	153,684	163,884	6.6%	169,611	3.5%
502251 Phys. Exams	11,183	11,083	-0.9%	11,083	0.0%
502253 Driver Lic Renewal	2,911	3,011	3.4%	3,411	13.3%
502999 Other Fringe Benefits	60,581	77,700	28.3%	72,755	-6.4%
Totals	22,912,003	25,056,230	9.4%	26,318,062	5.0%

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY21 & FY22 OPERATING BUDGET

Consolidated Expenses

ACCOUNT	Jun-19	Jun-20	% CHANGE		Jun-20	% CHANGE	
	BUDGET FY20	BUDGET FY21	BUDG FY20	BUDG FY21	BUDGET FY22	BUDG FY21	BUDG FY22
SERVICES							
503011 Accting/Audit Fees	105,250	98,402	-6.5%		100,250		1.9%
503012 Admin/Bank Fees	417,244	468,321	12.2%		475,000		1.4%
503031 Prof/Technical Fees	932,204	704,864	-24.4%		513,180		-27.2%
503032 Legislative Services	101,000	101,000	0.0%		101,000		0.0%
503033 Legal Services	400,000	400,000	0.0%		400,000		0.0%
503034 Pre-Employment Exams	7,450	7,450	0.0%		7,450		0.0%
503041 Temp Help	-	-	0.0%		-		0.0%
503161 Custodial Services	9,500	9,000	-5.3%		9,000		0.0%
503162 Uniforms/Laundry	26,600	25,600	-3.8%		25,600		0.0%
503171 Security Services	559,002	607,789	8.7%		607,789		0.0%
503221 Classified/Legal Ads	21,900	19,200	-12.3%		19,200		0.0%
503222 Legal Ads	-	-	0.0%		-		0.0%
503225 Graphic Services	75,000	50,000	-33.3%		50,000		0.0%
503351 Repair - Bldg & Impr	53,000	73,000	37.7%		73,000		0.0%
503352 Repair - Equipment	697,500	713,000	2.2%		709,700		-0.5%
503353 Repair - Rev Vehicle	501,000	450,000	-10.2%		450,000		0.0%
503354 Repair - Non Rev Vehicle	25,000	20,000	-20.0%		20,000		0.0%
503363 Haz Mat Disposal	50,000	63,000	26.0%		63,000		0.0%
Totals	3,981,650	3,810,626	-4.3%		3,624,169		-4.9%
MOBILE MATERIALS & SUPPLIES							
504011 Fuels & Lubricants - Non Rev Veh	71,000	76,000	7.0%		76,000		0.0%
504012 Fuels & Lubricants - Rev Veh	1,500,000	1,600,000	6.7%		1,600,000		0.0%
504021 Tires & Tubes	188,500	180,000	-4.5%		180,000		0.0%
504161 Other Mobile Supplies	-	-	0.0%		-		0.0%
504191 Rev Vehicle Parts	900,500	1,000,000	11.0%		1,000,000		0.0%
Totals	2,660,000	2,856,000	7.4%		2,856,000		0.0%

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY21 & FY22 OPERATING BUDGET
 Consolidated Expenses

ACCOUNT	Jun-19	Jun-20	% CHANGE		Jun-20	% CHANGE	
	BUDGET FY20	BUDGET FY21	BUDG FY20	BUDG FY21	BUDGET FY22	BUDG FY21	BUDG FY22
OTHER MATERIALS & SUPPLIES							
504205 Freight Out	8,000	8,000	0.0%	0.0%	8,000	0.0%	0.0%
504211 Postage & Mailing	10,360	10,320	-0.4%		10,320		0.0%
504214 Promotional Items	30,900	25,000	-19.1%		25,000		0.0%
504215 Printing	53,675	55,950	4.2%		51,900		-7.2%
504217 Photo Supp/Process	2,000	2,000	0.0%		2,000		0.0%
504311 Office Supplies	72,300	72,600	0.4%		71,600		-1.4%
504315 Safety Supplies	26,620	28,620	7.5%		27,820		-2.8%
504317 Cleaning Supplies	52,100	60,600	16.3%		60,600		0.0%
504409 Repair/Maint Supplies	120,000	120,000	0.0%		120,000		0.0%
504417 Tenant Repairs	14,000	10,000	-28.6%		10,000		0.0%
504421 Non-Inventory Parts	50,000	50,000	0.0%		50,000		0.0%
504511 Small Tools	13,900	15,000	7.9%		15,000		0.0%
504515 Employee Tool Replacement	3,000	3,000	0.0%		3,000		0.0%
Totals	456,855	461,090	0.9%		455,240		-1.3%
UTILITIES							
505011 Gas & Electric	319,000	312,000	-2.2%		312,000		0.0%
505021 Water & Garbage	186,400	180,000	-3.4%		180,000		0.0%
505031 Telecommunications	138,000	157,000	13.8%		157,000		0.0%
Totals	643,400	649,000	0.9%		649,000		0.0%
CASUALTY & LIABILITY							
506011 Insurance - Property	64,329	66,630	3.6%		66,630		0.0%
506015 Insurance - PL/PD	679,250	750,761	10.5%		750,761		0.0%
506021 Insurance - Other	40,179	37,216	-7.4%		37,216		0.0%
506123 Settlement Costs	150,000	150,000	0.0%		150,000		0.0%
506127 Repairs - District Prop	-	-	0.0%		-		0.0%
Totals	933,758	1,004,607	7.6%		1,004,607		0.0%
TAXES							
507051 Fuel Tax	15,000	15,000	0.0%		15,000		0.0%
507201 Licenses & Permits	22,000	24,000	9.1%		24,000		0.0%
507999 Other Taxes	15,000	21,000	40.0%		15,000		-28.6%
Totals	52,000	60,000	15.4%		54,000		-10.0%

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY21 & FY22 OPERATING BUDGET
 Consolidated Expenses

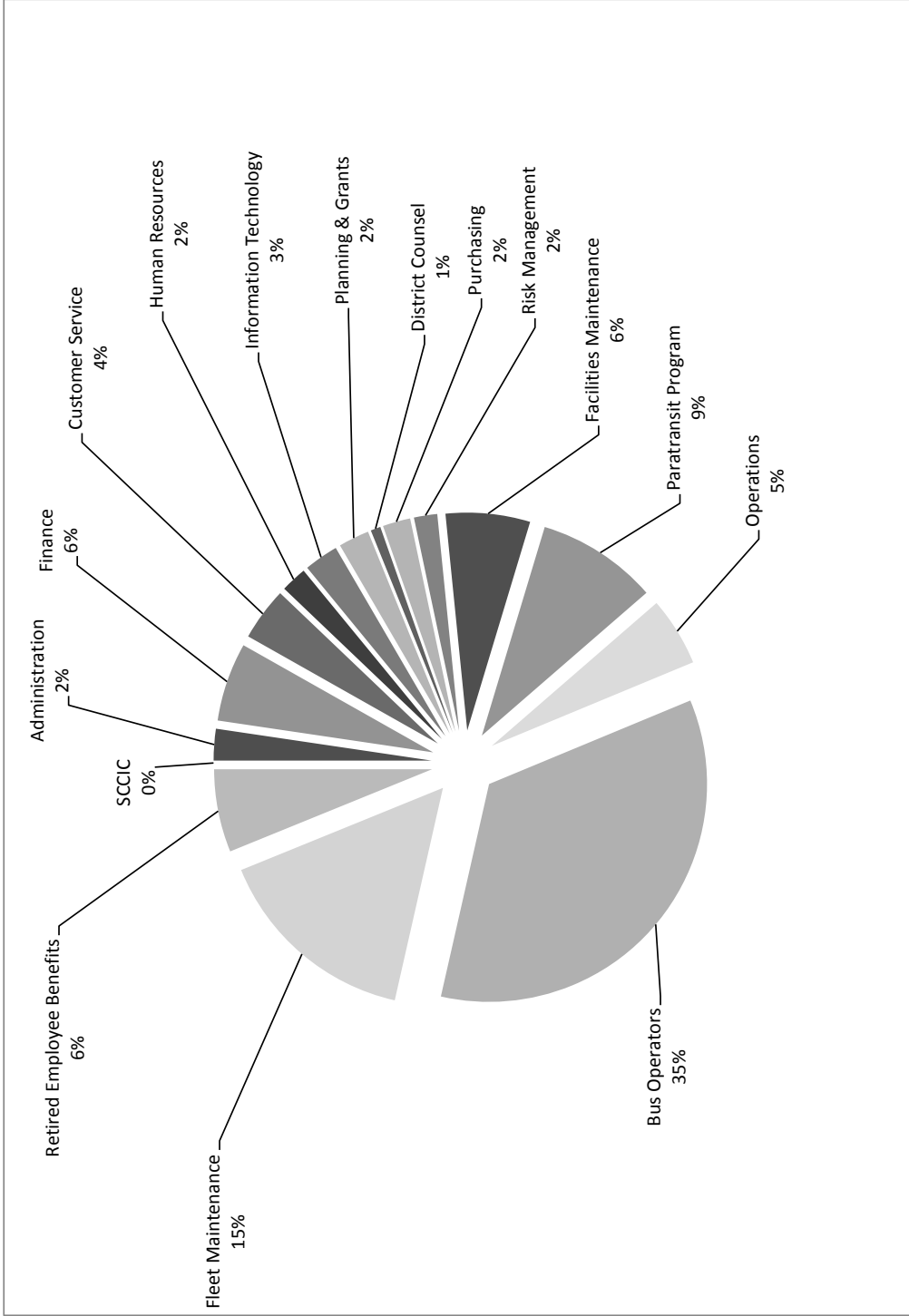
ACCOUNT	Jun-19 BUDGET FY20	Jun-20 BUDGET FY21	% CHANGE BUDG FY20 BUDG FY21	Jun-20 BUDGET FY22	% CHANGE BUDG FY21 BUDG FY22
PURCHASED TRANS.					
503406 Contract/Paratransit	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
MISC EXPENSE					
509011 Dues/Subscriptions	91,142	100,067	9.8%	100,074	0.0%
509081 Advertising - District Promo	5,000	15,000	200.0%	15,000	0.0%
509101 Employee Incentive Program	19,200	24,500	27.6%	24,500	0.0%
509121 Employee Training	214,834	104,076	-51.6%	103,076	-1.0%
509122 BOD Travel	15,000	13,000	-13.3%	13,000	0.0%
509123 Travel	88,500	110,650	25.0%	102,820	-7.1%
509125 Local Meeting Expense	12,150	11,550	-4.9%	11,550	0.0%
509127 Board Director Fees	12,600	12,600	0.0%	12,600	0.0%
509150 Contributions	-	-	0.0%	-	0.0%
509198 Cash Over/Short	-	-	0.0%	-	0.0%
509999 Other Misc Expense	-	-	0.0%	-	0.0%
Totals	458,426	391,443	-14.6%	382,620	-2.3%
INTEREST EXPENSE					
511102 Interest Expense	32,097	174,346	443.2%	166,356	-4.6%
Totals	32,097	174,346	443.2%	166,356	-4.6%
LEASES & RENTALS					
512011 Facility Lease	232,533	214,970	-7.6%	229,470	6.7%
512061 Equipment Rental	11,800	11,000	-6.8%	11,000	0.0%
Totals	244,333	225,970	-7.5%	240,470	6.4%
PERSONNEL TOTAL					
	42,255,127	45,365,327	7.4%	47,306,480	4.3%
NON-PERSONNEL TOTAL					
	9,462,519	9,633,082	1.8%	9,432,462	-2.1%
TOTAL OPERATING EXPENSES					
	51,717,646	54,998,409	6.3%	56,738,942	3.2%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY21 & FY22 OPERATING BUDGET
TRANSFERS & OPERATING BALANCE**

TRANSFERS	Jun-19 BUDGET FY20	Jun-20 BUDGET FY21	% CHANGE		Jun-20 BUDGET FY22	% CHANGE	
			BUDG FY20	BUDG FY21		BUDG FY21	BUDG FY22
Transfers to Capital Budget							
1	2,046,031	2,090,279		2.2%	2,068,032		-1.1%
2	322,746	174,712		-45.9%	196,959		12.7%
	2,368,777	2,264,991		-4.4%	2,264,991		0.0%
Totals							
Transfers to/(from) Operating and Capital Reserve Fund							
3	313,126	-		-100.0%	-		0.0%
4	2,000,000	-		-100.0%	-		0.0%
5	356,717	-		-100.0%	-		0.0%
	2,669,843	-		-100.0%	-		0.0%
Totals							
	5,038,620	2,264,991		-55.0%	2,264,991		0.0%
TOTAL TRANSFERS							
TOTAL REVENUE	56,756,266	57,263,399		0.9%	57,203,307		-0.1%
TOTAL EXPENSES	51,717,646	54,998,409		6.3%	56,738,942		3.2%
TOTAL TRANSFERS	(5,038,620)	(2,264,991)		-55.0%	(2,264,991)		0.0%
OPERATING BALANCE	-	-		0.0%	(1,800,626)		100.0%

*Subject to annual renewal of the tax extenders

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 FY21 & FY22 FINAL OPERATING BUDGET
 DEPARTMENTAL EXPENSES**



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY21 & FY22 OPERATING BUDGET**

Departmental Expenses

DEPARTMENT	Jun-20	Jun-20	% CHANGE	Jun-20	% CHANGE
	BUDGET FY20	BUDGET FY21	BUDG FY20 BUDG FY21	BUDGET FY22	BUDG FY21 BUDG FY22
1100 Administration	1,203,842	1,287,241	6.9%	1,316,565	2.3%
1200 Finance	2,603,854	3,213,533	23.4%	3,158,029	-1.7%
1300 Customer Service	2,006,579	2,167,394	8.0%	2,196,391	1.3%
1400 Human Resources	1,043,009	1,064,670	2.1%	1,115,686	4.8%
1500 Information Technology	1,334,310	1,398,050	4.8%	1,367,311	-2.2%
Planning, Grants, 1600 Governmental Affairs	1,441,837	1,253,447	-13.1%	1,124,455	-10.3%
1700 District Counsel	406,000	406,000	0.0%	406,000	0.0%
Safety, Security , and Risk 1800 Management	1,038,443	1,130,704	8.9%	1,124,677	-0.5%
1900 Purchasing	1,062,456	950,175	-10.6%	979,775	3.1%
2200 Facilities Maintenance	3,199,427	3,442,015	7.6%	3,579,326	4.0%
3100 Paratransit Program	4,519,959	4,930,786	9.1%	5,173,737	4.9%
3200 Operations	2,586,980	2,810,136	8.6%	2,939,686	4.6%
3300 Bus Operators	17,800,434	19,148,193	7.6%	20,048,990	4.7%
4100 Fleet Maintenance	8,161,588	8,412,040	3.1%	8,658,067	2.9%
9001 Cobra Benefits	-	-	0.0%	-	0.0%
9005 Retired Employee Benefits	3,308,678	3,383,772	2.3%	3,549,996	4.9%
700 SCCIC	250	250	0.0%	250	0.0%
TOTAL OPERATING EXPENSES	51,717,646	54,998,409	6.3%	56,738,942	3.2%



II. DEPARTMENTAL FUNCTIONS

OBJECTIVES

AND

LINE ITEM BUDGETS



1100 - ADMINISTRATION

FY20 ACCOMPLISHMENTS AND FY21 OBJECTIVES

MAJOR FUNCTIONS OF THE DEPARTMENT

The CEO/General Manager assumes full responsibility for the administration, management and development of the Santa Cruz Metropolitan Transit District (METRO).

AGENCY ACCOMPLISHMENTS FOR FY20

- **Safety First**
 - PTASP - Board adoption of the federally required Public Transportation Agency Safety Plan (PTASP). Expected in June – several months ahead of the deadline
 - Mutual Aid Agreement – The Board is expected to adopt a four-county Mutual Aid Agreement in May
 - **COVID-19 (Novel Coronavirus)**

METRO staff ramped up quickly in anticipation of the virus reaching Santa Cruz County. In early February 2020, METRO started investigating COVID disinfecting products that we could use each night when buses are cleaned. By March 2nd, METRO Vehicle Service Workers (VSWs) started disinfecting buses each night. The first Coronavirus case in Santa Cruz County was reported on March 7th. In early March, the METRO Purchasing Department started ordering large quantities of hand sanitizer and disinfecting wipes and started sourcing facemasks.

METRO management start daily COVID teleconference meetings on March 9th. These meetings have resulted in numerous safety initiatives that protect METRO employees, customers and METRO assets.

The Safety & Risk Department also promulgated several rules, policies and procedures related to COVID-19

- **Fiscal Responsibility**
 - FY20 balanced budget adopted by the Board
 - Continuing work on strategies to address the unfunded liabilities - OPEB & UAL
 - Manage to the budget
 - The COVID-19 pandemic crisis that hit in early March 2020 has severely hampered METRO's ability to operate within budget (revenues and expenses) for the last quarter of FY20. Revenues

resulting from the federal CARES Act will likely cover all deficiencies in FY20.

- **State of Good Repair**
 - Buses and Facilities
 - Continued implementing the strategy to replace the aging fleet
 - Received five of the six new Gillig CNG buses. The sixth one has been delayed due to COVID-19 and Gillig suspending their manufacturing for a period of time.
 - Four long delayed zero emission Proterra electric buses continued to experience manufacturing delays through the latter part of 2019 due to delays associated with Altoona testing. Earlier this year the manufacturing started and was again delayed due to COVID-19 and the temporary shutdown of the manufacturing line.
 - Continued work with the City of Santa Cruz on a joint development MOU for Pacific Station. Targeting a state AHSC grant in 2021.
 - Initiated the process of investigating the potential relocation of ParaCruz operations to a new facility that could be constructed at the Soquel Park & Ride lot. Targeting a Bus & Bus Facilities grant in 2021.
 - Sent four buses to a vendor for total refurbishment
 - Completed the replacement of the Vernon generator
 - Three ParaCruz vans have been ordered
- **Intelligent Transportation Systems (ITS):**
 - Automated Vehicle Location (AVL) system on buses
 - The project was awarded to Syncromatics
 - Installation began in January 2019
 - Installation delays have been experienced due to technology integration issues experienced because of METRO's diverse fleet of aging buses
 - COVID-19 caused the installation to be suspended
 - Expected completion is now estimated to be Fall 2020 for the real time passenger smartphone Ap (subject to COVID-19).
- **Zero Emission Buses (ZEBs):**
 - New California Air Resources Board (CARB) ZEB Regulation adopted in December 2018
 - METRO ordered four Proterra ZEBs
 - Expected delivery is first or third quarter of 2020, delays to date:
 - Due to Altoona testing delays, AND

- Delays in manufacturing due to COVID-19
 - The CEO presented a proposal to the Board in April 2018 in which the Board agreed with his recommendation to avoid seeking additional ZEB grants until METRO can purchase and test the four ZEBs that are grant funded
 - Revised plan to achieve 100% ZEB fleet by 2040 to be presented to the Board in June 2019
- **Legislative:**
 - **State**
 - Worked to defeat the three free fare bills – AB 1350 (Gonzalez) Free Youth Transit Passes; AB 2012 (Chu) Free Senior Transit Passes; and AB 2176 (Holden) Free Student Transit Passes.
 - As A result of COVID-19, all three bills have been pushed into next year for consideration
 - The CEO continues as an active member on the TDA Reform Task Force
 - **Federal**
 - Working with transit agencies throughout the nation, APTA was able to secure CARES Act funding, which will provide METRO approximately \$20 million, which might provide a short-term bridge between budgeted revenues and expenses and COVID related revenues losses and COVID related increased expenses.
 - **Grants**
 - Awarded a CalTrans FY20 5339 Discretionary Grant for \$1,360,000 to replace two 1998 diesel buses with two new CNG buses
 - Awarded a SCCRTC FY19-20 Surface Transportation Block Grant for \$222,940 to replace three ParaCruz vans
- **Core Business**
 - Retain and grow ridership
 - Prepared to launch the Highway 17 electronic fare pilot project
 - Delayed due to COVID-19
 - Smartphone application for real-time bus tracking
 - Delayed due to COVID-19
 - Educate Paracruz customers also capable of riding fixed-route on use of the METRO system
 - Improved Paracruz on-time performance
 - Launched the new Ecolane ParaCruz scheduling software
- **Compliance**
 - Compliance with state and federal Drug & Alcohol testing requirements

1100 - Administration (con't)

- Satisfactory CHP Terminal Inspection
- Completed the Annual Financial Audit – No findings

DEPARTMENT OBJECTIVES FOR FY21

- **Safety First Culture**
 - Safe operations and work environment
 - Complete buildout of surveillance equipment on buses
 - Increase training
 - Continue semi-annual facilities reviews (safety and state of good repair)
 - Monitor for safe driving habits
 - Reduce workplace injuries - The year-over-year increase in Active and New Workers' Comp claims requires a deeper dive into the data in the coming year and focused attention to areas where trends may exist. The Safety & Risk Department will be tasked with this.
 - Reduce chargeable bus accidents - The year-over-year increase in chargeable accidents is going to be an area of focus in the next year. New monthly Key Performance Indicators (KPIs) that are currently under development will assist in identifying negative trends much sooner.
- **Fiscal Stability, Stewardship, Accountability**
 - Balanced budget - Manage to the budget
 - Resolve the post-COVID fiscal challenges in the FY21 budget
 - Strive to continuously identify operating efficiencies
 - Initiate the process towards acquisition of a new Financial Information System (FIS) system
 - Maintain Reserves at the Board establish target levels
 - Work with the Board Finance, Budget & Audit Standing Committee to create a plan to address the unfunded liabilities (UAL and OPEB)
 - Successful grant applications
 - Program capital funds for local match (leverage) or direct purchases
 - Ensure full compliance with all Federal Transit Administration (FTA), State and State agency regulations and METRO Board policies and regulations
 - Maintain compliance with FTA Civil Rights, Title VI, Equal Employment Opportunity (EEO) programs, paratransit regulations and Disadvantaged Business Enterprise (DBE) Regulations
 - Ensure that Santa Cruz METRO is highly responsive to the annual CHP Terminal Inspection and all other outside audits and the Annual Audit
 - Ensure compliance with the Americans with Disability Act (ADA)
 - Establish a focused effort to sell vacant advertising space on buses; move to vinyl advertising; and explore bus stop advertising opportunities

- **Service Quality and Delivery**
 - Develop initiatives that target retaining and growing ridership
 - Particularly focused on the post-COVID environment to try and add value and attract pre-COVID customers back to the METRO system
 - All METRO team members working together to accomplish a Fall re-launch of METRO
 - Strive for excellence in customer service (continuous improvement)
 - Improve the on-time performance of the system using the new AVL data (see Internal & External Technology)
 - Monitor and adapt to disruptive new technologies: AB60; low gas prices; abundance of low priced cars on the market; Transportation Network Companies (TNCs); autonomous vehicles; scooters, shared bikes, micro-transit and other on-demand service. Post-COVID customer concerns, etc.
 - Marketing & Communications: Educate the public transit riding and non-riding residents of Santa Cruz County about the value METRO brings to the community and how METRO uses the resources the public grants it along with celebrating the air quality/sustainability/GHG reductions METRO provides to the region
 - Explore opportunities to expand outdoor and onboard advertising program to increase revenues
 - Completely revamp the fare payment system to expedite the boarding and fare payment process on METRO's buses and reduce/eliminate cash fares and mag-stripe cards:
 - Migrating customers away from cash and paper fare media
 - Consider the future of METRO's Cruz Cash and Cruz Pass smart card fare media
 - Consider the future of smartphone fare payment applications
 - Improve the public facing presentation of METRO's bus stops and bus stop signage
 - Explore new bus stop shelter concepts
- **Internal and External Technology**
 - Complete the Automated Vehicle Location (AVL) system on buses
 - Launch the Predictive Arrival & Departure System (PADS) – Customer facing Smartphone application showing when the next bus will arrive
 - Launch HWY 17 mobile ticketing pilot project and customer facing app
 - Continue work towards implementing online customer facing smartcard tools for electronic fare loading and fare balance and explore other electronic-based fare payment applications
 - Continue to monitor opportunities to potentially participate in the Clipper card

1100 - Administration (con't)

- Ensure compliance with the new California Air Resources Board (CARB) Regulation and integrate ZEBs into the METRO fleet consistent with Board policy
- Explore adding value by installing Wi-Fi on the remainder of the fixed-route fleet

- **Employee Engagement - Attract, Retain and Develop**
 - Continue to sponsor training that will help grow future leaders from within the organization
 - Employee development opportunities – Take advantage of training available nearby
 - Continue improvements in communication
 - Continue annual “All-Hands” meetings
 - Seek out and value employee feedback
 - Implement new and creative approaches to recruitments
 - Foster a feeling of organizational pride and ownership
 - Keep our employees safe

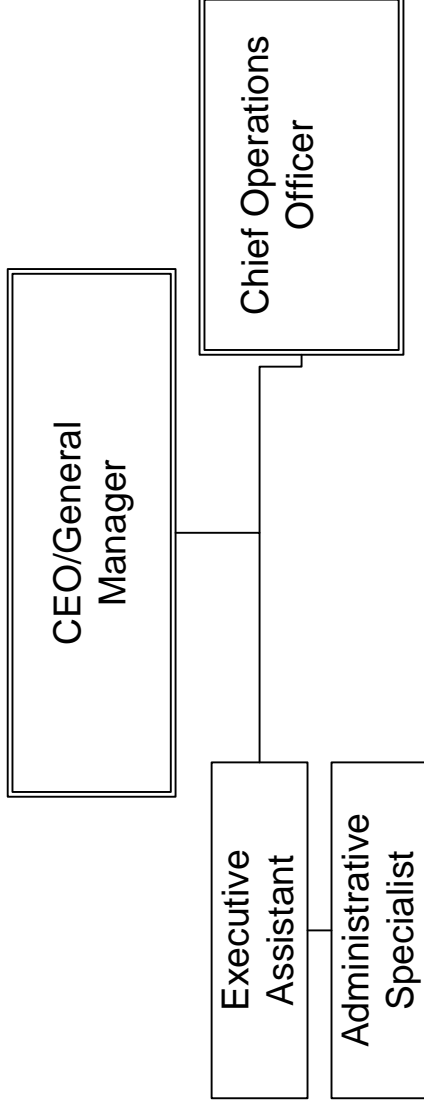
- **State of Good Repair**
 - Continue to address the aging fleet
 - Follow the Long-Range Bus Replacement Plan (4/26/19)
 - Continue replacing aging ParaCruz equipment
 - Continue progress on finding a new home for ParaCruz (New facility at the Soquel Park & Ride?)
 - Maintain what we own – Avoid contributing to deferred maintenance
 - Finalize a plan for the construction/reconstruction of Pacific Station
 - Update the Strategic Business Plan
 - Ensure compliance with the FTA Transit Asset Management (TAM) Plan requirements and update it regularly

- **Strategic Alliance and Community Outreach**
 - Continued collaboration with the Santa Cruz County Transportation Commission (RTC)
 - Continued participation in the Santa Cruz Chamber of Commerce
 - Community outreach on various proposed programs and initiatives
 - Ongoing discussions with the City of Santa Cruz about potential collaboration on a new Pacific Station
 - Work with the Board and the community to explore the potential of a new ParaCruz operating facility at the Soquel parking lot
 - Continued work with the RTC and others on the Bus on Shoulder concept
 - Continued active participation with the Association of Monterey Bay Area Governments (AMBAG)
 - Continued active participation with the Monterey Bay Economic Partnership (MBEP)

1100 - Administration (con't)

- Continued active participation in: APTA, CTA, CalAct, CTAA, The Bus Coalition, ZEBRA and other transit-focused organizations
- Continue annual joint staff meetings with peer agencies
- Continue the annual State of METRO presentations to the four city councils and the Board of Supervisors
- Regular communications and meetings with state and federal elected representatives
- Continued and growing collaboration with the Santa Clara VTA
- Presentations to the Downtown Association and the Business Council

Administration
1100



FY21 & FY22 OPERATING BUDGET
Authorized and Funded Personnel - Full Time Equivalent (FTE)
Administration - 1100

Position Title	Authorized	Funded	Authorized	Funded	Authorized	Funded
	FY21 2019	FY21 2019	FY21 2020	FY21 2020	FY22 2020	FY22 2020
CEO/General Manager	1.00	1.00	1.00	1.00	1.00	1.00
Chief Operations Officer	1.00	1.00	1.00	1.00	1.00	1.00
Executive Assistant	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Assistant	2.00	1.00	1.00	0.00	1.00	0.00
Administrative Specialist	0.00	0.00	1.00	1.00	1.00	1.00
Total Full-Time Equivalents (FTEs)	5.00	4.00	5.00	4.00	5.00	4.00

Administration 1100

Personnel Expenses:

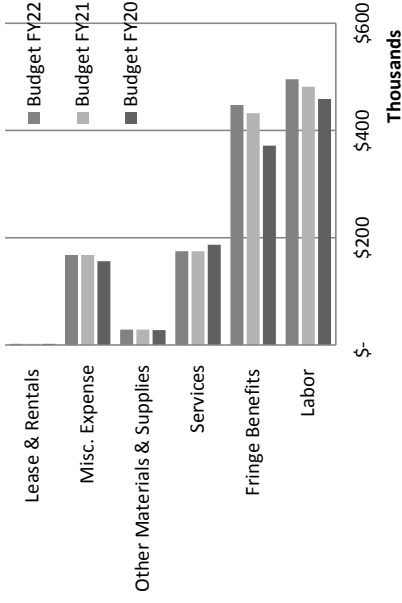
	Budget FY20	Budget FY21	Var %	Budget FY22	Var %
Labor	\$ 459,002	\$ 481,602	4.9%	\$ 495,568	2.9%
Fringe Benefits	\$ 371,764	\$ 432,427	16.3%	\$ 447,785	3.6%
	\$ 830,766	\$ 914,029	10.0%	\$ 943,353	3.2%

Non-Personnel Expenses:

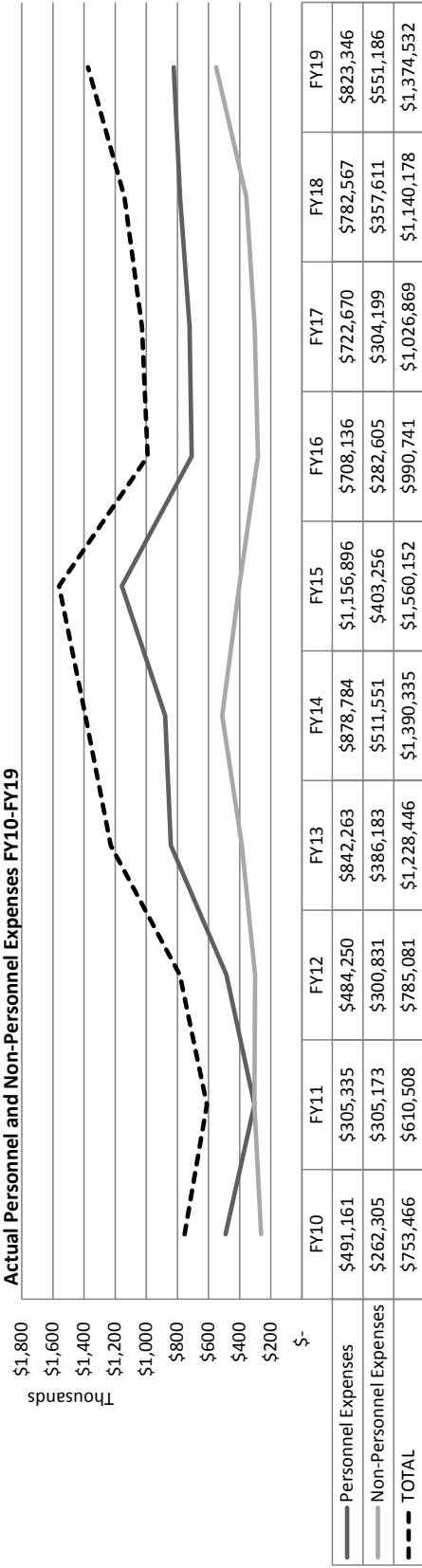
Services	\$ 187,140	\$ 175,000	-6.5%	\$ 175,000	0.0%
Other Materials & Supplies	\$ 27,600	\$ 28,500	3.3%	\$ 28,500	0.0%
Misc. Expense	\$ 156,336	\$ 167,712	7.3%	\$ 167,712	0.0%
Lease & Rentals	\$ 2,000	\$ 2,000	0.0%	\$ 2,000	0.0%
	\$ 373,076	\$ 373,212	0.0%	\$ 373,212	0.0%

Total Expenses:

	\$ 1,203,842	\$ 1,287,241	6.9%	\$ 1,316,565	2.3%
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Actual Personnel and Non-Personnel Expenses FY10-FY19



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY21 & FY22 OPERATING BUDGET**

Administration - 1100

ACCOUNT	Jun-19	Jun-20	% CHANGE		Jun-20	% CHANGE	
	BUDGET FY20	BUDGET FY21	BUDG FY20	BUDG FY21	BUDGET FY22	BUDG FY21	BUDG FY22
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	454,457	476,834	4.9%	4.9%	490,661	2.9%	2.9%
501023 Other OT	4,545	4,768	4.9%	4.9%	4,907	2.9%	2.9%
Totals	459,002	481,602	4.9%	4.9%	495,568	2.9%	2.9%
FRINGE BENEFITS							
502011 Medicare/Soc. Sec.	8,354	8,809	5.4%	5.4%	9,018	2.4%	2.4%
502021 Retirement	138,899	161,031	15.9%	15.9%	169,710	5.4%	5.4%
502031 Medical Ins	65,353	96,092	47.0%	47.0%	101,195	5.3%	5.3%
502041 Dental Ins	4,102	4,003	-2.4%	-2.4%	4,063	1.5%	1.5%
502045 Vision Ins	1,266	1,112	-12.1%	-12.1%	1,146	3.0%	3.0%
502051 Life Ins/AD&D	5,072	5,311	4.7%	4.7%	5,401	1.7%	1.7%
502060 State Disability Ins (SDI)	3,965	4,166	5.1%	5.1%	4,390	5.4%	5.4%
502061 Long Term Disability Ins	3,053	2,977	-2.5%	-2.5%	3,067	3.0%	3.0%
502071 State Unemployment Ins (SUI)	683	504	-26.2%	-26.2%	535	6.1%	6.1%
502081 Worker's Comp Ins	11,946	11,775	-1.4%	-1.4%	12,128	3.0%	3.0%
502101 Holiday Pay	17,587	18,545	5.5%	5.5%	18,986	2.4%	2.4%
502103 Floating Holiday	21,717	22,610	4.1%	4.1%	23,144	2.4%	2.4%
502109 Sick Leave	26,380	27,818	5.5%	5.5%	28,478	2.4%	2.4%
502111 Annual Leave	47,301	52,568	11.1%	11.1%	51,313	-2.4%	-2.4%
502121 Other Paid Absence	4,122	4,347	5.5%	5.5%	4,450	2.4%	2.4%
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	11,965	10,758	-10.1%	-10.1%	10,761	0.0%	0.0%
Totals	371,764	432,427	16.3%	16.3%	447,785	3.6%	3.6%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY21 & FY22 OPERATING BUDGET**

Administration - 1100

ACCOUNT	Jun-19	Jun-20	% CHANGE		Jun-20	% CHANGE	
	BUDGET FY20	BUDGET FY21	BUDG FY20	BUDG FY21	BUDGET FY22	BUDG FY21	BUDG FY22
SERVICES							
503011	-	-	0.0%	0.0%	-	-	0.0%
503012	-	-	0.0%	0.0%	-	-	0.0%
503031	75,940	55,000	-27.6%		55,000		0.0%
503032	101,000	101,000	0.0%	0.0%	101,000		0.0%
503033	-	-	0.0%	0.0%	-	-	0.0%
503034	-	-	0.0%	0.0%	-	-	0.0%
503041	-	-	0.0%	0.0%	-	-	0.0%
503161	-	-	0.0%	0.0%	-	-	0.0%
503162	-	-	0.0%	0.0%	-	-	0.0%
503171	-	-	0.0%	0.0%	-	-	0.0%
503221	6,000	4,000	-33.3%		4,000		0.0%
503222	-	-	0.0%	0.0%	-	-	0.0%
503225	-	-	0.0%	0.0%	-	-	0.0%
503351	-	-	0.0%	0.0%	-	-	0.0%
503352	4,200	15,000	257.1%		15,000		0.0%
503353	-	-	0.0%	0.0%	-	-	0.0%
503354	-	-	0.0%	0.0%	-	-	0.0%
503363	-	-	0.0%	0.0%	-	-	0.0%
Totals	187,140	175,000	-6.5%		175,000		0.0%
MOBILE MATERIALS & SUPPLIES							
504011	-	-	0.0%	0.0%	-	-	0.0%
504012	-	-	0.0%	0.0%	-	-	0.0%
504021	-	-	0.0%	0.0%	-	-	0.0%
504161	-	-	0.0%	0.0%	-	-	0.0%
504191	-	-	0.0%	0.0%	-	-	0.0%
Totals	-	-	0.0%		-		0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY21 & FY22 OPERATING BUDGET**

Administration - 1100

ACCOUNT	Jun-19	Jun-20	% CHANGE	Jun-20	% CHANGE	BUDGET	BUDGET	% CHANGE
	BUDGET FY20	BUDGET FY21	BUDG FY20 BUDG FY21	BUDGET FY22	BUDG FY21 BUDG FY22	BUDGET FY20	BUDGET FY22	BUDG FY21 BUDG FY22
OTHER MATERIALS & SUPPLIES								
504205 Freight Out	-	-	0.0%	-	0.0%	-	-	0.0%
504211 Postage & Mailing	4,500	4,500	0.0%	4,500	0.0%	4,500	4,500	0.0%
504214 Promotional Items	-	-	0.0%	-	0.0%	-	-	0.0%
504215 Printing	1,100	4,000	263.6%	4,000	0.0%	4,000	4,000	0.0%
504217 Photo Supp/Process	-	-	0.0%	-	0.0%	-	-	0.0%
504311 Office Supplies	22,000	20,000	-9.1%	20,000	0.0%	20,000	20,000	0.0%
504315 Safety Supplies	-	-	0.0%	-	0.0%	-	-	0.0%
504317 Cleaning Supplies	-	-	0.0%	-	0.0%	-	-	0.0%
504409 Repair/Maint Supplies	-	-	0.0%	-	0.0%	-	-	0.0%
504417 Tenant Repairs	-	-	0.0%	-	0.0%	-	-	0.0%
504421 Non-Inventory Parts	-	-	0.0%	-	0.0%	-	-	0.0%
504511 Small Tools	-	-	0.0%	-	0.0%	-	-	0.0%
504515 Employee Tool Replacement	-	-	0.0%	-	0.0%	-	-	0.0%
Totals	27,600	28,500	3.3%	28,500	0.0%	28,500	28,500	0.0%
UTILITIES								
505011 Gas & Electric	-	-	0.0%	-	0.0%	-	-	0.0%
505021 Water & Garbage	-	-	0.0%	-	0.0%	-	-	0.0%
505031 Telecommunications	-	-	0.0%	-	0.0%	-	-	0.0%
Totals	-	-	0.0%	-	0.0%	-	-	0.0%
CASUALTY & LIABILITY								
506011 Insurance - Property	-	-	0.0%	-	0.0%	-	-	0.0%
506015 Insurance - PL/PD	-	-	0.0%	-	0.0%	-	-	0.0%
506021 Insurance - Other	-	-	0.0%	-	0.0%	-	-	0.0%
506123 Settlement Costs	-	-	0.0%	-	0.0%	-	-	0.0%
506127 Repairs - District Prop	-	-	0.0%	-	0.0%	-	-	0.0%
Totals	-	-	0.0%	-	0.0%	-	-	0.0%
TAXES								
507051 Fuel Tax	-	-	0.0%	-	0.0%	-	-	0.0%
507201 Licenses & Permits	-	-	0.0%	-	0.0%	-	-	0.0%
507999 Other Taxes	-	-	0.0%	-	0.0%	-	-	0.0%
Totals	-	-	0.0%	-	0.0%	-	-	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY21 & FY22 OPERATING BUDGET**

Administration - 1100

ACCOUNT	Jun-19	Jun-20	% CHANGE		Jun-20	% CHANGE	
	BUDGET FY20	BUDGET FY21	BUDG FY20	BUDG FY21	BUDGET FY22	BUDG FY21	BUDG FY22
MISC EXPENSE							
509011 Dues/Subscriptions	78,736	86,112	9.4%	9.4%	86,112	0.0%	0.0%
509081 Advertising - District Promo	-	-	0.0%	0.0%	-	0.0%	0.0%
509101 Employee Incentive Program	13,000	18,000	38.5%	38.5%	18,000	0.0%	0.0%
509121 Employee Training	2,000	3,000	50.0%	50.0%	3,000	0.0%	0.0%
509122 BOD Travel	15,000	13,000	-13.3%	-13.3%	13,000	0.0%	0.0%
509123 Travel	25,000	25,000	0.0%	0.0%	25,000	0.0%	0.0%
509125 Local Meeting Expense	10,000	10,000	0.0%	0.0%	10,000	0.0%	0.0%
509127 Board Director Fees	12,600	12,600	0.0%	0.0%	12,600	0.0%	0.0%
509150 Contributions	-	-	0.0%	0.0%	-	0.0%	0.0%
509198 Cash Over/Short	-	-	0.0%	0.0%	-	0.0%	0.0%
509999 Other Misc Expense	-	-	0.0%	0.0%	-	0.0%	0.0%
Totals	156,336	167,712	7.3%	7.3%	167,712	0.0%	0.0%
INTEREST EXPENSE							
511102 Interest Expense	-	-	0.0%	0.0%	-	0.0%	0.0%
Totals	-	-	0.0%	0.0%	-	0.0%	0.0%
LEASES & RENTALS							
512011 Facility Lease	-	-	0.0%	0.0%	-	0.0%	0.0%
512061 Equipment Rental	2,000	2,000	0.0%	0.0%	2,000	0.0%	0.0%
Totals	2,000	2,000	0.0%	0.0%	2,000	0.0%	0.0%
PERSONNEL TOTAL	830,766	914,029	10.0%	10.0%	943,353	3.2%	3.2%
NON-PERSONNEL TOTAL	373,076	373,212	0.0%	0.0%	373,212	0.0%	0.0%
DEPARTMENT TOTALS	1,203,842	1,287,241	6.9%	6.9%	1,316,565	2.3%	2.3%

1200 - FINANCE DEPARTMENT

FY20 ACCOMPLISHMENTS AND FY21 OBJECTIVES

MAJOR FUNCTIONS OF THE DEPARTMENT

The Finance Department is responsible for all financial aspects of the agency, including:

- General Ledger
- Accounts Payable
- Accounts Receivable
- Budgeting / Operating and Capital Financial Forecasting
- Grant Accounting
- Payroll, Time-keeping, and CalPERS Reporting
- Fixed Asset Management
- Audit
- Financial and Regulatory Reporting
- Tax Filings (Monthly, Quarterly, and Annual)
- Revenue Collection and Reconciliation
- Treasury (Banking and Cash)

The Finance Department is also responsible for:

- Developing and monitoring annual operating and capital budgets
- Developing and updating short-range and long-range financial plans
- Transportation Development Act (TDA) reviews and audits
- Federal Transit Administration (FTA) Triennial reviews and periodic audits
- Significant portion of the Annual National Transit Database (NTD) report
- Administrative Policies and Regulations for the Finance Department
- Annual State Controller's Office (SCO) Reports: Transit Operators Financial Transactions Reports for Fixed Route and Specialized Service and Compensation Report
- Providing the Board with monthly operating and capital budget updates
- Purchasing and maintaining insurance coverage for the agency's facilities and equipment
- Managing Santa Cruz Civic Improvement Corporation (SCCIC) financials and related activities
- Property Management of leased facilities
- Financial management and perspective on the 'Highway 17 Express' contract with Amtrak, VTA, Capital Corridor Joint Powers Authority (CCJPA), and San Joaquin Joint Powers Authority (SJJPA)
- DBE Liaison Office (DBELO) responsibilities (CFO)
- Obtaining Actuarial Valuation Reports as required
- Disseminating a wide variety of information to other departments and the Public
- Agency Capital Asset tacking
- Conducting annual physical asset inventory counts

The Finance Department also supports Project Management activities for all Agency Capital Projects. The Project Manager reports to the CFO on all Agency Capital Projects and Special Projects as assigned.

