

*Santa Cruz Metropolitan Transit District*

**FY12**

**REVISED BUDGET AS OF  
JANUARY 2012**



ADOPTED JANUARY 13, 2012



SANTA CRUZ **METRO**

# ***SANTA CRUZ METROPOLITAN TRANSIT DISTRICT***

**FY12**

## **REVISED BUDGET AS OF JANUARY 2012**

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# **I. TOTAL BUDGET OVERVIEW**



# ***SANTA CRUZ METROPOLITAN TRANSIT DISTRICT***

**FY12**

**REVISED BUDGET AS OF JANUARY 2012**

## **Board of Directors**

**Ellen Pirie**

County Board of Supervisors

**Lynn Robinson**

City of Santa Cruz

**Dene Bustichi**

City of Scotts Valley

**Ron Graves**

City of Capitola

**Deborah Lane**

County of Santa Cruz

**Michelle Hinkle**

County of Santa Cruz

**John Leopold**

County of Santa Cruz

**Daniel Dodge**

City of Watsonville

**Hilary Bryant**

City of Santa Cruz

**Mark Stone**

County Board of Supervisors

**Margarita Alejo**

City of Watsonville

**Donna Blitzer**

Ex Officio Director

University of California, Santa Cruz

**Leslie R. White, General Manager**

**Adopted 01/13/12**





***SANTA CRUZ METROPOLITAN TRANSIT DISTRICT***

**FY12**

**REVISED BUDGET AS OF JANUARY 2012**

**Board Officers and Appointments**

**Chair**

**Ellen Pirie**

**Vice Chair**

**Lynn Robinson**

**SCCRTC Representatives**

**Dene Bustichi**

**Donald Hagen**

**Lynn Robinson**

**SCCRTC Alternates (in order)**

**Ron Graves**

**Daniel Dodge**

**Michelle Hinkle**



# ***SANTA CRUZ METROPOLITAN TRANSIT DISTRICT***

**FY12**

## **REVISED BUDGET AS OF JANUARY 2012**

### **Management Staff**

General Manager	Leslie R. White
District Counsel	Margaret Gallagher
Finance Manager and Acting Assistant General Manager	Angela Aitken
Assistant Finance Manager	Debbie Kinslow
Operations Manager	Ciro Aguirre
Fixed Route Superintendent	Mary Ferrick
Paratransit Superintendent	April Warnock
Assistant Paratransit Superintendent	David Moreau
Human Resources Manager	Robyn Slater
Assistant Human Resources Manager	Pat Aviles
Information Technology Manager/Project Manager	Frank Cheng
Assistant Manager of Information Technology	Isaac Holly
Senior Database Administrator	Harlan Glatt
Maintenance Manager	Robert Cotter



# *SANTA CRUZ METROPOLITAN TRANSIT DISTRICT*

## **TRANSIT CENTERS**

### **Santa Cruz (Pacific Station)**

920 Pacific Avenue  
Santa Cruz, CA 95060

### **Capitola Mall**

1855 41st. Avenue  
Capitola, CA 95010

### **Watsonville**

475 Rodriguez Street  
Watsonville, CA 95076

### **Scotts Valley (Cavallaro Center)**

246 Kings Village Road  
Scotts Valley, CA 95066



# ***SANTA CRUZ METROPOLITAN TRANSIT DISTRICT***

## **Santa Cruz METRO Quick Facts FY10**

As of 6/30/10

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



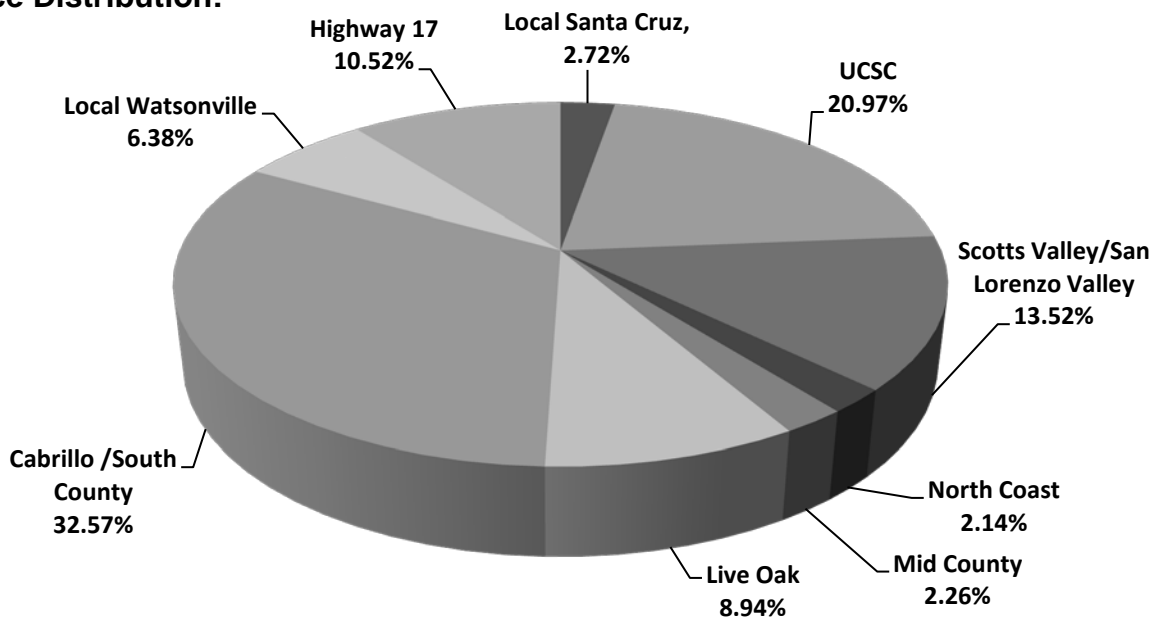


# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

## Ridership Performance by Service Area Projected FY11 as of May 2011

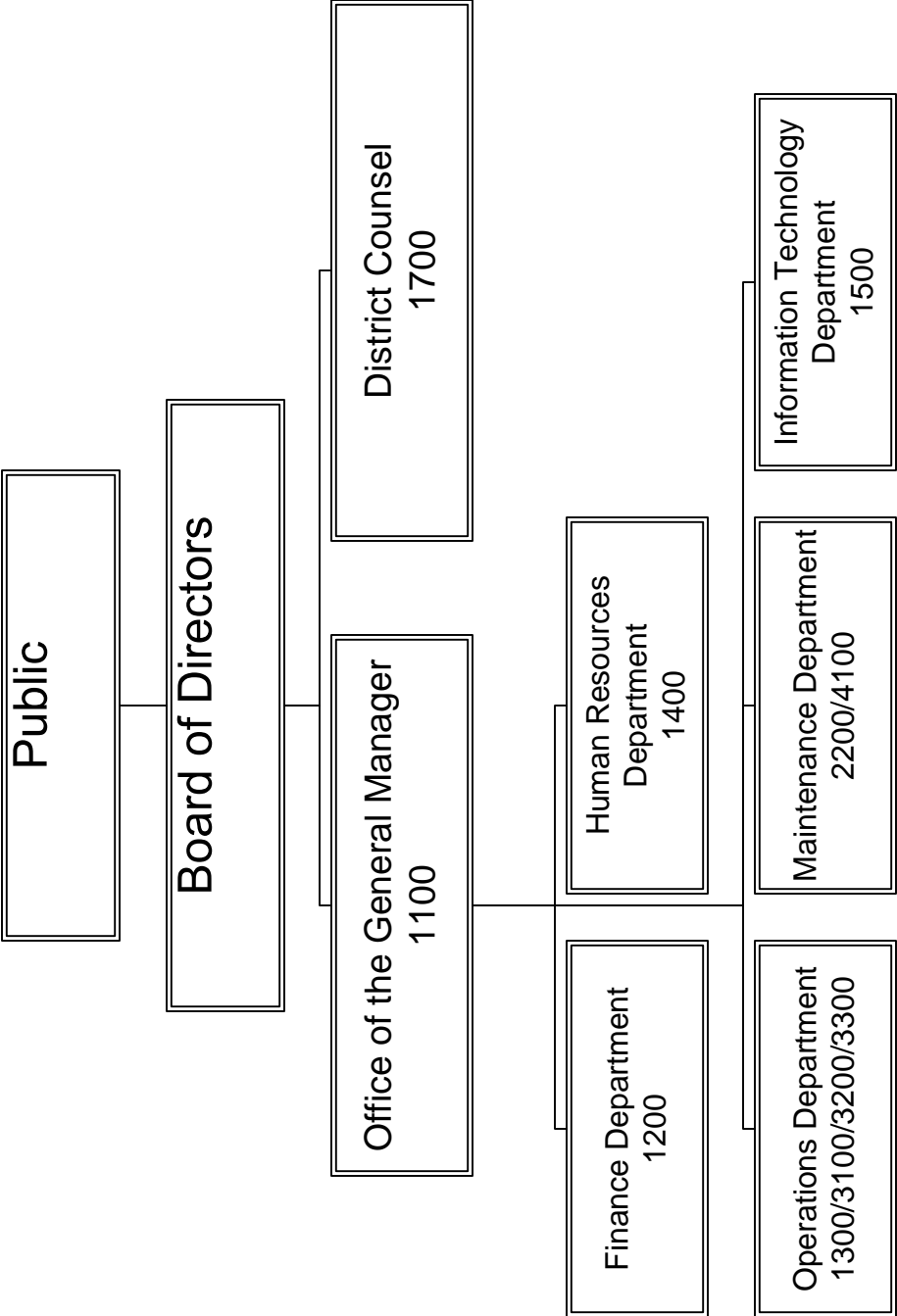
	Trip Hrs	%	Ridership	%	Passengers per Hour
Local Santa Cruz	4,364	2.72%	85,376	1.58%	19.56
UCSC	33,687	20.97%	2,397,609	44.33%	71.17
Scotts Valley/San Lorenzo Valley	21,716	13.52%	435,175	8.05%	20.04
North Coast	3,432	2.14%	43,233	0.80%	12.60
Mid County	3,626	2.26%	54,742	1.01%	15.10
Live Oak	14,356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

### Service Distribution:





# Santa Cruz Metropolitan Transit District





**FY12 REVISED OPERATING BUDGET AS OF JANUARY 2012**  
**Authorized and Funded Personnel - Full Time Equivalent (FTE)**  
**Summary**

Department	Authorized		Funded		Authorized		Funded	
	FY 12 Final	FY 12 Revised	FY 12 Final	FY 12 Revised	FY 12 Revised	FY 12 Revised	FY 12 Revised	FY 12 Revised
Administration - 1100	5.00	5.00	3.00	3.00	5.00	5.00	3.00	3.00
Finance - 1200	16.50	16.50	11.50	11.50	16.50	16.50	12.50	12.50
Customer Service - 1300	10.25	10.25	6.00	6.00	10.25	10.25	6.00	6.00
Human Resources - 1400	6.00	6.00	3.60	3.60	6.00	6.00	4.60	4.60
Information Technology - 1500	5.00	5.00	4.00	4.00	5.00	5.00	4.00	4.00
District Counsel - 1700	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00
Facilities Maintenance - 2200	17.00	17.00	12.00	12.00	17.00	17.00	12.00	12.00
Paratransit - 3100	57.00	57.00	50.00	50.00	59.00	59.00	53.00	53.00
Operations - 3200	20.00	20.00	16.00	16.00	20.00	20.00	16.00	16.00
Bus Operators - 3300	182.00	182.00	146.00	146.00	182.00	182.00	146.00	146.00
Fleet Maintenance - 4100	56.00	56.00	36.00	36.00	56.00	56.00	38.00	38.00
<b>Total Full-Time Equivalents (FTEs)</b>	<b>378.75</b>	<b>378.75</b>	<b>292.10</b>	<b>292.10</b>	<b>380.75</b>	<b>380.75</b>	<b>299.10</b>	<b>299.10</b>



# FY12 REVISED BUDGET AS OF JANUARY 2012 HIGHLIGHTS

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

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

The **FY12 Revised Operating Budget as of January 2012's** Total Revenue is \$40,133,350. The corresponding Total Expense is \$40,133,350, which is an increase of approximately \$ 872K in revenue and corresponding expense.

The **FY12 Revised Capital Budget as of January 2012** totals \$24,058,145, which is an increase of \$ 11.1M. The increase will allow funding for the Operations building.

The **FY12 Revised Operating Budget as of January 2012's** Total Revenue is \$40,133,350, which is an increase of 2.2 % from the FY12 Final Operating Budget's Revenue. The Increase in Revenue is primarily due to continuing improvement in consumer spending as the economic recovery strengthens, reflected in higher Sales Tax Revenues, as well as the expectation that the Alternative Fuel Tax Credit will be extended for another year. Variances in Total Revenue between FY12 Final Budget and FY12 Revised Operating Budget as of January 2012 are depicted below:

- **Fare Revenue** accounts have been projected based on actual ridership and revenue data for the first four months of the fiscal year, as well as regression models employing time as the single independent variable and expressing and forecasting annual fare revenue as a function of time. The models were built using actual revenue information from seven to five prior fiscal years. The analysis of actual local fixed route ridership and collected passenger fares in FY12, year to date as of October 31, 2011, and the quadratic regression model both suggested a decrease of 6.1 % in Passenger Fares. Special Transit Fares are projected to decrease by 2.8 % mainly due to less transit service available to UCSC and dropped Night Owl service. Paratransit Fares and Highway 17 Fares are projected to increase by 7 % and 15.9 %, respectively. The increase in Paratransit Fares is due to aging population in the County and current economic conditions. The increase in Highway 17 Fares is due to increased ridership.
- **Rent Income** – SC Pacific Station is projected to increase by 24.7 % due to additional rent revenue from Greyhound.
- **Sales Tax** revenue is projected to increase by 6 % due to higher than anticipated receipts for the first six months of the fiscal year, reflecting continuing improvement in consumer spending and economic growth.
- **Fuel Tax Credit** is projected to increase by 100% due to the expectation that the tax incentive will be extended beyond 2011. Under current law, the Alternative Fuel Tax Credit expires December 2011.

FY12 Revised Budget as of January 2012 Highlights (con't)

- **Transfers from Insurance Reserves – Legal Settlements** is projected to decrease by 100 %, as the practice of transferring funds from reserves to cover legal settlements has been discontinued.
- The use of **Carryover from Previous Years** is projected to increase by 146.5 % leading to a corresponding decrease in the use of STIC (48.9%), STA (100%) and Operating Reserves (90.8%) to balance the FY12 Revised Budget. When needed to bridge the budget gap, Staff recommends using funds from Carryover from Previous Years first, followed by STIC, STA, and Operating Reserves.

The **FY12 Revised Operating Budget as of January 2012's** Total Expenses are estimated at \$40,133,350, which is an increase of 2.2 % from the FY12 Final Operating Budget's Expenses. Variances in Total Expenses between FY12 Final Budget and FY12 Revised Operating Budget as of January 2012 are depicted below:

- **Personnel Expenses (Labor and Fringe Benefits)** are projected to increase overall by 2.3 % due to the following:
  - Restoring the following Fixed Route, Paratransit, Finance and Human Resources positions necessary to meet passenger volumes and provide administrative support:
    - 10 Fixed Route Bus Operators, effective December 2011
    - 2 Paratransit Van Operators, effective January 2012
    - Paratransit Clerk III, effective September 2011
    - Purchasing Assistant, effective September 2011
    - Assistant Human Resources Manager (currently partially funded - 60%), effective October 2011
    - Human Resources Clerk (will be partially funded - 60%), effective January 2012
  - Increasing Fleet Maintenance staffing levels by two Mechanics (I) to address bus warranty expiration and larger fleet deployment, effective March 2012.
  - Reviewing and updating pay rates and accruals rates for all Santa Cruz METRO employees, as well as adjusting formulas for Medicare and SDI Taxable wages to include both regular and overtime pay in order to guarantee accurate up-to-date information reflected in the FY12 Final Revised Budget as of January 2012.
  - Updating Medical and Dental Insurance premiums rates, effective January 2012, as well as incorporating changes in coverage requested during open enrollment last year for all active Santa Cruz METRO employees and updating the number and coverage of benefited retirees. Effective January 2012, there is an increase in both Medical and Dental Insurance rates, approximately 5.3 % and 13.4 %, respectively.
  - Revising State Disability Insurance (SDI) and State Unemployment Insurance (SUI) rates, as per Notice of Contribution rates from Employment Development Department (EDD) for Calendar 2012. The new SDI and SUI



FY12 Revised Budget as of January 2012 Highlights (con't)

rates are 1.0 % and 3.9 %, respectively. The Annual Taxable wage limit per employee is \$ 95,585 for SDI and \$ 7,000 for SUI.

- **Non - Personnel Expenses** are projected to increase overall by 2.1 % due to the following:
  - **Admin and Bank Fees** is anticipated to increase by 6.5 % due to funds added for TVM processing
  - **Temp Help** is projected to increase by 100 % primarily due to temp help expense related to the Bus Improvement Project. This line item is generally funded by transfers from budgeted labor expenses not incurred due to leaves and vacant positions
  - **Employee Training** is projected to increase by 16.3 % due to additional training expenses for tuitions and NTI training for staff
  - Reviewing and updating non-personnel budget accounts to incorporate budget transfers from the first six months of the fiscal year, as well as reflect funding needs for the second half of the fiscal year

The **FY12 Revised Capital Budget as of January 2012** totals \$24,058,145, which is an increase of 85.9 % from the FY12 Final Capital Budget, adopted in June of 2011. Significant proposed revisions in the FY12 Revised Budget as of January 2012 are listed below:

- Added Metro Base Project - Operations Bldg.: \$ 11,010,047. The FY11 Allocation request was included in the list of projects on the PTMISEA Proposed Allocation List dated 12/09/2011.
- Added Metro Base Project - FY10 Allocation: \$ 2,491,923. The allocation for FY10 was received 10/26/2011.
- Removed the amount of \$1,000,000 from the FY12 Revised Budget as of January 2012 as the funds from Reserved Retained Earnings are no longer needed to balance the budget.



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

Resolution No. 12-01-02  
On the Motion of Director Bustichi  
Duly Seconded by Director Dodge  
The following Resolution is adopted:

**A RESOLUTION OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
AUTHORIZING A REVISION TO THE FY12 OPERATING AND CAPITAL BUDGET**

**WHEREAS**, it is necessary to revise the adopted FY12 Operating and Capital Budget of the Santa Cruz Metropolitan Transit District to provide for revisions in the operating revenue and expense budget.

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

**PASSED AND ADOPTED** this 13th day of January 2012, by the following vote:

**AYES:** Directors – Alejo, Bustichi, Dodge, Graves, Lane, Leopold, and Pirie

**NOES:** Directors – None

**ABSTAIN:** Directors – None

**ABSENT:** Directors – Bryant, Hinkle, Robinson, and Stone

**APPROVED**



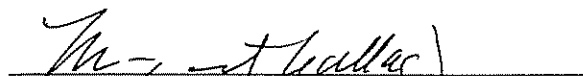
ELLEN PIRIE  
Board Chair

**ATTEST**

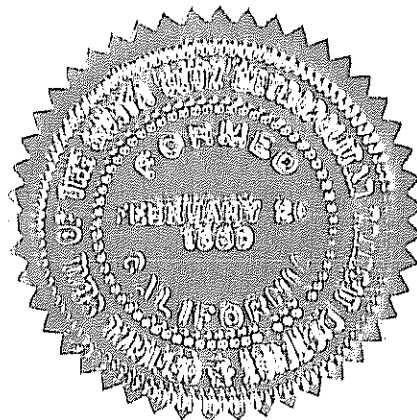


LESLIE R. WHITE  
General Manager

**APPROVED AS TO FORM:**

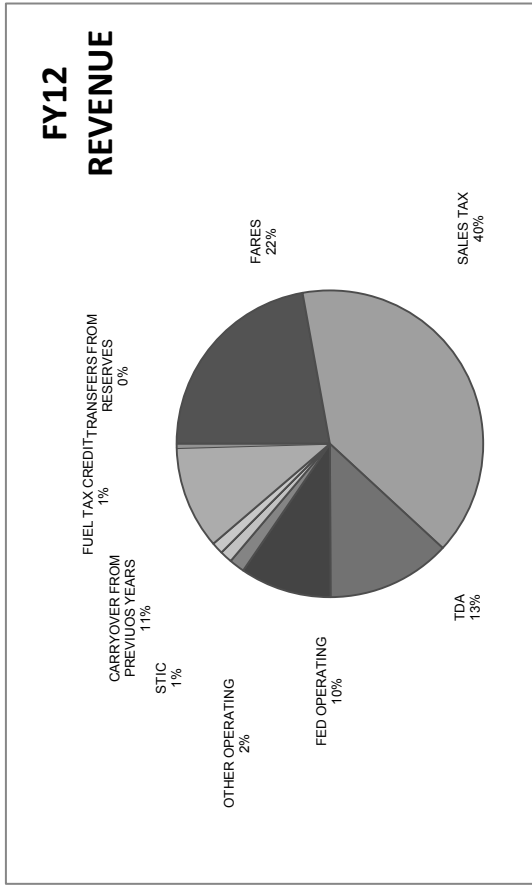


MARGARET GALLAGHER  
District Counsel



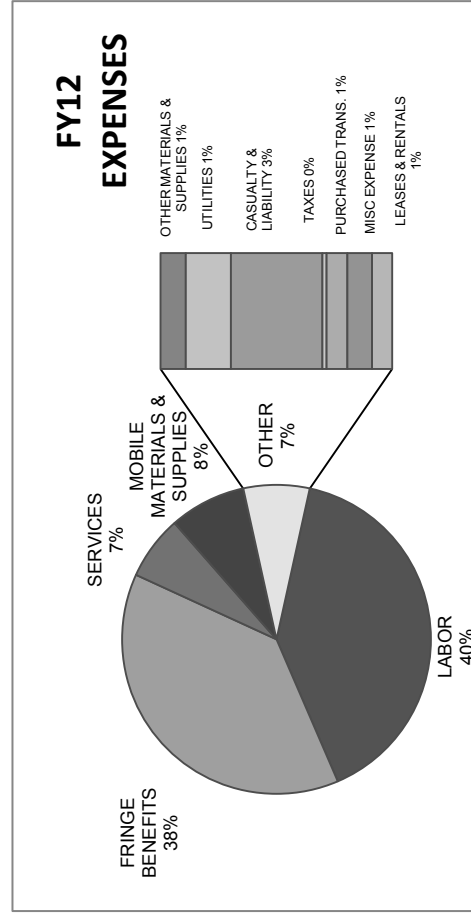


**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY12 REVISED OPERATING BUDGET AS OF JANUARY 2012  
REVENUE SOURCES & EXPENSES**



REVENUE SOURCES	FY12
FARES	8,887,875
SALES TAX	15,940,280
TDA	5,244,963
FED OPERATING	3,863,382
OTHER OPERATING	654,100
STIC	521,425
STA	-
FUEL TAX CREDIT	500,000
CARRYOVER FROM PREVIOUS YEARS	4,344,632
TRANSFERS FROM RESERVES	176,693
<b>TOTAL</b>	<b>40,133,350</b>

	FY12
LABOR	16,075,613
FRINGE BENEFITS	15,381,177
SERVICES	2,684,771
MOBILE MATERIALS & SUPPLIES	3,210,000
OTHER MATERIALS & SUPPLIES	303,912
UTILITIES	541,200
CASUALTY & LIABILITY	1,096,050
TAXES	53,300
PURCHASED TRANS.	250,000
MISC EXPENSE	294,280
LEASES & RENTALS	243,047
<b>TOTAL</b>	<b>40,133,350</b>





**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY12 REVISED OPERATING BUDGET AS OF JANUARY 2012**  
**REVENUE SOURCES**

