



**Santa Cruz County
Regional Transportation Commission
Budget and Administration/Personnel Committee**

**SPECIAL MEETING
AGENDA**

**Thursday, May 11, 2017
3:00 PM**

NOTE LOCATION THIS MONTH

CAO's Conference Room
701 Ocean Street, 5th floor
Santa Cruz CA 95060

1. Introductions
2. Additions or changes to consent and regular agenda
3. Oral communications

CONSENT AGENDA

4. Approve minutes of the March 9, 2017 committee special meeting
5. Accept Fiscal Year (FY) 2016-17 third quarter warrants and monthly credit card reports

REGULAR AGENDA

6. Amendments to the Regional Transportation Commission's (RTC) Rules and Regulations and Administrative and Fiscal Policies
(Luis Mendez, Deputy Director)
 - a. Staff report
 - b. Draft Revised RTC Rules and Regulations
 - c. Draft Revised RTC Administrative and Fiscal Policies
7. Measure D Policies and Procedures
(Luis Mendez, Deputy Director and Daniel Nikuna, Fiscal Officer)
 - a. Staff report
 - b. Measure D Policies and Procedures

8. Measure D 30-Year Revenue Estimate
(Luis Mendez, Deputy Director)

- a. Staff report
- b. 30 Year Revenue Estimate

9. Adjournment

The next Budget and Administration/Personnel Committee meeting is scheduled for Thursday, June 8, 2017 at 3:00 p.m. in the CAO's Conference Room, 701 Ocean St. 5th floor, Santa Cruz CA

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*

*Watsonville Office
275 Main Street, Suite 450, Watsonville. CA 95076
(831) 460-3205
email: info@sccrtc.org / website: www.sccrtc.org*

HOW TO STAY INFORMED ABOUT RTC MEETINGS, AGENDAS & NEWS

Broadcasts: *Many of the meetings are broadcast live. Meetings are cablecast by Community Television of Santa Cruz. Community TV's channels and schedule can be found online (www.communitytv.org) or by calling (831) 425-8848.*

Agenda packets: *Complete agenda packets are available at the RTC office, on the RTC website (www.sccrtc.org), and at the following public libraries:*

- Aptos Branch Library
- Branciforte Library
- Central Branch Library
- Scotts Valley Library
- Watsonville Library

For information regarding library locations and hours, please check online at www.santacruzpl.org or www.watsonville.lib.ca.us.

On-line viewing: *The SCCRTC encourages the reduction of paper waste and therefore makes meeting materials available online. Those receiving paper agendas may sign up to receive email notification when complete agenda packet materials are posted to our website by sending a request to info@sccrtc.org. Agendas are typically posted 5 days prior to each meeting.*

Newsletters: *To sign up for E-News updates on specific SCCRTC projects, go to www.sccrtc.org/enews.*

HOW TO REQUEST**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.

TITLE VI NOTICE TO BENEFICIARIES

The RTC operates its programs and services without regard to race, color and national origin in accordance with Title VI of the Civil Rights Act. Any person believing to have been aggrieved by the RTC under Title VI may file a complaint with RTC by contacting the RTC at (831) 460-3212 or 1523 Pacific Avenue, Santa Cruz, CA 95060 or online at www.sccrtc.org. A complaint may also be filed directly with the Federal Transit Administration to the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590.

AVISO A BENEFICIARIOS SOBRE EL TITULO VI

La RTC conduce sus programas y otorga sus servicios sin considerar raza, color u origen nacional de acuerdo al Titulo VI del Acta Sobre los Derechos Civiles. Cualquier persona que cree haber sido ofendida por la RTC bajo el Titulo VI puede entregar queja con la RTC comunicándose al (831) 460-3212 o 1523 Pacific Avenue, Santa Cruz, CA 95060 o en línea al www.sccrtc.org. También se puede quejar directamente con la Administración Federal de Transporte en la Oficina de Derechos Civiles, Atención: Coordinador del Programa Titulo VI, East Building, 5th Floor-TCR, 1200 New Jersey Avenue, SE, Washington, DC 20590.



**Santa Cruz County Regional
Transportation Commission
Budget and Administration/Personnel
Committee**

**SPECIAL MEETING
MINUTES**

Thursday, March 9, 2017

RTC Office
1523 Pacific Avenue
Santa Cruz CA 95060

The meeting was called to order by Committee Chair Schiffrin at 10:05 am

Members Present

Commissioner John Leopold
Commissioner Bruce McPherson
Commissioner Alternate Patrick Mulhearn
Commissioner Alternate Tony Gregorio
Commissioner Alternate Andy Schiffrin

RTC Staff

George Dondero	Daniel Nikuna
Luis Mendez	Karena Pushnick
Yesenia Parra	Rachel Moriconi
Cory Caletti	

1. Introductions-Self introductions were made
2. Additions or changes to consent and regular agenda

Attachment 4 to item 8 was distributed which was omitted from the mailed packet. Replacement page for item 6 was distributed. Deputy Director Luis Mendez also noted corrections to the reference of attachments for item 4 on the consent agenda and the word "overstatement" on item 5 paragraph two of the discussion section should be "understatement."

3. Oral communications

Yesenia Parra, Administrative Services Officer reported that staff will be distributing an RFP for a Compensation Study as outlined in the current MOU.

CONSENT AGENDA

The committee discussed the indirect cost rate and if it has an effect on policy making and how it was derived.

Commissioner Leopold moved and Commissioner Alternate Mulhearn seconded the consent agenda. The motion passed unanimously with Commissioners McPherson and Leopold, and Commissioner Alternates Mulhearn, Schiffrin and Gregorio voting "aye".

4. Accepted Fiscal Year (FY) 2016-17 first and second quarters warrants and monthly credit card reports-corrected item 4
5. Accepted information on the Fiscal Year (FY) 2016-17 Indirect Cost Allocation Plan

REGULAR AGENDA

6. Measure D Allocations to Recipient Agencies
(*Rachel Moriconi, Senior Transportation Planner*)

Rachel Moriconi, Senior Transportation Planner, presented the staff report.

The committee discussed: the fact that Measure D funds can only be used for direct costs unless there is an independently audited indirect costs rate; the agreement required between each recipient and the RTC; the oversight committee make up and that it will be appointment by the commission; committee member eligibility requirements; requirements for signage communicating that funds from Measure D were used for a project; the possible need for additional funding to cover auditing cost; and the March 14th deadline for comments from local jurisdictions on the agreements and guidelines.

Committee members requested that several sections in the agreement and guidelines be edited to help clarify the expectations for reporting and accountability and language to ensure compliance with the Measure D ordinance. They recommended that language be added to clarify that Measure D funds cannot be used to supplant existing funding; that reporting requirements not add cost to recipients; ; adding language to encourage leveraging of Measure D funds; clarifying language for transportation providers to people with disabilities and senioron the use of funds for Measure D and assisting recipients to identify clear and measurable goals.

Ms. Moriconi noted that the signage language and logo ideas will be discussed with the Interagency Technical Advisory (ITAC) Committee and brought back for Commission approval.

7. Amendments to the Fiscal Year (FY) 2016-17 Budget and Work Program
(*Luis Mendez, Deputy Director*)

Deputy Director Luis Mendez presented the staff report. He noted that the proposed amendments include moving funds already approved from Cruz511 to use for marketing materials for the travel advisors being used for the User Oriented Transit Program now referred to as Cruzz 511 in your Neighborhood; work trends changes on the Monterey Bay Sanctuary Scenic Trail (MBSST); and the need to allocate funds for

work that has already begun for implementation of Measure D. He said that there was a possibility that the first Measure D payment could come as early as June 2017. Staff will inform the Commission if a payment is received.

Commissioner Leopold moved and Commissioner McPherson seconded the staff recommendation that the Budget and Administration/Personnel Committee recommend that the Regional Transportation Commission (RTC) approve the FY 2016-17 Budget and Work Program amendments.

Motion passed unanimously with Commissioners Leopold, McPherson, Commissioner Alternates; Mulhearn, Gregorio, and Schiffrin voting "aye"

8. Fiscal Year (FY) 2017-18 proposed budget
(Luis Mendez, Deputy Director)

Deputy Director Luis Mendez presented the staff report. He noted that the budget incorporates Measure D revenues and funding increase request from Bike to work and the Community Traffic Safety Coalition . After accounting for the increases to Bike to Work and the Community Safety Coalition, the other recipients' TDA apportionments are increases by 1% compared to the apportionments approved in April of 2016.

Mr. Mendez noted that funding for the Freeway Service Patrol had been reduced due to the lack of congestion data but that the Governor proposed doubling the statewide allocation for FSP programs.

He said that proxies were used to estimate the Measure D funds as historical data is not yet available. He explained the difference between a transaction and use tax and a sales tax. He noted that the Measure D allocation estimate for Capitola is significantly lower than estimated prior to the approval of Measure D because sales tax data was used for that estimate. He noted that the RTC will need to do an audit every year to ensure accurate funding distribution.

He discussed the changes in the staffing budget to include the addition of an Engineer position which is essential to the RTC's current and future project needs. He also noted that due to the increased work load due to the passing of Measure D, staff is recommending additions to the accounting and administrative staffing positions. He also noted the need to make additional payments to CalPERS to offset the continued increase in unfunded liability costs.

The committee discussed the implementation date for the signs from the bike signage project; the difference between authorized vs. budgeted staff; RTC reserve funds ; final EIR for Hwy 1 and how the RTC can move it along; funding needed to address Hwy 1 EIR comments and the change in scope for the Unified Corridors project;

Commissioner Leopold moved and Commissioner McPherson seconded staff recommendation that the Budget and Administration/Personnel Committee recommend that the Santa Cruz County Regional Transportation Commission approve the proposed FY 2017-18 budget with additional direction that the staff provide a report to the RTC

in May on the status, timeline and funding to complete the Highway 1 corridor environmental document.

Motion passed unanimously with Commissioners Leopold, McPherson, Commissioner Alternates; Mulhearn, Gregorio, and Schiffrin voting "aye"

9. Meeting adjourned at 11:42 am

The next Budget and Administration/Personnel Committee meeting is scheduled for Thursday, April 13, 2017 at 3:00 p.m. in the CAO's Conference Room, 701 Ocean St. 5th floor, Santa Cruz CA

Respectfully submitted,

Yesenia Parra, Staff

Attendees:

Kirk Ance	CTSA Community Bridges
Barrow Emerson	METRO
Jeannie LePage	Ecology Action
Lynn Lauridsen	HAS
Dena Loyos	HAS-Community Safety Coalition

AGENDA: May 11, 2017

TO: Budget and Administration/Personnel Committee
FROM: Daniel Nikuna, Fiscal Officer
RE: Quarterly Warrants and Credit Card Reports

RECOMMENDATIONS

Staff recommends that the Budget and Administration/Personnel (B&A/P) Committee review and accept the FY 2016/17 third quarter Warrants and Credit Card Reports.

BACKGROUND

The Regional Transportation Commission Administrative and Fiscal Policies require that the quarterly reports of warrants and credit card purchases be presented to the B&A/P Committee for acceptance on behalf of the RTC.

DISCUSSION

The warrant reports ([Attachment 1](#)) cover the periods from January 1, 2017 to March 31, 2017. At \$2,613,119 the warrant payments more than doubled when compared to second quarter's \$1,292,792 due to the lawsuit settlement payment (\$875,000) to RGB Construction, Inc and related legal fees paid to Hopkins and Carley (\$96,983). Also, the payment to the Department of Transportation for Rail Trail Segment 5 increased in the third quarter by \$359,050 to \$586,979 from \$226,929 the previous quarter – these expenditures are funded by the California Coastal Conservancy grant.

The other major vendors this quarter include the City of Santa Cruz (TDA payments), Santa Cruz County Bank (RTC payroll account), CalPERS, Nolte Associates, and Ladd's Towing. The payments to RTC employees are reimbursement of travel and medical expenses (URM) for those who participate in the flexible spending program; and their vendor numbers start with E67 .

The credit card purchases, which are presented in [Attachment 2](#), decreased by \$2,843 to \$11,049 from \$13,892 in the second quarter. Travel expenses and office equipment (ergonomic chair and computers) account for about 66% (\$7,240) of credit card purchases in the third quarter.

There are no other unusual transactions in the credit card reports or the warrant report beside the fraudulent charges in the January, 2017 credit card statement. The charges were never paid, and the RTC was credit by the bank in the February, 2017 statement.

Staff recommends that the budget and Administration/Personnel Committee review and accept the quarterly warrant and credit card reports.

SUMMARY

The quarterly reports for the period from January 1, 2017 to March 31, 2017 have been completed. Staff recommends acceptance of these reports.

Attachments:

1. Quarterly warrant report Attachment 1
2. Quarterly credit card report Attachment 2

ATTACHMENT 1

SCCRTC
 QUARTERLY WARRANTS REPORT
 FY2017 3RD QUARTER
 (JANUARY 1, 2017 - MARCH 31, 2017)

	DATE POSTED	CHECK NUMBER	CHECK AMOUNT	VENDOR NUMBER	VENDOR NAME	TRANSACTION DESCRIPTION
1	1/12/2017	00235546	3,750.00	V33796	O'CONNOR THOMPSON MCDONOUGH KLOTSCHÉ	FY17 1340 RGB/SCCRTC Mediation
2	3/16/2017	00243397	18.19	E670015	DONDERO II, GEORGE A	SR17 ACCESS MTG
3	3/27/2017	00244391	20.03	V125345	FEDERAL EXPRESS CORP	FY17 1446 *5-645-80007*
4	1/31/2017	00237902	160.00	E670006	CALETTI, CORINA	FY17 1358 URM Corina Caletti
5	1/31/2017	00237904	536.00	E670017	PARRA, YESENIA	FY17 1356 URM Yesenia Parra
6	1/31/2017	00237903	2,215.46	E670023	NARANJO, AMELIA	FY17 1359 URM Amelia Naranjo
7	1/31/2017	00237905	406.00	E670017	PARRA, YESENIA	FY17 1357 URM Yesenia Parra
8	1/17/2017	00235846	44.20	V127809	AT&T	FY17 1346 11/01-11/30/16 Serv
9	1/17/2017	00235847	91.15	V124475	AT&T MOBILITY	FY17 1345 11/29-12/28/16 Serv
10	1/17/2017	00235851	4.53	V11188	VERIZON WIRELESS	FY17 1343 *8312521553*
11	1/17/2017	00235851	13.13	V11188	VERIZON WIRELESS	FY17 1343 *8312522817*
12	1/17/2017	00235851	0.22	V11188	VERIZON WIRELESS	FY17 1343 *8312911650*
13	1/17/2017	00235851	38.01	V11188	VERIZON WIRELESS	FY17 1343 *8312344387*
14	1/17/2017	00235851	38.01	V11188	VERIZON WIRELESS	FY17 1343 *8312123075*
15	1/17/2017	00235751	21,000.78	V33515	HOPKINS AND CARLEY A LAW CORPORATION	FY17 1348 RTC Service 10/2016
16	1/17/2017	00235850	1,794.76	V113899	SPECIAL DISTRICT RISK MGMT AUTHORITY	FY17 1341 SDRMA Benefits 11/16
17	1/17/2017	00235852	66.00	V128801	WAGeworks INC	FY17 1342 FSA Admin 11/16
18	1/17/2017	00235852	50.00	V128801	WAGeworks INC	FY17 1342 FSR04 FLEX 12/16
19	1/9/2017	80000568	152,831.00	V110467	CITY OF SANTA CRUZ	FY17 1338 Q3 TDA Comm Bridges
20	1/9/2017	80000568	1,213.00	V110467	CITY OF SANTA CRUZ	FY17 1339 TDA Volunteer Center
21	2/16/2017	00239837	170.00	E670011	JUDD, CATHY	FY17 1395 URM Cathy Judd
22	2/13/2017	00239262	30.00	V124770	U S BANK CORPORATE PAYMENT SYSTEMS	FY17 CC08 FSP Data Collecting
23	2/13/2017	00239162	132.71	E670024	ORTEGA, DORA	FY17 1394 URM Dora Ortega
24	3/1/2017	00241428	154.80	V120096	CALPERS RETIREMENT SYSTEM (CALPERS)	FY17 1432 7/16-6/30/17
25	2/27/2017	00241019	34,876.81	V127679	NOLTE ASSOCIATES INC	FY17 1433 Servic 12/1-12/31/16
26	2/27/2017	00240844	37,963.58	V33515	HOPKINS AND CARLEY A LAW CORPORATION	FY17 1434 Services 11/2016
27	2/27/2017	00240844	38,019.08	V33515	HOPKINS AND CARLEY A LAW CORPORATION	FY17 1434 Services 12/2016
28	2/21/2017	00240131	21.75	V127809	AT&T	FY17 1405 1/1/17-1/31/17
29	2/21/2017	00240148	1,648.88	V113899	SPECIAL DISTRICT RISK MGMT AUTHORITY	FY17 1407 Jan 17 Aux Benefits
30	2/21/2017	00240150	66.00	V128801	WAGeworks INC	FY17 1403 FSA Dec. Admin Fee
31	2/21/2017	00240150	50.00	V128801	WAGeworks INC	FY17 1403 Comp. Fee
32	2/6/2017	00238472	21.61	V127809	AT&T	FY17 1372 12/01/16-12/31/16
33	2/6/2017	00238478	319.92	V127450	CDSNET LLC	FY17 1378 Services 12/16
34	2/6/2017	00238477	3,486.24	V125902	CASE SYSTEMS INC	FY17 1382 Service 11/16
35	2/6/2017	00238476	3,486.24	V125902	CASE SYSTEMS INC	FY17 1387 Call Box Maint 12/16
36	2/6/2017	00238489	2.61	V11188	VERIZON WIRELESS	FY17 1370 8312521553
37	2/6/2017	00238489	11.43	V11188	VERIZON WIRELESS	FY17 1370 8312522817
38	2/6/2017	00238489	0.22	V11188	VERIZON WIRELESS	FY17 1370 8312911650
39	2/6/2017	00238489	38.01	V11188	VERIZON WIRELESS	FY17 1370 8312244387

	DATE POSTED	CHECK NUMBER	CHECK AMOUNT	VENDOR NUMBER	VENDOR NAME	TRANSACTION DESCRIPTION
40	2/6/2017	00238489	38.01	V11188	VERIZON WIRELESS	FY17 1370 8312123075
41	2/6/2017	00238484	10,475.09	V117159	LADDS TOWING	FY17 1374 Beat 1 HWY 17 12/16
42	2/6/2017	00238484	10,228.73	V117159	LADDS TOWING	FY17 1374 Beat 2 HWY 1 12/16
43	2/6/2017	00238470	501.98	V123516	AFLAC-FLEX ONE	FY17 1392 Jan 2017 Premiums
44	2/2/2017	00238213	63.04	V129169	PACIFIC GAS AND ELECTRIC CO	FY17 1367 Serv 12/17-1/18/17
45	2/2/2017	00238210	28,786.39	V120096	CALPERS RETIREMENT SYSTEM (CALPERS)	FY17 1368 H. Prem. 2/17
46	1/30/2017	00237710	1,680.00	V103950	COUNTY OF SANTA CRUZ ENVIRONMENTAL HEA	FY17 1360 SC Rail Corridor
47	1/30/2017	00237709	479.14	V123516	AFLAC-FLEX ONE	FY17 1350 Dec 2016 Premiums
48	1/30/2017	00237650	2,500.04	E670023	NARANJO, AMELIA	FY17 1349 URM Amelia Naranjo
49	1/26/2017	00237386	30.00	V124770	U S BANK CORPORATE PAYMENT SYSTEMS	FY17 CC07 Mthly. FSP Data
50	1/26/2017	00237386	168.00	V124770	U S BANK CORPORATE PAYMENT SYSTEMS	FY17 CC07 Rail Meeting
51	1/26/2017	00237617	22,086.83	V127679	NOLTE ASSOCIATES INC	FY17 1355 *55129* 11/2016
52	1/26/2017	00237384	3,550.04	V127679	NOLTE ASSOCIATES INC	FY17 1355 *56871* 12/2016
53	1/26/2017	00237616	1,018.30	V127177	LINCOLN NATIONAL LIFE INSURANCE COMPANY	FY17 1351 SCRTCBL1010745 02/17
54	1/26/2017	00237385	1,550.36	V113899	SPECIAL DISTRICT RISK MGMT AUTHORITY	FY17 1352 SDRMA Benefits 12/16
55	3/9/2017	00242290	1,648.88	V113899	SPECIAL DISTRICT RISK MGMT AUTHORITY	FY17 1457 March 2017 Premium
56	3/30/2017	00244954	885.00	V34293	LONG, RACHEL	FY17 1497 Rethink Your Route
57	3/30/2017	00244956	632.29	V129728	DYNAMIC PRESS	FY17 1493 Paper Survey
58	3/30/2017	00244956	307.84	V129728	DYNAMIC PRESS	FY17 1494 *21350* Survey
59	3/30/2017	00244957	1,550.00	V118994	LEWIS TREE SERVICE INC	FY17 1495 Tree Removal
60	3/30/2017	00244958	8.50	V31259	SANTA CRUZ COUNTY PARKS	FY17 1496 Property Tax
61	3/30/2017	00244955	31,830.97	V120096	CALPERS RETIREMENT SYSTEM (CALPERS)	FY17 1514 April 2017 Premiums
62	3/30/2017	00244959	1,648.88	V113899	SPECIAL DISTRICT RISK MGMT AUTHORITY	FY17 1513 April 2017 Premiums
63	3/30/2017	00244902	452.78	E670010	SHULTZ, KIM	FY17 1498 URM Kim Shultz
64	3/30/2017	00244901	132.27	E670024	ORTEGA, DORA	FY17 1499 URM Dora Ortega
65	3/23/2017	00244050	9,262.29	V117159	LADDS TOWING	FY17 1469 Beat 1 Hwy 17 1/17
66	3/23/2017	00244099	9,018.13	V117159	LADDS TOWING	FY17 1469 Beat 2 Hwy 1 1/17
67	3/27/2017	00244394	101.85	V128780	MARMOL, MINA M	FY17 1475 Translation Services
68	3/27/2017	00244364	125.00	C00105	Live Oak School District	FY17 1473 Hall Rental 3/29/17
69	3/27/2017	00244391	37.31	V125345	FEDERAL EXPRESS CORP	FY17 1446 *1-522-03806*
70	3/27/2017	00244391	23.95	V125345	FEDERAL EXPRESS CORP	FY17 1446 *5-711-66632*
71	3/27/2017	00244378	21.75	V127809	AT&T	FY17 1484 2/1-2/28/17
72	3/27/2017	00244384	550.40	V127450	CDSNET LLC	FY17 1476 Services 1/17
73	3/27/2017	00244385	325.92	V127450	CDSNET LLC	FY17 1477 Services 2/17
74	3/27/2017	00244381	105.60	V124475	AT&T MOBILITY	FY17 1486 A/C #996710462
75	3/27/2017	00244380	105.19	V124475	AT&T MOBILITY	FY17 1485 A/C #996710462
76	3/27/2017	00244383	3,002.04	V125902	CASE SYSTEMS INC	FY17 1481 Call Box Maint 1/17
77	3/27/2017	00244392	9,645.00	V117159	LADDS TOWING	FY17 1487 Beat 1 HWY 17 2/17
78	3/27/2017	00244392	8,116.19	V117159	LADDS TOWING	FY17 1487 Beat 2 HWY 1 2/17
79	3/27/2017	00244387	850.00	V32243	COMMUNITY TREE SERVICE INC	FY17 1490 Fallen Tree Removal
80	3/27/2017	00244388	5,800.00	V32243	COMMUNITY TREE SERVICE INC	FY17 1491 Tree Removal
81	3/27/2017	00244393	1,018.30	V127177	LINCOLN NATIONAL LIFE INSURANCE COMPANY	FY17 1492 Ins. Premiums 4/17
82	3/20/2017	00243508	3.49	V11188	VERIZON WIRELESS	FY17 1455 8312521553
83	3/20/2017	00243508	14.42	V11188	VERIZON WIRELESS	FY17 1455 8312522817

