



Santa Cruz County Regional Transportation Commission's
**Elderly & Disabled Transportation
Advisory Committee**

(Also serves as the state-mandated Social Service Transportation Advisory Council)

AGENDA

1:30 pm, Tuesday, April 9, 2013

Regional Transportation Commission, 1523 Pacific Ave, Santa Cruz

1. Call to Order
2. Introductions
3. Oral Communications

The Committee will receive oral communications during this time on items not on today's agenda. Presentations must be within the jurisdiction of the Committee, and may be limited in time at the discretion of the Chair. Committee members will not take action or respond immediately to any Oral Communications presented, but may choose to follow up at a later time, either individually, or on a subsequent Committee agenda.

4. Additions or deletions to consent and regular agendas

CONSENT AGENDA

All items appearing on the consent agenda are considered to be minor or non-controversial and will be acted upon in one motion if no member of the E&D TAC or public wishes an item be removed and discussed on the regular agenda. Members of the E&D TAC may raise questions, seek clarification or add directions to Consent Agenda items without removing the item from the Consent Agenda as long as no other E&D TAC member objects to the change.

5. Approve Minutes from Feb 12, 2013 meeting **(page 3)**
6. Receive Transportation Development Act (TDA) Revenues Report as of Mar 2013 **(page 7)**
7. Receive RTC Highlights through Mar 2013 **(page 8)**
8. Receive letter dated 3/27/13 from E&D TAC Chair to Community Bridges in support of two grant applications **(page 10)**
9. Receive letter dated 1/31/13 from Supervisor/Commissioner Neal Coonerty to the Santa Cruz Metropolitan Transit District regarding restoration of bus service on Frederick Street in Santa Cruz City **(page 11)**
10. Information Items (links provided, hard copy circulated at meeting)
 - a. Mr. Roadshow writes about not driving - http://www.mercurynews.com/mr-roadshow/ci_22853900/say-it-aint-so-no-driving-mr-roadshow
 - b. US Department of Transportation changing bike and pedestrian standards to highlight safety - <http://dc.streetsblog.org/2013/02/28/u-s-dot-to-challenge-aashto-supremacy-on-bikeped-safety-standards/>
11. Receive Agency Updates (other than items on the regular agenda) **(page 12)**
 - a. Volunteer Center
 - 2nd Quarter TDA Report

- b. Community Bridges serving as the Consolidated Transportation Services Agency
- c. Santa Cruz Metropolitan Transit District (Metro)
 - Past Metro Reports (please see archives on the web):
<http://www.scmtd.com/en/agency-info/board-of-directors/70-board-agenda-archive>
- d. Santa Cruz County Regional Transportation Commission
- e. Private Operators

REGULAR AGENDA

- 12. Nominations and Election of Chair and Vice Chair – RTC staff **(page 14)**
- 13. Santa Cruz Metropolitan Transit District TDA Claim – Metro Staff **(page 15)**
- 14. Lift Line TDA Claim – Lift Line Staff **(page 44)**
- 15. Volunteer Center TDA Claim – Volunteer Center Staff **(page 77)**
- 16. Section 5310 Grant Application review committee recommendations – RTC staff **(page 89)**
- 17. Pedestrian Safety Work Group Update – Chair
- 18. Monterey Mobility Advisory Committee mixer (oral report) – RTC staff
- 19. Adjourn

Next meeting location and time:

- **1:30 pm, June 11 @ Mid or South County Location**

Future Topics: TDA Claims, Pedestrian Improvements near Activity Centers/Bus Stops, Transit Service to Frederick Street and other activity centers

HOW TO REACH US

*Santa Cruz County Regional Transportation Commission
1523 Pacific Avenue, Santa Cruz, CA 95060
Phone: (831) 460-3200 / fax (831) 460-3215
Email: info@sccrtc.org / website: www.sccrtc.org*

ACCOMMODATIONS FOR PEOPLE WITH DISABILITIES

The Santa Cruz County Regional Transportation Commission does not discriminate on the basis of disability and no person shall, by reason of a disability, be denied the benefits of its services, programs, or activities. This meeting location is an accessible facility. If you wish to attend this meeting and require special assistance in order to participate, please contact RTC staff at 460-3200 (CRS 800/735-2929) at least three working days in advance of this meeting to make arrangements. People with disabilities may request a copy of the agenda in an alternative format. As a courtesy to those person affected, please attend the meeting smoke and scent-free.

SERVICIOS DE TRADUCCIÓN/TRANSLATION SERVICES

Si gusta estar presente o participar en esta junta de la Comisión Regional de Transporte del condado de Santa Cruz y necesita información o servicios de traducción al español por favor llame por lo menos con tres días laborables de anticipo al (831) 460-3200 para hacer los arreglos necesarios. (Spanish language translation is available on an as needed basis. Please make advance arrangements (at least three days in advance by calling (831) 460-3200.



**Santa Cruz County
Regional Transportation Commission**

Elderly & Disabled Transportation Advisory Committee

Minutes – Draft

Tuesday, February 12, 2013, 1:30 p.m.

Regional Transportation Commission, 1523 Pacific Ave, Santa Cruz

1. **Call to Order** at 1:37 pm
2. **Introductions**

Members Present:

Hal Anjo, Potential Bus Rider
Kirk Ance, CTSA Lift Line
Lisa Berkowitz, CTSA (Community Bridges)
Debbi Brooks, Volunteer Center
John Daugherty, Metro Transit
Clay Kempf, Social Services Provider
Patti Lou Shevlin, 1st District

Excused Absences:

Veronica Elsea, 3rd District
Sally French, Soc. Serv. Prov.-Disabled (Hope Services)
Michael Molesky, Social Services

Others Present:

Debbie Smith, Funeral Consumer Alliance, Monterey Bay
Jack Sohriakoff, County Public Works

RTC Staff Present:

Cathy Judd
Karena Pushnik

Alternates Present: None

3. **Oral Communications**

Lisa Berkowitz announced the annual coin drive for Meals-on-Wheels taking place through the end of February and said that donations can be made at Bay Federal Credit Union.

Clay Kempf announced the 2nd workshop on *How to Hire and Manage a Caregiver* at Innerlight Church, February 21st at 1:30pm.

Debbie Smith, Funeral Consumer Alliance of Monterey Bay, provided a brochure for education on keeping the cost of dying down. Ms. Smith provided her phone number for further information.

John Daugherty said that Metro Board received a petition from over 100 La Posada residents along with a letter from Supervisor/Commissioner Coonerty regarding restoration of bus service on Frederick Street in the City of Santa Cruz. Karena Pushnik noted that the link to this item in the board packet was emailed to E&D TAC.

4. Additions or deletions to consent and regular agendas

John Daugherty read Veronica Elsea's response to the County Elections Department.

CONSENT AGENDA

Action: The motion (Anjo/Shevlin) - - to approve the consent agenda - - carries unanimously.

5. Approved Minutes from Jan 2013 meeting
6. Receive Transportation Development Act (TDA) Revenues Report as of Jan 2013
7. Received RTC Highlights Through Jan 2013
8. Received summary of Pedestrian Hazard Reports
9. Received current E&D TAC Roster
10. Received E&D TAC Letter to County Elections dated 12/12/2012
11. Received Santa Cruz County Elections Response Letter dated 1/16/13
12. Information Items (links provided, hard copy circulated at meeting)
 - a. Seniors Drive Infrastructure Spending 1/30/13 article in Mass Transit magazine
13. Received Agency Updates
 - a. Volunteer Center
 - b. Community Bridges serving as the Consolidated Transportation Services Agency
 - 1st Quarter Report for FY 2012-13 Transportation Development Act Report
 - c. Santa Cruz Metropolitan Transit District (Metro)
 - ParaCruz Operations Status Report: Jan 2013
 - Accessible Services Report: Jan 2013
 - Past Metro Reports
 - d. Santa Cruz County Regional Transportation Commission
 - e. Private Operators

REGULAR AGENDA

14. Select Section 5310 Grant Application review committee

Karena Pushnik provided background about funding available from federal grant sources to serve accessible transportation needs saying funding is available from Section 5310: Elderly & Disabled Specialized Transportation for the purchase of specialized transportation vehicles and related equipment. Ms. Pushnik said that grant applications are due March 11, 2012 to the Santa Cruz County Regional Transportation Commission and must be approved by the Commission at its May 2nd meeting and forwarded to Caltrans by May 13th.

Ms. Pushnik solicited volunteers to help score the applications. Members Hal Anjo and Clay Kempf agreed to assist.

John Daugherty will solicit Metro and the County Commission on Disabilities for volunteers and will inform Ms. Pushnik.

15. Accept Aptos Village Plan Accessibility and Design Features

Jack Sohriakoff, County Public Works, provided background of the Aptos Village Plan accessibility and design features saying that the county was appreciative of the E&D TAC's support at the January 15, 2013 meeting of the Aptos Village Plan in the Regional Surface Transportation Program (RSTP) with the inclusion of accessible sidewalks.

Mr. Sohriakoff pointed out ADA and other features of the various design plans of the project showing streets, sidewalks, crosswalks, and other features of the Aptos Village including:

- Parade Street at Soquel Drive
- Aptos Creek Road
- Trout Gulch Road
- Sidewalks and access ramps
- Additional traffic signals
- Moving existing crosswalk
- Moving inbound bus stop across street from outbound stop closer to Bay Federal
- All ADA standard sidewalk/bus stop improvements

Members asked:

- What prompted this project?

Mr. Sohriakoff said that the project has been on the books since 1991 and Barry Swenson Builders has been working on it for 10 years.

- Has the County met with Village merchants?

Mr. Sohriakoff said that the County has met with Village merchants several times.

- Does the County have to mitigate impacts to businesses?

Mr. Sohriakoff said definitely.

- What entity makes decisions about railroad crossings?

Mr. Sohriakoff said that Iowa Pacific and the Public Utilities Commission (PUC) make the decisions about railroad crossings.

- When will construction start?

Mr. Sohriakoff said that the County is still lining up funding, and that PUC applications will take 12 months.

Mr. Sohriakoff said that the Aptos Village Plan is available for viewing on the County Planning Department website and that the County portion is \$3.3 million for improvements.

16. Pedestrian Safety Work Group Update

- a. Letter from Pedestrian Safety Work Group to Realtors Association dated 1/18/13

John Daugherty said that the Pedestrian Safety Work Group sent a letter to the Realtors Association regarding placement of their sidewalk signs. Mr. Daugherty mentioned that the group has been working to inform property owners of their responsibility for sidewalk maintenance/safety and they have revised a set of FAQ's which will eventually be posted on the RTC website.

17. Next meetings: Karena noted that the next meeting will be April 9 at the RTC and the June meeting will be at a mid or south county location

18. Adjourn – 3:02 pm.

Respectfully submitted,



Cathy Judd, RTC Staff

**SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION
TDA REVENUE REPORT
FY 2012-2013**

MONTH	FY11-12 ACTUAL REVENUE	FY12-13 ESTIMATE REVENUE	FY12-13 ACTUAL REVENUE	DIFFERENCE	DIFFERENCE AS % OF PROJECTION	CUMULATIVE % OF ACTUAL TO PROJECTION
JULY	499,800	499,800	533,900	34,100	6.82%	106.82%
AUGUST	666,400	666,400	711,800	45,400	6.81%	106.82%
SEPTEMBER	699,895	699,895	718,257	18,362	2.62%	105.24%
OCTOBER	486,400	486,400	556,500	70,100	14.41%	107.14%
NOVEMBER	648,500	648,500	742,000	93,500	14.42%	108.71%
DECEMBER	804,308	804,308	733,930	-70,378	-8.75%	105.02%
JANUARY	510,100	488,844	534,300	45,456	9.30%	105.51%
FEBRUARY	680,100	651,792	712,400	60,608	9.30%	106.01%
MARCH	625,667	638,135				
APRIL	441,300	404,586				
MAY	588,400	591,173				
JUNE	756,557	636,515				
TOTAL	7,407,427	7,216,348	5,243,087	297,148	4.12%	73%

Note:

I:\FISCAL\TDA\MonthlyReceipts\FY12-13.xlsx\FY2012

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*Santa Cruz County Regional Transportation Commission
1523 Pacific Avenue, Santa Cruz, CA 95060
phone (831) 460-3200 ~ fax (831) 460-3215
email: info@scrtc.org; website: www.scrtc.org*

Santa Cruz County Regional Transportation Commission (RTC) Meeting Highlights

February 7, 2013

Highway 1 Soquel/Morrissey Auxiliary Lanes Project Construction Update: Construction of the northbound retaining wall is now complete and work has begun on back filling the slope behind the wall and preparing the lane pavement sections on both sides of the highway so that traffic can be shifted to the shoulders to create space in the median for the removal and reconstruction of the center column for the new La Fonda Avenue Overcrossing. Once the center column is replaced, work can begin on the horizontal section of the new bridge. Work on both the bridge section and soundwalls is expected to be completed in early summer with completion of the entire project, including landscaping, by late summer. The required wetlands mitigation work for the Auxiliary Lanes Project was completed late last year as part of the Watsonville Slough Restoration Project, Phase 2. The RTC was the beneficiary of early mitigation planning completed by the Resource Conservation District (RCD) of Santa Cruz County and the City of Watsonville, which allowed the restoration of critical natural habitat and prevented delay to the start of the Auxiliary Lanes Project.

Project Alternatives for the Monterey Bay Sanctuary Scenic Trail Network Draft Environmental Impact Report: The RTC approved a proposed list of project alternatives to be studied as part of the Draft Environmental Impact Report (DEIR) for the Monterey Bay Sanctuary Scenic Trail Network (Trail Network). In accordance with California Environmental Quality Act (CEQA) guidelines, the DEIR for the Trail Network is required to consider a range of reasonable alternatives to the project. In addition to the proposed project, the DEIR will consider the following alternatives: (1) no project – this alternative scenario assumes that no Trail Network would be constructed; (2) on-road alternative – this alternative would eliminate use of the rail right-of-way and would instead construct on-street bicycle improvements and pedestrian (sidewalk) improvements; and (3) a reduced project – this alternative would include a concentrated trail system that would serve the more urbanized and densely populated areas of the county. A DEIR is anticipated to be released in the spring for public review.

Adoption of 2013 Regional Surface Transportation Program (RSTP): The RTC approved the programming of approximately \$5.3 million in Regional Surface Transportation Program (RSTP) funds for local transportation projects. Out of 19 applications received totaling over \$8 million, 16 projects were chosen for funding, including pavement improvements throughout the county, intersection improvements, Aptos Village plan improvements, a Branciforte Creek Bridge near Soquel Ave and Dakota, traveler aid programs, Open Streets events, and the Boltage bike/walk to school program. Projects proposed for funds this cycle will be implemented over the next two years. In most instances, project sponsors will use matching funds to initiate capital projects, with the RSTP funds used for the construction phase of the project.

Construction Management Services for Railroad Bridge Rehabilitation: After considering six qualified proposals and interviewing four firms, the RTC authorized its Executive Director to negotiate and execute a consultant agreement with Hatch Mott MacDonald for construction management services for structures rehabilitation and other improvements

to the Santa Cruz Branch Rail Line. Structures will be rehabilitated to better maintain existing freight service and to facilitate recreational rail service.

March 21, 2013

Rail Transit Planning Grant Submittal: The RTC approved submittal of an application to the Caltrans Transit Planning Grant Program for a rail transit planning study that will analyze opportunities for passenger rail transit service on the Santa Cruz Branch Rail Line. The study will assess ridership potential, possible station locations, travel times and costs of various alternatives that could reduce congestion on streets and highways and improve access and mobility to destinations in the Watsonville-Santa Cruz corridor.

Highway 1 Soquel/Morrissey Auxiliary Lanes Project Construction Update: Work is complete on all retaining walls and the focus now is construction of the base of the new auxiliary lanes. After both the northbound and southbound lanes are paved, the barriers will be shifted to divert traffic to the new lanes to create work space around the existing center column. Two traffic lanes will be maintained in both directions through the construction area during peak periods, however the La Fonda Bridge work will require partial closure of the highway on select nights for demolition of the center column and to set up the super structure for the horizontal portion of the new bridge. The community will be alerted about temporary closures and night work via E-news. The majority of the project, including the La Fonda Bridge, is expected to be completed in summer.

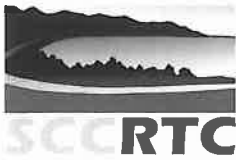
Project List for 2014 Transportation Plans: The RTC is developing the project list or 'Action Element' of the 2014 Regional Transportation Plan (RTP) and related Metropolitan Transportation Plan (MTP), which includes a list of transportation needs in the region through 2035. The RTC approved a preliminary draft list of projects identified by project sponsors, RTC committees, and members of the public. A public workshop will be held in May to solicit additional public input.

Mobility Needs and Bus Use Survey of Aging and Disabled Adults: The RTC received a report on the "Mobility Needs and Bus Use Survey of Aging and Disabled Adults Living in Santa Cruz County" prepared by an intern funded by a Caltrans Planning Grant. The report analyzed national trends and local travel patterns to determine how local seniors and disabled adults are currently traveling and what it would take to encourage greater transit use. The full report is available on the RTC website. Key findings will inform the RTC's update to its Regional Transportation Plan.

Rail Motorcar Excursion on Santa Cruz Branch Rail Line: The RTC approved a request by the North American Railcar Operators Association (NARCOA) for a rail motorcar excursion on the Santa Cruz Branch Rail Line on May 4 and 5, 2013. The event will entail one round trip from Davenport to Watsonville each day. NARCOA is a non-profit organization dedicated to the preservation and safe, legal operation of railroad equipment historically used for maintenance of way, and organizes excursions for its members to operate their personal rail motorcars. Approximately 20 to 50 individual motorcars are expected to participate. The motorcars will operate similar to autos, stopping at each roadway until it is safe to cross. Santa Cruz & Monterey Bay Railway will also participate in the excursion and is supportive of the event.

Freeway Service Patrol (FSP) Request for Proposals: The RTC approved the release of a Request for Proposals for its FSP program. The FSP program consists of tow trucks patrolling Highway 17 (Beat 1) from Mount Hermon Road to the Santa Clara County Line, and Highway 1 (Beat 2) from Highway 9 to State Park Drive.

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SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION
1523 Pacific Ave., Santa Cruz, CA 95060-3911 • (831) 460-3200 FAX (831) 460-3215 EMAIL info@sccrtc.org

California Department of Transportation
Division of Mass Transportation (DMT), MS 39
PO Box 942874
1120 N Street, Room 3300
Sacramento, CA 94274-0001

March 27, 2013

Re: Community Bridges Lift Line Section 5317 - New Freedom

The Elderly & Disabled Transportation Advisory Committee (E&D TAC) advises the Santa Cruz County Regional Transportation Commission (RTC), the Santa Cruz Metropolitan Transit District (Metro), and other service providers on transportation needs for people with disabilities, seniors and persons with limited means. At previous meetings, the E&D TAC voted to support grant applications from Community Bridges/Lift Line for funding under Federal Transit Administration's Section 5317 - New Freedom grants for:

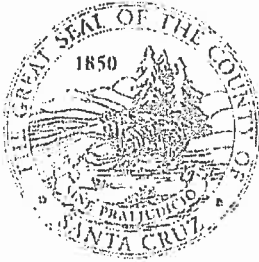
- Access to Out of County Medical Care - This service provides door-to-door, inter-county transportation to medical destinations in Monterey, Santa Clara and San Mateo counties for passengers needing to access vital health services.
- Same Day/On Demand Medical Paratransit - This service fills a critical unmet need for same-day medical ride services for individuals with disabilities, for medical appointments with less than 24 hour notice.

Both of these grant applications help fund unmet transportation needs identified through the annual Unmet Needs process.

We are pleased to support Lift Line's application for Section 5317 funds to meet multiple unmet needs for individuals with disabilities to access health services through the provision of safe, reliable, specialized transportation.

Sincerely,

A. John Daugherty, Chair
Elderly and Disabled Transportation Advisory Committee



County of Santa Cruz

BOARD OF SUPERVISORS

701 OCEAN STREET, SUITE 500, SANTA CRUZ, CA 95060-4069
(831) 454-2200 • FAX: (831) 454-3262 TDD: (831) 454-2123

JOHN LEOPOLD
FIRST DISTRICT

ZACH FRIEND
SECOND DISTRICT

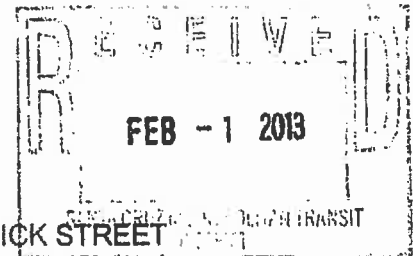
NEAL COONERTY
THIRD DISTRICT

GREG CAPUT
FOURTH DISTRICT

BRUCE MCPHERSON
FIFTH DISTRICT

January 31, 2013

Santa Cruz Metropolitan Transit District Board
110 Vernon Street
Santa Cruz, CA 95060



RE: RESTORATION OF BUS SERVICE ON FREDERICK STREET
IN SANTA CRUZ CITY

Dear Members of the Board:

The purpose of this letter is to urge you to restore bus service along Frederick Street in the City of Santa Cruz in order to serve the residents of La Posada, the Dominican Rehabilitation facility, and the Gault Street Apartments.

I am very aware of the challenges you face in providing adequate services to the people of Santa Cruz County during a time of constrained revenues. Certainly the desire to operate the most cost effective service is an important priority. However, I don't think it can be the only priority. Our community contains many lower income, transit dependent seniors and disabled people. In the City of Santa Cruz, a significant number of these people live in the area around La Posada on Frederick Street.

I know that there is a bus stop not far away on Soquel Avenue. However, anyone crossing Soquel at that intersection takes their life in their hands. Although there is a traffic light, a crosswalk, and Walk/Don't Walk signs, there are always cars waiting to turn right onto Frederick Street even when the light favors pedestrians. For frail seniors, people with walkers, or for those in wheelchairs, crossing at that intersection is daunting. One scary experience makes additional crossings unlikely.

One of your dilemmas is how to operate an efficient transit system while serving those of your constituents most in need. The area around La Posada contains a concentration of people most in need of usable transit service. Please restore service to this area.

Thank you for your consideration.

Sincerely,


NEAL COONERTY, Supervisor
Third District

NC:ted

1783A3

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4-21

Volunteer Center of Santa Cruz County
Transportation Program - TDA funding

	<u>Santa Cruz</u>	<u>San Lorenzo Valey</u>	<u>Watsonville</u>	<u>2nd Qtr total</u> 2012-13	2nd Qrr. total 2011-12
Volunteers	36	12	7	55	55
Unduplicated Clients	52	61	10	123	123
Total Rides	954	346	33	1333	1333
Ride Requests unable to fill	7	12	0	19	19
Unfilled requests referred other agencies	0	6	3	9	9
Requests cancelled by client	49	6	3	58	58
<u>Trip destinations</u>	203	146	15	364	
Physician	117	46	0	163	163
Shopping & bank	0	0	0	0	0
Stroke Center	0	0	0	0	0
Hospitals and therapy	0	0	3	3	3
Convelescent homes	0	0	0	0	0
Doran Low Vision Center	0	0	0	0	0
Clinishare Dialysis	0	0	0	0	0
Other	32	16	0	48	48
Total	352	208	18	578	578
<u>Avg ride length (YTD)</u>	14.6				
<u>Total Miles driven (YTD)</u>	19,462				
<u>Total Reimbursement (YTD)</u>	\$4,058				

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	Total <u>FY12-13</u>	<u>%</u>
<u>Client Jurisdictions</u>		
Santa Cruz City	19	13%
Scotts Valley City	26	18%
San Lorenzo Valley	35	24%
Capitola City	10	7%
Watsonville City	15	10%
Midcounty Unincorporated	29	20%
South County	10	7%
Out of County	0	0%
Total Clients (unduplicated)	144	100%

<u>Origin of Ride by Jurisdiction</u>		
Santa Cruz City	139	21%
Scotts Valley City	93	14%
San Lorenzo Valley	99	15%
Capitola City	91	14%
Watsonville City	28	4%
Midcounty Unincorporated	151	23%
South County	65	10%
Out of County	0	0%
Total	666	100%

11a-2

TO: Elderly and Disabled Transportation Advisory Committee (E&D TAC)
FROM: Karena Pushnik, Senior Transportation Planner
RE: Elect Committee Chair and Vice Chair

RECOMMENDATIONS

Staff recommends that the E&D TAC solicit nominations, then elect a chair and vice chair for the committee for a period of one year.