<b>REVENUE SOURCE</b>	<b>FINAL BUDGET FY12</b>	<b>% CHANGE BUDG FY11 BUDG FY12</b>	<b>REVISED BUDGET FY12</b>	<b>% CHANGE BUDG FY12 REV BUDG FY12</b>
Passenger Fares	4,021,814	28.6%	3,775,729	-6.1%
Special Transit Fares	3,230,414	0.6%	3,139,201	-2.8%
Paratransit Fares	251,843	2.5%	269,381	7.0%
Highway 17 Fares	1,110,852	-7.8%	1,287,715	15.9%
Highway 17 Payments	415,849	-4.5%	415,849	0.0%
Commissions	5,600	1.8%	5,600	0.0%
Advertising Income	200,000	-7.0%	200,000	0.0%
Rent Income - SC Pacific Station	85,000	-7.4%	106,000	24.7%
Rent Income - Watsonville TC	40,000	16.3%	40,000	0.0%
Interest Income	120,000	107.8%	120,000	0.0%
Other Non-Transp Revenue	18,100	126.3%	18,100	0.0%
Sales Tax (1/2 cent)	15,038,000	6.4%	15,940,280	6.0%
Transp Dev Act (TDA) Funds	5,244,963	5.4%	5,244,963	0.0%
FTA Sec 5307 - Op Assistance	3,707,070	0.3%	3,707,070	0.0%
Prop 84 - TOD	10,000	0.0%	10,000	0.0%
FTA Sec 5311 - Rural Op Asst	156,312	-8.5%	156,312	0.0%
AMBAG/CTC/Miscellaneous Funding	154,400	517.6%	154,400	0.0%
STIC	1,020,417	-15.1%	521,425	-48.9%
STA	786,266	-71.9%	-	-100.0%
Fuel Tax Credit	250,000	100.0%	500,000	100.0%
Carryover from Previous Years	1,762,862	64.6%	4,344,632	146.5%
Xfr from Ins Res-Legal Settlement	455,000	203.3%	-	-100.0%
Transfer (to)/from Capital Reserves	75,631	-42.2%	75,631	0.0%
Transfer (to)/from Operating Reserves	1,101,062	100.0%	101,062	-90.8%
<b>TOTAL REVENUE</b>	<b>39,261,455</b>	<b>5.3%</b>	<b>40,133,350</b>	<b>2.2%</b>

\* FTA funding is used solely to fund labor expense





**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY12 REVISED OPERATING BUDGET AS OF JANUARY 2012**

Departmental Expenses

DEPARTMENT	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12	REVISED BUDGET FY12	% CHANGE BUDG FY12 REV BUDG FY12
1100 Administration	915,072	-7.5%	925,871	1.2%
1200 Finance	2,362,323	2.3%	2,434,022	3.0%
1300 Customer Service	611,280	2.8%	611,733	0.1%
1400 Human Resources	563,243	-12.6%	627,922	11.5%
1500 Information Technology	877,671	20.0%	871,889	-0.7%
1700 District Counsel	553,099	8.9%	554,115	0.2%
1800 Risk Management	555,000	122.0%	555,000	0.0%
2200 Facilities Maintenance	2,314,811	0.8%	2,461,904	6.4%
3100 Paratransit Program	5,000,961	6.9%	5,099,006	2.0%
3200 Operations	2,533,952	-0.6%	2,527,709	-0.2%
3300 Bus Operators	13,796,292	2.6%	14,131,786	2.4%
4100 Fleet Maintenance	6,821,299	4.6%	6,895,141	1.1%
9001 Cobra Benefits	-	0.0%	-	0.0%
9005 Retired Employee Benefits	2,356,152	34.3%	2,436,950	3.4%
700 SCCIC/COPS	300	0.0%	300	0.0%
<b>TOTAL OPERATING EXPENSES</b>	<b>39,261,455</b>	<b>5.3%</b>	<b>40,133,350</b>	<b>2.2%</b>



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY12 REVISED OPERATING BUDGET AS OF JANUARY 2012**

Consolidated Expenses

ACCOUNT	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12	REVISED BUDGET FY12	% CHANGE BUDG FY12 REV BUDG FY12
<b>LABOR</b>				
501011 Bus Operator Pay	7,657,437	-3.5%	7,741,510	1.1%
501013 Bus Operator OT	1,519,012	-1.5%	1,535,591	1.1%
501021 Other Salaries	6,299,635	-3.3%	6,448,835	2.4%
501023 Other OT	348,189	-2.5%	349,676	0.4%
<b>Totals</b>	<b>15,824,273</b>	<b>-3.2%</b>	<b>16,075,613</b>	<b>1.6%</b>
<b>FRINGE BENEFITS</b>				
502011 Medicare/Soc. Sec.	245,275	-2.0%	279,020	13.8%
502021 Retirement	2,901,196	25.1%	2,978,108	2.7%
502031 Medical Ins	6,707,496	25.0%	6,774,177	1.0%
502041 Dental Ins	471,613	-0.5%	505,854	7.3%
502045 Vision Ins	129,800	-3.8%	130,776	0.8%
502051 Life Ins/AD&D	44,563	2.8%	45,322	1.7%
502060 State Disability Ins (SDI)	189,248	2.2%	206,145	8.9%
502061 Long Term Disability Ins	228,299	1.3%	226,859	-0.6%
502071 State Unemployment Ins (SUI)	77,818	23.1%	83,047	6.7%
502081 Worker's Comp Ins	900,000	28.6%	900,000	0.0%
502101 Holiday Pay	377,784	-3.4%	388,393	2.8%
502103 Floating Holiday	71,302	2.5%	78,415	10.0%
502109 Sick Leave	865,747	6.5%	886,952	2.4%
502111 Annual Leave	1,523,643	0.1%	1,690,166	10.9%
502121 Other Paid Absence	119,969	-3.3%	123,249	2.7%
502251 Phys. Exams	14,110	3.0%	14,110	0.0%
502253 Driver Lic Renewal	4,668	3.0%	4,668	0.0%
502999 Other Fringe Benefits	66,872	-4.1%	65,915	-1.4%
<b>Totals</b>	<b>14,939,402</b>	<b>17.0%</b>	<b>15,381,177</b>	<b>3.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY12 REVISED OPERATING BUDGET AS OF JANUARY 2012**

Consolidated Expenses

ACCOUNT	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12	REVISED BUDGET FY12	% CHANGE BUDG FY12 REV BUDG FY12
<b>SERVICES</b>				
503011 Accting/Audit Fees	95,250	0.0%	95,250	0.0%
503012 Admin/Bank Fees	276,050	6.4%	294,050	6.5%
503031 Prof/Technical Fees	249,210	10.7%	248,614	-0.2%
503032 Legislative Services	90,000	-13.0%	90,000	0.0%
503033 Legal Services	55,000	0.0%	55,000	0.0%
503034 Pre-Employment Exams	7,519	3.0%	7,519	0.0%
503041 Temp Help	-	0.0%	157,200	100.0%
503161 Custodial Services	86,900	73.8%	72,700	-16.3%
503162 Uniforms/Laundry	22,500	-33.0%	22,285	-1.0%
503171 Security Services	399,000	6.6%	399,000	0.0%
503221 Classified/Legal Ads	22,343	-23.2%	22,343	0.0%
503222 Legal Ads	-	0.0%	-	0.0%
503225 Graphic Services	4,000	0.0%	1,700	-57.5%
503351 Repair - Bldg & Impr	100,000	0.0%	100,000	0.0%
503352 Repair - Equipment	619,310	7.4%	620,310	0.2%
503353 Repair - Rev Vehicle	430,000	4.9%	423,800	-1.4%
503354 Repair - Non Rev Vehicle	25,000	0.0%	25,000	0.0%
503363 Haz Mat Disposal	50,000	1.0%	50,000	0.0%
<b>Totals</b>	<b>2,532,082</b>	<b>5.6%</b>	<b>2,684,771</b>	<b>6.0%</b>
<b>MOBILE MATERIALS &amp; SUPPLIES</b>				
504011 Fuels & Lubricants - Non Rev Veh	70,000	-53.7%	70,000	0.0%
504012 Fuels & Lubricants - Rev Veh	2,255,000	7.6%	2,255,000	0.0%
504021 Tires & Tubes	250,000	2.9%	250,000	0.0%
504161 Other Mobile Supplies	-	0.0%	-	0.0%
504191 Rev Vehicle Parts	635,000	1.6%	635,000	0.0%
<b>Totals</b>	<b>3,210,000</b>	<b>3.1%</b>	<b>3,210,000</b>	<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY12 REVISED OPERATING BUDGET AS OF JANUARY 2012**

Consolidated Expenses

ACCOUNT	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12	REVISED BUDGET FY12	% CHANGE BUDG FY12 REV BUDG FY12
<b>OTHER MATERIALS &amp; SUPPLIES</b>				
504205 Freight Out	2,500	0.0%	2,500	0.0%
504211 Postage & Mailing	18,830	-19.5%	18,830	0.0%
504214 Promotional Items	-	0.0%	-	0.0%
504215 Printing	74,356	-27.4%	75,167	1.1%
504217 Photo Supp/Process	3,900	-35.0%	3,900	0.0%
504311 Office Supplies	66,415	-6.0%	67,415	1.5%
504315 Safety Supplies	20,300	24.5%	20,300	0.0%
504317 Cleaning Supplies	38,100	15.1%	45,100	18.4%
504409 Repair/Maint Supplies	40,000	0.0%	40,000	0.0%
504421 Non-Inventory Parts	19,000	-57.8%	19,000	0.0%
504511 Small Tools	8,700	0.0%	8,700	0.0%
504515 Employee Tool Replacement	3,000	0.0%	3,000	0.0%
<b>Totals</b>	<b>295,101</b>	<b>-16.0%</b>	<b>303,912</b>	<b>3.0%</b>
<b>UTILITIES</b>				
505011 Gas & Electric	234,000	4.0%	234,000	0.0%
505021 Water & Garbage	150,000	0.0%	150,000	0.0%
505031 Telecommunications	151,000	-10.7%	157,200	4.1%
<b>Totals</b>	<b>535,000</b>	<b>-1.7%</b>	<b>541,200</b>	<b>1.2%</b>
<b>CASUALTY &amp; LIABILITY</b>				
506011 Insurance - Property	115,000	0.0%	115,000	0.0%
506015 Insurance - PL/PD	525,300	0.0%	525,300	0.0%
506021 Insurance - Other	750	0.0%	750	0.0%
506123 Settlement Costs	455,000	203.3%	455,000	0.0%
506127 Repairs - District Prop	-	0.0%	-	0.0%
<b>Totals</b>	<b>1,096,050</b>	<b>38.6%</b>	<b>1,096,050</b>	<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY12 REVISED OPERATING BUDGET AS OF JANUARY 2012**

Consolidated Expenses

ACCOUNT	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12	REVISED BUDGET FY12	% CHANGE BUDG FY12 REV BUDG FY12
<b>TAXES</b>				
507051 Fuel Tax	14,000	0.0%	14,000	0.0%
507201 Licenses & Permits	19,300	-16.1%	19,300	0.0%
507999 Other Taxes	20,000	-33.3%	20,000	0.0%
<b>Totals</b>	<b>53,300</b>	<b>-20.4%</b>	<b>53,300</b>	<b>0.0%</b>
<b>PURCHASED TRANS.</b>				
503406 Contract/Paratransit	250,000	0.0%	250,000	0.0%
<b>Totals</b>	<b>250,000</b>	<b>0.0%</b>	<b>250,000</b>	<b>0.0%</b>
<b>MISC EXPENSE</b>				
509011 Dues/Subscriptions	70,147	6.2%	70,147	0.0%
509085 Advertising - Rev Prod	-	0.0%	-	0.0%
509101 Employee Incentive Program	35,533	2.7%	35,533	0.0%
509121 Employee Training	66,227	19.2%	77,007	16.3%
509123 Travel	93,443	2.9%	93,443	0.0%
509125 Local Meeting Expense	5,000	1.0%	5,300	6.0%
509127 Board Director Fees	12,600	-4.5%	12,600	0.0%
509150 Contributions	250	-61.5%	250	0.0%
509198 Cash Over/Short	-	-100.0%	-	0.0%
<b>Totals</b>	<b>283,200</b>	<b>6.4%</b>	<b>294,280</b>	<b>3.9%</b>
<b>LEASES &amp; RENTALS</b>				
512011 Facility Lease	223,500	-37.7%	223,500	0.0%
512061 Equipment Rental	19,547	-13.9%	19,547	0.0%
<b>Totals</b>	<b>243,047</b>	<b>-36.3%</b>	<b>243,047</b>	<b>0.0%</b>
<b>PERSONNEL TOTAL</b>	<b>30,763,675</b>	<b>5.7%</b>	<b>31,456,790</b>	<b>2.3%</b>
<b>NON-PERSONNEL TOTAL</b>	<b>8,497,780</b>	<b>4.1%</b>	<b>8,676,560</b>	<b>2.1%</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>39,261,455</b>	<b>5.3%</b>	<b>40,133,350</b>	<b>2.2%</b>

**II. DEPARTMENTAL FUNCTIONS**

**OBJECTIVES**

**AND**

**LINE ITEM BUDGETS**





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

**MAJOR FUNCTIONS OF THE DEPARTMENT**

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

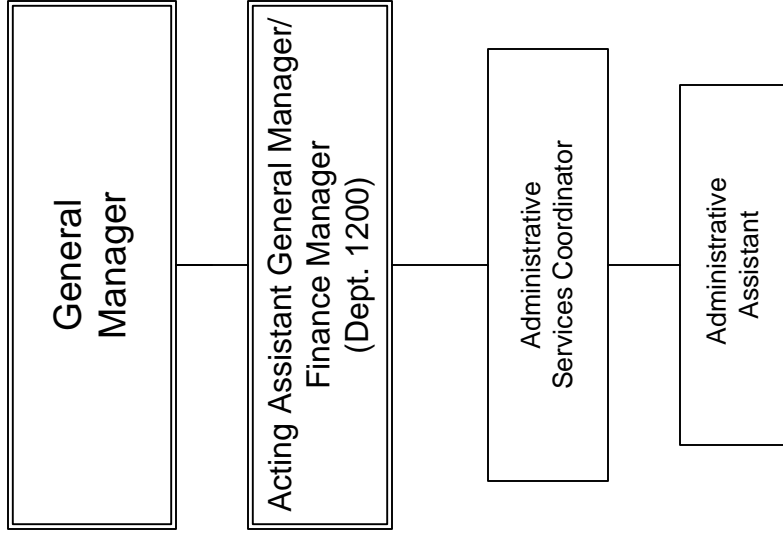
**DEPARTMENT OBJECTIVES FOR FY12**

- Continue to achieve timely preparation, delivery and posting of Board agenda packets, including timely preparation of Board Meeting minutes and maintenance of online archives.
- Continue to maintain the file retention system for METRO's official records.
- Aggressively seek and administer federal, state, and local grant funds to support the continued activities of METRO.
- Monitor federal legislation to ensure that those funds authorized are appropriated to benefit METRO.
- Monitor state legislative activities and advocate for restoration of STA funding to the \$743 million statewide level in any funding improvement bills.
- Advocate for the sale of all of the \$3.6 billion in state voter approved bonds in the PTMISEA Program and advocate for the advancement of bond proceeds for "ready to go" projects.
- Coordinate with other agencies towards the betterment of public transit in Santa Cruz County.
- Obtain funding, procure, and install second L/CNG tank at 1200 River St.
- Identify funding source for the replacement of 40 diesel buses.
- Oversee the funding, solicitation of bids, award of bids, and construction of MetroBase Operations Facility.
- Complete construction of MetroBase Maintenance Building.

## Administration Department (con't)

- Conduct facility site analysis for Paratransit Operations.
- Maintenance of the multi-year Capital and Operating Budget process, with five-year projections of METRO revenue and expenses, including monitoring of adherence to Budget Policies. Identify actions needed to achieve long term balanced budget.
- Continue to communicate to the SCCRTC, the Capital and Operating Budget financial resources that are necessary to sustain fixed-route and paratransit services.
- Participate in the next phase of the BRT Study being jointly sponsored by UCSC and METRO.
- Procure security projects funded with Proposition 1B Security Program funds.
- Develop and maintain a regular forum with UCSC for the discussion and resolution of issues regarding the bus service.
- Provide information and staff support for the Metro Advisory Committee (MAC).
- Participate in key committees of the California Transit Association.
- Support the payment provisions of the Appellate Court Decision in the CTA Lawsuit Shaw vs. Chaing/Genest.
- Participate in key committees of the American Public Transportation Association.
- Participate in the California Association of Community Transit (CALACT).
- Monitor the implementation of a Smart Card Fare Collection System using ARRA Funds.
- Develop sustainable financial goals for the collective bargaining process with the United Transportation Union Local 23 Fixed Route.
- Expand capacity of Grants Function to address critical funding Operating and Capital Funding Needs at METRO.
- Evaluate potential savings and efficiencies of merging METRO and SCCRTC.

Office of the General Manager  
1100



**FY12 REVISED OPERATING BUDGET AS OF JANUARY 2012**  
**Authorized and Funded Personnel - Full Time Equivalent (FTE)**  
**Administration - 1100**

Position Title	Authorized		Funded		Authorized FY 12 Revised 01/12		Funded FY 12 Revised 01/12	
	FY 12 Final		FY 12 Final					
General Manager	1.00		1.00	1.00		1.00		1.00
Assistant General Manager	1.00		0.00	0.00		1.00		0.00
Admin Services Coordinator	1.00		1.00	1.00		1.00		1.00
Administrative Assistant	2.00		1.00	1.00		2.00		1.00
<b>Total Full-Time Equivalents (FTEs)</b>	<b>5.00</b>		<b>3.00</b>	<b>3.00</b>		<b>5.00</b>		<b>3.00</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY12 REVISED OPERATING BUDGET AS OF JANUARY 2012**

Administration - 1100

ACCOUNT	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12	REVISED BUDGET FY12	% CHANGE BUDG FY12 REV BUDG FY12
<b>LABOR</b>				
501011 Bus Operator Pay	-	0.0%	-	0.0%
501013 Bus Operator OT	-	0.0%	-	0.0%
501021 Other Salaries	197,848	-43.0%	260,596	31.7%
501023 Other OT	-	0.0%	-	0.0%
<b>Totals</b>	<b>197,848</b>	<b>-43.0%</b>	<b>260,596</b>	<b>31.7%</b>
<b>FRINGE BENEFITS</b>				
502011 Medicare/Soc. Sec.	5,343	-23.1%	5,420	1.4%
502021 Retirement	54,279	-5.1%	55,208	1.7%
502031 Medical Ins	52,693	5.1%	50,235	-4.7%
502041 Dental Ins	4,192	-13.1%	4,406	5.1%
502045 Vision Ins	990	-27.2%	990	0.0%
502051 Life Ins/AD&D	444	-29.4%	444	0.0%
502060 State Disability Ins (SDI)	2,436	-30.0%	2,393	-1.8%
502061 Long Term Disability Ins	3,670	-26.3%	3,450	-6.0%
502071 State Unemployment Ins (SUI)	819	-2.5%	819	0.0%
502081 Worker's Comp Ins	8,970	-3.6%	8,970	0.0%
502101 Holiday Pay	3,625	-25.7%	3,686	1.7%
502103 Floating Holiday	8,364	-33.0%	8,364	0.0%
502109 Sick Leave	43,011	120.3%	43,255	0.6%
502111 Annual Leave	113,372	22.9%	55,585	-51.0%
502121 Other Paid Absence	2,266	-25.7%	2,304	1.7%
502251 Phys. Exams	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	0.0%	-	0.0%
502999 Other Fringe Benefits	2,049	-49.1%	2,045	-0.2%
<b>Totals</b>	<b>306,521</b>	<b>11.1%</b>	<b>247,572</b>	<b>-19.2%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY12 REVISED OPERATING BUDGET AS OF JANUARY 2012**

Administration - 1100

ACCOUNT	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12	REVISED BUDGET FY12	% CHANGE BUDG FY12 REV BUDG FY12
<b>SERVICES</b>				
503011 Acting/Audit Fees	-	0.0%	-	0.0%
503012 Admin/Bank Fees	-	-100.0%	-	0.0%
503031 Prof/Technical Fees	21,500	24.8%	21,500	0.0%
503032 Legislative Services	90,000	-13.0%	90,000	0.0%
503033 Legal Services	-	0.0%	-	0.0%
503034 Pre-Employment Exams	-	0.0%	-	0.0%
503041 Temp Help	-	0.0%	-	0.0%
503161 Custodial Services	-	0.0%	-	0.0%
503162 Uniforms/Laundry	-	0.0%	-	0.0%
503171 Security Services	-	0.0%	-	0.0%
503221 Classified/Legal Ads	8,343	3.0%	8,343	0.0%
503222 Legal Ads	-	0.0%	-	0.0%
503225 Graphic Services	-	0.0%	-	0.0%
503351 Repair - Bldg & Impr	-	0.0%	-	0.0%
503352 Repair - Equipment	7,000	-40.2%	7,000	0.0%
503353 Repair - Rev Vehicle	-	0.0%	-	0.0%
503354 Repair - Non Rev Vehicle	-	0.0%	-	0.0%
503363 Haz Mat Disposal	-	0.0%	-	0.0%
<b>Totals</b>	<b>126,843</b>	<b>-10.5%</b>	<b>126,843</b>	<b>0.0%</b>
<b>MOBILE MATERIALS &amp; SUPPLIES</b>				
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%
<b>Totals</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY12 REVISED OPERATING BUDGET AS OF JANUARY 2012**

Administration - 1100

ACCOUNT	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12	REVISED BUDGET FY12	% CHANGE BUDG FY12 REV BUDG FY12
<b>OTHER MATERIALS &amp; SUPPLIES</b>				
504205 Freight Out	-	0.0%	-	0.0%
504211 Postage & Mailing	7,000	-40.7%	7,000	0.0%
504214 Promotional Items	-	0.0%	-	0.0%
504215 Printing	2,000	-80.9%	2,000	0.0%
504217 Photo Supp/Process	-	-100.0%	-	0.0%
504311 Office Supplies	14,545	65.5%	14,545	0.0%
504315 Safety Supplies	-	0.0%	-	0.0%
504317 Cleaning Supplies	-	0.0%	-	0.0%
504409 Repair/Maint Supplies	-	0.0%	-	0.0%
504421 Non-Inventory Parts	-	0.0%	-	0.0%
504511 Small Tools	-	0.0%	-	0.0%
504515 Employee Tool Replacement	-	0.0%	-	0.0%
<b>Totals</b>	<b>23,545</b>	<b>-24.5%</b>	<b>23,545</b>	<b>0.0%</b>
<b>UTILITIES</b>				
505011 Gas & Electric	-	0.0%	-	0.0%
505021 Water & Garbage	-	0.0%	-	0.0%
505031 Telecommunications	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>CASUALTY &amp; LIABILITY</b>				
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%
<b>Totals</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY12 REVISED OPERATING BUDGET AS OF JANUARY 2012**

Administration - 1100

ACCOUNT	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12	REVISED BUDGET FY12	% CHANGE BUDG FY12 REV BUDG FY12
<b>TAXES</b>				
507051 Fuel Tax	-	0.0%	-	0.0%
507201 Licenses & Permits	-	0.0%	-	0.0%
507999 Other Taxes	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>PURCHASED TRANS.</b>				
503406 Contract/Paratransit	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>MISC EXPENSE</b>				
509011 Dues/Subscriptions	56,084	3.0%	56,084	0.0%
509085 Advertising - Rev Prod	-	0.0%	-	0.0%
509101 Employee Incentive Program	32,033	3.0%	32,033	0.0%
509121 Employee Training	62,227	100.0%	69,227	11.2%
509123 Travel	91,443	3.0%	91,443	0.0%
509125 Local Meeting Expense	5,000	6.4%	5,000	0.0%
509127 Board Director Fees	12,600	-4.5%	12,600	0.0%
509150 Contributions	-	0.0%	-	0.0%
509198 Cash Over/Short	-	0.0%	-	0.0%
<b>Totals</b>	<b>259,387</b>	<b>34.9%</b>	<b>266,387</b>	<b>2.7%</b>
<b>LEASES &amp; RENTALS</b>				
512011 Facility Lease	-	0.0%	-	0.0%
512061 Equipment Rental	927	3.0%	927	0.0%
<b>Totals</b>	<b>927</b>	<b>3.0%</b>	<b>927</b>	<b>0.0%</b>
<b>PERSONNEL TOTAL</b>	<b>504,370</b>	<b>-19.1%</b>	<b>508,169</b>	<b>0.8%</b>
<b>NON-PERSONNEL TOTAL</b>	<b>410,702</b>	<b>12.2%</b>	<b>417,702</b>	<b>1.7%</b>
<b>DEPARTMENT TOTALS</b>	<b>915,072</b>	<b>-7.5%</b>	<b>925,871</b>	<b>1.2%</b>