	DATE POSTED	CHECK NUMBER	CHECK AMOUNT	VENDOR NUMBER	VENDOR NAME	TRANSACTION DESCRIPTION
84	3/20/2017	00243508	0.22	V11188	VERIZON WIRELESS	FY17 1455 8312911650
85	3/20/2017	00243508	38.01	V11188	VERIZON WIRELESS	FY17 1455 8312344387
86	3/20/2017	00243508	38.01	V11188	VERIZON WIRELESS	FY17 1455 8312123075
87	3/16/2017	00243163	501.98	V123516	AFLAC-FLEX ONE	FY17 1454 2/17 Premiums
88	3/16/2017	00243120	480.00	E670001	PUSHNIK, KARENA	FY17 1449 URM Karena Pushnik
89	3/16/2017	00243119	241.18	E670011	JUDD, CATHY	FY17 1447 URM Cathy Judd
90	3/16/2017	00243121	292.51	E670010	SHULTZ, KIM	FY17 1448 URM Kim Shultz
91	3/16/2017	00243118	540.00	E670006	CALETTI, CORINA	FY17 1471 URM Corina Caletti
92	3/16/2017	00243169	30.00	V124770	U S BANK CORPORATE PAYMENT SYSTEMS	FY17 CC09 Mthly FSP Data Coll.
93	3/16/2017	00243169	31.64	V124770	U S BANK CORPORATE PAYMENT SYSTEMS	FY17 CC09 G.Dondero & L.Mendez
94	3/13/2017	00242596	20,558.03	V12352	CALIFORNIA HIGHWAY PATROL	FY17 1459 *M0069016* FY2017 Q1
95	3/13/2017	00242596	26,138.10	V12352	CALIFORNIA HIGHWAY PATROL	FY17 1459 *M0069017* FY2017 Q2
96	3/2/2017	00241432	62.89	V129169	PACIFIC GAS AND ELECTRIC CO	FY17 1444 1/19-2/16/17
97	3/2/2017	00241429	31,830.97	V120096	CALPERS RETIREMENT SYSTEM (CALPERS)	FY17 1442 FEB HLTH PREMIUMS
98	3/2/2017	00241430	1,018.30	V127177	LINCOLN NATIONAL LIFE INSURANCE COMPANY	FY17 1443 MARCH PREMIUMS
99	3/2/2017	00241434	1,648.88	V113899	SPECIAL DISTRICT RISK MGMT AUTHORITY	FY17 1441 FEB 2017 PREMIUMS
100	3/6/2017	00241734	875,000.00	V128230	RGW CONSTRUCTION INC	FY17 1456 SCCRTC Final Payment
101	3/16/2017	00243165	482.88	S1125	DEPARTMENT OF PUBLIC WORKS	FY17 1472 Park N Ride
102	3/16/2017	00243166	12,535.00	V101810	ECOLOGY ACTION OF SANTA CRUZ	FY17 1453 B2W Prgm.
103	3/16/2017	00243169	200.00	V124770	U S BANK CORPORATE PAYMENT SYSTEMS	FY17 CC09 Facebook Posts
104	3/9/2017	00242289	10,543.47	V31887	DOT FHWA	FY17 1458 Inv #14328 12/31/16
105	3/9/2017	00242289	27,962.77	V31887	DOT FHWA	FY17 1458 Inv #14329 12/31/16
106	3/9/2017	00242289	50.43	V31887	DOT FHWA	FY17 1458 Inv #14426 1/31/17
107	3/9/2017	00242289	80.82	V31887	DOT FHWA	FY17 1458 Inv #14427 1/31/16
108	3/9/2017	00242289	51,459.47	V31887	DOT FHWA	FY17 1458 Inv #14562 2/28/17
109	3/9/2017	00242289	46,616.14	V31887	DOT FHWA	FY17 1458 Inv #14563 2/28/17
110	2/6/2017	00238486	3,200.00	V126553	RRM DESIGN GROUP	FY17 1393 Rail Trail Services
111	2/21/2017	00240342	787.50	V103950	COUNTY OF SANTA CRUZ ENVIRONMENTAL HEA	FY17 1398 SC Rail Trail MBSST
112	2/27/2017	00240845	6,617.50	V123408	MOORE IACOFANO & GOLTSMAN (MIG) INC	FY17 1431 *46225*
113	2/27/2017	00240845	2,001.25	V123408	MOORE IACOFANO & GOLTSMAN (MIG) INC	FY17 1431 *46866*
114	2/27/2017	00240845	2,118.75	V123408	MOORE IACOFANO & GOLTSMAN (MIG) INC	FY17 1431 *47339*
115	1/26/2017	00237383	26,000.00	V33850	ENVISION SUSTAINABILITY TOOLS INC	FY17 1354 MetroQuest Unif Corr
116	1/26/2017	00237332	40,280.72	V31887	DOT FHWA	FY17 1353 *13920* 7/10-8/6/16
117	1/26/2017	00237332	104,599.61	V31887	DOT FHWA	FY17 1353 *13922* 6/26-8/6/16
118	1/26/2017	00237332	110,123.32	V31887	DOT FHWA	FY17 1353 *14053* 8/7-9/3/16
119	1/26/2017	00237332	108,636.88	V31887	DOT FHWA	FY17 1353 *14054* 8/7-9/3/16
120	1/26/2017	00237332	2,616.93	V31887	DOT FHWA	FY17 1353 *14166* 10/31/16
121	1/26/2017	00237332	17,751.16	V31887	DOT FHWA	FY17 1353 *14167* 10/31/16
122	1/26/2017	00237332	63,281.56	V31887	DOT FHWA	FY17 1353 *14250* 11/30/16
123	1/26/2017	00237332	1,976.15	V31887	DOT FHWA	FY17 1353 *14249* 11/30/16
124	2/2/2017	00238212	8,516.00	V101810	ECOLOGY ACTION OF SANTA CRUZ	FY17 1363 B2W FY17 Q1
125	2/21/2017	00240132	79.57	V124475	AT&T MOBILITY	FY17 1406 12/29/16-1/28/17
126	2/21/2017	00240149	217.28	V129729	THE MAYNARD GROUP INC	FY17 1404 EVMS Service 2/2017
127	2/21/2017	00240149	144.00	V129729	THE MAYNARD GROUP INC	FY17 1404 Mthly Maint. 2/2017

	DATE POSTED	CHECK NUMBER	CHECK AMOUNT	VENDOR NUMBER	VENDOR NAME	TRANSACTION DESCRIPTION
128	2/21/2017	00240138	6.00	V125845	DTJ CORP	FY17 1402 *554605* Jan 2017
129	2/21/2017	00240138	32.00	V125845	DTJ CORP	FY17 1402 *563075* Jan 2017
130	2/21/2017	00240138	16.00	V125845	DTJ CORP	FY17 1402 *566935* Jan 2017
131	2/21/2017	00240138	6.50	V125845	DTJ CORP	FY17 1402 *573348* Jan 2017
132	2/21/2017	00240133	59.00	V106571	BARITEAUS DRY CLEANING INC	FY17 1400 Jan 2017 Services
133	2/21/2017	00240136	372.10	V129185	CLEAN BUILDING MAINTENANCE COMPANY	FY17 1401 Jan 2017 Services
134	2/2/2017	00238211	5,000.00	V33931	DEMSEY FILLIGER AND ASSOCIATES	FY17 1391 GASB 45 OPEB
135	2/6/2017	00238473	79.66	V124475	AT&T MOBILITY	FY17 1375 11/29-12/28/16
136	2/6/2017	00238489	37.99	V11188	VERIZON WIRELESS	FY17 1370 8312521554
137	2/6/2017	00238489	38.01	V11188	VERIZON WIRELESS	FY17 1370 8313456441
138	2/6/2017	00238489	38.01	V11188	VERIZON WIRELESS	FY17 1370 8314211516
139	2/6/2017	00238488	217.28	V129729	THE MAYNARD GROUP INC	FY17 1371 P231889 EVMS 1/17
140	2/6/2017	00238488	144.00	V129729	THE MAYNARD GROUP INC	FY17 1371 P231890 1/17 Service
141	2/6/2017	00238483	293.61	V13633	KONICA MINOLTA BUSINESS SOLUTION	FY17 1376 11/17-12/16/16
142	2/6/2017	00238469	180.85	V13633	KONICA MINOLTA BUSINESS SOLUTION	FY17 1386 12/17-1/16/17 Serv.
143	2/6/2017	00238482	54.00	V125845	DTJ CORP	FY17 1383 *540141* 12/16
144	2/6/2017	00238482	40.00	V125845	DTJ CORP	FY17 1383 *548145* 12/16
145	2/6/2017	00238482	6.50	V125845	DTJ CORP	FY17 1383 *552730* 12/16
146	2/6/2017	00238474	59.00	V106571	BARITEAUS DRY CLEANING INC	FY17 1380 Service 12/16
147	2/6/2017	00238481	177.00	V123011	COMMUNITY TELEVISION OF SANTA CRUZ COUN	FY17 1388 Mtg. 10/6/16
148	2/6/2017	00238481	147.50	V123011	COMMUNITY TELEVISION OF SANTA CRUZ COUN	FY17 1389 Mtg. 11/03/2016
149	2/6/2017	00238481	265.50	V123011	COMMUNITY TELEVISION OF SANTA CRUZ COUN	FY17 1390 Mtg 12/8/16
150	2/6/2017	00238487	106.50	V12521	SANTA CRUZ RECORDS MGMT INC	FY17 1379 Mthly Storage 1/17
151	2/6/2017	00238480	21.86	V12280	COMCAST CABLE COMMUNICATIONS	FY17 1373 1/17 Service
152	2/6/2017	00238479	372.10	V129185	CLEAN BUILDING MAINTENANCE COMPANY	FY17 1377 12/16 Services
153	2/6/2017	00238479	41.50	V129185	CLEAN BUILDING MAINTENANCE COMPANY	FY17 1377 Pruch & Rep. Bulbs
154	2/6/2017	00238479	600.00	V129185	CLEAN BUILDING MAINTENANCE COMPANY	FY17 1385 Prep for Painting
155	1/17/2017	00004081	67,800.00	V127193	SANTA CRUZ BANK	2017 PP02 RTC PAYROLL
156	1/17/2017	00235851	38.04	V11188	VERIZON WIRELESS	FY17 1343 *8312521554*
157	1/17/2017	00235851	38.01	V11188	VERIZON WIRELESS	FY17 1343 *8313456441*
158	1/17/2017	00235851	38.01	V11188	VERIZON WIRELESS	FY17 1343 *8314211516*
159	1/17/2017	00235848	299.28	V119196	INSTITUTE OF TRANSPORTATION ENGINEERS	FY17 1347 2017 Member Dues
160	1/17/2017	00235849	221.06	V129169	PACIFIC GAS AND ELECTRIC CO	FY17 1344 *2896790497-1* 12/16
161	1/17/2017	00235849	142.45	V129169	PACIFIC GAS AND ELECTRIC CO	FY17 1344 *5605123657-0* 12/16
162	1/17/2017	00235849	264.06	V129169	PACIFIC GAS AND ELECTRIC CO	FY17 1344 *9709471543-6* 12/16
163	1/17/2017	00235849	205.19	V129169	PACIFIC GAS AND ELECTRIC CO	FY17 1344 *2730123841-9* 12/16
164	1/20/2017	00236561	230.45	E670001	PUSHNIK, KARENA	FOCUS ON THE FUTURE 12/4/2016
165	2/2/2017	00238214	68.00	V129353	USER FRIENDLY COMPUTING INC	FY17 1364 Jan 2017 RRM Service
166	2/2/2017	00238214	60.00	V129353	USER FRIENDLY COMPUTING INC	FY17 1364 Jan 2017 Spam Serv
167	2/2/2017	00238214	1,432.00	V129353	USER FRIENDLY COMPUTING INC	FY17 1364 Jan 2017 Contract
168	2/2/2017	00238214	87.50	V129353	USER FRIENDLY COMPUTING INC	FY17 1364 Jan 2017 MOB Serv
169	2/2/2017	00238214	182.07	V129353	USER FRIENDLY COMPUTING INC	FY17 1365 Remote Svc 12/16
170	2/2/2017	00238214	221.13	V129353	USER FRIENDLY COMPUTING INC	FY17 1365 After Hrs 12/16
171	1/31/2017	00004115	66,950.00	V127193	SANTA CRUZ BANK	2017 PP03 RTC PAYROLL

	DATE POSTED	CHECK NUMBER	CHECK AMOUNT	VENDOR NUMBER	VENDOR NAME	TRANSACTION DESCRIPTION
172	1/30/2017	00237859	515.00	V103374	MONTEREY BAY AIR RESOURCES DISTRICT	FY17 1362 February 2017 Rent
173	1/30/2017	00237860	6,713.60	V116953	RITTENHOUSE, LOUIS E	FY17 1361 February 2017 Rent
174	1/26/2017	00237386	459.00	V124770	U S BANK CORPORATE PAYMENT SYSTEMS	FY17 CC07 Public Sector Memb.
175	1/26/2017	00237386	15.99	V124770	U S BANK CORPORATE PAYMENT SYSTEMS	FY17 CC07 Stamps Mthly Fee
176	1/26/2017	00237386	665.32	V124770	U S BANK CORPORATE PAYMENT SYSTEMS	FY17 CC07 Office Supplies
177	1/26/2017	00237386	2.94	V124770	U S BANK CORPORATE PAYMENT SYSTEMS	FY17 CC07 Facebook Posts
178	1/26/2017	00237386	230.45	V124770	U S BANK CORPORATE PAYMENT SYSTEMS	FY17 CC07 Lodging B. Mcpherson
179	1/26/2017	00237386	1,170.07	V124770	U S BANK CORPORATE PAYMENT SYSTEMS	FY17 CC07 Travel Expenses
180	1/26/2017	00237386	20.00	V124770	U S BANK CORPORATE PAYMENT SYSTEMS	FY17 CC07 Reg. Winter Recep.
181	1/26/2017	00237386	2,700.10	V124770	U S BANK CORPORATE PAYMENT SYSTEMS	FY17 CC07 Office Equipment
182	2/27/2017	00241017	450.00	V33928	MAKITA, MELISSA	FY17 1436 Translation Services
183	2/27/2017	00240846	230.01	V14384	STAPLES CONTRACT AND COMMERCIAL INC.	FY17 1430 *8042244361*
184	2/27/2017	00240846	339.02	V14384	STAPLES CONTRACT AND COMMERCIAL INC.	FY17 1430 *8042817385*
185	2/27/2017	00240846	24.18	V14384	STAPLES CONTRACT AND COMMERCIAL INC.	FY17 1430 *8042817385*
186	2/27/2017	00240846	55.32	V14384	STAPLES CONTRACT AND COMMERCIAL INC.	FY17 1430 *8042934292*
187	2/27/2017	00241018	1,000.00	V124494	MOSS LEVY & HARTZHEIM LLP	FY17 1435 FY2016 Fiscal Audit
188	2/13/2017	00239262	512.99	V124770	U S BANK CORPORATE PAYMENT SYSTEMS	FY17 CC08 Postage
189	2/13/2017	00239262	213.91	V124770	U S BANK CORPORATE PAYMENT SYSTEMS	FY17 CC08 Office Supplies
190	2/6/2017	00238485	200.67	V129169	PACIFIC GAS AND ELECTRIC CO	FY17 1369 *2896790497-1* 1/17
191	2/6/2017	00238485	166.29	V129169	PACIFIC GAS AND ELECTRIC CO	FY17 1369 *5605123657-0* 1/17
192	2/6/2017	00238485	62.44	V129169	PACIFIC GAS AND ELECTRIC CO	FY17 1369 *2730123841-9* 1/17
193	2/6/2017	00238485	244.34	V129169	PACIFIC GAS AND ELECTRIC CO	FY17 1369 *9709471543-6* 1/17
194	2/13/2017	00239262	22.50	V124770	U S BANK CORPORATE PAYMENT SYSTEMS	FY17 CC08 Fuel For Prius
195	2/13/2017	00239262	1,250.34	V124770	U S BANK CORPORATE PAYMENT SYSTEMS	FY17 CC08 Lodging G. Dondero
196	2/13/2017	00239262	202.89	V124770	U S BANK CORPORATE PAYMENT SYSTEMS	FY17 CC08 Travel Exp G Dondero
197	2/13/2017	00239262	1,408.66	V124770	U S BANK CORPORATE PAYMENT SYSTEMS	FY17 CC08 Office Equipment
198	2/14/2017	00004095	67,195.00	V127193	SANTA CRUZ BANK	2017 PP04 RTC PAYROLL
199	2/21/2017	00240344	533.00	V103374	MONTEREY BAY AIR RESOURCES DISTRICT	FY17 1396 March 2017 Rent
200	2/21/2017	00240344	18.00	V103374	MONTEREY BAY AIR RESOURCES DISTRICT	FY17 1396 Jan 2017 Rent Diff.
201	2/21/2017	00240344	18.00	V103374	MONTEREY BAY AIR RESOURCES DISTRICT	FY17 1396 Feb 2017 Rent Diff.
202	2/21/2017	00240345	6,713.60	V116953	RITTENHOUSE, LOUIS E	FY17 1397 March 2017 Rent
203	3/14/2017	00004142	66,730.00	V127193	SANTA CRUZ BANK	2017 PP06 RTC PAYROLL
204	3/16/2017	00243167	338.80	V13633	KONICA MINOLTA BUSINESS SOLUTION	FY17 1451 Copier Maint
205	3/16/2017	00243169	100.00	V124770	U S BANK CORPORATE PAYMENT SYSTEMS	FY17 CC09 Valley Womens Club
206	3/16/2017	00243169	15.99	V124770	U S BANK CORPORATE PAYMENT SYSTEMS	FY17 CC09 Monthly Serv. Fee
207	3/16/2017	00243164	177.00	V123011	COMMUNITY TELEVISION OF SANTA CRUZ COUN	FY17 1452 Mtg Coverage 1/19/17
208	3/16/2017	00243169	50.47	V124770	U S BANK CORPORATE PAYMENT SYSTEMS	FY17 CC09 Supplies
209	3/16/2017	00243169	206.00	V124770	U S BANK CORPORATE PAYMENT SYSTEMS	FY17 CC09 Internet 2/17
210	3/16/2017	00243168	264.96	V126191	SANTA CRUZ SENTINEL	FY17 1450 Workshop 1/8/17
211	3/16/2017	00243169	10.61	V124770	U S BANK CORPORATE PAYMENT SYSTEMS	FY17 CC09 Prius Fuel
212	3/16/2017	00243397	426.00	E670015	DONDERO II, GEORGE A	TRB CONFERENCE 1/7/17-1/13/17
213	2/28/2017	00004132	65,860.00	V127193	SANTA CRUZ BANK	2017 PP05 RTC PAYROLL
214	3/1/2017	00241431	221.85	V128780	MARMOL, MINA M	FY17 1437 Jan. Services
215	3/2/2017	00241433	144.00	V128472	ROTARY CLUB OF FREEDOM/FREEDOM ROTARY	FY17 1438 3rd Qtr Dues

	DATE POSTED	CHECK NUMBER	CHECK AMOUNT	VENDOR NUMBER	VENDOR NAME	TRANSACTION DESCRIPTION
216	3/2/2017	00241435	68.00	V129353	USER FRIENDLY COMPUTING INC	FY17 1439 RRM
217	3/2/2017	00241435	60.00	V129353	USER FRIENDLY COMPUTING INC	FY17 1439 Antispam
218	3/2/2017	00241435	1,432.00	V129353	USER FRIENDLY COMPUTING INC	FY17 1439 SCCRTC Contract
219	3/2/2017	00241435	87.50	V129353	USER FRIENDLY COMPUTING INC	FY17 1439 MOB
220	3/2/2017	00241436	489.18	V129353	USER FRIENDLY COMPUTING INC	FY17 1440 702295 Remote Serv.
221	3/2/2017	00241436	714.31	V129353	USER FRIENDLY COMPUTING INC	FY17 1440 702297 Remote Serv
222	3/2/2017	00241436	143.46	V129353	USER FRIENDLY COMPUTING INC	FY17 1440 RDP GUARD
223	1/3/2017	00004060	66,595.00	V127193	SANTA CRUZ BANK	2017 PP01 RTC PAYROLL
224	3/27/2017	00244389	26.00	V125845	DTJ CORP	FY17 1480 *581310*
225	3/27/2017	00244389	6.50	V125845	DTJ CORP	FY17 1480 *591019*
226	3/27/2017	00244382	59.00	V106571	BARITEAUS DRY CLEANING INC	FY17 1479 Linen Service 2/17
227	3/27/2017	00244390	536.47	V125883	ED BOGNER MECHANICAL INC	FY17 1478 New Thermostats
228	3/27/2017	00244386	21.86	V12280	COMCAST CABLE COMMUNICATIONS	FY17 1483 3/10-4/9/17
229	3/27/2017	00244397	69.72	V129353	USER FRIENDLY COMPUTING INC	FY17 1488 Contract Remote 1/26
230	3/27/2017	00244396	40.00	V7056	SANTA CRUZ AREA CHAMBER OF COMMERCE	FY17 1474 Fair Share Gift
231	3/28/2017	00004152	65,420.00	V127193	SANTA CRUZ BANK	2017 PP07 RTC PAYROLL
232	3/16/2017	00243400	64.80	E670010	SHULTZ, KIM	TRVEL TO/FROM RTC ATTORNEY'S O
233	3/27/2017	00244389	42.00	V125845	DTJ CORP	FY17 1480 *577680*
234	3/16/2017	00243397	160.99	E670015	DONDERO II, GEORGE A	AMBAG/TRB
235	3/20/2017	00243505	245.53	V129169	PACIFIC GAS AND ELECTRIC CO	FY17 1445 *2896790497-1* 2/17
236	3/20/2017	00243505	135.64	V129169	PACIFIC GAS AND ELECTRIC CO	FY17 1445 *5605123657-0* 2/17
237	3/20/2017	00243506	186.85	V129169	PACIFIC GAS AND ELECTRIC CO	FY17 1467 *9709471543-6*
238	3/20/2017	00243506	91.19	V129169	PACIFIC GAS AND ELECTRIC CO	FY17 1464 *2730123841-9*
239	3/23/2017	00244100	68.00	V129353	USER FRIENDLY COMPUTING INC	FY17 1465 RRM 3/17
240	3/23/2017	00244100	60.00	V129353	USER FRIENDLY COMPUTING INC	FY17 1465 ANTISPAM 3/17
241	3/23/2017	00244100	1,432.00	V129353	USER FRIENDLY COMPUTING INC	FY17 1465 SCCRTC CONTRACT 3/17
242	3/23/2017	00244100	87.50	V129353	USER FRIENDLY COMPUTING INC	FY17 1465 MOB 3/17
243	3/27/2017	00244379	79.57	V124475	AT&T MOBILITY	FY17 1482 1/29-2/28/17
244	3/27/2017	00244395	144.00	V128472	ROTARY CLUB OF FREEDOM/FREEDOM ROTARY	FY17 1489 2nd Qtr Dues
245	3/27/2017	00244396	495.00	V7056	SANTA CRUZ AREA CHAMBER OF COMMERCE	FY17 1474 Annual Membership
246	3/16/2017	00243169	1,067.76	V124770	U S BANK CORPORATE PAYMENT SYSTEMS	FY17 CC09 Office Equipment
247	3/20/2017	00243508	37.99	V11188	VERIZON WIRELESS	FY17 1455 8312521554
248	3/20/2017	00243508	38.01	V11188	VERIZON WIRELESS	FY17 1455 8313456441
249	3/20/2017	00243508	38.01	V11188	VERIZON WIRELESS	FY17 1455 8314211516
250	3/20/2017	00243507	217.28	V129729	THE MAYNARD GROUP INC	FY17 1464 *P232969*
251	3/20/2017	00243507	144.00	V129729	THE MAYNARD GROUP INC	FY17 1464 *P232970*
252	3/20/2017	00243500	150.00	V126183	APTOS CHAMBER OF COMMERCE	FY17 1470 Membership Dues
253	3/20/2017	00243504	21.86	V12280	COMCAST CABLE COMMUNICATIONS	FY17 1460 2/17 Cable Service
254	3/20/2017	00243503	372.10	V129185	CLEAN BUILDING MAINTENANCE COMPANY	FY17 1466 2/17 Janitorial Serv
255	3/20/2017	00243502	3,500.00	V128519	CAPITAL EDGE ADVOCACY INC	FY17 1468 3/17 Services
256	3/20/2017	00243501	275.00	V129780	CALIFORNIA ASSOCIATION OF COUNCILS	FY17 1463 Regional Leadership
257	3/20/2017	00243501	25.00	V129780	CALIFORNIA ASSOCIATION OF COUNCILS	FY17 1461 CDAC Registration
258	3/20/2017	00243501	475.00	V129780	CALIFORNIA ASSOCIATION OF COUNCILS	FY17 1462 Regional Leadership
259	3/16/2017	00243397	33.53	E670015	DONDERO II, GEORGE A	CDAC MTG 9/27/16 SACTO