The Project Manager is responsible for all financial, time management and procurements for the designated projects assigned:

- Project Engineering, Design and Permits
- Project Scope of Work
- Contract Administration and Procurement with Purchasing Department
- Project Safety
- Project Time Management
- Project Accounting & Budgets
- Inter-Department and Inter-Agency Coordination

The Project Manager is also responsible for:

- Working with and supporting different departmental Capital Project
- Creating, inspecting and maintaining Project Standards and Specifications
- Creating reliable project Vendor Lists
- Creating working relations with City and County Agencies
- Coordinating future projects with corresponding budgets
- Promote a safe and efficient project
- Maintain, monitor and stay within or under approved project budgets
- Providing timely and accurate Capital Project reports
- Limiting Change Orders to all Capital Projects
- Abiding by all Federal, State and City Regulations and Laws

DEPARTMENT ACCOMPLISHMENTS FOR FY20

- **Safety First Culture:**
 - Promoted safety and safe working conditions in the department, as well as all Santa Cruz METRO facilities, contractors and vendors
- **Financial Stability, Stewardship and Accountability:**
 - Supported the CEO/General Manager's effort to increase the federal funding of the Small Transit Intensive Cities (STIC) program to 3% and the continuation of funding for the Federal fuel tax credit

1200 - Finance Department (con't)

- Continued to assist the CEO/General Manager and Board of Directors with:
 - The Operating and Capital budget process
 - Monthly and quarterly fiscal year end projections of anticipated revenues and expenses intended to raise awareness of potential budget shortfalls
 - Long-term budgetary planning
 - Annually updating the five-year revenue and expense projections
 - Collaborating with the Planning Department to update the Unfunded Capital Projects List, minimally on a quarterly basis
- Worked towards establishing a funding policy pertaining to Santa Cruz METRO's Governmental Accounting Standards Board (GASB) 75 - Other Post-Employment Benefits (OPEB) and Pension liability
- Completed all required audits with no findings
- Completed the FY19 Financial audit with no new findings and cleared a finding from FY18
- Completed the FTA Triennial Review with no findings
- Developed more Key Performance Indicators (KPIs)
- Continued to provided information and staff support for the SCCIC
- Maintained and improve accurate, timely and efficient reporting of business and payroll transactions
- Continued to adhere to CalTIP Board decisions made related to the insurance pool
- Reviewed department activities and processes on an ongoing basis— seeking to improve and maximize organizational effectiveness, including cash and payroll controls

1200 - Finance Department (con't)

- Created a positive environment when coordinating project management of Capital projects through grant funding tracking, budgets, scopes of work, and design engineer aspects.
- **Service Quality and Delivery**
 - Continually updated financial policies to address Operating and Capital budgets, as well as Operating and Capital Reserve accounts for the Board's consideration.
 - Collaborated with the Planning, Grants and Governmental Affairs department when financial information is requested for grant applications related to Capital infrastructure and projects
 - Safeguarded to improve and updated processes relating to internal control, policies, procedures and milestones, which improved overall project outcomes
 - Verified Contractor and Vendor performance on Capital projects
- **Internal & External Technology**
 - Revised and extended the timeline for the FIS system (implementation of a data warehouse and upgrade of the financial system) due to new and retiring staff, competing priorities, and to ensure a successful outcome
 - Ensured we maximize the benefits of existing, upgraded, and/or new technology programs for the department
 - Continued to provide the tools and time for the staff to improve overall efficiency through automation, education and a more user-friendly computer environment
 - Collaborated with the IT Department to continually enhance Santa Cruz METRO's data warehouse, which allowed fast and accurate data mining and reporting; especially during labor negotiations
 - Developed new payroll reports with the County of Santa Cruz, which are designed to facilitate informal reporting and audits (ex. Santa Cruz METRO employer CalPERS contributions)

1200 - Finance Department (con't)

- Created Project numbering, tracking and filing system for ongoing Capital Projects
- **Employee Engagement: Attract, Retain, and Develop**
 - Encouraged employee training and education related to the financial aspects of the Agency and the employee positions
 - Emboldened staff to cross-train so they can provide assistance, back-up coverage and enhanced customer service in all daily operations
 - Worked with General Counsel and Human Resources to comply with new laws, rules, regulations and Union labor agreements
- **State of Good Repair:**
 - Assisted the CEO/General Manager in seeking local, State and Federal funding opportunities to fund projects on the \$200 + million Unfunded Capital Projects List
 - Ensured that effective control and accountability is maintained for all capital assets, and that resources are properly safeguarded and used solely for authorized purposes
- **Strategic Alliance and Community Outreach**
 - Worked closely with the Board, stakeholders, customers and the public to identify options that would provide long-term financial stability for the agency
 - Collaborated and communicated with the Santa Cruz County Regional Transportation Commission (SCCRTC), with a goal of protecting and growing transit capital and operating funding resources and to actively participate in regional discussions
 - Maintained Santa Cruz County Treasury Oversight Commission membership and continue to partner and engage in financial and cash management discussions
 - Continued to be active in CSMFO groups, training sessions, meetings and conferences

1200 - Finance Department (con't)

- Promoted and ensured fiscal responsibility and sustainability throughout the agency
- Assisted the CEO/General Manager in working with Federal legislators to identify a stable and recurring funding source for the 2021 Federal Transportation Reauthorization
- Maintained CTA Finance Committee position and continued to engage in subcommittee appointments and decisions
- Continued to enhance reporting functions through graphs, charts and presentations to the Public, Board of Directors, Management, Unions, and internal Departments.
- Continued to network and outreach with our community and transit partner
- Worked with the SCCRTC to ensure full compliance with all requirements and responsibilities of the new Measure D Master Funding Agreement
- Ensured full compliance with all FTA, State and State agency regulations and Santa Cruz METRO Board policies and regulations
- Ensured that Santa Cruz METRO is highly responsive to FTA Triennial Reviews, TDA Audits, the annual Financial Audit and all other outside audits
- Maintained ongoing compliance with generally accepted accounting principles (GAAP) and statutory reporting requirements

DEPARTMENT OBJECTIVES FOR FY21

- **Safety First Culture:**
 - Continue to promoted safety and positive working environment and conditions in the department, as well as all Santa Cruz METRO facilities, Contractors and Vendors

- **Fiscal Stability, Stewardship, Accountability:**
 - Ongoing – Promote and ensure fiscal responsibilities, project time management, value engineering, and sustainability throughout the agency
 - Work towards funding recommend possible solutions to the looming liability problems arising from our retiree medical liability (OPEB - Other Post-Employment Benefits) Liability and Employee Pension (UAL - Unfunded Accrued Liability)
 - Provide grant writing assistance
 - Continue the development of Key Performance Indicators (KPIs)
 - Complete all required audits with no findings
 - Provide information and staff support for the SCCIC
 - Maintain accurate, timely and efficient reporting of business, project, and payroll transactions
 - Adhere to CalTIP Board decisions made related to the insurance pool
 - Review department activities and processes on an ongoing basis—seeking to maximize organizational effectiveness, including cash and payroll controls

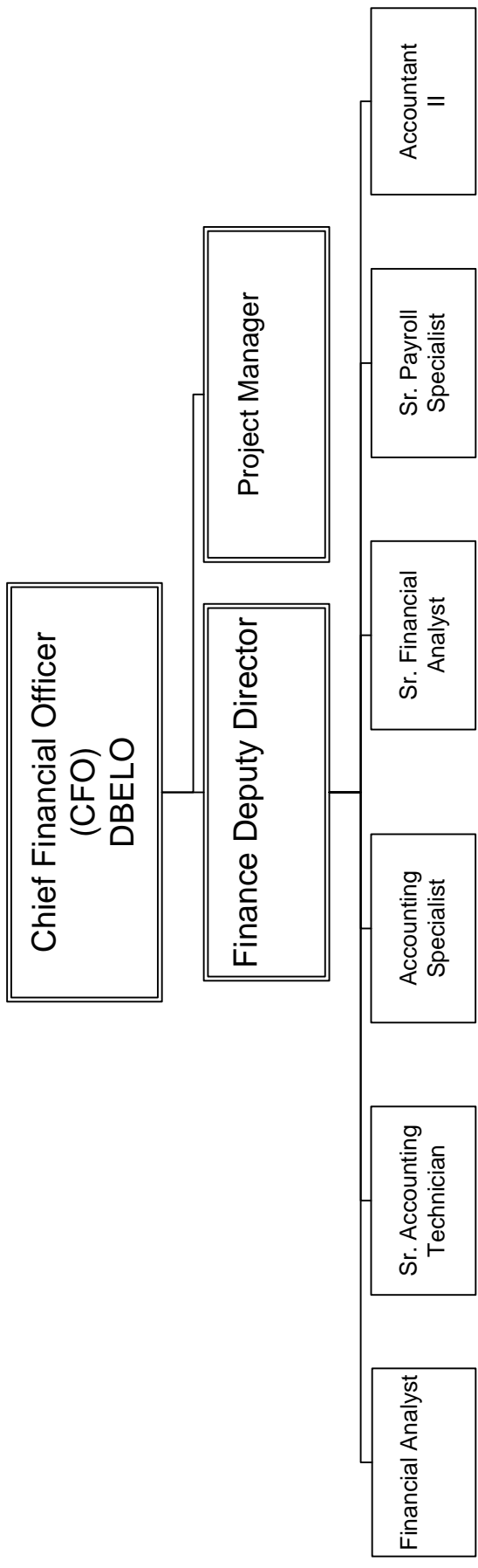
- **Service Quality and Delivery:**
 - Ongoing – Review department activities, policies and processes to maximize organizational effectiveness in key areas
 - Collaborate with the Planning, Grants and Governmental Affairs department when financial and project information is requested for Capital and related infrastructure and operating grant applications
 - Safeguard, improve, and update processes relating to internal control, policies and procedures
 - Continue to maintain Project Management, accounting and reporting at a high standard

- **Internal and External Technology:**
 - Maximize the benefits of existing and new technology programs, i.e. data warehouse and new financial and procurement systems.
 - Work with a consultant to write the scope of work for the FIS system (implementation of a data warehouse and upgrade of the financial system)
 - Create an extensive list of qualified/approved Contractors & Vendors available agency wide
 - Create basic facility and construction standards for the Agency
- **Employee Engagement; Attract, Retain, Develop:**
 - Ongoing – Cross-train department staff to provide assistance, back-up coverage, and enhanced service in all daily operations.
 - Continue to promote employee training and education related to the financial and project management aspects of the Agency and employee positions
- **State of Good Repair:**
 - Ongoing - Ensure that effective control and accountability is maintained for all capital assets, and that resources are properly safeguarded and used solely for authorized purposes.
- **Strategic Alliance and Community Outreach:**
 - Ongoing - Collaborate and communicate with the Santa Cruz County Regional Transportation Commission (SCCRTC), with a goal of protecting and growing transit capital and operating funding resources
 - actively participate in regional discussions
 - ensure full compliance with all requirements and responsibilities of the Measure D Master Funding Agreement
 - Maintain Santa Cruz County Treasury Oversight Commission membership and continue to partner and engage in financial and cash management discussions
 - Continue to be active in CSMFO and GFOA groups, training sessions, meetings and conferences
 - Promote and ensure fiscal responsibility and sustainability throughout the agency

1200 - Finance Department (con't)

- Maintain CTA Finance Committee position and continued to engage in subcommittee appointments and decisions
- Encourage enhanced reporting functions through graphs, charts, and presentations to the Public, Board of Directors, Management, Unions, and internal Departments.
- Continue to network and outreach with our community and transit partners
- Ensure full compliance with all FTA, State and Local agency regulations, generally accepted accounting principles (GAAP), statutory reporting requirements, audits, and Santa Cruz METRO Board policies and regulations

Finance
1200



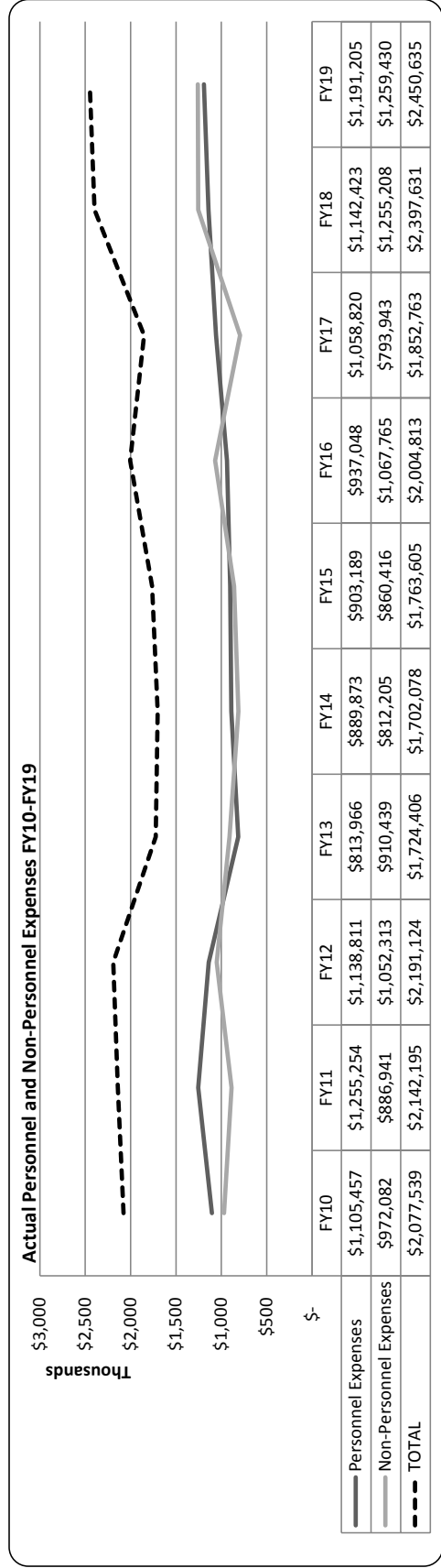
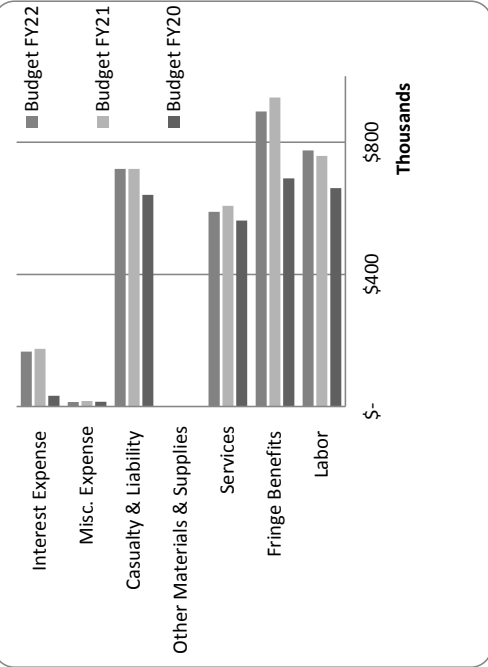
FY21 & FY22 OPERATING BUDGET
Authorized and Funded Personnel - Full Time Equivalent (FTE)
Finance - 1200

Position Title	Authorized		Funded		Authorized		Funded	
	FY21 2019	FY21 2019	FY21 2019	FY21 2019	FY21 2020	FY21 2020	FY22 2020	FY22 2020
Chief Financial Officer (CFO)	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Finance Deputy Director	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Accountant II	1.00	1.00	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	1.00	1.00
Senior Accounting Tech	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Senior Payroll Specialist	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Senior Financial Analyst	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Financial Analyst	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Revenue Collection Clerk	1.00	0.00	1.00	0.00	1.00	1.00	1.00	0.00
Project Manager*	0.00	0.00	0.00	0.00	1.00	1.00	1.00	1.00
Total Full-Time Equivalents (FTEs)	9.00	8.00	10.00	9.00	10.00	10.00	10.00	9.00

*Transferred from Purchasing

Finance 1200

	<u>Budget FY20</u>	<u>Budget FY21</u>	<u>Var %</u>	<u>Budget FY22</u>	<u>Var %</u>
Personnel Expenses:					
Labor	\$ 661,222	\$ 758,650	14.7%	\$ 775,572	2.2%
Fringe Benefits	\$ 690,437	\$ 935,324	35.5%	\$ 892,724	-4.6%
	\$ 1,351,659	\$ 1,693,974	25.3%	\$ 1,668,296	-1.5%
Non-Personnel Expenses:					
Services	\$ 563,249	\$ 607,773	7.9%	\$ 588,980	-3.1%
Other Materials & Supplies	\$ 1,175	\$ 1,050	-10.6%	\$ 1,000	-4.8%
Casualty & Liability	\$ 641,034	\$ 719,470	12.2%	\$ 719,470	0.0%
Misc. Expense	\$ 14,640	\$ 16,920	15.6%	\$ 13,927	-17.7%
Interest Expense	\$ 32,097	\$ 174,346	100.0%	\$ 166,356	-4.6%
	\$ 1,252,195	\$ 1,519,559	21.4%	\$ 1,489,733	-2.0%
Total Expenses:	\$ 2,603,854	\$ 3,213,533	23.4%	\$ 3,158,029	-1.7%



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY21 & FY22 OPERATING BUDGET**

Finance - 1200

ACCOUNT	Jun-19	Jun-20	% CHANGE		Jun-20	% CHANGE	
	BUDGET FY20	BUDGET FY21	BUDG FY20	BUDG FY21	BUDGET FY22	BUDG FY21	BUDG FY22
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	657,933	756,441	15.0%	15.0%	773,314	2.2%	2.2%
501023 Other OT	3,290	2,210	-32.8%	-32.8%	2,259	2.2%	2.2%
Totals	661,222	758,650	14.7%	14.7%	775,572	2.2%	2.2%
FRINGE BENEFITS							
502011 Medicare/Soc. Sec.	12,026	14,733	22.5%	22.5%	14,117	-4.2%	-4.2%
502021 Retirement	243,277	332,641	36.7%	36.7%	334,715	0.6%	0.6%
502031 Medical Ins	212,744	268,522	26.2%	26.2%	282,053	5.0%	5.0%
502041 Dental Ins	11,901	13,334	12.0%	12.0%	13,534	1.5%	1.5%
502045 Vision Ins	2,532	2,503	-1.2%	-1.2%	2,578	3.0%	3.0%
502051 Life Ins/AD&D	1,144	1,365	19.3%	19.3%	1,406	3.0%	3.0%
502060 State Disability Ins (SDI)	7,460	8,747	17.2%	17.2%	9,400	7.5%	7.5%
502061 Long Term Disability Ins	4,815	5,303	10.1%	10.1%	5,495	3.6%	3.6%
502071 State Unemployment Ins (SUI)	1,366	1,134	-17.0%	-17.0%	1,069	-5.7%	-5.7%
502081 Worker's Comp Ins	20,906	23,549	12.6%	12.6%	24,256	3.0%	3.0%
502101 Holiday Pay	25,021	28,593	14.3%	14.3%	29,491	3.1%	3.1%
502103 Floating Holiday	14,158	17,540	23.9%	23.9%	17,710	1.0%	1.0%
502109 Sick Leave	37,532	42,889	14.3%	14.3%	44,236	3.1%	3.1%
502111 Annual Leave	85,559	161,676	89.0%	89.0%	99,653	-38.4%	-38.4%
502121 Other Paid Absence	5,864	6,701	14.3%	14.3%	6,912	3.1%	3.1%
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	4,129	6,093	47.6%	47.6%	6,100	0.1%	0.1%
Totals	690,437	935,324	35.5%	35.5%	892,724	-4.6%	-4.6%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY21 & FY22 OPERATING BUDGET**

Finance - 1200

ACCOUNT	Jun-19	Jun-20	% CHANGE		Jun-20	% CHANGE	
	BUDGET FY20	BUDGET FY21	BUDG FY20	BUDG FY21	BUDGET FY22	BUDG FY21	BUDG FY22
SERVICES							
503011 Acting/Audit Fees	105,000	98,152	-6.5%		100,000		1.9%
503012 Admin/Bank Fees	417,244	468,321	12.2%		475,000		1.4%
503031 Prof/Technical Fees	41,005	41,300	0.7%		13,980		-66.2%
503032 Legislative Services	-	-	0.0%		-		0.0%
503033 Legal Services	-	-	0.0%		-		0.0%
503034 Pre-Employment Exams	-	-	0.0%		-		0.0%
503041 Temp Help	-	-	0.0%		-		0.0%
503161 Custodial Services	-	-	0.0%		-		0.0%
503162 Uniforms/Laundry	-	-	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	563,249	607,773	7.9%		588,980		-3.1%
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
FY21 & FY22 OPERATING BUDGET**

Finance - 1200

ACCOUNT	Jun-19	Jun-20	% CHANGE		Jun-20	% CHANGE	
	BUDGET FY20	BUDGET FY21	BUDG FY20	BUDG FY21	BUDGET FY22	BUDG FY21	BUDG FY22
OTHER MATERIALS & SUPPLIES							
504205 Freight Out	-	-	0.0%	0.0%	-	0.0%	0.0%
504211 Postage & Mailing	-	-	0.0%	0.0%	-	0.0%	0.0%
504214 Promotional Items	-	-	0.0%	0.0%	-	0.0%	0.0%
504215 Printing	1,175	1,050	-10.6%	-10.6%	1,000	-4.8%	-4.8%
504217 Photo Supp/Process	-	-	0.0%	0.0%	-	0.0%	0.0%
504311 Office Supplies	-	-	0.0%	0.0%	-	0.0%	0.0%
504315 Safety Supplies	-	-	0.0%	0.0%	-	0.0%	0.0%
504317 Cleaning Supplies	-	-	0.0%	0.0%	-	0.0%	0.0%
504409 Repair/Maint Supplies	-	-	0.0%	0.0%	-	0.0%	0.0%
504417 Tenant Repairs	-	-	0.0%	0.0%	-	0.0%	0.0%
504421 Non-Inventory Parts	-	-	0.0%	0.0%	-	0.0%	0.0%
504511 Small Tools	-	-	0.0%	0.0%	-	0.0%	0.0%
504515 Employee Tool Replacement	-	-	0.0%	0.0%	-	0.0%	0.0%
Totals	1,175	1,050	-10.6%	-10.6%	1,000	-4.8%	-4.8%
UTILITIES							
505011 Gas & Electric	-	-	0.0%	0.0%	-	0.0%	0.0%
505021 Water & Garbage	-	-	0.0%	0.0%	-	0.0%	0.0%
505031 Telecommunications	-	-	0.0%	0.0%	-	0.0%	0.0%
Totals	-	-	0.0%	0.0%	-	0.0%	0.0%
CASUALTY & LIABILITY							
506011 Insurance - Property	64,329	66,630	3.6%	3.6%	66,630	0.0%	0.0%
506015 Insurance - PL/PD	536,526	615,624	14.7%	14.7%	615,624	0.0%	0.0%
506021 Insurance - Other	40,179	37,216	-7.4%	-7.4%	37,216	0.0%	0.0%
506123 Settlement Costs	-	-	0.0%	0.0%	-	0.0%	0.0%
506127 Repairs - District Prop	-	-	0.0%	0.0%	-	0.0%	0.0%
Totals	641,034	719,470	12.2%	12.2%	719,470	0.0%	0.0%
TAXES							
507051 Fuel Tax	-	-	0.0%	0.0%	-	0.0%	0.0%
507201 Licenses & Permits	-	-	0.0%	0.0%	-	0.0%	0.0%
507999 Other Taxes	-	-	0.0%	0.0%	-	0.0%	0.0%
Totals	-	-	0.0%	0.0%	-	0.0%	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY21 & FY22 OPERATING BUDGET**

Finance - 1200

ACCOUNT	Jun-19	Jun-20	% CHANGE		Jun-20	% CHANGE	
	BUDGET FY20	BUDGET FY21	BUDG FY20	BUDG FY21	BUDGET FY22	BUDG FY21	BUDG FY22
MISC EXPENSE							
509011 Dues/Subscriptions	620	620	0.0%	0.0%	627	1.1%	1.1%
509081 Advertising - District Promo	-	-	0.0%	0.0%	-	0.0%	0.0%
509101 Employee Incentive Program	-	-	0.0%	0.0%	-	0.0%	0.0%
509121 Employee Training	2,020	2,300	13.9%	13.9%	2,300	0.0%	0.0%
509122 BOD Travel	-	-	0.0%	0.0%	-	0.0%	0.0%
509123 Travel	12,000	14,000	16.7%	16.7%	11,000	-21.4%	-21.4%
509125 Local Meeting Expense	-	-	0.0%	0.0%	-	0.0%	0.0%
509127 Board Director Fees	-	-	0.0%	0.0%	-	0.0%	0.0%
509150 Contributions	-	-	0.0%	0.0%	-	0.0%	0.0%
509198 Cash Over/Short	-	-	0.0%	0.0%	-	0.0%	0.0%
509999 Other Misc Expense	-	-	0.0%	0.0%	-	0.0%	0.0%
Totals	14,640	16,920	15.6%	15.6%	13,927	-17.7%	-17.7%
INTEREST EXPENSE							
511102 Interest Expense	32,097	174,346	443.2%	443.2%	166,356	-4.6%	-4.6%
Totals	32,097	174,346	443.2%	443.2%	166,356	-4.6%	-4.6%
LEASES & RENTALS							
512011 Facility Lease	-	-	0.0%	0.0%	-	0.0%	0.0%
512061 Equipment Rental	-	-	0.0%	0.0%	-	0.0%	0.0%
Totals	-	-	0.0%	0.0%	-	0.0%	0.0%
PERSONNEL TOTAL	1,351,659	1,693,974	25.3%	25.3%	1,668,296	-1.5%	-1.5%
NON-PERSONNEL TOTAL	1,252,195	1,519,559	21.4%	21.4%	1,489,733	-2.0%	-2.0%
DEPARTMENT TOTALS	2,603,854	3,213,533	23.4%	23.4%	3,158,029	-1.7%	-1.7%

1300 - CUSTOMER SERVICE DEPARTMENT

FY20 ACCOMPLISHMENTS AND FY21 OBJECTIVES

MAJOR FUNCTIONS OF THE DEPARTMENT

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

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

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

The Customer Service Department is also responsible for:

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

DEPARTMENT ACCOMPLISHMENTS FOR FY20

- **Safety First Culture:**
 - Improved working environment reviews by the Risk Department
 - Increase Safety Tips during staff meetings
 - Increased and improved communication with Security identifying critical needs and improved security measures
 - Completed active shooter training
- **Fiscal Stability, Stewardship, Accountability:**
 - Improvements in the manner in which information is conveyed
 - Efficient use of resources to minimize costs Strive for greater organization, accuracy, and consistency in all record keeping

1300 - Customer Service Department (con't)

- Accurate accountability of daily sales using Square
- Improving review processes to ensure reporting accuracy
- **Service Quality and Delivery:**
 - Continue public outreach in the Santa Cruz County by providing fixed route and Paratransit service information and promoting hiring opportunities available
 - Continue participation in local events in order to promote Santa Cruz METRO services working closely with Board requests, customers, and the public to identify options that will develop and enhance long-term excellent customer service for the agency
 - Improve Paratransit ride-booking accuracy
- **Internal and External Technology:**
 - Replaced Paratransit scheduling software to Ecolane
 - Work with IT to update website
 - Purchase 2- iPhones for events
 - Implement Rocket Chat, in the Customer Service Department
- **Employee Engagement; Attract, Retain, Develop:**
 - Schedule events that allow Department Personnel opportunities to enjoy each other as people and coworkers
 - Involve Customer Service personnel with various Santa Cruz METRO Departments in order to develop a better understanding of their functions relative to bus and paratransit service
 - Familiarization of Customer Service Personnel with any and all service changes
 - Cross-train department staff to provide assistance
 - Provide individual training and education within the department
 - Provide the tools and time for staff to improve overall efficiency through automation, education and a more user-friendly computer environment
 - Greater accountability for Interdepartmental communication specifically regarding proposed projects, outreach and tasks completed
 - Facilitate Teambuilding by developing methods and planning exercises aimed at increasing cooperation and motivation to work as a team
 - Service Skills training- Monthly Module
- **State of Good Repair:**
 - Ensure that equipment used by staff is fully functional
 - Review building security enhancements for proper operation
 - Ensure surveillance system is functioning as designed and is storing recorded information properly
 - Maintain facilities in proper working condition for both employees and the public

1300 - Customer Service Department (con't)

- Repair compromised areas to address any leakage encountered during inclement weather
- Create an Office area for the addition of the Marketing Director

DEPARTMENT OBJECTIVES FOR FY21

- **Safety First Culture:**
 - Implement an Emergency exit ladder training – CSR area
 - Increase Employee evacuation drill exercises
 - Ensure safety of staff and work environment
 - Increase training
 - Continue to promote safety in the department
- **Fiscal Stability, Stewardship, Accountability:**
 - Continue to improve the manner in which information is conveyed
 - Accurate accountability of daily revenue sales
 - Setup accounts for all CSR in Assure Badge to promote accountability
 - Developed Key Performance Indicators (KPIs) to measure call waiting times
 - Decrease dependency on overtime and temporary help
 - Update Lost & Found Policy
 - Maintain a Balanced Budget
 - Improving review processes to ensure reporting accuracy
- **Service Quality and Delivery:**
 - Continue public outreach in the Santa Cruz County by providing fixed route and Paratransit service information and promoting hiring opportunities available
 - Continue improvements in reducing call hold times to less than two minutes
 - Improve and increase use of visual graphic media in the promotion of Santa Cruz METRO services and events to the public
 - Creation of Customer Service presentations on the various services Santa Cruz METRO provides.
 - Create internal bus card ads with important information
 - Schedule staff to participate in a ride-along program for Fixed Route and Paratransit
- **Internal and External Technology:**
 - Launch complaint RS ticketing system
 - Assist with loading funds in Ecolane Self-Serve account
 - Develop a means in which caller can be put in a que, while listening to internal advertising, current job opening, real time gov deliveries,
 - Work with IT, to install a customer phone located inside lobbies that will ring directly to customer service call center

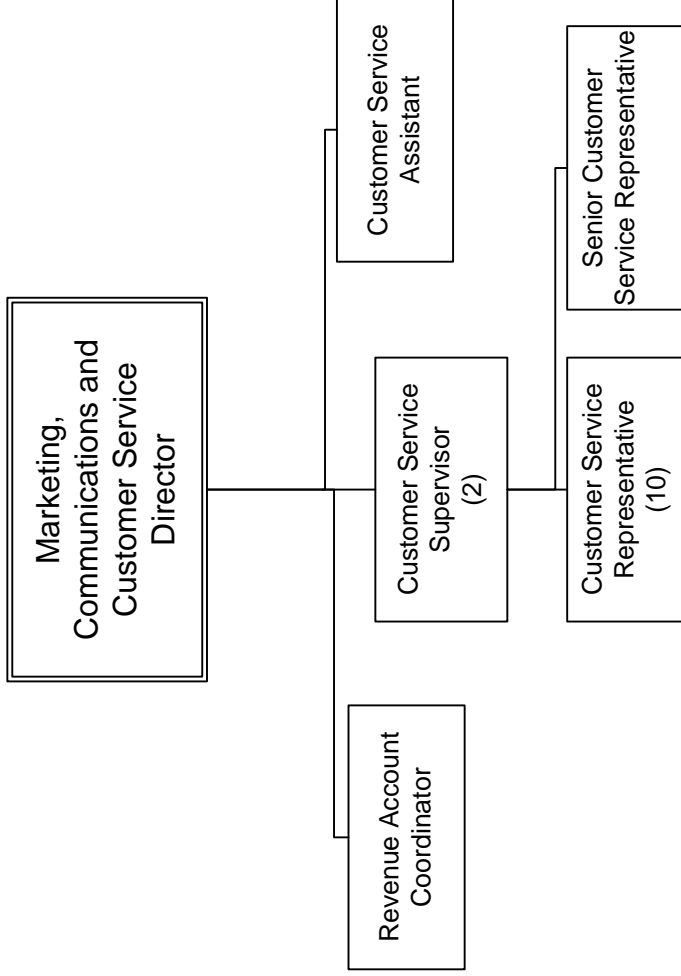
1300 - Customer Service Department (con't)

- **Employee Engagement; Attract, Retain, Develop:**
 - Employee development opportunities – Take advantage of training available nearby
 - Continue improvements in communication
 - Value employee feedback & Suggestions
 - Encourage employees to engage in public outreach events
 - Outside Meet and Greet events at the Transit Centers
 - Organize and coordinate visits to area Schools to provide information
 - Continue Familiarization of Customer Service personnel with any and all service changes

- **State of Good Repair:**
 - Work with facilities to install paper towel dispensers, remove electric hand dryers at Pacific Station
 - Replace breakroom sink
 - Review and update current policies that pertain to Customer Services duties

- **Strategic Alliance and Community Outreach:**
 - Implement an email blast to local medical facilities with important Metro/Paratransit information
 - Ongoing participation of local events

Customer Service 1300

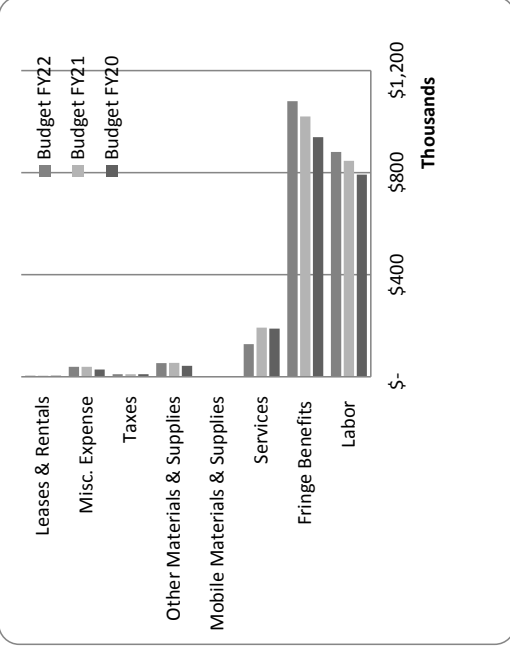


FY21 & FY22 OPERATING BUDGET
Authorized and Funded Personnel - Full Time Equivalent (FTE)
Marketing, Communications & Customer Service - 1300

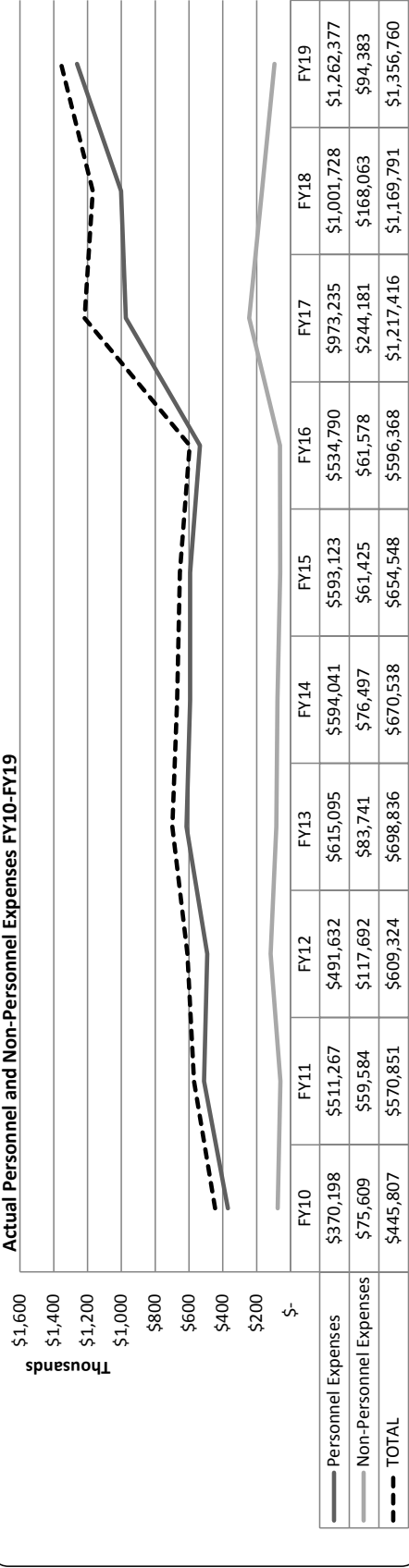
Position Title	Authorized		Funded		Authorized		Funded	
	FY21 2019	FY21 2019	FY21 2019	FY21 2019	FY21 2020	FY21 2020	FY22 2020	FY22 2020
Marketing, Communications and Customer Service Director	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Customer Service Supervisor	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Customer Service Representative	12.00	12.00	12.00	10.00	12.00	10.00	12.00	10.00
Senior Customer Service Representative	2.00	0.00	2.00	1.00	2.00	1.00	2.00	1.00
Customer Service Assistant	1.25	1.00	1.25	1.00	1.25	1.00	1.25	1.00
Revenue Account Coordinator	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Total Full-Time Equivalents (FTEs)	19.25	17.00	19.25	16.00	19.25	16.00	19.25	16.00

Customer Service 1300

	Budget FY20	Budget FY21	Var. %	Budget FY22	Var. %
Personnel Expenses:					
Labor	\$ 791,853	\$ 846,804	6.9%	\$ 880,816	4.0%
Fringe Benefits	\$ 939,498	\$ 1,020,162	8.6%	\$ 1,080,511	5.9%
	\$ 1,731,351	\$ 1,866,966	7.8%	\$ 1,961,327	5.1%
Non-Personnel Expenses:					
Services	\$ 189,164	\$ 192,664	1.9%	\$ 128,300	-33.4%
Mobile Materials & Supplies	\$ 500	\$ -	-100.0%	\$ -	0.0%
Other Materials & Supplies	\$ 42,700	\$ 54,500	27.6%	\$ 53,500	-1.8%
Taxes	\$ 10,000	\$ 10,000	0.0%	\$ 10,000	0.0%
Misc. Expense	\$ 28,864	\$ 39,264	36.0%	\$ 39,264	0.0%
Leases & Rentals	\$ 4,000	\$ 4,000	0.0%	\$ 4,000	0.0%
	\$ 275,228	\$ 300,428	9.2%	\$ 235,064	-21.8%
Total Expenses:	\$ 2,006,579	\$ 2,167,394	8.0%	\$ 2,196,391	1.3%



Actual Personnel and Non-Personnel Expenses FY10-FY19



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY21 & FY22 OPERATING BUDGET**

Marketing, Communications, & Customer Service - 1300

ACCOUNT	Jun-19	Jun-20	% CHANGE	Jun-20	% CHANGE
	BUDGET FY20	BUDGET FY21	BUDG FY20 BUDG FY21	BUDGET FY22	BUDG FY21 BUDG FY22
LABOR					
501011 Bus Operator Pay	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	0.0%	-	0.0%
501021 Other Salaries	773,853	811,804	4.9%	844,410	4.0%
501023 Other OT	18,000	35,000	94.4%	36,406	4.0%
Totals	791,853	846,804	6.9%	880,816	4.0%
FRINGE BENEFITS					
502011 Medicare/Soc. Sec.	13,983	14,880	6.4%	15,503	4.2%
502021 Retirement	278,696	325,221	16.7%	355,890	9.4%
502031 Medical Ins	383,395	400,612	4.5%	417,340	4.2%
502041 Dental Ins	22,012	21,175	-3.8%	21,493	1.5%
502045 Vision Ins	5,381	4,450	-17.3%	4,583	3.0%
502051 Life Ins/AD&D	1,992	1,978	-0.7%	2,038	3.0%
502060 State Disability Ins (SDI)	9,933	10,541	6.1%	11,343	7.6%
502061 Long Term Disability Ins	7,456	7,444	-0.2%	7,893	6.0%
502071 State Unemployment Ins (SUI)	2,904	2,016	-30.6%	2,139	6.1%
502081 Worker's Comp Ins	38,825	50,042	28.9%	51,543	3.0%
502101 Holiday Pay	28,686	30,067	4.8%	31,345	4.3%
502103 Floating Holiday	4,794	5,284	10.2%	5,284	0.0%
502109 Sick Leave	43,029	45,101	4.8%	47,018	4.3%
502111 Annual Leave	89,252	91,921	3.0%	97,358	5.9%
502121 Other Paid Absence	6,723	7,047	4.8%	7,347	4.3%
502251 Phys. Exams	-	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	0.0%	-	0.0%
502999 Other Fringe Benefits	2,437	2,382	-2.3%	2,395	0.5%
Totals	939,498	1,020,162	8.6%	1,080,511	5.9%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY21 & FY22 OPERATING BUDGET**

Marketing, Communications, & Customer Service - 1300

ACCOUNT	Jun-19	Jun-20	% CHANGE		Jun-20	% CHANGE	
	BUDGET FY20	BUDGET FY21	BUDG FY20	BUDG FY21	BUDGET FY22	BUDG FY21	BUDG FY22
SERVICES							
503011 Acting/Audit Fees	-	-	0.0%	0.0%	-	-	0.0%
503012 Admin/Bank Fees	-	-	0.0%	0.0%	-	-	0.0%
503031 Prof/Technical Fees	110,864	139,364	25.7%	25.7%	75,000	-	-46.2%
503032 Legislative Services	-	-	0.0%	0.0%	-	-	0.0%
503033 Legal Services	-	-	0.0%	0.0%	-	-	0.0%
503034 Pre-Employment Exams	-	-	0.0%	0.0%	-	-	0.0%
503041 Temp Help	-	-	0.0%	0.0%	-	-	0.0%
503161 Custodial Services	-	-	0.0%	0.0%	-	-	0.0%
503162 Uniforms/Laundry	1,300	1,300	0.0%	0.0%	1,300	-	0.0%
503171 Security Services	-	-	0.0%	0.0%	-	-	0.0%
503221 Classified/Legal Ads	-	-	0.0%	0.0%	-	-	0.0%
503222 Legal Ads	-	-	0.0%	0.0%	-	-	0.0%
503225 Graphic Services	75,000	50,000	-33.3%	-33.3%	50,000	-	0.0%
503351 Repair - Bldg & Impr	-	-	0.0%	0.0%	-	-	0.0%
503352 Repair - Equipment	2,000	2,000	0.0%	0.0%	2,000	-	0.0%
503353 Repair - Rev Vehicle	-	-	0.0%	0.0%	-	-	0.0%
503354 Repair - Non Rev Vehicle	-	-	0.0%	0.0%	-	-	0.0%
503363 Haz Mat Disposal	-	-	0.0%	0.0%	-	-	0.0%
Totals	189,164	192,664	1.9%	1.9%	128,300	-33.4%	-33.4%
MOBILE MATERIALS & SUPPLIES							
504011 Fuels & Lubricants - Non Rev Veh	-	-	0.0%	0.0%	-	-	0.0%
504012 Fuels & Lubricants - Rev Veh	-	-	0.0%	0.0%	-	-	0.0%
504021 Tires & Tubes	-	-	0.0%	0.0%	-	-	0.0%
504161 Other Mobile Supplies	-	-	0.0%	0.0%	-	-	0.0%
504191 Rev Vehicle Parts	500	-	-100.0%	-100.0%	-	-	0.0%
Totals	500	-	-100.0%	-100.0%	-	-	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY21 & FY22 OPERATING BUDGET**

Marketing, Communications, & Customer Service - 1300

ACCOUNT	Jun-19	Jun-20	% CHANGE	Jun-20	% CHANGE	Jun-20	% CHANGE
	BUDGET FY20	BUDGET FY21	BUDG FY20 BUDG FY21	BUDGET FY21	BUDG FY20 BUDG FY21	BUDGET FY22	BUDG FY21 BUDG FY22
OTHER MATERIALS & SUPPLIES							
504205 Freight Out	-	-	0.0%	-	0.0%	-	0.0%
504211 Postage & Mailing	3,500	3,500	0.0%	3,500	0.0%	3,500	0.0%
504214 Promotional Items	30,700	25,000	-18.6%	25,000	80.0%	18,000	0.0%
504215 Printing	2,000	18,000	800.0%	18,000	0.0%	2,000	0.0%
504217 Photo Supp/Process	2,000	2,000	0.0%	2,000	33.3%	5,000	-16.7%
504311 Office Supplies	4,500	6,000	33.3%	6,000	0.0%	-	0.0%
504315 Safety Supplies	-	-	0.0%	-	0.0%	-	0.0%
504317 Cleaning Supplies	-	-	0.0%	-	0.0%	-	0.0%
504409 Repair/Maint Supplies	-	-	0.0%	-	0.0%	-	0.0%
504417 Tenant Repairs	-	-	0.0%	-	0.0%	-	0.0%
504421 Non-Inventory Parts	-	-	0.0%	-	0.0%	-	0.0%
504511 Small Tools	-	-	0.0%	-	0.0%	-	0.0%
504515 Employee Tool Replacement	-	-	0.0%	-	0.0%	-	0.0%
Totals	42,700	54,500	27.6%	54,500	27.6%	53,500	-1.8%
UTILITIES							
505011 Gas & Electric	-	-	0.0%	-	0.0%	-	0.0%
505021 Water & Garbage	-	-	0.0%	-	0.0%	-	0.0%
505031 Telecommunications	-	-	0.0%	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%	-	0.0%
CASUALTY & LIABILITY							
506011 Insurance - Property	-	-	0.0%	-	0.0%	-	0.0%
506015 Insurance - PL/PD	-	-	0.0%	-	0.0%	-	0.0%
506021 Insurance - Other	-	-	0.0%	-	0.0%	-	0.0%
506123 Settlement Costs	-	-	0.0%	-	0.0%	-	0.0%
506127 Repairs - District Prop	-	-	0.0%	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%	-	0.0%
TAXES							
507051 Fuel Tax	-	-	0.0%	-	0.0%	-	0.0%
507201 Licenses & Permits	10,000	10,000	0.0%	10,000	0.0%	10,000	0.0%
507999 Other Taxes	-	-	0.0%	-	0.0%	-	0.0%
Totals	10,000	10,000	0.0%	10,000	0.0%	10,000	0.0%

CustService - 1300

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY21 & FY22 OPERATING BUDGET**

Marketing, Communications, & Customer Service - 1300

ACCOUNT	Jun-19	Jun-20	% CHANGE	Jun-20	% CHANGE	BUDG FY21	BUDG FY22	% CHANGE
	BUDGET FY20	BUDGET FY21	BUDG FY20 BUDG FY21	BUDGET FY22	BUDG FY21 BUDG FY22	BUDG FY21	BUDG FY22	BUDG FY21 BUDG FY22
MISC EXPENSE								
509011 Dues/Subscriptions	1,400	1,000	-28.6%	1,000	0.0%			
509081 Advertising - District Promo	5,000	15,000	200.0%	15,000	0.0%			
509101 Employee Incentive Program	200	200	0.0%	200	0.0%			
509121 Employee Training	16,064	16,064	0.0%	16,064	0.0%			
509122 BOD Travel	-	-	0.0%	-	0.0%			
509123 Travel	6,000	6,700	11.7%	6,700	0.0%			
509125 Local Meeting Expense	200	300	50.0%	300	0.0%			
509127 Board Director Fees	-	-	0.0%	-	0.0%			
509150 Contributions	-	-	0.0%	-	0.0%			
509198 Cash Over/Short	-	-	0.0%	-	0.0%			
509999 Other Misc Expense	-	-	0.0%	-	0.0%			
Totals	28,864	39,264	36.0%	39,264	0.0%			
INTEREST EXPENSE								
511102 Interest Expense	-	-	0.0%	-	0.0%			
Totals	-	-	0.0%	-	0.0%			
LEASES & RENTALS								
512011 Facility Lease	-	-	0.0%	-	0.0%			
512061 Equipment Rental	4,000	4,000	0.0%	4,000	0.0%			
Totals	4,000	4,000	0.0%	4,000	0.0%			
PERSONNEL TOTAL	1,731,351	1,866,966	7.8%	1,961,327	5.1%			
NON-PERSONNEL TOTAL	275,228	300,428	9.2%	235,064	-21.8%			
DEPARTMENT TOTALS	2,006,579	2,167,394	8.0%	2,196,391	1.3%			



1400 - HUMAN RESOURCES DEPARTMENT

FY20 ACCOMPLISHMENTS AND FY21 OBJECTIVES

MAJOR FUNCTIONS OF THE DEPARTMENT

The Human Resources Department is responsible for a wide variety of functions including:

- Talent Acquisition;
- Classification and compensation;
- Labor relations;
- Benefits administration for active employee and retirees,
- Workers' compensation;
- Employee drug and alcohol testing;
- Enforcement of Santa Cruz METRO personnel rules and regulations, and union agreements;
- Performance management
- Employee training and development.

The Human Resource objectives align with the agency objective and key focus areas for FY21. The Human Resources Department is committed to create and sustain a workplace culture of excellence and high engagement, foster innovation and growth, and promote diversity and respect.

DEPARTMENT ACCOMPLISHMENTS FOR FY20

- **Safety First Culture:**
 - Continued to promote, train, and communicate to all department directors and supervisors the reporting of workplace injuries.
 - Communicated, provided training, led by example, and involved employees to create a positive safety culture
 - Successfully passed Drug & Alcohol CHP Audit
- **Fiscal Stability, Stewardship, Accountability:**
 - Implemented all changes agreed during Labor Negotiations
 - Administered HR operating budget within budget goals.
 - Completed Position Control for SEIU
 - Provided accurate HR data for data analytics, improving the quality of business decisions
 - Negotiated lower temporary agency bill rates
 - Completed ACA Reporting
 - Completed internal audits such as Voluntary Life/ AD& D reconciliation and premium bill correction.

- **Service Quality and Delivery:**
 - Provided training for HR staff
 - Restructured of HR office to better service employees
 - Continued to improve communication with employees by utilizing employee Intranet and quarterly HR Newsletters.
 - Conducted harassment training for all new hires and promoted employees
 - Hosted three retirement planning workshops at multiple locations including Paratransit Building for the first time.
 - Hosted two flu shot clinics
 - Implemented Santa Cruz Metro's New Baby Enrollment Guide and Retirement Guide.
 - Updated Santa Cruz METRO Employment site to provide a user-friendly experience with easy access to job descriptions, job opportunity notifications, current labor agreements and wage scales.

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

- **Employee Engagement; Attract, Retain, Develop:**
 - Completed new recruitment ideas - designed new "we're hiring" cards to advertise, advertising at movie theaters, participating in job fairs & business expos.
 - Encouraged employees to seek opportunities for continuous improvement by providing Supervisory Academies and training classes available to all employees.
 - Implemented a new and no cost to METRO discount program for all Santa Cruz METRO employees called "Tickets at work."
 - Hired 35 new employees and promoted 15 employees.

- **State of Good Repair:**
 - Completed successful Union Negotiation Contracts
 - Updated Personnel Rules and Regulations
 - Continued to develop and empower Santa Cruz Metro's most valuable asset, its employees, by building leadership and promoting professional skills.
 - Completed successfully a Vision Contract renewal and implemented new plan with significant savings to Santa Cruz METRO.
 - Worked with Payroll to ensure employee and employer deductions for benefits are accurate and timely.

- **Strategic Alliance and Community Outreach:**
 - Built a strong set of agreed upon objectives with new and existing Union leadership.
 - Collaborated with HR professionals at surrounding agencies to share strategic ideas.
 - Partnered with local agencies to improve our community outreach for Recruitment.

DEPARTMENT OBJECTIVES FOR FY21

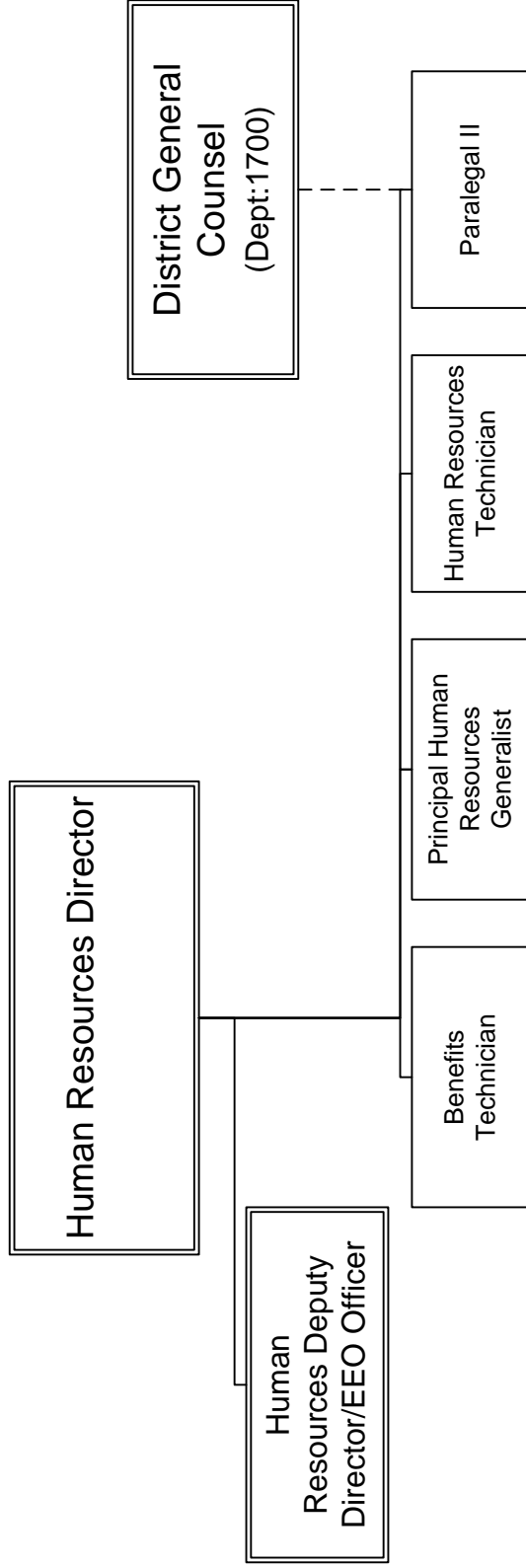
- **Safety First Culture:**
 - Collaborate with Safety Department on retraining after injuries.
 - Communicate, provide training, lead by example, and involve employees to create a positive safety culture.
 - Collaborate with Safety Department to implement a reward system for Departments with zero workplace injuries in a six-month period.
- **Fiscal Stability, Stewardship, Accountability:**
 - Administer HR operating budget within budget goals.
 - Continue to provide accurate HR data for data analytics, improving the quality of business decisions.
 - Continue to complete ACA Reporting
- **Service Quality and Delivery:**
 - Ongoing training for HR staff
 - Ongoing posting on Employee Intranet and HR Newsletters to improve communications with employees.
 - Conduct harassment training for all employees by December 31, 2020
- **Internal and External Technology:**
 - Continue working with current HRIS vendor to maintain the Human Resources System through regular upgrades and enhancements.
 - Obtain Leave Tracking software that is capable of tracking all FMLA/CFRA/PDL leaves, as well as other types of leaves in the Contracts.
 - Continue to work with our new tracking software vendor (NEOGOV) and find ways to utilize the software for efficiency.
 - Configuration of NeoGov Onboarding for all new hires, expediting the preparation time needed within HR, with significantly less printed-paper, and improved experience for our new employees.