1/18/2012

Admin - 1100







## **FINANCE DEPARTMENT 1200**

### **MAJOR FUNCTIONS OF THE DEPARTMENT**

#### **The Finance Department is responsible for:**

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

#### **The Finance Department also:**

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

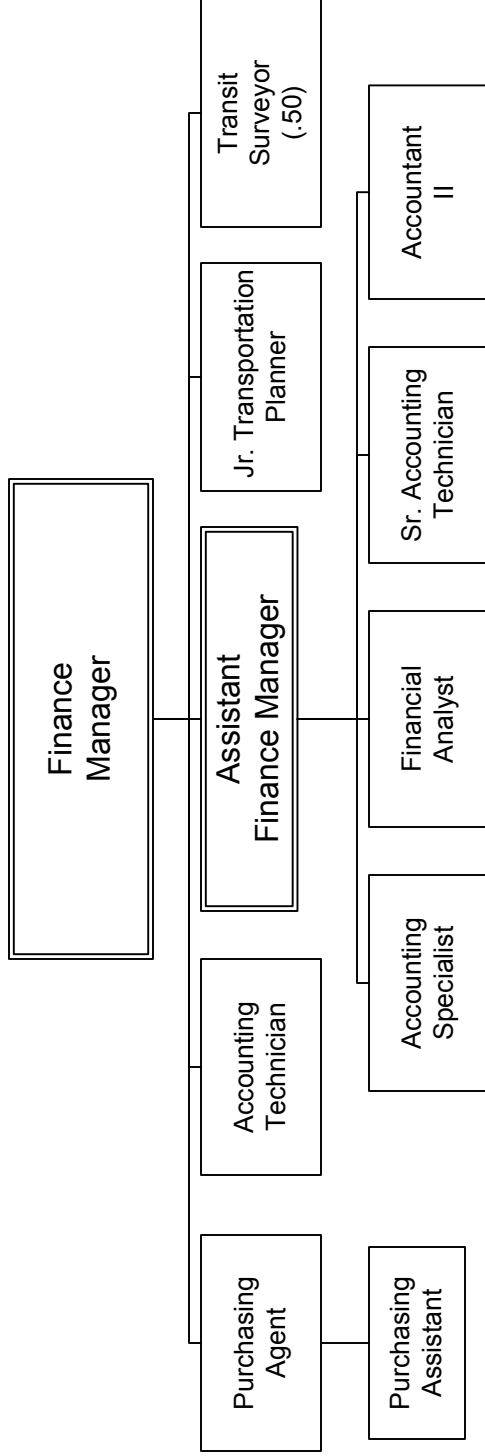
### **DEPARTMENT OBJECTIVES FOR FY12**

- Continue to assist the Board of Directors with the operating and capital budget process, long-term budgetary planning, development of five-year revenue and expense projections and creation of the unmet needs list
- Pursue grant opportunities to assist in funding the operating budget and help mitigate revenue losses due to the current economic recession

## Finance Department (con't)

- Work towards fully automating the timekeeping process via the Qquest timekeeping software to increase efficiency and ensure compliance with the Fair Labor Standards Act
- Enhance reporting functions through graphs, charts and presentations to the Departments, Management, Board of Directors, and the Public
- Update the areas of Santa Cruz METRO's new and enhanced website that pertain to the Finance department
- Establish a funding policy pertaining to Santa Cruz METRO's GASB 45 OPEB liability
- Work with District Counsel and Human Resources to comply with new laws, rules, regulations and Union contracts
- Expand cross-training assignments within the department to enhance departmental efficiency
- Maximize the benefits of existing, upgraded, and/or new technology programs
- Promote individual training and education within the department
- Continue to improve and update processes relating to internal control, policies and procedures
- Provide the tools, time and talent for the staff to improve overall efficiency through automation, education and a more user-friendly computer environment
- Maintain California Transit Insurance Pool (CalTIP) Board position and adhere to decisions made related to the insurance pool
- Promote advertising on our buses and website
- Continue to network and outreach with our community partners

# Finance Department 1200



**FY12 REVISED OPERATING BUDGET AS OF JANUARY 2012**  
**Authorized and Funded Personnel - Full Time Equivalent (FTE)**  
**Finance - 1200**

Position Title	Authorized		Funded		Authorized		Funded	
	FY 12 Final	FY 12 Final	FY 12 Final	FY 12 Final	FY 12 Revised 01/12	FY 12 Revised 01/12	FY 12 Revised 01/12	FY 12 Revised 01/12
Finance Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Assistant Finance Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Senior Accountant	0.50	0.00	0.00	0.00	0.50	0.50	0.00	0.00
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
Accounting Tech/Sr Acctng Tech	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Financial Analyst	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Grants/Legislative Analyst	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Transportation Planning Supervisor	1.00	0.00	0.00	0.00	1.00	1.00	0.00	0.00
Jr. Transportation Planner	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Transit Surveyor	1.00	0.50	0.50	0.50	1.00	1.00	0.50	0.50
Purchasing Agent	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Purchasing Assistant	1.00	0.00	0.00	0.00	1.00	1.00	1.00	1.00
Vault Room Coordinator	1.00	0.00	0.00	0.00	1.00	1.00	0.00	0.00
Revenue Specialist	1.00	0.00	0.00	0.00	1.00	1.00	0.00	0.00
<b>Total Full-Time Equivalents (FTEs)</b>	<b>16.50</b>	<b>11.50</b>	<b>11.50</b>	<b>11.50</b>	<b>16.50</b>	<b>16.50</b>	<b>12.50</b>	<b>12.50</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY12 REVISED OPERATING BUDGET AS OF JANUARY 2012**

Finance - 1200

ACCOUNT	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12	REVISED BUDGET FY12	% CHANGE BUDG FY12 REV BUDG FY12
<b>LABOR</b>				
501011 Bus Operator Pay	-	0.0%	-	0.0%
501013 Bus Operator OT	-	0.0%	-	0.0%
501021 Other Salaries	764,152	-1.3%	792,629	3.7%
501023 Other OT	611	-1.3%	634	3.7%
<b>Totals</b>	<b>764,764</b>	<b>-1.3%</b>	<b>793,263</b>	<b>3.7%</b>
<b>FRINGE BENEFITS</b>				
502011 Medicare/Soc. Sec.	13,286	-0.6%	13,798	3.8%
502021 Retirement	157,650	26.9%	163,657	3.8%
502031 Medical Ins	163,564	24.2%	173,424	6.0%
502041 Dental Ins	11,843	-14.1%	14,707	24.2%
502045 Vision Ins	3,960	-10.4%	4,180	5.6%
502051 Life Ins/AD&D	1,590	-1.4%	1,668	4.9%
502060 State Disability Ins (SDI)	9,859	3.2%	9,775	-0.9%
502061 Long Term Disability Ins	10,330	-1.6%	9,633	-6.7%
502071 State Unemployment Ins (SUI)	3,549	22.8%	3,822	7.7%
502081 Worker's Comp Ins	35,880	28.6%	35,880	0.0%
502101 Holiday Pay	10,667	-1.8%	10,880	2.0%
502103 Floating Holiday	10,449	3.0%	10,646	1.9%
502109 Sick Leave	40,265	-4.3%	41,851	3.9%
502111 Annual Leave	84,476	9.2%	88,394	4.6%
502121 Other Paid Absence	6,291	-4.3%	6,539	3.9%
502251 Phys. Exams	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	0.0%	-	0.0%
502999 Other Fringe Benefits	4,297	-22.1%	4,303	0.1%
<b>Totals</b>	<b>567,959</b>	<b>15.3%</b>	<b>593,159</b>	<b>4.4%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY12 REVISED OPERATING BUDGET AS OF JANUARY 2012**

Finance - 1200

ACCOUNT	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12	REVISED BUDGET FY12	% CHANGE BUDG FY12 REV BUDG FY12
<b>SERVICES</b>				
503011 Acting/Audit Fees	95,000	0.0%	95,000	0.0%
503012 Admin/Bank Fees	276,000	7.0%	294,000	6.5%
503031 Prof/Technical Fees	7,900	-75.3%	7,900	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	6,000	0.0%	6,000	0.0%
503222 Legal Ads	-	0.0%	-	0.0%
503225 Graphic Services	-	0.0%	-	0.0%
503351 Repair - Bldg & Impr	-	0.0%	-	0.0%
503352 Repair - Equipment	-	-100.0%	-	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%
<b>Totals</b>	<b>384,900</b>	<b>-1.7%</b>	<b>402,900</b>	<b>4.7%</b>
<b>MOBILE MATERIALS &amp; SUPPLIES</b>				
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%
<b>Totals</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY12 REVISED OPERATING BUDGET AS OF JANUARY 2012**

Finance - 1200

ACCOUNT	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12	REVISED BUDGET FY12	% CHANGE BUDG FY12 REV BUDG FY12
<b>OTHER MATERIALS &amp; SUPPLIES</b>				
504205 Freight Out	-	0.0%	-	0.0%
504211 Postage & Mailing	400	60.0%	400	0.0%
504214 Promotional Items	-	0.0%	-	0.0%
504215 Printing	2,000	0.0%	2,000	0.0%
504217 Photo Supp/Process	-	0.0%	-	0.0%
504311 Office Supplies	-	-100.0%	-	0.0%
504315 Safety Supplies	-	0.0%	-	0.0%
504317 Cleaning Supplies	-	0.0%	-	0.0%
504409 Repair/Maint Supplies	-	0.0%	-	0.0%
504421 Non-Inventory Parts	-	0.0%	-	0.0%
504511 Small Tools	-	0.0%	-	0.0%
504515 Employee Tool Replacement	-	0.0%	-	0.0%
<b>Totals</b>	<b>2,400</b>	<b>-70.9%</b>	<b>2,400</b>	<b>0.0%</b>
<b>UTILITIES</b>				
505011 Gas & Electric	-	0.0%	-	0.0%
505021 Water & Garbage	-	0.0%	-	0.0%
505031 Telecommunications	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>CASUALTY &amp; LIABILITY</b>				
506011 Insurance - Property	115,000	0.0%	115,000	0.0%
506015 Insurance - PL/PD	525,300	0.0%	525,300	0.0%
506021 Insurance - Other	750	0.0%	750	0.0%
506123 Settlement Costs	-	0.0%	-	0.0%
506127 Repairs - District Prop	-	0.0%	-	0.0%
<b>Totals</b>	<b>641,050</b>	<b>0.0%</b>	<b>641,050</b>	<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY12 REVISED OPERATING BUDGET AS OF JANUARY 2012**

Finance - 1200

ACCOUNT	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12	REVISED BUDGET FY12	% CHANGE BUDG FY12 REV BUDG FY12
<b>TAXES</b>				
507051 Fuel Tax	-	0.0%	-	0.0%
507201 Licenses & Permits	-	0.0%	-	0.0%
507999 Other Taxes	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>PURCHASED TRANS.</b>				
503406 Contract/Paratransit	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>MISC EXPENSE</b>				
509011 Dues/Subscriptions	1,250	4.2%	1,250	0.0%
509085 Advertising - Rev Prod	-	0.0%	-	0.0%
509101 Employee Incentive Program	-	0.0%	-	0.0%
509121 Employee Training	-	0.0%	-	0.0%
509123 Travel	-	0.0%	-	0.0%
509125 Local Meeting Expense	-	0.0%	-	0.0%
509127 Board Director Fees	-	0.0%	-	0.0%
509150 Contributions	-	0.0%	-	0.0%
509198 Cash Over/Short	-	-100.0%	-	0.0%
<b>Totals</b>	<b>1,250</b>	<b>-26.5%</b>	<b>1,250</b>	<b>0.0%</b>
<b>LEASES &amp; RENTALS</b>				
512011 Facility Lease	-	0.0%	-	0.0%
512061 Equipment Rental	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>PERSONNEL TOTAL</b>	<b>1,332,723</b>	<b>5.1%</b>	<b>1,386,422</b>	<b>4.0%</b>
<b>NON-PERSONNEL TOTAL</b>	<b>1,029,600</b>	<b>-1.2%</b>	<b>1,047,600</b>	<b>1.7%</b>
<b>DEPARTMENT TOTALS</b>	<b>2,362,323</b>	<b>2.3%</b>	<b>2,434,022</b>	<b>3.0%</b>





**OPERATIONS  
CUSTOMER SERVICE  
1300**

**MAJOR FUNCTIONS OF THE DEPARTMENT**

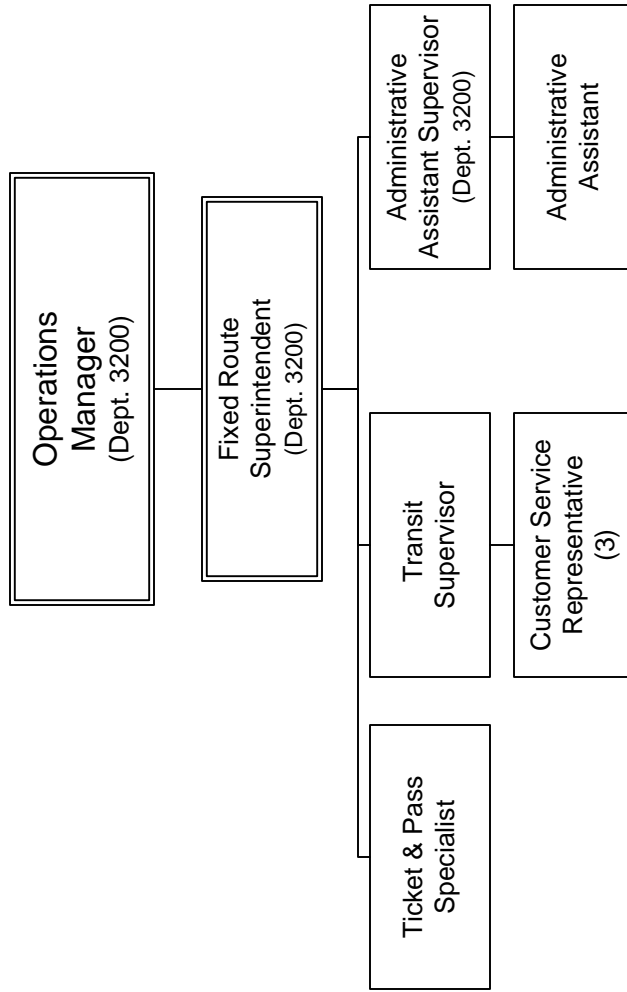
The Customer Service Department located in Santa Cruz Metro Transit Center provides bi-lingual customer comment assistance, bus route information, trip-planning assistance, lost and found services, ticket and pass sales to METRO customers.

**DEPARTMENT OBJECTIVES FOR FY12**

- Take actions necessary, within budget constraints, to complete the transition of Older Adult and Disabled Person Cards to a digital computerized process.
- Transition and Provide digital Identification Card processing for all Employees and Dependents at the Metro Transit Center.
- Provide all ParaCruz Customer Identification Card processing at the Metro Transit Center.
- Increase Public Outreach promoting METRO's new website.
- Coordinate a comprehensive presentation at UCSC familiarizing freshman class of students with available METRO services.
- Update Customer Service Department Procedures Manual.
- Update and translate to Spanish all relevant Customer Service forms.
- Establish guidelines, regulations toward the implementation of magnetic swipe and Smart Card technology
- Create informational material that will be used to introduce changes and options in METRO's fare media in conjunction with new fare recovery system.
- Improve Customer Service and information conveyance with the use of phone center software.
- Improve Customer Service Reporting processes to better respond to service concerns, suggestions, requests, and compliments, integrating newly created website features.
- Improve and increase use of visual graphic media in the promotion of METRO services.



# Customer Service 1300



**FY12 REVISED OPERATING BUDGET AS OF JANUARY 2012**  
**Authorized and Funded Personnel - Full Time Equivalent (FTE)**  
**Customer Service - 1300**

Position Title	Authorized		Funded		Authorized		Funded	
	FY 12 Final		FY 12 Final		FY 12 Revised 01/12		FY 12 Revised 01/12	
Planning & Marketing Manager	1.00		0.00		1.00		0.00	
Transit Supervisor	1.00		1.00		1.00		1.00	
Customer Service Coordinator	1.00		0.00		1.00		0.00	
CSR	5.00		3.00		5.00		3.00	
Ticket & Pass Program Specialist	1.00		1.00		1.00		1.00	
Administrative Assistant	1.25		1.00		1.25		1.00	
<b>Total Full-Time Equivalents (FTEs)</b>	<b>10.25</b>		<b>6.00</b>		<b>10.25</b>		<b>6.00</b>	



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY12 REVISED OPERATING BUDGET AS OF JANUARY 2012**

Customer Service - 1300

ACCOUNT	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12	REVISED BUDGET FY12	% CHANGE BUDG FY12 REV BUDG FY12
<b>LABOR</b>				
501011 Bus Operator Pay	-	0.0%	-	0.0%
501013 Bus Operator OT	-	0.0%	-	0.0%
501021 Other Salaries	279,075	4.5%	279,804	0.3%
501023 Other OT	9,678	3.1%	9,704	0.3%
<b>Totals</b>	<b>288,753</b>	<b>4.4%</b>	<b>289,508</b>	<b>0.3%</b>
<b>FRINGE BENEFITS</b>				
502011 Medicare/Soc. Sec.	4,927	4.5%	5,101	3.5%
502021 Retirement	58,458	33.3%	58,871	0.7%
502031 Medical Ins	83,627	15.9%	80,740	-3.5%
502041 Dental Ins	8,702	0.0%	9,147	5.1%
502045 Vision Ins	1,980	-2.9%	1,980	0.0%
502051 Life Ins/AD&D	702	7.0%	702	0.0%
502060 State Disability Ins (SDI)	3,907	9.2%	3,870	-1.0%
502061 Long Term Disability Ins	3,598	4.6%	3,623	0.7%
502071 State Unemployment Ins (SUI)	1,638	30.0%	1,638	0.0%
502081 Worker's Comp Ins	17,940	28.6%	17,940	0.0%
502101 Holiday Pay	3,844	4.6%	3,870	0.7%
502103 Floating Holiday	-	0.0%	-	0.0%
502109 Sick Leave	15,375	4.6%	15,481	0.7%
502111 Annual Leave	39,079	4.3%	40,502	3.6%
502121 Other Paid Absence	2,402	4.6%	2,419	0.7%
502251 Phys. Exams	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	0.0%	-	0.0%
502999 Other Fringe Benefits	1,399	0.4%	1,391	-0.6%
<b>Totals</b>	<b>247,577</b>	<b>15.8%</b>	<b>247,275</b>	<b>-0.1%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY12 REVISED OPERATING BUDGET AS OF JANUARY 2012**

Customer Service - 1300

ACCOUNT	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12	REVISED BUDGET FY12	% CHANGE BUDG FY12 REV BUDG FY12
<b>SERVICES</b>				
503011 Accting/Audit Fees	-	0.0%	-	0.0%
503012 Admin/Bank Fees	-	0.0%	-	0.0%
503031 Prof/Technical Fees	3,500	-78.1%	3,500	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	4,000	0.0%	1,700	-57.5%
503351 Repair - Bldg & Impr	-	0.0%	-	0.0%
503352 Repair - Equipment	1,500	0.0%	3,500	133.3%
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%
<b>Totals</b>	<b>9,000</b>	<b>-58.1%</b>	<b>8,700</b>	<b>-3.3%</b>
<b>MOBILE MATERIALS &amp; SUPPLIES</b>				
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%
<b>Totals</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY12 REVISED OPERATING BUDGET AS OF JANUARY 2012**

Customer Service - 1300

ACCOUNT	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12	REVISED BUDGET FY12	% CHANGE BUDG FY12 REV BUDG FY12
<b>OTHER MATERIALS &amp; SUPPLIES</b>				
504205 Freight Out	-	0.0%	-	0.0%
504211 Postage & Mailing	4,100	2.5%	4,100	0.0%
504214 Promotional Items	-	0.0%	-	0.0%
504215 Printing	50,000	-23.1%	50,000	0.0%
504217 Photo Supp/Process	3,000	-40.0%	3,000	0.0%
504311 Office Supplies	4,000	0.0%	4,000	0.0%
504315 Safety Supplies	-	0.0%	-	0.0%
504317 Cleaning Supplies	-	0.0%	-	0.0%
504409 Repair/Maint Supplies	-	0.0%	-	0.0%
504421 Non-Inventory Parts	-	0.0%	-	0.0%
504511 Small Tools	-	0.0%	-	0.0%
504515 Employee Tool Replacement	-	0.0%	-	0.0%
<b>Totals</b>	<b>61,100</b>	<b>-21.7%</b>	<b>61,100</b>	<b>0.0%</b>
<b>UTILITIES</b>				
505011 Gas & Electric	-	0.0%	-	0.0%
505021 Water & Garbage	-	0.0%	-	0.0%
505031 Telecommunications	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>CASUALTY &amp; LIABILITY</b>				
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%
<b>Totals</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY12 REVISED OPERATING BUDGET AS OF JANUARY 2012**

Customer Service - 1300

ACCOUNT	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12	REVISED BUDGET FY12	% CHANGE BUDG FY12 REV BUDG FY12
<b>TAXES</b>				
507051 Fuel Tax	-	0.0%	-	0.0%
507201 Licenses & Permits	2,800	12.0%	2,800	0.0%
507999 Other Taxes	-	0.0%	-	0.0%
<b>Totals</b>	<b>2,800</b>	<b>12.0%</b>	<b>2,800</b>	<b>0.0%</b>
<b>PURCHASED TRANS.</b>				
503406 Contract/Paratransit	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>MISC EXPENSE</b>				
509011 Dues/Subscriptions	-	0.0%	-	0.0%
509085 Advertising - Rev Prod	-	0.0%	-	0.0%
509101 Employee Incentive Program	-	0.0%	-	0.0%
509121 Employee Training	-	0.0%	-	0.0%
509123 Travel	-	0.0%	-	0.0%
509125 Local Meeting Expense	-	0.0%	300	100.0%
509127 Board Director Fees	-	0.0%	-	0.0%
509150 Contributions	250	-50.0%	250	0.0%
509198 Cash Over/Short	-	0.0%	-	0.0%
<b>Totals</b>	<b>250</b>	<b>-50.0%</b>	<b>550</b>	<b>120.0%</b>
<b>LEASES &amp; RENTALS</b>				
512011 Facility Lease	-	0.0%	-	0.0%
512061 Equipment Rental	1,800	12.5%	1,800	0.0%
<b>Totals</b>	<b>1,800</b>	<b>12.5%</b>	<b>1,800</b>	<b>0.0%</b>
<b>PERSONNEL TOTAL</b>	<b>536,330</b>	<b>9.4%</b>	<b>536,783</b>	<b>0.1%</b>
<b>NON-PERSONNEL TOTAL</b>	<b>74,950</b>	<b>-28.0%</b>	<b>74,950</b>	<b>0.0%</b>
<b>DEPARTMENT TOTALS</b>	<b>611,280</b>	<b>2.8%</b>	<b>611,733</b>	<b>0.1%</b>