	DATE POSTED	CHECK NUMBER	CHECK AMOUNT	VENDOR NUMBER	VENDOR NAME	TRANSACTION DESCRIPTION
260	3/16/2017	00243169	35.45	V124770	U S BANK CORPORATE PAYMENT SYSTEMS	FY17 CC09 RTC Mtg. Refresh.
261	2/13/2017	00239262	18.44	V124770	U S BANK CORPORATE PAYMENT SYSTEMS	FY17 CC08 RTC Mtg Refreshments
262	2/13/2017	00239262	6.49	V124770	U S BANK CORPORATE PAYMENT SYSTEMS	FY17 CC08 Late Charge
263	2/23/2017	00240732	50.00	V128666	MCPHERSON, BRUCE	FY17 1424 RTC Mtg 1/19/17
264	2/23/2017	00240726	50.00	V129874	EDWARD A BOTTORFF	FY17 1428 RTV Mtg 1/19/17
265	2/23/2017	00240725	50.00	V127620	CAPUT, GREG JOHN	FY17 1423 RTC Mtg 1/19/2017
266	2/23/2017	00240724	50.00	V33993	BERTRAND, JACQUES JEAN	FY17 1427 RTC Mtg 1/19/17
267	2/23/2017	00240729	50.00	V129873	JAMES MICHAEL DUTRA	FY17 1425 RTC Mtg 1/19/17
268	2/23/2017	00240731	100.00	V126197	LEOPOLD, JOHN LANDIS	FY17 1421 RTC MTG 1/5&1/19/17
269	2/23/2017	00240471	50.00	V129724	COONERTY, RYAN	FY17 1422 RTC Mtg. 1/19/2017
270	2/23/2017	00240730	50.00	V119076	JOHNSON, RANDY	FY17 1426 RTV Mtg 1/19/17
271	2/23/2017	00240727	100.00	V128650	FRIEND, ZACH	FY17 1420 RTC Mtg 1/5 &1/19/17
272	2/23/2017	00240728	50.00	V122881	HAGEN, DONALD NORMAN	FY17 1429 TPW 10/16
273	2/23/2017	00240728	50.00	V122881	HAGEN, DONALD NORMAN	FY17 1429 RTC 12/16
274	2/23/2017	00240728	50.00	V122881	HAGEN, DONALD NORMAN	FY17 1429 TC 1/17
275	1/26/2017	00237225	1,777.65	V124770	U S BANK CORPORATE PAYMENT SYSTEMS	FY17 CC07 Office Equipment
276	1/26/2017	00237386	12.48	V124770	U S BANK CORPORATE PAYMENT SYSTEMS	FY17 CC07 Office Supplies
277	1/20/2017	00236560	90.50	E670002	MENDEZ, LUIS P	JAN 2017 CALCOG MTG-SACRAMENTO
278	1/26/2017	00237386	26.14	V124770	U S BANK CORPORATE PAYMENT SYSTEMS	FY17 CC07 RTC Refreshments
279	1/26/2017	00237618	6.47	V124770	U S BANK CORPORATE PAYMENT SYSTEMS	FY17 CC07 CC Late Fee
280	2/6/2017	00238475	3,500.00	V128519	CAPITAL EDGE ADVOCACY INC	FY17 1381 Services 1/17
281	2/6/2017	00238471	298.80	V125807	ALPHAGRAPHICS PRINTSHOPS OF THE FUTURE	FY17 1384 1/17 RTC Packet
282	2/21/2017	00240145	50.00	V128666	MCPHERSON, BRUCE	FY17 1417 RTC MTG 12/16
283	2/21/2017	00240139	50.00	V129887	CYNTHIA MARTINE CHASE	FY17 1408 RTC Mtg. Dec. 2016
284	2/21/2017	00240343	50.00	V126179	LANE, DONALD ROGER	FY17 1415 RTC MTG 12/16
285	2/21/2017	00240146	50.00	V114917	NORTON, DENNIS RICHARD	FY17 1418 RTC MTG 12/16
286	2/21/2017	00240135	50.00	V127620	CAPUT, GREG JOHN	FY17 1409 RTC MTG 12/16
287	2/21/2017	00240142	50.00	V129873	JAMES MICHAEL DUTRA	FY17 1411 RTC MTG 12/16
288	2/21/2017	00240144	50.00	V126197	LEOPOLD, JOHN LANDIS	FY17 1416 RTC MTG 12/16
289	2/21/2017	00240141	50.00	V32194	HURST, LOWELL	FY17 1413 RTC MTG 12/16
290	2/21/2017	00240147	50.00	V31906	ROTKIN, MICHAEL E	FY17 1419 RTC MTG 12/16
291	2/21/2017	00240137	50.00	V129724	COONERTY, RYAN	FY17 1410 RTC MTG 12/16
292	2/21/2017	00240143	50.00	V119076	JOHNSON, RANDY	FY17 1414 RTC MTG 12/16
293	2/21/2017	00240140	50.00	V128650	FRIEND, ZACH	FY17 1412 RTC MTG 12/16
294	2/21/2017	00240134	3,500.00	V128519	CAPITAL EDGE ADVOCACY INC	FY17 1399 February Services
THIRD QUARTER TOTAL			<u>2,613,119.49</u>			

ATTACHMENT 2

SCCRTC
 QUARTERLY CREDIT CARD REPORT
 FY2016-2017 3RD QUARTER (December 24, 2016 - March 22, 2017)

Statement Date: 01/23/17

RTC Reporting Qtr: 3rd

PAYEE	DESCRIPTION	GEORGE	CATHY	YESENIA	TOTAL
Boardwalk Parking Santa Cruz CA	Parking fee, business mtg, SC Boardwalk, G Dondero, 01/03/17	5.00			5.00
American Air	Baggage fee, TRB, Washington DC, G Dondero, 01/08/17-01/12/17	25.00			25.00
Hitch Taxi DC Washington DC	Transportation, TRB, Washington DC, G Dondero, 01/08/17-01/12/17	17.84			17.84
American Air	Baggage fee, TRB, Washington DC, G Dondero, 01/08/17-01/12/17	25.00			25.00
Hitch Taxi DC Washington DC	Transportation, TRB, Washington DC, G Dondero, 01/08/17-01/12/17	21.05			21.05
Cambria Suites Washington, DC	Lodging, TRB, Washington DC, G Dondero, 01/08/17-01/12/17	1,250.34			1,250.34
ABM Parking San Jose Airp San Jose CA	Parking fee, TRB, Washington DC, G Dondero, 01/08/17-01/12/17	105.00			105.00
ABM Parking San Jose Airp San Jose CA	Parking fee, Self Help Counties Workshop meeting, G Dondero, 01/20/17	4.00			4.00
Cruzio Internet	Monthly Broadband Service fee for both RTC offices		206.00		206.00
Device Magic Inc	Monthly subscription for FSP data collecting		30.00		30.00
Stamps.com	Monthly service fee - December/January		15.99		15.99
New Leaf Market Santa Cruz CA	Refreshment for Unified Corridor Study Stakeholder meeting, 01/05/17		2.49		2.49
Office Depot	Office supplies		7.91		7.91
USPS Postage Stamps.com Washington DC	Replinish postage		497.00		497.00
Starbucks Store	Refreshment for RTC meeting, 01/05/17		15.95		15.95
Chevron Los Gatos	Refuel RTC Prius			22.50	22.50
DMI Dell	Office equipment, laptop charger			53.17	53.17
DMI Dell	Office equipment, laptop			1,355.49	1,355.49
US Bank	Late payment charge			6.49	6.49
Paid Items Subtotal		1,453.23	775.34	1,431.16	3,659.73
Jetblue - Salt Lake City	Fraudlent charge on 12/28/2016		50.00		50.00
Jetblue - Salt Lake City	Fraudlent charge on 12/28/2016		521.60		521.60
Disputed Item Subtotal (not paid)		-	571.60	-	571.60
STATEMENT TOTAL		1,453.23	1,346.94	1,431.16	4,231.33

Statement Date: 02/22/17

RTC Reporting Qtr: 3rd

PAYEE	DESCRIPTION	GEORGE	CATHY	YESENIA	TOTAL
Sharan Gills Café Pleasanton CA	Business lunch with L Mendez, G Dondero	31.64			31.64
Facebk	Facebook (Social Media) posts for Unified Corridor Study		50.07		50.07
247ergo.com	Office equipment, ergonomic chair, RTC staff		785.66		785.66
Device Magic Inc	Monthly subscription for FSP data collecting		30.00		30.00
Amazon Mktplace Pmts Amzn.com/bill WA	Office supplies, HDMI cables		25.47		25.47
Facebk	Facebook (Social Media) posts for Unified Corridor Study		50.10		50.10
Cruzio Internet	Monthly Broadband Service fee for both RTC offices - February		206.00		206.00
Facebk	Facebook (Social Media) posts for Unified Corridor Study		50.12		50.12
Facebk	Facebook (Social Media) posts for Unified Corridor Study		11.73		11.73
Stamps.com	Monthly service fee - January/February		15.99		15.99
Paypal *Valleywomen	Membership fee for Valley Womens Club, RTC staff		100.00		100.00
Facebk	Facebook (Social Media) posts for Unified Corridor Study		37.98		37.98
Rotten Robbie	Refuel RTC Prius			10.61	10.61
DMI Dell K-12/Govt	Office equipment, dock and Email-port replicator docking station			282.10	282.10
Nob Hill	Refreshments, RTC meeting, 02/02/17			21.00	21.00
Bagel Bakery and Café Watsonville CA	Refreshments, RTC meeting, 02/02/17			14.45	14.45
Fastrak CSC	Replinish toll account			25.00	25.00
STATEMENT TOTAL	<i>Paid Items Subtotal</i>	31.64	1,363.12	353.16	1,747.92
Jetblue	Credit for fraudulent charges		(50.00)		(50.00)
Jetblue	Credit for fraudulent charges		(521.60)		(521.60)
	<i>Disputed Charges - Credit from Bank (not paid in 1/2017 statement)</i>		(571.60)		(571.60)
ADJUSTED STATEMENT TOTAL		31.64	791.52	353.16	1,176.32

Statement Date: 03/22/17

RTC Reporting Qtr: 3rd

PAYEE	DESCRIPTION	GEORGE	CATHY	YESENIA	TOTAL
Café Mare Santa Cruz	Business lunch, Glen Schaller, Andy Hartmann, G Dondero, 02/22/17	15.55			15.55
Santa Cruz Chamber of Com	Santa Cruz Chamber Luncheon, G Dondero, 02/28/17	49.00			49.00
Amtrak.com	Transportation, round-trip, to/from Sacramento, G Dondero, 02/27/17 (CD/	68.00			68.00
Uber US Feb27 W37FT Help.Uber.com CA	Transportation from Amtrak station to Capitol Bldg, G Dondero, 02/27/17 (C	5.20			5.20
Uber US Feb27 LYTKA Help.uber.com CA	Transportation from Capitol Bldg to Amtrak station, G Dondero, 02/27/17 (C	5.12			5.12
76 - Laguna Blvd 76 Elk Grove CA	Refuel RTC Prius (Legislative Central Coast Coalition) 3/7/17	23.51			23.51
Chevron	Refuel RTC Prius (Legislative Central Coast Coalition) 3/7/17	6.80			6.80
EB 2017 California PA	Registration, 2017 California Passenger Rail Summit, G Dondero, 02/18/17	200.00			200.00
Inn Off Capitol Park Sacramento CA	Lodging, G Dondero, 03/7/17 (Legislative Central Coast Coalition)	210.79			210.79
Inn Off Capitol Park Sacramento CA	Lodging, R Moriconi, 03/7/17 (Legislative Central Coast Coalition)	136.85			136.85
APTA	American Public Transportation Association, membership renewal, G Donde	356.00			356.00
Cruzio Internet	Monthly Broadband Service fee for both RTC offices - March		206.00		206.00
Amazon Mktplace Pmts Amzn.com/bill WA	RTC office supplies, RTC conference room		45.38		45.38
Device Magic Inc.	Monthly subscription for FSP data collecting		30.00		30.00
Brinks Awards & Signs Santa Cruz CA	New Commissioner's & RTC staff nameplates		113.92		113.92
The Home Depot	RTC tool box supplies		21.57		21.57
Stamps.com	Monthly service fee - February/March		15.99		15.99
CA Trails Conf	Registration, California Trails & Greenways 2017, C Caletti, 04/19/17-04/20/17 (MBSST)		350.00		350.00
Amazon Mktplace Pmts Amzn.com/bill WA	RTC office supplies, Ergonomic Mouse		83.04		83.04
American Café	Refreshments, RTC meeting, 03/02/17		21.75		21.75
www.newegg.com	RTC office supplies, Wireless mouse receiver		10.03		10.03
Amazon Mktplace Pmts Amzn.com/bill WA	RTC library resource: <i>Extreme Government Makeover</i>		31.06		31.06
California Special Distr	Registration, Commissioner Orientation webinar			55.00	55.00
EIG Dotster	Annual registration for RTC website			52.47	52.47
EIG Dotster	Annual registration for RTC website			52.47	52.47
DMI Dell K-12/Govt	RTC office equipment, laptop			1,369.67	1,369.67
DMI Dell K-12/Govt	RTC office equipment, docking station			135.63	135.63
York Framing Gallery Santa Cruz	RTC office supplies, certificate frame			44.04	44.04
DMI Dell K-12/Govt	Credit for return of RTC office equipment, docking station			(130.50)	(130.50)
CTC ConstantContact.com	Renewal of Constant Contact email newsletter service			546.00	546.00
DMI Dell K-12/Govt	RTC office equipment, laptop			1,505.30	1,505.30
US Bank	Late payment charge			5.63	5.63
STATEMENT TOTAL		1,076.82	928.74	3,635.71	5,641.27
THIRD QUARTER TOTAL		2,561.69	3,067.20	5,420.03	11,048.92

TO: Budget & Administration/Personnel (B&A/P) Committee

FROM: Luis Pavel Mendez, Deputy Director

RE: Amendment to the Regional Transportation Commission's (RTC) Rules and Regulations and Administrative and Fiscal Policies

RECOMMENDATIONS

Staff recommends that the Budget and Administration/Personnel (B&A/P) Committee:

1. Review the attached (Attachments 1 and 2) draft revised RTC Rules and Regulations and draft revised RTC Administrative and Fiscal Policies; and
 2. Recommend that the RTC approve the revised RTC Rules and Regulations and Administrative and Fiscal Policies.
-

BACKGROUND

The RTC's Rules and Regulations serve as the bylaws for the Commission and its committees, puts forth local rules for Transportation Development Act (TDA) administration, and includes other administrative policies and procedures. The RTC last amended its Rules and Regulation in 2014. RTC staff is proposing amendments due to recent legal changes and needs for clarification.

In 2006, prior to becoming autonomous from Santa Cruz County, the RTC established administrative and fiscal policies. Due to changes in RTC business, the administrative and fiscal policies need to be updated.

DISCUSSION

The proposed draft amended Rules and Regulations (Attachment 1) and proposed draft amended Administrative and Fiscal Policies (Attachment 2) show changes in underline and ~~strikethrough~~ format.

RTC Rules and Regulations

Senate Bill (SB) 508, which was approved in 2016 made several changes that affect the Transportation Development Act. These include changes to efficiency requirements of transit operators, to bike and pedestrian provisions and to State Transit Assistance provisions. In addition, the federal Fixing America's Surface Transportation (FAST) Act made some changes to federal funding programs. Changes made by SB508 and the FAST Act are incorporated into the proposed draft RTC Rules and Regulations.

In addition, clarifications and updates are proposed to several sections including:

1. II.D – Members' Reimbursement for Expenses
2. II.I – Presiding at Meetings
3. II.O – Attendance at Meetings
4. Exhibit 2 – Bylaws for Commission Committees
5. Exhibit 3 – Bicycle Advisory Committee
6. Exhibit 6 – Technical Advisory Committee
7. Exhibit 7 – Transportation Policy Workshop
8. Exhibit 8 – SCCRTC Document Distribution and Pricing Policy
9. Exhibit 10 – SCCRTC's Monitoring Assistance Program for State and Federally Funded Projects

Further changes to the RTC's Rules and Regulations may be necessary relatively soon due to continued statewide discussions and legislation regarding the State Transit Assistance (STA) program continue. In addition, the RTC may want to incorporate some Measure D items such as bylaws for the Measure D oversight committee once they have been approved.

RTC Administrative and Fiscal Policies

RTC staff proposes changes to the Executive Director's spending authority and out of state travel provisions of the RTC Administrative and Fiscal Policies. The Executive Director's spending authority of \$15,000 was established even before the RTC Administrative and Fiscal Policies were approved in 2006. Since then, the cost of items and services has increased and the need and the responsibilities of the RTC have evolved. Therefore, staff proposes two levels of spending authority for the Executive Director. Expenditures for single level transaction increase from \$15,000 to \$25,000 without further RTC Board action and the second level of up to \$50,000 with concurrence of the RTC Chair. Pursuant to Commissioners direction, the out of state travel provision would be eliminated. Commissioners noted that if the RTC establishes a budget for travel then it should be the staff responsibility to manage that budget for travel within the state or out of state as necessary consistent with the mission and needs of the RTC.

Staff recommends that the B&A/P Committee review the attached (Attachments 1 and 2) draft RTC Rules and Regulations and draft Administrative and Fiscal Policies, and recommend that the RTC approve the proposed changes.

SUMMARY

The RTC's Rules and Regulation serve as the bylaws for the RTC and they have not been revised since 2014. The RTC Administrative and Fiscal Policies have not been revised since they were establishes in 2006. Due to a variety of changes in law and need for clarification and update, it is necessary to amend the RTC Rules and Regulations and Administrative and Fiscal Policies. Staff recommends that the B&A/P Committee review the proposed changes and recommend that the RTC approve the revised documents.

Attachments:

1. Draft Revised RTC Rules and Regulations
2. Draft Revised RTC Administrative and Fiscal Policies

ATTACHMENT 1

DRAFT

SANTA CRUZ COUNTY
REGIONAL TRANSPORTATION COMMISSION

Rules & Regulations

~~Revised August 7, 2014~~ Draft 5/11/2017

I.