BACKGROUND

Below is an excerpt from the RTC/Committee's rules and regulations:

A Chairperson and Vice Chairperson for each Committee shall be elected to serve for a term of one year. The Committee shall elect its officers at the first meeting following the March SCCRTC meeting of every year. Election shall be by a roll call vote. The Chairperson shall preside at all meetings of the Committee. The Chairperson shall maintain order and decorum at the meetings, decide all questions of order, and announce the Committee's decisions. The Vice Chairperson shall perform the duties of the Chairperson in his or her absence. In the event both officers are absent from the Committee, the majority of quorum may appoint a presiding officer for that meeting. All officers shall continue in their respective offices until their successors have been elected and have assumed office.

The current chair was first elected in 2006.

DISCUSSION

At the April 9 meeting, nominations for chair and vice chair will be solicited. Members may self nominate. An election will be held, and the chair will begin presiding immediately.

AGENDA: April 9, 2013

TO: Elderly & Disabled Transportation Advisory Committee
FROM: Karena Pushnik, SCCRTC Staff
RE: **FY 2013-14 Transportation Development Act Funds for the Santa Cruz Metropolitan Transit District**

RECOMMENDATION

Staff recommends that the Elderly & Disabled Transportation Advisory Committee recommend that the Regional Transportation Commission (RTC) approve the Transportation Development Act funding request from the Santa Cruz Metropolitan Transit District based on the amount to be approved at the May 2 RTC meeting.

BACKGROUND

The Regional Transportation Commission (RTC) allocates Transportation Development Act (TDA) funds from the region's share of the ¼ cent sales tax according to established formulas in the Commission's Rules and Regulations.

The RTC's budget, usually adopted in March, includes TDA allocations based on the Auditor's estimates. This year, the RTC delayed adoption of their budget to account for changes in funding allocated by the Association of Monterey Bay Area Governments (AMBAG). The draft budget will be discussed by the RTC's Budget & Administration/Personnel committee on April 11 and is expected to be adopted by the RTC at their May 2 meeting.

DISCUSSION

The Regional Transportation Commission (RTC) drafted a FY 2013-14 budget including Transportation Development Act (TDA) allocations for the Santa Cruz Metropolitan Transit District (Metro) in the amount of \$6,104,531.

The Metro's TDA Claim Form and summary pages from Metro's operating statistics and preliminary budget based on the RTC's draft budget are attached ([Attachment 1](#)). Metro will use the TDA funds to assist with operating the fixed route bus services and the American's with Disabilities-mandated paratransit service, ParaCruz. Based on their claim form, Metro provided 5,373,217 bus rides and 92,325 ParaCruz rides last fiscal year, and plans to provide 5,358,186 bus rides and 92,325 ParaCruz rides in FY 2013.

Because the RTC budget is not yet final, staff recommends that the E&D TAC approve this draft TDA claim contingent upon a final to be determined when the RTC adopts the budget at their May 2 meeting. It is likely that the final TDA amount will a decrease of less than 1% from the draft amount.

Metro staff will provide a brief presentation about their TDA claim at the meeting and will be available to answer questions.

SUMMARY

Staff recommends that the E/D TAC recommend that the Regional Transportation Commission approve the FY 2013-14 claim from the Santa Cruz Metropolitan Transit District, with the final TDA amount to be approved with the RTC budget at their May 2 meeting.

Attachment 1: Metro TDA Claim and operation/budget pages

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ATTACHMENT 1

*Santa Cruz Metropolitan
Transit District*



March 28, 2013

George Dondero, Executive Director
Santa Cruz County Regional Transportation Commission
1523 Pacific Avenue
Santa Cruz, CA 95060

Dear Mr. Dondero:

The Santa Cruz Metropolitan Transit District's FY14 Transportation Development Act (TDA) and State Transit Assistance (STA) Claim Form is enclosed. Santa Cruz METRO will use the full amount of the FY14 STA allocation along with the full FY14 TDA allocation for operating assistance as shown in the *Santa Cruz Metropolitan Transit District FY13 & FY14 Revised Operating Budget* attached to the Claim form.

Santa Cruz METRO requests a total of \$ \$8,863,800 in the TDA and STA allocated funds to be paid quarterly by the Santa Cruz County Regional Transportation Commission as listed below:

Transportation Development Act – FY14 Transit Operations	\$6,104,531
State Transit Assistance – FY14 Transit Operations	<u>\$2,759,269</u>
Total	\$8,863,800

TDA funding levels may change depending on tax revenue collection and Santa Cruz METRO will receive a revised amount of TDA funds in accordance with the subsequently amended SCCRTC budget without the need to submit a revised claim in the current procedure for TDA allocations from the SCCRTC.

A copy of the FY13 & FY14 Revised Operating Budget, the FY13 Revised Capital Budget and the Transit Operator Compliance Certificate from the California Highway Patrol are included with the Claim.

The FY14 TDA/ STA Claim has been prepared with the most recently available budget and system performance data in accordance with the SCCRTC's guidance and Caltrans TDA Statutes. Please call me if you need additional information.

Sincerely,

Leslie R. White
General Manager

Enclosure

cc: Maura F. Twomey, AMBAG

110 Vernon Street, Santa Cruz, CA 95060 (831) 426-6080, FAX (831) 426-6117
Santa Cruz METRO OnLine at <http://www.scmtd.com>

13-2

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: March 28, 2013

TO: Executive Director, SCCRTC

FROM: General Manager, Santa Cruz METRO

SUBJECT: FY14 PUBLIC TRANSPORTATION CLAIM DISBURSEMENT REQUIREMENT

Disbursement of the Santa Cruz Metropolitan Transit District's FY14 claim for \$6,104,531 in TDA funds and \$2,759,269 in STA funds is requested as follows:

TDA FUNDING FOR FY14

<u>Disbursement Schedule</u>	<u>Operating Funds</u>	<u>Total Disbursement</u>
First Quarter	\$ 1,526,132.75	\$ 1,526,132.75
Second Quarter	\$ 1,526,132.75	\$ 1,526,132.75
Third Quarter	\$ 1,526,132.75	\$ 1,526,132.75
Fourth Quarter	\$ 1,526,132.75	\$ 1,526,132.75
	<hr/>	<hr/>
	\$ 6,104,531.00	\$ 6,104,531.00

STA FUNDING FOR FY14

<u>Disbursement Schedule</u>	<u>Operating Funds</u>	<u>Total Disbursement</u>
First Quarter	\$ 689,817.25	\$ 689,817.25
Second Quarter	\$ 689,817.25	\$ 689,817.25
Third Quarter	\$ 689,817.25	\$ 689,817.25
Fourth Quarter	\$ 689,817.25	\$ 689,817.25
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	\$ 2,759,269.00	\$ 2,759,269.00

FY14 TDA and STA funds will be used for fixed-route and paratransit operating and administrative costs as shown on the FY14 TDA/STA Claim Form and in the *Santa Cruz Metropolitan Transit District FY13 & FY14 Revised Operating Budget*.



Santa Cruz Metropolitan Transit District

Transportation Development Act (TDA)

And

State Transit Assistance (STA)

FY 2013-14 Claim

TO THE

**Santa Cruz County Regional Transportation
Commission**

March 28, 2013

13-4

**Transportation Development Act (TDA) – Local Transportation Funds and
State Transit Assistance (STA)
CLAIM FORM**

Submit a separate form for each project.

This form has been developed in an effort to standardize information required from TDA recipients, based on TDA Statute, RTC Rules and Regulations, and/or RTC board requests.

If you have any questions about this claim form or would like an electronic copy of the form, please contact the Santa Cruz County Regional Transportation Commission at 460-3200.

Project Information

1. Project Title: FY14 Public Transit Operations in Santa Cruz County
2. Implementing Agency: Santa Cruz Metropolitan Transit District (Santa Cruz METRO)
3. Sponsoring Agency (if different) – must be a TDA Eligible Claimant:
4. Funding requested this claim:

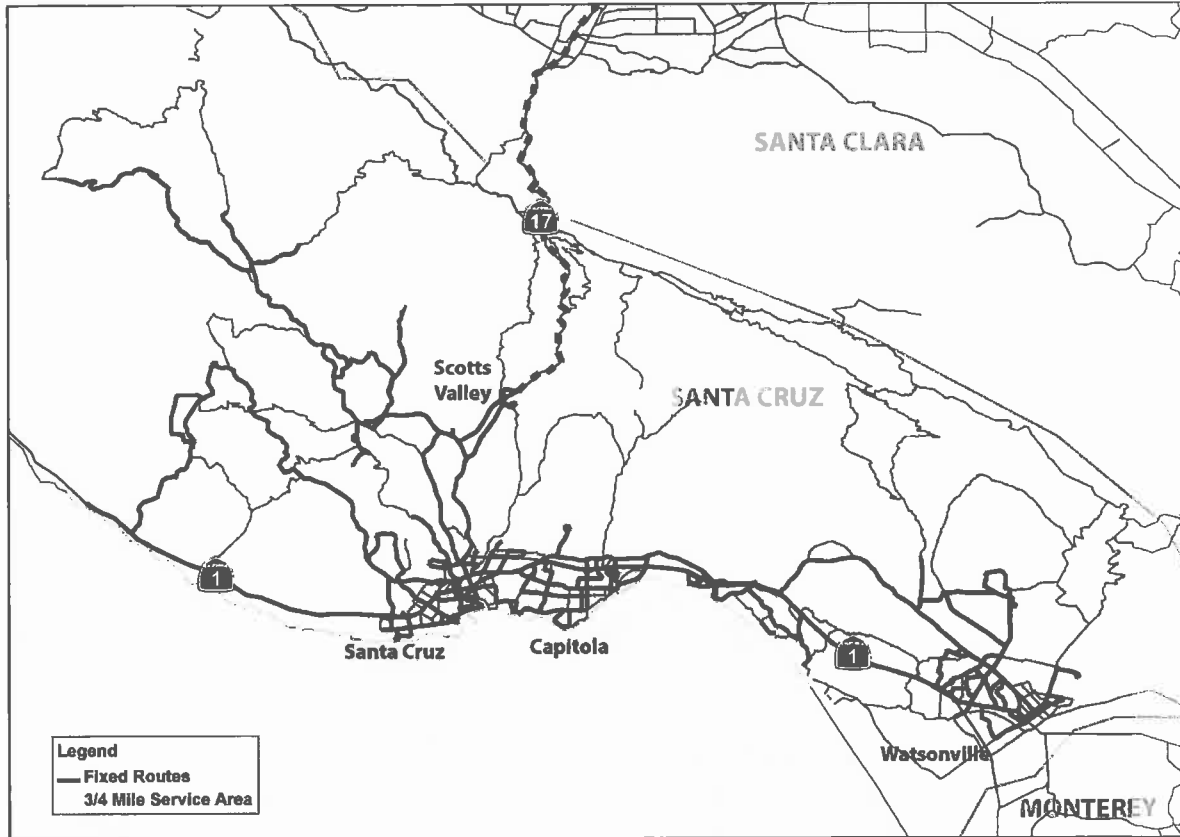
TDA	<u>\$6,104,531</u>
STA (transit only)	<u>\$2,759,269</u>
5. Fiscal Year (FY) for which funds are claimed: FY14
6. General purpose for which the claim is made, identified by the article and section of the Act which authorizes such claims:
 - ☐ Article 8 Bicycle and/or Pedestrian Facility
 - ☒ Article 4 Public Transportation
 - ☐ Article 8 Specialized Transportation
 - ☐ Article 3 & 8 TDA Admin or Planning
7. Contact Person/Project Manager
Name: Leslie R. White, General Manager
Telephone Number: (831) 426-6080 E-mail: lwhite@scmttd.com

Secondary Contact (in event primary not available): Thomas Hiltner, Grants/Legislative Analyst
Telephone Number: (831) 426-6080 E-mail: thiltner@scmttd.com
8. Project/Program Description/Scope (use additional pages, if needed, to provide details such as work elements/tasks).

This project provides operating assistance for fixed-route public transit and ADA complementary paratransit operations in Santa Cruz County. Fixed-route public transit operations require a maximum fleet of 80 vehicles serving 37 routes throughout Santa Cruz County. In addition, Santa Cruz METRO operates an inter-county commuter express between Santa Cruz and San Jose. ParaCruz, Santa Cruz METRO's complementary paratransit service, operates 44 accessible vans in demand-response service for persons who, due to disability, cannot access the fixed-route system.

9. Project Location/Limits (attach a map and/or photos if available/applicable, include street names):

Santa Cruz METRO Service Area



10. Justification for the project: (Why is this project needed? Primary goal/purpose of the project; problem to be addressed; project benefits; importance to the community)

This project supports public fixed-route transit and paratransit service in Santa Cruz County. Public transit serves as an alternative transportation mode of choice and as essential lifeline transportation for residents who do not have access to a privately owned vehicle.

11. Project Productivity Goals for this fiscal year:

- a. Measures of performance, success or completion to be used to evaluate project/program (ex. increase use of facility/service, decrease collisions, etc.):

Total Annual passenger trips
Operating Cost/Hour
Farebox Recovery Ratio

- b. Number of people to be served/anticipated number of users of project/program (ex. number of new or maintained bike miles; number of people served/rides provided):

For FY14, Santa Cruz METRO projects 5,358,186 trips on its fixed-route and 92,325 trips on ParaCruz.

12. Consistency and relationship with the Regional Transportation Plan (RTP) - Is program/project listed in the RTP and/or consistent with a specific RTP Goal/Policy?

Yes, Santa Cruz METRO's FY12 TDA/STA project conforms to these goals from the 2010 Regional Transportation Plan:

- 2.3 Reduce the automobile's impact on the region by increasing opportunities for transit use by residents, commuters, students, employees and visitors to the area, in a manner which best achieves a transit ridership goal of 10 percent of all trips.
- 2.6 Provide an integrated and Americans with Disabilities Act (ADA)-compliant transportation system that is responsive to the special needs of all seniors and persons with disabilities.
- 4.2 Ensure that transportation projects contribute to improved regional air quality, reduce energy consumption or reduce vehicle miles traveled, or, at a minimum, do not worsen existing conditions.

13. Impact(s) of project on other modes of travel, if any (ex. parking to be removed):

- Reduce congestion on local streets and roads by providing alternatives to the private automobile.
- Increase range of travel for bicycles by accommodating bikes on buses.
- Provide feeder service to intercity bus, rail and airline network at San Jose.

14. Estimated Project Cost/Budget, including other funding sources, and Schedule: *(attach project budget). Specialized Transportation Claims require 10% local match. Local match can take the form of fares, donations, agency charges, grants, revenue sharing and other non-restricted sources. In kind services may NOT apply toward the local match.*

What is the total project cost?

\$43,138,168 for FY14 as published in the *Santa Cruz Metropolitan Transit District FY13 & FY14 Revised Operating Budget, 3/22/12, Attachment A).*

Is project fully funded? The *Santa Cruz Metropolitan Transit District FY13 & FY14 Revised Operating Budget* indicates that the FY14 Operating Budget is fully funded with transfers from operating and capital reserves.

What will TDA (and STA) funds be used on (ex. administration, brochures, engineering, construction)?
Public transit operations; administration.

15. Preferred Method and Schedule for TDA fund distribution *(see RTC Rules and Regulations for details):*

a. Bike/Ped: ☐ Up to 90% upon initiation of work OR ☐ 100% upon project completion

b. CTSA: ☐ Quarterly disbursement, with up to 35% in first quarter, and the remaining quarterly payments being one-third of the remaining claim amount;
OR ☐ Quarterly disbursement

c. Volunteer Center: ☐ Full approved claim amount in the first quarter

d. SCMTD: ☒ Quarterly disbursement

16. TDA Eligibility:

	YES?/ NO ?
A. Has the project/program been approved by the claimant's governing body? Form of approval (eg resolution, work program, budget, other document) <u>On 3/22/12 The Board adopted the FY13 & FY14 Revised Operating Budget for the purpose of submitting the TDA and STA claim in the amounts requested with this claim.</u> If "NO," provide the approximate date approval is anticipated. _____	Yes
B. Has this project previously received TDA funding? (This Project is defined as FY14 operations.)	Yes
C. For capital projects, have provisions been made by the claimant to maintain the project or facility, or has the claimant arranged for such maintenance by another agency? (If an agency other than the Claimant is to maintain the facility provide its name: _____)	NA
D. Bike, Ped, and Specialized Transportation Claims: Has the project already been reviewed by the RTC Bicycle Committee and/or Elderly/Disabled Transportation Advisory Committee? (If "NO," project will be reviewed prior to RTC approval).	NA
E. For "bikeways," does the project meet Caltrans minimum safety design criteria pursuant to Chapter 1000 of the California Highway Design Manual? (Available on the internet via: http://www.dot.ca.gov).	NA

SCMTD, CTSA, Bike to Work, CTSC Only – PLEASE KEEP ANSWERS BRIEF

17. Improving Program Efficiency/Productivity

- Describe any areas where special efforts have been made in the **last fiscal year** to reduce operating cost and/or increase ridership/program usage. Note any important trends.
 - Santa Cruz METRO added a new module to the Hastus run-cutting software which automates driver timekeeping. This reduces the administrative burden in the Operations Department.
 - Santa Cruz METRO modified some Watsonville routes and added additional trips to begin restoring service cut during the recession.
 - Santa Cruz METRO added trips on the Highway 17 to reduce overloads. Arrival and departure times on some routes were modified to improve connections with Caltrain and AMTRAK at the San Jose Diridon Station.
 - Santa Cruz METRO added a significant number of trips on the 91X express bus service between Watsonville and Santa Cruz to meet the rapid increase in demand as this route becomes established.
 - Santa Cruz METRO received five more CNG replacement buses and developed specifications for 4-5 new CNG buses using FTA State of Good Repair funds. METRO's fleet contains 29 diesel buses scheduled for replacement by 2/22/16.
 - METRO solicited construction bids for the new Judy K. Souza Operations Building which will improve the daily fleet operations from the Santa Cruz operating yard.
 - Santa Cruz METRO completed installation of a new video surveillance system at the Watsonville Transit Center to improve passenger safety. Reducing perceived vulnerability helps retain passengers.
- Goals for next fiscal year (ex. identify opportunities to maximize economies of scale, planned productivity improvements). Describe any areas where special efforts will be made to improve efficiency and increase program usage/ridership:
 - Add more service on Highway 17 and intercity routes.
 - Complete a five-year update to the Short Range Transit Plan.
 - Initiate architectural and design services to renovate Pacific Station.
 - Participate in sustainable development and corridor transportation studies in Santa Cruz.

18. What is different from last year's program/claim?
- The TDA claim amount this year is greater than last year's.
 - The FY14 operating expenses will increase due to the addition of more bus drivers, an additional planner and a senior IT analyst.
 - This year's program uses all of the claimed STA funds for operating assistance to compensate for mandatory match from local sales tax revenue for the State and Local Partnership Planning program to purchase new buses.
 - This year's program projects a fully-funded budget utilizing smaller reserve transfers.

19. Schedule of regular progress reports including an evaluation at the end of the year:

- ☒ SCMD – April each year
☐ Specialized Transportation: Quarterly to E/D TAC, RTC _____ (Months/Year)
☐ CTSA: Bicycle Committee _____ (Month, year); RTC _____ (Month, year)
☐ B2W: Bicycle Committee _____ (Month, year); RTC _____ (Month, year)

CTSA and Volunteer Center (Article 8) Only

20. Are these transportation services responding to transportation needs not otherwise being met within the community or jurisdiction of the claimant? Describe.
21. Where appropriate, are these specialized transportation services coordinated with other transportation services? Describe.

SCMTD & RTC Only

22. List the recommendations provided in your last Triennial Performance Audit and your progress toward meeting them.

- ***Describe the work your agency has undertaken to implement each performance audit recommendation and the steps it will take to fully implement the recommendation.***
- ***For any recommendations that have not been implemented, explain why the recommendation has not been implemented and describe the work your agency will undertake to implement each performance audit recommendation.***
- ***Describe any problems encountered in implementing individual recommendations.***

1. Santa Cruz METRO should continue to work closely with SCCRTC and AMBAG to secure state and federal funding to replace its aging fleet as soon as feasible.

Santa Cruz METRO purchased 11 new CNG replacement buses and will award a contract for four additional replacements using funds from two successful State of Good Repair grants which AMBAG and the SCCRTC supported.

2. Santa Cruz METRO should work closely with SCCRTC, Community Bridges and the Volunteer Center to develop an SRTP update, including the following plan elements:

- Financially sustainable public transportation service levels;
- Vehicle replacement needs for the Santa Cruz METRO and Community Bridges; and
- Development of comprehensive performance goals, objectives and measurable standards.

A grant application to Caltrans for transportation planning funds for a comprehensive, cooperative, county-wide SRTP was not successful. As a result, Santa Cruz METRO will perform an update of its 2008 SRTP using local funds and limited to the services operated by Santa Cruz METRO. A current grant application for a student intern may provide personnel support to the consultant to reduce the total consultant expenses. Santa Cruz METRO has initiated the consultant procurement process to contract a Short Range Transit Plan during the FY14 TDA funding cycle. A

The SRTP will update goals, objectives and performance measures from the FY08-FY12

Short Range Transit Plan. Performance measures will drive data collection and annual reporting to the SCCRTC.

METRO will task the SRTP consultant to produce a 5-year capital and operating plan, which will include level of service planning based upon projected revenue and transit demand, a capital improvement plan for vehicle replacement and facilities maintenance and more broad assessment of 10-year operating and capital needs.

4. Santa Cruz METRO should consider developing a succession plan for its general manager and other possible departures of senior staff.

Santa Cruz METRO will consider this recommendation as staffing needs evolve. The General Manager extended his contract with the Santa Cruz METRO Board of Directors through December 2013. The Board of Directors is aware of the need to initiate a recruiting process as much as one year in advance of the General Manager's retirement.

METROS District Counsel retired at the end of 2012. The Board appointed Leslyn Seryn on 12/17/12 to train with the departing District Counsel and assume all duties of the position on January 1, 2013.

5. Santa Cruz METRO should continue to work with staff from the SCCRTC and the AMBAG to better align and streamline planning procedures to avoid possible delays in project delivery on future federally funded transit projects.

Santa Cruz METRO collaborated coordinated with the SCCRTC, LiftLine and AMBAG, to produce a comprehensive county-wide short range transit plan using Caltrans grant funds, although the grant was not successful. AMBAG and the SCCRTC have coordinated and supported METRO's funding requests through the Air District, Caltrans, the California Transportation Commission and the California Proposition 1B program offices.

SCMTD Only

23. Farebox Recovery Ratio: (split out=urbanized service vs. non-urban service farebox ratios for prior year and year-to-date)

The following table shows Urban vs. Rural Farebox recovery ratios. Ridership and revenue estimates are derived from the revised FY13 budget, the FY13 FTA 5311 rural operating assistance application and actual FY12 costs, revenue and operating data.

Farebox Recovery Ratio: Urban vs. Rural FY13 ⁽¹⁾		
Funds	Urbanized	Rural
Fare Revenue	\$ 8,317,992	\$ 287,825
Local support Revenues	26,480,365	1,106,258
Operation Costs	35,629,236	1,550,395
Fare Ratio	23.3%	18.6%
Passengers/Year ⁽²⁾	5,006,763	145,339
Cost/Ride	\$ 7.12	\$ 10.67

(1) FY13 Budget and FY13 FTA 5311 application rural cost estimate and final FY12 budget and operations data
Does not include ParaCruz Dept. costs or revenue

(2) Projected from FY13 YTD ridership and
FY13 FTA 5311 application ridership est.
Does not include ParaCruz Dept. ridership

Note: Exemptions for calculating operating costs – spell out in your operating budget summary.