- **Employee Engagement; Attract, Retain, Develop:**
 - Continue to promote new and existing recruitment plans – such as advertising at local businesses, nonprofits, movie theaters, and participating in job fairs & business expos and possibly in local farm markets
 - Encourage employees to seek opportunities for continuous improvement by providing Supervisory Academies, and training classes available to all employees.
 - Develop a Referral Bonus Program.

- **State of Good Repair:**
 - Continue to work through new language from Union Negotiation Contracts and have new contracts printed and distributed to all METRO employees.
 - Continue developing and empowering Santa Cruz Metro's most valuable asset, its employees, by building leadership and promoting professional skills.
 - Continue to update our policies with the most current information.

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

Human Resources
1400

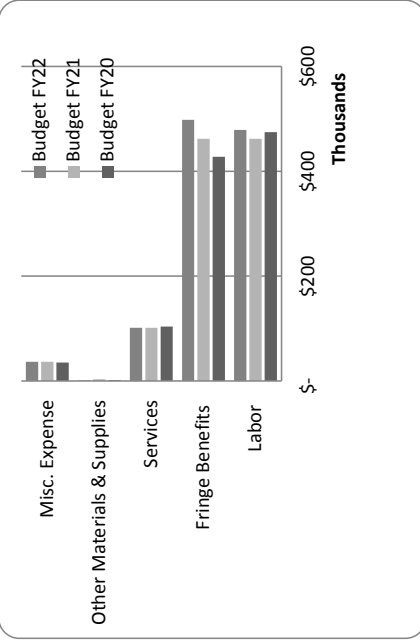


FY21 & FY22 OPERATING BUDGET
Authorized and Funded Personnel - Full Time Equivalent (FTE)
Human Resources - 1400

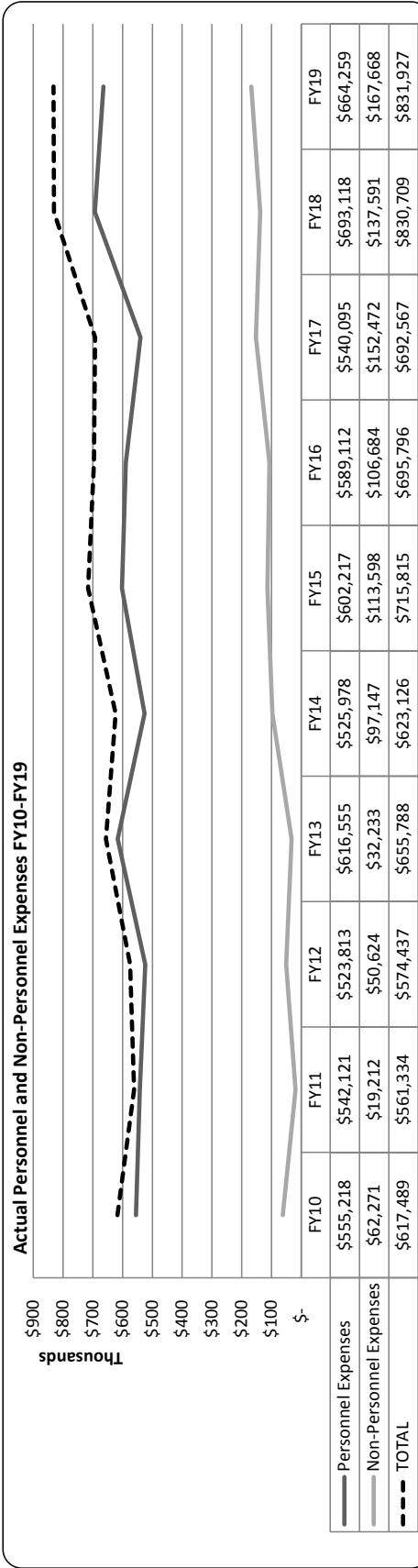
Position Title	Authorized	Funded	Authorized	Funded	Authorized	Funded
	FY21 2019	FY21 2019	FY21 2020	FY21 2020	FY22 2020	FY22 2020
Human Resources Director	1.00	1.00	1.00	1.00	1.00	1.00
Human Resources Deputy Director	1.00	1.00	1.00	1.00	1.00	1.00
Human Resources Technician	1.00	1.00	1.00	1.00	1.00	1.00
Principal Human Resources Generalist	1.00	1.00	1.00	1.00	1.00	1.00
Benefits Technician	1.00	1.00	1.00	1.00	1.00	1.00
Human Resources Specialist	1.00	0.00	1.00	0.00	1.00	0.00
Human Resources Clerk	1.00	0.00	1.00	0.00	1.00	0.00
Paralegal II	1.00	1.00	1.00	1.00	1.00	1.00
Total Full-Time Equivalents (FTEs)	8.00	6.00	8.00	6.00	8.00	6.00

Human Resources 1400

	Budget FY20	Budget FY21	Var. %	Budget FY22	Var. %
Personnel Expenses:					
Labor	\$ 474,458	\$ 462,005	-2.6%	\$ 478,669	3.6%
Fringe Benefits	\$ 427,421	\$ 461,741	8.0%	\$ 498,094	7.9%
	\$ 901,879	\$ 923,746	2.4%	\$ 976,762	5.7%
Non-Personnel Expenses:					
Services	\$ 103,745	\$ 101,450	-2.2%	\$ 101,450	0.0%
Other Materials & Supplies	\$ 2,000	\$ 3,000	0.0%	\$ 1,000	-66.7%
Misc. Expense	\$ 35,386	\$ 36,475	3.1%	\$ 36,475	0.0%
	\$ 141,131	\$ 140,925	-0.1%	\$ 138,925	-1.4%
Total Expenses:	\$ 1,043,010	\$ 1,064,670	2.1%	\$ 1,115,686	4.8%



Actual Personnel and Non-Personnel Expenses FY10-FY19



SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY21 & FY22 OPERATING BUDGET

Human Resources - 1400

ACCOUNT	Jun-19	Jun-20	% CHANGE	Jun-20	% CHANGE
	BUDGET FY20	BUDGET FY21	BUDG FY20 BUDG FY21	BUDGET FY22	BUDG FY21 BUDG FY22
LABOR					
501011 Bus Operator Pay	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	0.0%	-	0.0%
501021 Other Salaries	469,780	457,005	-2.7%	473,488	3.6%
501023 Other OT	4,678	5,000	6.9%	5,180	3.6%
Totals	474,458	462,005	-2.6%	478,669	3.6%
FRINGE BENEFITS					
502011 Medicare/Soc. Sec.	8,366	8,083	-3.4%	8,479	4.9%
502021 Retirement	168,534	181,251	7.5%	199,713	10.2%
502031 Medical Ins	109,087	135,927	24.6%	141,427	4.0%
502041 Dental Ins	7,012	6,840	-2.5%	6,943	1.5%
502045 Vision Ins	1,899	1,669	-12.1%	1,719	3.0%
502051 Life Ins/AD&D	806	910	12.8%	937	3.0%
502060 State Disability Ins (SDI)	5,424	5,512	1.6%	5,928	7.6%
502061 Long Term Disability Ins	3,773	3,647	-3.3%	3,826	4.9%
502071 State Unemployment Ins (SUI)	1,025	756	-26.2%	802	6.1%
502081 Worker's Comp Ins	14,933	17,662	18.3%	18,192	3.0%
502101 Holiday Pay	17,548	16,998	-3.1%	17,832	4.9%
502103 Floating Holiday	12,146	10,927	-10.0%	11,473	5.0%
502109 Sick Leave	26,321	25,497	-3.1%	26,748	4.9%
502111 Annual Leave	42,363	38,017	-10.3%	45,828	20.5%
502121 Other Paid Absence	4,113	3,984	-3.1%	4,179	4.9%
502251 Phys. Exams	-	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	0.0%	-	0.0%
502999 Other Fringe Benefits	4,072	4,062	-0.2%	4,067	0.1%
Totals	427,421	461,741	8.0%	498,094	7.9%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY21 & FY22 OPERATING BUDGET**

Human Resources - 1400

ACCOUNT	Jun-19	Jun-20	% CHANGE	Jun-20	% CHANGE
	BUDGET FY20	BUDGET FY21	BUDG FY20 BUDG FY21	BUDGET FY22	BUDG FY21 BUDG FY22
SERVICES					
503011 Accting/Audit Fees	-	-	0.0%	-	0.0%
503012 Admin/Bank Fees	-	-	0.0%	-	0.0%
503031 Prof/Technical Fees	81,595	80,000	-2.0%	80,000	0.0%
503032 Legislative Services	-	-	0.0%	-	0.0%
503033 Legal Services	-	-	0.0%	-	0.0%
503034 Pre-Employment Exams	7,450	7,450	0.0%	7,450	0.0%
503041 Temp Help	-	-	0.0%	-	0.0%
503161 Custodial Services	-	-	0.0%	-	0.0%
503162 Uniforms/Laundry	-	-	0.0%	-	0.0%
503171 Security Services	-	-	0.0%	-	0.0%
503221 Classified/Legal Ads	14,700	14,000	-4.8%	14,000	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	-	-	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	103,745	101,450	-2.2%	101,450	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
FY21 & FY22 OPERATING BUDGET**

Human Resources - 1400

ACCOUNT	Jun-19	Jun-20	% CHANGE		Jun-20	% CHANGE	
	BUDGET FY20	BUDGET FY21	BUDGET FY20	BUDGET FY21	BUDGET FY22	BUDGET FY21	BUDGET FY22
OTHER MATERIALS & SUPPLIES							
504205 Freight Out	-	-	0.0%	0.0%	-	0.0%	0.0%
504211 Postage & Mailing	-	-	0.0%	0.0%	-	0.0%	0.0%
504214 Promotional Items	-	-	0.0%	0.0%	-	0.0%	0.0%
504215 Printing	2,000	3,000	50.0%	50.0%	1,000	-66.7%	-66.7%
504217 Photo Supp/Process	-	-	0.0%	0.0%	-	0.0%	0.0%
504311 Office Supplies	-	-	0.0%	0.0%	-	0.0%	0.0%
504315 Safety Supplies	-	-	0.0%	0.0%	-	0.0%	0.0%
504317 Cleaning Supplies	-	-	0.0%	0.0%	-	0.0%	0.0%
504409 Repair/Maint Supplies	-	-	0.0%	0.0%	-	0.0%	0.0%
504417 Tenant Repairs	-	-	0.0%	0.0%	-	0.0%	0.0%
504421 Non-Inventory Parts	-	-	0.0%	0.0%	-	0.0%	0.0%
504511 Small Tools	-	-	0.0%	0.0%	-	0.0%	0.0%
504515 Employee Tool Replacement	-	-	0.0%	0.0%	-	0.0%	0.0%
Totals	2,000	3,000	50.0%	50.0%	1,000	-66.7%	-66.7%
UTILITIES							
505011 Gas & Electric	-	-	0.0%	0.0%	-	0.0%	0.0%
505021 Water & Garbage	-	-	0.0%	0.0%	-	0.0%	0.0%
505031 Telecommunications	-	-	0.0%	0.0%	-	0.0%	0.0%
Totals	-	-	0.0%	0.0%	-	0.0%	0.0%
CASUALTY & LIABILITY							
506011 Insurance - Property	-	-	0.0%	0.0%	-	0.0%	0.0%
506015 Insurance - PL/PD	-	-	0.0%	0.0%	-	0.0%	0.0%
506021 Insurance - Other	-	-	0.0%	0.0%	-	0.0%	0.0%
506123 Settlement Costs	-	-	0.0%	0.0%	-	0.0%	0.0%
506127 Repairs - District Prop	-	-	0.0%	0.0%	-	0.0%	0.0%
Totals	-	-	0.0%	0.0%	-	0.0%	0.0%
TAXES							
507051 Fuel Tax	-	-	0.0%	0.0%	-	0.0%	0.0%
507201 Licenses & Permits	-	-	0.0%	0.0%	-	0.0%	0.0%
507999 Other Taxes	-	-	0.0%	0.0%	-	0.0%	0.0%
Totals	-	-	0.0%	0.0%	-	0.0%	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY21 & FY22 OPERATING BUDGET**

Human Resources - 1400

ACCOUNT	Jun-19	Jun-20	% CHANGE	Jun-20	% CHANGE
	BUDGET FY20	BUDGET FY21	BUDG FY20 BUDG FY21	BUDGET FY22	BUDG FY21 BUDG FY22
MISC EXPENSE					
509011 Dues/Subscriptions	2,586	3,435	32.8%	3,435	0.0%
509081 Advertising - District Promo	-	-	0.0%	-	0.0%
509101 Employee Incentive Program	-	-	0.0%	-	0.0%
509121 Employee Training	27,000	28,040	3.9%	28,040	0.0%
509122 BOD Travel	-	-	0.0%	-	0.0%
509123 Travel	4,000	4,000	0.0%	4,000	0.0%
509125 Local Meeting Expense	1,800	1,000	-44.4%	1,000	0.0%
509127 Board Director Fees	-	-	0.0%	-	0.0%
509150 Contributions	-	-	0.0%	-	0.0%
509198 Cash Over/Short	-	-	0.0%	-	0.0%
509999 Other Misc Expense	-	-	0.0%	-	0.0%
Totals	35,386	36,475	3.1%	36,475	0.0%
INTEREST EXPENSE					
511102 Interest Expense	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
LEASES & RENTALS					
512011 Facility Lease	-	-	0.0%	-	0.0%
512061 Equipment Rental	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
PERSONNEL TOTAL	901,879	923,746	2.4%	976,762	5.7%
NON-PERSONNEL TOTAL	141,131	140,925	-0.1%	138,925	-1.4%
DEPARTMENT TOTALS	1,043,009	1,064,670	2.1%	1,115,686	4.8%



1500 - IT DEPARTMENT

FY20 ACCOMPLISHMENTS AND FY21 OBJECTIVES

MAJOR FUNCTIONS OF THE DEPARTMENT

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

DEPARTMENT ACCOMPLISHMENTS FOR FY20

- **Safety First Culture:**
 - Installed surveillance systems on 14 more buses
 - Obtained board approval to procure an access control system to secure our Maintenance facility
 - Put emphasis on cabling safety to eliminate clutter and potential tripping hazards
 - Implemented routine network vulnerability testing
 - Quickly implemented technology solutions to support telecommuting in the face of the COVID-19 (Novel Coronavirus) pandemic
- **Fiscal Stability, Stewardship, Accountability:**
 - Manage to the budget
 - Streamlined contracts and services to reduce operating costs
 - Transferred control of CalPERs reporting for payroll from the County to in-house
- **Service Quality and Delivery:**
 - In partnership with Planning, began the deployment of a mobile ticketing pilot program
 - Undertook the redesign of the Deadlist with Hastus daily peak vehicle deployment, fleet spare ratio, and historical data per service mode (Commuter/Regular)
- **Internal and External Technology:**
 - Deployed ITS to 70% of the fleet and coordinated on the backend server configuration. This includes AVL, AVAS and RTPI

1500 - IT Department (con't)

- Replaced the Paratransit scheduling software and hardware with a Ecolane and Android tablet based solution
- Upgraded network infrastructure to improve performance and reliability
- Installed a new WiFi system across the entire agency
- Built new data warehouse interface that allows analysts to extract financial and fare data
- Completed half occurrence modifications in Hastus
- Implemented employee position control for HRIS
- Data Warehouse: Created self-serve data export for HR to Payroll
- Data Warehouse: Built out retro pay calculation mechanism
- **Employee Engagement; Attract, Retain, Develop:**
 - Coordinated with HR on the rollout of additional features in the NeoGov applicant tracking system for HR. This system has been easier for job applicants to use and has helped our agency attract talent.
 - Implemented efficient biweekly standing departmental meetings that occur and the beginning and end of the week.
- **State of Good Repair:**
 - Completed the install and configuration of the new Fuel Management system server
- **Strategic Alliance and Community Outreach:**
 - Continued to participate as a member of the CTA IT committee
- **Safety First Culture:**
 - Obtained board approval to procure and install an access control system to secure our Maintenance facility
 - Put emphasis on cabling safety to eliminate clutter and potential tripping hazards
 - Implemented routine network vulnerability testing
- **Fiscal Stability, Stewardship, Accountability:**
 - Manage to the budget
 - Streamlined existing contracts and services to reduce operating costs

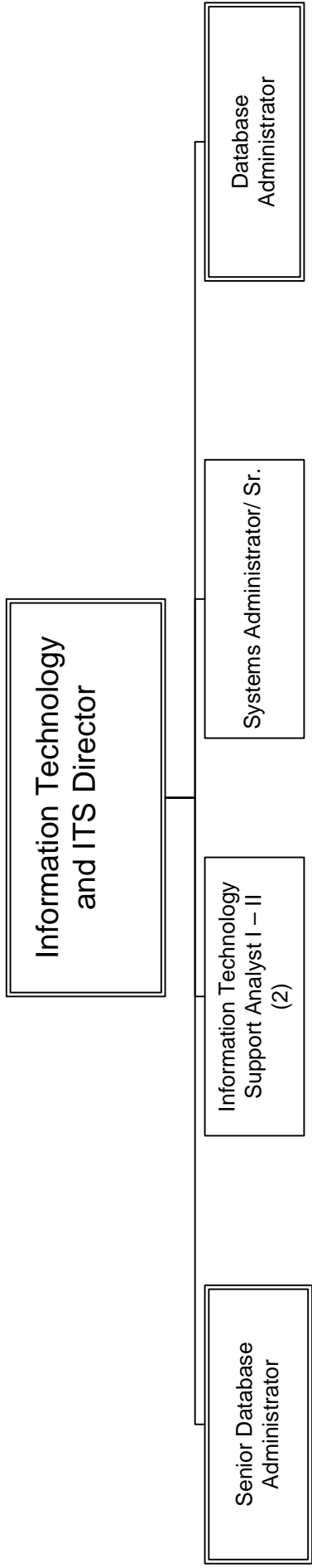
DEPARTMENT OBJECTIVES FOR FY21

- **Safety First Culture:**
 - Deploy an access control system to secure our Maintenance facility
 - Install Apollo Video surveillance systems on six more busses
- **Fiscal Stability, Stewardship, Accountability:**
 - Manage to the budget
 - In partnership with Finance, secure the services of a consultant to develop an FIS specification and coordinate with the consultant on the completion of the specification by the end of CY2020
- **Service Quality and Delivery:**
 - In partnership with Planning, complete implementation of a mobile ticketing pilot program

1500 - IT Department (con't)

- Website: Update website components including a new shopping cart experience and customer service ticketing system
- Website: Improve the flexibility of the website, including: showing banners site-wide or on specific pages, routes changing or dropping out mid-booking, handling more than just four bookings per year (microbookings)
- Website: GovDelivery Integration within News Bulletins on the website, that will display a new type of alert which is a direct stream from our GovDelivery account, giving a history of today's alerts, the ability to expand to show the previous day and more
- Pursue the implementation of passenger WiFi fleet wide
- **Internal and External Technology:**
 - Complete the deployment of our new ITS solution which includes AVL, AVAS and RTPI
 - Continue to take a leading role in implementing charge management solutions for our ZEB fleet
 - NeoGov: Configure OnBoarding module for all new hires to improve HR workflow and experience for our new employees
 - NeoGov: Test eForms to determine feasibility of full rollout. eForms is a module which will provide routing and employee sign-off for new policy, training, agreements, and emergency procedures
- **Strategic Alliance and Community Outreach:**
 - Continue to participate as a member of the CTA IT committee
 - Collaborate with other agencies regarding web site design

Information Technology 1500



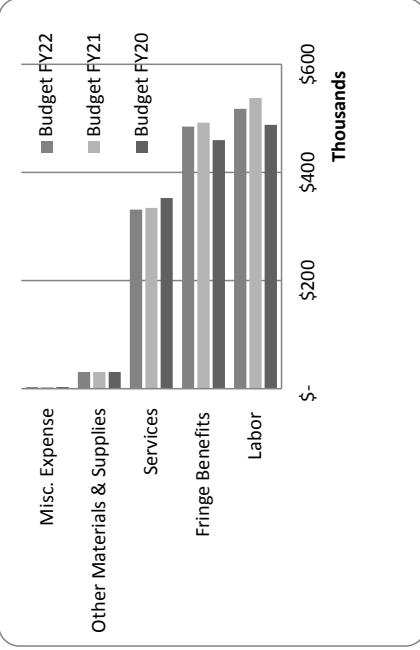
FY21 & FY22 OPERATING BUDGET
Authorized and Funded Personnel - Full Time Equivalent (FTE)
Information Technology - 1500

Position Title	Authorized		Funded		Authorized		Funded	
	FY21 2019	FY21 2019	FY21 2019	FY21 2019	FY21 2020	FY21 2020	FY21 2020	FY22 2020
Information Technology and ITS Director	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Asst Manager of Information Technology	1.00	0.00	1.00	0.00	1.00	1.00	0.00	0.00
Senior Database Administrator	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Database Administrator	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Systems Administrator/Senior	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Information Technology Support Analyst I/II*	2.00	1.00	2.00	1.00	2.00	2.00	2.00	1.00
Total Full-Time Equivalents (FTEs)	7.00	5.00	7.00	6.00	7.00	7.00	6.00	5.00

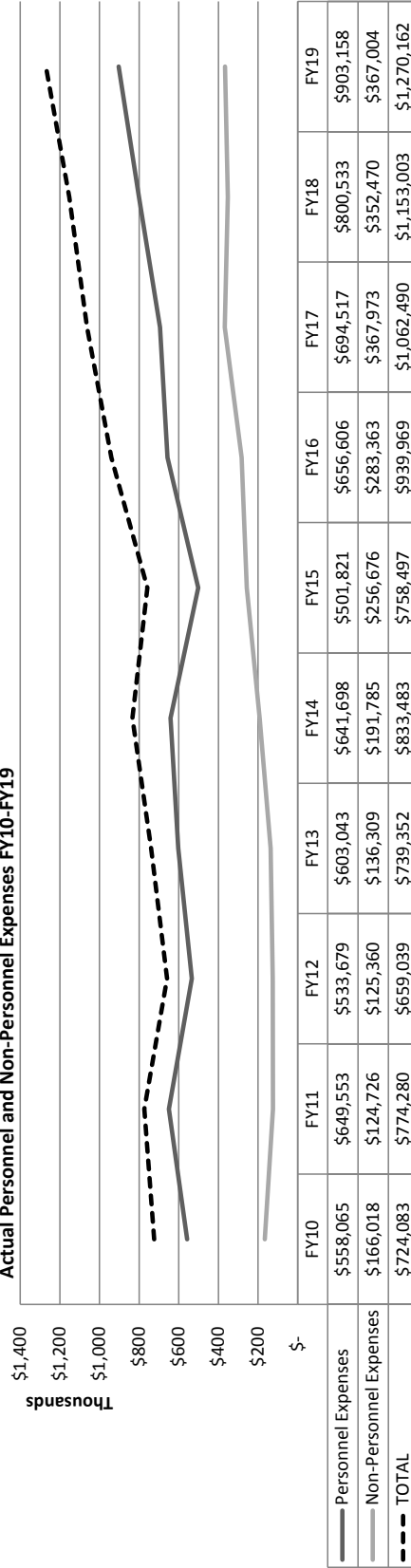
*Provisional position (1 FTE)

Information Technology 1500

	Budget FY20	Budget FY21	Var. %	Budget FY22	Var. %
Personnel Expenses:					
Labor	\$ 487,835	\$ 537,612	10.2%	\$ 517,459	-3.7%
Fringe Benefits	\$ 459,875	\$ 492,038	7.0%	\$ 484,752	-1.5%
	\$ 947,710	\$ 1,029,650	8.6%	\$ 1,002,211	-2.7%
Non-Personnel Expenses:					
Services	\$ 352,700	\$ 334,500	-5.2%	\$ 331,200	-1.0%
Other Materials & Supplies	\$ 30,800	\$ 30,800	0.0%	\$ 30,800	0.0%
Misc. Expense	\$ 3,100	\$ 3,100	0.0%	\$ 3,100	0.0%
	\$ 386,600	\$ 368,400	-4.7%	\$ 365,100	-0.9%
Total Expenses:	\$ 1,334,310	\$ 1,398,050	4.8%	\$ 1,367,311	-2.2%



Actual Personnel and Non-Personnel Expenses FY10-FY19



SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY21 & FY22 OPERATING BUDGET

Information Technology - 1500

ACCOUNT	Jun-19	Jun-20	% CHANGE		Jun-20	% CHANGE	
	BUDGET FY20	BUDGET FY21	BUDG FY20	BUDG FY21	BUDGET FY22	BUDG FY21	BUDG FY22
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	485,408	536,560	10.5%	10.5%	516,447	-3.7%	-3.7%
501023 Other OT	2,427	1,052	-56.7%	-56.7%	1,012	-3.7%	-3.7%
Totals	487,835	537,612	10.2%	10.2%	517,459	-3.7%	-3.7%
FRINGE BENEFITS							
502011 Medicare/Soc. Sec.	8,830	9,647	9.3%	9.3%	9,353	-3.0%	-3.0%
502021 Retirement	178,629	217,947	22.0%	22.0%	221,933	1.8%	1.8%
502031 Medical Ins	112,246	96,459	-14.1%	-14.1%	86,483	-10.3%	-10.3%
502041 Dental Ins	5,414	6,143	13.5%	13.5%	5,362	-12.7%	-12.7%
502045 Vision Ins	1,583	1,530	-3.4%	-3.4%	1,432	-6.4%	-6.4%
502051 Life Ins/AD&D	1,117	955	-14.5%	-14.5%	923	-3.3%	-3.3%
502060 State Disability Ins (SDI)	5,292	5,977	12.9%	12.9%	6,022	0.7%	0.7%
502061 Long Term Disability Ins	3,843	4,199	9.3%	9.3%	3,843	-8.5%	-8.5%
502071 State Unemployment Ins (SUI)	854	756	-11.5%	-11.5%	668	-11.6%	-11.6%
502081 Worker's Comp Ins	14,933	14,718	-1.4%	-1.4%	15,160	3.0%	3.0%
502101 Holiday Pay	18,663	20,439	9.5%	9.5%	19,816	-3.0%	-3.0%
502103 Floating Holiday	19,297	19,297	0.0%	0.0%	19,297	0.0%	0.0%
502109 Sick Leave	27,995	30,659	9.5%	9.5%	29,724	-3.0%	-3.0%
502111 Annual Leave	50,813	52,524	3.4%	3.4%	54,101	3.0%	3.0%
502121 Other Paid Absence	4,374	4,790	9.5%	9.5%	4,644	-3.0%	-3.0%
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	5,993	5,999	0.1%	0.1%	5,989	-0.2%	-0.2%
Totals	459,875	492,038	7.0%	7.0%	484,752	-1.5%	-1.5%

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY21 & FY22 OPERATING BUDGET

Information Technology - 1500

ACCOUNT	Jun-19	Jun-20	% CHANGE	Jun-20	% CHANGE
	BUDGET FY20	BUDGET FY21	BUDG FY20 BUDG FY21	BUDGET FY22	BUDG FY21 BUDG FY22
SERVICES					
503011 Accting/Audit Fees	-	-	0.0%	-	0.0%
503012 Admin/Bank Fees	-	-	0.0%	-	0.0%
503031 Prof/Technical Fees	6,400	6,000	-6.3%	6,000	0.0%
503032 Legislative Services	-	-	0.0%	-	0.0%
503033 Legal Services	-	-	0.0%	-	0.0%
503034 Pre-Employment Exams	-	-	0.0%	-	0.0%
503041 Temp Help	-	-	0.0%	-	0.0%
503161 Custodial Services	-	-	0.0%	-	0.0%
503162 Uniforms/Laundry	-	-	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	346,300	328,500	-5.1%	325,200	-1.0%
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	352,700	334,500	-5.2%	331,200	-1.0%
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
FY21 & FY22 OPERATING BUDGET

Information Technology - 1500

ACCOUNT	Jun-19	Jun-20	% CHANGE	Jun-20	% CHANGE
	BUDGET FY20	BUDGET FY21	BUDG FY20 BUDG FY21	BUDGET FY22	BUDG FY21 BUDG FY22
OTHER MATERIALS & SUPPLIES					
504205 Freight Out	-	-	0.0%	-	0.0%
504211 Postage & Mailing	-	-	0.0%	-	0.0%
504214 Promotional Items	-	-	0.0%	-	0.0%
504215 Printing	-	-	0.0%	-	0.0%
504217 Photo Supp/Process	-	-	0.0%	-	0.0%
504311 Office Supplies	30,800	30,800	0.0%	30,800	0.0%
504315 Safety Supplies	-	-	0.0%	-	0.0%
504317 Cleaning Supplies	-	-	0.0%	-	0.0%
504409 Repair/Maint Supplies	-	-	0.0%	-	0.0%
504417 Tenant Repairs	-	-	0.0%	-	0.0%
504421 Non-Inventory Parts	-	-	0.0%	-	0.0%
504511 Small Tools	-	-	0.0%	-	0.0%
504515 Employee Tool Replacement	-	-	0.0%	-	0.0%
Totals	30,800	30,800	0.0%	30,800	0.0%
UTILITIES					
505011 Gas & Electric	-	-	0.0%	-	0.0%
505021 Water & Garbage	-	-	0.0%	-	0.0%
505031 Telecommunications	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
CASUALTY & LIABILITY					
506011 Insurance - Property	-	-	0.0%	-	0.0%
506015 Insurance - PL/PD	-	-	0.0%	-	0.0%
506021 Insurance - Other	-	-	0.0%	-	0.0%
506123 Settlement Costs	-	-	0.0%	-	0.0%
506127 Repairs - District Prop	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
TAXES					
507051 Fuel Tax	-	-	0.0%	-	0.0%
507201 Licenses & Permits	-	-	0.0%	-	0.0%
507999 Other Taxes	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY21 & FY22 OPERATING BUDGET

Information Technology - 1500

ACCOUNT	Jun-19	Jun-20	% CHANGE	Jun-20	% CHANGE
	BUDGET FY20	BUDGET FY21	BUDG FY20 BUDG FY21	BUDGET FY22	BUDG FY21 BUDG FY22
MISC EXPENSE					
509011 Dues/Subscriptions	-	-	0.0%	-	0.0%
509081 Advertising - District Promo	-	-	0.0%	-	0.0%
509101 Employee Incentive Program	-	-	0.0%	-	0.0%
509121 Employee Training	1,100	1,100	0.0%	1,100	0.0%
509122 BOD Travel	-	-	0.0%	-	0.0%
509123 Travel	2,000	2,000	0.0%	2,000	0.0%
509125 Local Meeting Expense	-	-	0.0%	-	0.0%
509127 Board Director Fees	-	-	0.0%	-	0.0%
509150 Contributions	-	-	0.0%	-	0.0%
509198 Cash Over/Short	-	-	0.0%	-	0.0%
509999 Other Misc Expense	-	-	0.0%	-	0.0%
Totals	3,100	3,100	0.0%	3,100	0.0%
INTEREST EXPENSE					
511102 Interest Expense	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
LEASES & RENTALS					
512011 Facility Lease	-	-	0.0%	-	0.0%
512061 Equipment Rental	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
PERSONNEL TOTAL	947,710	1,029,650	8.6%	1,002,211	-2.7%
NON-PERSONNEL TOTAL	386,600	368,400	-4.7%	365,100	-0.9%
DEPARTMENT TOTALS	1,334,310	1,398,050	4.8%	1,367,311	-2.2%

1600 - PLANNING, GRANTS AND GOVERNMENTAL AFFAIRS

DEPARTMENT

FY20 ACCOMPLISHMENTS AND FY21 OBJECTIVES

MAJOR FUNCTIONS OF THE DEPARTMENT

Service Planning

- Performing short- and long-range service planning;
- Ongoing monitoring and reporting of service performance using farebox and survey data to improve service delivery;
- Providing planning and operating information to internal and external clients.
- Complying with National Transit Database requirements for data collection and reporting.
- Operating GIS to perform spatial analysis and produce maps;
- Developing run-cuts and operator work bids using HASTUS scheduling software;
- Coordinating service changes with Operations and operators' union leadership;
- Maintain unmet service needs inventory

Infrastructure Planning

- Developing capital project proposals;
- Maintaining the unfunded and programmed capital projects inventory;
- Developing project scopes, schedules and budgets;
- Administering contracts for delegated projects;
- Manages the bus stop improvement program;

Grants and Legislative

- Seeking and applying for grants to support Santa Cruz METRO operating and capital needs;
- Administering grant contracts from award through closeout;
- Monitoring grant-funded projects;
- Ensuring compliance with federal and state grant program requirements;
- Providing legislative and grants information to internal and external clients.
- Monitoring and advocating for state and federal legislation which impacts Santa Cruz METRO;
- Participating in CTA and APTA legislative programs;
- Assists the Finance Department with audits, including the Federal Triennial Review;

Intergovernmental Affairs

- Maintaining and updating the Short Range Transit Plan;
- Representing Santa Cruz METRO at local and regional transportation planning agencies;
- Development of Santa Cruz METRO's Strategic Plan

DEPARTMENT ACCOMPLISHMENTS FOR FY20

- **Safety First Culture:**
 - Reviewed bus stops facilities and develop prioritized improvement plan; leveraged private development and Caltrans projects to upgrade two bus stops to include bus shelters.
 - Supported the METRO Advisory Committee (MAC) to gain insights to the needs of the senior and disabled community.
 - COVID-19 Service Planning: Developed emergency run cuts and operator work bids in an effort to provide physical distancing for operators and customers to limit exposure to COVID-19.
- **Fiscal Stability, Stewardship, Accountability:**
 - Initiated COVID-19 service recovery planning to manage service levels to the budget and prepare for permanent service changes if required.
 - Aggressively sought new funding from the federal CARES Act and FEMA to cover budget shortfalls from decreased ridership, suspension of fare collection and additional operational expenses due to COVID-19
 - Investigated the issues related to a fare restructuring, including pricing and fare payment technology
 - Delayed due to COVID-19
 - Sought Board approval for updated METRO Fare Structure (Codified Tariff)
 - Prepared first annual update of District's 10-Year Strategic Business Plan which identifies policies, processes, and priorities to support increased ridership, financial stability, and an effective organization.
 - Delayed due to COVID-19
 -
 - Successfully worked with the Regional Transportation Commission (RTC) to ensure METRO will continue to receive 100% of State Transportation Assistance (STA) revenue through FY22
 - Monitored bus service performance measures to enhance opportunities to maintain or increase federal funding from the Small Transit Intensive Cities (STIC) program
 - Continued to communicate to local, regional, state and federal agencies the financial resources necessary to sustain and expand fixed-route and paratransit services.

1600 - Planning Department (con't)

- Continued to monitor and report on use of Measure D budget, and changes in tax receipts due to COVID-19.
- Participated in the Regional Transportation Commission's (RTC) Unified Corridor Investment Study Alternatives Analysis (UCIS AA) process to finalize the most effective long-term high-capacity public transportation opportunities for use of the Soquel/Freedom, Highway 1, and Santa Cruz Branch Railway corridors, focusing on potential impacts on the METRO revenue sources.
- Partnered with the Regional Transportation Commission (RTC) on the Transit Corridor Alternatives Analysis (TCAA) to determine a locally-preferred public transit alternative for the Santa Cruz Branch Rail Line corridor in January 2021.
- **Service Quality and Delivery**
 - Prepared emergency service changes, run cuts and operator bid packages in response to decreased operator availability and lower ridership as a result of Santa Cruz County's COVID-19 shelter in place order. Effective March 18th, 2020, all School Term service was suspended. On March 23rd, service was put on a weekend schedule seven days a week. On April 9th, Highway 17 service was further reduced. On April 30th, service was reduced to a modified weekend schedule with further reductions. On June 25th, some modified weekend service was restored.
 - Implemented rider survey to collect feedback on the impacts of COVID-19 on travel behavior and develop a post-COVID-19 service recovery plan.
 - Working in conjunction with UC Santa Cruz TAPS, implemented a successful Limited Campus "skip-stop" pilot which provided students and staff a faster trip leaving campus on select afternoon peak trips
 - Continued timely preparation of route schedules, run-cuts and operators' bid packages for regularly scheduled service changes.
 - Participated in marketing efforts to increase ridership and community support for METRO's mission to "Provide a public transportation service that enhances personal mobility and create a sustainable transportation option in Santa Cruz County through a cost-effective, reliable, accessible, safe, clean, and courteous transit service."
 - Implemented discounted bus pass program in conjunction with the City of Santa Cruz for downtown employees.
 - Note: on April 28th, 2020, the Santa Cruz City Council voted to suspend the Go Santa Cruz Pass pilot after six months into the one-year pilot.

1600 - Planning Department (con't)

- Worked with UCSC and Cabrillo College to adjust service levels due to the suspension of most campus activity as a result of COVID-19.
- Coordinated with Highway 17 partners to continuously refine and improve this service, including service modifications and introduction of mobile ticketing
- Continued with development of Bus-on-shoulder concept on Highway 1 to be implemented in conjunction with upcoming auxiliary lanes.
- Represented Santa Cruz METRO at local and regional transportation planning agencies, with a goal of protecting and growing transit capital and operating funding.
- Continued facilitation of the regularly scheduled Service Planning Review Committee (SPRC), a joint meeting of Planning and Operations departments.
- **Internal and External Technology:**
 - Implemented Mobile Ticketing pilot project on Highway 17 Express service
 - Planned March 2020 launch delayed due to COVID-19
 - Continued to enhance more robust data warehouse to support service planning and analysis.
 - Researched options for alternative service model pilot project
 - Delayed due to COVID-19
 - Investigated new fare payment technologies.
 - Developed service plan for introduction of electric bus service in Watsonville
 - Delayed due to COVID-19
- **Employee Engagement; Attract, Retain, Develop:**
 - Continued to provide Planning Department employees with appropriate training and educational opportunities.
- **State of Good Repair:**
 - Continued work with the City of Santa Cruz on a joint development MOU for Pacific Station. Targeting a state AHSC grant in 2021.
 - Initiated the process of investigating the potential relocation of ParaCruz operations to a new facility that could be constructed at the Soquel Park & Ride lot. Targeting a Bus & Bus Facilities grant in 2021.

1600 - Planning Department (con't)

- Reviewed bus stops facilities and develop prioritized improvement plan
- Aggressively sought new and increased funding for operations and infrastructure, including FTA funds from the Low-No and Bus-and-Bus Facilities programs for replacement for 34 outdated buses, and most critically the remaining diesel buses.
- **Strategic Alliance and Community Outreach:**
 - Continued to work with individual citizens and stakeholders to share information and METRO perspective on transportation related topics.
 - Continued to participate in the Santa Cruz Chamber of Commerce Community Affairs Committee and the Monterey Bay Economic Partnership (MBEP).
 - Continued ongoing relationship with UCSC and Cabrillo College to provide effective and cost-efficient services to these communities
 - Continued financial partnership with Santa Clara County Valley Transportation Authority (VTA), Amtrak, the Capital Corridor Joint Powers Authority (JPA), the San Joaquin JPA, and the San Joaquin Regional Rail Commission (ACE) in support of the Highway 17 Express service.
 - Continued ongoing participation in Association of Monterey Bay Area Governments (AMBAG) and the Santa Cruz Regional Transportation Commission (RTC) committees and projects.
 - In support of the electrification of the METRO fleet, continued to work with Monterey Community Power and PG&E.
 - Worked with local jurisdictions to influence their land use strategies to encourage more transit oriented development patterns and road networks which can be efficiently serviced by public transit.
 - Participated in California Transit Association (CTA) Transportation Development Act (TDA) Task Force conducting a review of TDA policies and funding programs.

DEPARTMENT OBJECTIVES FOR FY21

- **Safety First Culture:**
 - COVID-19 Service Planning: Adjust service levels to provide appropriate physical distancing for operators and customers.

1600 - Planning Department (con't)

- Evaluate bus stops facilities and develop prioritized improvement plan, including leveraging city, county, and Caltrans road repair projects and new commercial and residential development projects to enhance METRO bus stops.
- Support the METRO Advisory Committee (MAC) to gain insights to the needs of the senior and disabled community.
- **Fiscal Stability, Stewardship, Accountability:**
 - Continue to update 5-year plan for system service level
 - Investigate the issues related to a fare restructuring, including pricing and fare payment technology
 - Prepare annual update of District's 10-Year Strategic Business Plan which identifies policies, processes, and priorities to support increased ridership, financial stability, and an effective organization.
 - Monitor bus service performance measures to enhance opportunities to maintain or increase federal funding from the Small Transit Intensive Cities (STIC) program
 - Aggressively seek new funding from federal stimulus efforts and any additional state and local recovery assistance to cover projected budget shortfalls stemming from COVID-19
 - Continue to communicate to local, regional, state and federal agencies the financial resources necessary to sustain and expand fixed-route and paratransit services.
 - Analyze opportunities to make efficiency modifications to west side Santa Cruz and Watsonville services.
 - Continue to monitor and report on use of Measure D budget.
 - Participate in the Regional Transportation Commission's (RTC) Unified Corridor Investment Study Alternatives Analysis (UCIS AA) process to finalize the most effective long-term high-capacity public transportation opportunities for use of the Soquel/Freedom, Highway 1, and Santa Cruz Branch Railway corridors, focusing on potential impacts on the METRO revenue sources.
 - Continue to participate in California Transit Association (CTA) Transportation Development Act (TDA) Task Force conducting a review of TDA policies and funding programs.

- Continue to communicate to local, regional, state and federal agencies the financial resources necessary to sustain and expand fixed-route and paratransit services.
- **Service Quality and Delivery:**
 - Develop initiatives that target retaining and growing ridership
 - Particularly focused on the post-COVID environment to try and add value and attract pre-COVID customers back to the METRO system
 - Monitor and adapt to potentially disruptive paradigm shifts: AB60; low gas prices; abundance of low priced cars on the market; Transportation Network Companies (TNCs); autonomous vehicles; scooters, shared bikes, micro-transit and other on-demand service.
 - Revamp the fare payment system to expedite the boarding and fare payment process on METRO's buses and reduce/eliminate cash fares and mag-stripe cards:
 - Migrate customers away from cash and paper fare media
 - Consider the future of METRO's Cruz Cash and Cruz Pass smart card fare media
 - Consider the future of smartphone fare payment applications
 - Implement survey of non-bus riding residents of Santa Cruz County to develop information to support design and marketing of services
 - Continue timely preparation of route schedules, run-cuts and operators' bid packages for each service change.
 - Develop service plan for introduction of electric bus service in Watsonville
 - Introduce an alternative service model pilot project
 - Participate in marketing efforts to increase ridership and community support for METRO's mission to "Provide a public transportation service that enhances personal mobility and create a sustainable transportation option in Santa Cruz County through a cost-effective, reliable, accessible, safe, clean, and courteous transit service."
 - Improve the public facing presentation of METRO's bus stops and bus stop signage and customer communications such as service alerts
 - Evaluate continued publication of Headways vs cutover to online-only schedules
 - Explore new bus stop shelter concepts

1600 - Planning Department (con't)

- Support the METRO Advisory Committee (MAC).
- Work with UCSC and Cabrillo College to strengthen partnership and to continuously refine and improve their bus services
- Coordinate with Highway 17 partners to continuously refine and improve this service, including service modifications and introduction of mobile ticketing
- Continue to monitor service performance KPIs
- Continue with development of Bus-on-shoulder concept on Highway 1 to be implemented in conjunction with upcoming auxiliary lanes.
- Represent Santa Cruz METRO at local and regional transportation planning agencies, with a goal of protecting and growing transit capital and operating funding.
- Prepare annual update of District's 10-Year Strategic Business Plan which identifies policies, processes, and priorities to support increased ridership, financial stability, and an effective organization.
- Continued facilitation of the regularly scheduled Service Planning Review Committee (SPRC), a joint meeting of Planning and Operations departments.
- **Internal and External Technology:**
 - Implement one-year Mobile Ticketing pilot project on Highway 17 Express service and evaluate for rapid expansion districtwide.
 - Continue work towards implementing online customer facing smartcard tools for electronic fare loading and fare balance and explore other electronic-based fare payment applications
 - Continue to monitor opportunities to potentially participate in the Clipper card program or provide equivalent reciprocal fare payment options
 - Continue to enhance more robust data warehouse to support service planning and analysis.
 - Secure funding for on-board Automatic Passenger Counting (APC) technology to provide METRO staff with data to continue to provide efficient bus operations.

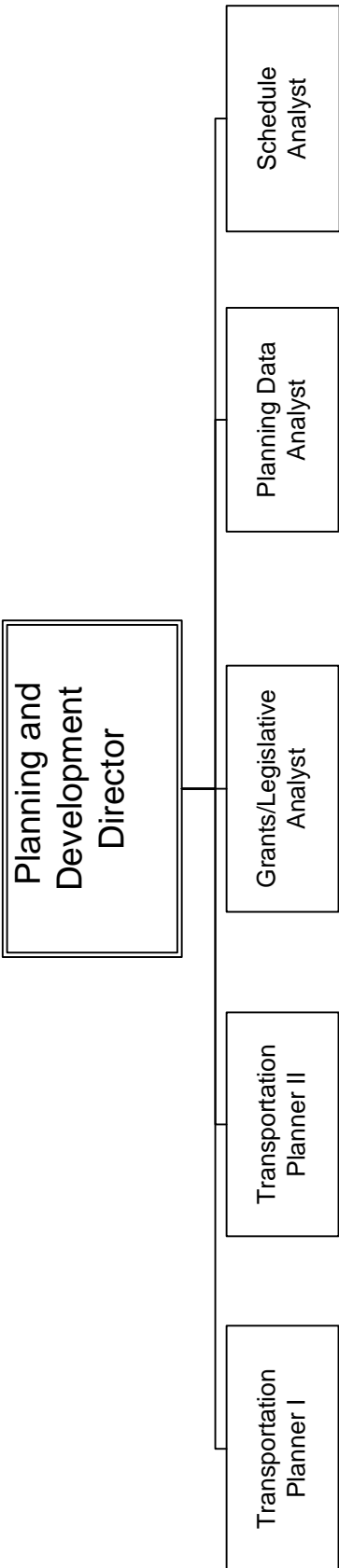
1600 - Planning Department (con't)

- **Employee Engagement; Attract, Retain, Develop:**
 - Continue to provide Planning Department employees with appropriate training and educational opportunities that will help grow future leaders from within the department
 - Continue improvements in communication
 - Seek out and value employee feedback
 - Implement new and creative approaches to recruitments
 - Foster a feeling of organizational pride and ownership
- **State of Good Repair:**
 - Finalize strategy to address Pacific Station need for renovate/reconstruct.
 - Finalize strategy to build a ParaCruz facility at the Soquel Park & Ride site.
 - Monitor bus stops facilities and implement prioritized improvements.
 - Aggressively seek new and increased funding for operations and infrastructure, including FTA funds from the Low-No and Bus-and-Bus Facilities programs for replacement for 23 outdated buses, and most critically the remaining diesel buses.
 - Continue to communicate to local, regional, state and federal agencies the financial resources necessary to sustain and expand fixed-route and paratransit services.
 - Investigate the issues related to a fare restructuring, including pricing and fare payment technology.
- **Strategic Alliance and Community Outreach:**
 - Continue to work with individual citizens and stakeholders to share information and METRO perspective on transportation related topics.
 - Continue to participate in the Santa Cruz Chamber of Commerce Community Affairs Committee and the Monterey Bay Economic Partnership (MBEP).
 - Continue ongoing relationship with UCSC and Cabrillo College to provide effective and cost-efficient services to these communities

1600 - Planning Department (con't)

- Continue financial partnership with Santa Clara Valley Transportation Authority (VTA), Amtrak, the Capital Corridor Joint Powers Authority (JPA), the San Joaquin JPA, and the San Joaquin Regional Rail Commission (ACE) in support of the Highway 17 Express service.
- Continue ongoing participation in Association of Monterey Bay Area Governments (AMBAG) and the Santa Cruz Regional Transportation Commission (RTC) committees and projects.
- In support of the electrification of the METRO fleet, continue to work with Monterey Community Power and PG&E.
- Work with local jurisdictions to influence their land use strategies to encourage more transit oriented development patterns and road networks which can be efficiently serviced by public transit.