**Santa Cruz County
Regional Transportation Commission**
1523 Pacific Avenue
Santa Cruz, California 95060
(831) 460-3200
www.sccrtc.org
info@sccrtc.org

SANTA CRUZ COUNTY
REGIONAL TRANSPORTATION COMMISSION

RULES AND REGULATIONS

SANTA CRUZ COUNTY
REGIONAL TRANSPORTATION COMMISSION

RULES AND REGULATIONS

I.	INTRODUCTION	1
A.	General.....	1
B.	Consistency with Memoranda of Understanding.....	1
II.	GENERAL RULES AND REGULATIONS.....	2
A.	Name and Purpose	2
B.	Membership	2
C.	Time and Place of Meetings	2
D.	Members' Reimbursement for Expense	3
E.	Election of Chair.....	3
F.	Staff.....	3
G.	Agenda	3
H.	Public Hearings.....	4
I.	Chair to Preside.....	4
J.	Quorum and Voting	4
K.	Reading of Minutes.....	5
L.	Rules of Debate.....	5
M.	Method of Voting & Recording Votes.....	5
N.	Abstaining from Voting	5
O.	Attendance at Meetings.....	5
P.	Adoption and Revision of Rules	5
Q.	Establishment of Committees	6
R.	Committee Bylaws.....	6
S.	Public Comment.....	6
T.	Conflict of Interest Code.....	6
III.	PROCEDURE FOR ESTABLISHING ANNUAL TRANSPORTATION DEVELOPMENT ACT FUND APPORTIONMENTS	6
A.	Annual Revenue Estimates	6
B.	Budget and Apportionment Schedule	7
C.	Appropriation Priorities	7
D.	Budget and Apportionment Revisions	8
E.	Transportation Development Act and RTC Reserve Funds	8
F.	Transportation Development Act Surplus	9
G.	Special Allocations	9
H.	Transportation Development Act Funding Shortfall	9
I.	Apportionments - Unclaimed.....	9
IV.	CLAIMS FOR TDA ADMINISTRATION AND PLANNING PROGRAM FUNDS (ARTICLES 3 AND 8)	10
A.	Submission of Claims	10
B.	Claims by the Santa Cruz County Regional Transportation Commission for TDA Funds	10

SANTA CRUZ COUNTY
REGIONAL TRANSPORTATION COMMISSION

RULES AND REGULATIONS

V.	CLAIMS FOR PUBLIC TRANSPORTATION FUNDS: TRANSPORTATION DEVELOPMENT ACT (TDA) ARTICLE 4 CLAIMS AND STATE TRANSIT ASSISTANCE (STA) CLAIMS	10
A.	Submission of Claims	10
B.	Claims by the Santa Cruz Metropolitan Transit District	11
C.	Claims for Research and Demonstration Projects	11
VI.	BICYCLE AND PEDESTRIAN FACILITIES AND OTHER CLAIMS FOR TRANSPORTATION DEVELOPMENT ACT (TDA) FUNDS (ARTICLES 3 & 8)	13
A.	General.....	13
B.	Eligible Claimants.....	13
C.	Claims for Article 8 Funds.....	13
D.	Conditions for Approval	14
E.	Criteria for Article 8 Claims	14
F.	Commission and Committee Review.....	16
G.	Disbursements.....	17
H.	Appeal.....	17
I.	Amount of Claim	17
J.	Approved Claims	18
K.	Interest.....	18
VII.	TRANSPORTATION DEVELOPMENT ACT (TDA) CLAIMS FOR SPECIALIZED TRANSPORTATION SERVICES (ARTICLE 8)	18
A.	Submission of Claims	18
B.	Claims for Specialized Transportation.....	18
C.	Commission and Committee Review.....	19
D.	Disbursements.....	19
E.	Appeal.....	19
F.	Amount of Claim	20
G.	Approved Claims	20
VIII.	THE REGIONAL TRANSPORTATION IMPROVEMENT PROGRAM (RTIP)	20
A.	General.....	20
B.	Eligible Applicants.....	21
C.	Eligible Projects/Programs.....	21
D.	Project Application and Programming Process	21
E.	Amendments to the Approved Program	23
F.	Reimbursement for RSTP/ STBG or STIP Funds	24
G.	Project Monitoring/Assistance Program (<i>Adopted by RTC 8/6/98</i>).....	24
IX.	FEDERAL APPORTIONMENT (STP) EXCHANGE PROGRAM	25
A.	General.....	25

SANTA CRUZ COUNTY
REGIONAL TRANSPORTATION COMMISSION

RULES AND REGULATIONS

B.	Eligible Claimants.....	25
C.	Eligible Uses of Funds.....	25
D.	Accrued Interest on RSTP Exchange Funds.....	25
E.	Disbursement Procedure for Federal Apportionment Exchange Program	26
F.	Return of Exchange Funds.....	26
G.	Advance Delivery of RSTP Exchange Projects (<i>Resolution 24-06</i>).....	26
X.	ENVIRONMENTAL REVIEW GUIDELINES.....	28
A.	Lead Agency	28
B.	Guidelines	28
XI.	DOCUMENT DISTRIBUTION AND PRICING	29
A.	Document Distribution.....	29
B.	Document Pricing	29

SANTA CRUZ COUNTY
REGIONAL TRANSPORTATION COMMISSION

RULES AND REGULATIONS

EXHIBITS29

1. SCCRTC Committees29

2. By laws for Commission Committees31

3. Bicycle Advisory Committee.....37

4. Budget and Administration/Personnel Committee39

5. Elderly and Disabled Transportation Advisory Committee.....41

6. Interagency Technical Advisory Committee45

7. Transportation Policy Workshop47

8. SCCRTC Document Distribution and Pricing Policies49

9. SCCRTC Conflict of Interest Code53

10. SCCRTC Monitoring/Assistance Program for State and Federally
Funded Projects.....57

11. Rosenberg’s Rules of Order.....59

ADOPTED MAJOR REVISION SEPTEMBER 1979

REVISED DECEMBER 1980

REVISED NOVEMBER 1982

REVISED AUGUST 1984

REVISED JANUARY 1985

REVISED JANUARY 1989

REVISED FEBRUARY 1991

REVISED MARCH 1993

REVISED MAY 1994

REVISED MAY 1995

REVISED FEBRUARY 1996

REVISED SEPTEMBER 1997

REVISED NOVEMBER 2001

REVISED JANUARY 2002

REVISED NOVEMBER 2004

REVISED DECEMBER 2004

REVISED MARCH 2006

REVISED APRIL 2014

REVISED AUGUST 2014

REVISED ???

H.I. INTRODUCTION

A. General

1. These rules establish the regulations and procedure for the conduct of all meetings of the Santa Cruz County Regional Transportation Commission and its committees.
2. These rules and regulations provide for the implementation of the Transportation Development Act (TDA) of 1971 as amended. They are intended solely to interpret, make specific and otherwise carry out provisions of legislation and to be subject to it, and are in no way intended to be inconsistent therewith.
3. These rules and regulations delineate procedures for submittal of claims for TDA funds. Pursuant to Public Utilities Code (PUC) Section 99261 and 99401, these rules delineate specific procedures for submission of claims for bicycle and pedestrian facilities and other claims for funds as outlined in P.U.C Sections 99234 and 99400, respectively, and for other claims as specified. The rules for all other Transportation Development Act claims are generally defined herein and specifically defined in the California Code of Regulation under Title 21, Division 3, Chapter 2, titled “Transportation Development,” and incorporated by reference as a part of these rules and regulations.
4. These rules and regulations outline administrative procedures for administering the funding programs of the federal transportation act (most recently named “Moving Ahead for Progress in the 21st Century” (MAP 21)) as included in Title 23 of the United States Code and implemented by state funding programs.

B. Consistency with Memoranda of Understanding

These rules and regulations are intended to complement and be consistent with the Commission’s Administrative and Fiscal Policies, Memoranda of Understanding which the Commission has entered into with staff bargaining units, with the County of Santa Cruz for the provision of support services, and with the Association for Monterey Bay Area Governments, CALTRANS, the Santa Cruz Metropolitan Transit District, and other agencies delineating regional transportation planning and programming responsibilities.

III. II. GENERAL RULES AND REGULATIONS

A. Name and Purpose

The Santa Cruz County Regional Transportation Commission for the area within its boundaries is the Regional Transportation Planning Agency as established pursuant to Government Code Section 67940 and 67941.

The Santa Cruz County Regional Transportation Commission has also been designated as the Service Authority for Freeway Emergencies for Santa Cruz County, pursuant to Streets and Highways Code Sections 2550 to 2559.

B. Membership

1. Consistent with Government Code Section 67940 (b), membership of the Commission is composed of all five members of the Santa Cruz County Board of Supervisors, one member appointed by each of the cities of the county and three members appointed by the Santa Cruz Metropolitan Transit District.
2. The appointing authority, for each regular member, and the Santa Cruz County Board of Supervisors for each of its members, may appoint an alternate member to serve in the place of the regular member. Alternate members may act and vote as any regularly appointed member. The Secretary shall keep a list indicating composition of the Commission.
3. The District Director of the State Department of Transportation District in which Santa Cruz County is located, or the director's designated alternate, shall serve as an ex-officio representative to the Commission.

C. Time and Place of Meetings

1. The Commission shall hold regular monthly meetings on the first Thursday of each month in Santa Cruz County, except in the month of July.
2. The Commission shall hold monthly Transportation Policy Workshop meetings on the third Thursday of each month, as needed, as detailed in Exhibit 7.
3. All meetings of the Commission, and its committees shall be held in conformity with the provisions of the Ralph M. Brown Act specified in Sections 54950 through 54963 of the Government Code, and all subsequent amendments thereto.

D. Members' Reimbursement for Expense

The members shall serve without compensation, and shall receive reimbursement for actual and necessary expenses incurred in connection with the performance of their duties; provided; however, that in lieu of such reimbursement for attendance at Commission and Committee meetings, each member of the Commission who is not on the staff of an appointing agency shall receive a per diem of \$50 for attendance at Commission meetings, \$50 per month for attendance at one or more Commission committee meetings, not to exceed \$100 per month per member, plus the necessary traveling expenses as may be authorized by the Commission. The Commission shall pay all costs, pursuant to this section.

E. Election of Chair

The Commission shall, at its regular meeting in December of each year, choose one of its members to serve as Chair and one of its members to serve as Vice Chair, to serve for one year, beginning in January, or until the election of their successors.

Should the office of Chair or Vice Chair become vacant, the Commission shall, at the meeting at which the vacancy occurs, choose a successor to fill the vacancy for the balance of that year, or until the election of a successor.

F. Staff

1. The Executive Director is appointed by and serves at the pleasure of the Commission. All other staff appointments are made by the Executive Director in consultation with the appropriate manager and consistent with the Commission's Human Resources Policies.
2. The performance of the Executive Director shall be evaluated by the Regional Transportation Commission once every year. The Commission shall include a summary of their written evaluation in the Executive Director's Personnel file.

G. Agenda

1. All reports, communications, resolutions, or other matters to be submitted to the Commission and included in the meeting packet should be submitted to the Executive Director not later than 5 pm on the Friday, thirteen days preceding a regular Commission meeting. Materials that are relevant to an agenda item and are received by noon on the day before the meeting will be copied by RTC staff and distributed at the meeting on the following day. Members of the public may provide materials for distribution at the meeting.

2. The Executive Director shall arrange the agenda and shall make a copy available to each member of the Commission, to all the cities within Santa Cruz County, to the Santa Cruz Metropolitan Transit District, to the County Counsel, to the County of Santa Cruz, and to the public at least 72 hours prior to the meeting.
3. Consistent with the provisions of the Ralph M. Brown Act, Government Code Sections 54950 through 54963, no action or discussion shall be undertaken on any item not appearing on the posted agenda except that members of the Commission may briefly respond to statements made or questions posed by persons exercising their public testimony rights or ask a question for clarification, refer the matter to staff or to other resources for factual information, or request staff to report back at a subsequent meeting concerning any matter. Notwithstanding the foregoing, action may be taken on an item of business not appearing on the posted agenda upon a determination by a two-thirds vote of the membership of the Commission, or if less than two-thirds of the members are present, by unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the Commission subsequent to the agenda being posted.

H. Public Hearings

All public hearings scheduled by the Commission shall be identified as such in the agenda. Notice of a public hearing shall be published in newspapers of general circulation or be sent via e-mail announcements at least 10 days in advance of the hearing. The newspapers selected shall serve the area affected by the item under consideration. Staff will make available in its offices the information provided to the Commission of the item and, as appropriate, distribute that information to the public library system.

I. ~~Chair to~~ Presiding at Meetings

The Chair shall preside at the meeting of the Commission. If s/he is absent or unable to act, the Vice Chair shall serve until the Chair returns or is able to act. The Vice Chair has all of the powers and duties of the Chair while acting as Chair. The Vice Chair shall preside at the TPW meetings and if the Vice Chair is absent, the Chair shall preside at the TPW meetings. If both the Chair and the Vice-Chair are absent from a meeting, the Executive Director shall open the meeting and the Commission shall elect a Chair to preside only at that meeting.

J. Quorum and Voting

A majority of the voting members of the Commission shall constitute a quorum for the transaction of business. No act of the Commission shall be valid unless at least a majority of members present and casting votes on the item concur therein.

K. Reading of Minutes

Minutes may be approved on the consent agenda and shall include all “aye” and “no” votes and abstentions on all actions of the Commission.

L. Rules of Debate

1. The Chair or such other member of the Commission as may be presiding may move, second, and debate from the Chair, subject only to such limitations of debate as are by these rules imposed on all members; and s/he shall not be deprived of any of the rights and privileges of a commissioner by reason of her/his acting as the presiding officer.
2. Every member desiring to speak shall address the Chair; and, upon recognition by the presiding officer, shall confine him/herself to the question under debate.
3. Notwithstanding Sections II.L.1 and II.L.2, the meetings are to be conducted in accordance with the principles of Rosenberg’s Rules of Order (see Exhibit 11).

M. Method of Voting & Recording Votes

Voting on all motions, claims or resolutions may be done with a voice vote. Any Commissioner may request a vote by hand or roll call on any item. All “aye” and “no” votes and abstentions shall be recorded accurately and recorded in the minutes of the meeting.

N. Abstaining from Voting

A commissioner may abstain from voting.

O. Attendance at Meetings

Commissioners unable to attend meetings should make arrangements with their designated alternate to attend. Should any commissioner or alternate commissioner be absent for three consecutive regular meetings of the Commission without valid excuse, the Chair of the Commission shall, through the Executive Director, notify the appointing authority of such unexcused absences.

P. Adoption and Revision of Rules

All rules promulgated by the Commission, and all revisions of these rules, must be approved by a two-thirds vote of the members present.

Q. Establishment of Committees

The Commission shall have the authority to establish temporary and permanent Commission and advisory committees. Current committees are shown in Exhibit 1. Procedures for appointment to permanent advisory committees and the charge to such committees shall be established and maintained through committee bylaws approved by the Commission. Annual Commissioner appointments to committees shall be made at the March Commission meeting by the Chair with concurrence of the Commission (Exhibit 2). When a Commissioner vacancy on a Committee is created, the Commission Chair shall make an interim appointment with concurrence of the Commission at the next meeting.

R. Committee Bylaws

Permanent Commission Committees shall operate under the bylaws included as Exhibit 2.

S. Public Comment

At the beginning of each meeting, the Commission shall allow members of the public the opportunity to provide oral communications regarding items under the Commission's jurisdiction, which are not on the Commission's regular agenda, for a period not to exceed limits established by the Commission Chair. A copy of each letter from the public on policy issues shall be ~~provided~~ made available to the Commission for the next regular meeting of the Commission, in accordance with the timing in II.G.1.

T. Conflict of Interest Code

Commissioners and designated staff are subject to the Conflict of Interest Code included as Exhibit 9.

~~IV.~~ III. PROCEDURE FOR ESTABLISHING ANNUAL TRANSPORTATION DEVELOPMENT ACT FUND APPORTIONMENTS

A. The TDA provides two funding sources:

1. Local Transportation Fund (LTF), which is derived from a ¼ cent of the general sales tax collected statewide.
2. State Transit Assistance fund (STA), which is derived from the statewide sales tax on diesel fuel.

A-B. Annual Revenue Estimates

1. By December 31, the Auditor-Controller shall provide the Commission with an estimate of Transportation Development Act ~~LTF~~ revenue for the ensuing

fiscal year. This estimate shall include both new revenue and interest revenue. The Commission may also request the Auditor-Controller to provide the Commission with an estimate of the moneys expected to remain in the Local Transportation Fund at the end of the current fiscal year after all allocations are honored (California Administrative Code Section 6620).

~~1.2.~~ The STA funds are appropriated by the Legislature to the State Controller's Office (SCO). The SCO allocates 50% of STA revenues, by population formula to regional planning agencies and 50% to transit agencies according to operator revenues from the prior fiscal year. The SCO provides estimates of STA funds anticipated to be available in the upcoming fiscal year, based on the state budget. STA allocations are deposited in the RTC's STA fund.

B.C. Budget and Apportionment Schedule

The staff shall prepare and the Commission shall adopt a Budget and Apportionment Schedule for the next fiscal year at its March meeting. The Budget will be based upon the estimate of the Auditor-Controller and priorities in allocating funds specified in Public Utilities Code Section 99233 and 99313 and in these rules and regulations.

C.D. Appropriation Priorities

Priorities for public transportation and other appropriations of Transportation Development Act LTF funds will be based on the following:

1. Consistent with Public Utilities Code (PUC) Section 99230 pertaining to allocation, 99233 pertaining to allocation purposes, 99233.1 pertaining to administration, PUC Section 99233.2 pertaining to planning and programming, PUC Section 99233.9 pertaining to miscellaneous transportation allocations, PUC Section 99400 pertaining to claim purposes and PUC Section 99402 pertaining to the transportation planning process; there shall be allocated to the Commission from the Local Transportation Fund such sums as are necessary to administer the provisions of the Transportation Development Act and to accomplish the Commission's annual work program including, but not limited to, expenditures for audits, legal and accounting services, office expense and transportation planning and professional services, as specified in Section IV. The intent of these allocations is to share the cost of regional transportation planning proportionately among all eligible claimants.
2. Consistent with PUC Sections 99233.8 and 99260 pertaining to Public Transportation (Article 4), eighty-five and one half percent of the remaining LTF funds, after making appropriations according to Section III.C.1 above, shall be appropriated to the Santa Cruz Metropolitan Transit District for public transportation purposes, as specified in Section V.

3. Consistent with PUC Section 99400(c) pertaining to Article 8 special transportation assistance claims, eight and four tenths percent of the remaining LTF funds, after making appropriations according to Section III.C.1 above, shall be appropriated to the Consolidated Transportation Services Agency for specialized transportation services, as specified in Section VII.
4. Consistent with PUC Section 99400(c) pertaining to Article 8 special transportation assistance claims, one percent of the remaining LTF funds, after making appropriations according to Section III.C.1 above, shall be appropriated to the Volunteer Center for specialized transportation services.
5. Consistent with PUC Sections 99400(a) pertaining to Article 8 claims for projects for use by pedestrians and bicycles and 99402 pertaining to the transportation planning process, the remaining fund, after the above appropriations have been made, shall be appropriated ~~to demonstration projects, and~~ to the County of Santa Cruz and the cities in the County proportionately, according to their population as last certified by the California Department of Finance, for bikeway, pedestrian and other projects as specified in Section V.C.
6. Section 99400(c) of the Public Utility Code (PUC) allows STA to pay for administrative cost related to transportation services under contract. Section 6731(b) of the California Code of Regulations (CCR) also allows STA to pay for administrative services by operators under contract to provide transportation services.

D-E. Budget and Apportionment Revisions

The Commission's Budget and Apportionment Schedule and Work Program may be revised at any regular meeting to adjust for new information or work program amendments.

E-F. Transportation Development Act LTF and RTC Reserve Funds

1. The Commission shall maintain a Transportation Development Act LTF Reserve Fund of at least 8% of the annual revenue estimate. Should the reserve be depleted due to a deficit in TDA revenues or a special allocation in any fiscal year, new TDA revenues from subsequent years shall be allocated to the Reserve Fund as the first priority.
2. The Commission shall maintain a general RTC reserve fund of at least 30% of the RTC's operating budget, of which 8% shall be used as a cash

flow reserve and 22% shall be restricted reserve. TDA surplus funds used to build this reserve shall be spent consistent with TDA requirements.

F.G. Transportation Development Act Surplus

Any surplus funds remaining in the Local Transportation Fund, after accounting for an adequate reserve, shall be reported to the Commission and appropriated by the Commission during its fall budget. The intention of this provision is to maintain the allocation priorities established in Section III.C. above; however, the Commission retains flexibility to appropriate a portion of the surplus to reserves or other high priority activities by special allocation.

G.H. Special Allocations

1. The Commission may use a portion of the Reserve Fund for a special allocation to a high priority project for which other funds are not available if the special allocation is accompanied by a plan to rebuild the Reserve Fund to the 8% target level in the following fiscal year.
2. The Commission may conduct a call for projects for special allocations.
3. Special allocations must be consistent with the Transportation Development Act and these Rules and Regulations.

H.I. Transportation Development Act Funding Shortfall

TDA shortfall is defined as a shortfall in actual revenues available in the Local Transportation Fund in relation to the estimated TDA revenue for a fiscal year. This includes new TDA revenues and interest earnings in that fiscal year and funds available in the TDA Reserve Fund. It excludes unclaimed allocations from prior years. If in any fiscal year there is a TDA shortfall, this shortfall shall be applied to claimants proportionate to their share of the total TDA apportionment in the fiscal year in which the shortfall occurred. Their claims for the subsequent fiscal year will then be reduced by their proportionate share of the prior year's shortfall. The TDA allocation adjustment for the following fiscal year budget shall occur at the August Commission meeting. If, however, the Commission determines that there is an emergency situation with regard to cash flow in the Local Transportation Fund, the TDA allocation adjustment may be made in the fiscal year in which the shortfall occurred.

I.J. Apportionments - Unclaimed

Annual Article 8 or Article 4 apportionments not claimed shall be carried over from year to year, and may be later claimed by the appropriate applicant.

IV. CLAIMS FOR TDA ADMINISTRATION AND PLANNING PROGRAM FUNDS
(ARTICLES 3 AND 8)

A. Submission of Claims

The Transportation Development Act applicable California Administrative Code Title 21, Chapter 3, subchapter 2, provides regulations for the submission of claims for administration of the Transportation Development Act and for conduct of the transportation planning and programming process by the designated Regional Transportation Planning Agency, the Santa Cruz County Regional Transportation Commission.

B. Claims by the Santa Cruz County Regional Transportation Commission for TDA Funds

1. Claims for Transportation Development Act Administration may be filed by the Santa Cruz County Regional Transportation Commission Executive Director. Allowable expenses include but are not limited to legal fees, audits, postage, duplicating, office expense and staff work on administration functions.
2. Claims for the transportation planning and programming process to be conducted by the Santa Cruz County Regional Transportation Commission may be filed by the Santa Cruz County Regional Transportation Commission Executive Director. Allowable expenses include but are not limited to short and long range multi-modal transportation planning, transportation improvement programming, transportation monitoring, bicycle and pedestrian planning and safety education, specialized transportation planning, transportation systems management, budget and work program development, plan coordination, and public information, consistent with the Commission's adopted annual work program and budget. The Commission may, at its discretion, contract with other entities to accomplish portions of its adopted work program.

V. CLAIMS FOR PUBLIC TRANSPORTATION FUNDS: TRANSPORTATION DEVELOPMENT ACT (TDA) ARTICLE 4 CLAIMS AND STATE TRANSIT ASSISTANCE (STA) CLAIMS

A. Submission of Claims

The Transportation Development Act and the applicable California Administration Code Title 21, Chapter 3, subchapter 2, provide regulations for the submission of claims for Public Transportation. By this reference, they are incorporated in the rules and regulations of the Santa Cruz County Regional Transportation Commission.

B. Claims by the Santa Cruz Metropolitan Transit District

1. Claims may be filed under PUC Sections 99260 and 99313 for the support of public transportation systems and for aid to public transportation research and demonstration projects by the Santa Cruz Metropolitan Transit District, consistent with the Commission's adopted budget and work program.
2. In accordance with Transportation Development Act regulations, Public Utilities Code (PUC) Section 6645 (relating to operators in urbanized and non-urbanized areas), the Transit District shall meet ~~1) a ratio of fare revenue to operating cost of no less than 15% and 2) a ratios (farebox recovery ratio) of fare revenue plus local support to operating cost shall be as established by set forth by state law, and show different ratios for urban and rural service. Public Utilities Code Section 6633.2. The size and density of the service area as well as the proportion of the ridership that is transit dependent have been considered prior to the adoption of this ratio.~~
3. The Transit District shall submit a written report of its current and upcoming activities along with its annual claim, including planned productivity improvements.
4. The annual claim shall be submitted utilizing the SCCRTC's TDA Claim Form.
5. The Commission shall transfer one-quarter of the Transit District's annual TDA allocation by the last day of October, January, April and July, subject to the availability of TDA funds.