**OPERATIONS  
PARACRUZ DIVISION  
3100**

**MAJOR FUNCTIONS OF THE DEPARTMENT**

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

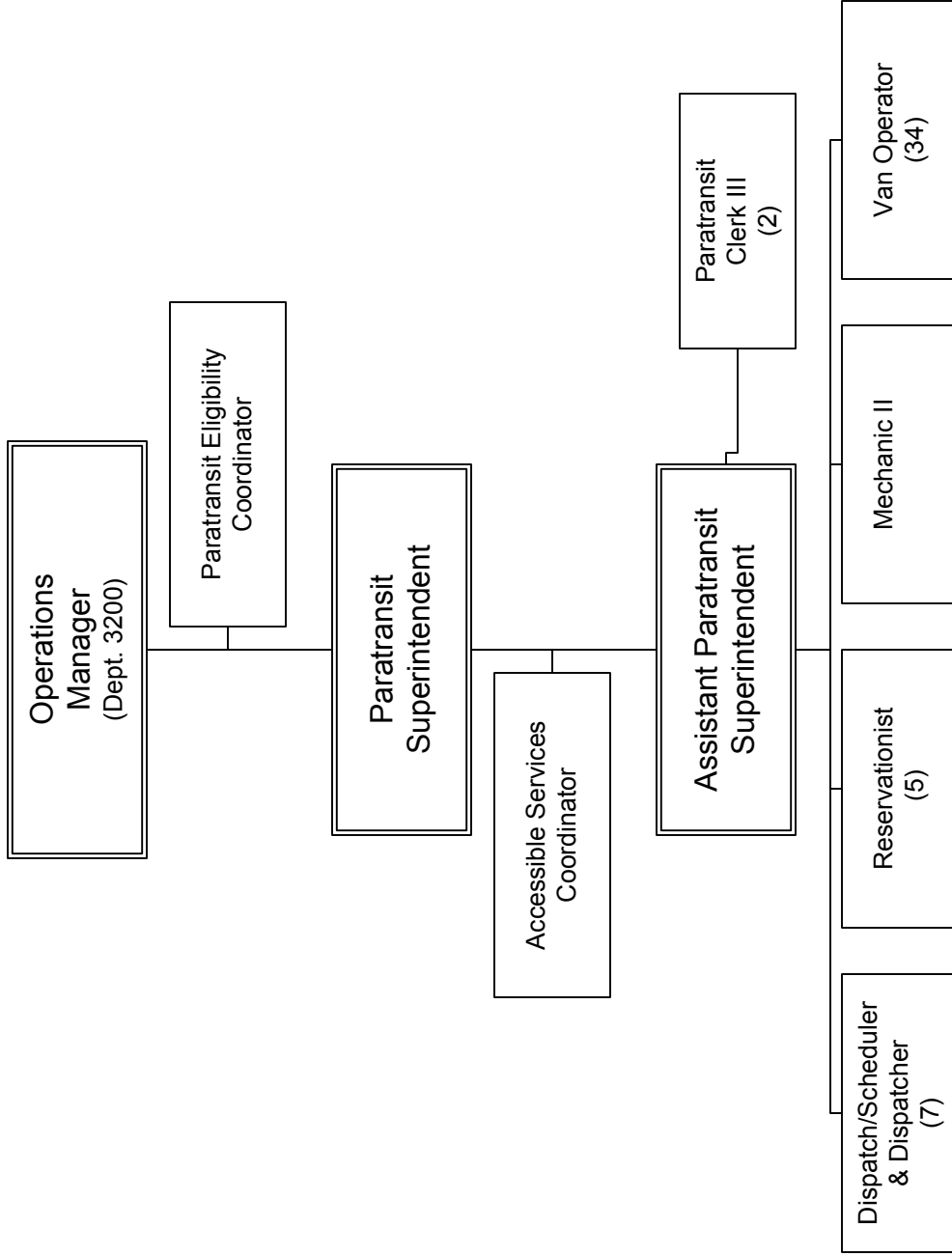
**DEPARTMENT OBJECTIVES FOR FY12**

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





# Paratransit Division 3100



**FY12 REVISED OPERATING BUDGET AS OF JANUARY 2012**  
**Authorized and Funded Personnel - Full Time Equivalent (FTE)**  
**Paratransit - 3100**

Position Title	Authorized FY 12 Final	Funded FY 12 Final	Authorized FY 12 Revised 01/12	Funded FY 12 Revised 01/12
Paratransit Superintendent	1.00	1.00	1.00	1.00
Assistant Paratransit Superintendent	1.00	1.00	1.00	1.00
Accessible Services Coordinator	1.00	1.00	1.00	1.00
Paratransit Eligibility Coordinator	1.00	1.00	1.00	1.00
Reservation & Scheduling Coord	1.00	0.00	1.00	0.00
Safety/Road Response Coord	1.00	0.00	1.00	0.00
Dispatcher/Scheduler & Dispatcher	8.00	7.00	8.00	7.00
Clerk I-II-III *	2.00	1.00	2.00	2.00
Van Operator **	32.00	32.00	34.00	34.00
Reservationist	7.00	5.00	7.00	5.00
Mechanic I-II	2.00	1.00	2.00	1.00
<b>Total Full-Time Equivalents (FTEs)</b>	<b>57.00</b>	<b>50.00</b>	<b>59.00</b>	<b>53.00</b>

\* Clerk I-II-III: 1 FTEs funded for 9.5 months in FY12 Revised 01/12, effective September 2011

\*\* Van Operator: 2 FTEs funded for 6 months in FY12 Revised 01/12, effective January 2012

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY12 REVISED OPERATING BUDGET AS OF JANUARY 2012**

Paratransit - 3100

ACCOUNT	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12	REVISED BUDGET FY12	% CHANGE BUDG FY12 REV BUDG FY12
<b>LABOR</b>				
501011 Bus Operator Pay	1,039,813	5.4%	1,051,506	1.1%
501013 Bus Operator OT	207,963	5.4%	210,301	1.1%
501021 Other Salaries	731,542	-6.1%	729,607	-0.3%
501023 Other OT	70,374	-6.1%	70,188	-0.3%
<b>Totals</b>	<b>2,049,692</b>	<b>0.6%</b>	<b>2,061,603</b>	<b>0.6%</b>
<b>FRINGE BENEFITS</b>				
502011 Medicare/Soc. Sec.	29,764	0.4%	34,939	17.4%
502021 Retirement	353,163	28.1%	366,412	3.8%
502031 Medical Ins	833,625	15.2%	825,603	-1.0%
502041 Dental Ins	60,112	-8.8%	64,462	7.2%
502045 Vision Ins	16,748	-7.0%	17,256	3.0%
502051 Life Ins/AD&D	6,038	2.4%	6,304	4.4%
502060 State Disability Ins (SDI)	23,606	4.9%	26,440	12.0%
502061 Long Term Disability Ins	22,174	0.6%	22,491	1.4%
502071 State Unemployment Ins (SUI)	13,650	22.6%	14,469	6.0%
502081 Worker's Comp Ins	158,472	28.6%	158,472	0.0%
502101 Holiday Pay	56,498	-0.7%	59,021	4.5%
502103 Floating Holiday	7,633	18.3%	7,635	0.0%
502109 Sick Leave	97,338	0.4%	100,608	3.4%
502111 Annual Leave	105,213	0.6%	165,505	57.3%
502121 Other Paid Absence	14,638	0.4%	15,181	3.7%
502251 Phys. Exams	3,183	3.0%	3,183	0.0%
502253 Driver Lic Renewal	1,061	3.0%	1,061	0.0%
502999 Other Fringe Benefits	5,555	-0.9%	5,563	0.1%
<b>Totals</b>	<b>1,808,469</b>	<b>14.0%</b>	<b>1,894,603</b>	<b>4.8%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY12 REVISED OPERATING BUDGET AS OF JANUARY 2012**

Paratransit - 3100

ACCOUNT	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12	REVISED BUDGET FY12	% CHANGE BUDG FY12 REV BUDG FY12
<b>SERVICES</b>				
503011 Accting/Audit Fees	-	0.0%	-	0.0%
503012 Admin/Bank Fees	-	0.0%	-	0.0%
503031 Prof/Technical Fees	8,000	0.0%	8,000	0.0%
503032 Legislative Services	-	0.0%	-	0.0%
503033 Legal Services	-	0.0%	-	0.0%
503034 Pre-Employment Exams	-	0.0%	-	0.0%
503041 Temp Help	-	0.0%	-	0.0%
503161 Custodial Services	12,000	100.0%	12,000	0.0%
503162 Uniforms/Laundry	2,000	-44.4%	2,000	0.0%
503171 Security Services	-	0.0%	-	0.0%
503221 Classified/Legal Ads	-	0.0%	-	0.0%
503222 Legal Ads	-	0.0%	-	0.0%
503225 Graphic Services	-	0.0%	-	0.0%
503351 Repair - Bldg & Impr	-	0.0%	-	0.0%
503352 Repair - Equipment	5,000	0.0%	5,000	0.0%
503353 Repair - Rev Vehicle	150,000	0.0%	150,000	0.0%
503354 Repair - Non Rev Vehicle	-	0.0%	-	0.0%
503363 Haz Mat Disposal	-	0.0%	-	0.0%
<b>Totals</b>	<b>177,000</b>	<b>6.2%</b>	<b>177,000</b>	<b>0.0%</b>
<b>MOBILE MATERIALS &amp; SUPPLIES</b>				
504011 Fuels & Lubricants - Non Rev Veh	-	-100.0%	-	0.0%
504012 Fuels & Lubricants - Rev Veh	400,000	25.0%	400,000	0.0%
504021 Tires & Tubes	25,000	-3.8%	25,000	0.0%
504161 Other Mobile Supplies	-	0.0%	-	0.0%
504191 Rev Vehicle Parts	60,000	20.0%	60,000	0.0%
<b>Totals</b>	<b>485,000</b>	<b>22.1%</b>	<b>485,000</b>	<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY12 REVISED OPERATING BUDGET AS OF JANUARY 2012**

Paratransit - 3100

ACCOUNT	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12	REVISED BUDGET FY12	% CHANGE BUDG FY12 REV BUDG FY12
<b>OTHER MATERIALS &amp; SUPPLIES</b>				
504205 Freight Out	-	0.0%	-	0.0%
504211 Postage & Mailing	5,500	0.0%	5,500	0.0%
504214 Promotional Items	-	0.0%	-	0.0%
504215 Printing	7,000	0.0%	7,000	0.0%
504217 Photo Supp/Process	300	0.0%	300	0.0%
504311 Office Supplies	9,000	-10.0%	9,000	0.0%
504315 Safety Supplies	2,300	76.9%	2,300	0.0%
504317 Cleaning Supplies	1,100	0.0%	1,100	0.0%
504409 Repair/Maint Supplies	-	0.0%	-	0.0%
504421 Non-Inventory Parts	-	-100.0%	-	0.0%
504511 Small Tools	1,700	0.0%	1,700	0.0%
504515 Employee Tool Replacement	1,000	0.0%	1,000	0.0%
<b>Totals</b>	<b>27,900</b>	<b>-3.5%</b>	<b>27,900</b>	<b>0.0%</b>
<b>UTILITIES</b>				
505011 Gas & Electric	14,000	0.0%	14,000	0.0%
505021 Water & Garbage	6,200	0.0%	6,200	0.0%
505031 Telecommunications	19,000	-40.6%	19,000	0.0%
<b>Totals</b>	<b>39,200</b>	<b>-24.9%</b>	<b>39,200</b>	<b>0.0%</b>
<b>CASUALTY &amp; LIABILITY</b>				
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%
<b>Totals</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY12 REVISED OPERATING BUDGET AS OF JANUARY 2012**

Paratransit - 3100

ACCOUNT	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12	REVISED BUDGET FY12	% CHANGE BUDG FY12 REV BUDG FY12
<b>TAXES</b>				
507051 Fuel Tax	-	0.0%	-	0.0%
507201 Licenses & Permits	500	0.0%	500	0.0%
507999 Other Taxes	-	0.0%	-	0.0%
<b>Totals</b>	<b>500</b>	<b>0.0%</b>	<b>500</b>	<b>0.0%</b>
<b>PURCHASED TRANS.</b>				
503406 Contract/Paratransit	250,000	0.0%	250,000	0.0%
<b>Totals</b>	<b>250,000</b>	<b>0.0%</b>	<b>250,000</b>	<b>0.0%</b>
<b>MISC EXPENSE</b>				
509011 Dues/Subscriptions	-	0.0%	-	0.0%
509085 Advertising - Rev Prod	-	0.0%	-	0.0%
509101 Employee Incentive Program	-	0.0%	-	0.0%
509121 Employee Training	-	0.0%	-	0.0%
509123 Travel	-	0.0%	-	0.0%
509125 Local Meeting Expense	-	0.0%	-	0.0%
509127 Board Director Fees	-	0.0%	-	0.0%
509150 Contributions	-	-100.0%	-	0.0%
509198 Cash Over/Short	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-100.0%</b>	<b>-</b>	<b>0.0%</b>
<b>LEASES &amp; RENTALS</b>				
512011 Facility Lease	158,000	2.6%	158,000	0.0%
512061 Equipment Rental	5,200	0.0%	5,200	0.0%
<b>Totals</b>	<b>163,200</b>	<b>2.5%</b>	<b>163,200</b>	<b>0.0%</b>
<b>PERSONNEL TOTAL</b>	<b>3,858,161</b>	<b>6.4%</b>	<b>3,956,206</b>	<b>2.5%</b>
<b>NON-PERSONNEL TOTAL</b>	<b>1,142,800</b>	<b>8.4%</b>	<b>1,142,800</b>	<b>0.0%</b>
<b>DEPARTMENT TOTALS</b>	<b>5,000,961</b>	<b>6.9%</b>	<b>5,099,006</b>	<b>2.0%</b>

1/18/2012

Paratransit - 3100







## **OPERATIONS DEPARTMENT**

**3200**

### **MAJOR FUNCTIONS OF THE DEPARTMENT**

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

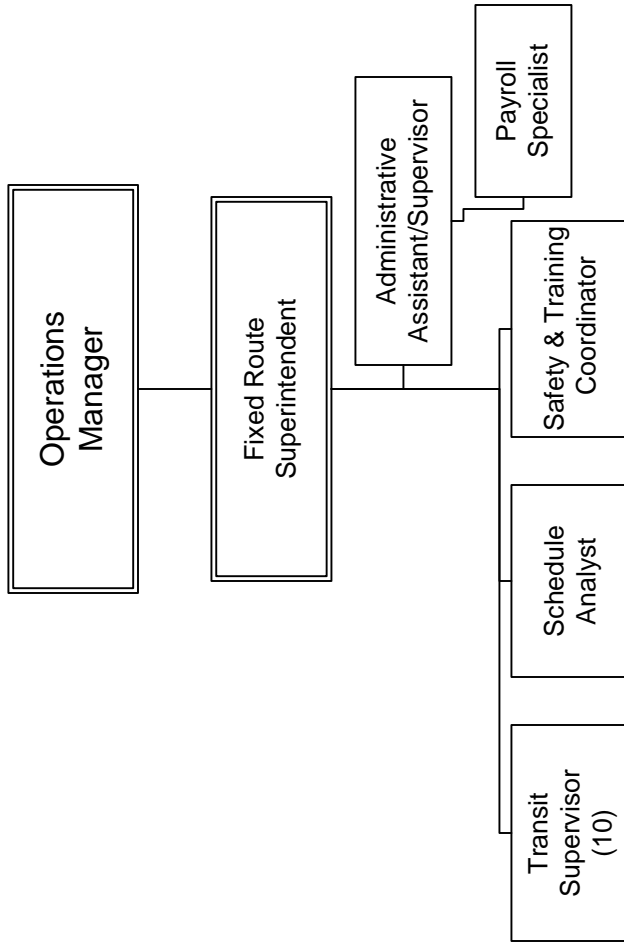
### **DEPARTMENT OBJECTIVES FOR FY12**

- Implement and establish appropriate procedures for use with new Hastus software upgrade inclusive of Scheduling, Dispatching, and Payroll.
- Coordinate the installation and upgrade of Fare Recovery system and implement procedures and guidelines regarding its use.
- Within budget constraints, begin recommended implementation of equipment and software for Closed Circuit Tele-Vision surveillance upgrades.
- Arrange ongoing personnel development training for new and existing staff covering a variety of areas critical to effective and efficient fixed route operation.
- Implement expanded review of Operator performance monitoring to ensure quality service is being provided to the community.
- Provide coordination assistance, and take actions to support the construction of the MetroBase facilities.
- Continue monitoring of vehicle tracking system for fixed-route buses using data to refine scheduling processes and improve routing efficiencies in light of current economic conditions.
- Coordinate with Security Contractor training for Security personnel that is tailored to specifically meet METRO and Department of Homeland Security Transit requirements.
- Within budget, begin recommended implementation of Land Mobile Radio upgrades in order to comply with 2013 Federal Communications Commission requirements for reduction in bandwidth use.
- Implement processes necessary to achieve stakeholder input, and complete revision of the Operator Handbooks for the Fixed-Route personnel.
- Provide developmental training for new and experienced Supervisors in various areas critical to effective Transit Supervision; Accident Investigation Training, Instructor's Course in Bus Operator Training, NTI courses in Supervision and Effective Supervision,

## Operations Department (con't)

- certification as DMV examiners for the Employer Testing Program, and Vehicle Transit Training.
- Development and certification of staff to respond to emergency situations through training and certification in National Incident Management System (NIMS) and Incident Command System training.
  - Continue outreach in providing local police, fire and emergency medical response agencies with equipment and building information to better familiarize response parameters, and in dealing with possible emergency crisis situations.
  - Increase communication and interaction with Office of Emergency Services to include Supervisory staff with those agencies responding to an emergency. Provide contact information that will assist in improving service deployment during an emergency.
  - Working with Human Resources Department, continue to refine various job descriptions to enhance employment standards.
  - Increase training in various skill sets for Office Administrative staff and implement cross training of various critical function areas.
  - Improve security post orders to cover the changing requirements of security at the METRO centers.

# Operations Department 3200



**FY12 REVISED OPERATING BUDGET AS OF JANUARY 2012**  
**Authorized and Funded Personnel - Full Time Equivalent (FTE)**  
**Operations - 3200**

Position Title	Authorized		Funded		Authorized		Funded	
	FY 12 Final		FY 12 Final		FY 12 Revised 01/12		FY 12 Revised 01/12	
Operations Manager	1.00		1.00		1.00		1.00	
Fixed Route Superintendent	1.00		1.00		1.00		1.00	
Transit Supervisor	13.00		10.00		13.00		10.00	
Schedule Analyst	1.00		1.00		1.00		1.00	
Safety & Training Coordinator	1.00		1.00		1.00		1.00	
Admin Assistant/Supervisor	1.00		1.00		1.00		1.00	
Administrative Assistant	1.00		0.00		1.00		0.00	
Administrative Clerk I	0.00		0.00		0.00		0.00	
Payroll Specialist	1.00		1.00		1.00		1.00	
<b>Total Full-Time Equivalents (FTEs)</b>	<b>20.00</b>		<b>16.00</b>		<b>20.00</b>		<b>16.00</b>	

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY12 REVISED OPERATING BUDGET AS OF JANUARY 2012**

Operations - 3200

ACCOUNT	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12	REVISED BUDGET FY12	% CHANGE BUDG FY12 REV BUDG FY12
<b>LABOR</b>				
501011 Bus Operator Pay	-	0.0%	-	0.0%
501013 Bus Operator OT	-	0.0%	-	0.0%
501021 Other Salaries	1,034,592	-6.0%	1,035,057	0.0%
501023 Other OT	142,567	-6.0%	142,631	0.0%
<b>Totals</b>	<b>1,177,159</b>	<b>-6.0%</b>	<b>1,177,688</b>	<b>0.0%</b>
<b>FRINGE BENEFITS</b>				
502011 Medicare/Soc. Sec.	18,432	-5.9%	20,559	11.5%
502021 Retirement	218,702	20.0%	219,467	0.3%
502031 Medical Ins	256,572	5.2%	242,705	-5.4%
502041 Dental Ins	20,418	-13.1%	20,606	0.9%
502045 Vision Ins	5,280	-13.7%	5,280	0.0%
502051 Life Ins/AD&D	2,059	-4.7%	2,058	0.0%
502060 State Disability Ins (SDI)	14,087	-2.3%	14,799	5.1%
502061 Long Term Disability Ins	14,013	-5.8%	13,729	-2.0%
502071 State Unemployment Ins (SUI)	4,368	15.6%	4,368	0.0%
502081 Worker's Comp Ins	53,821	28.6%	53,821	0.0%
502101 Holiday Pay	14,621	-6.0%	14,668	0.3%
502103 Floating Holiday	9,907	3.0%	9,908	0.0%
502109 Sick Leave	58,484	-6.0%	58,672	0.3%
502111 Annual Leave	144,410	-6.0%	147,754	2.3%
502121 Other Paid Absence	9,138	-6.0%	9,168	0.3%
502251 Phys. Exams	530	3.0%	530	0.0%
502253 Driver Lic Renewal	-	0.0%	-	0.0%
502999 Other Fringe Benefits	4,430	-1.1%	4,409	-0.5%
<b>Totals</b>	<b>849,273</b>	<b>5.1%</b>	<b>842,501</b>	<b>-0.8%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY12 REVISED OPERATING BUDGET AS OF JANUARY 2012**

Operations - 3200

ACCOUNT	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12	REVISED BUDGET FY12	% CHANGE BUDG FY12 REV BUDG FY12
<b>SERVICES</b>				
503011 Accting/Audit Fees	-	0.0%	-	0.0%
503012 Admin/Bank Fees	-	0.0%	-	0.0%
503031 Prof/Technical Fees	33,000	3.1%	32,404	-1.8%
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	500	0.0%	285	-43.0%
503171 Security Services	390,000	6.5%	390,000	0.0%
503221 Classified/Legal Ads	-	0.0%	-	0.0%
503222 Legal Ads	-	0.0%	-	0.0%
503225 Graphic Services	-	0.0%	-	0.0%
503351 Repair - Bldg & Impr	-	0.0%	-	0.0%
503352 Repair - Equipment	2,500	0.0%	2,500	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%
<b>Totals</b>	<b>426,000</b>	<b>6.1%</b>	<b>425,189</b>	<b>-0.2%</b>
<b>MOBILE MATERIALS &amp; SUPPLIES</b>				
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%
<b>Totals</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY12 REVISED OPERATING BUDGET AS OF JANUARY 2012**

Operations - 3200

ACCOUNT	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12	REVISED BUDGET FY12	% CHANGE BUDG FY12 REV BUDG FY12
<b>OTHER MATERIALS &amp; SUPPLIES</b>				
504205 Freight Out	-	0.0%	-	0.0%
504211 Postage & Mailing	300	0.0%	300	0.0%
504214 Promotional Items	-	0.0%	-	0.0%
504215 Printing	8,000	-37.5%	8,811	10.1%
504217 Photo Supp/Process	600	0.0%	600	0.0%
504311 Office Supplies	10,000	0.0%	10,000	0.0%
504315 Safety Supplies	-	0.0%	-	0.0%
504317 Cleaning Supplies	-	0.0%	-	0.0%
504409 Repair/Maint Supplies	-	0.0%	-	0.0%
504421 Non-Inventory Parts	-	0.0%	-	0.0%
504511 Small Tools	-	0.0%	-	0.0%
504515 Employee Tool Replacement	-	0.0%	-	0.0%
<b>Totals</b>	<b>18,900</b>	<b>-20.3%</b>	<b>19,711</b>	<b>4.3%</b>
<b>UTILITIES</b>				
505011 Gas & Electric	-	0.0%	-	0.0%
505021 Water & Garbage	-	0.0%	-	0.0%
505031 Telecommunications	35,000	16.7%	35,000	0.0%
<b>Totals</b>	<b>35,000</b>	<b>16.7%</b>	<b>35,000</b>	<b>0.0%</b>
<b>CASUALTY &amp; LIABILITY</b>				
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%
<b>Totals</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY12 REVISED OPERATING BUDGET AS OF JANUARY 2012**

Operations - 3200

ACCOUNT	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12	REVISED BUDGET FY12	% CHANGE BUDG FY12 REV BUDG FY12
<b>TAXES</b>				
507051 Fuel Tax	-	0.0%	-	0.0%
507201 Licenses & Permits	-	0.0%	-	0.0%
507999 Other Taxes	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>PURCHASED TRANS.</b>				
503406 Contract/Paratransit	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>MISC EXPENSE</b>				
509011 Dues/Subscriptions	-	0.0%	-	0.0%
509085 Advertising - Rev Prod	-	0.0%	-	0.0%
509101 Employee Incentive Program	-	0.0%	-	0.0%
509121 Employee Training	-	0.0%	-	0.0%
509123 Travel	-	0.0%	-	0.0%
509125 Local Meeting Expense	-	0.0%	-	0.0%
509127 Board Director Fees	-	0.0%	-	0.0%
509150 Contributions	-	0.0%	-	0.0%
509198 Cash Over/Short	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>LEASES &amp; RENTALS</b>				
512011 Facility Lease	22,000	-26.7%	22,000	0.0%
512061 Equipment Rental	5,620	87.3%	5,620	0.0%
<b>Totals</b>	<b>27,620</b>	<b>-16.3%</b>	<b>27,620</b>	<b>0.0%</b>
<b>PERSONNEL TOTAL</b>	<b>2,026,432</b>	<b>-1.7%</b>	<b>2,020,189</b>	<b>-0.3%</b>
<b>NON-PERSONNEL TOTAL</b>	<b>507,520</b>	<b>4.0%</b>	<b>507,520</b>	<b>0.0%</b>
<b>DEPARTMENT TOTALS</b>	<b>2,533,952</b>	<b>-0.6%</b>	<b>2,527,709</b>	<b>-0.2%</b>

1/18/2012

Operations - 3200







**OPERATIONS  
FIXED ROUTE BUS DIVISION  
3300**

**MAJOR FUNCTIONS OF THE DEPARTMENT**

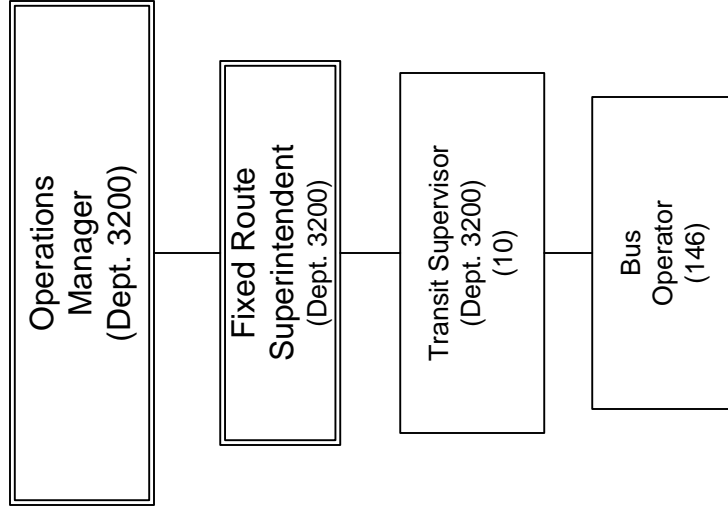
The Fixed Route Bus Division is responsible for providing safe, efficient, reliable, and courteous transit service to the residents and visitors of Santa Cruz County.