Planning, Grants, Governmental
Affairs
1600



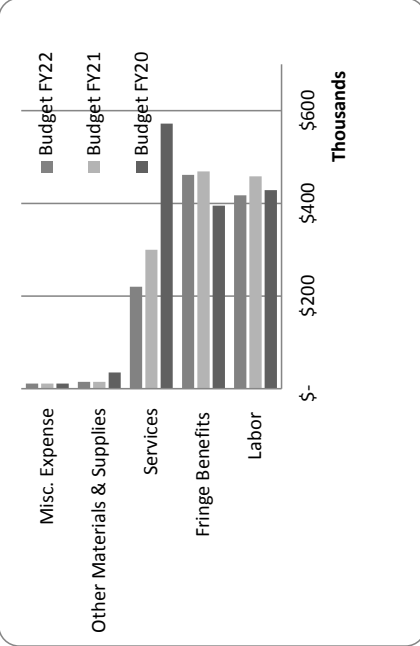
FY21 & FY22 OPERATING BUDGET
Authorized and Funded Personnel - Full Time Equivalent (FTE)
Planning, Grants, Governmental Affairs - 1600

Position Title	Authorized		Funded		Authorized		Funded	
	FY21 2019	FY21 2019	FY21 2019	FY21 2019	FY21 2020	FY21 2020	FY22 2020	FY22 2020
Planning and Development Director	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Grants/Legislative Analyst	2.00	1.00	2.00	1.00	2.00	2.00	2.00	1.00
Transportation Planning Supervisor	1.00	0.00	1.00	0.00	1.00	1.00	1.00	0.00
Transportation Planner I*	1.00	0.00	1.00	0.00	1.00	1.00	1.00	0.00
Senior Transportation Planner	1.00	0.00	1.00	0.00	1.00	1.00	1.00	0.00
Transportation Planner II	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Transit Surveyor	1.00	0.00	1.00	0.00	1.00	1.00	1.00	0.00
Planning Aide*	1.00	1.00	1.00	1.00	1.00	1.00	1.00	0.00
Planning Data Analyst	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Schedule Analyst	2.00	1.00	2.00	1.00	2.00	2.00	2.00	1.00
Total Full-Time Equivalents (FTEs)	12.00	6.00	12.00	6.00	12.00	6.00	12.00	5.00

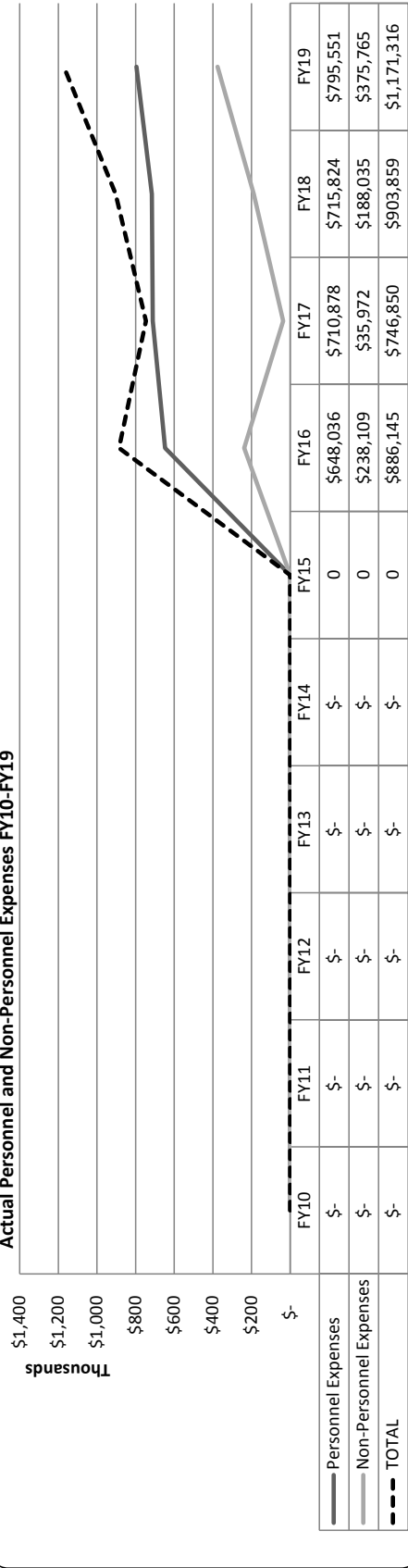
*Provisional positions

Planning, Grants, Governmental Affairs - 1600

	Budget FY20	Budget FY21	Var. %	Budget FY22	Var. %
Personnel Expenses:					
Labor	\$ 428,574	\$ 458,441	7.0%	\$ 417,056	-9.0%
Fringe Benefits	\$ 395,063	\$ 469,007	18.7%	\$ 461,399	-1.6%
	\$ 823,637	\$ 927,447	12.6%	\$ 878,455	-5.3%
Non-Personnel Expenses:					
Services	\$ 572,200	\$ 300,000	-47.6%	\$ 220,000	-26.7%
Other Materials & Supplies	\$ 35,000	\$ 15,000	100.0%	\$ 15,000	0.0%
Misc. Expense	\$ 11,000	\$ 11,000	0.0%	\$ 11,000	0.0%
	\$ 618,200	\$ 326,000	-47.3%	\$ 246,000	-24.5%
Total Expenses:	\$ 1,441,837	\$ 1,253,447	-13.1%	\$ 1,124,455	-10.3%



Actual Personnel and Non-Personnel Expenses FY10-FY19



SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY21 & FY22 OPERATING BUDGET
 Planning, Grants, Governmental Affairs - 1600

ACCOUNT	Jun-19	Jun-20	% CHANGE	Jun-20	% CHANGE
	BUDGET FY20	BUDGET FY21	BUDG FY20 BUDG FY21	BUDGET FY22	BUDG FY21 BUDG FY22
LABOR					
501011 Bus Operator Pay	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	0.0%	-	0.0%
501021 Other Salaries	424,331	448,323	5.7%	407,851	-9.0%
501023 Other OT	4,243	10,118	138.4%	9,204	-9.0%
Totals	428,574	458,441	7.0%	417,056	-9.0%
FRINGE BENEFITS					
502011 Medicare/Soc. Sec.	7,581	8,018	5.8%	7,375	-8.0%
502021 Retirement	152,723	178,112	16.6%	172,103	-3.4%
502031 Medical Ins	103,917	145,184	39.7%	152,277	4.9%
502041 Dental Ins	6,440	7,283	13.1%	6,826	-6.3%
502045 Vision Ins	1,912	1,669	-12.7%	1,432	-14.2%
502051 Life Ins/AD&D	806	806	0.0%	710	-12.0%
502060 State Disability Ins (SDI)	5,029	5,592	11.2%	5,257	-6.0%
502061 Long Term Disability Ins	3,291	3,276	-0.5%	2,892	-11.7%
502071 State Unemployment Ins (SUI)	854	756	-11.5%	668	-11.6%
502081 Worker's Comp Ins	14,933	17,662	18.3%	18,192	3.0%
502101 Holiday Pay	15,956	16,643	4.3%	15,306	-8.0%
502103 Floating Holiday	6,568	5,674	-13.6%	5,958	5.0%
502109 Sick Leave	23,935	24,964	4.3%	22,959	-8.0%
502111 Annual Leave	44,056	43,355	-1.6%	43,767	0.9%
502121 Other Paid Absence	3,740	3,901	4.3%	3,587	-8.0%
502251 Phys. Exams	-	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	0.0%	-	0.0%
502999 Other Fringe Benefits	3,322	6,112	84.0%	2,089	-65.8%
Totals	395,063	469,007	18.7%	461,399	-1.6%

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY21 & FY22 OPERATING BUDGET
 Planning, Grants, Governmental Affairs - 1600

ACCOUNT	Jun-19	Jun-20	% CHANGE	Jun-20	% CHANGE
	BUDGET FY20	BUDGET FY21	BUDG FY20 BUDG FY21	BUDGET FY22	BUDG FY21 BUDG FY22
SERVICES					
503011 Accting/Audit Fees	-	-	0.0%	-	0.0%
503012 Admin/Bank Fees	-	-	0.0%	-	0.0%
503031 Prof/Technical Fees	572,200	300,000	-47.6%	220,000	-26.7%
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	572,200	300,000	-47.6%	220,000	-26.7%
MOBILE MATERIALS & SUPPLIES					
504011 Fuels & Lubricants - Non Rev Veh	-	-	0.0%	-	0.0%
504012 Fuels & Lubricants - Rev Veh	-	-	0.0%	-	0.0%
504021 Tires & Tubes	-	-	0.0%	-	0.0%
504161 Other Mobile Supplies	-	-	0.0%	-	0.0%
504191 Rev Vehicle Parts	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY21 & FY22 OPERATING BUDGET
 Planning, Grants, Governmental Affairs - 1600

ACCOUNT	Jun-19	Jun-20	% CHANGE	Jun-20	% CHANGE
	BUDGET FY20	BUDGET FY21	BUDG FY20 BUDG FY21	BUDGET FY22	BUDG FY21 BUDG FY22
OTHER MATERIALS & SUPPLIES					
504205 Freight Out	-	-	0.0%	-	0.0%
504211 Postage & Mailing	-	-	0.0%	-	0.0%
504214 Promotional Items	-	-	0.0%	-	0.0%
504215 Printing	35,000	15,000	-57.1%	15,000	0.0%
504217 Photo Supp/Process	-	-	0.0%	-	0.0%
504311 Office Supplies	-	-	0.0%	-	0.0%
504315 Safety Supplies	-	-	0.0%	-	0.0%
504317 Cleaning Supplies	-	-	0.0%	-	0.0%
504409 Repair/Maint Supplies	-	-	0.0%	-	0.0%
504417 Tenant Repairs	-	-	0.0%	-	0.0%
504421 Non-Inventory Parts	-	-	0.0%	-	0.0%
504511 Small Tools	-	-	0.0%	-	0.0%
504515 Employee Tool Replacement	-	-	0.0%	-	0.0%
Totals	35,000	15,000	-57.1%	15,000	0.0%
UTILITIES					
505011 Gas & Electric	-	-	0.0%	-	0.0%
505021 Water & Garbage	-	-	0.0%	-	0.0%
505031 Telecommunications	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
CASUALTY & LIABILITY					
506011 Insurance - Property	-	-	0.0%	-	0.0%
506015 Insurance - PL/PD	-	-	0.0%	-	0.0%
506021 Insurance - Other	-	-	0.0%	-	0.0%
506123 Settlement Costs	-	-	0.0%	-	0.0%
506127 Repairs - District Prop	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
TAXES					
507051 Fuel Tax	-	-	0.0%	-	0.0%
507201 Licenses & Permits	-	-	0.0%	-	0.0%
507999 Other Taxes	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY21 & FY22 OPERATING BUDGET
 Planning, Grants, Governmental Affairs - 1600

ACCOUNT	Jun-19	Jun-20	% CHANGE	Jun-20	% CHANGE
	BUDGET FY20	BUDGET FY21	BUDG FY20 BUDG FY21	BUDGET FY22	BUDG FY21 BUDG FY22
MISC EXPENSE					
509011 Dues/Subscriptions	-	-	0.0%	-	0.0%
509081 Advertising - District Promo	-	-	0.0%	-	0.0%
509101 Employee Incentive Program	-	-	0.0%	-	0.0%
509121 Employee Training	4,500	4,500	0.0%	4,500	0.0%
509122 BOD Travel	-	-	0.0%	-	0.0%
509123 Travel	6,500	6,500	0.0%	6,500	0.0%
509125 Local Meeting Expense	-	-	0.0%	-	0.0%
509127 Board Director Fees	-	-	0.0%	-	0.0%
509150 Contributions	-	-	0.0%	-	0.0%
509198 Cash Over/Short	-	-	0.0%	-	0.0%
509999 Other Misc Expense	-	-	0.0%	-	0.0%
Totals	11,000	11,000	0.0%	11,000	0.0%
INTEREST EXPENSE					
511102 Interest Expense	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
LEASES & RENTALS					
512011 Facility Lease	-	-	0.0%	-	0.0%
512061 Equipment Rental	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
PERSONNEL TOTAL	823,637	927,447	12.6%	878,455	-5.3%
NON-PERSONNEL TOTAL	618,200	326,000	-47.3%	246,000	-24.5%
DEPARTMENT TOTALS	1,441,837	1,253,447	-13.1%	1,124,455	-10.3%



1700 - DISTRICT GENERAL COUNSEL

FY20 ACCOMPLISHMENTS AND FY21 OBJECTIVES

MAJOR FUNCTIONS OF THE DEPARTMENT

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

- Provides professional legal services for the Santa Cruz METRO, its Board of Directors and management staff.
- Represents the Santa Cruz METRO, its Board of Directors and METRO staff, as appropriate, in civil litigation and administrative hearings.
- Oversees the defense of all tort litigation filed against Santa Cruz METRO.
- Provides counsel for Policy/Procedures creation, implementation and enforcement.
- Provides the coordination and response to all public record requests.
- Provides counsel regarding Santa Cruz METRO's contract requirements and approves the same and provides advice related to project management, contract administration and resolution of contract claims/disputes and protests.

DEPARTMENT ACCOMPLISHMENTS FOR FY19

- **Safety First:**
 - Provided assistance and guidance on all COVID-19 matters
 - Provided new bus operator risk management trainings
 - Monitored third party claims and incident reports
- **Fiscal responsibility:**
 - Paid close attention to legal budget and efficient staffing of legal matters
- **State of Good Repair:**
 - Provided assistance with procurements and contracts.

- **Intelligent Transportation Systems (ITS):**
 - Provided assistance with procurements and contracts.
- **Zero Emission Buses (ZEBs):**
 - Provided assistance with rolling stock procurements and contracts.
 - Provided assistance with grant requirements.
- **Legislative:**
 - Monitored legislation potentially impacting METRO.
 - Advised Board on adoptions of legislation amending METRO's enabling statutes.
- **Core Business:**
 - Provided a number of trainings, including but not limited to, new Board member orientation; sexual harassment; ADA; and new bus operators.
 - Provided guidance to the Board related to the annual CEO/GM performance evaluation process.
 - Assisted with numerous contractual, labor, personnel, litigation, employee benefits, and workers' compensation matters.
 - Provided assistance with labor negotiations.
 - Provided guidance and assistance with all COVID-19 impacts and matters.
- **Compliance:**
 - Provided assistance in updating a number of existing Santa Cruz METRO policies.
 - Provided advice related to Brown Act, Public Records Act, and grant (FTA/State) conditions compliance.
 - Provided advice related to Title VI and ADA compliance.
 - Provided assistance and guidance throughout FTA Triennial Audit process.
 - Reviewed various METRO pay practices under CalPERS rules.

DEPARTMENT OBJECTIVES FOR FY21

- **Safety First Culture:**
 - Continue to provide guidance responding to COVID-19
 - Provide new bus operator risk management trainings.
 - Monitor third party claims and incident reports.
 - Provide assistance to risk department as needed.

- **Fiscal Stability, Stewardship, Accountability:**
 - Resolution of any currently-outstanding claims.
 - Continued focus on controlling legal budget.
 - Provide assistance with revenue generation initiatives.
 - Assist with COVID-19 funding matters.

- **Service Quality and Delivery:**
 - Provide ongoing trainings for supervisory and management staff in various matters effecting Santa Cruz METRO.
 - Continue improvements to Santa Cruz METRO's contractual documents.
 - Continue providing assistance on revisions to existing policies and development of new policies as needed, including all policies required by the FTA.

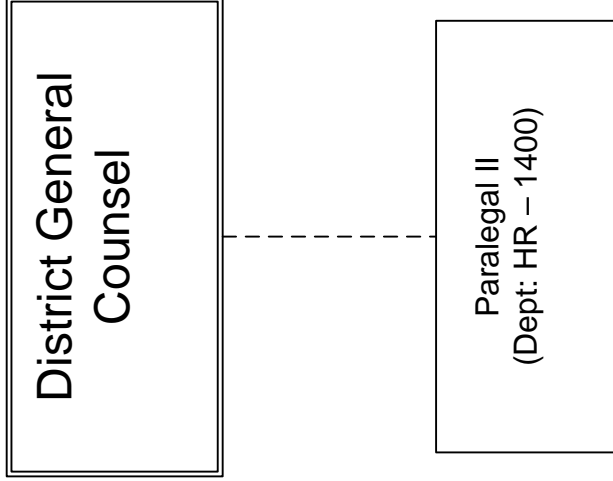
- **Internal and External Technology:**
 - Provide assistance with procurements and contracts.
 - Development of relevant policies.

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

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

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

District General Counsel
1700

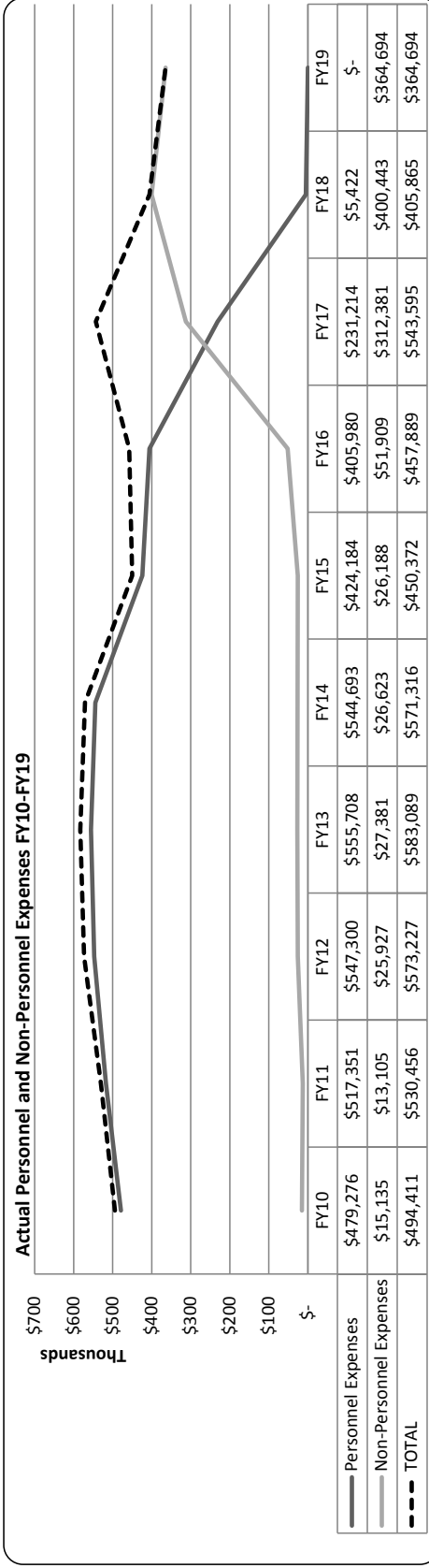
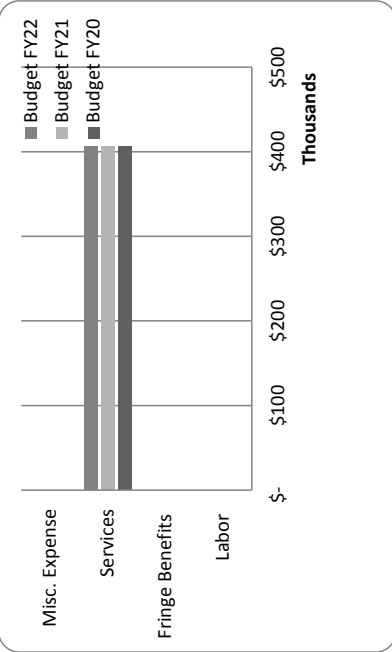


FY21 & FY22 OPERATING BUDGET
Authorized and Funded Personnel - Full Time Equivalent (FTE)
District Counsel - 1700

Position Title	Authorized	Funded	Authorized	Funded	Authorized	Funded
	FY21 2019	FY21 2019	FY21 2020	FY21 2020	FY22 2020	FY22 2020
District Counsel	1.00	0.00	1.00	0.00	1.00	0.00
Administrative Assistant	1.00	0.00	1.00	0.00	1.00	0.00
Paralegal II	1.00	0.00	1.00	0.00	1.00	0.00
Total Full-Time Equivalents (FTEs)	3.00	0.00	3.00	0.00	3.00	0.00

General District Counsel 1700

	Budget FY20	Budget FY21	Var. %	Budget FY22	Var. %
Personnel Expenses:					
Labor	\$ -	\$ -	0.0%	\$ -	0.0%
Fringe Benefits	\$ -	\$ -	0.0%	\$ -	0.0%
	\$ -	\$ -	0.0%	\$ -	0.0%
Non-Personnel Expenses:					
Services	\$ 406,000	\$ 406,000	100.0%	\$ 406,000	0.0%
Misc. Expense	\$ -	\$ -	0.0%	\$ -	0.0%
	\$ 406,000	\$ 406,000	0.0%	\$ 406,000	0.0%
Total Expenses:	\$ 406,000	\$ 406,000	0.0%	\$ 406,000	0.0%



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY21 & FY22 OPERATING BUDGET**

District General Counsel - 1700

ACCOUNT	Jun-19	Jun-20	% CHANGE	Jun-20	% CHANGE
	BUDGET FY20	BUDGET FY21	BUDG FY20 BUDG FY21	BUDGET FY22	BUDG FY21 BUDG FY22
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
FY21 & FY22 OPERATING BUDGET**

District General Counsel - 1700

ACCOUNT	Jun-19	Jun-20	% CHANGE	Jun-20	% CHANGE
	BUDGET FY20	BUDGET FY21	BUDG FY20 BUDG FY21	BUDGET FY22	BUDG FY21 BUDG FY22
SERVICES					
503011 Accting/Audit Fees	-	-	0.0%	-	0.0%
503012 Admin/Bank Fees	-	-	0.0%	-	0.0%
503031 Prof/Technical Fees	6,000	6,000	0.0%	6,000	0.0%
503032 Legislative Services	-	-	0.0%	-	0.0%
503033 Legal Services	400,000	400,000	0.0%	400,000	0.0%
503034 Pre-Employment Exams	-	-	0.0%	-	0.0%
503041 Temp Help	-	-	0.0%	-	0.0%
503161 Custodial Services	-	-	0.0%	-	0.0%
503162 Uniforms/Laundry	-	-	0.0%	-	0.0%
503171 Security Services	-	-	0.0%	-	0.0%
503221 Classified/Legal Ads	-	-	0.0%	-	0.0%
503222 Legal Ads	-	-	0.0%	-	0.0%
503225 Graphic Services	-	-	0.0%	-	0.0%
503351 Repair - Bldg & Impr	-	-	0.0%	-	0.0%
503352 Repair - Equipment	-	-	0.0%	-	0.0%
503353 Repair - Rev Vehicle	-	-	0.0%	-	0.0%
503354 Repair - Non Rev Vehicle	-	-	0.0%	-	0.0%
503363 Haz Mat Disposal	-	-	0.0%	-	0.0%
Totals	406,000	406,000	0.0%	406,000	0.0%
MOBILE MATERIALS & SUPPLIES					
504011 Fuels & Lubricants - Non Rev Veh	-	-	0.0%	-	0.0%
504012 Fuels & Lubricants - Rev Veh	-	-	0.0%	-	0.0%
504021 Tires & Tubes	-	-	0.0%	-	0.0%
504161 Other Mobile Supplies	-	-	0.0%	-	0.0%
504191 Rev Vehicle Parts	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY21 & FY22 OPERATING BUDGET**

District General Counsel - 1700

ACCOUNT	Jun-19	Jun-20	% CHANGE	Jun-20	% CHANGE
	BUDGET FY20	BUDGET FY21	BUDG FY20 BUDG FY21	BUDGET FY22	BUDG FY21 BUDG FY22
OTHER MATERIALS & SUPPLIES					
504205 Freight Out	-	-	0.0%	-	0.0%
504211 Postage & Mailing	-	-	0.0%	-	0.0%
504214 Promotional Items	-	-	0.0%	-	0.0%
504215 Printing	-	-	0.0%	-	0.0%
504217 Photo Supp/Process	-	-	0.0%	-	0.0%
504311 Office Supplies	-	-	0.0%	-	0.0%
504315 Safety Supplies	-	-	0.0%	-	0.0%
504317 Cleaning Supplies	-	-	0.0%	-	0.0%
504409 Repair/Maint Supplies	-	-	0.0%	-	0.0%
504417 Tenant Repairs	-	-	0.0%	-	0.0%
504421 Non-Inventory Parts	-	-	0.0%	-	0.0%
504511 Small Tools	-	-	0.0%	-	0.0%
504515 Employee Tool Replacement	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
UTILITIES					
505011 Gas & Electric	-	-	0.0%	-	0.0%
505021 Water & Garbage	-	-	0.0%	-	0.0%
505031 Telecommunications	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
CASUALTY & LIABILITY					
506011 Insurance - Property	-	-	0.0%	-	0.0%
506015 Insurance - PL/PD	-	-	0.0%	-	0.0%
506021 Insurance - Other	-	-	0.0%	-	0.0%
506123 Settlement Costs	-	-	0.0%	-	0.0%
506127 Repairs - District Prop	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
TAXES					
507051 Fuel Tax	-	-	0.0%	-	0.0%
507201 Licenses & Permits	-	-	0.0%	-	0.0%
507999 Other Taxes	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY21 & FY22 OPERATING BUDGET**

District General Counsel - 1700

ACCOUNT	Jun-19	Jun-20	% CHANGE	Jun-20	% CHANGE
	BUDGET FY20	BUDGET FY21	BUDG FY20 BUDG FY21	BUDGET FY22	BUDG FY21 BUDG FY22
MISC EXPENSE					
509011 Dues/Subscriptions	-	-	0.0%	-	0.0%
509081 Advertising - District Promo	-	-	0.0%	-	0.0%
509101 Employee Incentive Program	-	-	0.0%	-	0.0%
509121 Employee Training	-	-	0.0%	-	0.0%
509122 BOD Travel	-	-	0.0%	-	0.0%
509123 Travel	-	-	0.0%	-	0.0%
509125 Local Meeting Expense	-	-	0.0%	-	0.0%
509127 Board Director Fees	-	-	0.0%	-	0.0%
509150 Contributions	-	-	0.0%	-	0.0%
509198 Cash Over/Short	-	-	0.0%	-	0.0%
509999 Other Misc Expense	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
INTEREST EXPENSE					
511102 Interest Expense	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
LEASES & RENTALS					
512011 Facility Lease	-	-	0.0%	-	0.0%
512061 Equipment Rental	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
PERSONNEL TOTAL					
	-	-	0.0%	-	0.0%
NON-PERSONNEL TOTAL					
	406,000	406,000	0.0%	406,000	0.0%
DEPARTMENT TOTALS					
	406,000	406,000	0.0%	406,000	0.0%

1800 - SAFETY, SECURITY AND RISK MANAGEMENT DEPARTMENT

FY20 ACCOMPLISHMENTS AND FY21 OBJECTIVES

MAJOR FUNCTIONS OF THE DEPARTMENT

The Safety, Security and Risk Management Department under the direction of the CEO/General Manager performs the following major activities and services:

- Develops and implements occupational safety & health programs, policies and procedures for the Santa Cruz METRO (METRO), and ensures compliance with the OSHA regulations and program requirements.
- Develops and implements METRO's Injury and Illness Prevention Program (IIPP) as required by Cal/OSHA and ensures compliance with the program requirements.
- Develops and implements METRO's Public Transportation Agency Safety Plan (PTASP) as required by the Federal Transit Administration (FTA), regulation 49 CFR Part 673.
- Process tort claims and arrange settlements of claims filed against METRO.
- Serves on the CalTIP Board of Directors representing METRO. Attends CalTIP Board meetings and manages METRO's Liability and Vehicle Physical Damage Program.
- Investigates and follow-up on resolutions of reported unsafe conditions and hazards.
- Reviews all chemicals/products procured by METRO to ensure safety of product and provides guidance for suitable PPE and procedures before its use.
- Conducts search and review of all video recordings and provide copies of video footage as requested by Operations, Law Enforcement agencies and the public.
- Compiles and prepares National Transit Data reports for METRO and submit those reports to the FTA on a timely manner.
- Manages and maintain Security Contracted services and ensures adequate security services are provided through physical presence and patrol services at all Transit Centers and in the METRO service areas.
- Oversee various contracts pertaining to design and construction activities to enhancing safety & security at METRO facilities.

DEPARTMENT ACCOMPLISHMENTS FOR FY20

- **Safety First:**
 - Provided latest and ongoing information pertaining to COVID-19 to all employees and the public at all METRO facilities and inside buses.
 - Evaluated bus & facilities disinfection products and methods and provided guidance to bus fleet maintenance & facilities maintenance managers.
 - Developed and implemented safety policies and procedures.
 - Developed accident database in IndustrySafe for analyses purposes.
 - Conducted field visits/inspections at transit facilities and taken appropriate actions to improve safety & security of employees and customers.
 - Obtained Board's approval on the Mutual Aid Agreement with California Central Coast Area Public Transit Operators – MST –SBCTA – SLORTA and METRO.
 - Obtained Board's approval for renewal of Security Services Contract for another three (3) years and one (1) month.

- **Fiscal responsibility:**
 - Monitor department budget and efficient utilization of resources to manage safety, security and risk management activities.

- **State of Good Repair:**
 - Conducted regular inspections of METRO facilities and equipment to ensure facilities and equipment are well maintained and are in a state of good repair.

- **Intelligent Transportation Systems (ITS):**
 - Provided assistance with procurements and maintenance of video surveillance program.

- **Zero Emission Buses (ZEBs):**
 - Provided assistance with rolling stock procurements and contracts.
 - Provided assistance with the training and safety requirements.

- **Legislative:**
 - Monitored legislation potentially impacting METRO.
 - Developed COVID-19 related METRO's policies and procedures to comply with Santa Cruz Public Health and CDC requirements.

- **Core Business:**
 - Developed and implemented safety & security programs to enhance employees and customers safety.
 - Provided a number of trainings/orientations to new employees and existing managers and supervisors regarding IIPP and PTASP.

1800 - Safety, Security and Risk Management Department (con't)

- Processed tort claims for settlements.
- Conducted meetings with Union representatives and followed up with their concerns for resolution.
- Investigated unsafe conditions and hazards and followed up on their resolutions.
- **Compliance:**
 - Updated a number of existing METRO safety and security policies and procedures to bring them in compliance with the state & federal regulations.
 - Developing new METRO safety policies and procedures, including but not limited to IIPP, PTASP, EOC, and COVID-19 etc.
 - Provided oversight and monitoring of compliance for COVID-19 related regulations and requirements and FTA safety compliance.
 - Provided oversight on NTD reporting and compliance matters.
 - Provided oversight on Cal/OSHA compliance matters.
 - Provided oversight on compliance with tort claims requirements.
 - Provided oversight on various METRO union contracts compliance.
 - Provided oversight on CalTIP Program requirements.

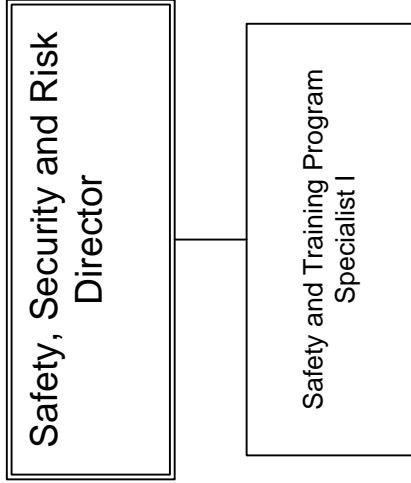
DEPARTMENT OBJECTIVES FOR FY21

- **Safety First Culture:**
 - Obtain FTA's and State Safety Oversight Agency (Caltrans) concurrence and Board's approval of METRO's PTASP
 - Implement PTASP as required by the FTA.
 - Implement IIPP program requirements.
 - Provide new employee safety orientations and training sessions.
 - Conduct regular inspection of METRO facilities and operations to enhance safety and security.
 - Process and monitor third party claims and incident reports.
 - Follow directions from the CEO/General Manager to implement new safety and security initiatives, as needed.
- **Fiscal Stability, Stewardship, Accountability:**
 - Resolution and settlement of any outstanding claims.
 - Management of CalTIP Program requirements.
 - Continued focus on controlling safety, security and risk budget.
 - Complete FTA and Cal/OSHA required mandates.
 - Provide assistance with implementing safety and security initiatives.
- **Service Quality and Delivery:**
 - Provide ongoing trainings for supervisory and management staff in various matters effecting METRO safety & security.
 - Continue providing assistance to METRO's contractual documents.

1800 - Safety, Security and Risk Management Department (con't)

- Continue updating and improving existing safety policies and procedures and developing new safety policies & procedures as needed by the FTA, OSHA, County of Santa Cruz Public Health Division & CDC.
- **Internal and External Technology:**
 - Provide assistance with new electric bus technology.
 - Sustaining existing video surveillance technology.
- **Employee Engagement; Attract, Retain, Develop:**
 - Retain existing staff and developing staff capabilities.
 - Engage staff in the development of relevant safety policies & procedures, as needed.
- **State of Good Repair:**
 - Conduct regular inspection of METRO facilities and equipment to ensure that facilities and equipment are well maintained and are in a state of good repair.
 - Provide ongoing trainings for supervisory and management staff in various matters effecting METRO safety & security.
 - Provide assistance in procurement of engineering/construction contracts.
 - Review relevant policies, procedures and practices and provide input, as needed.
- **Strategic Alliance and Community Outreach:**
 - Provide as needed support on customer outreach on various public safety & security matters as recommended by the Santa Cruz County Department of Public Health Division & CDC.

Risk Management
1800

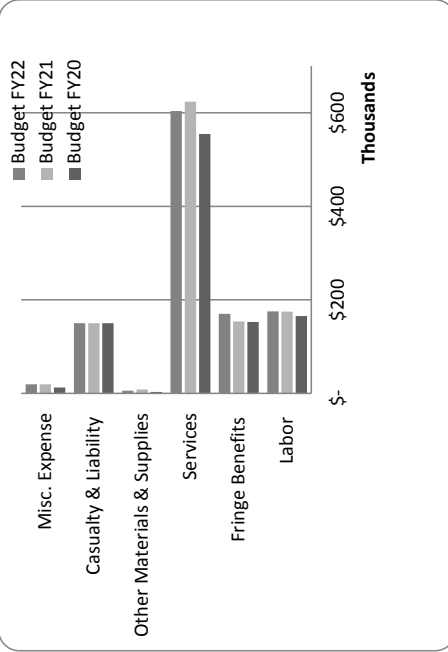


FY21 & FY22 OPERATING BUDGET
Authorized and Funded Personnel - Full Time Equivalent (FTE)
Safety, Security, and Risk Management - 1800

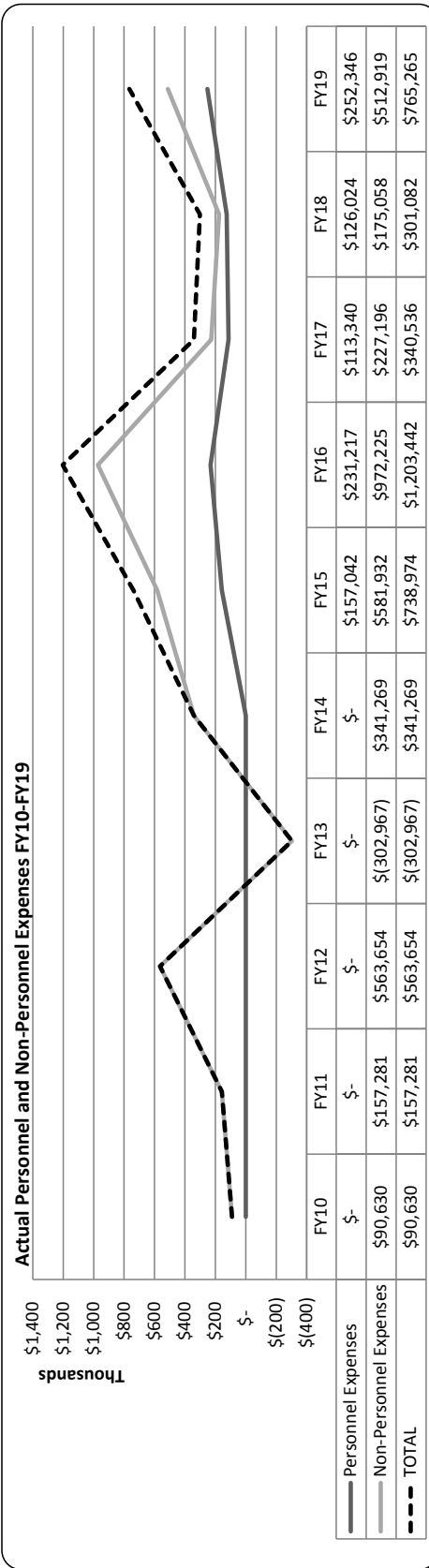
Position Title	Authorized		Funded		Authorized		Funded	
	FY21 2019	FY21 2019	FY21 2019	FY21 2019	FY21 2020	FY21 2020	FY21 2020	FY22 2020
Claims Technician II	1.00	0.00	1.00	0.00	1.00	1.00	0.00	0.00
Safety and Training Program Specialist I	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Safety, Security and Risk Director	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Total Full-Time Equivalents (FTEs)	3.00	2.00	3.00	2.00	3.00	2.00	3.00	2.00

Risk Management 1800

	Budget FY20	Budget FY21	Var. %	Budget FY22	Var. %
Personnel Expenses:					
Labor	\$ 165,482	\$ 174,896	6%	\$ 175,578	0.4%
Fringe Benefits	\$ 152,859	\$ 153,799	1%	\$ 170,190	10.7%
	\$ 318,341	\$ 328,695	3%	\$ 345,768	5.2%
Non-Personnel Expenses:					
Services	\$ 554,602	\$ 623,989	13%	\$ 603,989	-3.2%
Other Materials & Supplies	\$ 3,000	\$ 8,500	183%	\$ 5,700	-32.9%
Casualty & Liability	\$ 150,000	\$ 150,000	0%	\$ 150,000	0.0%
Misc. Expense	\$ 12,500	\$ 19,520	56%	\$ 19,220	-1.5%
	\$ 720,102	\$ 802,009	11%	\$ 778,909	-2.9%
Total Expenses:	\$ 1,038,443	\$ 1,130,704	9%	\$ 1,124,677	-0.5%



Actual Personnel and Non-Personnel Expenses FY10-FY19



SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY21 & FY22 OPERATING BUDGET
 Safety, Security, and Risk Management - 1800

ACCOUNT	Jun-19	Jun-20	% CHANGE	Jun-20	% CHANGE
	BUDGET FY20	BUDGET FY21	BUDG FY20 BUDG FY21	BUDGET FY22	BUDG FY21 BUDG FY22
LABOR					
501011 Bus Operator Pay	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	0.0%	-	0.0%
501021 Other Salaries	164,659	174,646	6.1%	175,327	0.4%
501023 Other OT	823	250	-69.6%	251	0.4%
Totals	165,482	174,896	5.7%	175,578	0.4%
FRINGE BENEFITS					
502011 Medicare/Soc. Sec.	2,990	3,050	2.0%	3,168	3.9%
502021 Retirement	60,490	68,934	14.0%	75,203	9.1%
502031 Medical Ins	31,049	27,066	-12.8%	29,130	7.6%
502041 Dental Ins	3,530	2,723	-22.9%	2,764	1.5%
502045 Vision Ins	633	556	-12.1%	573	3.0%
502051 Life Ins/AD&D	338	338	0.0%	348	3.0%
502060 State Disability Ins (SDI)	2,123	2,167	2.1%	2,318	7.0%
502061 Long Term Disability Ins	1,446	1,371	-5.2%	1,446	5.5%
502071 State Unemployment Ins (SUI)	342	252	-26.2%	267	6.1%
502081 Worker's Comp Ins	5,970	5,883	-1.5%	6,060	3.0%
502101 Holiday Pay	6,320	6,465	2.3%	6,715	3.9%
502103 Floating Holiday	5,144	4,900	-4.8%	5,144	5.0%
502109 Sick Leave	9,480	9,697	2.3%	10,072	3.9%
502111 Annual Leave	18,315	12,878	-29.7%	19,401	50.7%
502121 Other Paid Absence	1,481	1,515	2.3%	1,574	3.9%
502251 Phys. Exams	-	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	0.0%	-	0.0%
502999 Other Fringe Benefits	3,207	6,004	87.2%	6,006	0.0%
Totals	152,859	153,799	0.6%	170,190	10.7%

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY21 & FY22 OPERATING BUDGET
 Safety, Security, and Risk Management - 1800

ACCOUNT	Jun-19	Jun-20	% CHANGE	Jun-20	% CHANGE
	BUDGET FY20	BUDGET FY21	BUDG FY20 BUDG FY21	BUDGET FY22	BUDG FY21 BUDG FY22
SERVICES					
503011 Accting/Audit Fees	-	-	0.0%	-	0.0%
503012 Admin/Bank Fees	-	-	0.0%	-	0.0%
503031 Prof/Technical Fees	6,200	30,200	387.1%	10,200	-66.2%
503032 Legislative Services	-	-	0.0%	-	0.0%
503033 Legal Services	-	-	0.0%	-	0.0%
503034 Pre-Employment Exams	-	-	0.0%	-	0.0%
503041 Temp Help	-	-	0.0%	-	0.0%
503161 Custodial Services	-	-	0.0%	-	0.0%
503162 Uniforms/Laundry	-	-	0.0%	-	0.0%
503171 Security Services	548,402	593,789	8.3%	593,789	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	554,602	623,989	12.5%	603,989	-3.2%
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
FY21 & FY22 OPERATING BUDGET
 Safety, Security, and Risk Management - 1800

ACCOUNT	Jun-19	Jun-20	% CHANGE	Jun-20	% CHANGE
	BUDGET FY20	BUDGET FY21	BUDG FY20 BUDG FY21	BUDGET FY22	BUDG FY21 BUDG FY22
OTHER MATERIALS & SUPPLIES					
504205 Freight Out	-	-	0.0%	-	0.0%
504211 Postage & Mailing	-	-	0.0%	-	0.0%
504214 Promotional Items	-	-	0.0%	-	0.0%
504215 Printing	500	5,000	900.0%	3,000	-40.0%
504217 Photo Supp/Process	-	-	0.0%	-	0.0%
504311 Office Supplies	-	-	0.0%	-	0.0%
504315 Safety Supplies	2,500	3,500	40.0%	2,700	-22.9%
504317 Cleaning Supplies	-	-	0.0%	-	0.0%
504409 Repair/Maint Supplies	-	-	0.0%	-	0.0%
504417 Tenant Repairs	-	-	0.0%	-	0.0%
504421 Non-Inventory Parts	-	-	0.0%	-	0.0%
504511 Small Tools	-	-	0.0%	-	0.0%
504515 Employee Tool Replacement	-	-	0.0%	-	0.0%
Totals	3,000	8,500	183.3%	5,700	-32.9%
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	-	-	0.0%	-	0.0%
506015 Insurance - PL/PD	-	-	0.0%	-	0.0%
506021 Insurance - Other	-	-	0.0%	-	0.0%
506123 Settlement Costs	150,000	150,000	0.0%	150,000	0.0%
506127 Repairs - District Prop	-	-	0.0%	-	0.0%
Totals	150,000	150,000	0.0%	150,000	0.0%
TAXES					
507051 Fuel Tax	-	-	0.0%	-	0.0%
507201 Licenses & Permits	-	-	0.0%	-	0.0%
507999 Other Taxes	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY21 & FY22 OPERATING BUDGET
 Safety, Security, and Risk Management - 1800

ACCOUNT	Jun-19 BUDGET FY20	Jun-20 BUDGET FY21	% CHANGE BUDG FY20 BUDG FY21	Jun-20 BUDGET FY22	% CHANGE BUDG FY21 BUDG FY22
MISC EXPENSE					
509011 Dues/Subscriptions	500	400	-20.0%	400	0.0%
509081 Advertising - District Promo	-	-	0.0%	-	0.0%
509101 Employee Incentive Program	3,000	3,000	0.0%	3,000	0.0%
509121 Employee Training	3,000	7,200	140.0%	7,200	0.0%
509122 BOD Travel	-	-	0.0%	-	0.0%
509123 Travel	6,000	8,920	48.7%	8,620	-3.4%
509125 Local Meeting Expense	-	-	0.0%	-	0.0%
509127 Board Director Fees	-	-	0.0%	-	0.0%
509150 Contributions	-	-	0.0%	-	0.0%
509198 Cash Over/Short	-	-	0.0%	-	0.0%
509999 Other Misc Expense	-	-	0.0%	-	0.0%
Totals	12,500	19,520	56.2%	19,220	-1.5%
INTEREST EXPENSE					
511102 Interest Expense	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
LEASES & RENTALS					
512011 Facility Lease	-	-	0.0%	-	0.0%
512061 Equipment Rental	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
PERSONNEL TOTAL	318,341	328,695	3.3%	345,768	5.2%
NON-PERSONNEL TOTAL	720,102	802,009	11.4%	778,909	-2.9%
DEPARTMENT TOTALS	1,038,443	1,130,704	8.9%	1,124,677	-0.5%



1900 - PURCHASING DEPARTMENT

FY20 ACCOMPLISHMENTS AND FY21 OBJECTIVES

MAJOR FUNCTIONS OF THE DEPARTMENT

The Purchasing Department is responsible for all purchasing activities of Santa Cruz METRO including:

- Ensuring that materials and services are obtained in an effective manner, and are obtained in compliance with the provisions of all applicable federal, state, and local laws and regulations

The Purchasing Department is also responsible for:

- Procurement of supplies, equipment, services and construction
- Obtaining spending approval from the Board of the Directors
- Establishing contracts and vendor relations
- Managing Facilities and Fleet Maintenance Department parts and materials inventory and issuing activities
- Annual planning of agency procurement needs
- Training staff with procurement responsibilities in proper procedures
- Coordinating all related administrative processes with requesting departments and the Finance department

DEPARTMENT ACCOMPLISHMENTS FOR FY20

- **Safety First Culture**
 - Provided data for the Facilities Department and outside vendor (Pacific Crest Engineering)
 - Input data into the State of California Environmental Reporting System (CERS) listing our hazardous chemicals located on site @ 138 Golf Club Drive
 - Updated the site map required for emergency personnel
 - Successfully administrated the MSDS/SDS safety program for Fleet, Facilities, and Purchasing Departments; ensuring items brought into inventory are properly identified and cataloged
 - Weekly safety meetings held in the parts area to review relevant topics
 - No safety incidents occurred in the Purchasing Department
 - Performed LED lighting upgrade on select 1998 New Flyer buses

- **Fiscal Stability, Stewardship and Accountability**
 - Identified and put together a list of excess/obsolete parts from the Orion buses, which were auctioned off after BOD approval
 - Sold excess tires for the Orion buses back to tire vendor
 - Sold a few spare Orion bus parts back to New Flyer
 - Continued to ensure Santa Cruz Metro obtains beneficial pricing from qualified vendors on all products and services
 - Maintain accurate purchase order and contract files
 - Successfully passed the FTA Triennial Review
 - Participated in joint procurements with other agencies
 - Custodial jumbo toilet paper dispenser roll retrofit for public restrooms
 - Transmission core charge fee waived by transmission vendor at a savings of \$4,000 each
 - Changed lamps stocked in the parts room from Truck-lite to Dialight, which created a better warranty of these lamps and easier warranty process to obtain replacements

- **Service Quality and Delivery**
 - Purchasing Department processed 909 purchase orders in this fiscal year.
 - Purchasing was able to get work done despite being short-staffed
 - Instituted new buying limits; Buyer able to award purchase orders up to \$3K
 - Trained end users in Puridiom
 - Hardware bin consolidation and color-coded organization of bulk bolt and nut bins
 - Standardized parts catalogs and added info on binder for better understanding of contents
 - Made many updates to standard brake parts pull lists, which makes it easier for both parts employees and mechanics

- **Internal and External Technology**
 - Obtained for the Parts Department new style HP thin-clients to provide latest technology to their workstations
 - Worked with Electronic Technician to increase our inventory of Fare box and TVM parts

- **Employee Engagement: Attract, Retain and Develop**
 - Kept employees involved with regularly scheduled meetings in the department and monthly meetings to review information after each Board of Directors meetings
 - Had occasional “lunch days”, which brought in outside food allowed employees time network and discuss work related items in a relaxed atmosphere
 - Yearly holiday dinner and social outings
 - Parts and Purchasing employee department cross training; Parts Clerk cross-trained for the Buyer position in their absence

- **State of Good Repair**
 - Strategized and obtained required parts to perform four (4) rolling stock overhauls for the Fleet Maintenance department
 - Developed service kit for a fleet campaign to replace cylinder head hoses on buses equipped with Cummins 8.9 engines to make the repair trackable in the future for the Fleet Maintenance department
 - Obtained required parts to perform wiper blade and saddle replacements on all buses
 - Daily monitoring of “buses down”, waiting for parts, which is critical to keep the Fleet Maintenance department and all Santa Cruz METRO vehicles and equipment in service
 - Developed inspection sheet in collaboration with Fleet Maintenance Supervisors, which is more user friendly and uniform to notate missed opportunities on work orders

- **Strategic Alliance and Community Outreach**
 - Developed and deployed Santa Cruz METRO non-revenue vehicle branding decal project
 - Purchasing became more active with Bay Area Business Outreach Committee (B.O.C) to help increase our DBE contacts and improve our use of DBE vendors

DEPARTMENT OBJECTIVES FOR FY21

- **Safety First Culture**
 - Continue to provide a safe working environment with weekly safety trainings

1900 - Purchasing Department (con't)

- Continue to monitor/administer the MSDS program for Fleet Maintenance and Facility Maintenance departments
- Perform annual MSDS audit

- **Financial Stability, Stewardship, and Accountability**
 - Obtain a new contract for bus vehicle servicing filters (oil, air, fuel, transmission)
 - Finalize new contract for fasteners, hardware, and electrical terminals
 - Continue to ensure Santa Cruz Metro obtains beneficial pricing from qualified vendors on all products and services
 - Maintain accurate purchase order and contract files
 - Participate in joint procurements with other agencies
 - Be proactive and aware of all time sensitive grant funded procurements

- **Service Quality and Delivery**
 - Develop and provide “mini training classes” to Santa Cruz METRO Managers and other key employees on:
 - “how to do business with Santa Cruz METRO purchasing”
 - Purchasing department “flow chart” of procurement process
 - How to create Requisitions in the purchasing system (Puridium)
 - What is the process for “after the fact purchasing”

- **Internal and External Technology**
 - Bring on-board to Santa Cruz METRO, new purchasing software to streamline the purchasing process, which will save time, provide a more compliant purchasing process and vendor data capture

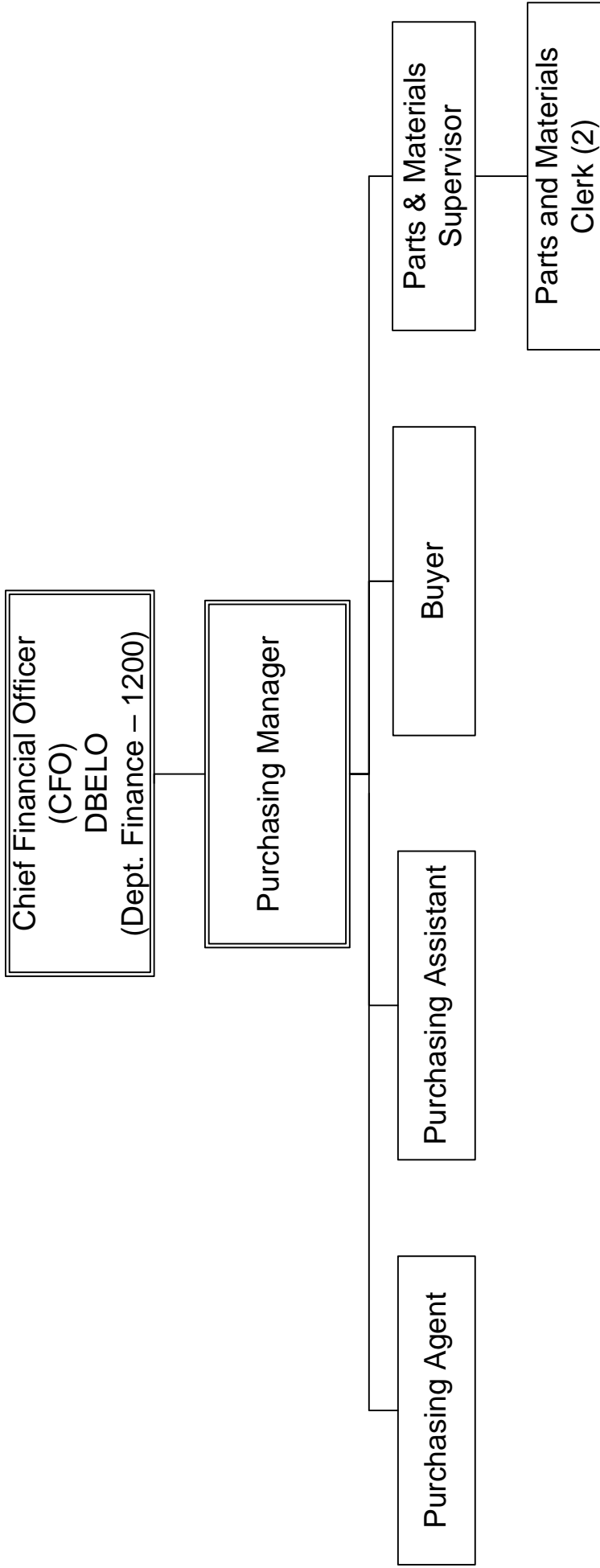
- **Employee Engagement: Attract, Retain and Develop**
 - Schedule Purchasing and Parts staff for computer and business training
 - Send Purchasing Department staff to specialized training through NTI

- **State of Good Repair**
 - Continue to support and stock Fleet Maintenance and Facility Maintenance departments with the correct parts they need to be efficient and obtain special orders and requested items in a timely manner

1900 - Purchasing Department (con't)

- **Strategic Alliance and Community Outreach**
 - Supply decals to the Fleet Maintenance department for installation on all Santa Cruz METRO vehicles in relation to the Santa Cruz METRO logo branding project
 - Strive to increase our DBE participation through increased employee training this fiscal year
 - Increase attendance and networking with the Bay Area Business Outreach Committee (BOC).