C. Claims for Research and Demonstration Projects

1. The RTC may elect to designate a portion of TDA revenues for research and/or demonstration projects. Claims for TDA funds for research and demonstration projects may include funds for all tasks associated with the planning, design, construction, operation and maintenance of a project (or program). Claims for these purposes will be analyzed and evaluated on the basis of the following criteria:
 - a. The potential of the project to meet the intent of the Regional Transportation Plan and the Transportation Development Act.
 - b. The transferability or applicability of the project on a countywide, regional, and statewide basis.
 - c. A well-defined measure of success or completion of the project.

- d. The amount of funding available for projects of this nature.
 - e. The availability of other funding sources for the proposed project.
 - f. The degree to which the project is coordinated with existing projects.
2. The claim shall be accompanied by the following data:
- a. Description of the project.
 - b. Justification for the project, including a statement regarding its consistency with and relationship to the Regional Transportation Plan.
 - c. The anticipated schedule and time period of the proposed project. A maximum two-year period is encouraged, but this may vary according to the nature of the project. The determined time period should be included as a condition of claim approval.
 - d. Estimated cost of the project, including percent to be funded by the Commission and sources of other funding.
 - e. Proposed funding for continuation of the project should it prove successful.
3. Process
- a. The Transportation Commission may conduct a call for projects.
 - b. Review by one or more SCCRTC committee(s) may be required for certain projects.
 - c. After Commission approval, the claimant and the Transportation Commission shall sign a grant acceptance agreement.
4. Disbursement of funds
- a. When a claimant approves a contract or otherwise begins work on a project after the effective date of the claim, the claimant may request a disbursement or disbursements not to exceed a total of 90 percent of the approved claim amount for that project, prior to completion of project.

- b. A claimant may request a disbursement for the final 10 percent of expenditures upon the completion of an approved project.
- c. The Executive Director is authorized to make these disbursements in accordance with these rules and regulations and the resolution approving the claim.
- d. A final report on the project must be submitted to the Regional Transportation Commission prior to final disbursement.

~~VII.~~VI. BICYCLE AND PEDESTRIAN FACILITIES AND OTHER CLAIMS FOR TRANSPORTATION DEVELOPMENT ACT (TDA) FUNDS (ARTICLES 3 & 8)

A. General

- 1. The Transportation Development Act in Article 3, Section 99233.3 and Article 8, Section 99400 provides for the allocation of funds for pedestrian and bicycle facilities and for other claims. The following rules and regulations do not release a claimant from meeting the requirements of the Transportation Development Act and appropriate administrative code.
- 2. Pedestrian and bicycle allocations under Article 3 are limited by state law to two percent of a County's apportionment. Pedestrian and bicycle allocations under Article 8 are not subject to this limitation, and will therefore be used by the SCCRTC instead of Article 3 monies to fund bicycle and pedestrian projects under the TDA.

B. Eligible Claimants

The County of Santa Cruz and each city in the county qualify as eligible claimants for Article 8 funds under this section.

C. Claims for Article 8 Funds

- 1. Prior to 60 days before the start of the fiscal year, the Commission shall notify each applicant of its apportionment for the year.
- 2. A claim for the entire year may be submitted by an applicant after it has adopted its annual budget.
- 3. Changes may be submitted any time during the year.
- 4. Claims shall be submitted utilizing a TDA Claim Form developed by the RTC. The claim form includes the following information:

- a. Description of the project(s) adequate for a review by the Commission and its advisory committees (including performance measures and a proposed schedule of regular progress reports with a year-end evaluation—see VIII.G, Project Monitoring/Assistance Program).
 - b. Justification for the project, including a statement regarding its consistency and relationship with the Regional Transportation Plan.
 - c. Estimated cost of the project, including other funding sources.
 - d. A statement agreeing to maintain funded project in the condition in the submitted plans for a period of 20 years. Any change to the agreement must be approved by the Commission.
 - e. Assurances from the TDA Eligible Claimant indicating their role and responsibilities.
 - f. Preferred method and schedule of disbursement, consistent with Section H, Disbursements.
5. Claims must be reviewed by the Bicycle Advisory Committee (bike related projects) or the Elderly and Disabled Transportation Advisory Committee (pedestrian related projects), as appropriate, and submitted to be approved by the Commission prior to initiation of the project.

D. Conditions for Approval

Before a claim can be approved, the Commission must find that each project for which funds are claimed is in conformance with the Regional Transportation Plan. This finding must be included in the resolution submitted to the Commission for approval.

E. Criteria for Article 8 Claims

- 1. Joint operations and planning are encouraged.
- 2. Claims should be for:
 - a. Transportation planning - comprehensive planning and special projects.
 - 1) Refinement of the Regional Transportation Plan
 - 2) Transportation System and Demand Management Planning

- 3) Transit Planning
- 4) Bicycle and Pedestrian Planning
- 5) Guideway or Rail Planning
- 6) Development of a comprehensive neighborhood or area circulation system
- 7) Preliminary engineering for approved projects
- 8) Bicycle and/or Pedestrian Safety Education Programs
- 9) A comprehensive bicycle and pedestrian facilities plan, with an emphasis on bicycle projects intended to accommodate bicycle commuters rather than recreational bicycle users. An allocation for this purpose may not be made more than once every five years to each city or the county.

b. New facilities: capital investments, operations and construction, including related engineering expenses, on new and old rights of way, where budget in the claim is specifically attributable:

- 1) Transit, including special bus stops
- 2) Bikeways and trails
- 3) Pedestrian facilities
- 4) Turnouts, rest stops
- 5) Scenic overlooks
- 6) Where the project, on new or old rights of way, is critical to transit operations and/or will allow transit controlled or transit only use (i.e., bus-actuated or bus only routes)
- 7) Sidewalks, curb cuts and other pedestrian facilities

The project should fit into an overall planned network that is part of the best available transit or transportation plan; however, these funds should not be used for projects for which other funds are available.

8) Facilities provided for the use of bicycles may include projects that serve the needs of commuting bicyclists, including, but not limited to, new trails serving major transportation corridors, secure bicycle parking at employment centers, park and ride lots, and transit terminals where other funds are unavailable.

- c. Landscaping and medians for use with the items listed in "b" above.
- d. Maintenance or development of new safety features on the existing transportation network for use with the items listed in "b" above, where needed for the safety of transportation modes other than automobiles.
- e. Lighting that contributes to bike, bus, and pedestrian safety.

g. _____ f. _____ Demonstration projects, as specified in Section V.C.

h. Up to 20 percent of the amount available each year to a city or county pursuant to Section 99233.3 may be allocated to re-stripe class II bicycle lanes.

3. Other Provisions

a. Funding of bicycle lane and sidewalk projects that are part of a general road improvement project will be limited to the cost of providing the bicycle lane/sidewalk portion. Bicycle lane designs shall be consistent with guidelines found in the California Highway Design Manual, Sections 1000, Bikeway Transportation Design. Deviations from this standard may be allowed by the Commission after design review and comment by its Bicycle Advisory Committee.

b. All projects must submit evidence of environmental review at the time the claim is submitted.

c. Funds may be used as a match to secure other grants.

F. Commission and Committee Review

- 1. The appropriate committee (the Bicycle Advisory Committee and/or the Elderly and Disabled Transportation Advisory Committee) and the Commission shall review each claim according to criteria in Section VI.F. and shall, from the analysis and evaluation thereof, recommend, approve, amend or reject the claim.

2. The appropriate committee may review and approve the final design for facilities prior to final disbursement. If the committee does not approve the final design, the Commission shall review and approve the final design for facilities prior to final disbursement.

G. Disbursements

1. Before disbursement of funds to previously approved Article 8 bikeway projects can occur, the Bicycle Advisory Committee, or the Commission must have approved the final project design plans prior to construction. Final project design plans will be a map of the project listing the project's "typical" dimension, surface, and alignment, and identifying any deviations from that "typical" cross section and other changes in the surface and alignment. All planned parking restrictions along the route should be identified.
2. When a claimant approves a contract or otherwise begins work on a project after the effective date of the claim, the claimant may request a disbursement or disbursements not to exceed a total of 90 percent of the approved claim amount for that project, prior to completion of project.
3. A claimant may request a disbursement for the final 10 percent of additional unreimbursed expenditures upon the completion of an approved project.
4. The Executive Director is authorized to make these disbursements in accordance with these rules and regulations and the resolution approving the claim.
5. Any interest earned on Article 8 monies disbursed to a claimant and any unexpended Article 8 dollars must accrue to the Article 8 program and be allocated in the claim for the following year.

H. Appeal

In the event of disagreement, an applicant may file an appeal with the California State Secretary of Business and Transportation (Public utility Code Section 99235 and Section 6670, Title 21, Chapter 3, of the California Administrative Code).

I. Amount of Claim

No applicant may file claims for an amount that exceeds its apportionment.

J. Approved Claims

The approved claim shall be transmitted by the Executive Director of the Commission to the applicant, and the Auditor-Controller, upon receipt of an allocation instruction as per Section 6659, Title 21, Chapter 3, of the California Administrative Code, shall make disbursements in the manner and at the times determined by these rules and regulations and/or the resolution approving the claim.

K. Interest

Any interest generated by Transportation Development Act (TDA) funds distributed to claimants shall be considered TDA funds. Expenditure of any and all of this interest shall be approved by the Commission.

~~VIII.VII.~~ TRANSPORTATION DEVELOPMENT ACT (TDA) CLAIMS FOR SPECIALIZED TRANSPORTATION SERVICES (ARTICLE 8)

A. Submission of Claims

The Transportation Development Act applicable California Administrative Code Title 21, Chapter 3, subchapter 2, provides regulations for the submission of claims for specialized transportation services.

B. Claims for Specialized Transportation

1. Claims for specialized transportation services consistent with PUC Section 99400(c), the Regional Transportation Plan and the Short Range Transit Plan for Specialized Transportation may be filed by a city or county on behalf of the Consolidated Transportation Services Agency, consistent with an agreement between the local jurisdiction and the Consolidated Transportation Services Agency, and the Commission's adopted budget and work program. Claimants shall use the RTC TDA Claim Form.
2. Claims for specialized transportation services consistent with PUC Section 99400(c), the Regional Transportation Plan and the Short Range Transit Plan for Specialized Transportation may be filed by a city or county on behalf of the Volunteer Center, consistent with an agreement between the local jurisdiction and the Volunteer Center, and the Commission's adopted budget and work program.
3. Claims for specialized transportation for the exclusive use of the elderly and disabled require a minimum of 10 percent local match. The local match can take the form of fares, donations, agency charges, grants,

revenue sharing, and other non-restricted sources of funding. In kind services may not apply toward the local match.

4. Each claimant shall submit a written report of its current and upcoming activities along with its annual claim.
5. Prior to approving a claim for specialized transportation programs, the Santa Cruz County Regional Transportation Commission shall make a finding that the transportation services contracted for are responding to transportation needs not otherwise being met within the community or jurisdiction of the claimant and that, where appropriate, the services are coordinated with other transportation services.

C. Commission and Committee Review

The Elderly and Disabled Transportation Advisory Committee and the Commission shall review each claim and the Commission shall approve, amend or reject the claim.

D. Disbursements

1. The Consolidated Transportation Services Agency may request a quarterly disbursement of the approved claim amount, with the first quarter being up to 35% of the annual claim amount, and the remaining quarterly payments being one-third of the remaining claim amount.
2. The Commission shall make the quarterly payments to the Consolidated Transportation Services Agency by the last day of October, January, April, and July, subject to the availability of TDA funds.
3. The Volunteer Center may request payment of the full approved claim amount in the first quarter.
4. The Executive Director is authorized to make these disbursements in accordance with these rules and regulations and the resolution approving the claim.

E. Appeal

In the event of disagreement, an applicant may file an appeal with the California State Secretary of Business and Transportation (Public Utility Code Section 99235 and Section 6670, Title 21, Chapter 3, of the California Administrative Code).

F. Amount of Claim

No applicant may file claims for an amount that exceeds its apportionment.

G. Approved Claims

The approved claim shall be transmitted by the Executive Director of the Commission to the applicant, and the Auditor-Controller, upon receipt of an allocation instruction as per Section 6659, Title 21, Chapter 3, of the California Administrative Code, shall make disbursements in the manner and at the times determined by these rules and regulations and/or the resolution approving the claim.

~~IX~~. VIII. THE REGIONAL TRANSPORTATION IMPROVEMENT PROGRAM (RTIP)

A. General

1. Consistent with state and federal law, major sources of federal and state funding apportioned to the Commission for programming include:
 - a. [Surface Transportation Block Grant Program \(STBG\) \(also known as the Regional Surface Transportation Program \(RSTP\)\)](#).
 - b. Regional Share State Transportation Improvement Program (STIP).
2. These programs are established by the Federal Surface Transportation Acts, State Senate Bill 45 (SB45), Section 182.6 of the Streets and Highways Code, and Section 101a of Title 23 of the United States Code, and establish regional shares of funding. Rules governing use and distribution of these funds are also mandated by the California Transportation Commission, the California Department of Transportation (Caltrans) and the Memorandum of Understanding between Caltrans, the Association of Monterey Bay Area Governments (AMBAG) and other regional agencies in the AMBAG region.
3. As the Regional Transportation Planning Agency (RTPA) for Santa Cruz County, the Commission programs and monitors these funds through its Regional Transportation Improvement Program (RTIP). The RTIP is subsequently incorporated into the State Transportation Improvement Program, prepared by the California Transportation Commission, and the Federal Transportation Improvement Program (FTIP), prepared by the federally designated metropolitan planning organization for this region, AMBAG.

B. Eligible Applicants

Federal, state, regional and local public agencies may nominate projects to receive the regions share of state and federal funds (including RSTP/[STBG](#), or STIP), subject to any limitations established in state or federal statute or guidelines. Other entities may apply for funds through sponsorship by a public agency.

For all transit related projects sponsored by an eligible agency, the Transit District should be the co-sponsor. If the eligible agency decides not to use the funds for its transit projects, then as a co-sponsor of the project, the Transit District may request that the funds be programmed for another underfunded transit project.

C. Eligible Projects/Programs

1. Regional Surface Transportation Program (RSTP)/[Surface Transportation Block Grant Program \(STBG\)](#)

Eligible RSTP/[STBG](#) projects/programs are listed in Section 133(b) of Title 23 of the United States Code. In general, [RSTP-these RTC-discretionary](#) funds are available for a wide range of surface transportation projects, including highway projects, roadway rehabilitation, safety improvements, rideshare projects, enhancement activities, and transit capital projects. [RSTP-These](#) funds may not be used for projects on roads that are functionally classified as local or rural minor collectors. Bridge projects are not limited to these roads, but must be located on a public road.

2. State Transportation Improvement Program (STIP)

Eligible STIP projects/programs are listed in the *California Transportation Commission STIP Guidelines*. Eligible projects include capital projects that improve State highways, local roads, public transit (including buses), intercity and other rail, pedestrian and bicycle facilities, grade separations, transportation system management, soundwalls, intermodal facilities, and safety; project development/monitoring activities and rideshare programs. The California Transportation Commission provides final approval of the STIP and may specify priority projects. Other non-capital projects (e.g. road and transit maintenance) are not eligible.

3. Consistency with the *Regional Transportation Plan*

All projects receiving regional shares of state or federal transportation funds must be consistent with the adopted Regional Transportation Plan.

D. Project Application and Programming Process

1. Establish Criteria for Programming Funds
 - a. According to federal and state guidelines, projects and programs compete for funding based on their merits.
 - b. The screening criteria ensure that general conditions such as project type, eligibility, project definition, and funding requirements are met.
 - c. Scoring criteria may be developed and applied by the Commission, consistent with state and federal law. Scoring criteria are used to evaluate the projects/programs based on relative merit.
 - d. The Commission's Interagency Technical Advisory Committee will assist with development of applications and scoring criteria for each programming cycle.
2. Issue Call for Projects

The Commission shall notify eligible agencies of proposed funding cycles, approximate funding amounts, programming timeline, and programming process.
3. Workshop

To facilitate public participation, the Commission staff will hold a workshop early in the programming schedule to explain application and processing procedures to potential project applicants, as needed.
4. Project applicants shall submit applications containing the following information:
 - a. Completed project application which includes project location, project description, proposed program year(s), project timeline, project budget, and satisfaction of applicable screening and evaluation criteria, including a Project Study Report (PSR) or PSR Equivalent for STIP projects.
 - b. Letter of commitment to sponsorship or resolution signed by an official of the applicant agency, indicating the agency's authority to carry out the proposed project and a commitment to provide any matching funds (if applicable).
5. Project Review, Selection and Programming Process

- a. After screening and scoring criteria are applied, the Commission's Interagency Technical Advisory Committee (ITAC) and, as appropriate, the Bicycle Advisory Committee and/or Elderly and Disabled Transportation Advisory Committee shall review the staff recommendations and refer their recommendations to the Commission.
- b. The Commission shall hold a public hearing to receive public comment on the proposed program of projects, consider staff and committee recommendations and adopt a program of projects.

The Commission may elect to keep a portion of the available funds in reserve for future programming.

- c. The Commission shall amend the program of projects into the Regional Transportation Improvement Program (RTIP) and request that the Association of Monterey Bay Area Governments (AMBAG) include the program of projects in the current Federal Transportation Improvement Program (FTIP), as appropriate. The Commission shall also request the California Transportation Commission to include regional STIP projects in the State Transportation Improvement Program.

E. Amendments to the Approved Program

1. General Policy

Local project sponsors are required to obtain SCCRTC concurrence in allocation, extension, amendment or other requests for proposed changes to projects listed in the Regional Transportation Improvement Program (RTIP) prior to submittal of such request to Caltrans and the California Transportation Commission (for STIP projects) or AMBAG (for federally funded projects). Concurrence shall be handled administratively by SCCRTC staff unless substantive project issues (such as major schedule changes, requests for additional funds, major scope changes, or adding or deleting projects) require that concurrence be authorized by Commission action, during a public meeting. (*Per resolution 11-01*). Changes to the program cannot be to the detriment of other projects/programs included in the program and must not negatively impact air quality conformity determinations made on the FTIP, based on Caltrans policy.

2. Amendment Process

- a. For projects/programs included in the approved RTIP which have secured other funding:

- 1) The project sponsor must certify that the original project is completely funded and will not compete again for any additional ~~RSTP or STIP~~RTC-discretionary funds, such as STIP and STBG; and
- 2) The project sponsor may request to redirect those funds from the original project to another eligible project which is included in the approved RTIP. If the project sponsor does not have an alternate project in the RTIP or the RTC does not approve the shift of funds, then the funds return to the general regional ~~RSTP or STIP~~share balance to be allocated in the subsequent programming cycle.

b. For projects/programs deleted from the RTIP

~~STIP and RSTP~~RTC-discretionary funds deprogrammed from projects will be placed in reserve for future programming as part of a competitive grant program, providing that the region is not at risk of losing those funds to timely use of funds requirements.
(approved by RTC 11/1/01)

F. Reimbursement for RSTP/STBG or STIP Funds

~~Costs for RSTP/STBG or STIP funds for all projects are~~ distributed on a reimbursement basis~~reimbursed.~~ Reimbursable expenses ~~for projects are~~ determined by and administered through Caltrans and can be initiated following inclusion of the project in a federally approved Federal Transportation Improvement Program (FTIP), completion of a Caltrans field review, authorization to proceed (E-76), and/or receipt of an allocation for STIP projects from the California Transportation Commission, as applicable. Project sponsors shall coordinate STIP allocation requests with Regional Transportation Commission staff.

G. Project Monitoring/Assistance Program (Adopted by RTC 8/6/98)

The Commission has adopted a Monitoring and Assistance Program for state and federally funded transportation projects (Exhibit 10). The objectives of the program are to:

- Assure timely, cost-effective implementation of projects
- Ensure that the region as a whole meets the “timely use of funds” provisions of SB 45, AB 1012, and other state and federal requirements
- Provide regular information to Commissioners on project milestones

- Assist local agencies with trouble shooting, especially with state and federal agencies
- Help lead agencies obtain the resources and expertise needed
- Develop a regular, streamlined reporting process
- Devote extra attention to STIP and state highway projects

X-IX. FEDERAL APPORTIONMENT (STP) EXCHANGE PROGRAM

A. General

As authorized by Section 182.6 of the Streets and Highways Code, Caltrans has established a yearly Federal Apportionment Exchange Program which allows the Commission the option to exchange all or a portion of its annual apportionment of [Surface Transportation Block Grant Program \(STBG\)/Regional Surface Transportation Program \(RSTP\)](#) funds with Caltrans for non-Federal (State) funds.

B. Eligible Claimants

The Commission, County of Santa Cruz, each city in the county and other eligible public agencies as identified in Title 23 of the United States Code-Highways Sect. 133 whose projects have been programmed using Regional Surface Transportation Program (RSTP) [or Surface Transportation Block Grant Program \(STBG\)](#) funds are eligible claimants for the Federal Apportionment Exchange Program.

C. Eligible Uses of Funds

Exchange funds must be used for projects as defined in Sections 133(b) and 133(c) of Title 23 of the United States Code-Highways, and not excluded by Article XIX-Motor Vehicle Revenues of the State Constitution. Only direct project related costs are eligible. Local agency overhead and other non-direct charges are ineligible.

D. Accrued Interest on RSTP Exchange (RSTPX) Funds

Interest accrued in the regional RSTP Exchange account of the Commission will be available for future programming.

Interest accrued in the local jurisdiction's RSTP Exchange account must either be:

1. Applied to that particular project for which it was accrued; or

2. If the interest accrued cannot be applied to that project, the interest must be returned to the Commission for deposit in the regional RSTP Exchange account for future programming.

E. Disbursement Procedure for Federal Apportionment Exchange Program

1. A list of RSTP Exchange Projects for each cycle is approved by the Commission by adoption into the Commission's Budget and Work Program, or by separate resolution.
2. The Commission authorizes the Executive Director by resolution to disburse funds for the approved list of exchange projects.
3. Each exchange participant must have a signed Agreement between the Commission and the RSTP-Recipients for the Federal Apportionment Exchange Program, which details requirements set forth for the program by Caltrans, on file prior to incurring reimbursable expenses.
4. Exchange participants have two options to receive exchange disbursement:
 - a. Exchange participants may invoice for exchange projects on a project-by-project basis, for the total amount of the project no earlier than six months prior to that project's initiation date (i.e. for construction projects, the initiation date is considered the award of contract; for right-of-way acquisition, the initiation date is considered after CEQA clearance), or for projects with identifiable phasing (e.g. by preliminary engineering, right-of-way, construction etc.), at the initiation of each project phase; or
 - b. Exchange participants may invoice for exchange projects by reimbursement after the project, or project phase, is completed.
5. Commission staff reviews the invoices and submits them to the County Auditor-Controller for payment.

F. Return of Exchange Funds

In the event that exchange funds exceed the final total costs of the exchange project, those funds must be returned to the Commission regional exchange account for future programming.