- *Service extensions are exempt until two years after the end of the fiscal year during which they were established (PUC Sec. 99268.8). This exemption applies only if the new service was not provided nor was funded by LTF/STA during any of the prior three fiscal years.*
- *The additional operating costs to a transit operator of providing comparable complementary paratransit services, pursuant to the Americans with Disabilities Act, that exceed operator's prior year costs as adjusted by the CPI are excluded from operating cost.*

Santa Cruz METRO's cost per ride in the urbanized area increased from \$7.00 per ride in the urban area in FY12 to an estimated \$7.12 per ride in FY13. This slight increase is in keeping with overall increases in operating costs from labor, fuel and maintenance. Rural service experienced a sharp increase in cost/passenger due to a serious drop in ridership instigated by reduced service levels.

Ridership, costs and revenue for the Highway 17 Express are not included in the urban and rural farebox recovery ratio calculations because the Highway 17 Express has much different fare and operating characteristics.

24. FY14 budgeted fare & local support revenue to operating cost ratio versus FY1978-79 ratio (for services to the general public):
- Current ratio ((sum of fare revenues + local support) ÷ operating cost): 59.3%
 - FY1978-79 Ratio: 56.9%

25. Did the SCMTD operating budget increase over 15% from the prior fiscal year? NO, the FY14 preliminary operating budget shows an increase of 1.4% over the revised FY13 budget (March 2013).

If the answer is yes, please provide a statement identifying and substantiating the reason or need for the increase in the transit operating budget in excess of 15% above the preceding year, and identify substantial increases or decreases in the scope of operations or capital provisions for major new service - (transit claimants only, if applicable).

26. Operating statistics (compare current fiscal year to date to last three full fiscal years; *TDA required performance indicators), submit items from the following list.

Please see Santa Cruz METRO Performance Indicators FY10– FY13 YTD Following

- *Annual passengers*
 - *Rides/passenger trips provided by type (student, senior, adult, pass holders, etc, or however stat's kept) and amount of TDA \$ used for each type of ride.*

For FY14, TDA funds will contribute an estimated \$.91 for each fixed-route passenger trip and \$6.73 for each ParaCruz trip.

Santa Cruz METRO Operating Financials				
Operating Expenses	FY10	FY11	FY12	FY13 YTD
Local Fixed-Route Expenses	\$27,790,277	\$28,142,307	\$29,325,615	\$10,450,406
Highway 17	\$3,399,708	\$3,442,774	\$3,587,533	\$1,278,445
Paratransit	\$3,868,580	\$4,434,489	\$4,639,052	\$1,769,497
TOTAL Operating Expenses*	\$35,058,565	\$36,019,570	\$37,552,200	\$13,498,348
Operating Revenue	FY10	FY11	FY12	FY13 YTD
Fixed-Route Fares	\$3,240,488	\$3,382,948	\$3,729,509	\$1,369,701
Contracts	\$3,448,625	\$3,436,133	\$3,014,081	\$761,439
Highway 17 Fares	\$1,072,469	\$1,182,951	\$1,482,786	\$520,370
Highway 17 Payments	\$427,759	\$371,049	\$250,228	\$74,892
ParaCruz Fares	\$238,603	\$243,559	\$296,345	\$101,397
Sales Tax	\$14,320,288	\$15,209,774	\$16,064,503	\$5,438,271
Federal Transit Administration	\$4,025,687	\$6,142,102	\$4,883,799	\$0
Transit Development Act	\$5,001,737	\$7,803,287	\$5,244,964	\$1,353,330
Misc. Revenue	\$569,113	\$602,537	\$959,933	\$165,181
One-Time Revenue	\$2,713,795	(\$2,354,770)	\$1,626,052	\$0
TOTAL Operating Revenue	\$35,058,565	\$36,019,570	\$37,552,200	\$9,784,581
Santa Cruz METRO Operating Statistics				
System Information	FY10	FY11	FY12	FY13 YTD
Directional Route Miles	479.3	479.3	479.3	479.3
Number of Bus Stops	999	999	987	994
Number of Routes	40	38	38	34
Total Active Fleet	113	112	112	112
Maximum Bus in-svc. (WD)	82	85	80	80
Total METRO Employees	313	310	312	320
Revenue Hour Per Employee	717	694	654	222
Local Fixed-Route Performance	FY10	FY11	FY12	FY13 YTD
Ridership	5,444,841	5,446,104	5,034,169	1,527,349
Revenue Hours	202,645	193,754	180,797	62,497
Revenue Miles	2,745,456	2,577,615	2,376,833	823,386
Passengers Per Hour	26.87	28.11	27.84	24.44
Passengers Per Mile	1.98	2.11	2.12	1.85
Total Cost Per Passenger	\$5.10	\$5.17	\$5.83	\$6.84
Revenue Per Passenger	\$1.23	\$1.25	\$1.34	\$1.40
Farebox Recovery	24.07%	24.23%	23.00%	20.39%
Highway 17 Performance	FY10	FY11	FY12	FY13 YTD
Ridership	301,104	330,340	339,048	116,685
Revenue Hours	21,633	21,524	23,200	8,508
Revenue Miles	579,769	579,144	614,837	222,810
Passengers Per Hour	13.92	15.35	14.61	13.71
Passengers Per Mile	0.52	0.57	0.55	0.52
Total Cost Per Passenger	\$11.29	\$10.42	\$10.58	\$10.96
Revenue Per Passenger	\$4.98	\$4.70	\$5.11	\$5.10
Farebox Recovery	44.13%	45.14%	48.31%	46.56%
Fixed-Route Total Performance	FY10	FY11	FY12	FY13 YTD
Ridership	5,745,945	5,776,444	5,373,217	1,644,034
Revenue Hours	224,278	215,278	203,997	71,005
Revenue Miles	3,325,225	3,156,759	2,991,670	1,046,196
Passengers Per Hour	25.62	26.83	26.34	23.15
Passengers Per Mile	1.73	1.83	1.80	1.57
Total Cost Per Passenger	\$5.43	\$5.47	\$6.13	\$7.13
Revenue Per Passenger	\$1.43	\$1.45	\$1.58	\$1.66
Farebox Recovery	26.26%	26.51%	25.75%	23.25%
Subsidy Per Passenger	\$4.00	\$4.02	\$4.55	\$5.48
Cost Per Revenue Hour	\$139.07	\$146.72	\$161.34	\$165.18
ParaCruz Performance	FY10	FY11	FY12	FY13 YTD
Ridership	94,074	94,510	92,325	30,576
Revenue Hours	43,256	43,963	46,163	15,521
Revenue Miles	611,882	639,424	628,247	208,236
Passengers Per Hour	2.17	2.15	2.00	1.97
Passengers Per Mile	0.15	0.15	0.15	0.15
Total Cost Per Passenger	\$41.12	\$46.92	\$50.25	\$57.87
Revenue Per Passenger	\$2.54	\$2.58	\$3.21	\$3.32
Farebox Recovery	6.17%	5.49%	6.39%	5.73%

* Does not include Depreciation, GASB Liability, or other adjustments

- *Annual service hours*
- *Passengers per vehicle service hour**
- *Annual service miles*
- *# of fixed-route miles*
- *Passengers per vehicle service mile**
- *Average passengers per weekday*
- *Total operating costs in budget*
- *Operating cost per vehicle service hour**
- *Total operating cost per passenger**
- *Average Farebox Revenue per passenger (describe what is included)*
- *# of FTE employees (all employees, not just drivers)*
- *Vehicle Service hours/Employee**
- *# of routes*
- *Average route length*
- *Average travel times/rider*
- *# of bus stops*
- *# of vehicles in operation*
- *# of monthly bus passes in circulation*
- *Max vehicles in service at any time:*
- *Hours of service:*
- *Approximate # of unduplicated passengers*
- *Cost per unit of service plus text about long range plans to make/keep this low*
- *Funds and percentage spent on administration/overhead/grantee allocation/etc*
- *Actual financials compared with budget*
- *Actual number of rides provided compared with goal and text about whether goal was met and why/why not*

Documentation to Include with your Claim:

All Claims

- ☐ **A letter of transmittal** addressed to the SCCRTC Executive Director that attests to the accuracy of the claim and all its accompanying documentation.
- ☐ **Statement from the TDA Eligible Claimant** indicating its role and responsibilities.

Article 8 Bicycle/Pedestrian Claims

- ☐ Evidence of environmental review for capital projects

All Transit and Specialized Transportation Claims (SCMTD, CTSA, and Volunteer Center)

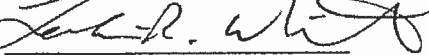
- ☐ **A copy of the operating and capital budgets for the coming fiscal year**
- ☐ **Description of capital projects**, including time frame over which project will be funded and implemented
- ☐ **Operating Plan** for current and upcoming activities – can be within project description

Article 4 Transit Claims

- ☐ **A certification from the California Highway Patrol** (completed within the last 13 months) indicating that the operator is in compliance with Section 1808.1 of the Vehicle Code.
- ☐ **Other Certifications**

Local Agency Certification:

This TDA Claim has been prepared in accordance with the SCCRTC's Budget, SCCRTC's Rules and Regulations, and Caltrans TDA Guidebook (<http://www.dot.ca.gov/hq/MassTrans/State-TDA.html>). I certify that the information provided in this form is accurate and correct. I understand that if the required information has not been provided this form may be returned and the funding allocation may be delayed.

Signature 

Title: General Manager

Date: April 1, 2013

FY14 TDA Claim

Santa Cruz Metropolitan Transit District

FY13 & FY14 Revised Operating Budget

Attachment B

FY14 STA-T44 C HM

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

REVENUE SOURCE	ACTUAL FY12	REVISED BUDGET FY13	% CHANGE ACTUAL FY12 REV BUDG FY13	REVISED BUDGET FY14	% CHANGE BUDG FY13 BUDG FY14
Passenger Fares	3,729,509	3,915,984 X	5.0%	3,994,304	2.0%
Special Transit Fares	3,014,081	3,044,222 X	1.0%	3,074,664	1.0%
Paratransit Fares	296,345	277,462 X	-6.4%	285,786	3.0%
Highway 17 Fares	1,482,786	1,565,089 X	5.6%	1,612,042	3.0%
Highway 17 Payments	250,228	235,579 X	-5.9%	242,646	3.0%
Commissions	3,644	5,600 X	53.7%	5,600	0.0%
Advertising Income	269,895	257,500 X	-4.6%	265,225	3.0%
Rent Income	148,687	147,460 X	-0.8%	148,935	1.0%
Interest Income	115,371	100,000 X	-13.3%	100,000	0.0%
Other Non-Transp Revenue	49,029	18,000 X	-63.3%	18,000	0.0%
Sales Tax (1/2 cent)	16,064,503	17,028,373 X	6.0%	18,050,076	6.0%
SLPP Backfill for Metro Base		(2,800,000)	100.0%	(2,800,000)	0.0%
Transp Dev Act (TDA) Funds	5,244,964	5,507,038 X	5.0%	6,104,531	10.8%
FTA Sec 5307 - Op Assistance	3,707,070	3,695,976 X	-0.3%	3,940,156	6.6%
Prop 84 - TOD		-	0.0%	-	0.0%
FTA Sec 5311 - Rural Op Asst	156,312	156,312 X	0.0%	207,574	32.8%
AMBAG/CTC/Misc. Grant Funding	19,144	10,000 X	-47.8%	10,000	0.0%
STIC	1,020,417	1,057,097 X	3.6%	1,479,760	40.0%
STA	-	2,800,000 X	100.0%	2,800,000	0.0%
Fuel Tax Credit	269,092	800,000 X	197.3%	540,000	-32.5%
Carryover from Previous Years	1,626,052	2,661,905 X	63.7%	56,676	-97.9%
Medicare Subsidy	85,071	75,000 X	-11.8%	75,000	0.0%
Transfer (to)/from Capital Reserves	-	-	0.0%	-	0.0%
Transfer (to)/from Operating Reserves	-	-	0.0%	2,927,194	100.0%
TOTAL REVENUE	37,552,200	40,558,597	8.0%	43,136,168	6.4%

* FTA funding is used solely to fund labor expense

Attachment B

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

Consolidated Expenses

ACCOUNT	ACTUAL FY12	REVISED BUDGET FY13	% CHANGE ACTUAL FY12 REV BUDG FY13	REVISED BUDGET FY14	% CHANGE REV BUDG FY13 REV BUDG FY14
LABOR					
501011 Bus Operator Pay	7,124,710	8,308,104	16.6%	9,247,555	11.3%
501013 Bus Operator OT	1,544,976	1,793,765	16.1%	2,010,877	12.1%
501021 Other Salaries	6,242,010	7,169,593	14.9%	7,295,151	1.8%
501023 Other OT	452,562	386,745	-14.5%	397,723	2.8%
Totals	15,364,258	17,658,207	14.9%	18,951,306	7.3%
FRINGE BENEFITS					
502011 Medicare/Soc. Sec.	229,098	306,900	34.0%	328,583	7.1%
502021 Retirement	2,664,532	3,296,014	23.7%	3,838,709	16.5%
502031 Medical Ins	6,441,491	7,294,972	13.2%	8,036,108	10.2%
502041 Dental Ins	471,864	530,779	12.5%	555,930	4.7%
502045 Vision Ins	125,720	131,377	4.5%	139,284	6.0%
502051 Life Ins/AD&D	40,348	46,289	14.7%	49,143	6.2%
502060 State Disability Ins (SDI)	189,989	203,335	7.0%	226,306	11.3%
502061 Long Term Disability Ins	117,276	132,593	13.1%	146,636	10.6%
502071 State Unemployment Ins (SUI)	80,106	86,758	8.3%	95,142	9.7%
502081 Worker's Comp Ins	1,198,646	927,000	-22.7%	954,810	3.0%
502101 Holiday Pay	305,069	528,334	73.2%	610,326	15.5%
502103 Floating Holiday	89,224	78,271	-12.3%	71,217	-9.0%
502108 Sick Leave	548,490	907,161	65.4%	966,868	6.6%
502111 Annual Leave	1,850,104	1,872,480	1.2%	1,918,210	2.4%
502121 Other Paid Absence	158,707	139,310	-12.2%	142,888	2.6%
502251 Phys. Exams	8,031	14,110	75.7%	14,110	0.0%
502253 Driver Lic Renewal	1,943	4,656	139.6%	4,656	0.0%
502999 Other Fringe Benefits	68,223	72,750	6.6%	72,974	0.3%
Totals	14,568,859	16,573,097	13.6%	18,171,900	9.6%

Consolidated

3/11/2013

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Attachment B

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

Consolidated Expenses

ACCOUNT	ACTUAL FY12	REVISED BUDGET FY13	% CHANGE ACTUAL FY12 REV BUDG FY13	REVISED BUDGET FY14	% CHANGE REV BUDG FY13 REV BUDG FY14
SERVICES					
503011 Accting/Audit Fees	77,560	80,250	3.5%	80,250	0.0%
503012 Admin/Bank Fees	275,529	280,050	1.6%	280,050	0.0%
503031 Prof/Technical Fees	116,077	190,957	64.5%	272,104	42.5%
503032 Legislative Services	91,111	105,000	15.2%	105,000	0.0%
503033 Legal Services	-	55,000	100.0%	55,000	0.0%
503034 Pre-Employment Exams	26,414	10,475	-60.3%	10,475	0.0%
503041 Temp Help	262,802	21,000	-92.0%	-	-100.0%
503161 Custodial Services	68,375	74,500	9.0%	76,500	2.7%
503162 Uniforms/Laundry	20,334	22,000	8.2%	21,200	-3.6%
503171 Security Services	324,827	439,135	35.2%	439,272	0.0%
503221 Classified/Legal Ads	10,930	17,100	56.4%	16,100	-5.8%
503222 Legal Ads	-	-	0.0%	-	0.0%
503225 Graphic Services	1,333	5,000	275.1%	5,000	0.0%
503351 Repair - Bldg & Impr	69,062	68,000	-1.5%	68,000	0.0%
503352 Repair - Equipment	384,521	461,745	20.1%	462,945	0.3%
503353 Repair - Rev Vehicle	341,419	350,000	2.5%	350,000	0.0%
503354 Repair - Non Rev Vehicle	22,409	15,000	-33.1%	17,000	13.3%
503363 Haz Mat Disposal	39,337	40,000	1.7%	41,000	2.5%
Totals	2,132,041	2,235,212	4.6%	2,299,896	2.9%
MOBILE MATERIALS & SUPPLIES					
504011 Fuels & Lubricants - Non Rev Veh	69,981	81,000	15.7%	88,100	8.8%
504012 Fuels & Lubricants - Rev Veh	1,981,568	2,075,000	4.7%	2,080,000	0.2%
504021 Tires & Tubes	139,709	195,000	39.6%	205,000	5.1%
504161 Other Mobile Supplies	-	-	0.0%	-	0.0%
504191 Rev Vehicle Parts	672,431	626,250	-6.9%	644,017	2.8%
Totals	2,863,689	2,977,250	4.0%	3,017,117	1.3%

Consolidated

3/11/2013

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Attachment B

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

Consolidated Expenses

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

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Consolidated

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Attachment B

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

Consolidated Expenses

ACCOUNT	ACTUAL FY12	REVISED BUDGET FY13	% CHANGE ACTUAL FY12 REV BUDG FY13	REVISED BUDGET FY14	% CHANGE REV BUDG FY13 REV BUDG FY14
TAXES					
507051 Fuel Tax	13,661	14,000	2.5%	14,000	0.0%
507201 Licenses & Permits	17,130	16,550	-3.4%	16,550	0.0%
507999 Other Taxes	11,196	17,000	51.8%	18,000	5.9%
Totals	41,987	47,550	13.2%	48,550	2.1%
PURCHASED TRANS.					
503406 Contract/Paratransit	260,687	250,000	-4.1%	250,000	0.0%
Totals	260,687	250,000	-4.1%	250,000	0.0%
MISC EXPENSE					
509011 Dues/Subscriptions	67,416	67,425	0.0%	67,625	0.3%
509081 Advertising - District Promo	-	1,000	100.0%	-	-100.0%
509101 Employee Incentive Program	226	13,500	5865.8%	13,500	0.0%
509121 Employee Training	50,297	105,100	109.0%	105,100	0.0%
509123 Travel	44,905	98,359	119.0%	98,359	0.0%
509125 Local Meeting Expense	4,935	5,100	3.3%	5,100	0.0%
509127 Board Director Fees	7,650	12,600	64.7%	12,600	0.0%
509150 Contributions	-	-	0.0%	-	0.0%
509198 Cash Over/Short	10,273	-	-100.0%	-	0.0%
Totals	185,702	303,084	63.2%	302,284	-0.3%
LEASES & RENTALS					
512011 Facility Lease	212,684	228,000	7.2%	230,400	1.1%
512061 Equipment Rental	19,096	22,612	18.4%	26,400	16.8%
Totals	231,779	250,612	8.1%	256,800	2.5%
PERSONNEL TOTAL	29,953,117	34,231,304	14.3%	37,123,206	8.4%
<i>Savings from Labor and Fringe Benefits</i>		<i>(1,300,000)</i>		<i>(1,700,000)</i>	
NON-PERSONNEL TOTAL	7,599,082	7,627,293	0.4%	7,714,962	1.1%
TOTAL OPERATING EXPENSES	37,552,200	40,558,597	8.0%	43,138,168	6.4%

Consolidated

3/11/2013

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Attachment B

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

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

DepartExpenses

3/11/2013

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FY14 TDA Claim

Santa Cruz Metropolitan Transit District

FY13 Revised Capital Budget

Attachment C

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

PROJECT/ACTIVITY	NON- RESTRICTED - RESERVED RETAINED EARNINGS	RESTRICTED - SAKATA/LAW SUIT	RESTRICTED - STA	FUTURE (Estimated) - STA (1)	RESTRICTED - STATE BOND FUNDS (1B) (2)	RESTRICTED - FY09-11 PTMISEA (1B)	LOCAL OPERATING IN KIND MATCH - SALARIES	TOTAL
Estimated Beginning Balance @ July 1, 2012:	\$ 10,000,000	\$ 1,333,382	\$ 800,000	\$ 5,600,000	\$ 1,768,600	\$ 13,300,000	\$ 11,605	\$ 32,813,487
Grant-Funded Projects								
MetroBase Project - FY11 Allocation Operations Bldg. (STC, SAKATA, STA, PTMISEA)	\$ 1,108,062	\$ 1,333,382	\$ -	\$ 5,600,000	\$ -	\$ 11,010,047	\$ -	\$ 19,051,491
MetroBase Project - Operations Bldg. / Other (SLPP)	\$ 5,800,000							\$ 5,800,000
State of Good Repair #2 - 4 Buses, 42 MDC's (FTA, RES, RET. EARN.)	\$ 3,391,010					\$ 1,206,992		\$ 3,391,010
MetroBase Project - FY10 Allocation (PTMISEA)	\$ 101,000					\$ 1,082,961		\$ 1,183,961
2nd LNG Tank (MBUAPCD, PTMISEA)					\$ 980,000			\$ 980,000
Video Surveillance Project - CCTV (STATE-1B)					\$ 788,500			\$ 788,500
Land Mobile Radio Project - LMR (STATE-1B)	\$ 355,000							\$ 355,000
Bus Stop Improvements (STIP)	\$ 160,000		\$ 20,500				\$ 11,605	\$ 192,105
Non-Revenue Vehicle Replacement (MBUAPCD, STA)	\$ 48,000		\$ 12,000					\$ 60,000
Pacific Station/MetroCenter - Conceptual Design (FTA, STA)	\$ 58,628							\$ 58,628
State of Good Repair #1 - 11 Buses (FTA, RES, RET. EARN.)			\$ 30,000					\$ 30,000
Watsonville Transit Center - Conceptual Design (STA)	\$ 11,021,698	\$ 1,333,382	\$ 62,500	\$ 5,600,000	\$ 1,768,500	\$ 13,300,000	\$ 11,605	\$ 33,097,885
Subtotal								
IT Projects								
Automated Purchasing System Software - Puridium (STA)			\$ 40,000					\$ 40,000
HR Software Upgrade - iVantage (STA)			\$ 20,000					\$ 20,000
Replace "Plant" - Informix Database - Bus Stop Tracking System (STA)			\$ 10,000					\$ 10,000
Subtotal		\$ -	\$ 70,000		\$ -	\$ -	\$ -	\$ 70,000
Facilities Repair & Improvements								
MetroCenter Repairs (RES, RET. EARN., STA)	\$ 185,000		\$ 40,000					\$ 225,000
Bus Stop Repairs / Improvements (RES, RET. EARN.)	\$ 175,000							\$ 175,000
WTC Renovations & Repairs (STA)			\$ 45,000					\$ 45,000
Repaint SVT (STA)			\$ 45,000					\$ 45,000
Replace Portable Steam & Sidewalk Cleaner WTC (STA)			\$ 25,000					\$ 25,000
Heaters for Maintenance Facility (3) (STA)			\$ 10,000					\$ 10,000
Heater(s) for Customer Service Booth - Pac Station (STA)			\$ 7,500					\$ 7,500
Interactive White Board - ParaCruz (STA)			\$ 3,500					\$ 3,500
Subtotal	\$ 360,000	\$ -	\$ 178,000		\$ -	\$ -	\$ -	\$ 538,000

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Attachment C

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY13 REVISED CAPITAL BUDGET 03/22/13										
PROJECT/ACTIVITY	NON- RESTRICTED - RESERVED RETAINED EARNINGS	RESTRICTED - SAKATA/LAW SUIT	RESTRICTED - STA	FUTURE (Estimated) - STA (1)	RESTRICTED - STATE BOND FUNDS (1B) (2)	RESTRICTED - FY09-11 PTMISEA (1B)	LOCAL OPERATING IN KIND MATCH - SALARIES	TOTAL		
Revenue Vehicle Replacement										
Replace WIFI on Highway 17 buses (STA)			\$ 165,000					\$ 165,000		
Replace Supervisor Vehicle-SUV (STA)			\$ 40,000					\$ 40,000		
Subtotal	\$ -	\$ -	\$ 205,000		\$ -	\$ -	\$ -	\$ 205,000		
Non-Revenue Vehicle Replacement										
See above-Grant Funded Projects										
Subtotal	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -		
Fleet & Maint Equipment										
Small Vehicle Lift - Fleet (STA)			\$ 25,000					\$ 25,000		
Vehicle Diagnostic Code Scanner Program & PC - PC (STA)			\$ 3,500					\$ 3,500		
Replace Plumber Snake (STA)			\$ 2,500					\$ 2,500		
Industrial Auto Upholstery Cleaning Machine - Fleet (STA)			\$ 2,500					\$ 2,500		
Subtotal	\$ -	\$ -	\$ 33,500	\$ -	\$ -	\$ -	\$ -	\$ 33,500		
Office Equipment										
None										
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Misc.										
Ticket Vending Machine (1) (STA)			\$ 100,000					\$ 100,000		
Subtotal	\$ -	\$ -	\$ 100,000		\$ -	\$ -	\$ -	\$ 100,000		
TOTAL CAPITAL PROJECTS	\$ 11,381,698	\$ 1,333,382	\$ 647,000	\$ 5,600,000	\$ 1,768,500	\$ 13,300,000	\$ 11,605	\$ 34,042,185		
Estimated Ending Balance @ June 30, 2013:	\$ (1,381,698)	\$ -	\$ 153,000	\$ 4,760,000 (1)	\$ -	\$ 9,975,000 (1)	\$ -	\$ 13,506,302		
								\$ -		