Purchasing 1900



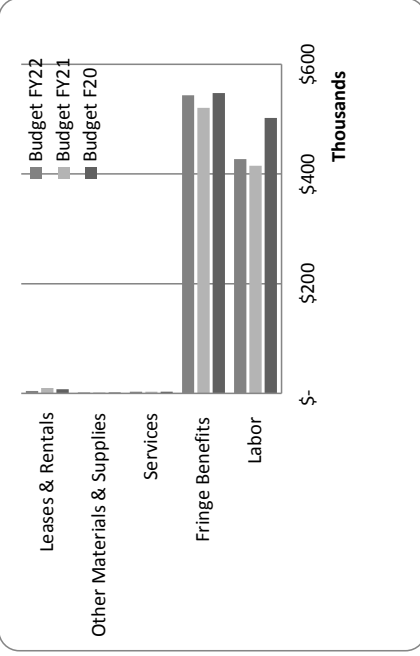
FY21 & FY22 OPERATING BUDGET
Authorized and Funded Personnel - Full Time Equivalent (FTE)
Purchasing - 1900

Position Title	Authorized		Funded		Authorized		Funded	
	FY21 2019	FY21 2019	FY21 2019	FY21 2019	FY21 2020	FY21 2020	FY21 2020	FY22 2020
Purchasing and Special Projects Director*	1.00	1.00	1.00	1.00	1.00	0.00	1.00	0.00
Purchasing Manager	0.00	0.00	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Specialist*	1.00	1.00	1.00	1.00	1.00	0.00	1.00	0.00
Purchasing Agent	1.00	0.00	1.00	1.00	1.00	1.00	1.00	1.00
Purchasing Assistant	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Buyer	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Parts and Materials Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Lead Parts and Materials Clerk	1.00	1.00	1.00	1.00	1.00	0.00	1.00	0.00
Parts and Materials Clerk	3.00	3.00	3.00	3.00	3.00	2.00	3.00	2.00
Administrative Clerk	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Full-Time Equivalents (FTEs)	10.00	9.00	11.00	7.00	11.00	7.00	11.00	7.00

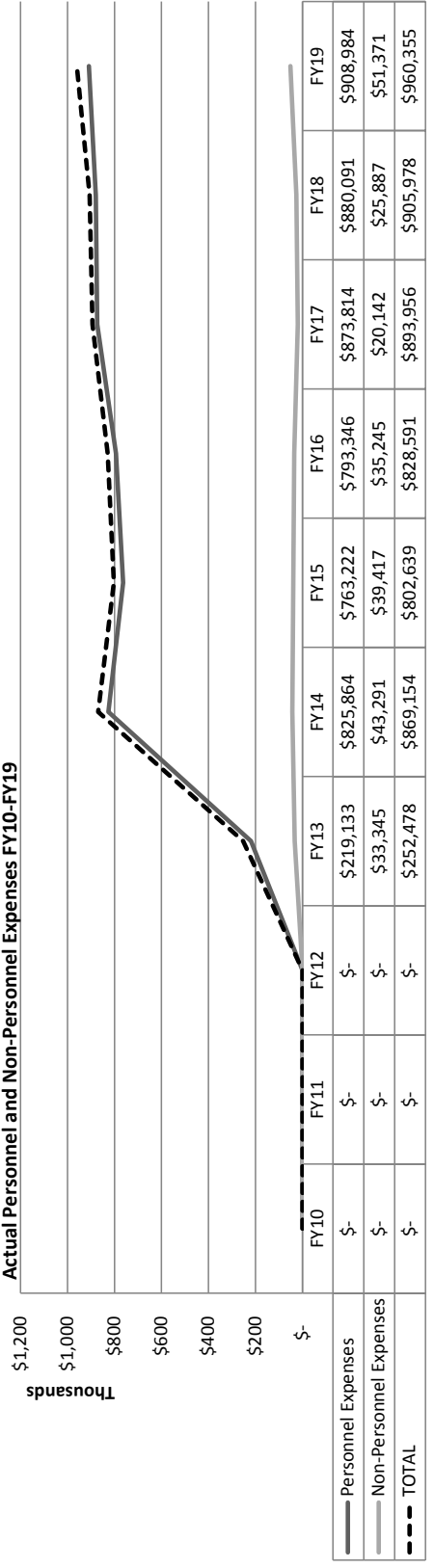
*1 FTE transferred to Finance; New Title is Project Manager

Purchasing 1900

	Budget F20	Budget FY21	Var. %	Budget FY22	Var. %
Personnel Expenses:					
Labor	\$ 502,149	\$ 414,886	-17.4%	\$ 427,078	2.9%
Fringe Benefits	\$ 547,757	\$ 520,510	-5.0%	\$ 543,447	4.4%
	\$ 1,049,906	\$ 935,395	-10.9%	\$ 970,525	3.8%
Non-Personnel Expenses:					
Services	\$ 3,200	\$ 3,200	0.0%	\$ 3,200	0.0%
Other Materials & Supplies	\$ 1,800	\$ 1,800	0.0%	\$ 1,800	0.0%
Misc. Expense	\$ 7,550	\$ 9,780	0.0%	\$ 4,250	0.0%
	\$ 12,550	\$ 14,780	17.8%	\$ 9,250	-37.4%
Total Expenses:	\$ 1,062,456	\$ 950,175	-10.6%	\$ 979,775	3.1%



Actual Personnel and Non-Personnel Expenses FY10-FY19



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY21 & FY22 OPERATING BUDGET**

Purchasing - 1900

ACCOUNT	Jun-19	Jun-20	% CHANGE	Jun-20	% CHANGE
	BUDGET FY20	BUDGET FY21	BUDG FY20 BUDG FY21	BUDGET FY22	BUDG FY21 BUDG FY22
LABOR					
501011 Bus Operator Pay	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	0.0%	-	0.0%
501021 Other Salaries	499,651	413,073	-17.3%	425,213	2.9%
501023 Other OT	2,498	1,812	-27.5%	1,865	2.9%
Totals	502,149	414,886	-17.4%	427,078	2.9%
FRINGE BENEFITS					
502011 Medicare/Soc. Sec.	9,047	7,379	-18.4%	7,734	4.8%
502021 Retirement	183,008	166,381	-9.1%	183,163	10.1%
502031 Medical Ins	182,020	205,194	12.7%	197,085	-4.0%
502041 Dental Ins	9,802	6,398	-34.7%	6,494	1.5%
502045 Vision Ins	2,840	1,947	-31.4%	2,005	3.0%
502051 Life Ins/AD&D	1,158	924	-20.2%	951	3.0%
502060 State Disability Ins (SDI)	6,326	5,242	-17.1%	5,659	8.0%
502061 Long Term Disability Ins	4,149	3,500	-15.6%	3,676	5.0%
502071 State Unemployment Ins (SUI)	1,537	882	-42.6%	936	6.1%
502081 Worker's Comp Ins	23,892	26,493	10.9%	27,288	3.0%
502101 Holiday Pay	19,121	15,603	-18.4%	16,355	4.8%
502103 Floating Holiday	5,548	4,097	-26.2%	4,302	5.0%
502109 Sick Leave	28,681	23,405	-18.4%	24,532	4.8%
502111 Annual Leave	63,939	47,268	-26.1%	57,289	21.2%
502121 Other Paid Absence	4,481	3,657	-18.4%	3,833	4.8%
502251 Phys. Exams	-	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	0.0%	-	0.0%
502999 Other Fringe Benefits	2,208	2,139	-3.1%	2,145	0.3%
Totals	547,757	520,510	-5.0%	543,447	4.4%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY21 & FY22 OPERATING BUDGET**

Purchasing - 1900

ACCOUNT	Jun-19	Jun-20	% CHANGE		Jun-20	% CHANGE	
	BUDGET FY20	BUDGET FY21	BUDG FY20	BUDG FY21	BUDGET FY22	BUDG FY21	BUDG FY22
SERVICES							
503011 Accting/Audit Fees	-	-	0.0%	0.0%	-	0.0%	0.0%
503012 Admin/Bank Fees	-	-	0.0%	0.0%	-	0.0%	0.0%
503031 Prof/Technical Fees	-	-	0.0%	0.0%	-	0.0%	0.0%
503032 Legislative Services	-	-	0.0%	0.0%	-	0.0%	0.0%
503033 Legal Services	-	-	0.0%	0.0%	-	0.0%	0.0%
503034 Pre-Employment Exams	-	-	0.0%	0.0%	-	0.0%	0.0%
503041 Temp Help	-	-	0.0%	0.0%	-	0.0%	0.0%
503161 Custodial Services	-	-	0.0%	0.0%	-	0.0%	0.0%
503162 Uniforms/Laundry	2,000	2,000	0.0%	0.0%	2,000	0.0%	0.0%
503171 Security Services	-	-	0.0%	0.0%	-	0.0%	0.0%
503221 Classified/Legal Ads	1,200	1,200	0.0%	0.0%	1,200	0.0%	0.0%
503222 Legal Ads	-	-	0.0%	0.0%	-	0.0%	0.0%
503225 Graphic Services	-	-	0.0%	0.0%	-	0.0%	0.0%
503351 Repair - Bldg & Impr	-	-	0.0%	0.0%	-	0.0%	0.0%
503352 Repair - Equipment	-	-	0.0%	0.0%	-	0.0%	0.0%
503353 Repair - Rev Vehicle	-	-	0.0%	0.0%	-	0.0%	0.0%
503354 Repair - Non Rev Vehicle	-	-	0.0%	0.0%	-	0.0%	0.0%
503363 Haz Mat Disposal	-	-	0.0%	0.0%	-	0.0%	0.0%
Totals	3,200	3,200	0.0%	0.0%	3,200	0.0%	0.0%
MOBILE MATERIALS & SUPPLIES							
504011 Fuels & Lubricants - Non Rev Veh	-	-	0.0%	0.0%	-	0.0%	0.0%
504012 Fuels & Lubricants - Rev Veh	-	-	0.0%	0.0%	-	0.0%	0.0%
504021 Tires & Tubes	-	-	0.0%	0.0%	-	0.0%	0.0%
504161 Other Mobile Supplies	-	-	0.0%	0.0%	-	0.0%	0.0%
504191 Rev Vehicle Parts	-	-	0.0%	0.0%	-	0.0%	0.0%
Totals	-	-	0.0%	0.0%	-	0.0%	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY21 & FY22 OPERATING BUDGET**

Purchasing - 1900

ACCOUNT	Jun-19	Jun-20	% CHANGE	Jun-20	% CHANGE
	BUDGET FY20	BUDGET FY21	BUDG FY20 BUDG FY21	BUDGET FY22	BUDG FY21 BUDG FY22
OTHER MATERIALS & SUPPLIES					
504205 Freight Out	-	-	0.0%	-	0.0%
504211 Postage & Mailing	100	100	0.0%	100	0.0%
504214 Promotional Items	-	-	0.0%	-	0.0%
504215 Printing	200	200	0.0%	200	0.0%
504217 Photo Supp./Process	-	-	0.0%	-	0.0%
504311 Office Supplies	1,500	1,500	0.0%	1,500	0.0%
504315 Safety Supplies	-	-	0.0%	-	0.0%
504317 Cleaning Supplies	-	-	0.0%	-	0.0%
504409 Repair/Maint Supplies	-	-	0.0%	-	0.0%
504417 Tenant Repairs	-	-	0.0%	-	0.0%
504421 Non-Inventory Parts	-	-	0.0%	-	0.0%
504511 Small Tools	-	-	0.0%	-	0.0%
504515 Employee Tool Replacement	-	-	0.0%	-	0.0%
Totals	1,800	1,800	0.0%	1,800	0.0%
UTILITIES					
505011 Gas & Electric	-	-	0.0%	-	0.0%
505021 Water & Garbage	-	-	0.0%	-	0.0%
505031 Telecommunications	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
CASUALTY & LIABILITY					
506011 Insurance - Property	-	-	0.0%	-	0.0%
506015 Insurance - PL/PD	-	-	0.0%	-	0.0%
506021 Insurance - Other	-	-	0.0%	-	0.0%
506123 Settlement Costs	-	-	0.0%	-	0.0%
506127 Repairs - District Prop	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
TAXES					
507051 Fuel Tax	-	-	0.0%	-	0.0%
507201 Licenses & Permits	-	-	0.0%	-	0.0%
507999 Other Taxes	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%

Purchasing - 1900

8/17/2020

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY21 & FY22 OPERATING BUDGET**

Purchasing - 1900

ACCOUNT	Jun-19	Jun-20	% CHANGE		Jun-20	% CHANGE	
	BUDGET FY20	BUDGET FY21	BUDG FY20	BUDG FY21	BUDGET FY22	BUDG FY21	BUDG FY22
MISC EXPENSE							
509011 Dues/Subscriptions	300	500	66.7%		500		0.0%
509081 Advertising - District Promo	-	-	0.0%		-		0.0%
509101 Employee Incentive Program	-	-	0.0%		-		0.0%
509121 Employee Training	2,100	2,500	19.0%		1,500		-40.0%
509122 BOD Travel	-	-	0.0%		-		0.0%
509123 Travel	5,000	6,530	30.6%		2,000		-69.4%
509125 Local Meeting Expense	150	250	66.7%		250		0.0%
509127 Board Director Fees	-	-	0.0%		-		0.0%
509150 Contributions	-	-	0.0%		-		0.0%
509198 Cash Over/Short	-	-	0.0%		-		0.0%
509999 Other Misc Expense	-	-	0.0%		-		0.0%
Totals	7,550	9,780	29.5%		4,250		-56.5%
INTEREST EXPENSE							
511102 Interest Expense	-	-	0.0%		-		0.0%
Totals	-	-	0.0%		-		0.0%
LEASES & RENTALS							
512011 Facility Lease	-	-	0.0%		-		0.0%
512061 Equipment Rental	-	-	0.0%		-		0.0%
Totals	-	-	0.0%		-		0.0%
PERSONNEL TOTAL	1,049,906	935,395	-10.9%		970,525		3.8%
NON-PERSONNEL TOTAL	12,550	14,780	17.8%		9,250		-37.4%
DEPARTMENT TOTALS	1,062,456	950,175	-10.6%		979,775		3.1%

2200 - FACILITIES MAINTENANCE DEPARTMENT 2200

FY20 ACCOMPLISHMENTS AND FY21 OBJECTIVES

MAJOR FUNCTIONS OF THE DEPARTMENT

The Facilities Maintenance Department provides 24-hour support to Operations and Fleet Maintenance, as well as all other departments as needed. The Facilities Maintenance Department maintains 5 transit facilities, 3 transit centers, 1 park and ride lot and approximately 965 bus stops.

The Santa Cruz METRO Facilities Maintenance staff develops, implements and administers the many local state and federal regulatory compliance programs, such as the storm water and hazardous materials programs, required to operate a transit agency.

DEPARTMENT ACCOMPLISHMENTS FOR FY20

- **Safety First Culture**
 - Remediated Mold at Santa Cruz Metro Center.
 - Installed Security Gates at all Entry and Exit points at the Maintenance Building.
 - Added fencing and barb wire at Maintenance vehicle parking lot.
 - Installed fencing around Diesel Storage tank.
 - Scissor lift training.
 - Scrubber / Sweeper training.
 - Replaced signage and relocated signs at Transit Centers per Security Guards recommendations.
 - Updated Metro's 5 year Spill Prevention, Control and Countermeasures.
 - Reduced workplace injuries No Workers Comp. Injuries in FY20.
 - **Covid-19 (Novel Coronavirus)**
Increased disinfecting of all facilities and fogging of facilities reported to have possible contamination of Covid -19.

- **Fiscal Stability, Stewardship, Accountability**
 - Constructed and reconfigured new office location for revenue coordinator using in house labor.
 - Overtime and Temporary help cost offset by vacant positions.
 - Improved budget account tracking and 5 year forecasting.
 - METRO receives a minimum of three bids for projects.
 - Filled Vacant Administrative Specialist position.

- **Service Quality and Delivery**
 - Trained key Maintenance staff on using MaintStar software for Maintenance Scheduling.
 - Improved bus stop maintenance tracking and scheduling through our Maintenance software.

2200 - Facilities Department (con't)

- Scrubber / Sweepers usage implemented at transit centers and Metro owned properties.
- **Internal and External Technology**
 - Completed Electric Vehicle Charging Infrastructure for Buses.
 - Continued exploring Charge Management software capabilities with solar and battery storage capabilities.
 - Participated in ZEBRA (Zero Emissions Bus Resource Alliance)
- **Employee Engagement; Attract, Retain, Develop**
 - Employee participated in Santa Cruz County Leadership.
 - Promoted four employees from within the Facilities Maintenance Department.
- **State of Good Repair**
 - Vernon Building Projects
 - Completed replacement of backup Generator at Vernon Building enabling the whole building to run on generator power.
 - Installed window in Human Resources office areas.
 - Installed security fencing around backup Generator.
 - Watsonville Transit Center Projects
 - Acoustic Panel Install
 - ADA exit door upgrades and handrail install.
 - Storage room water intrusion leak and ceiling damage repaired.
 - Santa Cruz Metro Center Projects
 - Remediated mold damage in Customer service office area, customer service booth and breakroom bathroom.
 - Repaired Asphalt in layover lot.
 - Constructed and reconfigured office space for Revenue coordinator.
 - Scotts Valley Transit Center
 - Installed irrigation water supply line for upper parking lot tiers.
 - Painted exterior Sun damaged walls.
 - Service Bus Fueling Facility
 - Repaired Concrete and Installed fence around gate.
 - Installed fencing around Diesel fuel storage tank.
 - Improved lighting at Bus washer exit.
 - Maintenance Building Projects
 - Installed Gates at all Entry and Exit points.
 - Installed fencing and barbwire to secure Maintenance Vehicles.
 - Implemented Preventive Maintenance scheduling for all backup Generators.
- **Strategic Alliance and Community Outreach:**
 - Santa Cruz Fire Department participated in Generator Fuel tank testing for training purposes.
 - Assisted in setting up Metro's booth in Community outreach events including Santa Cruz County Fair.

2200 - Facilities Department (con't)

- Continued working with Santa Cruz City Resource Recovery Collection Department to allow fueling at Metro's fuel station.
- Collaborated with Dominican Hospital to use of Park N Ride lot during Covid-19 pandemic.

DEPARTMENT OBJECTIVES FOR FY21

- **Safety First Culture**
 - Continue to provide safety program enhancements working with our Safety Specialist
 - Continue to provide OSHA training to supervisors.
 - Continue training on proper use of power and hand tools.
 - Continue with weekly Safety Tailgate Training
 - Reschedule training canceled due to Covid-19 and increase training.
 - Monitor for safe driving habits.
 - Continue to improve on lessons learned during Covid-19 Pandemic.
- **Fiscal Stability, Stewardship, Accountability**
 - Balanced Budget – Manage to budget
 - Improve distribution of labor resources.
 - Decrease dependency on overtime and temporary help.
 - Identify cost saving measures and procedures.
 - Improve budget forecasting by identifying lifecycle of building components.
- **Service Quality and Delivery**
 - Improve bus stop cleanliness with improved tracking through our maintenance scheduling software.
 - Use trackable data from MaintStar to identify problem areas.
 - Explore new advances or techniques in facility maintenance.
 - Continue updating facilities' work order and equipment database coupled with Key Performance Indicators (KPI's) reporting
 - Improve lighting at Bus stops.
- **Internal and External Technology**
 - Deploy the use of mobile (MaintStar) Maintenance software.
 - Installation of Digital Signage (ITS project)
 - Continue to explore Charge management software for EV charging station.
 - Assist planning with overnight parking app at Scotts Valley Transit Center.
- **Employee Engagement; Attract, Retain, Develop**
 - Provide staff training and educational programs, coupled with defined succession planning, to develop employees' skills for promotional possibilities.
 - Keep our employees safe.

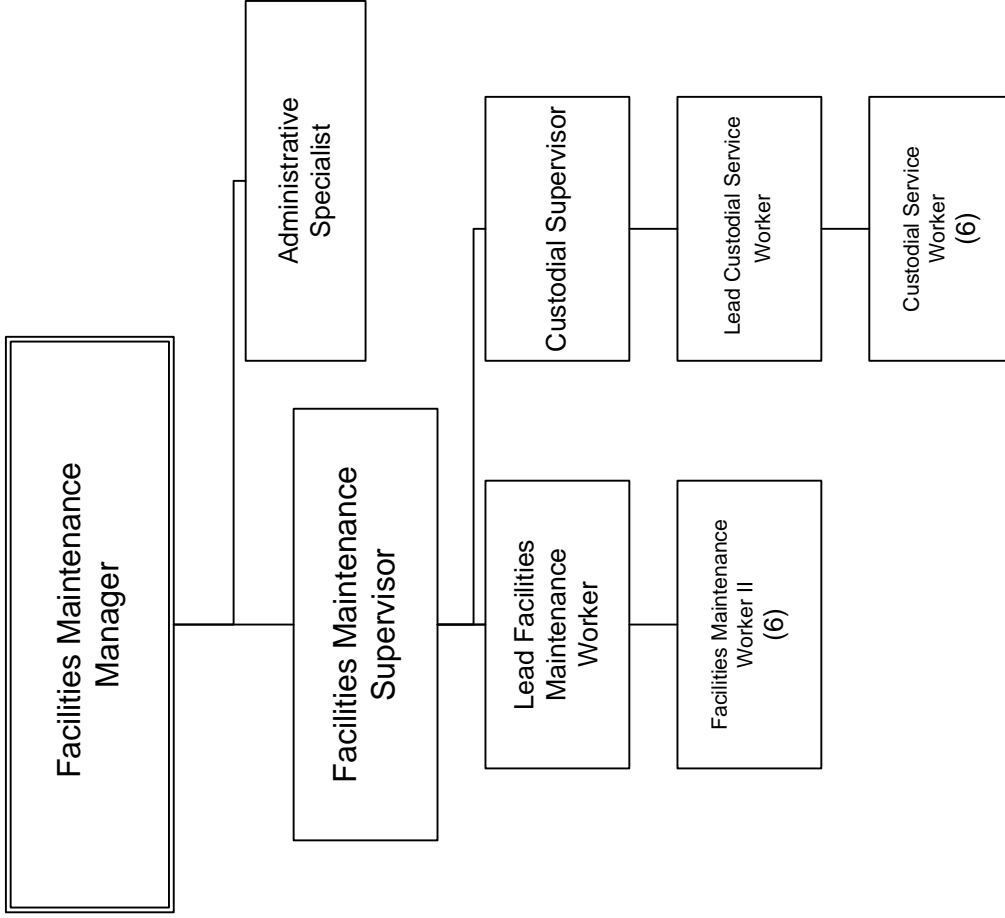
2200 - Facilities Department (con't)

- Foster a feeling of organizational pride and ownership.
- Seek out Employee development opportunities combined with other agencies.
- Ongoing – Cross – train department staff to provide assistance, back-up coverage and enhanced service in all daily operations.

- **State of Good Repair**
 - Seek funding for facilities upgrades and refurbishment with the use of Transit Asset Management Plan.
 - Maintain all active and non-active stops in a state of good repair
 - Continue to maintain all buildings in a state of good repair rating above three.
 - Complete installation of Fuel Management system.
 - Refurbish VTA shelters and install at potential bus stops.
 - Replace roof at Maintenance Building
 - Paint Maintenance Building
 - Install Fire Egress at Maintenance Building
 - Replace fuel management system at Service bus facility
 - Repairs sink hole at 1217 River St and demo old buildings.
 - Install automated gates at JKS facility bus parking lot to secure property.

- **Strategic Alliance and Community Outreach:**
 - Continue outreach in providing local police, fire and emergency medical response agencies with CNG equipment and building information and training.
 - Explore training opportunities with our neighboring transit agencies.
 - Participate in community career days with local high schools and colleges.
 - Continue exploring combined training opportunities in house with neighboring agencies such as City of Santa Cruz.
 - Attend Round tables with other peer agencies twice a year
 - Continue assisting customer service in Community Outreach events

Facilities Maintenance 2200

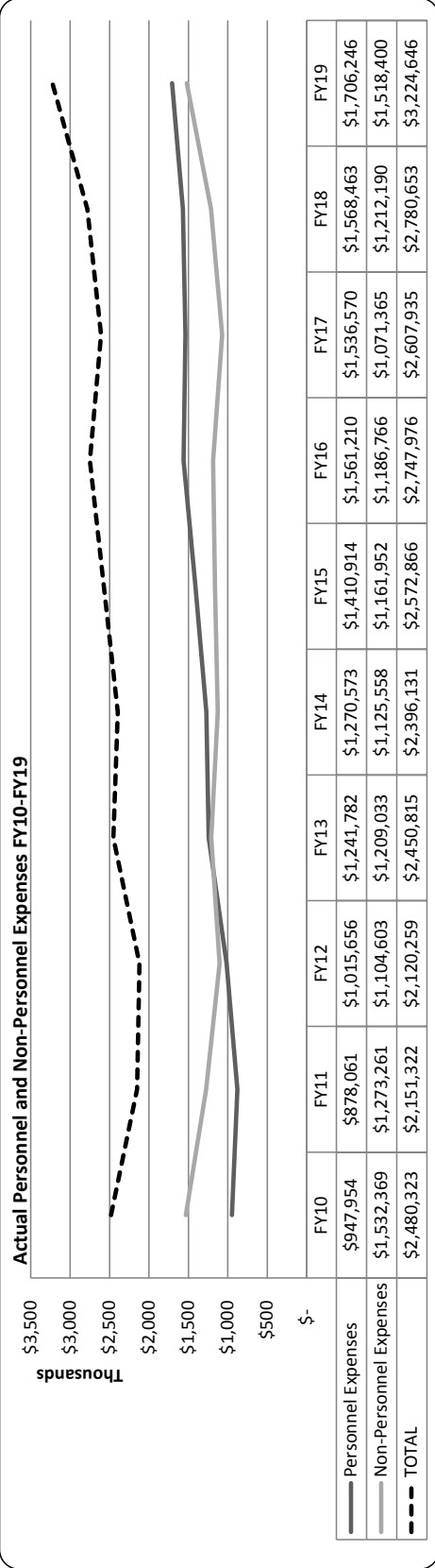
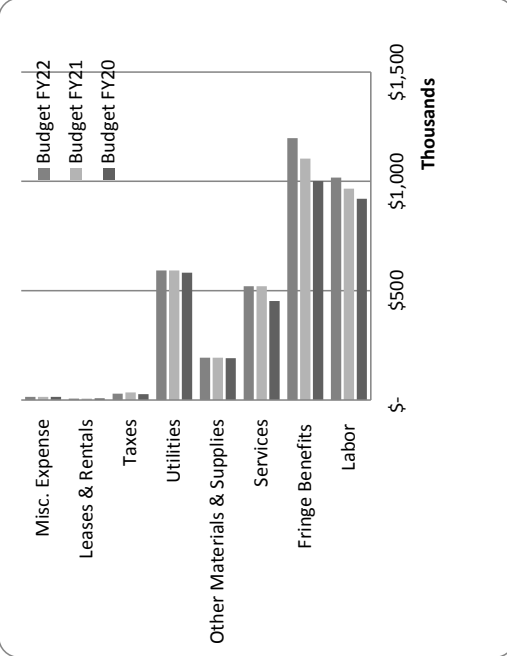


FY21 & FY22 OPERATING BUDGET
Authorized and Funded Personnel - Full Time Equivalent (FTE)
Facilities Maintenance - 2200

Position Title	FY21 2019		FY21 2020		FY22 2020	
	Authorized	Funded	Authorized	Funded	Authorized	Funded
Facilities Maintenance Manager	1.00	1.00	1.00	1.00	1.00	1.00
Facilities Maintenance Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Lead Facilities Maintenance Worker	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Specialist	1.00	1.00	1.00	1.00	1.00	1.00
Facilities Maintenance Worker II	7.00	6.00	7.00	6.00	7.00	6.00
Facilities Maintenance Worker I	2.00	0.00	2.00	0.00	2.00	0.00
Custodial Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Lead Custodial Service Worker	1.00	1.00	1.00	1.00	1.00	1.00
Custodial Service Worker	7.00	6.00	7.00	6.00	7.00	6.00
Administrative Assistant	1.00	0.00	1.00	0.00	1.00	0.00
Total Full-Time Equivalents (FTEs)	23.00	18.00	23.00	18.00	23.00	18.00

Facilities Maintenance 2200

	Budget FY20	Budget FY21	Var. %	Budget FY22	Var. %
Personnel Expenses:					
Labor	\$ 920,809	\$ 967,277	5.0%	\$ 1,017,099	5.2%
Fringe Benefits	\$ 1,001,618	\$ 1,104,238	10.2%	\$ 1,197,728	8.5%
	\$ 1,922,427	\$ 2,071,515	7.8%	\$ 2,214,826	6.9%
Non-Personnel Expenses:					
Services	\$ 453,100	\$ 520,500	14.9%	\$ 520,500	0.0%
Other Materials & Supplies	\$ 191,900	\$ 194,000	1.1%	\$ 194,000	0.0%
Utilities	\$ 582,000	\$ 593,000	1.9%	\$ 593,000	0.0%
Taxes	\$ 27,000	\$ 35,000	29.6%	\$ 29,000	-17.1%
Leases & Rentals	\$ 8,000	\$ 7,000	-12.5%	\$ 7,000	0.0%
Misc. Expense	\$ 15,000	\$ 15,000	100.0%	\$ 15,000	0.0%
	\$ 1,277,000	\$ 1,364,500	6.9%	\$ 1,358,500	-0.4%
Total Expenses:	\$ 3,199,427	\$ 3,436,015	7.4%	\$ 3,573,326	4.0%



SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY21 & FY22 OPERATING BUDGET
 Facilities Maintenance - 2200

ACCOUNT	Jun-19	Jun-20	% CHANGE	Jun-20	% CHANGE
	BUDGET FY20	BUDGET FY21	BUDG FY20 BUDG FY21	BUDGET FY22	BUDG FY21 BUDG FY22
LABOR					
501011 Bus Operator Pay	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	0.0%	-	0.0%
501021 Other Salaries	822,151	863,640	5.0%	908,124	5.2%
501023 Other OT	98,658	103,637	5.0%	108,975	5.2%
Totals	920,809	967,277	5.0%	1,017,099	5.2%
FRINGE BENEFITS					
502011 Medicare/Soc. Sec.	16,134	16,872	4.6%	17,808	5.5%
502021 Retirement	298,623	347,769	16.5%	385,671	10.9%
502031 Medical Ins	387,648	436,157	12.5%	472,239	8.3%
502041 Dental Ins	24,041	22,570	-6.1%	22,908	1.5%
502045 Vision Ins	5,698	5,006	-12.1%	5,156	3.0%
502051 Life Ins/AD&D	2,213	2,213	0.0%	2,279	3.0%
502060 State Disability Ins (SDI)	11,288	11,861	5.1%	12,868	8.5%
502061 Long Term Disability Ins	7,814	7,794	-0.3%	8,304	6.5%
502071 State Unemployment Ins (SUI)	3,074	2,268	-26.2%	2,406	6.1%
502081 Worker's Comp Ins	50,771	52,986	4.4%	54,575	3.0%
502101 Holiday Pay	31,200	32,614	4.5%	34,436	5.6%
502103 Floating Holiday	5,363	5,363	0.0%	5,631	5.0%
502109 Sick Leave	46,800	48,921	4.5%	51,655	5.6%
502111 Annual Leave	101,174	101,766	0.6%	111,268	9.3%
502121 Other Paid Absence	7,313	7,644	4.5%	8,071	5.6%
502251 Phys. Exams	-	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	0.0%	-	0.0%
502999 Other Fringe Benefits	2,466	2,436	-1.2%	2,451	0.6%
Totals	1,001,618	1,104,238	10.2%	1,197,728	8.5%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY21 & FY22 OPERATING BUDGET**

Facilities Maintenance - 2200

ACCOUNT	Jun-19	Jun-20	% CHANGE	Jun-20	% CHANGE
	BUDGET FY20	BUDGET FY21	BUDG FY20 BUDG FY21	BUDGET FY22	BUDG FY21 BUDG FY22
SERVICES					
503011 Accting/Audit Fees	-	-	0.0%	-	0.0%
503012 Admin/Bank Fees	-	-	0.0%	-	0.0%
503031 Prof/Technical Fees	30,000	30,000	0.0%	30,000	0.0%
503032 Legislative Services	-	-	0.0%	-	0.0%
503033 Legal Services	-	-	0.0%	-	0.0%
503034 Pre-Employment Exams	-	-	0.0%	-	0.0%
503041 Temp Help	-	-	0.0%	-	0.0%
503161 Custodial Services	7,000	8,000	14.3%	8,000	0.0%
503162 Uniforms/Laundry	2,500	2,500	0.0%	2,500	0.0%
503171 Security Services	10,600	14,000	32.1%	14,000	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	53,000	73,000	37.7%	73,000	0.0%
503352 Repair - Equipment	300,000	330,000	10.0%	330,000	0.0%
503353 Repair - Rev Vehicle	-	-	0.0%	-	0.0%
503354 Repair - Non Rev Vehicle	-	-	0.0%	-	0.0%
503363 Haz Mat Disposal	50,000	63,000	26.0%	63,000	0.0%
Totals	453,100	520,500	14.9%	520,500	0.0%
MOBILE MATERIALS & SUPPLIES					
504011 Fuels & Lubricants - Non Rev Veh	-	6,000	100.0%	6,000	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	-	6,000	100.0%	6,000	0.0%

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY21 & FY22 OPERATING BUDGET
 Facilities Maintenance - 2200

ACCOUNT	Jun-19	Jun-20	% CHANGE	Jun-20	% CHANGE	Jun-20	% CHANGE
	BUDGET FY20	BUDGET FY21	BUDG FY20 BUDG FY21	BUDGET FY21	BUDG FY20 BUDG FY21	BUDGET FY22	BUDG FY21 BUDG FY22
OTHER MATERIALS & SUPPLIES							
504205 Freight Out	-	-	0.0%	-	0.0%	-	0.0%
504211 Postage & Mailing	-	-	0.0%	-	0.0%	-	0.0%
504214 Promotional Items	-	-	0.0%	-	0.0%	-	0.0%
504215 Printing	-	-	0.0%	-	0.0%	-	0.0%
504217 Photo Supp/Process	-	-	0.0%	-	0.0%	-	0.0%
504311 Office Supplies	1,500	2,000	33.3%	2,000	33.3%	2,000	0.0%
504315 Safety Supplies	6,000	7,000	16.7%	7,000	16.7%	7,000	0.0%
504317 Cleaning Supplies	45,000	50,000	11.1%	50,000	11.1%	50,000	0.0%
504409 Repair/Maint Supplies	120,000	120,000	0.0%	120,000	0.0%	120,000	0.0%
504417 Tenant Repairs	14,000	10,000	-28.6%	10,000	-28.6%	10,000	0.0%
504421 Non-Inventory Parts	-	-	0.0%	-	0.0%	-	0.0%
504511 Small Tools	5,400	5,000	-7.4%	5,000	-7.4%	5,000	0.0%
504515 Employee Tool Replacement	-	-	0.0%	-	0.0%	-	0.0%
Totals	191,900	194,000	1.1%	194,000	1.1%	194,000	0.0%
UTILITIES							
505011 Gas & Electric	307,000	300,000	-2.3%	300,000	-2.3%	300,000	0.0%
505021 Water & Garbage	180,000	180,000	0.0%	180,000	0.0%	180,000	0.0%
505031 Telecommunications	95,000	113,000	18.9%	113,000	18.9%	113,000	0.0%
Totals	582,000	593,000	1.9%	593,000	1.9%	593,000	0.0%
CASUALTY & LIABILITY							
506011 Insurance - Property	-	-	0.0%	-	0.0%	-	0.0%
506015 Insurance - PL/PD	-	-	0.0%	-	0.0%	-	0.0%
506021 Insurance - Other	-	-	0.0%	-	0.0%	-	0.0%
506123 Settlement Costs	-	-	0.0%	-	0.0%	-	0.0%
506127 Repairs - District Prop	-	-	0.0%	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%	-	0.0%
TAXES							
507051 Fuel Tax	-	-	0.0%	-	0.0%	-	0.0%
507201 Licenses & Permits	12,000	14,000	16.7%	14,000	16.7%	14,000	0.0%
507999 Other Taxes	15,000	21,000	40.0%	15,000	40.0%	15,000	-28.6%
Totals	27,000	35,000	29.6%	29,000	29.6%	29,000	-17.1%

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY21 & FY22 OPERATING BUDGET

Facilities Maintenance - 2200

ACCOUNT	Jun-19	Jun-20	% CHANGE	Jun-20	% CHANGE
	BUDGET FY20	BUDGET FY21	BUDG FY20 BUDG FY21	BUDGET FY22	BUDG FY21 BUDG FY22
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	13,000	8,000	-38.5%	8,000	0.0%
509122 BOD Travel	-	-	0.0%	-	0.0%
509123 Travel	2,000	7,000	250.0%	7,000	0.0%
509125 Local Meeting Expense	-	-	0.0%	-	0.0%
509127 Board Director Fees	-	-	0.0%	-	0.0%
509150 Contributions	-	-	0.0%	-	0.0%
509198 Cash Over/Short	-	-	0.0%	-	0.0%
509999 Other Misc Expense	-	-	0.0%	-	0.0%
Totals	15,000	15,000	0.0%	15,000	0.0%
INTEREST EXPENSE					
511102 Interest Expense	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
LEASES & RENTALS					
512011 Facility Lease	5,000	5,000	0.0%	5,000	0.0%
512061 Equipment Rental	3,000	2,000	-33.3%	2,000	0.0%
Totals	8,000	7,000	-12.5%	7,000	0.0%
PERSONNEL TOTAL	1,922,427	2,071,515	7.8%	2,214,826	6.9%
NON-PERSONNEL TOTAL	1,277,000	1,370,500	7.3%	1,364,500	-0.4%
DEPARTMENT TOTALS	3,199,427	3,442,015	7.6%	3,579,326	4.0%



3100 – PARATRANSIT DEPARTMENT

FY20 ACCOMPLISHMENTS AND FY21 OBJECTIVES

MAJOR FUNCTIONS OF THE DEPARTMENT

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

DEPARTMENT ACCOMPLISHMENTS FOR FY20

- **Safety First Culture:**
 - Low incidence of workplace claims.
 - Zero Active WC claims.
 - Low incidence of chargeable accidents.
 - **COVID-19 (Novel Coronavirus).**
 - ParaCruz participated with all other METRO departments in planning for the arrival of COVID-19 to Santa Cruz County. Vehicle Service Workers (VSW's) have disinfected ParaCruz vehicles every night after being in service and all staff has had access to Personal Protective Equipment (PPE) and sanitizing products. ParaCruz management has participated in daily COVID-19 teleconference meetings. ParaCruz has implemented an ABC schedule for staff, with each group working one day and then with two days off.

- **Fiscal Stability, Stewardship, Accountability:**
 - Balanced Budget.
 - Downsized ParaCruz by one FTE.

- **Service Quality and Delivery:**
 - Delivered over 73K safe trips
 - Hired three additional Paratransit Operators.
 - Hired one additional Paratransit Supervisor.
 - No layoffs to Operator ranks.
 - No reduction in Paratransit service.
 - Provided transportation for MAC committee meetings.
 - Improved on-time performance to above the targeted 90%.

3100 - Paratransit Department (con't)

- Cross-trained Fixed Route Operators on Paratransit vehicles provide additional certified Operators in the case of an emergency deployment.
- Successful yearly NTD reporting.
- Successful Caltrans Vehicle Audit.
- Successful Triennial Review.

- **Internal and External Technology:**
 - Installed Automated Dispatch and Scheduling Software (Ecolane).
 - Installed new Mobile Data Terminals (MDT).

- **Employee Engagement; Attract, Retain, Develop:**
 - Arranged ongoing development training for new and existing staff covering several areas critical to effective Paratransit operation to include ADA compliance, new Dispatch and Scheduling Software (Ecolane), Sensitivity training, Customer Service, Eligibility, Office Administration and Supervision.
 - Provided extensive training for Paratransit Operators regarding Wheelchair Securement, Radio Communications, Customer Service and Fare Media.
 - Provided Management and Supervisors with training relative to services to improve service.
 - Enhanced Operator Performance to by providing yearly Paratransit Operator Training.
 - Enhanced Paratransit Office Staff Performance to by providing yearly Paratransit Staff Training.
 - Implemented a Paratransit Operator Commendation Certificate for good Customer Service.
 - ParaCruz Operators participated in the CALACT Rodeo at Victorville, CA winning 1st Place in Wheelchair Securement, and 4th Place in Overall Team Competition.

- **State of Good Repair:**
 - 32 Paratransit vehicles in revenue service.
 - Initiated process to explore the concept of a potential relocation to a new ParaCruz Operations Facility at the Soquel Park and Ride lot with a Bus and Bus Facilities 2021 grant.
 - Implemented new Paratransit Operating software (Ecolane).
 - Completed new MDT installation on all ParaCruz revenue vehicles.
 - Ordered three new Paratransit vehicles.

- **Strategic Alliance and Community Outreach:**
 - Worked with the Board of Directors, CEO and other METRO departments to begin the process of finding a new ParaCruz Operations Building.
 - Participated in the Santa Cruz County Fair.

3100 - Paratransit Department (con't)

- Participated in several community events: the Scotts Valley July 4th Parade, Touch-a-Truck, and Trunk and Treat.