G. Advance Delivery of RSTP Exchange Projects (Resolution 24-06)

In the event that an implementing agency [hereafter "Agency"] is ready to proceed with a project eligible for RSTP Exchange funds prior to the RTC disbursing (allocating) those exchange funds to that project, the project sponsor

may implement that project and later request reimbursement (advance delivery) if the following terms and risks are agreed to:

1. Agency certifies that they understand the responsibilities and risks listed herein prior to proceeding with the project;
2. Agency receives approval from RTC staff to advance their project;
3. Agency uses its own funds to advance the project;
4. Agency follows the rules that apply to RSTPX-funded projects, as defined in the RTC's Rules and Regulations and previously signed "Agreement Between the SCCRTC and the STP Recipients for the Federal Apportionment Exchange Program";
5. The Commission will consider approval of reimbursement allocations of RSTPX funds once a year, after receiving a reimbursement allocation request from the project sponsor and when sufficient exchange funds are available.
6. Projects remain subject to the California Environmental Quality Act (CEQA);
7. Only those expenditures made by or under contract to the Agency for a project which is programmed for RSTP/[STBG](#) funds are eligible for reimbursement by the Commission;
8. Expenditures made more than 36 months prior to date of Commission approval of RSTP Exchange funds for the project are not eligible;
9. Expenditures which exceed the amount of RSTP/[STBG](#) funds that were or are programmed in the RTIP for the particular project component are not eligible;
10. Only expenditures made in accordance with the "[signed Agreement between the SCCRTC and the STP-Recipients for the Federal Apportionment Exchange Program](#)" ~~between the local entity and SCCRTC~~ are eligible;
11. In the event that expenditures made by the local agency are determined to be ineligible, the SCCRTC has no obligation to reimburse those expenditures;
12. INDEMNIFICATION

- a. The Agency assumes all risks, of proceeding ahead of schedule and understands that if RSTP Exchange funds do not materialize the sponsor may have to follow federal regulations in order to receive reimbursement for their project, in the form of federal RSTP/[STBG](#) funds.
 - b. The implementing agency agrees to defend, indemnify and hold harmless the SCCRTC from and against all claims, actions, proceedings, demands, liabilities, costs and expenses (including attorneys' fees), or damage claimed by third parties on account of any damage, loss, injury to, costs or attorneys fees incurred by said third parties related to the allocation or reimbursement of RSTP Exchange Program funding.
- 13. If exchange funds do not become available and a completed project is no longer eligible for federal-RSTP/[STBG](#) funds, the implementing agency may request the SCCRTC program a substitute project for federal RSTP/[STBG](#) funds; and
 - 14. Any implementing agency intending to take advantage of these reimbursement provisions understands its obligations and the risk that is inherently involved.

The Commission will approve reimbursement allocations only when it finds that the expenditures were and are consistent with RSTP/[STBG](#) programming and that the project is itself eligible for RSTPX. The availability of state RSTPX funds and the lack of specific legal impediment do not obligate the Commission to approve an allocation ahead of other allocations.

~~XIX.~~ ENVIRONMENTAL REVIEW GUIDELINES

A. Lead Agency

The Commission, under state legislation may be assigned responsibilities for the development of plans and projects which may require environmental review. In these cases where the Santa Cruz County Regional Transportation Commission is the lead agency, it may have the responsibility for complying with applicable environmental review requirements under the California Environmental Quality Act (CEQA) and/or the National Environmental Policy Act (NEPA).

B. Guidelines

- 1. Any environmental documents certified by the Commission must be in conformance with the California Environmental Quality Act (CEQA), and, when applicable, with the National Environmental Policy Act (NEPA). In

implementing CEQA and NEPA requirements, the Commission shall be guided by the latest state and federal CEQA and NEPA Guidelines.

2. The Commission may join with another agency, such as the Association of Monterey Bay Area Governments or the Santa Cruz Metropolitan Transit District, to jointly prepare environmental documents for joint projects or plans.

~~XII~~.XI. DOCUMENT DISTRIBUTION AND PRICING

A. Document Distribution

The Commission shall distribute draft and final documents consistent with the policies listed in Exhibit 8.

B. Document Pricing

The Commission shall price documents based on printing and copying costs.

Exhibit 1

SCCRTC COMMITTEES

This document contains descriptions for the following committees:

BICYCLE ADVISORY COMMITTEE
BUDGET AND ADMINISTRATION/PERSONNEL COMMITTEE
ELDERLY AND DISABLED TRANSPORTATION ADVISORY COMMITTEE
INTER-AGENCY TECHNICAL ADVISORY COMMITTEE

This document also contains a description of the special workshop meeting of the Commission:

TRANSPORTATION POLICY WORKSHOP

Exhibit 2

**SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION
Bylaws for Commission Committees
April 3, 2014**

CREATION OF COMMITTEES

As needs arise, the Santa Cruz County Regional Transportation Commission (Commission) can establish working Committees to serve as advisory bodies to the Commission for any designated length of time. Such Committees will adopt the bylaws below, as approved by the Commission, for rules and procedures.

PURPOSES, POWERS AND DUTIES

A separate attachment describing the purpose, membership, quorum and meeting frequency and location of each authorized Committee is included with these bylaws.

MEMBERSHIP

The Commission shall designate the number of members and affiliations to serve on each Committee at the Commission's pleasure. Committees ~~can~~ may include Commissioners and non-Commission members, representatives from other agencies and jurisdictions, and members of the general public as deemed appropriate by the Commission, state statute, or local ordinance. For each committee, an individual may be appointed to one membership seat only, as either member or alternate.

APPOINTMENTS

Commissioner appointments to Committees with RTC board member membership are made by the Commission Chair with the concurrence of the Commission. The Chair shall ensure fair Committee representation by the entities represented on the Commission itself. Non-Commissioner appointments to agency membership slots for Committees are made by the represented agency. Each represented agency shall inform the Commission in writing of its appointment. Appointments of members of the general public to Committees are made by the Commission based on an open application process. Each of the cities and each member of the Board of Supervisors are encouraged to nominate members to the Bicycle Advisory Committee and the Elderly and Disabled Transportation Advisory Committee. The nominations are limited to representation for the appointing entity's jurisdiction. The nominations will be considered along with any other applications for the seats to be filled. Current membership lists shall be maintained by the Commission's Executive Director.

Commissioner appointments to committees shall be made annually at the March Commission meeting by the Chair with concurrence of the Commission. When a Commissioner vacancy on a Committee is created, the Commission Chair shall make an interim appointment with concurrence of the Commission at the next meeting.

ALTERNATES

Commissioners' designated alternates shall serve as their alternates on Committees. Alternates for non-Commissioner committee member seats shall be appointed in the same manner as appointments to the corresponding regular membership slot.

VACANCIES

A vacancy may be created when an appointed member of the Committee misses three consecutive regular meetings without good cause so entered in the minutes. A vacancy shall be created when due to death, disability, or extenuating circumstances, an appointed member can no longer carry out responsibilities; when an appointed member resigns as a Committee member; or when a Commissioner appointed to a Committee resigns from the Commission. Vacancies are to be filled in the same manner as the original appointments were made.

Commission staff shall notify Committee members when they have missed two consecutive meetings without good cause so entered in the minutes, in order to inform them of the potential creation of a vacancy.

For membership slots filled by members of the public, Commission staff shall advertise the opening on the Commission website and in other manners as to notify the public of the membership opportunity.

The membership structure, including alternates and ex-officio members, of each Committee is included as separate attachments to these bylaws.

COMMITTEE MEMBERS ATTENDANCE RESPONSIBILITIES

A Committee Member on a given Committee shall be responsible for contacting his or her Alternate in the event the Committee Member cannot attend a scheduled meeting.

A Committee Member or Alternate on a given Committee shall be responsible for notifying staff 24 hours prior to the meeting that the Alternate will be serving as the representative to that Committee on behalf of the Committee Member or that neither the member nor alternate will be in attendance.

Should a Committee Member comply with the above (contacting the Alternate and notifying staff), in the event the Alternate does not attend the meeting, it will be noted in the minutes that the Committee Member is excused.

Should a Committee Member fail to notify staff that his or her Alternate will be serving as the representative to the Committee, and should the Alternate not be in attendance at the meeting, the Committee Member shall be entered in the minutes as absent without cause and subject to the Vacancies requirement.

ALTERNATES ATTENDANCE RESPONSIBILITIES

An Alternate shall be required to attend Committee meetings only in the event that his or her Committee Member is unable to attend; however, the Alternate may attend and may participate as a member of the public (but may not vote) at Committee meetings even if the Committee Member is present.

TERMS OF OFFICE

Commissioners appointed to Committees shall serve a term of one year, and continue to serve until a new appointment is made. Non-Commissioner members of Committees shall serve three year terms. Alternates shall serve a term that coincides with the term of the committee member for whom they are an alternate. Terms of office for all Committee members are renewable by the Commission. At its discretion the Commission may review and change Committee appointments at any time.

OFFICERS

A Chairperson and Vice Chairperson for each Committee shall be elected to serve for a term of one or two years. ~~The Committee shall elect its officers at the first meeting following the March SCCRTC meeting of every year.~~ 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.

COMMITTEE STAFF

The Executive Director of the Commission shall appoint a staff member to serve as the primary staff to each Committee.

ORGANIZATION AND PROCEDURES

- a) Meetings. Committee meetings are to be open and public in compliance with the Ralph M. Brown Act (Government Code Section 54950 et seq.). The meetings are to be held in a freely accessible location in order to facilitate the attendance of disabled members of the Committee and community in general. The scheduled meeting time for each committee is listed on the separate attachments but may be changed at the decision of a quorum of the Committee. The date, time and place of the meeting may also occasionally be changed due to availability of members or timeliness of agenda items.
- b) Quorum. A majority of the voting members shall constitute a quorum for the transaction of business. No official action shall be taken during any Committee

meeting at which a quorum is not present. No act of a Committee shall be valid unless a majority of the members present concur therein.

- c) Voting. Voting on all matters shall be on a voice vote unless a roll call vote is requested by any member in attendance. Ex officio members of the Committee shall not be eligible to vote although they may participate freely in any and all discussions of the Committee.
- d) Agenda. Except as otherwise specified, all Committees shall comply with the notice and agenda requirements applicable to the Commission. All issues requiring a vote or Committee discussion must be included on the meeting's agenda. Written materials concerning these items must be included in the agenda packet of the meeting for which that item is scheduled for discussion. A Committee member may request that an issue not on the agenda be put on the next meeting's agenda for discussion and/or vote. By majority vote, the Committee may approve continuation of an agenda item to the next meeting.

Members who wish to place items on the agenda shall notify commission staff and provide appropriate documentation to staff at least two weeks prior to the meeting except for emergency items considered pursuant to requirements of the Brown Act.

- e) Limitation of Discussion. Discussion on any particular matter by either Committee members or by any member of the general public may be limited, at the discretion of the Chairperson, to such length of time as the Chairperson may deem reasonable under the circumstances.
- f) Conduct of Meetings. The meetings are to be conducted in accordance with the principles of Rosenberg's Rules of Order (see Exhibit 11).
- g) Minutes. Official minutes recording the members and visitors present, motions entertained, ~~and~~ actions taken, ~~and the votes cast~~ at each Committee meeting, shall be prepared by staff and submitted to the Committee for approval and to the Commission for its acceptance.
- h) Oral Communications. A time for Oral Communications will be included on all agendas to hear comments from non-committee members on items not on the Committee agenda but within the jurisdiction of the Committee's business. Permission to address the Committee must first be secured from the Presiding Officer. The general time limit is three minutes, unless more time is granted by the presiding officer. Matters raised during oral communications, or at other times, which require further information or investigation can be referred by the Committee to staff, and if action is required, placed on a future agenda.
- i) Bylaws. The information set forth herein shall be deemed sufficient to serve as the bylaws for the Commission's Committees subject to approval by the

Commission. The committee descriptions included in the Commission's Rules and Regulations can be amended by a majority vote of the subject committee's members with approval by the Commission.

CONFLICTS OF INTEREST

A member of the Commission or its committees is prohibited from participating in a governmental decision, including, but not limited to the making of a contract, in which he or she has a financial interest.

Exhibit 3

Committee: **BICYCLE ADVISORY COMMITTEE**

Committee Objectives: Serves in an advisory capacity to the Regional Transportation Commission and its member agencies on bicycle-related issues, policies, plans, programs and projects.

1. Reviews claims submitted to the Commission that deal with bicycle facilities;
2. Reviews recommendations for the bicycle section of the Regional Transportation Plan, including policies, programs and capital improvement projects;
3. Reviews the bicycle sections of other studies, programs and plans prepared by the Commission;
4. Provides input into development of the Monterey Bay Sanctuary Scenic Trail Network as outlined in the adopted Master Plan. Review design and engineering plans for segments at the conceptual and design levels whether the RTC or another entity is the implementing body.
5. Reviews and advises implementing agencies in a timely manner on transportation capital improvement projects with bicycle elements for projects which are either funded by the SCCRTC or are otherwise major, regional level transportation projects. Project review by the Bicycle Advisory Committee involves review of the proposed concept and proposed design for the bicycle features of the transportation project. Local implementing agencies may seek the advice of the Bicycle Committee for more localized, locally funded bicycle projects at their discretion.
6. Advises the local jurisdictions' Public Works and Planning departments and Santa Cruz Metro, at their request, in their other functions as they relate to bicycling, including bicycle plans, policies and ordinances and bikeway maintenance activities.
7. Advises local agencies and the Commission on the implementation of bicycle promotion, safety or outreach programs funded by Commission funds;
- ~~8. Reviews and approves applications for Bikes Secure bike parking grant applications;~~
- 9.8. Assists in the pursuit of local, state and federal funds for bicycle projects and advises the Commission on project priorities for funding and grant applications for bicycle projects;
- ~~10.9.~~ 9. Serves as advocates on behalf of the bicycling population regarding bicycle related issues before the Commission.

Committee Membership:

One person representing each of the five supervisorial districts	5
One person representing each of the four cities	4
A representative of Bike to Work	1
A representative of the Community Traffic Safety Coalition	1
	<hr/>
Total	11

Appointments: Members representing agencies specified above are appointed by that agency and accepted by the Commission; all other members are appointed by the Commission based on ~~recommendations of the Bicycle Advisory Committee and~~ via open application process. The cities and the County Supervisors nominate individuals for Committee and Commission consideration.

Quorum: A quorum is six members, assuming that there are no vacant positions. If there are vacant positions, a quorum will be half plus one of the number of filled positions.

Meeting Frequency and Time: Set meeting time as 2nd Monday of every other month, or as needed from 6:00-8:30pm. The time may be changed by the Committee with a majority vote.

Meeting Location: Preferably, at least one meeting annually will be scheduled for an appropriate location outside of the City of Santa Cruz and in proximity to a major transit route.

Exhibit 4

Committee: **BUDGET & ADMINISTRATION/PERSONNEL COMMITTEE**

Committee Objectives: In order to ensure efficient and effective operations, the Budget & Administration Committee serves to review and monitor issues relating to the budget, work program, and other administrative functions of the Commission and makes recommendations to the Commission regarding such items. The committee also functions as the Personnel Committee to review personnel matters, and to conduct an annual performance evaluation of the Executive Director.

Committee Membership: Commission Chair and up to 5 other Commissioners. A Commissioner can be designated to serve in lieu of the Commission Chair, at the direction of the Commission Chair and with the concurrence of the Commission.

Meeting Frequency and Time: The Committee will meet at least quarterly; meeting times will be set as needed and noticed appropriately.

Exhibit 5

Committee: **ELDERLY AND DISABLED TRANSPORTATION ADVISORY COMMITTEE (E&D TAC)**

Committee Objectives: Serves as the Social Services Transportation Advisory Council pursuant to Transportation Development Act statutes 99238. Advises the Santa Cruz County Regional Transportation Commission (SCCRTC), the Santa Cruz Metropolitan Transit District (Metro), the Consolidated Transportation Services Agency (CTSA), social service agencies and the local jurisdictions in Santa Cruz County on transportation issues, policies, plans, programs and projects for the elderly, disabled (includes physical and mental disabilities) and persons of limited means populations. (Committee duties specifically referenced in other documents are as noted: A - Transportation Development Act Statutes, B - 1992 Paratransit Implementation Plan)

1. Assists in the determination of transportation needs of the elderly, disabled and persons of limited means populations, including the annual assessment of unmet transit needs (A, B);
2. Solicits input of transit dependent and transit disadvantaged persons, including elderly, disabled and persons of limited means, for the unmet needs assessment process pursuant to Transportation Development Act statutes 99238.5 (A);
3. Reviews claims submitted to the Commission that deal with specialized transportation services or pedestrian issues;
4. Advises the SCCRTC, Metro, CTSA, the County and other providers on policy decisions including but not limited to the coordination and consolidation of specialized transportation services, paratransit and other transportation for the county's elderly and disabled residents and residents of limited means (B);
5. Reviews specialized transportation planning and the pedestrian sections of studies and plans prepared by the Santa Cruz County Regional Transportation Commission, the Santa Cruz Metropolitan Transit District, the Consolidated Transportation Service Agency, the local jurisdictions and other agencies, as necessary (A, B);
6. Reviews recommendations for the specialized transportation, transit and pedestrian sections of the Regional Transportation Plan, including policies, programs and capital improvement projects (A);
7. Reviews and advises implementing agencies on transportation capital improvement projects with pedestrian elements with regards to accessibility for projects which are either funded by the SCCRTC or are otherwise major, regional level transportation projects. Project review by the E&D TAC involves review of the proposed concept and proposed design for the accessible pedestrian features of the transportation project. Local implementing agencies may seek the advice of the E&D TAC for more localized, locally funded pedestrian projects at their discretion;

8. Monitors programs concerning transportation needs of elderly and disabled persons and persons of limited means initiated by the implementing agencies and proposes methods of using transportation to integrate the elderly, disabled and persons of limited means populations into the community (A, B);
9. Operates as a forum for communication between public and private agencies, users, and providers (B);
10. Assists in the pursuit of local, state and federal funds for specialized transportation and pedestrian projects and advises the Commission on project priorities for funding and grant applications for pedestrian projects and other projects and programs addressing transportation for the elderly, disabled and persons of limited means populations;
11. Serves as advocates on behalf of the elderly, disabled and persons of limited means populations regarding transportation related issues.

Committee Membership (*As required by the Transportation Development Act statutes):

<u>Representatives of:</u>	<u># of voting members</u>
potential transit users who are 60 years of age or older*	1
potential users who have a disability*	1
local social service providers for seniors*, potentially including one representative of the Santa Cruz County Seniors Commission	2
local social service providers for people with disabilities*, potentially including one representative of the Santa Cruz County Commission on Disabilities	2
local social service provider for persons of limited means*	1
for each of the five supervisorial districts, the elderly, persons with disabilities and/or persons of limited means	5
Santa Cruz County Consolidated Transportation Service Agency (CTSA)	2
Santa Cruz Metropolitan Transit District (Metro)	1
	Total 15

Appointments: Members representing agencies specified above are appointed by that agency and accepted by the Commission; all other members are appointed by the Commission based on an open application process.

Quorum: A quorum is eight members, assuming that there are no vacant positions.

Meeting Frequency: Second Tuesday of every even numbered month at 1:30 pm.

Meeting Location: Preferably, one meeting annually will be scheduled for an appropriate location outside of the City of Santa Cruz and in proximity to a major transit route.

Bylaws Approval: Bylaws must be recommended for approval by the Elderly & Disabled Transportation Advisory Committee and approved by the Santa Cruz County Regional Transportation Commission. The Bylaws shall also be submitted to the Consolidated Transportation Services Agency Board for their review.

Exhibit 6

Committee: INTERAGENCY TECHNICAL ADVISORY COMMITTEE

Committee Objective: Serves to coordinate regional transportation capital improvement projects and transportation planning programs; serves as a technical and planning forum for local jurisdictions, SCMTD, AMBAG, UCSC, Cabrillo College, Caltrans and the Ecology Action Transportation Group; serves as a forum to consider technical and policy issues; land use-transportation/air quality issues, such as general plans, development projects, housing elements; serves as an arena to distribute and share information on state and federal funding opportunities and requirements; and makes recommendations to the Commission regarding these issues. Specific actions taken by the committee include, but are not limited to:

1. Provides recommendation for funding programmed by the Regional Transportation Commission (RTC) in the Regional Transportation Improvement Program (RTIP);
2. Reviews and provides recommendations on the Regional Transportation Plan, including policies, programs and capital improvement projects;
3. Reviews transportation studies, programs and plans prepared by the Commission;
4. Reviews and provides recommendations on the RTC’s Legislative Program.

Committee Membership:

voting members

City and County Public Works Department-staffs	5	
City and County Planning/ Community Development-staffs	5	
Santa Cruz Metropolitan Transit District	2	
Caltrans District 5 Transportation Planning Branch	1	
Association of Monterey Bay Area Governments	1	
Monterey Bay Unified Air Pollution Control District (ex-officio)	1	1
Ecology Action Transportation Group	1	
University of California, Santa Cruz	1	
Cabrillo College (ex-officio)	1	
California Highway Patrol (ex-officio)		

voting members 18

The local jurisdiction members may also assign an alternate for a specific meeting as appropriate for the topics on the agenda.

Quorum:

One member from a local jurisdiction or the SCMTD may serve as proxy for the other voting member from that jurisdiction or agency for purposes of voting. A majority of members (including proxy votes) will constitute a quorum. Committee members or alternates should notify

staff or other local jurisdiction staff ~~24 hours~~ prior to the meeting if a proxy will be representing the member in the member's absence. ~~For efficiency of meetings, when possible, agenda items of interest to Planning staff will be grouped separately from items of interest to Public Works staff.~~

Meeting Frequency and Time:

Committee meets on the third Thursday of the month at 1:30 pm, as needed.

Exhibit 7

Committee: **TRANSPORTATION POLICY WORKSHOP**

Policy Workshop Objectives: For the Commission to review and discuss major policy, funding and project development issues in greater detail and in a less formal setting than the regular meetings of the Commission. The intent is to provide the Commission and other attendees with an opportunity for detailed discussion of complex transportation issues, including the following:

1. Funding, development and implementation of major state highway projects such as improvements to Highways 1 and 17.
2. Planning, fFunding, development and implementation of the SCCRTC's major or regional projects, including ~~the projects within to acquire~~ the Santa Cruz Branch Line Rail right of way (rail corridor).
3. Development of major planning documents such as the Regional Transportation Plan.
4. Programming of state and federal funds by the Commission, including Surface Transportation Program (STP), and State Transportation Improvement Program (STIP) regional share funds.

The Transportation Policy Workshop also hears oral presentations on topics of interest.

Committee Membership: The Transportation Policy Workshop is a meeting of the Commission; the membership is the full Commission.

Quorum: A quorum is seven Commissioners.

Meeting Frequency, Date and Time: Every month on the third Thursday of the month at 9:00 am, with the flexibility to meet less frequently at Commission discretion.

Meeting Location: Typically in the Commission offices.

Exhibit 8

SCCRTC DOCUMENT DISTRIBUTION AND PRICING POLICIES

Public Access to SCCRTC Documents

1. The SCCRTC posts all Commission and Committee agendas, all Commission packets and most Commission documents on the Commission website (www.sccrtc.org). In addition, these documents are available for viewing at the Commission office during normal business hours. Major Commission documents are also distributed to ~~area-main~~ public libraries. The Commission has an email notification list for meeting notices and agendas for the Commission and each SCCRTC committee. To reduce the use of non-renewable resources, the SCCRTC encourages the public to access Commission materials via the website, and by viewing copies available in the Commission office and at public libraries.