Attachment C

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

PROJECT/ACTIVITY	NON-RESTRICTED - RESERVED EARNINGS	RESTRICTED - SAKATA/LAW SUIT	RESTRICTED - STA	FUTURE (Estimated) - STA (1)	RESTRICTED - STATE BOND FUNDS (1B) (2)	RESTRICTED - FY08-11 PTMISEA (1B)	LOCAL OPERATING IN KIND MATCH - SALARIES	TOTAL
CAPITAL PROGRAM FUNDING								
PTMISEA (1B)						\$ 13,300,000		\$ 35,168,304
State Transit Assistance (STA)			\$ 647,000	\$ 5,600,000				\$ 13,300,000
Sakata / Lawsuit Proceeds		\$ 1,333,382						\$ 6,247,000
State Security Bond Funds (1B)					\$ 1,768,500			\$ 1,333,382
State-Local Partnership program (SLPP)	\$ 5,800,000 (4)							\$ 1,768,500
Federal Grants (FTA)	\$ 4,029,226 (4)							\$ 5,800,000
Statewide Transportation Improvement Program (STIP)	\$ 355,000 (4)							\$ 4,029,226
Monterey Bay Unified Air Pollution Control Dist (MBUAPCD)	\$ 261,000 (4)							\$ 355,000
Reserved Retained Earnings	\$ 936,472							\$ 261,000
Local Operating Match							\$ 11,605	\$ 936,472
TOTAL CAPITAL FUNDING	\$ 11,381,698	\$ 1,333,382	\$ 647,000	\$ 5,600,000	\$ 1,768,500	\$ 13,300,000	\$ 11,605	\$ 34,042,186
Non-Restricted Funds	\$ 936,472							\$ 936,472
Restricted Funds	\$ 10,445,226 (4)	\$ 1,333,382	\$ 647,000	\$ 5,600,000	\$ 1,768,500	\$ 13,300,000		\$ 33,094,108
Local Operating Match - provided by Salinas							\$ 11,605	\$ 11,605
TOTAL CAPITAL FUNDING	\$ 11,381,698	\$ 1,333,382	\$ 647,000	\$ 5,600,000	\$ 1,768,500	\$ 13,300,000	\$ 11,605	\$ 34,042,186
(1) Estimate is based on State Controller's STA Allocation Preliminary Estimate. Funds will be received in future years								
(2) Original PTMISEA (1B) Program Allocation Request:						\$ 26,262,877		
FY08 PTMISEA Allocation Received						\$ 4,404,019		
FY09 PTMISEA Allocation Received						\$ 2,480,910		
FY10 PTMISEA Allocation Received						\$ 2,491,923		
FY11 PTMISEA Allocation Received						\$ 11,010,047		
Subtotal PTMISEA Cash Receipts thru 2/10/12						\$ 20,386,899		
Unpaid balance of remaining PTMISEA funds requested						\$ 5,875,978		
(3) Not all Metrobase Project PTMISEA and STA funds shown will be spent in FY13 due to construction in progress payments due on the Operations facility; 25% of the funds budgeted are projected to be spent by 6/30/2013								
(4) Funds to be reimbursed at a later date	\$ 10,445,226							

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FY14 TDA Claim

Santa Cruz Metropolitan Transit District

**Certification from California Highway Patrol
California Vehicle Code Section 1808.1 Compliance**

TRANSIT OPERATOR COMPLIANCE CERTIFICATE

CHP 339 (Rev 7-90) OPI 062

TRANSIT OPERATOR NAME

SANTA CRUZ METROPOLITAIN TRANSIT DISTRICT

ADDRESS

110 B VERNON ST

TELEPHONE NUMBER

(831) 469-1954

CITY

ZIP CODE

COUNTY

SANTA CRUZ CA 95060

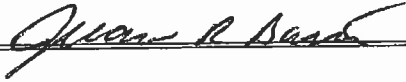
SANTA CRUZ

This is to certify that the above named transit operator was inspected on this date and found to be in compliance with California Vehicle Code Section 1808.1, regarding participation in the Department of Motor Vehicles Pull Notice Program, and with Section 12804.6, regarding transit bus operator certificates.

ISSUED BY

ID NUMBER

DATE



JUAN R. BARRIOS

A10027

5/29/12

Destroy previous editions

13-27

**SAFETY COMPLIANCE REPORT/
TERMINAL RECORD UPDATE**

CHP 343 (Rev 6-10) OPI 062

NEW TERMINAL INFORMATION <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		CA NUMBER 40366	FILE CODE NUMBER 51584	COUNTY CODE 44	BED
TERMINAL TYPE <input type="checkbox"/> Truck <input checked="" type="checkbox"/> Bus		CODE B	OTHER PROGRAM(S)	LOCATION CODE 720	SUBAREA C44

TERMINAL NAME SANTA CRUZ METROPOLITAN TRANSIT DISTRICT	TELEPHONE NUMBER (W/ AREA CODE) (831) 469-1954
--	--

TERMINAL STREET ADDRESS (NUMBER, STREET, CITY, ZIP CODE)

138 GOLF CLUB DR SANTA CRUZ CA 95060

MAILING ADDRESS (NUMBER, STREET, CITY, STATE, ZIP CODE) (IF DIFFERENT FROM ABOVE)

110 B VERNON ST SANTA CRUZ CA 95060

INSPECTION LOCATION (NUMBER, STREET, CITY OR COUNTY)

LICENSE, FLEET AND TERMINAL INFORMATION

HM LIC NO	HWT REG NO	IMS LIC NO	TRUCKS AND TYPES	TRAILERS AND TYPES	BUSES BY TYPE I- 111 II-	DRIVERS 208	BIT FLEET SIZE
EXP DATE	EXP DATE	EXP DATE	REG CT	HW VEH	HW CONT	PPB / CSAT <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

CONSOLIDATED TERMINALS

☐ Yes ☒ No

FILE CODE NUMBER OF CONSOLIDATED TERMINALS AND DIVISION LOCATIONS BY NUMBER (Use Remarks for Additional FCNS)

EMERGENCY CONTACTS (In Calling Order of Preference)

EMERGENCY CONTACT (NAME) BRUCE RHODES	DAY TELEPHONE NO (W/ AREA CODE) (831) 469-1954	NIGHT TELEPHONE NO (W/ AREA CODE) (831) 476-8405
EMERGENCY CONTACT (NAME) ROBERT COTTER EXT. 119	DAY TELEPHONE NO (W/ AREA CODE) (831) 426-6080	NIGHT TELEPHONE NO (W/ AREA CODE) (661) 373-4972

ESTIMATED CALIFORNIA MILEAGE FOR THIS TERMINAL LAST YEAR [2011]

A <input type="checkbox"/> UNDER 15,000	B <input type="checkbox"/> 15,001 — 50,000	C <input type="checkbox"/> 50,001 — 100,000	D <input type="checkbox"/> 100,001 — 500,000	E <input type="checkbox"/> 500,001 — 1,000,000	F <input type="checkbox"/> 1,000,001 — 2,000,000	G <input checked="" type="checkbox"/> 2,000,001 — 5,000,000	H <input type="checkbox"/> 5,000,001 — 10,000,000	I <input type="checkbox"/> MORE THAN 10,000,000
--	---	--	---	---	---	--	--	--

OPERATING AUTHORITIES OR PERMITS

PUC <input type="checkbox"/> T <input type="checkbox"/> TCP <input type="checkbox"/> PSC	MOTOR CARRIER OF PROPERTY PERMIT ACTIVE <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	IMS FITNESS EVALUATION <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
USDOT US DOT NUMBER	MC MX	REASON FOR INSPECTION

ANNUAL "B" BUS TERMINAL INSPECTION

INSPECTION FINDINGS		INSPECTION RATINGS: S = Satisfactory U = Unsatisfactory C = Conditional UR = Unrated N/A = Not Applicable							
REQUIREMENTS	VIOL	MAINTENANCE PROGRAM		DRIVER RECORDS		REG. EQUIPMENT		HAZARDOUS MATERIALS	TERMINAL
MAINTENANCE PROGRAM		1 S 2 S 3 S 4 S		1 S 2 S 3 S 4 S		1 S 2 S 3 S 4 S		1 2 3 4	1 S 2 S 3 S 4 S
DRIVER RECORDS		No. 20 Time 3.0		No. 21 Time 4.0		No. 20 Time 18.0		TIME	TOTAL TIME
DRIVER HOURS		HAZARDOUS MATERIALS <input checked="" type="checkbox"/> No H/M Transported <input type="checkbox"/> No H/M violations noted		CONTAINERS/TANKS No. Time		VEHICLES PLACED OUT-OF-SERVICE Vehicles 1 Units			

BRAKES	REMARKS MAINTENANCE PROGRAM 13 CCR1230 The bus listed below has been placed Out-of-Service for defects found during this terminal inspection: Bus number 2305 2003 Orion CA plate 1179157 Emergency exit defective Refer to ASPEN report number CA3BH0001020 for bus inspection information. Bus identified above may be returned to highway service only after proper repair of the Out-of-Service condition.
LAMPS & SIGNALS	
CONNECTING DEVICES	
STEERING & SUSPENSION	
TIRES & WHEELS	
EQUIPMENT REQUIREMENTS	
CONTAINERS & TANKS	
HAZARDOUS MATERIALS	

BIT <input type="checkbox"/> I <input type="checkbox"/> R	NON - BIT <input checked="" type="checkbox"/>	FEES DUE <input type="checkbox"/> Yes <input type="checkbox"/> No	CHP 345 <input type="checkbox"/>	CHP 100D COL	INSPECTION DATE(S) 5/24/2012	TIME IN	TIME OUT
INSPECTED BY (NAME(S)) J. R. BARRIOS					ID NUMBER(S) A10027	SUSPENSE DATE <input type="checkbox"/> Auto <input checked="" type="checkbox"/> None	

MOTOR CARRIER CERTIFICATION

I hereby certify that all violations described hereon and recorded on the attached pages (2 through 22), will be corrected in accordance with applicable provisions of the California Vehicle Code and the California Code of Regulations. I understand that I may request a review of an unsatisfactory rating by contacting the Motor Carrier Safety Unit Supervisor at (805) 549-3281 within 5 calendar days of the rating.

CURRENT TERMINAL RATING SATISFACTORY	CARRIER REPRESENTATIVE'S SIGNATURE <i>Robert Cotter</i>	DATE 5/29/2012
CARRIER REPRESENTATIVE'S PRINTED NAME ROBERT COTTER	TITLE Maintenance Manager	DRIVER LICENSE NUMBER STATE CA

DATE 05/24/12		THIS IS A CONTINUATION OF CHP 343
CARRIER NAME SANTA CRUZ METROPOLITAIN TRANSIT DISTRICT		CA NUMBER 40366
ADDRESS 138 GOLF CLUB DR SANTA CRUZ CA 95060		FC NUMBER 51584

REMARKS

Refer to ASPEN report number CA3BH0001003 through CA3BH0001022 for bus inspection information

The Out Of Service defective identified on the previous page was not utilized to compute rating for the regulated equipment category as the defect occurred while attempting to verify operation of the emergency exit. (The latch cable broke off the actuator handle while attempting to open the emergency exit). The carrier is holding the bus out of service until the emergency exit is repaired.

Other than the noted violations, this terminal was found to be in compliance and a terminal safety compliance rating of satisfactory has been assigned.

The following documents were reviewed during this inspection.

1. Drivers time keeping records
2. Drivers DMV pull notice records (CHP 339 Issued)
3. Drivers daily vehicle inspection reports
4. Drivers proficiency records
5. Vehicle maintenance and repair records

AGENDA: April 9, 2013

TO: Elderly & Disabled Transportation Advisory Committee
FROM: Karena Pushnik, SCCRTC Staff
RE: **FY 2013-14 Transportation Development Act Funds for Community Bridges**

RECOMMENDATION

Staff recommends that the Elderly & Disabled Transportation Advisory Committee recommend that the Regional Transportation Commission (RTC) approve the Transportation Development Act funding request from Community Bridges based on the amount to be approved at the May 2 RTC meeting.

BACKGROUND

The Regional Transportation Commission (RTC) allocates Transportation Development Act (TDA) funds from the region's share of the ¼ cent sales tax according to established formulas in the Commission's Rules and Regulations.

The RTC's budget, usually adopted in March, includes TDA allocations based on the Auditor's estimates. This year, the RTC delayed adoption of their budget to account for changes in funding allocated by the Association of Monterey Bay Area Governments (AMBAG). The draft budget will be discussed by the RTC's Budget & Administration/Personnel committee on April 11 and is expected to be adopted by the RTC at their May 2 meeting.

DISCUSSION

The Regional Transportation Commission (RTC) drafted a FY 2013-14 budget including Transportation Development Act (TDA) allocations for Community Bridges in the amount of \$599,743.

Community Bridge's TDA Claim Form, scope of work and preliminary budget based on the RTC's draft budget are attached (Attachment 1). Community Bridge's goal is to use TDA funds to provide approximately 34,300 one-way trips to eligible clients over FY 2013-14 (Attachment 1). In addition, they will provide an additional 49,300 trips using other funding, for a total of almost 80,000 one-way trips. TDA funded service is recommended to be provided for the following services: 2,400 rides for Taxi Scrip (2,100 last year), 3,560 rides for In-County Medical (6,263 last year), 8,500 rides for Meals on Wheels (7,508 rides last year), 12,455 rides for Elderday (3,953 last year), and 7,400 for the Winter Shelter Program (3,000 last year). Community Bridges staff will provide an overview of their TDA funded transportation services at the meeting and will be available to answer questions.

The City of Santa Cruz, as a local jurisdiction, has agreed to act as the claimant for both the Volunteer Center and Community Bridges, as it has historically, concurrent with the E/D TAC action.

Because the RTC budget is not yet final, **staff recommends that the E&D TAC approve this draft TDA claim contingent upon a final to be determined when the RTC adopts the budget at their May 2 meeting.** It is likely that the final TDA amount will a decrease of less than 1% from the draft amount.

SUMMARY

Staff recommends that the E/D TAC recommend that the Regional Transportation Commission approve the FY 2013-14 claim from Community Bridges, with the final TDA amount to be approved with the RTC budget at their May 2 meeting.

Attachment 1: Community Bridges TDA Claim and operation/budget pages

\\RTCSERV2\INTERNAL\E&DTAC\TDA\CTSA\2013\TDAED0413.DOC



COMMUNITY BRIDGES

Puentes de la Comunidad

236 Santa Cruz Avenue, Aptos, CA 95003
P. 831.688.8840 F. 831.688.8302
www.communitybridges.org



March 18, 2013

Mr. George Dondero, Executive Director
Santa Cruz County Regional Transportation Commission
1523 Pacific Avenue
Santa Cruz, CA 95060-3911

Re: CTSA/City of Santa Cruz claim for 2013-2014 TDA revenues

Dear Mr. Dondero:

The City of Santa Cruz has agreed to act as Community Bridges' claimant for the 2013/2014 fiscal year Transportation Development Act funds allocated to the Consolidated Transportation Services Agency (CTSA). Please accept this letter that Community Bridges Lift Line attests to the accuracy of the claim and all its accompanying documentation

The City of Santa Cruz will be requesting a total of \$599,743 in TDA funds for the CTSA. The proposed payment schedule (Exhibit D includes an increased initial payment to cover annually remitted expenses including a substantial insurance premium due in July. The remaining quarters are adjusted for the difference.)

These funds will allow Community Bridges to continue to operate a variety of vital specialized transportation programs serving low income seniors and disabled individuals who are unable to utilize traditional public transit. TDA funds will be used for the Taxi Scrip programs operating in South and North County, transportation to Meals on Wheels Senior Dining Centers, non-emergency medical transportation, Winter Shelter Program and Elderday Adult Day Health Center transportation.

Enclosed are:

1. 2013/2014 TDA Claim Form
2. 2013/2014 Operating & Capital Budget (Exhibit A, pages 1-3)
3. CTSA Five Year Capital Improvement Plan (Exhibit B)
4. Operating Plan (Exhibit C-1, pages 1-4 & C-2, pages 1-2)
5. Schedule of Payments Requested (Exhibit D)
6. Statement of Role and Responsibility (Exhibit E)
7. Community Bridges Board Resolution

14-2

Please consider naming Community Bridges in your estate plan.



The Community Bridges
Family of Programs



Child and Adult Care
Food Program



Child Development Division



Familia Center



Live Oak
Family Resource Center

LIFT LINE

Consolidated Transportation
Services Agency



La Manzana
Community Resources



Meals on Wheels



Mountain Community
Resources



Women, Infants & Children
Nutrition Program

On behalf of Lift Line clients and Community Bridges, I thank the Commission and staff for your continued support of these programs.

Thank you,



Kirk Ance
Lift Line Program Director

Enclosures: 7

cc: Karena Pushnik, Senior Transportation Planner, SCCRTC
Marc Pimentel, Director, City of Santa Cruz Finance Department
Sam Storey, Chief Executive Officer, Community Bridges
Susan Marinshaw, Chief Administrative Officer, Community Bridges

Transportation Development Act (TDA) – Local Transportation Funds CLAIM FORM

Submit a separate form for each project.

This form has been developed in an effort to standardize information required from TDA recipients, based on TDA Statute, RTC Rules and Regulations, and/or RTC board requests.

If you have any questions about this claim form or would like an electronic copy of the form, please contact the Santa Cruz County Regional Transportation Commission at 460-3200.

Project Information

1. Project Title: Lift Line / CTSA Specialized Paratransit Service for Santa Cruz County
2. Implementing Agency: Community Bridges
3. Sponsoring Agency (if different) – must be a TDA Eligible Claimant:
The City of Santa Cruz acts as the eligible TDA claimant for Lift Line. Lift Line receives the TDA funds through a contract with the City of Santa Cruz.
4. Funding requested this claim: TDA \$ 599,743
STA (transit only) \$ _____
5. Fiscal Year (FY) for which funds are claimed: FY 13 / 14
6. General purpose for which the claim is made, identified by the article and section of the Act which authorizes such claims:

<input type="checkbox"/> Article 8 Bicycle and/or Pedestrian Facility	<input checked="" type="checkbox"/> Article 8 Specialized Transportation
<input type="checkbox"/> Article 4 Public Transportation	<input type="checkbox"/> Article 3 & 8 TDA Admin or Planning
7. Contact Person/Project Manager
Name: Kirk Ance
Telephone Number: 831-688-8840 ext. 238 E-mail: kirka@cbridges.org

Secondary Contact (in event primary not available): Sam Storey
Telephone Number: 831-688-8840 ext. 201 E-mail: sams@cbridges.org
8. Project/Program Description/Scope (use additional pages, if needed, to provide details such as work elements/tasks. *Please see Exhibit C-1 and C-2 attached.*
9. Project Location/Limits (attach a map and/or photos if available/applicable, include street names):

The TDA funding for CTSA is to coordinate and provide social service transportation services with existing fixed-route service of public and private transportation providers for low-income elderly and disabled Santa Cruz County residents according to the requirements of the Social Services Transportation Improvement Act.
10. Justification for the project. (Why is this project needed? Primary goal/purpose of the project; problem to be addressed; project benefits; importance to the community)

14-4

X

Community Bridges has been the designated Consolidated Transportation Services Agency (CTSA) since 1982. CTSA's are authorized under California Government Code Sections 15975 and 15950-15952 which were enacted pursuant to the Social Service Transportation Improvement Act. **The purpose of the CTSA is to improve transportation required by social service recipients by promoting the consolidation and coordinating of social service transportation.**

As the Consolidated Transportation Service Agency, Lift Line is coordinating transportation services with other transportation and human service agencies in order to provide the most efficient transportation possible. Some of them are the Family and Children's Services of the County of Santa Cruz, County Office of Education, Veterans Service Offices in Santa Cruz and Palo Alto, and other hospitals and medical facilities.

Lift Line is also working closely with several other non-profit organizations and other counties to continue to identify unmet needs and define effective responses to meet those needs to help mobilize resident with various disabilities, low income and senior populations to travel easily throughout our county as well as to travel seamlessly throughout our tri-county region, also now to include the Santa Clara County. This is consistent with the Association of Monterey Bay Area Governments (AMBAG) Coordinated Public Transit Plan.

The benefits to having CTSA coordination is to improve and identify the need for specialized transportation equipment, if the equipment is funded through Caltrans 5310 and isn't reaching its proposed requirements, as the CTSA, the equipment can be coordinated for use through other identified paratransit services.

Pursuant to the CTSA designation for Santa Cruz County, Community Bridges operates the Lift Line transportation program, which works in identifying unmet transportation needs, coordinates and provides social service transportation services to low-income seniors, disabled residents, underserved populations and other persons in Santa Cruz County. Lift Line directly addresses the issues identified through the unmet needs process by providing rides to medical appointments (including dialysis), alternative care, mental health and various therapy appointments.

11. Project Productivity Goals for this fiscal year:

- a. Measures of performance, success or completion to be used to evaluate project/program (ex. increase use of facility/service, decrease collisions, etc.):

The majority of our dispatching/scheduling is automated with Mobile Data Computers (MDC) and Automatic Vehicle Locaters (AVL) that integrate with Trapeze, making it easy to make changes if needed and track rides as they occur. As rides are completed, the MDCs tag completed rides with real pickup and drop-off times and highlights these times in blue, making it easier for our dispatchers to monitor all rides. Likewise, uncompleted or unassigned rides (such as will-call returns) are highlighted in red to inform the dispatcher of the priority of pending trips. The addition of the AVLs in the fleet allows Lift Line to monitor and track vehicles at any moment. These systems allow Lift Line to provide accurate monthly encounter data to satisfy data requirements. We will continue to provide our quarterly TDA reports, with the RTC reporting requirements, which are generated directly from the actual rides performed and documented through these systems. Lift Line Dispatch System still has some components that are manual, for back up in case of power loss or technical problems that occasionally occur, when connections through the system can not be made. Since we can not determine in advance when a power or technical problem should arise, we give all drivers a paper manifest to work from daily so as to not lose any information. Daily drivers fill out paper work to let us know if they have any incidents, accidents or mechanical failures. In order to track turn downs and referrals anyone answering the phones keep track daily on a specified phone log.

Performance Measures to be included in Quarterly Reports

The quarterly reports are to include the following:

1.	Unduplicated passengers per month
2.	Total passenger trips (units of service) per month
3.	Incidents per month
4.	Accidents per month

14-5

5.	Mechanical failures* (including lift failure) per month
6.	No-shows per month
7.	Turndowns or referrals per month
8.	Cancels per month
9.	Donations per month
10.	Total operating cost per passenger
11.	Total operating cost per vehicle service hour
12.	Total passengers per vehicle service hour
13.	Total passengers per vehicle service mile
14.	Fare box recovery level
15.	Van mileage per program
16.	% of Rides performed by subcontractors
17.	% of shared trips/ Average vehicle occupancy
18.	% of cancellations of total rides

*Mechanical failure means any problem which results in a delay of one hour or longer, or cancellation of service.