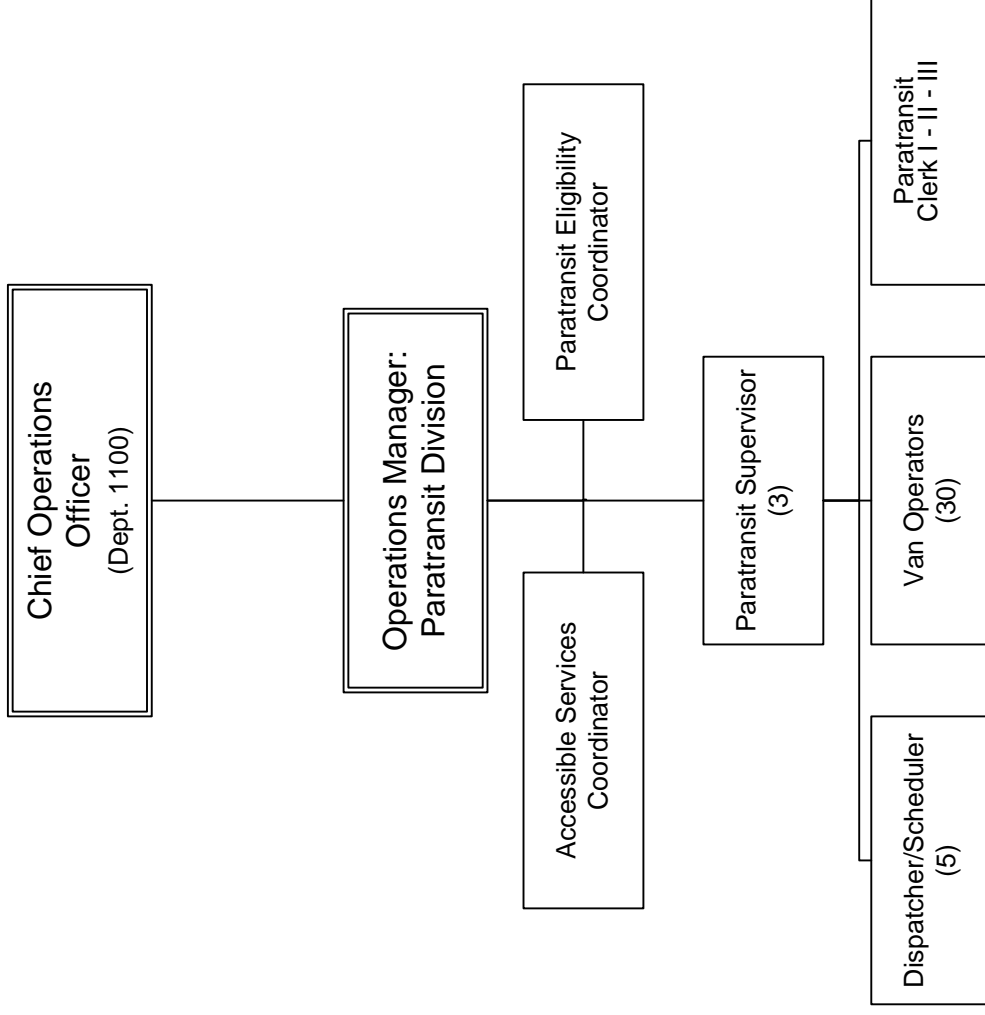
DEPARTMENT OBJECTIVES FOR FY21

- **Safety First Culture:**
 - Ongoing training to continue low incidence of workplace claims.
 - Continued safety culture in vehicle operation and work environment by providing ongoing training to decrease accidents, incidents and claims.
- **Fiscal Stability, Stewardship, Accountability:**
 - Continue to increase productivity by improvements of Scheduling, Dispatching and vehicle operating practices to decrease the cost per ride.
 - Manage to the Paratransit Budget.
- **Service Quality and Delivery:**
 - Continue to improve on-time performance above the targeted goal of 90%.
 - Continue to provide Management and Paratransit Supervisors with increased training opportunities through the Eno Center for Transportation, Transportation Safety Institute and/or the National Transit Institute relative to enhancing Paratransit safety, service performance and customer satisfaction.
- **Internal and External Technology:**
 - Improve and renovate fare collection methods.
 - Implement and educate ridership on the advantages of the ParaCruz/Ecolane App.
- **Employee Engagement; Attract, Retain, Develop:**
 - Continue to provide ongoing outreach through job fairs at the different Transit Centers, through local publications and websites to attract prospective new ParaCruz employees.
 - Continue ongoing development training for new and existing staff covering a variety of areas that are critical to an effective efficient Paratransit Operation to include Customer Service, Dispatching, Scheduling, Eligibility, Accessible Services, Office Administration and Supervision.
 - Improve Safe Driver Award program.
- **State of Good Repair:**
 - Locate grant opportunities (5339 (a) or Bus and Bus Facilities) for the continued replacement of the aging Paratransit Fleet.

3100 - Paratransit Department (con't)

- Continue planning and development of a new facility for Paratransit Operations, completing the County permitting process, building specifications and design.
- **Strategic Alliance and Community Outreach:**
 - Continue working with the Board of Directors, CEO and other METRO departments to achieve the goal of having a new ParaCruz Operations Building.
 - Continue to participate in Santa Cruz County events, 4th of July Parades, Santa Cruz County Fair, Open Streets, Touch a Truck, and Trunk or Treat.
 - Implement a program that educates, promotes and provides travel-training opportunities to Paratransit riders on the benefits of riding METRO's Fixed Route system.

Paratransit 3100

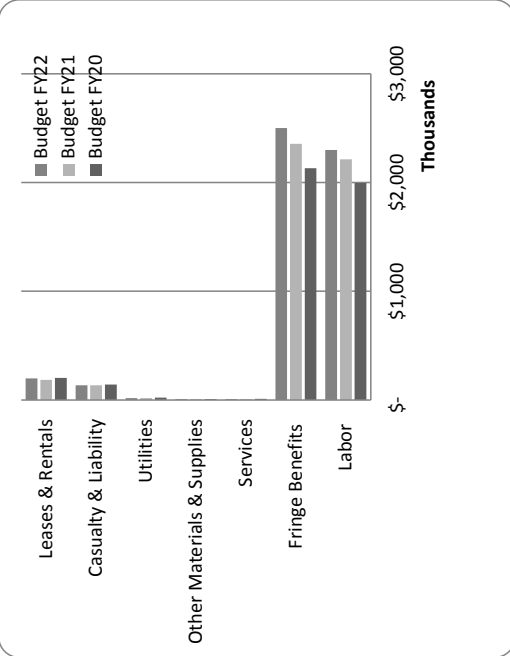


FY21 & FY22 OPERATING BUDGET
Authorized and Funded Personnel - Full Time Equivalent (FTE)
Paratransit - 3100

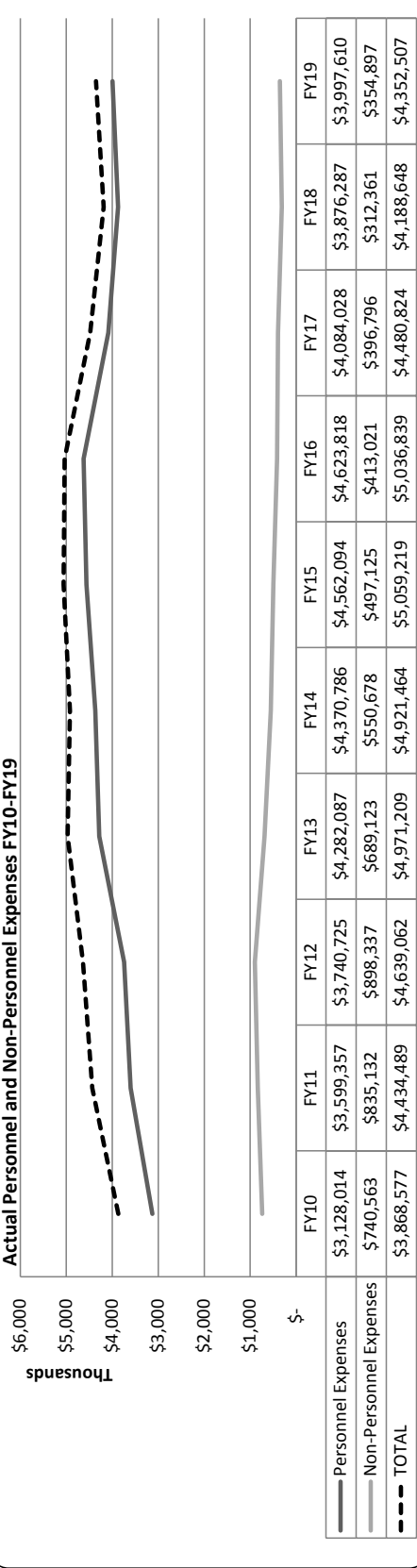
Position Title	Authorized		Funded		Authorized		Funded	
	FY21 2019	FY21 2020	FY21 2019	FY21 2020	FY21 2020	FY21 2020	FY22 2020	FY22 2020
Operations Manager: Paratransit Division	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Assistant Operations Manager: Paratransit*	1.00	1.00	0.00	0.00	1.00	1.00	1.00	0.00
Accessible Services Coordinator	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Paratransit Eligibility Coordinator	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Reservation & Scheduling Coord	1.00	1.00	0.00	0.00	1.00	1.00	1.00	0.00
Safety/Road Response Coord	1.00	1.00	0.00	0.00	1.00	1.00	1.00	0.00
Dispatcher/Scheduler	4.00	5.00	4.00	5.00	5.00	5.00	5.00	5.00
Dispatcher	5.00	5.00	3.00	0.00	5.00	5.00	5.00	0.00
Paratransit Clerk I-II-III	2.00	2.00	1.00	1.00	2.00	2.00	2.00	1.00
Van Operator	34.00	34.00	30.00	30.00	34.00	34.00	34.00	30.00
Paratransit Supervisor	3.00	3.00	2.00	3.00	3.00	3.00	3.00	3.00
Total Full-Time Equivalents (FTEs)	54.00	55.00	43.00	55.00	55.00	55.00	55.00	42.00

Paratransit 3100

	Budget FY20	Budget FY21	Var. %	Budget FY22	Var. %
Personnel Expenses:					
Labor	\$ 1,995,367	\$ 2,213,978	11.0%	\$ 2,299,837	3.9%
Fringe Benefits	\$ 2,131,447	\$ 2,357,081	10.6%	\$ 2,500,673	6.1%
	\$ 4,126,815	\$ 4,571,060	10.8%	\$ 4,800,510	5.0%
Non-Personnel Expenses:					
Services	\$ 10,700	\$ 8,200	-23.4%	\$ 8,200	0.0%
Other Materials & Supplies	\$ 9,120	\$ 8,920	-2.2%	\$ 8,920	0.0%
Utilities	\$ 22,400	\$ 17,000	-24.1%	\$ 17,000	0.0%
Casualty & Liability	\$ 142,724	\$ 135,137	-5.3%	\$ 135,137	0.0%
Leases & Rentals	\$ 202,500	\$ 184,470	-8.9%	\$ 197,970	7.3%
Misc. Expense	\$ 5,700	\$ 6,000	100.0%	\$ 6,000	0.0%
	\$ 393,144	\$ 359,727	-8.5%	\$ 373,227	3.8%
Total Expenses:	\$ 4,519,959	\$ 4,930,786	9.1%	\$ 5,173,737	4.9%



Actual Personnel and Non-Personnel Expenses FY10-FY19



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY21 & FY22 OPERATING BUDGET**

Paratransit - 3100

ACCOUNT	Jun-19 BUDGET FY20	Jun-20 BUDGET FY21	% CHANGE		Jun-20 BUDGET FY22	% CHANGE	
			BUDG FY20	BUDG FY21		BUDG FY21	BUDG FY22
LABOR							
501011 Bus Operator Pay	1,057,001	1,244,898	17.8%		1,295,232	4.0%	
501013 Bus Operator OT	249,806	250,000	0.1%		260,109	4.0%	
501021 Other Salaries	627,579	672,896	7.2%		696,680	3.5%	
501023 Other OT	60,981	46,184	-24.3%		47,817	3.5%	
Totals	1,995,367	2,213,978	11.0%		2,299,837	3.9%	
FRINGE BENEFITS							
502011 Medicare/Soc. Sec.	34,121	38,001	11.4%		39,452	3.8%	
502021 Retirement	601,479	762,683	26.8%		831,494	9.0%	
502031 Medical Ins	889,419	911,664	2.5%		962,452	5.6%	
502041 Dental Ins	48,345	39,782	-17.7%		40,379	1.5%	
502045 Vision Ins	13,611	11,680	-14.2%		12,031	3.0%	
502051 Life Ins/AD&D	5,142	5,025	-2.3%		5,175	3.0%	
502060 State Disability Ins (SDI)	24,194	26,962	11.4%		28,865	7.1%	
502061 Long Term Disability Ins	14,151	15,336	8.4%		16,328	6.5%	
502071 State Unemployment Ins (SUI)	7,345	5,292	-27.9%		5,748	8.6%	
502081 Worker's Comp Ins	128,422	126,576	-1.4%		130,373	3.0%	
502101 Holiday Pay	62,103	70,750	13.9%		73,469	3.8%	
502103 Floating Holiday	4,960	5,208	5.0%		5,208	0.0%	
502109 Sick Leave	96,534	110,003	14.0%		114,244	3.9%	
502111 Annual Leave	179,640	204,209	13.7%		210,872	3.3%	
502121 Other Paid Absence	14,555	16,582	13.9%		17,219	3.8%	
502251 Phys. Exams	3,183	3,183	0.0%		3,183	0.0%	
502253 Driver Lic Renewal	1,061	1,061	0.0%		1,061	0.0%	
502999 Other Fringe Benefits	3,182	3,084	-3.1%		3,118	1.1%	
Totals	2,131,447	2,357,081	10.6%		2,500,673	6.1%	

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY21 & FY22 OPERATING BUDGET**

Paratransit - 3100

ACCOUNT	Jun-19	Jun-20	% CHANGE		Jun-20	% CHANGE	
	BUDGET FY20	BUDGET FY21	BUDG FY20	BUDG FY21	BUDGET FY22	BUDG FY21	BUDG FY22
SERVICES							
503011 Accting/Audit Fees	-	-	0.0%	0.0%	-	0.0%	0.0%
503012 Admin/Bank Fees	-	-	0.0%	0.0%	-	0.0%	0.0%
503031 Prof/Technical Fees	2,000	2,000	0.0%	0.0%	2,000	0.0%	0.0%
503032 Legislative Services	-	-	0.0%	0.0%	-	0.0%	0.0%
503033 Legal Services	-	-	0.0%	0.0%	-	0.0%	0.0%
503034 Pre-Employment Exams	-	-	0.0%	0.0%	-	0.0%	0.0%
503041 Temp Help	-	-	0.0%	0.0%	-	0.0%	0.0%
503161 Custodial Services	2,500	1,000	-60.0%	-60.0%	1,000	0.0%	0.0%
503162 Uniforms/Laundry	2,200	2,200	0.0%	0.0%	2,200	0.0%	0.0%
503171 Security Services	-	-	0.0%	0.0%	-	0.0%	0.0%
503221 Classified/Legal Ads	-	-	0.0%	0.0%	-	0.0%	0.0%
503222 Legal Ads	-	-	0.0%	0.0%	-	0.0%	0.0%
503225 Graphic Services	-	-	0.0%	0.0%	-	0.0%	0.0%
503351 Repair - Bldg & Impr	-	-	0.0%	0.0%	-	0.0%	0.0%
503352 Repair - Equipment	-	-	0.0%	0.0%	-	0.0%	0.0%
503353 Repair - Rev Vehicle	3,000	3,000	0.0%	0.0%	3,000	0.0%	0.0%
503354 Repair - Non Rev Vehicle	1,000	-	-100.0%	-100.0%	-	0.0%	0.0%
503363 Haz Mat Disposal	-	-	0.0%	0.0%	-	0.0%	0.0%
Totals	10,700	8,200	-23.4%	-23.4%	8,200	0.0%	0.0%
MOBILE MATERIALS & SUPPLIES							
504011 Fuels & Lubricants - Non Rev Veh	-	-	0.0%	0.0%	-	0.0%	0.0%
504012 Fuels & Lubricants - Rev Veh	-	-	0.0%	0.0%	-	0.0%	0.0%
504021 Tires & Tubes	-	-	0.0%	0.0%	-	0.0%	0.0%
504161 Other Mobile Supplies	-	-	0.0%	0.0%	-	0.0%	0.0%
504191 Rev Vehicle Parts	-	-	0.0%	0.0%	-	0.0%	0.0%
Totals	-	-	0.0%	0.0%	-	0.0%	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY21 & FY22 OPERATING BUDGET**

Paratransit - 3100

ACCOUNT	Jun-19	Jun-20	% CHANGE	Jun-20	% CHANGE	Jun-20	% CHANGE
	BUDGET FY20	BUDGET FY21	BUDG FY20 BUDG FY21	BUDGET FY21	BUDG FY20 BUDG FY21	BUDGET FY22	BUDG FY20 BUDG FY22
OTHER MATERIALS & SUPPLIES							
504205 Freight Out	-	-	0.0%	-	0.0%	-	0.0%
504211 Postage & Mailing	2,000	2,000	0.0%	2,000	0.0%	2,000	0.0%
504214 Promotional Items	200	-	-100.0%	-	-	-	0.0%
504215 Printing	3,700	3,700	0.0%	3,700	0.0%	3,700	0.0%
504217 Photo Supp/Process	-	-	0.0%	-	0.0%	-	0.0%
504311 Office Supplies	2,500	2,500	0.0%	2,500	0.0%	2,500	0.0%
504315 Safety Supplies	120	120	0.0%	120	0.0%	120	0.0%
504317 Cleaning Supplies	600	600	0.0%	600	0.0%	600	0.0%
504409 Repair/Maint Supplies	-	-	0.0%	-	0.0%	-	0.0%
504417 Tenant Repairs	-	-	0.0%	-	0.0%	-	0.0%
504421 Non-Inventory Parts	-	-	0.0%	-	0.0%	-	0.0%
504511 Small Tools	-	-	0.0%	-	0.0%	-	0.0%
504515 Employee Tool Replacement	-	-	0.0%	-	0.0%	-	0.0%
Totals	9,120	8,920	-2.2%	8,920	-2.2%	8,920	0.0%
UTILITIES							
505011 Gas & Electric	12,000	12,000	0.0%	12,000	0.0%	12,000	0.0%
505021 Water & Garbage	6,400	-	-100.0%	-	-	-	0.0%
505031 Telecommunications	4,000	5,000	25.0%	5,000	25.0%	5,000	0.0%
Totals	22,400	17,000	-24.1%	17,000	-24.1%	17,000	0.0%
CASUALTY & LIABILITY							
506011 Insurance - Property	-	-	0.0%	-	0.0%	-	0.0%
506015 Insurance - PL/PD	142,724	135,137	-5.3%	135,137	-5.3%	135,137	0.0%
506021 Insurance - Other	-	-	0.0%	-	0.0%	-	0.0%
506123 Settlement Costs	-	-	0.0%	-	0.0%	-	0.0%
506127 Repairs - District Prop	-	-	0.0%	-	0.0%	-	0.0%
Totals	142,724	135,137	-5.3%	135,137	-5.3%	135,137	0.0%
TAXES							
507051 Fuel Tax	-	-	0.0%	-	0.0%	-	0.0%
507201 Licenses & Permits	-	-	0.0%	-	0.0%	-	0.0%
507999 Other Taxes	-	-	0.0%	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%	-	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY21 & FY22 OPERATING BUDGET**

Paratransit - 3100

ACCOUNT	Jun-19	Jun-20	% CHANGE		Jun-20	% CHANGE	
	BUDGET FY20	BUDGET FY21	BUDG FY20	BUDG FY21	BUDGET FY22	BUDG FY21	BUDG FY22
MISC EXPENSE							
509011 Dues/Subscriptions	-	-	0.0%	0.0%	-	-	0.0%
509081 Advertising - District Promo	-	-	0.0%	0.0%	-	-	0.0%
509101 Employee Incentive Program	-	300	100.0%		300		0.0%
509121 Employee Training	2,700	2,700	0.0%	0.0%	2,700		0.0%
509122 BOD Travel	-	-	0.0%	0.0%	-	-	0.0%
509123 Travel	3,000	3,000	0.0%	0.0%	3,000		0.0%
509125 Local Meeting Expense	-	-	0.0%	0.0%	-	-	0.0%
509127 Board Director Fees	-	-	0.0%	0.0%	-	-	0.0%
509150 Contributions	-	-	0.0%	0.0%	-	-	0.0%
509198 Cash Over/Short	-	-	0.0%	0.0%	-	-	0.0%
509999 Other Misc Expense	-	-	0.0%	0.0%	-	-	0.0%
Totals	5,700	6,000	5.3%	5.3%	6,000		0.0%
INTEREST EXPENSE							
511102 Interest Expense	-	-	0.0%	0.0%	-	-	0.0%
Totals	-	-	0.0%	0.0%	-		0.0%
LEASES & RENTALS							
512011 Facility Lease	201,000	182,970	-9.0%		196,470		7.4%
512061 Equipment Rental	1,500	1,500	0.0%	0.0%	1,500		0.0%
Totals	202,500	184,470	-8.9%	-8.9%	197,970		7.3%
PERSONNEL TOTAL	4,126,815	4,571,060	10.8%	10.8%	4,800,510		5.0%
NON-PERSONNEL TOTAL	393,144	359,727	-8.5%	-8.5%	373,227		3.8%
DEPARTMENT TOTALS	4,519,959	4,930,786	9.1%	9.1%	5,173,737		4.9%



3200 - OPERATIONS DEPARTMENT 3200

FY20 ACCOMPLISHMENTS AND FY21 OBJECTIVES

MAJOR FUNCTIONS OF THE DEPARTMENT

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

DEPARTMENT ACCOMPLISHMENTS FOR FY20

- **Safety First:**
 - ADA Compliance training – 52 Operators Trained
 - Vehicle Transit Training – 19 Operators
 - New Mechanics Trained – 3
 - New Operators Trained – 17
 - Safe Driver Awards
 - Yearly - 95
 - 5YR - 6
 - 15YR - 2
 - 20YR - 1
 - 35YR - 1
 - Total of accident –free awards: 105
 - Operators Trained on Articulated Buses: 17
 - Operators Trained on Hybrid Buses: 142
 - Operators Trained on 1600 Series Buses: 17
 - Operators Trained on 1900 Series Buses: 17
 - Continued discussions with BEB properties regarding training, and effective skillsets for Operators maximizing BEB range

Covid 19 Related:

- Employee Procedural implementation for Shelter in Place
- Employee Procedural implementation for Social Distancing
- Employee Procedural implementation for wearing of PPE
- Purchase of protective Face Masks
- Purchase of Sanitizer dispensing bottles and gallons of refill Sanitizer
- Daily Disinfection of Non-revenue vehicles
- Procedures on disinfecting Revenue Vehicles
- Procedures for when EE's report illness/symptoms prior to or at work
- Closure of all Transit Centers and incubator businesses
- Established Social Distance 6 ft requirement boarding areas

3200 - Operations Department (con't)

- Daily Management Covid 19 meetings
- Design and identification of Covid 19 related signage, facilities, buses
- Creation of Customer Informational Pamphlets
- Distribution of informational flyers, pamphlets in buses, with Customer Service and Security

- **Fiscal responsibility:**
 - Dept. managed FY 20 budget adopted by BOD of allocated fiscal amount Pre-Covid 19
 - Filled all vacant Supervisory Positions - 2
 - Implemented procedures reducing Op call back on Dbl OT – Pre-Covid 19
 - Supervisory Schedules adjusted to conserve Overtime
 - Eliminated OT for Operators, and Admin Staff
 - Strict adherence to qualifying events for EE's District paid vs. accrual paid Leave
 - Implemented Covid 19 payroll tracking A&B crews
 - Implementation of State Mandated Leaves relative to Covid 19
 - Implemented Covid 19 Supply tracking

- **State of Good Repair:**
 - 5 Gillig 1900 buses acquired and in full service
 - 1 additional Gillig in production
 - Continued pursuance of funding and coordination of bus purchases to meet bus replacement schedule
 - Working with E-bus Consultants to establish route modeling and range projections for Proterra buses
 - Established design criteria with engineering firm for electric charging infrastructure at JKS
 - Managed along with Facilities contract award, construction monitoring, and final acceptance of Electric Infrastructure
 - Transition from cypher lock to solely Proximity Card Access for Operators
 - Purchase and Operation of Bus Parking Industrial Scrubber
 - Pumping of Clarifier to extract sediment accumulation
 - Installation of Fencing along Fueling Facility Perimeter
 - Cement Repair of Ingress Driveway barrier
 - Street Level Garage Gate Electrical upgrade

- **Intelligent Transportation Systems (ITS):**
 - Completed Installation of ITS (Synchromatics enunciation) on all buses
 - Installation of Bus Surveillance System on 80% of buses
 - Adapted system to include enunciation of critical Pax. safety requirements
 - Transitioned WiFi service into integrated system on Synchromatics eliminating the need for separate vendor and increased savings

3200 - Operations Department (con't)

- **Zero Emission Buses (ZEBs):**
 - In conjunction w/ other Dept's completed design spec's for Proterra buses
 - Buses placed in Production 04/07/2020
 - Production delays on builds due to Covid 19, extended delivery time tentative to June 2020
 - In conjunction w/ other Dept's completed Elect. Infrastructure for JKS
 - JKS Elect. Infrastructure completed, tested, and accepted April 2020
- **Legislative:**
 - Federal, State, Local mandates related to Covid 19
 - Covid 19 FMLA leaves
 - CARES act anticipated funding to offset Covid 19 expenses
 - JKS Electric Infrastructure grant through MBCP
 - 4 Proterra buses through LCTOP & LoNo grants
- **Core Business:**
 - Promotional Interim promotion of Asst. Ops Manager assigned to CS
 - Training of two new Supervisors
 - Operators issued outstanding certification recognition-12
 - Participation in APTA, CTA Forums on Covid 19 best practices
 - Participation in Covid 19 round table with VTA and Other Bay area Agencies
 - Communication updates with Hwy 17 partners, and other local agencies
 - Reduction in schedules aligning with demand due to drop in ridership and shelter in place directive
- **Compliance:**
 - Employee Procedural implementation for Shelter in Place
 - Employee Procedural implementation for Social Distancing
 - Employee Procedural implementation for wearing of PPE
 - Monitoring of employee compliance with required wearing of PPE
 - CARES act compliance tracking
 - Implementation of Covid 19 FMLA leaves for employees
 - Establishment of A&B EE groups decreasing No. of employees reporting

Covid 19 Related:

- Collaboration with Security enforcing County Health Orders at TC's
- Procedures for rear bus boarding established with Security
- Operator Commendations for Excellent Service Above and Beyond -30
- Established Mobile Security Patrols to reduce Calls to Law Enforcement
- Established appropriate seating areas to meet Social Distance in coaches
- Limited persons allowed to board depending on coach size
- Essential Travel requisites enforced by Operators and Security
- All persons required to wear face masks while waiting for or boarding bus

3200 - Operations Department (con't)

- CHP audit, no findings
- CDL's current and updated
- VTT's current and updated
- Maintaining required Random Drug & Alcohol tests per DOT requirements.
- Communication to the public updating County Health Orders
- Increased Security presence on Hwy 17 & Rt. 35
- Enforcement by Operators and Security of Essential Travel, and other County Health Orders for passengers

DEPARTMENT OBJECTIVES FOR FY21

- **Safety First Culture:**
 - Fully staffed with Transit Supervisors
 - Continue with Asst. Ops Manager assigned to CS
 - Reduce chargeable accidents by increasing supervisor ride along and evaluation processes
 - Post-accident retraining
 - Determine performance deficiency trends and Update VTT curriculum and offer more classes to address deficiencies
 - Certifications on new BEB's when they arrive.
 - Focus on Operator and staff safe work practices.
 - Identify safety practices to continue after Covid 19
 - Establish Command Center at JKS
- **Fiscal Stability, Stewardship, Accountability:**
 - Maintain a balanced budget
 - Achieve adequate staffing levels
 - Review ridership reports to establish those route experiencing a rebound in ridership
 - Reduce significantly scheduled overtime and hold to zero unscheduled overtime
 - Establish a more efficient manner in scheduling workforce
 - Establish hours spent addressing Covid 19 for reimbursement
 - Processes applied to ensure proper adherence to FTA requirements in preparation to Triennial Reporting
 - Ensure proper monitoring, investigation, and resolution to rider complaints and ADA complaints
 - Ensure proper preparation to documentation required by CHP for inspection compliance
- **Service Quality and Delivery:**
 - Review and deploy service where warranted
 - Work with partners in providing service that will improve overall commutes
 - Reestablish partnership agreements under new conditions for mutual benefit

3200 - Operations Department (con't)

- Ensure proper productive SPARC participation
- Emphasis on good customer service from Operators providing an enticement for customers to return to Transit after Covid hiatus
- Expand WiFi to all local service routes
- Work collaboratively w/ Marketing in reestablishing service levels
- Monitoring of on route service to ensure quality.
- Continue Mobile Security Patrols
- Improve Operator customer service training.

- **Internal and External Technology:**
 - Assist in the implementation of wireless ticketing
 - Assist in the deployment of Real Time Vehicle tracking
 - Deploy College and University students/staff proximity passes
 - Continue exploration of electronic fare payment options utilizing cell phone and or proximity card technology
 - Issue Supervisory personnel tablets and configure for mobile reporting
 - Communications Kiosk for Operators to updates on pertinent METRO news
 - Explore participating in Bay Area regional fare payment option (Clipper)

- **Employee Engagement; Attract, Retain, Develop:**
 - Bus Operator Appreciation Day Breakfast
 - Safe Driver Certificates and Award
 - Commendation Certificates for outstanding Operator performance.
 - Develop incentive program to improve attendance
 - Schedule with HR continuation of personal development training
 - Explore ability to have Operators participate in local and regional Bus Rodeo

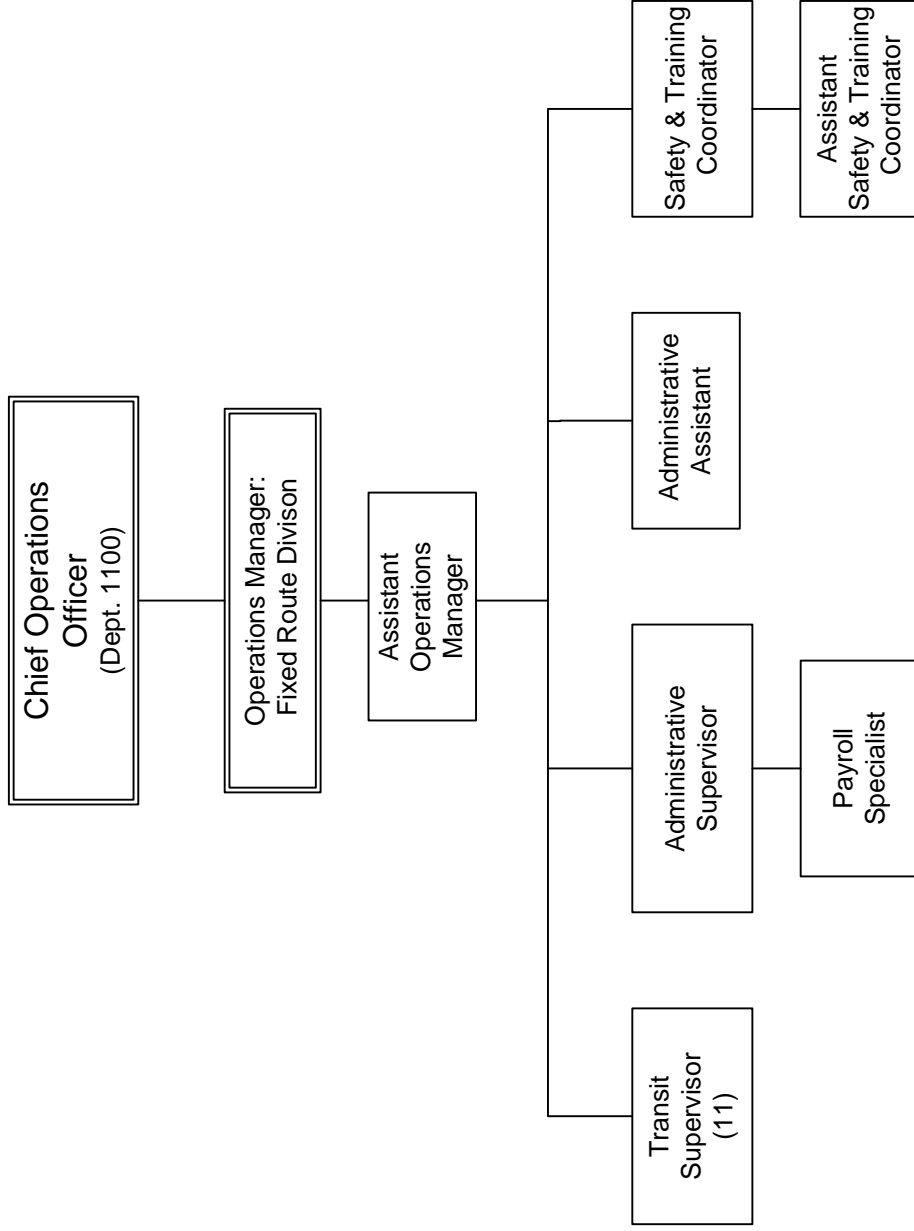
- **State of Good Repair:**
 - Continue to program bus purchases as funding allows to comply with bus replacement plan
 - Research and coordinate bus purchases with improved safety features
 - Establish training for BEB operation to maximize range and efficiency
 - Reserve funding for purchase of Relief and Supervisor vehicles
 - Continue portable radio replacement to modern versions
 - Integration of Electric buses into service delivery
 - Review of 5 year JKS TAM for addition to unfunded capital list of any items required

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

3200 - Operations Department (con't)

- County Job Fair
- Leadership Santa Cruz County
- Continue participation regarding Bus on Shoulder concept
- Community Outreach reintroducing Bus service
- Establish a more efficient delivery of bus service based on new service paradigm
- Continue to work with Partners as they emerge from their Covid 19 issues and reestablish a semblance of service based on their redesigned business paradigms

Operations 3200

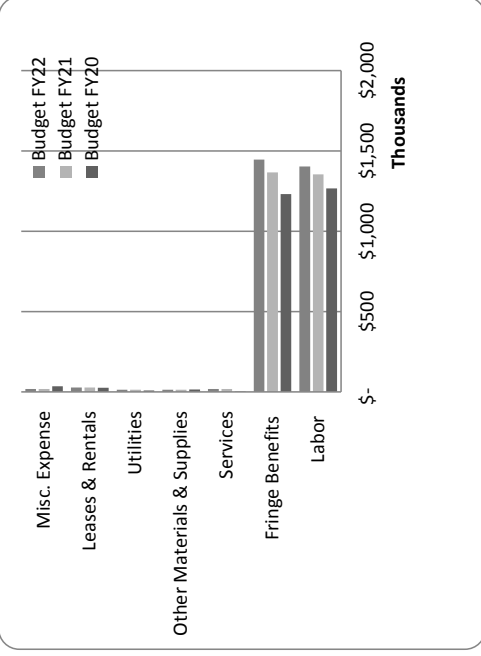


FY21 & FY22 OPERATING BUDGET
Authorized and Funded Personnel - Full Time Equivalent (FTE)
Operations - 3200

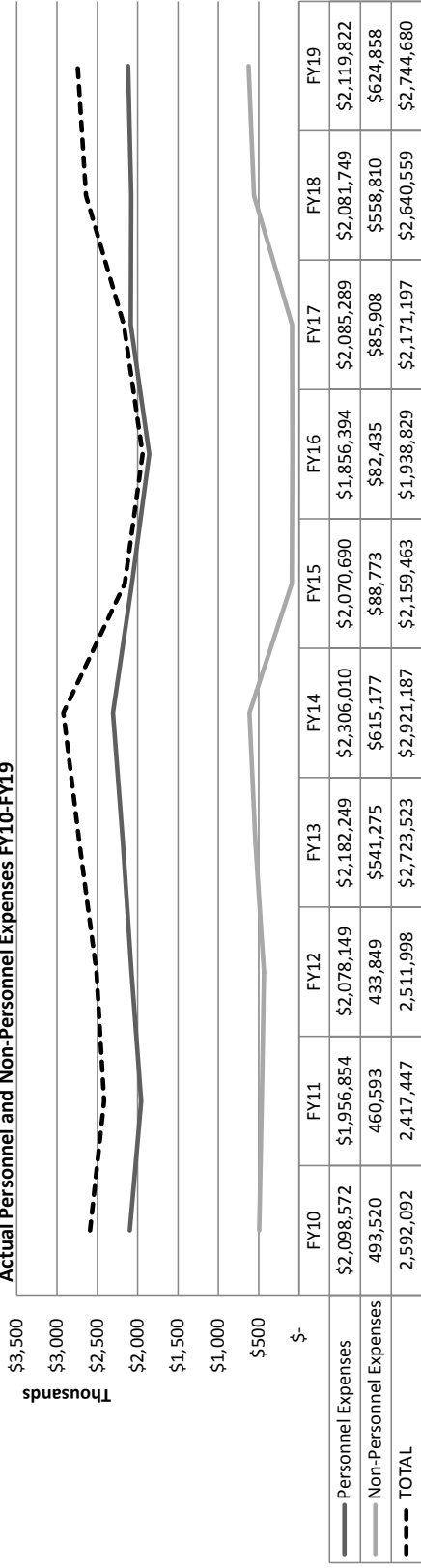
Position Title	Authorized		Funded		Authorized		Funded	
	FY21 2019	FY21 2020	FY21 2019	FY21 2020	FY21 2020	FY21 2020	FY22 2020	FY22 2020
Assistant Operations Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Operations Manager: Fixed Route Division	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Transit Supervisor	15.00	11.00	11.00	11.00	15.00	15.00	15.00	11.00
Assistant Safety & Training Coordinator	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Safety & Training Coordinator	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Assistant Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Payroll Specialist	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Total Full-Time Equivalents (FTEs)	22.00	18.00	18.00	18.00	22.00	22.00	22.00	18.00

Operations 3200

	Budget FY20	Budget FY21	Var. %	Budget FY22	Var. %
Personnel Expenses:					
Labor	\$ 1,267,242	\$ 1,353,614	6.8%	\$ 1,403,264	3.7%
Fringe Benefits	\$ 1,231,495	\$ 1,366,702	11.0%	\$ 1,445,602	5.8%
	\$ 2,498,737	\$ 2,720,316	8.9%	\$ 2,848,866	4.7%
Non-Personnel Expenses:					
Services	\$ 2,600	\$ 17,600	576.9%	\$ 17,600	0.0%
Other Materials & Supplies	\$ 15,260	\$ 13,220	-13.4%	\$ 13,220	0.0%
Utilities	\$ 9,000	\$ 14,000	55.6%	\$ 14,000	0.0%
Misc. Expense	\$ 34,850	\$ 18,000	-48.4%	\$ 18,000	0.0%
Leases & Rentals	\$ 26,533	\$ 27,000	1.8%	\$ 28,000	3.7%
	\$ 88,243	\$ 89,820	1.8%	\$ 90,820	1.1%
Total Expenses:	\$ 2,586,980	\$ 2,810,136	8.6%	\$ 2,939,686	4.6%



Actual Personnel and Non-Personnel Expenses FY10-FY19



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY21 & FY22 OPERATING BUDGET**

Operations - 3200

ACCOUNT	Jun-19	Jun-20	% CHANGE		Jun-20	% CHANGE	
	BUDGET FY20	BUDGET FY21	BUDG FY20	BUDG FY21	BUDGET FY22	BUDG FY21	BUDG FY22
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	1,094,833	1,221,116	11.5%	11.5%	1,265,908	3.7%	3.7%
501023 Other OT	172,409	132,498	-23.1%	-23.1%	137,356	3.7%	3.7%
Totals	1,267,242	1,353,614	6.8%	6.8%	1,403,264	3.7%	3.7%
FRINGE BENEFITS							
502011 Medicare/Soc. Sec.	22,150	23,803	7.5%	7.5%	24,672	3.7%	3.7%
502021 Retirement	399,101	495,123	24.1%	24.1%	539,010	8.9%	8.9%
502031 Medical Ins	434,961	437,082	0.5%	0.5%	457,070	4.6%	4.6%
502041 Dental Ins	25,520	25,062	-1.8%	-1.8%	25,438	1.5%	1.5%
502045 Vision Ins	6,014	5,006	-16.8%	-16.8%	5,156	3.0%	3.0%
502051 Life Ins/AD&D	2,330	2,316	-0.6%	-0.6%	2,385	3.0%	3.0%
502060 State Disability Ins (SDI)	15,566	16,837	8.2%	8.2%	18,018	7.0%	7.0%
502061 Long Term Disability Ins	9,228	8,989	-2.6%	-2.6%	9,319	3.7%	3.7%
502071 State Unemployment Ins (SUI)	3,074	2,268	-26.2%	-26.2%	2,406	6.1%	6.1%
502081 Worker's Comp Ins	47,785	52,986	10.9%	10.9%	54,575	3.0%	3.0%
502101 Holiday Pay	41,506	46,036	10.9%	10.9%	47,731	3.7%	3.7%
502103 Floating Holiday	8,276	8,430	1.9%	1.9%	8,590	1.9%	1.9%
502109 Sick Leave	62,259	69,054	10.9%	10.9%	71,597	3.7%	3.7%
502111 Annual Leave	138,581	153,636	10.9%	10.9%	159,147	3.6%	3.6%
502121 Other Paid Absence	9,728	10,790	10.9%	10.9%	11,187	3.7%	3.7%
502251 Phys. Exams	700	700	0.0%	0.0%	700	0.0%	0.0%
502253 Driver Lic Renewal	300	200	-33.3%	-33.3%	200	0.0%	0.0%
502999 Other Fringe Benefits	4,416	8,386	89.9%	89.9%	8,401	0.2%	0.2%
Totals	1,231,495	1,366,702	11.0%	11.0%	1,445,602	5.8%	5.8%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY21 & FY22 OPERATING BUDGET**

Operations - 3200

ACCOUNT	Jun-19	Jun-20	% CHANGE		Jun-20	% CHANGE	
	BUDGET FY20	BUDGET FY21	BUDG FY20	BUDG FY21	BUDGET FY22	BUDG FY21	BUDG FY22
SERVICES							
503011 Accting/Audit Fees	-	-	0.0%	0.0%	-	-	0.0%
503012 Admin/Bank Fees	-	-	0.0%	0.0%	-	-	0.0%
503031 Prof/Technical Fees	-	15,000	100.0%	100.0%	15,000	-	0.0%
503032 Legislative Services	-	-	0.0%	0.0%	-	-	0.0%
503033 Legal Services	-	-	0.0%	0.0%	-	-	0.0%
503034 Pre-Employment Exams	-	-	0.0%	0.0%	-	-	0.0%
503041 Temp Help	-	-	0.0%	0.0%	-	-	0.0%
503161 Custodial Services	-	-	0.0%	0.0%	-	-	0.0%
503162 Uniforms/Laundry	600	600	0.0%	0.0%	600	-	0.0%
503171 Security Services	-	-	0.0%	0.0%	-	-	0.0%
503221 Classified/Legal Ads	-	-	0.0%	0.0%	-	-	0.0%
503222 Legal Ads	-	-	0.0%	0.0%	-	-	0.0%
503225 Graphic Services	-	-	0.0%	0.0%	-	-	0.0%
503351 Repair - Bldg & Impr	-	-	0.0%	0.0%	-	-	0.0%
503352 Repair - Equipment	2,000	2,000	0.0%	0.0%	2,000	-	0.0%
503353 Repair - Rev Vehicle	-	-	0.0%	0.0%	-	-	0.0%
503354 Repair - Non Rev Vehicle	-	-	0.0%	0.0%	-	-	0.0%
503363 Haz Mat Disposal	-	-	0.0%	0.0%	-	-	0.0%
Totals	2,600	17,600	576.9%	576.9%	17,600	17,600	0.0%
MOBILE MATERIALS & SUPPLIES							
504011 Fuels & Lubricants - Non Rev Veh	-	-	0.0%	0.0%	-	-	0.0%
504012 Fuels & Lubricants - Rev Veh	-	-	0.0%	0.0%	-	-	0.0%
504021 Tires & Tubes	-	-	0.0%	0.0%	-	-	0.0%
504161 Other Mobile Supplies	-	-	0.0%	0.0%	-	-	0.0%
504191 Rev Vehicle Parts	-	-	0.0%	0.0%	-	-	0.0%
Totals	-	-	0.0%	0.0%	-	-	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY21 & FY22 OPERATING BUDGET**

Operations - 3200

ACCOUNT	Jun-19	Jun-20	% CHANGE		Jun-20	% CHANGE	
	BUDGET FY20	BUDGET FY21	BUDG FY20	BUDG FY21	BUDGET FY22	BUDG FY21	BUDG FY22
OTHER MATERIALS & SUPPLIES							
504205 Freight Out	-	-	0.0%	0.0%	-	-	0.0%
504211 Postage & Mailing	260	220	-15.4%	-	220	-	0.0%
504214 Promotional Items	-	-	0.0%	-	-	-	0.0%
504215 Printing	7,000	5,000	-28.6%	5,000	5,000	5,000	0.0%
504217 Photo Supp/Process	-	-	0.0%	-	-	-	0.0%
504311 Office Supplies	8,000	8,000	0.0%	8,000	8,000	8,000	0.0%
504315 Safety Supplies	-	-	0.0%	-	-	-	0.0%
504317 Cleaning Supplies	-	-	0.0%	-	-	-	0.0%
504409 Repair/Maint Supplies	-	-	0.0%	-	-	-	0.0%
504417 Tenant Repairs	-	-	0.0%	-	-	-	0.0%
504421 Non-Inventory Parts	-	-	0.0%	-	-	-	0.0%
504511 Small Tools	-	-	0.0%	-	-	-	0.0%
504515 Employee Tool Replacement	-	-	0.0%	-	-	-	0.0%
Totals	15,260	13,220	-13.4%	13,220	13,220	13,220	0.0%
UTILITIES							
505011 Gas & Electric	-	-	0.0%	-	-	-	0.0%
505021 Water & Garbage	-	-	0.0%	-	-	-	0.0%
505031 Telecommunications	9,000	14,000	55.6%	14,000	14,000	14,000	0.0%
Totals	9,000	14,000	55.6%	14,000	14,000	14,000	0.0%
CASUALTY & LIABILITY							
506011 Insurance - Property	-	-	0.0%	-	-	-	0.0%
506015 Insurance - PL/PD	-	-	0.0%	-	-	-	0.0%
506021 Insurance - Other	-	-	0.0%	-	-	-	0.0%
506123 Settlement Costs	-	-	0.0%	-	-	-	0.0%
506127 Repairs - District Prop	-	-	0.0%	-	-	-	0.0%
Totals	-	-	0.0%	-	-	-	0.0%
TAXES							
507051 Fuel Tax	-	-	0.0%	-	-	-	0.0%
507201 Licenses & Permits	-	-	0.0%	-	-	-	0.0%
507999 Other Taxes	-	-	0.0%	-	-	-	0.0%
Totals	-	-	0.0%	-	-	-	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY21 & FY22 OPERATING BUDGET**

Operations - 3200

ACCOUNT	Jun-19	Jun-20	% CHANGE		Jun-20	% CHANGE	
	BUDGET FY20	BUDGET FY21	BUDG FY20	BUDG FY21	BUDGET FY22	BUDG FY21	BUDG FY22
MISC EXPENSE							
509011 Dues/Subscriptions	-	-	0.0%	0.0%	-	0.0%	0.0%
509081 Advertising - District Promo	-	-	0.0%	0.0%	-	0.0%	0.0%
509101 Employee Incentive Program	-	-	0.0%	0.0%	-	0.0%	0.0%
509121 Employee Training	22,850	6,000	-73.7%	-73.7%	6,000	0.0%	0.0%
509122 BOD Travel	-	-	0.0%	0.0%	-	0.0%	0.0%
509123 Travel	12,000	12,000	0.0%	0.0%	12,000	0.0%	0.0%
509125 Local Meeting Expense	-	-	0.0%	0.0%	-	0.0%	0.0%
509127 Board Director Fees	-	-	0.0%	0.0%	-	0.0%	0.0%
509150 Contributions	-	-	0.0%	0.0%	-	0.0%	0.0%
509198 Cash Over/Short	-	-	0.0%	0.0%	-	0.0%	0.0%
509999 Other Misc Expense	-	-	0.0%	0.0%	-	0.0%	0.0%
Totals	34,850	18,000	-48.4%	-48.4%	18,000		
INTEREST EXPENSE							
511102 Interest Expense	-	-	0.0%	0.0%	-	0.0%	0.0%
Totals	-	-	0.0%	0.0%	-		
LEASES & RENTALS							
512011 Facility Lease	26,533	27,000	1.8%	1.8%	28,000	3.7%	3.7%
512061 Equipment Rental	-	-	0.0%	0.0%	-	0.0%	0.0%
Totals	26,533	27,000	1.8%	1.8%	28,000	3.7%	3.7%
PERSONNEL TOTAL	2,498,737	2,720,316	8.9%	8.9%	2,848,866	4.7%	4.7%
NON-PERSONNEL TOTAL	88,243	89,820	1.8%	1.8%	90,820	1.1%	1.1%
DEPARTMENT TOTALS	2,586,980	2,810,136	8.6%	8.6%	2,939,686	4.6%	4.6%



3300 - BUS OPERATORS DEPARTMENT 3300

FY20 ACCOMPLISHMENTS AND FY21 OBJECTIVES

MAJOR FUNCTIONS OF THE DEPARTMENT

The Bus Operators Department is responsible for providing safe, efficient, reliable, and courteous fixed route transit service to the residents and visitors of Santa Cruz County.