Agendas and Packets for Commission and Committee Meetings

1. Notification of availability of electronic versions of SCCRTC Commission and Committee packets are distributed free of charge to public agencies and members of the press.
2. Hard copies of commission and committee packets will be available to Commission members and alternates that request them.
3. Others who wish to receive hard copies of agenda packets or agendas may be charged a fee, computed annually and included on the SCCRTC Document Fee Schedule.
4. Annually, Commission staff will contact each recipient of a hard copy or email notification of a Commission or committee agenda or agenda packet, asking them whether they want to continue to receive the materials or notification. (Commission and committee members will automatically receive agenda materials and will be excluded from this annual renewal process.)

Copies of ~~Other Printed~~ Documents

1. ~~1.~~—RTC documents shall be available for public review on the RTC website and at the RTC office.

A copy of a draft document produced by the SCCRTC (or its agents or contractors) that is being distributed for public comment will be available free of charge to each individual, group or agency that requests it during the comment period. Consistent with agency environmental efforts, some documents will only be available electronically. Hard copies will be available for public review at main libraries and at the RTC offices.

2. A copy of a final document will be ~~distributed free of charge to each of those individuals, groups or agencies that provided written comments on earlier drafts, available at the RTC offices, public libraries, as well as to~~ and relevant public agencies.
- ~~3. A copy of an adopted document will be available free of charge to any individual, group or agency requesting it within 30 calendar days of its adoption.~~
4. ~~Requests received more than 30 calendar days after adoption of an~~ Hard copies of SCCRTC documents, will cost the price of printing that document.s indicated on its ~~SCCRTC Document Fee Schedule.~~ Documents listed as “free” on the Document Fee Schedule are exempt from this provision.

General

1. Free documents (as listed on the Document Fee Schedule) are generally limited to one per individual, agency or organization and are available while supplies last. For organizations and business that assist the SCCRTC in distributing free documents to the public, up to 100 copies may be requested. More than 100 copies may be provided to a third party as part of an event or promotion.
2. For single copies of portions of SCCRTC documents or Commission or committee agendas, the SCCRTC will charge the price listed on the SCCRTC Document Fee Schedule.
3. Document fees or packet fees may be waived at the discretion of the Executive Director.
4. SCCRTC staff will fulfill requests for copies in a timely fashion within the following guidelines: within one (1) business day for 20 pages or less; within two (2) business days for documents easily duplicated in-house; and within three (3) business days if an outside copy service is needed. More time may be required for copies mailed to a recipient.
5. For documents or materials prepared by consultants or other organizations for the Commission, Commission staff shall receive and process all requests for copies.
6. The SCCRTC Document Fee Schedule may be revised at any time and will be updated on a regular basis to reflect changes in duplicating, mailing, and administrative costs. Costs for new materials will be established at the time of publication.

SCCRTC DOCUMENT FEE SCHEDULE

(Revised ~~May~~ October 201702)

– Subject to change at any time –

Fees are for hard copies. Most items are available for viewing or downloading on the SCCRTC website: www.sccrtc.org

<u>Commission or Committee Meeting</u> (includes mailing)	Annual Fee Full Packet	Annual Fee Agenda Only
SCCRTC/Transportation Policy Workshop	\$60	\$5
Interagency Technical Advisory Committee	\$40	\$5
Bicycle Advisory Committee	\$40	\$5
Elderly and Disabled Transportation Advisory Committee	\$40	\$5
Budget and Administration/Personnel Committee	\$40	\$5
E-mail notification of agenda	n/a	free
Other committees and task forces	tbd	tbd

Costs for partial year mailings will be prorated.

Final Documents (most are available for viewing and downloading at www.sccrtc.org)

For printed copies, prices are as follows:

Regional Transportation Improvement Program	\$8.00
Regional Transportation Plan	\$3040.00
SCCRTC Rules and Regulations	\$6.00

SCCRTC documents not listed above will be supplied at the cost of 5 cents per page or the cost of the outside copying service, if higher.

Free Documents - Except for informational materials, hard copies of free documents are generally limited to one per individual, agency or organization, while supplies last

Santa Cruz County Bikeway Map

Cost of Driving Brochure

Guide to Specialized Transportation (*available in English, Spanish and Large Print*)

SCCRTC Annual Report

Informational brochures and handouts produced by the SCCRTC

Single Copies of Portions of SCCRTC Packets or Documents

For small quantities that can be produced in-house:

- 5 cents per page, single sided
- 10 cents per page, double sided

All other copies:

- actual cost for outside copying service, if higher

Additional Charge for Mailing

The cost of mailing will be added to the copying cost charged to the person/organization ordering the document, unless otherwise specified above. (Please NOTE: Agenda pricing already includes postage costs.)

**CONFLICT OF INTEREST CODE OF THE SANTA CRUZ COUNTY REGIONAL
TRANSPORTATION COMMISSION**

SECTION 100. Incorporation of Model Code.

The terms of 2 C.C.R. § 18730 and any amendments to it duly adopted by the Fair Political Practices Commission along with the attached Appendix in which officials and employees are designated and disclosure categories are set forth, are hereby incorporated by reference and constitute the Conflict of Interest Code of this Authority.

SECTION 200. Designated Positions.

The positions listed on Exhibit “9-A” are designated positions. Officers and employees holding those positions are deemed to make or participate in the making of decisions that may foreseeably have a material effect on a financial interest.

SECTION 300. Disclosure Statements.

A person holding a designated position shall be assigned to the disclosure category set forth on Exhibit “9-B” unless such persons are already required to file disclosure statements of economic interests under the provisions of Section 87200 of the California Government Code. Each person assigned a disclosure category shall file an annual statement disclosing that person’s interest in investments, real property, and income designated as reportable under the category to which the person’s position is assigned in Exhibit “9-A”.

SECTION 400. Place and Time of Filing.

(a) Filing Originals. All persons holding designated positions with an assigned disclosure category shall file the original statement of economic interests with this agency.

(b) Filing Copies. This agency shall make and retain a copy and forward the originals of these statements to the County Elections Department.

(c) Initial Statements – After Code Adoption. A person holding a designated position with an assigned disclosure category shall submit an initial statement of economic interest within 30 days after the effective date of this Code.

(d) Annual and Other Statements. Persons holding designated positions with an assigned disclosure category shall file annual statements of economic interest and other required statements pursuant to Section 5 of the Conflict of Interest Code provisions contained in 2 C.C.R. § 18730.

Exhibit 9-A

APPENDIX, CONFLICT OF INTEREST CODE

Appendix, 2 C.C.R. § 18730
As adopted by reference

*DESIGNATED POSITIONS

Category	Disclosure
1. Commission Members (including Alternate Members)	1
2. Executive Director	1
3. Deputy Director	1
4. Administrative Services Officer	1

*See Section 2, Conflicted Code (2 C.C.R. § 18730)

Exhibit 9-B

APPENDIX, CONFLICT OF INTEREST CODE

Appendix, 2 C.C.R. § 18730
As adopted by reference

DISCLOSURE CATEGORIES

CATEGORY 1. Interests in Real Property, Sources of Income, Investments and Business Positions Held by Designated Officer or Employee. All interests in real property located within Santa Cruz County. All income (including loans and gifts) from any source which contracts with or may in the foreseeable future contract with the Commission to provide services, supplies, equipment, or other property. All investments in any business entity or trust in which the designated officer or employee is a director, officer, partner, trustee, employee, or holds any position of management, which contracts with or may foreseeably contract with the Commission to provide services, supplies, equipment, or other property.

Exhibit 10

**SCCRTC's Monitoring/Assistance Program for
State and Federally Funded Projects**
(Adopted 8/6/98)

- 1. State Highway Regional Share or Jointly-Funded Interregional Projects**
 - a. Memorandum of Understanding (overall) between Caltrans and SCCRTC
 - b. Cooperative Agreement between Caltrans and implementing agency for each project
 - c. Project development team (includes local jurisdiction, SCCRTC, Caltrans, others)
 - d. SCCRTC staff assistance in coordination between local agencies and Caltrans
 - e. Quarterly scope, schedule and budget status reports by Caltrans to the Commission, monthly reports as the project nears construction
 - f. Submittal of early draft environmental and design documents by Caltrans to the project development team members for review
 - g. Monitoring of the project schedule and budget by project milestones by SCCRTC
 - h. Oversight of STIP amendments by SCCRTC

- 2. Local STIP Projects**
 - a. Biannual scope, schedule and budget status reports submitted by project sponsors to the Commission (~~proposed for March and September~~)
 - b. Monitoring of the project schedule and budget by project milestones by SCCRTC
 - c. Submittal of early draft environmental and design documents ~~-(65% to 80% stage,~~ basic drawings, not plans and specs) by project sponsor to SCCRTC staff for review
 - d. Review of project design (~~65% to 80% stage,~~ basic drawings) by the Bicycle Advisory Committee and/or Elderly and Disabled Transportation Advisory Committee (E&D TAC), if appropriate
 - e. Oversight of STIP amendments by SCCRTC
 - f. Notification to SCCRTC of STIP allocation request by project sponsors
 - g. Review of STIP allocation request and issuance of concurrence letter to Caltrans by SCCRTC staff to determine if project meets state law/guidelines and RTIP provisions; if issues exist, bring concurrence letter to Commission for approval.

- 3. Local Non - STIP Projects (e.x. TDA, RSTP/~~STBG~~)**
 - a. Annual scope, schedule and budget status reports by project sponsor to the Commission (~~proposed for September~~)
 - b. Submittal of early draft environmental by project sponsor to SCCRTC staff for review
 - c. Review of project design (~~65% to 80% stage,~~ basic drawings) by the Bicycle Advisory Committee and/or Elderly and Disabled Transportation Advisory Committee (E&D TAC), if appropriate
 - d. Local agency assistance by SCCRTC staff as requested, particularly in interactions with Caltrans and the Federal Highway Administration

- e. Hold informational workshops as appropriate and provide a forum for discussing common implementation issues (ITAC)
- f. Encourage non-transportation departments or agencies to seek assistance from local public works departments if project delivery issues arise
- g. Submittal of courtesy copies of Environmental Enhancement and Mitigation, [Active Transportation Program, and other grant requests for regionally-significant and Monterey Bay Sanctuary Scenic Trail Network \(MBSST\) projects](#) by local agencies to SCCRTC staff.

ATTACHMENT 2

SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION (RTC)

Administrative and Fiscal Policies



Policies Approved by the RTC 9/7/06
Effective on 11/4/06
Amended June 2017

**ADMINISTRATIVE AND FISCAL POLICIES
TABLE OF CONTENTS**

1. INTRODUCTION
 - 1.1 Purpose
 - 1.2 Application of the Policies
 - 1.3 Implementation of the Policies
 - 1.4 Amendment of Policies

2. GENERAL
 - 2.1 Regular Business Hours
 - 2.2 Resource Conservation
 - 2.3 Communications Systems
 - 2.4 Communications with the Media
 - 2.5 Application of the Public Records Act
 - 2.6 Protection of Confidential Information
 - 2.7 RTC Document Distribution and Pricing Policy
 - 2.8 Harassment
 - 2.9 Conflict of Interest
 - 2.10 Use of RTC Facilities - Conference Rooms and Teleconference Equipment
 - 2.11 Records Management

3. RISK MANAGEMENT
 - 3.1 General
 - 3.2 Responsibility for Risk Management
 - 3.3 Other Legislation
 - 3.4 Reporting of Incidents
 - 3.5 Illness and Injury Prevention Program
 - 3.6 Emergency Response Plan

4. FINANCIAL ADMINISTRATION
 - 4.1 General
 - 4.2 Budgeting
 - 4.3 Accounting
 - 4.4 Cash and Checks
 - 4.5 Fixed Assets
 - 4.6 Fund Management and Investments
 - 4.7 Payroll

5. PROCUREMENT
 - 5.1 Purchasing Policy
 - 5.2 Petty Cash
 - 5.3 Credit Card Use

- 6. TRAVEL
 - 6.1 Official Travel
 - 6.2 Use of RTC Vehicles
 - 6.3 Use of Rental Vehicles
 - 6.4 Use of Private Vehicles for RTC Business
 - 6.5 Reimbursement for Travel Expenses

- 7. RTC EQUIPMENT
 - 7.1 Cell Phone

Referenced RTC Documents:

- 1. Human Resources Policies
- 2. Administrative Procedures Manual
- 3. RTC Rules and Regulations
- 4. Injury and Illness Prevention Program
- 5. Emergency Response Plan

federal taxes, benefits, union dues, etc. Employees will be paid bi-weekly, according to the Payroll Procedures outlined in the Administrative Procedures Manual.

SECTION 5. PROCUREMENT

5.1 Purchasing Policy

The Administrative Service Officer (ASO) or the Executive Director's designee in the absence of the ASO is the purchasing agent of the Regional Transportation Commission (RTC) who is responsible for overseeing purchases and ensuring high quality goods and services are acquired at a reasonable price.

- A. All purchases and normal travel expenses incurred by RTC staff while away from the office during a business trip, must be authorized by the Executive Director or his/her designee in accordance with established procedures. Claims by any RTC Board member against the RTC for purchases or travel expenses must be pre-approved by the full RTC Board.
- B. The Executive Director or his/her designee may approve expenditures for a single transaction up to ~~\$15,000~~\$25,000 without further RTC Board action, and up to \$50,000 with concurrence of the RTC Chair. This authorized spending limit may be raised by the RTC Board in the future.
- C. For all purchases and contracts, regardless of the cost range, a competitive process will be encouraged.
- D. Purchases or Contracts of \$1,000 to \$2,500 per transaction require at least three verbal quotes unless fewer than three qualified vendors are identified after reasonable attempts or a justification for Sole Source is approved.
- E. Purchases or Contracts estimated to cost over \$2,500, but less than \$15,000 may be made after an informal bidding process, which shall be documented. Typically bids from three vendors or firms shall be evaluated unless the item is proprietary and there are no substitutes or a justification for Sole Source is approved.
- F. Purchases or Contracts estimated to cost ~~\$150,000~~ or more for any one order must be approved by the RTC Board. Professional services and consultants shall be selected on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the required services. Parceling out orders to avoid aforementioned requirement is forbidden.
- G. Sole Source Purchases or Contracts: Generally, purchases may not be made without soliciting proposals from more than one company or individual unless there is clear evidence to demonstrate that the proposed vendor is:
 - (a) The sole qualified supplier of required purchase; or

- B. Card Holders and Credit Limits: Credit cards are issued to the Executive Director, the Deputy Director, and the designated RTC Purchasing Agent. The Executive Director may issue additional credits cards to other designated RTC staff members as needed. The Executive Director will set the line and single transaction limits of each card in accordance with company card restrictions and RTC procedures.

SECTION 6. - TRAVEL

6.1 Official Travel

RTC employees and RTC Board members will be reimbursed for reasonable and necessary transportation-related expenses incurred in the performance of their official duties. This includes traveling to and from authorized meetings, seminars, training sessions, official business-related luncheons, conferences, and other business-related events, as approved by the Executive Director or his/her designee.

- A. Travel and/or training will be authorized where there is a benefit to RTC, including professional growth of employees, and which warrants the cost and time away from regular duties.
- B. Travel and training budget will be approved during the annual budget process. Approved budget for travel and training will not be exceeded without the express approval of the Executive Director.

~~C. Out of state travel must be approved in advance by the RTC Board.~~

6.2 Use of RTC Vehicles

It is the policy of the RTC to have vehicles available for employee use on RTC business.

- A. The use and operation of RTC vehicles shall be in accordance with all applicable State and federal laws and California Motor Vehicle rules and regulations, including use of seat belts. In addition, applicable administrative procedures shall at all times be followed.
- B. RTC vehicles shall be used for official RTC business only.
- C. RTC vehicles may only be operated by authorized individuals who possess a valid California Driver's license for the appropriate class(es) of vehicle(s) and who have approval of the Executive Director or his/her designee.

6.3 Use of Rental Vehicles

For some business travel it may be necessary for an employee to rent a vehicle while on RTC business. Applicable RTC administrative procedures shall be followed when

TO: Budget & Administration/Personnel (B&A/P) Committee
FROM: Luis Pavel Mendez, Deputy Director & Daniel Nikuna , Fiscal Officer
RE: Draft Measure D Policies and Procedures

RECOMMENDATIONS

Staff recommends that the Budget and Administration/Personnel (B&A/P) Committee review and provide input to staff on the attached (Attachment 1) draft Measure D Policies and Procedures.

BACKGROUND

Thanks to a well funded and well run campaign and broad support, in November 2016, a supermajority of Santa Cruz County voters approved Measure D. RTC staff has been working to implement Measure D in accordance with the approved ordinance and state law. To help ensure compliance with state law and the approved ordinance, RTC staff is preparing Measure D Policies and Procedures for the RTC.

DISCUSSION

Attachment 1 is the RTC's draft Measure D Policies and Procedures that staff has prepared thus far. The policies and procedures are designed to address accounting, budgeting, allocation, disbursement, inter-fund borrowing, etc. for Measure D funds in a manner that ensures compliance with state law and the approved Measure D ordinance.

The draft Measure D Policies and Procedures are a work in progress but a significant amount of the policies and procedures have been drafted. These policies and procedures are designed to be a living document, which will be revised and amended as necessary. A section on investing of funds has not yet been written and the bonding section will be further developed as RTC staff obtains more information and hires bonding consultants. Staff recommends that the B&A/P Committee review and provide input on the attached draft Measure D Policies and Procedures. Staff will incorporate any input provided and return to the B&A/P Committee with revisions and request for recommendation to the RTC.

SUMMARY

RTC staff has drafted Measure D Policies and Procedures, which is a work in progress and recommends input from the B&A/P Committee.

Attachments:

1. Draft Measure D Policies and Procedures

POLICIES AND PROCEDURES

1. Purpose

The Policies establish the framework for implementing, managing and administering the Measure D funds, which will conform to federal, state and local laws and regulations, and to standards of good business, governmental and management practices. These policies and procedures are developed to ensure compliance with the will of the voters. This policies and procedure manual is intended to be a dynamic document, which may be reviewed from time to time; and could be modified periodically to reflect changing conditions and needs to better manage Measure D funds. The Santa Cruz County Regional Transportation Commission is the designated Authority to implement, manage and administer Measure D funds.

2. Accounting System

The accounting system shall be capable of tracking the Measure D revenues and expenditures by funds, accounts, and projects where necessary. Proceeds from Measure D and related expenditures will be segregated from all other Santa Cruz County Regional Transportation Commission funds in a Special Fund called Transportation Tax Regional Transportation Fund or TTRT Fund as called for in the Ordinance, which was approved by the Santa Cruz County voters on November 8, 2016.

The TTRT Fund will be further subdivided into six sub-funds corresponding to one for each of the five investment categories of the Expenditure Plan – Neighborhood Projects, Highway Corridors, Mobility Access, Rail Corridor, and Coastal Rail Trail, from which funds will actually be paid to agencies and/or vendors. The sixth sub-fund will be used to track costs associated with implementation, management and administration of Measure D, which are taken off the top after the Board of Equalization (**BOE**) fees. A subfund could be subdivided into other subfunds or the transactions can be tracked by project using a combination of **GL Keys** (akin to budget unit) and **GL Objects** (accounts) depending on the needs of a fund category.

Operationally, the proceeds from the BOE will be deposited in the Measure D Fund, currently established with the County of Santa Cruz Treasury, in **GL Key 729000 and Object 40186 (Measure D ½ Cent – Sales Tax)**; and will be distributed to the six subfunds below in accordance with the formulas and requirements set forth in Measure D and the Expenditure Plan:

<u>Name</u>	<u>Subfund</u>	<u>GL Key</u>	<u>Object</u>
a) Implementation	76641100	729100	40186
b) Neighborhood	76641200	729200	40186
c) Highway Corridor	76641300	729300	40186
d) Mobility Access – Transit	76641400	729400	40186
e) Rail Trail	76641500	729500	40186
f) Rail Corridor	76641600	729600	40186

The attached **Exhibit A** is the current graphical representation of the Measure D accounting structure in the County's ONESolution, the accounting system.

3. Budget

Each subfund presented above will have an annual balanced budget with estimated revenues equal to appropriations. The Board will approve the original annual budget in March to allow for recipients to budget Measure D funds in their next fiscal year's budget. Payments may not exceed the appropriations for each subfund; however, actual receipts may exceed the estimated revenues (budget) in the subfunds since funds are allocated to investment categories by pre-determined formula percentages based on the voter-approved expenditure plan. (see Section 6 for the allocation procedure)

4. Deposits

All Measure D receipts shall be promptly deposited in the Transportation Tax Regional Transportation Fund with the County of Santa Cruz Treasury or at any other banking/financial institution the Commission may authorize in the future. The funds shall be credited to the benefit of the Measure D Fund on the same day that a notification of a pending Electronic Fund Transfer (EFT) from the BOE is received from the County of Santa Cruz unless the notification was not received on time to meet the Treasury deadline to submit the deposit paperwork. If such notification is late, the funds shall be deposited on the next business day.

A bank change or transfer of funds to a different banking/financial institution shall require a Board approval. When changing banks, the Commission will complete and submit to the BOE the necessary paperwork, which is required for electronic fund transfer (EFT). The file should also be updated at the BOE when there is a change of contacts and/or authorized signers at the RTC.

5. Interest Earnings

The interest revenue, if any, will normally accrue in the appropriate sub-fund which generated those earnings; and the allocation within the sub-fund will follow the Measure D formula.

If the Measure D Fund (TTRT) earns any interest, the Board must approve any expenditure of funds for a specific project or may decide to allocate funds to investment categories based on pre-established formula in the Expenditure Plan.

The interest earnings must be spent for the intended purposes of Measure D funds – on transportation project types the Measure D funds were originally allocated for unless the RTC approves an alternative project which shall be transportation related in nature.

The sub-fund's capacity to earn interest revenue will depend largely on how long a sub-fund will maintain a cash balance. The Neighborhood and Mobility Access sub-funds are not expected to generate much interest, if any. Revenues deposited into those sub-funds will be disbursed fairly rapidly (monthly or quarterly) to the corresponding recipients. Sub-funds which have capital projects are more likely to earn interest because of the long term horizon to complete the projects.