- b. Number of people to be served/anticipated number of users of project/program (ex. number of new or maintained bike miles; number of people served/rides provided):

Lift Line's is projecting to provide service to over 600 Santa Cruz County residents who will need specialized wheel-chair accessible vans. We are projecting to provide and coordinate over 80,000 rides in the 2013/2014 fiscal year. *Please see Exhibit C-1 and C-2 Operating Plan for details.* Lift Line will continue to provide responsive, non-emergency health and medical paratransportation for seniors and disabled residents of Santa Cruz County, all of which are low-income. Trips are provided to health and medical destinations such as hospitals, medical centers and clinics, doctors' offices, pharmacies, dialysis centers, human services, and various mental health and physical therapy appointments. In partnership with Central Coast Alliance for Health, rides to medical destinations will be provided for qualified members. Lift Line continues to work closely with Watsonville Dialysis and Santa Cruz Satellite Dialysis to provide flexible services for its clients who are unable to use transit or METRO ParaCruz services.

12. Consistency and relationship with the Regional Transportation Plan (RTP) - Is program/project listed in the RTP and/or consistent with a specific RTP Goal/Policy?

This is RTP project #VC-P1. It is consistent with Goals #1 and #2 to maintain the transportation system and increase mobility;

- Policy 1.3.5 to coordinate specialized transportation services;
- Policy 1.3.9 to Encourage volunteer, friend and relative-provided transportation for the elderly and disabled, especially in rural areas;
- Policy 3.6 Promote social equity with all transportation decisions, including consideration of income, gender, race, age, physical and mental ability, and transit dependency; Policy 3.6.3 Support programs that address the transportation needs of low-income people;
- Policy 5.4.6 Give high priority to currently unmet needs for essential (medical or medically related) transportation for expansion of TDA-funded paratransit service. Community Bridges and Lift Line staff works with the Regional Transportation Commission and the members of the Elderly and Disabled Transportation Advisory Committee, Human Care Alliance, and the local Senior Network Agency to identify specialized transportation needs for Santa Cruz County. Lift Line as a program of Community Bridges works closely with local human service and transportation programs on local and regional coordinated plan projects, as required by Federal and State Transportation Agencies. These are included in both the RTP, which is updated every 3-5 years, and the AMBAG Monterey Bay Coordinated Human Services Transportation Plan. Projects/programs in the RTP within Projected Funds list include: continued non-ADA mandated paratransit services including medical service rides, Elderday adult day health care, senior meal sites, non-emergency same day transportation for medically fragile individuals, and expanding the non-ADA mandated paratransit system to meet the growing specialized transportation needs of seniors and people with disabilities.

14-6
x

13. Impact(s) of project on other modes of travel, if any (ex. parking to be removed):

Lift Line is a complementary service to the ADA-mandated METRO ParaCruz service. In addition, Lift Line provides a more flexible specialized transportation service for ongoing identified unmet immediate service needs. Due to the diverse nature of our services, Lift Line is able to group riders in various service categories, which ultimately reduces the number of vehicles needed to perform rides and in turn cuts down on traffic and emissions. In the current fiscal year 2012-2013, Lift Line is continuing to optimize our service by scheduling rides in the most efficient manner and ultimately reducing the duplication of rides by grouping ride types for long distance, cross county rides.

Furthermore, Lift Line provides residents with specialized transportation needs who do not qualify for ParaCruz rides because they live outside the service area (more than ¾ mile from fixed transit route) and don't have family or friends to assist them, their mobility device is too large, and/or they may need same day service. For people who are low-income or who face health/physical challenges, these services are paramount. Lift Line's goal is to continue to provide service in this manner, however, with the increase of fuel costs, even while grouping rides, we are still projecting increased costs in our overall service. Lift Line was also awarded Section 5317 grant for funds in 2012-2013 to support same day medical transportation service, as identified in the AMBAG unmet needs plan. This new service was implemented in 2013 and we are applying for 5317 funds to continue the project into 2014 while we gather data and assess the same-day transportation needs of our clients.

14. Estimated Project Cost/Budget, including other funding sources, and Schedule: *(attach project budget). Specialized Transportation Claims require 10% local match. Local match can take the form of fares, donations, agency charges, grants, revenue sharing and other non-restricted sources. In kind services many NOT apply toward the local match.*

What is the total project cost? Total CTSA Transportation Budget = \$1,664,539 (TDA only = \$599,743)

Is project fully funded? YES

What will TDA (and STA) funds be used on (ex. administration, brochures, engineering, construction)?
These funds will be used for administration, all cost related to provision of paratransit rides, and vehicle/communications acquisition.

This is clearly identified in our Operating Plan Exhibit C-2. *Please see TDA Operating Plan, Exhibit C-2.*

15. Preferred Method and Schedule for TDA fund distribution *(see RTC Rules and Regulations for details):*

CTSA: ☒ Quarterly disbursement, with up to 35% in first quarter, and the remaining quarterly payments being one-third of the remaining claim amount;
OR ☐ Quarterly disbursement

16. TDA Eligibility:

	YES?/NO?
A. Has the project/program been approved by the claimant's governing body? Form of approval <u>Community Bridges Board Resolution</u> . (eg resolution, work program, budget, other document) If "NO," provide the approximate date approval is anticipated. _____	YES
B. Has this project previously received TDA funding?	YES
C. For capital projects, have provisions been made by the claimant to maintain the project or facility,	

14-7
X

or has the claimant arranged for such maintenance by another agency? (If an agency other than the Claimant is to maintain the facility provide its name: _____)	YES
D. Bike, Ped, and Specialized Transportation Claims: Has the project already been reviewed by the RTC Bicycle Committee and/or Elderly/Disabled Transportation Advisory Committee? (If "NO," project will be reviewed prior to RTC approval). <u>April 2013 E&D TAC meeting</u>	YES
E. For "bikeways," does the project meet Caltrans minimum safety design criteria pursuant to Chapter 1000 of the California Highway Design Manual? (Available on the internet via: http://www.dot.ca.gov).	N/A

SCMTD, CTSA, Bike to Work, CTSC Only – PLEASE KEEP ANSWERS BRIEF

17. Improving Program Efficiency/Productivity

- Describe any areas where special efforts have been made in the **last fiscal year** to reduce operating cost and/or increase ridership/program usage. Note any important trends.

Lift Line routes are continually assessed and re-structured to increase productivity, and we have succeeded in lowering some costs by grouping rides so that vehicles and staff time are serving at capacity as much as possible. Our overall cost per service unit has remained steady the past two years, even as individual costs and demands for service have fluctuated. In the case of taxi subcontractors, we have paid special attention to maximizing the benefit of working with these outside partners only when we have reached our internal existing capacity and there is a cost benefit to calling in a taxi ride. We also continue to work with physicians and participants to group rides for maximum efficiency. Our experienced drivers and dispatch staff, and the use of computerized scheduling equipment, continue to serve as valuable assets toward achieving these goals.

Community Bridges Lift Line continues to seek to open UTU negotiations to address ways to lower the economical issues impacting the operations of the budget. We also continue to work on reducing our workers compensation costs and exposures in order to reduce our premiums. Lift Line also maintained optimum fleet size for the services provided, and we continually seek to update our vehicles and equipment through grants.

The County Health Services Department's programs such as In Home Health Services, as well as local medical facilities and the Senior Network Services, are assisting their clients to help fill out the TDA Medical Transportation Application and fax them with the required supporting documents to our office daily. We also work closely with the Central Coast Alliance to coordinate Medi-Cal eligible participants with medical rides.

Lift Line has participated in several outreach forums in the community that are addressing the transportation needs of the local senior and disabled population, including veterans, as well as conducted presentations to local service organizations and senior living facilities. Lift Line annually participates in local business and health fairs to increase community awareness about local transportation service.

Lift Line staff has also participated in numerous planning meetings and networking events to identify and expand services for area veterans. These efforts include attendance at county VetNet meetings and events, as well as participation in the newly formed Veterans Advisory Council. In the past year, Lift Line not only succeeded in securing new funding to sustain and expand our previously volunteer-supported Out-of-County transportation services, connecting Santa Cruz County veterans with VA facilities in Monterey and Santa Clara Counties, but we also continued to provide and promote our in-county veterans transportation services at three weekly pickup and drop off locations, including the veterans' centers in Capitola and Santa Cruz, as well as the Homeless Service Center, with the final destination being the County Veterans Services office.

Finally, Lift Line also initiated and promoted a new Same-Day service through Section 5317 funding, which is rapidly gaining momentum as it is the only service of its kind in Santa Cruz County. In our first two months of operation, we provided over 200 same-day rides each month, and, although this new service is still in its early stages, we anticipate ridership to only increase as we continue to provide and promote this new service.

14-8
X

- Goals for next fiscal year (ex. identify opportunities to maximize economies of scale, planned productivity improvements). Describe any areas where special efforts will be made to improve efficiency and increase program usage/ridership:

Lift Line will continue to assess the costs and demands for our services on an ongoing regular basis, and structure our routes and staffing to be as responsive and efficient as possible. Lift Line staff will continue to participate in outreach efforts to identify emerging needs in the community, and we will coordinate with service providers to meet the transportation needs of low-income elderly and disabled residents, including our area veterans. This year, we expect to make diligent progress toward increasing outreach and service to the veteran population through our various efforts that are already underway.

18. What is different from last year's program/claim?

Community Bridges Lift Line/CTSA is requesting TDA funds to assist with the same types of rides as last year, with the exception of the Out-of-County program which has been funded through a grant from Caltrans Section 5317. We are requesting funding for: Medical TDA Rides, Meals on Wheels, Elderday, Taxi Scrip, and the Winter Shelter programs.

This year we are expecting to increase transportation service for Elderday, as Community Bridges continues to work diligently on the acquisition of the Elderday program in order to bring to rest a several months and even years-long uncertainty of the program's future in the face of decreased Medi-Cal reimbursement rates. Community Bridges feasibility studies and operational plans for sustaining Elderday will bring more stability to the program, its participants and their families, where in previous months and years we saw decreased participation as participants prepared to seek alternatives in the event of the program's imminent closure. Looking at average Elderday participation rates over the past twelve months, we see that participation dropped as much as 24% in the month following the anticipated closing date that was scheduled in response to state funding cuts, whereas participation has steadily increased ever since the closure has since been averted.

Lift Line is also expecting to exceed our prior year projections for service to the Homeless Service Center's Winter Emergency Shelter Program, where currently 30% of the clients transported are disabled, and 7% are seniors 60 or over. Many participants are also veterans, and at least one or two wheelchair-using participants are being transported both ways every day. By comparing the first three months of the program in this fiscal year to those of the last, participation is already up by 150% this year. Lift Line requests funds to offset the expenses incurred during winter months when additional shelter is provided at the National Guard Armory.

19. Schedule of regular progress reports including an evaluation at the end of the year:

☒ CTSA: Specialized Transportation: Quarterly to E/D TAC, RTC: November 2013, January 2014, April 2014, July 2014 and year end report 13/14 (Months/Year)

CTSA and Volunteer Center (Article 8) Only

20. Are these transportation services responding to transportation needs not otherwise being met within the community or jurisdiction of the claimant? Describe.

Yes. For our target population we provide transportation that is otherwise not available. Lift Line paratransit services are provided to seniors and people with disabilities who can't drive, are not able or eligible to use our METRO or METRO ParaCruz services (do not have the financial resources, have origins/destinations outside the service area, need same-day service, or have wheelchairs that do not meet the size criteria). Also, the out of county TDA Medical ride services are used for residents who have no other resources, particularly due to financial restraints, to get to critical care treatment. The veterans we are currently providing paratransit services for are funded through the FTA Section 5317 New Freedom (NF) Grants Program. This grant has been awarded through December 31, 2013, and we are in the process of applying for the next grant cycle to

maintain this service for at least another year since the demand for service for this specific population has continued to grow. Even though the funds for this service potentially could come to an end, Lift Line/CTSA will continue to seek other funding sources to support this service, which will now become an unmet need in the coordinated plan. Another identified unmet need is to provide same day medical transportation, and Community Bridges was awarded a separate Section 5317 grant for funding to permit Lift Line/CTSA to hire two driver's and half time office support to be able to offer this same-day service.

21. Where appropriate, are these specialized transportation services coordinated with other transportation services? Describe.

Lift Line, as the CTSA, acts as the safety net transportation service for low-income seniors and disabled individuals unable to secure mobility through other programs. In addition, Lift Line coordinates and refers people daily to other services more suited to their specialized transportation requirements such as: METRO bus or METRO ParaCruz; local taxi services through the taxi scrip program; the Volunteer Center; Veterans Services and our in house "Out of County" TDA Medical ride service. Lift Line continues coordinates with the Central Coast Alliance for Health in Santa Cruz and Monterey Counties to get Medi-Cal patients to essential medical appointments who cannot transfer from their mobility device to a bus seat or are too large to use local METRO ParaCruz ADA guidelines services. We work closely with Watsonville Dialysis and Santa Cruz Satellite Dialysis to provide flexible service for the clients. We help identify an individual's specific need for specialized transportation service and coordinate not only services in our County, but also for rides to neighboring counties of San Benito, Monterey and Santa Clara. In addition, Lift Line assists those who call from other parts of California, as well as from out of the state, looking for other public and specialized transportation. Lift Line's staff will continue to participate with local and statewide transportation groups to develop coordinated processes and keep current on transportation systems for seniors and disabled residents.

22. Provide performance information, as pertinent, such as: verification of the operating cost per passenger, operating cost per vehicle service hour, passengers per vehicle service hour, passengers per vehicle service mile, and vehicle service hours per employee for last fiscal year (definitions available in Section 99247 of TDA Guidelines). (99246) (99246d, per 2010 Performance Audit)

All TDA reports, quarterly and annual are sent directly to the RTPA within the scheduled time schedules. These reports are included in the above listed performance measures.

23. Discuss the needs and types of the passengers being served and the employment of part-time drivers and the contracting with common carriers of persons operating under a franchise or license to provide services during peak hours. (99246)

There are times during the day when it is more cost effective or necessary to use taxi to provide some of the TDA Medical rides, especially when they are short rides and more on an individual need basis, while Lift Line buses provided more of the grouped rides. Lift Line has three on call drivers to assist with paratransit services as needed.

SCMTD, CTSA, Volunteer Center & RTC Only

24. List the recommendations provided in the last TDA Triennial Performance Audit and your progress toward meeting them.
- Describe the work your agency has undertaken to implement each performance audit recommendation and the steps it will take to fully implement the recommendation.
 - For any recommendations that have not been implemented, explain why the recommendation has not been implemented and describe the work your agency will undertake to implement each performance audit recommendation.
 - Describe any problems encountered in implementing individual recommendations.

TDA Triennial Performance Audit Recommendations:

- 1) *The SCCRTC should work closely with the Santa Cruz Metro, Community Bridges, and the Volunteer Center to develop an SRTP update, including the following plan elements: financially sustainable public transportation levels; vehicle replacement needs for each agency; and countywide performance goals objectives and measurable standards. The SCCRTC's involvement in the SRTP effort could include coordination, technical assistance, and partial funding.*

Community Bridges is currently working with the entities to develop an updated SRTP. Currently the RTC and Metro are submitting a joint grant application for the plan. The majority of the work on the plan will be done by a consultant. Metro will be the formal lead, with extensive input from RTC, Community Bridges, and the Volunteer Center. In pursuing this grant the Short Range Transportation Plan would address the recommendations from the Performance Audit and include the Metro, Community Bridges and the Volunteer Center.

- 2) *The current and future agreements that permit the pass-through of TDA Article 8 funds from the City of Santa Cruz to Community Bridges and the Volunteer Center should be amended to include the requirement that the performance measures identified in PUC Section 99246(d) be reported at least annually to the City and to SCCRTC.*

Pulled from the California Public Utilities Code Section 99247 for reference:

For purposes of Section 99246, and as used elsewhere in this article:

(a) "Operating cost" means all costs in the operating expense object classes exclusive of the costs in the depreciation and amortization expense object class of the uniform system of accounts and records adopted by the Controller pursuant to Section 99243, and exclusive of all subsidies for commuter rail services operated under the jurisdiction of the Interstate Commerce Commission and of all direct costs for providing charter services, and exclusive of all vehicle lease costs.

(b) "Operating cost per passenger" means the operating cost divided by the total passengers.

(c) "Operating cost per vehicle service hour" means the operating cost divided by the vehicle service hours.

(d) "Passengers per vehicle service hour" means the total passengers divided by the vehicle service hours.

(e) "Passengers per vehicle service mile" means the total passengers divided by the vehicle service miles.

(f) "Total passengers" means the number of boarding passengers, whether revenue producing or not, carried by the public transportation system.

(g) "Transit vehicle" means a vehicle, including, but not limited to, one operated on rails or tracks, which is used for public transportation services funded, in whole or in part, under this chapter.

(h) "Vehicle service hours" means the total number of hours that each transit vehicle is in revenue service, including layover time.

(i) "Vehicle service miles" means the total number of miles that each transit vehicle is in revenue service.

(j) "Vehicle service hours per employee" means the vehicle service hours divided by the number of employees employed in connection with the public transportation system, based on the assumption that 2,000 person-hours of work in one year constitute one employee. The count of employees shall also include those individuals employed by the operator which provide services to the agency of the operator responsible for the operation of the public transportation system even though not employed in that agency.

Community Bridges complies with all of the above requirements except (j) "Vehicle service hours per employee." We will work with the RTPA of Santa Cruz County to create a performance measuring tool to be included in all quarterly and annual reports.

- 3) *Community Bridges should work their respective annual fiscal and compliance auditors to evaluate the transportation related measures required under the TDA, including annual operating costs and revenues.*

Community Bridges Lift Line has committed to work with our fiscal and compliance auditors to evaluate the transportation related measures required under the TDA, including annual operating costs and revenues.

Documentation to Include with Your Claim:

All Claims

- ☒ **A letter of transmittal** addressed to the SCCRTC Executive Director that attests to the accuracy of the claim and all its accompanying documentation.
- ☒ **Statement from the TDA Eligible Claimant** indicating its role and responsibilities.

Article 8 Bicycle/Pedestrian Claims

- ☐ Evidence of environmental review for capital projects

All Transit and Specialized Transportation Claims (SCMTD, CTSA, and Volunteer Center)

- ☒ **A copy of the operating and capital budgets for the coming fiscal year**
- ☐ **Description of capital projects**, including time frame over which project will be funded and implemented
- ☒ **Operating Plan** for current and upcoming activities – can be within project description

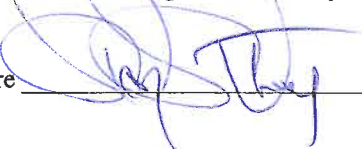
Article 4 Transit Claims

- ☒ **A certification from the California Highway Patrol** (completed within the last 13 months) indicating that the operator is in compliance with Section 1808.1 of the Vehicle Code.
- ☐ **Other Certifications**

Local Agency Certification:

This TDA Claim has been prepared in accordance with the SCCRTC's Budget, SCCRTC's Rules and Regulations, and Caltrans TDA Guidebook (<http://www.dot.ca.gov/hq/MassTrans/State-TDA.html>). I certify that the information provided in this form is accurate and correct. I understand that if the required information has not been provided this form may be returned and the funding allocation may be delayed.

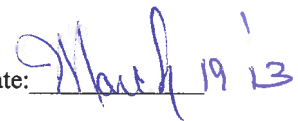
Signature



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Date:



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ACCOUNT TITLE	TDA 2013-14 BUDGET	Non-TDA 2013-14 BUDGET	CTSA 2013-14 BUDGET	TDA 2012-13 BUDGET	Non-TDA 2012-13 BUDGET	CTSA 2012-13 BUDGET
PERSONNEL:						
SALARIES & WAGES	205,638	365,867	571,505	174,331	370,410	544,740
FRINGE BENEFITS: UNEMPLOYMENT	2,365	4,207	6,572	2,353	3,912	6,265
WORKERS COMP	17,376	30,972	48,348	9,885	29,573	39,458
HEALTH INSUR.	60,951	105,813	166,764	61,619	81,610	143,229
FICA	15,731	27,989	43,720	13,336	28,314	41,650
401K PLAN	884	1,570	2,454	1,325	1,120	2,445
TOTAL PERSONNEL COSTS:	302,946	536,417	839,363	262,848	514,939	777,787
SERVICES & SUPPLIES:						
OPERATING:						
VEHICLE OPERATIONS-GAS	50,750	87,199	137,949	50,000	85,443	135,443
VEHICLE LICENSES	1,000	3,887	4,887	542	4,273	4,815
VEHICLE MAINTENANCE	10,315	22,072	32,387	6,222	25,676	31,898
VEHICLE INSURANCE	23,514	54,447	77,960	23,166	41,819	64,985
COMMUNICATIONS-RADIO	8,761	1,427	10,188	5,676	2,588	8,264
TOTAL VEH. OPERATING COSTS:	94,339	169,032	263,371	85,605	159,800	245,405
OTHER OPERATING & ADMINISTRATION COSTS:						
PROFESSIONAL SERVICES	901	1,825	2,726	888	14,043	14,931
JANITORIAL SERVICES/SUPPLIES	531	1,440	1,971	523	1,419	1,942
FUNDRAISING COMM RELATIONS	0	900	900	0	900	900
PUBLICITY/MEDIA	0	0	0	0	195	195
SPECIAL EVENTS	0	542	542	0	534	534
STAFF TRAVEL	500	0	500	500	0	500
MINOR EQUIPMENT	500	0	500	215	500	715
EQUIPMENT MAINT & REPAIR-MENTOR	24,683	0	24,683	24,318	0	24,318
OFFICE SUPPLIES	740	478	1,218	300	900	1,200
PROGRAM SUPPLIES	571	892	1,463	563	878	1,441
VEHICLE MAINT SUPPLIES	406	594	1,000	400	850	1,250
COMPUTER SUPPLIES/RELATED	187	733	920	184	654	838
POSTAGE	552	527	1,079	544	519	1,063
SPACE RENTAL	15,174	31,731	46,905	14,950	30,664	45,614
UTILITIES	2,624	2,942	5,566	2,585	2,889	5,474
SPACE MAINTENANCE	248	1,097	1,345	244	1,081	1,325
TELEPHONE	1,947	3,088	5,035	1,918	3,050	4,968
MISCELLANEOUS FEES	438	1,909	2,347	431	1,881	2,312
STAFF TRAINING	1,200	0	1,200	60	940	1,000
INSURANCE-GEN'L LIABILITY & FIDELITY	1,745	879	2,624	2,585	0	2,585
MEMBERSHIPS/SUBSCRIPTIONS	420	0	420	450	1	451
PRINTING & COPYING	53	1,322	1,375	53	1,302	1,355
ADVERTISING	0	250	250	0	250	250
SUBSIDIZED TAXI - ELDERDAY RIDES	16,285	0	16,285	14,416	3,124	17,540
SUBSIDIZED TAXI - MOW RIDES	1,069	0	1,069	981	0	981
SUBSIDIZED TAXI - LL RIDES	18,364	0	18,364	20,962	0	20,962
SUBSIDIZED TAXI - SCRIP	26,357	0	26,357	26,068	0	26,068
MSSP SERVICE EXPENSE	0	28,977	28,977	0	27,865	27,865
EQUIP/FINANCING-non 5310	0	0	0	0	3,460	3,460
DEPREC-GROUPWISE UPGRADE	0	0	0	0	144	144
TRANSF TO EQUIP RESERVE	0	0	0	0	0	0
TRANSF FROM EQUIP RESERVE	0	0	0	0	0	0
MAJOR EQUIPMENT 5310	0	134,720	134,720	0	68,500	68,500
AGENCY OVERHEAD	86,963	127,561	214,524	78,451	123,531	201,982
TOTAL ADMINISTRATION COSTS:	202,457	342,407	544,864	192,589	290,074	482,663
TOTAL EXPENDITURES	599,743	1,047,856	1,647,599	541,042	964,813	1,505,855
TOTAL REVENUES	599,743	1,047,856	1,647,599	541,042	964,813	1,505,855
NET GAIN (LOSS)	0	(0)	0	(0)	0	0