DEPARTMENT ACCOMPLISHMENTS FOR FY20

- **Safety First:**
 - New Mechanics Trained – 1
 - New Operators Trained – 17
 - Hire Assistant Safety & Training Coordinator
 - Operator promotion to Transit Supervisor
 - Safe Driver Awards
 - Yearly - 106
 - 5YR - 8
 - 15YR - 3
 - 20YR - 1
 - 30YR - 3
 - Total of accident –free awards: 121
 - Accident Review compliance with MOU
 - HASTUS Training
 - ZEB Technology Training- Sunline Transit
 - All Supervisors Trained for certification of Operators on Hybrid Buses
 - Operators Trained on Hybrid Buses
 - Supervisors Trained for certification of Operators on 1900 Series Buses: 8
 - Operators Trained on 1900 Series Buses
 - Installation of new talking bus system - Synchronomatics
- **Fiscal responsibility:**
 - Department managed to budget 69% of allocated fiscal amount
 - Reduced Operator overtime
 - Low Work Comp Claims
- **State of Good Repair:**
 - On-going training of Operators on new buses and equipment
 - Synchronomatics system
 - Electric charging stations installed and ready for ZEB buses
- **Intelligent Transportation Systems (ITS):**
 - Installation of ITS/Synchronomatics on all buses

3300 - Bus Operators Department (con't)

- All Operators and Supervisors trained for ITS/Synchromatics
- **Zero Emission Buses (ZEBs):**
 - Charging stations in place for JKS
 - Ongoing ZEB meetings
 - Ongoing Training for Gillig Hybrids
 - METRO hosted SunLine Training – ZEB Technology
- **Core Business:**
 - Maintain appropriate Operator Staffing levels
 - Reduce Overtime
 - Reduced Operator driven customer complaints
 - Increase Operator driven customer compliments
 - Increase field supervisor performance monitoring and evaluation of Operators
 - Strive to encourage succession among Operators and Staff
 - Provide information on seminars, certification programs and other educational options that will allow Operators to compete for promotional opportunities
 - Maintain good working relationship with SMART
- **Compliance:**
 - All Operators maintaining CDL, Medical and VTT as required.
 - Successful CHP Inspection
 - FTA Triennial
 - Safety practices as trained

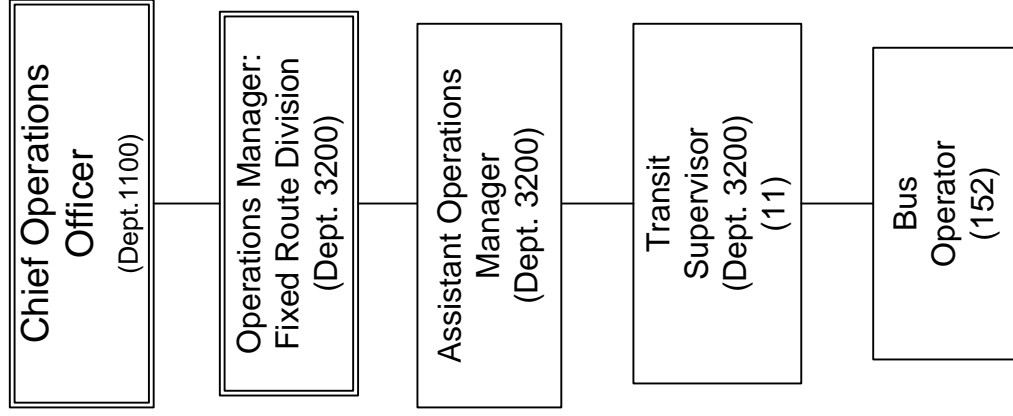
DEPARTMENT OBJECTIVES FOR FY21

- **Safety First Culture:**
 - Maintain staffing levels
 - Host TSI/NTI Trainings
 - Work towards certification of more Supervisors as Transit Trainers
 - Provide information on seminars, certification programs and other educational options that will allow Operators to compete for promotional opportunities
 - Increase Vehicle Transit Training sessions
 - Continue to extend Verification of Transit training for yearly re-certification of existing Operators
 - Maintain monthly Accident Review meetings
 - Obtain Operator training to address/de-escalate aggressive behavior expressed by riders with mental illness(es) and/or substance abuse issues

3300 - Bus Operators Department (con't)

- Continue to refine Operator Line Instructor program to ensure availability of qualified instructors able to empirically evaluate new hire performance and offer appropriate guidance
- Cross-train Fixed Route Operators on new ParaCruz vehicles to provide additional certified Operators in case of emergency deployment.
- Increase accountability and diligence in pursuing retraining for Operators regarding post-accident, defensive driving, and customer service issues
- **Fiscal Stability, Stewardship, Accountability:**
 - Maintain a balanced budget
 - Achieve adequate staffing levels
 - Reduce dependency on overtime
- **Service Quality and Delivery:**
 - Operator focus on schedule adherence
 - Customer Service
 - Internal trainings-Ops, Security and Risk
- **Internal and External Technology:**
 - Addition of new pass technology on all buses
 - GPS and access for Supervisors for all buses
 - WiFi for local commuter routes
- **Employee Engagement; Attract, Retain, Develop:**
 - Bus Operator Appreciation Day Breakfast post COVID
 - Continue Safe Driver Certificates and Awards
 - Develop incentive program for good attendance
 - Acknowledgement of Outstanding Operator performance
 - Job Fair participation
 - Offer trainings to increase promotional advancements
- **State of Good Repair:**
 - Continue to coordinate bus purchases in accordance with Operator and service needs post COVID i.e., Operator barriers, passenger barriers and mounted sanitizer units.
- **Strategic Alliance and Community Outreach:**
 - Work towards community outreach post COVID

Bus Operators 3300



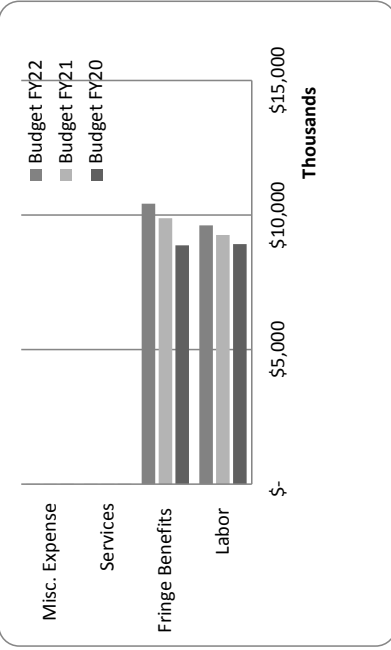
FY21 & FY22 OPERATING BUDGET
Authorized and Funded Personnel - Full Time Equivalent (FTE)
Bus Operators - 3300

Position Title	Authorized		Funded		Authorized		Funded	
	FY21 2019	FY21 2019	FY21 2019	FY21 2019	FY21 2020	FY21 2020	FY22 2020	FY22 2020
Bus Operators *	171.00	151.00	171.00	152.00	171.00	152.00	171.00	152.00
Total Full-Time Equivalents (FTEs)	171.00	151.00	171.00	152.00	171.00	152.00	171.00	152.00

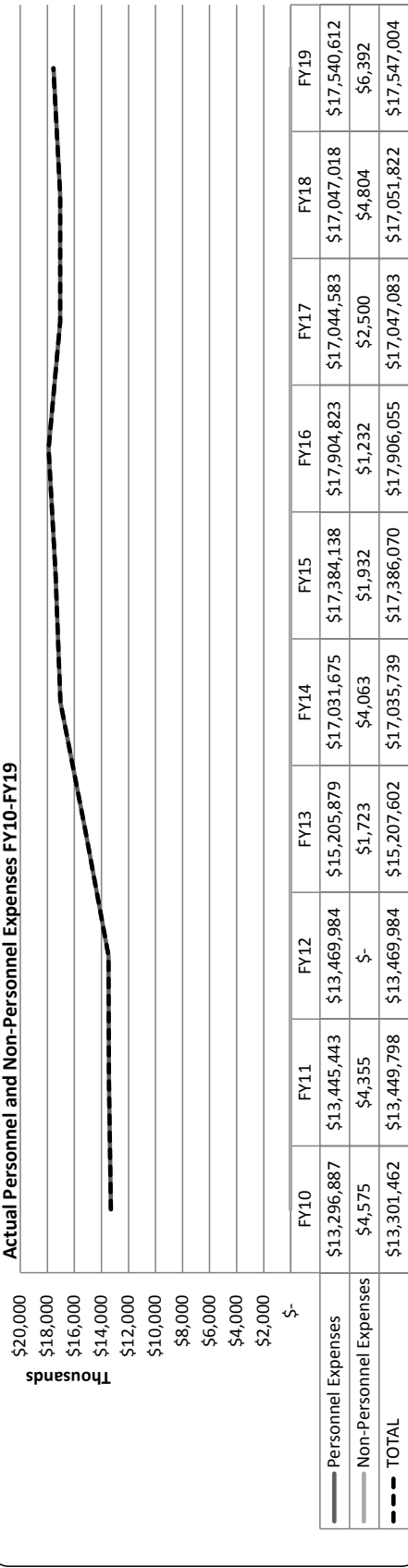
* 1 FTE is funded by a grant for one year in FY21 or/and FY22

Bus Operators 3300

	Budget FY20	Budget FY21	Var. %	Budget FY22	Var. %
Personnel Expenses:					
Labor	\$ 8,919,793	\$ 9,261,309	3.8%	\$ 9,619,906	3.9%
Fringe Benefits	\$ 8,873,641	\$ 9,879,884	11.3%	\$ 10,422,084	5.5%
	\$ 17,793,434	\$ 19,141,193	7.6%	\$ 20,041,990	4.7%
Non-Personnel Expenses:					
Services	\$ 2,000	\$ 2,000	0.0%	\$ 2,000	0.0%
Misc. Expense	\$ 5,000	\$ 5,000	0.0%	\$ 5,000	0.0%
	\$ 7,000	\$ 7,000	0.0%	\$ 7,000	0.0%
Total Expenses:	\$ 17,800,434	\$ 19,148,193	7.6%	\$ 20,048,990	4.7%



Actual Personnel and Non-Personnel Expenses FY10-FY19



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY21 & FY22 OPERATING BUDGET**

Bus Operators - 3300

ACCOUNT	Jun-19	Jun-20	% CHANGE		Jun-20	% CHANGE	
	BUDGET FY20	BUDGET FY21	BUDG FY20	BUDG FY21	BUDGET FY22	BUDG FY21	BUDG FY22
LABOR							
501011 Bus Operator Pay	7,919,793	8,511,309		7.5%	8,840,866		3.9%
501013 Bus Operator OT	1,000,000	750,000		-25.0%	779,039		3.9%
501021 Other Salaries	-	-		0.0%	-		0.0%
501023 Other OT	-	-		0.0%	-		0.0%
Totals	8,919,793	9,261,309		3.8%	9,619,906		3.9%
FRINGE BENEFITS							
502011 Medicare/Soc. Sec.	154,872	160,393		3.6%	166,574		3.9%
502021 Retirement	2,851,001	3,383,243		18.7%	3,690,266		9.1%
502031 Medical Ins	3,275,290	3,634,156		11.0%	3,764,801		3.6%
502041 Dental Ins	182,645	179,074		-2.0%	181,760		1.5%
502045 Vision Ins	48,114	42,271		-12.1%	43,539		3.0%
502051 Life Ins/AD&D	17,707	17,810		0.6%	18,345		3.0%
502060 State Disability Ins (SDI)	110,012	113,935		3.6%	121,875		7.0%
502061 Long Term Disability Ins	70,760	69,744		-1.4%	72,716		4.3%
502071 State Unemployment Ins (SUI)	25,962	19,152		-26.2%	20,586		7.5%
502081 Worker's Comp Ins	444,997	444,490		-0.1%	457,824		3.0%
502101 Holiday Pay	295,302	314,465		6.5%	326,687		3.9%
502103 Floating Holiday	-	-		0.0%	-		0.0%
502109 Sick Leave	461,409	491,351		6.5%	510,448		3.9%
502111 Annual Leave	854,104	920,794		7.8%	954,270		3.6%
502121 Other Paid Absence	69,211	73,703		6.5%	76,567		3.9%
502251 Phys. Exams	5,400	5,700		5.6%	5,700		0.0%
502253 Driver Lic Renewal	1,300	1,500		15.4%	1,900		26.7%
502999 Other Fringe Benefits	5,554	8,104		45.9%	8,227		1.5%
Totals	8,873,641	9,879,884		11.3%	10,422,084		5.5%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY21 & FY22 OPERATING BUDGET**

Bus Operators - 3300

ACCOUNT	Jun-19	Jun-20	% CHANGE		Jun-20	% CHANGE	
	BUDGET FY20	BUDGET FY21	BUDG FY20	BUDG FY21	BUDGET FY22	BUDG FY21	BUDG FY22
SERVICES							
503011 Accting/Audit Fees	-	-	0.0%	0.0%	-	0.0%	0.0%
503012 Admin/Bank Fees	-	-	0.0%	0.0%	-	0.0%	0.0%
503031 Prof/Technical Fees	-	-	0.0%	0.0%	-	0.0%	0.0%
503032 Legislative Services	-	-	0.0%	0.0%	-	0.0%	0.0%
503033 Legal Services	-	-	0.0%	0.0%	-	0.0%	0.0%
503034 Pre-Employment Exams	-	-	0.0%	0.0%	-	0.0%	0.0%
503041 Temp Help	-	-	0.0%	0.0%	-	0.0%	0.0%
503161 Custodial Services	-	-	0.0%	0.0%	-	0.0%	0.0%
503162 Uniforms/Laundry	2,000	2,000	0.0%	0.0%	2,000	0.0%	0.0%
503171 Security Services	-	-	0.0%	0.0%	-	0.0%	0.0%
503221 Classified/Legal Ads	-	-	0.0%	0.0%	-	0.0%	0.0%
503222 Legal Ads	-	-	0.0%	0.0%	-	0.0%	0.0%
503225 Graphic Services	-	-	0.0%	0.0%	-	0.0%	0.0%
503351 Repair - Bldg & Impr	-	-	0.0%	0.0%	-	0.0%	0.0%
503352 Repair - Equipment	-	-	0.0%	0.0%	-	0.0%	0.0%
503353 Repair - Rev Vehicle	-	-	0.0%	0.0%	-	0.0%	0.0%
503354 Repair - Non Rev Vehicle	-	-	0.0%	0.0%	-	0.0%	0.0%
503363 Haz Mat Disposal	-	-	0.0%	0.0%	-	0.0%	0.0%
Totals	2,000	2,000	0.0%	0.0%	2,000	0.0%	0.0%
MOBILE MATERIALS & SUPPLIES							
504011 Fuels & Lubricants - Non Rev Veh	-	-	0.0%	0.0%	-	0.0%	0.0%
504012 Fuels & Lubricants - Rev Veh	-	-	0.0%	0.0%	-	0.0%	0.0%
504021 Tires & Tubes	-	-	0.0%	0.0%	-	0.0%	0.0%
504161 Other Mobile Supplies	-	-	0.0%	0.0%	-	0.0%	0.0%
504191 Rev Vehicle Parts	-	-	0.0%	0.0%	-	0.0%	0.0%
Totals	-	-	0.0%	0.0%	-	0.0%	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY21 & FY22 OPERATING BUDGET**

Bus Operators - 3300

ACCOUNT	Jun-19	Jun-20	% CHANGE	Jun-20	% CHANGE
	BUDGET FY20	BUDGET FY21	BUDG FY20 BUDG FY21	BUDGET FY22	BUDG FY21 BUDG FY22
OTHER MATERIALS & SUPPLIES					
504205 Freight Out	-	-	0.0%	-	0.0%
504211 Postage & Mailing	-	-	0.0%	-	0.0%
504214 Promotional Items	-	-	0.0%	-	0.0%
504215 Printing	-	-	0.0%	-	0.0%
504217 Photo Supp/Process	-	-	0.0%	-	0.0%
504311 Office Supplies	-	-	0.0%	-	0.0%
504315 Safety Supplies	-	-	0.0%	-	0.0%
504317 Cleaning Supplies	-	-	0.0%	-	0.0%
504409 Repair/Maint Supplies	-	-	0.0%	-	0.0%
504417 Tenant Repairs	-	-	0.0%	-	0.0%
504421 Non-Inventory Parts	-	-	0.0%	-	0.0%
504511 Small Tools	-	-	0.0%	-	0.0%
504515 Employee Tool Replacement	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
UTILITIES					
505011 Gas & Electric	-	-	0.0%	-	0.0%
505021 Water & Garbage	-	-	0.0%	-	0.0%
505031 Telecommunications	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
CASUALTY & LIABILITY					
506011 Insurance - Property	-	-	0.0%	-	0.0%
506015 Insurance - PL/PD	-	-	0.0%	-	0.0%
506021 Insurance - Other	-	-	0.0%	-	0.0%
506123 Settlement Costs	-	-	0.0%	-	0.0%
506127 Repairs - District Prop	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
TAXES					
507051 Fuel Tax	-	-	0.0%	-	0.0%
507201 Licenses & Permits	-	-	0.0%	-	0.0%
507999 Other Taxes	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY21 & FY22 OPERATING BUDGET**

Bus Operators - 3300

ACCOUNT	Jun-19	Jun-20	% CHANGE		Jun-20	% CHANGE	
	BUDGET FY20	BUDGET FY21	BUDG FY20	BUDG FY21	BUDGET FY22	BUDG FY21	BUDG FY22
MISC EXPENSE							
509011 Dues/Subscriptions	-	-	0.0%	0.0%	-	0.0%	0.0%
509081 Advertising - District Promo	-	-	0.0%	0.0%	-	0.0%	0.0%
509101 Employee Incentive Program	3,000	3,000	0.0%	0.0%	3,000	0.0%	0.0%
509121 Employee Training	2,000	2,000	0.0%	0.0%	2,000	0.0%	0.0%
509122 BOD Travel	-	-	0.0%	0.0%	-	0.0%	0.0%
509123 Travel	-	-	0.0%	0.0%	-	0.0%	0.0%
509125 Local Meeting Expense	-	-	0.0%	0.0%	-	0.0%	0.0%
509127 Board Director Fees	-	-	0.0%	0.0%	-	0.0%	0.0%
509150 Contributions	-	-	0.0%	0.0%	-	0.0%	0.0%
509198 Cash Over/Short	-	-	0.0%	0.0%	-	0.0%	0.0%
509999 Other Misc Expense	-	-	0.0%	0.0%	-	0.0%	0.0%
Totals	5,000	5,000	0.0%	0.0%	5,000	0.0%	0.0%
INTEREST EXPENSE							
511102 Interest Expense	-	-	0.0%	0.0%	-	0.0%	0.0%
Totals	-	-	0.0%	0.0%	-	0.0%	0.0%
LEASES & RENTALS							
512011 Facility Lease	-	-	0.0%	0.0%	-	0.0%	0.0%
512061 Equipment Rental	-	-	0.0%	0.0%	-	0.0%	0.0%
Totals	-	-	0.0%	0.0%	-	0.0%	0.0%
PERSONNEL TOTAL	17,793,434	19,141,193	7.6%	7.6%	20,041,990	4.7%	4.7%
NON-PERSONNEL TOTAL	7,000	7,000	0.0%	0.0%	7,000	0.0%	0.0%
DEPARTMENT TOTALS	17,800,434	19,148,193	7.6%	7.6%	20,048,990	4.7%	4.7%

4100 - FLEET MAINTENANCE DEPARTMENT

FY20 ACCOMPLISHMENTS AND FY21 OBJECTIVES

MAJOR FUNCTIONS OF THE DEPARTMENT

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

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

DEPARTMENT ACCOMPLISHMENTS FOR FY20

- **Safety First:**
 - Completed Amerex Gas detection and fire suppression system inspection and service.
 - Began OSHA required trainings covering Blood Bourne Pathogens, MSDS, Lock out tag out procedure.
 - Completed training for three (3) Lead Mechanics in OSHA safety course offered through the services of Southern California Regional Transit Training Consortium (SCR TTC)
 - Increased the purchase and use of electrical cord walkway covers
 - Implemented the end of shift walkthrough ensuring a safe condition of the shop for the oncoming shift.
 - Provided High Visibility uniforms to all vehicle service staff.
 - Reduce accidents in yard by auctioning retired vehicles timely.
 - Passed annual California Highway Patrol (CHP) safety inspections in August of 2019
 - Audited condition of shop tooling for safety and replaced, as needed.
 - Installing Hand Sanitizers and signage throughout the maintenance facility and fleet.
 - Installing Operator and Passenger protective barriers throughout fleet.
 - Hired additional temporary employees for bus and vehicle disinfection.
 - Collaborated with Safety and Risk department promoting safety.
 - Collaborated with Operator's Union, Operations Management, and bus manufacturer to enhance safety.
 - Reviewed condition of bus exterior and interior, Implemented practices which increase safety
 - Installed information monitor in shop

4100 - Fleet Maintenance Department (con't)

- Implemented new brake test equipment and procedure reducing the speed needed for testing
- Installed Security gates at maintenance yard

- **Fiscal responsibility:**
 - Successfully recovered warranty claims.
 - Replaced components on a schedule, reducing costly unscheduled failures.
 - Replaced two (2) obsolete non-revenue vehicles with more efficient vehicles.
 - Redistributed Labor to maintain adequate coverage on all shifts.
 - Recovered training funds equivalent to \$10,000 made available through the purchase of 2006 New Flyer buses.
 - Maintained a balanced budget

- **State of Good Repair:**
 - Refurbished 4 New Flyer buses
 - Completed rolling stock overhauls on four (4) New Flyer buses.
 - Completed several fleet campaigns:
 - Air compressor replacement
 - Transmission replacement
 - Laminar Flow Screen replacement
 - Engine Pulley replacement
 - Starter Replacement
 - Coolant sensor harness
 - Improved upholstery cleaning program for all buses and vehicles
 - Improved updated preventative maintenance inspections
 - Improved Scheduled Engine and Transmission replacement program
 - Processed and placed into service seven (7) 2014 Gillig Hybrids
 - Processed and placed into service one (1) propane tow tractor
 - Processed and placed into service five (5) Gillig 40ft CNG buses.
 - Continued the reduction of 1998 New Flyer Diesel bus fleet.
 - Developed improved A/C PM
 - Reduced road calls through preventative maintenance inspection
 - Completed New Flyer rear axle maintenance training

- **Intelligent Transportation Systems (ITS):**
 - Completed ITS Synchronatics Project
 - Installation of Fleetwatch Fuel and Fluid Management system integration at fuel station

- **Zero Emission Buses (ZEBs):**
 - Continued Gillig Hybrid familiarization training
 - Plant inspection of four (4) Proterra electric buses
 - Overview of maintenance and operations Proterra bus training

4100 - Fleet Maintenance Department (con't)

- **Legislative:**
 - Continued updating Metro's Transit Asset Management Plan (TAM).
 - Participated in webinars staying updated with federal, state and local regulations.
 - Monitor applicable federal, state, and local legislation activities to ensure Santa Cruz METRO's policies and procedures are in compliance.
 - Continued updating Santa Cruz METRO's Storm Water Pollution Prevention Plan
 - Updated FTA and NTD documentation as required

- **Core Business:**
 - Updated bus replacement plan
 - Improved Preventive Maintenance Inspections
 - Continued the measuring of performance KPI's
 - Continued measuring vehicle fleet performance for improvements

- **Compliance:**
 - Ensure compliance with California Highway Patrol (CHP)
 - Ensure compliance with Caltrans Triennial Inspection
 - Ensure compliance with Federal Transit Administration (FTA) Requirement
 - Ensure compliance with Federal Motor Carrier Safety Administration(FMVSA)
 - Ensure compliance with American With Disabilities Act (ADA)
 - Implemented Opacity certification trainings for maintenance staff as required by CARB.

DEPARTMENT OBJECTIVES FOR FY21

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

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

- **Service Quality and Delivery:**
 - Release to service all of the remaining 2020 Gillig Hybrids
 - Receive delivery of four (4) Proterra Electric Buses
 - Receive delivery of six (6) 2021 Gillig Buses
 - Receive delivery of three (3) 2020 Paracruz vehicles
 - Order two (2) 35ft Gillig buses
 - Order seven (7) Paracruz vehicles
 - Complete installation of Fleetwatch fuel and fluid management system
 - Continue analyzing failure trends for predictive maintenance practices which reduce down time due to failures
 - Reduce road calls through revised preventive Maintenance inspection.

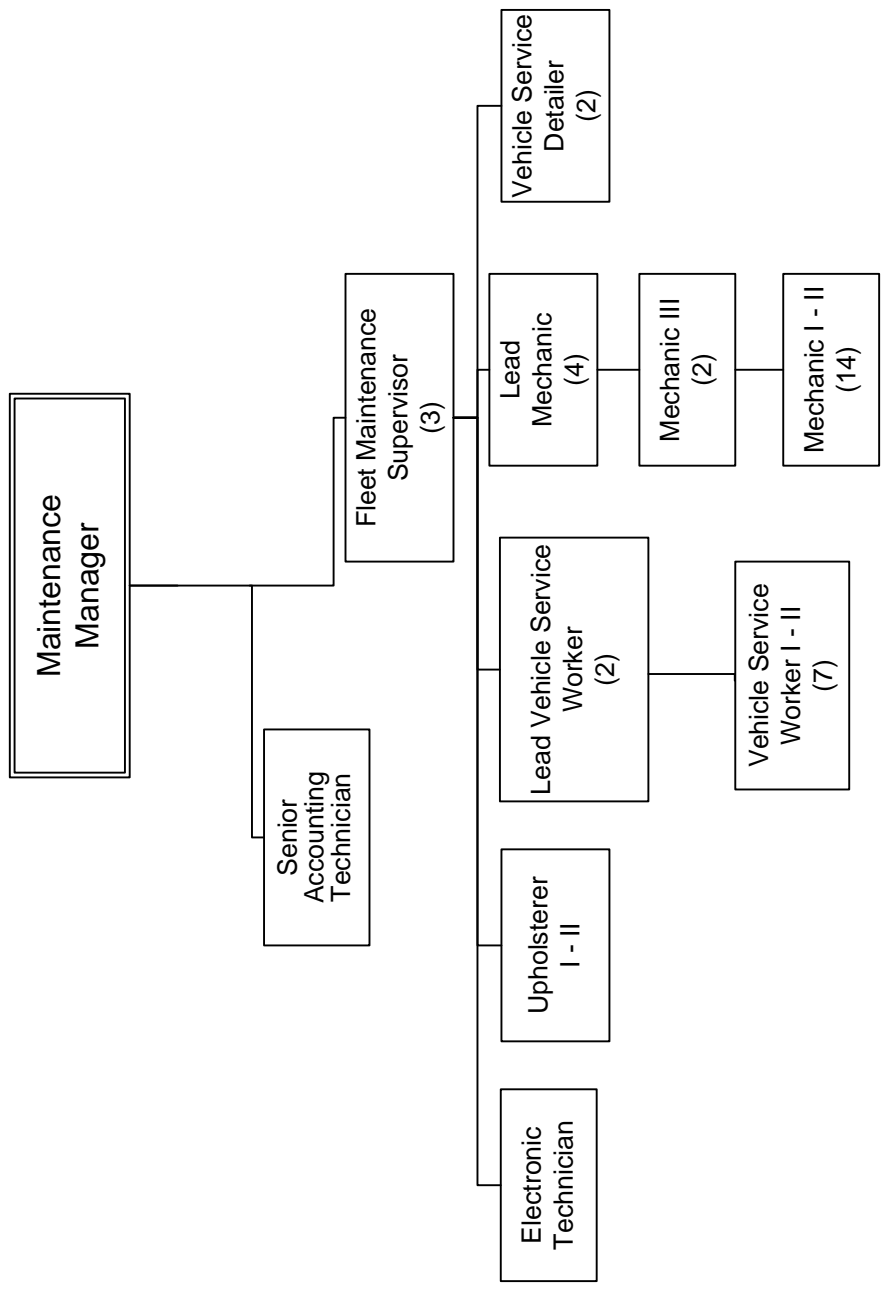
- **Internal and External Technology:**
 - Schedule safety training for Proterra Electric bus
 - Schedule safety training for Hybrid buses
 - Schedule maintenance training for battery electric buses

- **Employee Engagement; Attract, Retain, Develop:**
 - Provide staff training and educational programs, coupled with defined succession planning, to develop employees' skills for promotional opportunities
 - Weekly meetings with immediate staff
 - Monthly meetings with Facilities Manager
 - Quarterly meetings with all staff
 - Develop training calendar for all staff
 - Complete TAM training
 - Continue succession planning

- **State of Good Repair:**
 - Continue completing TAM vehicle assessment inspections
 - Implement bus midlife schedule
 - Continue improving Preventive Maintenance Inspection
 - Improve reliability of Ticket Vending Machines

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

Fleet Maintenance 4100



FY21 & FY22 OPERATING BUDGET
Authorized and Funded Personnel - Full Time Equivalent (FTE)
Fleet Maintenance - 4100

Position Title	Authorized		Funded		Authorized		Funded	
	FY21 2019	FY21 2019	FY21 2019	FY21 2019	FY21 2020	FY21 2020	FY22 2020	FY22 2020
Maintenance Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Assistant Maintenance Manager	1.00	0.00	1.00	0.00	1.00	1.00	1.00	0.00
Fleet Maintenance Supervisor	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
Lead Mechanic	6.00	4.00	6.00	4.00	6.00	6.00	6.00	4.00
Mechanic III	4.00	2.00	4.00	2.00	4.00	4.00	4.00	2.00
Mechanic I - II	18.00	14.00	18.00	14.00	18.00	18.00	18.00	14.00
Vehicle Body Repair Mechanic	1.00	0.00	1.00	0.00	1.00	1.00	1.00	0.00
Upholsterer I - II	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Assistant Supervisor	1.00	0.00	1.00	0.00	1.00	1.00	1.00	0.00
Administrative Specialist	1.00	0.00	1.00	0.00	1.00	1.00	1.00	0.00
Accounting Technician/Senior	2.00	1.00	2.00	1.00	2.00	2.00	2.00	1.00
Administrative Clerk	1.00	0.00	1.00	0.00	1.00	1.00	1.00	0.00
Lead Vehicle Service Worker	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Vehicle Service Detailer	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Vehicle Service Worker I - II	12.00	7.00	12.00	7.00	12.00	12.00	12.00	7.00
Electronic Technician	2.00	1.00	2.00	1.00	2.00	2.00	2.00	1.00
Total Full-Time Equivalents (FTEs)	58.00	38.00	58.00	38.00	58.00	58.00	58.00	38.00

Fleet Maintenance 4100

Personnel Expenses:

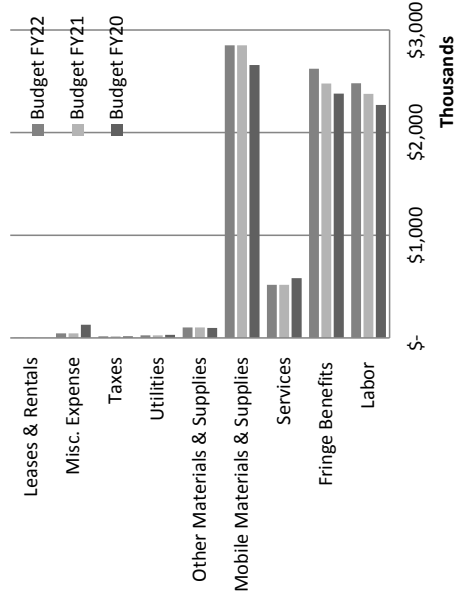
	Budget FY20	Budget FY21	Var. %	Budget FY22	Var. %
Labor	\$ 2,269,338	\$ 2,378,022	4.8%	\$ 2,480,517	4.3%
Fringe Benefits	\$ 2,380,451	\$ 2,479,546	4.2%	\$ 2,623,078	5.8%
	\$ 4,649,788	\$ 4,857,568	4.5%	\$ 5,103,595	5.1%

Non-Personnel Expenses:

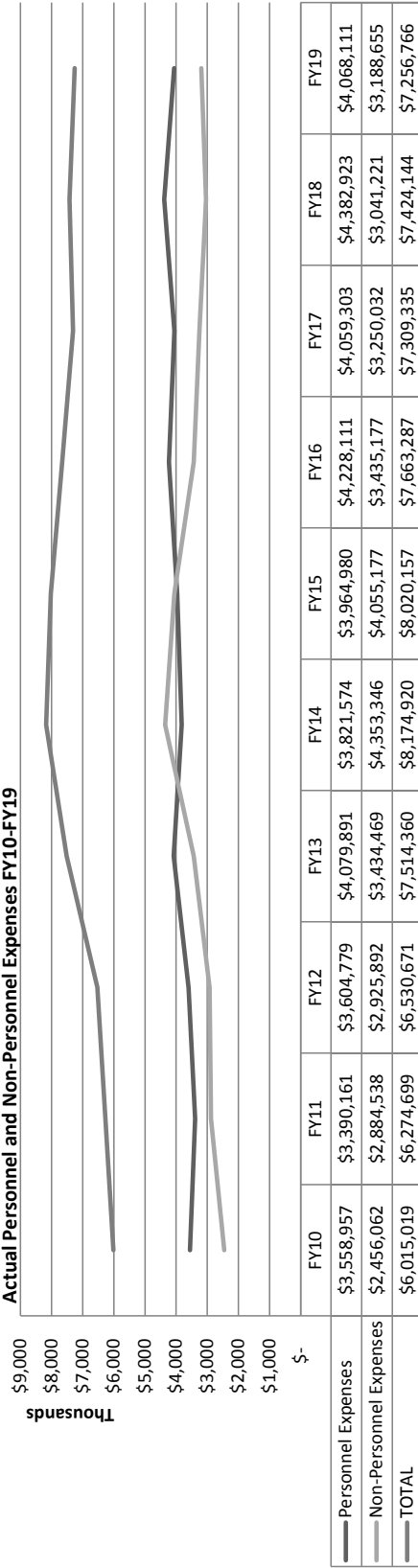
Services	\$ 581,000	\$ 517,500	-10.9%	\$ 517,500	0.0%
Mobile Materials & Supplies	\$ 2,659,500	\$ 2,850,000	7.2%	\$ 2,850,000	0.0%
Other Materials & Supplies	\$ 96,500	\$ 101,800	5.5%	\$ 101,800	0.0%
Utilities	\$ 30,000	\$ 25,000	-16.7%	\$ 25,000	0.0%
Taxes	\$ 15,000	\$ 15,000	0.0%	\$ 15,000	0.0%
Misc. Expense	\$ 128,500	\$ 43,672	-66.0%	\$ 43,672	0.0%
Leases & Rentals	\$ -	\$ 1,500	100.0%	\$ 1,500	0.0%
	\$ 3,510,500	\$ 3,554,472	1.3%	\$ 3,554,472	0.0%

Total Expenses:

	\$ 8,160,288	\$ 8,412,040	3.1%	\$ 8,658,067	2.9%
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Actual Personnel and Non-Personnel Expenses FY10-FY19



SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY21 & FY22 OPERATING BUDGET
 Fleet Maintenance - 4100

ACCOUNT	Jun-19 BUDGET FY20	Jun-20 BUDGET FY21	% CHANGE BUDG FY20 BUDG FY21	Jun-20 BUDGET FY22	% CHANGE BUDG FY21 BUDG FY22
LABOR					
501011 Bus Operator Pay	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	0.0%	-	0.0%
501021 Other Salaries	2,026,194	2,163,016	6.8%	2,259,107	4.4%
501023 Other OT	243,143	215,006	-11.6%	221,411	3.0%
Totals	2,269,338	2,378,022	4.8%	2,480,517	4.3%
FRINGE BENEFITS					
502011 Medicare/Soc. Sec.	39,673	41,728	5.2%	43,503	4.3%
502021 Retirement	734,165	874,639	19.1%	957,581	9.5%
502031 Medical Ins	904,357	821,277	-9.2%	855,314	4.1%
502041 Dental Ins	51,325	48,026	-6.4%	48,747	1.5%
502045 Vision Ins	12,029	10,290	-14.5%	10,598	3.0%
502051 Life Ins/AD&D	4,452	4,556	2.3%	4,693	3.0%
502060 State Disability Ins (SDI)	27,825	29,359	5.5%	31,580	7.6%
502061 Long Term Disability Ins	17,713	17,542	-1.0%	18,299	4.3%
502071 State Unemployment Ins (SUI)	6,491	4,788	-26.2%	5,080	6.1%
502081 Worker's Comp Ins	110,505	111,861	1.2%	115,217	3.0%
502101 Holiday Pay	76,705	82,024	6.9%	85,502	4.2%
502103 Floating Holiday	6,022	6,022	0.0%	6,022	0.0%
502109 Sick Leave	115,058	123,036	6.9%	128,253	4.2%
502111 Annual Leave	250,965	272,448	8.6%	279,894	2.7%
502121 Other Paid Absence	17,978	19,224	6.9%	20,040	4.2%
502251 Phys. Exams	1,900	1,500	-21.1%	1,500	0.0%
502253 Driver Lic Renewal	250	250	0.0%	250	0.0%
502999 Other Fringe Benefits	3,039	10,976	261.2%	11,007	0.3%
Totals	2,380,451	2,479,546	4.2%	2,623,078	5.8%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY21 & FY22 OPERATING BUDGET**

Fleet Maintenance - 4100

ACCOUNT	Jun-19	Jun-20	% CHANGE		Jun-20	% CHANGE	
	BUDGET FY20	BUDGET FY21	BUDG FY20	BUDG FY21	BUDGET FY22	BUDG FY21	BUDG FY22
SERVICES							
503011 Accting/Audit Fees	-	-	0.0%	0.0%	-	0.0%	0.0%
503012 Admin/Bank Fees	-	-	0.0%	0.0%	-	0.0%	0.0%
503031 Prof/Technical Fees	-	-	0.0%	0.0%	-	0.0%	0.0%
503032 Legislative Services	-	-	0.0%	0.0%	-	0.0%	0.0%
503033 Legal Services	-	-	0.0%	0.0%	-	0.0%	0.0%
503034 Pre-Employment Exams	-	-	0.0%	0.0%	-	0.0%	0.0%
503041 Temp Help	-	-	0.0%	0.0%	-	0.0%	0.0%
503161 Custodial Services	-	-	0.0%	0.0%	-	0.0%	0.0%
503162 Uniforms/Laundry	16,000	15,000	-6.3%	-	15,000	-	-
503171 Security Services	-	-	0.0%	0.0%	-	0.0%	0.0%
503221 Classified/Legal Ads	-	-	0.0%	0.0%	-	0.0%	0.0%
503222 Legal Ads	-	-	0.0%	0.0%	-	0.0%	0.0%
503225 Graphic Services	-	-	0.0%	0.0%	-	0.0%	0.0%
503351 Repair - Bldg & Impr	-	-	0.0%	0.0%	-	0.0%	0.0%
503352 Repair - Equipment	40,000	32,500	-18.8%	-	32,500	-	-
503353 Repair - Rev Vehicle	500,000	450,000	-10.0%	-	450,000	-	-
503354 Repair - Non Rev Vehicle	25,000	20,000	-20.0%	-	20,000	-	-
503363 Haz Mat Disposal	-	-	0.0%	0.0%	-	0.0%	0.0%
Totals	581,000	517,500	-10.9%	-	517,500	-	0.0%
MOBILE MATERIALS & SUPPLIES							
504011 Fuels & Lubricants - Non Rev Veh	71,000	70,000	-1.4%	-	70,000	-	-
504012 Fuels & Lubricants - Rev Veh	1,500,000	1,600,000	6.7%	-	1,600,000	-	-
504021 Tires & Tubes	188,500	180,000	-4.5%	-	180,000	-	-
504161 Other Mobile Supplies	-	-	0.0%	0.0%	-	0.0%	0.0%
504191 Rev Vehicle Parts	900,000	1,000,000	11.1%	-	1,000,000	-	-
Totals	2,659,500	2,850,000	7.2%	-	2,850,000	-	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY21 & FY22 OPERATING BUDGET**

Fleet Maintenance - 4100

ACCOUNT	Jun-19	Jun-20	% CHANGE	Jun-20	% CHANGE
	BUDGET FY20	BUDGET FY21	BUDG FY20 BUDG FY21	BUDGET FY22	BUDG FY21 BUDG FY22
OTHER MATERIALS & SUPPLIES					
504205 Freight Out	8,000	8,000	0.0%	8,000	0.0%
504211 Postage & Mailing	-	-	0.0%	-	0.0%
504214 Promotional Items	-	-	0.0%	-	0.0%
504215 Printing	1,000	1,000	0.0%	1,000	0.0%
504217 Photo Supp/Process	-	-	0.0%	-	0.0%
504311 Office Supplies	1,500	1,800	20.0%	1,800	0.0%
504315 Safety Supplies	18,000	18,000	0.0%	18,000	0.0%
504317 Cleaning Supplies	6,500	10,000	53.8%	10,000	0.0%
504409 Repair/Maint Supplies	-	-	0.0%	-	0.0%
504417 Tenant Repairs	-	-	0.0%	-	0.0%
504421 Non-Inventory Parts	50,000	50,000	0.0%	50,000	0.0%
504511 Small Tools	8,500	10,000	17.6%	10,000	0.0%
504515 Employee Tool Replacement	3,000	3,000	0.0%	3,000	0.0%
Totals	96,500	101,800	5.5%	101,800	0.0%
UTILITIES					
505011 Gas & Electric	-	-	0.0%	-	0.0%
505021 Water & Garbage	-	-	0.0%	-	0.0%
505031 Telecommunications	30,000	25,000	-16.7%	25,000	0.0%
Totals	30,000	25,000	-16.7%	25,000	0.0%
CASUALTY & LIABILITY					
506011 Insurance - Property	-	-	0.0%	-	0.0%
506015 Insurance - PL/PD	-	-	0.0%	-	0.0%
506021 Insurance - Other	-	-	0.0%	-	0.0%
506123 Settlement Costs	-	-	0.0%	-	0.0%
506127 Repairs - District Prop	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
TAXES					
507051 Fuel Tax	15,000	15,000	0.0%	15,000	0.0%
507201 Licenses & Permits	-	-	0.0%	-	0.0%
507999 Other Taxes	-	-	0.0%	-	0.0%
Totals	15,000	15,000	0.0%	15,000	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY21 & FY22 OPERATING BUDGET**

Fleet Maintenance - 4100

ACCOUNT	Jun-19	Jun-20	% CHANGE	Jun-20	% CHANGE
	BUDGET FY20	BUDGET FY21	BUDG FY20 BUDG FY21	BUDGET FY22	BUDG FY21 BUDG FY22
MISC EXPENSE					
509011 Dues/Subscriptions	7,000	8,000	14.3%	8,000	0.0%
509081 Advertising - District Promo	-	-	0.0%	-	0.0%
509101 Employee Incentive Program	-	-	0.0%	-	0.0%
509121 Employee Training	116,500	20,672	-82.3%	20,672	0.0%
509122 BOD Travel	-	-	0.0%	-	0.0%
509123 Travel	5,000	15,000	200.0%	15,000	0.0%
509125 Local Meeting Expense	-	-	0.0%	-	0.0%
509127 Board Director Fees	-	-	0.0%	-	0.0%
509150 Contributions	-	-	0.0%	-	0.0%
509198 Cash Over/Short	-	-	0.0%	-	0.0%
509999 Other Misc Expense	-	-	0.0%	-	0.0%
Totals	128,500	43,672	-66.0%	43,672	0.0%
INTEREST EXPENSE					
511102 Interest Expense	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
LEASES & RENTALS					
512011 Facility Lease	-	-	0.0%	-	0.0%
512061 Equipment Rental	1,300	1,500	15.4%	1,500	0.0%
Totals	1,300	1,500	15.4%	1,500	0.0%
PERSONNEL TOTAL	4,649,788	4,857,568	4.5%	5,103,595	5.1%
NON-PERSONNEL TOTAL	3,511,800	3,554,472	1.2%	3,554,472	0.0%
DEPARTMENT TOTALS	8,161,588	8,412,040	3.1%	8,658,067	2.9%



COBRA BENEFITS – 9001

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY21 & FY22 OPERATING BUDGET**

COBRA Benefits - 9001

ACCOUNT	Jun-19	Jun-20	% CHANGE	Jun-20	% CHANGE
	BUDGET FY20	BUDGET FY21	BUDG FY20 BUDG FY21	BUDGET FY22	BUDG FY21 BUDG FY22
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
FY21 & FY22 OPERATING BUDGET
 COBRA Benefits - 9001

ACCOUNT	Jun-19	Jun-20	% CHANGE		Jun-20	% CHANGE	
	BUDGET FY20	BUDGET FY21	BUDG FY20	BUDG FY21	BUDGET FY22	BUDG FY21	BUDG FY22
SERVICES							
503011 Accting/Audit Fees	-	-	0.0%	0.0%	-	0.0%	0.0%
503012 Admin/Bank Fees	-	-	0.0%	0.0%	-	0.0%	0.0%
503031 Prof/Technical Fees	-	-	0.0%	0.0%	-	0.0%	0.0%
503032 Legislative Services	-	-	0.0%	0.0%	-	0.0%	0.0%
503033 Legal Services	-	-	0.0%	0.0%	-	0.0%	0.0%
503034 Pre-Employment Exams	-	-	0.0%	0.0%	-	0.0%	0.0%
503041 Temp Help	-	-	0.0%	0.0%	-	0.0%	0.0%
503161 Custodial Services	-	-	0.0%	0.0%	-	0.0%	0.0%
503162 Uniforms/Laundry	-	-	0.0%	0.0%	-	0.0%	0.0%
503171 Security Services	-	-	0.0%	0.0%	-	0.0%	0.0%
503221 Classified/Legal Ads	-	-	0.0%	0.0%	-	0.0%	0.0%
503222 Legal Ads	-	-	0.0%	0.0%	-	0.0%	0.0%
503225 Graphic Services	-	-	0.0%	0.0%	-	0.0%	0.0%
503351 Repair - Bldg & Impr	-	-	0.0%	0.0%	-	0.0%	0.0%
503352 Repair - Equipment	-	-	0.0%	0.0%	-	0.0%	0.0%
503353 Repair - Rev Vehicle	-	-	0.0%	0.0%	-	0.0%	0.0%
503354 Repair - Non Rev Vehicle	-	-	0.0%	0.0%	-	0.0%	0.0%
503363 Haz Mat Disposal	-	-	0.0%	0.0%	-	0.0%	0.0%
Totals	-	-	0.0%	0.0%	-	0.0%	0.0%
MOBILE MATERIALS & SUPPLIES							
504011 Fuels & Lubricants - Non Rev Veh	-	-	0.0%	0.0%	-	0.0%	0.0%
504012 Fuels & Lubricants - Rev Veh	-	-	0.0%	0.0%	-	0.0%	0.0%
504021 Tires & Tubes	-	-	0.0%	0.0%	-	0.0%	0.0%
504161 Other Mobile Supplies	-	-	0.0%	0.0%	-	0.0%	0.0%
504191 Rev Vehicle Parts	-	-	0.0%	0.0%	-	0.0%	0.0%
Totals	-	-	0.0%	0.0%	-	0.0%	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY21 & FY22 OPERATING BUDGET**

COBRA Benefits - 9001

ACCOUNT	Jun-19	Jun-20	% CHANGE	Jun-20	% CHANGE
	BUDGET FY20	BUDGET FY21	BUDG FY20 BUDG FY21	BUDGET FY22	BUDG FY21 BUDG FY22
OTHER MATERIALS & SUPPLIES					
504205 Freight Out	-	-	0.0%	-	0.0%
504211 Postage & Mailing	-	-	0.0%	-	0.0%
504214 Promotional Items	-	-	0.0%	-	0.0%
504215 Printing	-	-	0.0%	-	0.0%
504217 Photo Supp/Process	-	-	0.0%	-	0.0%
504311 Office Supplies	-	-	0.0%	-	0.0%
504315 Safety Supplies	-	-	0.0%	-	0.0%
504317 Cleaning Supplies	-	-	0.0%	-	0.0%
504409 Repair/Maint Supplies	-	-	0.0%	-	0.0%
504417 Tenant Repairs	-	-	0.0%	-	0.0%
504421 Non-Inventory Parts	-	-	0.0%	-	0.0%
504511 Small Tools	-	-	0.0%	-	0.0%
504515 Employee Tool Replacement	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
UTILITIES					
505011 Gas & Electric	-	-	0.0%	-	0.0%
505021 Water & Garbage	-	-	0.0%	-	0.0%
505031 Telecommunications	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
CASUALTY & LIABILITY					
506011 Insurance - Property	-	-	0.0%	-	0.0%
506015 Insurance - PL/PD	-	-	0.0%	-	0.0%
506021 Insurance - Other	-	-	0.0%	-	0.0%
506123 Settlement Costs	-	-	0.0%	-	0.0%
506127 Repairs - District Prop	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
TAXES					
507051 Fuel Tax	-	-	0.0%	-	0.0%
507201 Licenses & Permits	-	-	0.0%	-	0.0%
507999 Other Taxes	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY21 & FY22 OPERATING BUDGET**