**DEPARTMENT OBJECTIVES FOR FY12**

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



# Bus Operators Department 3300



**FY12 REVISED OPERATING BUDGET AS OF JANUARY 2012**  
**Authorized and Funded Personnel - Full Time Equivalent (FTE)**  
**Bus Operators - 3300**

Position Title	Authorized FY 12 Final	Funded FY 12 Final	Authorized FY 12 Revised 01/12	Funded FY 12 Revised 01/12
Bus Operators	182.00	146.00 *	182.00	146.00 **
<b>Total Full-Time Equivalents (FTEs)</b>	<b>182.00</b>	<b>146.00</b>	<b>182.00</b>	<b>146.00</b>

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

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

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY12 REVISED OPERATING BUDGET AS OF JANUARY 2012**

Bus Operators - 3300

ACCOUNT	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12	REVISED BUDGET FY12	% CHANGE BUDG FY12 REV BUDG FY12
<b>LABOR</b>				
501011 Bus Operator Pay	6,617,624	-4.7%	6,690,005	1.1%
501013 Bus Operator OT	1,311,049	-2.5%	1,325,290	1.1%
501021 Other Salaries	-	0.0%	-	0.0%
501023 Other OT	-	0.0%	-	0.0%
<b>Totals</b>	<b>7,928,673</b>	<b>-4.4%</b>	<b>8,015,294</b>	<b>1.1%</b>
<b>FRINGE BENEFITS</b>				
502011 Medicare/Soc. Sec.	114,813	-3.4%	137,101	19.4%
502021 Retirement	1,362,313	23.2%	1,399,161	2.7%
502031 Medical Ins	2,131,907	23.9%	2,148,407	0.8%
502041 Dental Ins	177,214	0.4%	193,283	9.1%
502045 Vision Ins	45,540	-7.0%	47,383	4.0%
502051 Life Ins/AD&D	16,121	2.3%	16,799	4.2%
502060 State Disability Ins (SDI)	91,058	0.9%	104,007	14.2%
502061 Long Term Disability Ins	128,778	2.7%	128,860	0.1%
502071 State Unemployment Ins (SUI)	37,204	23.0%	40,186	8.0%
502081 Worker's Comp Ins	436,545	28.6%	436,545	0.0%
502101 Holiday Pay	241,777	-4.8%	248,356	2.7%
502103 Floating Holiday	-	0.0%	-	0.0%
502109 Sick Leave	377,777	-4.8%	388,057	2.7%
502111 Annual Leave	624,280	-4.1%	745,303	19.4%
502121 Other Paid Absence	56,667	-4.8%	58,209	2.7%
502251 Phys. Exams	8,487	3.0%	8,487	0.0%
502253 Driver Lic Renewal	3,183	3.0%	3,183	0.0%
502999 Other Fringe Benefits	8,956	-5.0%	8,166	-8.8%
<b>Totals</b>	<b>5,862,619</b>	<b>13.8%</b>	<b>6,111,492</b>	<b>4.2%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY12 REVISED OPERATING BUDGET AS OF JANUARY 2012**

Bus Operators - 3300

ACCOUNT	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12	REVISED BUDGET FY12	% CHANGE BUDG FY12 REV BUDG FY12
<b>SERVICES</b>				
503011 Accting/Audit Fees	-	0.0%	-	0.0%
503012 Admin/Bank Fees	-	0.0%	-	0.0%
503031 Prof/Technical Fees	-	0.0%	-	0.0%
503032 Legislative Services	-	0.0%	-	0.0%
503033 Legal Services	-	0.0%	-	0.0%
503034 Pre-Employment Exams	-	0.0%	-	0.0%
503041 Temp Help	-	0.0%	-	0.0%
503161 Custodial Services	-	0.0%	-	0.0%
503162 Uniforms/Laundry	1,500	0.0%	1,500	0.0%
503171 Security Services	-	0.0%	-	0.0%
503221 Classified/Legal Ads	-	0.0%	-	0.0%
503222 Legal Ads	-	0.0%	-	0.0%
503225 Graphic Services	-	0.0%	-	0.0%
503351 Repair - Bldg & Impr	-	0.0%	-	0.0%
503352 Repair - Equipment	-	0.0%	-	0.0%
503353 Repair - Rev Vehicle	-	0.0%	-	0.0%
503354 Repair - Non Rev Vehicle	-	0.0%	-	0.0%
503363 Haz Mat Disposal	-	0.0%	-	0.0%
<b>Totals</b>	<b>1,500</b>	<b>0.0%</b>	<b>1,500</b>	<b>0.0%</b>
<b>MOBILE MATERIALS &amp; SUPPLIES</b>				
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%
<b>Totals</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY12 REVISED OPERATING BUDGET AS OF JANUARY 2012**

Bus Operators - 3300

ACCOUNT	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12	REVISED BUDGET FY12	% CHANGE BUDG FY12 REV BUDG FY12
<b>OTHER MATERIALS &amp; SUPPLIES</b>				
504205 Freight Out	-	0.0%	-	0.0%
504211 Postage & Mailing	-	0.0%	-	0.0%
504214 Promotional Items	-	0.0%	-	0.0%
504215 Printing	-	0.0%	-	0.0%
504217 Photo Supp/Process	-	0.0%	-	0.0%
504311 Office Supplies	-	0.0%	-	0.0%
504315 Safety Supplies	-	0.0%	-	0.0%
504317 Cleaning Supplies	-	0.0%	-	0.0%
504409 Repair/Maint Supplies	-	0.0%	-	0.0%
504421 Non-Inventory Parts	-	0.0%	-	0.0%
504511 Small Tools	-	0.0%	-	0.0%
504515 Employee Tool Replacement	-	0.0%	-	0.0%
<b>Totals</b>	-	0.0%	-	0.0%
<b>UTILITIES</b>				
505011 Gas & Electric	-	0.0%	-	0.0%
505021 Water & Garbage	-	0.0%	-	0.0%
505031 Telecommunications	-	0.0%	-	0.0%
<b>Totals</b>	-	0.0%	-	0.0%
<b>CASUALTY &amp; LIABILITY</b>				
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%
<b>Totals</b>	-	0.0%	-	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY12 REVISED OPERATING BUDGET AS OF JANUARY 2012**

Bus Operators - 3300

ACCOUNT	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12	REVISED BUDGET FY12	% CHANGE BUDG FY12 REV BUDG FY12
<b>TAXES</b>				
507051 Fuel Tax	-	0.0%	-	0.0%
507201 Licenses & Permits	-	0.0%	-	0.0%
507999 Other Taxes	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>PURCHASED TRANS.</b>				
503406 Contract/Paratransit	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>MISC EXPENSE</b>				
509011 Dues/Subscriptions	-	0.0%	-	0.0%
509085 Advertising - Rev Prod	-	0.0%	-	0.0%
509101 Employee Incentive Program	3,500	0.0%	3,500	0.0%
509121 Employee Training	-	0.0%	-	0.0%
509123 Travel	-	0.0%	-	0.0%
509125 Local Meeting Expense	-	0.0%	-	0.0%
509127 Board Director Fees	-	0.0%	-	0.0%
509150 Contributions	-	0.0%	-	0.0%
509198 Cash Over/Short	-	0.0%	-	0.0%
<b>Totals</b>	<b>3,500</b>	<b>0.0%</b>	<b>3,500</b>	<b>0.0%</b>
<b>LEASES &amp; RENTALS</b>				
512011 Facility Lease	-	0.0%	-	0.0%
512061 Equipment Rental	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>PERSONNEL TOTAL</b>	<b>13,791,292</b>	<b>2.6%</b>	<b>14,126,786</b>	<b>2.4%</b>
<b>NON-PERSONNEL TOTAL</b>	<b>5,000</b>	<b>0.0%</b>	<b>5,000</b>	<b>0.0%</b>
<b>DEPARTMENT TOTALS</b>	<b>13,796,292</b>	<b>2.6%</b>	<b>14,131,786</b>	<b>2.4%</b>
			<b>Bus Operators - 3300</b>	





**HUMAN RESOURCES DEPARTMENT  
1400**

**MAJOR FUNCTIONS OF THE DEPARTMENT**

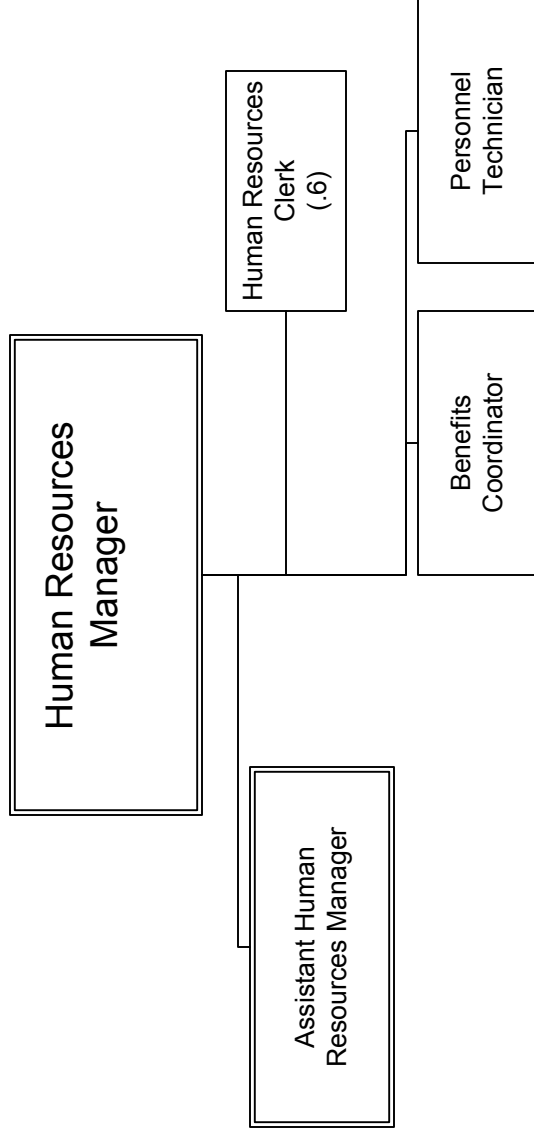
The Human Resources Department is responsible for a wide variety of functions including: employee recruitment and merit examination; equal employment opportunity; classification and compensation; labor relations; administration of employee benefits, workers' compensation; employee drug and alcohol testing;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

**DEPARTMENT OBJECTIVES FOR FY12**

- Successfully negotiate labor agreements with Service Employees International Union, United Transportation Union: Fixed Route division, and United Transportation Union: Paratransit division.
- Coordinate and insure compliance of METRO's FTA mandated drug and alcohol testing program, prepare annual report of program, and renew provider contracts.
- Work with vendors to maintain compliance with FTA mandated drug and alcohol testing program.
- Train METRO employees as needed on METRO policies and procedures.
- Monitor and implement federal and state regulatory changes in the areas of human resources administration and compliance.
- Meet and confer with the unions regarding new policies and regulations.
- Complete recruitments for open positions and review recruitment processes.



# Human Resources Department 1400



**FY12 REVISED OPERATING BUDGET AS OF JANUARY 2012**  
**Authorized and Funded Personnel - Full Time Equivalent (FTE)**  
**Human Resources - 1400**

Position Title	Authorized		Funded		Authorized		Funded	
	FY 12 Final	FY 12 Final	FY 12 Final	FY 12 Final	FY 12 Revised 01/12	FY 12 Revised 01/12	FY 12 Revised 01/12	FY 12 Revised 01/12
Human Resources Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Asst Human Resources Manager *	1.00	0.60	0.60	0.60	1.00	1.00	1.00	1.00
Personnel Technician	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Benefits Coordinator	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Human Resources Specialist	1.00	0.00	0.00	0.00	1.00	1.00	0.00	0.00
Human Resources Clerk **	1.00	0.00	0.00	0.00	1.00	1.00	0.60	0.60
<b>Total Full-Time Equivalents (FTEs)</b>	<b>6.00</b>	<b>3.60</b>	<b>3.60</b>	<b>3.60</b>	<b>6.00</b>	<b>6.00</b>	<b>4.60</b>	<b>4.60</b>

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

\*\* Human Resources Clerk : 60 % funded for 6 months in FY12 Revised 01/12, effective January 2012



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY12 REVISED OPERATING BUDGET AS OF JANUARY 2012**

Human Resources - 1400

ACCOUNT	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12	REVISED BUDGET FY12	% CHANGE BUDG FY12 REV BUDG FY12
<b>LABOR</b>				
501011 Bus Operator Pay	-	0.0%	-	0.0%
501013 Bus Operator OT	-	0.0%	-	0.0%
501021 Other Salaries	257,490	-20.0%	289,858	12.6%
501023 Other OT	798	-20.0%	899	12.6%
<b>Totals</b>	<b>258,288</b>	<b>-20.0%</b>	<b>290,757</b>	<b>12.6%</b>
<b>FRINGE BENEFITS</b>				
502011 Medicare/Soc. Sec.	4,432	-20.0%	5,112	15.3%
502021 Retirement	52,591	2.1%	60,524	15.1%
502031 Medical Ins	53,810	-6.3%	61,855	15.0%
502041 Dental Ins	4,325	-20.7%	5,637	30.3%
502045 Vision Ins	1,320	-22.3%	1,485	12.5%
502051 Life Ins/AD&D	654	-11.4%	713	8.9%
502060 State Disability Ins (SDI)	3,123	-19.3%	3,433	10.0%
502061 Long Term Disability Ins	4,026	-9.1%	3,811	-5.3%
502071 State Unemployment Ins (SUI)	1,092	4.0%	1,365	25.0%
502081 Worker's Comp Ins	14,950	28.6%	14,950	0.0%
502101 Holiday Pay	3,965	-10.0%	4,391	10.8%
502103 Floating Holiday	7,460	-18.7%	9,771	31.0%
502109 Sick Leave	13,636	-22.6%	16,231	19.0%
502111 Annual Leave	20,991	-20.2%	28,890	37.6%
502121 Other Paid Absence	2,131	-22.6%	2,536	19.0%
502251 Phys. Exams	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	0.0%	-	0.0%
502999 Other Fringe Benefits	4,032	-0.7%	4,043	0.3%
<b>Totals</b>	<b>192,538</b>	<b>-7.3%</b>	<b>224,748</b>	<b>16.7%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY12 REVISED OPERATING BUDGET AS OF JANUARY 2012**

Human Resources - 1400

ACCOUNT	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12	REVISED BUDGET FY12	% CHANGE BUDG FY12 REV BUDG FY12
<b>SERVICES</b>				
503011 Accting/Audit Fees	-	0.0%	-	0.0%
503012 Admin/Bank Fees	-	0.0%	-	0.0%
503031 Prof/Technical Fees	89,200	127.6%	89,200	0.0%
503032 Legislative Services	-	0.0%	-	0.0%
503033 Legal Services	-	0.0%	-	0.0%
503034 Pre-Employment Exams	7,519	3.0%	7,519	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	8,000	-46.7%	8,000	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%
<b>Totals</b>	<b>104,719</b>	<b>70.3%</b>	<b>104,719</b>	<b>0.0%</b>
<b>MOBILE MATERIALS &amp; SUPPLIES</b>				
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%
<b>Totals</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY12 REVISED OPERATING BUDGET AS OF JANUARY 2012**

Human Resources - 1400

ACCOUNT	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12	REVISED BUDGET FY12	% CHANGE BUDG FY12 REV BUDG FY12
<b>OTHER MATERIALS &amp; SUPPLIES</b>				
504205 Freight Out	-	0.0%	-	0.0%
504211 Postage & Mailing	1,030	3.0%	1,030	0.0%
504214 Promotional Items	-	0.0%	-	0.0%
504215 Printing	5,356	3.0%	5,356	0.0%
504217 Photo Supp/Process	-	0.0%	-	0.0%
504311 Office Supplies	-	-100.0%	-	0.0%
504315 Safety Supplies	-	0.0%	-	0.0%
504317 Cleaning Supplies	-	0.0%	-	0.0%
504409 Repair/Maint Supplies	-	0.0%	-	0.0%
504421 Non-Inventory Parts	-	0.0%	-	0.0%
504511 Small Tools	-	0.0%	-	0.0%
504515 Employee Tool Replacement	-	0.0%	-	0.0%
<b>Totals</b>	<b>6,386</b>	<b>-17.1%</b>	<b>6,386</b>	<b>0.0%</b>
<b>UTILITIES</b>				
505011 Gas & Electric	-	0.0%	-	0.0%
505021 Water & Garbage	-	0.0%	-	0.0%
505031 Telecommunications	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>CASUALTY &amp; LIABILITY</b>				
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%
<b>Totals</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY12 REVISED OPERATING BUDGET AS OF JANUARY 2012**

Human Resources - 1400

ACCOUNT	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12	REVISED BUDGET FY12	% CHANGE BUDG FY12 REV BUDG FY12
<b>TAXES</b>				
507051 Fuel Tax	-	0.0%	-	0.0%
507201 Licenses & Permits	-	0.0%	-	0.0%
507999 Other Taxes	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>PURCHASED TRANS.</b>				
503406 Contract/Paratransit	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>MISC EXPENSE</b>				
509011 Dues/Subscriptions	1,313	3.0%	1,313	0.0%
509085 Advertising - Rev Prod	-	0.0%	-	0.0%
509101 Employee Incentive Program	-	0.0%	-	0.0%
509121 Employee Training	-	-100.0%	-	0.0%
509123 Travel	-	0.0%	-	0.0%
509125 Local Meeting Expense	-	-100.0%	-	0.0%
509127 Board Director Fees	-	0.0%	-	0.0%
509150 Contributions	-	0.0%	-	0.0%
509198 Cash Over/Short	-	0.0%	-	0.0%
<b>Totals</b>	<b>1,313</b>	<b>-97.1%</b>	<b>1,313</b>	<b>0.0%</b>
<b>LEASES &amp; RENTALS</b>				
512011 Facility Lease	-	0.0%	-	0.0%
512061 Equipment Rental	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>PERSONNEL TOTAL</b>	<b>450,826</b>	<b>-15.0%</b>	<b>515,505</b>	<b>14.3%</b>
<b>NON-PERSONNEL TOTAL</b>	<b>112,418</b>	<b>-1.6%</b>	<b>112,418</b>	<b>0.0%</b>
<b>DEPARTMENT TOTALS</b>	<b>563,243</b>	<b>-12.6%</b>	<b>627,922</b>	<b>11.5%</b>

1/18/2012

HR - 1400





# **INFORMATION TECHNOLOGY DEPARTMENT**

## **1500**

### **MAJOR FUNCTIONS OF THE DEPARTMENT**

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

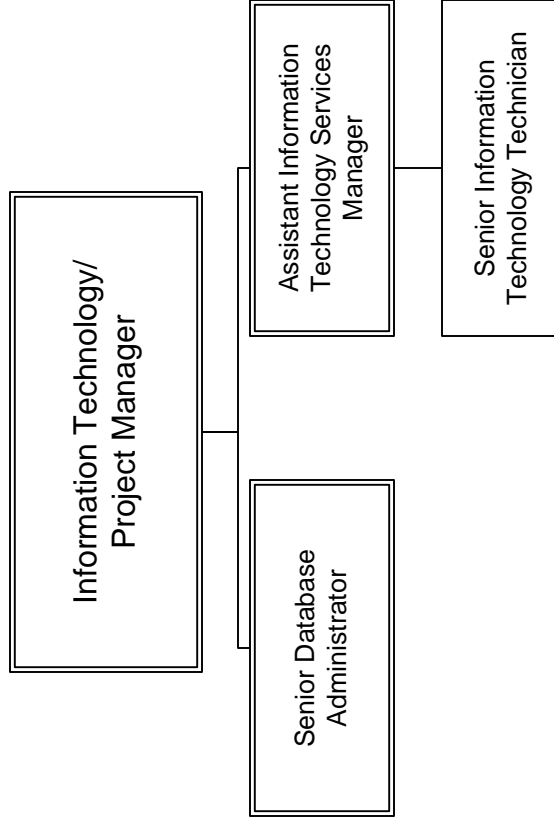
### **DEPARTMENT OBJECTIVES FOR FY12**

- Complete Phase II implementation of new web site (debug, user training, etc.)
- Complete implementation of MaintStar software.
- Complete transition to new Hastus software for Bid/Dispatch.
- Complete transition to new HR software.
- Support new farebox implementation.
- Convert all remaining Informix databases to a supported database platform.
- Upgrade existing Microsoft SQL databases from SQL 2000 and SQL 2005 to SQL 2008.
- Maintain computers at 99% or better up-time, including printers, terminals, PCs and communications equipment. This also includes the maintenance of the security aspects of the computer environment.