COMMUNITY BRIDGES - LIFT LINE / CTSA
TDA 2013-14 BUDGET

EXHIBIT A, Page 2 of 3

ACCOUNT TITLE	TDA 2013-14 BUDGET	Non-TDA 2013-14 BUDGET	CTSA 2013-14 BUDGET	TDA 2012-13 BUDGET	Non-TDA 2012-13 BUDGET	CTSA 2012-13 BUDGET
REVENUE:						
TDA	599,743	0	599,743	541,042	0	541,042
CITY OF SANTA CRUZ		15,000	15,000		15,000	15,000
CITY OF CAPITOLA		44,730	44,730		44,730	44,730
CITY OF SCOTTS VALLEY		2,825	2,825		2,825	2,825
CITY OF WATSONVILLE		2,224	2,224		2,224	2,224
COUNTY OF SANTA CRUZ		8,939	8,939		8,521	8,521
AREA AGENCY ON AGING-TITLE IIIB		39,284	39,284		39,284	39,284
FTA SECTION 5310		134,720	134,720		68,500	68,500
FTA SECTION 5317		245,000	245,000		184,341	184,341
MONTEREY PENIN FDN		26,000	26,000		26,000	26,000
DOMINICAN HOSPITAL		196	196		196	196
MEDI-CAL (CAH)		11,813	11,813		10,198	10,198
OUTSIDE CONTRACTS		6,543	6,543		11,543	11,543
OUTSIDE CONTRACTS- ISSP		46,150	46,150		39,650	39,650
OUTSIDE CONTRACT - ELDERDAY		363,242	363,242		407,639	407,639
SCRIP - CLIENT TAXI PMTS		8,906	8,906		8,431	8,431
SCRIP - MSSP		53,900	53,900		48,467	48,467
MOW INTER-PROGRAM CHARGES		30,000	30,000		30,000	30,000
INTEREST INCOME		0	0		0	0
FUNDRAISING		975	975		975	975
DONATIONS		4,909	4,909		4,675	4,675
PROGRAM INCOME - OTHER		0	0		0	0
VEHICLE INTER-PROGRAM		2,500	2,500		2,500	2,500
INTERPROG-OUTSIDE CONTRACTS		0	0		0	0
VEHICLE SALES		0	0		5,000	5,000
IN-KIND REVENUE-VOLUNTEERS		0	0		4,245	4,245
BAD DEBT		0	0		(131)	(131)
TOTAL REVENUES	599,743	1,047,856	1,647,599	541,042	964,813	1,505,855

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COMMUNITY BRIDGES - LIFT LINE / CTSA
TDA 2013-14 BUDGET

EXHIBIT A, Page 3 of 3

OPERATING FUND SOURCES	CTSA FINAL FY 11-12	CTSA BUDGET FY 12-13	CTSA BUDGET FY 13-14
TDA	515,295	541,042	599,743
CITY OF SANTA CRUZ	15,000	15,000	15,000
CITY OF CAPITOLA	44,800	44,730	44,730
CITY OF SCOTTS VALLEY	2,825	2,825	2,825
CITY OF WATSONVILLE	2,224	2,224	2,224
COUNTY OF SANTA CRUZ	8,521	8,521	8,939
AREA AGENCY ON AGING-TITLE IIIB	39,429	39,284	39,284
FTA SECTION 5317	71,358	184,341	245,000
MONTEREY PENIN FDN	26,000	26,000	26,000
DOMINICAN HOSPITAL	228	196	196
MEDI-CAL (CAH)	11,889	10,198	11,813
OUTSIDE CONTRACTS	97,551	11,543	6,543
OUTSIDE CONTRACT - ISSP	46,150	39,650	46,150
OUTSIDE CONTRACT - ELDERDAY	393,042	407,639	363,242
TAXI SCRIP SALES	6,863	8,431	8,906
MSSP SCRIP	35,640	48,467	53,900
MOW INTERPROGRAM CHGS.	30,000	30,000	30,000
INTEREST INCOME	0	0	0
FUNDRAISING	1,000	975	975
DONATIONS	7,422	4,675	4,909
VEHICLE INTERPROGRAM	12,500	2,500	2,500
INTRAPROG. OUTSIDE CONTRACTS	623	0	0
VEHICLE SALES	0	5,000	0
MISC INCOME	0	0	0
IN-KIND REVENUE	2,068	4,245	0
SUBTOTAL REVENUES	1,370,428	1,437,486	1,512,879
SECTION 5310 - PASS THRU	9,741	68,500	134,720
TOTAL REVENUES	1,380,169	1,505,986	1,647,599

EXHIBIT B

3/19/13

**CTSA FIVE YEAR CAPITAL IMPROVEMENT PLAN 10/11
FISCAL YEARS: 11/12 THROUGH 15/16**

CAPITAL REVENUE					
	Projected 2012-2013	Projected 2013-2014	Projected 2014-2015	Projected 2015-2016	Projected 2016-2017
Fund Balance	\$0	\$1	\$2	\$5,010	\$1,018
FTA Section 5310	\$68,500	\$134,720	\$0	\$221,000	\$0
Addition to Fund	\$0	\$0	\$5,000	\$35,000	\$0
Fund Interest	\$1	\$1	\$8	\$8	\$0
Total	\$68,501	\$134,722	\$5,010	\$261,018	\$1,018
CAPITAL EXPENDITURES					
	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017
Equipment Purchase	\$68,500	\$134,720	\$0	\$260,000	\$0
Major Maintenance	\$0	\$0	\$0	\$0	\$0
Total	\$68,500	\$134,720	\$0	\$260,000	\$0
Year-End Balance	\$1	\$2	\$5,010	\$1,018	\$1,018

Notes:

1. As capital grants are indefinite, and as capital equipment arrival dates vary, projected figures may require adjustment.
2. "FTA Section 5310" in 11/12 includes computer server software and equipment, new MDC radios and paratransit vehicles.
3. "Equipment Purchase" in 12/13 is for \$68,500.
4. "Equipment Purchase" in 13/14 is for a brake lathe.
5. "Equipment Purchase" in 15/16 is for 7 new vans.

EXHIBIT C-1
Lift Line / CTSA
13/14 OPERATING PLAN

1. Operating Plan

The Lift Line program provides demand responsive, specialized non-emergency health and medical transportation for low-income seniors and disabled residents of Santa Cruz County. Riders are not charged a fare for the service, although donations are accepted. Service is generally provided from 8:00 AM to 4:00 PM, five days a week (with the exception of published holidays), while Lift Line also coordinates additional services on behalf of its clients outside these hours. Service is focused on individuals that live outside the METRO ParaCruz service area, those that are unable to afford the METRO ParaCruz fare, those that do not meet the ADA complementary paratransit eligibility requirements, those needing same day service, and those that need a higher level of service than can be provided by METRO ParaCruz. Lift Line operates a fleet of 17 wheelchair accessible vans. Transportation is provided to destinations such as doctors' offices, pharmacies, Elderday Adult Day Health Care, Senior Dining Centers, Dialysis Sites and various medical therapy appointments.

In September 2009, Lift Line also took in-house the coordination of the volunteer out-of-county transportation program that provides medical rides to Monterey, Santa Mateo and Santa Clara Counties and beyond. In 2012, Lift Line was awarded two separate Section 5317 grants to hire a dedicated paid staff driver to sustain the out-of-county program, as well as to initiate a same-day transportation pilot program with the addition of another four dedicated drivers. Both projects also share a full-time office assistant to support the expected increase in demand for both these services.

Due to the current demand for service during our peak hours we have been asking our TDA medical clients to increase the potential for grouping rides by booking their medical rides between 10:30am and 1:45 pm. Lift Line has been working closely with local medical facilities to optimize this preferred window of service for this select group of Santa Cruz residents.

Community Bridges maintains comprehensive auto and general liability coverage, including the City of Santa Cruz and SCCRTC as additional insured parties. A copy of each insurance certificate shall be filed with the City and with SCCRTC.

Lift Line is seeking to continue the TDA Medical Rides service and ensure that this service reaches those with the most need. Lift Line projected 6,263 TDA Medical Rides in FY 12/13, including direct service and coordinated taxi rides. At 67% of the 12/13 fiscal year, we are projecting to reach 104% of our goal through the end of the current fiscal year.

Lift Line also coordinates with the local taxi companies to offer the very popular Taxi Scrip (TS) program. Lift Line projected 2,100 Taxi Scrip rides in FY 12/13. At 58% of the 12/13 fiscal year for which data is available, we are projecting to meet 106% of our goal.

This program serves as a safety net service for non-medical rides and rides needed outside the ADA-mandated METRO paratransit service areas. Individuals may purchase subsidized taxi scrip so that they can directly schedule taxi rides, and the majority of taxi vehicles are fully accessible for mobility devices. Currently all of residents that receive the Taxi Scrip at a discount are low income and below the federal 200% poverty level. Lift Line staff continue to update the TDA applications to reflect the new Federal Government poverty level guidelines. Area taxi service

providers include: Deluxe Taxi, Courtesy Cab, and Santa Cruz Yellow Cab. Lift Line provides ongoing monitoring and assessment of the program to ensure that eligibility criteria are met, safety criteria are met by subcontractors, and to ensure there is no abuse of this vital program. The current average cost per trip has decreased from last FY. The average cost per ride is now \$12, thereby increasing the amount of rides that can be taken with the scrip. Currently clients can purchase three \$10.00 books, for a total of \$30.00 worth of scrip, for \$8.00 which would give them approximately one (1) or two (2) rides per book. There is currently a limit to purchase three books per person per quarter.

Lift Line projected 13,667 Meals on Wheels rides in FY 12/13, 6,107 of which were to be funded by TDA funds. At 67% of the year, we are on track to reach 80% of our total goal.

While have not yet met our projected goal for the current fiscal year, historically we have see that demand for Meals on Wheels rides increases in the second half of the fiscal year by up to 18% over the first half. Taking this variable into account, we expect to exceed our 12/13 projection by 3%. Lift Line will continue to coordinate with the Meals on Wheels program to increase attendance at all of the senior dining centers, as Lift Line continues to meet with the Meals on Wheels Program Director and site managers to review unmet transportation service needs.

Lift Line projected to provide 28,322 Elderday rides in FY 12/13, 3,953 or which were to be funded by TDA. At 67% of the fiscal year, we are on track to exceed our 12/13 goal by 12%.

The Elderday program provides day health care to seniors and community residents who need constant care, and/or are diagnosed with dementia or Alzheimer's type of dementia. Almost all of these participants use wheelchairs or walkers, and require vans with lifts. Generally, these clients are very frail, and need personal, door-to-door assistance, reflecting the specialized training that our Lift Line drivers receive. This level of client service is time consuming and labor intensive. We are requesting funds to continue providing service to participants in FY 13/14.

In the past year, Elderday's parent company Salud Para La Gente approach Community Bridges about acquiring the Elderday program under its umbrella and reducing the program's operating costs to keep it afloat. Community Bridges agreed to perform a feasibility study for operating the Elderday program, and is poised to implement it own recommendations. If CB takes this program, Lift Line will have to greatly reduce the cost of transportation to make Elderday a sustainable and viable program. Lift Line is asking for increased TDA funds to support these rides in FY 13/14.

Lift Line projected to provide 3,000 Winter Shelter ISSP program rides in FY 12/13 to be funded by TDA. At this point in the 12/13 fiscal year, Life Line has provided 12,964 rides.

Lift Line/CTSA is requesting TDA funds to match Lift Line costs for providing transportation for the Homeless Service Center's Paul Lee Loft & Winter Shelter Program. This is an Emergency-shelter service that is located on the HSC campus for 46 adults, 365 days per year. The Winter Shelter staff has added a new tracking process to determine disability and age of their participants, and we know that 30% are disabled, 7% are seniors, and there are one to three wheelchair-using participants being transported both ways every day. We are only asking for TDA funds to cover the rides for these senior and disabled participants, while we know that 100% of participants have unmet health care needs. Lift Line is asking for funds to offset the expenses incurred during the Winter Shelter Program that operates November through April of each year, when we provide up to 20,000 rides to the additional shelter provided at the National Guard Armory. This program needs transportation every day and night including all holidays for at least 145 days of the year, and at this point in the fiscal year we are seeing participation is up by 150% over last fiscal year.

Lift Line staff will continue to work with the Santa Cruz County Regional Transportation Commission's Elderly and Disabled Transportation Advisory Committee (E&D TAC) in identifying and addressing unmet needs. In addition, Lift Line continues to work with the E&D TAC in meeting the Unmet Transit and Paratransit Needs as well as the recommendations of the Paratransit Coordination Task Force. For those who don't qualify for METRO ParaCruz or Medical assistance, we will continue to help them complete the required paperwork to make it easier for them to use the current TDA programs that meet their specific needs. In our role as the Coordinated Transportation Service Agency, Lift Line will continue working with other transportation providers to ensure maximum efficiency and coordination.

Lift Line will continue to focus its resources on transportation needs that are not being met by other paratransportation services, such as ADA-mandated METRO ParaCruz. Through TDA funding, Lift Line will continue to serve those not eligible for METRO ParaCruz service, specifically low-income individuals who cannot afford the \$8.00 round-trip METRO ParaCruz co-pay, those that don't meet the ADA parameters, and those with origins/destinations outside of the METRO ParaCruz service area. Also, because Lift Line provides safety net services to those ineligible or unable to use other services, its goal is to provide flexible programs, scheduling, and dispatching that can respond to the changing needs of medical providers and their clients. Examples include same-day medical services and medical services on weekends.

Equipment Purchase Match

Lift Line/CTSA applied for \$130,000 in 5310 funding to purchase two replacement minivans for the Out-of-County transportation program, as well as to update our fleet's Mobile Data Computers that communicate with our dispatch office to provide real-time information such as directional information and traffic conditions, and even update routes and rides as they are scheduled. The projects selected for funding under the Section 5310 program must be "derived from a locally developed, coordinated public transit-human services transportation plan" (Coordinated Plan) that was "developed through a process that includes representatives of public, private, and non-profit transportation and human services providers and participation by members of the public." (Circular, V-5). Community Bridges submitted the FTA Section 5310 Elderly & Disabled Specialized Transit grant application through the Santa Cruz County Regional Transportation Commission to Caltrans. Fortunately they have informed us there is no match dollars need to purchase these vehicles because the Federal Government is offering a Toll Credit of 11.47%.

OPERATION PLAN SERVICE OF UNITS
EXHIBIT C - 2
2013 / 2014

TABLE 1 - TDA PROPOSED SERVICE UNITS							
	TAXI SCRIP	MEDICAL TDA	MEALS ON WHEELS	ELDERDAY	WINTER SHELTER PROGRAM	TOTAL UNITS	TOTAL
FUNDS ALLOCATED	\$51,152	\$163,825	\$92,898	\$267,035	\$24,831		\$599,743
OPERATING COST							
A. PROGRAM MANAGEMENT i.e., Mgmt Personnel: Director/Fleet Mgr, Admin. Asst, Info. Mgr, Rent, Liability Insur., Phone, Supplies, etc	\$13.03	\$32.93	\$7.39	\$16.04	\$2.44		
B. ADMINISTRATION 14.5% of total cost per unit.	\$5.20	\$6.42	\$1.94	\$3.04	\$0.43		
TOTAL COST PER SERVICE UNIT	\$3.09	\$8.67	\$1.60	\$2.36	\$0.49		
	\$21.31	\$46.02	\$10.93	\$21.44	\$3.36		
13/14 PROJECTED TDA UNITS OF SERVICE	2,400	3,560	8,500	12,455	7,400	34,315	
EQUIPMENT PURCHASE MATCH							\$0
TOTAL TDA CLAIM REQUEST							\$599,743

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OPERATION PLAN SERVICE OF UNITS
EXHIBIT C - 2
2013 / 2014

NON-TDA SUPPORTED

TABLE 2 - OTHER CTSA SERVICE UNITS

	OOC/Same Day Section 5317	Meals on Wheels	Elderday Services	MSSP	Outside Contracts	ISSP	Total Units	Total
Funds Allocated	\$245,000	\$68,272	\$363,242	\$53,900	\$35,035	\$46,150		\$811,599
Revenue per Service Unit	\$40.94	\$10.93	\$21.44	\$16.99	\$10.93	\$3.36		
13/14 Projection Units of Service	5,985	6,247	16,942	3,172	3,206	13,753	49,305	
Other Income								\$ 101,525
Total Operating Income								\$913,124
FTA Section 5310								134,730
TDA Claim								599,743
Grand Total								\$1,647,599

ROLLUP OF ALL RIDES

TABLE 3 - ALL SERVICE UNITS TOTALED (Total tables 1 and 2, units of service, to equal table 3 totals)

	OOC/Same Day Section 5317	Taxi Scrip	Medical TDA	Meals on Wheels	MSSP Taxi Scrip	ISSP	Elderday	Total Units
2013-2014 Ride Projections	5,985	2,400	3,560	14,747	3,172	19,855	29,397	79,116

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Exhibit D

Schedule of Payments FY: 2013-2014 TDA Claim Life Line CTSA

July 15, 2013	\$ 209,908
October 15, 2013	\$ 129,945
January 15, 2014	\$ 129,945
April 15, 2014	\$ 129,945
Total	\$ 599,743

Preferred Method and Schedule for TDA fund distribution: Quarterly disbursement, with up to 35% in first quarter, and the remaining quarterly payments being one-third of the remaining claim amount.

EXHIBIT E
Lift Line / CTSA
13/14 Statement of Role and Responsibility

Community Bridges has been the designated Consolidated Transportation Services Agency (CTSA) since 1982. CTSAs are authorized under California Government Code Sections 15975 and 15950-15952 which were enacted pursuant to the Social Service Transportation Improvement Act. The purpose of the CTSA is to improve transportation required by social service recipients by promoting the consolidation and coordinating of social service transportation. As the Consolidated Transportation Service Agency, Community Bridges Lift Line will continue to coordinate and consolidate transportation services with other transportation and human service agencies in order to provide the most efficient transportation possible. Lift Line will continue to work with Santa Cruz County School Districts, Family and Children's Services of the County of Santa Cruz, County Office of Education, Veterans Service Offices in Santa Cruz and Palo Alto, Hospice of Santa Cruz County hospitals and medical facilities. Community Bridges Lift Line will also continue working closely with the RTPA and to help with the unmet needs identified in the Tri-County AMBAG Coordinated Plan. Community Bridges Lift Line will also continue working with not only local non-profit organizations but with human service and medical facilities in other Counties to continue to define and create an effective mobility management center to help mobilize resident with various disabilities, low income and senior populations to travel easily throughout our County as well as to travel seamlessly throughout our tri-county region, and also to include the Santa Clara County.

As the CTSA, Community Bridges Lift Line will continue coordination to improve and identify the need for specialized transportation equipment. If the equipment is funded through Caltrans 5310 and isn't reaching its proposed requirements through their contract, the equipment can be recaptured and its use coordinated through other identified paratransit service needs. We will continue to offer training to ensure that not only Lift Line staff operates in a safe and sensitive manner but will continue to offer expertise and training for other transportation providers in the County.

Pursuant to the CTSA designation for Santa Cruz County, Community Bridges operates the Lift Line transportation program, which will continue to take a lead, and work closely with the RTPA, to continue to help identify unmet transportation needs, coordinate and provide social service transportation services to low-income seniors, disabled residents, underserved populations and other identified individuals in Santa Cruz County. Lift Line will continue to directly address the issues identified through the unmet needs process by providing rides to medical appointments (including dialysis), alternative care, mental health and various medical transportation needs.



COMMUNITY BRIDGES

Puentes de la Comunidad

236 Santa Cruz Avenue, Aptos, CA 95003
P. 831.688.8840 F. 831.688.8302
www.communitybridges.org

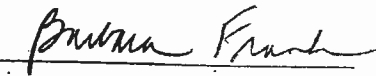
AGENCY BOARD RESOLUTION RESOLUTION # 2013-03-03

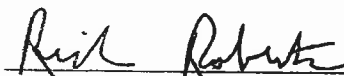
At the duly noticed regular meeting of the Community Bridges Board of Directors Governance Committee held on March 8, 2013 the following resolution was made.

Whereas the Board discussed on **Community Bridges/Lift Line TDA claim for the 13/14 fiscal year.**

Whereas the Board of Directors of Community Bridges (CB) hereby authorizes Community Bridges/Lift Line to make a claim for the 13/14 TDA funds from the Regional Transportation Commission through the City of Santa Cruz.

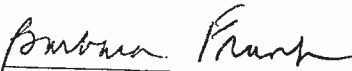
It is further resolved that the officers and the President/CEO and/or designees are authorized to sign any documents and take any steps necessary to fulfill the Intent of this Resolution.

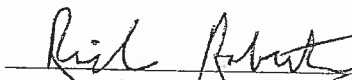

Barbara Frank, President


Rick Roberts, Secretary

VERIFICATION

Each of the undersigned declares under penalty of perjury under the laws of the State of California that the statement in the foregoing certificate are true and correct of his or her own knowledge, and that this declaration was executed on March 8, 2013, at Aptos, California.


Barbara Frank, President


Rick Roberts, Secretary

Please consider naming Community Bridges in your estate plan.

14-24



COMMUNITY BRIDGES
Puentes de la Comunidad

www.communitybridges.org

The Community Bridges
Family of Programs



Beach Flats
Community Center



Child and Adult Care
Food Program



Child Development Division



Familia Center



Live Oak
Family Resource Center

LIFT LINE

Consolidated Transportation
Services Agency



La Manzana
Community Resources



Meals on Wheels



Mountain Community
Resources



Women, Infants & Children
Nutrition Program

SAFETY COMPLIANCE REPORT/
TERMINAL RECORD UPDATE

CHP 343 (Rev 6-10) OPI 062

NEW TERMINAL INFORMATION <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	CA NUMBER 39499	FILE CODE NUMBER 29134	COUNTY CODE 44	BED
TERMINAL TYPE <input type="checkbox"/> Truck <input checked="" type="checkbox"/> Bus	CODE B	OTHER PROGRAM(S)	LOCATION CODE 720	SUBAREA C44

TERMINAL NAME

COMMUNITY BRIDGES

TELEPHONE NUMBER (W/ AREA CODE)

(831) 688-8840

TERMINAL STREET ADDRESS (NUMBER, STREET, CITY, ZIP CODE)

240 FORD ST WATSONVILLE CA 95076

MAILING ADDRESS (NUMBER, STREET, CITY, STATE, ZIP CODE) (IF DIFFERENT FROM ABOVE)

236 SANTA CRUZ AVE APTOS CA 95003-4438

INSPECTION LOCATION (NUMBER, STREET, CITY OR COUNTY)

LICENSE, FLEET AND TERMINAL INFORMATION

HM LIC. NO.	HWT. REG. NO.	IMS LIC. NO.	TRUCKS AND TYPES	TRAILERS AND TYPES	BUSES BY TYPE I- 4 II- 14	DRIVERS 12	BIT FLEET SIZE
EXP. DATE	EXP. DATE	EXP. DATE	REG. CT	HW VEH.	HW CONT.	PPB / CSAT <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

CONSOLIDATED TERMINALS

☐ Yes ☒ No

FILE CODE NUMBER OF CONSOLIDATED TERMINALS AND DIVISION LOCATIONS BY NUMBER (Use Remarks for Additional FCNS)

EMERGENCY CONTACTS (In Calling Order of Preference)

EMERGENCY CONTACT (NAME) KIRK ANCE	DAY TELEPHONE NO. (W/ AREA CODE) (831) 688-8840	NIGHT TELEPHONE NO. (W/ AREA CODE) (831) 212-6811
EMERGENCY CONTACT (NAME) JULIE GILBERTSON	DAY TELEPHONE NO. (W/ AREA CODE) (831) 688-8840	NIGHT TELEPHONE NO. (W/ AREA CODE) (831) 461-0816

ESTIMATED CALIFORNIA MILEAGE FOR THIS TERMINAL LAST YEAR (2011)

A <input type="checkbox"/> UNDER 15,000	B <input type="checkbox"/> 15,001 -- 50,000	C <input checked="" type="checkbox"/> 50,001 -- 100,000	D <input type="checkbox"/> 100,001 -- 500,000	E <input type="checkbox"/> 500,001 -- 1,000,000	F <input type="checkbox"/> 1,000,001 -- 2,000,000	G <input type="checkbox"/> 2,000,001 -- 5,000,000	H <input type="checkbox"/> 5,000,001 -- 10,000,000	I <input type="checkbox"/> MORE THAN 10,000,000
---	---	---	---	---	---	---	--	---

OPERATING AUTHORITIES OR PERMITS

PUC <input type="checkbox"/> T	<input type="checkbox"/> TCP <input type="checkbox"/> PSC	MOTOR CARRIER OF PROPERTY PERMIT ACTIVE <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	IMS FITNESS EVALUATION <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
USDOT US DOT NUMBER	<input type="checkbox"/> MC <input type="checkbox"/> MX	<input type="checkbox"/> MC <input type="checkbox"/> MX	REASON FOR INSPECTION ANNUAL "B" BUS TERMINAL INSPECTION

INSPECTION FINDINGS		INSPECTION RATINGS: S = Satisfactory U = Unsatisfactory C = Conditional UR = Unrated N/A = Not Applicable									
REQUIREMENTS	VIOL	MAINTENANCE PROGRAM		DRIVER RECORDS		REG. EQUIPMENT		HAZARDOUS MATERIALS		TERMINAL	
MAINTENANCE PROGRAM	1	1 S 2 S 3 S 4 S		1 S 2 S 3 S 4 S		1 S 2 S 3 S 4 S		1 2 3 4		1 S 2 S 3 S 4 S	
DRIVER RECORDS	1	No. 6 Time 1.5		No. 13 Time 1.5		No. 6 Time 5.0		TIME		TOTAL TIME	
DRIVER HOURS		HAZARDOUS MATERIALS <input checked="" type="checkbox"/> No H/M Transported <input type="checkbox"/> No H/M violations noted		CONTAINERS/TANKS No. Time		VEHICLES PLACED OUT-OF-SERVICE Vehicles Units					
BRAKES		REMARKS MAINTENANCE PROGRAM 13 CCR 1232(a) Carrier does not systematically inspect and maintain vehicles at regular intervals as required. Your inspection and maintenance records indicate that inspection and maintenance intervals are being exceeded. You are directed to adhere to inspection and maintenance intervals for vehicles under your control. Carrier specified a safety inspection is completed at a 90 interval. Bus number 767 was inspected on 12/5/11 and 5/31/12, Bus number 769 was inspected on 12/8/11 and on 5/3/12, Bus number 768 was last inspected on 7/27/12.									
LAMPS & SIGNALS											
CONNECTING DEVICES											
STEERING & SUSPENSION											
TIRES & WHEELS	1										
EQUIPMENT REQUIREMENTS	3										
CONTAINERS & TANKS											
HAZARDOUS MATERIALS											

BIT <input type="checkbox"/> I <input type="checkbox"/> R	NON - BIT <input checked="" type="checkbox"/>	FEES DUE <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CHP 343 <input type="checkbox"/>	CHP 100D COL.	INSPECTION DATE(S) 11/26/2012	TIME IN	TIME OUT
INSPECTED BY (NAME(S)) J. R. BARRIOS					ID NUMBER(S) A10027	SUSPENSE DATE <input type="checkbox"/> Auto <input checked="" type="checkbox"/> None	

MOTOR CARRIER CERTIFICATION

I hereby certify that all violations described hereon and recorded on the attached pages (2 through 7), will be corrected in accordance with applicable provisions of the California Vehicle Code and the California Code of Regulations. I understand that I may request a review of an unsatisfactory rating by contacting the Motor Carrier Safety Unit Supervisor at (805) 549-3261 within 5 calendar days of the rating.