COBRA Benefits - 9001

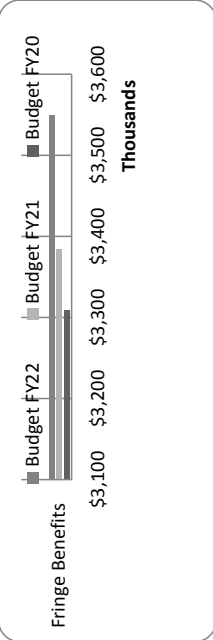
ACCOUNT	Jun-19	Jun-20	% CHANGE	Jun-20	% CHANGE
	BUDGET FY20	BUDGET FY21	BUDG FY20 BUDG FY21	BUDGET FY22	BUDG FY21 BUDG FY22
MISC EXPENSE					
509011 Dues/Subscriptions	-	-	0.0%	-	0.0%
509081 Advertising - District Promo	-	-	0.0%	-	0.0%
509101 Employee Incentive Program	-	-	0.0%	-	0.0%
509121 Employee Training	-	-	0.0%	-	0.0%
509122 BOD Travel	-	-	0.0%	-	0.0%
509123 Travel	-	-	0.0%	-	0.0%
509125 Local Meeting Expense	-	-	0.0%	-	0.0%
509127 Board Director Fees	-	-	0.0%	-	0.0%
509150 Contributions	-	-	0.0%	-	0.0%
509198 Cash Over/Short	-	-	0.0%	-	0.0%
509999 Other Misc Expense	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
INTEREST EXPENSE					
511102 Interest Expense	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
LEASES & RENTALS					
512011 Facility Lease	-	-	0.0%	-	0.0%
512061 Equipment Rental	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
PERSONNEL TOTAL	-	-	0.0%	-	0.0%
NON-PERSONNEL TOTAL	-	-	0.0%	-	0.0%
DEPARTMENT TOTALS	-	-	0.0%	-	0.0%



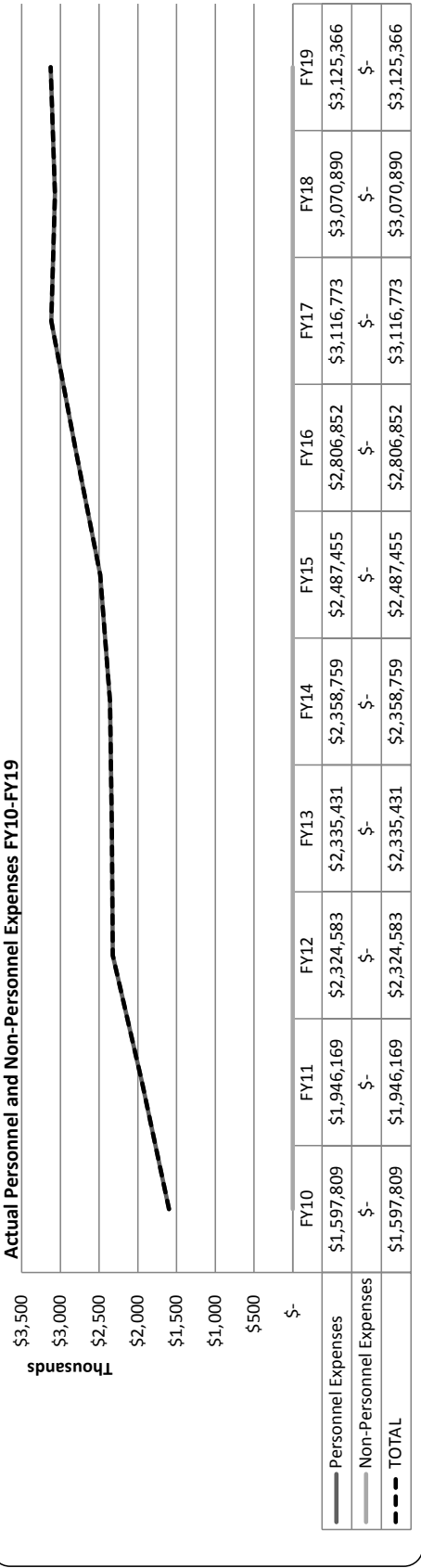
RETIRED EMPLOYEE BENEFITS - 9005

Retirees 9005

	Budget FY20	Budget FY21	Var. %	Budget FY22	Var. %
Personnel Expenses:					
Fringe Benefits	\$ 3,308,678	\$ 3,383,772	2.3%	\$ 3,549,996	4.9%
	\$ 3,308,678	\$ 3,383,772	2.3%	\$ 3,549,996	4.9%
Total Expenses:	\$ 3,308,678	\$ 3,383,772	2.3%	\$ 3,549,996	4.9%



Actual Personnel and Non-Personnel Expenses FY10-FY19



SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY21 & FY22 OPERATING BUDGET

Retired Employee Benefits - 9005

ACCOUNT	Jun-19		Jun-20		% CHANGE		Jun-20		% CHANGE	
	BUDGET	FY20	BUDGET	FY21	BUDG FY20	BUDG FY21	BUDGET	FY22	BUDG FY21	BUDG FY22
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	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
501023 Other OT	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
Totals	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
FRINGE BENEFITS										
502011 Medicare/Soc. Sec.	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
502021 Retirement	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
502031 Medical Ins	3,206,400	3,295,521	3,206,400	3,460,297	2.8%	3,460,297	3,460,297	3,460,297	5.0%	5.0%
502041 Dental Ins	69,649	63,014	69,649	64,905	-9.5%	64,905	64,905	64,905	3.0%	3.0%
502045 Vision Ins	20,579	17,539	20,579	18,065	-14.8%	18,065	18,065	18,065	3.0%	3.0%
502051 Life Ins/AD&D	7,458	6,532	7,458	6,728	-12.4%	6,728	6,728	6,728	3.0%	3.0%
502060 State Disability Ins (SDI)	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
502061 Long Term Disability Ins	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
502071 State Unemployment Ins (SUI)	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
502081 Worker's Comp Ins	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
502101 Holiday Pay	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
502103 Floating Holiday	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
502109 Sick Leave	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
502111 Annual Leave	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
502121 Other Paid Absence	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
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	4,593	1,165	4,593	1,165	-74.6%	1,165	1,165	1,165	-100.0%	-100.0%
Totals	3,308,678	3,383,772	3,308,678	3,549,996	2.3%	3,549,996	3,549,996	3,549,996	4.9%	4.9%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY21 & FY22 OPERATING BUDGET**

Retired Employee Benefits - 9005

ACCOUNT	Jun-19		Jun-20		% CHANGE		Jun-20		% CHANGE	
	BUDGET FY20	BUDGET FY21	BUDGET FY20	BUDGET FY21	BUDG FY20	BUDG FY21	BUDGET FY20	BUDGET FY21	BUDG FY20	BUDG FY21
SERVICES										
503011 Accting/Audit Fees	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
503012 Admin/Bank Fees	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
503031 Prof/Technical Fees	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
503032 Legislative Services	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
503033 Legal Services	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
503034 Pre-Employment Exams	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
503041 Temp Help	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
503161 Custodial Services	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
503162 Uniforms/Laundry	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
503171 Security Services	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
503221 Classified/Legal Ads	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
503222 Legal Ads	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
503225 Graphic Services	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
503351 Repair - Bldg & Impr	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
503352 Repair - Equipment	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
503353 Repair - Rev Vehicle	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
503354 Repair - Non Rev Vehicle	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
503363 Haz Mat Disposal	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
Totals	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
MOBILE MATERIALS & SUPPLIES										
504011 Fuels & Lubricants - Non Rev Veh	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
504012 Fuels & Lubricants - Rev Veh	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
504021 Tires & Tubes	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
504161 Other Mobile Supplies	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
504191 Rev Vehicle Parts	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
Totals	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY21 & FY22 OPERATING BUDGET**

Retired Employee Benefits - 9005

ACCOUNT	Jun-19	Jun-20	% CHANGE		Jun-20	% CHANGE	
	BUDGET FY20	BUDGET FY21	BUDG FY20	BUDG FY21	BUDGET FY22	BUDG FY21	BUDG FY22
OTHER MATERIALS & SUPPLIES							
504205 Freight Out	-	-	0.0%	0.0%	-	0.0%	0.0%
504211 Postage & Mailing	-	-	0.0%	0.0%	-	0.0%	0.0%
504214 Promotional Items	-	-	0.0%	0.0%	-	0.0%	0.0%
504215 Printing	-	-	0.0%	0.0%	-	0.0%	0.0%
504217 Photo Supp/Process	-	-	0.0%	0.0%	-	0.0%	0.0%
504311 Office Supplies	-	-	0.0%	0.0%	-	0.0%	0.0%
504315 Safety Supplies	-	-	0.0%	0.0%	-	0.0%	0.0%
504317 Cleaning Supplies	-	-	0.0%	0.0%	-	0.0%	0.0%
504409 Repair/Maint Supplies	-	-	0.0%	0.0%	-	0.0%	0.0%
504417 Tenant Repairs	-	-	0.0%	0.0%	-	0.0%	0.0%
504421 Non-Inventory Parts	-	-	0.0%	0.0%	-	0.0%	0.0%
504511 Small Tools	-	-	0.0%	0.0%	-	0.0%	0.0%
504515 Employee Tool Replacement	-	-	0.0%	0.0%	-	0.0%	0.0%
Totals	-	-	-	-	-	-	-
UTILITIES							
505011 Gas & Electric	-	-	0.0%	0.0%	-	0.0%	0.0%
505021 Water & Garbage	-	-	0.0%	0.0%	-	0.0%	0.0%
505031 Telecommunications	-	-	0.0%	0.0%	-	0.0%	0.0%
Totals	-	-	-	-	-	-	-
CASUALTY & LIABILITY							
506011 Insurance - Property	-	-	0.0%	0.0%	-	0.0%	0.0%
506015 Insurance - PL/PD	-	-	0.0%	0.0%	-	0.0%	0.0%
506021 Insurance - Other	-	-	0.0%	0.0%	-	0.0%	0.0%
506123 Settlement Costs	-	-	0.0%	0.0%	-	0.0%	0.0%
506127 Repairs - District Prop	-	-	0.0%	0.0%	-	0.0%	0.0%
Totals	-	-	-	-	-	-	-
TAXES							
507051 Fuel Tax	-	-	0.0%	0.0%	-	0.0%	0.0%
507201 Licenses & Permits	-	-	0.0%	0.0%	-	0.0%	0.0%
507999 Other Taxes	-	-	0.0%	0.0%	-	0.0%	0.0%
Totals	-	-	-	-	-	-	-

Retirees - 9005

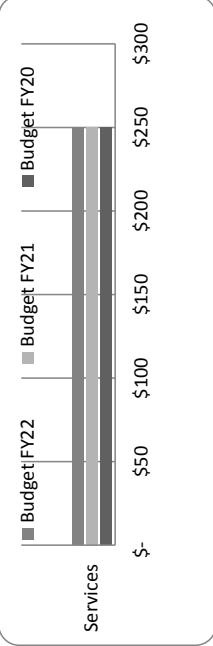
8/17/2020

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY21 & FY22 OPERATING BUDGET
 Retired Employee Benefits - 9005

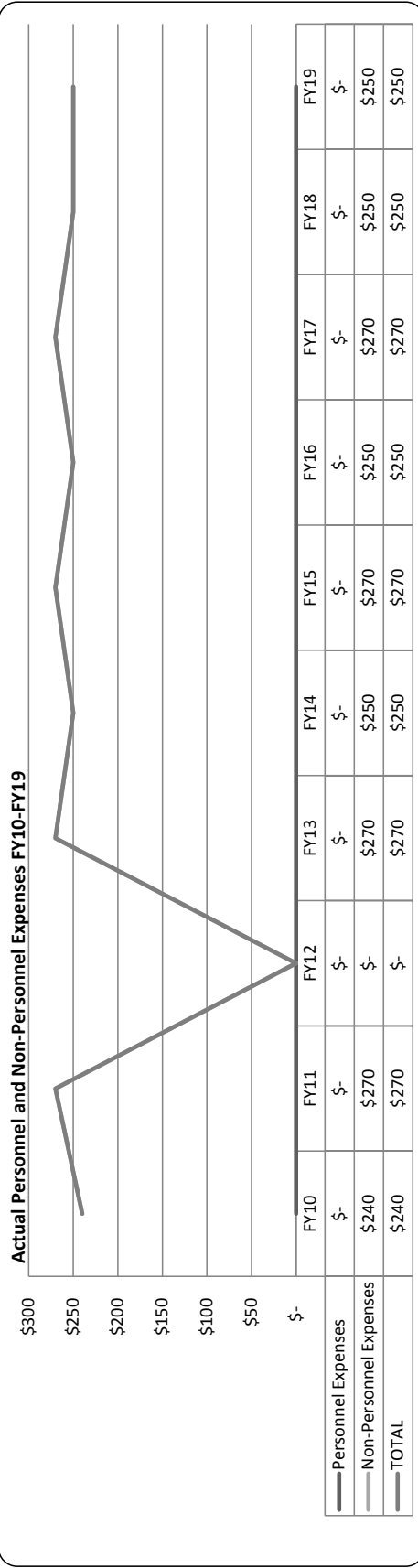
ACCOUNT	Jun-19		Jun-20		% CHANGE		Jun-20		% CHANGE	
	BUDGET	FY20	BUDGET	FY21	BUDG FY20	BUDG FY21	BUDGET	FY22	BUDG FY21	BUDG FY22
MISC EXPENSE										
509011 Dues/Subscriptions	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
509081 Advertising - District Promo	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
509101 Employee Incentive Program	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
509121 Employee Training	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
509122 BOD Travel	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
509123 Travel	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
509125 Local Meeting Expense	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
509127 Board Director Fees	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
509150 Contributions	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
509198 Cash Over/Short	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
509999 Other Misc Expense	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
Totals	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
INTEREST EXPENSE										
511102 Interest Expense	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
Totals	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
LEASES & RENTALS										
512011 Facility Lease	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
512061 Equipment Rental	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
Totals	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
PERSONNEL TOTAL	3,308,678	3,383,772	3,308,678	3,383,772	2.3%	2.3%	3,549,996	3,549,996	4.9%	4.9%
NON-PERSONNEL TOTAL	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
DEPARTMENT TOTALS	<u>3,308,678</u>	<u>3,383,772</u>	<u>3,308,678</u>	<u>3,383,772</u>	<u>2.3%</u>	<u>2.3%</u>	<u>3,549,996</u>	<u>3,549,996</u>	<u>4.9%</u>	<u>4.9%</u>

SCCIC - 700

SCCIC 700



	Budget FY20	Var. %	Budget FY21	Var. %	Budget FY22	Var. %
Non-Personnel Expenses:						
Services	\$ 250	0.0%	\$ 250	0.0%	\$ 250	0.0%
	\$ 250	0.0%	\$ 250	0.0%	\$ 250	0.0%
Total Expenses:	\$ 250	0.0%	\$ 250	0.0%	\$ 250	0.0%



SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY21 & FY22 OPERATING BUDGET
 SCCIC - 700

ACCOUNT	Jun-19	Jun-20	% CHANGE	Jun-20	% CHANGE
	BUDGET FY20	BUDGET FY21	BUDG FY20 BUDG FY21	BUDGET FY22	BUDG FY21 BUDG FY22
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
FY21 & FY22 OPERATING BUDGET
SCCIC - 700**

ACCOUNT	Jun-19	Jun-20	% CHANGE		Jun-20	% CHANGE	
	BUDGET FY20	BUDGET FY21	BUDGET FY20	BUDG FY21	BUDGET FY22	BUDG FY21	BUDG FY22
SERVICES							
503011 Accting/Audit Fees	250	250	0.0%	0.0%	250	0.0%	0.0%
503012 Admin/Bank Fees	-	-	0.0%	0.0%	-	0.0%	0.0%
503031 Prof/Technical Fees	-	-	0.0%	0.0%	-	0.0%	0.0%
503032 Legislative Services	-	-	0.0%	0.0%	-	0.0%	0.0%
503033 Legal Services	-	-	0.0%	0.0%	-	0.0%	0.0%
503034 Pre-Employment Exams	-	-	0.0%	0.0%	-	0.0%	0.0%
503041 Temp Help	-	-	0.0%	0.0%	-	0.0%	0.0%
503161 Custodial Services	-	-	0.0%	0.0%	-	0.0%	0.0%
503162 Uniforms/Laundry	-	-	0.0%	0.0%	-	0.0%	0.0%
503171 Security Services	-	-	0.0%	0.0%	-	0.0%	0.0%
503221 Classified/Legal Ads	-	-	0.0%	0.0%	-	0.0%	0.0%
503222 Legal Ads	-	-	0.0%	0.0%	-	0.0%	0.0%
503225 Graphic Services	-	-	0.0%	0.0%	-	0.0%	0.0%
503351 Repair - Bldg & Impr	-	-	0.0%	0.0%	-	0.0%	0.0%
503352 Repair - Equipment	-	-	0.0%	0.0%	-	0.0%	0.0%
503353 Repair - Rev Vehicle	-	-	0.0%	0.0%	-	0.0%	0.0%
503354 Repair - Non Rev Vehicle	-	-	0.0%	0.0%	-	0.0%	0.0%
503363 Haz Mat Disposal	-	-	0.0%	0.0%	-	0.0%	0.0%
Totals	250	250	0.0%	0.0%	250	0.0%	0.0%
MOBILE MATERIALS & SUPPLIES							
504011 Fuels & Lubricants - Non Rev Veh	-	-	0.0%	0.0%	-	0.0%	0.0%
504012 Fuels & Lubricants - Rev Veh	-	-	0.0%	0.0%	-	0.0%	0.0%
504021 Tires & Tubes	-	-	0.0%	0.0%	-	0.0%	0.0%
504161 Other Mobile Supplies	-	-	0.0%	0.0%	-	0.0%	0.0%
504191 Rev Vehicle Parts	-	-	0.0%	0.0%	-	0.0%	0.0%
Totals	-	-	0.0%	0.0%	-	0.0%	0.0%

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY21 & FY22 OPERATING BUDGET
 SCCIC - 700

ACCOUNT	Jun-19	Jun-20	% CHANGE	Jun-20	% CHANGE
	BUDGET FY20	BUDGET FY21	BUDG FY20 BUDG FY21	BUDGET FY22	BUDG FY21 BUDG FY22
OTHER MATERIALS & SUPPLIES					
504205 Freight Out	-	-	0.0%	-	0.0%
504211 Postage & Mailing	-	-	0.0%	-	0.0%
504214 Promotional Items	-	-	0.0%	-	0.0%
504215 Printing	-	-	0.0%	-	0.0%
504217 Photo Supp/Process	-	-	0.0%	-	0.0%
504311 Office Supplies	-	-	0.0%	-	0.0%
504315 Safety Supplies	-	-	0.0%	-	0.0%
504317 Cleaning Supplies	-	-	0.0%	-	0.0%
504409 Repair/Maint Supplies	-	-	0.0%	-	0.0%
504417 Tenant Repairs	-	-	0.0%	-	0.0%
504421 Non-Inventory Parts	-	-	0.0%	-	0.0%
504511 Small Tools	-	-	0.0%	-	0.0%
504515 Employee Tool Replacement	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
UTILITIES					
505011 Gas & Electric	-	-	0.0%	-	0.0%
505021 Water & Garbage	-	-	0.0%	-	0.0%
505031 Telecommunications	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
CASUALTY & LIABILITY					
506011 Insurance - Property	-	-	0.0%	-	0.0%
506015 Insurance - PL/PD	-	-	0.0%	-	0.0%
506021 Insurance - Other	-	-	0.0%	-	0.0%
506123 Settlement Costs	-	-	0.0%	-	0.0%
506127 Repairs - District Prop	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
TAXES					
507051 Fuel Tax	-	-	0.0%	-	0.0%
507201 Licenses & Permits	-	-	0.0%	-	0.0%
507999 Other Taxes	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY21 & FY22 OPERATING BUDGET
 SCCIC - 700

ACCOUNT	Jun-19	Jun-20	% CHANGE		Jun-20	% CHANGE	
	BUDGET FY20	BUDGET FY21	BUDG FY20	BUDG FY21	BUDGET FY22	BUDG FY21	BUDG FY22
MISC EXPENSE							
509011 Dues/Subscriptions	-	-	0.0%	0.0%	-	0.0%	0.0%
509081 Advertising - District Promo	-	-	0.0%	0.0%	-	0.0%	0.0%
509101 Employee Incentive Program	-	-	0.0%	0.0%	-	0.0%	0.0%
509121 Employee Training	-	-	0.0%	0.0%	-	0.0%	0.0%
509122 BOD Travel	-	-	0.0%	0.0%	-	0.0%	0.0%
509123 Travel	-	-	0.0%	0.0%	-	0.0%	0.0%
509125 Local Meeting Expense	-	-	0.0%	0.0%	-	0.0%	0.0%
509127 Board Director Fees	-	-	0.0%	0.0%	-	0.0%	0.0%
509150 Contributions	-	-	0.0%	0.0%	-	0.0%	0.0%
509198 Cash Over/Short	-	-	0.0%	0.0%	-	0.0%	0.0%
509999 Other Misc Expense	-	-	0.0%	0.0%	-	0.0%	0.0%
Totals	-	-	0.0%	0.0%	-	0.0%	0.0%
INTEREST EXPENSE							
511102 Interest Expense	-	-	0.0%	0.0%	-	0.0%	0.0%
Totals	-	-	0.0%	0.0%	-	0.0%	0.0%
LEASES & RENTALS							
512011 Facility Lease	-	-	0.0%	0.0%	-	0.0%	0.0%
512061 Equipment Rental	-	-	0.0%	0.0%	-	0.0%	0.0%
Totals	-	-	0.0%	0.0%	-	0.0%	0.0%
PERSONNEL TOTAL							
	-	-	0.0%	0.0%	-	0.0%	0.0%
NON-PERSONNEL TOTAL							
	250	250	0.0%	0.0%	250	0.0%	0.0%
DEPARTMENT TOTALS							
	250	250	0.0%	0.0%	250	0.0%	0.0%

III. CAPITAL BUDGET



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY21 FINAL CAPITAL BUDGET
AS OF JUNE 26, 2020**

	PROJECT/ACTIVITY	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	STIP	LCTOP	LPP	STA-SB1 (XFR FROM OPER BUDGET)	STA-SGR (SB 1)	MEASURE D (XFR FROM OPER BUDGET)	BUS REPLACEMENT FUND			TOTAL
													FEDERAL FUNDS	PTMISEA (1B)	RESTRICTED	
	Construction Related Projects															
	1 19-0001 New METRO Owned Paracruz Facility-FY20 LPP (Grant Match for 5339(b))															
	2 19-0002 Pacific Station/Metro Center Redevelopment w/ City of SC															
	3 19-0003 Pacific Station/Metro Center-Conceptual Design/MOU (5309)	\$ 121,391								\$ 30,347		\$ 2,000,000		\$ 2,282,397		
	Subtotal	\$ 121,391								\$ 30,347		\$ 2,000,000		\$ 2,282,397		\$ 2,282,397
	IT Projects															
	4 19-0004 Replace Financial System (includes \$50K Consulting)															
	Subtotal															\$ 800,000
																\$ 800,000
	Facilities Upgrades & Improvements															
	5 19-0006 Maint Yard-Security Hardening/Expanded Parking															
	6 19-006a Access Control for Maintenance Facility															
	7 19-0007 Maintenance Facility Roof Replacement (FTA 5339a FY19)	\$ 450,000														
	8 19-0008 Vernon Generator Replacement Project															
	9 19-0009 Fuel Management System (FTA 5339a FY17 & FY18)	\$ 94,156														
	10 19-0011 Bus Stop Improvements (FTA 5339a FY18)	\$ 124,725														
	11 19-0011 Gate Control at JKS Bus Entry (FTA 5339a FY18)	\$ 100,000														
	12 19-0012 JKS Facility - Bus Wash Rehab (FTA 5339a FY19)	\$ 100,000														
	13 19-0013 JKS Facility - Upper Security Gates															
	14 19-0017 138 Golf Club Fire Egress (FTA 5339a FY17)	\$ 97,523														
	15 19-0016 Paint Exterior-Maint. Facility (FTA 5339a FY18)	\$ 99,108														
	Fire Egress - (Design Only) was Facilities Improvements (FTA 5339a FY15/16)-all FTA funds spent - only local match remains															
	16 19-0014 Awning @ Fueling Station A&E only (FTA 5339a FY18)	\$ 337														
	17 19-0018 Security Camera Install - JKS - (Carryover fr FY18)															
	18 19-0019 Admin Bldg. Engineering & Renovations															
	19 19-0020 Asphalt Repair-Pac Station Layover (FTA 5339a FY18)	\$ 16,000														
	20 19-0021 Fencing Behind Diesel Tank (FTA 5339a FY18)	\$ 575														
	21 19-0023 Subtotal	\$ 1,082,424														

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY21 FINAL CAPITAL BUDGET
AS OF JUNE 26, 2020**

	PROJECT/ACTIVITY	RESTRICTED	PTMISEA (1B)	STIP	LCTOP	LPP	RESTRICTED	RESTRICTED	RESTRICTED	BUS REPLACEMENT FUND		TOTAL
										\$3M PER YEAR (MEASURE D + SB1 STA&SGR)	RESTRICTED	
Revenue Vehicle Purchases, Replacements & Campaigns												
22	19-0024		\$ 4,036,017								\$ 100,000	\$ 4,136,017
23	19-0026			\$ 725,790		\$ 786,000					\$ 656,811	\$ 2,168,601
24	19-0028			\$ 900,000							\$ 416,493	\$ 1,316,493
25	19-0027			\$ 741,249							\$ -	\$ 741,249
26	19-0029										\$ 544,149	\$ 544,149
27	19-0030										\$ -	\$ -
29	20-0001	\$ 456,957					\$ 302,000				\$ 207,158	\$ 664,115
30	19-0032										\$ -	\$ -
31	19-0033	\$ 200,000									\$ 259,182	\$ 259,182
32	19-0034	\$ 7,966									\$ 52,132	\$ 259,342
33	19-0035										\$ -	\$ 7,966
34	19-0036										\$ 2,438	\$ 100,000
35	20-0002	\$ 1,088,000									\$ 272,000	\$ 1,360,000
36	20-0003										\$ -	\$ -
	Subtotal	\$ 1,752,923	\$ 4,036,017	\$ 2,367,039	\$ -	\$ 1,088,000	\$ -	\$ -	\$ 700,000	\$ 3,612,363	\$ 107,210	\$ 1,500,000
Revenue Vehicle Purchases, Replacements & Campaigns-Fleet Electrification Projects												
37	19-0037	\$ 3,588,622									\$ 1,087,153	\$ 4,675,775
38	19-0038		\$ 357,216		\$ 565,082						\$ 185,051	\$ 1,107,349
39	19-0039				\$ 863,102						\$ 231,843	\$ 1,094,945
40	19-0041										\$ -	\$ -
41	19-0042										\$ 265,103	\$ 265,103
42	20-0004	\$ 3,588,622	\$ 357,216	\$ -	\$ 1,428,184	\$ -	\$ -	\$ -	\$ -	\$ 1,504,047	\$ 8,500	\$ 52,000
	Subtotal	\$ 3,588,622	\$ 357,216	\$ -	\$ 1,428,184	\$ -	\$ -	\$ -	\$ -	\$ 1,504,047	\$ 325,603	\$ 7,203,672
Non-Revenue Vehicle Purchases & Replacements												
43	19-0043	\$ 3,903									\$ -	\$ 3,903
	Subtotal	\$ 3,903	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,903

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY21 FINAL CAPITAL BUDGET
AS OF JUNE 26, 2020**

PROJECT/ACTIVITY	FEDERAL FUNDS	RESTRICTED	PTMISEA (1B)	STIP	LCTOP	LPP	RESTRICTED	RESTRICTED	RESTRICTED	STA-SB1 (XFR FROM OPER BUDGET)	STA-SGR (SB 1)	MEASURE D (XFR FROM OPER BUDGET)	BUS REPLACEMENT FUND		TOTAL
													\$3M PER YEAR (MEASURE D + SB1 STA&SGR)	RESTRICTED	
Fleet & Maint Equipment															
44 19-0045 Floor Scrubber (1) for Maint. Shop (FTA 5339a FY18)	\$ 45,000														
Subtotal	\$ 45,000														\$ 45,000
Office Equipment															
45 19-0047 Workstations & Cubicles (HR)															
Subtotal															
Misc.															
46 19-0048 Misc Capital Contingency-\$800K - 11/15/19 BOD															
47 19-0046b WTC - Server and Security Cameras (3 new, 3 replacement)															
48 19-0050 TVM Pin Pad Bezel 8 Upgrade (6)															
49 19-0054 Watsonville Transit Mural-(\$2,700 from Arts Council SC)															
Subtotal															
TOTAL CAPITAL PROJECTS	\$ 6,594,263	\$ 4,393,233	\$ 2,367,039	\$ 1,428,184	\$ 1,085,000	\$ 700,000	\$ 30,347	\$ 7,116,410	\$ 5,419,459	\$ 29,136,935					

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY21 FINAL CAPITAL BUDGET
AS OF JUNE 26, 2020**

PROJECT/ACTIVITY	RESTRICTED	PTMISEA (1B)	STIP	LCTOP	LPP	RESTRICTED	BUS REPLACEMENT FUND		TOTAL
							\$3M PER YEAR (MEASURE D + SB1 STA&SGR) RESTRICTED	MEASURE D (XFR FROM OPER BUDGET) RESTRICTED	
CAPITAL PROGRAM FUNDING									
Federal Sources of Funds:									
Federal Grants (FTA)	\$ 6,394,263								\$ 6,394,263
Surface Transportation Block Grant (STBG)	\$ 200,000								\$ 200,000
State Sources of Funds:									
PTMISEA (1B)		\$ 4,393,233							\$ 4,393,233
State Transportation Improvement Program (STIP)			\$ 2,367,039						\$ 2,367,039
Low Carbon Transit Operations Program (LCTOP)				\$ 1,428,184					\$ 1,428,184
Local Partnership Program (LPP)					\$ 1,088,000				\$ 1,088,000
State Transit Assistance (STA)-Prior Years						\$ 30,347			\$ 30,347
Transfers from Operating Budget (STA-SB1)									\$ -
STA-SGR (SB1)							\$ 700,000		\$ 700,000
Transfers from Operating Budget (Measure D)								\$ 7,116,410	\$ 7,116,410
Local Sources of Funds:									
Operating and Capital Reserve Fund									\$ 5,419,459
TOTAL CAPITAL FUNDING BY FUNDING SOURCE	\$ 6,594,263	\$ 4,393,233	\$ 2,367,039	\$ 1,428,184	\$ 1,088,000	\$ 30,347	\$ 700,000	\$ 7,116,410	\$ 29,136,935
Restricted Funds	\$ 6,594,263	\$ 4,393,233	\$ 2,367,039	\$ 1,428,184	\$ 1,088,000		\$ 700,000	\$ 7,116,410	\$ 23,687,129
Unrestricted Funds						\$ 30,347			\$ 5,449,806
TOTAL CAPITAL FUNDING	\$ 6,594,263	\$ 4,393,233	\$ 2,367,039	\$ 1,428,184	\$ 1,088,000	\$ 30,347	\$ 700,000	\$ 7,116,410	\$ 29,136,935
* NOTE: The amounts listed here represent the amounts committed against awarded grants and projects, and therefore will not equal the \$3M allocated to the Bus Replacement Fund in any given year.									

IV. UNFUNDED CAPITAL NEEDS LIST

10 year METRO Unfunded Capital Projects - Summary

Category	5-yr need (000s)	10-yr need (000s)
Construction	\$ 72,125	\$ 147,475
Vehicle State of Good Repair (SGR)	\$ 28,825	\$ 33,195
Facilities Maintenance	\$ 6,045	\$ 9,170
Information Technology (IT)/Communications	\$ 7,321	\$ 7,321
Total	\$ 114,316	\$ 197,161

UNFUNDED CAPITAL PROJECTS (000s)																						
		21		22		23		24		25		26		27		28		29		30		
#	Project	Construction		Description	Cost (000s)																	
1	ParaCruz Operating Facility (Mobility Management Center)			Property Acquisition, Design, Right-of-Way and construction for new ParaCruz Operating Facility	\$ 3,700	\$ 3,700																
2	Cavallaro Transit Center roof replacement and solar panels			Shingle roof and solar panels	\$ 75	\$ 75																
3	Maintenance Facility Bay 11 Modifications			Modify Bay 11 to better accommodate articulated buses.	\$ 100	\$ 100																
4	Upgrade Pasatiempo Northbound stop			Design, engineering, and construction of shelter pad and waiting area	\$ 50	\$ 50																
5	Fluid Management System Phase 2			Purchase and installation of fluid management system	\$ 650		\$ 650															
6	ZEB Fast-charging Infrastructure at WTC			Fast-charging infrastructure at Watsonville Transit Center	\$ 1,000		\$ 1,000															
7	Vernon Street Bus Stop			Move (Route 4) bus stop to to lower Admin parking lot. Install base and concrete to bus stop pad and maneuvering apron. Necessary precursor to securing maintenance facility.	\$ 600				\$ 300	\$ 300												
8	Solar Panels at Ops, Maintenance, Admin			Energy cost reduction through installation of roof-mounted solar panels at the Judy K. Souza Operations Facility, Golf Club, and Vernon	\$ 2,000			\$ 2,000														
9	Maintenance Facility Wing 2 (to accommodate articulated buses)			Property Acquisition (including 1231 River St), Design, Right-of-Way and Construction for second wing of Maintenance Facility	\$ 15,850				\$ 15,850													
10	Soquel/Freedom Traffic Signal Priority/Pre-Emption for Buses			Enable coach operators to actuate traffic signals to prolong green or change red lights to improve transit running time	\$ 2,000				\$ 2,000													
11	Mid-county Park and Ride			New mid-county park and ride to replace Soquel Park & Ride. Capitola Mall?	\$ 10,000				\$ 10,000													
12	Watsonville Park and Ride Lot			South County P&R to support Hwy 1 commuters (200 spaces)	\$ 10,000				\$ 10,000													
13	Cavallaro Transit Center Parking Structure			3-Story Parking Structure to support Hwy 17 Express commuters and City activities	\$ 26,400				\$ 26,400													
14	Remove Diesel Tank			Remove tank after replacement of last diesel bus fleet. On hold, as more diesel buses may be added to the fleet.	\$ 50								\$ 50									
15	South County Ops. & Maint. Facility			Auxiliary Operating (including ParaCruz) & Maintenance Facility in Watsonville.	\$ 50,000																\$ 50,000	
16	New Watsonville Transit Center			Replacement of current transit center	\$ 25,000																\$ 25,000	
				Unfunded Capital Costs thru FY2030	\$147,475	\$ 3,925	\$ 1,650	\$ -	\$ 2,000	\$ 64,550	\$ 300	\$ -	\$ 50	\$ -	\$ -	\$ 50	\$ -	\$ -	\$ -	\$ -	\$ 75,000	\$ 75,000
				Unfunded Capital Costs thru FY2025	\$ 72,125																	

UNFUNDED CAPITAL PROJECTS (000s)												
Vehicle SGR		21	22	23	24	25	26	27	28	29	30	
#	Project	Description	Cost (000s)									
1	ParaCruz Replacements	5 new vehicles per year FY20-22; 3 new vehicles per year FY23-29	\$ 2,145	\$ 360	\$ 255	\$ 255	\$ 255	\$ 255	\$ 255	\$ 255	\$ 255	
2	Bus Replacements 2022	Bus Replacements Replace (6) CNG buses	\$ 4,200	\$ 4,200								
3	Bus Replacements 2023	Bus Replacements Replace (16) CNG buses	\$ 11,200	\$ 11,200								
4	Bus Replacements 2024	Bus Replacements Replace (0) buses	\$ -									
5	Bus Replacements 2025	Bus Replacements Replace (7) CNG buses	\$ 4,900		\$ 4,900							
6	Bus Replacements 2026	Bus Replacements Replace (10) CNG buses	\$ 7,000		\$ 7,000							
7	Bus Replacements 2027	Bus Replacements Replace (0) buses	\$ -									
8	Bus Replacements 2028	Bus Replacements Replace (0) buses	\$ -									
9	Bus Replacements 2029	Bus Replacements Replace (4) buses (3 CNG; 1 ZEB)	\$ 3,350									
10	Diesel-electric Hybrid Battery Replacements	10 buses - replace 4 batteries per year in FY21-22; 2 in FY23 (\$40k/battery)	\$ 400	\$ 160	\$ 80				\$ 3,350			
11	Non-revenue Vehicle Replacements	Non-revenue trucks and cars	\$ -									
		Unfunded Capital Costs thru FY2030	\$ 33,195	\$ 4,360	\$ 335	\$ 5,155	\$ 7,255	\$ 255	\$ 3,605	\$ 255	\$ 255	\$ -
		Unfunded Capital Costs thru FY2025	\$ 28,825	\$ 4,360	\$ 335	\$ 5,155	\$ 7,255	\$ 255	\$ 3,605	\$ 255	\$ 255	\$ -

*** Based on 10/31/19 Long-Range Bus Replacement Plan
 *** Based on 2019 cost assumptions: CNG 35' & 40' - \$700k; artic - \$850k; ZEBs - \$1.25M
 *** The project year (Bus Replacements 20XX) is the year the bus needs replacement. The funding need is placed in the previous fiscal year because it takes about a year from purchase to receive the bus.

UNFUNDED CAPITAL PROJECTS (000s)

		Facilities Maintenance											
#	Project	Description	Cost (000s)	21	22	23	24	25	26	27	28	29	30
1	Pacific Station Rehabilitation or Redevelopment	Rehab of existing facility or redevelopment as part of City project, subject to availability of grant funding	\$ 1,800		\$ 1,800								
2	Capital upgrade of existing transit facilities	Capital upgrade of bus stops, parking lots, transit centers, buildings	\$ 750	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75
3	Custodial Equipment Replacement	Vacuums, Buffers, Scrubbers	\$ 200	\$ 20	\$ 20	\$ 20	\$ 20	\$ 20	\$ 20	\$ 20	\$ 20	\$ 20	\$ 20
4	Landscaping/Irrigation	Re-landscape & irrigate all sites	\$ 300	\$ 30	\$ 30	\$ 30	\$ 30	\$ 30	\$ 30	\$ 30	\$ 30	\$ 30	\$ 30
5	Bird Abatement	All Facilities	\$ 10	\$ 10									
6	Furniture	All Facilities	\$ 150	\$ 50	\$ 50	\$ 50							
7	Fueling and Wash Facility - Awning Install	Construction phase - Awning at front of fueling island	\$ 250	\$ 250									
8	Fuel and Wash Facility - rust removal and repaint	Remove rust and repaint bus fuel and wash facility and equipment	\$ 125	\$ 125									
9	Replace Pressure Washer System	Pressure washer for engine cleaning	\$ 580	\$ 580									
10	Golf Club Flooring		\$ 400	\$ 400									
11	Emergency Operations Centers	Phones, radios, flat-screen TV monitors, laptops	\$ 200	\$ 200									
12	Maintenance parking lot drainage	French drain or other solution to ensure water doesn't drain to Rayne building	\$ 50	\$ 50									
13	Portable Bus Lifts	1 sets of 4 standard lifts, \$75k. Estimate includes labor.	\$ 75	\$ 75									
14	Administration Remodel	Office remodel of 110 Vernon St.: move/add office space and reconfigure/replace HVAC	\$ 1,000		\$ 1,000								
15	Golf Club Interior Painting	Golf Club Interior Painting	\$ 150		\$ 150								
16	Medium Duty Trash Truck	Specialty truck for safer and more efficient bus stop trash cleanup	\$ 150		\$ 150								
17	Shop bay door drainage	French drain or other solution for shop bay door drainage	\$ 200		\$ 200								
18	Golf Club Parts Washers (3)	Replace the JRI units purchased 2010	\$ 80			\$ 80							
19	Parallelogram Lift Replacement		\$ 200			\$ 200							
20	Fueling Station	Roof replacement and mid-life rehab. Includes sewer lift pump	\$ 250						\$ 250				
21	Golf Club Generator Replacement		\$ 100							\$ 100			
22	Bus Washer Replacement		\$ 450								\$ 450		
23	In-ground Bus Lifts	Remove and replace in-ground lifts	\$ 1,700									\$ 1,700	
			\$ 9,170	\$ 1,865	\$ 3,275	\$ 375	\$ 405	\$ 125	\$ 125	\$ 375	\$ 225	\$ 2,275	\$ 125
			\$ 6,045										

UNFUNDED CAPITAL PROJECTS (000s)

#	Project	Description	Cost (000s)	IT														
				21	22	23	24	25	26	27	28	29	30					
1	Bus APC	Automatic Passenger Counter (APC) systems on all METRO buses.	\$ 650	\$ 650														
2	Maintenance Facility Electronic Access Control	Electronic building access control to Golf Club Maintenance building; security lighting and cameras	\$ 50	\$ 50														
3	Backup (to Kite Hill) Repeater Site	2-way Radio Equipment to allow JKS to function as an emergency radio repeater site	\$ 25	\$ 25														
4	Eligibility Coordinator ID Card Printer		\$ 6	\$ 6														
5	Account-based Fare Collection Upgrade	Account-based fare collection upgrade to replace GFI paper and plastic pass system (excluding fareboxes and vaults)	\$ 1,500	\$ 1,500														
6	Financial Management Software	Financial, Payroll, Timekeeping Software	\$ 250	\$ 125	\$ 125													
7	Security System Replacement for WTC and Pacific Station	Replace security system at end-of-life	\$ 375	\$ 375														
8	Website Upgrade		\$ 150		\$ 150													
9	Rebranding - Phase 1		\$ 75		\$ 75													
10	Backup system	Backup system to meet growing disaster recovery needs	\$ 20		\$ 20													
11	TVMs - replacements and additional	Pending decision on new fare system, as TVMs may no longer be required	\$ 250		\$ 250													
12	MaintStar Expansion Software and Mobile Equipment	Asset and Maintenance Managing software and equipment with onsite training and installation. Work field orders.	\$ 150		\$ 150													
13	ITS	Public WiFi equipment on all facilities and routes beginning w/UCSCs and Express buses. Bus AVL implementation may negate the need for this.	\$ 1,000		\$ 1,000													
14	Camera security system for ParaCruz facility	Camera security system for ParaCruz facility	\$ 150		\$ 150													
15	Security System Replacement for Vernon and Golf Club	Replace security system at end-of-life	\$ 350		\$ 350													
16	Replace Fareboxes and Vaults	Replace fareboxes and vaults at end-of-life.	\$ 2,250				\$ 2,250											
17	Phone System Replacement	Replace phone system at end-of-life	\$ 70				\$ 70											
Unfunded Capital Costs thru FY2030			\$ 7,321	\$ 2,731	\$ 2,270	\$ -	\$ 2,320	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unfunded Capital Costs thru FY2025			\$ 7,321															

IV. ADDITIONAL INFORMATION

BOARD MEMBER TRAVEL

FY21

American Public Transportation Association (APTA) Meetings

Legislative Conference
March 2021
Washington, DC
Three Board Members

Annual Conference
October 2020
Anaheim, CA
Two Board Members

California Transit Association (CTA) Meetings

Annual Meeting
November 2020
Ontario Convention Center
One Board Member

Legislative Conference
May 2021
TBD
One Board Member

Additional Travel

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

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

Board Authorized METRO Support Activities

FY21 and FY22

Santa Cruz County Fair

Santa Cruz Follies

Santa Cruz Seaside Company - Late Night Transit Service to Watsonville for the summer

Senior Luncheon

Metro Advisory Committee METRO Tour

Leadership Santa Cruz

**EMPLOYEE INCENTIVE PROGRAM
FY21 and FY22**

EVENT/ACTIVITY	FY21	FY22	DEPT/ACCOUNT
District Service Awards	\$ 4,000	\$ 4,000	1100-509101
Employee Picnic & Holiday Party	\$ 5,000	\$ 5,000	1100-509101
Transit Driver Appreciation Day	\$ 1,000	\$ 1,000	1100-509101
Employee Appreciation Events			
Administration	\$ 8,000	\$ 8,000	1100-509101
Marketing, Communications, and Customer Service	\$ 200	\$ 200	1300-509101
Safety, Security, and Risk Management	\$ 3,000	\$ 3,000	1800-509101
Awards	\$ 1,000	\$ 1,000	3300-509101
	\$ 300	\$ 300	3100-509101
Safe Driver Patches and Certificates	\$ 1,000	\$ 1,000	3300-509101
Line Instruction Patches	\$ 1,000	\$ 1,000	3300-509101
TOTALS	\$ 24,500	\$ 24,500	

**MEMBERSHIPS
FY21 and FY22**

MEMBERSHIPS / Dues & Subscriptions	FY21	FY22	DEPT/ACCOUNT
Administration			
American Public Transportation Association (APTA)	\$ 39,250	\$ 39,250	1100-509011
California Transit Association (CTA)	\$ 18,000	\$ 18,000	1100-509011
Monterey Bay Economic Partnership (MBEP)	\$ 5,000	\$ 5,000	1100-509011
Eastern Contra Costa Transit Agency (ZEBRA Membership)	\$ 3,000	\$ 3,000	1100-509011
Community Transportation Association of America (CTAA)	\$ 3,900	\$ 3,900	1100-509011
Center for Transportation and the Environment (CTE)	\$ 5,000	\$ 5,000	1100-509011
Chamber of Commerce	\$ 1,300	\$ 1,300	1100-509011
Bus Coalition	\$ 7,500	\$ 7,500	1100-509011
California Association for Coordinated Transportation (CalACT)	\$ 1,055	\$ 1,055	1100-509011
Letter Press	\$ 675	\$ 675	1100-509011
Santa Cruz Sentinel	\$ 500	\$ 500	1100-509011
Register - Pajaronian	\$ 62	\$ 62	1100-509011
Costco	\$ 120	\$ 120	1100-509011
National Notary	\$ 750	\$ 750	1100-509011
Total:	\$ 86,112	\$ 86,112	
Finance			
California Society of Municipal Finance Officers (CSMFO)	\$ 220	\$ 227	1200-509011
Government Finance Officers Association (GFOA)	\$ 300	\$ 300	1200-509011
Kiplinger Letters	\$ 100	\$ 100	1200-509011
Total:	\$ 620	\$ 627	
Marketing, Communications, and Customer Service			
Miscellaneous	Total: \$ 1,000	\$ 1,000	1300-509011
Human Resources			
California Public Employers Labor Relations Association (CalPERLA)	\$ 1,000	\$ 1,000	1400-509011
Society for Human Resource Management (SHRM)	\$ 836	\$ 836	1400-509011
Northern California Human Resources Association (NCHRA)	\$ 500	\$ 500	1400-509011
John Dash	\$ 250	\$ 250	1400-509011
Cal Chamber	\$ 849	\$ 849	1400-509011
Total:	\$ 3,435	\$ 3,435	
Safety, Security, and Risk Management			
Miscellaneous	Total: \$ 400	\$ 400	1800-509011
Purchasing			
California Association of Public Procurement Officials (CAPPO)	\$ 300	\$ 300	1900-509011
National Institute of Governmental Purchasing (NIGP)	\$ 200	\$ 200	1900-509011
Total:	\$ 500	\$ 500	
Fleet Maintenance			
Cummins INSITE Fleet books Software	\$ 3,000	\$ 3,000	4100-509011
John Deere Software	\$ 500	\$ 500	4100-509011
Southern California Regional Transit Training Consortium (SCR TTC)	\$ 1,000	\$ 1,000	4100-509011
Mitchell Online Vehicle Manuals	\$ 500	\$ 500	4100-509011
Allison Transport. Software	\$ 2,000	\$ 2,000	4100-509011
All Data	\$ 1,000	\$ 1,000	4100-509011
Total:	\$ 8,000	\$ 8,000	
TOTALS	\$ 100,067	\$ 100,074	



ADOPTED JUNE 26, 2020