Information Technology Services  
Department  
1500



**FY12 REVISED OPERATING BUDGET AS OF JANUARY 2012**  
**Authorized and Funded Personnel - Full Time Equivalent (FTE)**  
**Information Technology - 1500**

Position Title	Authorized		Funded		Authorized		Funded	
	FY 12 Final		FY 12 Final		FY 12 Revised 01/12		FY 12 Revised 01/12	
Information Technology/Project Manager	1.00		1.00		1.00		1.00	
Asst Manager of Information Technology	1.00		1.00		1.00		1.00	
Database Administrator/Sr	1.00		1.00		1.00		1.00	
Systems Administrator/Sr	1.00		0.00		1.00		0.00	
IT Technician/Sr IT Tech	1.00		1.00		1.00		1.00	
<b>Total Full-Time Equivalents (FTEs)</b>	<b>5.00</b>		<b>4.00</b>		<b>5.00</b>		<b>4.00</b>	

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY12 REVISED OPERATING BUDGET AS OF JANUARY 2012**

Information Technology - 1500

ACCOUNT	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12	REVISED BUDGET FY12	% CHANGE BUDG FY12 REV BUDG FY12
<b>LABOR</b>				
501011 Bus Operator Pay	-	0.0%	-	0.0%
501013 Bus Operator OT	-	0.0%	-	0.0%
501021 Other Salaries	327,927	3.1%	325,303	-0.8%
501023 Other OT	1,443	3.1%	1,431	-0.8%
<b>Totals</b>	<b>329,370</b>	<b>3.1%</b>	<b>326,734</b>	<b>-0.8%</b>
<b>FRINGE BENEFITS</b>				
502011 Medicare/Soc. Sec.	6,786	21.6%	6,778	-0.1%
502021 Retirement	80,517	55.2%	80,205	-0.4%
502031 Medical Ins	71,585	25.6%	66,262	-7.4%
502041 Dental Ins	6,286	2.5%	6,583	4.7%
502045 Vision Ins	1,513	11.2%	1,513	0.0%
502051 Life Ins/AD&D	777	23.5%	870	12.0%
502060 State Disability Ins (SDI)	4,843	28.3%	4,650	-4.0%
502061 Long Term Disability Ins	5,927	33.3%	5,606	-5.4%
502071 State Unemployment Ins (SUI)	1,365	62.5%	1,365	0.0%
502081 Worker's Comp Ins	14,950	60.7%	14,950	0.0%
502101 Holiday Pay	5,012	13.5%	5,013	0.0%
502103 Floating Holiday	14,616	54.7%	19,201	31.4%
502109 Sick Leave	68,763	289.3%	68,771	0.0%
502111 Annual Leave	48,842	50.6%	44,925	-8.0%
502121 Other Paid Absence	2,827	2.4%	2,828	0.0%
502251 Phys. Exams	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	0.0%	-	0.0%
502999 Other Fringe Benefits	5,102	26.6%	7,046	38.1%
<b>Totals</b>	<b>339,711</b>	<b>60.5%</b>	<b>336,565</b>	<b>-0.9%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY12 REVISED OPERATING BUDGET AS OF JANUARY 2012**

Information Technology - 1500

ACCOUNT	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12	REVISED BUDGET FY12	% CHANGE BUDG FY12 REV BUDG FY12
<b>SERVICES</b>				
503011 Accting/Audit Fees	-	0.0%	-	0.0%
503012 Admin/Bank Fees	-	0.0%	-	0.0%
503031 Prof/Technical Fees	13,410	-0.7%	13,410	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	173,310	11.7%	172,310	-0.6%
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%
<b>Totals</b>	<b>186,720</b>	<b>10.7%</b>	<b>185,720</b>	<b>-0.5%</b>
<b>MOBILE MATERIALS &amp; SUPPLIES</b>				
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%
<b>Totals</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY12 REVISED OPERATING BUDGET AS OF JANUARY 2012**

Information Technology - 1500

ACCOUNT	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12	REVISED BUDGET FY12	% CHANGE BUDG FY12 REV BUDG FY12
<b>OTHER MATERIALS &amp; SUPPLIES</b>				
504205 Freight Out	-	0.0%	-	0.0%
504211 Postage & Mailing	-	-100.0%	-	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	21,870	-6.6%	22,870	4.6%
504315 Safety Supplies	-	0.0%	-	0.0%
504317 Cleaning Supplies	-	0.0%	-	0.0%
504409 Repair/Maint Supplies	-	0.0%	-	0.0%
504421 Non-Inventory Parts	-	0.0%	-	0.0%
504511 Small Tools	-	0.0%	-	0.0%
504515 Employee Tool Replacement	-	0.0%	-	0.0%
<b>Totals</b>	<b>21,870</b>	<b>-6.8%</b>	<b>22,870</b>	<b>4.6%</b>
<b>UTILITIES</b>				
505011 Gas & Electric	-	0.0%	-	0.0%
505021 Water & Garbage	-	0.0%	-	0.0%
505031 Telecommunications	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>CASUALTY &amp; LIABILITY</b>				
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%
<b>Totals</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY12 REVISED OPERATING BUDGET AS OF JANUARY 2012**

Information Technology - 1500

ACCOUNT	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12	REVISED BUDGET FY12	% CHANGE BUDG FY12 REV BUDG FY12
<b>TAXES</b>				
507051 Fuel Tax	-	0.0%	-	0.0%
507201 Licenses & Permits	-	0.0%	-	0.0%
507999 Other Taxes	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>PURCHASED TRANS.</b>				
503406 Contract/Paratransit	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>MISC EXPENSE</b>				
509011 Dues/Subscriptions	-	-100.0%	-	0.0%
509085 Advertising - Rev Prod	-	0.0%	-	0.0%
509101 Employee Incentive Program	-	0.0%	-	0.0%
509121 Employee Training	-	-100.0%	-	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%
<b>Totals</b>	<b>-</b>	<b>-100.0%</b>	<b>-</b>	<b>0.0%</b>
<b>LEASES &amp; RENTALS</b>				
512011 Facility Lease	-	0.0%	-	0.0%
512061 Equipment Rental	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>PERSONNEL TOTAL</b>	<b>669,081</b>	<b>26.0%</b>	<b>663,299</b>	<b>-0.9%</b>
<b>NON-PERSONNEL TOTAL</b>	<b>208,590</b>	<b>4.2%</b>	<b>208,590</b>	<b>0.0%</b>
<b>DEPARTMENT TOTALS</b>	<b>877,671</b>	<b>20.0%</b>	<b>871,889</b>	<b>-0.7%</b>







## **DISTRICT COUNSEL 1700**

### **MAJOR FUNCTIONS OF THE DEPARTMENT**

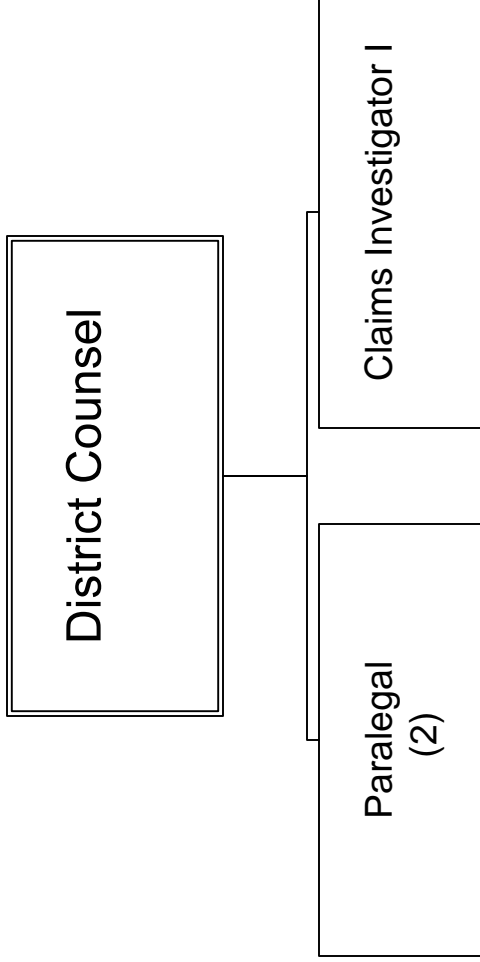
The Legal Department under the direction of the General Counsel performs the following major activities and services:

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

**DEPARTMENT OBJECTIVES FOR FY12**

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

Office of District Counsel  
1700



**FY12 REVISED OPERATING BUDGET AS OF JANUARY 2012**  
**Authorized and Funded Personnel - Full Time Equivalent (FTE)**  
**District Counsel - 1700**

Position Title	Authorized FY 12 Final	Funded FY 12 Final	Authorized FY 12 Revised 01/12	Funded FY 12 Revised 01/12
District Counsel	1.00	1.00	1.00	1.00
Claims Investigator I-II	1.00	1.00	1.00	1.00
Paralegal	2.00	2.00	2.00	2.00
<b>Total Full-Time Equivalents (FTEs)</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY12 REVISED OPERATING BUDGET AS OF JANUARY 2012**

District Counsel - 1700

ACCOUNT	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12	REVISED BUDGET FY12	% CHANGE BUDG FY12 REV BUDG FY12
<b>LABOR</b>				
501011 Bus Operator Pay	-	0.0%	-	0.0%
501013 Bus Operator OT	-	0.0%	-	0.0%
501021 Other Salaries	315,348	3.9%	313,290	-0.7%
501023 Other OT	-	0.0%	-	0.0%
<b>Totals</b>	<b>315,348</b>	<b>3.9%</b>	<b>313,290</b>	<b>-0.7%</b>
<b>FRINGE BENEFITS</b>				
502011 Medicare/Soc. Sec.	5,577	3.9%	5,583	0.1%
502021 Retirement	66,173	32.6%	66,267	0.1%
502031 Medical Ins	45,647	22.2%	43,413	-4.9%
502041 Dental Ins	3,829	0.0%	3,169	-17.2%
502045 Vision Ins	1,320	-2.9%	1,320	0.0%
502051 Life Ins/AD&D	561	5.2%	561	0.0%
502060 State Disability Ins (SDI)	3,341	8.1%	3,201	-4.2%
502061 Long Term Disability Ins	4,400	3.9%	4,142	-5.9%
502071 State Unemployment Ins (SUI)	1,092	30.0%	1,092	0.0%
502081 Worker's Comp Ins	11,960	28.6%	11,960	0.0%
502101 Holiday Pay	4,420	3.9%	4,425	0.1%
502103 Floating Holiday	7,956	3.0%	7,974	0.2%
502109 Sick Leave	17,680	3.9%	17,700	0.1%
502111 Annual Leave	36,451	4.1%	38,896	6.7%
502121 Other Paid Absence	2,762	3.9%	2,766	0.1%
502251 Phys. Exams	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	0.0%	-	0.0%
502999 Other Fringe Benefits	2,082	0.2%	2,077	-0.2%
<b>Totals</b>	<b>215,252</b>	<b>16.6%</b>	<b>214,544</b>	<b>-0.3%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY12 REVISED OPERATING BUDGET AS OF JANUARY 2012**

District Counsel - 1700

ACCOUNT	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12	REVISED BUDGET FY12	% CHANGE BUDG FY12 REV BUDG FY12
<b>SERVICES</b>				
503011 Accting/Audit Fees	-	0.0%	-	0.0%
503012 Admin/Bank Fees	-	0.0%	-	0.0%
503031 Prof/Technical Fees	-	0.0%	-	0.0%
503032 Legislative Services	-	0.0%	-	0.0%
503033 Legal Services	5,000	0.0%	5,000	0.0%
503034 Pre-Employment Exams	-	0.0%	-	0.0%
503041 Temp Help	-	0.0%	-	0.0%
503161 Custodial Services	-	0.0%	-	0.0%
503162 Uniforms/Laundry	-	0.0%	-	0.0%
503171 Security Services	-	0.0%	-	0.0%
503221 Classified/Legal Ads	-	0.0%	-	0.0%
503222 Legal Ads	-	0.0%	-	0.0%
503225 Graphic Services	-	0.0%	-	0.0%
503351 Repair - Bldg & Impr	-	0.0%	-	0.0%
503352 Repair - Equipment	-	0.0%	-	0.0%
503353 Repair - Rev Vehicle	-	0.0%	-	0.0%
503354 Repair - Non Rev Vehicle	-	0.0%	-	0.0%
503363 Haz Mat Disposal	-	0.0%	-	0.0%
<b>Totals</b>	<b>5,000</b>	<b>0.0%</b>	<b>5,000</b>	<b>0.0%</b>
<b>MOBILE MATERIALS &amp; SUPPLIES</b>				
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%
<b>Totals</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY12 REVISED OPERATING BUDGET AS OF JANUARY 2012**

District Counsel - 1700

ACCOUNT	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12	REVISED BUDGET FY12	% CHANGE BUDG FY12 REV BUDG FY12
<b>OTHER MATERIALS &amp; SUPPLIES</b>				
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	1,000	11.1%	1,000	0.0%
504315 Safety Supplies	-	0.0%	-	0.0%
504317 Cleaning Supplies	-	0.0%	-	0.0%
504409 Repair/Maint Supplies	-	0.0%	-	0.0%
504421 Non-Inventory Parts	-	0.0%	-	0.0%
504511 Small Tools	-	0.0%	-	0.0%
504515 Employee Tool Replacement	-	0.0%	-	0.0%
<b>Totals</b>	<b>1,000</b>	<b>11.1%</b>	<b>1,000</b>	<b>0.0%</b>
<b>UTILITIES</b>				
505011 Gas & Electric	-	0.0%	-	0.0%
505021 Water & Garbage	-	0.0%	-	0.0%
505031 Telecommunications	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>CASUALTY &amp; LIABILITY</b>				
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%
<b>Totals</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY12 REVISED OPERATING BUDGET AS OF JANUARY 2012**

District Counsel - 1700

ACCOUNT	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12	REVISED BUDGET FY12	% CHANGE BUDG FY12 REV BUDG FY12
<b>TAXES</b>				
507051 Fuel Tax	-	0.0%	-	0.0%
507201 Licenses & Permits	-	0.0%	-	0.0%
507999 Other Taxes	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>PURCHASED TRANS.</b>				
503406 Contract/Paratransit	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>MISC EXPENSE</b>				
509011 Dues/Subscriptions	10,500	31.3%	10,500	0.0%
509085 Advertising - Rev Prod	-	0.0%	-	0.0%
509101 Employee Incentive Program	-	0.0%	-	0.0%
509121 Employee Training	4,000	0.0%	7,780	94.5%
509123 Travel	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%
<b>Totals</b>	<b>16,500</b>	<b>17.9%</b>	<b>20,280</b>	<b>22.9%</b>
<b>LEASES &amp; RENTALS</b>				
512011 Facility Lease	-	0.0%	-	0.0%
512061 Equipment Rental	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>PERSONNEL TOTAL</b>	<b>530,599</b>	<b>8.7%</b>	<b>527,835</b>	<b>-0.5%</b>
<b>NON-PERSONNEL TOTAL</b>	<b>22,500</b>	<b>13.1%</b>	<b>26,280</b>	<b>16.8%</b>
<b>DEPARTMENT TOTALS</b>	<b>553,099</b>	<b>8.9%</b>	<b>554,115</b>	<b>0.2%</b>







## **RISK MANAGEMENT - 1800**



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY12 REVISED OPERATING BUDGET AS OF JANUARY 2012**

Risk Management - 1800

ACCOUNT	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12	REVISED BUDGET FY12	% CHANGE BUDG FY12 REV BUDG FY12
<b>LABOR</b>				
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%
<b>Totals</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>FRINGE BENEFITS</b>				
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%
<b>Totals</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY12 REVISED OPERATING BUDGET AS OF JANUARY 2012**

Risk Management - 1800

ACCOUNT	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12	REVISED BUDGET FY12	% CHANGE BUDG FY12 REV BUDG FY12
<b>SERVICES</b>				
503011 Accting/Audit Fees	-	0.0%	-	0.0%
503012 Admin/Bank Fees	-	0.0%	-	0.0%
503031 Prof/Technical Fees	50,000	0.0%	50,000	0.0%
503032 Legislative Services	-	0.0%	-	0.0%
503033 Legal Services	50,000	0.0%	50,000	0.0%
503034 Pre-Employment Exams	-	0.0%	-	0.0%
503041 Temp Help	-	0.0%	-	0.0%
503161 Custodial Services	-	0.0%	-	0.0%
503162 Uniforms/Laundry	-	0.0%	-	0.0%
503171 Security Services	-	0.0%	-	0.0%
503221 Classified/Legal Ads	-	0.0%	-	0.0%
503222 Legal Ads	-	0.0%	-	0.0%
503225 Graphic Services	-	0.0%	-	0.0%
503351 Repair - Bldg & Impr	-	0.0%	-	0.0%
503352 Repair - Equipment	-	0.0%	-	0.0%
503353 Repair - Rev Vehicle	-	0.0%	-	0.0%
503354 Repair - Non Rev Vehicle	-	0.0%	-	0.0%
503363 Haz Mat Disposal	-	0.0%	-	0.0%
Totals	100,000	0.0%	100,000	0.0%
<b>MOBILE MATERIALS &amp; SUPPLIES</b>				
504011 Fuels & Lubricants - Non Rev Veh	-	0.0%	-	0.0%
504012 Fuels & Lubricants - Rev Veh	-	0.0%	-	0.0%
504021 Tires & Tubes	-	0.0%	-	0.0%
504161 Other Mobile Supplies	-	0.0%	-	0.0%
504191 Rev Vehicle Parts	-	0.0%	-	0.0%
Totals	-	0.0%	-	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY12 REVISED OPERATING BUDGET AS OF JANUARY 2012**

Risk Management - 1800

ACCOUNT	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12	REVISED BUDGET FY12	% CHANGE BUDG FY12 REV BUDG FY12
<b>OTHER MATERIALS &amp; SUPPLIES</b>				
504205 Freight Out	-	0.0%	-	0.0%
504211 Postage & Mailing	-	0.0%	-	0.0%
504214 Promotional Items	-	0.0%	-	0.0%
504215 Printing	-	0.0%	-	0.0%
504217 Photo Supp/Process	-	0.0%	-	0.0%
504311 Office Supplies	-	0.0%	-	0.0%
504315 Safety Supplies	-	0.0%	-	0.0%
504317 Cleaning Supplies	-	0.0%	-	0.0%
504409 Repair/Maint Supplies	-	0.0%	-	0.0%
504421 Non-Inventory Parts	-	0.0%	-	0.0%
504511 Small Tools	-	0.0%	-	0.0%
504515 Employee Tool Replacement	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>UTILITIES</b>				
505011 Gas & Electric	-	0.0%	-	0.0%
505021 Water & Garbage	-	0.0%	-	0.0%
505031 Telecommunications	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>CASUALTY &amp; LIABILITY</b>				
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	455,000	203.3%	455,000	0.0%
506127 Repairs - District Prop	-	0.0%	-	0.0%
<b>Totals</b>	<b>455,000</b>	<b>203.3%</b>	<b>455,000</b>	<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY12 REVISED OPERATING BUDGET AS OF JANUARY 2012**

Risk Management - 1800

ACCOUNT	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12	REVISED BUDGET FY12	% CHANGE BUDG FY12 REV BUDG FY12
<b>TAXES</b>				
507051 Fuel Tax	-	0.0%	-	0.0%
507201 Licenses & Permits	-	0.0%	-	0.0%
507999 Other Taxes	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>PURCHASED TRANS.</b>				
503406 Contract/Paratransit	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>MISC EXPENSE</b>				
509011 Dues/Subscriptions	-	0.0%	-	0.0%
509085 Advertising - Rev Prod	-	0.0%	-	0.0%
509101 Employee Incentive Program	-	0.0%	-	0.0%
509121 Employee Training	-	0.0%	-	0.0%
509123 Travel	-	0.0%	-	0.0%
509125 Local Meeting Expense	-	0.0%	-	0.0%
509127 Board Director Fees	-	0.0%	-	0.0%
509150 Contributions	-	0.0%	-	0.0%
509198 Cash Over/Short	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>LEASES &amp; RENTALS</b>				
512011 Facility Lease	-	0.0%	-	0.0%
512061 Equipment Rental	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>PERSONNEL TOTAL</b>				
	-	0.0%	-	0.0%
<b>NON-PERSONNEL TOTAL</b>				
	555,000	122.0%	555,000	0.0%
<b>DEPARTMENT TOTALS</b>				
	555,000	122.0%	555,000	0.0%

1/18/2012

Risk Mgmt - 1800







## **FACILITIES MAINTENANCE DEPARTMENT**

### **2200**

#### **MAJOR FUNCTIONS OF THE DEPARTMENT**

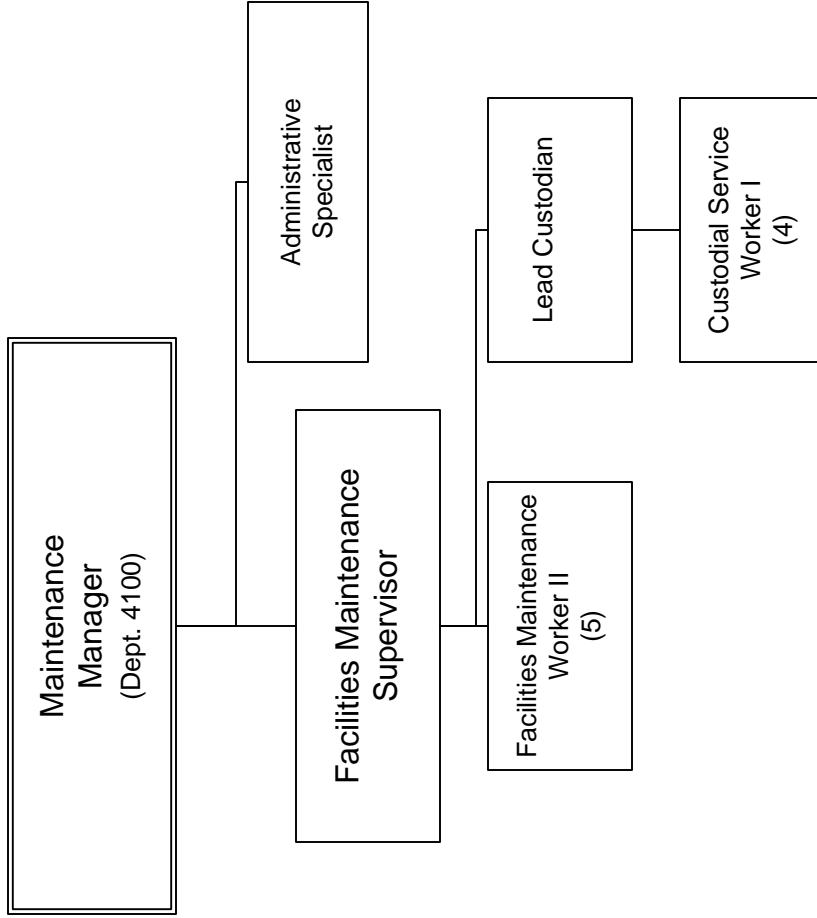
The Facilities Maintenance Department's primary mission is to provide 24-hour support to both Operations and Fleet Maintenance. The Facility Maintenance Department maintains seven transit facilities, three transit centers, a park and ride lot and 1000 bus stops. Facility Maintenance staff works with land use planners to establish improved bus stops and facilities. The staff develops/implements/administrates Local, State and Federal regulatory compliance programs such as the storm water and hazardous materials programs. Staff provides supervision for capital projects. The Facility Maintenance Department participates in the Service Review Committee, the Leasing and Property Committee, Labor Management Committee, the Health and Safety Committee, the Occupational Violence Review Committee, the Injury Prevention Program and chairs the Bus Stop Advisory Committee. The Facility Maintenance Department strives to provide a positive image of public transit to the community.

#### **DEPARTMENT OBJECTIVES FOR FY12**

- Install new aluminum passenger waiting shelters at various locations throughout METRO. In some of these locations, the wood shelters will have to be removed due to dry rot and insect damage.
- Assist with capital improvement projects to ensure the projects are completed and projects meet METRO, community, state and federal standards.
- Maintain the fueling and servicing facility including upgrades to ensure compliance with all applicable regulations.
- Maintenance and repair of METRO's bus stops.
- Develop and implement a modern comprehensive safety program for the Facility Maintenance Dept. This program will cover all aspects of all activities that Facilities personnel engage in.
- Assist with installation of a 2<sup>nd</sup> LCNG fuel storage tank.