CURRENT TERMINAL RATING SATISFACTORY	CARRIER REPRESENTATIVE'S SIGNATURE <i>Julie Gilbertson</i>	DATE 11/26/2012
CARRIER REPRESENTATIVE'S PRINTED NAME JULIE GILBERTSON	TITLE H/R DIRECTOR	DRIVER LICENSE NUMBER STATE

CONTINUATION

CHP 343-1 (REV 10-97) OPI 062

DATE	THIS IS A CONTINUATION OF
11/26/12	CHP 343
CARRIER NAME	CA NUMBER
COMMUNITY BRIDGES	39499
ADDRESS	FC NUMBER
240 FORD ST WATSONVILLE CA 95076	29134

REMARKS

MAINTENANCE PROGRAM Cont.

Refer to ASPEN report number CA3BH0001192 through CA3BH0001197 for vehicle inspection information

DRIVER RECORDS

13 CCR 1213(k)(2) Carrier fails to obtain the required information from drivers, used for the first time or intermittently. A motor carrier who uses a driver for the first time or intermittently shall obtain a signed statement giving the total time on duty during the immediate preceding seven days and the time at which the driver was last relieved from duty prior to working for the motor carrier. Drivers Borba and Escobar both worked for other motor carriers and Community bridges did not request the required information prior to utilizing the services of each driver. Drivers with secondary employment and part time drivers that are employed outside this carrier are also required to provide this information.

Other than noted violations, Carrier was found to be in compliance and a terminal safety compliance rating of satisfactory has been assigned.

The following documents were reviewed during this inspection.

1. Drivers time keeping records
2. Drivers DMV pull notice records
3. Drivers daily vehicle inspection reports
4. Drivers proficiency records
5. Vehicle maintenance and repair records

DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2.14.0.10



CHP 407F/343A-Aspen
California Highway Patrol
Questions regarding this report may be direct
the telephone number listed below.
Phone: (805) 549-3261 Fax: (805) 541-2871

Report Number: CA3BH0001193
Inspection Date: 11/26/2012
Start: 8:45:00 AM PT End: 9:15:00 AM PT
Inspection Level: V - Terminal
HM Inspection Type: None

COMMUNITY BRIDGES
236 SANTA CRUZ AVE
APTOS, CA 950034438

USDOT#:
MC/MX#:
State#: 39499

Phone#: 831-6888840
Fax#:

Location: 240 FORD ST WATSONVILLE
Highway:
County: SANTA CRUZ, CA

MilePost:
Origin:
Destination:

Driver:
License#:
Date of Birth:
CoDriver:
License#:
Date of Birth:
Shipper:
Bill of Lading:
Cargo:

VEHICLE IDENTIFICATION

Unit	Type	Make	Year	State	Plate #	Equipment ID	VIN	GWR	CVSA #	CVSA Issued #	OOS Sticker
1	BU	FORD	2008	CA	6CZD483	769	1FD4E45S48DA05660				

BRAKE ADJUSTMENTS

Axle #	1	2
Right	N/A	N/A
Left	N/A	N/A
Chamber	DISC	DISC

VIOLATIONS

Vio Code	Section	Unit	OOS	Citation #	Verify	Crash	Violations Discovered
393.75C	27465(b)(2)	VCI/002N			N	N	Tire tread depth less than 2/32 inch at axle 2 right inner tire.

HazMat: No HM Transported.

Placard: No Cargo Tank:

Special Checks: No Data for Special Checks.

State Information:

Odometer: 126261; File Code Number: 29134; Fuel Type: D; WC Passenger Capacity: 2; Passenger Capacity: 15; Bus Type: 1; Beat/Sub Area: C44; Veh #1 Type: 12; Pre-Cleared Vehicle: N; Regulated Vehicle: N;

This copy of the report is for your information. Carriers are required to take corrective actions for all defects noted. DO NOT return this form to the California Highway Patrol. See the reverse side of this form or the attached sheet for additional instructions. NOTE: If a citation was issued, you MUST follow the instructions listed on the citation.

Signature Of Motor Carrier X: _____ Title: _____ Date: _____

Report Prepared By:
J. BARRIOS

Badge #: A10027 Copy Received By:

Page 1 of 1



CA CA3BH0001193

X _____ X _____

14-27

DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2.14.0.10



CHP 407F/343A-Aspen
California Highway Patrol
Questions regarding this report may be direct
the telephone number listed below.
Phone: (805) 549-3261 Fax: (805) 541-2871

Report Number: CA3BH0001192
Inspection Date: 11/26/2012
Start: 8:00:00 AM PT End: 8:45:00 AM PT
Inspection Level: V - Terminal
HM Inspection Type: None

COMMUNITY BRIDGES
236 SANTA CRUZ AVE
APTOS, CA 950034438

USDOT#:
MC/MX#:
State#: 39499

Phone#: 831-688-8840
Fax#:

Location: 240 FORD ST WATSONVILLE
Highway:
County: SANTA CRUZ, CA

MilePost:
Origin:
Destination:

Driver:
License#:
Date of Birth:
CoDriver:
License#:
Date of Birth:
Shipper:
Bill of Lading:
Cargo:

VEHICLE IDENTIFICATION

Unit	Type	Make	Year	State	Plate #	Equipment ID	VIN	GVWR	CVSA #	CVSA Issued #	OOS Sticker
1	BU	FORD	2008	CA	6CZD481	767	1FD4E45S38DA01423				

BRAKE ADJUSTMENTS

Axle #	1	2
Right	N/A	N/A
Left	N/A	N/A
Chamber	DISC	DISC

VIOLATIONS: No Violations Were Discovered.

HazMat: No HM Transported.

Placard: No **Cargo Tank:**

Special Checks: No Data for Special Checks.

State Information:

Odometer: 106610; File Code Number: 29134; Fuel Type: D; WC Passenger Capacity: 2; Passenger Capacity: 15; Bus Type: 1; Beat/Sub Area: C44; Veh #1 Type: 12; Pre-Cleared Vehicle: N; Regulated Vehicle: Y;

This copy of the report is for your information. Carriers are required to take corrective actions for all defects noted. DO NOT return this form to the California Highway Patrol. See the reverse side of this form or the attached sheet for additional instructions. NOTE: If a citation was issued, you MUST follow the instructions listed on the citation.

Signature Of Motor Carrier X: _____ Title: _____ Date: _____

Report Prepared By:
J. BARRIOS

Badge #:
A10027

Copy Received By:

Page 1 of 1



CA CA3BH0001192

X _____ X _____

14-28

DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2.14.0.10



CHP 407F/343A-Aspen

California Highway Patrol

Questions regarding this report may be direct the telephone number listed below.

Phone: (805) 549-3261 Fax: (805) 541-2871

Report Number: CA3BH0001195

Inspection Date: 11/26/2012

Start: 10:00:00 AM PT End: 10:45:00 AM PT

Inspection Level: V - Terminal

HM Inspection Type: None

COMMUNITY BRIDGES
236 SANTA CRUZ AVE
APTOS, CA 950034438

USDOT#:

Phone#: 831-688-8840

MC/MX#:

Fax#:

State#: 39499

Location: 240 FORD ST WATSONVILLE

MilePost:

Highway:

Origin:

County: SANTA CRUZ, CA

Destination:

Driver:

License#:

State:

Date of Birth:

CoDriver:

License#:

State:

Date of Birth:

Shipper:

Bill of Lading:

Cargo:

VEHICLE IDENTIFICATION

Unit	Type	Make	Year	State	Plate #	Equipment ID	VIN	GVWR	CVSA #	CVSA Issued #	OOS Sticker
1	BU	FORD	2007	CA	6CZD479	759	1FDWE35L97DB36867				

BRAKE ADJUSTMENTS

Axle #	1	2
Right	N/A	N/A
Left	N/A	N/A
Chamber	DISC	DISC

VIOLATIONS

Vio Code	Section	Unit	OOS	Citation #	Verify	Crash	Violations Discovered
390.21A	27900(a) VC	1	N		N	N	Company name or trademark required on both sides of vehicle. (Right side missing)

HazMat: No HM Transported.

Placard: No

Cargo Tank:

Special Checks: No Data for Special Checks.

State Information:

Odometer: 65540; File Code Number: 29134; Fuel Type: D; Passenger Capacity: 11; Bus Type: 2; Beat/Sub Area: C44; Veh #1 Type: 12; Pre-Cleared Vehicle: N; Regulated Vehicle: Y;

This copy of the report is for your information. Carriers are required to take corrective actions for all defects noted. DO NOT return this form to the California Highway Patrol. See the reverse side of this form or the attached sheet for additional instructions. NOTE: If a citation was issued, you MUST follow the instructions listed on the citation.

Signature Of Motor Carrier X: _____ Title: _____ Date: _____

Report Prepared By:
J. BARRIOS

Badge #: A10027 Copy Received By:

Page 1 of 1



CA CA3BH0001195

X

X

14-29

DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2,14.0.10



CHP 407F/343A-Aspen
California Highway Patrol
Questions regarding this report may be direct
the telephone number listed below.
Phone: (805) 549-3261 Fax: (805) 541-2871

Report Number: CA3BH0001194
Inspection Date: 11/26/2012
Start: 9:15:00 AM PT End: 10:00:00 AM PT
Inspection Level: V - Terminal
HM Inspection Type: None

COMMUNITY BRIDGES
236 SANTA CRUZ AVE
APTOS, CA 950034438

USDOT#:

Phone#: 831-688-8840

MC/MX#:

Fax#:

State#: 39499

Location: 240 FORD ST WATSONVILLE

Highway:

County: SANTA CRUZ, CA

Driver:

License#:

State:

Date of Birth:

CoDriver:

License#:

State:

Date of Birth:

Shipper:

Bill of Lading:

Cargo:

MilePost:

Origin:

Destination:

VEHICLE IDENTIFICATION

Unit	Type	Make	Year	State	Plate #	Equipment ID	VIN	GVWR	CVSA #	CVSA Issued #	OOS Sticker
1	BU	FORD	2008	CA	6CZD482	768	1FD4E45S38DA05651				

BRAKE ADJUSTMENTS

Axle #	1	2
Right	N/A	N/A
Left	N/A	N/A
Chamber	DISC	DISC

VIOLATIONS

Vio Code	Section	Unit	OOS	Citation #	Verify	Crash	Violations Discovered
393.24B/R	24408(a) VC	1	N		N	N	High-beam indicator inoperative

HazMat: No HM Transported.

Placard: No

Cargo Tank:

Special Checks: No Data for Special Checks.

State Information:

Odometer: 121171; File Code Number: 29134; Fuel Type: D; WC Passenger Capacity: 2; Passenger Capacity: 15; Bus Type: 1; Beat/Sub Area: C44; Veh #1 Type: 12; Pre-Cleared Vehicle: N; Regulated Vehicle: Y;

This copy of the report is for your information. Carriers are required to take corrective actions for all defects noted. DO NOT return this form to the California Highway Patrol. See the reverse side of this form or the attached sheet for additional instructions. NOTE: If a citation was issued, you MUST follow the instructions listed on the citation.

Signature Of Motor Carrier X: _____ Title: _____ Date: _____

Report Prepared By:
J. BARRIOS

Badge #:
A10027

Copy Received By:

Page 1 of 1



CA CA3BH0001194

X

X

14-30

DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2.14.0.10



CHP 407F/343A-Aspen
California Highway Patrol
Questions regarding this report may be direct
the telephone number listed below.
Phone: (805) 549-3261 Fax: (805) 541-2871

Report Number: CA3BH0001196
Inspection Date: 11/26/2012
Start: 10:45:00 AM PT End: 11:30:00 AM PT
Inspection Level: V - Terminal
HM Inspection Type: None

COMMUNITY BRIDGES
236 SANTA CRUZ AVE
APTOS, CA 950034438

USDOT#:
MC/MX#:
State#: 39499

Phone#: 831-688-8840
Fax#:

Location: 240 FORD ST WATSONVILLE
Highway:
County: SANTA CRUZ, CA

MilePost:
Origin:
Destination:

Driver:
License#:
Date of Birth:
CoDriver:
License#:
Date of Birth:
Shipper:
Bill of Lading:
Cargo:

VEHICLE IDENTIFICATION

Unit	Type	Make	Year	State	Plate #	Equipment ID	VIN	GVWR	CVSA #	CVSA Issued #	OOS Sticker
1	BU	FORD	2007	CA	6CZD484	758	1FDWE35LX7DB36862				

BRAKE ADJUSTMENTS

Axle #	1	2
Right	N/A	N/A
Left	N/A	N/A
Chamber	DISC	DISC

VIOLATIONS

Vio Code	Section	Unit	OOS	Citation #	Verify	Crash	Violations Discovered
390.21A	27900(a) VC	1	N		N	N	Company name or trademark required on both sides of vehicle (Left side missing)

HazMat: No HM Transported.

Placard: No Cargo Tank:

Special Checks: No Data for Special Checks.

State Information:

Odometer: 62165; File Code Number: 29134; Fuel Type: D; WC Passenger Capacity: 2; Passenger Capacity: 10; Bus Type: 2; Beat/Sub Area: C44; Veh #1 Type: 12; Pre-Cleared Vehicle: N; Regulated Vehicle: Y;

This copy of the report is for your information. Carriers are required to take corrective actions for all defects noted. DO NOT return this form to the California Highway Patrol. See the reverse side of this form or the attached sheet for additional instructions. NOTE: If a citation was issued, you MUST follow the instructions listed on the citation.

Signature Of Motor Carrier X: _____ Title: _____ Date: _____

Report Prepared By:
J. BARRIOS

Badge #:
A10027

Copy Received By:

Page 1 of 1



CA CA3BH0001196

14-31

DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2 14.0.1C



CHP 407F/343A-Aspen
California Highway Patrol
 Questions regarding this report may be direct
 the telephone number listed below.
 Phone: (805) 549-3261 Fax: (805) 541-2871

Report Number: CA3BH0001197
Inspection Date: 11/26/2012
Start: 11:30:00 AM PT **End:** 12:15:00 PM PT
Inspection Level: V - Terminal
HM Inspection Type: None

COMMUNITY BRIDGES
 236 SANTA CRUZ AVE
 APTOS, CA 950034438

USDOT#:
MC/MX#:
State#: 39499

Phone#: 831-688-8840
Fax#:

Location: 240 FORD ST WATSONVILLE
Highway:
County: SANTA CRUZ, CA

MilePost:
Origin:
Destination:

Driver:
License#:
Date of Birth:
CoDriver:
License#:
Date of Birth:
Shipper:

Bill of Lading:
Cargo:

VEHICLE IDENTIFICATION

Unit	Type	Make	Year	State	Plate #	Equipment ID	VIN	GVWR	CVSA #	CVSA Issued #	OOS Sticker
1	BU	FORD	2008	CA	6CZD480	766	1FD4E45S28DA01400				

BRAKE ADJUSTMENTS

Axle #	1	2
Right	N/A	N/A
Left	N/A	N/A
Chamber	DISC	DISC

VIOLATIONS: No Violations Were Discovered.

HazMat: No HM Transported.

Placard: No **Cargo Tank:**

Special Checks: No Data for Special Checks.

State Information:

Odometer: 126264; **File Code Number:** 29134; **Fuel Type:** D; **WC Passenger Capacity:** 2; **Passenger Capacity:** 15; **Bus Type:** 1; **Beat/Sub Area:** C44; **Veh #1 Type:** 12; **Pre-Cleared Vehicle:** N; **Regulated Vehicle:** Y;

This copy of the report is for your information. Carriers are required to take corrective actions for all defects noted. DO NOT return this form to the California Highway Patrol. See the reverse side of this form or the attached sheet for additional instructions. NOTE: If a citation was issued, you MUST follow the Instructions listed on the citation.

Signature Of Motor Carrier X: _____ **Title:** _____ **Date:** _____

Report Prepared By:
 J. BARRIOS

Badge #: A10027 **Copy Received By:**

Page 1 of 1



CA CA3BH0001197

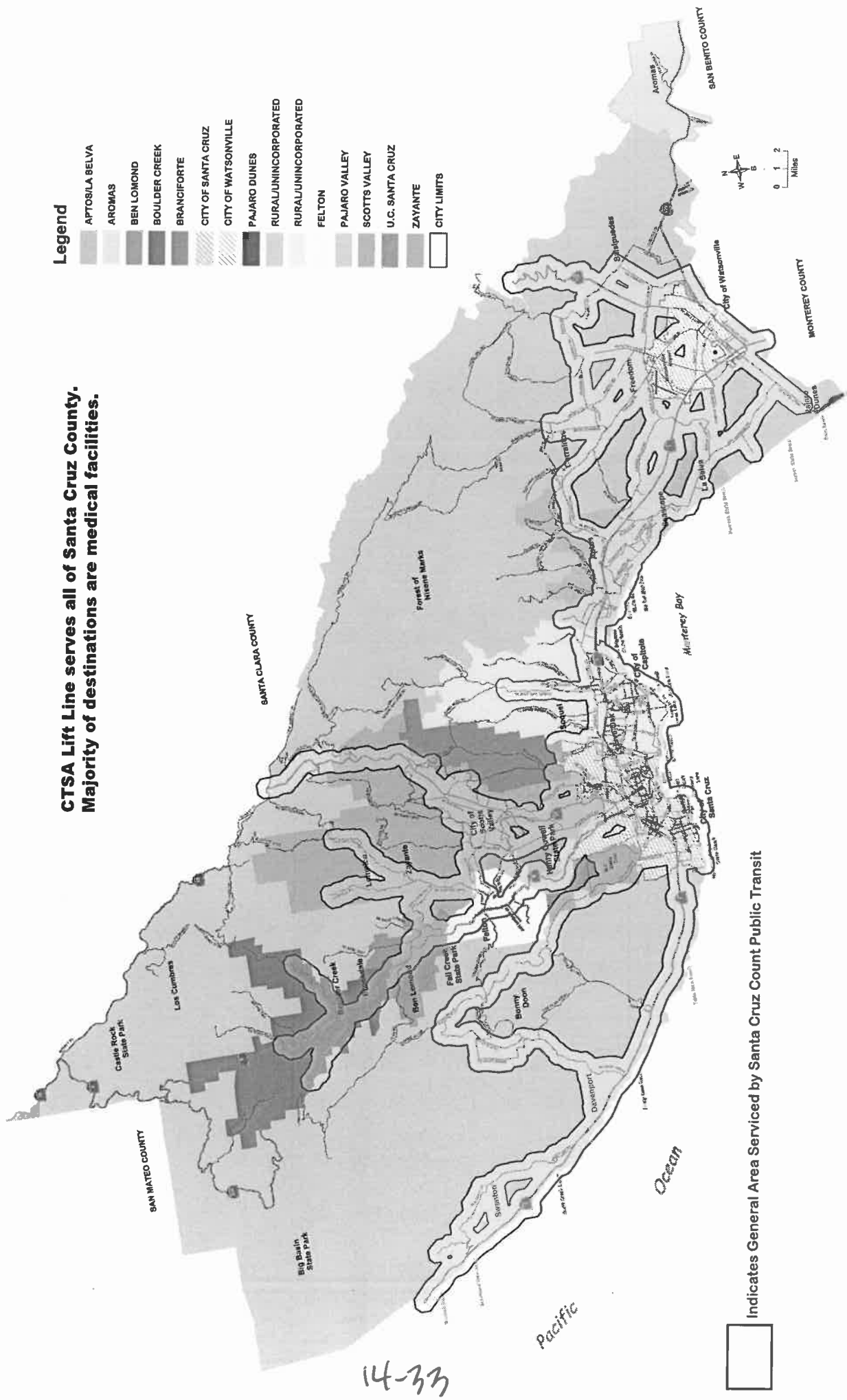
X _____ X _____

14-32

**CTSA Lift Line serves all of Santa Cruz County.
Majority of destinations are medical facilities.**

Legend

- APTOSILA BELVA
- ARMAS
- BEN LOMOND
- BOULDER CREEK
- BRANCIORTE
- CITY OF SANTA CRUZ
- CITY OF WATSONVILLE
- PAJARO DUNES
- RURAL/UNINCORPORATED
- RURAL/UNINCORPORATED
- FELTON
- PAJARO VALLEY
- SCOTT'S VALLEY
- U.C. SANTA CRUZ
- ZAYANTE
- CITY LIMITS



Indicates General Area Served by Santa Cruz Count Public Transit



14-33

TO: Elderly & Disabled Transportation Advisory Committee
FROM: Karena Pushnik, SCCRTC Staff
RE: **FY 2013-14 Transportation Development Act Funds for the Volunteer Center**

RECOMMENDATION

Staff recommends that the Elderly & Disabled Transportation Advisory Committee recommend that the Regional Transportation Commission (RTC) approve the Transportation Development Act funding request from the Volunteer Center based on the amount to be approved at the May 2 RTC meeting.

BACKGROUND

The Regional Transportation Commission (RTC) allocates Transportation Development Act (TDA) funds from the region's share of the ¼ cent sales tax according to established formulas in the Commission's Rules and Regulations.

The RTC's budget, usually adopted in March, includes TDA allocations based on the Auditor's estimates. This year, the RTC delayed adoption of their budget to account for changes in funding allocated by the Association of Monterey Bay Area Governments (AMBAG). The draft budget will be discussed by the RTC's Budget & Administration/Personnel committee on April 11 and is expected to be adopted by the RTC at their May 2 meeting.