6. Measure D Funds Allocation

a) Definitions

- 1) "Gross Revenue" means total monthly, quarterly or annual receipts from Measure D received by Board of Equalization
- 2) "Net Revenue" means Gross receipts less Board of Equalization fees
- 3) "Allocatable Revenue" means Net Proceeds less implementation, management and administrative costs (as approved by the voters), the Measure D revenue which is distributed to investment categories

b) Allocation Types

The allocations to investment categories from the Expenditure Plan are of two types: 1) *Direct Allocations* and 2) *Regional Allocations*

1) *Direct Allocations*

These are pass-through funds which are distributed by pre-determined formula, and funds are not managed nor expended by the Santa Cruz County Regional Transportation Commission. The investment categories in this class are:

- i. Neighborhood Projects – Funds to Cities and the County minus \$15 million over the 30-year life of Measure D for the Highway 9 Corridor and Highway 17 Wildlife Crossing
- ii. Mobility Access – Funds to Community Bridges and Santa Cruz Metro

2) *Regional Allocations (Regional Projects)*

These are funds which are allocated for projects of regional significance, which are managed by the Santa Cruz County Regional Transportation Commission. The investment categories in this classification are:

- i. Highway Corridors
- ii. Rail Corridor
- iii. Coastal Rail Trail (Active Transportation)
- iv. Highway 9 Corridor
- v. Highway 17 Wildlife Crossing

c) Allocation Formulas

The Allocatable Revenue will be distributed according to the formula in the Expenditure Plan as follows:

1) *Neighborhood Projects – 30%*

Of the total amount in this category \$500,000 a year is taken off the top for San Lorenzo Valley Hwy 9 Corridor Improvement (\$333,333) and Highway 17 Wildlife Crossing (\$166,667) up to maximum totals over the 30 year period of \$10m and \$5m, respectively for the two projects; and the balance is distributed to the cities of Capitola, Santa Cruz, Scotts Valley, and Watsonville; and the County of Santa Cruz as follows: each jurisdiction's proportional share of population (29%), lane miles of roadway (39%) and site where the Measure Revenue from the transactions and use tax was generated (32%.)

2) *Highway Corridors – 25%*

3) *Mobility Access (Transit for Seniors and People with Disability) – 20%*

Funds shall be allocated 16% of allocatable revenue to Santa Cruz Metro and 4% of allocatable revenue to Community Bridges.

4) *Rail Corridor – 8%*

5) *Coastal Rail Trail (Active Transportation) – 17%*

d) Implementation, Management and Administrative Costs

1) Administration Staff Costs

Consistent with state law and Measure D, the Commission will spend no more than one percent (1%) of net revenue, for staff salaries and fringe benefits for administration of Measure D. The fringe benefits refer to Social Security and Medicare, retirement and various payroll related health insurance employer's (RTC) cost share.

2) Other administration and Implementation costs.

Consistent with Measure D, other costs associated with administration, management and implementation of the ordinance shall be paid by Measure D Revenues. These are costs for audits, programming and planning processes, reporting, financial management, compiling and publishing an annual report, providing public information concerning the Ordinance, rent, supplies, consulting services, overhead, legal, and other responsibilities as may be necessary to administer, implement and manage the Ordinance and Expenditure Plan.

7. Disbursement

Recipients of Measure D funds can be paid by one of the following methods:

1) *Journal Transfer*

This method will work for agencies that have accounts with the County where Measure D funds can be transferred to. This will be the exclusive method for payment to RTC and the County of Santa Cruz – there is no need to issue checks from Measure D Fund to RTC and County funds, unless Measure D funds are no longer deposited with the County Treasury.

2) *Check Payment*

This will be the method for agencies and/or vendors that do not have accounts with the County to transfer funds to. Vendors will submit a completed W-9 (Request for Taxpayer Identification Number and Certification) in order to set up the vendor number if none presently exists in the County's system.

3) *Electronic Fund Transfer*

If set up with the County, funds can be transferred electronically to vendors.

a) Disbursement

Actual receipts may exceed or fall short of the estimated revenues (budget) in the sub-funds because funds are allocated to investment categories by pre-determined formula as approved in the Measure D Expenditure Plan, but there must be adequate appropriations in order to disburse funds from the sub-funds. Budget amendment will be made as necessary during the year, and any unpaid funds will be carried over to the next fiscal year for disbursement in accordance with the Measure D Expenditure Plan.

1) Direct Allocation (Pass Through)

Payment to the recipients shall be monthly or quarterly and within thirty (30) days from the receipt of the funds from the Board of Equalization for that particular month or quarter. Receipt of the funds means funds are deposited and are available in the Transportation Tax Regional Transportation Fund.

The Direct Allocation payments are automatic and no invoices are required, however to be eligible for funds, a recipient must be compliant with the following requirements:

i. Annual Report

Each agency receiving Measure D revenue shall annually adopt, after a public hearing, an annual report which includes 1) a five-year program of projects including information about project to be funded by Measure D Revenues allocated according to the Expenditure Plan. 2) Description of expenditures of Measure D Revenues from the most recently completed fiscal year.

ii. Annual Audit

In accordance with the Ordinance, annually, at their own expense, each recipient of Measure D Revenue must undergo an independent financial audit of Measure D funding. The audit report shall be made available to the Oversight Committee and public. Upon written request, a recipient may be granted a 90 day extension to complete the audit if the delay is justifiable.

iii. Signed Master Agreement

The master agreement must be signed before any funds are disbursed to each agency. In addition to the Annual Report and the Annual Audit, the agencies must be in compliance with all terms of the master agreement and requirements of Measure D.

2) Regional Allocations (Regional Projects)

The Regional Allocation funded projects that have regional significance are managed by the Santa Cruz County Regional Transportation Commission (RTC). Costs of performing or contracting for project-related work shall be paid from the revenues of the Transportation Tax allocated to the appropriate purpose and project. There will be no comingling of Measure D revenues and expenditures in the sub-funds which are managed by the RTC.

The project specific costs will be paid from the appropriate subfund. For example, the Highway Corridors costs cannot be paid from Rail Corridor subfunds/books. Where there is an approved inter-fund borrowing (see Section 8 below), there will be actual funds (cash) transferred between subfunds, which will result in an account payable to the debtor and an account receivable to the lender. The actual costs of the project will be borne by and posted in borrowing subfund/books.

b) Disbursements for RTC Activities

The RTC is the agency responsible for implementing, managing and administering Measure D tax. The RTC will also be responsible for implementing projects of regional significance. Therefore, the requirement for disbursing Measure D funds to the RTC depends on the expenditure type.

General Measure D implementation, management and administrative costs will be paid out of the Implementation Sub-fund and project implementation costs will be paid out of the corresponding subfund upon presentation of a properly documented journal.

1) Labor Costs

Labor costs will be on a reimbursement basis due to the current payroll structure which makes the RTC's General Fund, for simplicity and efficiency, pay payroll costs first for all funds and be reimbursed by other funds through journal transfer.

i. Direct labor Costs

Direct costs are defined as costs directly identifiable with a project. The journal transfer for staff support, direct costs, will be signed by the approving authority and backed up by payroll report. The direct costs will comprise the regular (normal) pay plus fringe benefits – Social Security, Medicare, retirement, and health insurance.

ii. Indirect Costs (Overhead)

Indirect costs are eligible for reimbursement provided that there is an audited or an approved/accepted rate by Caltrans. Since the indirect costs rate is applied to direct costs to calculate the indirect costs, reimbursement for both direct and indirect costs can be on the same journal and share the same supporting documentation; however, they will be charged to the corresponding expenditure accounts in order to monitor compliance with Measure D requirements including maximum payment limits for salaries and benefits associated with general Measure D administration.

2) Payment to Vendors

Payment to outside vendors such as independent auditors, consultants, and suppliers will be made upon presentation of an invoice or any acceptable demand document, which shall be properly supported, and which is in compliance with the term of the agreement – a formal contract or purchase order terms. In addition, the project manager must approve payment of the

invoice; and the claim to be sent to the County must be approved by the Executive Director or by his/her designee.

8. Inter-fund borrowing

To maximize the effective use of funds, the proceeds may be transferred or exchanged between or among agencies and project categories receiving funds from Measure D. Jurisdictions receiving funds may, by annual or multi-year agreement, exchange funds provided that the percentage of funds allocated as provided in the Expenditure Plan is maintained over the duration of the period of time the tax is imposed.

Exchange agreements will be required and all exchange agreements shall be reviewed and approved by the RTC before they go into effect.

Exchange agreements shall address all terms relevant to the specific exchange or inter-fund borrowing including interest, amount, term and conditions. Non-compliance with exchange agreement terms and conditions could be cause to withhold funds. The Regional Allocation accounts may accumulate funds because the capital projects may require a few years to be ready for construction while cash receipts are building in the corresponding accounts.

a) Funds Exchange Types

1) Exchange Among Direct Allocation Funded Agencies

Funds may be exchanged between agencies receiving Measure D direct allocation funds, say between the cities of Scotts Valley and Watsonville. Regardless of the cash source – cash on hand or future cash stream, the payment and repayment of the loan will be from the agencies' own books and accounts. RTC will continue to disburse the allocations on a monthly basis as prescribed in the Expenditure Plan.

The exchange does not engage the Measure D Fund; however, the parties to an exchange shall keep good records of the transaction activities and the balance of the loan; and shall report annually to the RTC, which shall compile an annual report of all exchanges of Measure D funds.

The parties to the exchange shall set terms and the amount that can be exchanged.

2) Borrowing between Regional Allocation (RTC managed) and Direct Allocation

The RTC Board approval is required to exchange funds between Regional Allocation and Direct Allocation funded investment categories. The factors to consider when exchanging funds will include:

i. Liquidity

The lender, Regional Allocation Fund, should have sufficient cash to meet its own operating and capital projects obligations.

ii. Project

The project should be listed on the five year plan and be shovel ready. The RTC may make exception to the five year plan condition on a case by case basis for emergency projects due to unforeseen circumstances such as flooding and mudslide.

iii. Ability to Reimburse with Measure D Funds

Exchanged funds must be reimbursed with Measure D funds to ensure funds are available when due.

3) *Inter-fund Exchange for Regional Allocations*

b) Terms

c) Minimum Amount

d) Interest on Exchanged Funds

If funds exchanged will be repaid in a few months, no interest would be charged to the borrowing agency or fund. However, a reasonable interest charge could be called for on longer term borrowing. Lending funds is an opportunity costs to the lending agency which forgoes the potential income which would counter balance the project cost escalation over the years if funds were invested in interest bearing instruments.

9. Investment

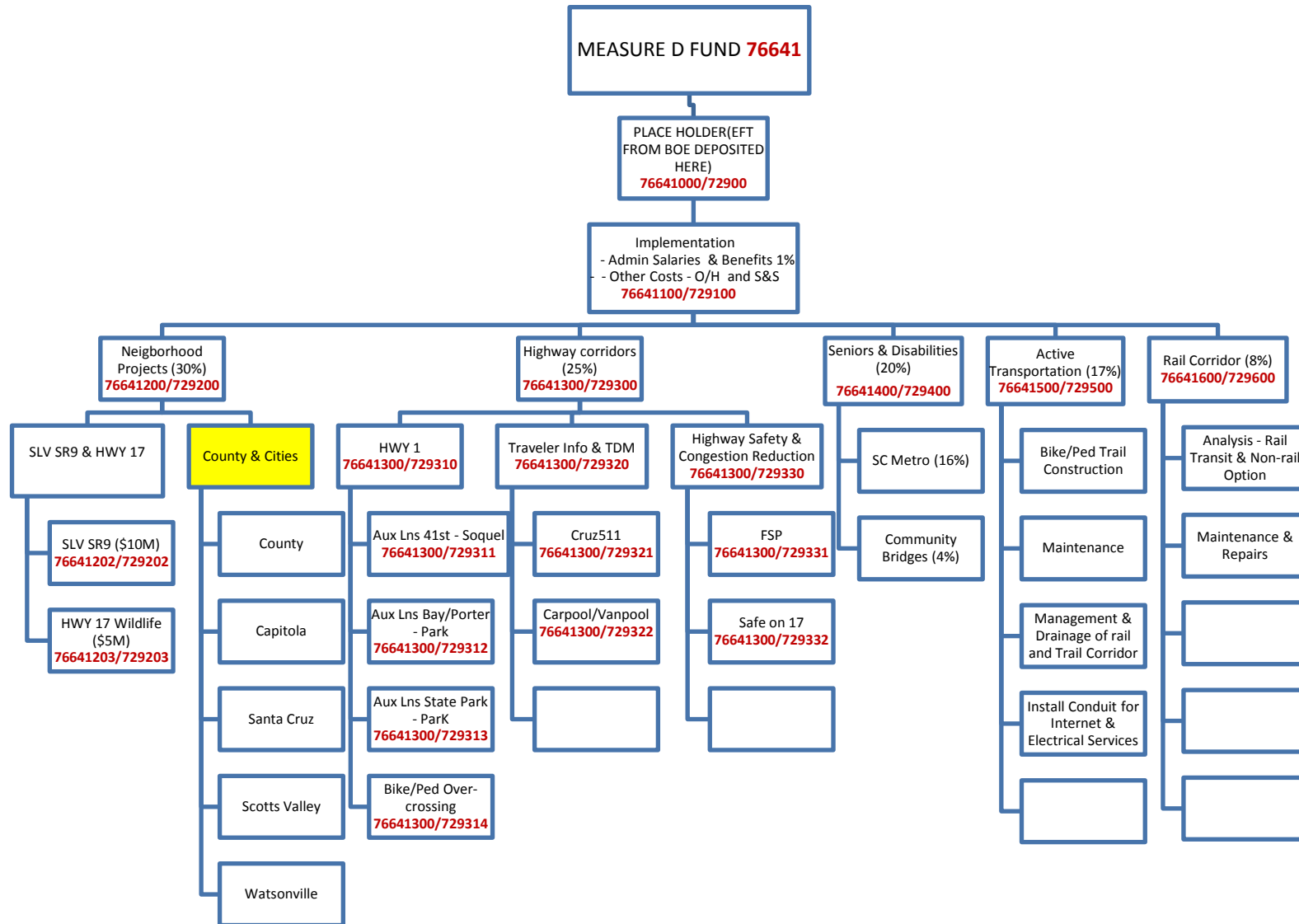
10. Bonding and Loans

Pay-as-you-go financing is the preferred method of financing transportation improvements and programs under the Measure D Ordinance approved by the voters on November 6, 2016. If determined by the Board of the Authority to be cost effective and to accelerate implementation of projects, the Authority may decide to use low interest loans or bond financing as an alternative method. The Authority has power to sell or issue, from time to time bonds or other evidence of indebtedness, in aggregate principal amount at any one time outstanding not to exceed the estimated Net Revenue of Measure D, and to secure such indebtedness solely by the way of future collection of the Transportation Tax, for capital outlay.

EXHIBIT A

ACCOUNTING STRUCTURE

MEASURE D (Transportation Tax Regional Transportation Fund or TTRTF)



AGENDA: May 11, 2017

TO: Budget & Administration/Personnel (B&A/P) Committee

FROM: Luis Pavel Mendez, Deputy Director

RE: Draft Measure D 30-Year Revenue Projection

RECOMMENDATIONS

Staff recommends that the Budget and Administration/Personnel (B&A/P) Committee review and provide input to staff on the attached (Attachment 1) draft Measure D 30-year revenue projection.

BACKGROUND

Thanks to a well funded and well run campaign and broad community support, in November 2016, a supermajority of Santa Cruz County voters approved Measure D. RTC staff has been working to implement Measure D in accordance with the approved ordinance and state law. On the items that staff has prepared is a draft projection of Measure D revenue for the 30-year duration of the measure.

DISCUSSION

The 30-year revenues projection for Measure D (Attachment 1), prepared by staff, is meant to be a basic and conservative starting point for general planning purposes. The projection is based on an analysis of the TDA funds (a ¼-cent sales tax) and a comparison to the Santa Cruz METRO ½-cent transactions and use tax. As a history of revenues from Measure D builds, that will be incorporated into future projections. Staff recommends that the B&A/P Committee review and provide input on the attached Measure D 30-year revenue projection.

SUMMARY

RTC staff has drafted Measure D 30-year revenue projections and recommends input from the B&A/P Committee.

Attachments:

1. Draft Measure D 30-year Revenue Projection

Transactions & Use Tax Revenue Projections

Fiscal Year	Annual Estimate	Implemt, Mgmt & Admin	Net for Allocation	Neighborhood Projects 30%	Distribution of Neighborhood Projects Bucket						Highway 25%	SC METRO 16%	Comm Bridges 4%	Trail 17%	Rail 8%
					Highways 9 & 17 \$15Mtotal	Capitola 5.6213%	Santa Cruz 22.7041%	Scotts Valley 4.8992%	Watsonville 15.1912%	County Unincorp 51.5842%					
2017-18	19,842,749	1,062,364	18,780,385	5,634,116	500,000	288,604	1,165,655	251,531	779,934	2,648,392	4,695,096	3,004,862	751,215	3,192,665	1,502,431
2018-19	20,100,705	750,000	19,350,705	5,805,212	500,000	298,222	1,204,501	259,913	805,925	2,736,651	4,837,676	3,096,113	774,028	3,289,620	1,548,056
2019-20	20,362,014	759,750	19,602,264	5,880,679	500,000	302,464	1,221,635	263,610	817,390	2,775,580	4,900,566	3,136,362	784,091	3,332,385	1,568,181
2020-21	20,626,720	769,627	19,857,094	5,957,128	500,000	306,762	1,238,992	267,356	829,003	2,815,016	4,964,273	3,177,135	794,284	3,375,706	1,588,567
2021-22	20,894,868	779,632	20,115,236	6,034,571	500,000	311,115	1,256,574	271,150	840,768	2,854,964	5,028,809	3,218,438	804,609	3,419,590	1,609,219
2022-23	21,166,501	789,767	20,376,734	6,113,020	500,000	315,525	1,274,386	274,993	852,685	2,895,432	5,094,183	3,260,277	815,069	3,464,045	1,630,139
2023-24	21,441,666	800,034	20,641,631	6,192,489	500,000	319,992	1,292,428	278,886	864,757	2,936,425	5,160,408	3,302,661	825,665	3,509,077	1,651,331
2024-25	21,720,407	810,435	20,909,973	6,272,992	500,000	324,517	1,310,706	282,830	876,987	2,977,952	5,227,493	3,345,596	836,399	3,554,695	1,672,798
2025-26	22,002,772	820,970	21,181,802	6,354,541	500,000	329,101	1,329,221	286,826	889,375	3,020,018	5,295,451	3,389,088	847,272	3,600,906	1,694,544
2026-27	22,288,809	831,643	21,457,166	6,437,150	500,000	333,745	1,347,976	290,873	901,924	3,062,631	5,364,291	3,433,147	858,287	3,647,718	1,716,573
2027-28	22,578,563	842,454	21,736,109	6,520,833	500,000	338,449	1,366,976	294,973	914,637	3,105,798	5,434,027	3,477,777	869,444	3,695,139	1,738,889
2028-29	22,872,084	853,406	22,018,678	6,605,603	500,000	343,214	1,386,222	299,126	927,514	3,149,527	5,504,670	3,522,989	880,747	3,743,175	1,761,494
2029-30	23,169,421	864,500	22,304,921	6,691,476	500,000	348,041	1,405,719	303,333	940,560	3,193,824	5,576,230	3,568,787	892,197	3,791,837	1,784,394
2030-31	23,470,624	875,739	22,594,885	6,778,466	500,000	352,931	1,425,469	307,595	953,774	3,238,696	5,648,721	3,615,182	903,795	3,841,130	1,807,591
2031-32	23,775,742	887,123	22,888,619	6,866,586	500,000	357,885	1,445,476	311,912	967,161	3,284,152	5,722,155	3,662,179	915,545	3,891,065	1,831,089
2032-33	24,084,827	898,656	23,186,171	6,955,851	500,000	362,903	1,465,743	316,285	980,721	3,330,199	5,796,543	3,709,787	927,447	3,941,649	1,854,894
2033-34	24,397,929	910,339	23,487,591	7,046,277	500,000	367,986	1,486,273	320,715	994,458	3,376,845	5,871,898	3,758,015	939,504	3,992,890	1,879,007
2034-35	24,715,103	922,173	23,792,930	7,137,879	500,000	373,135	1,507,071	325,203	1,008,373	3,424,097	5,948,232	3,806,869	951,717	4,044,798	1,903,434
2035-36	25,036,399	934,161	24,102,238	7,230,671	500,000	378,351	1,528,138	329,749	1,022,470	3,471,963	6,025,559	3,856,358	964,090	4,097,380	1,928,179
2036-37	25,361,872	946,305	24,415,567	7,324,670	500,000	383,635	1,549,480	334,354	1,036,749	3,520,451	6,103,892	3,906,491	976,623	4,150,646	1,953,245
2037-38	25,691,576	958,607	24,732,969	7,419,891	500,000	388,988	1,571,099	339,019	1,051,214	3,569,570	6,183,242	3,957,275	989,319	4,204,605	1,978,638
2038-39	26,025,567	971,069	25,054,498	7,516,349	500,000	394,410	1,592,999	343,745	1,065,868	3,619,328	6,263,624	4,008,720	1,002,180	4,259,265	2,004,360
2039-40	26,363,899	983,693	25,380,206	7,614,062	500,000	399,903	1,615,184	348,532	1,080,711	3,669,732	6,345,052	4,060,833	1,015,208	4,314,635	2,030,416
2040-41	26,706,630	996,481	25,710,149	7,713,045	500,000	405,467	1,637,657	353,381	1,095,748	3,720,791	6,427,537	4,113,624	1,028,406	4,370,725	2,056,812
2041-42	27,053,816	1,009,435	26,044,381	7,813,314	500,000	411,103	1,660,422	358,294	1,110,980	3,772,515	6,511,095	4,167,101	1,041,775	4,427,545	2,083,550
2042-43	27,405,516	1,022,558	26,382,958	7,914,887	500,000	416,813	1,683,483	363,270	1,126,410	3,824,910	6,595,739	4,221,273	1,055,318	4,485,103	2,110,637
2043-44	27,761,787	1,035,851	26,725,936	8,017,781	500,000	422,597	1,706,844	368,311	1,142,041	3,877,987	6,681,484	4,276,150	1,069,037	4,543,409	2,138,075
2044-45	28,122,691	1,049,317	27,073,373	8,122,012	500,000	428,456	1,730,509	373,418	1,157,875	3,931,754	6,768,343	4,331,740	1,082,935	4,602,473	2,165,870
2045-46	28,488,286	1,062,958	27,425,327	8,227,598	500,000	434,391	1,754,482	378,590	1,173,915	3,986,220	6,856,332	4,388,052	1,097,013	4,662,306	2,194,026
2046-47	28,858,633	1,076,777	27,781,856	8,334,557	500,000	440,404	1,778,766	383,831	1,190,163	4,041,394	6,945,464	4,445,097	1,111,274	4,722,916	2,222,549
Total	722,388,177	27,275,826	695,112,351	208,533,705	15,000,000	10,879,110	43,940,086	9,481,603	29,400,092	99,832,814	173,778,088	111,217,976	27,804,494	118,169,100	55,608,988

Notes

1. Initial estimate is based on Auditor Controller's estimate of TDA revenues after applying a historical comparison of TDA revenues to SC METRO's transactions and use tax. As the RTC builds a history of actual transactions and use tax revenues it will be incorporated into future estimates. Adjustments will be made each year based on actual revenues.
2. A long-term growth of 1.3% is estimated based on the average historical growth of TDA revenues over the past 17 years, which have varied from -8.61% to 7.02%.
3. Implementation, management and administration costs are escalated by the assumed growth of the revenue of 1.3%.
4. The return to source variable is based on the existing transactions and use taxes for each of the cities and the library transactions and use tax to derive an estimate for the the unincorporated area . After the tax is