# Facilities Maintenance 2200



**FY12 REVISED OPERATING BUDGET AS OF JANUARY 2012**  
**Authorized and Funded Personnel - Full Time Equivalent (FTE)**  
**Facilities Maintenance - 2200**

Position Title	Authorized		Funded		Authorized		Funded	
	FY 12 Final		FY 12 Final		FY 12 Revised 01/12		FY 12 Revised 01/12	
Facilities Maintenance Manager	1.00		0.00		1.00		0.00	
Facilities Maintenance Supervisor	1.00		1.00		1.00		1.00	
Sr. Facilities Maint Worker	0.00		0.00		0.00		0.00	
Admin Specialist	1.00		1.00		1.00		1.00	
Facilities Maint Worker II	4.00		4.00		5.00		5.00	
Facilities Maint Worker I	3.00		1.00		2.00		0.00	
Lead Custodian	1.00		1.00		1.00		1.00	
Custodial Service Worker I	5.00		4.00		5.00		4.00	
Administrative Assistant	1.00		0.00		1.00		0.00	
<b>Total Full-Time Equivalents (FTEs)</b>	<b>17.00</b>		<b>12.00</b>		<b>17.00</b>		<b>12.00</b>	

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY12 REVISED OPERATING BUDGET AS OF JANUARY 2012**

Facilities Maintenance - 2200

ACCOUNT	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12	REVISED BUDGET FY12	% CHANGE BUDG FY12 REV BUDG FY12
<b>LABOR</b>				
501011 Bus Operator Pay	-	0.0%	-	0.0%
501013 Bus Operator OT	-	0.0%	-	0.0%
501021 Other Salaries	519,300	4.4%	524,002	0.9%
501023 Other OT	50,632	4.4%	51,090	0.9%
<b>Totals</b>	<b>569,931</b>	<b>4.4%</b>	<b>575,092</b>	<b>0.9%</b>
<b>FRINGE BENEFITS</b>				
502011 Medicare/Soc. Sec.	9,119	3.5%	9,996	9.6%
502021 Retirement	108,196	32.0%	109,846	1.5%
502031 Medical Ins	223,927	24.6%	208,755	-6.8%
502041 Dental Ins	20,343	8.7%	19,671	-3.3%
502045 Vision Ins	3,960	-2.9%	3,960	0.0%
502051 Life Ins/AD&D	1,404	7.0%	1,404	0.0%
502060 State Disability Ins (SDI)	7,232	8.2%	7,583	4.9%
502061 Long Term Disability Ins	6,792	3.5%	6,893	1.5%
502071 State Unemployment Ins (SUI)	3,164	28.0%	3,276	3.5%
502081 Worker's Comp Ins	35,880	28.6%	35,880	0.0%
502101 Holiday Pay	7,256	3.5%	7,365	1.5%
502103 Floating Holiday	-	0.0%	-	0.0%
502109 Sick Leave	29,025	3.5%	29,459	1.5%
502111 Annual Leave	68,749	-2.7%	72,841	6.0%
502121 Other Paid Absence	4,535	3.5%	4,603	1.5%
502251 Phys. Exams	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	0.0%	-	0.0%
502999 Other Fringe Benefits	397	3.0%	382	-3.9%
<b>Totals</b>	<b>529,979</b>	<b>18.1%</b>	<b>521,913</b>	<b>-1.5%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY12 REVISED OPERATING BUDGET AS OF JANUARY 2012**

Facilities Maintenance - 2200

ACCOUNT	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12	REVISED BUDGET FY12	% CHANGE BUDG FY12 REV BUDG FY12
<b>SERVICES</b>				
503011 Accting/Audit Fees	-	0.0%	-	0.0%
503012 Admin/Bank Fees	-	0.0%	-	0.0%
503031 Prof/Technical Fees	14,700	0.0%	14,700	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%	157,200	100.0%
503161 Custodial Services	74,900	49.8%	60,700	-19.0%
503162 Uniforms/Laundry	3,500	16.7%	3,500	0.0%
503171 Security Services	9,000	12.5%	9,000	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	100,000	0.0%	100,000	0.0%
503352 Repair - Equipment	350,000	9.4%	350,000	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	1.0%	50,000	0.0%
<b>Totals</b>	<b>602,100</b>	<b>10.4%</b>	<b>745,100</b>	<b>23.8%</b>
<b>MOBILE MATERIALS &amp; SUPPLIES</b>				
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%
<b>Totals</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY12 REVISED OPERATING BUDGET AS OF JANUARY 2012**

Facilities Maintenance - 2200

ACCOUNT	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12	REVISED BUDGET FY12	% CHANGE BUDG FY12 REV BUDG FY12
<b>OTHER MATERIALS &amp; SUPPLIES</b>				
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	1,500	0.0%	1,500	0.0%
504315 Safety Supplies	8,000	0.0%	8,000	0.0%
504317 Cleaning Supplies	30,000	20.0%	37,000	23.3%
504409 Repair/Maint Supplies	40,000	0.0%	40,000	0.0%
504421 Non-Inventory Parts	4,000	0.0%	4,000	0.0%
504511 Small Tools	2,000	0.0%	2,000	0.0%
504515 Employee Tool Replacement	-	0.0%	-	0.0%
<b>Totals</b>	<b>85,500</b>	<b>6.2%</b>	<b>92,500</b>	<b>8.2%</b>
<b>UTILITIES</b>				
505011 Gas & Electric	220,000	4.3%	220,000	0.0%
505021 Water & Garbage	143,800	0.0%	143,800	0.0%
505031 Telecommunications	80,000	-5.9%	80,000	0.0%
<b>Totals</b>	<b>443,800</b>	<b>0.9%</b>	<b>443,800</b>	<b>0.0%</b>
<b>CASUALTY &amp; LIABILITY</b>				
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%
<b>Totals</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY12 REVISED OPERATING BUDGET AS OF JANUARY 2012**

Facilities Maintenance - 2200

ACCOUNT	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12	REVISED BUDGET FY12	% CHANGE BUDG FY12 REV BUDG FY12
<b>TAXES</b>				
507051 Fuel Tax	-	0.0%	-	0.0%
507201 Licenses & Permits	16,000	-20.0%	16,000	0.0%
507999 Other Taxes	20,000	-33.3%	20,000	0.0%
<b>Totals</b>	<b>36,000</b>	<b>-28.0%</b>	<b>36,000</b>	<b>0.0%</b>
<b>PURCHASED TRANS.</b>				
503406 Contract/Paratransit	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>MISC EXPENSE</b>				
509011 Dues/Subscriptions	-	0.0%	-	0.0%
509085 Advertising - Rev Prod	-	0.0%	-	0.0%
509101 Employee Incentive Program	-	0.0%	-	0.0%
509121 Employee Training	-	0.0%	-	0.0%
509123 Travel	-	0.0%	-	0.0%
509125 Local Meeting Expense	-	0.0%	-	0.0%
509127 Board Director Fees	-	0.0%	-	0.0%
509150 Contributions	-	0.0%	-	0.0%
509198 Cash Over/Short	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>LEASES &amp; RENTALS</b>				
512011 Facility Lease	43,500	-75.1%	43,500	0.0%
512061 Equipment Rental	4,000	-60.0%	4,000	0.0%
<b>Totals</b>	<b>47,500</b>	<b>-74.3%</b>	<b>47,500</b>	<b>0.0%</b>
<b>PERSONNEL TOTAL</b>	<b>1,099,911</b>	<b>10.6%</b>	<b>1,097,004</b>	<b>-0.3%</b>
<b>NON-PERSONNEL TOTAL</b>	<b>1,214,900</b>	<b>-6.6%</b>	<b>1,364,900</b>	<b>12.3%</b>
<b>DEPARTMENT TOTALS</b>	<b>2,314,811</b>	<b>0.8%</b>	<b>2,461,904</b>	<b>6.4%</b>

1/18/2012

Fac Maint- 2200





## **FLEET MAINTENANCE DEPARTMENT 4100**

### **MAJOR FUNCTIONS OF THE DEPARTMENT**

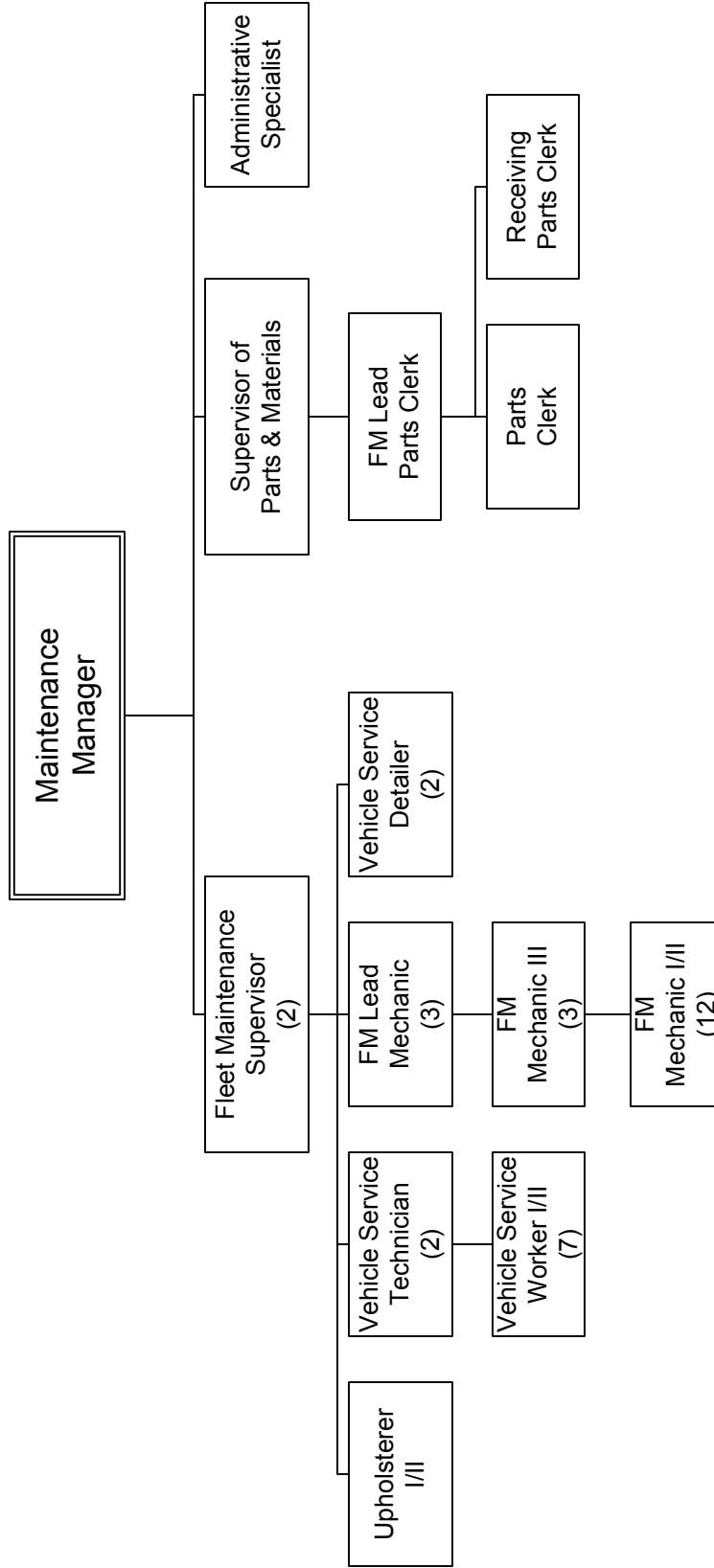
The Fleet Maintenance Department provides safe, reliable, clean buses, staff vehicles and equipment, in support of transit service to the public through the optimum use of all resources available to the Department.

### **DEPARTMENT OBJECTIVES FOR FY12**

- Continue leadership skills training for those departmental personnel holding leadership positions, i.e. supervisors and shift leaders. This will require additional training in both transit and maintenance specific areas. Our employees are long term employees of METRO. Any additional investment in training is an investment in our fleet, and the quality of our leaders.
- Continue technical training for our mechanics. As we invest in new equipment we must match the capital investment with an investment in training personnel. Vehicle, engine and transmission technology is so advanced that training must be on going. Introduction of Compressed Natural Gas (CNG) powered vehicles requires an extensive training program to maintain these units safely.
- Provide improved operational support in both vehicle maintenance and vehicle servicing through streamlined and more accurate tracking/scheduling. The maintenance department will support the operation department during all hours of operations.
- Develop and implement a modern comprehensive safety program for the new facility. This program will cover all aspects of all activities in the shop. The new safety program will be developed all fleet maintenance personnel including mechanics, lead mechanics and supervisors.



# Fleet Maintenance 4100



**FY12 REVISED OPERATING BUDGET AS OF JANUARY 2012**  
**Authorized and Funded Personnel - Full Time Equivalent (FTE)**  
**Fleet Maintenance - 4100**

Position Title	Authorized		Funded		Authorized		Funded	
	FY 12 Final		FY 12 Final		FY 12 Revised 01/12		FY 12 Revised 01/12	
Maintenance Manager	1.00		1.00		1.00		1.00	
Fleet Maint Supervisor	2.00		2.00		2.00		2.00	
FM Lead Mechanic	6.00		3.00		6.00		3.00	
FM Mechanic III	4.00		3.00		4.00		3.00	
FM Mechanic I - II *	16.00		10.00		16.00		12.00	
Body Repair Mechanic	1.00		0.00		1.00		0.00	
Upholsterer I - II	1.00		1.00		1.00		1.00	
Supervisor of Parts & Materials	1.00		1.00		1.00		1.00	
FM Lead Parts Clerk	1.00		1.00		1.00		1.00	
Parts Clerk	1.00		1.00		1.00		1.00	
Receiving Parts Clerk	1.00		1.00		1.00		1.00	
Admin Assistant/Supervisor	1.00		0.00		1.00		0.00	
Admin Specialist	1.00		1.00		1.00		1.00	
Accounting Tech/Sr Acctng Tech	2.00		0.00		2.00		0.00	
Administrative Clerk I	1.00		0.00		1.00		0.00	
Vehicle Service Technician	2.00		2.00		2.00		2.00	
Vehicle Service Detailer	2.00		2.00		2.00		2.00	
Vehicle Service Worker I - II	12.00		7.00		12.00		7.00	
<b>Total Full-Time Equivalents (FTEs)</b>	<b>56.00</b>		<b>36.00</b>		<b>56.00</b>		<b>38.00</b>	

\* FM Mechanic I-II: 2 FTEs funded for 4 months in FY12 Revised 01/12, effective March 2012



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY12 REVISED OPERATING BUDGET AS OF JANUARY 2012**

Fleet Maintenance - 4100

ACCOUNT	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12	REVISED BUDGET FY12	% CHANGE BUDG FY12 REV BUDG FY12
<b>LABOR</b>				
501011 Bus Operator Pay	-	0.0%	-	0.0%
501013 Bus Operator OT	-	0.0%	-	0.0%
501021 Other Salaries	1,872,361	3.7%	1,898,687	1.4%
501023 Other OT	72,086	3.7%	73,099	1.4%
<b>Totals</b>	<b>1,944,447</b>	<b>3.7%</b>	<b>1,971,787</b>	<b>1.4%</b>
<b>FRINGE BENEFITS</b>				
502011 Medicare/Soc. Sec.	32,797	3.2%	34,634	5.6%
502021 Retirement	389,153	31.7%	398,490	2.4%
502031 Medical Ins	611,624	21.0%	613,648	0.3%
502041 Dental Ins	47,280	-1.4%	52,008	10.0%
502045 Vision Ins	12,210	-3.1%	12,430	1.8%
502051 Life Ins/AD&D	4,423	6.5%	4,500	1.7%
502060 State Disability Ins (SDI)	25,756	7.5%	25,993	0.9%
502061 Long Term Disability Ins	24,591	0.5%	24,621	0.1%
502071 State Unemployment Ins (SUI)	9,877	25.3%	10,647	7.8%
502081 Worker's Comp Ins	110,631	28.6%	110,631	0.0%
502101 Holiday Pay	26,098	3.6%	26,717	2.4%
502103 Floating Holiday	4,917	8.2%	4,917	0.0%
502109 Sick Leave	104,394	3.6%	106,867	2.4%
502111 Annual Leave	237,780	-1.2%	261,571	10.0%
502121 Other Paid Absence	16,312	3.6%	16,698	2.4%
502251 Phys. Exams	1,910	3.0%	1,910	0.0%
502253 Driver Lic Renewal	424	3.0%	424	-0.1%
502999 Other Fringe Benefits	3,175	1.1%	3,148	-0.8%
<b>Totals</b>	<b>1,663,352</b>	<b>16.1%</b>	<b>1,709,855</b>	<b>2.8%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY12 REVISED OPERATING BUDGET AS OF JANUARY 2012**

Fleet Maintenance - 4100

ACCOUNT	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12	REVISED BUDGET FY12	% CHANGE BUDG FY12 REV BUDG FY12
<b>SERVICES</b>				
503011 Accting/Audit Fees	-	0.0%	-	0.0%
503012 Admin/Bank Fees	-	0.0%	-	0.0%
503031 Prof/Technical Fees	8,000	220.0%	8,000	0.0%
503032 Legislative Services	-	0.0%	-	0.0%
503033 Legal Services	-	0.0%	-	0.0%
503034 Pre-Employment Exams	-	0.0%	-	0.0%
503041 Temp Help	-	0.0%	-	0.0%
503161 Custodial Services	-	0.0%	-	0.0%
503162 Uniforms/Laundry	15,000	-40.0%	15,000	0.0%
503171 Security Services	-	0.0%	-	0.0%
503221 Classified/Legal Ads	-	0.0%	-	0.0%
503222 Legal Ads	-	0.0%	-	0.0%
503225 Graphic Services	-	0.0%	-	0.0%
503351 Repair - Bldg & Impr	80,000	0.0%	80,000	0.0%
503352 Repair - Equipment	280,000	7.7%	273,800	-2.2%
503353 Repair - Rev Vehicle	25,000	0.0%	25,000	0.0%
503354 Repair - Non Rev Vehicle	-	0.0%	-	0.0%
503363 Haz Mat Disposal	-	0.0%	-	0.0%
Totals	408,000	3.9%	401,800	-1.5%
<b>MOBILE MATERIALS &amp; SUPPLIES</b>				
504011 Fuels & Lubricants - Non Rev Veh	70,000	-53.3%	70,000	0.0%
504012 Fuels & Lubricants - Rev Veh	1,855,000	4.5%	1,855,000	0.0%
504021 Tires & Tubes	225,000	3.7%	225,000	0.0%
504161 Other Mobile Supplies	-	0.0%	-	0.0%
504191 Rev Vehicle Parts	575,000	0.0%	575,000	0.0%
Totals	2,725,000	0.3%	2,725,000	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY12 REVISED OPERATING BUDGET AS OF JANUARY 2012**

Fleet Maintenance - 4100

ACCOUNT	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12	REVISED BUDGET FY12	% CHANGE BUDG FY12 REV BUDG FY12
<b>OTHER MATERIALS &amp; SUPPLIES</b>				
504205 Freight Out	2,500	0.0%	2,500	0.0%
504211 Postage & Mailing	500	0.0%	500	0.0%
504214 Promotional Items	-	0.0%	-	0.0%
504215 Printing	-	0.0%	-	0.0%
504217 Photo Supp/Process	-	0.0%	-	0.0%
504311 Office Supplies	4,500	0.0%	4,500	0.0%
504315 Safety Supplies	10,000	42.9%	10,000	0.0%
504317 Cleaning Supplies	7,000	0.0%	7,000	0.0%
504409 Repair/Maint Supplies	-	0.0%	-	0.0%
504421 Non-Inventory Parts	15,000	-62.5%	15,000	0.0%
504511 Small Tools	5,000	0.0%	5,000	0.0%
504515 Employee Tool Replacement	2,000	0.0%	2,000	0.0%
<b>Totals</b>	<b>46,500</b>	<b>-32.1%</b>	<b>46,500</b>	<b>0.0%</b>
<b>UTILITIES</b>				
505011 Gas & Electric	-	0.0%	-	0.0%
505021 Water & Garbage	-	0.0%	-	0.0%
505031 Telecommunications	17,000	-22.7%	23,200	36.5%
<b>Totals</b>	<b>17,000</b>	<b>-22.7%</b>	<b>23,200</b>	<b>36.5%</b>
<b>CASUALTY &amp; LIABILITY</b>				
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%
<b>Totals</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY12 REVISED OPERATING BUDGET AS OF JANUARY 2012**

Fleet Maintenance - 4100

ACCOUNT	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12	REVISED BUDGET FY12	% CHANGE BUDG FY12 REV BUDG FY12
<b>TAXES</b>				
507051 Fuel Tax	14,000	0.0%	14,000	0.0%
507201 Licenses & Permits	-	0.0%	-	0.0%
507999 Other Taxes	-	0.0%	-	0.0%
<b>Totals</b>	<b>14,000</b>	<b>0.0%</b>	<b>14,000</b>	<b>0.0%</b>
<b>PURCHASED TRANS.</b>				
503406 Contract/Paratransit	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>MISC EXPENSE</b>				
509011 Dues/Subscriptions	1,000	0.0%	1,000	0.0%
509085 Advertising - Rev Prod	-	0.0%	-	0.0%
509101 Employee Incentive Program	-	0.0%	-	0.0%
509121 Employee Training	-	0.0%	-	0.0%
509123 Travel	-	0.0%	-	0.0%
509125 Local Meeting Expense	-	0.0%	-	0.0%
509127 Board Director Fees	-	0.0%	-	0.0%
509150 Contributions	-	0.0%	-	0.0%
509198 Cash Over/Short	-	0.0%	-	0.0%
<b>Totals</b>	<b>1,000</b>	<b>0.0%</b>	<b>1,000</b>	<b>0.0%</b>
<b>LEASES &amp; RENTALS</b>				
512011 Facility Lease	-	0.0%	-	0.0%
512061 Equipment Rental	2,000	0.0%	2,000	0.0%
<b>Totals</b>	<b>2,000</b>	<b>0.0%</b>	<b>2,000</b>	<b>0.0%</b>
<b>PERSONNEL TOTAL</b>	<b>3,607,799</b>	<b>9.1%</b>	<b>3,681,641</b>	<b>2.0%</b>
<b>NON-PERSONNEL TOTAL</b>	<b>3,213,500</b>	<b>-0.1%</b>	<b>3,213,500</b>	<b>0.0%</b>
<b>DEPARTMENT TOTALS</b>	<b>6,821,299</b>	<b>4.6%</b>	<b>6,895,141</b>	<b>1.1%</b>

1/18/2012

Fleet Maint- 4100





## **COBRA BENEFITS – 9001**





**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY12 REVISED OPERATING BUDGET AS OF JANUARY 2012**  
 COBRA Benefits - 9001

ACCOUNT	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12	REVISED BUDGET FY12	% CHANGE BUDG FY12 REV BUDG FY12
<b>LABOR</b>				
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%
<b>Totals</b>	-	0.0%	-	0.0%
<b>FRINGE BENEFITS</b>				
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%
<b>Totals</b>	-	0.0%	-	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY12 REVISED OPERATING BUDGET AS OF JANUARY 2012**

COBRA Benefits - 9001

ACCOUNT	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12	REVISED BUDGET FY12	% CHANGE BUDG FY12 REV BUDG FY12
<b>SERVICES</b>				
503011 Accting/Audit Fees	-	0.0%	-	0.0%
503012 Admin/Bank Fees	-	0.0%	-	0.0%
503031 Prof/Technical Fees	-	0.0%	-	0.0%
503032 Legislative Services	-	0.0%	-	0.0%
503033 Legal Services	-	0.0%	-	0.0%
503034 Pre-Employment Exams	-	0.0%	-	0.0%
503041 Temp Help	-	0.0%	-	0.0%
503161 Custodial Services	-	0.0%	-	0.0%
503162 Uniforms/Laundry	-	0.0%	-	0.0%
503171 Security Services	-	0.0%	-	0.0%
503221 Classified/Legal Ads	-	0.0%	-	0.0%
503222 Legal Ads	-	0.0%	-	0.0%
503225 Graphic Services	-	0.0%	-	0.0%
503351 Repair - Bldg & Impr	-	0.0%	-	0.0%
503352 Repair - Equipment	-	0.0%	-	0.0%
503353 Repair - Rev Vehicle	-	0.0%	-	0.0%
503354 Repair - Non Rev Vehicle	-	0.0%	-	0.0%
503363 Haz Mat Disposal	-	0.0%	-	0.0%
Totals	-	0.0%	-	0.0%
<b>MOBILE MATERIALS &amp; SUPPLIES</b>				
504011 Fuels & Lubricants - Non Rev Veh	-	0.0%	-	0.0%
504012 Fuels & Lubricants - Rev Veh	-	0.0%	-	0.0%
504021 Tires & Tubes	-	0.0%	-	0.0%
504161 Other Mobile Supplies	-	0.0%	-	0.0%
504191 Rev Vehicle Parts	-	0.0%	-	0.0%
Totals	-	0.0%	-	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY12 REVISED OPERATING BUDGET AS OF JANUARY 2012**

COBRA Benefits - 9001

ACCOUNT	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12	REVISED BUDGET FY12	% CHANGE BUDG FY12 REV BUDG FY12
<b>OTHER MATERIALS &amp; SUPPLIES</b>				
504205 Freight Out	-	0.0%	-	0.0%
504211 Postage & Mailing	-	0.0%	-	0.0%
504214 Promotional Items	-	0.0%	-	0.0%
504215 Printing	-	0.0%	-	0.0%
504217 Photo Supp/Process	-	0.0%	-	0.0%
504311 Office Supplies	-	0.0%	-	0.0%
504315 Safety Supplies	-	0.0%	-	0.0%
504317 Cleaning Supplies	-	0.0%	-	0.0%
504409 Repair/Maint Supplies	-	0.0%	-	0.0%
504421 Non-Inventory Parts	-	0.0%	-	0.0%
504511 Small Tools	-	0.0%	-	0.0%
504515 Employee Tool Replacement	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>UTILITIES</b>				
505011 Gas & Electric	-	0.0%	-	0.0%
505021 Water & Garbage	-	0.0%	-	0.0%
505031 Telecommunications	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>CASUALTY &amp; LIABILITY</b>				
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%
<b>Totals</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY12 REVISED OPERATING BUDGET AS OF JANUARY 2012**