DISCUSSION

The Regional Transportation Commission (RTC) drafted a FY 2013-14 budget including Transportation Development Act (TDA) allocations for the Volunteer Center (VC) in the amount of \$71,398.

The Volunteer Center's TDA Claim Form, scope of work and preliminary budget based on the RTC's draft budget are attached (Attachment 1). The Volunteer Center's goal is to provide 4,600 one-way trips to eligible clients over FY 2013-14 (Attachment 1). The Volunteer Center prioritizes trips based on type and income. Because this program uses volunteer drivers, it is a highly cost effective method of providing rides to many in the county who are ineligible for ParaCruz services. Volunteer Center staff will provide an overview of their TDA funded transportation services at the meeting and will be available to answer questions.

The City of Santa Cruz, as a local jurisdiction, has agreed to act as the claimant for both the Volunteer Center and Community Bridges, as it has historically, concurrent with the E/D TAC action.

Because the RTC budget is not yet final, **staff recommends that the E&D TAC approve this draft TDA claim contingent upon a final to be determined when the RTC adopts the budget at their May 2 meeting.** It is likely that the final TDA amount will a decrease of less than 1% from the draft amount.

SUMMARY

Staff recommends that the E/D TAC recommend that the Regional Transportation Commission approve the FY 2013-14 claim from the Volunteer Center, with the final TDA amount to be approved with the RTC budget at their May 2 meeting.

Attachment 1: Volunteer Center TDA Claim and operation/budget pages

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April 1, 2013

George Dondero, Executive Director
SCCRTC
1523 Pacific Ave.
Santa Cruz, Ca 95060-3911

Dear Mr. Dondero,

Please find attached our claim for TDA funding for 2013/2014. I attest to the accuracy of the claim and all of its accompanying documentation. If you have any question or concern please feel free to contact me directly at 831-427-5070.

Sincerely,

A handwritten signature in dark ink, appearing to read "Lois Connell", written in a cursive style.

Lois Connell
Administrative Director

VOLUNTEER CENTER OF SANTA CRUZ COUNTY
1740 17th Ave. Santa Cruz, CA 95062, 427-5070, FAX 423-6267

PROGRAM DESCRIPTION/SCOPE OF WORK
VOLUNTEER CENTER'S TRANSPORTATION PROGRAM
Fiscal Year 2013-2014

A. TARGET POPULATION

The Volunteer Center's Transportation Program is a volunteer program providing rides and serves to people whom, through age, physical limitations or geographic location, are unable to use other public or private transportation resources. Volunteer drivers using their own vehicles provide rides. Our program is limited to ambulatory persons. Our service area is all of Santa Cruz County.

B. SERVICE GOALS

Our goal is to provide 4,600 one-way trips to eligible clients. Clients will be limited to a maximum of two rides per week. Our priority for filling requests is as follows:

- | | | |
|--------------|---|--------------------------------------|
| 1st Priority | - | Medical trips for low-income persons |
| 2nd Priority | - | Medical trips for other persons |
| 3rd Priority | - | Shopping for low-income persons |
| 4th Priority | - | Shopping for other persons |
| 5th Priority | - | Other eligible destinations |

These trips will be targeted for geographic distribution as follows:

	<u>Rides</u>	<u>% of Rides</u>	<u>Client</u>
Santa Cruz/Mid-County/Aptos/Capitola	2600	56%	90
San Lorenzo/Scotts Valley	1000	22%	60
Watsonville/ Freedom	1000	22%	45

These figures are based on population data derived from the latest census and available transit services for each area of operations. In considering geographic distribution of services, our goal is to provide extra support in those areas which are outside the boundaries of Lifeline services, or which receive limited Lifeline service and have limited public transit services.

C. PROGRAM ACTIVITIES

1. The Volunteer Center will maintain volunteer dispatchers Monday- Thursday 10:00 a.m. to 2:00 p.m. in Santa Cruz, and from 10:00 a.m. to 1:00 p.m. in the Watsonville and Valley centers.
2. When possible, the Volunteer Center will refer those callers whose requests cannot be accommodated through our program to other transportation programs.
3. The Volunteer Center will continue its intensive campaign to recruit new drivers and dispatchers for all three offices.

4. Volunteer Center staff will attend all meetings of the Elderly and Disabled Transportation Advisory Committee of the Santa Cruz County Regional Transportation Commission.

D. QUARTERLY REPORTS

Volunteer Center of Santa Cruz Transportation Program TDA Funding Quarterly Reports and Final Activities Report are due to the Transportation Commission and the City of Santa Cruz according to this schedule:

Prior Year Annual Report:	September 2, 2013
Quarterly Activities Report 1:	October 28, 2013
Quarterly Activities Report 2:	February 3, 2014
Quarterly Activities Report 3:	April 28, 2014
Quarterly Activities Report 4:	July 28, 2014

The reports will contain the following information for each center and total:

1. Number of rides provided
2. Trip destinations
3. Mileage claimed
4. Estimated mileage donated
5. Estimated total mileage
6. Average length of trip
7. Number of unduplicated passengers
8. Number of requests for service
9. Number of turndowns
10. Reason for turndowns
11. Number of active volunteers
12. Geographic distribution of clients

E. INSURANCE

Comprehensive auto and general liability insurance over and above that held by the driver will be maintained by the Volunteer Center in the amount of \$1,000,000 per occurrence.

F. CLAIMS

One claim will be submitted for advance payment for the year:

Annual Advance - July, 2013	\$71,398
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Transportation Development Act (TDA) – Local Transportation Funds CLAIM FORM

Submit a separate form for each project.

This form has been developed in an effort to standardize information required from TDA recipients, based on TDA Statute, RTC Rules and Regulations, and/or RTC board requests.

If you have any questions about this claim form or would like an electronic copy of the form, please contact the Santa Cruz County Regional Transportation Commission at 460-3200.

Project Information

1. Project Title: Transportation Program
2. Implementing Agency: Volunteer Center of Santa Cruz
3. Sponsoring Agency (if different) – must be a TDA Eligible Claimant:
4. Funding requested this claim: TDA \$ 71398
STA (transit only) \$ _____
5. Fiscal Year (FY) for which funds are claimed: FY 2013 / 2014
6. General purpose for which the claim is made, identified by the article and section of the Act which authorizes such claims:
☐ Article 8 Bicycle and/or Pedestrian Facility ☒ Article 8 Specialized Transportation
☐ Article 4 Public Transportation ☐ Article 3 & 8 TDA Admin or Planning
7. Contact Person/Project Manager
Name: Debra Brooks
Telephone Number: 831-427-5070 E-mail: rsvpvol@scvolunteercenter.org
Secondary Contact (in event primary not available): Lois Connell
Telephone Number: 831-427-5070 E-mail: Lois@scvolunteercenter.org
8. Project/Program Description/Scope (use additional pages, if needed, to provide details such as work elements/tasks. See attached scope of work
9. Project Location/Limits (attach a map and/or photos if available/applicable, include street names): All of Santa Cruz County
10. Justification for the project. (Why is this project needed? Primary goal/purpose of the project; problem to be addressed; project benefits; importance to the community)
We know from needs assessments that low or free transportation to elderly and disabled persons out side of the fixed route are in desperate need. The Volunteer Centers Transportation Program is a vital link in providing this service. Volunteer drivers provide the service free of charge to clients through out the county.
11. Project Productivity Goals for this fiscal year:
 - a. Measures of performance, success or completion to be used to evaluate project/program (ex. increase use of facility/service, decrease collisions, etc.): The number of rides provided and the number of clients served will measure performance. This will be evaluated through ride reports compiled on each ride that details client, date and time of ride, destination of ride and driver providing ride. These records are entered into a computerized data file.
 - b. Number of people to be served/anticipated number of users of project/program (ex. number of

new or maintained bike miles; number of people served/rides provided): Our goal is to provide 4,600 one-way trips to eligible clients. Clients will be limited to a maximum of two rides per week. Our priority for filling requests is as follows:

- | | | |
|--------------|---|--------------------------------------|
| 1st Priority | - | Medical trips for low-income persons |
| 2nd Priority | - | Medical trips for other persons |
| 3rd Priority | - | Shopping for low-income persons |
| 4th Priority | - | Shopping for other persons |
| 5th Priority | - | Other eligible destinations |

These trips will be targeted for geographic distribution as follows:

	Rides	% of Rides	#Clients
Santa Cruz/Mid-County/Aptos/Capitola	2600	56%	90
San Lorenzo/Scotts Valley	1000	22%	65
Watsonville/ Freedom	1,000	22%	45

These figures are based on population data derived from the latest census and available transit services for each area of operations. In considering geographic distribution of services, our goal is to provide extra support in those areas which are outside the boundaries of Lifeline services, or which receive limited Lifeline service and have limited public transit services.

12. Consistency and relationship with the Regional Transportation Plan (RTP) - Is program/project listed in the RTP and/or consistent with a specific RTP Goal/Policy? The Volunteer Center's of Santa Cruz have been receiving TDA funds for over 35 years and was been a member of the Elderly & Disabled Transportation Advisory Committee. The program is listed in the Specialized Transportation Guide and is included in the March 12, 2008 draft Coordinated Public Transit-Human Services Transportation Plan providing all services listed in the plan.

13. Impact(s) of project on other modes of travel, if any (ex. parking to be removed): This project will have little or no impact on other modes of travel.

14. Estimated Project Cost/Budget, including other funding sources, and Schedule: *(attach project budget). Specialized Transportation Claims require 10% local match. Local match can take the form of fares, donations, agency charges, grants, revenue sharing and other non-restricted sources. In kind services many NOT apply toward the local match.*

What is the total project cost? \$78537

Is project fully funded? Yes

What will TDA (and STA) funds be used on (ex. administration, brochures, engineering, construction)? Funds are used for personnel Cost, Audit fees, Supplies, Telephone, Occupancy, Printing, Postage, Volunteer mileage, Administration.

15. Preferred Method and Schedule for TDA fund distribution *(see RTC Rules and Regulations for details):*

a. Bike/Ped: ☐ Up to 90% upon initiation of work OR ☐ 100% upon project completion

- b. CTSA: ☐ Quarterly disbursement, with up to 35% in first quarter, and the remaining quarterly payments being one-third of the remaining claim amount;
OR ☐ Quarterly disbursement

c. Volunteer Center: X ☐ Full approved claim amount in the first quarter

d. SCMTD: ☐ Quarterly disbursement

16. TDA Eligibility:

	YES?/NO?
A. Has the project/program been approved by the claimant's governing body? Form of approval <u>work plans and budget</u> (eg resolution, work program, budget, other document) If "NO," provide the approximate date approval is anticipated. _____	Yes
B. Has this project previously received TDA funding?	Yes
C. For capital projects, have provisions been made by the claimant to maintain the project or facility, or has the claimant arranged for such maintenance by another agency? (If an agency other than the Claimant is to maintain the facility provide its name: _____)	NA
D. Bike, Ped, and Specialized Transportation Claims: Has the project already been reviewed by the RTC Bicycle Committee and/or Elderly/Disabled Transportation Advisory Committee? (If "NO," project will be reviewed prior to RTC approval).	Yes
E. For "bikeways," does the project meet Caltrans minimum safety design criteria pursuant to Chapter 1000 of the California Highway Design Manual? (Available on the internet via: http://www.dot.ca.gov).	NA

SCMTD, CTSA, Bike to Work, CTSC Only – PLEASE KEEP ANSWERS BRIEF

17. Improving Program Efficiency/Productivity

- Describe any areas where special efforts have been made in the last fiscal year to reduce operating cost and/or increase ridership/program usage. Note any important trends.

- Goals for next fiscal year (ex. identify opportunities to maximize economies of scale, planned productivity improvements). Describe any areas where special efforts will be made to improve efficiency and increase program usage/ridership:

18. What is different from last year's program/claim?

19. Schedule of regular progress reports including an evaluation at the end of the year:

- ☐ SCMD – April each year
- ☐ Specialized Transportation: Quarterly to E/D TAC, RTC _____ (Months/Year)
- ☐ CTSA: Bicycle Committee _____ (Month, year); RTC _____ (Month, year)
- ☐ B2W: Bicycle Committee _____ (Month, year); RTC _____ (Month, year)

CTSA and Volunteer Center (Article 8) Only

20. Are these transportation services responding to transportation needs not otherwise being met within the community or jurisdiction of the claimant? Describe. The Volunteer Center's Transportation Program is a volunteer program providing rides and serves to people who, through age, physical limitations or geographic location, are unable to use other public or private transportation resources. Our goal is to provide extra support in those areas which are outside the boundaries of Lifeline

services, or which receive limited Lifeline service and have limited public transit services. The service is provided free of charge to clients. There are no other providers of this service in the community

21. Where appropriate, are these specialized transportation services coordinated with other transportation services? Describe. When possible, the Volunteer Center will refer those callers whose requests cannot be accommodated through our program to other transportation programs.
22. Provide performance information, as pertinent, such as: verification of the operating cost per passenger, operating cost per vehicle service hour, passengers per vehicle service hour, passengers per vehicle service mile, and vehicle service hours per employee for last fiscal year (definitions available in Section 99247 of TDA Guidelines). (99246) The program has no owned service vehicles or employee drivers. Volunteer driver use private vehicles. It is estimated that each one-way trip is 9.5 miles, with approximately 4600 one-way rides provided in the last fiscal year. This is about 43,700 projected service miles per year. Each one-way ride is an average of 1-hour average or a total of 4600 service hours. Volunteers have the option of being paid mileage at a cost of \$.31/ mile, although not all accept payment. Based on the FY 2012-13 TDA allocation of \$63,313 and the service estimates provided by volunteer drivers, the cost per one-way passenger ride and a cost per vehicle service hour of about \$13.76, and a cost per service mile of \$1.44.

Discuss the needs and types of the passengers being served and the employment of part-time drivers and the contracting with common carriers of persons operating under a franchise or license to provide services during peak hours. (99246) \ The Transportation Program works in conjunction with the Santa Cruz County Regional Transportation Commission's Elderly & Disabled Transportation Advisory Committee/Social Service Transportation Advisory Council to help assure that transportation needs for the elderly and disabled are represented. We know from needs assessments that low or free transportation to elderly and disabled persons out side of the fixed routes or those unable to use fixed routes are in desperate need. Many of our clients live in rural areas, have little or no family to assist and are living on fixed incomes. The Volunteer Centers Transportation Program providing transportation to doctor's appointment, grocery shopping and other necessary appointment. Volunteer drivers provide the service free of charge to clients through out the county

SCMTD, CTSC, Volunteer Center & RTC Only

23. List the recommendations provided in the last TDA Triennial Performance Audit and your progress toward meeting them.

- Describe the work your agency has undertaken to implement each performance audit recommendation and the steps it will take to fully implement the recommendation.
- For any recommendations that have not been implemented, explain why the recommendation has not been implemented and describe the work your agency will undertake to implement each performance audit recommendation.
- Describe any problems encountered in implementing individual recommendations.

A. The SCCRTC should work closely with the Santa Cruz Metro, Community Bridges, and the Volunteer Center to develop an SRTP update, including the following plan elements: financially sustainable public transportation levels; vehicle replacement needs for each agency; and countywide performance goals objectives and measurable standards. The SCCRTC's involvement in the SRTP effort could include coordination, technical assistance, and partial funding.

- The Volunteer Center is interested in working with the entities to develop an updated SRTP. To date, work on this document has not yet started due to the lack of funding to undertake a comprehensive long-range plan. The Volunteer Center will undertake long range planning efforts as part of the Regional Transportation Plan update underway by the SCCRTC. Volunteer Center will participate in long range planning efforts as part of the Regional Transportation Plan update underway by the SCCRTC. A Caltrans Planning Grant is being sought to fund the planning effort.

B. The SCCRTC should require that the sub-recipients of TDA Article 8 funds report the pertinent performance measures identified in PUC Section 99246(d) at least annually to the City of Santa Cruz and to the SCCRTC. Those performance measures should be evaluated in ensuing triennial performance audits.

- The SCCRTC has evaluated the performance measures by the Volunteer Center as included in item #22 above.

SCMTD Only

24. Farebox Recovery Ratio: (split out=urbanized service vs. non-urban service farebox ratios for prior year and year-to-date)

Funds	Urbanized Service	Rural/Non-Urban Service (Could use FTA 5311 application)
Fare Revenue:	\$	\$
Local Support Revenues:	\$	\$
Operation costs:	\$	\$
Ratio Fare Rev ÷ Op Cost: (minimum required=15%)	____%	____%
Cost per ride being subsidized for different services/funds	\$	\$

Note: Exemptions for calculating operating costs – spell out in your operating budget summary.

- *Service extensions are exempt until two years after the end of the fiscal year during which they were established (PUC Sec. 99268.8). This exemption applies only if the new service was not provided nor was funded by LTF/STA during any of the prior three fiscal years.*
- *The additional operating costs to a transit operator of providing comparable complementary paratransit services, pursuant to the Americans with Disabilities Act, that exceed operator's prior year costs as adjusted by the CPI are excluded from operating cost.*

25. Current fare & local support revenue to operating cost ratio versus FY1978-79 ratio (for services to the general public).

- Current ratio ((sum of fare revenues + local support) ÷ operating cost): 56.9%
- FY1978-79 Ratio: _____

26. Did the SCMTD operating budget increase over 15% from the prior fiscal year?

If the answer is yes, please provide a statement identifying and substantiating the reason or need for the increase in the transit operating budget in excess of 15% above the preceding year, and identify substantial increases or decreases in the scope of operations or capital provisions for major new service - (transit claimants only, if applicable).

27. Operating statistics (compare current fiscal year to date to last three full fiscal years; *TDA required performance indicators), submit items from the following list.

- *Annual passengers*
 - *Rides/passenger trips provided by type (student, senior, adult, pass holders, etc, or however stat's kept) and amount of TDA \$ used for each type of ride*
- *Annual service hours*

- *Passengers per vehicle service hour**
- *Annual service miles*
- *# of fixed-route miles*
- *Service Area – square miles*
- *Service Area Population*
- *Passengers per vehicle service mile**
- *Average passengers per weekday*
- *Total operating costs in budget*
- *Operating cost per vehicle service hour**
- *Total operating cost per passenger**
- *Average Farebox Revenue per passenger (describe what is included)*
- *# of FTE employees (all employees, not just drivers)*
- *Vehicle Service hours/Employee**
- *# of routes*
- *Average route length*
- *Average travel times/rider*
- *# of bus stops*
- *# of vehicles in operation*
- *# of monthly bus passes in circulation*
- *Max vehicles in service at any time:*
- *Hours of service:*
- *Approximate # of unduplicated passengers*
- *Cost per unit of service plus text about long range plans to make/keep this low*
- *Funds and percentage spent on administration/overhead/grantee allocation/etc*
- *Actual financials compared with budget*
- *Actual number of rides provided compared with goal and text about whether goal was met and why/why not*

Documentation to Include with Your Claim:

All Claims

- ☐ A letter of transmittal addressed to the SCCRTC Executive Director that attests to the accuracy of the claim and all its accompanying documentation.
- ☐ Statement from the TDA Eligible Claimant indicating its role and responsibilities.

Article 8 Bicycle/Pedestrian Claims

- ☐ Evidence of environmental review for capital projects

All Transit and Specialized Transportation Claims (SCMTD, CTSA, and Volunteer Center)

- ☐ A copy of the operating and capital budgets for the coming fiscal year
- ☐ Description of capital projects, including time frame over which project will be funded and implemented
- ☐ Operating Plan for current and upcoming activities – can be within project description

Article 4 Transit Claims

- ☐ A certification from the California Highway Patrol (completed within the last 13 months) indicating that the operator is in compliance with Section 1808.1 of the Vehicle Code.

☐ Other Certifications

Local Agency Certification:

This TDA Claim has been prepared in accordance with the SCCRTC's Budget, SCCRTC's Rules and Regulations, and Caltrans TDA Guidebook (<http://www.dot.ca.gov/hq/MassTrans/State-TDA.html>). I certify that the information provided in this form is accurate and correct. I understand that if the required information has not been provided this form may be returned and the funding allocation may be delayed.

Signature

[Handwritten Signature]

Title:

Associate Director

Date:

4-1-2013

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15-11

Program Name: Volunteer Center of Santa Cruz Transportation Budget 2013-14

Acct No.	Accounts, Sub Account(s)	FY13-14 Budget
4007	Public Support Donations Unrestricted Donations	\$ 7,139
4295	Grants and Contract Transportation Commission	\$ 71,398
Total Program Revenues		\$ 78,537

EXPENSES		FY 13-14 Budget
5001	Salaries and Wages Hourly Wages	\$ 32,238
	5,002 Salaries	9271
5012	Benefits Medical/Dental Insurance	\$ 6,500
5025	Benefits Workers Compensation	\$ 462
5016	Payroll Taxes Social Security/Medicare	\$ 2,466
5018	Payroll Taxes State UI Taxes	\$ 409
6012	Auditing Expense	\$ 196
6018	Copies Expense	300
6020	Custodial Expense	315
6039	Facility Maintenance	300
6040	Insurance, General	\$ 104
6042	Insurance, Volunteer	\$ 1,020
6050	Postage Expense	\$ 140
6059	Printing	\$ 40
6060	Rent	\$ 335
6061	Rent, Watsonville	\$ 4,560
6078	Supplies, Office	250
6080	Supplies, Program Program Supplies	\$ 100
6098	Mileage, Volunteers	\$ 4,000
6100	Telephone	\$ 2,130
6125	Utilities	656
6160	Admin Fees	\$ 10,995
	contig fee	\$ 1,750
Total Program Revenues		\$ 78,537
Bottom Line - Revenues/Expenses		\$ -

AGENDA: April 9, 2013

TO: Elderly & Disabled Transportation Advisory Committee
FROM: Karena Pushnik, RTC Staff
RE: FY 2013-14 Section 5310 Grant Application Scores

RECOMMENDATION

Staff recommends that the Elderly & Disabled Transportation Advisory Committee (E/D TAC):

Recommend that the Santa Cruz County Regional Transportation Commission approve the local review committee's scores Section 5310 fund application submitted by Community Bridges.

BACKGROUND

Federal Section 5310 funds are available for capital equipment for specialized transportation for seniors and people with disabilities to eligible entities. This grant is allocated on a statewide competitive basis and historically has been a major source of funding for new paratransit vehicles and equipment for Santa Cruz County.

DISCUSSION

This year, one Section 5310 grant application was received from Community Bridges for the following components:

- Two Ambulatory Passenger Minivans with ramps
- Fourteen Mobile Data Computers (MDC)

Attached are excerpts from the application summarizing the purpose and need for the vehicles and equipment (Attachment 1).

Based on direction from the Elderly & Disabled Transportation Advisory Committee (E/D TAC) at their February 12 meeting, a Local Review Committee met on April 3 to score the application. The committee is comprised of representatives from the Seniors Council, Santa Cruz Metropolitan Transit District, the E&D TAC, and the Regional Transportation Commission. Because this meeting will take place after the packet is complete, scores will be circulated at the meeting for the committee's review. There may be three scores for each of the components.

Staff recommends that the E/D TAC review the Local Review Committee recommendations and recommend that the Regional Transportation Commission adopt the scores by resolution at the May 2 meeting.

The resolution will then be forwarded to Caltrans who will list the projects in order of the highest scored projects. Caltrans staff will double check scores for those projects up to the limit of available funds. There will be an appeals process and the final scores will be formally adopted by the California Transportation Commission. Based on funding available, recipients of Section 5310 funds will be notified in fall.

SUMMARY

One Section 5310 Grant application was submitted for the Santa Cruz County area from Community Bridges for two vehicles and 14 Mobile Data Computers. The Section 5310 grant is one method to bring in much needed equipment for paratransit operations in Santa Cruz County, especially for those who don't qualify for ParaCruz due to their income, location or size. These funds are allocated on a competitive rather than formula basis, and this is one of the major sources of funding for specialized transportation vehicles for our region. The E/D TAC's recommendation will be forwarded to the Regional Transportation Commission for their consideration and formal adoption.

Attachment 1: Excerpts from the CB Application summarizing purpose and need

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