COBRA Benefits - 9001

ACCOUNT	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12	REVISED BUDGET FY12	% CHANGE BUDG FY12 REV BUDG FY12
<b>TAXES</b>				
507051 Fuel Tax	-	0.0%	-	0.0%
507201 Licenses & Permits	-	0.0%	-	0.0%
507999 Other Taxes	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>PURCHASED TRANS.</b>				
503406 Contract/Paratransit	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>MISC EXPENSE</b>				
509011 Dues/Subscriptions	-	0.0%	-	0.0%
509085 Advertising - Rev Prod	-	0.0%	-	0.0%
509101 Employee Incentive Program	-	0.0%	-	0.0%
509121 Employee Training	-	0.0%	-	0.0%
509123 Travel	-	0.0%	-	0.0%
509125 Local Meeting Expense	-	0.0%	-	0.0%
509127 Board Director Fees	-	0.0%	-	0.0%
509150 Contributions	-	0.0%	-	0.0%
509198 Cash Over/Short	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>LEASES &amp; RENTALS</b>				
512011 Facility Lease	-	0.0%	-	0.0%
512061 Equipment Rental	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>PERSONNEL TOTAL</b>				
	-	0.0%	-	0.0%
<b>NON-PERSONNEL TOTAL</b>				
	-	0.0%	-	0.0%
<b>DEPARTMENT TOTALS</b>				
	-	0.0%	-	0.0%

1/18/2012

COBRA- 9001





## **RETIRED EMPLOYEE BENEFITS - 9005**





**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY12 REVISED OPERATING BUDGET AS OF JANUARY 2012**

Retired Employee Benefits - 9005

ACCOUNT	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12	REVISED BUDGET FY12	% CHANGE BUDG FY12 REV BUDG FY12
<b>LABOR</b>				
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%
<b>Totals</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>FRINGE BENEFITS</b>				
502011 Medicare/Soc. Sec.	-	0.0%	-	0.0%
502021 Retirement	-	0.0%	-	0.0%
502031 Medical Ins	2,178,916	37.2%	2,259,132	3.7%
502041 Dental Ins	107,069	8.4%	112,175	4.8%
502045 Vision Ins	34,980	6.1%	33,000	-5.7%
502051 Life Ins/AD&D	9,789	5.4%	9,300	-5.0%
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	25,398	-0.7%	23,343	-8.1%
<b>Totals</b>	<b>2,356,152</b>	<b>34.3%</b>	<b>2,436,950</b>	<b>3.4%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY12 REVISED OPERATING BUDGET AS OF JANUARY 2012**

Retired Employee Benefits - 9005

ACCOUNT	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12	REVISED BUDGET FY12	% CHANGE BUDG FY12 REV BUDG FY12
<b>SERVICES</b>				
503011 Accting/Audit Fees	-	0.0%	-	0.0%
503012 Admin/Bank Fees	-	0.0%	-	0.0%
503031 Prof/Technical Fees	-	0.0%	-	0.0%
503032 Legislative Services	-	0.0%	-	0.0%
503033 Legal Services	-	0.0%	-	0.0%
503034 Pre-Employment Exams	-	0.0%	-	0.0%
503041 Temp Help	-	0.0%	-	0.0%
503161 Custodial Services	-	0.0%	-	0.0%
503162 Uniforms/Laundry	-	0.0%	-	0.0%
503171 Security Services	-	0.0%	-	0.0%
503221 Classified/Legal Ads	-	0.0%	-	0.0%
503222 Legal Ads	-	0.0%	-	0.0%
503225 Graphic Services	-	0.0%	-	0.0%
503351 Repair - Bldg & Impr	-	0.0%	-	0.0%
503352 Repair - Equipment	-	0.0%	-	0.0%
503353 Repair - Rev Vehicle	-	0.0%	-	0.0%
503354 Repair - Non Rev Vehicle	-	0.0%	-	0.0%
503363 Haz Mat Disposal	-	0.0%	-	0.0%
Totals	-	0.0%	-	0.0%
<b>MOBILE MATERIALS &amp; SUPPLIES</b>				
504011 Fuels & Lubricants - Non Rev Veh	-	0.0%	-	0.0%
504012 Fuels & Lubricants - Rev Veh	-	0.0%	-	0.0%
504021 Tires & Tubes	-	0.0%	-	0.0%
504161 Other Mobile Supplies	-	0.0%	-	0.0%
504191 Rev Vehicle Parts	-	0.0%	-	0.0%
Totals	-	0.0%	-	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY12 REVISED OPERATING BUDGET AS OF JANUARY 2012**

Retired Employee Benefits - 9005

ACCOUNT	FINAL	% CHANGE	REVISED	% CHANGE
	BUDGET FY12	BUDG FY11 BUDG FY12	BUDGET FY12	BUDG FY12 REV BUDG FY12
<b>OTHER MATERIALS &amp; SUPPLIES</b>				
504205 Freight Out	-	0.0%	-	0.0%
504211 Postage & Mailing	-	0.0%	-	0.0%
504214 Promotional Items	-	0.0%	-	0.0%
504215 Printing	-	0.0%	-	0.0%
504217 Photo Supp/Process	-	0.0%	-	0.0%
504311 Office Supplies	-	0.0%	-	0.0%
504315 Safety Supplies	-	0.0%	-	0.0%
504317 Cleaning Supplies	-	0.0%	-	0.0%
504409 Repair/Maint Supplies	-	0.0%	-	0.0%
504421 Non-Inventory Parts	-	0.0%	-	0.0%
504511 Small Tools	-	0.0%	-	0.0%
504515 Employee Tool Replacement	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>UTILITIES</b>				
505011 Gas & Electric	-	0.0%	-	0.0%
505021 Water & Garbage	-	0.0%	-	0.0%
505031 Telecommunications	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>CASUALTY &amp; LIABILITY</b>				
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%
<b>Totals</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY12 REVISED OPERATING BUDGET AS OF JANUARY 2012**

Retired Employee Benefits - 9005

ACCOUNT	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12	REVISED BUDGET FY12	% CHANGE BUDG FY12 REV BUDG FY12
<b>TAXES</b>				
507051 Fuel Tax	-	0.0%	-	0.0%
507201 Licenses & Permits	-	0.0%	-	0.0%
507999 Other Taxes	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>PURCHASED TRANS.</b>				
503406 Contract/Paratransit	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>MISC EXPENSE</b>				
509011 Dues/Subscriptions	-	0.0%	-	0.0%
509085 Advertising - Rev Prod	-	0.0%	-	0.0%
509101 Employee Incentive Program	-	0.0%	-	0.0%
509121 Employee Training	-	0.0%	-	0.0%
509123 Travel	-	0.0%	-	0.0%
509125 Local Meeting Expense	-	0.0%	-	0.0%
509127 Board Director Fees	-	0.0%	-	0.0%
509150 Contributions	-	0.0%	-	0.0%
509198 Cash Over/Short	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>LEASES &amp; RENTALS</b>				
512011 Facility Lease	-	0.0%	-	0.0%
512061 Equipment Rental	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>PERSONNEL TOTAL</b>	<b>2,356,152</b>	<b>34.3%</b>	<b>2,436,950</b>	<b>3.4%</b>
<b>NON-PERSONNEL TOTAL</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>DEPARTMENT TOTALS</b>	<b>2,356,152</b>	<b>34.3%</b>	<b>2,436,950</b>	<b>3.4%</b>

1/18/2012

Retirees- 9005





## **SCCIC/COPS - 700**





**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY12 REVISED OPERATING BUDGET AS OF JANUARY 2012**  
 SCCIC/COPS - 700

ACCOUNT	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12	REVISED BUDGET FY12	% CHANGE BUDG FY12 REV BUDG FY12
<b>LABOR</b>				
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%
<b>Totals</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>FRINGE BENEFITS</b>				
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%
<b>Totals</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY12 REVISED OPERATING BUDGET AS OF JANUARY 2012**  
 SCCIC/COPS - 700

ACCOUNT	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12	REVISED BUDGET FY12	% CHANGE BUDG FY12 REV BUDG FY12
<b>SERVICES</b>				
503011 Accting/Audit Fees	250	0.0%	250	0.0%
503012 Admin/Bank Fees	50	0.0%	50	0.0%
503031 Prof/Technical Fees	-	0.0%	-	0.0%
503032 Legislative Services	-	0.0%	-	0.0%
503033 Legal Services	-	0.0%	-	0.0%
503034 Pre-Employment Exams	-	0.0%	-	0.0%
503041 Temp Help	-	0.0%	-	0.0%
503161 Custodial Services	-	0.0%	-	0.0%
503162 Uniforms/Laundry	-	0.0%	-	0.0%
503171 Security Services	-	0.0%	-	0.0%
503221 Classified/Legal Ads	-	0.0%	-	0.0%
503222 Legal Ads	-	0.0%	-	0.0%
503225 Graphic Services	-	0.0%	-	0.0%
503351 Repair - Bldg & Impr	-	0.0%	-	0.0%
503352 Repair - Equipment	-	0.0%	-	0.0%
503353 Repair - Rev Vehicle	-	0.0%	-	0.0%
503354 Repair - Non Rev Vehicle	-	0.0%	-	0.0%
503363 Haz Mat Disposal	-	0.0%	-	0.0%
Totals	300	0.0%	300	0.0%
<b>MOBILE MATERIALS &amp; SUPPLIES</b>				
504011 Fuels & Lubricants - Non Rev Veh	-	0.0%	-	0.0%
504012 Fuels & Lubricants - Rev Veh	-	0.0%	-	0.0%
504021 Tires & Tubes	-	0.0%	-	0.0%
504161 Other Mobile Supplies	-	0.0%	-	0.0%
504191 Rev Vehicle Parts	-	0.0%	-	0.0%
Totals	-	0.0%	-	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY12 REVISED OPERATING BUDGET AS OF JANUARY 2012**  
 SCCIC/COPS - 700

ACCOUNT	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12	REVISED BUDGET FY12	% CHANGE BUDG FY12 REV BUDG FY12
<b>OTHER MATERIALS &amp; SUPPLIES</b>				
504205 Freight Out	-	0.0%	-	0.0%
504211 Postage & Mailing	-	0.0%	-	0.0%
504214 Promotional Items	-	0.0%	-	0.0%
504215 Printing	-	0.0%	-	0.0%
504217 Photo Supp/Process	-	0.0%	-	0.0%
504311 Office Supplies	-	0.0%	-	0.0%
504315 Safety Supplies	-	0.0%	-	0.0%
504317 Cleaning Supplies	-	0.0%	-	0.0%
504409 Repair/Maint Supplies	-	0.0%	-	0.0%
504421 Non-Inventory Parts	-	0.0%	-	0.0%
504511 Small Tools	-	0.0%	-	0.0%
504515 Employee Tool Replacement	-	0.0%	-	0.0%
<b>Totals</b>	-	0.0%	-	0.0%
<b>UTILITIES</b>				
505011 Gas & Electric	-	0.0%	-	0.0%
505021 Water & Garbage	-	0.0%	-	0.0%
505031 Telecommunications	-	0.0%	-	0.0%
<b>Totals</b>	-	0.0%	-	0.0%
<b>CASUALTY &amp; LIABILITY</b>				
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%
<b>Totals</b>	-	0.0%	-	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY12 REVISED OPERATING BUDGET AS OF JANUARY 2012**  
 SCCIC/COPS - 700

ACCOUNT	FINAL BUDGET FY12	% CHANGE BUDG FY11 BUDG FY12	REVISED BUDGET FY12	% CHANGE BUDG FY12 REV BUDG FY12
<b>TAXES</b>				
507051 Fuel Tax	-	0.0%	-	0.0%
507201 Licenses & Permits	-	0.0%	-	0.0%
507999 Other Taxes	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>PURCHASED TRANS.</b>				
503406 Contract/Paratransit	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>MISC EXPENSE</b>				
509011 Dues/Subscriptions	-	0.0%	-	0.0%
509085 Advertising - Rev Prod	-	0.0%	-	0.0%
509101 Employee Incentive Program	-	0.0%	-	0.0%
509121 Employee Training	-	0.0%	-	0.0%
509123 Travel	-	0.0%	-	0.0%
509125 Local Meeting Expense	-	0.0%	-	0.0%
509127 Board Director Fees	-	0.0%	-	0.0%
509150 Contributions	-	0.0%	-	0.0%
509198 Cash Over/Short	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>LEASES &amp; RENTALS</b>				
512011 Facility Lease	-	0.0%	-	0.0%
512061 Equipment Rental	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>PERSONNEL TOTAL</b>				
	-	0.0%	-	0.0%
<b>NON-PERSONNEL TOTAL</b>				
	300	0.0%	300	0.0%
<b>DEPARTMENT TOTALS</b>				
	300	0.0%	300	0.0%





### **III. CAPITAL BUDGET**





**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY12 REVISED CAPITAL BUDGET AS OF JANUARY 2012**

PROJECT/ACTIVITY	NON-RESTRICTED - RESERVED RETAINED EARNINGS	RESTRICTED - SAKATA/LAW SUIT	RESTRICTED - STA	RESTRICTED - STATE SECURITY BOND FUNDS (1B)	RESTRICTED - FY09, 10 PTMISEA (1B)*	LOCAL OPERATING MATCH - SALARIES	TOTAL
<b>Estimated Beginning Balance @ July 1, 2011:</b>	\$ 12,600,000	\$ 1,300,000	\$ 1,000,000	\$ 890,000	\$ 200,000	\$ 134,535	\$ 16,124,535
<b>Grant-Funded Projects</b>							
MetroBase Project - Operations Bldg. (PTMISEA)	\$ -	\$ -	\$ -	\$ -	\$ 11,010,047 **	\$ -	\$ 11,010,047
State of Good Repair (FTA, RES. RET. EARN.)	\$ 5,685,465					\$ 134,535	\$ 5,820,000
MetroBase Project - FY10 Allocation (PTMISEA)					\$ 2,491,923		\$ 2,491,923
2nd CNG Tank (STIC, MBUAPCD, RES. RET. EARN.)	\$ 1,561,070						\$ 1,561,070
MetroBase Project - FY09 Allocation (PTMISEA)					\$ 200,000		\$ 200,000
Transit Mgmt. Info. Technology (FTA-ARRA)	\$ 520,000						\$ 520,000
Bus Stop Improvements (STIP)	\$ 500,000						\$ 500,000
425 Front Street Purchase (FTA, STA)	\$ 35,000		\$ 5,000				\$ 40,000
Land Mobile Radio Project - (LMR) (STATE-1B)				\$ 790,000			\$ 790,000
Non-Revenue Vehicle Replacement (MBUAPCD, FTA)	\$ 180,500					\$ 11,605	\$ 192,105
Video Surveillance Project - (CCTV) (STATE-1B)				\$ 80,000			\$ 80,000
Emergency Generator Relocation (OHS-1B)				\$ 20,000			\$ 20,000
Subtotal	\$ 8,482,035	\$ -	\$ 5,000	\$ 890,000	\$ 13,701,970	\$ 146,140	\$ 23,225,145
<b>IT Projects</b>							
HR Software Upgrade (STA)			\$ 125,000				\$ 125,000
Replace Fleet & Facilities Maintenance Software (STA)			\$ 115,000				\$ 115,000
Automated Purchasing System Software (STA)			\$ 40,000				\$ 40,000
Subtotal	\$ -	\$ -	\$ 280,000	\$ -	\$ -	\$ -	\$ 280,000
<b>Facilities Repair &amp; Improvements</b>							
Operations Bldg. Repairs (RES. RET. EARN.)	\$ 150,000						\$ 150,000
MetroCenter Repairs (RES. RET. EARN.)	\$ 200,000						\$ 200,000
MTC Lane Four Shelter Replacement (STA)			\$ 40,000				\$ 40,000
WTC Renovations & Repairs (STA)			\$ 85,000				\$ 85,000
Repair, Reseal, Restripe (Sinkholes) - Ops (STA)			\$ 10,000				\$ 10,000
Subtotal	\$ 350,000	\$ -	\$ 135,000	\$ -	\$ -	\$ -	\$ 485,000

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY12 REVISED CAPITAL BUDGET AS OF JANUARY 2012**

PROJECT/ACTIVITY	NON-RESTRICTED - RESERVED RETAINED EARNINGS	RESTRICTED - SAKATA/LAW SUIT	RESTRICTED - STA	RESTRICTED - STATE SECURITY BOND FUNDS (1B)	RESTRICTED - FY09, 10 PTMISEA (1B)*	LOCAL OPERATING MATCH - SALARIES	TOTAL
<b>Revenue Vehicle Replacement</b>							
Replace WiFi on Highway 17 buses	\$ -	\$ -	\$ 60,000		\$ -		\$ 60,000
Subtotal	\$ -	\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ 60,000
<b>Non-Revenue Vehicle Replacement</b>							
See above	\$ -	\$ -	\$ -		\$ -		\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Maint Equipment</b>							
None	\$ -	\$ -	\$ -		\$ -		\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Office Equipment</b>							
Fire Safe Filing Cabinets (STA)	\$ -	\$ -	\$ 8,000		\$ -		\$ 8,000
Subtotal	\$ -	\$ -	\$ 8,000	\$ -	\$ -	\$ -	\$ 8,000
<b>Misc.</b>							
Use of Reserved Retained Earnings to balance Operating Budget	\$ -	\$ -	\$ -		\$ -		\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL CAPITAL PROJECTS</b>	\$ 8,832,035	\$ -	\$ 488,000	\$ 890,000	\$ 13,701,970	\$ 146,140	\$ 24,058,145
<b>Estimated Ending Balance @ June 30, 2012:</b>	\$ 3,767,965	\$ 1,300,000	\$ 512,000	\$ -	\$ -	\$ -	\$ 5,579,965

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY12 REVISED CAPITAL BUDGET AS OF JANUARY 2012**

PROJECT/ACTIVITY	NON-RESTRICTED - RESERVED RETAINED EARNINGS	RESTRICTED - SAKATA/LAW SUIT	RESTRICTED - STA	RESTRICTED - STATE SECURITY BOND FUNDS (1B)	RESTRICTED - FY09, 10 PTMISEA (1B)*	LOCAL OPERATING MATCH - SALARIES	TOTAL
<b>CAPITAL PROGRAM FUNDING</b>							
PTMISEA (1B)					\$ 13,701,970		\$ 13,701,970
State Transit Assistance (STA)			\$ 488,000				\$ 488,000
Sakata / Lawsuit Proceeds		\$ -					\$ -
State Security Bond Funds (1B)				\$ 890,000			\$ 890,000
Federal Grants (FTA)	\$ 6,514,162 ***						\$ 6,514,162
Statewide Transportation Improvement Program (STIP)	\$ 500,000 ***						\$ 500,000
Monterey Bay Unified Air Pollution Control Dist (MBUAPCD)	\$ 360,000 ***						\$ 360,000
Reserved Retained Earnings	\$ 1,457,873						\$ 1,457,873
Local Operating Match						\$ 146,140	\$ 146,140
<b>TOTAL CAPITAL FUNDING</b>	<b>\$ 8,832,035</b>	<b>\$ -</b>	<b>\$ 488,000</b>	<b>\$ 890,000</b>	<b>\$ 13,701,970</b>	<b>\$ 146,140</b>	<b>\$ 24,058,145</b>
Non-Restricted Funds	\$ 8,832,035						\$ 8,832,035
Restricted Funds		\$ -	\$ 488,000	\$ 890,000	\$ 13,701,970		\$ 15,079,970
Local Operating Match - provided by Salaries						\$ 146,140	\$ 146,140
<b>TOTAL CAPITAL FUNDING</b>	<b>\$ 8,832,035</b>	<b>\$ -</b>	<b>\$ 488,000</b>	<b>\$ 890,000</b>	<b>\$ 13,701,970</b>	<b>\$ 146,140</b>	<b>\$ 24,058,145</b>
* Original 1B PTMISEA Program Allocation Request:					\$ 26,262,877		
FY08 PTMISEA Allocation Received					\$ 4,404,019		
FY09 PTMISEA Allocation Received					\$ 2,480,910		
FY10 PTMISEA Allocation Received					\$ 2,491,923		
Subtotal PTMISEA Receipts thru 12/13/11					\$ 9,376,852		
Unpaid balance of remaining PTMISEA funds requested					\$ 16,886,025		
** FY11 PTMISEA Allocation of \$11,010,047 has not been received as of 12/13/11							
*** Funds will be reimbursed at a later date	\$ 7,374,162						



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

PROJECT/ACTIVITY	2012	2013	TOTAL
<b>Revenue Vehicles</b>			
Replace (30) 1998 New Flyer Local Buses (9801-9830)	\$ 7,125,000	\$ 7,125,000	\$ 14,250,000
Replace (5) 1988 New Flyer Highway 17 Buses	\$ 2,375,000		\$ 2,375,000
Automated Vehicle Locator (AVL) /Automated Passenger Count (APC) (86)		\$ 1,200,000	\$ 1,200,000
Replace (10) 2003-2007 Paratransit Vans (Goshen)	\$ 525,000	\$ 225,000	\$ 750,000
Replace Highway 17 - WiFi (23 Units)	\$ 175,000		\$ 175,000
Subtotal	\$ 10,200,000	\$ 8,550,000	\$ 18,750,000
<b>Facilities</b>			
MetroBase Construction - Operations / Parking	\$ 16,000,000	\$ 16,000,000	\$ 32,000,000
Pacific Station Design (local match for FTA \$396K grant)		\$ 99,000	\$ 99,000
Paint Building - MetroCenter	\$ 54,000		\$ 54,000
Paint Building - Watsonville Transit Center	\$ 48,000		\$ 48,000
Subtotal	\$ 16,102,000	\$ 16,099,000	\$ 32,201,000
<b>Facilities Repair &amp; Improvements</b>			
Land Mobile Radio (LMR) & Repeaters	\$ 2,500,000		\$ 2,500,000
Repairs & Improvements-Routine Replacements	\$ 150,000	\$ 150,000	\$ 300,000
METRO Transit Center, Clock Refurbishment - to Digital	\$ 120,000		\$ 120,000
Computer Kiosks - MC	\$ 110,000		\$ 110,000
Electronic LED Message Boards (3) - MC	\$ 85,000		\$ 85,000
Repair Sidewalks, Bus Lanes, Slurry Parking Lots, etc.	\$ 25,000	\$ 25,000	\$ 50,000
Subtotal	\$ 2,990,000	\$ 175,000	\$ 3,165,000
<b>Non-Revenue Vehicle Replacement</b>			
Replace (17) Staff Cars - w/ Honda CNG	\$ 250,000	\$ 175,000	\$ 425,000
Replace (4) Pickups	\$ 150,000	\$ 150,000	\$ 300,000
Replace (6) Vans	\$ 96,000	\$ 96,000	\$ 192,000
Replace (4) Ford Explorers	\$ 64,000	\$ 64,000	\$ 128,000
Replace (1) F550 Truck	\$ 85,000	-	\$ 85,000
Replace (2) Facility F250 Service Body Trucks	\$ 20,000	\$ 20,000	\$ 40,000

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







## **IV. ADDITIONAL INFORMATION**



## **BOARD MEMBER TRAVEL**

**FY12**

### American Public Transportation Association (APTA) Meetings

Legislative Conference  
March 2012  
Washington, DC  
Two Board Members

Annual Conference  
October 2011  
New Orleans, LA  
Two Board Members

### California Transit Association (CTA) Meetings

Annual Meeting  
San Jose, CA

### Additional Travel

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

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

EMPLOYEE INCENTIVE PROGRAM  
FY12

EVENT/ACTIVITY	# EMP	RATE	FY12	DEPT/ACCOUNT
District Service Awards			\$ 12,298	1100-509101
Certificates of Commendation			\$ -	1100-509101
Wall of Fame Frames	100	\$ 6.20	\$ 639	1100-509101
Safe Driver Pins and Certificates			\$ 3,500	3300-509101
Employee Incentive Program			\$ 19,096	1100-509101
Departmental Programs				
<b><u>Administrative Facility (110 Vernon)</u></b>				
Employee Recognition/Appreciation Events		\$ -	\$ -	1200-509101
<b><u>Customer Service (Metro Center)</u></b>				
Employee Recognition/Appreciation Events		\$ -	\$ -	1300-509101
<b><u>Facilities Maintenance</u></b>				
Employee Recognition/Appreciation Events		\$ -	\$ -	2200-509101
<b><u>ParaCruz</u></b>				
Employee Recognition/Appreciation Events		\$ -	\$ -	3100-509101
<b><u>Operations</u></b>				
Employee Recognition/Appreciation Events and Shift Bid Refreshments		\$ -	\$ -	3200-509101
<b><u>Fleet Maintenance</u></b>				
Employee Recognition/Appreciation Events and Shift Bid Refreshments		\$ -	\$ -	4100-509101
<b>TOTALS</b>			<b>\$ 35,533</b>	









SANTA CRUZ **METRO**